



AUSTRALIAN SKI PATROL ASSOCIATION
INCORPORATED
ABN 26 369 760 601

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By*



Australian Government
Department of Health and Ageing

30 September 2009

Helen Vaughan
Director
MDP 104
Sport Industry Section
Department of Health and Ageing
GPO Box 9848
Canberra ACT 2601

Dear Helen,

I have prepared the following final base and special funding report for your reference.

As has been the case in previous years, the funding support provided by the DH&A grant has made an enormous difference to our ability to do our job, and we thank you for that. We continue to strive to address many of the Federal Government's key Alpine Safety objectives, and are actively moving forward with our projects as a Nationally Recognised Training Organisation which, without the sponsorship of DH&A would be a difficult task. In line with the recent and ongoing changes in structure to the training framework announced recently we continue to re-evaluate the need for each of our training modules in risk assessment, public awareness and safety.

This report will address the expenditure of all funding and will detail all minor changes and areas where it has not been possible to meet the timelines initially planned and detailed in the Yearly Action Plan 2008-09.

Attached at Annex A is an overview and summary of the total budget for our planned works this financial year 2008-2009 as per the Yearly Action Plan. Annex B details the breakdown of each group into its respective projects with progress to 30 June 2009. In some areas additional items have been added to report expenditure.

The delay in preparation of this report is related to audit requirements. This matter has been addressed with the relevant officers for future reporting timetables.

If you require any further information, please do not hesitate to contact me.

Yours sincerely,

Mark Spilsbury
President
Australian Ski Patrol Association Inc.

Annex A

Introduction

The Australian Ski Patrol Association Inc (ASPA) is a voluntary organisation with the following areas of interest:

- * Rescue and first aid treatment of injured skiers and other visitors to alpine areas
- * Promoting Alpine Safety awareness
- * Promotion of alpine management and recreational safety standards
- * Establish and maintain first aid and alpine rescue training
- * Maintain uniform standards for the operation and conduct of its members
- * Represent nationally and internationally Australian Ski Patrol organisations
- * Advise any interested party about alpine safety standards or in the operation of ski patrols in Australia.

Plan Performance Overview

At this stage of the plan, being the end of financial year, most of the projects have progressed satisfactorily. As noted in previous reports our period of peak activity commences in June and culminates in September and this will see the delivery and completion of most projects under management during the next reporting period.

We have noted previously that the conversion of the part-time Registered Training Organisation Executive Officer's role to a more structured contractual basis had been successful, however the documentary workload essential to maintain the standard not to mention the incorporation of new units has seen the need develop for a larger support staff than originally planned.

Most of the projects nominated in the Action Plan for 2008-09 are ongoing by their nature and ASPA, as always, would like to improve the status quo for the public visiting Alpine areas.

Reporting of Individual Project Performance

ASPA has reported on its progress against the projects listed in the right hand column in Annex B. Refer to the notes below the relevant area for any special comments.

Areas of Non-Compliance or Delay

- Membership card printing (1.1.B) has been delayed due to errors in the raw data.
- Extended Care Module (2.3.B) is delayed due review of structure and content.
- The reporting of injury statistics has not received the level of support from member patrols and their respective resort managements and is further delayed.

Summary Table of Expenditure

REF No ATM07/601

	Name	Total Expended
Base Funding	Ongoing NRSP program	\$173,217.00
Section 1	Administration	\$65,900.00
Section 2	Training Delivery	\$72,050.00
Section 3	Liaison	\$61,750.00
Section 4	Public Safety Initiatives	\$79,350.00

All dollar values are inclusive of GST.

Yearly Action Plan 2008-2009

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Project Cost Summary

	Projected	Expended	
Administration			
Communications			
A. Website upgrade to facilitate email	3,200.00	3,520.00	
B. Develop ID cards	1,750.00	633.00	
Planning			
A. Continue dialogue with other organisations	1,000.00	1561.00	
Organisational Support			
A. Support Tasmanian member patrols	1,450.00	1,442.00	
B. Provide support for RTO administration	42,000.00	31,820.00	
C. Provide support for ASPA administration	7,500.00	13,171.00	
D. Maintain Insurance cover	9,000.00	12,658.00	
E. Provide VIC Bushfire relief	0.00	17,447.00	
Training Delivery			
Training Materials			
A. Purchase necessary first aid	5,850.00	8,285.00	
B. Evaluation of current equipment and trends	500.00	481.00	
C. Revision of ASPA Manual of First Aid	4,600.00	4,573.00	
Advanced Emergency Care courses			
A. Revision of Advanced Emergency Care course	2,600.00	2,640.00	
B. Online & Offline course management tool	21,700.00	35,437.00	
C. Course Management	22,000.00	27,052.00	
Other Courses			
A. Review on hill training resources	5,500.00	3,967.00	
B. Extended Care Module	9,300.00	9,214.00	
Liaison			
Communications			
A. Website maintenance	5,100.00	9,117.00	
B. Newsletter - Aspirations	2,900.00	100.00	
Australian Ski Areas Association			
A. Injury Reporting and trend analysis	6,500.00	81.00	
Other Organisations			
A. FIPS Congress Are, Sweden	40,250.00	33,663.00	
B. Maintaining contact with other like bodies	1,000.00	1,216.00	
C. Liaison with other stakeholders in industry	6,000.00	4,726.00	
Public Safety Initiatives			
Snowsafe Support			
A. Review ASPA and Snowsafe websites	1,250.00	1,237.00	
B. Renew membership with Snowsafe	5,500.00	5,211.00	
C. Review of Snowsafe literature	43,000.00	71,200.00	
Helmet Promotions			
A. Development of colouring in books for children	8,000.00	7,792.00	
B. Helmets Promotion in magazines and in the field	4,600.00	0.00	
Alpine Responsibility Code Awareness			
A. SMS campaign in snowboard parks	11,500.00	0.00	
B. Completion of previous project – new ARC posters	5,500.00	4511.00	312,753.00

Annex B

Section 1: Administration

Part 1: Communications

Strategies

- Continue Development of website tools to include email newsletters
- Develop a robust method of recognition for all members

Specific Projects	Performance Indicators & Milestones	Budget & Status
A. Website upgrade to facilitate email newsletters	1. Design document prepared for tendering 2. Tender approval 3. Delivery April 2009	\$3,200.00 Completed \$3,520.00
B. Develop ID cards for all members and other course participants	1. Layout designs prepared 2. Final draft approved and samples distributed 3. Collation of data for cards 4. Printing and mailing of cards January 2010	\$1,750.00 Carried Over \$632.72

Total Expenditure

\$4,152.72

Notes:

1.1B This project is in conjunction with the website design upgrade and is in final data collection and printing phase, however errors with the data have prevented completion to date.

Part 2: Planning

Strategies

- Liaise with other Alpine Training organisations to maximise the synergy and minimise costs of high quality training for alpine vocations

Specific Projects	Performance Indicators & Milestones	Budget & Status
A. Continue dialogue with other organisations	1. NSW search and rescue planning meeting 2. VIC search and rescue planning meeting June 2009	\$1,000.00 Completed \$1561.10

Total Expenditure

\$1,561.10

Notes:

1.2A Search and rescue meeting were held in association with other stakeholders.

Part 3: Organisational Support

Strategies

- Assist Tasmanian patrol members to become more self sufficient by equipping themselves with necessary documentation, skills and support
- Maintain certification as a Registered Training Organisation to ensure recognition of the high standard of training and ensure quality systems are in place and audited
- Maintain adequate insurance cover

Specific Projects	Performance Indicators & Milestones	Budget & Status
A. Support Tasmanian member patrols operating in low usage areas	1. Determine needs and requirements 2. Arrange quotes and determine co-funding levels 3. Purchase of equipment 4. Delivery of equipment April 2009	\$1,450.00 Completed \$1,441.73
B. Provide support for RTO administration	1. Ongoing CEO sub-contractor retainer 2. Ongoing review of documentation to maintain currency and standards 3. Payment of fees and licences Ongoing	\$42,000.00 Ongoing \$31,820.29
C. Provide support for ASPA administration	1. Meeting costs (AGM & 6 x committee meetings) 2. Travel to liaise with stakeholders Ongoing	\$7,500.00 Ongoing \$13,171.15
D. Maintain Insurance cover	1. Review all current policies 2. Continue all policies deemed necessary June 2009	\$9,000.00 Ongoing \$12,657.70
E. Provide VIC Bushfire relief	1. Determine affected members 2. Provide equipment and support to facilitate 2009 operations June 2009	\$9,000.00 Completed \$17,446.87

Total Expenditure

\$76,537.74

Notes:

1.3A The Tasmanian members previously planned to consolidate gains made in September 2008, however an audit has determined the need to update some equipment.

1.3B.1 The contract period runs from November 08 to October 09. This is in the process of being adjusted to fit with the financial year.

1.3C.2 Travel is planned for July-August 2009 and will be reported in the next year.

1.3D.2 Policy renewal dates are staggered with some realignment being effected this financial year. Total amount planned was expended.

1.3E This item was a late addition as a result of unforeseen natural events and resulted in the cancellation of other projects which will be carried over. Refer to Section 4 Project 3.A

Section 2: Training Delivery

Part 1: Training Materials

Strategies

- Subsidise patrol members (particularly smaller members and those without access to other sources of funding) to purchase rescue equipment
- Evaluate rescue equipment and emerging first aid and legal trends domestically by attending relevant medical/first aid conferences, maintaining membership of relevant organisations such as the Australian Resuscitation Council
- Encourage all member patrols to have links to their home page to provide detailed recruitment information
- Development of audio-visual materials for use by training and revision of skills
- Develop multimedia CD and DVD courses to enable patrollers to refresh their skills on a self-study basis and provide ready access for remote area patrollers
- Revise & update *ASPA Manual of First Aid* to reflect latest medical trends and techniques in first aid and trauma management in the context of an alpine environment

Specific Projects	Performance Indicators & Milestones	Budget & Status
A. Support member patrols to purchase necessary first aid equipment	1. Determine needs and requirements 2. Arrange quotes and determine co-funding levels 3. Purchase of equipment 4. Delivery of equipment <div style="text-align: right;">April 2009</div>	\$5,850.00 Completed \$8,285.30
B. Evaluation of current equipment and trends within the industry	1. Membership fees for ARC 2. Liaison with all members re new procedures <div style="text-align: right;">Ongoing</div>	\$500.00 Ongoing \$480.70
C. Revision of ASPA Manual of First Aid	1. Determine needs and requirements 2. Preparation of new materials including photos and video support material 3. Collation and rewriting of text 4. Printing of hard copies and CD for courses <div style="text-align: right;">March 2009</div>	\$4,600.00 Completed \$4,572.70

Total Expenditure

\$13,338.70

Notes:

2.1A The equipment audit in early 2009 determined that there was a significant need for replacement of old and unserviceable training tools and there is also a requirement to provide for new tools to cover newer techniques.

Part 2: Advanced Emergency Care courses

Strategies

- ASPA representatives to have regular contact with patrol directors, resort management and relevant others to gather information and feedback as to future direction of courses
- Following due process make recommendations and incorporate new/ revised protocols for rescue equipment and techniques
- Revise & update *ASPA Advanced Emergency Care Course* to disseminate the protocols developed in the Manual above
- Certify the ASPA Advanced Emergency Care Course as a Vocational outcome for Ski patrollers
- Incorporation/Development of defibrillation standards
- Develop online tools to facilitate better course management

Specific Projects	Performance Indicators & Milestones	Budget & Status
A. Revision of Advanced Emergency Care course	1. Determine needs and requirements 2. Preparation of new documentation 3. Training of staff 4. Delivery of material to course venues March 2009	\$2,600.00 Completed \$2,640.00
B. Online & Offline course management tool	1. Determine scope of work 2. Tender process 3. Delivery of online tools 4. Delivery of offline tools March 2009	\$21,700.00 Completed \$35,436.98
C. Course Management	1. Hire of Venues 2. Logistics, stationery 3. Delivery of results to candidates 4. Staff support Ongoing	\$22,000.00 Ongoing \$27,051.92

Total Expenditure

\$65,128.90

Notes:

2.2B The scope of the works required was underestimated and has resulted in significant cost overrun, however this has resulted in the project going further than planned and this will result in a reduced budgetary cost in 2009-2010.

Part 03: Other Courses

Strategies

- Develop sled handling evacuation techniques for snowboard and telemark trainee patrollers (drawing on international and local data and experience to date)
- Constantly revise/upgrade instructor development course/program
- Develop training programs that assist in the development of Patrollers
- Develop evacuation and remote rescue & first aid techniques peculiar to cross country ski patrolling (drawing on international and local data and experience to date including that pertaining to recent missing person search and rescue incidents)
- Develop further education courses for experienced patrollers (along the lines of the USA EMT/paramedic courses)
- Annual CPR recertification courses for all patrollers (and other Alpine workers) in accordance with Australian Resuscitation Council standards

Specific Projects	Performance Indicators & Milestones	Budget & Status
A. Review on hill training resources to include changes and new protocols	1. Determine needs and requirements 2. Arrange quotes for video and photo needs 3. Production of video footage 4. Delivery of final product <div style="text-align: right;">December 2009</div>	\$5,500.00 Ongoing \$3,966.80
B. Extended Care Module (advanced training)	1. Determine needs and requirements 2. Preparation of new materials including photos and video support material 3. Collation and rewriting of text 4. Printing of hard copies and CD for courses <div style="text-align: right;">March 2009</div>	\$9,300.00 Ongoing \$9,214.43

Total Expenditure

\$13,181.22

Notes:

2.3A This project is ongoing, and is proceeding to schedule.

2.3B At this time only minor changes are being planned as demand for the course is slow. There is a consultative process in place, and recertification of existing applicants is now factored into the program.

Section 3: Liaison

Part 1: Communications

Strategies

- Continue to develop and regularly update the ASPA website to enable ready access for the general public to seek information on applying to become a ski patroller
- Initiate public relations campaigns to educate participants in alpine sports of the personal and public service value of becoming a ski patroller
- Continue to develop and regularly update ASPA website to enable ready access for patrollers to seek course information and news from other industry sources
(www.skipatrol.org.au)
- Contribute to the development of a National Alpine Safety Plan
- Prepare and deliver at regular intervals a newsletter for members in both electronic and paper versions – 4 editions per annum

Specific Projects	Performance Indicators & Milestones	Budget & Status
A. Website maintenance	1. Ongoing website maintenance costs and fees 2. Provision of merchandise section 3. Addition of online payment gateway <div style="text-align: right;">March 2009</div>	\$5,100.00 Completed \$9,117.23
B. Newsletter - Aspirations	1. Research for articles 2. Preparation and collation of material 3. Printing and mailing of hard copies to members (as requested) <div style="text-align: right;">Ongoing</div>	\$2,900.00 Completed \$99.75

Total Expenditure

\$9,216.98

Notes:

3.1A As with Project 2.2B the scope of the works required was underestimated and has resulted in significant cost overrun, however this has resulted in the project going further than planned and this will result in a reduced budgetary cost in 2009-2010.

3.1B This project has not proceeded as the inclusion of online content and broadcast email facilities has allowed older methods of communication to be reduced.

Part 2: Australian Ski Areas Association (ASAA)

Strategies

- Develop closer interfaces with ASAA
- Encourage all members to adopt a graphical incident reporting database to assist in identification of risk areas in both geographic and demographic terms

Specific Projects	Performance Indicators & Milestones	Budget & Status
A. Injury Reporting and trend analysis	1. Meet with ASAA members to determine scope of report and agree on guidelines 2. Collation of injury statistics from all sources 3. Delivery of results to stakeholders in hard copy Ongoing	\$6,500.00 Ongoing \$80.58

Total Expenditure

\$80.58

Notes:

3.2A The initial meeting in September was successful and the collection of data is progressing, however only a small proportion of resort data has been received and this is being followed up over the summer period.

Part 3: Other Organisations

Strategies

- Regular liaison with International Society for Skiing Safety
- Evaluate rescue equipment and emerging first aid and legal trends internationally by subsidising an Australian delegation to attend the two yearly *Federation Internationale des Patrouilles de Ski (FIPS)* conferences, and others as may be necessary, maintaining subscriptions to journals of international relevant organisations such as the National Ski Patrol Associations of America & Canada
- Maintain contact with other bodies that provide public safety messages in the alpine area, such as patrol directors, resort management lodge operators and bus companies

Specific Projects	Performance Indicators & Milestones	Budget & Status
A. FIPS Congress Are, Sweden	1. Determine makeup of legation, Payment of deposits for congress 2. Preparation of presentation materials, uniforms and congress packs 3. Airfares, congress fees, and travel expenses 3. Delivery of results to stakeholders upon return May 2009	\$40,250.00 Completed \$33,663.36
B. Maintaining contact with other like bodies	1. Registration with International Society for Skiing Safety (ISSS) 2. Registration with International Commission for Alpine Rescue (IKAR) March 2009	\$1,00.00 Completed \$1,215.53
C. Liaison with other stakeholders in industry	1. Attendance at Whole of Industry (WoI) forum – 2 person delegation 2. Visit key stakeholders during the winter season June 2009	\$6,000.00 Completed \$4,725.67

Total Expenditure

\$39,604.55

Notes:

3.3A This project culminates after the congress, and is proceeding to schedule.

3.3B Initial contact has been made and applications are complete. The NSP organisation has also been added to the above list at no extra cost under a MOU.

3.3C Due to the economic difficulties the WOI forum for 2009 has been cancelled until 2010.

Section 4: Public Safety Initiatives

Part 1: Snowsafe Support

Strategies

- Ensure as many links of ASPA home page to relevant associated home pages to broaden potential distribution of alpine safety multimedia education
- Support Snow Safety Inc to produce materials for visitors to the alpine areas
- Contribute to revision of *Snowsafe* program to ensure up to date and relevant – Snow Safety is largely a Victorian body. ASPA's membership ensures a national focus for this program and provides administrative support for initiatives.

Specific Projects	Performance Indicators & Milestones	Budget & Status
A. Review ASPA and Snowsafe websites	1. Update links on websites October 2008	\$1,250.00 Completed \$1,237.50
B. Renew membership with Snowsafe	1. Payment of membership fee 2. Support Snowsafe administration with 2 common positions – secretary and treasurer Ongoing	\$5,500.00 Ongoing \$5,211.00
C. Review of Snowsafe literature	1. Edit of text to ensure currency 2. Preparation of updated media for 2009 version 3. Printing and distribution May 2009	\$43,000.00 Completed \$71,199.87

Total Expenditure

\$77,648.36

Notes:

4.1B The administration of Snowsafe is ongoing

4.1C Review has commenced and the printers are preparing to incorporate any changes into the new versions of the literature and will commence printing on schedule. Demand for product has been higher than expect and extra stock has been printed for future needs.

Part 2: Helmet Promotions

Strategies

- Create children's marketing materials to promote safer alpine activities
- Develop web resources for use with children in schools and ski schools
- Encourage the use of helmets by setting examples with ski patrollers

Specific Projects	Performance Indicators & Milestones	Budget & Status
A. Development of colouring in books for children	1. Creation of graphics 2. Collation and conversion into online format 3. Printing and distribution to resort outlets May 2009	\$8,000.00 Completed \$7,791.91
B. Helmets Promotion in magazines and in the field	1. Determine publications to be used 2. Sourcing quotes and other information 3. Publication and distribution May 2009	\$4,600.00 Delayed

Total Expenditure

\$7,791.91

Notes:

4.2A The project has been completed during the winter.

4.2B This project was cancelled when the outsourced management agency was unable to produce suitable copy. It will be carried over to 2009-2010 as new themes and artwork has been sourced.

Part 3: Alpine Responsibility Code Awareness

Strategies

- Encourage ski area managers to display code on trail maps and highly visible &/or high traffic areas
- Develop resources for use with children in schools and ski schools

Specific Projects	Performance Indicators & Milestones	Budget & Status
A. SMS campaign in snowboard parks	1. Develop media 2. Source prizes 3. Run competition <div style="text-align: right;">Winter 2009</div>	\$11,500.00 <div style="text-align: center;">Re-allocated to bushfire relief</div>
B. Completion of previous project – new ARC posters	1. Format design with new text 2. Printing of stickers and corflute signs 3. Distribution <div style="text-align: right;">May 2009</div>	\$5,500.00 <div style="text-align: center;">Completed</div> \$4,510.69

Total Expenditure

\$4,510.69

Notes:

4.3A The commencement of this project was delayed due a similar style already in use, and the funding was reallocated to VIC Bushfire relief Section 1 Part 3.E