

Business Continuity Policy

SMA accepts its responsibilities relating to business continuity and recognises this as part of its business strategy. The aim of this SMA Policy is to ensure that business continuity implications are considered in making company decisions at all levels.

SMA is committed to meeting any applicable requirements related to business continuity, and to the continual improvement of its business continuity system.

In planning for business continuity, SMA is addressing the risk of being unable to meet its operational requirements and maintain profitability. It is addressing the opportunity to provide reassurance to interested parties that it can maintain its operational viability despite challenging circumstances arising.

SMA’s Compliance, Risk, and Audit Committee will provide oversight and review of relevant internal and external issues with the potential to affect the Business Continuity system.

State Medical Assistance have three overarching objectives of the Business Continuity System:

1. To determine the impact of potential risks to business continuity
2. To plan strategies and solutions to deal with potential interruptions to service delivery.
3. To test business continuity plans and procedures and associated strategies to give confidence in their effectiveness.

These objectives will be achieved through the plan-do-check-act cycle.

The Compliance Team will be responsible for achieving these outcomes, and report to the Compliance, Risk, and Audit Committee every 2 months on progress. Actions arising from Compliance, Risk, and Audit Committee implicitly address objectives and have specific details on what is to be done, what resources are required, who will be responsible, when completion or updates on progress are expected, and how results are to be evaluated.

Measures	Expectations	Who
Review of impact analysis yearly, or more regularly in case of change in the operational environment	Impact analysis is current.	Compliance team reporting to Compliance and Risk Committee
Review of planned strategies and solutions yearly, or more regularly in case of change in the operational environment	Strategies and solutions relate to and appropriately address the risks identified within the impact analysis.	Compliance team reporting to Compliance and Risk Committee
Business continuity plans tested yearly for effectiveness in line with the audit schedule	Business continuity plans are effective	Compliance team reporting to Compliance and Risk Committee

This policy shall be made available to staff and also available for public viewing at www.statemedicalassistance.com.au.

Effective: 19th September 2022

