

HGFA ASN Monthly Meeting

Tuesday 19th January 8:00pm (ESDST)

Attendees:

- Chris Drake, Board Member
- Rob Woodward, President – Executive Rep
- Alex Jones, Vice President – Rep
- Raef Mackay, Treasurer - Rep
- Godfrey Wenness, Safety & Operations
- Craig Worth, General Manager
- Rodger Smith, HGFA CASA Delegate
- Kimberley Turner, CEO Aerosafe
- Heather Fitzpatrick - ASN
- Jono Foster-Greenwood -ASN

Apologies:

Key Points:

1. Welcome and meeting introduction:

All participants were thanked for joining the conference and welcomed back from an enjoyable Christmas and New Year break. As this was the first monthly ASN representative conference call for the year, it was realised that many members have been away during the break and that there may not be any significant updates.

2. Update from HGFA

The HGFA have decided to appoint members to form a new safety and operations committee. The new safety committee was formed on the 14 of January 2010.

The immediate tasks that the HGFA will focus on over the coming months include the following:

- Pilot examination

- The HGFA operations manual and updating operating systems,
- Review operations breaches and discipline in the HGFA
- Working on the number 1 risk identified in the IRP; the lack of documentation or record keeping practices

On a positive note the HGFA have reached a membership base of 2440 members and experienced the largest membership increase in several years.

3. Network Update

The ASN conduct monthly meetings with CASA. These meetings are used to provide a general update on the various activities that the Self Administration Organisations (SAO's) and the ASN have been involved with over the past month.

The first ASN newsletter (the 'ASN Insider') was developed by the ASN staff and distributed via email to Members' Boards, select top-level management, ASN Reps, and relevant CASA staff. The HGFA provided a link to this newsletter article on their website.

There was a December Board Webinar presentation held on Thursday the 17th. The Webinar was on "Maximising and implementing your IRP". There were participants from six of the SAO's. The presentation ran for one hour, however several participants stayed online for an extra 40 minutes to ask questions and provide feedback.

The ASN are still in the process of developing an online accident and incident reporting platform which is sponsored by CASA. The IRIS™ platform is an ongoing development that can be adopted by SAO's and accessed through their websites.

4. SMS Framework document

The Board of nine elected members 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.

5. Online reporting systems

The ASN online reporting platform is currently in its final stages of development. The HGFA would like to review the IRIS system to see what features are appropriate and what needs to be added. To be arranged at a later date

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.
- Correcting the HGFA's (former) lax document/record-keeping practices

Next Meeting:

- Next team meeting is scheduled 10th February 8pm ESDST

Meeting closed at 8pm ESDST

Action items:

Action	Person(s)	Due date
Heather to contact Godfrey regarding the safety committee	HF	February
Send invite to the next board webinar	JFG	January 22