



Paroo Shire Council

Council Policy	
Policy Name:	Business Continuity Management Policy
Policy Number:	
Version:	1.0
Commencement and Review:	This Policy will commence from 18/08/2025 and will be reviewed 4 years from the commencement date.
Document Owner:	Director Corporate Services
Approval Date:	18/08/2025
Meeting Resolution:	M25/314

1 Statement of Intent

The intent of the Paroo Shire Council (Council) Business Continuity Management Policy is to ensure the continuity of critical Council services in the event of a disruption. This Policy affirms Council's commitment to proactively prepare for, respond to, and recover from incidents that threaten the delivery of essential services to the community. By establishing a structured and integrated Business Continuity Management Framework, Council aims to minimise the operational, financial, reputational, and community impacts of significant disruptions and uphold its obligations under legislative and regulatory requirements.

2 Commencement and Review of Policy

This Policy will commence from 18th August 2025. It replaces all other Business Continuity Management Policies (Whether written or not).

This Policy will be reviewed every four (4) years from the commencement date, or earlier if deemed necessary due to changes in legislation or business practice. Minor amendments that do not impact the intent of the Policy may be made in consultation with and approved by the Chief Executive Officer (CEO).

3 Application of Policy

3.1 Purpose

This Policy and the supporting Business Continuity Plans have been developed as part of the Council's Risk Management Framework to assist the organisation in preparing for disruptive events that may impact its operations. The Policy defines Council's approach to Business Continuity Management and the principles by which Business Continuity Plans will be developed and maintained.

3.2 Policy Statement

Business Continuity Management aims to minimise the impact of disruptions on operations and

services by establishing a robust continuity framework and relevant contingency plans. Disruptive events may include natural disasters, facility damage from fire or flood, IT failures or cyber threats, and issues with telecommunications or customer service.

3.3 Scope

This Business Continuity Management Policy applies to all Council activities, including those of elected members, employees, contractors, volunteers, and external stakeholders.

4 Business Continuity Principles

A key outcome sought from Council's Business Continuity Framework is to identify the minimum level of acceptable performance the organisation requires to maintain in the event of a disruption, and to clearly state the infrastructure and resources required to achieve and sustain critical business objectives.

- Council's Business Continuity Framework is made up of the following:
- Business Continuity Management Policy - defines Council's approach to business continuity management and the principles by which business continuity plans will be developed and maintained within the organisation.
- A Local Disaster Management Plan which aims to minimise the effects of, coordinate the response to, and ensure the recovery from a disaster or an emergency affecting the Council Shire.
- Enterprise Risk Management Planning, which aims to identify and analyse the things that may have an adverse effect on the Council. Including, but not limited to, insurance and data backup strategies.
- Master Business Continuity Plan - provides the required details for coordinating and managing the organisation during a significant disruptive event, the process for activating and deactivating relevant business continuity plans, and details regarding BCP training and exercise requirements to ensure preparedness for disruptive events.

5 Approach to Business Continuity Management

Business Continuity Management at the Council will generally align with the AS/NZS 5050:2010 Business Continuity – Managing Disruption-Related Risk standard, developed to assist organisations in maintaining continuity of their operations through the effective management of disruption-related risk. This will equip Council with the capacity to:

- Stabilise any disruptive effects as soon as possible.
- Continue and/or quickly resume those operations that are most critical to Council's objectives to ensure the delivery of essential services to the community;
- Expedite a return to normal operations and recovery; and
- Capitalise on any opportunities created by an event.

6 Roles and Responsibilities

The CEO and Executive Team are responsible for overseeing Business Continuity Management across the organisation.

The Director of Corporate Services, Governance, and Risk is responsible for coordinating business continuity management, including overseeing appropriate documentation, training, testing and monitoring of the Business Continuity Management Framework.

Directors and Managers are the owners of the Business Continuity Plan, with responsibility for conducting business impact analysis and ensuring that all critical functions under their responsibility have established, maintained, and reviewed Business Continuity Plans and Sub-Plans. The Corporate and Governance group will assist with this process.

Each critical function within a Department or Branch will have an appointed Business Continuity Plan owner who is responsible for implementing continuity arrangements when a critical function is interrupted. The owner must also ensure that relevant employees are aware of and trained in implementing the plan.

7 Measure of Success

- Business Continuity Management is supported across the organisation.
- Business Continuity Plans are actively utilised in the event of a business disruption.
- Testing of Business Continuity Plans is carried out regularly.
- Council focus on Business Continuity Management.
- Interruptions to Council's operations during and following a disruptive event are minimised.

8 Definitions


To assist in interpretation, the following definitions apply:

Acceptable Level of Performance	The lowest acceptable level of product or service that can be tolerated during a disruption.
Business Continuity	The ability of Council to provide service and support for its customers and maintain critical operations before, during and after a significant disruption.
Business Continuity Management (BCM)	The process for managing operations during and following a disruption ensures that critical functions can be maintained or restored quickly with minimal impact on staff, customers, and the community.
Business Continuity Plan (BCP)	An approved and tested document with instructions and procedures that guides the management of operations to minimise the impact of a significant disruption.
Business Impact Analysis (BIA)	It is a detailed risk analysis that examines the nature and extent of possible disruptions and the likelihood of the resulting consequences, gathering information about critical functions, dependencies, and resource requirements.
Business Continuity Management Framework (BCMF)	The components that provide the foundation for Business Continuity Management at the Council, as well as the arrangements for designing, implementing, monitoring, reviewing, and continually improving Business Continuity throughout the organisation.
Business Interruption Event (BIE)	An event that, by its duration, exceeds the Maximum Acceptable Outage and/or has an adverse impact on business objectives and requires the implementation of the BCP or sub-plans.
Council	Paroo Shire Council
Enterprise Risk Management	The components that provide the foundation and organisational arrangements for designing, implementing, monitoring, reviewing and

Framework	continually improving Enterprise Risk Management.
Maximum Acceptable Outage	The maximum period that Council can tolerate the loss of capability of a critical business function, process, asset or IT application.
Significant disruption	A sudden, unplanned event that results in inconvenience and disruption to operations, requiring non-routine management.

9 Relevant Links

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *AS/NZS 5050:2010 Business Continuity – Managing disruption–related risk*
- *Disaster Management Act 2003*
- *Queensland Business Continuity Policy Framework*
- *Disaster Management Policy*
- *Enterprise Risk Register*
- *Work Health and Safety Policy*
- *Business Continuity Plan& Sub Plans*

Endorsed		Date: 18/08/2025
Name:	Neil Polglase	
Title:	Chief Executive Officer, Paroo Shire Council	
Signature:		

Version Control

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18/08/2025	1.0	M25/314	