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 disrepute 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 Thursday 4th September 2008 at the Melbourne Convention Centre, Cnr of Spencer and Flinders Street, Melbourne at 1045 hours.

AGENDA

1. Opening
2. Present
3. Apologies
5. President’s Report
6. Treasurer’s Report
7. Auditor’s Report
8. Declaration of nomination of Board Members to replace those retiring at this meeting:
   - Australian Capital Territory
   - New South Wales
   - Northern Territory
   - South Australia
9. Notice(s) of Motion: Nil
10. Appointment of Auditor
11. Close.

Following the close of the AGM, the President, Ian Patrick, will give a presentation on the College Future Directions Plan for 2008 – 2011.

Les Hotchin, National Secretary 080808

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 2008
Richard BRIGHTWELL
Christopher Tilney COTTON
Alan Kenneth EADE
Michael John DAVIS (Treasurer)
John Milton HALL (Vice President)
Leslie Charles HOTCHIN (Secretary)
Ian PATRICK (President)
Brett ROGERS
Sandra SCHMIDT
Douglas WRIGHT

Secretary
Leslie Charles HOTCHIN

Registered Office:
906A Dana Street BALLARAT VIC 3350

Principal place of Business
906A Dana Street BALLARAT VIC 3350
Phone +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
SRJ Walker Wayland Pty Ltd
PO Box 418
Strathpine QLD 4500.
As we look back on the year, I would like to acknowledge the contributions of the branches management committees in pursuing the aims of the college and supporting the membership. The time and skill donated by many individuals is recognised and appreciated as we all try to meet the membership expectations and my thanks goes out to you all.

The Annual Conference on the Gold Coast was a great success by all accounts, with a quality program being the centre stage. Also a lot of international interest was created with the simulation challenge and thanks go to the efforts of Des Kurz and the organising committee - fantastic achievement.

I also acknowledge Rhona McDonald for her great work and contribution to the research forum and ejournal.

Our membership is continuing to grow with active members numbering 4524. Of special note is the enormous interest that has grown in the Student Paramedic Association - this special interest group has 447 members and is very active.

Response continues to develop under the skilled leadership of Amy Cotton in partnership with our publishers Emergency Media. Recently Lorraine Amos Board Director responsible for the Response Journal resigned from the Board. I thank Lorraine for her valued board contribution, advice and vision in establishing the existing publishing arrangements and Amy’s appointment. This has created a solid base for Response’s continued improvement. We wish Lorraine well in her future endeavours.

Thanks to David Shugg, Clive Butler and Les Hotchin, for their hard work towards the establishment of a foundation by the College.

The Foundation will be operated by a separate Board of trustees responsible to ACAP. This Board will be comprised of community representatives and chaired by an independent person.

In January Tony Walker and the Victorian Branch hosted a dinner where I had the great privilege to present Fellowships of the College to Dr Rick Bouvier, Mr Gordon Trinca and Professor Frank Archer. This was a great honour as these medical colleagues have contributed significantly to our professions, professional education and development over many years.

The Board has continued to look for opportunities to progress our regulation / registration agenda.

This year we provided a submission to the National Health and Hospital Reform Commission. The Board saw this as an important avenue to put the College forward as a progressive thinking organisation that is interested in the future of the health system generally, and the out of hospital emergency care sector specifically. We have also begun the preparation of a submission to Commonwealth of Australian Governments (COAG) regarding registration.

In 2008 the Board initiated the development of a “Future Directions” process for the College, engaging all Branches and the Board in several workshops to determine a plan and Board/Branch relationship model. This future directions plan provides an insight into the direction and the key initiatives for the College over the next three years. The next 3 years will be critical to our strategic objectives over the next 10 years and will be the foundation for our future success. Our aim is to create value for College members and be an influential voice within the ‘out of hospital’ emergency health care system.

Thankyou to all those who have volunteered their time and effort to contribute to the work of the College, to the Branch Chairs and their Committees who support the Branch Chairs and their Committees who support the Branch Chairs and their Committees who support the Branch Chairs.

Ian Patrick
ASM MACAP
ACAP National President
Ambulance Education Committee
The Ambulance Education Council is a Standing Committee of the Council 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.

Course accreditation
Over the past year the AEC has continued to work on the Paramedic Education Programs Accreditation Project (I-PEPAC), which includes standards and processes required for assessment and accreditation of university ambulance education programs, and trial accreditations carried out on seven education programs, with all seven being awarded provisional accreditation.

There has been discussion regarding the I-PEPAC committee. It has been recommended that CAA and ACAP form a standing committee within CAA, the membership of I-PEPAC transition to PEPAC and be maintained for two years to carry forward the corporate knowledge developed during the trial and a secretariat be jointly funded by ACAP and CAA. This has been agreed in principle as ACAP should be the lead agency in accrediting educational standards for our profession. Cost estimates for the secretariat will need to be considered before this is signed off.

Carrick grant presentation
At the AEC meeting in June, Eileen Willis from Flinders University gave a presentation on a Carrick grant to a consortium of Universities to examine paramedic education. The project is well under way with all focus group sessions being completed in each state. An inaugural meeting of Paramedic Academics will take place in association with this year’s ACAP National conference in Melbourne. The grant will fund the travel of 30 academics to attend this meeting. Universities are attempting to build a network to explore new ways of relating to ambulance services that have a monopoly when employing graduates.

Training & Education Group (TEG)
Feedback about the performance of this group was questioned. The group meets once a year as an opportunity for education staff to meet and share educational strategy and experience. The last meeting of TEG explored the definition of Paramedic and work readiness. This group will meet again during the ACAP conference in Melbourne.

Clinical Placements
The ethics of student placement has been discussed with reference to patients not having an option being of treated by student paramedics. This option is clearly given to patients in the hospital environment. Dr Frank Archer has described a 1.5 patient exposure rate per student per year for patients with physiological derangement. This is a very low rate and demonstrates the difficulty achieving adequate experience.

A strong interest in clinical simulation is needed to substitute for this low experience.

E learning
A national e learning strategy is being developed. Funding initiatives available for RTO based e learning programs are to be considered.

In a South Australian example, students enter a degree program from a Certificate 4 qualification. After a 6 week intensive face to face program students enter second year and complete the remainder of the degree by distance (e learning) strategies over a 4 year period.

Paramedic Scope of Practice
There is some anxiety about the developing needs of extension of practice. The Physician Assistant and Nurse Practitioner models have been discussed and there is concern about which practitioner role will develop in this Australia. The concept of expanded scope of knowledge has been put forward as an alternative to expanded scope of practice, focussing on knowledge base rather than procedural skill base.

Tony Hucker, MACAP
Australian Prehospital Emergency Health Research Forum (APEHRF) Progress Report to the Australian College of Ambulance Professionals Annual Report

The Australian Prehospital Emergency Health Research Forum (APEHRF), as part of the International Prehospital Research Forum is now in its fourth year of supporting ACAP with proceedings and guidance for the review and adjudication of abstracts submitted to the ACAP National Conference.

Planning for the APEHRF tasks in the lead up to this year’s conference has been particularly collegial and well organised, and has been assisted greatly through regular meetings and communication exchanges between the ACAP Scientific sub-committee Chair, Paul Jennings and APEHRF Executive from the closure of last year’s conference.

This year’s ACAP abstracts were submitted electronically via the Waldron Smith Conference Management website for a period of ten weeks from March to 23 May. At the time of closing, 64 abstracts were received and forwarded to the Research Forum administrator for de-identification and distribution to seven peer reviewers (two ambulance paramedics, two paramedic educators, two EMS physicians and one international Prehospital Research Forum member). The excellent work of the reviewers is warmly acknowledged and highly commended by the APEHRF Executive, particularly on account of the outstanding timeframe that was achieved once again this year. All reviews were completed and returned to the APEHRF administrator within two weeks of distribution, and results forwarded to the ACAP Scientific Sub-Committee to assist with the selection of oral and poster presentations at the Conference.

The ACAP Scientific Sub-Committee selected thirty-five abstracts for oral presentation, thirteen of which were selected by highest score to qualify for the APEHRF Best Paper Award at the Conference, and all remaining abstracts were selected for poster presentations at the Conference. All posters presented at the Conference will be eligible for entry into the APEHRF Best Poster Award, the main component of the prize being one free registration to the ACAP Conference in the following year.

The APEHRF Best Paper Prize was sponsored by Medical Developments International (MDI) for the first time in 2007, in memory of the late Dr. David Komesaroff, former Director of MDI and Consultant Anaesthetist, whose generous bequest is gratefully acknowledged by the APEHRF in support of prehospital research.

ACAP and the APEHRF will have the pleasure of hosting the 2008 US Research Forum Winner, Myles Jen Kin who will represent the US Research Forum for the first time at this year’s ACAP Conference. Ziad Nehme, the APEHRF Best Paper Winner of 2007, attended the EMS Today Conference in Baltimore, where he presented his winning research paper earlier this year.

Once again, the APEHRF Executive would like to thank the ACAP Board and Scientific Sub-Committee for the opportunity to assist with the management of abstracts for the 2008 ACAP National Conference. The collegial and professional manner with which the 2008 Scientific Sub-Committee and ACAP Board representatives have contributed and assisted the APEHRF Executive to date is warmly acknowledged and very much appreciated.

In particular, ACAP would like to acknowledge the professional advice and direct management of the abstract process by Rhona MacDonald.
Finance Sub Committee
The past financial year has been a year of structural review for ACAP to ensure the ongoing relevance of the College to its members and stakeholders. I am pleased to advise that the secure and stable financial position of ACAP continues.

Activities of note included:
- Participated in, and contribution to, the review of ACAP’s structure, objectives and relationships, by all Finance Committee members.
- Compliance with Financial reporting requirements for Registered Companies and with Corporate 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 projects 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.
- Providing seed funding to support planning for forthcoming national and international ACAP Conferences.
- Funding the development of professional Development and Scientific Agenda Frameworks.
- Funding the establishment of the ACAP Foundation.
- Growing our term deposit (reserve funds).
- Achieving end-of-year financial viability.

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

Key Performance Indicator 2 ie “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, Staines, Reeves and Jones have conducted a most thorough and comprehensive audit on behalf of our members in accordance with the international accounting standards and also in a timely manner. There has been an ongoing and specific Audit focus on “Internal Controls” and a number of recommendations for improvement are being implemented.

It is important for all ACAP members to note that the end of year financial outcome for the Board has been a very positive outcome.

The Board is on track to achieve the overall evolution towards a fully professional and independent College supporting our members. The continuing financial viability achieved in this term (2007/08) along with the progress of the review of ACAP structures and governance will enable the Board to better govern the College, improve ACAP’s financial structures and opportunities and to provide better representation and support services to branches and members.

M. J. Davis AM, MBA FACAP, FCHSE, FAIES

Treasurer

Journal of Emergency Primary Health Care
4th September 2007 to 20th August 2008

The journal is now in its sixth year of publication and continues to attract attention nationally and internationally within a broad spectrum of primary emergency health care professions and organisations.

Ongoing achievements
- Indexing with PubMed Central in progress
- Indexing with EBSCO/CINAHL updated
- Application for Journal Impact Factor in 2008
- Trialling Automated Open Journal Source Journal Management Systems

PubMed Central (PMC) indexing has been approved at Step 1, with quality processes meeting the required standard. However, Step 2 has been delayed due to technical limitations of the existing JEPHC content management system to convert files to the stringent XML format that is required by PMC.

Testing is currently underway on an open journal source (OJS) journal management system which incorporates an XML conversion program (in trial version) through the Public Knowledge Project at Simon Fraser University in Vancouver, Canada. OJS is utilised by a host of peer reviewed international journals, and offers improved functionality to the current JEPHC management system. The OJS has the ability to streamline web editing processes at the editorial level, enable automated manuscript submission in a variety of file formats, and provide authors and reviewers with secure access to online status of manuscripts from submission through to
president’s report

publication. It is envisaged that the proposed CMS will reduce editorial tasks and costs, while increasing the ability for authors and peer reviewers to interact, monitor and manage their manuscripts in a secure environment.

Application for JEPHC to obtain a Journal Impact Factor (JIF) is currently underway and will hopefully eventuate in 2010 following a mandatory two year evaluation of the journal. It is anticipated that the impact factor may positively influence the number of research manuscripts submitted to JEPHC. However, as JEPHC is a Department of Education, Employment and Workplace Relations (formerly, DEST) approved journal, Australian academics are entitled to the same Higher Education Research Data Collection (HERDC) credits as they would receive for publications in journals with a JIF.

JEPHC is now indexed with EBSCO who provide access to a large variety of top rating journal databases to the library marketplace. It is anticipated that indexing with EBSCO will further promote and disseminate JEPHC content to a much wider audience in addition to the excellent popularity rating that JEPHC receives in Google Scholar search engine.

Hits, visits and downloads 2008

- Average hits: 360,000 per month (80,000 in 2007)
- Average visits: 25,000 per month (16,000 in 2007)
- Average downloads: 8,000 per month (2,400 in 2007)

Publications

Publication has continued to meet the quarterly circulation of four issues in 2007/2008 with 56 articles received in the past 12 months and 12 papers currently in the process of peer review or revision. While there is continuing interest from international authors (Italy, Canada, USA and UK), submissions by Australian authors have increased significantly in 2008.

There is scope for greater submissions from university student authors at both undergraduate, honours and graduate levels in Australian universities. Also Australia and New Zealand do have the opportunity to publish their research in JEPHC and promote their university to the wider prehospital community.

Reviewers 2007

The JEPHC Management Committee continues to value and acknowledge the time and expertise that is contributed to authors and the journal by peer reviewers. Reviewers in 2008 totalled 42, including 16 new reviewers.

2008 Readers’ Survey

A Readers’ Survey is currently underway in Volume 6, Issue 2, results of which will be published in Volume 6, Issue 4.

Acknowledgements

Members of the Board and JEPHC management committee have maintained strong enthusiasm in raising the profile of the journal and continue to develop new strategies to attract quality contributions. This has been particularly successful through a growing network of local and international experts who have a mutual interest in JEPHC, and who have willingly provided their time and expertise in peer reviewing roles, editorials and collaborative reviews and contributions.

Promotion of JEPHC to potential authors and invited guests through networking and word of mouth is always very much appreciated and we ask that ACAP continue to support the journal in this way, by referring any potential research papers to JEPHC in the first instance.

The JEPHC Management Committee and Editorial Team would like to thank the contributors, peer reviewers and other supporters for their valuable input during the past year and in particular Rhona MacDonald for managing the process.

Professional Standards

The ACAP Board continues to invest considerable efforts in the area of professional standards. The most significant activity this year has been the regulation/registration project. The Board has contracted Professor Fitzgerald and Dr Ray Bange from Queensland University of Technology to prepare a report that examines the issue of regulation for paramedics. The board has received the first submission of this report and has commenced a process of consulting with members.

This is an issue that will help shape our profession - if you have not yet had your say on this issue please do so as soon as possible. Your will hear more on this project at the 2007 conference and beyond.

The Certified Ambulance Professional (CAP) program has received considerable reworking to make it a more user friendly program for members and I would like to acknowledge the work put into this by Malcolm McDonald, CAP Secretariat.
Two professional development programs have been developed to run on the ACAP website and will be available shortly in a members’ only access location. The Board is investigating further professional development via partnerships with universities.

One critical component of our development as a profession is the establishment of a research based body of knowledge. The Board has developed a program entitled the National Scientific Agenda to foster research. This program has floundered due to the need for members to take an active role in working up the agenda. The board will in the coming years fund some dedicated hours to this program. It will still require some attention by members and is one of the clear indicators of an emerging profession.

Professional standards cannot be the domain of the board members - to succeed it must be grasped by all members. If you feel you are able to contribute to shaping your profession in any way please feel free to contact me.

**Alan Eade**, FACAP
Board Director

**National Registrar**

**2007 - 2008**

Minor changes have been made over the past year to the Membership Management System which give the Branch Registrars some added flexibility and a major upgrade is being planned in 2009.

I must repeat a comment from last year - the principal requirement for MMS access and use is a valid email address, through which a username and password can be issued.

New member applicants can apply via the website and all transactions between the applicant, the respective Branch and the National Registrar is automatic.

All members are issued annually with a membership card containing the members name, grade and bar-coded ID – could be used for member tracking in respect of attendances at events, etc. In future Certified Ambulance Paramedic (CAP) currency will also be included where applicable.

**Les Hotchin**
FACAP
Registrar

**Response Journal**

Response has continued to grow and develop over the last 12 months. The survey conducted at ACAP Conference 2007 confirmed directions and identified new areas of development, many of which were implemented during 2008.

The new ‘International Scene’ section has proved popular and further development of ‘Supporting the Frontline’ and ‘Research and Development’ have aimed to include aspects of ambulance service delivery that are oft forgotten, but equally important. ‘Ambulance in the Media’ has also grown and is a good source of information about what is happening within Ambulance Services across Australia.

Over recent times contributions to Response have slowed, which has led to higher numbers of reprinted articles. In itself this is valuable as it provides readers with information and research that they may not necessarily have read otherwise, however it is still important that members continue to make their own contributions. In an effort to increase contributions Response recently introduced the $150 prize for the Editor’s choice article. The ‘Choice’ takes account of (1) relevance to members; (2) original/novel content; (3) inclusion of supporting pictures and diagrams; and (4) amount of editing required.

Emergency Media (publishers of Response) have continued to provide a quality product, however the contract for publishing is currently being reviewed. I’d like to thank Emergency Media for their excellent work and supportive, ‘can-do’ approach.

Thank you also to all of you who have contributed articles throughout the year, and in particular my regular contributors who continue to keep everyone up to date with the latest information. Thanks also to the state ambulance services who have been very supportive through the year providing media articles and pictures for publication.

Finally, I’d like to reinforce that Response is your journal and I welcome and encourage everyone to contribute. I am here to help and am happy to provide feedback and comment for everyone. Response is a source of information and dialogue for pre-hospital care clinicians, as well as allied staff (communications, management, education) across Australia and internationally and I am keen to develop, promote and report all articles of relevance.

**Amy Cotton**
Editor, Response
IT / Web Report for 2007 - 2008

Building on foundation work carried out through 2007, the focus of the IT team throughout this year has been on developing strategies for the provision of technology and services to not only enhance services to our members, but also to provide a level of technology service to our National and Branch executives so that they are able to collaborate and communicate when and where it is convenient for them. The men and woman who engage in the day to day management of ACAP freely volunteer their time, so it is essential that we, as an organisation, ensure that they have the tools to carry out these functions with ease.

An IT Plan was developed with the aim of highlighting where the adoption of complimentary IT systems could improve efficiency, process automation and reduce process duplication. The plan discussed a range of currently available technologies and discussed how each, if implemented, could provide tangible benefits to ACAP’s management and administration. The plan was presented to, and subsequently endorsed, by the Board and will direct the IT team’s efforts through to 2012.

The plan contained several recommendations, which will aid in the transition to implementation. A functional specification was developed, based on these recommendations, and distributed to a number of IT service organisations for proposals and quotes. ACAP received several competitive proposals, utilising a range of technologies. The selected proposal was for a Microsoft based solution utilising Exchange and SharePoint for the provision of collaboration, web, intranet and various other systems. This system should be ready for live testing around the time of the National Conference.

The biggest implication for ACAP from this infrastructure upgrade will be the provision of what is known as a directory service. The directory, as implemented, is a database of members, which will allow for the provision of single password based access to all of the new services to be provided as part of this system. It also allows for a standards based store of member details to aid in administration by our Secretaries and Registrars.

To this end, the Secretaries and Registrars will meet with the IT team at the National Conference in Melbourne to draft a specification for the development of what is being billed as ‘NMS2’, or the second revision to ACAP’s Member Management System. This will represent a big step forward for this group and will ensure that ACAP is able to maintain accurate records of our members to aid in CAP point recording, the processing of dues and allow for easy updates to member contact details.

2008 also saw some changes to the makeup of the IT team with the resignation of Paul Norrey from the position of National Webmaster. Paul, from South Australia, was instrumental in a vast majority of the development of the current website, including layout and design. Paul has committed literally hundreds of hours of time during his time in this position and he has left some very big shoes to fill. I would like to personally thank Paul for his support, advice and creative input over the past few years.

The ACAP website has maintained steady growth since my report at this time last year. This will only increase into the future as more services are developed and brought online. For this reason, the IT Team is always on the lookout for people to supplement our ranks. Members with skills in Web Design, System Administration or Application Development and who are interested in providing support to ACAP’s IT infrastructure or website are encouraged to make contact with their Branch committee or with me directly. I also actively seek feedback from members on how member services can be enhanced through the provision of technology. I can be contacted on 0415 767 193 or at admin@acap.org.au.

Ryan Lovett MACAP
IT Manager
Meetings held / attendance 2007 - 2008

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<td>12</td>
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<td>3</td>
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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 e.g., Honorary Fellows, Life Members and Honorary Members.
ACT Branch

2008 saw a new committee for the ACT, and a renewed focus on the professional development of our members. Much work has gone on behind the scenes to rationalise and streamline Branch resources, and improve administration and communication with members. A quarterly Branch newsletter, “Code 20” is now being distributed to members in conjunction with Response.

Certified Ambulance Professional

Committee members spent the first half of 2008 presenting to ACT Ambulance members at their biennial in-service program, promoting the benefits of CAP. The results have been remarkable with more than 40 ACAP members signing up to the program. This significant commitment to professional development has been matched by increased interest and support for professional development activities across the Territory, and increased communication between members about PD opportunities.

The challenge for the Branch (and, indeed, ACAP nationally) is to ensure that members are given plenty of opportunities to undertake PD activities. One response to this challenge has been for the Branch to sponsor eight local members to attend the conference in Melbourne. Another has been to promote internet-based PD activities that members can complete while on-shift. The development of internet-based activities will be an ongoing focus for the branch.

With such a large number of CAP members in the Territory, the Branch is well placed to provide feedback to the College on the operation of the CAP program.

Ambulance Officer Reclassification

ACAP (ACT) has been invited by the ACT Ambulance Service and the Transport Workers’ Union to be part of discussions regarding the reclassification of ACT Ambulance Paramedics from Technical Officers to Health Professionals. Committee members have been an integral part of the process, which will be a major step forward for professional recognition of Paramedics. The ACT will be the first state or territory in Australia to recognise its Paramedics as healthcare professionals.

Ambulance Graduation Dinner

Traditionally, ACAP (ACT) has hosted the graduation dinner for graduating Paramedics, and facilitated the Dr John Potts Award for the most outstanding Paramedic student. The Branch is continuing this tradition, and updating it to develop an annual occasion to celebrate the achievements of everyone that contributes to ambulance services in the community.

Toby Keene MACAP
Branch Chair

NSW Branch

As in recent past years, I am pleased to report that the NSW Branch is continuing to expand in many ways. The year began with a busy time at the 2007 National Conference held on the Gold Coast. The conference was very well attended by our NSW members and judging by the feedback I received, most members thought highly of the content presented at the conference. At the first meeting of the new Board, a Marketing and Promotions portfolio was implemented and placed under the direction of our newest director Sally Britt. Sally’s appointment to this portfolio proved beneficial with one of her first tasks being to organise the welcome evening at the conference. The evening was a huge success and set the atmosphere for the next few days at the conference to be very positive for our NSW members. Plans are well under way for making this years Melbourne conference even better! We look forward to once again seeing many of our peers from other States & Territories at Melbourne.

A high priority of the NSW Branch has been to provide educational opportunities for our members in several ways. Our main educational program, the Continuing Paramedic Education (CPE) program is going well under the guidance of Peter Lang. Our educational evenings each month at the AEC Rozelle have proven to be popular with numbers varying from month to month. Our biggest attendances have been over fifty members attending. The CPE program also ran another very successful education day at the CSU Bathurst campus in October. The day was a fantastic day for our student members completing studies at CSU. We are working on taking the CPE program to other centres throughout the State in an endeavour to reach as many members as possible.

In April we held what we believe was the first ARC/ALS course in NSW. The course was a success with twenty four participants. The course ran for two days at North Ryde, Sydney and included paramedics, doctors and nurses. ACAP NSW is looking at facilitating more such courses in the future. This first course was a great success due to the effort put in by many including Sally Britt and Dr’s Paul Middleton and Andy Ratchford. The ASNSW Education Centre was also a great supporter of ACAP.
Graduations of all Officer’s of all levels at the AEC Rozelle, Sydney.

Introduction of the College to new ASNSW recruits.

Represented the College at Australian Resuscitation Council (NSW) meetings.

Retirement functions for retiring members.

Extended Care Paramedic course opening.

National Restructure Project being undertaken by the National Board.

Research committees.

Premiers Department invite to discuss the College’s view in relation to the recent ASNSW Review.

In addition, we have very strong professional relationships with organisations here in NSW such as the Ambulance Service of NSW and Charles Sturt University Bathurst.

Our NSW membership continues to grow from year to year. Whilst we have increased numbers over last year, the number is conservative, however, when we take into account that a lot of our NSW members are retiring in an aging workforce, I feel we are doing well in maintaining our membership base at an overall increasing level each year.

Interestingly, we are also noticing past members coming back to renew their membership. This may also continue to increase with plans underway to improve and increase our benefits to members. We have great support from businesses such as the SGE Credit Union and look forward to announcing some new benefits shortly. We have quiet a few members from outside our traditional ambulance service employee applicants. Our membership comes from private enterprise here in NSW, paramedics practicing overseas, in many areas and aspects of clinical practice, and more recently we are now seeing some of our colleagues from the Defence Forces joining the College – to whom we make a warm welcome to and hope they can benefit from membership just as the College is certain to benefit from their knowledge and input as members.

Each year we recognise those members who have achieved excellence in their studies, goals and / or contributions to the NSW Branch of the College. This year it is with great pleasure that I announce as the Chairman, that The John Overton Award 2007 is awarded to Jordan Emery. We also have two members being elevated to Fellow this year: Deb Smith and Dr. Paul Middleton. Congratulations to all members on their achievements.

As Chairman, I have been involved in the National Restructure Project being undertaken by the National Board. This project has been very active and has some interesting outcomes to be announced. We look forward to the upcoming report at the National Conference in Melbourne. NSW Branch is very supportive of the National Project and is actively assisting where we are able to.

The ACAP Shop is going ahead in leaps and bounds since opening its new premises at the AEC Rozelle, Sydney. There is a phenomenal turnover for the Shop. While this may seem great for the College, it is in fact great for you – our members. Without the generous discounts we offer to our members from around the country, the turnover in real dollars would be a lot higher. However, the Shop is run by your College to provide a real benefit to members,
and the way it does this is by providing you with such discounts. We also welcome our first employee Kylie Williams who looks after the Shop as it continues to grow. Remember that the Shop, although housed in NSW, is there for the benefit of all members Australia wide. We receive many orders from every State and Territory each week. In support of our members Australia wide, we send two lucky members to the National Conference each year. All you need to do is make a purchase from the Shop and meet the entry criteria to go in the draw for the prizes and you could be a lucky winner! The Shop has been going for only a few years and it is currently stock between 300 and 500 different titles, items and products at any one time! A full list of products can be viewed on the ACAP website.

I need to take the opportunity to thank many including all of the NSW Board members who give very generously of their time in order to see the College achieve its goals. All NSW Board members have given their support to me at all times over the past year. I undertook the Chairman’s role with many ideas in mind on where I thought our College, State and nationally, should be heading and what we would like to achieve. To assist with these goals, I have encouraged all NSW directors to actively participate in education about directorships. We are governed by many rules and regulations and the College needs to ensure that those at the top are up on just what is required of them.

We have participated in education, business planning for the future of our College as our profession continues to expand and take on new challenges. We have a diverse NSW Board and I believe this no doubt has proven beneficial to the success of the Branch. My thanks to the National Chairman, Mr Ian Patrick and his Board for their guidance and assistance throughout the year. This is my first term as Chairman of NSW and I have appreciated the assistance provided. I look forward to seeing and meeting many of you in Melbourne.

**Carpet Hughes** MACAP
Chairman
ACAP NSW

**Northern Territory Branch**

This year has been quite transitional for the NT branch, with the former chairperson Abi Trevwin standing down from the position to pursue her career interests outside the paramedical field and me taking over the role. I have tried to keep ACAP (NT) branch moving in an upward direction and am looking forward to a positive future.

We have recently filled the long vacant position of branch secretary with Lisa Trevaskis who I would like to thank very much for her efforts since moving into the role and also for her tireless efforts in fund raising for our branch. Chris Davies has remained in the branch treasurer’s role for the past 12 months, I would like to thank him for his efforts in bringing the branch’s financial books up to scratch and setting up the E-banking scheme we now have in operation. Last but not least I would like to thank the NT director for the past 12 months Sandra Schmidt for her efforts in representing the NT branch on the National ACAP board.

Over the past 12 months our membership has remained stable. We have the support of St John Ambulance Australia NT to address each course of new student paramedics to inform them of ACAP and its services to the paramedic profession. I am also working with the acting CEO of St John (NT) to maintain a good working relationship.

In the next 12 months with the good foundations that I have to work with I hope ACAP (NT) branch can continue to grow and flourish and offer its members some interesting events and courses. This hopefully will keep the NT branch a success now and well into the foreseeable future.

**Wayne Bevan** MACAP
Chairperson
ACAP (NT) Branch

**Queensland Branch**

**Introduction:**

It is my pleasure to be able to provide the Annual Chairman’s Report of the activities of the Queensland Branch of ACAP for the 2007 / 2008 year.

I 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, I would like to personally thank the current Queensland Branch Management Committee for their exceptional effort during the last 12 months, especially for the work commitment given to host the very successful International Conference, September 2007 on the Gold Coast.
The 2007-08 year once again, has seen the Queensland Branch continue to grow and has represented and encouraged its members to participate in Educational and professional development activities sponsored by the college. Some of these activities for this year have been, QPCU Excellence Awards, National Conference sponsorships, continuing research projects, and support of members' projects, just to name a few.

Appreciation:
On behalf of the ACAP Queensland Branch Members, I sincerely thank the Qld Executive members for their work and support this year.

I would like to especially thank Rod Sheather for his efforts for both the Qld Branch, as Vice Chair, and for his excellent work as a National Director. Unfortunately due to study, work, and home commitments, Rod has resigned as both Qld Branch member and National Director. Rod's ability and work ethics will certainly be missed at a State and National level. We wish Rod all the best and know that he will always be available to assist ACAP whenever needed.

The Queensland Police Credit Union has once again been a major supporter and sponsor of ACAP, Qld Branch. They have sponsored the Clinical Excellence Awards now for some time and this year have continued this commitment toward the progression of the College within Queensland.

ACAP Queensland is indebted to them for this continued and generous support.

Membership:
The Queensland Branch membership has continued to increase during the last year. The increased membership allows the Queensland Branch to progress, and have the ability to sponsor and promote the members activities. Especially may I thank Ms Helen Humphries for maintaining our Branch Members Register.

Queensland Police Credit Union Excellence Awards 2007-08:
The QPCU excellence awards are always a highlight of the ACAP Queensland 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 be Clinical, Education, Communications, Volunteers, Community Safety, or Management. Congratulations to the final participants for 2007 - 2008

Industry Membership:
Once again, the Queensland Branch has been fortunate to be asked to supply members to Industry Reference groups during the last year.

Some of the Groups that Queensland members are representatives on are:
- Queensland Branch of ARC;
- Medical Advisory Committee (MAC);
- Queensland Emergency Medical System (QEMS);
- Community Services and Health Industry Training and Skills Council First Aid Industry Reference Group;
- Queensland Trauma Council;

Asia Pacific International Conference 2007:
The organisation of the 2007 conference had been the main focus of the Queensland Branch during the first half of this financial year.

The Asia Pacific International Conference 2007 was conducted at Conrad Jupiter’s on the Gold Coast in September 2007.
The Scientific Program has been rated as world class, thanks to a very hard working, and committed committee.

I would like to especially like to thank Col Allen and his team for the outstanding effort the he gave with the organisation of the Simulation Challenge. Those who attended this world leading event, were certainly treated to a spectacular exhibition of patient care skills. Congratulations to all the teams who participated and special credit to the winners from San Diego.

As convener of the 2007 Conference, I would like to take this opportunity to thank all those associated with the organizing of this Conference.

Partnerships:
ACAP Queensland Branch has once again partnered with QUT to present the “Malcolm McDonald Award for Excellence in Clinical Studies” for students who are completing the Bachelor of Health Science (Paramedic). This is an annual award and is presented each February to students who have shown excellence within their studies.

ACAP Queensland Branch would like to welcome Mr David Melville to the position of Commissioner Queensland Ambulance Service. Mr Melville succeeded Mr Jim Higgins, who has been a supporter of ACAP for many years. We are looking forward to continuing and strengthening the partnership with Queensland Ambulance Service under the leadership of Mr Melville.
branch reports

To the Future:
The Queensland Branch Management Committee has a strong focus on the future of the College in Queensland and Australia. We are strongly committed to the proposed restructure of ACAP and will give our support wherever possible.

Conclusion:
As mentioned before, the Queensland 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 look forward to being a part of the Queensland Branch of ACAP Management Committee in the future and would like to wish each and every member every success in the future.

Des Kurz MACAP
Queensland Branch Chair

South Australia Branch

Overview
As this will be my final report as chair of this branch, it comforts me to know that the branch is now well known not just within the ambulance community, but within the wider circles of the South Australian health community.

Branch Activities

Conferences
In this last year we concentrated efforts on the Emergency SA (EMSA) conference, which was held in conjunction with the SA branches of the Australasian College for Emergency Medicine and the College of Emergency Nursing Australasia. This is the second year we have participated in this conference, and for both years it is fair to say our branch played pivotal roles. Whilst returning a modest profit financially, the benefit was enormous in terms of marketing capital. The professional respect earned from the emergency medical and nursing colleges is considerable and in fact probably incalculable. Due to the considerable workload it placed on the organisers from each of the three contributing colleges (about three or four members from each), this event will most likely be run biannually.

Seminars
In April 2008 we ran a one day clinical seminar in Mt Gambier, an area of the state where ACAP has not been active for some number of years. It attracted in excess of 100 attendees, including volunteer and career ambulance officers from Adelaide, the south east of SA and also from Rural Ambulance Victoria. With high quality speakers, the event focussed on cutting edge technology being employed on the frontline for emergency medical care. The day was concluded with an evening dinner, speaker and live band.

Workshops and other events
With the imminent role out of 12 lead ECG’s across SAAS’ career workforce in 2007-8, and the introduction of Adenosine for SVT, it was timely for ACAP to pre-empt and assist SAAS to augment clinical practice by instigating a series of 12 lead ECG and tachycardia workshops. As a result of relationships forged from EMSA, we employed the services of Queen Elizabeth Hospital nurse practitioner Cassie Ryan to run these on our behalf. These proved very successful and were run in a number of locations across the state, both in metropolitan and country SA, and also provided an opportunity for me to visit some rural locations to promote ACAP and listen to member’s suggestions and answer questions.

Operational safety training was introduced in SA this year, and saw training days run at Fort Largs Police Academy and the Murray Bridge Pistol Club, where members were able to appreciate many aspects of ballistics and other issues relating to member safety around firearms. SAPOL also provided major crash investigation presentations to members and these also proved popular, with sessions being run in the north and south of Adelaide.

Pre-hospital scholarship
This year has finally seen the introduction of a pre-hospital scholarship for the branch, and is being run in conjunction with the SA Ambulance Service. Following along similar lines to a Churchill Fellowship, our scholarship will see a
member of ACAP who is also a SAAS employee to attend (most likely) an overseas destination to gather information to bring back to ACAP and SAAS on a topic that will enhance the profession, with a view to instigating it here in SA. It will cost somewhere between $7000-10,000 and it is envisioned it will run annually, or as finances dictate.

Membership
It is pleasing to see our branch membership continue to grow. To put this in some perspective, in 2001 our branch had 239 members in various categories. Today we have over 500; more than doubling our number despite two significant fee increases over this time.

Assets and Infrastructure
Our branch continues to ensure committee members are resourced adequately to undertake their requested tasks. Over the last 12 months we have invested in a fax machine, colour laser printer and laptops for key personnel so they can undertake their roles more efficiently.

Finances
Our bank balance remains reasonably healthy despite significant investments in infrastructure and member events over the last 12 months. We still subscribe to the belief that it is best to have member’s money out working for them rather than leaving it to accumulate in a term deposit somewhere gathering nothing but monetary interest and dust.

The committee
The committed individuals who make up the SA committee are truly talented, generous and wonderful people and it has been my pleasure to work with them over (in some instances) many years.

This year will see a changing of the guard for ACAP in SA, with Paul Norrey, Chris Bonnici, Lorraine Amos and I stepping down from key branch positions. We have all been on the committee for at least six years and whilst we leave for different reasons, none of them are due to any disagreement with ACAP, but are concentrated more with our future challenges personally.

The Future
Our profession is evolving rapidly, and I believe it is important to ensure the overarching direction it takes is born primarily out of clearly defined benefits for the community we serve. If we keep that as a core principle, the direction and focus will remain clear. Under my chairmanship I have tried to adhere to this when moderating SA committee meetings, and when relating to the membership in SA. This has been rewarded by the good will of our members, who I believe genuinely put the public interest first, and hence support our branch initiatives because they see we are ultimately investing in provision of best care.

“If we build it they will come.”
Yours in service,

Chris Cotton
MACAP
Chair, ACAP SA branch

Tasmania Branch
2007-08 has been another busy year for ACAP in Tasmania with an energetic, committed executive working on issues within our service affecting our members.

The College continued to be involved in the development and later the early stages of implementation of the Clinical Services Plan that will govern the future of health in Tasmania. This plan involves major changes in the ambulance service with a significant funding boost essential. ACAP with its alliance with the Health and Community Services Union and the Volunteer Ambulance Officer Association of Tasmanian met with government on a number of occasions to raise concerns over the proposed new funding method of the ambulance service and combined with public support we are pleased with it’s decision to move away from a “user pays system”.

The College continues to promote professional development and reaccreditation of Ambulance Paramedics. We have again been proactive in assisting members to attend professional courses and conferences providing support to members attending the national conference in Canberra and a trauma workshop in Sydney.

The Tasmanian conference this year was held in Launceston with key speakers on the Queensland Ambulance move to pre-hospital thrombolysis and the use of intra-dermal water as pain relief for obstetric lower back pain. The day also gave members currently undertaking masters education the opportunity to present the projects to the conference.
The College has continued its representation on several groups and committees. These include the Tas. Branch of the ARC, the Course Advisory Committee of the Assoc. Degree in Paramedic Studies conducted by the University of Tasmania and the Health Professionals Council (Tasmania) and the Tasmanian Ambulance Clinical Council, and through its membership on the Tasmanian Clinical Council the College has been involved in the development and introduction of new Clinical Practice Guidelines into the service this year.

To all members I thank them for their efforts and look forward to their continued support into 2008-09. To the members of the executive your commitment and enthusiasm, and the time and effort you put into the running of the college is essential to its success and on behalf of the Tasmanian members I thank you.

Finally, the end of this year has seen the resignation of Mr Tim Rider who has been the Chairman and real driving force behind ACAP Tasmania. His efforts and commitment to the College for many years have been enormous and on behalf of the Tasmanian members I wish to again thank him for his efforts and wish him and his family every success in their move back to Queensland.

**Stephen Trewin**
MACAP
Acting Chairman Tasmania Branch

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**Victoria Branch**

I am pleased to be able to present the 2007-08 Victorian Branch Chairman’s Report.

Over the past 12 months we have seen a steady growth in membership and have continued to financially and administratively support the ACAP Student Paramedic Association in their activities.

Professional development has continued to be a major focus of the Victorian Branch with the conduct of regular professional development seminars and sponsorship to allow members to attend the ACAP National Conference, the JEMS EMS Conference and other local conferences and workshops.

The key focus during of the Victorian Branch during the past 12 months has been on planning for the ACAP 2008 Conference to be held in Melbourne in September.

I would like to thank all members of the Branch Executive for their support during 2007-08. We look forward to 2008-09 and the exciting opportunities offered by a restructured College.

**Assoc Prof Tony Walker**
ASM FACAP
Chairman, Victorian Branch
Western Australia Branch

2008 has been a busy year for the Western Australian Branch. Our membership base of 292 in 2007 has increased to 364 representing a growth of 20%. There has been some fantastic work from committee members that has led to an increase in professional development programs, new initiatives and relationships. Mark Hill has put in an impressive performance this year with a series of professional development seminars in rural and metropolitan regions. The utilization of excellent speakers have attracted great interest from WA members and are set to continue in 2008/2009 with further extension of our services in rural WA. This has been supported by committee member Jean Mossop representing WA ACAP in negotiations with WAAS and LHMU regarding the future of rural support paramedics in regional WA. We also continue to maintain our state representation at the Australian Resuscitation Council and Injury Control Council. Our Vice Chairman Rick Ashdown continues to provide a quality state based newsletter to keep our members up to date with State events and help drive the CAP program at a local level.

Our WBS Scholarship winners this year were Dimi and Dylan. They both received airfares, accommodation and registration to AUSTRAUMA 2008. Well done to you both and a big thank you to committee member Stacey Abbott for her continued efforts in running our scholarship program. We are set to finish on a high note this year with the beginning of our involvement with Royal Perth Hospital Trauma Unit. In conjunction with them we will present an annual one day trauma symposium with this year’s theme being ‘amputation’. Our achievements so far are due to the hard work of all our committee members including Richard, Darren, Blaise, Wade, Nathan, Glen, Geoff and all those mentioned above. All of us at WA ACAP are proud of our achievements this year and look forward to an exciting 2009 and hosting the National conference in 2010.

Joe Cuthbertson MACAP
Chair, WA Branch.
Lorraine Amos  MACAP  
Director – Resigned 2008

Lorraine commenced her Ambulance career with the SA Ambulance service in 1990 after working for 4 years as a trained nurse. Lorraine has been a paramedic, Intensive Care Paramedic, Clinical Team Leader, Assistant Operations Manager and Assistant Clinical Manager during her time with SAAS.

Currently, Lorraine is employed as a Metropolitan Operations Manager for the SA Ambulance service. 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 and in 2003 was elected as a Director nominated by the SA branch in August 2003.

Lorraine had responsibility for the Response portfolio before resigning as a Director in 2008.

Richard Brightwell
BScHons PhD (Belf) CertEd (Ulster Poly)  
Director - Appointed 2008

Richard Brightwell is Coordinator of Paramedical Programs at Edith Cowan University, Perth Western Australia. He studied Biology at Queen’s University Belfast, UK, before setting up the Anatomy program for The Northern Ireland School of Chiropody. This led into the development of Anatomy and Physiology courses for Nurse Educators and eventually to migration in 1987 to the then West Australian College of Advanced Education, teaching in the Nursing program. At Edith Cowan University he has developed and coordinated the degree programs in Human Biology, Forensic Investigation, Biomedical Science and Paramedical Science. In 2003 he developed the undergraduate Paramedical Science Degree Program at Edith Cowan with the staff at St John’s WA.

His current interests include assessment, online teaching, research skill development and the development of research initiatives in health professions education.

Married to Joan, with three grown up children, his other interests include aviculture and motor sports.

For more details:  

Chris Cotton  MACAP  
Director - Appointed 2008

Chris Cotton is a practicing intensive care paramedic and clinical educator with the SA Ambulance Service, and is about to notch up 20 years of full time service with them. He is also a driving and manual handling instructor with them, graduated with a nationally weighted GPA of 6.86 from the bachelor of health science degree (paramedic) at Flinder’s University of South Australia, where he is an associate lecturer, and has co-authored and published original clinical research and other articles in the Critical Care Medicine, Anaesthesia and Resuscitation journals. He is an active participant in the highly regarded, internet-based Critical Care Medicine list and is a former Australian Army Medic.

Chris has been chair of the SA branch of ACAP since 2001; a position he has only recently retired from to pursue other activities, including his burgeoning interest in the personal medical training company 4Life, and to spend more time with his young family. With his wife, he co-edits the Response journal for ACAP and was the national director in 2008 representing the SA branch of ACAP.

He continues to run a pre-hospital emergency medicine journal club, and was the convener of the highly acclaimed and successful ACAP

When not at work, Chris volunteers his time to give “Pre-Ambulance” first aid talks to a wide variety of community groups, as well as running a series of “Snakes Alive” courses on snakebite first aid. He is also an active Country Fire Service volunteer with 25 years experience.

Alan Eade  FACAP
Director

Alan is MICA Paramedic with Ambulance Victoria and has worked in the field of pre-hospital care for twelve years.

Prior to joining ambulance Alan worked as a registered nurse and maintains this registration, as well as being a visiting lecturer in paramedic sciences. His interests are founded in research into substance use and trauma care. Alan is currently the Chief Paramedic and Chief Professional Officer of St John Ambulance Australia.

He has been a member of ACAP Victoria Branch since 1996 and a National Director since October 2005.

Noel Clifford Gillard  OSj FACAP
Director – term expired 26 Sep 2007

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 38 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 an appointed Director of the National Board, focusing on the Professional Relationships area.

John Hall  LMACAP
Director
Vice President

John has completed over 42 years with the ASNSW. Having completed the ASNSW paramedic training program in 1978, he served for 30 years as a Paramedic. Obtaining the position of Station Manager in 1987 and then progressing to State Manager of Quality Assurance. John was involved with the introduction of defibrillators into the ASNSW. Having reported on the success of this venture, he co-authored several papers and has presented at conferences in Australia and the USA. John has been involved with many of the major events and incidents in the Sydney region including the Olympic Games.

Joining the College in 1987, he quickly became involved with the Response Journal as the NSW State Editor. Taking over as National
Editor of Response in 1991, he served the College in this position until 2002. John has been a Councillor or Committee member of the NSW Branch since 1990. John has represented the College on the Australian Resuscitation Council in several capacities, he is currently on the ARC Executive Committee as the Secretary/Treasurer. John is currently the NSW Director, Vice President of ACAP, and a member of the Finance and Audit Committee. John was honoured with Life membership of the College in 2007.

Les Hotchin FACAP LMACAP
Director
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. During this period – from 1989 to 1992 - he served as National President.

Les was appointed to the position of National Secretary of the College in 2000.

Ian R. Howell MACAP
Director – Resigned 2008

Born in Melbourne in 1971, Ian began seeking a way to learn more about First Aid and Ambulance work at the age of eight years, following his brothers’ successful resuscitation of their father who suffered a cardiac arrest at home. At age ten, he joined St John Ambulance as a Cadet.

Having completed his Higher School Education in Melbourne, he decided to occupy the interim years until he was old enough to further his pursuit of a career as an Ambulance Officer, by going to University to study Nursing. During this time Ian moved to Perth Western Australia, where he discovered that he could obtain further training and experience as a Volunteer Ambulance Officer. Ian undertook formal training in Industrial First Aid and First Aid Instruction and found work in the Mining Industry as an Emergency Services Officer at Kambalda Nickel Mines. Emergency Services Officers were responsible for the provision of Industrial Ambulance, First Aid, Rescue, Fire Fighting, Safety and Training Services across approximately twenty-one sites and thousands of square kilometers for Western Mining Corporation (KNM). As challenging and rewarding as the position was, Ian still sought to achieve the dream of becoming a Career Ambulance Officer.

In 1996 Ian returned to Perth to begin training as a Career Ambulance Officer with St John Ambulance Australia, W.A. Ambulance Service, graduating as an Ambulance Paramedic in 1999. In 2001 he was seconded to the W.A. College of Pre-Hospital Care, Ambulance Training Centre where his primary role was support and training of Volunteer Ambulance Personnel across Western Australia. Throughout 2004 he acted in the position of Shift Operations Manager/Team Leader Ambulance Operations Centre. Additionally, in his ‘on-road’ position, he assisted in Career Officer Training and Support, Industrial First Aid and Ambulance Training and Industrial Paramedical Services.

Throughout his employment with St John Ambulance, Ian continued to serve in the Volunteer First Aid Service until early 2003. In 1999 he was appointed to the Position of State Officer (Professional Development), where his responsibilities included support and training of Volunteer First Aiders and career Allied Medical Staff volunteering within the Volunteer First Aid Service, Clinical Quality and Standards Auditing, Occupational Safety and Health in relation to Volunteer Staff and review and expansion of training initiatives within the Volunteer First Aid Service.
In April 2007, after eleven years of employment within the W.A. Ambulance Service and approximately 25 years of continuous service to St John Ambulance Australia, Ian returned to the Industrial Sector, stepping into the role of Manager Medical, Security & Emergency Services with Hostile Environment Services. Where he is responsible for overseeing clinical, operational and training issues, implementing and monitoring quality improvement strategies and supporting Medical, Security and Emergency Services Personnel servicing the mining, petroleum and heavy industry in Australia and Internationally.

Ian began his association with The Institute of Ambulance Officers (later to become the Australian College of Ambulance Professionals) in 1996, has been a State Committee Member of the Australian College of Ambulance Professionals since 2000, served as W.A. Branch Secretary between 2000 and 2002, W.A. Branch Chairman from 2003 until 2005 and a Director on the National Board from 2003 until 2008.

**Ian Patrick**
ASM FACAP
Director
President

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, General Manager Emergency Operations – Metropolitan Ambulance Service Victoria.

From there, Ian was appointed Director, MAS - Monash University Translational research unit, following which he took up a position as Organisation Transition Executive with RAV in June 2007, and Executive Director Organisational services RAV in 2008.

Ian has honorary appointments as a Senior Research Fellow at Monash University Melbourne and Adjunct Professor at the University of Sunshine Coast Queensland.

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.

Ian was appointed President of the College on the 12th October 2005.

**Brett Rogers**
MACAP
B.Surv. (UQ), Grad Dip ICP Practice (QUT), Grad Dip edu (QUT), Dip Hlth Science (QAS). Director - Appointed 2008

Brett is an Intensive Care Paramedic (ICP) and Senior Clinical Educator with the Queensland Ambulance Service (QAS). He is a member of ACAP (Qld) and coordinates the Graduate Diploma in Intensive Care Paramedic Practice at the Queensland University of Technology (QUT), Brisbane. Brett is also enrolled in a Masters of Health Science and continues to perform operational ICP duties in Brisbane.

Brett has had a close association with emergency services over 20 years, having worked with the Qld Mines Rescue Brigade, the Qld Fire and Rescue Service and for the past 12 years with the QAS. Brett has received awards for professionalism, dedication, research and education. He was the recipient of a QAS/ACPHR Research Scholarship to work as part of team to develop and conduct research into paramedic practice funded by ACAP (Qld).

Brett has a passion for paramedic research and education, and recently received a QUT Vice Chancellor’s Performance Award for significant contributions to both undergraduate and postgraduate paramedic education.

**Sandra Schmidt**
MACAP
Director

Sandra has worked in the field of pre-hospital care since moving to the Northern Territory in 1996. She was employed by St John Ambulance in Alice Springs and has progressed through to the Intensive Care Paramedic qualification in 2001. Sandra has worked predominately in Alice Springs on-road as an ICP with time in Communications and as acting Deputy Regional Manager. She spent eighteen months at a remote mine site as the on-site paramedic, the nearest definitive health care being five hundred kilometres away.

Sandra has now focused on the education sector and is employed by Batchelor Institute of Indigenous Tertiary Education as a lecturer. She teaches in the School of Health in - Bachelor of Nursing, Aboriginal Health Work and First Aid.
board member profiles

and travels extensively across the Northern Territory.

Sandra joined ACAP in 1997 as an Associate Member and has been involved with the College ever since. She became a member of the Branch Committee in 2003, and in 2006 was elected Director. Sandra has a keen interest in the pre-hospital care role in rural and remote areas and has taken on the Rural and Remote national portfolio.

**Rod Sheather** FACAP
Director – Resigned 2008

Rod Sheather is an Advanced Care Paramedic with 30 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.

Rod’s involvement with the college has included appointments on the branch executive as well as regular participation in competitions and clinical presentations at ACAP conferences. Rod resigned as a Director in February 2008 to concentrate on his doctoral studies.

**Tim Rider** MACAP
Director – resigned 2008

Prior to embarking on a career in ambulance, Tim spent 8 years in the Australian Army as a medical assistant. On discharge, he joined the Queensland Ambulance Transport Brigade commencing with Beenleigh District in 1988 and saw in the transition to the Queensland Ambulance Service. Tim spent 8 years in Queensland working in a variety of locations including the Beenleigh district, Blackall, Cairns, Smithfield, Gemfields and Blackwater. He gained his Associate Diploma in Applied Science (Ambulance) in 1994. In 1996, he joined the Tasmanian Ambulance Service as an ambulance officer working on the North West coast. Tim gained his Paramedic qualification in 1998 and moved to the Southern region in 1999 where is still working. Tim is currently employed as a Clinical Support Officer in Hobart. Tim is also a clinical teacher with the University of Tasmania.

Tim has undertaken the following undergraduate and post graduate qualifications:
- Bachelor of Social Science (Emergency Management), Charles Sturt University
- Master of Health Science, Victoria University
- Graduate Certificate in Emergency Services Education, Victoria University
- Completed the requirements of the Graduate Certificate in Clinical Toxicology, University of Newcastle
- Currently undertaking the Master of Applied Management (Health), University of Newcastle

- Currently undertaking the Master of Emergency Health (MICA), Monash University
- Completed the requirements for the Postgraduate Certificate in Disaster and Refugee Health, James Cook University as part of a scholarship awarded by the Australian Rural and Remote Health Professional Scholarship scheme.

Tim has been an associate/member of the Institute of Ambulance Officers/ACAP since 1985. He has been chair of the Tasmania Branch since 2004 and a Director since October 2006 prior to his resignation in June 2008 when he moved to Queensland.

**Doug Wright**
Director

Doug Wright has been a member of the College for over 20 years, first with the Victoria Branch Branch before moving to the ACT. He is currently employed as the Clinical Co-ordinator with the ACT Ambulance.

Area of interest is research into fundamentals of “every day” ambulance practice.

Doug was awarded a Churchill Fellowship in 2007 to study Expanding Ambulance Care for the Aged and has spent from March until July this year

Doug has been the ACT Director since March 2007 and is responsible for the Response portfolio.
Director’s Report
Your directors present their report on the company for the financial year ended 30 June 2008.

The names of the directors in office at any time during, or since the end of, the year are:

Michael John Davis
Sandra Schmidt
John Milton Hall
Les Hotchin
Ian Howell
(Ceased as a Director on 01/04/2008)
Ian Patrick
Lorraine Amos
(Ceased as a Director on 02/01/2008)
Rodney Sheather
(Ceased as a Director on 29/03/2008)
Noel Gillard
(Ceased as a Director on 23/09/2007)
Alan Kenneth Eade
Christopher Robert Tilney Cotton
(Appointed 29/01/08)
Richard Brightwell
(Appointed 12/06/08)
Timothy Rider
(Ceased as a Director on 09/06/2008)
Brett Lenard Rogers
(Appointed 22/04/08)
Douglas Geoffrey Wright

Directors have been in office since the start of the financial year to the date of this report unless otherwise stated.

The profit of the company for the financial year amounted to $6,871 (2007: $84,524).

No significant changes in the state of affairs of the company occurred during the financial year.

The principal activities of the company during the financial year were representation of ambulance personnel and interests of the members throughout Australia on matters relating to professional pre-hospital care and associated issues.

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

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the company, the results of those operations, or the state of affairs of the company in future financial years.

Likely developments in the operations of the company and the expected results of those operations in future financial years have not been included in this report as the inclusion of such information is likely to result in unreasonable prejudice to the company. The operations of the company are not regulated by any significant environmental regulation under a law of the Commonwealth or of a state or territory.

No indemnities have been given or insurance premiums paid, during or since the end of the financial year, for any person who is or has been an officer or auditor of the company.

No person has applied for leave of Court to bring proceedings on behalf of the company or intervene in any proceedings to which the company is a party for the purpose of taking responsibility on behalf of the company for all or any part of those proceedings.

The company was not a party to any such proceedings during the year.

Auditor’s Independence Declaration
A copy of the auditor’s independence declaration as required under section 307C of the Corporations Act 2001 is set out on page 24.

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

Michael John Davis
Director/Treasurer
Dated this 22nd day of August 2008
Auditors Independence Declaration Under Section 307C of the Corporations Act
2001 to the Directors of Australia College of Ambulance Professionals Ltd ABN 33 095 065 580

As auditor for the audit of Australian College of Ambulance Professionals Ltd for the year ended 30 June 2008, I declare that, to the best of my knowledge and belief, there have been:

i. no contraventions of the independence requirements of the Corporations Act in relation to the audit; and

ii. no contraventions of any applicable code of professional conduct in relation to the audit.

Jason Croston, CA
Registered Company Auditor
Brisbane
Skaines Reeves & Jones

Dated 15th of August 2008
Address: Unit 3, 27 Southpine Road, STRATHPINE QLD 4500

INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2007

<table>
<thead>
<tr>
<th>Note</th>
<th>2008</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Revenue</td>
<td>302,316</td>
<td>279,091</td>
</tr>
<tr>
<td>Freight and cartage</td>
<td>(1,218)</td>
<td>(768)</td>
</tr>
<tr>
<td>Depreciation and amortisation expenses</td>
<td>(3,808)</td>
<td>(3,604)</td>
</tr>
<tr>
<td>Other expenses</td>
<td>(290,242)</td>
<td>(187,648)</td>
</tr>
<tr>
<td>Profit before income tax</td>
<td>7,048</td>
<td>87,071</td>
</tr>
<tr>
<td>Income tax expense</td>
<td>(177)</td>
<td>(2,547)</td>
</tr>
<tr>
<td>Profit attributable to members of the entity</td>
<td>6,871</td>
<td>84,524</td>
</tr>
</tbody>
</table>

The accompanying notes form part of these financial statements
BALANCE SHEET AS AT 30 JUNE 2008

<table>
<thead>
<tr>
<th>Note</th>
<th>2008</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>ASSETS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CURRENT ASSETS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>6</td>
<td>162,634</td>
</tr>
<tr>
<td>Trade and other receivables</td>
<td>7</td>
<td>45,183</td>
</tr>
<tr>
<td>Inventories</td>
<td>8</td>
<td>16,590</td>
</tr>
<tr>
<td>Other current assets</td>
<td>9</td>
<td>1,990</td>
</tr>
<tr>
<td>TOTAL CURRENT ASSETS</td>
<td></td>
<td>226,396</td>
</tr>
<tr>
<td>NON-CURRENT ASSETS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property, plant and equipment</td>
<td>10</td>
<td>5,193</td>
</tr>
<tr>
<td>Deferred tax assets</td>
<td>13</td>
<td>9,001</td>
</tr>
<tr>
<td>Intangible assets</td>
<td>11</td>
<td>2,719</td>
</tr>
<tr>
<td>TOTAL NON-CURRENT ASSETS</td>
<td></td>
<td>67,962</td>
</tr>
<tr>
<td>TOTAL ASSETS</td>
<td></td>
<td>302,271</td>
</tr>
<tr>
<td>CURRENT LIABILITIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade and other payables</td>
<td>12</td>
<td>4,566</td>
</tr>
<tr>
<td>Current tax liabilities</td>
<td>13</td>
<td>4,566</td>
</tr>
<tr>
<td>TOTAL CURRENT LIABILITIES</td>
<td></td>
<td>4,566</td>
</tr>
<tr>
<td>TOTAL LIABILITIES</td>
<td></td>
<td>4,566</td>
</tr>
<tr>
<td>NET ASSETS</td>
<td></td>
<td>297,705</td>
</tr>
<tr>
<td>EQUITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retained earnings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL EQUITY</td>
<td></td>
<td>297,705</td>
</tr>
</tbody>
</table>

The accompanying notes form part of these financial statements.
financial report

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2008

<table>
<thead>
<tr>
<th>Note</th>
<th>Retained Earnings</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Balance at 1 July 2006</td>
<td>$206,310</td>
<td>$206,310</td>
</tr>
<tr>
<td>Profit attributable to members of entity</td>
<td>84,524</td>
<td>84,524</td>
</tr>
<tr>
<td>Sub-total</td>
<td>$290,834</td>
<td>$290,834</td>
</tr>
<tr>
<td>Balance at 30 June 2007</td>
<td>$290,834</td>
<td>$290,834</td>
</tr>
<tr>
<td>Profit attributable to members of entity</td>
<td>6,871</td>
<td>6,871</td>
</tr>
<tr>
<td>Sub-total</td>
<td>$297,705</td>
<td>$297,705</td>
</tr>
<tr>
<td>Balance at 30 June 2008</td>
<td>$297,705</td>
<td>$297,705</td>
</tr>
</tbody>
</table>

CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2008

CASH FLOWS FROM OPERATING ACTIVITIES

<table>
<thead>
<tr>
<th>Description</th>
<th>2008</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts from customers</td>
<td>$317,824</td>
<td>$226,771</td>
</tr>
<tr>
<td>Payments to suppliers and employees</td>
<td>(293,438)</td>
<td>(197,312)</td>
</tr>
<tr>
<td>Interest received</td>
<td>6,449</td>
<td>6,264</td>
</tr>
<tr>
<td>Income tax paid</td>
<td>(1,690)</td>
<td>(438)</td>
</tr>
<tr>
<td>Net cash provided by operating activities</td>
<td>29,145</td>
<td>35,285</td>
</tr>
</tbody>
</table>

CASH FLOWS FROM INVESTING ACTIVITIES

<table>
<thead>
<tr>
<th>Description</th>
<th>2008</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase of property, plant and equipment</td>
<td>-</td>
<td>(1,572)</td>
</tr>
<tr>
<td>Purchase of intangibles</td>
<td>(31,818)</td>
<td>-</td>
</tr>
<tr>
<td>Net cash provided used in investing activities</td>
<td>(31,818)</td>
<td>(1,572)</td>
</tr>
</tbody>
</table>

CASH FLOWS FROM FINANCING ACTIVITIES

<table>
<thead>
<tr>
<th>Description</th>
<th>2008</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proceeds from borrowings</td>
<td>5,920</td>
<td>-</td>
</tr>
<tr>
<td>Net cash provided by (used in) financing activities</td>
<td>5,920</td>
<td>-</td>
</tr>
</tbody>
</table>

Net increase in cash held | $3,247 | $33,713 |

Cash at beginning of financial year | $159,387 | $125,674 |

Cash at end of financial year | $162,634 | $159,387 |

The accompanying notes form part of these financial statements.
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008

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 company.

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

The following is a summary of the material accounting policies adopted by the company in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

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

AASB 101: Presentation of Financial Statements
AASB 107: Cash Flow Statements
AASB 108: Accounting Policies, Changes in Accounting Estimates and Errors
AASB 110: Events after the Balance Sheet Date
AASB 117: Leases
AASB 1031: Materiality
AASB 1048: Interpretation and Application of Standards

Reporting Basis and Conventions
The financial report has been prepared on an accruals basis and is based on historical costs modified by the revaluation of selected non-current assets, and financial assets financial liabilities for which the fair value basis of accounting has been applied.

The following is a summary of the material accounting policies adopted by the company in the preparation of the financial report. The accounting policies have been consistently applied, otherwise stated

Accounting Policies
(a) Income Tax
The company is assessable on all income other than income derived from members. All expenses directly attributable to the 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.

Deferred tax is accounted for using the balance sheet liability method in respect of temporary differences arising between the tax bases of assets and liabilities and their carrying amounts in the financial statements. No deferred income tax will be recognised from the initial recognition of an asset or liability, excluding a business combination, where there is no effect on accounting or taxable profit or loss.
Deferred tax is calculated at the tax rates that are expected to apply to the period when the asset is realised or liability is settled. Deferred tax is credited in the income statement except where it relates to items that may be credited directly to equity, in which case the deferred tax is adjusted directly against equity.

Deferred income tax assets are recognised to the extent that it is probable that future tax profits will be available against which deductible temporary differences can be utilised.

The amount of benefits brought to account or which may be realised in the future is based on the assumption that no adverse change will occur in income taxation legislation and the anticipation that the company will derive sufficient future assessable income to enable the benefit to be realised and comply with the conditions of deductibility imposed by the law.

(b) Inventories
Inventories are measured at the lower of cost and net realisable value. The cost of manufactured products includes direct materials, direct labour and an appropriate portion of variable and fixed overheads. Overheads are applied on the basis of normal operating capacity. Costs are assigned on the basis of weighted average costs.

(c) Property, Plant and Equipment
Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment losses.

Plant and equipment
Plant and equipment are measured on the cost basis less depreciation and impairment losses.

The carrying amount of plant and equipment is reviewed annually by directors to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the assets employment and subsequent disposal. The expected net cash flows have been discounted to their present values in determining recoverable amounts.

The cost of fixed assets constructed within the company includes the cost of materials, direct labour, borrowing costs and an appropriate proportion of fixed and variable overheads.

Subsequent costs are included in the asset’s carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the company and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

Increases in the carrying amount arising on revaluation of land and buildings are credited to a revaluation reserve in shareholders’ equity. Decreases that offset previous increases of the same asset are charged against fair value reserves directly in equity; all other decreases are charged to the income statement. Each year the difference between depreciation based on the revalued carrying amount of the asset charged to the income statement and depreciation based on the asset’s original cost is transferred from the revaluation reserve to retained earnings.
Depreciation
The depreciable amount of all fixed assets including building and capitalised lease assets, but excluding freehold land, is depreciated on a straight line basis over their useful lives to the company commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements. The depreciation rates used for each class of depreciable assets are:

<table>
<thead>
<tr>
<th>Class of Fixed Asset</th>
<th>Depreciation Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plant and equipment</td>
<td>25%</td>
</tr>
</tbody>
</table>

The assets’ residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date.

An asset’s carrying amount is written down immediately to its recoverable amount if the asset’s carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the income statement. When revalued assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to retained earnings.

(d) Financial Instruments
Recognition
Financial instruments are initially measured at cost on trade date, which includes transaction costs, when the related contractual rights or obligations exist. Subsequent to initial recognition these instruments are measured as set out below.

Loans and receivables
Receivables are non-derivative financial assets with 30 day payment term that are not quoted in an active market and are stated at amortised cost.

Held-to-maturity investments
These investments have fixed maturities, and it is the company’s intention to hold these investments to maturity. Any held-to-maturity investments held by the company are stated at amortised cost using the effective interest rate method.

Financial liabilities
Non-derivative financial liabilities are recognised at amortised cost.

(e) Impairment of Assets
At each reporting date, the company reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset’s fair value less costs to sell and value in use, is compared to the asset’s carrying value. Any excess of the asset’s carrying value over its recoverable amount is expensed to the income statement.

Impairment testing is performed annually for goodwill and intangible assets with indefinite lives.

Where it is not possible to estimate the recoverable amount of an individual asset, the company estimates the recoverable amount of the cash-generating unit to which the asset belongs.
(f) Intangibles

Research and development
Expenditure during the research phase of a project is recognised as an expense when incurred. Development costs are capitalised only when technical feasibility studies identify that the project will deliver future economic benefits and these benefits can be measured reliably.

Development costs have a finite life and are amortised on a systematic basis matched to the future economic benefits over the useful life of the project.

(g) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the balance sheet.

(h) Revenue

Revenue from the sale of goods is recognised upon the delivery of goods to customers.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

All revenue is stated net of the amount of goods and services tax (GST).

(i) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

Cash flows are presented in the cash flow statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

(j) Comparative Figures

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.
Note 2 - Revenue

Operating activities
- sale of goods
- interest received
- capitation fees
- response-net proceeds
- service branches receipts
- seed funding reimbursement
- other revenues from operating activities

Total Revenue

<table>
<thead>
<tr>
<th>Note</th>
<th>2008</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>2(b)</td>
<td>64,684</td>
<td>30,019</td>
</tr>
<tr>
<td></td>
<td>6,449</td>
<td>6,264</td>
</tr>
<tr>
<td></td>
<td>164,882</td>
<td>159,477</td>
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<td></td>
<td>52,040</td>
<td>52,040</td>
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<tr>
<td></td>
<td>13,274</td>
<td>7,171</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>20,000</td>
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<tr>
<td></td>
<td>987</td>
<td>4,120</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>302,316</td>
<td>279,091</td>
</tr>
</tbody>
</table>

(b) Interest revenue from:
- other persons

Total interest revenue

<table>
<thead>
<tr>
<th>Note</th>
<th>2008</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6,449</td>
<td>6,264</td>
</tr>
<tr>
<td></td>
<td>6,449</td>
<td>6,264</td>
</tr>
</tbody>
</table>
Note 3 - Expenses from Ordinary Activities

(a) Expenses

<table>
<thead>
<tr>
<th>Expense</th>
<th>2008</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of sales</td>
<td>53,052</td>
<td>9,966</td>
</tr>
<tr>
<td>ACAP Foundation</td>
<td>5,180</td>
<td>4,000</td>
</tr>
<tr>
<td>ACAP Restructure Project</td>
<td>14,197</td>
<td>-</td>
</tr>
<tr>
<td>Accommodation</td>
<td>9,380</td>
<td>9,209</td>
</tr>
<tr>
<td>Annual Conference &amp; Expo Expenses</td>
<td>6,955</td>
<td>5,603</td>
</tr>
<tr>
<td>Audit, Bookkeeping &amp; Tax</td>
<td>11,947</td>
<td>17,556</td>
</tr>
<tr>
<td>Corporate Communications</td>
<td>1,456</td>
<td>4,350</td>
</tr>
<tr>
<td>Honorarium</td>
<td>13,328</td>
<td>6,000</td>
</tr>
<tr>
<td>Insurance</td>
<td>6,381</td>
<td>7,887</td>
</tr>
<tr>
<td>Member Database Services</td>
<td>1,500</td>
<td>-</td>
</tr>
<tr>
<td>Merchandising Services</td>
<td>11,702</td>
<td>4,423</td>
</tr>
<tr>
<td>Printing</td>
<td>11,286</td>
<td>11,564</td>
</tr>
<tr>
<td>Professional Development</td>
<td>29,784</td>
<td>27,664</td>
</tr>
<tr>
<td>Refunds to Branches</td>
<td>13,274</td>
<td>-</td>
</tr>
<tr>
<td>Representation Expenses</td>
<td>6,942</td>
<td>4,160</td>
</tr>
<tr>
<td>Response Distribution</td>
<td>28,217</td>
<td>26,331</td>
</tr>
<tr>
<td>Research Awards</td>
<td>6,196</td>
<td>3,543</td>
</tr>
<tr>
<td>Telephone</td>
<td>9,505</td>
<td>2,495</td>
</tr>
<tr>
<td>Travel</td>
<td>28,256</td>
<td>23,557</td>
</tr>
<tr>
<td>Web Services</td>
<td>3,910</td>
<td>3,920</td>
</tr>
<tr>
<td>Other Expense</td>
<td>17,794</td>
<td>15,419</td>
</tr>
</tbody>
</table>

290,242 187,648
Note 4 - Income Tax Expense

(b) The prima facie tax on profit from ordinary activities before income tax is reconciled to the income tax as follows:

Prima facie tax payable on profit from ordinary activities before
before income tax at 24% (2007: 30%)

<table>
<thead>
<tr>
<th>Add:</th>
<th>2008</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax effect of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>— non-deductible member expenses</td>
<td>62,213</td>
<td>49,103</td>
</tr>
<tr>
<td>— other non-allowable items</td>
<td>-</td>
<td>4,603</td>
</tr>
<tr>
<td>Less:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax effect of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>— exempt member income</td>
<td>63,490</td>
<td>77,060</td>
</tr>
<tr>
<td>— recoupment of prior year tax losses not previously brought to account</td>
<td>-</td>
<td>219</td>
</tr>
</tbody>
</table>

Income tax attributable to company: 1,455 26,121

Note 5 - Auditors' Remuneration

<table>
<thead>
<tr>
<th>Remuneration of the auditor for:</th>
<th>2008</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>— auditing or reviewing the financial report</td>
<td>4,491</td>
<td>4,340</td>
</tr>
</tbody>
</table>
**Note 6 - Cash and Cash Equivalents**

<table>
<thead>
<tr>
<th></th>
<th>2008</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash at bank and in hand</td>
<td>$50,529</td>
<td>$53,274</td>
</tr>
<tr>
<td>Short-term bank deposits</td>
<td>$112,105</td>
<td>$106,113</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$162,634</td>
<td>$159,387</td>
</tr>
</tbody>
</table>

Reconciliation of cash
Cash at the end of the financial year as shown in the cash flow statement is reconciled to items in the balance sheet as follows:

<table>
<thead>
<tr>
<th>Cash and cash equivalents</th>
<th>2008</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$162,634</td>
<td>$159,387</td>
</tr>
</tbody>
</table>

**Note 7 - Trade and Other Receivables**

<table>
<thead>
<tr>
<th></th>
<th>2008</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade receivables</td>
<td>$36,133</td>
<td>$59,077</td>
</tr>
<tr>
<td></td>
<td>$36,133</td>
<td>$59,077</td>
</tr>
<tr>
<td>GST Receivable</td>
<td>$9,050</td>
<td>$5,091</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$45,183</td>
<td>$64,168</td>
</tr>
</tbody>
</table>

**Note 8 - Inventories**

<table>
<thead>
<tr>
<th></th>
<th>2008</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finished goods</td>
<td>$16,590</td>
<td>$28,379</td>
</tr>
<tr>
<td></td>
<td>$16,590</td>
<td>$28,379</td>
</tr>
</tbody>
</table>

**Note 9 - Other Assets**

<table>
<thead>
<tr>
<th></th>
<th>2008</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepayments</td>
<td>$1,990</td>
<td>$2,466</td>
</tr>
<tr>
<td></td>
<td>$1,990</td>
<td>$2,466</td>
</tr>
</tbody>
</table>
Note 10 - Property, Plant and Equipment

PLANT AND EQUIPMENT
Plant and equipment:
At cost 26,087 17,335
Accumulated depreciation
(20,894) (8,334)
Total plant and equipment 5,193 9,001

(a) Movements in Carrying Amounts
Movement in the carrying amounts for each class of property, plant and equipment between the beginning
and the end of the current financial year.

<table>
<thead>
<tr>
<th>Plant and Equipment</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
| Balance at the beginning of year 9,001 9,001
| Depreciation expense (3,808) (3,808)
| Carrying amount at the end of year 5,193 5,193

Note 11 - Intangible Assets

E-Journal Establishment
Cost 67,962 36,144
Net carrying value
Reconciliation of E-Journal Establishment
Balance at the beginning of year 36,144 36,144
Additions 31,818 -
Closing carrying value at 30 June 2007 67,962 36,144

Note 12 - Trade and Other Payables

CURRENT
Trade payables 4,033 4,048
GST Collected 533 2,116
Total 4,566 6,164
### Note 13 - Tax

<table>
<thead>
<tr>
<th></th>
<th>2008</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CURRENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income tax</td>
<td>-</td>
<td>2,547</td>
</tr>
<tr>
<td>Total</td>
<td>-</td>
<td>2,547</td>
</tr>
<tr>
<td>(b) Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income tax</td>
<td>2,719</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>2,719</td>
<td>-</td>
</tr>
</tbody>
</table>

### Note 14 - Cash Flow Information

<table>
<thead>
<tr>
<th></th>
<th>2008</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Reconciliation of Cash Flow from Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>with Profit after Income Tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Profit after income tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-cash flows in profit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income Tax Recognition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes in assets and liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Increase)/Decrease in trade and term debtors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Increase)/Decrease in other assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Increase)/Decrease in inventories</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase/(Decrease) in payables</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14,477</td>
<td>(46,056)</td>
<td></td>
</tr>
<tr>
<td>5,600</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>11,789</td>
<td>(9,840)</td>
<td></td>
</tr>
<tr>
<td>519</td>
<td>590</td>
<td></td>
</tr>
<tr>
<td>29,145</td>
<td>35,285</td>
<td></td>
</tr>
</tbody>
</table>
Note 15 - Events After the Balance Sheet Date
No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the company, the results of those operations, or the state of affairs of the company in future financial years.

Note 16 - Company Details
The registered office of the company is
Australian College of Ambulance Professionals Limited
906A Dana Street
Ballarat Central VIC 3350

The principle place of business is
Australian College of Ambulance Professionals Limited
906A Dana Street
Ballarat Central VIC 3350
Director’s 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.

1. The financial statements and notes, as set out on pages 3 to 12, are in accordance with the Corporations Act 2001:
   (a) comply with Accounting Standards as described in Note 1 to the financial statements and the Corporations Regulations 2001; and
   (b) give a true and fair view of the company’s financial position as at 30 June 2008 and of the 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.

Michael John Davis
Director
Dated this 22nd day of August 2008
INDEPENDENT AUDITOR’S REPORT TO THE MEMBERS OF AUSTRALIAN COLLEGE OF AMBULANCE PROFESSIONALS LTD

We have audited the accompanying financial report, being a special purpose financial report, of Australian College of Ambulance Professionals Ltd, which comprises the balance sheet as at 30 June 2008, and the income statement, statement of changes in equity and cash flow statement for the year then ended, a summary of significant accounting policies, other explanatory notes and the directors’ declaration.

Directors’ Responsibility for the Financial Report
The directors of the Australian College of Ambulance Professionals Ltd are responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies 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. The directors’ responsibility also includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor’s Responsibility
Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor’s judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the entity’s internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the directors, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the directors’ financial reporting under the Corporations Act 2001. We disclaim any assumption of responsibility for any reliance on this 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.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.
Independence
In conducting our audit, we have complied with the independence requirements of the Corporations Act 2001. We confirm that the independence declaration required by the Corporations Act 2001, provided to the directors of Australian College of Ambulance Professionals Ltd, would be in the same terms if provided to the directors as at the date of this auditor’s report.

Auditor’s Opinion
In our opinion, the financial report of Australian College of Ambulance Professionals Ltd is in accordance with the Corporations Act 2001, including;

(a) giving a true and fair view of the Australian College of Ambulance Professionals Ltd’s financial position as at 30 June 2008 and of its performance for the year ended on that date in accordance with the accounting policies described in Note 1; and

(b) complying with Australian Accounting Standards to the extent described in Note 1 and complying with the Corporations Regulations 2001.

Jason Croston, Skaines Reeves and Jones
Partner
Date 15th of August 2008
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 demonstrate 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 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 instituting 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 wherever possible participate in research of pre-hospital care practices and ambulance service management and technical 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.