



COVID-19 Business Continuity Risk Framework

Purpose

The purpose of COVID 19 Business Continuity Risk Framework is to provide a mechanism to authorise the Chief Executive Officer to change service levels from the adopted service level listed in the Corporate Business Plan. The Framework includes a Business Continuity Risk Analysis that will form the basis for prioritisation of service delivery and activation of business continuity plans for each service area.

Business Continuity Risk Analysis

The capacity for the Shire to deliver on adopted services listed in the Corporate Business Plan is dependent on two main variables. Firstly the organisations **human capital** and secondly the **externalities** associated with COVID-19 which will impact the organisations ability to perform certain functions. A risk analysis of the Shires services has been completed and the analysis placed into a COVID19 Risk Register. This register determines the priorities for delivery given the impact of these two main variables.

Council will be required to forgo service delivery areas as human capital diminishes, and as external forces (externalities) change the way which we do business. Multiple variables will require trade-offs for reducing service delivery to focus on high priority services required for the effective management and well-being of the community.

Business Continuity Plans

The Administration is creating operational business continuity plans which will be activated to continue service delivery as service deliveries are reprioritised. The effectiveness of these business-level plans and any requirement and resolution for additional resources will be reported to Council monthly or as otherwise required. The amount of officers required (FTE's) to operate that service is also considered. Where we are unable to achieve the Business Continuity Plan, or the Level of FTE's, the trigger point to reduce service will move to the next response level. Considerable effort will be given to achieving the extreme risk areas as the organisation faces what is a relatively unknown situation.

There are two main risk ratings which need to be considered in the register:

1. Firstly the **"Now Risk Rating"** applied to our current service ability given our operational capacity. This will indicate to Council our ability to meet that service delivery at the time of the report. Considering the two main variables, this rating will change as resourcing is affected. The risk will be analysed using the following matrix:

Externality		Human Capital				
		1	2	3	4	5
		Human Capital 100%	Human Capital 80%	Human Capital 60%	Human Capital 40%	Service Delivery End
5	Services Limited to Sanitation	High (5)	High (10)	Extreme (15)	Extreme (20)	Extreme (25)
4	COVID-19 identified in the Shire	Medium (4)	High (8)	High (12)	Extreme (16)	Extreme (20)
3	COVID-19 identified in The Kimberley	Medium (3)	Medium (6)	High (9)	High (12)	Extreme (15)
2	COVID-19 identified above 26 th Parallel	Low (2)	Medium (4)	Medium (6)	High (8)	High (10)
1	COVID-19 no cases identified regional WA	Low (1)	Low (2)	Medium (3)	Medium (4)	High (5)

2. Secondly is the Risk Rating associated with not delivering the service to the community, or “**Risk Rating for Not Achieving Service Delivery**”. This represents the impact which not delivering the service will have on the safety, health and well-being of the community. The extreme risk rating is applied to the services which are essential. This has been determined using the Shire of Wyndham East Kimberley Risk & Opportunity Management Framework, which uses the following risk rating matrix :

LIKELIHOOD		CONSEQUENCES				
		1	2	3	4	5
		INSIGNIFICANT	MINOR	MODERATE	MAJOR	SEVERE
5	ALMOST CERTAIN	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
4	LIKELY	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
3	POSSIBLE	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
2	UNLIKELY	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
1	RARE	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)