



# Gladstone Regional Council

## Council Policy

<b>Title</b>	<b>BUSINESS CONTINUITY MANAGEMENT</b>
<b>Policy Number</b>	<u>P-2021-04</u>
<b>Business Unit/s</b>	<b>FINANCE, GOVERNANCE &amp; RISK OPERATIONS</b>
<b>Date of Adoption</b>	
<b>Resolution Number</b>	
<b>Review Date</b>	
<b>Date Repealed</b>	

### 1.0 PURPOSE:

The purpose of this policy is to ~~demonstrate Gladstone Regional Council's provide the endorsed~~ commitment to managing disruption related risk ~~and implementing business continuity management practices within the business.~~

~~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~~business.

### 3.0 RELATED LEGISLATION:

- *Local Government Act 2009*
- *Local Government Regulation 2012*

### 4.0 RELATED DOCUMENTS:

- ~~Department Emergency Disaster~~ Response ~~Sub~~-Plans
- AS/NZS Standard 5050:2010 Business Continuity - Managing disruption related risk
- AS ISO 22301:2020 Security and resilience – Business continuity management systems - Requirements
- Gladstone Regional Council Risk Management Policy
- Gladstone Regional Council Risk Management Corporate Standard
- 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** means the capability of an organisation to continue the delivery of products and services within acceptable time frames at predefined capacity during a disruption event.

**Business continuity plan** means the framework representing the procedures and information developed, compiled and maintained in readiness for use in a business disruption event the documented information that guides an organisation to respond to a disruption event and resume, recover and restore the delivery of functions and services.

**Business disruption event** means an event, whether anticipated or unanticipated, that causes unplanned, negative deviation from the expected delivery of functions and services that has an effect on the critical business processes of the entity which and inhibits the achievement of organisational its objectives.

**Critical Business Function/Operations/Service** means a business function/service, 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:

Gladstone Regional Council endorses Business Continuity Management as a core component of good governance and an integral part of Council's Enterprise Risk Management framework. Council's business continuity objective is to:

6.1 It is the objective of Gladstone Regional Council to:

- Maintain the highest possible integrity and continuity for functions and 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/Services that support its critical objectives,
- Ensure that Council can appropriately deal with business disruption events,
- 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 Councillors, staff, four people, the community, business partners, stakeholders and other relevant levels of Government during a business disruption outage event.
- 

6.2 Council will:

- ~~Manage Business Continuity based upon AS/NZS 5050:2010 Business Continuity and other relevant guidelines and standards; Develop and maintain business continuity plans by anticipating risks, identifying mitigating strategies and undertaking testing of strategies at regular intervals;~~
- Update its ~~Business Continuity Plan (policy and corporate standard), Emergency Response Plans and Disaster Response/Recovery Plans~~ annually and/or after activation or test activation process;
- ~~Ensure that relevant and appropriate exercising of plans is undertaken at least annually; Build a business continuity culture to continuously improve the resilience and response capabilities within the organisation's critical business functions and services;~~
- Ensure the accurate and timely provision of information, as it concerns the business disruption outage event, to Councillors, staff and people, the community, business partners, stakeholders and other relevant levels of Government;
- Make informed risk based 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;
- ~~to~~ ensures the continued delivery of critical functions and services to the community;
- ~~for~~ effective response to a business interruption ~~to~~ minimises damage to the organisation;
- ~~to~~ enhances Council's ability to proactively identify the consequences of a business interruption;
- ~~effective management of uninsurable risks, and compliance with insurance policies;~~
- ~~as~~ an opportunity to better understand the organisation – sometimes thereby revealing opportunities to improve efficiency, governance and treatment of other risks;
- ~~to~~ remain compliant with relevant legislative and other obligations;
- ~~for~~ increases the awareness of the potential for business disruption;
- ~~for~~ development of general skills as well as specific capacities which facilitate operating in a non-standard mode;
- ~~to~~ allows the business Council to maintain a strong focus on critical functions and services thereby achieving critical objectives during a business disruption event;
- ~~in~~ building resilience that facilitates managing and recovering from a business disruption outage event.

#### 7.0 ATTACHMENTS:

Nil.

#### 8.0 REVIEW MECHANISM:

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

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Three years from date of adoption.

TABLE OF AMENDMENTS			
Document History	Date	Council Resolution No.	Notes (including the prior Policy No, precise of change/s, etc)
Originally Approved	4 November 2014	G/14/2213	
Amendment 1			Amended definitions, aligned terminology to current standards.
Amendment 2			
Amendment 3			

Formatted: Left

.....  
**LEISA DOWLING**  
**CHIEF EXECUTIVE OFFICER**