

Name of policy:	Business Continuity Management		
Adoption by Council:	18 November 2020	Minute number:	359/2020
Last review date:			
Review timeframe:	2 years		
Next scheduled review date:	November 2022		
Related legislation:			
Association policies/documents:	MCC Business Continuity Plan - Part 1 Manual MCC Business Continuity Plan - Part 2 Procedure Business Continuity Divisional Plans		
Responsible Division:	Governance		

Policy statement

MidCoast Council is committed to developing business resilience and securing long term performance and sustainability of its operations. Business Continuity planning is an integral part of good governance and an important element in Council's Risk Management Framework.

Policy purpose

The purpose of this policy is to ensure implementation of the integrated planning and management processes that are designed to minimise disruption related risks at Council.

The policy is required to ensure Council can maintain uninterrupted availability of key business resources necessary to meet Council's strategic and operational objectives and legal obligations.

Policy objectives

MidCoast Council has adopted a comprehensive and integrated approach to the development of a Business Continuity Plan (BCP). The purpose of the plan is to build organisational capabilities to support the continued achievements of critical business objectives in the face of uncertainty or disruption.

Council recognises that the Business Continuity Plan (BCP) in isolation does not build capability; it provides the approach to establish effective capability. Whilst the Plan is important, it is an outcome of the more important planning and analysis process, and is a blueprint to initiate the response to a disruption by effectively implementing the activities outlined in the Plan.

The BCP identifies the required actions, facilities, technical infrastructure, key responsibilities, and processes that will be required to allow Council to effectively respond and recover from a disruption.

The objective of the MidCoast Council's Business Continuity framework is to provide a mechanism that enables Council and its officers to:

- Be aligned with and support MidCoast Council's Mission, Vision and Values.
- Be aligned with and support MidCoast Council's Community Strategic Plan namely, MidCoast 2030 Shared Vision Shared Responsibility
- Be aligned with and integrated with other organisation systems including risk management, incident management and emergency response management
- Be embedded within MidCoast Council's culture through whole of organisation awareness and training
- Identify business functions that are critical to Council in meeting its business objectives
- Develop resumption plans based on criticality of business functions rather than geographic location
- Build resilience within Council's operational framework
- Identify and document roles and responsibilities for key staff positions
- Minimise the impact of function loss on stakeholders and the community.

The BCP provides Council with a framework to enable management and staff to implement an agreed response process.

General Principles

Through the establishment of a Business Continuity Plan, Council aims to:

- meet best practice in Business Continuity Planning in accordance with Standards Australia AS/NZS 5050:2010 Business Continuity – Managing Disruption related risk and AS ISO 22301- Societal Security – Business continuity management systems – Requirements (as revised from time to time)
- define the minimal level of acceptable operating performance of the organisation, business unit, and/or services as a result of business related disruption(s) and in turn understand what the organisation absolutely must achieve (critical objectives).
- define the maximum timeframe a function/system/facility can be inoperable until it starts to affect business operations of Council or the relevant service
- define what infrastructure and resources are required to achieve minimum operating performance
- minimise any risks:
 - to public health, safety and welfare
 - to Council's reputation
 - associated with decline in consumer and/or stakeholder confidence
 - to our employees' health, safety and wellbeing
- ensure observance of regulatory requirements and/or compliance with legally enforceable contracts
- maintain control of expenditure and minimise extraordinary costs resulting from the incident

- expedite return to normal and full recovery
- capitalise on any opportunities created by the incident
- assume any additional risks with confidence
- define roles and responsibilities of stakeholders

Coverage of the policy

Council's policy covers disruptive incidents of such a scale as to otherwise be beyond the coping capability of an organisation's normal management system.

MidCoast Council's business continuity arrangements have been built around a time scale of three weeks. This means that any business function that must be operational within three weeks to prevent significant consequences will develop and maintain a Critical Function Sub Plan.

This policy provides for the CMT Leader to undertake appropriate action(s) necessary to assess, evaluate and respond to and recover from disruptive incidents.

Strategic Plan link

This policy links to Council's Community Strategic Plan

- Value: Strong leadership and shared vision
- Objective 13: We work in partnership with our community and government to ensure council is a trusted and flexible organisation that delivers on their needs
- Strategy 13.4 Provide Strong governance frameworks

Definitions

Business Continuity is defined as:

- The approach to managing disruption related risk... of such a scale as to otherwise be beyond the organisation's normal management system to cope with.
- The capability of an organisation to continue delivery of products or services at acceptable predefined levels following a disruptive incident.

Business Continuity Management is defined as:

The holistic management process that identifies potential threats to Council and the impacts they may cause. It provides a framework for building organisational resilience and to ensure impacts on Council, business and the community are minimised.

Business Continuity Plan is defined as:

Documented procedures that guide the organisation to respond, recover, resume and restore to a predefined level of operation following a disruption event, for any service or activity that must be operational within three weeks

Continuity Management Team (CMT) is defined as:

An assembly of executive management representatives and other seconded staff formed for the express purpose of responding to a significant business interruption. CMT management structure will overlay all normal management structures during the response process.

Responsible officers (Position)

Manager Governance