

Business Continuity Management Policy

Head of Power

Local Government Act 2009
Local Government Regulation 2012

Objective

This policy and the supporting Business Continuity Plans, seek to put measures in place prior to a Business Interruption Event and identify actions to be taken during and following such an event to ensure that key services continue to be available to residents of the Moreton Bay Region.

Definitions

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 Analysis (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.

Council means Moreton Bay Regional Council.

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

Employee means all employees of Council, whether employed on a permanent, temporary, or part-time basis and includes volunteers and employees of businesses and entities contracted to provide services to, or on behalf of Council.

Enterprise Risk Management Framework means the components that provide the foundation and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving Enterprise Risk Management.

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.

Application

This policy applies to all Council services and Employees involved in the delivery of these services.

Policy Statement

Council recognises that BCM is a core component of good governance and is an integral part of the Council's Enterprise Risk Management Framework.

To ensure Council is able to continue to deliver its key services to residents following a significant BIE, it will undertake the following:

Business Continuity Management Framework

Council will maintain a BCM Framework, which details the whole of Council system that ensures continuity of key services following a BIE.

The whole of Council BCM Framework will be underpinned by specific BCPs developed by Directorates for key services under their control.

Business Continuity Plans

Each Director will be responsible for developing BCPs to support key services under their control. These plans should support the levels of service determined, on a whole of Council basis, in the BCM Framework.

It is the responsibility of each Director to ensure that BCPs are kept current, that Employees receive adequate education and awareness of the BCPs, and that the BCPs are reviewed and tested, as required by the BCP Framework document.

Measurement of Success:

- BCM is supported across Council
- BCPs are developed for critical operations and services following a BIA
- Testing of BCPs is carried out at appropriate times, and
- Minimal interruption to Council's operations during and following a BIE.

Related Documents

This policy complements and is to be implemented in conjunction with other related documents, including Council's policies and directives (but not limited to):

- Business Continuity Management Framework documents
- Enterprise Risk Management Policy 10-2150-020
- AS/NZS ISO 31000:2009 - Risk Management: Principles and Guidelines
- AS/NZS 5050:2010 - Business Continuity: Managing Disruption - Related Risk

Review Triggers

This Policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when any of the following occurs:

- (1) The related documents are amended.
- (2) The related documents are replaced by new documents.
- (3) Amendments are made to the head of power which affect the scope and effect of this Policy.
- (4) Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this Policy is to be reviewed at least once every two years for relevance and to ensure that its effectiveness is maintained.

Responsibility

This Policy is to be:

- (1) implemented by the Continuity Management Team Director (Director Executive & Property Services); and
- (2) reviewed and amended in accordance with the "Review Triggers" by the Continuity Management Team.

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