



POLICY NUMBER 23

BUSINESS CONTINUITY MANAGEMENT

Mid West Ports Authority (MWPA) is committed to managing risks that have the potential to impact delivery of key services. This policy complements MWPA's Business Risk Management Policy no. 22 and Occupational Health and Safety Policy no. 10.

Scope and Objective

This policy relates to delivery of MWPA's functions and powers under the Port Authorities Act 1999 and aims to ensure that MWPA develops and implements a Business Continuity Plan to manage risks to minimise interruption to the provision of its functions and services.

Business Continuity Plan

MWPA's key business interruption risks are to be identified and assessed in accordance with MWPA's risk management framework.

The Business Continuity Plan is to be developed to;

- capture the mitigation strategies for these risks;
- identify implementation resources and funding; &
- establish a schedule for business continuity management training and a maintenance strategy.

This process is to be guided by the Western Australian (WA) government business continuing management guidelines.

Responsibilities

The MWPA Board is responsible for endorsing the Business Continuity Plan and for approving adequate resources and funding.

The Chief Executive Officer and senior managers are responsible for ensuring the business continuity risks associated with their functional areas are identified, assessed and adequately addressed in the Business Continuity Plan.

The HSEQ Manager is responsible for facilitating development and ongoing review of the Business Continuity Plan.

Policy Governance

Adherence to this policy is to be monitored through MWPA's HSEQ Compliance Audit Program with at least a biennial audit. The report on findings is to be presented to the Chief Executive Officer.

The Policy takes effect immediately and is to be reviewed if changes to business continuity management standards or WA Government guidelines occur that require a change.

Name: Ian King
Title: Chairman
Date: 16 June 2016
Board Meeting: No.022
Resolution No. 16/069