



The Business
Continuity Institute

Canberra Forum Meeting 15 February 2006

**Department of Employment Workplace Relations –
Mort Street, Canberra City**

Minutes

Item	Discussion	Action	Who/When
1 Welcome and Venue Information	Megan Young welcomed the attendee's to the DEWR venue and ran through the general housekeeping of the building.		
2 Business Arising & Acceptance of Minutes	Nil business arising from previous December meeting.		
3 BCI Scheduled Meetings	Wednesday 12 April 2.30pm – 4.30 pm Menzies Room, National Archives of Australia, Queen Victoria Terrace, Barton.		
4 BCI Membership	Les Whittet discussed the benefits of membership of the Business Continuity Institute, including access to business continuity resources, templates and guidelines and attendance at Chapter meetings.	Attendees are encouraged to become members of the BCI to gain these benefits.	
5 Business Continuity Resources	<p>BC surveys, templates weekly digest (newsletters), articles and checklists on a variety of topics from both Australian and international perspectives are available through the BCI website, www.thebci.org.</p> <p>The BCI Good Practice Guidelines are available through the BCI website.</p> <p>Another interesting website for BC resources is www.continuitycentral.com. (this site is endorsed and supported by BCI)</p> <p>Directory of Mass Transport Security Services and Technologies</p> <p>The Directory is an easy to use information source to quickly locate companies with the particular skill or technology you are after. The comprehensive index lists over 140 categories making searching easy and accurate. Over 90 of Australia's leading security organisations are included making the Directory an invaluable aid to rapidly locating expertise. A pdf copy can be downloaded from http://www.masstransportsecurity.org.au/directory.html:</p> <p>A free copy can be posted to you by emailing ryan.mein@homelandsecurity.org.au</p>		

<p>6 Presentation/ Papers & Updates</p>	<p>Ms Shelagh Whittleston, Assistant Secretary, Pandemic Team, Social Policy Division, Department of Prime Minister and Cabinet delivered a presentation entitled 'Preparing for an Influenza Pandemic', focussing on preplanning issues to ensure continuity of government and provision of essential services in the event of a pandemic.</p> <p>The presentation included a definition of a pandemic, discussion on the Working Groups established by PM&C, human resources implications and personal protective equipment.</p>		<p>Shelagh Whittleston</p>
<p>7 Topics for next meeting</p>	<p>- Avian Influenza, including a planning update from PM&C.</p>		

Convenor

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