



**PARAMEDICS**  
A U S T R A L A S I A

Rules of

**PARAMEDICS  
AUSTRALASIA  
LIMITED**

**ACN 095 065 580**

A Company Limited by Guarantee



Version 2



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# PARAMEDICS AUSTRALASIA LIMITED

## Version 2

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Rule revision: 30th August 2012 - new Rule 'Tenure and rotation of elected Directors' added as #3.2. Existing Rule #3.2 re-numbered as #3.3 and #3.3 renumbered #3.4.

Rule revision: 8th February 2013 – modification to Rule #2.5

- Addition to 2.5.1 - Alter Rule 2.5.1 with the addition of "Refer to Appendix B for the current Rates". Add Appendix B to contents page.
- Add new Rule 2.5.2 – Discounts for the following categories of members (refer to Rule)
- Appendix B – Membership Fees

## 1. STATUS OF RULES

These rules are to be read in conjunction with the Constitution of ("Paramedics Australasia"). In the case of any inconsistency the Constitution shall prevail.

## 2. MEMBERS

### 2.1 Membership Levels

Paramedics Australasia shall offer membership at one of six levels. These levels are:

- (a) Life Member;
- (b) Fellow;
- (c) Honorary Fellow;
- (d) Full Member;
- (e) Associate;
- (f) Student.

The number of members in each level is unlimited. Determination of the appropriate level will be in accordance with Section 2.3 of these Rules.

### 2.2 Membership

**2.2.1** Membership of Paramedics Australasia is intended to be inclusive and reflect the broad range of people providing, or contributing directly to the provision of out-of-hospital care and emergency medical service delivery throughout Australasia. This may include, but not be limited to, individuals and employees of statutory, private, military, industrial and/or hospital emergency medical services or kindred voluntary organisations.

**2.2.2** Grandfathered membership will exist for a specified time as agreed by the Board. The member shall be admitted to PA providing they are either:

- (a) An existing financial member at the date that the new structure is incorporated, will be admitted to the same level of membership as previously held; or
- (b) Is a prospective member who is a qualified (or registered paramedic) but does not have the relevant tertiary qualifications as specified by the certified rules, and can provide evidence to the satisfaction of the Board that the person should be included as a Member.

**2.2.3** A member as described in Section 2 who has paid the member's annual subscription for membership of Paramedics Australasia on or before a day fixed by the Board, is not liable to pay a further amount of annual subscription for the period to the newly incorporated body, before the day fixed by the Board as the day on which the next annual subscription is payable;

**2.2.4** Retired members will retain their current membership level provided they maintain their financial contributions, where applicable, as prescribed by the Board.

**2.2.5** An application for Paramedics Australasia membership must be in accordance with the procedure outlined in 2.6.

### 2.3 Membership Recognition Levels

#### Criteria for Member Recognition Levels

Details of the requirements/criteria for appointment to, or maintenance of, a particular PA member's recognition level shall be published and kept abreast of paramedic professional standards, in the Paramedics Australasia National Professional Recognition Program - Guidelines Booklet.

The Paramedics Australasia clinical standards committee shall review all courses in line with the relevant training authority standards to determine their suitability for inclusion and retention in the list of recognised courses.

#### 2.3.1 Life Member

Life Member is a "bestowed" Paramedics Australasia membership category determined by a special resolution of the Board of Paramedics Australasia in recognition of an on-going, high level of commitment to, and support of, the objects of Paramedics Australasia. A Life Member is not required to maintain any financial contributions to Paramedics Australasia. Individuals may not gain direct entry to Paramedics Australasia as Life Members.

The appointee must fulfil the requisite eligibility criteria as determined by Paramedics Australasia from time to time. It is anticipated that a nominee for Life Member would fulfil the following criteria:

1. Be a current Member of Paramedics Australasia.
2. Demonstrate significant service & commitment to Paramedics Australasia and its objectives over a sustained period of time.
3. Provide a suitable role model through demonstrating a high standard of professional conduct consistent with the mission, interests, objectives and Code of Conduct of Paramedics Australasia.

### 2.3.2 Fellow

A Fellow is a senior level category of membership which may be conferred by the Board upon any active Member in recognition of their services to Paramedics Australasia and/or the profession. Individuals may not gain direct entry into Paramedics Australasia as a Fellow. Applications for Fellow must include details of experience, qualifications and professional appointment in the prescribed format to the Company Secretary or Chapter Secretary for submission to the Board.

The appointee must fulfil the requisite criteria as determined by Paramedics Australasia from time to time.

It is anticipated that those nominated would fulfil the following criteria:

1. Be a current Member of Paramedics Australasia.
2. Demonstrate a significant & sustained level of commitment and contribution to the field of Paramedicine and Paramedics Australasia.
3. Provide a suitable role model through demonstrating a high standard of professional conduct consistent with the mission, interests, objectives and Code of Conduct of Paramedics Australasia.
4. Maintain financial contributions as a Fellow to Paramedics Australasia as prescribed.

### 2.3.3 Honorary Fellow

Honorary Fellow is a "bestowed" Paramedics Australasia membership category determined by a special resolution of the Board in recognition of an on-going, high level of commitment to, and support of, the objects of Paramedics Australasia. The Board may confer Honorary Fellowship status upon any person who qualifies by service to Paramedics Australasia and/or the profession. An Honorary Fellow is not required to maintain any financial contributions to Paramedics Australasia.

The appointee must fulfil the requisite eligibility criteria as determined by Paramedics Australasia from time to time.

It is anticipated that a nominee for Honorary Fellow would fulfil the following criteria:

1. Demonstrate significant service to Paramedics Australasia and its objectives over a sustained period of time
2. Demonstrate a significant & sustained level of commitment and contribution to the field of Paramedicine
3. Provide a suitable role model demonstrating a high standard of professional conduct consistent with the mission, interests, objectives and Code of Conduct of Paramedics Australasia.

### 2.3.4 Member

Member is a Paramedics Australasia membership category open to those who apply for and successfully fulfil the requisite criteria for Member as determined from time to time by Paramedics Australasia. Applications for Member must include full details of qualifications, experience and documented evidence of current registered status (where applicable) or approval to practice within the relevant jurisdiction in the prescribed format to the Registrar for submission to the Board.

It is anticipated that a nominee for Member would fulfil the following criteria:

1. Hold an accredited degree or tertiary qualification (subject to the grandfather clause) in paramedicine which is recognised by Paramedics Australasia (refer to the list of recognised courses).
2. Is eligible for registration (where this exists) as a paramedic within Australasia and or equivalent qualified person authorised to practice by a Paramedics Australasia approved EMS provider.
3. Members are encouraged to obtain and maintain currency in the Paramedics Australasia Certified Emergency Medical Professional (CEMP) program.
4. Demonstrates a high standard of professional conduct consistent with the mission, interests, objectives and Code of Conduct of Paramedics Australasia.
5. Otherwise is qualified for automatic membership of Paramedics Australasia in the categories provided for under the grandfather provisions of Clause 2.2.2.
6. Maintain financial contributions as a Member to Paramedics Australasia as prescribed.

### 2.3.5 Associate

Associate Member is a Paramedics Australasia membership category open to those persons who apply for membership of Paramedics Australasia but are not currently eligible for recognition in any of the categories of Life Member, Honorary Fellow, Fellow or Member.

Applications for Associate Member must be made in the prescribed format to the Registrar for processing and submission to the Board.

It is anticipated that a nominee for Associate Member would fulfil the following criteria:

1. Hold an accredited Australasian tertiary qualification in Paramedicine which is recognised by Paramedics Australasia (refer to the list of recognised courses), or
2. Hold an International qualification in Paramedicine or practices within the field of paramedicine with an international EMS provider, or
3. Has an interest in a medical, nursing, paramedical education or other related discipline and
4. Holds a relevant tertiary qualification where applicable, and
5. Has an active interest in the provision of out of hospital care.
6. Demonstrates a high standard of professional conduct consistent with the mission, interests, objectives and Code of Conduct of Paramedics Australasia.

7. Maintain financial contributions as an Associate Member to Paramedics Australasia as prescribed.

### **2.3.6 Student**

Student Member is a Paramedics Australasia membership category open to those persons who apply for membership of Paramedics Australasia but are not currently eligible for recognition in any of the categories of Life Member, Honorary Fellow, Fellow or Member.

Members appointed to this level shall include students if they are undertaking studies in an approved under-graduate pre-registration or pre-employment paramedical programme. (An 'approved programme' is one which will lead to registration or employment as a paramedic, refer attachment A).

NB: Additionally, students seeking recognition at this level must provide documented evidence of current enrolment; it is also a condition of student membership that the student member informs Paramedics Australasia as soon as practical once studies are completed.

Applications for Student Member must be made in the prescribed format to the Registrar for processing and submission to the Board.

It is anticipated that a nominee for Student Member would fulfil the following criteria:

1. Be a student enrolled in an accredited Australasian undergraduate tertiary program in Paramedicine which is recognised by Paramedics Australasia (refer to the list of recognised courses).
2. Demonstrates a high standard of professional conduct consistent with the mission, interests, objectives and Code of Conduct of Paramedics Australasia.
3. Maintain financial contributions as a Student Member to Paramedics Australasia as prescribed.

### **2.3.7 Appointment to Membership Level**

Only the Board shall determine the recognition level of any Paramedics Australasia member or successful applicant joining Paramedics Australasia. The Board may receive a recommendation from the relevant Paramedics Australasia Chapter in relation to recognition or change to recognition of any member of Paramedics Australasia.

### **2.3.8 Bestowed Recognition**

Bestowed Paramedics Australasia recognition status level results from a decision by the Board of Paramedics Australasia. Bestowed levels shall only be granted in recognition of an on-going, high level of commitment to, and support of, the objects of Paramedics Australasia.

## **2.4 Entitlements**

### **2.4.1 Full Entitlements**

Life Members, Fellows and Members may hold office subject to election, call meetings and have full voting rights

### **2.4.2 Prescribed Entitlements**

All other members (Honorary Fellows, Associate Members and Students) are entitled to full voting rights but may not hold office or call meetings of Paramedics Australasia.

## **2.5 Membership Fees**

- 2.5.1 Membership fees shall be determined by the Board for the different categories of membership from time to time. Refer to Appendix B for the current Rates.

### **2.5.2 Discounts for the following categories of members**

#### **Retired Members**

The per annum\* membership fee will be \$50 AUD for those Fellow, Member or Associate members who have retired from their vocational or occupational role with 10 or more years continuous membership of Paramedics Australasia (or its predecessors) and who were financial members of Paramedics Australasia at the time of their retirement.

#### **Volunteer**

A discount of 50% of the normal membership fee is available to members who undertake only a volunteer role within paramedicine, subject to meeting all of the following criteria:

- 1) The member is engaged in a role that is directly related to Paramedicine e.g. volunteer ambulance officer, surf life saver, St John Ambulance volunteer.
- 2) That volunteering is the members only mode of engagement in Paramedicine i.e. the member is not elsewhere employed in the field.
- 3) The member does not derive any income from their service as a volunteer. This does not include the reimbursement of expenses incurred as a volunteer.
- 4) Verification of the above by a senior manager/leader within the organisation for whom the member volunteers.

#### **New Zealand**

Refer to Appendix B

## 2.6 Admission and Rejection of Members

- 2.6.1 Applicants for admission to membership of Paramedics Australasia must complete and submit to the Registrar of Paramedics Australasia the appropriate application form as authorised by the Board.
- 2.6.2 The Registrar will then forward the application to the appropriate Chapter Secretary to verify the bona-fides of the applicant if required. The Chapter Secretary will advise the Registrar accordingly.
- 2.6.3 The Registrar will apply the membership criteria to determine the eligibility and membership level and provide a list of nominated members to the Membership Committee for consideration on a monthly basis.
- 2.6.4 The Membership Committee must, within a week of receiving the recommendations, advise the Registrar of acceptance or rejection of the recommendations.
- 2.6.5 The Registrar of Paramedics Australasia must, as soon as practicable after advice from the Membership Committee and confirmation of subscription payment prepare the appropriate Paramedics Australasia membership certificate and card and issue these along with the membership kit to the new member.
- 2.6.6 If membership is rejected, the Registrar will notify the Secretary who will advise the applicant of this decision.

## 2.7 When Membership Ends

- 2.7.1 A member may resign from Paramedics Australasia by giving written notice of resignation to the Secretary.
- 2.7.2 The resignation takes effect on:
  - (a) the day and at the time the notice is received by the Secretary; or
  - (b) if a later day is stated in the notice - the later day.
- 2.7.3 The Board may terminate a person's membership if the member:
  - (a) is convicted of an indictable offence; or
  - (b) does not comply with any of the provisions of these rules; or
  - (c) provides inaccurate, misleading or false information regarding their eligibility for Paramedics Australasia membership on their application form or when asked for by the Chapter Chair, the Registrar or the Paramedics Australasia Secretary; or
  - (d) has membership fees in arrears for at least three months; or
  - (e) conducts himself/herself in a way considered to be injurious; or prejudicial to the or interests of Paramedics Australasia or the profession.
- 2.7.4 Before the Board terminates a person's membership, the Board must give the member a full and fair opportunity to show why their membership should not be terminated.
- 2.7.5 If, after considering all representations made by the member, the Board decides to terminate the membership, the Secretary must give the member written notice of the decision.
- 2.7.6 Following termination or cessation of Paramedics Australasia membership, the person must cease using forthwith their post-nominals on all correspondence, advertising, business cards, letter head etc.
- 2.7.7 Following termination or cessation of Paramedics Australasia membership, the person must return their membership card to the State Chapter or the Secretary forthwith.

## 2.8 Appeals against Rejection or Termination of Membership

- 2.8.1 A person whose application for membership has been rejected, or whose membership has been terminated, may give the Secretary written notice of their intention to appeal against the decision;
- 2.8.2 A notice of intention to appeal must be given to the Secretary within 30 days after the person receives written notice of the decision;
- 2.8.3 If the Secretary receives a notice of intention to appeal, the Secretary must, within three months after the day of receipt, call an Extraordinary General Meeting of the Board to decide the appeal;
- 2.8.4 At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated;
- 2.8.5 An appeal must be decided by a vote of the members present at the extraordinary General Meeting; and
- 2.8.6 If a person whose application has been rejected does not appeal against the decision within 30 days after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the Secretary must, as soon as practicable, refund the application fee paid by the person.

## **2.9 Register of Members**

**2.9.1** A Register of members will be maintained in a format approved from time to time by the Board.

**2.9.2** The Register of members shall include the following particulars for each member:

- (a)** full name and residential address;
- (b)** email address and mobile phone number;
- (c)** date of admission;
- (d)** financial status;
- (e)** date of death or resignation;
- (f)** details about any termination or reinstatement of membership;
- (g)** Paramedics Australasia appointment level and current professional appointment status;
- (h)** Paramedics Australasia CEMP status;
- (i)** advancements or downgrades of Paramedics Australasia member status level;
- (j)** certificate number, level date and other details; and
- (k)** any other particulars decided by the Board.

**2.9.3** The Register of Members must be available at all reasonable times and designed to permit a member to access and modify their own personal details via the contemporary communication process of the time (currently the Paramedics Australasia website). If the member cannot readily access their personal details they should contact the Registrar who will, in a reasonable time, provide a copy of their file and update relevant files on behalf of the member.



### 3. FUNCTIONS OF THE BOARD

**3.1** Subject to these rules or a resolution of Paramedics Australasia members carried at a General Meeting, the Board:

- (a) has the general control, governance, and management of the administration of the affairs, property and funds of Paramedics Australasia; and
- (b) has authority to interpret the meaning of these Rules and any matter relating to Paramedics Australasia on which the rules are silent.

**3.2** Tenure and rotation of elected Directors

At each AGM one third of the Directors for the time being or, if their number is not three nor a multiple of three, the number nearest one third, and any other Director who has held office for three years or more since the Director's last election, must retire from office.

In determining the number of Directors to retire, no account is to be taken of a Director who holds office only until the conclusion of the meeting in accordance with Constitution clause 6.3.7 (Vacancies on the Board) or a Managing Director.

A retiring Director holds office until the conclusion of the meeting at which that Director retires but is eligible for re-election at the meeting.

The initial rotation is as follows:

<b>Elected 2011</b>	<b>Retire AGM 2012</b>	<b>Retire AGM 2013</b>	<b>Retire AGM 2014</b>
R. Brightwell	R. Brightwell		
A. Eade	A. Eade (not seeking re-election)		
H. Eyles		H. Eyles	
T. Hochberg		T. Hochberg	
R. Larsen		R. Larsen	
M. Lazell	M. Lazell		
N. Nott			N. Nott
I. Patrick			I. Patrick
J. Richardson			J. Richardson

**3.3** The Board may exercise the powers of Paramedics Australasia:

- (a) to borrow, raise or secure the payment of amounts in a way that Paramedics Australasia members decide;
- (b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by Paramedics Australasia in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of Paramedics Australasia's property, both present and future;
- (c) to purchase, redeem or pay off any securities issued;
- (d) to borrow amounts from members and pay interest on the amounts borrowed;
- (e) to mortgage or charge the whole or part of its property;
- (f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of Paramedics Australasia;
- (g) to provide and pay off any securities issued; and
- (h) to invest in a way the members of Paramedics Australasia may from time to time decide.

**3.4** For sub-section **3.3(d)**, the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by:

- (a) the financial institution for Paramedics Australasia; or
- (b) if there is more than one financial institution for Paramedics Australasia - the financial institution nominated by Paramedics Australasia.

### 4. MEETINGS OF THE PARAMEDICS AUSTRALASIA BOARD

**4.1** The Board may meet and conduct its proceedings, as it considers appropriate, but subject always to these Rules;

**4.2** The Board shall meet not less than four (4) times per year to exercise its functions;

**4.3** The Board shall decide how a meeting is to be called and held. The Board is permitted to use any technology reasonably available including teleconferencing and video conferencing. Resolutions may be validly passed by flying minute signed by each director;

**4.4** Notice of a meeting is to be given in the way decided by the Board;

**4.5** If the Secretary receives a written request signed by at least 33% of the Board members, the Secretary must call an Extraordinary Meeting of the Board;

- 4.6** A request for an Extraordinary Meeting must state:
- (a)** why the Extraordinary Meeting is being called; and
  - (b)** the business to be conducted at the meeting.
- 4.7** A question arising at a Board meeting is to be decided by a majority vote of Board members present at the meeting and, if the votes are equal, the question is decided in the negative;
- 4.8** A Board member must declare any conflict of interest and may not vote on a question about any material matter with Paramedics Australasia if the member has a direct or indirect interest in the matter, and if the member does vote the member's vote must not be counted;
- 4.9** The Secretary must give each Board member at least 14 days notice of an Extraordinary Meeting of the Board;
- 4.10** A notice of an Extraordinary Meeting must state:
- (a)** the day, time and place of the meeting; and
  - (b)** the business to be conducted at the meeting.
- 4.11** The President or, if there is no President or if the President is not present within ten minutes after the time fixed for a Board meeting, the Vice-President is to preside as Chairperson at the meeting;
- 4.12** If the President and the Vice-President are both absent from a Board meeting, the members may choose one of their number to preside as Chairperson at the meeting;
- 4.13** If a quorum is not present within 30 minutes after the time fixed for a Board meeting called on request of Board members, the meeting lapses;
- 4.14** If a quorum is not present within 30 minute after the time fixed for a Board meeting called other than on the request of Board members, the meeting is to be adjourned to:
- (a)** the same day, time and place in the next week; or
  - (b)** a day, time and place decided by the Board; and
- 4.15** If, at the adjourned meeting mentioned in subsection 4.14 a quorum is not present within 30 minutes after the time fixed for the meeting, the meeting lapses.

## 5. DELEGATION OF BOARD POWERS

- 5.1** The Board may delegate the whole or part of its powers to a Sub-Committee consisting of Paramedics Australasia members and non-members considered appropriate by the Board;
- 5.2** A Sub-Committee may only exist for any term or for an exercise for which it is delegated powers in the way the Board decides;
- 5.3** The Chair of a Sub-Committee may be appointed by the Board or elected as Chairperson of its meetings;
- 5.4** If a Chairperson is not elected, or if the Chairperson is not present within ten minutes after the time fixed for a meeting, the members present may choose one of their numbers to be Chairperson of the meeting;
- 5.5** A Sub-Committee may meet and adjourn, as it considers appropriate; and
- 5.6** A question arising at a Sub-Committee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative or referred to the Board.

## 6. ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

An act performed by the Board, a Sub-Committee or a person acting as a member of the Board is taken to have been validly performed, if

- (a)** a defect in the appointment of a member of the Board, Sub-Committee or person acting as a member of the Board; or
- (b)** a Board member, Sub-Committee member or person acting as a member of the Board was disqualified from being a member.

## 7. RESOLUTIONS OF THE BOARD WITHOUT MEETING

- 7.1** A written resolution signed by each member of the Board for the time being entitled to receive notice of a Board meeting is as valid and effectual as if it had been passed at a Board meeting that was properly called and held; and
- 7.2** A resolution mentioned in subsection 7.1 may consist of several documents in like format signed by one or more members of the Board.

## 8. CHAPTERS

- 8.1** Chapter committees will prepare and administer the Chapter budgets within guidelines provided by the Management Committee, assist the Registrar in respect to membership matters and facilitate member service delivery in respect professional development seminars and targeted member activities.
- 8.2** Chapters will comprise a Chairman, Secretary, Treasurer and five (5) other persons elected on the nominations of the Chapter members, appointed at the Annual Chapter Meeting (ACM).
- 8.2.1** Chapter committee members will be appointed for 2 year terms and at each ACM fifty (50) per cent of the committee will resign and be eligible for re-election.
- 8.2.2** The Chapter Secretary will give twenty one (21) days notice of the ACM to each member of the Chapter via electronic delivery and advice on the Chapter website.
- 8.2.3** Nominations will be accepted from members present and entitled to vote. Nominees must be members of Paramedics Australasia in accordance with Section 2 of the Rules.
- 8.2.4** Voting for positions on the Chapter Committee will be by majority vote of those present and entitled to vote.
- 8.2.5** In the event of a vacancy arising on the Chapter Committee, the Committee may appoint a member to fill the vacant position for the expiration of the term of that position.

## 9. RECORDING OF MEETING PROCEEDINGS

- 9.1** To ensure the accuracy of Minutes of meetings:
- (a)** the Minutes of each Board meeting must be signed by the Chairperson of the meeting, or the Chairperson of the next Board meeting, verifying their accuracy;
  - (b)** the Minutes of each General Meeting must be signed by the Chairperson of the meeting, or the Chairperson of the next General Meeting, verifying their accuracy; and
  - (c)** the Minutes of each Annual General Meeting must be signed by the Chairperson of the meeting, or the Chairperson of the next meeting of Paramedics Australasia that is a General Meeting or Annual General Meeting, verifying their accuracy.
- 9.2** The Company is entitled to use any technology reasonably available including teleconferencing and video conferencing in convening meetings. A Meeting may be held at two or more venues using such technology.
- 9.3** Board resolutions may be validly passed by flying minute signed by each director.

## 10. ALTERATION OF RULES

- 10.1** The Board may alter, add to or rescind these rules at any time if necessary or expedient.
- 10.2** However an amendment, repeal or addition is valid only if it is not inconsistent with the Constitution.

## 11. FUNDS AND ACCOUNTS

- 11.1** The Board will cause the following policies to be documented and implemented from time to time:
- (a)** a financial policy;
  - (b)** a financial procedures policy;
  - (c)** a credit card policy;
  - (d)** a risk management policy;
  - (e)** an instrument of delegations policy.
- 11.2** The funds of Paramedics Australasia must be kept in an account in the name of Paramedics Australasia in a financial institution decided by the Board;
- 11.3** Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of Paramedics Australasia, electronic accounting records shall comply with obligatory reporting standards, legislation and Australian Accounting Standards;
- 11.4** All amounts must be deposited in the financial institution account as soon as practicable after receipt;
- 11.5** If an account is paid by cheque, the cheque must be signed by any two of the following:
- (a)** the President;
  - (b)** the Secretary;
  - (c)** the Treasurer;
  - (d)** another member authorised by the Board for the purpose;

- 11.6 Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed "Not Negotiable";
- 11.7 Credit card procurements are permissible subject to the conditions as outlined in the credit card policy and instrument of delegations policy.
- 11.8 A petty cash account may be kept on the imprest system, and the Board must decide the amount of petty cash to be kept in the account;
- 11.9 All expenditure must be approved or ratified at a Board meeting;
- 11.10 The Treasurer must, as soon as practicable after the end of each financial year, ensure a statement containing the following particulars is prepared:
  - (a) the income and expenditure for the financial year just ended;
  - (b) Paramedics Australasia assets and liabilities at the close of the year;
  - (c) the mortgages, charges and securities affecting the property of Paramedics Australasia at the close of the year;
- 11.11 The Treasurer must, as soon as practicable after the end of each financial year, ensure that the Business Activity Statement for Paramedics Australasia is prepared and submitted by the due date to the Australian Taxation Office;
- 11.12 The auditor must examine the statement prepared under sub-section 13.9 and present a report about it to the Secretary before the next Annual General Meeting following the financial year for which the audit was made; and
- 11.13 The income and property of Paramedics Australasia must be used solely in promoting Paramedics Australasia's objects and exercising Paramedics Australasia's powers.

## 12. DOCUMENTS

The Board must ensure the safe custody and security of electronic records registers, books, documents, instruments of title and securities of Paramedics Australasia.

## 13. FINANCIAL YEAR

The financial year of Paramedics Australasia shall begin on 1 July in each year and end on 30 June in each year.

## 14. BREACHES OF THE CODE OF CONDUCT & PARAMEDICS AUSTRALASIA RULES

### 14.1 Policy

- 14.1.1 Members of Paramedics Australasia will ensure their conduct meets standards expected by the community and as provided for in the Paramedics Australasia "Code of Conduct" and these Rules;
- 14.1.2 Breaches of the Paramedics Australasia Code of Conduct these Rules by any member that may bring disrepute to the members of Paramedics Australasia must be brought to the attention of the Board for investigation; and
- 14.1.3 The principles of fairness and natural justice will prevail in all matters of alleged serious misconduct. Frivolous or vexatious allegations will not be entertained.

### 14.2 Complaints Management

- 14.2.1 Complaints received by the Board or Chapter Committees shall be handled in a professional and consistent manner. The following are provided as the basic steps for the Board and/or Chapter Committees to follow:
  - (a) take all reasonable steps to identify the risks to other individuals, the member concerned and to Paramedics Australasia;
  - (b) make an informed and reasonable assessment of the severity and frequency of the complaint and of the risks;
  - (c) report the matter to the Board immediately where the matter is consider serious or the risks to parties involved unacceptable;
  - (d) develop and implement reasonable and fair control strategies to address those risks;
  - (e) implement remedial action to address the concerns raised; and
  - (f) record the complaint and actions taken and secure the record with a view to the potential need for future reference.

### 14.3 Investigations

- 14.3.1 Formal investigation of any complaint coming before Paramedics Australasia against an Paramedics Australasia member shall only proceed under the authority and supervision of the Board;
- 14.3.2 The Board shall ensure discretion and confidentiality are maintained within the principles of fairness and natural justice;

- 14.3.3** A member shall not be disadvantaged in any way until investigations are complete and the Board has made a determination on the matter in question. The member should also not be disadvantaged in any way should the determination of the Board (or the courts, as the case may be) find in favour of the member. However, the Board reserves the right to suspend the membership of any member pending the outcome of an investigation;
- 14.3.4** The Board reserves the right, at any time, to hand an investigation over to the police, criminal justice agencies, or to its own panel or to a qualified and independent licensed investigator; and
- 14.3.5** In the use of its own panel or independent licensed investigator, the Board will ensure the competency of the investigation and require a report and recommendations on which the Board can make a determination of the matter.

#### **14.4 Findings and Penalties**

- 14.4.1** Findings – The Board shall determine and announce the outcome of the matter in one of the following ways:
- (a)** a finding in favour of the member;
  - (b)** a finding against the member;
  - (c)** the matter is “not proven” or “unresolved”;
- 14.4.2** Penalties – A penalty will not be imposed by the Board in the case of a finding resulting in sub-section 16.4.1 (a) or (c). As a general principle a penalty imposed by the Board for finding against a member as in sub-section 16.4.2 (b) must be commensurate with, and not in excess of, the severity of the proven offence.
- 14.4.3** Penalty options available to the Board include:
- (a)** Termination of membership of Paramedics Australasia;
  - (b)** The member to provide written advice to the Board of their suitability to remain a member of Paramedics Australasia;
  - (c)** Reduction of recognition level;
  - (d)** The issue of a formal written apology by the member concerned to the victims of the offence.
- 14.4.4** Notification – Once making a determination and, if against the member, deciding the penalty to be applied, the Secretary will immediately notify the member, Chapter Committee and Registrar in writing of the Board’s decision.

#### **14.5 Future Breaches**

In the case of a re-offence by the same member, the Board will take into account the period that may have been free of offences of any kind and/or the nature of the previous offence/s in the context of the new offence in making their determination.

## 15. Appendix A – Recognised paramedic courses as at 20/06/11

<b>Course Name</b>	<b>Course Provider</b>	<b>Location</b>
Bachelor of Science (Paramedical Science)	Edith Cowan University	Perth, Western Australia
Bachelor of Science (Biomedical Science, Paramedical Major)	Edith Cowan University	Perth, Western Australia
Master of Science (Paramedical Science, Critical Care Paramedicine)	Edith Cowan University	Perth, Western Australia
Grad Cert (Paramedical Science, Critical Care Paramedicine)	Edith Cowan University	Perth, Western Australia
Grad Dip (Paramedical Science, Critical Care Paramedicine)	Edith Cowan University	Perth, Western Australia
Master of Science (Paramedical Science, Community Paramedicine)	Edith Cowan University	Perth, Western Australia
Grad Cert Paramedical Science, Community Paramedicine)	Edith Cowan University	Perth, Western Australia
Grad Dip Paramedical Science, Community Paramedicine)	Edith Cowan University	Perth, Western Australia
Master of Science (Research)	Edith Cowan University	Perth, Western Australia
Doctor of Philosophy (Research)	Edith Cowan University	Perth, Western Australia
Bachelor of Health Science (Paramedic)	Victoria University	Melbourne, Victoria
Bachelor of Health Science - Paramedic (Degree Conversion)	Victoria University	Melbourne, Victoria
Bachelor of Health Science - Paramedic - Nursing to Paramedic Pathway	Victoria University	Melbourne, Victoria
Bachelor of Biomedical Science - Honours	Victoria University	Melbourne, Victoria
Bachelor Emergency Health (Paramedic)	Monash University	Melbourne, Victoria
Bachelor of Emergency Health (Paramedic)/ Bachelor of Nursing	Monash University	Melbourne, Victoria
Bachelor of Nursing/Bachelor of Paramedicine	Australian Catholic University	Ballarat, Victoria
The Bachelor of Nursing / Bachelor of Paramedicine	Australian Catholic University	Banyo, Brisbane
Bachelor of Paramedicine	Australian Catholic University	Melbourne, Victoria
Bachelor of Nursing/ Bachelor of Paramedicine	Australian Catholic University	Canberra, ACT
Graduate Diploma of Paramedicine	Ballarat University	Ballarat Victoria
Bachelor of Health Sciences and Master of Paramedic Practice	La Trobe University	Bendigo, Victoria
Bachelor of Clinical Practice (Paramedic)	Charles Sturt University	Bathurst, New South Wales
Bachelor of Nursing/Bachelor of Clinical Practice (Paramedic)	Charles Sturt University	Bathurst, New South Wales
Graduate Diploma of Clinical Practice (Paramedic)	Charles Sturt University	Bathurst, New South Wales
Master of Paramedicine	Charles Sturt University	Bathurst, New South Wales
Master of Emergency Medical Services (EMS) Leadership & Management	Charles Sturt University	Bathurst, New South Wales
Graduate Diploma of Clinical Practice (Paramedic)	Charles Sturt University	Bathurst, New South Wales
Post Graduate Certificate in Intensive Care Paramedic Studies	Charles Sturt University	Bathurst, New South Wales
Post Graduate Certificate in EMS Leadership & Management	Charles Sturt University	Bathurst, New South Wales
Masters of Health Science	Charles Sturt University	Bathurst, New South Wales
Masters of Health Service Management	Charles Sturt University	Bathurst, New South Wales
Doctor of Philosophy	Charles Sturt University	Bathurst, New South Wales
Doctor of Health Science	Charles Sturt University	Bathurst, New South Wales
Bachelor of Paramedic Practice	University of Tasmania	Sydney, New South Wales
Bachelor of Paramedic Practice	University of Tasmania	Hobart, Tasmania
Bachelor of Paramedic Science	Flinders University	Adelaide, South Australia
Graduate Diploma of Intensive Care Paramedic Studies	Flinders University	Adelaide, South Australia
Bachelor of Health Science (Paramedic)	Queensland University of Technology	Brisbane, Queensland
Bachelor of Health Science (Emergency Health Services)	Queensland University of Technology	Brisbane, Queensland
Bachelor of Nursing/Bachelor of Health Science (Paramedic)	Queensland University of Technology	Brisbane, Queensland
Graduate Diploma in Intensive Care Paramedic Practice	Queensland University of Technology	Brisbane, Queensland
Bachelor of Paramedic Science	The University of Queensland	Brisbane, Queensland
Bachelor of Paramedic Science	University of the Sunshine Coast	Sunshine Coast, Queensland
Bachelor of Science (Paramedical Science)	Edith Cowan University	Perth, Western Australia
Bachelor of Health Science in Paramedicine	Auckland University of Technology	Auckland, New Zealand
Bachelor of Health Science (Paramedic)	Whitireia Community Polytechnic	Wellington, New Zealand
Certificate in Paramedic Practice	Whitireia Community Polytechnic	Wellington, New Zealand
Bachelor of Paramedic Science	Central Queensland University	CQ University, Rockhampton
Bachelor of Science (Honours) (Paramedic Science)	Central Queensland University	CQ University, Rockhampton

## 15. Appendix B – Membership Fees

(approved by the board of Paramedics Australasia for the period 8th February 2013 to 1st July 2014)

Category	Fee
Life Member Honorary Fellow	Nil
Fellow Member Associate	\$312 AUD per annum* or \$12 AUD per fortnight
Student	University \$15 AUD per annum** Other \$312 AUD per annum* or \$12 AUD per fortnight

\* the period of membership for the purpose of the payment of fees is the 12 month period from the 1st of July to the following 30th of June.

\*\* the period of membership for the purpose of the payment of fees is the 12 month period from the commencement of one university academic year until the commencement of the following one.

### **New Zealand**

Members who are residents of New Zealand and a member of the New Zealand Chapter of Paramedics Australasia, the per annum\* fee for Fellows, Members, Associates & Students (Other) is \$156 NZD. The respective per annum\*\* fee for Students (University) is \$15 NZD.

### **Pro-Rata Fee Payments**

New members [with the exception of a Student (University) member] who join Paramedics Australasia after the 1st of July and who wish to pay their fees annually will be charged a pro-rata rate for membership in the initial membership period. This will be calculated using the remaining number of weeks in a fee period to produce a percentage of the per annum fee payable.