BUSINESS CONTINUITY POLICY- MANAGEMENT OF DISRUPTION-RELATED RISK

COUNCIL POLICY

BUSINESS CONTINUITY POLICY – MANAGEMENT OF DISRUPTION-RELATED RISK	
DOCUMENT 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 Enterprise 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 AS/NZS5050:2020 Business Continuity – managing disruption related risk ISO22301:2020 Business continuity management systems RCMB Business Continuity Plan RCMB Business Continuity Manual RCMB Critical Function Sub Plans (CFSP) • CFSP - Rapid Response • CFSP – Public Health and Safety • CFSP – Communications • CFSP – CWMS Water Supply • CFSP – Home Care • CFSP - Payroll
COUNCIL RESOLUTION	854.1
DATE ADOPTED	13 April 2026
REVIEW DATE	13 April 2030
PREVIOUS REVISIONS	2 July 2012, 147.2 14 May 2018, 95.5

1. POLICY STATEMENT

The Rural City of Murray Bridge recognises its important role within the Community in delivering and coordinating a range of public services and facilities. To support the continuation of operations during a disruption to services either internally and/or externally Council has undertaken risk assessments to identify and

evaluate potential risks to service delivery. In undertaking the risk assessment process Council has developed and implemented strategies to mitigate the impacts of any disruption on critical business resources and services required to maintain essential Council functions.
The designation of a business function as 'non-critical' within the context of the Business Continuity Policy does not diminish its overall importance. This classification reflects its priority level in a disruption scenario and is used solely to guide response, recovery, and resource allocation decisions within the business continuity plan.

2. 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

3. SCOPE

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

4. 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 the maximum allowable outage timeframes, identified within the Business Continuity Plan.

5. DELEGATIONS

The Rural City of Murray Bridge has delegated authority to its Chief Executive Officer to implement Council's Good Public Administration Framework, Enterprise 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 authority to approve expenditure of unbudgeted funds to restore Council's critical business functions. The Chief Executive Officer is delegated authority to subdelegate powers to appropriate staff members.

6. IMPLEMENTATION

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

- 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 and Risk Committee on any disruption to a critical service extending over 24 hours including actions taken to resolve the critical services and future treatment plans.

7. CRITICAL BUSINESS FUNCTIONS

The Chief Executive Officer will ensure that an annual review of threats to Council's critical services is undertaken as part of the preparation of the Council's Annual Business Plan. The Business Continuity Plan will be updated to incorporate any new threats identified through that review.

8. REVIEW

This policy will be reviewed every Council term, or more frequently if legislation, relevant standards or organisational needs change.