



## **Minutes for Committee Meeting ACT Division**

### **Australian Institute of Emergency Services**

Held at AMSA ERC Briefing Room  
Level 3  
25 Constitution Avenue  
CANBERRA ACT 2600

15 May 2007

**Attending:**

John Rice  
Kevin Anderson  
Philip Gaden  
Stephen Carter  
Glenn Staff

**Apologies:**

Jeffrey Bollard

Meeting opened at 1905hrs.

1. Motion to accept minutes from previous meeting held 24 April 2007. Phil Gaden produced minutes from previous meeting. Minutes were accepted (once the Registrar had listed himself as actually attending the first meeting!).
2. Motion to establish PO Box for correspondence. Phil Gaden proposed to establish a PO Box for correspondence. Estimated cost \$70 - \$105. Seconded by John Rice. Motion passed with nil objections.
3. AIES Website and Email Address. Continuing the theme for correspondence address for the ACT Division, Stephen Carter requested the AIES standard email addresses be established for the President and Registrar. John Rice explained that the website was not current, but a request had been placed for the ACT state page to be updated to reflect the status of the Division, and for email access to be obtained.
4. Motion to investigate next AIES Division meeting. Phil Gaden suggested the venue of the Southern Cross Yacht Club for a dinner meeting, however the consensus was that in the embryonic stages of the Division that some 'on site' visits would be more beneficial in introducing to members some of the other emergency services sites, and also acting as a potential recruiting platform for members from the areas visited.

Stephen Carter suggested approaching Mr Tony Pearce, the Director of EMA to see if we could organize an evening tour of the NEMCC with a meeting following in the conference room. All agreed EMA would be the preferred site for the first meeting. Stephen agreed to investigate.

5. Advertising. John Rice reported that the AIES magazine was increasing its production run, and was seeking addresses to send the magazine to. He stressed it was important the magazine ended up in circulation, not just on one persons desk. Kevin Anderson agreed to identify SES addresses, Stephen Carter agreed to identify Emergency Volunteer addresses and John Rice agreed to identify Rural Fire Service addresses. These are to be sent to Phil Gaden for compiling into a master list for forwarding to the National Registrar, Mr Bob Maul.

Also members of the Committee were asked to identify possible magazines for advertising the establishment of the Division in. Phil Gaden agreed to try to identify a standard advertisement or determine what guidelines exist for the content / layout.

6. Motion to participate at St John Ambulance Emergency Services Open Day. Stephen Carter brought a letter from Emma Robertson inviting the Division to participate in the Emergency Services Open Day to be held on Saturday 23 June. The establishment of a stall would be free. Motion passed. Phil Gaden agreed to draft response. Stephen Carter agreed to work on brochures with application forms on back. Phil also agreed to approach Allan Holley of NSW Division to request their banner (offered last meeting) and work out the best way to bring it to Canberra.

#### 7. General Business.

What do we do? Kevin Anderson asked for an explanation of what exactly the Division does. Broadly the response was that the Institute:

- Lobbies government for emergency services causes
- Provides scholarships for young emergency service workers
- Provides opportunities to visit other services / educate members
- Allows particularly in Canberra the opportunity to see all levels of emergency services from grass roots to high level management.
- Allows the opportunity to meet traveling world experts in a forum not normally achievable.

Polo Shirts. With the representation of the Division at the Emergency Services Open Day, it was agreed to investigate the cost of a run of approximately 20 Polo Shirts with the AIES logo. John Rice agreed to investigate the cost of establishing a run with Mammoth Promotions.

Late Arrival. Mr Bollard arrived at 2015hrs and was briefed on the meeting thus far.

Meeting Closed at 2030hrs.

John Rice  
President  
ACT Division  
AIES

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Philip Gaden  
Registrar  
ACT Division  
AIES

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