

## **BUSINESS CONTINUITY POLICY**

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<b>RESPONSIBLE OFFICER</b>		General Manager	

# PART 1: INTRODUCTION

Riverina Water County Council adopts Business Continuity Management as a core obligation of good governance and utilises the methodology specified in the AS/NZS 5050:2010 Business Continuity – Managing Disruption Related Risk.

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 Good Governance Framework.

The purpose of this policy is to establish the systems and processes required to ensure the uninterrupted availability of all key resources necessary to support Council's identified Critical Business Functions during an Outage.

## 1.1 Policy Objectives

Riverina Water County 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,
- Ensure 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 disruption,
- Demonstrate responsible Business Continuity Management processes that align with applicable Australian Standards, accepted best practice standards and methods, and
- Ensure 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.

## 1.3 Definitions

<b>Business Continuity Management</b>	The development, implementation and maintenance of policies, frameworks and programs to assist an entity 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.
<b>Business Continuity Plan</b>	A collection of procedures and information that is developed compiled and maintained in readiness for use during a business outage event.
<b>Critical Business Functions</b>	A business function or part thereof identified as essential for the survival of the organisation and achievement of its critical objectives.
<b>Disaster Recovery Plans</b>	Specific plans, procedures and documents for critical business processes that will enable critical business functions to continue during a business outage event. These plans support the Business Continuity Plan.
<b>Outage</b>	An event that has an effect on the critical business functions of the entity, and inhibits the achievement of its objectives. It may be acute, creeping or sustained event.

## **1.4 Related Documents**

Business Continuity Plan

Risk Management Framework (Pending)

Risk Management Policy

Risk Management Strategy

## **PART 2: POLICY CONTENT**

**2.1 Council will:**

- Manage Business Continuity based upon AS/NZS 5050:2010 Business Continuity and other relevant guidelines and standards;
- Update its Business Continuity *Plan*, Emergency Response Plans and Disaster Recovery Plans on an annual basis;
- Ensure that relevant and appropriate exercising of plans is undertaken at least annually;
- Ensure the accurate and timely provision of information, as it concerns the 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.

**2.2 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 a business outage;
- effective management of uninsurable risks, and compliance with insurance policies;
- an opportunity to better understand the organisation with the potential to improve efficiency, governance and treatment of other risks;
- remain compliant with relevant legislative and other obligations;
- increases the awareness for the potential for disruption;
- 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.

## PART 3: POLICY IMPLEMENTATION GUIDELINES

This policy will be implemented through Council's *Business Continuity Plan* as shown below:

### Business Continuity Policy

The Business continuity Policy sets out Councils commitment to business continuity and the principles upon which it will manage outage events

### Business Continuity Plan

The Business Continuity Plan is a collection of procedures and information that is developed ,compiled and maintained in readiness for use in a business outage event.

The Business Continuity Plan identifies critical sub plans which address key areas of potential failure.

These sub plans identify processes to be followed as well as how the situation will be managed by Senior Management. Also included is a process of immediate responses primarily concerned with protection of life and property.