COUNCIL POLICY			
BUSINESS CONTINUITY POLICY		Policy No:	
		Adopted by Council:	14 October 2019
		Next review date:	October 2021
Senior Manager:	Chief Executive Officer		
Responsible Officer:	Director 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 an event, incident or emergency which impacts Council's ability to conduct its regular operations.
Purpose & Objectives	To provide Council with a structured response to any event that will give rise to the cessation of business activity at any Council worksite, 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 worksites.
	• Any act of terrorism that renders inoperable any or all of the Council's worksites.
	• The impact of an external event that limits the ability of Council to conduct business (eg: 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 (eg: 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 or places great strain on Council's resources.
	• Loss of some or all senior staff.

		• Loss of some or all Councillors.
		• Any act of criminal activity which negatively impacts upon Council's ability to conduct business.
		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 limit our 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 affecting 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 of 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. c) 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's Website and Council's Records 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
	Ordinary Meeting 14/10/19	Minute Book Page…….	RecFind E19/000591