



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

Date first formulated	November 2012	
Dates approved by Board	V1 (Previously called TBCC Business Continuity Policy V1 June 2015) V2 V3 V4	November 2013 June 2016 April 2018 March 2020
Next Review Date	June 2021	
Related Documents	Risk Management Policy Business Continuity Emergency Plan Delegation of Authority Policy Aged care Charter of rights https://www.health.gov.au/health-topics/aged-care/providing-aged-care-services/delivering-quality-aged-care-services#charter-of-aged-care-rights Aged care Standards https://www.health.gov.au/health-topics/aged-care/providing-aged-care-services/delivering-quality-aged-care-services#aged-care-quality-standards	
Legislation	https://www.legislation.sa.gov.au/LZ/C/A/WORK%20HEALTH%20AND%20SAFETY%20ACT%202012.aspx https://www.legislation.sa.gov.au/lz/c/r/work%20health%20and%20safety%20regulations%202012/current/2012.268.un.pdf Aged Care Quality and Safety Commission Act 2018 Aged Care Act 1997 User Rights Principles 2014 Competition and Consumer Act 2010	
Signed on behalf of TBCC Board of Management by:		
Name: Jack Hunt		
Position held: Chairperson		
		Signature: Signed 3 March 2020