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POLICY OWNER POSITION: Manager Organisational Development

INTERNAL COMMITTEE ENDORSEMENT: Risk Management Committee

APPROVED BY: Council

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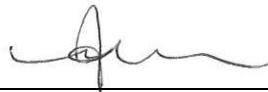
REVIEW DATE: 28/06/2017

DATE RESCINDED:

RELATED STRATEGIC DOCUMENTS, POLICIES OR PROCEDURES: Business Continuity Management Plan
Business Continuity Management Framework

RELATED LEGISLATION:

EVIDENCE OF APPROVAL:



Signed by Chief Executive Officer

FILE LOCATION: K:\EXECUTIV\policies and procedures\Policies - adopted PDF and Word\POL Business Continuity Management Policy v2.docx

Policy documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the policies on the Loddon Shire website (Council Policies) or Intranet (Organisational Policies) to ensure that the version you are using is up to date.

This document is available in alternative formats (e.g. larger font) if requested.

1 PURPOSE

Business Continuity Management (BCM) is a process that identifies potential threats to an organisation and the impacts to business operations that those threats, if realised, might cause. It provides a framework for building organisation resilience with the capacity for an effective response that safeguards service delivery of critical services, the interests of key stakeholders, reputation and value creating activities.

The purpose of this policy is to outline Council's commitment to providing a good governance structure to cover what is to be done in a BCM event in order to restore services.

2 SCOPE

This policy applies to all the Loddon Shire Council staff involved or required during and after a BCM event.

The Loddon Shire Council Management Executive Group will be responsible for oversight of Council's Business Continuity Management Program and ensure appropriate resources are provided to support the program.

3 POLICY

The Loddon Shire Council recognises the potential strategic, operational, financial, and stakeholder risks associated with:

- service interruptions
- maintaining viable capability to continue business processes and service delivery with minimum impact
- the need to have an operational Business Continuity Management Program in place.

Loddon Shire Council is committed to Business Continuity Management and will support this by implementing:

- a Business Continuity Program that incorporates best practice standards in accordance with ISO22301:2012 (ISO22301) Business Continuity Management Systems—Requirements
- a Business Continuity Framework that outlines key obligations, including reporting requirements, applicable to the Loddon Shire Council Management Executive Group, and procedural requirements to ensure compliance with this policy and best practise BCM principles.

4 HUMAN RIGHTS STATEMENT

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act. Loddon Shire Council is committed to consultation and cooperation between management and employees. The Council will formally involve elected employee Health and Safety Representatives in any workplace change that may affect the health and safety of any of its employees.

5 REVIEW

The Manager Organisational Development will review this policy for any necessary amendments no later than 1 year after adoption of this current version.