



# Council Policy Manual

## WEST WIMMERA SHIRE COUNCIL

<b>COUNCIL POLICY</b>							
<b>BUSINESS CONTINUITY POLICY</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Policy No:</td> <td></td> </tr> <tr> <td>Adopted by Council:</td> <td>15 February 2023</td> </tr> <tr> <td>Next review date:</td> <td>February 2027</td> </tr> </table>	Policy No:		Adopted by Council:	15 February 2023	Next review date:	February 2027
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Adopted by Council:	15 February 2023						
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Responsible Executive:	Director, Corporate and Community Services						
Responsible Officer:	Occupational Health Safety & Risk Manager						
Functional Area:	Corporate and Community Services						
Introduction & Background	West Wimmera Shire Council will establish and maintain a Business Continuity Plan (BCP), 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 outage that will give rise to the cessation/disruption of business activity of any Council service						
Response to the Overarching Governance Principles of the Local Government Act 2020	<p>Section 9 of the Local Government Act 2020 states that a Council must in the performance of its role give effect to the overarching governance principles.</p> <p>This policy is in response to the following overarching governance principle/s of the Local Government Act 2020:</p> <ul style="list-style-type: none"> <li>(a) the community engagement principles (section 56);</li> <li>(b) the public transparency principles (section 58);</li> </ul>						
<b>Policy Details</b>							
1.	<p><b>What Events would give rise to this?</b></p> <ul style="list-style-type: none"> <li>• Any natural disaster that renders inoperable any or all Council's services.</li> <li>• 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).</li> <li>• The impact of internal events that limits the ability of the Council to deliver essential services but may have no effect upon the rest of community (eg: loss of</li> </ul>						



	<p>a switchboard at one facility, a fire in a computer room, loss of our telecommunications).</p> <ul style="list-style-type: none"> <li>• An epidemic / pandemic that incapacitates most staff or places great strain on Council's resources.</li> <li>• Loss of some or all senior staff</li> <li>• Any act of criminal activity which negatively impacts upon Council's ability to conduct business.</li> </ul> <p>It should be clearly noted not all 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 services.</p>
2.	<p><b>Roles and Responsibilities</b></p> <p><b>Council</b></p> <ul style="list-style-type: none"> <li>• Adopt a Business Continuity Policy and be familiar with the business continuity arrangements.</li> <li>• Authorise the CEO to update the Business Continuity Plan annually.</li> </ul> <p><b>CEO</b></p> <ul style="list-style-type: none"> <li>• Develop, adopt and maintain the Business Continuity Plan</li> <li>• Ensure adequate resources are allocated, including for testing the business continuity arrangements</li> <li>• Activate the Business Continuity Plan in the event of an outage</li> </ul> <p><b>Continuity Management Team (CMT)</b></p> <ul style="list-style-type: none"> <li>• The Director Corporate and Community Services is responsible to activate the Business Continuity Plan in the event of an outage</li> <li>• The OHS &amp; Risk Manager is responsible for setting up and maintaining the control center.</li> <li>• The focus of the CMT is to manage the business outage event from a corporate perspective while providing guidance and support to managers on site</li> <li>• Once BAU is restored the CMT are responsible to conduct an analysis of the outage and identify learnings and recommendations.</li> </ul> <p><b>All Staff</b></p> <ul style="list-style-type: none"> <li>• Be familiar with the Business Continuity Plan.</li> <li>• Participate in the relevant trainings, testing of the Business Continuity Plan.</li> </ul>



	<ul style="list-style-type: none"> <li>• Action items in the event of an outage to reinstate Council services to business as usual (BAU)</li> <li>• Report to Senior Management on the issues affecting business continuity.</li> </ul>
3.	<p><b>The Continuity Management Team (CMT)</b></p> <p>The CMT is established to provide a management mechanism that can ensure reporting lines and responsibilities are clear when the BCP is activated. The focus of the CMT is to manage the business interruption event from a corporate perspective while providing guidance and support to the Managers on site. The process is facilitated by the development of pre-determined courses of actions (Sub plans) thus allowing CMT to focus on the strategic or whole of business response to the business interruption event. Resilience within the CMT is the responsibility of the CMT. Each position is to have an alternative member identified and trained in the role.</p> <p>The CMT core roles will consist of</p> <ul style="list-style-type: none"> <li>• CEO</li> <li>• Administration Support</li> <li>• Director Infrastructure Development &amp; Works</li> <li>• Director Corporate &amp; Community Services</li> <li>• Communications &amp; Media Officer</li> <li>• Human Resources Manager</li> <li>• OHS &amp; Risk Manager</li> </ul> <p>Additional roles either internal or external may be appointed by the CMT to manage specific outages.</p>
4.	<p><b>Policy Communication</b></p> <p>This policy together with the Business Continuity Plan will be available from Council's Intranet and Council's Records Management System for internal communication.</p>



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<b>Policy Adopted:</b>	Ordinary Meeting 06/04/06	Minute Book Page 13684	
<b>Policy Reviewed:</b>	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
	Ordinary Meeting 15/2/23	Minute Book Page.....	Red Find E23/000019