



AUSTRALIAN OFFICIALS COMMISSION MINUTES

Of the Meeting held on Thursday 27th October 2011 at 7:30pm AEST
via Teleconference

1. Apologies

Present:

Mr. Phillip Livingstone	Chairman
Mr. David Mori	Commissioner (South Australia/Northern Territory)
Ms. Rosemary Taylor	Commissioner (Tasmania)
Mr. Noel Tippett	Commissioner (Victoria)
Mr. Allan Young	Commissioner (Queensland) (Joined Meeting 8.05pm)
Mr. Stephen Fox	Commissioner (Board Appointed) (Joined Meeting 8.30pm)
Ms. Lauren Croft	Executive Officer

Apologies:

Mr. Lyndon Sperring	Commissioner (Western Australia)
Mr. Tony van den Dungen	Commissioner (Board Appointed)
Ms. Belinda Doyle	Commissioner (NSW)
Mr. David Waldon	Board Portfolio Holder
Ms. Julia Farrell	Training Consultant

2. Minutes of previous meeting

Lauren Croft reported a small change to be made to the Training Consultant Report. Subject to this change, it was moved that the minutes of the previous meeting were accepted.

Moved: Rosemary Taylor / David Mori
Carried.

3. AOC0943 AOC Strategic Goals 2011 Update

Phillip Livingstone referred to the October Meeting Additional Information document that was distributed prior to the meeting. Mr. Livingstone asked that each Commissioner discuss ideas and potential actions for the AOC in 2012 with their SOP, in preparation for the AOC face-to-face meeting. Mr. Livingstone also suggested to Commissioners that they were welcome to extract the AOC Strategic

Goals listed in the Additional Information document, and provide this at their SOP meeting for discussion.

ACTION: Commissioners to discuss ideas for AOC Strategic Goals prior to AOC face-to-face meeting on 3rd and 4th December 2011.

4. AOC1109 Submission from Victorian Rally Officials (VRAP Report)

Phillip Livingstone reminded Commissioners that he is still expecting *written submissions* from each SOP regarding the VRAP Report. These submissions should include the position of the SOP on this issue, why the SOP has come to that position and ideas/actions on how to address the issues identified in the VRAP report. David Mori reported that the SA/NT SOP would be meeting with SA/NT rally officials to deal with the VRAP report in November in preparation for the AOC face-to-face meeting.

Noel Tippett added that David Lambie (Victorian Rally representative) believed the VRAP report should have also been distributed to ARCom.

The Chairman noted that Tasmania was the first state to provide their written submission to the AOC regarding the VRAP Report, and thanked Tasmanian Commissioner Rosemary Taylor for this.

Phillip Livingstone subsequently confirmed with Noel Tippett that Mr Lambie had in fact provided the VRAP report to ARCOM.

ACTION: Remaining states to provide written submissions from SOPs with regard to the VRAP Report prior to the face-to-face AOC meeting.

5. AOC1111 AOC Officials Recognition Initiative

Phillip Livingstone reminded Commissioners to continue to source names for the Fabulous Officials program. The second round of certificates and letters are being distributed this week. The summary of recipients thus far was distributed to Commissioners in the October Meeting Additional Information document.

Noel Tippett reported difficulty in encouraging SOP members to identify officials worthy of recognition, and provide their details to him. Mr. Livingstone noted that the Fabulous Officials initiative would be placed on the agenda for the face-to-face meeting as an item for review, and suggested that it needed improvement in terms of the numbers of officials that are being recognised.

David Mori suggested publicising the recipients of the certificates on the Officials Muster Speed Read page. This will be put in place for the next issue of Speed Read, due out in mid-November.

Allan Young confirmed his support for the initiative and reported that the certificates and letters have been extremely well received in Queensland.

ACTION: Lauren Croft to include Fabulous Officials recipients in Officials Muster page of Speed Read.

ACTION: Commissioners to continue to lobby SOPs and other local members for names for the Fabulous Officials initiative.

6. AOC1113 Officials for Mentoring Roles

Phillip Livingstone reported that this should remain a priority for SOPs leading into the next AOC meeting, to provide the AOC with names for mentoring roles.

ACTION: Remaining states to provide names for mentoring roles by November AOC meeting.

7. AOC1116 Australian Official of the Year Award

Lauren Croft reported that once nominations are received, the AOCE will have until 18th November to provide their recommendation to the Honours and Awards Committee. Phillip Livingstone reminded the AOC of the process of selecting the Australian Official of the Year recipient, which is conducted by the AOC Executive.

8. AOC1117 International Training Report

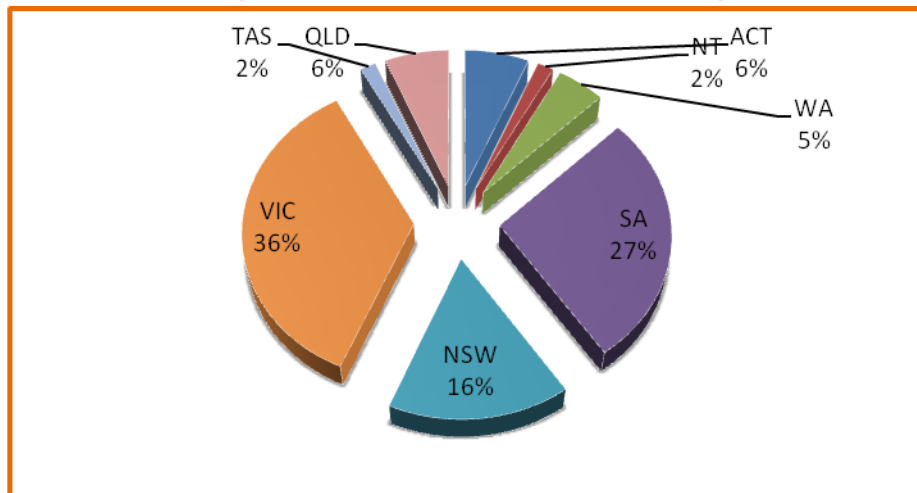
Phillip Livingstone provided an update on International Training that also included a report from Training Consultant Julia Farrell.

INTERNATIONAL

- Sri Lanka - delivery December 2011 - Club Level Circuit and Rally, conducting TNA to determine countries other training requirements. Michael Smith, Phillip Livingstone and Michelle Gatton
- Korea – July 2011 - Train the Trainer instruction, presentations and evaluations. Tony van den Dungen and Phillip Livingstone.
- Korea - August -2011 Train the Trainer review, Leadership, Team/Sector Planning and Management, Incident Management , Race Control - Phillip Livingstone, David Mori, Stuart King, Tony Thorne
- Korea - September 2011- Race Control and Post Chain of Command – Incident Management 2, Mentoring, Team Building, Leadership , Intensive Directed Communication Protocol Development, Korean Trainer presentations - Phillip Livingstone, David Mori, Stuart King, Tony Thorne

Korea - October 2011 - Event attendance and training Formula 1 event. 60 officials attended. State Breakdown of participants is below.

State Representation KITT 2011 As at 29Sept 2011



Abu Dhabi - November 2011- CAMS have been engaged to provide an audit and subsequent report of the F1 event across the following identified elements;
•L Schmitt– Race Control; •D Mori – Communications, •P Livingstone – Trackside, •M Smith – Planning/ Admin/ Logistics.

Phillip Livingstone also reported that 12 CAMS Officials made the trip to the Singapore Grand Prix in September to provide mentoring support to newly appointed senior officials.

CAMS has also submitted funding applications to the FIA for safety and communications training and for a “Virtual Training” environment, where training can be conducted over the internet but in real time, to bring together people in different locations for the conduct of CAMS training.

While discussing officials training, Allan Young raised the issue of senior and long-serving officials signing off on Event Assessments without holding an EA endorsement. It was felt that this highlighted a lack of understanding about the importance of our licence system among those who have been in the sport a long time. This issue is continuing to arise and demonstrates a need to further educate these longer-serving officials on the reasons behind the process.

Phillip Livingstone reinforced this message and stated that the Officials Licence process must be adhered to, and that we could work on other ways to assist officials to upgrade if an Event Assessor is not always available.

Mr. Young also highlighted problems with regard to the recruitment process of CAMS officials for V8 Supercar events, and noted that he is chasing up these problems directly with the organiser. Mr. Young also mentioned the two fire marshals at the Bathurst 1000 who assisted driver David Besnard after an accident. Comments on the broadcast from Mark Larkham praising the efforts of the marshals were greatly

appreciated. Mr. Young also praised the sector marshal Ross Girvan for his control of the sector during the incident.

It was moved that both fire marshals involved be nominated for the Donald Thomson Award.

Moved: Noel Tippet / Allan Young
Carried.

9. Report from SOPs

Tasmania – No report – meeting to be held on 21st November.

Victoria – Noel Tippet reported that a Vic SOP meeting was held last week and the SOP members from 2012 have been decided upon. Noel Tippet will remain as Chairman and Erik Rubens will be Deputy Chairman. Mr. Tippet has also re-nominated as Victorian commissioner for the AOC for 2012.

Queensland – Allan Young reported that he will be stepping down as State Training Coordinator for 2012, to be replaced by Dave Wood. Mr. Young will assist and mentor Mr. Wood to ensure he is comfortable in the role. Mr. Young will remain as Qld SOP Chairman and has re-nominated as Queensland commissioner for the AOC in 2012. Mr. Young also reported that the Qld SOP had discussed corporate ride days at race events and the extra burden this is increasingly placing on already stretched volunteer officials. The Qld SOP will also discuss mentoring names at their meeting on the 3rd of November to provide to the AOC. Mr. Young also requested the Commissioners receive a copy of the AGP Officials Survey results.

ACTION: Lauren Croft to provide survey results to Commissioners.

Allan Young also informed the Commission that he would be unable to attend the AOC face-to-face meeting in December. He proposed that a proxy for Queensland be permitted. This was agreed to and accepted by the AOC Chairman.

South Australia/Northern Territory – David Mori reported that he missed the last SOP meeting due to Korea Grand Prix training, however had spoken to the SOP Chairman for an update. Some statistics from SA/NT on training were provided – so far there have been 128 face-to-face training participants in SA/NT 2011 (approximately 10% of SA/NT total accredited officials). In December a Bronze Event Command module, Bronze Steward module and Course Presenter module are scheduled. David Mori noted that a review of the Green Book was a necessity for the December face-to-face AOC meeting.

New South Wales/Australian Capital Territory – no report – Commissioner an apology for this meeting.

Western Australia – Stephen Fox reported that the WA SOP required more encouragement to get names and details for the Fabulous Officials initiative. Mr. Fox

also noted that the WA SOP required encouragement to be more active and diverse in 2012. The Commission felt that this applied to all SOPs generally, not just WA. Phillip Livingstone reiterated that the focus of SOPs needs to change to reflect training, recruitment, recognition and other positive outcomes. Lyndon Sperring has nominated as WA Commissioner for the AOC for 2012.

10. Report from Executive Officer

Lauren Croft reported that Expressions of Interest are now open for CAMS Ignition Program Presenters and Clubs and EOI forms are available on the CAMS website. The CAMS Ignition Program is CAMS' young driver road safety initiative. Ignition Presenters will need to have or be willing to undertake the Course Presenter Module plus some Ignition-specific training content.

11. Report from Training Consultant

Julia Farrell provided the following report, along with the International Training update included in item 7:

NATIONAL TRAINING

- V8 Round - November Tony Thorne to attend follow up on August 2011 refresher training delivered by Phillip Livingstone, and David Mori.
- Mentoring Program - instructor led materials to be adapted for use on-line
- Review 2011 packages for 2012 release - spread sheet of updates created to guide process

CAMS RTO

Work has progressed on the newly endorsed 11 units of competency under the AQTF - these are training at a Nationally Accredited level as electives for Certificates II, III and IV in Motorsport through CAMS/TAFE partnerships.

New materials include Assessment Matrixes and Tools, Candidate Resource Books, Third Party Verification Reports to comply with Australian Skills Quality Authority (ASQA) and have units added to CAMS Scope of Registration. This is a long process and does not in any way conflict with CAMS NOP accreditation.

Materials being prepared are for a Flexible Delivery Model with the hope to have them created for an online environment - funding is being sought through the National VET E-learning Strategy 2011/12 Funding Opportunities to facilitate this.

Will provide further updates on how this will be rolled out once all materials have met audit requirements and CEO has signed off on use.

12. Other Business

Noel Tippett informed the Commission that he would also be unavailable for the face-to-face meeting on 3rd and 4th December 2011, and proposed that a proxy be present for Victoria as well. It was agreed that an appropriate proxy for Victoria would be determined after this meeting in consultation with the AOC Chairman.

Phillip Livingstone thanked all CAMS Officials who have been involved in the International Training Team in 2011, acknowledging their tireless work and contribution to the Team this year, most particularly the Senior Trainers:- Tony van den Dingen, David Mori, Stuart King and Tony Thorne..

Mr. Livingstone also reminded Commissioners of their action items, to be completed prior to the November AOC meeting, to allow for preparation for the face-to-face meeting of the 3rd and 4th December.

Meeting closed 8:59pm.

2011 Attendance Record

Commissioner	Meetings	Attendance	Apology
Phillip Livingstone (Chairman)	8	8	-
David Mori (SA)	8	7	1
Allan Young (QLD)	8	5	2
Lyndon Sperring (WA)	8	6	2
Noel Tippett (VIC)	8	7	1
Belinda Doyle (NSW/ACT)	8	4	4
Rosemary Taylor (TAS)	8	7	1
Tony Van Den Dungen (Appointed)	8	4	4
Stephen Fox (Appointed)	8	8	-
David Waldon (Board Portfolio Holder)	8	3	4
Lauren Croft (Executive Officer)	8	6	2
Julia Farrell (Training Consultant)	8	3	5*

*Training Consultant attends as needed