1. PURPOSE

This policy has been developed as part of Council's Risk Management Framework to assist the organisation prepare for disruptive events to its operations.

2. SCOPE

This policy applies to all Southern Midlands Council staff involved or required during and after a disruptive event.

The Emergency Management Team will be responsible for oversight of Council's Business Continuity Plan and ensure appropriate resources are provided to support the plan.

3. POLICY

The objective of Business Continuity Management is to minimise the impact of a disruptive event on the operations and the delivery of services to the community by ensuring that Business Continuity plans are in place. Business Continuity Management at Council will align to the *AS/NZS 505:2010 Business Continuity – Managing disruption-related risk* Standard. The standard was developed to assist organisations maintain continuity of their operations through effective management of disruption-related risk.

Council's Business Continuity Framework is made up of the following:

3.1 Business Continuity Management Policy
Defines Council's approach to business continuity management and the principles by which business continuity plans are maintained within Council.

3.2 Business Continuity Plan (BCP)
Provides the required details for the co-ordination and management of Council during a significant disruptive event, the process for relevant business continuity plan activation and deactivation, and details BCP training and exercise requirements to ensure preparedness for disruptive events.

3.3 Specific Operational Business Continuity Plan
Considers the impact of disruptive events on critical operations and also documents procedures to allow continuity of services in the event of significant disruption.

4. DOCUMENT ADMINISTRATION

This Policy is to be reviewed every twelve months or as directed by the General Manager.

Related documents: Business Continuity Plan (BCP), Information Communications Technology (ICT) Business Continuity & Disaster Recovery Plan.

This document is Version 1.0 effective 24th July 2018. The document is maintained by Community & Corporate Development, for the Southern Midlands Council.