

RAL-004-P Business Continuity Policy

Policy Identifier:	RAL-004-P Business Continuity Management Policy
Approved by:	General Meeting
Date of Approval:	19 June 2024
Effective Date:	19 June 2024
Review Date:	19 June 2027
Version:	1

Head of Power

Section 175 (ii) of the *Local Government Regulation 2012* requires Council to manage its operational risks. Section 207 Internal Audit (2) of the *Local Government Regulation 2012* requires Council to identify, document and manage its operational risks.

This policy supports Council's priority to deliver inclusive and ethical governance for the community. This includes a continuous improvement focus under Corporate Plan *Our Future Redlands – A Corporate Plan to 2026 and Beyond*.

Policy Objective

The purpose of this Policy is to define Council's approach to business continuity management and the principles by which business continuity and business recovery plans will be developed and maintained.

Policy Statement

Redland City Council, through its Corporate Plan, is committed to providing services that deliver our community's shared vision and collective aspirations: *Naturally wonderful lifestyle. Connected community. Embracing opportunities*. We are a values led organisation and our organisational values encapsulate what we care about, influence how we operate and support our mission: *Make a difference, make it count*.

Council is committed to:

- Ensuring key critical business functions are restored and maintained as soon as possible.
- Minimising the impact of disruptive events on the operations and objectives of Council.
- Minimising any impacts to the delivery of services to the community.
- Ensuring timely return to normal operational activities.
- Managing employee fatigue.
- Informative and timely communication to employees and the community.
- Business Continuity Plan and Business Recovery Plan testing.
- Continuously improving resilience and response capabilities for critical business functions.
- An integrated approach for risk management, disaster management and business continuity management.

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Definitions

Term	Definition
Business Continuity Management	The process to ensure Council can continue to deliver services at predetermined levels following a business disruption event.
Business Continuity Plan	The central plan that documents continuity and recovery procedures for disruptive events. The Business Continuity Plan provides activation levels for pre-determined events.
Business Recovery Plan	Single business function plan that documents recovery procedures for a disruptive event.
Key Critical Business Function	Functions that Council cannot effectively operate and as a result may suffer serious reputation, financial, legal, damages or penalties.

Associated Documents

RAL-001-A Enterprise Risk Management Administrative Directive ([A196619](#))

RAL-001-F Enterprise Risk Management Framework ([A3058498](#))

RAL-001-SD Business Continuity Plan ([A5291067](#))

Business Recovery Plans

Document Control

Only Council can approve amendments to this document by resolution of a Council Meeting, with the exception of administrative amendments which can be approved by the relevant ELT member. Refer to *Policy Instrument Development Manual* for an explanation on administrative amendments ([A4063988](#)).

Any requests to change the content of this document must be forwarded to relevant Service Manager(s).

Reviewed documents must be submitted to the Corporate Meetings and Registers Team to progress for final approval, publish and register.

Version Control

Version number	Date	Key Changes
1	June 2024	New Policy