

BUSINESS CONTINUITY PLAN



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1. Purpose

The purpose of this Business Continuity Plan (BCP) is to ensure the Shire of Boyup Brook can maintain or rapidly restore essential services in the event of a disruption to normal operations.

The Plan establishes procedures and responsibilities to enable the Shire to:

- protect the safety of staff, elected members and the community
- maintain delivery of critical local government services
- restore operational capability within acceptable timeframes
- protect essential records, systems and infrastructure
- ensure legislative compliance and governance continuity

This plan forms part of the Shire's risk management and governance framework and supports the objectives of the Strategic Community Plan and Corporate Business Plan.

2. Organisational Context

The Shire of Boyup Brook is a small rural local government located in the South West of Western Australia covering approximately 2,827 square kilometres and servicing several localities including Boyup Brook, Dinninup, Kulikup, Mayanup, Tonebridge, McAlinden and Wilga.

The Shire provides a wide range of services to a community of approximately 1,700 residents with a median age of around 49 years, reflecting a community with both ageing population considerations and the need to support families, agriculture and local businesses.

Local government services delivered by the Shire include:

- road infrastructure management
- waste management services
- regulatory services and public health
- recreation and community facilities
- economic development and tourism support
- emergency management coordination
- governance and financial administration

Due to the small workforce and limited internal redundancy across key roles, disruptions to personnel, facilities or systems have the potential to significantly affect service delivery.

This Business Continuity Plan ensures that the Shire can respond effectively to disruptions while maintaining critical services to the community.

3. Alignment with the Integrated Planning and reporting Framework

The Shire's Business Continuity Plan supports the Integrated Planning and Reporting framework by ensuring that key operational priorities contained in the Corporate Business Plan can continue during disruption.

The Corporate Business Plan is the Shire's four-year operational roadmap, guiding how resources, staff and infrastructure are used to achieve the community vision and strategic objectives.

During disruption events, the BCP ensures that the services and activities necessary to deliver the Corporate Business Plan remain operational or are restored as quickly as possible.

4. Strategic Alignment

This Business Continuity Plan supports the objectives of the Shire's Strategic Community Plan, particularly the goal of ensuring effective governance, organisational stability and reliable service delivery to the community.

The plan contributes to the achievement of the Strategic Community Plan outcome areas including:

Governance and Organisation

Ensuring transparent, reliable and resilient local government operations.

Built Environment

Maintaining infrastructure and essential community facilities during disruptive events.

Social and Community

Ensuring the continuity of services that support community wellbeing and safety.

Natural Environment

Supporting the Shire's capacity to respond to environmental risks including bushfire and climate impacts.

These priorities reflect community expectations that the Shire maintain essential services, infrastructure and governance stability even during emergencies or unexpected disruptions.

5. Objectives of the Plan

The objectives of this Business Continuity Plan are to:

- a) Protect the safety and wellbeing of staff, Councillors, volunteers and community members.
- b) Ensure the continuation of critical local government services during disruptions.
- c) Establish clear decision-making authority and communication pathways during emergencies.
- d) Minimise disruption to:
 - governance and statutory obligations
 - financial systems
 - infrastructure and operational services
- e) Support a rapid and structured recovery of normal operations following a disruptive event.

6. Critical Services Areas

Based on the Corporate Business Plan priorities, the following services are considered critical during disruption.

Service	Corporate Plan Area	Maximum Acceptable Downtime
Emergency management coordination	Governance	Immediate
Waste collection and landfill operations	Natural Environment	48 hours
Road access and infrastructure safety	Built Environment	72 hours
Financial systems and payroll	Governance	5 days
IT and communication systems	Governance	24 hours
Ranger and regulatory services	Social / Governance	72 hours
Community facilities supporting emergency response	Social	48 hours

Governance and Administration

- council meeting governance
- financial management
- statutory reporting
- records management
- information technology systems

Infrastructure and Works

- road maintenance and safety
- drainage and stormwater management
- waste collection and landfill operations
- fleet and plant operations

Regulatory and Community Services

- ranger services
- public health inspections
- building and planning services
- emergency management coordination

Community Infrastructure

- recreation facilities
- caravan park operations
- community buildings

7. Risk Environment

The Corporate Business Plan highlights the importance of aligning operational planning with the Shire's resource constraints, community priorities and long-term planning objectives.

Within this context, the Shire faces several operational risks capable of disrupting service delivery.

Key risks include:

Natural Hazards

- bushfire
- severe storms
- flooding
- extreme heat events

Infrastructure Disruption

- IT or telecommunications failure
- power outages
- damage to Shire facilities

Workforce Disruption

Due to the Shire's small and aging workforce capacity, the loss of key staff may significantly impact service delivery.

Financial and Supply Disruptions

Rural local governments may experience:

- delayed contractor availability
- limited replacement equipment access
- restricted supply chains

Technology Disruption

- cyber incidents
- network outages
- loss of operational software systems

These risks reflect broader challenges identified in the Strategic Community Plan, including infrastructure maintenance, governance resilience and preservation of essential services.

8. Key Operational Dependencies

The Corporate Business Plan recognises that the successful delivery of Shire services relies on effective resourcing through several informing strategies including:

- Long Term Financial Plan
- Asset Management Plans
- Workforce Plan

These dependencies must be considered when planning continuity arrangements.

9. Activation of the Business Continuity Plan

The Business Continuity Plan may be activated when:

- a disruption threatens the delivery of critical services
- Shire facilities are unavailable
- essential staff are unavailable
- IT systems or communications systems fail for a period exceeding 48 hours
- an emergency event significantly impacts the region

Activation authority rests with the:

Chief Executive Officer

or

Executive Manager Corporate Services (if the CEO is unavailable)

or

Executive Manager Operational Services (if the CEO and Executive Manager Corporate Services is unavailable)

10. Business Continuity Management Structure

During a disruption the following structure will apply:

Role	Responsibility
Chief Executive Officer	Incident Controller
Executive Management Team	Strategic coordination
Co-ordinator Infrastructure Services	Infrastructure response
Manager Financial Service	Finance, IT and administration continuity
Manager Community Services	Liaison with community and emergency services

11. Communication

Effective communication is critical during disruptions.

The Shire will communicate through:

- Shire website
- social media platforms
- direct community notifications
- liaison with emergency services

Communication will prioritise:

- community safety information
- service interruptions
- recovery updates

12. Recovery Objectives

The objective of the recovery phase is to restore:

- a) Essential infrastructure services
- b) Governance and administrative functions
- c) Community services and facilities
- d) Corporate Business Plan operational programs

Recovery actions will be prioritised according to:

- community safety
- statutory obligations
- infrastructure integrity
- financial and organisational stability

13. Monitoring and Review

The Business Continuity Plan will be:

- reviewed annually
- tested through scenario exercises
- updated following any major disruption

Plan oversight will form part of the Shire's broader governance framework and support monitoring of operational performance under the Corporate Business Plan.