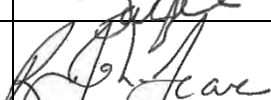




Murrumbidgee
COUNCIL

Business Continuity Policy
(Revision 1)

	Name	Position	Signature	Date
Responsible Officer	Kaitlin Salzke	Chief Financial Officer		23 November 2022
Authorised By	John Scarce	General Manager		23 November 2022

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Murrumbidgee Council adopts Business Continuity Management (BCM) as a core obligation of good governance and strives to utilise best practice methodology in developing its business continuity framework.

Council recognises that business continuity is an integral part of good management practice and fully supports Business Continuity Management as an important element in its governance framework.

The purpose of this policy is to clearly document Council's commitment to implementing, overseeing and continuously improving Business Continuity Management, recognising the importance of business resilience and long-term performance.

This policy protects the interests of Council and stakeholders by employing a rigorous process to develop a Business Continuity Management System (BCMS) for the effective management and mitigation of potential disruption risks to Council's identified Critical Business Functions, and to identify resources and capabilities required to ensure the uninterrupted availability of all key resources necessary to support Council's identified Critical Business Functions during an outage.

1. Purpose and Scope

1.1 Policy Objectives

Murrumbidgee Council aims to:

- maintain the highest possible integrity and continuity for services provided by the Council;
- safeguard the Council's assets, including people, property and financial resources;
- plan for the uninterrupted availability of resources so that Council can continue to perform the Critical Business Functions that support its critical objectives;
- ensure that Council can appropriately deal with any disruption and restore operations as soon as practicable;
- demonstrate responsible Business Continuity Management processes that align with accepted best practice standards and methods; and
- support the accurate and timely provision of information to staff, the community, business partners, stakeholders and other relevant levels of Government during an outage event.

1.2 Scope of Policy

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

2. Policy Statement

Council will:

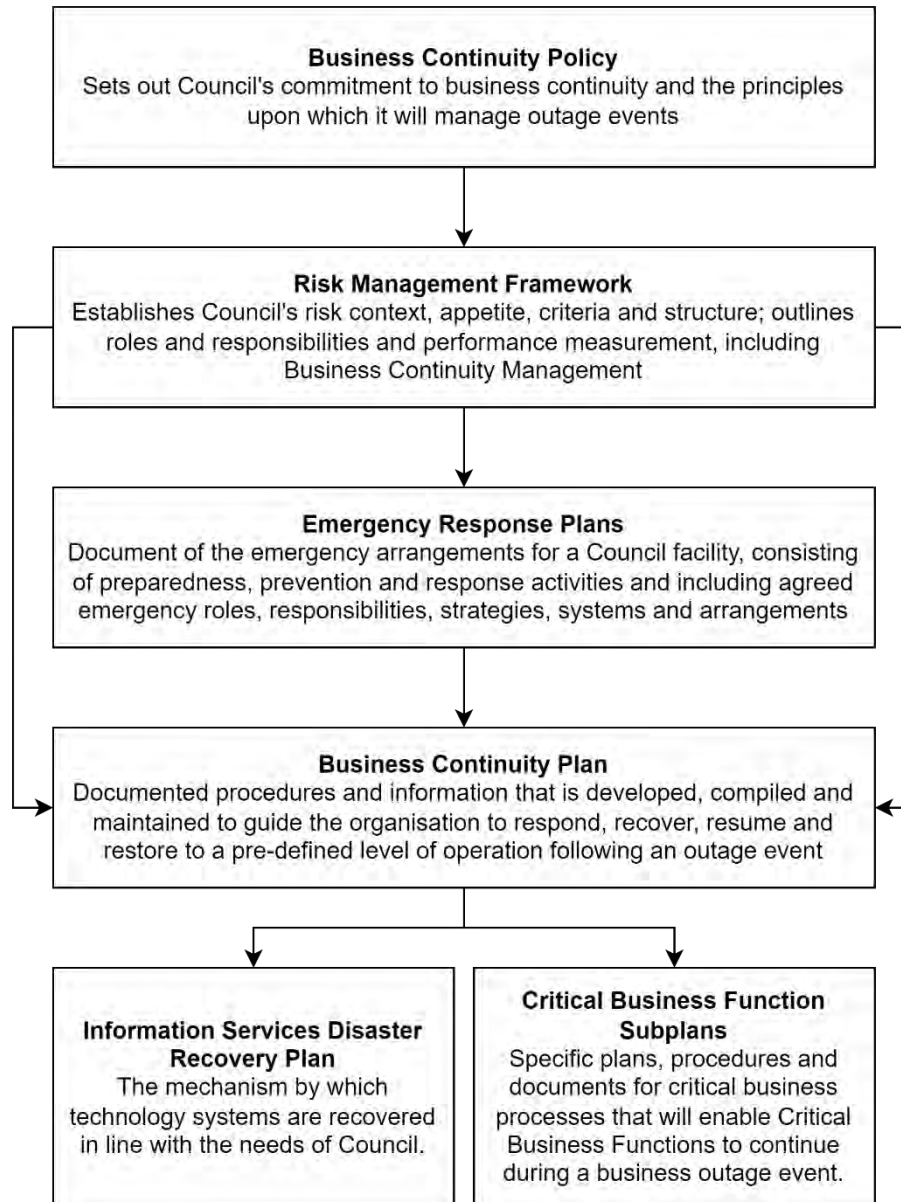
- manage business continuity based upon relevant guidelines and standards;
- maintain a Business Continuity Plan for key business processes;
- update its Business Continuity Plan, Emergency Response Plans, Disaster Recover Plans and Critical Business Function Subplans at least annually;
- ensure that relevant and appropriate exercising of plans is undertaken on a regular basis;
- ensure the accurate and timely provision of information, as it concerns an outage event, to staff, the community, business partners, stakeholders and other relevant levels of Government;
- make informed judgements concerning the level of management and costs involved in achieving effective outcomes.

Council recognises the following benefits of Business Continuity Management:

- demonstrates to internal and external stakeholders, their dependability and good governance;
- ensures the continued delivery of critical services to the community;
- effective response to a business outage minimises damage to the organisation;
- enhances Council's ability to proactively identify the consequences of an outage;
- effective management of uninsurable risks, and compliance with insurance policies;
- an opportunity to better understand the organisation – sometimes thereby revealing opportunities to improve efficiency, governance and treatment of other risks;
- remain compliant with relevant legislative and other obligations;
- increases the awareness of the potential for disruption;
- development of general skills, as well as specific capacities which facilitate operating in a non-standard mode;
- allows Council to maintain a strong focus on critical functions, thereby achieving critical objectives during an outage;
- building resilience that facilitates managing and recovering from a business outage event.

3. Policy Implementation

This policy will be implemented through Murrumbidgee Council's Business Continuity Plan, Emergency Response Plans, Disaster Recovery Plans and Critical Business Function Subplans as shown below:



4. Related Documents

- Business Continuity Plan
- Emergency Response Plans
- Disaster Recovery Plan
- Critical Business Function Subplans

5. Definitions

Business Continuity	Capability of the organisation to continue delivery of services and products at acceptable pre-defined levels following a disruptive incident.
Business Continuity Management (BCM)	The development, implementation and maintenance of policies, frameworks and programs to assist an entity to manage a business outage. It is the capability that assists in the preventing, preparing for and responding to, managing and recovering from the impacts of an outage event.
Critical Business Functions	A business function or part thereof identified as essential for the survival of the organisation and achievement of its critical objectives.
Outage	An event that has an effect on the critical business functions of the entity, and inhibits the achievement of its objectives. It may be an acute, creeping or sustained event.

6. Review

This Policy:

- To be reviewed within the first year of the new Council term;
- May be reviewed and amended at any time at Council's discretion (or if legislative or State Government policy changes occur).