



9. GOVERNANCE

9.4 - BUSINESS CONTINUITY POLICY

Version 2

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9.1 BUSINESS CONTINUITY POLICY

OBJECTIVES

Lithgow City Council's policy objective is:

To prepare Council to minimise the effect of any business interruption events from occurring in the first instance and outline an appropriate response should such an event occur.

Lithgow City 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 community with the aim of fully restoring operations in the most efficient manner following an interruption.

LEGISLATIVE LINK

Council makes the Policy to ensure an ongoing capacity to fulfil its obligations under the Local Government Act 1999 and other relevant legislation and regulations.

STRATEGIC PLAN LINK

This Policy has the following link to Council's Community Strategic Plan 2035 – Responsible Governance and Civic Leadership; GL1 To be a proactive Council that sets the long term direction for the local government area and Council to ensure a sustainable future for the Lithgow local government area.

PRINCIPLES

Council is committed to planning and preparing for organisational resilience during significant business interruptions and at all times ensuring the safety and wellbeing of its workers, the community and the environment.

DEFINITIONS

Business Continuity Management – means a holistic management program that identifies potential events which 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.

Business Continuity Plan – means the overarching plan which 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.

Business Impact Analysis – means a process which identifies and analyses controls, exposures and operations to establish planning needs, strategies and recovery objectives.

Key critical business functions – means a vital function, without which the Council cannot effectively operate and as a result could suffer serious reputational, financial, legal or other damages or penalties.

Manager – includes persons appointed to positions including with the title and / or responsibilities, e.g. Manager, General Manager, Director.

Significant business interruption – means an extraordinary event causing a disruption to or loss of key critical business functions.

Worker – includes employees, contractors, volunteers and all others who perform work on behalf of Council.

POLICY

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.

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

Council will develop and test Business Continuity Plans for all functions that are identified as being critical to the organisation.

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, well-being and reputation/brand consequences.

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;
- identifying and developing risk mitigation processes and procedures for all key critical business functions;
- maintaining an enterprise wide Business Continuity Management framework, business continuity action plan and supporting response plans;
- testing and maintenance of Business Continuity Plans and subsequent plans within the organisation via desktop audits, simulation or full plan testing;
- regular reporting to the internal Enterprise Risk Management Committee 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.

REVIEW AND EVALUATION

This Policy will be reviewed at least once in each term of Council. The General Manager will report to Council on the outcome of the review and make recommendations for amendment / alteration or a new Policy if considered necessary.

Maintained by Department:	People & Services	Approved by:	Council		
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