

<b>OFFICE</b>	<b>Business Continuity/Disaster Recovery Plan</b>
<b>Responsibility of</b>	<b>All Members of Staff and Board</b>
<b>Objectives</b>	To ensure that the Board operations can remain functional in the event of a breakdown in the office or the facility is destroyed as identified in the <i>Risk Register Policy</i> .
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1. All digital office files are stored on a dedicated server that has built in redundancy in its hard disk drives. This server is backed up daily to a removable drive that is taken off site each night and stored in a static resistant case as per the <i>Backup of Computer Files Policy</i>.  In the event of a server malfunction, office destruction or damage the backup drives can be restored by the Veritech Corporation on a spare server that they have in their possession. Replacement working desktops can be purchased immediately from a local computer company and temporary office facilities can be arranged locally or staff will need to work from home.  Access to emails will be a priority and the Veritech Corporation will be able to divert our existing mail through their onsite mail server to ensure that critical emails are received and action can be taken in a timely manner.</li> <li>2. The Office has a laptop that can be taken from the office and used separately in the event that the main server has broken down.  A wireless network can be quickly established using Telstra 4GX USB to ensure that work files are accessible by all members of staff.</li> <li>3. Phone access for winegrape growers. In the event of physical destruction of the office facility all field staff have mobile phones. Telstra (service provider) will be contacted and the existing office lines will be diverted to staff mobile phones so that calls from growers are not missed.</li> <li>4. In the event of staff departure or illness existing policy and Board knowledge of the operations of the organisation will ensure that a streamlined approach to operational matters in taken.</li> </ol>
<b>Board Expectations</b>	<ul style="list-style-type: none"> <li>• That the Board will be able to function sufficiently in the event of the office being destroyed.</li> <li>• That staff will be able to quickly setup alternative facilities at another site or from home to continue basic operations.</li> </ul>
<b>Document Control</b>	<ul style="list-style-type: none"> <li>• Document Approved Nov 2016</li> <li>• Amended 11<sup>th</sup> Dec 2017 and referenced to IDO and TO removed – approved by Board.</li> <li>• Approved Dec 2019, Nov 2020, Oct 2021, Sept 2023</li> </ul>