

BUSINESS CONTINUITY POLICY

SCOPE

Applies to all departments and staff of Banana Shire Council.

LEGISLATION

Disaster Management Act 2003
Disaster Management Regulations 2014

OBJECTIVE

To provide the endorsed commitment of Council to managing disruption risk.

DEFINITIONS

Business Continuity Management	The development, implementation and maintenance of policies, frameworks and programs to assist an entity to manage a business disruption event as well as built entity resilience.
Business Continuity Plan	The framework representing the procedures and information developed, compiled and maintained in readiness for use in a business disruption event.
Business Continuity Team	<p>A team established by the Chief Executive Officer:</p> <ul style="list-style-type: none">• To make recommendations to and assist the Chief Executive Officer on development of a Business Continuity Plan including assessment of the potential interruption to business services including damage to the building, assets, infrastructure, services and records, and• To assist the Chief Executive Officer to control and coordinate recovery.
Business Disruption Event	An event that has an effect on the critical business processes of the entity and inhibits the achievement of its objectives.
Chief Executive Officer	The Chief Executive Officer of Banana Shire Council
Council	Banana Shire Council
Critical Business Function/Operations	A business function or part thereof identified as essential for the survival of the organisation and achievement of its critical objectives.

Critical Objectives	Objectives that must be achieved during a period of disruption.
Emergency Response Plan	The documented planned responses, including operative directions and emergency contacts utilised in response to an emergency such as a flooding event.
Resilience	The adaptive capacity of an organisation in a complex and changing environment.

POLICY

It is the aim of Council to:

- Maintain the highest possible integrity and continuity for services provided by the Council.
- Safeguard Council's assets, including people, property and financial resources.
- Ensure the uninterrupted availability of resources so that Council can continue to perform the Critical Business Functions/Operations that support its critical objectives.
- Ensure that Council can appropriately deal with disruption.
- Demonstrate responsible Business Continuity Management processes that align with applicable Australian Standards, accepted best practice standards and methods, and
- Ensure the accurate and timely provision of information to staff, the community, business partners, stakeholders and other relevant levels of Government during an outage event.

Council will:

- Manage Business Continuity based upon AS/NZS 5050:2010 Business Continuity and other relevant guidelines and standards.
- Update its Business Continuity Plan, Emergency Response Plans and Disaster Recovery Plans annually and/or after activation or test activation process.
- Ensure that relevant and appropriate exercising of plans is undertaken at least annually.
- Ensure the accurate and timely provision of information, as it concerns the outage event, to staff, the community, business partners, stakeholders and other relevant levels of Government, and
- Make informed decisions concerning the level of management and costs involved in achieving effective outcomes.

Benefits:

Council recognises the following benefits of Business Continuity Management:

- To internal and external stakeholders, their dependability and good governance.
- Ensures the continued delivery of critical services to the community.
- Effective response to a business interruption minimises damage to the organisation.
- Enhances Council's ability to proactively identify the consequences of a business interruption.
- Effective management of uninsurable risks, and compliance with insurance policies.

- An opportunity to better understand the organisation – sometimes thereby revealing opportunities to improve efficiency, governance and treatment of other risks.
- Remain compliant with relevant legislative and other obligations.
- Increases the awareness of the potential for disruption.
- Development of general skills as well as specific capacities which facilitate operating in a non-standard mode.
- Allows Council to maintain a strong focus on critical functions thereby achieving critical objectives during a business disruption event; building resilience that facilitates managing and recovering from a business outage event.

Guiding Principles:

Council recognises the following guiding principles for a Business Continuity Plan:

- Identify critical business objectives/services,
- Resourcing business continuity management, and
- Planning for impacts on staff and customers.

PROCEDURE

Procedures as approved and issued by the Chief Executive Officer, and subject to further revision, amendment and issue under the authority of the Chief Executive Officer.

CERTIFICATION



CHIEF EXECUTIVE OFFICER
BANANA SHIRE COUNCIL

14/1/25

DATE