
- Minutes -

Queensland BCI Forum Meeting, Thursday 2 July 2009

Location: Boeing
Board Room
Level 13, 363 Adelaide St
Brisbane, QLD 4000

Time: 2:00 – 4:00pm

Previous Business

Minutes from the previous meeting held on 5 May 2009 were accepted as correct by Shane Barker and seconded by Paul Trebilcock.

General News

Vote for new Forum Appointment/s

Colin Maslen explained the requirements around new Forum appointments. As per the BCI Governance documents, Greg Bolton has moved across to the Forum Leader role. Michael Lee was nominated for and has accepted the role of BCI Secretary. Congratulations to both members!

Update from the BCI

In the absence of the Qld State Representative, David James-Brown; Colin Maslen and Greg Bolton gave an overview of the following points:

- The roles and responsibilities of BCI appointments including State Representative, Forum Leader and Forum Secretary, as articulated in the BCI website:
<http://www.thebci.org.au/ads.php?id=9>
- The BCI requirements for re-qualification were explained. From the Membership Officer in the UK: *If a candidate is awarded a professional membership (SBCI, AMBCI or MBCI), they will not lose that membership as long as they keep up their subscriptions payments. They do not need to keep taking the exam to retain their SBCI, AMBCI or MBCI. If they are an existing professional member and haven't taken the exam as they came through the previous scored assessment process and will not lose their membership level as long as, once again, they keep up their subscriptions payments.*

- The scoring system around the BCI Certification Examination was also explained:
 - 120 items of which 100 are scored
 - The scored items will have different weightings
 - Cumulatively the scored items will provide a scaled score of 0 to 500
 - Minimum pass mark is 380; with 425 required for a Pass with Merit
 - Several version of the examination are used.
 - After achieving certification, individuals are encouraged to apply for Professional Membership.

Specific questions still requiring clarification from David James-Brown are:

- Continuing professional development requirements & opportunities
- Organisational Membership (Partnership Gold, Silver & Bronze levels) and its benefits within the Australian context.

David will endeavour to provide responses to these questions at the next meeting.

Next JBTGlobal BC Course

The next BCI Course in Brisbane will be held from 27 – 31 July 2009. JBTGlobal will both conduct the course and also hold a BCI Certification Examination on the last day of the course. Anyone who wishes to complete the examination must contact JBTGlobal by Friday 10 July 2009: <http://www.jbtglobal.com/contact-us.html>

Central Presentation – *Business Continuity & Risk Management for Mission Critical ICT*

A presentation was conducted by Kevin Brady titled *Business Continuity & Risk Management for Mission Critical ICT*. This presentation addressed the following areas:

- Introduce the concept of Mission Critical ICT
- Define Data Centres
- Compare "Availability" with Business Continuity
- Discuss the Uptime Institute's Tier Levels for Availability
- Discuss Operational Risk Management for Data Centres.

Many thanks to Kevin for a very informative and interesting presentation.

Other Business

Pandemic Planning around the Human Swine Influenza (H1N1) continues to be extremely topical. Ongoing developments and activities about H1N1 were discussed by QR across the areas of:

- Current approach / strategy
- Communication
- Organisation documentation

- State of readiness
- Lessons learnt
- Issues
- Best references.

Pandemic Planning at QR: QR provided an overview of their activities as they relate to the above points. In particular the following lessons learnt were highlighted:

- Correct understanding of the hierarchy of controls
- The criticality of verifying information and only acting on confirmed cases
- Using precise terms precisely and understanding key definitions i.e. *suspected case* and *close contacts*
- The importance of good internal communication to staff in terms of frequency, level of detail, consistency and most appropriate means.
- The importance of seeking assurance from external suppliers of key products and services to your business i.e. electricity providers, lift maintainers, etc.
- Ensuring that the response from the whole organisation and subsidiaries is proportionate and balanced
- The smart use of organisational internal resources wherever possible i.e. medical expertise
- The importance of self management and self responsibility.

Other Organisation views. Members are encouraged at subsequent meetings to provide a similar brief overview of how their organisation responded; in particular relevant lessons learnt.

Upcoming Pandemic planning activity that may be of interest to members:

Business Continuity Management in the Wake of a Pandemic

Noel Gillard

Director for the State Health Emergency Coordination Centre (SHECC)

Synopsis

As Australia and Queensland currently respond to the first pandemic in over 40 years, we will look at the history of pandemics, planning assumptions, strategies for the business community to deal with a pandemic, what the government is doing to assist the general community. We will also discuss the health structure both at Commonwealth and State level and how the "all hazards" approach to disaster management is implemented in such cases. Similarly we will discuss community perceptions as to whether the government is over reacting to the current pandemic or indeed not doing enough and how it has affected the business community.

Further details available at: <http://www.aq.org.au/meetings.htm>

Next Meeting

Details of the next meeting:

- Date: late August / early September 2009 (TBC)
- Time: 2:00 – 4:00pm
- Location: TBC
- Topic: TBC.

Attendees are asked to explore venue options for future meetings and possible topics for central presentations.

Many thanks to Boeing (and Shane Barker) for hosting the meeting.

Closure

There being no further business the meeting was closed at 4.00 pm.

Original signed as a correct record:

Greg Bolton
Forum Secretary QLD BCI Forum

Colin Maslen
Forum Leader QLD BCI Forum

**Attachment A
To Qld BCI Forum Minutes
Meeting 2 July 2009**

ATTENDEE LIST

Attendees:	<i>Colin Maslen (Forum Leader)</i>	<i>JBT Global</i>
	<i>Greg Bolton (Forum Secretary)</i>	<i>QR Limited</i>
	<i>Daniel Day</i>	<i>QR Limited</i>
	<i>John Wheelock</i>	<i>QR Limited</i>
	<i>Mario Pennisi</i>	<i>AOQ QLD</i>
	<i>Laura Daniels</i>	<i>CITEC</i>
	<i>Shane Barker</i>	<i>Boeing</i>
	<i>Christopher Johnson</i>	<i>Dept of Public Works</i>
	<i>Michael Lee</i>	<i>Deloitte</i>
	<i>Errol McKenzie</i>	<i>Deloitte</i>
	<i>John Sarto</i>	<i>Deloitte</i>
	<i>Laura Dagleish</i>	<i>Suncorp</i>
	<i>Jason Jackson</i>	<i>Suncorp</i>
	<i>Jessica Berry</i>	<i>Kroll on Track</i>
	<i>Sheena Downey</i>	<i>QRMC</i>
	<i>Paul Trebilcock</i>	<i>JBT Global</i>
	<i>Steve Young</i>	<i>Qld Government</i>
	<i>Gary Gaskell</i>	<i>Info Sec Services</i>
	<i>Ian Martin</i>	<i>IBM</i>
	<i>Kaye Maver</i>	<i>RSL Care</i>
	<i>Paul Wilkinson</i>	<i>RSL Care</i>
	<i>Janine Narbutas</i>	<i>BlueCare</i>
	<i>Kevin Brady</i>	
Apologies:	<i>David James-Brown</i>	<i>JBT Global</i>
	<i>Al Armstrong</i>	<i>Rowland</i>
	<i>Matt Murphy</i>	<i>Rowland</i>
	<i>Tanya Bakens</i>	<i>Suncorp</i>
	<i>Anna Spicer</i>	<i>Suncorp</i>
	<i>Dominika Zerbe</i>	<i>Deloitte</i>