

# ICT Business Continuity Policy

<b>Responsible Division</b>	Corporate Services
<b>Responsible Business Unit</b>	Information Services
<b>Responsible Officer</b>	Manager Information Services
<b>Affected Business Units</b>	All Business Units
<b>ECM Document Set ID</b>	4545977

## Purpose

To ensure continuity of the business in the event of a significant impact to the City's Information Communication Technology infrastructure, functionality or services.

## Definitions

For the purpose of this policy —

**Disaster Recovery** refers to the process and strategies implemented to restore and resume normal operations of an organization's systems, technologies, and infrastructure following a disruptive event or disaster. It involves the systematic planning, implementation, and testing of measures to minimize downtime, recover data, and ensure business continuity after a significant incident.

**ICT Infrastructure** means physical infrastructure to deliver information and communication of data to City stakeholders, both internal and external - includes servers, connections to mobile devices, cable, towers, remote storage and computers.

## Policy Statement

In order to ensure that the City of Bayswater's (the City) information and digital services are always available to all stakeholders, the City adopts the following policy:

1. The City's Disaster Recovery Plan provides for variations within ICT environments that will enable continuity in information services. The Disaster Recovery Plan is tested and updated on an annual basis.
2. City information and data are protected by backup procedures and regular reviews of technology redundancies, storage infrastructure and the evolving value of the City's information (value to the City and to Cybercriminals).
3. ICT specific risk assessment criteria and mitigation strategies are applied to all corporate projects and business as usual activities.
4. Management Practices have been developed as required to provide procedural direction to Council and the City's officers regarding the implementation of this policy within the workplace.

## Related Legislation

Nil.

## Related Documentation

Nil.

## Document details

<b>Relevant delegations</b>	Nil.		
<b>Risk evaluation</b>	Low		
<b>Strategic link</b>	<p>Communicate in in a clear and transparent way.</p> <p>Provide the community with useful information about the Council's policies, services and events and advise the community of engagement outcomes.</p>		
<b>Council adoption</b>	22 May 2018	<b>Resolution</b>	13.5
<b>Next review due</b>	June 2027		
<b>Reviewed/modified</b>	25 July 2023	<b>Resolution</b>	10.5.1.3