

	CENTRAL HIGHLANDS REGIONAL COUNCIL POLICY	
	Business Continuity Policy	POLICY REF NO CHRCP: 0075

1.0 Policy Purpose

The purpose of this policy is to ensure the continuous operation of Central Highlands Regional Council (Council) during unforeseen circumstances, emergencies, and disasters, thereby minimising the impact on its employees, customers and stakeholders.

2.0 Policy Statement

Council recognises the importance of organisational resilience to ensure the uninterrupted availability of all key business resources and critical business functions. An effective Business Continuity Management System (BCMS) helps to prevent and mitigate the severity of potential business interruptions on the organisation and its stakeholders and fully restore operations in the most efficient manner following an interruption.

Council is committed to planning and preparing for organisational resilience during significant business interruptions and ensuring the safety and wellbeing of its employees, the community and the environment.

Council is committed to maintaining essential services, functions and operations during any disruptive event or disaster. This policy provides a framework to ensure continuity of services, identify critical functions and establish responsibilities and procedures to be followed during an emergency event.

In the event of a significant business interruption, Council will:

- ensure key critical business functions are restored and maintained as soon as possible;
- endeavour to ensure the confidence of employees, the community and stakeholders;
- fulfil regulatory and contractual requirements and obligations; and
- mitigate financial, legal/regulatory, service delivery, well-being and reputation/brand consequences.

This will be achieved by:

- identifying the organisation's key critical business functions;
- undertaking business impact analysis of the identified key critical business functions;
- identification and development of new and existing risk mitigation processes and procedures for key critical business functions;
- maintenance of a BCMS including a Council-wide Business Continuity Plan (BCP) and Sub Plans;
- testing and maintenance of the BCP and Sub Plans;
- regular reporting on the status of BCMS;

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- development of a culture of responsible business continuity management to continuously improve the resilience and response capabilities of critical business functions; and
- an integrated and coordinated approach with the disciplines of disaster management, crisis management and ICT disruptions.

Council will develop an overarching BCP to ensure the continuity of critical functions during an emergency event. The BCP will include the following:

- Procedures for activating the Plan
- Roles and responsibilities of employees and contractors
- Contact information for key stakeholders
- Communication protocols
- Alternative work arrangements
- Recovery procedures
- Testing and review procedures.

3.0 Responsibilities:

The Chief Executive Officer has ultimate responsibility for the business continuity of Council. Managers are responsible for the management of business continuity and for ensuring this policy is understood and adhered to by employees and contractors of CHRC.

4.0 Conclusion

Council recognises that the ability to continue operations during a disruptive event is critical to its mission and the well-being of the community it serves. This Policy serves to ensure that the necessary plans, procedures and resources will be in place to enable the continuous delivery of services and functions during any disruptive event or disaster.

Strategic Link	Corporate Plan 2022-2027
Category	Organisational
Lead Business Unit	Governance, Property & Information Management
Public Consultation	No
Adoption Date	28 June 2023
New Review Date	Within 3 years of adoption date
Document Number	ECM 1780049
Record Keeping	ECM, Vine and Council Website
Related Documents	Business Continuity Plan [to be developed]

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