

Business Continuity Policy

2015 -2018

Hobsons Bay City Council is committed to achieving the continuity of its businesses in the event of an incident which causes, or has the potential to cause major disruption. To achieve this, the Council has established Business Continuity Management (BCM) as an integral part of the Council's normal business operations.

BCM is tied very closely to Risk Management and involves continuous adaptation to a fluid risk environment through a cyclical process of risk identification, continuity planning, team building and training, exercising, and continual improvement.

The Council acknowledges its responsibility to effectively manage BCM in all areas of its business activities.

The Council will ensure that, as far as reasonably practicable, the Council's operations do not place people, property, or the environment at unacceptable levels of risk or harm.

The International Standard ISO22301:2012 – Societal Security – Business Continuity Management Systems (or its successor) will guide an integrated and systemic approach for managing BCM within The Council.

The appropriate level of resources will be provided to ensure that BCM initiatives are implemented.

The core objectives of this policy are to:

- a) Protect the Council, including its staff, customers and stakeholders, by minimising the impact of major disruptions.
- b) Understand and communicate the recovery needs of the business and ensure appropriate recovery capability is provided to meet those needs;
- c) Recover the business in a planned and controlled manner to meet the requirements of the business and comply with applicable laws, contracts, regulations or other factors.
- d) Ensure that BCM is an essential part of business planning and development.



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Management and staff are accountable to ensure implementation of BCM. This is achieved as follows:

- Consultation and communication effectively support the program at all stages;
- Completing a Business Impact Analysis (BIA) annually or when there is a large amount of business change
- Completing a business continuity plan (BCP) for all critical areas of the Council
- Preparing an Incident Management Plan (IMP) and updating it annually
- Conducting training for all staff with a role in a BCP or the IMP at least annually
- Conducting a test of the IMP at least annually
- Conducting tests of the most critical BCPs at least annually
- Enduring that suitable equipment and facilities are provided and maintained for BCM;
- Adequate information, training and supervision are provided;
- Compliance is expected with relevant Acts, Regulations, Codes and Standards; and
- All staff will have generic and, as required, job specific, BCM responsibilities incorporated into their position descriptions.

Management is responsible to effectively consult and cooperate with employees, contractors, service users and occupiers of Council property to ensure the strategic development and effective implementation of integrated risk management programs and initiatives.

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Chief Executive Officer

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Date