



Gladstone Regional Council

Council Policy

Title	BUSINESS CONTINUITY
Policy Number	P-2014/34
Responsible Directorate	OFFICE OF THE CHIEF EXECUTIVE OFFICER
Responsible Officer	CHIEF EXECUTIVE OFFICER
Date of Adoption	4 NOVEMBER 2014
Resolution Number	G/14/2213
Date Review Due	4 NOVEMBER 2017

1.0 PURPOSE:

The purpose of this policy is to provide the endorsed commitment to managing disruption related risk.

Gladstone Regional Council endorses Business Continuity Management as a core obligation of good governance and the utilisation of the methodology provided for in the AS/NZS 5050:2010 Business Continuity - managing disruption related risk.

2.0 SCOPE:

This policy applies to all areas of Council's operations.

3.0 RELATED LEGISLATION:

- Queensland Local Government Act 2009 and Regulation 2012

4.0 RELATED DOCUMENTS:

- Department Emergency Response Sub-Plans
- AS/NZS Standard 5050:2010 Business Continuity - Managing disruption related risk
- Gladstone Regional Council Risk Management policy P-2014/2
- Gladstone Regional Council Local Disaster Management Plan 2013

5.0 DEFINITIONS:

To assist in interpretation of this policy the following definitions apply:

- **Business continuity management** means the development, implementation and maintenance of policies, frameworks and programs to assist an entity manage a business disruption event as well as built entity resilience
- **Business continuity plan** means the framework representing the procedures and information developed, compiled and maintained in readiness for use in a business disruption event
- **Business disruption event** means an event that has an effect on the critical business processes of the entity and inhibits the achievement of its objectives
- **Critical Business Function/Operations** means a business function or part thereof identified as essential for the survival of the organisation and achievement of its critical objectives
- **Critical objectives** means objectives that must be achieved during a period of disruption
- **Emergency Response Plan** means the documented planned responses, including operative directions and emergency contacts utilised in response to an emergency such as a flooding event
- **Resilience** means the adaptive capacity of an organisation in a complex and changing environment

6.0 POLICY STATEMENT:

6.1 It is the objective of *Gladstone Regional Council* to:

- Maintain the highest possible integrity and continuity for services provided by the Council,
- Safeguard the 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 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.

6.2 Council will:

- Manage Business Continuity based upon AS/NZS 5050:2010 Business Continuity and other relevant guidelines and standards;
- Update its Business Continuity *Plan(policy and corporate standard)*, 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;
- Make informed decisions concerning the level of management and costs involved in achieving effective outcomes.

6.3 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.

7.0 ATTACHMENTS:

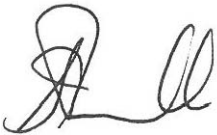
Nil

8.0 REVIEW TRIGGER:

This policy will be reviewed when any of the following occur:

1. The related legislation/documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council
3. Periodic Review – 3 years from date of adoption.

TABLE OF AMENDMENTS		
Originally Adopted	4 NOVEMBER 2014	G/14/2213
Amendment 1	<INSERT DATE COUNCIL MEETING>	<INSERT RESOLUTION NUMBER>
Amendment 2	<INSERT DATE COUNCIL MEETING>	<INSERT RESOLUTION NUMBER>
Amendment 3	<INSERT DATE COUNCIL MEETING>	<INSERT RESOLUTION NUMBER>



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STUART RANDLE
CHIEF EXECUTIVE OFFICER