

STATEMENT

As waste management and resource recovery activities are crucial to its Member Councils and residents in the region, the ultimate users of our facilities, Resource Recovery Group is committed to preventing interruption of critical business functions to its customers in a crisis or an emergency situation and to re-establishing full functionality as swiftly and smoothly as possible.

RRG will maintain plans and procedures for all major business units to demonstrate to Council its ability to provide critical business functions to its stakeholders in the event of any crisis or an emergency.

The performance against this Policy will be reviewed by the Audit & Risk Committee on an annual basis using a combination of appropriate business continuity outcome and process attributes.

SCOPE

This Policy shall apply to all staff, Regional Councillors and Regional Executive Group Members and areas governed by RRG Policies and procedures.

OBJECTIVE

RRG shall conduct Business Continuity Planning to prevent or minimise any interruption of critical business functions to its stakeholders and customers, due to a crisis or an emergency situation (also referred to as disruption-related risk).

RRG shall take the necessary steps to re-establish full functionality as swiftly and smoothly as possible following an emergency or critical incident.

RRG shall provide the necessary resources required for implementation of Business Continuity activities.

DEFINITIONS

The Key definitions of Business Continuity terms are given below. The Risk and related terms used in this Policy have same meaning as defined in Risk Management Policy. The terms defined in AS/NZS 5050:2010 Business continuity - Managing disruption-related risk are used with the same meaning when used in this Policy.

Term	Definition
Business Continuity	The ability of an organisation to provide service and support for its customers and to maintain its viability and reputation during or after a crisis or an emergency situation.
Business Continuity Management Plans	Identifying, developing, documenting, testing, communicating and reviewing the plans and procedures that will ensure continuity of critical business functions to customers during or after a crisis or an emergency situation.
Business Impact Analysis	Detailed risk analysis that examines the nature and extent of disruptions and the likelihood of the resulting consequences.

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Contingency Plan	Any plan of action that allows an organization to respond to events should they occur.
Contingent Capability	Supplementary resources provided specifically to enable an organization to respond to events should they occur.
Crisis	Situation that is beyond the capacity of normal management structures and processes to deal with effectively. A crisis may require significant diversion of management time, attention and resources away from normal, routine operations to respond to the situation.
Critical Business Function	A business function or part thereof identified as essential for survival of the organization and achievement of its critical objectives. A business function which has the effect of protecting critical interests of the community or another stakeholder to which a duty is owed, may qualify as a critical business function
Disruption-related Risk	Risk arising from the possibility of disruptive events.
Major Business Unit	Booragoon Office Information & Communication Technology Canning Vale Operations

ROLES & RESPONSIBILITIES

Audit & Risk Committee

The Committee is accountable for the oversight of the Risk Management process, which includes the Business Continuity Management Policy.

Chief Executive Officer

The CEO is accountable for ensuring the:

Senior Management Group

- Implement the strategic risk management strategy and policy framework
- Develop and review Business Continuity Plans (BCP)
- Develop and review Business Impact Analyses for the particular business unit
- Implement a Contingency Plan (CP) with Contingent Capability for the Business Unit in the event of a business disruption.
- Establish and appoint a Crisis Management Team (CMT) assigned to a CP.
- Adhere to appropriate procedures and risk management controls to minimise and mitigate any potential business disruption.

CONTENT

Business Continuity is a fundamental concept in the risk management process and addresses risks that could impact on the continuity of the Council's core business functions.

The Business Continuity Management Plan, Business Impact Analyses, and Contingency Plans are to be managed in accordance with this Policy.

The Policy endeavours to:

- Identify the importance of core business unit functions

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- Provide a framework and authority for RRG staff to prepare for and manage any disruption to RRG’s core business functions and operations due to any crisis or emergency situation using the Australian Standard AS/NZS 5050:2010 Business Continuity – managing disruption-related risk.
 - Ensure that the Council is ready with Business Continuity Management Plans for each major business unit to provide services to Member Councils and other customers during and after a crisis or emergency situation.
 - Each Major Business Unit has a responsibility for the development, communication and ongoing maintenance of the BCP associated with their areas of responsibility. BCPs:
 - are and remain relevant to organisational requirements
 - are developed to anticipate, prevent, respond to and recover from disruptions based on the Business Impact Analysis for each major business unit; and
 - clearly define the accountability, structure, roles and responsibilities.
- b. Identify the relevance of events that have the potential to impact upon core functions to cause a business disruption
- Ensure that a Business Impact Analysis has been conducted for each major business unit in order to measure the level of impact to organisational activities, is reviewed annually or following a significant change in organisational structure or operational capability.
- c. Support the development of procedures to re-establish business functionality quickly and efficiently
- Ensure that appropriate Contingency Plans and procedures for each major business unit are developed, tested, communicated and reviewed periodically for every probable and significant business interruption in each of its facilities.
- d. Approve and support the development of procedures to mitigate the impact of business disruption to stakeholders, customers and staff
- Integrate Business Continuity Management into the Strategic and Operational Risk Management and control framework to ensure that appropriate procedures are in place to minimise and mitigate any potential disruption.
- e. Testing of the BCPs within each Major Business Unit is to be conducted annually. Testing may be undertaken in one of the following ways:
- Hypothetical – theoretic exercise
 - Component – exercising individual components
 - Module – exercising a combination of the BCP components
 - Full – exercising all BCP components
- Testing is to be reported to the Audit & Risk Committee and managed and co-ordinated by the relevant Business Unit Manager and the Corporate Support team.

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REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> AS/NZS 5050:2010 Business Continuity – managing disruption-related risk 	
Organisational Compliance	<ul style="list-style-type: none"> Business Continuity Management Plan Business Continuity Framework Risk Management Policy – Policy No 4.2 RRG Policies & Procedures 	
Approved by	Regional Council	
Next Revision Date	February 2025	
Related Documents	<ul style="list-style-type: none"> Business Continuity Management Plan – Booragoon Office Business Continuity Management Plan – ICT Business Continuity Management Plan – Canning Vale Operations Infectious Diseases Response Plan Business Impact Analysis for each Business Unit Risk Rating Tables Strategic and Operational Risk Registers 	
Policy Administration	Responsible Officer	Review Cycle
Corporate	Chief Executive Officer	Biennial
Risk Rating	Operational Risk Register – Risk High	
Location of document	Staff Intranet 9 Aldous Place, Booragoon – Corporate Services 350 Bannister Road, Canning Vale – staff room	

DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2014	Original	1	EMCS	CEO	28/08/2014
2017	Review	2	EMCS	CEO	24/08/2017
2019	Review	3	EMCS	CEO	28/02/2019
2021	Review	4	EMCS	CEO	25/02/2021
2023	Review	5	MGC	CEO	23/02/2023

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