

1. RATIONALE

The purpose of this Policy is to formalise the Council's commitment to business continuity management and to establish responsibilities for the application of business continuity management within Council operations and its Community.

2. POLICY STATEMENT

The City of Marion ('the Council') is committed to excellence in governance. Business Continuity Management is an important component of the broader risk management program contributing to good governance and organisational resilience to achieve Council's Vision and strategic objectives, which focus on our corporate values and the Community's wellbeing.

3. OBJECTIVES

To achieve Council's business continuity management objectives, the Council Business Continuity Management Framework (the 'Framework') has been established in accordance with the International Standards ISO 22301:2012 Societal Security Business Continuity Management Systems – Requirements and Guidance. The Framework provides guidance for effectively managing disruptive events or situations that may impact on the key services of the Council.

The following objectives underpin the Council's approach to business continuity:

- To satisfy all internal and external obligations with regards to continuity of key services.
- To guide an Incident Management Team to effectively manage a disruptive incident.
- To regularly undertake a business impact analysis across all Council work areas to gain an understanding of their activities and required supporting resources.
- To document cost effective business continuity arrangements for time critical activities in order to minimise disruption to critical community services.
- To enhance the capability of an Incident Management Team structure by undertaking annual exercises and testing business continuity arrangements and documentation.
- To embed business continuity management in the Council culture and values by undertaking awareness raising activities on an ongoing basis.
- To continually align with the risk management program.

4. POLICY SCOPE AND IMPLEMENTATION

This business continuity management policy applies to all operations and functions of the Council including operational, project and strategic. The scope of business continuity management is to focus on time critical activities and supporting resources to enable delivery of the key services of the Council.

5. DEFINITIONS

Business Continuity – capability of the organisation to continue delivery of products or services at acceptable predefined levels following a disruptive incident.

Business Continuity Management – holistic management process that identifies potential threats to an organisation and the impacts to business operations those threats, if realised, might cause and which provides a framework for building organisational resilience with the capability of an effective response that safeguard the interests of key stakeholders, reputation, brand and value-creating activities.

Incident – situation that might be, or could lead to, a disruption, loss, emergency or crisis.

6. ROLES AND RESPONSIBILITIES

Council has the overall responsibility for risk, setting the organisation’s risk appetite, oversight of the organisation’s systems for managing risk including approving and reviewing the Council’s Business Continuity Management Policy and Framework

To assist Council in discharging its responsibility in relation to business continuity management, the Council it will seek the views of its Finance & Audit Committee. The responsibilities of the Committee are contained outlined in the Committee’s Policy and Terms of Reference.

Council has also delegated various powers and functions to the Chief Executive Officer to enable policy and procedures to assist with the management of the Council risk profile.

The Chief Executive Officer has overall accountability for an effective risk management program and, therefore, the business continuity management program.

Note: The Framework provides further information on the business continuity management roles and responsibilities, with additional practical information held within the Business Continuity Plan.

7. REFERENCES

Local Government Act 1999

City of Marion Risk Management Policy and Framework

City of Marion Business Continuity Framework

City of Marion Business Continuity Plan

City of Marion Community Emergency Management Plan

City of Marion Finance & Audit Committee Policy and Terms of Reference

ISO 22301:2012 Societal Security – Business Continuity Management Systems – Requirements and Guidance

8. REVIEW AND EVALUATION

Review: Every four years

Authorisation: By Council

Administrator: Risk Unit/Corporate Governance