



9. GOVERNANCE

9.4 ORGANISATIONAL RESILIENCE - BUSINESS CONTINUITY POLICY

Version 1

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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 outlined an appropriate response should such an event occur.

Lithgow City Council recognises the importance of maintaining the uninterrupted availability of all key business resources necessary to support essential and critical Council operations.

INTRODUCTION

Notwithstanding that the Council has adequate insurances in place to recompense it for any direct pecuniary loss, and that the Council office, Works Depot, Library, Community facilities and Lithgow City Council Jim Robson Aquatic Centre are reasonably protected by security systems, a disaster that results in an interruption to its business operations even for a short period, would have serious consequences for the Council and for the public it serves.

POWER TO MAKE THE POLICY

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 Strategic Plan – Responsible Governance and Civil Leadership; GL2.3 Moving towards a Sustainable Council – Provide Effective Risk and Safety Practices.

PRINCIPLES

Council is committed at all times to ensuring the safety and wellbeing of its staff.

Council is committed to the restoration of operations as soon as practicable following a business interruption event.

DEFINITIONS

A disaster is a business interruption event that is extraordinary and that causes disruption to, or loss of, key business resources.

General Manager (GM) means a person appointed to the Chief Executive Officer role in either a permanent or temporary capacity.

POLICY

Chief Executive Officer Authorisation

Council authorises the Chief Executive Officer to undertake any appropriate action necessary to recover from a disaster that causes partial or total business interruption.

In responding to a business interruption event, the Chief Executive Officer is authorised to assume the position Business Continuity Management Team Director, to activate the Business Continuity Management Team and to implement the Business Continuity Plan.

Business Interruption Events

The object of the Business Continuity Plan is to ensure that appropriate structures and protocols are in place to enable effective response to a business interruption event that has the potential to impact on Council's objectives. The Business Continuity Plan documents the processes and resources required by Council in the delivery of its critical business objectives.

In identifying business continuity risks, the focus is on building resilience and response capabilities within business functions that have been identified as critical by the organisation. Treatment options for non-critical functions are also identified and documented within the framework; this ensures that Council has a whole of organisation view when responding to interruption events, as the nature of these events can change rapidly.

Business Continuity Management

Council will manage the risks associated with the various disaster scenarios in accordance with its business Continuity Plan.

IT Disaster Recovery Plan

Council's IT business unit is required to have an IT Disaster Recovery Plan that matches the business priorities (critical functions) of Lithgow City Council.

Authority

1. The Lithgow City Council Business Continuity Framework and Plan has been developed under the authority of the Executive Leadership Team (ELT) in consultation with the Local Government Mutual Liability Scheme. Prior to implementation the Plan was reviewed and approved by ELT.
2. A standing authority is given to the Sub-Plan owners by ELT to implement the actions within the sub plans.

Review and Evaluation

This Policy will be reviewed annually. The Chief Executive Officer will report to Council on the outcome of the review and make recommendations for amendment, alteration or a substitution of a new Policy if considered necessary.

Maintained by Department:	People & Services – Corporate & Community	Approved by:	Council		
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