Business Continuity Management Policy

1. RATIONALE

The purpose of this Policy is to formalise the City of Marion's commitment to business continuity management and ensure critical services to the community can resume as soon as possible in the event of a crisis/emergency. The City of Marion remains committed to excellence in governance and that business continuity management is an important component of the broader risk management program.

2. POLICY STATEMENT

This Policy outlines the responsibilities for the application of business continuity management within Council operations and its services to the community. City of Marion Business Continuity Framework has been established with the international standard *ISO 22301:2012 Societal Security Business Continuity Management Systems – requirements and guidance*. This Framework provides guidance for effectively managing disruptive events or situations that may impact on the critical services of the Council. Information relating to business continuity and emergency management can be found on the City of Marion website (www.marion.sa.gov.au)

3. OBJECTIVES

This Policy aligns with Council's legislative obligations by ensuring that within the event of an emergency, general business can continue until the emergency is declared ended. The objective of this Policy is to:

- Satisfy all internal and external obligations with regards to continuity of key services.
- Guide an Incident Management Team to effectively manage a disruptive incident.
- Regularly undertake a business impact analysis across all Council work areas to gain an understanding of their activities and required supporting resources.
- Document cost effective business continuity arrangements for time critical activities in order to minimise disruption to critical community services.
- Enhance the capability of an Incident Management Team structure by undertaking annual exercises and testing business continuity arrangements and documentation.
- Embed business continuity management in the Council culture and values by undertaking training and awareness-raising activities on an ongoing basis.
- Continually align with the risk management program.

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4. POLICY SCOPE AND IMPLEMENTATION

Scope

The scope of business continuity management is to focus on time critical activities and supporting resources to enable continuation and delivery of key services of the Council during an emergency or crisis.

Implementation

Council has the overall responsibility for risk, setting the organisation's risk appetite, oversight of the organisation's systems for managing risk including approving and reviewing the Council's Business Continuity Management Policy and Framework.

To assist Council in discharging its responsibility in relation to business continuity management, the Council will seek the views of its Finance, Risk & Audit Committee when establishing and reviewing its Business Continuity Policy, Framework and Plan The responsibilities of the Committee are contained outlined in the Committee's Policy and Terms of Reference. Council has also delegated various powers and functions to the Chief Executive Officer to enable policy and procedures to assist with the management of the Council risk profile. The Chief Executive Officer has overall accountability for an effective risk management program and, therefore, the business continuity management program.

In the situation of an emergency or crisis, the Council Chief Executive Officer is declared the incident commander and will establish the Incident Management Team (IMT) in accordance with the Business Continuity Plan. The Commander and IMT will manage the event until normal business operations resume. Impacts to the community will also be managed via the *City of Marion Community Emergency Management Plan (CEMP)* that focuses on community safety and liaison with other emergency services to resume normal business operations.

Note: The Framework provides further information on the business continuity management roles and responsibilities, with additional practical information held within the Business Continuity Plan.

5. DEFINITIONS

Term	Definition
Business Continuity	Capability of the organisation to continue delivery of products or service at acceptable predefined levels following a disruptive incident.
Business Continuity Management	Holistic management process that identifies potential threats to an organisation and the impacts to business operations, if realised, might cause and which provides a framework for building organisational resilience with the capability of an effective response that safeguards the interests of key stakeholders, reputation, brand, and value-creating activities.

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Term	Definition
Incident	Situation that might be, or could lead to, disruption, loss, emergency, or crisis.

6. ROLES AND RESPONSIBILITIES

Role	Responsibility
Council (including Chief Executive Officer)	• Business continuity management, the Council will seek views of its Finance, Risk & Audit Committee. • Council has delegated various powers and functions to the Chief Executive Officer to enable Policy and procedures to assist with the management of the Council risk profile. • Chief Executive Officer has overall accountability for an effective risk management program, and therefore, the business continuity management program.
Council Administration	• Relevant teams will be required to support Council operations in the event of the Business Continuity Management Framework / Plan entering effect.
Finance, Risk & Audit Committee	• To advise the Council with relevant information regarding Business Continuity Management to ensure appropriate policies, systems and procedures are implemented and maintained to manage risk to operations.

7. REFERENCES

City of Marion

- *City of Marion Risk Management Policy and Framework.*
- *City of Marion Business Continuity Framework.*
- *City of Marion Business Continuity Plan.*
- *City of Marion Community Emergency Management Plan.*
- *City of Marion Finance & Audit Committee Policy and Terms of Reference.*

Other

- *Local Government Act 1999.*
- *ISO 22301:2012 Societal Security – Business Continuity Management Systems – Requirements and Guidance.*

8. REVIEW AND EVALUATION

This Policy will be reviewed once during the term of Council. Review will be initiated by the Office of the Chief Executive Officer.

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