COUNCIL POLICY			
BUSINESS CONTINUITY POLICY	Policy No:		
	Adopted by Council:	6 April 2006	
	Next review date:		

Senior Manager:	Chief Executive Officer
Responsible Officer:	General Manager Corporate and Community Services
Functional Area:	CEO & Governance

Introduction & Background	West Wimmera Shire Council will establish and maintain a business continuity plan, to ensure it is able to operate during a disaster which effects one of its offices as part of the Risk Management Policy.
Purpose & Objectives	To provide Council with a structured response to any event that will give rise to the cessation of business activity at either or both Council Office, or cause a significant disruption to the capacity of the Council to conduct business as usual.

Policy Details

1.	**What Events would give rise to this?**

- Any natural disaster that renders inoperable any or all of the Council's business offices
- Any act of terrorism that renders inoperable any or all of the Council's business offices
- The impact of an external event that limits the ability of Council to conduct business(e.g. power outage for all or part of shire; destruction of Telstra infrastructure that renders inoperable telecommunications)
- The impact of internal events that limits the ability of the council to conduct business, but may have no effect upon the rest of community (e.g. loss of a switchboard at one office, a fire in a computer room, loss of our telecommunications)
- An epidemic/pandemic that incapacitates the majority of staff.
- Loss of some or all senior staff
- Loss of some or all Councillors

It should be clearly noted not all of these events could be classified as a disaster particularly if the impact is limited only to the Council, therefore we must not limited out thinking to responses to that of a disaster, but address any event that has the possibility

	of causing some or complete disruption to Council operations.
2.	**Roles and Responsibilities**
	Council • Adopt a business continuity plan and be familiar with the business continuity arrangements. Authorise CEO to make amendments to the business continuity plan from time to time • Ensure adequate resources are allocated , for testing the business continuity arrangements • Receive reports from time to time on the aspects of business continuity Senior Management Group (SMG) • Initiate actions out of the Business Continuity Plan when required • Implement action items identified in the Business Continuity Plan • From time to time test the aspects of business continuity plan and make the organisation' ready' for any emergency effecting the organisation. • Provide awareness and training to staff members • Work with regional and state organisations to resource share to reduce cost of business continuity arrangements • Adopt suitable modern approaches to make business continuity aspects more economical • Advise Council from time to time arrangements and progress on the action from the Business Continuity Plan • Review the business continuity plan once every two years All Staff • Be familiar with the business continuity plan • Participate in the relevant trainings, testing of the business continuity plan • Advise Senior Management proactively on the aspects of business continuity relevant to individual work areas. • Action items from the business continuity plan • Report to Senior Management on the issues effecting business continuity.
3.	**The disaster recovery committee**
	After a disaster the Chief Executive Officer or any officer acting on his/her behalf will establish a Disaster Recovery Committee This committee will

	a) Be responsible for setting up and providing the facilities of a recovery site where necessary. b) Coordinate the re-establishment and maintenance of the business operation. Provide necessary communication to various stakeholders on the disaster recovery arrangements
4.	**Policy communication** This policy together with the Business continuity Plan will be available from Council Website and Council's record management system RecFind for internal communication.

Policy Adopted:	Ordinary Meeting 06/04/06	Minute Book Page 13684	
Policy Reviewed:	Ordinary Meeting 11/03/10	Minute Book Page 17759	
	Ordinary Meeting 18/06/15	Minute Book Page 30672	RecFind 15/002327
	Ordinary Meeting 16/06/17	Minute Book Page 35720	RecFind 17/002298