
- Minutes -

Queensland BCI Forum Meeting, 6 June 2008

Location: Level 25
123 Creek Street
Deloitte Conference Room

Time: 15:00 – 17:00

Attendees:	<i>Greg Bolton (Secretary)</i>	<i>Deloitte</i>
	<i>Paul Trebilcock</i>	<i>JBT Global</i>
	<i>Shane Barker</i>	<i>Boeing</i>
	<i>Judith Donovan</i>	<i>Deloitte</i>
	<i>Mandy Freestone</i>	<i>Deloitte</i>
	<i>Steve Powell</i>	<i>UPlanit</i>
	<i>John Sarto</i>	<i>Deloitte</i>
	<i>Dominika Zerbe</i>	<i>Deloitte</i>

Previous Business

Minutes from the previous meeting held on 08 April, 2008 were accepted as read by Greg Bolton and seconded by Paul Trebilcock.

General News

BCI Examination: A summary of the new examination as part of the application process to the BCI was delivered by Paul Trebilcock. The following points were raised:

- First BCI exam occurred last week and was hosted by JBTGlobal
- 120 multiple choice questions; approximately 30 easy questions
- 2 hours allocated for completion of exam
- There is minor ambiguity within some of the questions, however you are given the chance to report back on this throughout the exam

- Cost of exam \$370.00
- Next exam is Friday 13th June, 2008 – so far there are 7/10 places available
- Address of exam: 266 George street, Suncorp Metway building
- The exam is based specifically on the Good Practice Guide (GPG)
- There is a 5 day BCM course which can prepare all candidates as it focuses ½ day entirely to the GPG.
- Your rank (Associate/Member) is determine by how well you complete the exam
- Register for exam by contacting Paul Trebilcock – 0407 455 728 or enquiries@jbtglobal.com.au.

Presentation

A presentation was provided by Greg Bolton on the methodology of exercising BCPs. The following critical points were discussed amongst all attendees:

- Exercising vs. testing your plans
- Setting your team up to “win”
- Training and preparing your team before the exercise (test)
- Setting up the exercise module so that your team gets small wins along the way
- Preparation is 80% of the effort
- Use of a Master Events List (MEL)
- The importance of a post-debrief session, especially with an external party
- The role of an observer in an exercise – facilitators beware!
- Facilitator needs to be flexible and adjust to the speed and pace of the exercise

Case Study

Greg Bolton also presented a case study on Apache Energy and the events which have transpired last Wednesday 4, June 2008.

“Western Australia, the country’s top mining state, lost a third of its gas supplies on Wednesday after a blast at a gas distribution plant operated by Apache, forcing customers to curb usage to maintain production runs.

Source: Reuters

As a result, discussion around Crisis Communication transpired and the following factors were raised:

- The strength of the media
- Post-incident ensure you communicate with the media as soon as possible
- Keep your message brief and stick with the facts
- The role of pre-prepared press/pr statements

Other Points for Discussion

- 'National Voluntary Certification Program for Private Sector Preparedness' - Homeland Security legislated to provide accreditation for BCM practices within the private sector

Forum Meeting Schedule

The following BCI meeting will be held early in August. The date will be made available to everyone shortly.

Closure

There being no further business the meeting was closed at 4.45pm.

Signed as a correct record:

Greg Bolton
Deloitte
Secretary QLD BCI Forum