



The Business
Continuity Institute

Canberra Forum Meeting Thursday June 15 2006

**Theatrette, 5th Floor ACT Health Building, 1 Moore Street,
Canberra City**

Minutes

| Item | Discussion | Action | Who/When |
|--|---|--|------------|
| 1 Welcome and Venue Information | <p>Les Whittet welcomed the attendee's to the ACT Health venue and ran through the general housekeeping of the building.</p> <p>Apologies were offered from Megan Young and Cass Morgan with Les noting that he was being ably assisted by his wife, Violet, who was attending to the administrative duties.</p> | | |
| 2 Business Arising & Acceptance of Minutes | <p>Nil business arising from previous April meeting.</p> | | |
| 3 BCI Scheduled Meetings | <p>Theatrette, 5th Floor ACT Health Building, 1 Moore Street, Canberra City.</p> <p>Wednesday August 9 – venue as above.</p> <p>Wednesday October 11 – venue as above.</p> <p>Wednesday December 6 – venue as above.</p> | | |
| 4 BCI Membership | <p>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.</p> <p>Les noted that all interstate forums are progressing well. He also advised that reciprocity between the BCI and RMIA is almost finalised – just awaiting a sign off from RMIA.</p> | <p>Attendees are encouraged to become members of the BCI to gain these benefits.</p> | |
| 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> | | |
| 6 Presentation/ Papers & Updates | <p>Bill Davey, Senior Business Specialist Infrastructure Protection, Telstra delivered a presentation on Telstra's approach to Business Continuity Management. Bill also spoke at some length about Telstra's Pandemic Planning. A number of questions were addressed to Bill which, through his involvement with various national groups, he was able to answer comprehensively.</p> | | Bill Davey |

| | | | |
|--|---|--|-------------|
| | <p>Les Whittet briefly discussed the recent Woden shopping centre evacuation and asked if anyone had been directly – none had been. He suggested that it highlighted the difference in preparedness between cities such as London, where bombs/threats are part of life, and most Australian cities. London would not accept a whole day closure of a shopping centre to investigate a suspicious package.</p> <p>Les then spoke about the just released report into the London Bombings response and said that a key point noted was the poor management of people. The focus of the response was largely on process and infrastructure with people left to their own devices. Les said that this appears to be a common problem with organisations having good evacuation plans, but care of people ceases once they are out of the building; he suggested that BC Managers carefully examine their plans regarding this aspect.</p> | | Les Whittet |
| <p>7 General Business</p> | <p>Les advised that Megan Young has decided to stand down from her role as Secretary of the Forum and that Cass Morgan will assume this role until new elections can be held later this year. Les praised Megan's considerable contribution to the group.</p> | | |
| <p>8 Topics for next meeting</p> | <p>- TBA</p> | | |

Convenor

Les Whittet

Business Continuity Senior Consultant

Phone: 6292 7822 or 0407 272 621

E-mail: whittetl@netspeed.com.au

Secretary

Megan Young

A/g Team Leader, Property & Facilities Management Team, Senior Business Continuity Manager, Department of Employment Workplace Relations

Phone: 6121 6571 or 0413 718 464

E-mail: megan.young@dewr.gov.au

Deputy Secretary

Cass Morgan

Assistant Section Manager, Business Continuity Management

Department of Families, Community Services and Indigenous Affairs

Phone: 6212 2458 or 0438 379 931

E-mail: cass.morgan@facsia.gov.au