



Business Continuity Policy

1. Purpose and Scope:

Business continuity is about making sure Tailem 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 has been developed and will be 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 V5	November 2013, June 2016, April 2018, March 2020 Feb 2022
Next Review Date	Feb 2024	
Related Documents	Risk Management Policy Business Continuity Emergency Plan Delegation of Authority Policy Aged care Charter of rights Aged care Standards Rights of every child Know your rights and responsibilities Children's rights and responsibilities flyer https://static.unicef.org/rightsite/files/rights_leaflet.pdf National Principles for Child Safe Organisations	
Legislation	Work Health and Safety Act Work Health and Safety Regulations 2012 Codes of Practice Safework SA Return to Work SA Aged Care Quality and Safety Commission Act 2018 Aged Care Act 1997 Competition and Consumer Act 2010	
Signed on behalf of TBCC Board of Management by:		
Name: Jack Hunt		
Position held: Chairperson		Signature:
		Signed 2 February 2022