CODE OF PROFESSIONAL CONDUCT
As members of the Australian College of Ambulance Professionals we ascribe to the following principles:

Integrity
In carrying out their professional duties, Members must be honest, sincere and trustworthy, acting in a manner that does not bring discredit to their profession.

Respect
Members must ensure their actions and treatment demonstrates respect for the client as a person and that care is provided at the highest professional standard.

Responsibility / Accountability
Members must remain personally responsible and accountable for the professional decisions they make.

Competence
Members shall maintain and improve the necessary skills and knowledge in their areas of professional practice. They shall further accept the responsibility to work as mentors for students in their areas of professional practice.

Consent for Patient Care
Wherever possible Members shall be committed to ensuring that they receive informed consent from their clients prior to instigating and providing treatment at the highest standard of contemporary care.

Confidentiality
Members must maintain confidentiality of any information they obtain in the course of their work. They must not disclose any such information to a third party unless there is a legal or professional duty to do so.

Research
Members shall promote, support, and where possible participate in research of pre-hospital care practices and ambulance service management and technical service support systems.

Ethical Review
Members shall participate in the ethical review of their actions resulting from the provision of pre-hospital care and conduct in their professional role, whether that role is of a clinical, managerial, educational, or technical support system nature.
The Annual General Meeting of members of ACAP will be held on Wednesday 12th October 2005 at the National Convention Centre, Canberra, ACT at 1100 hours.

AGENDA

1. Opening

1. Present

3. Apologies

4. Confirmation of previous AGM Minutes - 8th September 2004

5. President’s Report

6. Treasurer’s Report

7. Auditor’s Report

   Declaration of nomination of Board Members:
   - Queensland
   - Tasmania
   - Victoria
   - Western Australia
   - Appointed Director

8. Notice(s) of Motion: Nil

9. Appointment of Auditor

10. Close
The Australian College of Ambulance Professionals Limited was formed on 20 November 1999 and incorporated as a public company limited by guarantee on 14 November 2000.

Directors as at 30 June 2005
Adrian ABEL
Lorraine AMOS
Paul BELLMAN
Susan EASTCOTT
Michael John DAVIS (Treasurer)
Noel GILLARD
John Milton HALL (Vice President)
Leslie Charles HOTCHIN (Secretary)
Ian HOWELL
Allen Angus MARR (President)
Ian PATRICK
Rod SHEATHER

Secretary
Leslie Charles HOTCHIN

Registered Office
906A Dana Street
BALLARAT VIC 3350

Principal place of Business
906A Dana Street
BALLARAT VIC 3350
Tel: +61 3 5331 9584
Fax: +61 3 5333 2721
M: +61 417 336 490
Email: secretary@acap.org.au

Postal address
PO Box 345W
BALLARAT VIC 3350

Auditors
Norman Chan & Associates
Unit 2, 3 Marie Street
MILTON QLD 4064
PO Box 68
INDOOROOPILLY QLD 4069
INTRODUCTION

It is again my privilege to present the Annual Report on the activities and achievements of the Australian College of Ambulance Professionals on behalf of the Board of Directors for the year 2005.

The Board continues to meet the requirements of corporate governance and member services through the pursuit of strategic outcomes and achievements for our organization nationally, whilst supporting the goals and activities of Branches at a State level. The development of Directors in relation to governance of the College continues with a number of workshops conducted to promote futuristic thinking, strong Board decision-making and appropriate implementation of strategic plans to achieve appropriate goal outcomes.

Major initiatives still centre on the promotion of the College as a professional organization supporting our membership in matters of personal development relating to “out of hospital” health care practitioners.

The policy of greater membership inclusiveness continues to remain a high priority of the College and several valuable associations have been forged between other organizations and ourselves over the last twelve months.

Recruitment of new members across Australia remains a high priority with all Branches showing an increase in membership during the last year. This is particularly pleasing as many of the joining members are student paramedics and new employees in the ambulance profession. Following the implementation of an international membership category last year, we now have a number of overseas members, and it is envisaged that these numbers will increase with the distribution of application literature to sites across the world.

OUR CONTINUING PROGRESSION

As an organization at both National and State level, we are now providing our membership with services and support due to the establishment of our viable funding base. All Branches have benefited from the advantage of financial independence and are implementing member services which in turn, are satisfying all those involved in the College. The ability to fund additional services has seen increased interest from prospective members and all States are still recording increases in membership. This is a particularly pleasing aspect, which shows value for money is certainly an essential consideration to prospective members.

COLLEGE ACTIVITIES AND REPRESENTATION

Tsunami Appeal: Following one of the largest natural disasters in living memory at the start of 2005 through the devastating Tsunami in South East Asia, the Board of Directors decided that the College should make a donation as a national body to an officially recognized international aid agency in order to assist these decimated countries. A sum of $5000 was provided by the Board and has been supplemented by the generous support of a number of Branches and individuals.

As an organization the College handed over in excess of $10000 to Care-Australia on behalf of our members. The College also acknowledges the actual involvement of a number of our members at various sites involved in the disaster.

Members Services: Many forums and seminars continue to be conducted by Branches and associated organizations across Australia. These provide members with the opportunity to broaden their professional expertise and personal development whilst putting the College onto centre stage as the representative body of Paramedics and “out of hospital health care” practitioners across Australia. Continuing attendance by representatives of the College at forums including the Road Trauma College meetings, Australian College of Health Executive meetings, the Australian Education Council (Convention of Ambulance Authorities), the Australian Standards Committee for Multiple Casualty Triage, the Australian Resuscitation Council, and the Australian Disaster Medicine Association. On your behalf, I thank these representatives for their ongoing dedication and input into promoting the College at a National and State level.

Branch Management: Branch Management committees continue to provide a high level of leadership for their members and in fact there has been an acceleration of member services in most States. I commend these Branches and urge the membership to avail themselves of the services being provided. Nearly all Branches have conducted their Annual General Meetings and most have received representation by either the Secretary or myself along with other Directors of the Board. As President of the College, I have had the wonderful opportunity of representing the national membership at some of these meetings.

International Affiliations: Following a College sponsored trip to Singapore in March 2003, the Singapore Civil Defence Forces (SCDF) accepted the invitation for four Paramedics and two associates to represent their Service on a reciprocal visit to Australia during February 2004. As a result of these exchanges, significant interest lead to the formulation of a Memorandum of Understanding (MOU), which was
signed in Singapore between the College and SCDF in August 2005. This MOU has agreed to foster future exchanges between the two organizations and to promote joint professional development, and provide the opportunity of international membership for Paramedics in our College. During this activity, significant interest was also shown by visiting Emergency Service personnel from Malaysia, Thailand and Hong Kong, leading to future prospects of further international development.

Survey 2005: The College undertook a survey amongst its key stakeholder base during March – June 2005. The survey was implemented via on-line response at the College web site and was open to all individuals involved in the pre-hospital emergency health care environment. The purpose of the survey was to identify membership issues on a national basis. Results are being compiled as they apply on a National, State or Territory basis. The Board are currently interpreting the outcomes of the survey prior to formulating any necessary decisions to be made. A comprehensive set of results will be made available on the College website in the near future.

Professional Recognition: Extensive work is continuing on this very important project. The early years of the 21st century will see the College become a significant contributor to the “art and science” of pre-hospital care, as well as being a professional association renowned for understanding and supporting the interests of its members.

Ambulance professionals must step forward and play a proactive role in emerging education opportunities to set the Australian Ambulance Paramedic scope of practice, practice ethics and the associated research agenda.

The continuing implementation of global best practice, evidence based content and practice standards into ambulance education programs and professional development activities, provides a present and ongoing opportunity for the College to input the profession’s knowledge, clinical practice and practice ethics.

In order to ensure that appropriate input to meet membership needs is gathered, Professional Relationships Project workshops have been conducted in almost all Branches. The National Board is considering avenues in which to further support the objectives of this project in contributing to the development of future Paramedic practice in Australia. The directions received from the workshops and the recently conducted membership “national survey” on our website, will be presented at the National Conference - Conference 2005 - in Canberra by the project leader and Board Director Mr. Noel Gillard.

Statutory Services: Our relationship with the statutory Ambulance Services across the nation remains excellent and we promote the interests of our membership to these Services at every opportunity. As the largest and only independent nationwide body providing a platform for Paramedics and “out of hospital” health-care workers in Australia, the College has moved to improve the framework of supporting our professional development in the future by extending its relationship with the Australasian Convention of Ambulance Authorities. The Convention will be holding its annual conference in Canberra to coincide with the College’s annual conference and also the celebration of fifty years of ambulance delivery to the Australian Capital Territory this year.

COMMUNICATING WITH OUR MEMBERS

Response Magazine: Response continues to be one of the Colleges’ major modes for distributing news and articles relating to things of an ambulance nature. The Board has appointed Director Lorraine Amos to look after the Response portfolio. This has included the letting of a contract with new Publishers of our journal, the establishment of an “Editorial Panel” to review content and membership needs of Response and the prospective appointment of a new Editor. Advertisements for this very important role will soon be placed on our website, which will also include an appropriate Position Description and an outline of the selection process to be followed.

The calling for a new Editor follows the resignation of the current Editor Ms Margaret Bertling who has fulfilled the role for the past three years. We commend Margaret for her dedication and service in fulfilling this difficult role for the College. The quality of articles, catering for a wider audience within our profession was outstanding, along with the punctuality of each edition published.

JEPHC ejournal: It was with pleasure that I had the privilege on behalf of the College to sign two five year MOU’s with Monash University Centre for Ambulance and Paramedic Studies (MUCAPS) in June 2005. A long time friend and supporter of the College, Associate Professor and Director of MUCAPS Dr. Frank Archer was the co-signatory.

The first MOU formalizes the association/partnership relating to the ongoing development and functionality of the Journal of Emergency Primary Health Care (JEPHC). This is known to our members as the peer reviewed ejournal at the website of www.jephc.com. It is particularly pleasing to formalize this partnership in the continued provision of the ejournal, the expenditure for establishment and on-costs having been carried by MUCAPS for a number of years.
The second MOU with MUCAPS formalizes an association/partnership relating to the establishment of the Australian Pre-hospital Emergency Health Research Forum. This “forum” is to be conducted on an annual basis in association with the College National Conference and will provide for the presentation and/or debate of contemporary pre-hospital and emergency health research.

**ACAP Website:** The past twelve months have seen a major shift in the way the College delivers its online services. With the aim of providing greater support for a geographically diverse executive and the opportunity to deliver meaningful and innovative online services to members, the College needed to re-think how to provide this support, extend its services and look at the technology required to achieve this.

Under the leadership of Mr. Ryan Lovett, a committed team of “Web Moderators” was established, comprising a member from each Branch. Immediately members of this team were given the opportunity to develop and directly edit content unique to their own State. This breathed new life in the website with more relevant content, which is regularly updated. Further to this, the team has been in constant communication over the past year in order to develop a unified national design for the College site. Members will have noticed this online upgrade in late 2004 and to date it has been well received. This design allows each “Web Moderator” to develop unique content and Branch specific designs whilst still having the same “look and feel” at a national level.

In order to support these subtle, yet important changes, the College nationally undertook to move its web and email services to its own, dedicated serving infrastructure hosted in a large, reliable data centre connected to several national and international trunks. This has seen significant savings in hosting charges, whilst providing the flexibility and scalability the College needs in order to increase online services over the coming months.

The future for the College online is exciting. During the next few months we will be moving from a member management system, currently managed by each Branch, to a singular, online, National system. This will see immediate benefits for the National and Branch executives by providing increased access to information, better data validity and less duplication. Once this is in place the College is perfectly positioned to provide essential online services such as member only areas, online education opportunities, national member collaboration, and other interactive services.

**Conclusion**

**Conference 2005 Organizing Committee:** I congratulate the Australian Capital Territory Conference Committee for organizing another outstanding educational opportunity for all College members. The staging of a State or National conference is a huge task with many hours of hard work expected from willing workers. However, the personal rewards are great and it is very satisfying to look back on a well planned and successful conference. I know that this will be the case again this year and that we are going to have a wonderful time of fellowship and learning at this conference in Canberra. I am certainly looking forward to catching up with many members and guests over this time.

**National Board:** The National Board has again achieved great steps forward on behalf of members of the College this year. Directors have ensured that the growth and development of our organization remains outcome focused on issues related to governance and support for the membership. To ensure that we have an appropriate succession plan, the Board has reviewed the Constitution and Certified Rules in relation to membership elevation issues. Further information on this important matter will be circulated shortly.

**Special Acknowledgements:** Again, I would like to acknowledge the contribution of the Secretary, Mr. Les Hotchin for his untiring efforts in supporting the Board and the College over the last twelve months. Les has become a great friend, mentor and advisor to me personally in the past five years and I thank him for his guidance and support. His advice on governance issues is always timely and appropriate and I know that all Branches and Directors appreciate his advice and support.

I also wish to acknowledge the work of our Treasurer, Mr. Mick Davis who has provided expert advice on financial matters to the Board. Mick has fulfilled this role in line with the appropriate legislation and governance principles, freely assisting Branch Treasurers.

**Appeal for Involvement:** To the many talented members in our College, I again appeal to you to put yourselves forward as active contributors. We need involvement and the voice of members in the affairs of the College. We need leadership and direction, so are looking to you for our future strategic direction and development. We are now “buying” in assistance and expertise to support our leaders at State and National level. This ensures that we get specific tasks done in a timely manner whilst relieving the burden on our office-bearers.
A FINAL WORD

Having served for five years as the President of your College, I will not be seeking a further term and will stand down following the 2005 Annual General Meeting. It is now time for the College to be taken to a new level of its strategic and professional development and I am sure that the next President will inject a number of alternative directions to ensure the ongoing recognition of our members serving in the “out of hospital environment”.

I thank you for the opportunity of having served in the role of President and look forward to many years of ongoing fellowship with all of you.

Allen A Marr. FACAP, LMACAP
National President
Australian College of Ambulance Professionals.

2004–05 Ambulance Education Committee Report

The Ambulance Education Council is a Standing Committee of the Convention of Ambulance Authorities Inc. (CAA) and provides a focal point on matters related to ambulance education programs and of professional practice by the industry. The Committee has representatives from each of the 9 ambulance authorities and 4 external members, including ACAP.

In 2004–05 the work of the AEC has been focused on establishment of the Paramedic Education Accreditation Project. This project arose from the National Ambulance Education Symposium held in 2005 and aims to develop

• General goals of paramedic education;
• General objectives relating to knowledge and understanding, skills and professional attitudes and behaviours;
• Standards for paramedic education; and
• Processes required for assessment and accreditation of ambulance education programs

Professor Judi Walker from the University of Tasmania has been appointed as Project Officer and has developed a business plan and been meeting with key stakeholders, including ACAP representatives in each State, to explore proposed directions. It is expected that the project will be completed by December 2005 with a view to undertaking the first round of assessment of education providers in 2006.

The AEC has also been actively involved in the review of vocational ambulance qualifications and has a number of nominees on the ambulance Industry Reference Group providing advice to the review of ambulance competencies and qualifications in the review of the Health Training Package. This includes the development of qualifications for first responders and review of volunteer and non emergency patient transport qualifications.

The views of ACAP continue to be actively sought by the AEC which reflects the important role the College plays in contributing to the development of education standards for the profession.

Tony Walker, ASM MACAP
ACAP Representative
Australian Ambulance Education Committee

Australian Resuscitation Council Report

It has been another busy year for the Council. The members of the ARC are involved in the ongoing development of Consensus 2005. This is the soon to be published “Consensus on Resuscitation Science and Treatment Recommendations” (CoSTR) The CoSTR document is to be published in the journals Resuscitation and Circulation in late November 2005. When the document is published the ARC will use this document to further develop our guidelines.

As the Secretary/Treasurer for the ARC, I was actively been involved in the presenting of the 5th Spark of Life Conference. This conference was held in Adelaide in April 2005 with 500 delegates attending. It was a very successful conference with the feedback from the conference supporting the move to another away from Melbourne. The feedback process also strongly recommended we should look at holding this conference more often. The Council considered this at the July meeting and it was decided to hold the Spark of Life conference every 2 years. It was also agreed that the conference should rotate around the states with State Branches of the ARC become involved.

Several branches showed interest in hosting the 2007 and the ARC will conduct the 2007 Conference on the Gold Coast, 26th – 28th April 2007. Venue, and keynote speakers will be advised following the December ARC meeting. While on conferences, the ACAP Conference in Canberra has been widely publicised by the ARC including a half page in the July Newsletter.

At the AGM in July, The executive of the ARC were re-elected unopposed. The success of the ARC has in no small part been due to the stable membership over the past decade. So it was with regret that the
ARC accepted the retirement of A/Professor Vic Callanan from the Council. Vic has been on the Council for 16 years and was the National Chairman from 1993-2000. A/Professor Vic Callanan’s input to the ARC will be missed.

The next 12 months will be very busy with the CoSTR document becoming available. The Council will need to evaluate and integrate this information and where appropriate, revise our existing guidelines. The Arc is very aware of the interest in this document and the effect it will have on the existing guidelines. The ARC proposes to evaluate the document and guidelines at the December and March Meeting and have the revised guidelines available in March.

I have attended all meetings of the ARC. It has been a very rewarding year for me and I look forward to a very busy 12 months.

John Hall  FACAP

**eJournal Report**

**JEPhC Progress from 10th September 2004 to 20th September 2005**

The journal is now in its third year of publication as it continues to thrive and attract increasing attention and acknowledgment from its peers both nationally and internationally.

The following markers indicate ongoing and positive achievements from which the journal can attest its continuing success.

- Increase in readership population.
- Continuation of the International and National Editorial Board members to guide the journal’s editorial standards and policies.
- Continuation of theme issues in Meningococcal disease and Research which has attracted a variety of National and International successfully peer-reviewed papers.
- Introduction of National guest editorials.
- Successful introduction of Cochrane Corner Hot Topics to encourage and involve evidence based research in the prehospital setting.
- Inaugural selection of three student awards for best papers published in JEPHC commenced in Volume 2, 2004. Winning papers were represented at undergraduate, graduate by research and PhD levels. Prizes and certificates are to be distributed to winners at the ACAP annual conference in Canberra in 2005. Continuing in 2006.
- Continuing international interest in the journal with manuscripts successfully published in JEPHC in the past year from Italy, Israel, India, UK and China.

**JEPhC Readership**

Visits to JEPHC in the period between September 2004 and August 2005 have reached 88,000 with hits occurring from those visits totalling over 2,000,000.

Visitors to the site are primarily from Oceania, followed by North America, Europe and Asia.

**Article Submissions**

JEPhC has received a total of 64 mixed papers between September 2004 and August 2005. Additionally, ACAP Abstracts, St. John Ambulance National Conference Abstracts and British Paramedic Association Trauma Abstracts were also included in Volume 3 of JEPHC.

The process of peer review continues to determine the time taken from submission to publication of papers. Figures below reflect the submission and movement of papers in the past twelve months from August 2004 to September 2005.

- Total papers received: 64 (not including abstracts)
- Total peer reviewed papers received: 26
- Total papers to reach peer review: 25
- Total papers currently undergoing peer review: 2
- Total papers to pass and complete peer review (after editing): 12
- Papers withdrawn following peer review: 1
- Total papers rejected at internal review: 1
- Total papers rejected at peer review level: 4
- Papers currently pending further revision: 6
- Average edits involved in peer review: 2
- Average time to complete peer review from submission to publication: 120 days

Reviewers have increased to 55 since 2003. The journal continues to maintain its policy of at least two appropriately qualified reviewers (including one paramedic) from States other than the one from which the paper originates.

In the past year, JEPHC has seen a significant increase in offers of support from a variety of interested students, paramedics and other delegates who willingly offer their time to assist with book and website reviews.
Finance and Audit Committee 2005

The past financial year was a consolidating one for ACAP with a far more secure and stable financial position being bedded in.

A Board decision to invite Mike Allan from the SA Ambulance Service to sit on the Finance and Audit Committee as an independent member provided external input which has been valuable. Mike has now moved on to a new career position and as Treasurer of ACAP, I wish him well and sincerely acknowledge his participation on our Finance sub-Committee.

The Finance and Audit Committee has met five times and attendance on your behalf has been as follows:

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<th>Name</th>
<th>Eligible</th>
<th>Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adrian Abel</td>
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<td>4</td>
</tr>
<tr>
<td>Mike Allen</td>
<td>4</td>
<td>4</td>
</tr>
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<td>Mick Davis</td>
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<td>5</td>
</tr>
<tr>
<td>Les Hotchin</td>
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</tr>
<tr>
<td>Allen Marr</td>
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</tr>
</tbody>
</table>

Committee activities included:

- Compliance with Financial reporting requirements for Registered Companies and with Governance Standards.
- Compliance with all GST requirements and timely reporting.
- Financial support to less financial Branches through Board meeting travel funding.
- Meeting the simultaneous financial demands of the ACAP professional Relationships Project and the ongoing evolution of ACAP Web and Membership Registrar services.
- Supporting the President and Directors in promoting the aims and objectives of ACAP in a number of important forums.
- The transition of AMBSHOP as a national service for ACAP members.
- Achieving end-of-year financial viability.

As your Treasurer I am pleased to report the Key Performance Indicator 1 of the Finance Committee i.e., “To Monitor the Cash Flows and Financial Performance of ACAP within Budgetary Parameters” has been achieved.

Key Performance Indicator 2 i.e., “To Provide Financial Support and Services to ACAP Objectives and Initiatives” has also been achieved along with the remaining KP1s of the Finance Sub-Committee.

I am pleased to report that specialist Company Auditor, Norman Chan and Associates have again conducted a most thorough and comprehensive audit on behalf of our members in an extremely timely manner and against very tight deadlines.

It is important for all ACAP members to note that the end of year financial outcome for the Board has been a very positive with the prompt payment of invoices by our Branch Treasurers.

The Board is on track to achieve the overall evolution towards a fully professional and independent College supporting our members. The improved financial viability achieved in the term (2003/04) has enabled the Board to better govern the College, be less reliant on branches to support Board expenses and to provide better representation and support services to branches and members.

M. J. Davis AM, MBA FACAP, AFCHSE
Treasurer

Marketing Report

ACAP undertook a survey amongst its key stakeholder base during March – June 2005. The survey was implemented via on-line response at the ACAP web site and was open to all individuals involved in the pre-hospital emergency health care environment.

The data has been prepared according to cross tabulations against all possible variables – state, gender, length of service, education, membership vs. non membership – and these tables are available on the College website should anyone wish to study them.

The main report is based on total responses (326) with the occasional cross tabulation on a state by state basis where there appears to be relatively different results. The results are by and large provided in terms of percentages. Where no such comparisons are provided the reader can assume relative similarities in views existing between the state and territories. That said we must caution when analysing results on a state by state basis due to the relatively small sample sizes.

The research was coordinated by Marketing Awareness and undertaken by Roger James and Associates.

The purpose of the survey was to identify membership issues on a national basis. We have also provided results as they apply on a state / territory basis although we urge caution when interpreting as the sample sizes are by no means significant.
Branch Membership as at 30 June 2005

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</table>

Note:
* Total Members are based on our historical records, still being updated.
* Capitation Number is indicative of active paying membership - does not include retired/resigned members and members who pay no membership fees eg. Honorary Fellows, Life Members and Honorary Members.
Website Report

The past twelve months have seen a major shift in the way ACAP delivers its online services. With the aim of providing greater support for a geographically diverse executive and the opportunity to deliver meaningful and innovative online services to members, ACAP needed to re-think how to provide this support, extend its services and look at the technology required to achieve this.

A committed team of web moderators was established, comprising a member from each branch. Immediately members of this team were given the opportunity to develop and directly edit content unique to their branch. This breathed new life in the ACAP website with more relevant content, which is regularly updated. Further to this the team have been in constant communication over the past year in order to develop a unified national design for the ACAP site. Members would have noticed this come online late 2004 and to date it has been well received. This design allows each branch web moderator to develop unique content and branch specific designs whilst still having the same “look and feel” at a national level.

In order to support these subtle, yet important changes, ACAP nationally undertook to move its web and email services to an ACAP owned, dedicated serving infrastructure hosted in a large, reliable data centre connected to several national and international trunks. This has seen significant savings in hosting charges, whilst providing the flexibility and scalability ACAP needs in order to increase online services over the coming months.

The future for ACAP online is exciting. During the next few months ACAP will be moving its member management system, currently managed by each branch, to a singular, online, national system. This will see immediate benefits for the national and branch executives by providing increased access to information, better data validity and less duplication. Once this is in place ACAP is perfectly positioned to provide essential online services such as member only areas, online education opportunities, national member collaboration, and other interactive services.

For further information on ACAP’s online developments or the activities of the web team please feel free to contact me at admin@acap.org.au or phone 0415 767 193.

Ryan Lovett MACAP
National Web Manager
Australian Capital Territory

As momentum continues to build approaching this years National ACAP Conference and Expo 'Something for Everyone', I find myself again reflecting over a busy year for the Australian Capital Territory Branch.

This year, we have found ourselves forming a very strong relationship with the ACT Ambulance Service, both from a management and administration point of view as well as clinical. The service has provided us with a great deal of assistance with the Conference and day to day running of the Branch. Again this year, in conjunction with Clinical Services, the Branch has been able to provide staff with periodicals and text books for the use of Students, Communications Officers and Paramedics alike. We have also joined to together celebrate the 50th Anniversary of the ACT Ambulance Service which falls over the time of the Conference and Expo and meeting of the Convention of Ambulance Authorities.

As with other Ambulance Services, the ACT has been getting busier and the patient demographics have changed, serving as a constant reminder of the work and professionalism that the College supports in the promotion and recognition of Ambulance Services and Out-of Hospital practitioners. Whilst organising the Conference and Expo, we have had contact with individuals from around the country and indeed the world, enquiring about and offering content for our program which encompasses the current diversity of our role, whilst also providing insight into where we are heading within the health care system.

A great deal of work and effort has gone into organising the Conference and I would like to take this opportunity to publicly thank those members of the committee who have assisted me in organising a first rate event; Amber Churchill, Rebecca Lundy, Helen Petrou, Toby Keene and finally my wife Jennifer who has not only assisted the committee generally but put up with me away from work in the early hours trying to meet deadlines. I would also like to acknowledge the support and assistance from ACAP NSW Branch toward the running of the Conference and 2nd Annual Chairman’s evening to be held in Canberra again this year, at the Australian War Memorial.

Our membership is increasing in the ACT, due to both the active promotion of the College and professional development activities carried out by the Branch, as well as the imminent Conference and Expo. Currently the ACT Branch has managed to attract over 60% of all staff and management into the College. I would also like to point out that the ACT also had the best return figures for the recent national survey (members verses those who participated) showing the increased interest in the College and its activities within the ACT.

Finally the Branch this year also became incorporated although for most this process can be fairly straight forward, due to some idiosyncrasies within the ACT Incorporations Act, the process here was quite drawn out and painful at times. Thank you to John Killeen who produced the local certified rules and assisted me throughout the process. At the same time we became one of the many contributors to the government through our ABN and GST registration.

It has been a pleasure to be the Chairman/Director for the ACT Branch this year, and would like to thank those members of the ACT Executive for their hard work and support throughout the year.

Paul Bellman, MACAP, Director/Chair, ACT Branch

New South Wales

It is my pleasure to provide my fifth Chairman’s Report of the activities of the NSW Branch of ACAP for financial year 2004-05.

I am proud to report that for 2004-05, like the preceding four years, ACAP (NSW) has recorded strong growth. At the beginning of the reporting period the Branch had 1350 members. In May 2005 membership of the College in NSW broke through the 1500 barrier.

Fiscally the Branch has recorded a better than forecasted result. Our expenditure on back-of-house running has increased over the past years as we realise the true cost of running such a large and active Branch. Our budget is strategically set to ensure that further business expansion and demands can be met in a fiscally responsible way.

During the first quarter of 2005 the NSW Branch hosted two national workshops focusing on the role of the paramedic* within the health paradigm. These two workshops brought together a diverse group of ambulance practitioners, management and education representatives, the faculty of the School of Public Health of Charles Sturt University, members of the armed forces and medical practitioners. Importantly undergraduate students also participated in the workshops. From these workshops the College will provide a position paper to better guide the development of the role of the pre and out of hospital practitioner within health. The paper will be launched at the College’s 2005 National Conference in Canberra later this year.

Our Continuing Education Program (CEP) has provided many opportunities for members to enhance their clinical knowledge. Our Suicide Prevention course continued to run at some of the Branch’s most remote...
locations while ECG and pharmacology courses were held in metropolitan and regional centers, most recently Cooma and Newcastle.

The Suicide Prevention courses are conducted by the Wesley Mission and both Carpet Hughes and myself were invited to their annual awards evening where the guest of honour was Prime Minister John Howard. On the evening we had ample opportunity to meet and discuss the role the College plays with the Parliamentary Secretary to the Federal Minister for Health and his staff; an invaluable opportunity.

The Branch hosted the National Board in late 2004 at which time we were able to outline our programs. Many invited guests were at this presentation including senior representatives of the Ambulance Service of NSW.

Whilst providing services and educational opportunities are two roles of a college, representation is the third. With this the Branch formally approached the Ambulance Service of NSW to establish a Memorandum of Understanding (MOU) between the two organisations. Discussions are ongoing. I believe that this MOU will bring the College ‘in from the cold’ and position it in NSW as a valuable participant in issues surrounding ambulance clinical practice and the development of the individual practitioner.

The Board worked earnestly on your behalf throughout the year. We welcomed two new Board Members, Darren Hoschke and Philip Ebbs. Both have contributed whilst learning the business and collegial structure of ACAP. Phillip has decided to step down from the Board just one third of the way through his term due to competing interests but has indicated that he will continue to provide seasonal assistance. On behalf of the Board I would like to thank Phil for his work over the year. Our treasurer too has worked hard through her first twelve months and I can see that she will be a valuable asset to the team.

The NSW Board is mindful that we are custodians of the membership fees that are paid and that we use these to promote National and Branch programs and initiatives. Many similar Colleges and professional organisations experience the same significant challenges in servicing all members equally, spread across a vast geography.

After many years our Scholarship Grants Program (SGP) still has not reached its maximum capacity and members are now routinely reminded of the opportunity the Branch offers in supporting individuals who are furthering their knowledge and development.

I am pleased to announce that ACAP (NSW) has awarded its first research money, Leanne Hamilton (CSU) and Dr Jason Bendall have both received financial support for their projects. Leanne is researching stress in the ambulance profession and Jason the influence cold IV fluids have in cardiac arrest, both very interesting topics. The College in the upcoming year will make more funding available to members undertaking research.

The Board has adopted the statement “Because Professionalism is our Responsibility”. We believe that it represents what we do as individuals and collectively. A quick visit to the NSW Branch website will reveal the positive feedback we receive from members attending our development opportunities.

The year ahead will build on our already visible achievements. The Board will work to provide services and to represent you across a number of forums. I thank the Board, office bearers and those individuals who work to develop ACAP (NSW). The year ahead looks to be even busier. The invitation and opportunity is there for you to participate.

Ian Johns MACAP
Chair, ACAP NSW

* Paramedic is the encompassing term used by the project facilitator to represent all pre and out of hospital clinicians.

Northern Territory

Despite only taking the helm of ACAP NT in January this year, due to the departure of our previous Chair, Susanne Eastcott to a new position in Victoria. It has seen a very busy year to date.

We have embarked on some ambitious projects to facilitate involvement of members across the Territory, most of which are still in their infantile state but will hopefully come to fruition by the end of the year.

We also have had some changes to our executive and welcome two new members to our now compliment of 5. This was necessary to ensure transparency for members and ensure adequate signatory processes were set up for the future of ACAP NT. We have also separated the role of Chair and Director seeing the appointment of Toni Marie Elfrink to the position.

Due to being in a unique position of having some reserve funds available to us thanks to the success of the ACAP NT National Conference last year. We have begun a program of professional development whereby after canvassing members we have started to seek out experts in their chosen fields to deliver courses and training. We have now reached the position of listing approximately 20 courses with an intended delivery date between September this year and the end of next year. These courses have been well received and we have
used this response as bargaining power in proposing to our employer the opportunity to be involved with this program. We are yet to settle on any financial support but have been successful in securing their assistance in providing the training facilities.

ACAP NT has also developed in conjunction with the Kayla rule a slide rule for Northern Territory Paramedics using our protocols. The prototype has just been received and we hope to have in available for sale with the month.

We have also embarked on an ambitious project to begin development of a tutorial based digital program for 12 lead ECG’s. We are lucky enough to have access to a computer programmer and have approached the senior cardiologist at Royal Darwin Hospital for assistance in the diagnosis of approximately 200 ECGs. This is a project I envisage taking some time in developing and writing before it would be available to members. But is a significant and potential wonderful tool to assist not only paramedics but also other health providers.

The decision this year to support and sponsor two individuals to the ACAP National Conference have seen a change in the allocation process. Previously we have asked members to submit a scientific paper for presentation, however it was decided this alienated a vast majority of our membership. The decision was made that we would offer on position based on merit, for an individual that made an outstanding contribution to ACAP NT and a second position would be raffled off as a main prize to ensure we encouraged persons who may not otherwise be eligible or inclined to apply to take up this opportunity.

So we have a very busy year ahead, which we look forward to delivering to members within the Northern Territory.

Abigail Trewin MACAP
Chair, ACAP NT

Queensland

The Queensland Branch of ACAP would like to take this opportunity to thank the many members, their families, sponsors and supporters of ACAP for their ongoing support and encouragement throughout the past year.

In particular, as Qld Branch Chair, I would like to personally thank the current Qld Branch Management Committee for their exceptional effort during the last 12 months. It has been an honour for me to be elected as Branch Chair for 2004 / 2005, although it has been a real challenge to try to continue the excellent guidance and leadership of the previous Chairman, Mr. Noel Gillard. However the support from the current Management Committee has made my role a lot easier. For this, I thank each of the committee members.

The 2004 / 2005 year has seen the Qld Branch continue to represent and encourage its members to participate in educational and professional development activities sponsored by the college. Some of these activities are, Clinical Excellence Awards, State Conference, continuing research projects, and support of members’ projects, just to name a few.

Appreciation

Mr. Jim Higgins, Commissioner QAS, has been a continuing supporter of ACAP and on behalf of ACAP Qld Branch; I would like to publicly acknowledge the support of Commissioner Higgins, his Executive Officers and his staff, both at Kedron Park, and in each of the Regions.

Without this support it would be very difficult for the ACAP Qld Branch to meet the objectives of the College.

The Qld Police Credit Union has been a major supporter and sponsor of the College for a number of years. They have sponsored the Clinical Excellence Awards now for some time. ACAP Qld is indebted to them for this continued and generous support.

Membership

The Qld Branch membership has continued to increase during the last year. At present the membership is 710, which is an increase of approx 210 during the last 12 months. The increased membership allows the Qld Branch to progress, and enabled an ability to sponsor and promote members activities.

We have had one elevation to Fellow this year. Our congratulations go to Mr. Jim Higgins, Commissioner QAS. Jim has been a major supporter, not only in Qld but also in other States where he has served in office for the College and also served the community in many roles during his career in Ambulance Services.

Clinical Excellence Awards 2004 / 2005

The Clinical excellence awards are always a highlight of the ACAP Qld Branch yearly activities. Participants earn the award for their dedication, professionalism, leadership and research skills. These awards encourage participants to utilize these skills in their ambulance practice, whether it is clinical, education, communications, volunteers, community safety, or management. This year we had four finalists, all of which were single nominations,
whereas last year the three finalists were group submissions.

Congratulations to the following finalists for 2004 /2005:

- Ron Gibson for an excellent presentation on the Qld Tilt Train Disaster of 15 November 2004;
- Anthony Smith on his research on “The Use of Salbutamol for Paediatrics in the Pre Hospital Environment”;
- Kendal Cox for his development of the “Karma Slide Rule” which is used for the quick calculation of drug doses for paediatrics; and
- Scott Campbell for his research paper titled “Professional and Personal Responses of Paramedics Exposed to Child Death Experiences”.

**ACAP QLD funded activities**

Once again this year the Qld Branch has been very proactive in the support of Qld ambulance paramedics in research and professional development activities including,

Further funding to the “Early Identification of Patients for Thrombolysis by Intensive Care Paramedics” project; Main sponsor for the representation of “Team Aussie’s” defence of the Gold Medal earned at last years JEMS EMS Olympics. Congratulations to the team for winning Silver at this year’s event; Support funding to Kendal Cox for the development of the Karma Slide rule; Support funding of a group of members to the National conference in ACT in Oct 2005.

**State Conference**

On 21 / 22 may 2005 the Qld Branch presented a very successful and relevant Conference at Rockhampton, the “Caring for the Changing Community” conference. Full thanks must go to Management Committee Member and Director, Rod Sheather and his small group of helpers who took on the responsibility at very short notice to convene what has been described by many as one of the best State seminars to be conducted by Qld Branch.

**Industry Membership**

The Qld Branch has been fortunate to have been asked to supply members to Industry Reference groups during the last year. The fact that we are now being more recognized within the industry is very pleasing and the previous Chairman, Mr. Noel Gillard, can take a lot of credit for this. Noel worked tirelessly to achieve this recognition for the Qld Branch of the College.

Some of the Groups that Qld members are representatives on are:

- Qld Branch of ARC;
- Queensland Emergency Medical System (QEMS);
- Qld Community Services & Health Industries Training Council;
- Community Services and Health Industries Skills Council Ltd, First Aid Industry Reference Group (National);
- Qld Trauma Registry’s Trauma Quality Council;
- Future Directions – Qld DES Academy of Excellence.

**International Pre Hospital Care Conference 2007**

Qld Branch is proud to announce that the International Pre Hospital Care Conference will be conducted at Jupiters Casino on the Gold Coast during the last week of September 2007.

A very strong Conference committee has already commenced work for this event. Mr. Garry Harris has taken on the role of Scientific Program Coordinator. Garry has assembled a very dynamic team, which includes all facets of pre-hospital care as well as other professionals from the Health Industry.

**Conclusion**

As mentioned before, the Qld Branch continues to grow each year. This growth can be attributed to a small but very energetic group of volunteers who are your management committee. My sincere thanks to each member of the management committee. I would also like to give a special mention of the following committee members:

- Ron Gibson — Ron, in the role of State Secretary, is always there to assist and provide advice and has served the College in this role for many years;
- Mick Davis — Mick is probably the most dedicated member of any committee. He not only looks after the Qld Finances, he is also the National Treasurer;
- Rod Sheather — Rod has represented the Qld Branch as National Director for the last few years and is regarded as one of the most productive Directors on the ACAP Board.
South Australia
The year in overview
The last 12 months has seen ACAP SA consolidate its membership base, provide professional and clinical direction and leadership for its members, as well contributing positively to the national direction and focus of the College.

Membership
A review of members’ details established a considerable number of non-financial and resigned members existed on our database, as well as a number of members whose contact details are not current. Significant time has been invested following up these people. National requirements have necessitated us providing our database in a format not previously supported by our state branch. It is envisaged that the database will ultimately be located on the National website, and members will be responsible for updating their own details online. Once this occurs, we have been assured that we will be able to create our own user groups for communications with our members, online mail outs and even printing postage labels. This technology promises also to allow data storage and updating for accreditation purposes. I look forward to these strategies being realized sooner than later, as our branch infrastructure will run a lot more smoothly and require a significant reduction in workload for our committee at a state level, which means we can expend more energy on other initiatives.

Sponsorship
The branch continues to regularly initiate and sponsor clinical development activities across the state.
A randomized survey conducted of SA branch members last year showed 50% of respondents had attended an ACAP event in the previous 12 months.

In addition to national projects, ACAP SA has undertaken these additional initiatives over the past 12 months include:

- Physicians Assistant Special Interest Group (SIG)
- Clinical days
- Journal Clubs
  - Cochrane Database tutorial
- Regional Seminars
- Member elevations
- Educational task force representation for Flinders University and SAAS

Donna Williams – Donna is our recently retired Vice chair of the Qld Branch and has played a leading role in the production of some of the past State conferences and was a member of the Thromboysis project team

I look forward to being a part of the Qld Branch of ACAP Management Committee in the future and would like to wish each and every ACAP member every success in the future.

Des Kurz MACAP
Chair, ACAP Qld
Lorraine Amos has been our nominated representative on the national board of directors of ACAP, and she is currently managing the RESPONSE portfolio along with her other national responsibilities. Our members are consistently the major contributors to this magazine, and one of our members, Dr Hugh Grantham is also on the editorial panel of ACAP’s Medline-indexed Journal of Emergency Primary Health Care (JEPCM). In my role as chairman, I have attended a national chairman’s meeting in Sydney where numerous initiatives were shared amongst branches. I also attended a national workshop along with fellow members Richard Larsen and Tim Pointon who acted as a reference group for what direction ACAP should look at taking in relation to professional relationships with other organisations such as the Convention of Ambulance Authorities (CAA), Commonwealth Government, Universities, other medical representative bodies (such as the Australian Medical Association) and ambulance service unions. The policy and direction for these areas is being presented at the national ACAP conference in Canberra in October this year, and aims to be implemented nationally during the first half of 2006.

**SA Branch Committee**

It is imperative that I acknowledge the talent and commitment of my fellow committee members. It is very easy to overlook general or even executive committee members and see the chairman as a figure head for any organization. In my case, I would have nothing to show were it not for the magnificent support of this tremendous committee, who all in their own unique way have committed significantly and selflessly to the running of this branch. They give of their time voluntarily, and I would like to publicly acknowledge their outstanding efforts in maintaining and developing the branch’s infrastructure.

It takes a special kind of person to offer the extraordinary commitment required to run a busy and successful branch. Their only real compensation is a $350 allocation to spend on an activity that will advance their professional maturation. They give freely of their time to attend meetings every two months and run all the activities that the members take for granted. These activities only occur because the committee makes them occur. Accordingly I would like to thank (in no particular order) Christopher Bonnici (treasurer), Tracy Callanan (membership secretary), Lorraine Amos (vice chair and national director), Susan Mumford, Paul Lemmer, Maria Wilkins (Secretary), Joanne Farrugia, Nicholas Brockhoff, Paul Norrey (web manager), Robert Miller, Christine Smith-Rowe and Harry Nijhuis.

**National contribution**

The last 12 months has seen our branch tidy up its backyard and move forward to contribute on the national stage as well as looking after the needs of its local members. Opportunity exists for further expansion of our role as the professional focus gains momentum and teeth. As an advocate group for our members and the patients we are charged with ministering to, there is still considerable work to be done. We should not sit back and wait for others to provide this direction for us. If we want to be involved, or lead the way we need to be seen, and we need to have a voice that is unified. This best occurs when a branch is organized, appropriately resourced and has clearly thought through their strategy. I feel we are on target to achieve this over the next chapter of our branch evolution.

“If you build it, they will come”!

Yours in service,

**Chris Cotton**
MACAP
Chair, ACAP SA

**Tasmania**

This year has been another successful year for the branch in Tasmania. This in part, as with previous years, is due to the continued dedication and determination of the executive management committee and the continuing input and support from the membership. Early in the year, saw Adrian Abel step down from the chair position and I was elected to replace him. Adrian continues as the Branch’s National Director representative and an executive member of the branch. I would like to take this opportunity to thank Adrian for his leadership and dedication to the College over the past years.

The College has embarked upon promoting and advancing the professional issues of members following on from our submission to the Richardson Report last year. This year has seen the College venture into areas that have generally been considered off limits. The College has been lobbying on a number of
On a wider front, the College felt that the concerns that a number of issues affecting the provision of ambulance services were being ignored. This situation “forced” the hand of the branch to begin a political lobbying campaign in response to this situation. The College wrote a letter of concern to all members of the Tasmanian Parliament to outline the situation to all parliamentarians. As a consequence of this the College has received feedback from a number of politicians and has resulted in several meetings including one with the Minister for Health. The results of these meetings have been encouraging and the College has advanced a number of pertinent issues for consideration by government. An upshot of this campaign is that the College’s profile has been expanding amongst government, departmental and other community organisations.

The College responded with a written submission and face to face meeting with the urban road accident rescue review team looking at the future of the Tasmanian Ambulance Service to continue undertaking this role in response to the significant concern and anguish felt by the majority of members on this issue. At the time of this report the result of the review is still to be announced. The Branch also made a submission to the Productivity Commission’s review of the “Health Workforce”.

The College has been proactive in assisting members to attend professional conferences and courses. This year has seen the College provide assistance to:

- 8 members to attend the ACAP National Conference in Alice Springs (with scholarship money provided by Calvary Healthcare);
- 1 member to attend a day at AMBEX 2006 in the United Kingdom;
- 1 member to attend the “Spark of Life” conference in Adelaide and:
- Course fees for 2 members to attend the “Pre-hospital Trauma Life Support Course”.

The College has provided several professional development opportunities with workshops on acute coronary syndrome and 12 lead ECG interpretation facilitated by Brett Williams from Monash University. The feedback received from attendees has been positive and it is the intention of the branch to expand on these workshops in the years to come. The appointment of a professional development officer to coordinate the provision of professional development days and video conferencing, the certified ambulance professional program and scholarship/professional development opportunities will assist in this process.

The Basil Osborne Award was presented at the 2004 Charles Sturt University Awards Presentation to Kevin Daly and Mark Ackroyd for recognition of their efforts and professionalism during their training. The branch is also looking at the development of post graduate scholarship program to assist members in taking the step into additional tertiary study.

The College has maintained its representation on the Tasmanian Health Professionals Council. This forum gives the College a voice amongst other allied health professional bodies and has been a useful forum for the discussion of issues that impact upon health care professionals. The College has been active in supporting a bid by the Tasmanian Ambulance Service to establish a simulation centre though funding from the Motor Accident Insurance Board. That bid was unsuccessful but the College is adamant in continuing lobbying for the establishment of this centre. The College has been supportive of prehospital research and has supported the following research activities including:

- Pre-hospital intubating laryngeal mask trial;
- The expanding scope of the rural health care professional and:
- A randomised trial comparing “controlled” oxygen therapy with “high-flow” oxygen therapy in the prehospital setting for acute exacerbations of chronic obstructive pulmonary disease.

The College will be undertaking of scoping projects in relation to ambulance issues, continuing the lobbying of parliamentarians and health department officials to advance ambulance issues and advancing strategic alliances with other likeminded bodies such as the College of Emergency Nursing Australasia and the Australasian College of Emergency Medicine. Some of the projects that the College hopes to undertake are the advancement of the ambulance paramedic as a recognised health profession and the provision of prehospital thrombolysis. The committee will be asking for assistance from members to assist in these projects.
This year’s Queen’s Birthday Honours List included an Ambulance Service Medal for our secretary, Peter Morgan, in part for his services to the College and the Institute over a number of years. I take this opportunity to congratulate Peter on his award and the commitment and service that he has given to the College and the Institute over a significant number of years.

I would like to thank all members for their continued support to the College and hope the branch can continue in its advancement of professional issues. Finally, I would like to thank all members of the executive committee who without their commitment and tireless enthusiasm the branch would not function. I would like to thank the following for their contribution and support:

- Peter Morgan, Secretary
- Lisa Bowerman, Vice Chair
- Andrew O’Brien, Treasurer
- Adrian Abel, National Director and Southern Representative
- Karen Dare, Southern Representative
- Stephen Trewin, North West Representative
- Dale Edwards, Membership registrar
- Mike McCall, Web Monitor.

It has been a turbulent year and the impost on the executive has been significant. Unfortunately with the current lobbying and directions the committee wish to take, this intense level of activity will continue and it is hoped that more members will put their hands up to fill executive positions or to assist in projects from time to time.

Tim Rider MACAP
Chair, ACAP Tasmania

Victoria

The past 12 months have been an incredibly busy time for ACAP (Victorian Branch) as we have worked to continue to improve member services and increase our membership base.

Andre Coia resigned from the position as Chairman in February for personal reasons and the Victorian Executive elected myself as Chairman and Ms. Kate Cantwell as Vice-Chairman to fill the casual vacancies created by Andre’s resignation for remainder of his current term.

The Victorian Branch has worked through issues associated with the Response Magazine and this is now once again being regularly distributed to all members as editions are published.

The past 12 months has also seen a marked increase in member and associate applications. This is a positive sign which we hope will continue as the activities and benefits of College membership become widely known. Membership briefings are being provided to new student ambulance paramedic groups at both Monash and Victoria University and similar briefings are also being provided to volunteer ambulance and first responder groups throughout the State. I would like to particularly recognise Kate Cantwell and Jeff Allen for their contributions in this area.

The Victorian Executive appointed Andrew Pipkorn as membership registrar in 2005 and Andrew, together with Les Hotchin (National Secretary) and Peter Calnan (State Secretary), have cleansed and updated the State member database which has provided a clearer picture of our current membership base and will provide a solid base for member contact in the future.

A key highlight of 2005 was the successful partnering between the Victorian branch and St John Ambulance as a sponsor of their national conference. This provided an excellent opportunity to showcase the College to potential associates within St John at a State and national level. The College has continued to provide a range of exciting Continuing Education Evening Sessions for members and non-members throughout Victoria. These are becoming increasing popular as word gets around and I would like to acknowledge the efforts of Executive member Alan Eade for his efforts in driving this important program. The College has also continued to provide funding sponsor members to attend a range of conferences in 2004-05 and hopes to grow this program further in 2005-06.

ACAP conducted a Member Focus Group Workshop in May to assist the National Board to develop a realistic
position on the potential capacity of the College to meet the professional practice expectations held by member Paramedics, ambulance service employers and universities offering ambulance practice education. This was followed up by a national symposium to consider workshop findings in Rockhampton attended by Ian Patrich, Kate Cantwell and Alan Eade. A report from this symposium will be tabled at the National meeting in Canberra in October.

I would like to thank the members of the Victorian Executive for their tireless contributions over the past year which has placed the College on a firm footing as we move forward in 2005-06.

Tony Walker ASM MACAP
Chair, ACAP Victoria

Western Australia

Over the past twelve months an increasing team of committed and enthusiastic ACAP Committee Members have been working feverishly to continue provision of the Professional Development Seminars. These have continued to be highly successful, and the quality has remained high thanks to the level of enthusiasm shown by the team responsible.

Ongoing support from St John Ambulance Australia (WA Ambulance Service) has seen the Kevin Milton Smith Scholarship providing three places for ACAP Members at Conference 2005 in Canberra. Congratulations go to Ambulance Paramedics Geoff Hillwood, Mark Selby and Mathew Simm. There was a greater number of applications for this years Scholarship and over all the quality of applicant was very high making the final decision all the more difficult.

Growth in the Branch Committee has allowed the Branch to continue to pursue a number of key initiatives and consolidation of its position within the National Scheme in relation to representation on the Internet, NPR and many other areas.

Our membership numbers continue to grow providing a welcome increase in ideas and suggestions put forward by the membership. Without the input of our members, the Branch Executive can only guess what is needed and expected by the membership.

Separation of the Branch Chairman and Branch Director positions from the 2005 AGM onward will allow both positions to be given the time and commitment that both deserve in the future, hopefully leading to further increases in the quality of services and representation provided to the Members by WA Branch.

Finally, I would like to thank the membership and the WA Branch Executive for their continued support and assistance over the past year.

Ian R. Howell MACAP
Chair, ACAP Western Australia
Adrian Abel  
MACAP, Director.

After teaching in Tasmania for 9 years, Adrian became a student ambulance officer with the Tasmanian Ambulance Service in 1990. Since then Adrian has advanced to Paramedic with rescue qualifications and in 2001 was appointed a Branch Station Officer, working out of Hobart.

Adrian became a member of the Australian College of Ambulance Professionals in 1993 and soon after became the College delegate to the Tasmanian Branch of the Australian Resuscitation Council. During 1998/99 he was elected as Chair of the Australian Resuscitation Council (Tasmanian Branch) and became the Tasmanian delegate to the National Body.

In 1999 Adrian was elected Chair of the Tasmania Branch, a position he held until August 2004.

Adrian is a member of the Finance and Audit Committee.

Lorraine Amos  
MACAP, Director

Lorraine joined the SA Ambulance service in 1990 working since then as a paramedic, Intensive Care Paramedic, Clinical Team Leader, Assistant Operations Manager and Assistant Clinical Manager.

Currently, Lorraine is employed as an Area Manager of Metropolitan Operations. Lorraine is responsible for the leadership and management of the SA metropolitan northern region.

Lorraine has been a member of ACAP for several years and as of 2001 was appointed the vice chairperson of the SA branch committee. In August 2003 Lorraine was nominated by the SA Branch as a National Board Director and earlier this year became the Director responsible for Response.

Paul Bellman  
MACAP, Director

Paul is a qualified Intensive Care Paramedic and Operations Manager for the ACT Ambulance Service. Paul commenced his career in 1990 when he began training to become an Ambulance Officer for St John Ambulance NT Inc.

Paul has worked in both Darwin and Alice Springs as an Ambulance Officer, ALS Officer and Intensive Care Paramedic, as well as spending some time in the Ambulance Officers Training College as an educator.

In 1999 Paul moved to the ACT to take up a position as an ICP and soon after this as a Training and Development Officer finally making the move into management full time in 2003.

Michael John Davis AM  
- FACAP, LMACAP, AFCHSE, MBA, Grad. Dip. Mgt., BBus. Director, Treasurer

Mick has 41 years experience in ambulance service delivery in both state administration and regional operations. He began his ambulance career in Rockhampton (Qld.) as an Honorary Officer in 1964 and was appointed to the permanent staff in 1969.

Mick has since served in road and air ambulance operations, in training, special projects, and in supervisory and senior management roles including Acting Assistant Commissioner, District Superintendent, Superintendent Planning & Personnel (GBR) and State Manager Staff Development in QAS leading many innovative changes. His current appointment in QAS is Principal Project Officer, Risk & Management Services.

Mick joined the Institute of Ambulance Officers (Australia) in 1973 and was elected to the Qld. Division Executive in 1975. During the ensuing years he has held most executive positions and Chaired many IAO and ACAP sub-Committees. He has served as Qld Division Secretary, Vice Chair and Chair. In 1981 Mick was elected to the IAO Council and served in most of the executive roles. He served as National President from 1992 to 1995. Mick was a member of the team that developed and implemented the “College” concept that took the IAO (Aust) to become ACAP. Mick is currently Treasurer and Chair of the Finance Standing Committee.

Mick was appointed “Member” (AM) of the Order of Australia in June 2000 for his services to the Australian College of Ambulance Professionals and to ambulance education and training at national and state levels.
Susan Eastcott
MACAP, Director

After managing her own business for 4 years, Sue moved to the Northern Territory in 1998 to pursue her interest in prehospital care. She was employed by St John Ambulance (NT) as a Trainee Paramedic and progressed smoothly through her studies to become a qualified Intensive Care Paramedic, completing her Advanced Diploma of Paramedical Science in 2002.

Having always shown a keen interest in ambulance education (strongly backed up by Bachelor studies in Science with a physiology major), Sue was appointed as Ambulance Education Support Officer in 2002 and subsequently was promoted into the position of Paramedic Education Officer in May 2003. In her role as PEO she is responsible for the training and education of all Paramedic Officers in the Territory (both Service and Volunteer), as well as the development of training material.

Sue joined ACAP (formerly the IOA) in 1998 as an Associate Member and has been involved with the College ever since. She became a member of the Branch Committee in 2001, and in 2003 after the resignation of the previous incumbent, she was elected Branch Chair and Director, the position she held until leaving the Territory early in 2005 to take up a position with the Victoria University Paramedic Sciences unit.

Bill Elsy
HMACAP, Director

An accomplished and professional marketer with over twenty five years experience working at all levels within the business environment. Current National President Australian Marketing Institute. Certified Practicing Marketer (CPM)

Bill was born and educated in England, and in 1976 completed a BSC (Hon) Agricultural and Food Marketing at the University of Newcastle upon Tyne. Bills experience is as follows:


Bill completed his term as an appointed Director in September 2004.

Noel Clifford Gillard
OSUJ FACAP
Director

Noel is currently employed by the Queensland Ambulance Service and on secondment to the Department of Health Queensland where he is Director of the Strategic Transport & Emergency Response Services Policy Unit in Corporate Office, Brisbane.

In addition to his professional work, Noel holds the honorary appointment of Commissioner – St John Ambulance First Aid Services (Queensland).

Noel commenced his professional ambulance career with the Tasmanian Ambulance Service in 1966, obtaining his initial "Qualified Ambulance Officer" certification through the [then], Ambulance Officers Training Centre, Victoria.

Noel has 37 years service experience, including 10 years as a practicing Ambulance Paramedic, 8 years as an Ambulance Educator, and 19 years as an Executive Manager in First Aid and Ambulance Services in Tasmania, the ACT and Queensland.

Noel’s key professional appointments have included Assistant Director of the Tasmanian Ambulance Service; Director of the Australian Capital Territory Ambulance Service; General Manager of St John Ambulance Australia (Queensland) and Inaugural Commissioner of the Queensland Ambulance Service.

Noel has played a significant part in the development of the quality of patient care in the pre-hospital environment, and has an ongoing commitment to growth in the education and professional recognition of Ambulance Officers in Australia.

Noel has been a proactive member and leader within the College throughout his career and is a current Director of the National Board.
John Milton Hall
FACAP, Director, Vice President

John joined the NSW Ambulance Service in 1972 and in 1978 after successfully completing the Paramedic course was stationed at Sydney Headquarters. In 1987 he was promoted to Station Officer 2 responsible for quality assurance for the Sydney East Division.

In 1995 John was appointed Superintendent responsible for quality assurance for the State. During this time he co-authored articles on Pre-Hospital Cardiac Arrest outcomes and presented to the Cardiac Society Annual Scientific Conference on several occasions.

John is currently a District Inspector in the South East area of Sydney. He is also the State Ambulance Officer with St. John Ambulance Australia NSW Branch.

John joined the Australian College of Ambulance Professionals in 1987 and was the NSW editor of Response from 1988 to 1991, at which time he took over as National Editor, relinquishing the position in 2002. John is a Director of the NSW Branch and has been a Councillor or Committee member since 1990.

John represents the College on the Australian Resuscitation Council, where he also serves in the capacity of Secretary/Treasurer.

Les Hotchin
FACAP, LMACAP, Secretary

After commencing as a volunteer in 1963, Les was employed by Ambulance Service Victoria in Ballarat as a full-time ambulance officer in 1965.

During his 36 years with the ambulance service Les worked as an on road officer and in the areas of communications, training, supervision and management, finishing his career in 1999 as the CEO of Ambulance Service Victoria – Western Region.

Les was a member of the ASV Board of Studies during the development and introduction of the Certificate of Applied Science (Ambulance Officer) course in 1978. He was also a member of the Ambulance Officers Training Centre Board of Management at the time the decision was taken to outsource ambulance officer education to Monash University.

Les was an inaugural member of the Victoria Branch of the Australian College of Ambulance Professionals in 1973, became a committee member in 1974 and a Councillor in 1981, continuing in this position until 2000. Les held, at one time or another, all executive positions on the Victoria Branch.

Les also served as National President from 1989 to 1992.

Allen Marr
FACAP, LMACAP, Director, President

Allen has been a career officer for 36 years having commenced service in 1969. He served in Victoria at Frankston, Mildura, Hastings, Echuca and Swan Hill, and held the position of District Superintendent over the Mallee Region.

He moved to Queensland in 1992 as Assistant Commissioner of the South Western Region based at Toowoomba. He is now Co-ordinator, Special Operations and Multi-Casualty Planning (Regions) based at the Queensland Combined Emergency Services Academy in Brisbane.

Allen has a long history with the Australian College of Ambulance Professionals having been National Secretary/Treasurer of the former Institute of Ambulance Officers (Aust) for 11 years. In the role of National President of the College, Allen has remained dedicated to the professional development of Paramedics and “out of hospital” health care workers throughout Australia and to their enhanced recognition by the community in general.

Ian Patrick
MACAP, Director

Ian commenced his ambulance career with the then Ambulance Service Melbourne in 1976 and qualified as a MICA Paramedic before taking the role of Regional Training Officer with the then South East Region of Ambulance Service Victoria based in Morwell in 1988.

Following a short stint as dairy farmer between 1989 and 1991 Ian rejoined the Metropolitan Ambulance Service as a MICA Paramedic and then moved into the ‘off road’ areas of Group Manager and General Manager Clinical & Non-Emergency Operations before assuming his current position as General Manager Emergency Operations – Metropolitan Ambulance Service Victoria.

Ian has been a member of the College since 1978, a committee member of the Victoria Branch since 2001 and was appointed a National Director in 2003.
Rod Sheather
MACAP, Director

Rod Sheather is an Advanced Care Paramedic with 29 years experience in a wide variety of locations and positions within the Queensland Ambulance Service. He is currently serving as Regional Manager Staff Development for the Central Region of QAS.

Rod holds an MBA (HRM) and a Grad Dip HRM as well as and AD Applied Science (AMB). He is particularly interested in developing and promoting the paramedic profession. Rod is the Director responsible for progressing professional standards and development.

Rods involvement with the college has included appointments on the branch executive as well as regular participation in competitions and clinical presentations at ACAP conferences.

Tony Walker
MACAP, Alternate Director for Victoria

Tony Walker is a qualified Intensive Care Paramedic and Manager Operations – Clinical and Education Services with Rural Ambulance Victoria where is responsible for the learning and development and clinical practice for over 1200 paramedics and volunteers. He recently spent a six month secondment to Victoria University as Coordinator of their Paramedic Sciences Unit.

Tony has been a member of the Australian College of Ambulance Professionals since 1986 and currently serves as chair of the Victorian Executive and as branch representative on the Australian Resuscitation Council (Victorian Branch), of which he is also the current Chair. In addition Tony is the National ACAP Representative on the Australian Ambulance Education Council.

Tony retired from as the Alternate Director for Victoria on the return of Ian Patrick on 9th September 2004
Directors Report

Your directors present their report on the Australian College of Ambulance Professionals Limited for the financial year ended 30 June 2005.

DIRECTORS
The names of the directors in office at the date of this report are:

Mr Adrian Abel  Mr Les Hotchin
Mr Lorraine Amos  Mr Ian Howell
Mr Paul Bellman  Mr Allen Marr
Mr Mick Davis AM  Mr Ian Patrick
Ms Susan Eastcott  Mr Rod Sheather
Mr Noel Gillard  Mr John Hall

PRINCIPAL ACTIVITIES
The principal activity of the entity during the financial period was the professional representation of ambulance officers and other pre-hospital emergency care providers.

No significant change in the nature of these activities occurred during the year.

OPERATING RESULTS
The profit of the company amounted to $37 905 (2004: $63 976).

REVIEW OF OPERATIONS
A review of the operations of the company during the financial year is as follows:

• Branch Membership
  The membership as at 30 June 2005 stands at 4 072.

• Membership Services
  An extensive marketing campaign has been launched to boost membership.

• Conference
  The annual conference was held in Alice Springs, Northern Territory.

SIGNIFICANT CHANGES IN STATE OF AFFAIRS
There have been no significant changes in the state of affairs of the company during the financial year.

AFTER BALANCE DATE EVENTS
Capitation fees and membership fees have both increased subsequent to balance date. These increases will ensure that the company is in a more liquid position to carry out various activities.
MEETINGS OF DIRECTORS
During the financial year, 4 meetings of directors were held. Attendances were as follows:

<table>
<thead>
<tr>
<th>Dates of Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 September 04</td>
</tr>
<tr>
<td>27 November 04</td>
</tr>
<tr>
<td>26 February 05</td>
</tr>
<tr>
<td>20 May 05</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Directors</th>
<th>9 September 04</th>
<th>27 November 04</th>
<th>26 February 05</th>
<th>20 May 05</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Abel</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>L Amos</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>P Bellman</td>
<td>A</td>
<td>+</td>
<td>+</td>
<td>A</td>
</tr>
<tr>
<td>M Davis</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>S Eastcott</td>
<td>+</td>
<td>+</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>N. Gillard</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>J Hall</td>
<td>+</td>
<td>+</td>
<td>A</td>
<td>+</td>
</tr>
<tr>
<td>L Hotchin</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>I Howell</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>A Marr</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>I Patrick</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>R Sheather</td>
<td>+</td>
<td>A</td>
<td>+</td>
<td>+</td>
</tr>
</tbody>
</table>

+ (in attendance)  A (apology)  x (non attendance)  // (not appointed)
INFORMATION ON DIRECTORS

Mr Adrian Abel
MACAP
Appointed 14 November 2000

Ms Lorrain Amos
MACAP
Appointed 17 September 2003

Mr Paul Bellman
MACAP
Appointed 17 September 2003

Mr Mick Davis
AM, FACAP
Appointed 14 November 2000

Ms Susan Eastcott
MACAP
Appointed 20 August 2003

Mr Noel Gillard
MACAP
Appointed 8 September 2004

Mr John Hall
FACAP
Appointed 16 June 2001

Mr Les Hotchin
FACAP
Appointed 17 September 2002

Mr Ian Howell
MACAP
Appointed 17 April 2003

Mr Allen Marr
FACAP
Appointed 14 November 2000

Mr Ian Patrick
MACAP
Appointed 17 September 2003

Mr Rod Sheather
MACAP
Appointed 17 September 2004

INDEMNIFYING OFFICERS OR AUDITOR

Every member of the executive, auditor, or officer for the time being of the company shall be indemnified out of the assets of the company against any liability arising out of the execution of the duties of his or her office which is incurred by him or her in defending any proceedings, whether civil, or criminal, in which judgement is given in his or her favour or in which he or she is acquitted or in connection with any application under section 237 of the Corporations Act 2001 in which relief is granted to him or her by the Court in respect of any negligence, default, breach of any duty or breach of trust.

DIRECTORS’ BENEFITS

No director has received or become entitled to receive, during or since the financial year, a benefit because of a contract made by the company with the director, a firm of which a director is a member or an entity in which a director has a substantial financial interest.

A copy of auditor’s independence declaration as required under section 307C of the Corporations Act 2001 is set out on page 5.

Signed in accordance with a resolution of the Board of Directors.

Allen Marr
Director

Mick Davis AM
Director/Treasurer

Dated 19th September 2005
Website Report

The past twelve months have seen a major shift in the way ACAP delivers its online services. With the aim of providing greater support for a geographically diverse executive and the opportunity to deliver meaningful and innovative online services to members, ACAP needed to re-think how to provide this support, extend its services and look at the technology required to achieve this.

A committed team of web moderators was established, comprising a member from each branch. Immediately members of this team were given the opportunity to develop and directly edit content unique to their branch. This breathed new life in the ACAP website with more relevant content, which is regularly updated. Further to this the team have been in constant communication over the past year in order to develop a unified national design for the ACAP site. Members would have noticed this come online late 2004 and to date it has been well received. This design allows each branch web moderator to develop unique content and branch specific designs whilst still having the same “look and feel” at a national level.

In order to support these subtle, yet important changes, ACAP nationally undertook to move its web and email services to an ACAP owned, dedicated serving infrastructure hosted in a large, reliable data centre connected to several national and international trunks. This has seen significant savings in hosting charges, whilst providing the flexibility and scalability ACAP needs in order to increase online services over the coming months.

The future for ACAP online is exciting. During the next few months ACAP will be moving its member management system, currently managed by each branch, to a singular, online, national system. This will see immediate benefits for the national and branch executives by providing increased access to information, better data validity and less duplication. Once this is in place ACAP is perfectly positioned to provide essential online services such as member only areas, online education opportunities, national member collaboration, and other interactive services.

For further information on ACAP’s online developments or the activities of the web team please feel free to contact me at admin@acap.org.au or phone 0415 767 193.

Ryan Lovett
MACAP
National Web Manager

Auditor’s Independence Declaration Under Section 307C of the Corporations Act 2001

I declare that to the best of my knowledge and belief, during the year ended 30 June 2005 there have been:

(i) no contraventions of the auditor’s independence requirements as set out in Corporations Act 2001 in relation to the audit; and

(ii) no contravention of any applicable code of professional conduct in relation to the audit.

Norman Chan & Associates
NORMAN CHAN & ASSOCIATES

Norman Chan
NORMAN CHAN
PRINCIPAL

DATED AT BRISBANE THIS 19TH DAY OF SEPTEMBER 2005
Statement of Financial Performance for the Year Ended 30 June 2005

<table>
<thead>
<tr>
<th>NOTE</th>
<th>2005 $</th>
<th>2004 $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues from ordinary activities</td>
<td>2</td>
<td>156,222</td>
</tr>
<tr>
<td>Expenses from ordinary activities</td>
<td>(118,317)</td>
<td>(60,899)</td>
</tr>
<tr>
<td><strong>Profit from ordinary activities before income tax expense</strong></td>
<td>3</td>
<td>37,905</td>
</tr>
<tr>
<td>Income tax expense relating to ordinary activities</td>
<td>1(a)</td>
<td>-</td>
</tr>
<tr>
<td><strong>Net profit from ordinary activities after income tax attributable to the members of the company</strong></td>
<td></td>
<td>37,905</td>
</tr>
<tr>
<td><strong>Total changes in equity of the company</strong></td>
<td></td>
<td>37,905</td>
</tr>
</tbody>
</table>

The accompanying notes form part of this financial report.
Statement of Financial Position as at 30 June 2005

<table>
<thead>
<tr>
<th>NOTE</th>
<th>2005 $</th>
<th>2004 $</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CURRENT ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Assets</td>
<td>4</td>
<td>103,552</td>
</tr>
<tr>
<td>Receivables</td>
<td>5</td>
<td>2,647</td>
</tr>
<tr>
<td>Prepayments</td>
<td>3</td>
<td>608</td>
</tr>
<tr>
<td><strong>TOTAL CURRENT ASSETS</strong></td>
<td></td>
<td>109,807</td>
</tr>
<tr>
<td><strong>NON-CURRENT ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed Assets</td>
<td>6</td>
<td>3,468</td>
</tr>
<tr>
<td>Other</td>
<td>7</td>
<td>14,328</td>
</tr>
<tr>
<td><strong>TOTAL NON-CURRENT ASSETS</strong></td>
<td></td>
<td>17,796</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td></td>
<td>127,603</td>
</tr>
<tr>
<td><strong>CURRENT LIABILITIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payables</td>
<td>800</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL CURRENT LIABILITIES</strong></td>
<td></td>
<td>800</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td></td>
<td>800</td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td></td>
<td>126,803</td>
</tr>
<tr>
<td><strong>MEMBERS’ FUNDS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retained Profits</td>
<td>8</td>
<td>126,803</td>
</tr>
<tr>
<td><strong>TOTAL MEMBERS’ FUNDS</strong></td>
<td></td>
<td>126,803</td>
</tr>
</tbody>
</table>

The accompanying notes form part of this financial report.
Statement of Cash Flows for the Year Ended 30 June 2005

<table>
<thead>
<tr>
<th>NOTE</th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**CASH FLOWS FROM OPERATING ACTIVITIES**

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts from Members</td>
<td>185,449</td>
<td>93,233</td>
</tr>
<tr>
<td>Payments to Suppliers</td>
<td>(112,603)</td>
<td>(59,989)</td>
</tr>
<tr>
<td>Interest Received</td>
<td>2,669</td>
<td>226</td>
</tr>
<tr>
<td><strong>NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</strong></td>
<td><strong>9</strong></td>
<td><strong>75,515</strong></td>
</tr>
</tbody>
</table>

**CASH FLOWS FROM INVESTING ACTIVITIES**

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payments for plant and equipment</td>
<td>(16,012)</td>
<td>(3,906)</td>
</tr>
<tr>
<td><strong>NET CASH USED IN INVESTING ACTIVITIES</strong></td>
<td><strong>(16,012)</strong></td>
<td><strong>(3,906)</strong></td>
</tr>
<tr>
<td>Net increase / (decrease) in cash held</td>
<td>59,503</td>
<td>29,564</td>
</tr>
<tr>
<td>Cash at the beginning of the financial year</td>
<td>44,049</td>
<td>14,485</td>
</tr>
<tr>
<td>Cash at the end of the financial year</td>
<td><strong>4</strong></td>
<td><strong>103,552</strong></td>
</tr>
</tbody>
</table>

The accompanying notes form part of this financial report.
Notes to The Financial Statements for the Year Ended 30 June 2005

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES
The financial report is a special purpose financial report prepared in order to satisfy the financial report preparation requirements of the Corporations Act 2001. The directors have determined that the company is not a reporting entity.

The financial report covers Australian College of Ambulance Professionals Limited as an individual entity. Australian College of Ambulance Professionals Limited is a company limited by guarantee, incorporated and domiciled in Australia.

The report has been prepared in accordance with the requirements of the Corporations Act 2001 and the following applicable Accounting Standards:

AASB 1018: Statement of Financial Performance
AASB 1025: Application of the Reporting Entity Concept and Other Amendments
AASB 1031: Materiality
AASB 1040: Statement of Financial Position

No other applicable Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The report is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following material accounting policies, which are consistent with the previous year unless otherwise stated, have been adopted in the preparation of this report:

(a) Income Tax
The company is assessable on all income other than income derived from members. All expenses directly attributable to deriving assessable income plus any apportionable non-mutual expenditure are allowable deductions. This mutuality principle is based on the concept that no profit arises from the business which a non-profit company does with its own members.

(b) Preliminary Expenses
Preliminary expenses are amortised over 5 years.

(c) Cash
For the purpose of the Statement of Cash Flows, cash includes cash on hand and at call deposits with banks.

(d) Revenue
Revenue from membership and capitation fees is recognised upon the receipt of the fees by the company. All revenue is stated net of the amount of goods and services tax (GST).

(e) Comparatives
Where required by Accounting Standards, comparative figures have been adjusted to conform with changes in presentation for the current financial year.
NOTE 2: REVENUE

Operating activities
- Capitation Fees 142,167 98,867

Non-operating activities
- Interest 2,669 226

NOTE 3: PROFIT FROM ORDINARY ACTIVITIES

Profit from ordinary activities before income tax expense has been determined after:

a) Expenses
- Remuneration of Auditor 800 700

b) Revenue
- Capitation Fees 142,167 98,867

NOTE 4: CASH ASSETS

Cash at Bank 23,552 13,120
Deposit at Call 80,000 30,929

103,552 44,049

NOTE 5: RECEIVABLES

Accounts Receivable - 35,720
GST Receivable 2,647 356

2,647 36,076

NOTE 6: FIXED ASSETS

Computer Equipment at Cost 4,335 3,906
Less: Accumulated Depreciation (867) -

3,468 3,906

NOTE 7: OTHER

Preliminary Expenses 20,235 4,652
Less: Accumulated Amortisation (5,907) (1,860)

14,328 2,792

NOTE 8: RETAINED PROFITS

Retained profits at the beginning of the financial year 88,898 24,922
Net profit attributable to members of the company 37,905 63,976

Retained profits at the end of the financial year 126,803 88,898
NOTE 9: CASH FLOWS INFORMATION

Reconciliation cash flow from operations with profit from ordinary activities after income tax:

<table>
<thead>
<tr>
<th></th>
<th>2005 $</th>
<th>2004 $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profit from ordinary activities after income tax</td>
<td>37,905</td>
<td>63,976</td>
</tr>
<tr>
<td>Non-cash flows in profit from ordinary activities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amortisation</td>
<td>4,047</td>
<td>930</td>
</tr>
<tr>
<td>Depreciation</td>
<td>867</td>
<td>-</td>
</tr>
<tr>
<td>Changes in Assets and Liabilities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Increase) / Decrease in Receivables</td>
<td>33,429</td>
<td>(30,371)</td>
</tr>
<tr>
<td>(Increase) / Decrease in Prepayments</td>
<td>(1,533)</td>
<td>(265)</td>
</tr>
<tr>
<td>Increase / (Decrease) in Payables</td>
<td>800</td>
<td>(800)</td>
</tr>
<tr>
<td>Cash Flows from Operations</td>
<td>75,515</td>
<td>33,470</td>
</tr>
</tbody>
</table>

NOTE 10: MEMBERS' GUARANTEE

The company is limited by guarantee. If the company is wound up, the Constitution states that each member is required to contribute a maximum of $10 towards meeting any outstanding obligations of the company. At 30 June 2005, there were 4,072 members (2004: 2,995 members).

NOTE 11: DIRECTORS' REMUNERATION

The directors received no remuneration from the company.

NOTE 12: RELATED PARTY TRANSACTIONS

There were no related party transactions other than the reimbursement of expenses incurred by directors on behalf of the company.

NOTE 13: CONTINGENT LIABILITIES AND CAPITAL COMMITMENTS

There are no contingent liabilities and capital commitments.

NOTE 14: EVENTS SUBSEQUENT TO REPORTING DATE

There are no events subsequent to reporting date which require disclosure in the financial report.
AUSTRALIAN COLLEGE OF AMBULANCE PROFESSIONALS LIMITED ACN 095 065 580

Directors’ Declaration

The directors have determined that the company is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies described in Note 1 to the financial statements.

The directors of the company declare that:

1. The financial statements and notes, as set out on pages 28 to 33:
   (a) comply with the Accounting Standards described in Note 1 to the financial statements and the Corporations Act 2001; and
   (b) give a true and fair view of the company’s financial position as at 30 June 2005 and performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements.

2. In the directors’ opinion there are reasonable grounds to believe that the company will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Board of Directors.

ALLEN MARR
DIRECTOR

MICK DAVIS AM
DIRECTOR/ TREASURER

DATED 19TH SEPTEMBER 2005

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF AUSTRALIAN COLLEGE OF AMBULANCE PROFESSIONALS LIMITED
ACN 095 065 580

Scope

We have audited the attached financial report, being a special purpose financial report of Australian College of Ambulance Professionals Limited for the year ended 30 June 2005, as set out on pages 28 to 34. The company’s directors are responsible for the financial report and have determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are appropriate to meet the requirements of the Corporations Act 2001 and are appropriate to meet the needs of the members. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the company. No opinion is expressed as to whether the accounting policies used, and described in Note 1, are appropriate to the needs of the members.

The financial report has been prepared for distribution to members for the purpose of fulfilling the directors’ financial reporting requirements under the Corporations Act 2001. We disclaim any assumption of responsibility for any reliance on this audit report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the accounting policies described in Note 1, so as to present a view which is consistent with our understanding of the company’s financial position and performance as represented by the results of its operations. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia.

The audit opinion expressed in this report has been formed on the above basis.
INDEPENDENT AUDIT REPORT TO THE MEMBERS OF AUSTRALIAN COLLEGE OF AMBULANCE PROFESSIONALS LIMITED
ACN 095 065 580

Audit Opinion
In our opinion the financial report of Australian College of Ambulance Professionals Limited is in accordance with:

(a) the Corporations Act 2001, including:
   (i) giving a true and fair view of the company's financial position as at 30 June 2005 and of its performance for the year ended on that date in accordance with the accounting policies described in Note 1; and
   (ii) complying with Accounting Standards in Australia, comprising AASB 1025: Application of the Reporting Entity Concept and Other Amendments and other Accounting Standards to the extent described in Note 1 and the Corporations Act 2001; and

(b) other mandatory professional reporting requirements to the extent described in Note 1.

Norman Chan & Associates

NORMAN CHAN & ASSOCIATES

Norman Chan
PRINCIPAL

DATED AT BRISBANE THIS 19TH DAY OF SEPTEMBER 2005

Disclaimer for the Year Ended 30 June 2005
The additional financial information presented on page 36 is in accordance with the books and records of Australian College of Ambulance Professionals Limited which have been subjected to the auditing procedures applied in our statutory audit of the company for the year ended 30 June 2005. It will be appreciated that our statutory audit did not cover all details of the additional financial information. Accordingly, we do not express an opinion on such financial information and no warranty of accuracy or reliability is given.

In accordance with our firm policy, we advise that neither the firm nor any member or employee of the firm undertakes responsibility arising in any way whatsoever to any person (other than the company) in respect of such information, including any errors or omissions therein, arising through negligence or otherwise however caused.

Norman Chan & Associates

NORMAN CHAN & ASSOCIATES

Norman Chan
PRINCIPAL

DATED AT BRISBANE THIS 19TH DAY OF SEPTEMBER 2005
### Detailed Statement of Financial Performance for the Year Ended 30 June 2005

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INCOME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capitation Fees</td>
<td>142,167</td>
<td>98,867</td>
</tr>
<tr>
<td>NPR Fees</td>
<td>54</td>
<td>489</td>
</tr>
<tr>
<td>Interest</td>
<td>2,669</td>
<td>226</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>3,750</td>
<td>47</td>
</tr>
<tr>
<td>Sponsorship</td>
<td>-20,000</td>
<td>47</td>
</tr>
<tr>
<td>Service Branch Receipts</td>
<td>7,582</td>
<td>5,246</td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td>156,222</td>
<td>124,875</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>EXPENDITURE</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AMBSHOP Support</td>
<td>218</td>
<td>-</td>
</tr>
<tr>
<td>Amortisation Expense</td>
<td>4,047</td>
<td>930</td>
</tr>
<tr>
<td>Bad Debts</td>
<td>-</td>
<td>484</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>1,055</td>
<td>457</td>
</tr>
<tr>
<td>Catering</td>
<td>3,635</td>
<td>6,288</td>
</tr>
<tr>
<td>Computer Expenses</td>
<td>2,223</td>
<td>638</td>
</tr>
<tr>
<td>Corporate Promotions</td>
<td>4,021</td>
<td>698</td>
</tr>
<tr>
<td>Consulting Services</td>
<td>6,847</td>
<td>2,241</td>
</tr>
<tr>
<td>Depreciation Expense 867</td>
<td>-</td>
<td>651</td>
</tr>
<tr>
<td>E – Journal Establishment Costs</td>
<td>-</td>
<td>651</td>
</tr>
<tr>
<td>Fees</td>
<td>773</td>
<td>369</td>
</tr>
<tr>
<td>Insurance</td>
<td>8,953</td>
<td>3,484</td>
</tr>
<tr>
<td>Internet Services</td>
<td>2,457</td>
<td>2,930</td>
</tr>
<tr>
<td>Member Survey Costs</td>
<td>2,800</td>
<td>-</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>957</td>
<td>1,215</td>
</tr>
<tr>
<td>Postage</td>
<td>842</td>
<td>228</td>
</tr>
<tr>
<td>Printing and Stationery</td>
<td>29,663</td>
<td>6,235</td>
</tr>
<tr>
<td>Prior Period Adjustment</td>
<td>-</td>
<td>1,904</td>
</tr>
<tr>
<td>Professional Fees - Accounting</td>
<td>1,520</td>
<td>701</td>
</tr>
<tr>
<td>- Audit</td>
<td>800</td>
<td>700</td>
</tr>
<tr>
<td>Registrar Services</td>
<td>450</td>
<td>703</td>
</tr>
<tr>
<td>Representation Expenses</td>
<td>5,463</td>
<td>2,276</td>
</tr>
<tr>
<td>Response Editor Honorarium</td>
<td>1,000</td>
<td>-</td>
</tr>
<tr>
<td>Secretariat</td>
<td>1,500</td>
<td>2,250</td>
</tr>
<tr>
<td>Telephone and Facsimile</td>
<td>2,058</td>
<td>3,814</td>
</tr>
<tr>
<td>Travel - Marketing</td>
<td>2,620</td>
<td>1,543</td>
</tr>
<tr>
<td>- Board</td>
<td>10,184</td>
<td>6,843</td>
</tr>
<tr>
<td>- Branch</td>
<td>3,569</td>
<td>6,592</td>
</tr>
<tr>
<td>- Accommodation 9 144 7 376</td>
<td>-</td>
<td>6,592</td>
</tr>
<tr>
<td>Tsunami Relief Appeal</td>
<td>10,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURE</strong></td>
<td>118,317</td>
<td>60,899</td>
</tr>
</tbody>
</table>

**PROFIT FROM ORDINARY ACTIVITIES BEFORE INCOME TAX**

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>37,905</td>
<td>63,976</td>
</tr>
</tbody>
</table>

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The Annual General Meeting of members of ACAP will be held on Wednesday 12th October 2005 at the National Convention Centre, Canberra, ACT at 1100 hours.

**AGENDA**

1. Opening
2. Present
3. Apologies
4. Confirmation of previous AGM Minutes - 8th September 2004
5. President’ s Report
6. Treasurer’ s Report
7. Auditor’ s Report

Declaration of nomination of Board Members:
- Queensland
- Tasmania
- Victoria
- Western Australia

- Appointed Director

8. Notice(s) of Motion: Nil

9. Appointment of Auditor

10. Close
As members of the Australian College of Ambulance Professionals, we ascribe to the following principles:

Integrity
In carrying out their professional duties, Members must be honest, sincere and trustworthy, acting in a manner that does not bring discredit to their profession.

Consent for Patient Care
Wherever possible Members shall be committed to ensuring that they receive informed consent from their clients prior to the instigating and providing treatment at the highest standard of contemporary care.

Responsibility / Accountability
Members must remain personally responsible and accountable for the professional decisions they make.

Respect
Members shall maintain and improve the necessary skills and knowledge in their areas of professional practice.

Competence
They shall further accept the responsibility to maintain appropriate levels of knowledge, experience and skills in their professional field.

Confidentiality
Members must maintain confidentiality of any information they obtain in the course of their work. They must not disclose any such information to a third party unless there is a legal or professional duty to do so.

Integrity
Members must ensure that actions and treatment demonstrates respect for the client as a person, and that care is provided at the highest professional standard.

Research
Members shall promote, support, and where possible participate in research of pre-hospital care practices and ambulance service management and technical service support systems.

Ethical Review
Members shall participate in the ethical review of their actions resulting from the provision of pre-hospital care.

Notes