

# MINUTES

## Queensland BCI Forum Meeting – 26 February 2008

**Location:** Deloitte, Riverside Centre, Level 25, 123 Eagle Street, Brisbane

**Time:** 12:00pm – 2.00pm

**Present:** David James-Brown – Forum Leader (JBTGlobal)  
Paul Trebilcock – Secretary (JBTGlobal)  
Mandy Freestone – Qld State Representative (Deloitte)

Debbie Reed (RTA)  
Trevor Leveington (DPW)  
Bridget Mclean (Ipswich City Council)  
Peter Napier (Ipswich City Council)  
Kevin Brady (QPS)  
Steve Young (Smart Service Qld)  
Karen Spence (DTRDI)  
Laura Dagleish (Suncorp)  
Jacqueline Sin (Deloitte)  
Sandra Lambert (DMR)  
Greg Bolton (Deloitte)  
Dominika Zerbe (Deloitte)  
Danny Day (Queensland Rail)  
Scott Counick (Queensland Rail)  
Shane Barker (Boeing Australia)  
Ian Martin (IBM)  
Scott Lacey (Suncorp)  
Sonia Johnstone (RTA)  
Grant Andrews (DPW)  
Laura Daniels (CITEC)

**Apologies:** A number of requests to attend the Forum were received on the day of the meeting but due to the late notice and large number of confirmed attendees their request unfortunately had to be declined (apologies to those affected).

### Previous Business

There were no action items arising from the previous meeting held on 3 Dec 07.

### Nominations for Queensland BCI Forum Office Holders

The current BCI Forum Leader advised members that nominations were being called for the positions of BCI Forum Leader and Secretary in 2008. A vote would be undertaken at the next BCI Forum AGM.

## **Attendance at BCI Forum Meetings**

The Forum Leader advised that due to the significant increase in attendance at the QLD BCI Forum meetings, future meetings would have to be restricted to current members of the BCI and new introductions interested in joining (after a maximum two meeting introduction period). It was also advised that notification of the dates and times of future BCI Forum meetings would be provided at least two weeks prior to the scheduled meeting. Only RSVP's received at least seven days prior to the meeting will be guaranteed for future meetings. RSVP's within seven days of the meeting will take their chance (please don't be offended if the venue limit has been reached).

## **Agenda for BCI Forum Meetings**

A workshop was facilitated with open discussion to identify member expectations from BCI Forum meetings in 2008. In particular, to identify a list of suggested topics with a member nominated as the coordinator/facilitator for each.

A list of the suggested topics identified by the two groups for consideration is included at Attachment A.

## **General News**

- Australian Business Continuity Awareness Week (A-BCAW) will be conducted 28 Apr – 2 May and will coincide with the Asia-Pacific Forum meeting to be held at the Amora Hotel in Sydney 30 Apr – 2 May. Details available on the Australian BCI website [www.thebci.org.au](http://www.thebci.org.au).
- A range of options were discussed to advertise A-BCAW, including a Courier Mail Editorial and advertising on the Qld Government website (GOVNET) through CITEC.
- RMIA has invited a member of the BCI Forum to conduct a half day workshop on Exercise Simulation at the next RMIA meeting on 16 Apr.
- BS25999-2 is now available and can be purchased on line from the BSI.
- BCI Associate Member examination process is now in place. Further information available on the BCI (International) website.
- A membership cooperation agreement is now in place between the BCI and RMIA which allows members of both organisations to attend each others meetings and receive discounted member rates when available.
- BCI training and certification details are listed on the BCI (International) website.
- Ian Martin advised that he had attended the 5 day BCI Certificate course recently conducted in Brisbane by the local consulting firm JBTGlobal. He indicated that the course had been very beneficial and participant feedback had been very positive.
- It was proposed that name tags be made available at each meeting to facilitate introductions and networking opportunities during BCI Forum meetings.

It was **RESOLVED** that:

- Shane Barker would make an enquiry through a contact in the Courier Mail and liaise with Mandy and DJB who will coordinate producing the Editorial.
- Laura Daniels will confirm promotional requirements on GOVNET and advise DJB.
- Mandy and DJB to discuss/agree who will facilitate the presentation to the RMIA.
- Secretary to coordinate with Mandy on the issue of name tags.

### **Equine Influenza Presentation**

Mandy Freestone and Greg Bolton provided a presentation on the lessons learnt from the recent EI outbreak in Queensland. It included an overview of 'What would we do differently?' The presentation was well received and generated discussion from various members who had also been impacted by the event.

### **Closure**

There being no further business the meeting was closed at 2.00pm.

Signed as a correct record:

David James-Brown FBCI  
Leader QLD BCI Forum

Paul A. Trebilcock OAM  
Secretary QLD BCI Forum

**SUGGESTED TOPICS FOR BCI FOUM MEETINGS**

**Team Alpha**

1. Disaster Recovery - floods (North QLD)
  - QPS, DTRDI, QR, Public Works
2. Whole of Government Infrastructure – floods, case studies, natural disasters
  - Premiers Department
  - DFAT
  - Centrelink
3. EMQ – Disaster Management Act
  - How it works
  - Happenings
  - Delegations
  - Corporate and Government focus – how interface?
  - Role of local government
4. Update of Evacuation process in QLD
  - QPS, M.F.
5. Pandemic Handling
  - M.F.
  - K.S.
6. Case Studies – Outsourcing
  - 3<sup>rd</sup> party providers
  - I.M. (Finance Sector)
7. Deploying Infrastructure for High Availability
  - QPS
8. Business Continuity – Organizational Structure
  - Open discussion
9. Reference Points – Current Standards
  - M.F.
10. Audit – Internal/External Methodology
11. Escalation Process – Scenario Design and Instigation
12. Embedding a Culture – buy in process

## **Team Alpha Alpha**

1. BC vs. RM – where do they each fit?
  - Relationship
  - Dependencies
  - Paul
2. BC Project Establishment
  - Greg
  - Steve
3. BC Capability Maturity Model
  - Virtual corporationShane
4. Benchmarking & Other Tools
  - Shane
  - David - INONI
5. Case Studies
  - Lessons learnt
  - BCC – BNE bomb threat
  - 7/7 London
  - 9/11
  - Dominika
  - Michael
6. Methodologies
  - Standards and best practise guides
  - Discussion of strengths
  - Comparison
  - Greg
7. Exercise/Scenarios
  - How to?
  - Shane
8. Terminology
  - Acceptable definitions and distinction