

Policy Reference Number	12CP
Responsible Department	Executive Services
Related Policies	Risk Management
Related Procedures	Business Continuity Plan
Date of Initial Adoption	06 September 2005
Last Reviewed by Council	8 November 2016

1. Purpose

The purpose of the Policy is to prepare Council to minimise the likelihood of business interruption events from occurring in the first instance, and to outline an appropriate response should such an event occur. Campbelltown City Council recognises the importance of maintaining uninterrupted availability of all key business resources necessary to support essential and critical Council operations.

2. Introduction

Notwithstanding that the Council has adequate insurances in place to recompense it for any direct pecuniary loss, and that the Council Office, Works Depot, Library, Community facilities and Campbelltown Leisure Centre are reasonably protected by security systems, a disaster that results in an interruption to its business operations even for a short period, would have serious consequences for the Council and for the public it serves.

3. Power to Make the Policy

Council retains this Policy to ensure an ongoing capacity to fulfil its obligations under the Local Government Act 1999 and other relevant legislation.

4. Strategic Plan Link

This Policy has the following link to Council's Strategic Plan 2010 - 2020:

Quality Living (Goal 1) -

A quality lifestyle that meets the changing needs of the community

5. Principles

Council is committed at all times to ensuring the safety and wellbeing of its Employees and the Community.

Council is committed to the restoration of operations as soon as practicable following a business interruption event or emergency.

6. Definitions

A disaster is a business interruption event that is extraordinary and that causes disruption to, or loss of, key business resources.

Chief Executive Officer means a person appointed to the Chief Executive Officer role in either a permanent or temporary capacity.

7. Policy

7.1 Chief Executive Officer Authorisation

Council authorises the Chief Executive Officer to undertake any appropriate action necessary to recover from a disaster that causes partial or total business interruption.

In responding to a business interruption event, the Chief Executive Officer (or nominee) is authorised to assume the position of Business Continuity Management Team Director, to activate the Business Continuity Management Team and to implement the Business Continuity Plan.

7.2 Business Interruption Events

The object of the Business Continuity Plan is to ensure that appropriate structures and protocols are in place to enable effective response to a business interruption event that has the potential to impact on Council's objectives. The Business Continuity Plan documents the processes and resources required by Council in the delivery of its critical business objectives.

In identifying business continuity risks, the focus is on building of the resilience and response capabilities within business functions that have been identified as critical by the organisation. Treatment options for non critical functions are also identified and documented within the framework; this ensures that Council has a whole of organisation view when responding to interruption events, as the nature of these events can change rapidly.

7.3 i-Responda Framework

7.3.1 The i-Responda Framework has been developed to assist Councils in planning and implementation of their response to emergency incidents, and supporting emergency services in responding to an emergency by providing plant, equipment and personnel.

7.3.2 Council has established and maintains an 'Emergency Services Plant and Equipment Register' which identifies Council owned plant and equipment that can be made available to the emergency services for the purpose of being used in an emergency response operation, as outlined in the i-Responda Framework.

Council will:

- Provide a list of vehicles, plant and equipment, maintained in operational condition, that may be available for the purpose of utilisation in an emergency
- Liaise with emergency services about how the delivery of, or access to, any vehicles, plant and equipment will be achieved
- Have available at all times a list of persons on the Employee Emergency Response Support Register that are competent to operate the various items of plant and equipment
- Reserve the right not to release Council plant and equipment for emergency response operations should extenuating circumstances exist (as deemed by the CEO).

- 7.3.3 Council has also established and maintains an 'Employee Emergency Response Support Register' which identifies employees trained to operate plant and equipment that might be required to support an emergency response, as outlined in the i-Responda Framework.

Council will:

- Identify relevant employees who are interested in participating in Council response(s) to emergency support requests under this Policy and list such employees on the Employee Emergency Response Support Register
- Not obligate any Council employee to be listed on the Employee Emergency Response Support Register, nor obligate any Council employee listed on the register to respond to a particular incident
- Ensure all Council employees who will be required to operate Council vehicles or plant and equipment undertake annually the i-Responda program
- Maintain the integrity of the Employee Emergency Response Support Register
- Reserve the right in accordance with the i-Responda Framework, not to release Council employees to support an emergency event should extenuating circumstances exist (as deemed by the CEO).

7.4 Business Continuity Management

Council will manage the risks associated with the various disaster and emergency scenarios in accordance with its Business Continuity Plan, the i-Responda Framework and relevant standards.

The Plan will be tested and reviewed at least annually.

7.5 Information Services Disaster Recovery Plan

Council's Information Services business unit maintains a Disaster Recovery Plan that matches the business priorities (critical functions) of Campbelltown City Council.

7.6 Authority

7.6.1 The Campbelltown City Council Business Continuity Framework and Plan has been developed under the authority of the Executive Management Team (EMT) in consultation with the Local Government Mutual Liability Scheme. Prior to implementation the Plan was reviewed and approved by EMT.

7.6.2 A standing authority is given to the sub-plan owners by EMT to implement the actions within the sub-plans.

8. Review & Evaluation

This Policy will be reviewed annually. The Chief Executive Officer will report to Council on the outcome of the review and make recommendations for amendment, alteration or a substitution of a new Policy if considered necessary.

9. Availability of the Policy

This Policy will be available for inspection at Council's principal office during ordinary business hours and at Council's website www.campbelltown.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.