

COUNCIL POLICY

ICT Business Continuity Planning and Disaster Recovery



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POLICY TITLE:	ICT Business Continuity Planning and Disaster Recovery
POLICY NUMBER:	229
REVISION NUMBER:	1
TRIM REFERENCE:	SF14/411 - R26/938
RESOLUTION NUMBER:	N/A
POLICY TYPE:	Administrative
APPROVING OFFICER:	Chief Executive Officer
DATE OF ADOPTION:	27 March 2026
TIME PERIOD OF REVIEW:	2 Years
DATE OF NEXT REVIEW:	27 March 2028
RESPONSIBLE DEPARTMENT:	Corporate and Financial Services

1. OBJECTIVE

The objective of this policy is to outline Flinders Shire Council's approach to ICT Business Continuity Planning and Disaster Recovery. As part of its focus on risk management, Council will ensure appropriate plans and processes are in place to mitigate the risks and minimise the impacts of disaster events or business continuity issues. This policy should be read in conjunction with the ICT Governance and ICT Risk Management policies and will be implemented under the authority of the Executive Team through the ICT Governance Committee.

2. DEFINITIONS

Business Continuity Plan – is a documented and tested roadmap to recovery. It describes how to affirm that a business's critical functions will continue or, at least, can be quickly resumed.

Council – shall mean Flinders Shire Council.

Disaster Recovery Plan – Is a formal document created by an organization that contains detailed instructions on how to respond to unplanned incidents such as natural disasters, power outages, cyber attacks, and any other disruptive events.

User – shall mean an employee of the Council.

3. POLICY

Council is committed to:

- Developing and incorporating an ICT Business Continuity Plan into the Business Continuity Plans for Council.
- Reviewing and maintaining the Business Continuity Plan in accordance with the Corporate Policy review cycle.
- Developing an ICT Disaster Recovery Plan under the authority of the ICT Governance Framework to effectively manage all potential events for Council and its systems to minimise impact.

4. APPLICATION

The Chief Executive Officer has delegated the authority for the Business Continuity Plans to the Director of Corporate & Financial Services, and the ICT Disaster Recovery Plan to the appointed ICT Officer. In advocating their responsibilities, both accountable officers will utilise the Executive Team under the responsibility and accountability outlined in the ICT Governance Framework.

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In the event of a disaster, it is imperative that Council continues to be able to function effectively and resolve any impacts within short timeframes. To achieve this, the Director of Corporate & Financial Services must establish a process for identifying all business deliverables, prioritising outcomes, and identifying the key dependencies along with vulnerabilities that might expose the organisation to business failure.

The Business Continuity Plan must address vulnerabilities and identify appropriate actions to rectify or minimise the risk and ensure the continuation of Council business.

ICT is a substantial component of any Business Continuity Plan, and the ICT Disaster Recovery plan will need to reflect business outcomes and actions in ensuring continued operation of systems. The appointed ICT Officer will need to develop an ICT Business Continuity Plan for his business area and an ICT Disaster Recovery Plan to support all Council Business Continuity Plans. This will include appropriate ICT priority actions to ensure the prioritised recovery of organisational ICT systems or information to allow Council to continue to operate.

The Executive Team will include the annual review of these plans as an action to support both accountable officers in the development, maintenance, and integration of these plans.

The appointed ICT Officer will also oversee a biannual test of the ICT Disaster Recovery Plan to ensure appropriate processes are understood and able to be implemented and that the result is in accordance with Council expectations and requirements.

5. RELATED LEGISLATION

- *Local Government Act 2009*
- Financial and Performance Management Standard 2009 (Section 28 Risk Management Provisions)
- *Financial Accountability Act 2009* (Section 61 Risk Management Provisions)
- QGCIO Information Standard 18 – Information Security

6. RELATED DOCUMENTS (LOCAL LAWS, POLICIES, DELEGATIONS ETC)

Nil

7. REVIEW TRIGGER

Policy is to be reviewed every 2 years.

8. PRIVACY PROVISION

Council respects and protects people's privacy and collects, stores, uses and discloses personal information responsibly and transparently when delivering Council services and business.

9. APPROVAL

A handwritten signature in black ink, appearing to read "Bruce Davidson", written over a horizontal line.

Dated: 27, 03, 2026.

Bruce Davidson
INTERIM CHIEF EXECUTIVE OFFICER