



MINUTE

U1932542

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ADMINISTRATIVE INSTRUCTION - 2009 ADF AVIATION SENIOR MAINTENANCE MANAGERS' CONFERENCE, WEDNESDAY 28 TO THURSDAY 29 OCTOBER 2009

1. DAVCOMP, on behalf of DGTA-ADF, are hosting the 2009 ADF Aviation Senior Maintenance Managers' (SMM) Conference at the RAAF Williams cinema, Laverton, Victoria, over the period 28-29 Oct 09.

Aim

2. The aim of this instruction is to detail the administration requirements for the members attending the conference.

Participation

3. Expressions of Interest (EOIs) for conference attendance have previously been sought from all ADF and civilian AMO Accountable Managers, MAB representatives, SMMs, and Warrant Officers Engineering (or equivalents). Historically, the SMM Conference attracts 200+ senior military and commercial representatives involved in ADF aircraft maintenance.

Conference appointments and responsibilities

4. **OIC Conference.** The OIC of the conference is Mr Bill Gleadell, Director of Aviation Compliance (DAVCOMP).

5. **Coordinating Officer.** The senior Coordinating Officer of the conference is Mr Robert Phillips, who can be contacted on (03) 92563475.

6. **POCs.** The POCs for the conference are Mr Charles Galea (contactable on 03 92563706) and Mr Sam Maugeri (contactable on 03 92823158). All conference e-mail correspondence should be sent to smm.conference@defence.gov.au.

Conference venue

7. The conference venue is the base cinema at RAAF Laverton. A map of RAAF Laverton is attached at annex A. Conference parking areas are shown thereon, with the main car park (100 bays) being the car park at the western end of the base. Attendees are **not** to use the car park at the Child Care Centre or the ADF School of Languages. Further, attendees are encouraged to car pool where possible, due to the limited car parking bays available.

Conference program

8. The current conference program is attached at annex B. Additional revisions may occur, and an updated program will be uploaded as required to the DGTA intranet and internet sites, and provided to you at the registration desk, on the first day.

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Conference registrations

9. Formal registration of all attendees will be between 0730-0830hrs on Wed 28th Oct at the cinema. The registration process will confirm names, conference dinner attendance, special dietary requirements, and provision of a conference name tag. All attendees are to be seated by 0820hrs for a prompt conference opening at 0830hrs. Tea and coffee facilities will be available from 0730hrs to cater for early registrants.

Base entry requirements for civilian attendees

10. A list of all civilian attendees that have submitted an EOI will be provided to the base security office, for admittance through the Laverton front gate on conference days. For attendees who do not hold a Defence security pass, a valid photo ID will be required to gain entry on both days.

Travel and expenses

11. Travel, accommodation arrangements, and associated expenses are to be borne by the attendees owning unit or organisation.

12. **Meals.** The conference **includes** two lunches, morning and afternoon teas. A conference dinner will also be provided on Wednesday 28th October, for attendees who have nominated for the dinner. Department of Defence attendees are **not to claim meal allowances** for these meals.

13. All lunches on the conference days will be taken in the RAAF Williams Airmen's Mess.

14. **If staying on base.** For those accommodated on base, the following applies:

	Location of Breakfast	Location of Lunch	Location of Dinner
Tue 27th Oct	Respective Messes	Respective Messes	Respective Messes
Wed 28th Oct	Airmen's Mess – all ranks	Airmen's Mess – all ranks (DGTA supplied meal)	Officers' Mess – all ranks conference dinner (DGTA supplied meal)
Thur 29th Oct	Airmen's Mess – all ranks	Airmen's Mess – all ranks (DGTA supplied meal)	Respective Messes

15. **Melbourne environment.** Attendees should consider bringing an umbrella for the short walk between the cinema and the Airmen's Mess during lunch.

Accommodation

16. A bulk reservation for all base accommodation needs has been made. In order to allow excess rooms to be reallocated to other visiting personnel, attendees are asked to finalise their accommodation requirements as quickly as possible upon receipt of this Joining Instruction.

17. Attendees are to book their own accommodation requirements directly with the RAAF Williams Accommodation Cell on tel (03) 9256 2033. An accommodation request form can be obtained via the e-mail link on the SMM Conference website. Attendees are to quote **SMM Conference Accommodation RMS Number: 139376** when requesting accommodation.

18. Keys for **all** accommodation blocks or rooms will be available from respective messes. Each key will come with a base map, a welcome letter with bar and meal timings, and a room condition report. Sergeants' Mess room keys can be found on a table near the Mess entrance, and Officers' Mess keys can be collected from the corresponding chest of drawers in the foyer.

Conference dinner

19. A dinner has been organised at the RAAF Laverton Officers' Mess on Wed 28th Oct--- 1830hrs for 1900hrs start. Dress for the dinner will be civilian attire, tailored trousers and collared shirt (tie and jacket optional), or equivalent for females. The dinner is provided free of cost to conference attendees who have already nominated, with numbers capped at 100 guests. Beverage requirements will be borne by individuals.

Medical and dental

20. ADF members requiring medical and dental treatment can contact RAAF Williams Medical Centre on Ext 62433. Non ADF attendees must make their own arrangements.

Dress

21. Dress for the conference is to be Dress-of-the-Day for military attendees and business attire for civilians. Dress for the conference dinner will be civilian attire, tailored trousers and collared shirt (tie and jacket optional), or equivalent for females.

Writing materials and copies of presentations

22. Attendees are to provide their own writing materials for the conference. All presentations will be available for download directly from the conference web-site within 48hrs of conference closure.

Request of conference presenters

23. Presenters are requested:

- a. to have an *UNCLASSIFIED* version of their presentation available during the conference, to allow direct web upload after conference closure;
- b. to save presentations in PowerPoint 2003 format, to minimise the risk of presentations not correctly interfacing with existing DRN applications;
- c. to only use Defence-approved USB thumb-drives if planning to use one, and in preference to use CD-ROM/DVD, to avoid IT interface risks; and
- d. not to use Blue-ray DVDs due to the inability of the DRN to play these formats at the moment.

Conclusion

24. The 2009 SMM Conference is a significant investment in the yearly ADF maintenance program, fostering debate on both current issues and strategic direction. All information pertaining to conference attendance is contained herein. Additional information can be obtained by contacting Mr Charles Galea on (03) 9256 3706, or by e-mailing smm.conference@defence.gov.au.



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11 Oct 09

Annexes:

- A. RAAF Laverton Base Map
- B. Conference Program - initial

Distribution:

All confirmed conference attendees
 SMM Conference Website
 Base Commander
 Contract Liaison Officer/Garrison Services
 Transfield Executive
 FINMAN
 BM

(CO CSU WIL)
 (BSM WIL)
 (L412)
 (DGTA)
 (DGTA)

2009 SMM Conference – Theme “*Smart Practices in Maintenance*”

DAY 1 – WEDNESDAY 28 OCTOBER 2009

TIME	TOPIC	PRESENTER
0730 - 0830	Registrations open (Tea & Coffee available)	DAVCOMP staff
0830 - 0840	Administrative Brief	WGCDR Mark Masini
0840 - 0900	Conference Opening	AIRCDRE D. Tindal
0900 - 0930	DAVCOMP Re-organisation – “Who do I talk to now?”	Mr Bill Gleadell
0930 - 1000	Compliance Assurance challenges in the DCMS Domains	LTCOL James Allen
1000 - 1030	Morning Tea	RAAF Williams Cinema
1030 - 1110	Strategic Reform Program – Maintenance plans and effects	GPCAPT Peter Yates
1110 - 1140	Getting smarter through Maintenance Governance	GPCAPT Graeme Davies
1140 - 1210	723 SQNs experiences in adapting to change wrt to smart maintenance practices	LCDR Terry Bulley
1210 - 1310	Lunch	Airman’s Mess
1310 - 1340	FEG DLC Perspective on smarter maintenance	GPCAPT Jenny Fantini
1340 - 1410	The EO Workforce – future perspectives	AIRCDRE Bill Hayden
1410 - 1500	Professionalism in Aviation Maintenance	CMDR Richard Sellers
1500 - 1530	Afternoon Tea	RAAF Williams Cinema
1530 - 1600	An SDE’s view on Shaping AEO/AMO ‘best practice’ communications	WGCDR Adrian Carswell
1630 - 1700	CAMMS2 – <i>Electronic Planned Servicing Schedule (ePSS)</i>	SQLDR Matt Kennedy
1830	Arrive at RAAF Williams Officers Mess	
1900	Dinner Commences	

DAY 2 – THURSDAY 29 OCTOBER 2009

TIME	TOPIC	PRESENTER
0800 - 0830	Military SMM - SMM Issues	MAJ Elizabeth Stephens
0830 - 0900	Australian Aerospace P3	Mr Brian Fearnley
0900 - 0930	An SENGO's experience on the PWD and personnel issue of Caribou	SQLDR Graham Elvin
0930 - 1000	ACPA – Smarter reporting to the AWB	WGCDR Greg Pinney
1000 - 1030	Morning Tea	RAAF Williams Cinema
1030 - 1100	Contractor SMM	TBA
1100 - 1130	Plasma spray technology - rejuvenating MMIs	Neil Matthews Rosebank
1130 - 1200	ITAR – Maintenance issues with ITARs	Mr Keith Alexander
1200 - 1300	Lunch	Airman’s Mess
1300 - 1330	Technical Integrity regulatory updates and effects and future of replenishments	WGCDR Stephen Murphy
1330 - 1400	What’s new in AAP 7001.059 management	Mr Brian McKay & SQLDR Michelle Garstin
1400 - 1430	Defence Calibration Procedures	WOFF Frank Farina
1430 - 1500	Closing address	Mr Bill Gleadell
1500	Conference Close	