

The Junction Clubhouse Cairns Ltd		
Policy: Business Continuity and Planning for Disasters		
Policy number: JQS.P1.11		Date adopted: 22/08/2018
Authorised by: The Board		
Date last reviewed: 21/10/2020	Reviewed by: Quality Review Panel	Date of next review: 22/10/2022

Related documents:	
Related policies and procedures, How To Task Lists, forms, registers or other organisational documents of The Junction	<ul style="list-style-type: none"> • Disaster Preparedness Plan • Risk Assessment Form • Risk Register
Other standards	<ul style="list-style-type: none"> • National Mental Health Standards • Human Services Quality Standards • NDIS Practice Standards
Legislation or other requirements	<ul style="list-style-type: none"> • Work Health & Safety Act 2011 • Work Health and Safety Regulation 2011 • Human Rights Act 2019 (QLD)

1. Purpose:

The purpose of this policy is to guide business continuity and planning for disasters so that The Junction assesses and responds to risks associated with disasters in a way that minimises disruptions to our business activities and delivery of services to members.

Planning for possible disasters may also assist in reducing losses and costs incurred, protecting the safety of our employees, members, volunteers and visitors, and facilitate the recovery process for the organisation and individuals involved. This policy forms part of our overall risk management process and follows the same principles.

2. Scope

This policy applies to all employees, members, contractors, volunteers and visitors involved in the operations of The Junction Clubhouse Cairns Ltd.

3. Policy statement:

The Junction is committed to planning for the possibility of disasters, acting where possible, to minimise the disruption to our services and impacts on our employees, members, volunteers and visitors. Within the limits of our resources, we will work with other agencies and organisations to facilitate community responses and recovery and take what opportunities we can to inform and assist members to prepare for disasters.

4. Procedures

4.1 Business Continuity and Disaster Preparedness Plan

A ***Business Continuity and Disaster Preparedness Plan*** is maintained for The Junction, which lists potential risks and impacts for various types of disaster and any actions we take to prepare for or minimise those impacts. The Plan also details procedures we follow in the event of a disaster to protect our assets and the safety of employees, members, contractors, volunteers and visitors. Also included are procedures regarding our contact and dealings with members, and processes to restore services as quickly as possible following a disaster.

The Plan includes the following information:

- Identifying the most likely disaster events eg cyclones
- Strategies to prepare for or minimise impacts to The Junction and its assets
- Arrangements relating to employee numbers needed at any given time

- Strategies to support or minimise impacts to members
- Practical records such as emergency and essential services contact details, and a disaster event log to record actions taken
- A “Go-Pack” – essential information, equipment and emergency supplies that can be readily picked up and taken to another location in an emergency and allow some level of continued operation
- Arrangements with other agencies which may allow us to continue to operate or resume operations quickly after a disaster. This might include agreement to access a community hall, or share office space, and may be reciprocal.

4.2 Implementing the Plan

The Junction will implement the plan and provide training to all employees, members, volunteers involved in the daily operations of The Junction.

4.3 Reviewing Your Plan

Reviews of the Plan occur annually by the Director and the Senior Recovery Facilitator as part of our planning cycle and risk management process. We also review the Plan following any disasters, as we assess the effectiveness of procedures and identify any additional actions or needs, we have identified.

5. Review processes

Policy review frequency: Annually	Responsibility for review: The Director
Review process: The Director, as Chair of the Quality Review Panel convenes the panel to conduct reviews.	
Documentation and communication: All policy decisions will be documented and communicated through the Quality Review Panel observing the Document Control HTTL. Note: add version number after review.	