



SPORT AIRCRAFT ASSOCIATION OF AUSTRALIA

SAAA Annual Activity Report

For the year to October 2017

The following summarises the principle activities and outcomes:

1. The principle focus over this period has been to develop a system of corporate governance, supported by clear formal articulation and bases up on which all activities are undertaken within the SAAA, that will provide the foundations for a strong and healthy future SAAA.
2. Whilst developing a system of corporate governance was a priority, parallel activities were identified to both reinvigorate existing Member services and develop new Member Services
3. The organisation continues to suffer from a lack of funding, given current subscription norms and related Member expectations, and the organisation is fundamentally reliant on volunteers to provide management and general business and technical support - excepting routine administration and IT support services which are provided by third party contractors.
4. There have therefore been efforts to develop funding capacity to fund an established technical support team, progressively achieved and to be achieved by a combination of cost efficiency initiatives, cutting of redundant services, modest Member subscription increases, and Member growth. Other opportunities to productively utilise static cash resources that represent Member funds have been developed with the objective of developing fair return on capital without compromising the initial capital sums.
5. The first Member of the envisaged technical support team was engaged in mid 2017.
6. The Business Plan for FY1718 heralds a slight shift in focus from developing foundations, which albeit still require much more work to complete, to a focus on Chapters that represent our community.



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7. A succinct listing of key items of business for the reporting period are provided below:

- Develop a formal management structure & supporting processes
 - Business Portfolios with National Councillors managing each. Each portfolio has clear goals, tasks and targets that are articulated in the Business Plans
Done
 - Annual Business Plans in place and published effective since Nov 2016
Done
 - Policies & procedures to cover every aspect of SAAA business; approx. 100 identified of which ~20% approved, ~10% are advanced drafts and ~20% are rough drafted
In Progress

- Capture enthusiasm & expertise of Members – the Skills Matrix; approx. 130 Members offered their skills – many have already been called upon and it's simply a lack of management resources that precludes taking full advantage of these incredible resources
Done

- Establish a centralized file/document SAAA server – digital data gathered from a plethora of computers and cloud based storage and consolidated into one central cloud based server that aligns with the business structure and represents the record of the business of SAAA
Done

- Establish a Controlled Document Centre for Member access – all approved documents clearly identified as such and to be made available from a single central repository attached to the SAAA server
In progress



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- Developing Information Papers and Safety & Technical Bulletins – progressive development of approved material to aid Members; stored within the Controlled Document Centre

In progress

- Develop our AP Team – new APs, funding professional development through CASA delivered training leading to doubling our number of APs

Done

- Improve safety outcomes – Risk Radar upgraded and re-launched late 2016; new Occurrence Management System in place

Done

- Increase Member Comms – Publication of National Council MoMs to website; President-Member Discussion Forums held and notes also published on website

Done

- Regular Member information updates – email comms “Member Alerts” & social media, eNewsletters, AirSport etc

Done

- Replacement website & Member Records System – existing systems in dire need of overhaul. Determined more cost effective to completely re-design and re-build on alternative platforms. Functional specifications developed early 2017, and scope tendered and awarded to a SAAA Member mid 2017; launch expected in October 2017

Done

- Extend Member Services – increase focus on Flying Operations, with work commenced to develop a Flight Safety Training Manual and supporting procedures with the objective of initially seeking CASA approvals for accredited SAAA pilots to provide Type Transition Training and Currency Training, along with a longer term objective to enable SAAA to conduct Flight Reviews

In progress



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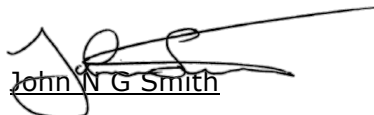
- Redeveloped FSAP, now renamed to Member Support Program (MSP) – FSAP was not well understood nor effectively administered. Working with QBE, the FSAP has been rebuilt, redefined and will be integrated with the new Member Records System to provide clearer and more manageable maintenance of Member participation currency

In progress

- Re-establish the beginnings of a Technical Support team – subsequent to capturing low hanging fruit cost savings initiatives, and completion of a listing of all management, operational and support tasks carried on / required within SAAA, a clear scope could be defined for a Technical Advisor to Construction & Maintenance activities. Appointed on a part time basis, Norm Edmunds commenced in this role mid 2017

Done

10th October 2017



John W G Smith

Hon. Secretary

Sport Aircraft Association of Australia Inc.