

HGFA ASN Monthly Meeting

Tuesday 15th December 2009 at 8.00pm (ESDST)

Attendees: Rob Woodward, HGFA (Executive Rep)
John Twomey, HGFA
Raef Mackay, HGFA (Rep)
Chris Drake, HGFA
Heather Fitzpatrick, ASN (HF)
Jono Foster-Greenwood, ASN (JFG)

Apologies: Alex Jones

Key Points:

1. Welcome and meeting introduction:

As this was the HGFA's first conference call, all HGFA members who had joined the call were welcomed and the purposes of the monthly conference calls were explained as an opportunity to provide regular contact regarding HGFA's safety and risk management systems. It is important to ensure that the ASN and HGFA ASN Reps are able to talk at least monthly so that any questions or concerns can be addressed, as well as take the opportunity to discuss upcoming and past activities. The new HGFA Board had received a brief update on the ASN during their AGM, where Chris Fogg provided an overview.

2. Update from HGFA

The HGFA expressed that a considerable amount of restructuring within the HGFA has occurred over the past few months which has resulted in a number of internal issues. For this reason this initial Rep Conference call was treated as a familiarisation to the ASN support capabilities, and to consider targets and objectives in 2010.

The Board of nine elected members (as opposed to the Board of 5 they currently have) will commence in April 2010. It is not yet known as to whether this will positively or negatively influence the progress of their SMS implementation. However, the current members that will be part of the new Board members will provide an in-brief on the ASN

An interim General Manager has recently been appointed. The HGFA has also decided to appoint members to a new safety and committee.

The ASN offered their support in determining the safety committees' responsibilities or providing specialised advice if required.

HGFA will also be hiring new staff who will be primarily responsible for safety. The ASN staff also offered their support in the development of their position descriptions and allocation of time and effort.

The HGFA are also currently introducing a new price structure scheme that will include discounted membership to entice back the pilots who have left the HGFA. At the same time the HGFA discussed rolling out an online enrolment information system which will allow for fully automated payments to be done through their website. This should be online in two weeks' time.

From the HGFA Board members' perspective, over the coming months their priority lay in addressing the Deed of Agreement responsibilities.

3. Network Update

ASN Rep Training Course 1 (SMS): A total of 17 Representatives from seven of the nine SAO's attended (excluding GFA and ASRA). Also during this period, attendees received the first ASN Toolbox release which was the SMS Framework document.

SMS Framework document development - Each participant on the SMS training course received a template for the SMS Framework document. The groups have been independently working on these documents to completion. The HGFA mentioned that theirs currently lies with Alex Jones.

Presentations to Boards – Presentations have been made by Kimberley Turner to some Members' Boards. In all cases this has elicited very positive feedback. This is an option open to all Members.

ASN Rep conference calls: The first Rep Conference call took place in November and will henceforth occur on the second Tuesday and Wednesday of every month.

Annual Activity Plans: An annual activity plan has been developed for each Member and includes contextualised information regarding their Deed of Agreement and individual activities. Support will be ongoing to assist Members in submitting their individual Activity Plans to CASA.

First Executive Network Connect session: On 30th November 2009, the first 'Executive Webinar' session was held. Each member provided an update on their progress, as well as the Executive Reps receiving an ASN update from Aerosafe. A total of 5 Executive Reps joined.

The first Board Webinar presentation: This is to occur on Thursday 17th December from 6pm-7pm and will be on "maximising and implementing your IRP".

Safety Promotions Pack: Newsletter and poster - The ASN newsletter, 'ASN Insider' has been developed by the ASN staff for electronic distribution to Members' Board, select top-level management, ASN Reps, and relevant CASA staff. This will be issued monthly, and be accompanied by an issue-based safety poster. With regards to the HGDA, there is potential to send posters to training locations and rooms or upload the posters as PDF files. However, the ASN staff offered to send through a sample of the posters to aid in HGFA decision-making.

4. SMS Framework document

It was agreed that the SMS Framework document would be discussed at the meeting in January, so to allow HGFA time to retrieve the most recent copy and review it for any gaps.

5. Online reporting systems

The details of online reporting options will be discussed in more detail at the January meeting. However, the concept of online reporting systems was discussed. HGFA mentioned that if introduced incorrectly, there was a high likelihood that their Members would initially distrust the system, due to past mistakes. The priority would therefore lie in regaining the trust of Members before any further reporting systems implementation.

HGFA requested that any online reporting system used be a tool that is useful to HGFA, rather than it being a tool to satisfy CASA that reporting is taking place. The ASN staff assured them that this was a reporting platform designed for the benefit of the Members, and was not directly accessible to CASA.

6. Priority of focus for next few months (Activity Plan)

The following priorities were identified through discussions with HGFA;

- Development of safety committee responsibilities and functionality
- Consolidation of safety-related tasks for the purposes of providing guidance to new safety staff members.

The Annual Activity Plan was explained, including the following points;

- It can be used as a means to document your ASN objectives, and the activities by which to achieve them.
- It is also a good opportunity to document targets and objectives for the coming 12 months, which would be good to work on

Participants then discussed the following components of the Activity Plan;

1. **Page 1: Priorities for the next 12 months** – these have been extracted from the Deed of Agreement. The dates and activities from this section have been extracted and included within the table at the end of the document.
2. **Page 3: Key Activities** – standard list of ASN activities. These have all be included in the table at the end too.
3. **Page 5:** Signature required
4. **Page 7:** Includes an organisational chart of the ASN Reps. Please let us know if any of these staff members will no longer be fulfilling these roles.
5. **Page 8:** First page of the table that contains all ASN-related activities. This does not include each Members' internal non-safety-specific activities such as competition days, but it certainly can be used to place safety presentations, training courses, etc within it.

The HGFA Reps will have some time between now and January's conference call to absorb the contents of the Activity Report, before having to talk through it all, however the following points were raised to gain agreement;

- **Page 10:** Board Network Connect Webinar on 17th December (this Thursday)
- **Page 10:** Executive Webinar on Monday 21st December. This is just for Exec Reps.

HGFA came to an agreement to have their monthly conference calls on the second Tuesday of every month beginning in February

It was explained that the Annual Activity Plan needed to be presented from the Member to CASA. APF owns this document, by the ASN team assist them by keeping it updated.

Next Meeting:

Next team meeting is scheduled for 19th January at 8.00pm (ESDST)

Meeting closed at 9:01pm

Action items:

Action	Person(s)	Due date
Send Rob Woodward information on setting up GoTo Meetings	ASN: JFG	21 st December 2009
With the meeting minutes, send an example of a poster	ASN: HF / JFG	21 st December 2009
Provide guidance about safety-related responsibilities for new HGFA staff	ASN: HF / JFG	20 th January 2009
Provide guidance about the conduct of an IRP review (after conferring with Kimberley Turner)	ASN: HF / JFG	21 st December 2009