

# Business Continuity

## Policy Objective

To ensure the City is well prepared, in the event of significant business disruption, to maintain availability of activities and resources critical to achieving the objectives of the City of Belmont.

The City of Belmont is committed to building resilience within the organisation and the capability for an effective response to crises that safeguards the interests of the City, its community, stakeholders and reputation. It will do so by maintaining Business Continuity processes in accordance with ISO 22301:2019 Security and resilience – Business continuity management systems – Requirements.

## Policy Detail

This policy covers all City activities from operational activities to strategic planning.

Responsibility for Business Continuity:

### 1. Council

To approve the Business Continuity Policy and provide sufficient resourcing for business continuity management systems through the annual budget process.

### 2. Chief Executive Officer and Executive

- a) Ensure the full implementation of Business Continuity practices throughout the City.
- b) Monitor and promote Business Continuity policies and procedures at a strategic level.

### 1. Coordinator Business Continuity and Risk

- a) Monitor and update the City's Business Continuity Plans and other Business Continuity related documents.
- b) Provide training as required.
- c) Report on Business Continuity information to the Executive and relevant committees.

### 2. Management

- a) Identify and assess critical activities in their area of responsibility.
- b) Develop continuity strategies for the critical activities.
- c) Identify resource requirements to support the strategies.
- d) Ensure business changes that could impact critical activities, related strategies and resource requirements, are reported to the Coordinator Business Planning, Improvement & Risk.

e) Allocate Business Continuity responsibilities to employees.

### **3. Employees**

a) Responsible for the effective operation of critical activities.

b) Comply with the City's Business Continuity policy and procedures.

c) Attend Business Continuity training and participate in activity assessments in accordance with management instructions.

## **Reference/Associated Documents**

ISO 22301:2019 *Security and resilience – Business continuity management systems – Requirements.*

## **Reference to Internal Procedure**

Nil.

## **Definitions**

Nil.

<b>This Policy is supported by:</b>		
Policy No:	CP37	
Strategic Community Plan Strategy:	<b>Goal 5: Responsible Belmont Strategy:</b> 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community	
Register of Delegations:	N/A	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Governance, Strategy and Risk	
Policy Stakeholder:	Coordinator Business Planning, Improvement and Risk	
<b>Amendment Status:</b>		
<b>Date of Amendment</b>	<b>Status of Amendment</b>	<b>Minute Item Reference</b>
22/09/15	New	10.7
27/09/16	Minor	12.9
25/09/18	Review – None	12.5
24/05/22	Review - Minor	12.7
22/08/23	Review – Minor	12.10