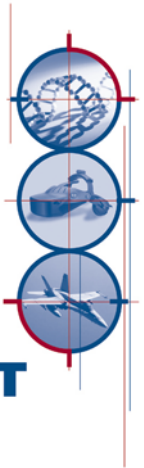


*Simulation Industry Association of
Australia*

Annual General Meeting 2008

26 August 2008



SIAA Annual General Meeting - Agenda

- 
- **Apologies**
 - **Chairman's Report**
 - **Election of Executive Members for 2008/2009**
 - **2008/2009 Budget**
 - **Strategic Plan**
 - **Members Motions**
 - **Other Business**
 - **Speakers**

Member Apologies

- 
- **AOS Group**
 - **Box Hill Institute**
 - **Catalyst Interactive**
 - **Evans & Peck**
 - **Learning Systems Analysis**
 - **Queensland Health**
 - **Raytheon Australia**
 - **Sydac**

Chairman's Report - Operations

- **Membership**

– Stable –

	2006	2007	2008
• Full Members / ASSH	17	15 / 2	16 / 4
• Associate Members / ASSH	24	22 / 2	23 / 6
• Individual Members ** / ASSH	26	45 / 12	46 / 32

- ** Includes SIAA SISO Members, and Students

SIAA Members

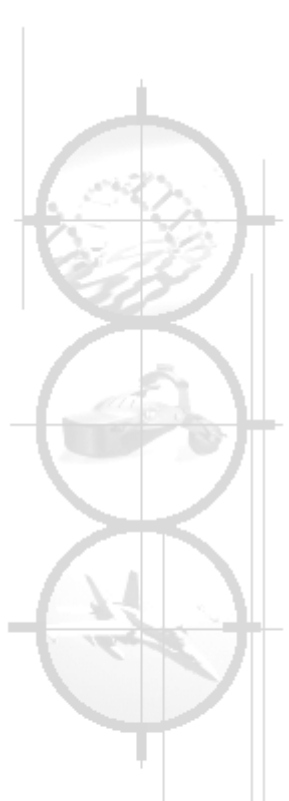
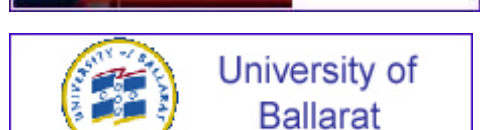
New Full Members

- **Ambulance Service of NSW**
- **Construction Training Centre**
- **Laerdal**
- **Pacific Dynamics**

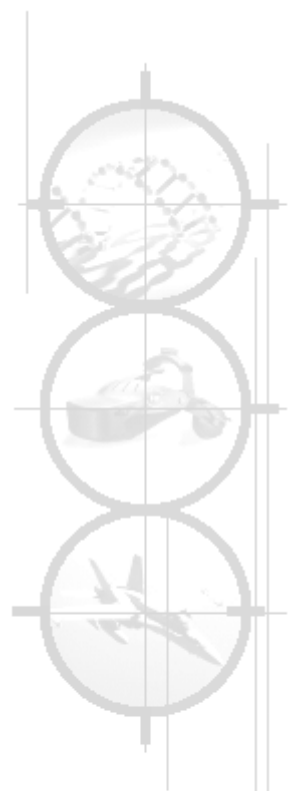
New Associate Members

- **Moog Australia**
- **Sydney Medical Simulation Centre**
- **Box Hill Institute**
- **Limbs & Things**
- **Lockheed Martin Australia**
- **BTS Australasia**

Members - Full



Members - Associate



Chairman's Report - Operations



- **Engagement**

- **Associations**

- **National Centre for Simulation membership**
 - **Society for Simulation in Healthcare membership**
 - **International Training & Simulation Alliance**
 - **European Training & Simulation Association**
 - **MIMOS (Italian Simulation Association)**
 - **Simulation Interoperability Standards Organisation**
 - **Australian Spatial Information Business Association**
 - **Systems Engineering Society of Australia**



Chairman's Report - Operations



- **Engagement (Cont)**

- **Federal Government**

- Letters to Prime Minister and Ministers
- Hon. Nicola Roxon, Health Minister, to open SimTecT Health

- **State Governments**

- Queensland State Development
- Multi-Media Victoria
- South Australian DTED



Chairman's Report - Operations



- **Australian Society for Simulation in Healthcare (ASSH)**
 - **Now a Chapter of the SIAA**
 - **Interim Executive**
 - **Chair:** Dr Leonie Watterson
 - **Deputy Chair:** Dr Brendan Flanagan
 - **Treasurer:** Mr Graham Beaumont
 - **Project Officer:** Ms Krystle Toh
 - **SimTecT Health Conference in September 2008**
 - **Agreement with the Society for Simulation in Healthcare re Journal**

Chairman's Report - Operations



- **Department of Health and Ageing Project**
 - **Specialist Non-Technical Skills Training**
 - **Originally managed through Queensland Health**
 - **Novated to SIAA June 2008 - \$573k**
 - **Consultant - St Vincents, Melbourne**
 - Literature research
 - Supervise pilot providers
 - Write three project reports
 - **Three Pilot Providers will be linked with three specialist colleges for 2-day training courses**
 - **Project complete 30 April 2009**
 - **Project Officer funded until June 2009**



Chairman's Report - Operations

SimTecT 2007 Health Conference

- Built on the success of SimTecT 2006 Health
- Convenor – Dr Leonie Watterson
- **SimTecT Health 2008 – Brisbane**
8-11 September 2008



Chairman's Report – Operations

SimTecT 2007 Health Conference – Brisbane



	2007	2006	2005
Registrations - Full	162	150	129
- Day	12	14	19
- Student	8	4	5
Workshops	60	32	22
Exhibition Booths	5	6	5
Papers	47	35	28
Gross Surplus	\$19k	\$0k	(\$7k)



Chairman's Report - Operations

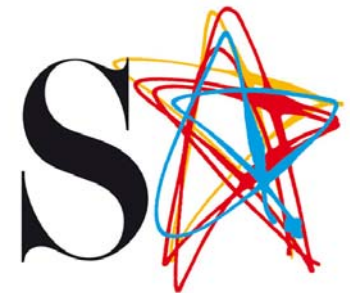
SimTecT 2008 Conference - Melbourne



- Emergency Management Symposium
- Serious Games for Healthcare Symposium
- Best Paper award to present at I/ITSEC 2008
- Best Student Paper
- SimTecT Committee
 - Organising Committee Chair – Mr Jawahar Bhalla
 - Papers Convenor – Dr Elysebeth Leigh



Future host city for 2009 - Adelaide



South Australia.
A brilliant blend.

Chairman's Report - Operations



SimTecT 2008 Conference – Melbourne

	2008	2007	2006	2005
Registrations - Full	317	410	399	288
- Day	49	27	33	47
- Student	13	8	13	7
Workshops	220	222	283	187
Exhibition Booths	50	50	50	42
Papers - Refereed	34	43	35	22
- Unrefereed	46	63	44	51
Gross Surplus	\$120k	\$153k	\$157k	

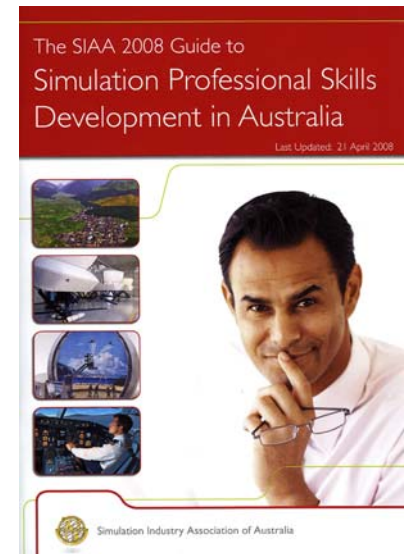
Chairman's Report - Operations

Professional Certification

- **21 Certificates issued in total**
- **Skill Groups:**
 - **Instructional Systems (Available)**
 - **Systems Engineering (Available)**
 - **Maintenance Support (Available)**
 - **Human Factors (Under Development)**
 - **Project Management (Under Development)**
 - **Policy (Under Development)**
- **Certificate validity extended while certification renewal assessments are being developed**



Chairman's Report - Operations



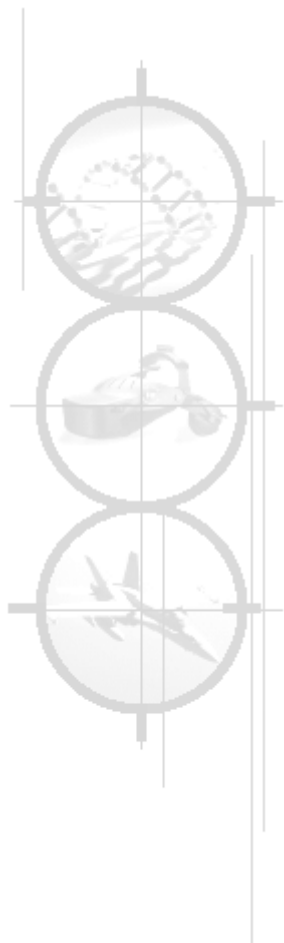
Professional Development

- **SIAA Guide to Simulation Professional Skills Development in Australia**
 - Fourth Issue at SimTecT 2008
 - Includes Certification and Course information
- **Introduction to Simulation Workshop**
 - Run four times with approx. 80 graduates
- **Mr Shane Garrett continued as part-time Learning and Development Officer**

Chairman's Report - Operations

University Curriculum / Student Engagement

- **to encourage graduates in relevant Engineering and Scientific disciplines to consider a career in the Simulation industry**
- **Phase 1 – Initial Scoping - completed**
- **Phase 2 – Consultation to determine detailed outcomes of the project - completed**
- **Phase 3 – Pilot Program**
- **Phase 4 – Finalise Resources / Materials / Program**



Chairman's Report - Operations

- **Standards**

- **Standards Australia IT-031 active**
 - Producing a “Guide to the Use of Standards”
 - Mining involved
- **SISO Australia**
 - Peter Ross attended SiW
 - Plan developed for future activities



Chairman's Report - Operations



Emergency Management SIG

Sub-committee formed – Nick Howden as Chair

- **Developing repository of industry capabilities**
- **Planning a demonstration for SimTecT 2009**



Chairman's Report - Operations









Mining Construction SIG

- Sub-committee formed – Derek Hunter as Chair
 - Developing White Paper
 - Plans for promotion of industry



Chairman's Report - Operations

Steps	What you need to do	Resources available to help
 Plan the Procurement <ul style="list-style-type: none"> Estimate there is a business case Identify risk Define the outcome Research the market 		<ul style="list-style-type: none"> Business Case Template Risk Management Plan Risk Register
 Select a Procurement Process <ul style="list-style-type: none"> Estimate the value of the procurement Determine the Procurement Process to use 		<ul style="list-style-type: none"> Process Selection Flowchart
 Prepare an approach to market <ul style="list-style-type: none"> Develop a procurement plan and obtain approval <ul style="list-style-type: none"> Terminates Develop the Statement of Requirements (Specifications) Develop the request document and obtain approval to issue Develop the evaluation plan and obtain approval Write/develop criteria Obtain a draft contract 		<ul style="list-style-type: none"> Procurement Plan Template Process Flow Diagram for developing an RFP RFP Template RFO Template EOI Template Evaluation Plan Template Evaluation Software
 Approach the Market <ul style="list-style-type: none"> Finalise the Request Document Submit clarifications and answers to questions tenderers Conduct an industry briefing if applicable 		<ul style="list-style-type: none"> Tenderer Template
 Evaluate Submissions <ul style="list-style-type: none"> Opening Submissions Conducting the Evaluation <ul style="list-style-type: none"> Develop the Evaluation Report and obtain approval 		<ul style="list-style-type: none"> Evaluation Software Evaluation Report Template
 Conclude the Process <ul style="list-style-type: none"> Advise successful tenderers Negotiate and sign the contract Advise participants of the decision <ul style="list-style-type: none"> Debrief unsuccessful tenderers Manage the contract 		<ul style="list-style-type: none"> Template letter - unsuccessful participants Template letter - successful shortlist Sample debriefing report Contract Management Plan (Template)

- **Procurement and Project Management Processes**
 - Engaged Anthony Rowley to produce
 - Being used on the ASSH DoHA project

Chairman's Report – Financial

	Jun-08*	Jun-07	Change
Assets			
Total Assets	\$450,244	\$485,709	-\$35,465
Liabilities			
Total Liabilities	\$70,000	\$71,305	-\$1,305
Net Assets	\$380,244	\$414,404	-\$34,160
Total Equity	\$380,244	\$414,404	-\$34,160

*Provisional

Note: Includes SimTecT Working Capital

Chairman's Report – Plan for 2008/09 Plan to Transform to an Industry Peak Body

Outline Points:

- 
- **Plan to transform SIAA from a volunteer organisation focussed only on simulation into a true peak industry body for Simulation & Training**
 - **Prioritise spending in order to fund the Plan**

Executive Elections

- **Positions**
 - **Executive Positions (nominated in constitution)**
 - **Chair, Executive Committee**
 - **Deputy-chair, Executive Committee**
 - **Treasurer**
 - **Executive Members**
 - **General Executive Member**
- **Election to Executive Committee**
 - **Member Voting Rights**
 - **Full members each have one vote**
 - **Vote required where *italicized***
 - **Vote for remaining nominations to executive committee**
 - **Returning Officer**
 - **SIAA Executive Officer (Mr Peter Hill)**



Executive Elections – 14 Nominations 14 Positions

Name	Organisation	Position
Alan Johnson	CAE Australia	Chair
Adrian Smith	Sydac	Deputy Chair
Peter Cantwell	BAE Systems	Treasurer
Phil Diver	Construction Training Centre	Member
Brendan Flanagan	Southern Health	Member (ASSH Deputy Chair)
Elysebeth Leigh	University of Technology, Sydney	Member
Jason Line	MedicVision	Member
Braden McGrath	QinetiQ Consulting	Member
Daniel Munro	Booz & Company	Member
Terry Stevenson	Raytheon Australia	Member
Philip Swadling	Thales Australia	Member
Ben Twomey	Boeing Australia	Member
Phil Wallace	Learning Systems Analysis	Member
Leonie Watterson	Sydney Medical Simulation Centre	Member (ASSH Chair)



2008/09 SIAA Proposed Budget - Net Income

Item	FY2007/08		FY2008/09
	Actual	Budget	Budget
Net Income (after Cost of Sales)			
Subscriptions - SIAA	\$48,530	\$41,000	\$47,915
Subs - ASSH for SIAA	\$5,796	\$3,400	\$8,041
Subs - ASSH for ASSH	\$5,054	\$4,500	\$8,117
Subs - ASSH for SSH	\$4,297	\$7,400	\$6,311
SimTecT 07	\$144,772	\$150,000	\$0
SimTecT 07 Health	\$49,389	\$16,000	\$0
SimTecT 08	-\$42,145	-\$25,000	\$116,800
SimTecT 08 Health	-\$8,110	-\$7,000	\$53,000
SimTecT 09	-\$16,292	-\$1,000	-\$26,875
SimTecT 09 Health	-\$11,219	\$0	-\$8,850
SimTecT 10			-\$32,445
SimTecT 10 Health			-\$10,900
Workshops & Seminars	\$12,683	\$7,000	-\$400
Certification	-\$1,640	\$500	-\$6
Miscellaneous	\$13,516	\$7,500	\$14,972
Total Gross Profit	\$204,632	\$204,300	\$175,680

2008/09 SIAA Proposed Budget - Net Income

Item	FY2007/08		FY2008/09
	Actual	Budget	Budget
ASSH DoHA Project			
Income	\$0	\$0	\$568,756
Costs - Project Management	\$0	\$0	\$89,258
Costs - Project Officer	\$0	\$0	\$38,764
Costs - Forum	\$0	\$0	\$47,500
Costs - Mapping Consultancy	\$0	\$0	\$232,834
Costs - Training Pilots	\$0	\$0	\$120,000
Costs - Curriculum Sharing	\$0	\$0	\$40,400
Total Costs	\$0	\$0	\$568,756
Net DoHA Project Gross Profit	\$0	\$0	\$0

2008/09 SIAA Proposed Budget - Development

Item	FY2007/08		FY2008/09
	Actual	Budget	Budget
Development			
Surveys	\$0	\$15,000	\$0
Simulation Australia Re-branding	\$0	\$0	\$8,000
Meeting Costs	\$5,693	\$11,000	\$7,190
Web-site / emailing	\$1,641	\$7,000	\$1,640
Best Paper & Achievement Awards	\$4,803	\$9,000	\$7,000
University Curriculum Development	\$10,988	\$37,000	\$3,325
Standards	\$5,906	\$18,000	\$6,378
Professional Dev - Labour	\$19,787	\$25,000	\$4,531
Professional Dev - Material	\$7,420	\$4,000	\$90
Development of Strategic Plan	\$10,786	\$12,000	\$22,000
National Security SIG	\$1,500	\$5,000	\$7,000
Mining / Construction SIG	\$1,535	\$5,000	\$8,683
Processes for Ext Funded Projects	\$3,000	\$28,000	\$2,500
History of Simulation	\$150	\$10,000	\$3,000
Total Development	\$73,209	\$186,000	\$81,337

2007/8 SIAA Proposed Budget - Expenses

Item	FY2007/08		FY2008/09
	Actual	Budget	Budget
Operating Expenses			
Bank and Accounting Fees	\$8,078	\$8,000	\$8,011
Insurance	\$5,022	\$6,000	\$6,000
Legal / ASIC Fees	\$8,134	\$6,000	\$19,681
Exec Officer - Full-time (from 1 March 2009)	\$0	\$0	\$84,500
Exec Officer - Labour-SIAA	\$35,209	\$35,000	\$39,875
Exec Officer - Material	\$2,994	\$6,000	\$3,708
ASSH: Executive Officer Labour	\$2,621	\$3,000	\$3,796
ASSH: Direct Materiel	\$10,460	\$5,500	\$41,866
ASSH: SSH Coupons Bought	\$4,485	\$8,220	\$5,000
ASSH: Overhead Cost Recovery	\$0	\$2,200	\$6,000
Total Expenses	\$77,002	\$79,920	\$218,437
Net Profit / (Loss)	\$54,420	-\$61,209	-\$124,094

Members Motion – Endorse the Budget

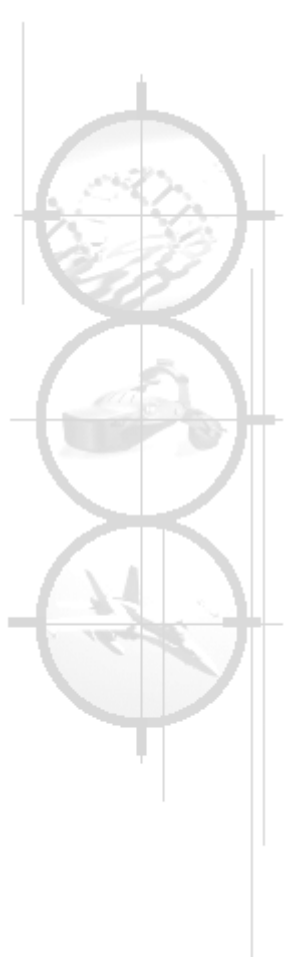
- **Motion:**
 - ***To endorse the FY2008/2009 Budget***
 - **Moved: Peter Cantwell**
 - **Seconded: Alan Johnson**






Strategic Plan for going forward as a peak body (2008-2013)

Topics




- **Impetus for change**
- **Approach taken**
- **Key elements of strategic plan**
- **Motion for consideration**

Impetus for change


- 
- **Volunteers at their limit**
 - **Confusion as to role/focus of organisation**
 - “industry” association with uncertain relationships with other stakeholders
 - some tension between users and suppliers
 - “technology” focus too narrow
 - **Narrow membership base**
 - **Low profile**
 - **Sound financial base to fund change**
 - **Proponents for change willing to provide continuing support**

Approach taken

- 
- **Sub-Committee (Alan Johnson, Adrian Smith, Peter Cantwell, Philip Swadling, Phil Diver, Daniel Munro and Brendan Flanagan).**
 - **Expressions of Interest called then Request for Tender (March/April)**
 - **Eloquent Business Consulting (Kathleen Singleton) successful (April)**

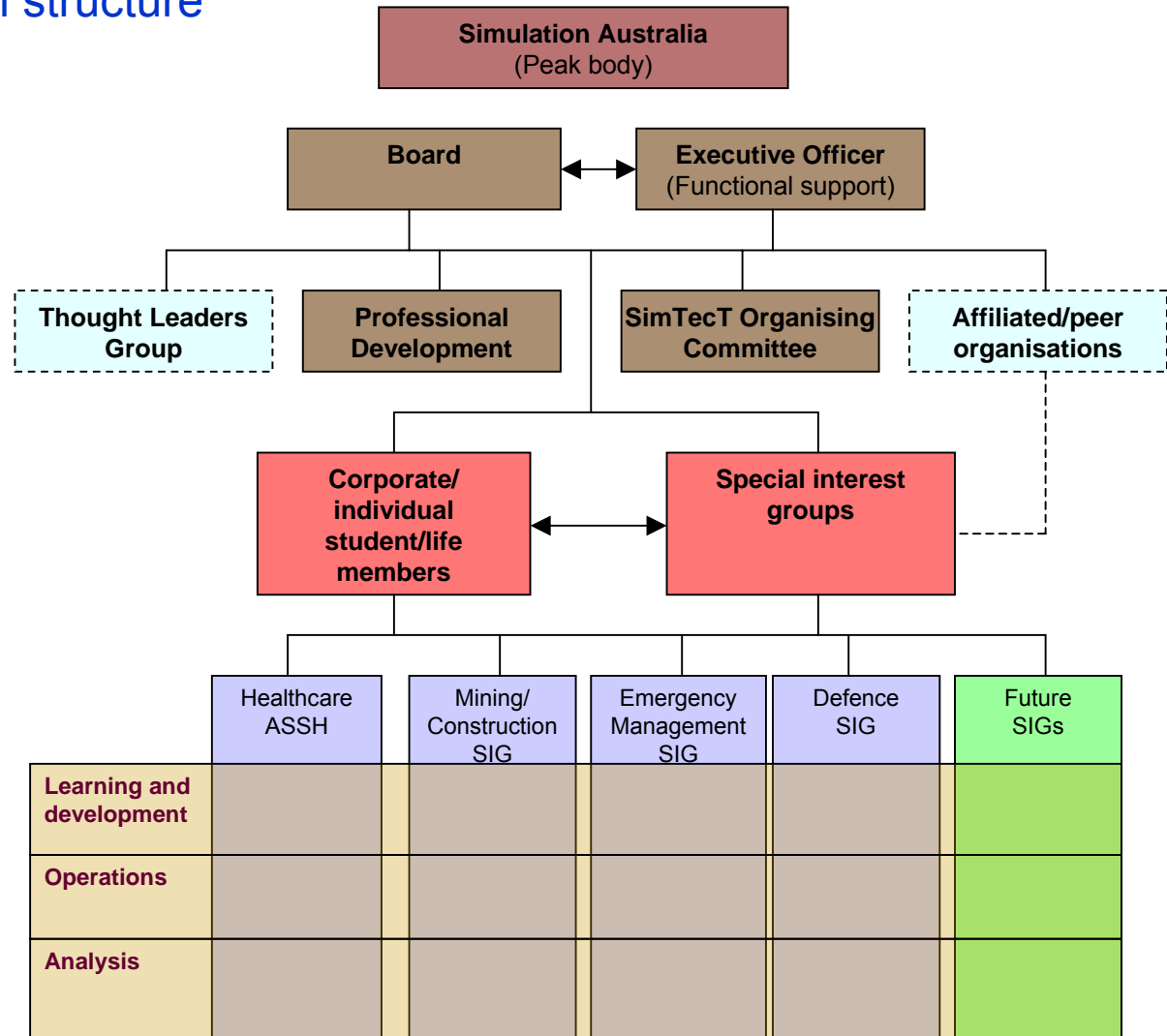


Approach taken (2)


- 
- **Background research and familiarisation**
 - **Telephone interview with each member of sub-committee**
 - **Workshop with sub-committee to develop strategic elements (21 May)**
 - **Record of workshop and issues for comment**
 - **Development of draft plan**
 - **Workshop with Board (22 July)**
 - **Finalisation of plan for consideration by members**

Key elements of strategic plan

Proposed organisational structure



Key elements of strategic plan (2)




Peak body: 3 three key roles:


- Providing services to members, particularly by fostering the growth of special interest groups
- Advocating on behalf of and providing a united voice for the simulation community to key decision-makers
- Providing strong governance, management and support services.

Membership of the peak body will include membership of one SIG.

Key elements of strategic plan (3)

- 
- **Board:** To be a strategic management board, with operational aspects delegated effectively; possibly fewer directors; some may have non-simulation background
 - **Executive Officer:** upgraded full-time position with administrative support
 - **Thought leaders group:** the equivalent of a Strategic Leaders Group who would give their time as needed (2/3 times per year) to support SA in its advocacy role

Key elements of strategic plan (4)

- 
- **Members:** A broader membership base with new classes of members and voting rights
 - **Special interest groups:** a forum for specialised groups based on common areas of interest to advance simulation use, practices, knowledge and technologies, and opportunities for networking and information sharing.

Key elements of strategic plan (5)



Vision

To be the peak body for the simulation community in Australia and recognised as such by relevant decision-makers in government, business and education.

Key elements of strategic plan (6)



Why we exist

Simulation Australia exists to promote the use of simulation for the benefit of providers, practitioners and users in order to increase the use of simulation in achieving organisational goals, for the advancement of Australia's economy and society.

Key elements of strategic plan (7)

3 Key Goals



Member
engagement

To provide a compelling case for membership throughout the simulation community by developing meaningful membership services and benefits that enhance members' organisational and professional objectives and the image of Simulation Australia.

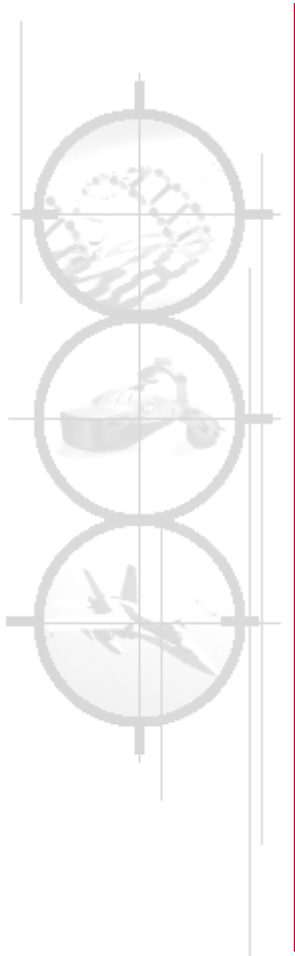
Advocacy

To influence the perceptions and policies of decision-makers in government, business and education of the benefits of simulation to the knowledge economy in Australia, leading to increased use of simulation.

Management
and
governance

To ensure a robust management and governance framework with the required resources and capability supports the organisation's peak body status.

Key elements of strategic plan (8)



Change of name to Simulation Australia

- To reflect the role of representing the broader simulation community in Australia
- Inclusive - providers, practitioners and users

Key elements of strategic plan (9)

Phased implementation (see plan)




Members Motion – Endorse the Strategic Plan

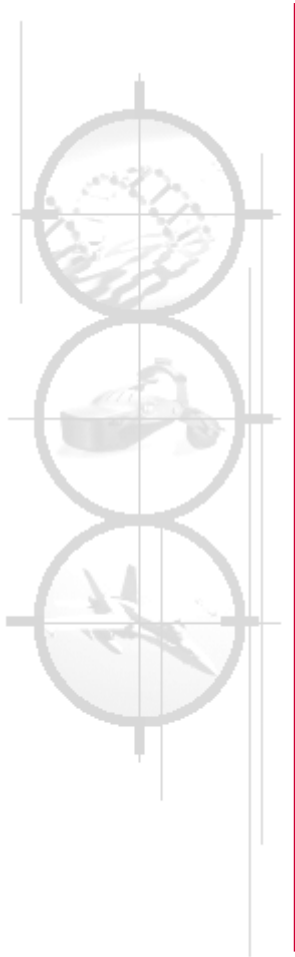
- **Motion:**

- ***To endorse the Strategic Plan titled: “Simulation Australia - Plan for going forward as a peak body (2008-2013)”.***
- **Moved: Alan Johnson**
- **Seconded: Adrian Smith**

General Business

- 
- **Appointment of the Auditor**
 - ***Move that the SIAA re-appoints Robert Mitchell & Company***
 - **Moved: Peter Hill**
 - **Seconded: Peter Cantwell**

Other Business





Closure of SIAA 2008 AGM

Speakers



- **Mr Derek Hunter**
Chief Executive Officer
- **Ms Deanna Hutchinson**
Manager Simulation and e-Learning
Mining Industry Skills Centre

