

BUSINESS CONTINUITY MANAGEMENT POLICY



1. PURPOSE

The objectives of Business Continuity Management within Southern Ports Authority (SPA) are:

- To respond promptly and appropriately to any anticipated or unanticipated major incident within SPA controlled areas.
- To ensure the continuity of critical business processes within the required timeframes.

2. SCOPE

This Policy applies to all persons within SPA controlled land and water areas at the Port of Albany, Port of Bunbury, Port of Esperance and Perth Office.

3. EFFECTIVE DATE

This Policy is effective from 24 June 2016.

4. POLICY STATEMENT

SPA is committed to:

- Managing all risks which may threaten to adversely and unacceptably impact SPA, its customers, people, assets, operations, stakeholders, members of the public or the greater community;
- Providing resources and training to meet Business Continuity Management objectives;
- Communication and maintenance of the Policy to all persons within the Policy scope;
- Ensuring that SPA develops, implements, tests and maintains adequate business continuity strategies and plans;
- Integrating Business Continuity Management (BCM) with the SPA Risk Management Framework.

5. RESPONSIBILITIES

5.1 COMPLIANCE, MONITORING AND REVIEW

The CEO and delegated Employee of each SPA Port are responsible for ensuring compliance with this Policy. A review of the effectiveness and relevance of the Policy will be conducted at least every two years on the anniversary of the effective date of the Policy unless there is a material change which affects the intent of the Policy.

5.2 RECORDS MANAGEMENT

All records relevant to Business Continuity Management Policy are to be maintained in accordance with the SPA's Recordkeeping Plan.

6. DEFINITIONS

'Business Continuity Management' is a holistic management process that identifies potential threats to SPA and the impacts to business operations those threats, if realised, might cause, and which provides a framework for building organisational resilience with the capability of an effective response that safeguards the interests of its key stakeholders, reputation, brand and value-creating activities (Source: ISO 22301: 2012).

BUSINESS CONTINUITY MANAGEMENT POLICY



All associated definitions are described within the BCM Procedure.

7. RELATED LEGISLATION AND DOCUMENTS

- WA Government Business Continuity Guidelines 3rd Edition (June 2015)
- AS/NZS 5050:2010 'Business Continuity: Managing Disruption-Related Risk'
- ISO 22301:2012 'Societal security: Business continuity management systems' Requirements
- SPA Risk Management Policy
- SPA Business Continuity Management Procedure
- BCI Dictionary of BCM Terms

Approved by Board of Directors on 24 June 2016.

Handwritten signature of Roger Hussey in black ink.

Roger Hussey
Chairman

Handwritten signature of Nicolas Fertin in blue ink.

Nicolas Fertin
Chief Executive Officer