Business Continuity Plan

Objectives

The objectives of this plan are to:

1. Undertake risk management assessment.
2. Define and prioritise critical business functions.
3. Detail immediate responses to a critical incident.
4. Detail strategies and actions to be taken.

Risk Assessment

Risk Assessment is conducted in accordance with the Procedure **Risk Management**

Risk Categories

Risk categories will include, but may not be limited to, the following:

- **natural disasters**, such as floods, storms, bushfires and drought.
- **pandemic**, such as human influenza, swine flu or bird flu
- **legal**, such as insurance issues, resolving disputes, contractual breaches, non-compliance with regulations, and liabilities
- **global events**, such as pandemics and interruptions to air traffic
- **technology**, such as computer network failures and problems associated with using outdated equipment
- **regulatory and government policy changes**, such as water restrictions, quarantine restrictions, carbon emission restrictions and tax
- **environmental**, such as climate change, chemical spills and pollution
- **work health and safety**, such as accidents caused by materials, equipment, or location of your work
- **property and equipment**, such as damage from natural disasters, burst water pipes, robbery and vandalism
- **security**, such as theft, fraud, loss of intellectual property, terrorism, extortion and online security and fraud
- **economic and financial**, such as global financial events, interest rate increases, cash flow shortages, customers not paying, rapid growth and rising costs
- **staffing**, such as industrial relations issues, human error, conflict management and difficulty filling vacancies
- **suppliers**, such as issues within their business or industry resulting in failure or interruptions to the supply chain of products or raw materials

- **market**, such as changes in consumer preference and increased competition
- **utilities and services**, such as failures or interruptions to the delivery of your power, water, transport and telecommunications.

Business Risks are identified in the Risks Register. Risks are identified in the Register as ***Strategic.***

The Risks Register contains the Risk Management Plan for each of the identified risks.

Risk Management Plans

Type of Plan	Purpose of Plan
Risk Management Plan	Identifies critical business activities. It assesses the risks to business and strategies to minimise the impacts they could have. Incorporates the Prevention element that identifies and manages the likelihood and/or effects of risk associated with an incident.
Business Impact Analysis	Identifies the business activities that are key to its survival, also known as critical business activities. Incorporates the Preparedness element that identifies and prioritises the key activities of a business that may be adversely affected by any disruptions.
Incident Response Plan	Contains all the information needed to respond immediately before and after an incident or crisis. Incorporates the Response element and lists immediate actions taken to respond to an incident in terms of containment, control and minimising impacts.
Recovery Plan	Outlines the required steps to get business running again after an incident or crisis. Incorporates the Recovery element that is linked to actions taken to recover from an incident in order to minimise disruption and recovery times.

References

Source	**Document**
ISO 31000:2018	Risk Management Framework
CPA Australia	Risk Management Guide for Small/Medium Business
New South Wales Government	State Emergency Management Plan
WA Department of Health	State Health Emergency Response Plan

The following risks have been identified.

Interested Party	Source	Issues and Related Needs & Expectations	Risk Opportunity	Issue Rating	Impact on Business	Impact Rating	Exisiting Controls	Action
Directors Owners Shareholders	Internal	Emergency Situations	Risk	**Medium**	Business Disruption Due to Emergency Situation	**Medium**	Effective Emergency Response Planning Duplicate manufacturing facilities Grant Transformers/Star Delta Alternate supply arrangements	**Satisfactory**
Directors Owners Shareholders	External	Product Failure & Liability	Risk	**High**	Financial Penalties Loss of Business	**Medium**	Effective Quality Management System Effective Operational Processes Effective Training All Appropriate Insurances in Place	**Monitor**
Directors Owners Shareholders	Internal	Reputation and Continuity	Risk	**Medium**	Business continuity risks in the Event of Disaster	**Medium**	1 - Two manufacturing facilities. 2 - Documented Management System containing all Business Processes 3 - Cloud based applications 4 - Low dependence on capital equipment 5 - Appropriate Insurances in place	**Monitor**
Directors Owners Shareholders	External	Potential Effects of Technology on Product Range	Risk	**Medium**	Changes in technology do not have negative impacts on business.	**Medium**	1 - Strategic Relationship Grant transformers/Star Delta 2 - Effective Market Management 3 - Technology Awareness	**Monitor**
Directors Owners Shareholders	External	Supply Chain	Risk	**Medium**	Effects of global disruptions, including Climate Change, to supply chain.	**Medium**	Large transformer suppliers located in different parts of the world (Türkiye & China), mitigate local shipping difficulties. Components sourced from multiple local suppliers. Detailed in Suppliers Register	**Monitor**
Directors Owners Shareholders	Internal	Profibability	Risk	**High**	Ongoing Operations	**High**	Effective Management System	**Monitor**