

# BUSINESS CONTINUITY POLICY – MANAGEMENT OF DISRUPTION-RELATED RISK



COUNCIL POLICY – Business Continuity Policy – Management of Disruption-Related Risk	
Reference Number	714022
Responsible Business Unit	Office of the CEO
Responsible Officer	Chief Executive Officer
Legislation	Local Government Act 1999 Emergency Management Act 2004 Work Health & Safety Act 2012
Relevant Delegations	Chief Executive Officer
Related Policies Management Guidelines Frameworks	Good Governance Framework Risk Management Framework Emergency Management Framework I-Responda Framework I-responda Community Emergency Response Policy and Guideline State Emergency Management Plan Murray Mallee Zone Emergency Management Plan WHS Emergency Management Policy and Procedure AS 3745-2010: Planning for emergencies in facilities AS4083-2010 – Planning for Emergencies - Health Care Facilities AS/NZS5050:2010 Business Continuity – managing disruption business risk
Strategic Plan	Our Commitment to our Community
Council resolution	95.5
Date Adopted	14 May 2018
Review Date	annually
Previous Revisions	2 July 2012, 147.2

## POLICY STATEMENT

The Rural City of Murray Bridge recognises its important role in the Community to provide and co-ordinate various public services and facilities. In planning to continue operations during a disruption to services either internally and/or externally Council has undertaken risk assessments to identify potential risks. In undertaking the risk assessment process Council has developed strategies to mitigate the effects of any disruption of its services to the Community of key/critical business resources and services necessary to support essential Council operations.

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## OBJECTIVES

The Rural City of Murray Bridge is committed to implementing integrated risk management principles to

- protect human life
- protect our environment
- reduce the likelihood of disruption to its delivery of services to its Community
- ensure a timely resumption of operations following a business disruption event
- ensure the Rural City of Murray Bridge's reputation is not damaged
- preserve stakeholder confidence, credibility and goodwill.

These principles will be developed based on

- **prevention** - which seeks to eliminate or reduce risk;
- **preparedness** - which puts people, plans, training and equipment in place to cope should an emergency take place;
- **response** - which involves activating the plans in place; and
- **recovery** - which involves restoration after an emergency occurs.

## SCOPE

This policy relates to the delivery of critical business functions by Council to its Community and Stakeholders.

## PRINCIPLES

Council will provide the Chief Executive Officer with the appropriate resources to ensure that staff receive adequate training and support to ensure appropriate Prevention, Preparation, Response (Relief) and Recovery plans are in place to mitigate business disruption events and in the event of an unavoidable disruption that critical business functions are restored within 2 business days

## DELEGATIONS

The Rural City of Murray Bridge has delegated authority to its Chief Executive Officer to implement Council's Good Public Administration Framework, Risk Management Framework, Emergency Management Framework and associated Policies.

This delegation also allows the Chief Executive Officer to undertake annual reviews of threats against Council's critical business systems and implement strategies to mitigate potential disruptions.

The Chief Executive Officer is delegated approval to approve expenditure of unbudgeted funds to restore Council's critical business functions.

The Chief Executive Officer is delegated approval to subdelegate powers to appropriate staff members.

## IMPLEMENTATION

- The Chief Executive Officer is responsible for the management of disruption of its services through its Business Continuity Plans.

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- The Chief Executive Officer will inform the Mayor and Council Members if a disruption to a critical service/s will extend over 24 hours.
- The Chief Executive Officer will provide a formal report to Council through its Audit Committee on any disruption to a critical service extending over 24 hours including actions taken to resolve the critical services and future treatment plans.

## CRITICAL BUSINESS FUNCTIONS

The Chief Executive Officer will ensure an annual review of threats to Council's critical services is undertaken in conjunction with the preparation of Council's Annual Business Plan with Council's Business Continuity Plan will be updated according to the risk assessment findings.