

Gladstone Regional Council

Council Policy

Title	BUSINESS CONTINUITY MANAGEMENT
Policy Number	P-2021-04
Business Unit/s	FINANCE, GOVERNANCE & RISK OPERATIONS
Date of Adoption	16 FEBRUARY 2021
Resolution Number	GM/21/4445
Review Date	16 FEBRUARY 2024
Date Repealed	

1.0 PURPOSE:

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

2.0 SCOPE:

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

3.0 RELATED LEGISLATION:

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

4.0 RELATED DOCUMENTS:

- Disaster Response 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 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 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 which inhibits the achievement of organisational objectives.

Critical Business Function/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.

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:

- Maintain the 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, our people, the community, stakeholders and other relevant levels of Government during a business disruption event.

Council will:

- Develop and maintain business continuity plans by anticipating risks, identifying mitigating strategies and undertaking testing of strategies at regular intervals;
- Update its Disaster Response Plans annually and/or after activation or test activation process;
- 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 event, to Councillors, our people, the community, stakeholders and other relevant levels of Government;
- Make informed risk based decisions concerning the level of management and costs involved in achieving effective outcomes.

Council recognises the benefits of Business Continuity Management:

- to internal and external stakeholders, their dependability and good governance;
- to ensure the continued delivery of critical functions and services to the community;
- for effective response to a business interruption to minimise damage to the organisation;
- to enhance Council’s ability to proactively identify the consequences of a business interruption;
- 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 increasing 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 allow the business 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 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	16 February 2021	GM/21/4445	Formerly P-2014/34. Amended definitions, aligned terminology to current standards.
Amendment 2			
Amendment 3			

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