

	COUNCIL POLICY	
	Business Continuity Council Policy	
	Policy Number	CP097
	Directorate	Organisational Services
	Owner	Director Organisational Services
	Last Approved	30/06/2025
	Review Due	30/06/2028

1. PURPOSE

This policy outlines Council's commitment to planning and preparing for organisational resilience during significant business interruption events, and at all times ensuring the safety and wellbeing of its workers, the community and the environment.

2. SCOPE

The scope of this policy applies to all employees of Council.

3. HEAD OF POWER

Local Government Act 2009
Local Government Regulation 2012

4. DEFINITIONS

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

"Business continuity" means the uninterrupted availability of all key resources supporting essential business functions.

"Business continuity management" (BCM) means the development, implementation and maintenance of policies, strategies and programs to assist Council to manage a Disruption event, as well as building entity resilience.

"Business continuity plan" (BCP) is an output of BCM and is a collection of procedures and information that is developed, compiled and maintained in readiness for use in the event of an emergency or disaster.

"Business impact assessment" (BIA) means a management level analysis which identifies the impacts of function loss on the organisation. The BIA provides management with data upon which to base risk mitigation and continuity planning decisions.

“Business interruption event” (BIE) means an event that by its duration exceeds the Maximum Acceptable Outage and / or has an adverse impact on business objectives and requires the implementation of the BCP or sub plans.

“Disruption” means an event that results in an interruption to business activities.

“Maximum Acceptable Outage” means the maximum period of time that Council can tolerate the loss of capability of a critical business function, process, asset or IT application.

5. POLICY STATEMENT

Council recognises that business continuity management is a core component of good governance and is an integral part of the Council’s Enterprise Risk Management Framework.

Council’s business continuity objective is to:

- Safeguard the uninterrupted availability of essential resources so that Council can continue to perform critical business functions and services
- Ensure that Council can appropriately deal with business interruption events
- Ensure the accurate and timely provision of information to Councillors, staff and the community and other relevant levels of Government during a business interruption event.

In ensuring that Council is able to continue to deliver its key services to the community following a significant business interruption event, it will undertake the following:

5.1. Maintain a Business Continuity Management Framework

Council’s business continuity management framework includes:

- **Business Continuity Council Policy:** outlining Council's commitment to its objectives and responsibilities
- **Council-wide Business Continuity Statement:** a high-level council-wide plan addressing critical services and functions, key risks and priorities
- **Business Impact Assessment:** evaluation of the potential impact of disruptions on key services, functions, systems and/or stakeholders

5.2. Risk management processes

Council’s adopted Enterprise Risk Management Framework will be utilised to inform likely disruption scenarios.

5.3. Business Impact Assessments

Council will develop a business impact assessment to prioritise its critical business functions and services.

5.4. Testing and Reporting

Testing of Council’s business continuity capability will be undertaken periodically, and may include desktop reviews, scenario-based exercises or post-event reviews.

Results of capability testing shall be reported to the Executive Leadership Team.

5.5. Roles and responsibilities

The Chief Executive Officer is responsible for ensuring that the organisation is prepared for and is resilient during significant interruption events.

6. ASSOCIATED DOCUMENTS

Risk Management Council Policy

7. REVIEW

This Policy will be reviewed when related legislation/documents are amended or replaced, other circumstances as determined from time to time by Council or at intervals of no more than three years.

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	New Policy	Council	30/06/2025	5164680