

**Policy Name:** Business Continuity Management

**Policy No:** BHFC12

**Issue Date:** 18-Dec-2023

**Previous Issue Date:** 22-Mar-2020

**Revision No:** 1

**Next Revision Date:** 18-Dec-2025



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## 1. Purpose and Scope

This policy outlines the Burnside Heights Football Club Inc (BHFC) business continuity management arrangements to help minimise the impact of disruptive events on BHFC financial sustainability, and to support the effective return to normal operations post the event.

## 2. Policy

Business continuity management is a holistic approach for managing financial risks relating to disruptive events to ensure the BHFC can continue to deliver critical services that cannot be managed within our normal capabilities. The BHFC's first priority is the immediate and ongoing safety of players, families and stakeholders, as well as the ongoing financial sustainability of the football club.

The BHFC has three types of management action that work together to assist in preventing, preparing for, responding to and recovering from the impacts of events that disrupt the operations of the football club.

### Management Action

#### a) Incident Management – Phase 1

The BHFC Committee is the management of incidents within business-as-usual capabilities, using existing structures, resources and processes to manage a situation and return to normal operations. This type of management action follows standard reporting, communications and escalation pathways.

If an incident increases in severity, size or complexity, than disruptive event management and / or disaster and emergency management actions may be required.

#### b) Disruptive Event Management – Phase 2

Disruptive event management ensures the BHFC can continue to deliver critical business functions if an event causes a serious disruption that is beyond our business-as-usual capabilities. The BHFC is committed to ensuring the continuity of service in the following areas:

- Football operations;
- Incur liabilities and pay its debts as they fall due; and
- Collect registration and membership fees.

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**c) Disaster and Emergency Management – Phase 3**

Disaster and emergency management involves specialist capabilities to safeguard people and assets, minimise business disruption and return the BHFC as quickly as possible to normal operations. Our BHFC disaster and emergency management arrangements outline how we prepare for, respond to and recover from disaster and emergency situations, including weather, geological, biological or human events that pose risks to life, property, financial viability or the environment.

Emergency response plans are developed to support effective disaster and emergency management.

**FURTHER INFORMATION:**

**President  
Treasurer**