



## Business Continuity Policy

### 1. Purpose and Scope:

Business continuity is about making sure Taillem Bend Community Centre Incorporated (TBCC) is prepared for the unexpected and if affected by some form of disruption, the Centre can continue to operate and return to a normal level of operation as quickly as possible.

Business disruptions include but are not limited to IT failure, power failure, flooding, fire, crime, loss of communication, pandemic, and extremes in weather, significant staff absence due to illness or key staff members leaving or being ill.

### 2. Policy:

A Business Continuity Emergency Plan will be developed and reviewed annually with the risk management plan, to reflect staff turnover, updates in technology and changes in procedures.

A "Go Pack" is established and TBCC and the Board of Management are responsible for ensuring the "Go Pack" is updated and backed up on an ongoing basis.

<b>Date first formulated</b>	November 2012	
<b>Dates approved by Board</b>	V1 (Previously called TBCC Business Continuity Policy V1 June 2015) V2 V3	November 2013  June 2016 March 2018
<b>Next Review Date</b>	June 2019	
<b>Related Documents</b>	Risk Management Policy Business Continuity Emergency Plan Delegation of Authority Policy	
<b>Legislation</b>	(SA) Work Health and Safety Act, 2012 <a href="https://www.legislation.sa.gov.au/LZ/V/A/2012/WORK%20HEALTH%20AND%20SAFETY%20ACT%202012_40/2012.40.UN.PDF">https://www.legislation.sa.gov.au/LZ/V/A/2012/WORK%20HEALTH%20AND%20SAFETY%20ACT%202012_40/2012.40.UN.PDF</a> (SA) Work Health and Safety Regulations, 2012	

**Signed on behalf of TBCC Board of Management by:**

**Name:** Jack Hunt

**Position held:** Chairperson

**Signature:**

5.3.18