

# Agenda

**Meeting Called By:** ARAA Executive  
**Type of Meeting:** Assessors Meeting and Association Structure  
**Facilitator:** Bill Goddard  
**Time Keeper:** Rob Dunshea  
**Note Taker:** Chris Emert

**Attendees:** Richard Shepard, Chris Emert, Bill Proctor, Mark Masling, Lindsay McIver, Rob Dunshae, Gavin Dyson Mayne, Colin Ralston, Paul Botwright, Bill Goddard.  
**Apologies:** Rob Stringer, Peter Ferguson, Chris Milne, Shayne O'Dwyer  
**Please Read:**  
**Please Bring:**

<b>Topic A</b>		<b>Presenter Name:</b> Richard Shepard	<b>Notes Taken?</b> Chris Emert
Discussion: Election of New Office Bearers. Nominations have been received. Positions allocation.			
<b>Observers: All Attendees</b>		<b>Resource Persons: LM</b>	
Other Information: See, National structure revised. New Structure has been altered from previous model of 5 persons to 7 with new model.			
Conclusions: Executive positions filed and any state level positions vacant will be advertised on Website			
<b>Action Items: Post on Website and Advertise vacancies</b>	<b>Person Responsible:</b>	<b>Deadline: 15/11/11</b>	
	RS		

<b>Topic B</b>		<b>Presenter Name:</b> RS	<b>Notes Taken?</b>
Discussion: Brief Overview of the OHS Harmonisation			
<b>Observers: All</b>		<b>Resource Persons: LM</b>	
Other Information: Carl Sachs has done an overview, Lindsay will send on. RS has presented the overview Workcover NSW has provided.			
Conclusions: Harmonisation is fast approaching and all must ensure understanding and compliance.			

Action Items:	Person Responsible: LM	Deadline: 20/11/11

Topic C		Presenter Name: RS	Notes Taken?
Discussion: Membership Structure			
Observers: All		Resource Persons: PB, CE, RS, LM	
Other Information: Membership structure matrix.			
Conclusions: All Agreed to V1.			
Action Items: PB & CE to work on Bus. Devt and Marketing material items. RS will send out audit information document and if all happy, lets fill out applications. Certificates Membership. BP will take over Borneo. CE to NZ December. Advertising Banner and Advertising matrix how much, and what do you get.		Person Responsible: All to read.	Deadline: 19/11/11 for Matrix. LM 20/12/12 Marketing material CE & PB

Topic D		Presenter Name: RD	Notes Taken?
Discussion: Assessors Workshop- All Items listed below.			
Observers: All		Resource Persons: LM	
Other Information:			
<ol style="list-style-type: none"> <li>How do we present ourselves as ARAA currently in the Assessments (Branding). Some are wearing whatever they want. What do we want to do here?</li> <li>Trainers- accredited, quality system of training. Providing a framework / Criteria for guys wanting to become and perform training.</li> <li>Workshop to tie in End Jan.</li> <li>Discrepancies-eg. How do we get consistency in what for eg. The expectation is for a "haul" RD to write it up.</li> <li>Re-Belays, Colin R to discuss how he thinks the back ups into each directions is lacking in back up in both directions. RD will define this as within a persons 'arm length' for COP.</li> <li>2 Points of contact and Karabiners on Casualty. Change load bearing links explaining necessity for minor discrepancies. Send</li> </ol>			

all incidents as they occur to LM for dissemination.

7. Back Up vs Attachment points, where these items are located (as in their height on your harness and the ropes) eg. ASAP ( Back Up ) is attached high and descent device is attached low. Agree that this is acceptable and may have benefits to be introduced into the system of work. RD will be issuing Pictures and instruction in this regard.

Conclusions: 1. All Agree that overall will be worn, but in light weight and they will carry the brand, and conyinue to build in to a brand strength of 'quality & professionalism.'

2. Assessors will create application process to be a trainer (individual) Grandfather clause 6 mos, current lvl 3. Requires guidelines similar to IRATA to standardize this process and product.

Trainers put forward: All Assessors, Rich Gategood, Shane Crook, Malachi Conway, Chris Milne, Chris Emert, Jeremy Birkett.

Action Items: RD will obtain new coveralls in lightweight for assessors. Trainers will be provided an ARAA t- shirt with "trainer" printed on back . Additional shirts can be purchased. Trainer can purchase lightweight ARAA coveralls, or perhaps sent 1 pair per training venue, all additional pairs must be purchased to ensure consistency of brand.

Person Responsible: RD, 3. BP

Deadline: 12/12/11

## Topic E

Presenter Name: RS

Notes Taken?

Discussion: Review of the IRATA guidelines

Observers: All

Resource Persons: LM, RS

Other Information: Medical Questionnaire requires clarification.

Website will require a login section available to Trainers and Assessors only for documentation etc.

IRATA guidelines for training were reviewed and items discussed for application as ARAA guidelines.

Conclusions: Excellent framework, minor changes to suit our process. Delegation of items not able to be discussed on day due to time running out. Delegated sections of IRATA guidelines for review, markup and comment are:

9.4.7 out LM

9.4.8- In LM

9.5-9.6 RD

9.7 BG

11.0 Out LM

13.2- RS

14. RD

15., 16 & 17. BP

18. RD, RS

19- 22 RD, RS.

22. PB & CR  
 23. RD  
 24. Duty Statements for assessors (LM) completed.  
 Appendices: RS, LM

<b>Action Items: Nominated persons to address items in timeframe.</b>	<b>Person Responsible: ALL</b>	<b>Deadline: 14/12/11</b>
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<b>Topic F</b>	<b>Presenter Name: RS</b>	<b>Notes Taken?</b>
<b>Discussion: Meeting closed for the day</b>		
<b>Observers: ALL</b>	<b>Resource Persons: LM</b>	
<b>Other Information: CONCLUSION OF MEETING</b>		
<b>Conclusions:</b>		
<b>Action Items:</b>	<b>Person Responsible:</b>	<b>Deadline:</b>

Sunday 13<sup>th</sup> December 2011

Venue: NHSAS, Marrickville Sydney

<b>Topic G</b>	<b>Presenter Name: RD</b>	<b>Notes Taken: RD</b>
<b>Discussion: Review ISO rope Access re. adoption by ARAA and what additions, clarification required for ARAA COP</b>		
<b>Observers: Gavin Dyson-Mayne, Bill Proctor, Chris Emert, Rob Dunshea, Paul Botright.</b>	<b>Resource Persons: CE</b>	
<b>Other Information: RD made notes of items for change, clarification for ARAA COP</b>		
<b>Conclusions: Braodly accept the ISO and will clarify through consultation and introduce with new ARAA COP. Suggest involving Peter Ferguson in process.</b>		

<b>Action Items: RD to Contact RS and PF</b>	<b>Person Responsible: RD</b>	<b>Deadline:24/12/11</b>