Business Continuity Policy

Policy Reference Number	5977684
Responsible Department	Executive Services
Related Policies	Emergency Management Policy, Risk Management Policy
Related Procedures	Business Continuity Plan
Date of Initial Adoption	06 September 2005
Last Reviewed by Council	15 August 2023

1. Purpose

The purpose of the Policy is to build resilience across Council to minimise the likelihood of business interruption events and to outline an appropriate response should such an event occur.

Council should establish the priorities for business continuity management, document the ownership and governance of business continuity management and establish a mechanism for reviewing and maintaining business continuity plans. Council recognises the importance of maintaining uninterrupted availability of all key business resources necessary to support essential and critical Council operations.

2. Introduction

Notwithstanding that the Council has adequate insurances in place to recompense it for any direct pecuniary loss, and that the Council Office, Works Depot, Library, Community facilities and The ARC Campbelltown are reasonably protected by security systems, a disaster that results in an interruption to its business operations even for a short period, would have serious consequences for the Council and for the public it serves.

3. Power to Make the Policy

Council retains this Policy to ensure an ongoing capacity to fulfil its obligations under the Local Government Act 1999 and other relevant legislation.

4. Strategic Plan Link

This Policy has the following link to Council's Strategic Plan 2024:

- Leading Our People (Goal 5)

5. Principles

Council is committed at all times to ensuring the safety and wellbeing of its Employees and the Community.

Council is committed to the restoration of operations as soon as practicable following a business interruption event or emergency.

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Council is committed to identifying plausible business interruption events which may impact on its ability to deliver critical functions and to develop and test plans to mitigate the consequences of those interruptions.

6. Definitions

A disaster is a business interruption event that is extraordinary and that causes disruption to, or loss of, key business resources.

The Business Continuity Management Team director means the Chief Executive Officer (or alternatively the General Manager Community Connections if the Chief Executive Officer is unavailable).

The **Business Continuity Management Team** is a team made up of Council's executive management representatives and other seconded staff formed for the express purpose of responding to an organisational crisis. This management structure will overlay all normal management structures during a response process.

Chief Executive Officer means a person appointed to the Chief Executive Officer role in either a permanent, acting or temporary capacity.

Executive Management Team is a team made up of Council's Chief Executive Officer and General Managers.

7. Policy

7.1 Chief Executive Officer Authorisation

Council authorises the Chief Executive Officer to undertake any appropriate action necessary to recover from a disaster that causes partial or total business interruption.

In responding to a business interruption event, the Chief Executive Officer (or nominee) is authorised to assume the position of Business Continuity Management Team Director, to activate the Business Continuity Management Team and to implement the Business Continuity Plan.

7.2 Business Interruption Events

The object of the Business Continuity Plan is to ensure that appropriate structures and protocols are in place to enable effective response to a business interruption event that has the potential to impact on Council's objectives. The Business Continuity Plan documents the processes and resources required by Council in the delivery of its critical business objectives.

In identifying business continuity risks, the focus is on building of the resilience and response capabilities within business functions that have been identified as critical by the organisation. Treatment options for non critical functions are also identified and documented within the framework; this ensures that Council has a whole of organisation view when responding to interruption events, as the nature of these events can change rapidly.

7.3 Business Continuity Management

Council will manage the risks associated with various disaster and emergency scenarios in accordance with its Business Continuity Plan and relevant standards.

The Plan will be tested and reviewed at least annually.

7.4 Information Services Disaster Recovery Plan

Council's Business & Technology Services business unit maintains a Disaster Recovery Plan that matches the business priorities (critical functions) of Campbelltown City Council.

7.5 Authority

7.5.1 The Campbelltown City Council Business Continuity Framework and Plan has been developed under the authority of the Executive Management Team in consultation with the Local Government Mutual Liability Scheme. Prior to implementation the Plan was reviewed and approved by EMT.

7.5.2 A standing authority is given to the sub–plan owners by EMT to implement the actions within the sub-plans.

7.6 Training

7.6.1 All Council Employees must become familiar with the Business Continuity Management process and their responsibilities in the event that the Business Continuity Plan is activated.

7.6.2 Employees with direct involvement in the Business Continuity Plan will be formally trained on their roles and responsibilities to execute the Plan and will be involved in periodic testing exercises.

8. Review & Evaluation

Within six months of each new Council term Council will review this policy. Following this initial review this policy will be reviewed annually by staff with minor administrative adjustments being approved by the Chief Executive Officer.

9. Availability of the Policy

Copies of this Policy will be available at Council's principal office during ordinary business hours and at Council's website www.campbelltown.sa.gov.au.

The document on Council's Records Management System is considered to be the current and controlled version. Before using a printed copy, verify that it is the current version.

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