

CP37 - Business Continuity

Policy Objective

1. To ensure the City is well prepared, and can maintain activities and resources critical to achieving the objectives of the City of Belmont in the event of significant business disruption.
2. The City is committed to building resilience within the organisation and the capability to effectively respond to crises to safeguard 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.

1. Responsibility for Business Continuity

1.1. Council

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

1.2. Chief Executive Officer and Executive

- a) Ensure the full implementation of Business Continuity management practices throughout the City.
- b) Monitor and promote this policy and the City's Business Continuity processes at a strategic level.

1.3. Coordinator Business Continuity and Risk

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

1.4. 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.

1.5. Employees

- a) Responsible for the effective operation of critical activities.
- b) Comply with this policy and the City's Business Continuity processes.
- 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.

This Policy is supported by:

Policy No:	CP37
Strategic Community Plan:	Key Performance Area: Performance Outcome: 10. Effective leadership, governance and financial management.
Register of Delegations:	n/a
Service Area:	Corporate and Governance
Policy Owner:	Manager Governance and Legal
Policy Stakeholder:	Coordinator Business Planning, Improvement and Risk

Amendment Status:

Date of Amendment	Status of Amendment	Minute Item Reference
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
24/02/26	Review - Minor	12.11