

Australasian College of Paramedicine
ANNUAL REPORT
2020-2021



Published by

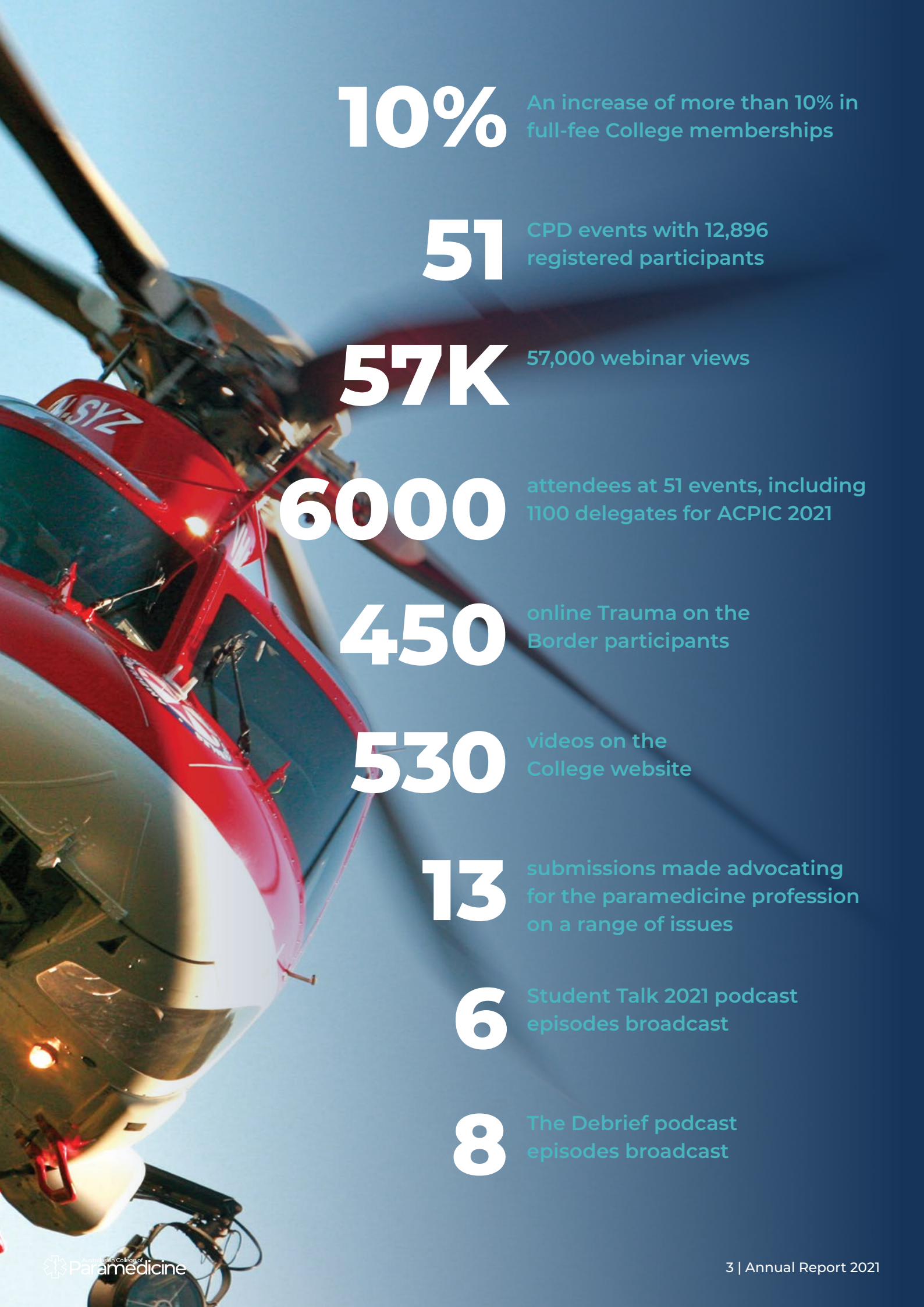
Australasian College of Paramedicine
PO Box 3229, Umina Beach
NSW 2257 AUSTRALIA

Phone: AUS 1300 730 450 | NZ 0800 730 450
www.paramedics.org

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10%

An increase of more than 10% in full-fee College memberships

51

CPD events with 12,896 registered participants

57K

57,000 webinar views

6000

attendees at 51 events, including 1100 delegates for ACPIC 2021

450

online Trauma on the Border participants

530

videos on the College website

13

submissions made advocating for the paramedicine profession on a range of issues

6

Student Talk 2021 podcast episodes broadcast

8

The Debrief podcast episodes broadcast

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Chairperson's REPORT

Ryan Lovett



2021 was a challenging year for us all. While the SARS-CoV-2 virus and associated COVID-19 illness had a comparatively lower impact in Australia and New Zealand than other parts of the world, we cannot underestimate the impact the pandemic has had on members, their colleagues in the broader health system, and the community generally.

I am as impressed as ever with the capacity of paramedics to deliver for the health system and the vital role we continue to play during this difficult time. We saw paramedics across Australia, New Zealand and Papua New Guinea step up to establish short-notice testing centres; we worked in quarantine hotels; we contributed to vaccinations hubs from the centre of Melbourne's CBD to remote indigenous community in the centre of Australia to aged care centres across New Zealand and everything in between; and we saw members step up and travel to PNG and Fiji to support the amazing work of St John and AUSMAT, while others responded to calls from further afield.

The major organisational objective for the reporting period was to define our key objectives for the next three years informing our strategic plan. In April, we were able to launch the College's "Strategic Plan 2021-23: Foundations", with a focus on creating the bedrock for a strong College that will be here to deliver for members and the profession for many years to come.

With the articulation of the College's key objective to "Lead the profession to deliver excellence in patient-centred care", it is pleasing to engage an advocacy and government relations agency,

Fifty Acres, to support us in making a start down this path. With the many years of advocating for paramedic registration in Australia and New Zealand now realised, we can begin the work for paramedics to have a strong and influential role in determining what paramedicine should look like. It is an exciting time to be leading the College.

In July 2020, the Board welcomed three non-member Appointed Directors, Gabrielle Follett AM, Clive Addison and Astrid Kuivasaari, to the Board. The inclusion of the appointed directors to enhance the governance and decision-making of the Board has been a crucial factor in the robust discussions and clarity in direction that the College has needed. With the paramedicine and academic experience and expertise of our member directors, we have a Board that can effectively and sustainably ensure our College delivers for our members and the wider profession.

The College was able to roll out our internal representative structure with the establishment of Advisory and Member Committees and Special Interest Groups (SIGs). This structure sees members bring to bear their unique knowledge and expertise to enhance the College's strategic and operational delivery. There have been some high-performing committees and SIGs who have provided exceptional value to the work of the College; however, our plans are not standing still, and there are still numerous opportunities for members and sector experts to contribute to framing the College's position on a number of key issues and delivering College services and events across the Pacific.

The College is represented by members across various external committees, providing important profession input into areas of relevance for the College, such as the National COVID-19 Clinical Evidence Taskforce, Ahpra Professions Reference Group, National Rural Health Alliance, and the End of Life Law for Clinicians, to name just a few. The vital role the College can play in enhancing the understanding and value paramedics can play in the wider health system is paramount, and we welcome opportunities to achieve this.

Organisationally, the College has performed beyond expectations in the past 12 months, as highlighted in the report from CEO John Bruning. Member engagement and growth has been particularly reassuring to see as we moved most of our activities online. I note the equality of access that online brings, and the improved interaction our rural and remote members have had with our services.

As with most organisations, but especially relevant for a member-based organisation such as ours, our successes are borne on the back of the hard work of volunteer members, our staff, and our leadership. This has never been as true as it was this year, and I must extend my sincere thanks to my fellow Directors, the College team including John, and the Chairs and Members of our SIGs, Advisory Committees and Member Committees.

I commend the 2021 Annual Report to you.

Ryan Lovett
Chair



CEO REPORT

John Bruning

The 2020-2021 financial year was certainly a new experience, with the initial response to COVID-19 in early 2020 turning into a year of restrictions that impacted us all. While we have been insulated from the worst impacts as an organisation, it should not be overlooked that many organisations have been weakened during what has been a successful first full year of operation for the College. Looking at the merger now with hindsight, it shows the timing was highly opportune and brought us together just in time to face this difficult period.

Our success did not come by chance. Good governance and purposeful leadership from the Board; planning, flexibility, and focused application from the Executive team; and consistent effort by staff and volunteers led to a robust performance. We kept our members, and all paramedics, front and centre during the year and ensured that all that we did was about supporting you.

Key highlights for the College included:

- Hardship support for our members who lost their income and free student membership to support our future paramedics
- Excellent member engagement with:
 - More than 6000 attendees at 51 events, including 1100 delegates for ACPIC 2020 who enjoyed a great online conference experience

- More than 13,000 unique views of our library of 530 online workshops
- The launch of our podcast series The Debrief and Student Talk
- The establishment of numerous Member Committees and Special Interest Groups, utilising the expertise of our membership

pleasing to deliver a strong financial performance building our strategic reserves to deliver more in the future.

The past 12 months was a period of considerable growth for the College; growth in paramedic membership, education content, member engagement and staffing. The budget was conservative to allow for COVID-19 impacts,

“The past 12 months was a period of considerable growth for the College; growth in paramedic membership, education content, member engagement and staffing.”

- To support staff and our members who may call the College when struggling with mental health problems, we put all College staff through Mental Health First Aid training to increase their mental health literacy and build the practical skills needed to support someone experiencing problems.
- The launch of our Strategic Plan 2021-2023: Foundations

I remember preparing our financial budget for the 2020-21 year during the initial lockdown in April 2020, when the unknown and uncertainty was at its peak. There were multiple financial and resourcing scenarios created considering all the factors and impacts, and planning for the unknown, so it is very

but once we saw the College's financial resilience and had the new strategic plan in place, the Board was able to be bold and support greater investment in resourcing to deliver against our strategic objectives.

I acknowledge and am thankful for the support I receive from the Board, especially the Chair Ryan Lovett, my Executive team, and the volunteer members who provide their expertise and input to the many decisions I make each week.

John Bruning
Chief Executive Officer

ADVOCACY HIGHLIGHTS

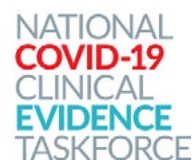
Advocacy is a key component of the College's work, and throughout the year we intensified our efforts to lobby governments and other stakeholders with the issuing of 13 submissions on a range of issues:

- Introduction of CPAP during COVID (NSW Ambulance)
- Consultation on scopes of practice, prescribed qualifications and fees (Kaunihera Manapou Paramedic Council)
- Assaults on emergency services workers (NSW Sentencing Council), Review of the Regulatory Principles (Ahpra)
- Review of the Regulatory Principles (Ahpra)
- Framework for identifying and dealing with vexatious notifications (Ahpra)
- Inquiry into health outcomes and access to health and hospital services in rural, regional and remote New South Wales (NSW Legislative Council, Portfolio Committee No.2 – Health)
- Acute Anaphylaxis Clinical Care Standard – Consultation (Australian Commission on Safety and Quality in Healthcare)
- Consultation on Paramedic Competencies and Code of Conduct (Kaunihera Manapou Paramedic Council)
- Targeted consultation on draft amendments to Health Practitioner Regulation National Law (Health Chiefs Executive Forum)
- Low Back Pain Clinical Care Standard (Australian Commission on Safety and Quality in Healthcare)
- Public consultation on revised Regulatory principles for the National Scheme (Ahpra)
- Regulatory Guide chapter re: Procedural Fairness (Ahpra)
- English Language Skills Registration Standards (Ahpra).

We also lobbied the Australian government to provide support for Papua New Guinea's COVID-19 outbreak, resulting in the College being able to engage paramedic members to assist on the front lines of the country's pandemic response.

HEALTH PEAK AND ADVISORY BODIES PROGRAM

To further bolster our advocacy work, we submitted a grant to the Health Peak and Advisory Bodies Program to enable the College to provide expert, evidence-based and impartial advice to inform current health policy and program priorities, and engage in communication and consultation activities; build sector capacity to engage and effectively advise Government; and improve links, networks and cooperation with members, the health sector, the wider community and the Australian Government.





External College representation

The College is represented by members on a number of external committees and groups, covering:

- CAA Ambulance Education Committee
- Ahpra Professions Reference Group
- Australian Resuscitation Council
- End of Life Law for Clinicians Advisory Committee
- National Rural Health Alliance
- National COVID-19 Clinical Evidence Taskforce
- SkillsIQ Ambulance and Paramedic Industry Reference Committee
- Ambulance Health Services Working Group, Australian Commission on Quality and Safety in Health Care

Advisory Committees

- Clinical Standards
- Education
- Professional Standards
- Research
- Student

Highlights

- The Clinical Standards Committee developed a framework to develop clinical standards, began work on its first clinical standard for the profession, and made numerous submissions to paramedic organisations and allied health professional bodies to ensure the paramedicine profession is well represented across the health industry.
- In its first year of operations, the Education Committee established the foundation and architecture to link Ahpra education requirements with the College's current education content, and to establish a peer review and mentorship process to ensure that all future content available to College members complies with Ahpra standards to maintain registration. The Professional Standards Committee issued several submissions, with discussions primarily centred on the development of a position paper.
- The Student Committee formed a binational committee and re-engaged with students and their respective university societies, and delivered widely attended, high-quality student events.



Member Committees

The Member Committees are responsible for representing the needs of members to the College and the facilitation of member services at country, state and territory jurisdictional levels. The committees were formed in July 2020 and required a set-up phase that coincided with periods of lockdowns and restrictions in some jurisdictions that limited their activity and impact.

Highlights

- WA – delivered a number of high-quality CPD events ranging from palliative care through to ECG/STEMI management
- TAS – delivered a regular journal club and case review events, as well as a student mentoring program
- SA – delivered a number of events in remote and regional areas, with one event in Mount Gambier forming part of the ROAR Conference
- VIC – delivered a number of online events despite long periods of COVID-19 restrictions
- QLD – Committee members attended the QUT awards where paramedic students received the Malcolm McDonald OAM award for outstanding achievement
- NZ – engaged with various stakeholders to advance the standing of paramedics and the College
- NSW / ACT – engaged in advocacy for paramedics to undertake vaccinations as part of the COVID-19 vaccination campaign

Special Interest Groups

- Violence, Abuse and Neglect
- Clinical Fellowship
- Clinical Practice Guidelines
- Paramedic Wellbeing
- Paramedic Specialists and Practitioner
- Rural, Remote and Community Paramedicine

Highlights

- The Violence, Abuse and Neglect Special Interest Group developed a position statement on Family Violence for the College and launched a “Do Australian Paramedics understand their professional obligations to respond to child abuse and neglect?” research project, with data collection already underway.
- The Clinical Fellowship SIG developed a draft proposal document detailing the clinical fellowship and designed a staged implementation plan. There has been cross-state collaboration, with input from people involved in the development of other fellowship programs.
- The Clinical Practice Guidelines SIG developed a summary of a holistic CPG development process, which will be used in their first research project. They also assisted in producing a new journal series investigating differences in CPGs. The first three articles were published in the Australasian Journal of Paramedicine, with another five in the works.
- The Paramedic Wellbeing SIG surveyed members to determine mental health priorities and inform strategic direction. The results will be presented at ACPIC 2021, with publication to follow. Connections were also made with Fortem Australia, the UK College of Paramedics Mental Health and Wellbeing Committee, and other agencies.
- The Rural, Remote and Community Paramedicine SIG’s main focus throughout the year was staging the successful Rural, Outback and Remote (ROAR) Paramedic Conference. Members also made contributions via a range of platforms in advocating for paramedics and community paramedics in Australia. A number of submissions have resulted in some terminology changes and the opportunity to provide positive solutions to rural and health needs in Australia.

EDUCATION HIGHLIGHTS

CPD Events

Overall statistics for CPD events:

Total number of CPD events	51
Number of F2F CPD events (included in total)	8
Number of CPD event hours (F2F & online)	66 hours
Total number of registered attendees	12,896
Total number of actual attendees	6,143

Online courses

Total webinar views (recorded)

Date	Total Views	Unique Views
1 July 2020 to 30 June 2021	57,000	13,000

Total videos available on the College website – **530**

Podcasts

ACP Student Talk 2021

Date released	Episode	Plays
2020-2021	6 x episodes	1498

The Debrief

Date released	Episode	Plays
2020-2021	8 x episodes	1725

Conference attendance

Event	F2F attendees	Registrations	Live online attendees
ACPIC 2020	N/A	1107	600
Trauma on the Border	234	450	216
ROAR	N/A	186	139



MEMBERSHIP HIGHLIGHTS

Membership Report – End of Financial Year 2020-2021

Despite the pandemic being in full swing, the College was able to maintain strong membership growth, particularly at full membership levels (Member, Associate, Fellow) across almost all jurisdictions.

The 2020-21 financial year saw the College introduce a number of measures to assist our members and those in the profession through the pandemic, including:

- Free 12-month student memberships for those joining in 2020 to allow paramedic students to make the most of the College's education and CPD activities to address the challenges they may have faced in accessing university, placements or employment.
- Hardship or pandemic support to members who may have had their income affected, either by lost or reduced employment in the private sector or through household income reductions (such as spousal loss of income). Support included fee breaks or deferrals.

The College's Membership team undertook in-depth training on Mental Health First Aid to enable the team to assist members who contact the College needing support. This training has equipped staff on the Membership team to be able to provide some resources and support options to members experiencing or conveying challenges involving their mental health.

The Membership team also developed resources to support members with continuing professional development queries, registration queries relevant to both Australia and New Zealand, and professional queries with the establishment of a Professional Advice Working Group.

The College built on its member exclusives offers – offers that are tailored for College members – and now include The Iconic, Elsevier, Specsavers and the Institute of Managers and Leaders, among others.

The website and member portal, including the CPD Tracker, has continued to be monitored and updated to improve member experience and useability.

Despite the pandemic being in full swing, the College was able to maintain strong membership growth, particularly at full membership levels (Member, Associate, Fellow) across almost all jurisdictions.

Membership statistics

In 2020-21, the College saw a total increase of more than 10% in full-fee memberships (Member, Associate, Fellow). In the jurisdictions identified as key growth areas for the College, we saw an increase of more than 25% (Victoria and Queensland) in full members, and New Zealand full membership more than doubled with an increase of 102%.

Members by type:

Member, Fellow, Associate	5499
Student / Graduate	3024
Other (Volunteer, Retired)	213
Life Members	23
Total Members	8759

Members by jurisdiction:

	ALL	ACT	NSW	QLD	VIC	SA	NT	WA	TAS	NZ	International
Total Members	8759	152	2655	1853	1859	756	102	508	378	391	105

ABOUT THE AUSTRALASIAN COLLEGE OF PARAMEDICINE

The Australasian College of Paramedicine, or the “College”, is the peak professional association supporting and representing paramedics and student paramedics from across Australia and New Zealand. Our members include paramedics at all clinical levels, paramedicine academics and researchers, student paramedics, doctors and nurses working in the emergency medicine field, non-paramedic qualified staff working in paramedicine, retrievalists, first responders and volunteers.

WHAT WE DO

The College is focused on providing high-quality services to our members and leadership for the paramedic profession. The College delivers conferences, professional development workshops, live webinars, online learning, research events and opportunities, a peer-reviewed journal, member magazine and grants for education and research activities. We support our members through assistance with meeting the Australian Health Practitioner Regulation Agency registration standards and the provision of other career and wellbeing services. Importantly, we also provide a respected voice in determining how changes in health service provision, legislation and clinical practice in paramedicine are shaped and implemented to enhance the quality of patient care.

MEMBER CODE OF CONDUCT

Integrity

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

Respect

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

Responsibility/Accountability

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

Competence

Members shall maintain and improve the necessary skills and knowledge in their areas of professional practice through ongoing and appropriate professional development. They will also ensure that at all times they practice their profession consistent with their level of education, competence, scope and currency. 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.

Professionalism

Members understand the need to maintain high standards of professional and personal conduct and will act at all times with professional courtesy and integrity. Members will not act in a manner that a reasonable person would view as bringing the profession or the College into disrepute or is otherwise improper.

Social media

Members have a duty to protect patient privacy, confidentiality and trust, and must maintain professional standards, to protect their patients and the community's interests, and to be mindful of the impact their actions may have on their own, their employer's and the profession's reputation.

STATEMENT OF INCLUSIVITY AND DIVERSITY

The College intrinsically values and adheres to the principles of diversity and inclusion, and strives to ensure that both our work and the paramedicine profession as a whole are as diverse as, and reflective of, the communities we serve. The College believes diversity and inclusion foster greater collaboration, creativity and innovation, and inspire high-quality service provision that supports the continued development of paramedicine in Australasia.

As part of our commitment, we seek to:

- Recruit, develop, and retain a diverse workforce and volunteer base.
- Foster a culture that is inclusive, collaborative and accountable, and recognises, values and supports the talent and diversity of our people.
- Represent the diversity of the communities we serve throughout our work and the services we provide.
- Cultivate a culture that enables diverse perspectives to be heard and empowers all employees to participate and contribute.
- Value, respect and encourage a diverse range of views, knowledge and experience.

We welcome members, volunteers and staff of all backgrounds, and are establishing special interest groups to advocate for underrepresented communities, such as First Peoples and women in paramedicine.





FINANCIAL REPORT

Michael Smith

I am pleased to present this financial report for the College.

The 2020-2021 financial year marked our full first year of operation and followed on from only four months of operation from our start date of 1 March 2020. Not having a full year of operation to assess financial performance, coupled with the uncertainty of impacts to our income and activities due to COVID-19, saw the preparation of a conservative budget and a desire to closely manage costs to make sure we did not encounter any financial difficulties.

Finance function

The College utilises an Audit and Risk Committee for oversight of the finance function, with the CEO working with our accountants, Coleman Farrell, to manage the day-to-day financial operations of the College. This structure provides strong governance and excellent financial oversight, and has been a crucial factor in the College's success in managing our finances during the financial year.

Performance

Impressive performance against budget was achieved due to a number of factors. The impacts of COVID-19 on our activities had a significant impact, with a \$253,897 reduction in expenses, a saving of 19.7%. On the income side, through strong engagement with the profession, our membership and event

income grew, leading to income up \$283,828 or 21% on budget.

HIGHLIGHTS FROM THE ACCOUNTS

Membership income

Membership income for the reporting period was up \$239,115, or 20% higher than budget. This has mostly been achieved through membership growth, but also from conservative budgeting.

Conferences and major events

Due to the COVID-19 restrictions, two of our three conferences planned for the reporting period were moved online, saving \$44,500. While we significantly reduced delegate fees to allow for the reduced costs of online events, we still saw a profit of \$56,503 across our conferences.

General savings

The restrictions on face-to-face events and travel due to COVID-19 had the biggest impact across our budget, with numerous substantial savings across Board and Committee expenses, CPD and online learning, and scholarships and grants. This did see the Board invest more strongly in a couple of key areas towards the end of the financial year.

Advocacy and government liaison The Board agreed to engage an advocacy company on the back of the finalisation

of the strategic plan to kickstart our advocacy agenda. This saw \$28,315 more than budget invested in this area, though it was a particularly small budget initially.

Marketing and promotion

The widespread savings allowed for greater investment in marketing, with \$66,580 more invested in marketing collateral and membership recruitment in the final quarter.

Summary

Our overall financial position for the year ending 30 June 2021 shows a net surplus of \$649,469 with a total equity of \$1,250,377. This is an enviable position for the College to be in during a turbulent period for society. This significant financial performance will allow stronger investment in the College and our activities in the coming years, which will set the College up for many years to come.

Michael Smith

Audit and Risk Committee Chair

FINANCE SNAPSHOT

INCOME		EXPENSES	
Membership	\$1,455,618	Advocacy and Government Liaison	\$30,716
Education & Events	\$80,792	Board and Committee	\$8,654
Advertising	\$13,629	Communication	\$83,480
Member insurance	\$6,939	Marketing	\$140,500
Sponsorship	\$52,100	CPD and Online Learning	\$14,870
Cash boost (COVID-19) and Interest received	\$74,396	Conferences and Major Events	\$47,127
Total Income	\$1,685,094	Scholarships and Grants	\$33,708
		Employee	\$579,872
		Finance and Accounting	\$32,794
		General Expenses	\$63,904
		Total Expenses	\$1,035,625
		Net Profit	\$649,469

DIRECTOR'S REPORT

The Directors present their report on Australasian College of Paramedicine Ltd for the financial year ended 30 June 2021. Each of the directors has held office at all times since the beginning of the financial year unless otherwise stated.

INFORMATION ON DIRECTORS

The names of each person who has been a Director during the year and to the date of this report are:



**Ryan Lovett –
FACPara**

Qualifications: Diploma Paramedical Science, Associate Degree in Emergency Management, Executive Masters in Public Administration

Experience: ACP Director since October 2019, Chair since October 2020; Director and Vice Chair ACAP NSW 2005-2012, National Director ACAP 2006-2011; Program Lead, Hospital to Community Integration Wellbeing SA; Executive Director Statewide Operational Service SA Ambulance Service; NSW Health Emergency Management Unit, Zone Manager NSW Ambulance; Director Skerric

Special Responsibilities: Chair



**Michael Smith –
MACPara**

Qualifications: Bachelor Health Science, Advanced Diploma Paramedical Science, Clinical Fellow QUT 2020

Experience: ACP Director since October 2019, Audit and Risk Committee Chair since October 2019; ANZCP Director 2010-2020, Treasurer 2012-2017, Audit and Risk Committee Chair 2017-2020; NSW Intensive Care Paramedic; Director Medical Rescue Group of companies, Director Medical Rescue Foundation.

Special Responsibilities: Audit and Risk Committee Chair



**Colonel Gabrielle
Follett AM – GAICD**

Qualifications: Bachelor of Science, Bachelor of Medical Science, Master of Arts in Strategy and Policy, Graduate

Australian Institute of Company Directors

Experience: ACP Director since July 2020; Australian Army 1996-present, Colonel since 2018; Director, Army Amenities Fund Company 2014-2015.

(Appointed 3 July 2020).



**Martin Nichols –
MACPara**

Qualifications: Bachelor of Health Science (PreHospCare), Bachelor of Nursing, Graduate Certificate Aeromedical

Retrieval, Graduate Certificate Acute Care Nursing, Graduate Certificate Clinical Education, Master of Health Science, MBA (Public Sector Mgt).

Experience: ACP Director since October 2019, Vice Chair since October 2020; ANZCP Director 2013-2020, Chairman 2015-2020; NSW Paramedic Educator (Aeromedical), Intensive Care Paramedic & Critical Care Paramedic; Lecturer CSU 2015-2018; Ahpra Paramedic Accreditation Committee 2019-present

Special Responsibilities: Vice Chair



**Clive Addison –
GAICD**

Qualifications: Bachelor of Commerce, Graduate Australian Institute of Company Directors

Experience: ACP Director since July 2020; Key Pharmaceuticals Board Chair May 2021-present; Migraine Australia, Director 2019-2020; Key Pharmaceuticals Interim CEO 2020-February 2021, CEO/General Manager 2010-2018; Glaxo Smith Kline, Vice President and various roles, 1995-2009; Australian Self-medication Industry, Committee Member 1995-2000.

(Appointed 3 July 2020).



**Simone Haigh ASM
– FACPara**

Qualifications: Graduate Diploma Advanced Paramedic Practitioner, Bachelor of Human Movement - Sports Science, Associate Degree Paramedic Studies.

Experience: ACP Director since October 2019, Vice Chair 2019-2020; PA Director 2014-2020, Vice President 2018-2020; Ambulance Tasmania Intensive Care Paramedic; University of Tasmania Clinical Tutor



Peter Jurkovsky – FACPPara

Qualifications: Diploma in Paramedical Science, Master of Laws, Bachelor of Laws, Graduate Certificate in

Higher Education, Graduate Diploma in Legal Practice. Admitted as a Legal Practitioner in the Supreme Court of Victoria.

Experience: ACP Director and Chair October 2019-October 2020; PA Director 2014-2020, President 2017-2020; Qualified Paramedic; University Senior Lecturer; Company Director.

(Ceased 30 October 2020).



Astrid Kuivasaari – GAICD

Qualifications: Bachelor of Economics, Master of Business Administration, Graduate Australian Institute of Company

Directors, Fellow Chartered Accountants Australia New Zealand

Experience: ACP Director since July 2020; LHI Retirement Services, General Manager - Operations 2019-present; Uniting Communities, Board member 2015-2019, Chair Financial Risk Management and Audit Committee 2017-2019, Governance Committee 2016-2018; Uniting Church in South Australia, General Manager - Resources 2013-2019, Chair Property Committee, Chair Loan Fund Committee; The Memorial Hospital (ACHA Health), Finance Manager 2004-2013.

(Appointed 3 July 2020).



Bill Lord – FACPPara

Qualifications: Bachelor of Health Science (PreHospCare), Master of Education (Adult Ed), PhD

Experience: ACP

Director since October 2020; ANZCP Director October 2016-September 2017; Adjunct Associate Professor, Department of Paramedicine, Monash University; Deputy Co-Chair Paramedicine Accreditation Committee, Ahpra.

(Elected 30 October 2020).



Dr Bronwyn Tunnage – FACPPara

Qualifications: Bachelor of Arts, Certificate in Advanced Ambulance Aid, Diploma in Higher Education (Nursing), Master of Science, Doctor of Philosophy

Experience: ACP Director since October 2019; PA Director 2015-16, 2018-19; Senior Lecturer in Paramedicine; Deputy Chair Te Kaunihera Manapou, Paramedic Council New Zealand; Honorary Research Fellow, St John New Zealand; Registered Paramedic and Nurse; Director Voluta Ltd.





DIRECTOR'S REPORT

continued

PRINCIPAL ACTIVITIES

The principal activities of Australasian College of Paramedicine Ltd during the financial year were:

- The representation of paramedics and the interests of the members throughout Australasia on matters relating to paramedicine and associated issues.
- The provision of members' services covering education, events, research, publications and support.

No significant changes in the nature of the Company's activity occurred during the financial year.

SHORT-TERM OBJECTIVES

The Company's short-term objectives are to:

- Leadership – Lead the profession to deliver excellence in patient-centred care
- Education – Inspire and facilitate the development of paramedics
- Research – Advance the development of evidence-informed paramedicine
- Members – Represent and support the interests and wellbeing of members
- Performance – Build a sustainable, capable and socially responsible organisation

LONG-TERM OBJECTIVES

The Company's long-term objectives are to:

- Advance and support excellence in paramedicine and patient-centred care
- Be a strong and influential College representing and supporting paramedicine

To achieve these objectives, the Company has adopted the following strategies:

- The Company strives to attract and retain quality staff and volunteers who are committed to the ideals and objectives of the Company and to assist with the success of the Company in both the short and long term.
- The Board, staff and volunteers work in partnership with a large range of stakeholders who are committed to the objectives of the Company.
- The Board, staff and volunteers are committed to creating new and enhanced member programs and services in support of membership and the goals of the company.
- The Board, staff and volunteers strive to meet consistent standards of best practice and continuous improvement and provide clear expectations of professional accountabilities and responsibilities to all stakeholders.
- The Board has elected to create a number of paid positions that are aimed at successfully managing the College, generating growth in membership, and the delivery of expanded member services.

MEMBERS' GUARANTEE

Australasian College of Paramedicine Ltd is a Company limited by guarantee. In the event of, and for the purpose of winding up the Company, the amount capable of being called up from each member and any person or association who ceased to be a member in the year prior to the winding up, is limited to \$1 for all members, subject to the provisions of the Company's constitution.

On 30 June 2021, the total amount that members of the Company are liable to contribute if the Company wound up is \$8,759.

MEETINGS OF DIRECTORS

During the financial year, eight Directors' meetings were held. Attendances by each Director during the year are shown in the table below:

Director	Board meetings	
	Attended	Eligible
Clive Addison	7	8
Gabrielle Follett	7	8
Simone Haigh	7	8
Peter Jurkovsky	2	2
Astrid Kuivasaari	7	8
Bill Lord	6	6
Ryan Lovett	8	8
Martin Nichols	8	8
Michael Smith	8	8
Bronwyn Tunnage	7	8

BOARD COMMITTEES

Audit and Risk Committee

· Michael Smith (Chair), Bronwyn Tunnage, Clive Addison, and Astrid Kuivasaari.

Nomination and Selection Committee

· Mark McCoy (Chair), Liz Schenke, Peter Lang, and Philip Bachelor.

Auditor's independence declaration

The lead auditor's independence declaration in accordance with section 307C of the Corporations Act 2001, for the year ended 30 June 2021 has been received and can be found on page 31 of this report.

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



Ryan Lovett
Chair / Director

Dated this 27th day of September 2021



Auditor's Independence Declaration

Australasian College of Paramedicine For the year ended 30 June 2021

1. Auditor's Independence Declaration

UNDER S. 307C OF THE *CORPORATIONS ACT 2001*,

"To the Directors of Australasian College of Paramedicine"

I declare that, to the best of my knowledge and belief, during the 2021 end year there have been:

- i. No contraventions of the auditor independence requirements as set out in the *Corporations Act 2001* in relation to the audit; and.
- ii. No contraventions of any applicable code of professional conduct in relation to the audit.

Name of Firm: PM Accounting Solutions

Signed:

A handwritten signature in black ink that reads 'P. McIntyre'.

Name of Auditor: Peter McIntyre (Registered Company Auditor)
Address: Unit 2 - 3A Racecourse Road, Gosford NSW 2250

Dated this 23rd Day of September 2021.

Statement of Comprehensive Income

Australasian College of Paramedicine For the year ended 30 June 2021

	NOTES	2021	2020
Revenue			
Revenue			
Revenue	2	1,685,094	439,254
Total Revenue		1,685,094	439,254
Total Revenue		1,685,094	439,254
Total Revenue			
		1,685,094	439,254
Expenses			
		-	-
Other Expenses		466,700	165,292
Employment Costs		554,753	133,498
Depreciation Expenses		14,172	2,890
Total Expenses		1,035,625	301,680
Net Profit (Loss) before Taxation		649,469	137,556
Net Profit (Loss) for the Year		649,469	137,556

Balance Sheet

Australasian College of Paramedicine As at 30 June 2021

	NOTES	30 JUN 2021	30 JUN 2020
Assets			
Current Assets			
Cash and cash equivalents	5	1,284,235	498,063
Trade receivables	6	6,844	1,708
Other Current Assets	7	76,517	70,685
Total Current Assets		1,367,596	570,456
Non-Current Assets			
Fixed Assets			
Property, plant and equipment	9	54,795	30,654
Total Fixed Assets		54,795	30,654
Total Non-Current Assets		54,795	30,654
Total Assets		1,422,391	601,110
Liabilities			
Current Liabilities			
Trade and other payables	12	111,493	63,094
Provisions	13	60,521	49,856
Total Current Liabilities		172,014	112,950
Total Liabilities		172,014	112,950
Net Assets		1,250,377	488,160
Equity			
Retained Earnings		1,250,377	488,160
Total Equity		1,250,377	488,160

Movements in Equity

Australasian College of Paramedicine For the year ended 30 June 2021

	2021	2020
Equity		
Opening Balance	488,160	-
Increases		
Profit for the Period	649,469	137,556
Other Increases	112,748	350,604
Total Increases	763,078	488,160
Total Equity	1,250,377	488,160

Statement of cash flows

Australasian College of Paramedicine For the year ended 30 June 2021 Cash Basis

1. Statement of Cash Flows	2021
Operating Activities	
Payments to suppliers and employees	(1,146,184)
Receipts from Customers	1,846,163
Net Cash Flows from Operating Activities	699,979
Investing Activities	
Payment for property, plant and equipment	(26,555)
Other cash items from investing activities	112,748
Net Cash Flows from Investing Activities	86,193
Financing Activities	
Other cash items from financing activities	0
Net Cash Flows from Financing Activities	0
Net Cash Flows	786,172
2. Cash Balances	
Cash and cash equivalents at beginning of period	498,063
Cash and cash equivalents at end of period	1,284,235
Net change in cash for period	786,172

Notes to the Financial Statements

Australasian College of Paramedicine For the year ended 30 June 2021

1. Statement of Significant Accounting Policies

Basis of Preparation

The financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards (including Australian Accounting Interpretations) and the *Corporations Act 2001*.

Australian Accounting standards set out the accounting policies that the AASB has concluded would result in financial statements containing relevant and reliable information about transactions, events and conditions. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless otherwise stated.

The financial statements have been prepared on an accruals basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

Income Tax

The income tax expense for the year comprises current income tax expense. The company does not apply deferred tax as the directors have decided not to use tax-effect accounting.

Current income tax expense charged to the profit or loss is the tax payable on taxable income calculated using applicable income tax rates enacted, or substantially enacted, as at 30 June 2021. Current tax liabilities are therefore measured at the amounts expected to be paid to the relevant taxation authority.

Inventories

Inventories are carried at the lower of cost or net realisable value. Cost is based on the first-in, first out method and includes expenditure incurred in acquiring the inventories and bringing them to the existing condition and location.

Property, Plant and Equipment

Property, plant and equipment is initially recorded at the cost of acquisition or fair value less, if applicable, any accumulated depreciation and impairment losses. Plant and equipment that has been contributed at no cost, or for nominal cost, is valued and recognised at the fair value of the asset at the date it is acquired. The plant and equipment is reviewed annually by the Board to ensure that the carrying amount 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 utilisation of the assets and the subsequent disposal. The expected net cash flows have been discounted to their present values in estimating recoverable amounts.

Freehold land and buildings are measured at their fair value, based on periodic, but at least triennial, valuations by independent external valuers, less subsequent depreciation for buildings.

Increases in the carrying amount of land and buildings arising on revaluation are credited in equity to a revaluation surplus. Decreases against previous increases of the same asset are charged against fair value reserves in equity. All other decreases are charged to profit or loss.

Any accumulated depreciation at the date of revaluation is offset against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

Intangibles

Goodwill is recognised as the excess of the purchase price for a business acquired over the fair value of the net assets at the date of acquisition. Goodwill is assessed for impairment annually and is carried at cost less accumulated impairment losses.

Trade and Other Receivables

Trade receivables and other receivables, including distributions receivable, are recognised at the nominal transaction value without taking into account the time value of money. If required a provision for doubtful debt has been created.

Financial Assets

Investments held are originally recognised at cost, which includes transaction costs. They are subsequently measured at fair value which is equivalent to their market bid price at the end of the reporting period. Movements in fair value are recognised through an equity reserve.

Trade and Other Payables

Trade and other payables represent the liabilities for goods and services received by the company that remain unpaid at 30 June 2021. Trade payables are recognised at their transaction price. They are subject to normal credit terms and do not bear interest.

Employee Benefits

Provision is made for the liability for employee entitlements arising from services rendered by employees to 30 June 2021. Employee benefits have been measured at the amounts expected to be paid when the liability is settled, plus related costs.

Provisions

Provisions are recognised when the entity has a legal or constructive obligation resulting from past events, for which it is probable that there will be an outflow of economic benefits and that outflow can be reliably measured. Provisions are measured using the best estimate available of the amounts required to settle the obligation at the end of the reporting period.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held on call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

Revenue Recognition

Revenue from the sale of goods is recognised upon the delivery of goods to customers.
Revenue from the rendering of services is recognised upon the delivery of the services to customers.
Revenue from commissions is recognised upon delivery of services to customers.
Revenue from interest is recognised using the effective interest rate method.
Revenue from dividends is recognised when the entity has a right to receive the dividend.

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

Goods and Services Tax

Transactions are recognised net of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the balance sheet.

Leases

AASB 16 introduces a single lessee accounting model and requires the lessee to recognise assets and liabilities for all leases with a term of more than 12 months. In this case the directors have confirmed that there are no leases in place. Finance leases are leases of fixed assets where substantially all of the risks and benefits incidental to the ownership of the asset are transferred to the entity, but the legal ownership is not transferred to the entity.

Finance leases are capitalised by recording an asset and a corresponding liability at the lower of the amounts equal to the fair value of the leased asset, or the minimum lease payments measured at present value including any residual values.

Leased assets are depreciated on a straight-line basis over the shorter of their estimated useful lives or the lease term.

Operating lease payments are charged to the income statement on a straight-line basis over the term of the lease.

Lease incentives are deferred and amortised over the period of the lease.

Profits and losses on sale and leaseback transactions are recognised in the reporting period in which they occur.

	2021	2010
2. Revenue		
Revenue		
Advertising	13,629	1853
Conference Registrations	71,530	809
CashBoost (Covid-19)	73,968	-
CPD Registrations	9,262	544
Interest Received	428	-
Member insurance (15001)	6,939	875
Membership - Non-Payroll Deduction	485,812	113,060
Membership - Payroll Deduction	947,303	310,310
Online Learning	1,620	423
Sponsorship Conference	32,100	-
Sponsorship General	20,000	-
Student Membership	22,503	11,380
Total Revenue	1,685,094	439,254
Total Revenue	1,685,094	439,254

	2021	2020
3. Profit		
Specific Expenses		
Depreciation Expenses	14,172	2,890
Annual Leave Provision	3,172	9,276
Total Specific Expenses	17,344	12,166

	2021	2020
4. Auditor's Remuneration		
Auditor's Remuneration		
Audit Fees	3,600	3,200
Total Auditor's Remuneration	3,600	3,200

	2021	2020
5. Cash & Cash Equivalents		
Bank Accounts		
My Money for Business	9,301	185
ME Bank Business Savings	400,427	-
EMSA Account	27,422	-
NAB-914973239	847,085	497,878
Total Bank Accounts	1,284,235	498,063
Total Cash & Cash Equivalents	1,284,235	498,063

Notes to the financial statements

	2021	2020
6. Receivables		
Trade Debtors	6,844	1,708
Total Receivables	6,844	1,708
	2021	2020
7. Other Current Assets		
Prepayments	76,517	70,685
Total Other Current Assets	76,517	70,685
	2021	2020
8. Inventories		
	2021	2020
9. Property Plant and Equipment		
Plant and Equipment		
Plant and equipment at cost		
Computer Equipment - At Cost	34,560	20,345
Website - At Cost	13,400	7,250
Office Equipment-At Cost	23,315	5,949
Total Plant and equipment at cost	71,275	33,544
Office Equipment – Less Accum Depn	(2,532)	(485)
Website - Less Accum Depn	(6495)	(713)
Computer Equipment - Less Accum Depn	(7,454)	(1,692)
Total Plant and Equipment	54,795	30,654
Total Property Plant and Equipment	54,795	30,654
	2021	2020
10. Intangibles		
	2021	2020
11. Investments		
	2021	2020
12. Payables		
Trade and other payables		
Accounts Payable	24,406	3,721
Accrued Expenses	3,819	8,200
ACP Master CC	634	82
Income In Advance	16,400	-
ESMA Clearing Account	27,422	-
GST	22,243	22,377
PAYG Withholdings Payable	9,671	25,208
Wages Payable	225	-
Superannuation Payable	5,673	3,506
Total Trade and other payables	111,493	63,094
Total Payables	111,493	63,094

Notes to the financial statements

2021

2020

13. Provisions

Provisions - Current		
Provision for Long Service Leave	30,765	23,272
Provision for Annual Leave	29,757	26,584
Total Provisions - Current	60,521	49,856
Total Provisions	60,521	49,856-

14. Registered Office

- Coleman Farrell, Level 1, 234 West Street, UMINA BEACH NSW 2257.

15. Principal Place of Business

- Level 1, 234 West Street, UMINA NSW 2257.

Directors' Declaration

Australasian College of Paramedicine For the year ended 30 June 2021

The Directors of Australasian College of Paramedicine declare that:

1. The financial statements and notes, as set out on pages 1 to 19, are in accordance with the *Corporations Act 2001* and:
 - (a) comply with the Australian Accounting Standards; and
 - (b) give a true and fair view of the financial position as at 30th June 2021 and of the performance for the year ended on that date of the entity.
 2. In the director's opinion there are reasonable grounds to believe that the entity will be able to pay its debts as and when they become due and payable.
- This declaration is made in accordance with the resolution of the Board of Directors.

Director:



Director:



Dated this 11th day of October 2021

Independent Auditor's Report

Independent Auditor's Report to the Members of Australasian College of Paramedicine ABN: 39 636 832 061

Opinion

Independent Auditor's Report

In our opinion, the financial report of Australasian College of Paramedicine is in accordance with the *Corporations Act 2001*, including:

- Giving a true and fair view of the company's financial position as at 30 June 2021 and of its performance for the year ended on that date; and
- Complying with Australian Accounting Standards and the *Corporations Regulations 2001*.

Report on the Financial Report

We have audited the accompanying financial statements of Australasian College of Paramedicine (the company), which comprises the statement of financial position as at 30 June 2021 the statement of comprehensive income, statement of changes in equity and cash flow statement for the year the ended, notes comprising a summary of significant accounting policies and other explanatory information, and the directors' declaration.

Responsibility of the Directors for the Financial Statements

The directors of the company are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Standards (including the Australian Accounting Interpretations) and the *Corporations Act 2001* and for such internal control as the directors determine is necessary to enable the preparation of the financial report that is free from material misstatement.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with the Australian Auditing Standards. Those 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 statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on 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.

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 Australasian College of Paramedicine on 23rd September 2021 would be in the same terms if provided to the directors as at the date of this auditor's report.

Signed:



Name of Partner: Peter McIntyre (Registered Company Auditor)
Address: Unit 2 - 3A Racecourse Road, Gosford NSW 2250

Dated this 14th day of October 2021

Trading Income Statement

Australasian College of Paramedicine For the year ended 30 June 2021

	2021	2020
Income		
College Income		
Advertising	13,629	\$1,853
Cashboost (Covid -19)	73,968	-
Conference Registrations	71,530	\$809
CPD Registrations	9,262	\$544
Interest Received	428	-
Member insurance	6,939	\$875
Membership - Non-Payroll Deduction	485,812	\$113,060
Membership - Payroll Deduction	947,303	\$310,292
Online Learning	1,620	\$423
Sponsorship Conference	32,100	-
Sponsorship General	20,000	-
Student Membership	22,503	\$11,380
Total College Income	1,685,094	\$439,236
Total Income	1,685,094	\$439,236
Gross Profit	1,685,094	\$439,236

Less Operating Expenses

Advocacy & Govt Liaison		
Advocacy Contractor	30,716	-
Total Advocacy & Govt Liaison	30,716	-
Board Expenses		
Board Accom / Other Expenses	2,766	-
Board Airfares & Transport Expenses	3,016	-
Board Committee expenses	72	\$236
Board Governance expenses	621	\$200
Honorarium - 21107	0	\$5,000
Board Meeting Expenses	1,184	-
Total Board Expenses	7,660	\$5,436
Communication		
e-Journal Expenses	4,657	-
Membership & subscriptions - 24206	3,822	\$689
Publication / Journal resourcing	48,350	\$12,735
Response expenses	113	\$2,676
Social media expenses	8,800	\$3,200
Website expenses	17,738	\$562
Total Communication	83,480	\$19,862
Conference & Major Events		
Conference other expenses	17,089	-
Conference travel & accom expenses	4,901	-
Conference Venue Expenses	25,137	-
Total Conference & Major Events	47,127	-
Continuing Professional Development		
CPD content development	-	\$27,000
CPD event expenses	1,200	-
CPD travel /accom expenses	207	-
CPD Venue Expenses	771	-
IML Membership	3,773	-
Total Continuing Professional Development	5,951	\$27,000
Employee Expenses		
Annual Leave Provision	3,172	\$9,276
Company Employee Wages	499,646	\$120,885
Employee Assistance Program	2,150	-
General Expenses	4,384	-
Long Service Leave Provision	7,493	\$7,510
Staff Development	7,027	\$1,077
Staff Travel Expenses	892	\$455
Superannuation	55,107	\$12,614
Total Employee Expenses	579,872	\$151,816

	2021	2020
Finance & Accounting		
Accounting Fees	24,000	\$7,081
Audit Fees	3,600	\$3,200
Bank Charges	4,684	\$1,834
Bank Revaluations	12	-
Filing fees	474	\$425
Realised Currency Gains	23	-
Total Finance & Accounting	32,794	\$12,540
General Expenses		
College Insurance	9,481	\$1,838
Computer Consumables	1,066	-
Corporate Affiliation	1,204	-
Depreciation	14,172	\$2,890
Email & Collaboration	6,287	\$2,083
Legal Expenses	6,972	\$4,655
Loss on disposal of Fixed Asset	1,160	-
Memberships and Subscriptions	1,368	-
Postage Costs	6,341	\$64
Printing and Stationery	5,281	\$7,399
Storage	1,801	\$708
Telephone & Internet	8,773	\$2,422
Total General Expenses	63,904	\$22,059
Marketing		
Advertising	14,568	-
Branding	2,045	-
Collateral	62,683	\$27,380
General Purchases	227	\$1
Membership Recruitment	32,977	-
Resourcing	28,000	\$11,840
Total Marketing	140,500	\$39,221
Member Committee Expenses		
Committee Airfares & Transport expenses	667	-
Committee Meeting expenses	-	\$2,550
External Committee Representation	327	-
Total Member Committee Expenses		\$2,550
Online Learning & Development		
Live streaming & webinar expenses	4,309	\$1,180
LMS expenses	3,360	\$1,823

Total Online Learning & Development	8,919	\$18,003
Scholarships & Grants		
Education grants	5,500	\$1,000
Other Grants	1,400	-
Research Grants	20,000	-
University grants	6,808	\$2,193
Total Scholarships & Grants	33,708	\$3,193
Total Operating Expenses	1,035,625	\$301,680
Net Profit	649,469	\$137,556

Australasian College of Paramedicine

PO Box 3229, Umina Beach
NSW 2257 AUSTRALIA

Phone: AUS 1300 730 450 | NZ 0800 730 450

ABN 39 636 832 061

