

# District Council of Elliston Policy



## Governance

### E011 Business Continuity

Signature	
Policy Issued & Effective from	19 December 2023
Date of Last Review	Nov 2023
Version No.	2.0
Next Review Date	November 2027
Person responsible for maintaining	WHS & Risk Coordinator

Refer to the last page of this document for the Document History Table

# District Council of Elliston Policy

## E011 Business Continuity

### 1. Introduction

The District Council of Elliston (**Council**) recognises that business continuity management and planning is an integral part of good governance, and an important element in Council's Risk Management Framework. Council is committed to building resilience within the organisation to ensure key functions can continue to be delivered or are able to be restored within acceptable timeframes if required.

### 2. Scope

This Policy is applicable to the entire organisation, including employees, elected members, contractors, volunteers and across shared services.

### 3. Purpose

The purpose of this Policy is to ensure that risk management practices and principles are fully integrated across Council's strategic, operational and project planning processes.

Council will do this by providing a scope that enables Council and its Officers to:

- Build resilience across the organisation.
- Manage business interruption risks in accordance with AS/NZS 5050:2020 Business Continuity – Managing Disruption Related Risk.
- Develop resumption plans (sub plans) based on identified critical business functions.
- Identify roles and responsibilities for key staff positions to plan, review and implement the Business Continuity Plan (**BCP**).
- Minimise the impact of function of loss on Council's stakeholders, reputation and the community.
- Minimise any risk associated with public health, safety and/or welfare.
- Ensure Council considers regulatory requirements and/or compliance with legally enforceable contracts during outages.
- Maintain control of expenditure and minimise extraordinary costs resulting from incidents.

### 5. Training

The Council employee induction process will include the BCP.

Council will ensure workers and other stakeholders are kept up to date with any changes.

BCP staff will be trained in their relevant roles and responsibilities with regular refresher training scheduled.

### 6. Review

This Policy will be reviewed by the Senior Management team, in consultation with workers and their representatives, every four (4) years or more frequently if legislation, in response to a significant event, or, as a result of change of circumstance.

### 7. Responsibilities and Accountabilities

The Council's **Audit and Risk Committee** is accountable for:

- Overseeing and advising on the BCP and this Policy.
- Making recommendations on the effectiveness of the BCP to Council.

The Council's **Senior Management Team (SMT)** is accountable for:

- Acting as the BCP owner by ensuring that the BCP adequately reflects the Council's business continuity capability.

## District Council of Elliston Policy

### E011 Business Continuity

- Ensuring that business continuity is integrated across the organisation.
- Ensuring that an annual review of the BCP and associated testing occurs.

**Manager and Supervisors** are accountable for:

- Communicating implications of any departmental changes that may impact the BCP.
- Developing, implementing and maintaining Sub Plans on behalf of the BCP owner.
- Conducting and participating in reviews and exercises.

The **WHS and Risk Coordinator** is accountable for:

- Maintaining the BCP and associated Policy.
- Assisting and provide guidance to SMT for the annual review of the BCP.
- Assisting Sub Plan owners in the review and testing of Sub Plans.

**Workers** are accountable for:

- Acknowledging any roles and responsibilities in relation to business continuity.
- Participating in any testing exercises, as required.

#### 9. References

- Local Government Act 1999
- AS ISO 31000:2018 Risk Management Standard – Principle and Guidelines
- AS/NZ 5050:2020: Business Continuity – Managing Disruption and Related Risk

#### 11. Related Documents

- District Council of Elliston: Business Continuity Plan
- District Council of Elliston: Workplace Emergency Management Plan
- District Council of Elliston: Risk Management Framework
- District Council of Elliston: Risk Management Policy
- District Council of Elliston: Strategic Management Plan 2024-2028
- Loftus IT Disaster Recovery Plan

**District Council of Elliston Policy**  
E011 Business Continuity

<b>DOCUMENT HISTORY</b>				
<b>Version</b>	<b>Changes since last version</b>	<b>Approved by</b>	<b>Record No</b>	<b>Issue Date</b>
1.0	Original – New Document.	CEO	NGR191572	June 2019
2.0	Amended Policy Headings, added in project risks into sec.3. Added additional definitions. Added in Training sec. Updated responsibilities to job titles. Updated Legislation reference AS/NZS 13000:2018 Risk Management Standard – Principles and Guidelines. Amended review period from 2 to 4 years.	Council	NGR245125	December 2023