



Greater Hume Shire

simply greater



POLICY No	64
SECTION RESPONSIBLE	CORPORATE AND COMMUNITY SERVICES
MINUTE No	1184
REVIEW DATE	30 JUNE 2009

1. OBJECTIVES

The objective of this Disaster Recovery Plan is to provide a readily accessible, useable and thorough document which enables Council and its Officers to:

- Follow an agreed, tried and systematic approach for the management of any disaster;
- Implement procedures to maintain essential services through the disaster recovery periods;
- Re-establish services and operations as quickly and efficiently as possible; and
- Minimise the effect on the public, staff and Council.

2. MANAGEMENT STRUCTURE

The following management hierarchy shall be employed in the event of an emergency.

1. The General Manager will automatically become the Chairperson of the **EMERGENCY RESPONSE COMMITTEE**.
2. If under extreme circumstances the General Manager or any member of the Council's senior management team is disabled, then the Council Officer with the highest authority as per the figure attached will assume the role of Chairperson of the **EMERGENCY RESPONSE COMMITTEE** or the role above them.

This hierarchy becomes Policy of Council effective from the date of the disaster.

3. DISASTER ADMINISTRATION

Council's response to any disasters affecting Council operations and the implementation of this disaster recovery and contingency plan will be administered by the **GREATER HUME SHIRE EMERGENCY RESPONSE COMMITTEE (ERC)**.

The **ERC** will comprise the following permanent members. Their emergency contact numbers are presented below. Other members may be co-opted as required.

POSITION	NAME	NUMBER
GENERAL MANAGER	Steven Pinnuck	(02) 6036 0115 0429 310 205
DIRECTOR CORPORATE & COMMUNITY SERVICES	David Smith	(02) 6036 0180 0429 030 621

POSITION	NAME	NUMBER
DIRECTOR ENGINEERING	Greg Blackie	(02) 6044 8903 0427 920 729
DIRECTOR ENVIRONMENT & PLANNING	Mike Davies	(02) 6044 8928 0428 667 071
FINANCE MANAGER	Peter White	(02) 6036 0106 0409 453 973
MANAGER DESIGN (LEMO)	Michael Oliver	(02) 6044 8912 0429 089 680
CORPORATE SERVICES MANAGER	Suzanne Klemke	(02) 6036 0116 0428 488 445
IT COORDINATOR	Michael Rudebeck	0428 288 508

4. CRISIS CENTRE

In the event of a disaster occurring at one of Council's offices, the **ERC** will act as Council's immediate response and disaster recovery group - establishing, priorities, organising and directing Council's resources and providing information to staff and members of the public. The **ERC** will assemble upon the instructions of the General Manager or the nominated Chairperson. The **ERC** will assemble at the nominated premises and be known as the Crisis Centre.

IN THE EVENT OF A DISASTER AT THE HOLBROOK OFFICE, THE CRISIS CENTRE WILL BE LOCATED AT COUNCIL'S CULCAIRN OFFICE.

IN THE EVENT OF A DISASTER AT THE CULCAIRN OFFICE, THE CRISIS CENTRE WILL BE LOCATED AT COUNCIL'S HOLBROOK OFFICE.

The existing telephone number and facsimile number of the Council office affected are to be redirected immediately to the Crisis Centre. **Appendix A** should be signed by the General Manager or Chairperson and sent to Telstra within 24 hours.

All Administration Staff will attend the Crisis Centre immediately after the disaster to assist with all communications and correspondence emanating from the disaster.

The **PURCHASING/SUPPLY OFFICER** will attend the Crisis Centre to assist with all necessary purchases of individual items to ensure continued operations immediately.

5. EMERGENCY RESPONSE COMMITTEE MEETING

The General Manager will contact the DIRECTOR CORPORATE & COMMUNITY SERVICES who will set up the Crisis Centre at the appropriate Council office and notify all members of the ERC. If possible, the Mayor; General Manager; Director Corporate & Community Services; Director Engineering; Director Environment & Planning; and Manager Design will perform a visual inspection of the disaster area prior to the meeting of the **ERC** to determine the extent of the damage.

The Mayor, Councillors and designated employees may be requested to attend the first meeting of the **ERC**. *The Agenda for this meeting is attached as Appendix B.*

The **EXECUTIVE ASSISTANT** will contact the following people and place them on notice for assistance during the next few days:

SERVICE	CONTACT NAME / LOCATION	CONTACT NUMBER
NSW Fire Brigade	CULCAIRN HOLBROOK	(02) 6029 8202 (02) 6036 2255
NSW Police	CULCAIRN POLICE STATION HOLBROOK POLICE STATION	(02) 6029 8503 (02) 6036 2424
SES	Emergency Number Culcairn Holbrook	132500 6029 8866 6036 3037
Insurance Broker	JARDINE LLOYD THOMPSON GLENN SMALLWOOD	(02) 9320 2701
Loss Adjuster	JARDINE LLOYD THOMPSON	(02) 9320 2701
Solicitors	SKINNER & ASSOCIATES	(02) 6021 5922
Security Company	HOLBROOK – MONITORING & CONTROL SERVICES	(02) 6040 2415
Telstra	GEOFF FOSTER	(02) 6051 4775 MOB:
Local Paper	BORDER MAIL EASTER RIVERINA CHRONICLE	(02) 6024 0555 (02) 6036 2770
Two-Way Radio Contact		
Electricity Company	COUNTRY ENERGY	132356
Gas Company	AGL	131245
Water Board	RIVERINA WATER COUNTY COUNCIL	(02) 6921 4170
Portable Generators	AH PLANT HIRE Or COATES	(02) 6025 5399 131 552
Office Furniture	LYON OFFICE FURNITURE	(02) 6024 7330
Protective Clothing & Safety Equipment	PROTECTOR ALSAFE	132 832
Cleaning Specialist	HOLLYROCKS CLEANING	0408 211 484
Electronic Equipment Reclamation	PRACTICAL COMPUTERS DOMAIN NETWORK SOLUTIONS	(07) 4632 6777 (02) 6023 2999

SERVICE	CONTACT NAME / LOCATION	CONTACT NUMBER
Document Recovery Specialist	PRACTICAL COMPUTERS DOMAIN NETWORK SOLUTIONS	(07) 4632 6777 02) 6023 2999
Locksmiths	BEE BURTON LOCKSMITHS	(02) 6040 9525 0408 690 259
Stationery & Office Suppliers	Q-STORES	(02) 9318 7888
Electrical Contractors	ADAM WILSON	0427 698 780
Computer Suppliers	IN TOUCH OFFICE TECHNOLOGY	(02) 6040 2505
Telephone Equipment Suppliers	TELSTRA – GEOFF FOSTER	(02) 6051 4775
Software Suppliers	PRACTICAL COMPUTERS	(07) 4639 3500

6. ROLE OF THE ERC

▪ **DETERMINING PRIORITIES**

All Council's priorities will be determined by the **ERC** and will be communicated to the Council, the public and any other organisation required. In order to do this each **DIRECTOR AND MANAGER** will provide the **ERC** with the following information updated as required.

- staff, plant and equipment available,
- property and communication systems available,
- summary of operations temporarily and permanently affected by the disaster,
- estimate of resources needed to restore the affected operations,
- timeframe for recovery to partial and full operations,
- location of operations not affected by the disaster,
- list of operations needing relocation.

The **ERC** will determine the best allocation of available resources to meet the Council's service priorities.

The overall coordination of the recovery will be the responsibility of the General Manager or the Chairperson of the **ERC**. Specific tasks must not be assigned to them. The General Manager or Chairperson should remain highly visible and accessible to all staff and others needing assistance with their problems. The success of this plan revolves around the leadership of the General Manager or the Chairperson.

▪ **COMMUNICATIONS**

It is important to reiterate that only the **MAYOR AND GENERAL MANAGER** are permitted to speak with the press. Council should release a statement to the press immediately. **Appendix C is an example of such a release.**

All communications will be coordinated through the **ERC** who will be responsible for;

- the allocation of communication resources,
- all news releases to the media,
- all communications to employees,
- all communications to insurance companies,
- all communications regarding recovery strategies.

The **ERC** will hold a scheduled major briefing daily at 10.00am in the **Crisis Centre**. These briefings will be open to all employees, members of the public and the media. The frequency of these meetings can be scaled down as recovery progresses.

The **ERC** and **EXECUTIVE ASSISTANT** will establish a status data bank which will keep a chronological diary of events, scheduled meetings, minutes, telephone logs, etc. The data base should include;

- an up to date employee phone directory listing mobile and landline telephone numbers,
- a full account of assignments given to sections and employees,
- a schedule and minutes of all meetings held.

▪ **TELECOMMUNICATIONS**

Telephone communications will be vital for the organisation of Council's recovery efforts. It will be the responsibility of the **IT COORDINATOR** to coordinate for the duration of the disaster all telecommunications activities.

The **IT COORDINATOR** will contact Telstra to inform them of the disaster and to request emergency services including;

- redirecting of Council's telephone and facsimile numbers to the Crisis Centre,
- immediate installation of additional serviceable phone lines to the Crisis Centre, if required
- establishing the required number of lines to each of the temporary buildings as per the contingency plans attached to this plan;

The **IT COORDINATOR** will coordinate efforts to salvage existing telecommunications equipment with the nominated electronic equipment reclamation specialist.

The **IT COORDINATOR** will report to the **ERC** the status of all telecommunication equipment including telephones, facsimiles, modems and mobiles.

ROLE OF THE DIRECTOR CORPORATE & COMMUNITY SERVICES

The **DIRECTOR CORPORATE & COMMUNITY SERVICES** will be a member of the **ERC**.

The Director Corporate & Community Services will be responsible for all documentation generated by the **ERC**. The documentation will be filed in accordance with the current filing philosophy adopted by Council.

The Director Corporate & Community Services will oversee the activities of **FINANCIAL SERVICES, COMMUNITY SERVICES, ADMINISTRATION, HUMAN RESOURCES** and **IT SERVICES**.

ROLE OF THE FINANCE MANAGER

The **FINANCE MANAGER** will coordinate the assessment, salvage and restoration of Financial Services for Council and work with the **ERC** through the **DIRECTOR CORPORATE & COMMUNITY SERVICES** to minimise the effect of the disaster on Council operations.

The **FINANCE MANAGER** will supervise the emergency procurement of materials, equipment and services until otherwise directed by the **DIRECTOR CORPORATE & COMMUNITY SERVICES**. This will include all rental and leasing of items.

The **FINANCE MANAGER** will establish a manual purchase requisition system until all computer systems are operational.

The **FINANCE MANAGER** will be responsible for generating all forms used to record Council's financial transactions and will provide forms to staff via the **ERC** with written rules and procedures regarding cost accounting.

The **FINANCE MANAGER** will maintain a register of all disaster related expenditures for purpose of cost accounting and reimbursement of expenses by the insurance company.

The **FINANCE MANAGER** will establish a special account code which will identify any financial transaction, both internal and external as well as overtime charges to the special cost collection account code.

The **FINANCE MANAGER** will work closely with Council's IT Coordinator and Practical Computers to assist in the recovery of IT functions. Domain Network Services may also be included in this operation.

If necessary, the **FINANCE MANAGER** will contact all administration employees alerting them of the disaster and requesting them to stay at home near the telephone until requested to return to work.

The **FINANCE MANAGER** will prepare a summary report of the extent of the damage and disruption to the Finance Department with any recommendations to the **DIRECTOR CORPORATE & COMMUNITY SERVICES**.

The **FINANCE MANAGER** will work with the **CORPORATE SERVICES MANAGER** in the preparation of the claims documentation for insurance purposes.

The **FINANCE MANAGER** will establish the temporary finance centre in the **CRISIS CENTRE**.

The **FINANCE MANAGER** will establish the financial services in the following order:
PAYROLL, CASHIER, RATES, STORES, OTHERS

ROLE OF THE IT COORDINATOR

The **IT COORDINATOR**, DOMAIN NETWORK SERVICES AND PRACTICAL COMPUTER SERVICES will coordinate the assessment, salvage and restoration of IT services for Council departments affected by the disaster and work with the **FINANCE MANAGER** through the **ERC** to minimise the effect of the disaster on Council operations and to assist in the swift recovery of information services to user departments and to the public. This will be in accordance with **GREATER HUME SHIRE COUNCIL DISASTER RECOVERY AND CONTINUITY BUSINESS PLAN – IT SUB PLAN**, attached as APPENDIX G.

The **IT COORDINATOR** will notify current suppliers of hardware and software to Council placing them on stand-by for assistance.

The **IT COORDINATOR** will set up the Crisis Centre's PC and peripherals when they become available.

The **IT COORDINATOR** will work with the **ERC** to conduct a survey of the disaster site when cleared for inspection by the Authorities answering the following questions;

- which operating functions of the IT section are operational?
- are there any steps that can be taken immediately to maintain operating functions?
- should the equipment be removed from the site to prevent further damage?
- what resources are required to regain functions?

The **IT COORDINATOR** will address computer security issues such as removal of hard drives from damaged computers and securing any non damaged system documentation.

The **IT COORDINATOR** will prepare a summary report of the extent of the damage and recommendations to the **DIRECTOR CORPORATE & COMMUNITY SERVICES**.

The **IT COORDINATOR** will assist the **CORPORATE SERVICES MANAGER** in the preparation of the claims documentation for insurance purposes.

Establish the temporary computer centres for each of the Services in the following order;

CRISIS CENTRE, PAYROLL, CASHIER, FINANCE, ENVIRONMENTAL SERVICES, BUILDING AND DEVELOPMENT SERVICES, ADMINISTRATION, TECHNICAL SERVICES and OTHERS.

ROLE OF CORPORATE SERVICES MANAGER

The **CORPORATE SERVICES MANAGER** will be a member of the **ERC**.

1. The **CORPORATE SERVICES MANAGER** will be responsible for insurance related issues resulting from the disaster. These duties will include;
 - notification of the insurance broker,
 - relay of instructions from insurance broker, underwriter and Loss Adjuster to the **ERC**,
 - accept, dispute or negotiate loss adjuster decisions,
 - prepare a time-table for the restoration work and highlight any milestones in the timetable with the Loss Adjuster,
 - safeguard all investigative information concerning the disaster including statements, photographs and videos with the help of **MANAGER DESIGN**.
 - Preparation of the statement of claim with the help of the insurance broker.
2. The **CORPORATE SERVICES MANAGER** in conjunction with the Director Engineering will organise full time security of the disaster site.

The **CORPORATE SERVICES MANAGER** will coordinate the personnel services for employees affected by the disaster and work with the **ERC** through the **DIRECTOR CORPORATE & COMMUNITY SERVICES** to minimise the effect of the disaster on Council operations.

The **CORPORATE SERVICES MANAGER** will ensure the safety of all employees working in or around any damaged buildings.

The **CORPORATE SERVICES MANAGER** will establish the services required by the employees dealing with the psychological aspects of the disaster and recovery.

The **CORPORATE SERVICES MANAGER** will implement the "Management of Traumatic Incidence in the Workplace" procedure. (*Refer Appendix E*).

The **CORPORATE SERVICES MANAGER** in conjunction with Director Corporate & Community Services will coordinate the industrial relations issues that may arise out of the disaster, such as;

- the necessity of alternative duties (working outside of classifications),
- employees working extended hours or shifts,
- changing of lines of supervision as a result of the contingency plan,
- inconvenience associated with temporary accommodations substandard condition.

The **CORPORATE SERVICES MANAGER** will establish the temporary administration centre in the **appropriate Council office (Holbrook or Culcairn)**.

The **CORPORATE SERVICES MANAGER** will establish the local computer network with the help of the **FINANCE MANAGER AND IT COORDINATOR** for inquiries into the system.

The **CORPORATE SERVICES MANAGER** will source and replace all Personnel Records and all Workers Compensation Records currently held by Council.

ROLE OF THE DIRECTOR ENGINEERING

The **DIRECTOR ENGINEERING** will be a member of the **ERC**.

The **DIRECTOR ENGINEERING** will be responsible for the validating of all decisions concerning the damaged building. This includes securing the site, safety of the site, access control to the site and preparation of technical documentation to assist the **ERC**.

The **DIRECTOR ENGINEERING** will oversee the operation of the **ENGINEERING DEPARTMENT**.

ROLE OF THE MANAGER DESIGN

The **MANAGER DESIGN** will be a member of the **ERC**.

The **MANAGER DESIGN** will assist in the assessment, salvage and restoration of services affected by the disaster and work with the **ERC** through the **DIRECTOR ENGINEERING** to minimise the effect of the disaster on Council operations and to the public.

The **MANAGER DESIGN** will work with the **DIRECTOR ENGINEERING** to conduct a survey of the disaster site when cleared for inspection by the Authorities.

The **MANAGER DESIGN** will establish **Technical Services in the appropriate Council office (Holbrook or Culcairn)**.

The **MANAGER DESIGN** will source and replace all vital Technical Manuals.

ROLE OF THE DIRECTOR ENVIRONMENT & PLANNING

The **DIRECTOR ENVIRONMENT & PLANNING** will be a member of the **ERC**.

The **DIRECTOR ENVIRONMENT & PLANNING** will be responsible for the continuous operation of the **ERC** and that the activities of the **ERC** operate smoothly and without interruption.

The **DIRECTOR ENVIRONMENT & PLANNING** will oversee the activities of the **BUILDING AND DEVELOPMENT DEPARTMENT**.

The **DIRECTOR ENVIRONMENT & PLANNING** will organise contractual services (carpenters, electrical, plumbing and others as needed) for all temporary premises.

The **DIRECTOR ENVIRONMENT & PLANNING** will work with the **ERC** to conduct a survey of the disaster site when cleared for inspection by the Authorities.

The **DIRECTOR ENVIRONMENT & PLANNING** will establish Environmental Services in **the appropriate Council office (Holbrook or Culcairn)**.

The **DIRECTOR ENVIRONMENT & PLANNING** will source and replace all Technical Manuals.

The **DIRECTOR ENVIRONMENT & PLANNING** will establish the extent of file damage, recover files if possible and establish new files.

7. SPECIFIC CONTINGENCY PLANS

All administration staff are remain at home until such time as they are requested to return to work. Those employees that are required to attend for duty are to report to the **appropriate Council office (Holbrook or Culcairn)** the next working day following the disaster.

The specific requirements for either location are:

FACILITY	NUMBER	TIME FRAME	CONTACT DETAILS
TELEPHONES	32	48 hours	GEOFF FOSTER – TELSTRA (02) 6051 4775
SERVER	3	48 hours	IN TOUCH OFFICE TECHNOLOGY (02) 6040 2505
UPS	2	48 hours	IN TOUCH OFFICE TECHNOLOGY (02) 6040 2505
COMPUTERS	33	48 hours	IN TOUCH OFFICE TECHNOLOGY (02) 6040 2505
DESKS	33	48 hours	LYON OFFICE FURNITURE (02) 6024 7330
CHAIRS	40	48 hours	LYON OFFICE FURNITURE (02) 6024 7330
STATIONERY – STORAGE RECORD	See Attached Plan	48 hours	Q-STORES (02)93187888
PHOTOCOPIERS	2	48 hours	Existing equipment
PRINTERS	2	48 hours	Existing equipment
SCANNERS	2	48 hours	Existing equipment
SAFE	1		Existing equipment

TELEPHONE REDIRECTION AUTHORISATION

The Manager
Telstra
(INSERT ADDRESS OF TELSTRA OFFICE)

Dear Sir,

RE: TELEPHONE NUMBER CHANGE

Due to an unforeseen event that has occurred to Council, this letter is to request Telstra Australia to redirect the current GREATER HUME SHIRE COUNCIL telephone number (02) 6036 0100 OR (02) 6029 8588 and facsimile number (02) 6036 2683 OR (02) 6029 8607, to Council's CULCAIRN / HOLBROOK office (delete whichever is not applicable)

Council will require the change effective immediately and will notify Telstra when the situation changes.

Thank you for your co-operation in this matter.

Yours faithfully,

Steven Pinnuck
GENERAL MANAGER

DATE

EMERGENCY RESPONSE COMMITTEE AGENDA

- Disaster report from initial site visit
- Identification of affected departments
- Initial plan for operations during the first few days
- Appointment of purchasing authority
- Allocation of temporary work locations
- Implementation of emergency contact numbers
- Public notification (see Appendix C)
- Implementation of equipment requirements
- Schedule of staff meetings
- Staff requirements

MEDIA RELEASE

On (INSERT DAY AND DATE) at approximately (INSERT TIME) a (INSERT TYPE OF DISASTER) (INSERT EXTENT OF DAMAGE) (INSERT COUNCIL NAME AND BUILDING).

The cause of the disaster is unknown and is being investigated by the NSW Fire Department and the NSW Police Department.

Council will be open for business with reduced services on (INSERT TIME, DAY AND DATE) at (INSERT NAME AND ADDRESS OF NEW LOCATION).

The contact number for Council will remain as (INSERT TELEPHONE NUMBER).

Further information will be released about the emergency situation as it becomes available.

Council thanks the community for their understanding and patience during this difficult time.

By Authority

GENERAL MANAGER

Disaster Recovery Plan - Appendix D

PRE-PRINTED STATIONERY

DOCUMENT	NAME OF PRINTER	ADDRESS	NUMBER	FAX
LETTERHEAD	SPECIALITY PRESS	552 Hume Street ALBURY	(02) 6021 3366	
REPORT PAPER	SPECIALITY PRESS	552 Hume Street ALBURY	(02) 6021 3366	
ENVELOPES	SPECIALITY PRESS	552 Hume Street ALBURY	(02) 6021 3366	
CHEQUES	PRACTICAL COMPUTERS	214 Herries Street Toowoomba	(07) 4632 6777	(07) 4639 3632
RATE / WATER NOTICES	SEMA GROUP (formally Security Mail)		Maria Smith (02) 9554 0323	
GENERAL STATIONERY	Q-STORES	P O Box 77 Alexandria	(02) 9318 7888	(02) 9318 7886

TRAUMA MANAGEMENT POLICY

Objectives

To ensure employees involved in traumatic incidents during the performance of their duties receive the appropriate support.

Statement

Whilst Council acknowledges its duty of care to both its employees and the general public there are none the less serious incidents which can occur at the workplace which are traumatic to all concerned.

These incidents could include;

1. Serious injury to an employee or member of the public;
2. Employee or member of the public suffering a heart attack or similar health emergency;
3. An act of violence eg robbery, disaster etc.

This procedure is concerned with lessening the impact of traumatic incidents minimising the duration and severity of any event and increasing the employee's capacity to cope. Council's primary concern is the welfare of both its employees and the public.

Characteristics of Post-Trauma Stress Reaction

Supervisors are not expected to be medical practitioners nor hold a degree in psychology. However, the severity of incidents this procedure is concerned with is such that some degree of stress reaction would be a normal expectation.

Characteristics of post-trauma stress reaction include;

- Re-experiencing the event.
- Emotional numbing and withdrawal.
- Heightened reactions.
- Disturbed sleep
- Impaired concentration
- Irrational guilt.

Who Should Have Trauma Debriefing?

All victims of trauma need to be identified. The approach should be inclusive rather than exclusive and includes all those present at the event if not directly involved.

Post Incident Action Checklist

1. Attend to the injured. It is vital that available first aid is administered to those with physical injuries either at the scene or be sufficient to permit safe transport to the hospital.
2. Concurrent with emergency medical care is intervention as is feasible and can be performed safely without further injury to any person.

This would include turning off equipment in continuing operation, extinguishing fires, cleaning up toxic materials in a spill, isolating a contaminated area.

3. Contact appropriate Manager, who will then have responsibility for ensuring the following occurs:
 - a) If appropriate attend to the immediate needs of the injured person's family including notification, assistance with transportation etc.
 - b) Control access of the media to the scene and to staff and relatives of staff.
 - c) Contact A I M S (Active Injury Management Specialists) on (02) 6925 8711 to organise professional counselling for those employees involved.
 - d) Provide employees with accurate information about the current situation and update this over subsequent days.
 - e) Organise assistance, such as transport home, for any employee who is traumatised. Try to ensure that employees are not alone on the evening after the incident.
 - f) Get an accurate account of what has happened before employees leave. Provide briefing to those involved. This would include discussing with them whether they will be back to work the next day. In most circumstance return to work should be encouraged, particularly as direct assistance will be provided.
 - g) Act quickly to dispel rumours.

LIST OF INSURANCE COMPANIES

1. **WORKERS COMPENSATION**
STATECOVER – 1300 557 228
2. **PUBLIC LIABILITY**
STATEWIDE MUTUAL - (02) 9320 2700
3. **PROFESSIONAL INDEMNITY**
STATEWIDE MUTUAL - (02) 9320 2700
4. **INDUSTRIAL SPECIAL RISKS**
STATEWIDE MUTUAL - (02) 9320 2700
5. **MOTOR VEHICLE FLEET**
ZURICH INSURANCE COMPANY (02)
6. **COMPUTER EQUIPMENT**
STATEWIDE MUTUAL - (02) 9320 2700

Greater Hume Shire Council

Data Backup Procedure

Holbrook Office

Daily Backup Procedure

Frequency:	Daily – as below Monthly – tape removed and labelled by Month overwritten next year and kept offsite Yearly – Labelled by Financial year never overwritten and kept offsite
Logged:	Record Tape Number used in Tape Log
Log Location:	Mark Lister (or Camilla Webb)
Offsite Tape Location:	Previous night's tape swapped with the night before in the Safe - ex Council Chambers across the road
Tape Location:	Office Strongroom for balance of Tapes

Culcairn Office

Daily Backup Procedure

Frequency:	Daily
Logged:	Record Tape Number used in Tape Log
Log Location:	Server Room – bottom right shelf above Servers
Offsite Tape Location:	None
Tape Location:	Data Protection Safe in Server Room

Verify Data Procedure (Both Offices)

Frequency:	Fortnightly
Data Selected:	Random
Verified Data Location:	"Local Server"\Logs\Backup Data Verify\Year"