

ICT Disaster Recovery Plan Policy

1. Preamble

The Disaster Recovery Plan policy sets out the requirements to ensure continuity of IT systems in the event of a disaster.

2. Purpose

The specific purpose of the Disaster Recovery Plan Policy is to establish controls and procedures to ensure that all systems within the Mohokare Local Municipality are properly managed

This policy has been developed considering the following prescripts and or acts:

- Promotion of Access to Information Act (Act no 43 of 1996);
- Electronic Communications and Transactions Act (Act no 25 of 2002);
- The Constitution of the Republic of South Africa (Act 108 of 1996)
- The protection of Information Act (Act 84 of 1982)
- The National Archives of South Africa Act (Act 43 of 1996)
- The Municipal Finance Management Act (act 1 of 2002)
- Organizational policies and Procedures (Mohokare Municipality)

3. Policy Statements

3.1. Mohokare Local Municipality will ensure that they have the appropriate Disaster Recovery Plan (DRP) processes in place to ensure minimal disruption to service delivery.

3.2. All DRP needs will be prioritise according to the disruption caused to the ability of Mohokare Local Municipality to delivery services.

3.3. The DRP process is to be jointly owned by the IT Technician, Municipal Manager and the Chief Financial Officer of the Mohokare Municipality. The preparation and management of the DRP will be the responsibility of the IT Technician of the Mohokare Municipality.

3.4. A disaster recovery plan will be developed and maintained and will include at least the following:

3.4.1 Introduction:

- Definitions of events that could be classified as disasters
- Objectives of the plan
- Scope of the plan
- Responsibility for plan management and administration

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3.4.2 Disaster notification and plan activation:

- Initiation procedure indicating who should declare a disaster
- Contact details of the disaster recovery team
- Roles and responsibilities of the disaster recovery team
- Damage assessment
- Determination of strategy to be followed
- Recovery Time Objectives
- Activation of the recovery site
- Movement of backup materials
- Notification of staff involved
- Ordering of new equipment
- Names and contact numbers of persons to be contacted with regard to hardware, software and network recovery
- Responsibilities of each party with regard to disaster recovery

3.4.3 System recovery procedure:

- Install and test equipment
- Recover and test operating system and applications
- Update to point of disaster
- Process backlog transactions
- Configure and test network connections (local area network, wide area network and remote access)
- Establish communication links
- Establish controls to ensure that security is maintained

3.4.4 Primary site procedure:

- Establish site security
- Perform a detailed damage assessment
- Obtain contractor and vendor estimates for repairs or replacements
- Compile a salvage/refurbishment plan
- Monitor progress

3.4.5 Re-establishment of normal operations:

- Order replacement furniture and equipment
- Install and test equipment
- Back up prior to move

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- Recover and test operating system and applications
- Control and monitor completeness and accuracy of migration
- Process backlog
- Configure and test network
- Return to normal processing

3.4.6 Plan maintenance and testing:

- Responsibility for maintenance and testing of the DRP
- Staff training in DRP procedures and responsibilities of staff members
- Regular testing of DRP

3.4.7 A training plan should be developed and implemented for staff with roles and responsibilities in the disaster recovery plan.

3.4.8 Procedures will be developed to ensure that the DRP is constantly tested (at least twice a year) and that the DRP is constantly updated (at least once a year). Should any problems arise during the testing of the DRP; the DRP will be amended to address the problems that arose during the testing.

3.4.9 The disaster recovery plan will be tested on a periodic basis to ensure that the plan is practical with regard to its execution/activation. During the testing process, the relevant role players in the disaster recovery process should receive the necessary training to ensure the success of the recovery process.

3.4.10 A copy of the DRP will be kept in a fire proof safe. Another copy of the DRP will be kept at an off-site location.

The DRP will be included in the municipality's business continuity plan to ensure that IT is included in the municipality's plan to ensure that business continues when a disaster happens or when business continuity is interrupted.

4. Non Compliance With The Policy

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The Mohokare Local Municipality may take any disciplinary action arising from breach of this policy according to the disciplinary code and grievance procedure of the Mohokare Local Municipality.

5. Maintenance Of Policy

The maintenance of the ICT Disaster Recovery Plan Policy is the responsibility of the IT Technician within the Information and Communication Technology Department of the Mohokare Local Municipality.

6. List Of Roles In The Policy

DRP Role Players: Any person, department or service provider that performs any function within the DRP function.

IT Technician: The IT Technician of the Mohokare Municipality. The IT Technician is primarily responsible for ensuring the DRP processes and procedures are adhered to.

Municipal Manager: The Municipal Manager of Mohokare will have joint responsibility for ensure that the DRP processes have the sufficient buy-in from the municipality staff to ensure that it is sufficient in the event of a disaster.

Chief Financial Officer: The CFO is responsible to ensure that the required resources are made available and are within the budget and priorities of the municipality.

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