

# Business Continuity Policy

<b>Policy Number</b>	KASC-STRAT-010
<b>Responsible Manager</b>	Chief Executive Officer
<b>Legislation</b>	<u>Local Government Act 2009</u> <u>Local Government Regulation 2012</u>
<b>Associated Documents</b>	Business Continuity Management Framework and Business Continuity Plans Strategic Risk Register Local Government Disaster Management Group Local Disaster Management Plan
<b>Approval Date</b>	18 January 2022

## 1. Policy Statement

- 1.1 The Kowanyama Aboriginal Shire Council ("Council") recognises the importance of organisational resilience to ensure the uninterrupted availability of all key business resources and critical business functions. Effective business continuity management helps to prevent and mitigate the severity of potential business interruptions on the organisation and its stakeholders and fully restore operations in the most efficient manner following an interruption.

## 2. Definitions and Terms

- 2.1 In this policy:

<b>Council</b>	Means Kowanyama Aboriginal Shire Council
<b>Business Continuity Management</b>	Means a holistic management program that identifies potential events that threaten an organisation and provides a framework for building resilience with the capability for an effective response that safeguards the interests of its key stakeholders, the environment, reputation, brand, and value creating activities.
<b>Business Continuity Plan</b>	Means the central plan that documents continuity and recovery procedures for crises events. The Business Continuity Plan provides sufficient detail regarding the deployment of appropriate strategies for the resumption of operations according to predetermined priorities.
<b>Critical Business Activities</b>	Means vital functions, without which the council cannot effectively operate and as a result could suffer serious risk to wellbeing of constituents, including Council's own reputation, financial, legal, or other damages or penalties.
<b>Significant Business Interruption</b>	Means an extraordinary event causing a disruption to or loss of key critical business functions.
<b>Strategic Risk Register</b>	Means a process that identifies and analyses controls, exposures, and operations to establish planning needs, strategies, and recovery objectives.
<b>Workers</b>	Includes employees, contractors, volunteers, and all others who perform work on behalf of council.

### 3. Acronyms and Abbreviations

3.1 In this policy:

<b>KASC</b>	Means Kowanyama Aboriginal Shire Council
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### 4. Purpose of this Policy

4.1 This policy demonstrates the commitment of Council to planning and preparing for organisational resilience during significant business interruptions, and always ensuring the safety and wellbeing of its workers, the community, and the environment.

### 5. Application and Scope of this Policy

5.1 This policy is an integral element of Council's governance framework and applies to all Council sections and workers.

### 6. Policy Provisions

6.1 Council will develop and maintain its Business Continuity Management Framework and Business Continuity Plans by anticipating risks, identifying mitigating strategies and having in place pre-tested strategies to minimise the disruption caused to Council's operations should a significant business interruption occur.

6.2 Council will build a business continuity culture to continuously improve the resilience and response capabilities within the organisation's critical business functions.

6.3 Council will investigate the requirement for Business Continuity Plans. Plans will be developed and tested for all those functions that are identified as being critical to the organisation (by Risk Category).

6.4 In the event of a significant business interruption, Council will:

- ensure key critical business functions are restored and maintained as soon as possible;
- endeavour to ensure the confidence of Workers, the community and stakeholders;
- fulfil regulatory and contractual requirements and obligations; and
- mitigate financial, legal/regulatory, service delivery, wellbeing, and reputation/brand consequences.

6.5 This will be achieved by:

- identifying the organisation's key critical business functions;
- undertaking business impact analysis of each of the identified key critical business functions;
- identification and development of new and existing risk mitigation processes and procedures for all key critical business functions;
- maintenance of an enterprise wide Business Continuity Management framework, business continuity action plan and supporting response plans;
- the organisation via desktop audits, simulation or full plan testing;
- regular reporting on the status of Business Continuity Management;
- development and support of a culture of responsible business continuity management within the organisation; and
- an integrated and coordinated approach with the disciplines of risk management, disaster management and emergency management.

## **7. Policy Review**

- 7.1 The policy is to be reviewed in accordance with the Policy Framework Policy – KASC-ADMIN-001.
- 7.2 Kowanyama Aboriginal Shire Council reserves the right to vary, replace, or terminate this policy from time to time.

## **8. Approval**

- 8.1 This policy was duly authorised by Council on 18 January 2022 as the Kowanyama Aboriginal Shire Council's Business Continuity Policy and shall hereby supersede any previous policies of the same intent.