

**Australian Emergency Care Providers Ltd**  
 ABN 81 131 959 281



PO Box 3686 Rouse Hill NSW 2155  
 Contact: [secretary@aecp.com.au](mailto:secretary@aecp.com.au)  
 Fax: (02) 9620 8111

AECPCP Meeting		
MINUTES	9 NOVEMBER 2011	START 6.00PM FINISH 9.00PM SYDNEY
MEETING CALLED BY	Ray Schroeder	
TYPE OF MEETING	AGM and General	
FACILITATOR	Frances Fahey, Ray Schroeder	
NOTE TAKER	Ray Schroeder	
TIMEKEEPER	Ray Schroeder	
ATTENDEES	Frances Fahey, John Fahey, Rod Hucker, Ray Schroeder, Charles Makray, Felicity Manarin, David Conynham, Peter Nicholson, Peter Read	
APOLOGIES	NIL	
AGENDA TOPICS		
1	PRESIDENT'S REPORT	FRANCES FAHEY
2	EXECUTIVE COMMITTEE AND STATE REP NOMINATIONS	RAY SCHROEDER, CHARLES MAKRAY, FRANCES FAHEY
3	ACCOUNTS	RAY
4	NEW BUSINESS	ALL
5	GENERAL MEETING	ALL
DISCUSSION / CONCLUSIONS		Person
2	<p><b><u>President's Report</u></b></p> <p>AECPCP met with ASQA</p> <ul style="list-style-type: none"> <li>Successfully submitted changes to fees and rules to short courses and single units. Positive result for all RTOs nationwide</li> </ul> <p>Drafting of AECPCP First Aid Standards</p> <ul style="list-style-type: none"> <li>Met with St John management – interested in the idea of standards</li> </ul> <p>Looked at the option of employing someone to help manage and grow AECPCP.</p>	Frances Fahey
3	<p><b><u>President Voting</u></b></p> <p>Frances Fahey stepped down as President – completed one and a half terms (3 years). On behalf of all AECPCP Directors we would like to</p>	Ray Schroeder



	<p>thank Frances for her service and commitment.</p> <p>New Interim President          David Conynham of IAC Safety Services nominated          Rod Hucker nominated          John Fahey seconded</p> <ul style="list-style-type: none"> <li>• All in favour</li> <li>• David accepted role</li> </ul> <p>New Position – Co-Vice President          Peter Nicholson of Australian Premier Learning          John Fahey nominated          Rod Hucker seconded</p> <ul style="list-style-type: none"> <li>• All in favour</li> <li>• Peter accepted role</li> </ul>	
4	<p><b><u>Accounts</u></b></p> <ul style="list-style-type: none"> <li>• Financial audit for 2010/2011 financial year was accepted</li> <li>• Nominated by John Fahey and seconded by Rod Hucker</li> <li>• All in favour</li> </ul>	Frances Fahey
5	<p><b><u>First Aid Codes of Standards</u></b></p> <p>Training and Assessment</p> <ul style="list-style-type: none"> <li>• To be mandatory for all AECP members</li> <li>• Copy given to St John for review</li> <li>• Ensure high standard of training and assessment</li> <li>• Promote to ASQA and Industry</li> <li>• Will impact negatively on small car boot operators             <ul style="list-style-type: none"> <li>▪ Who minimise the training and assessment offered</li> </ul> </li> <li>• All members to be internally audited to ensure standards are met</li> <li>• AECP logo to be used on First Aid SoA             <ul style="list-style-type: none"> <li>▪ To be approved first by AECP committee</li> <li>▪ Means that any SOA with AECP logo meets the First Aid Code of Practice</li> </ul> </li> <li>• AECP to have an independent auditor working in conjunction with ASQA when auditing First Aid units</li> <li>• Grow AECP by focusing on Codes of Standards</li> <li>• A question will be on training and assessment level for non-AECP companies training First Aid</li> </ul> <p>Stages Proposed          Stage 1 -</p> <ul style="list-style-type: none"> <li>• Review of standards – all about ‘outcomes’</li> <li>• Drafts to be sent to all attendees for review and comments</li> </ul>	All

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	<ul style="list-style-type: none"> <li>• Send proposed amendments and comments to John Fahey</li> <li>• Have meeting to discuss new proposed Standards           <ul style="list-style-type: none"> <li>▪ Final version to be agreed upon – majority opinion</li> <li>▪ Timeframe: meet end of February 2012</li> </ul> </li> <li>• Publish – new Code of First Aid Standards</li> <li>• Alert Standards to industry</li> <li>• Make AECPCP exclusive</li> </ul> <p>Stage 2 –</p> <ul style="list-style-type: none"> <li>• Political lobbying           <ul style="list-style-type: none"> <li>▪ Of serious concern – poor standards of current training and assessment in the First Aid area: A REAL ISSUE</li> <li>▪ Raise issue to ASQA about poor standards</li> <li>▪ Stream authorities with legitimate complaints</li> <li>▪ AECPCP members shouldn't be part of the complaints of training low standards</li> </ul> </li> </ul> <p>Stage 3 –</p> <ul style="list-style-type: none"> <li>• ASQA realises that it requires a solution</li> <li>• AECPCP offers its services and expertise</li> <li>• AECPCP invites audit from appropriate authorities</li> <li>• Appoint an industry neutral expert</li> <li>• Need for funding</li> <li>• Member pays for audit (their own)</li> <li>• Train all AECPCP members to meet standards           <ul style="list-style-type: none"> <li>▪ Reference only to Training and Assessment of first aid units</li> </ul> </li> </ul> <p>AQF and NVR Standards are individual members' own responsibility. Code of Standards can and will be adjusted and amended as required based on latest techniques, local and international.</p> <p><b>GOAL:</b> To be in effect by April</p>	
6	<p><b><u>AECPCP Members – New Requirements</u></b></p> <ul style="list-style-type: none"> <li>• Logo on First Aid unit SOA – approval first</li> <li>• To display the AECPCP logo on their own website – use and wording to be approved by AECPCP management</li> <li>• All to have (provide Certificate of Currency)           <ul style="list-style-type: none"> <li>▪ Public Liability insurance</li> <li>▪ Professional Indemnity insurance</li> </ul> </li> </ul> <p>A suggestion was made to decrease membership fees to with a result that membership fees would remain (less than 10 employees) at \$330.00</p>	All

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7	<p><b><u>Reviewed Proposed Changes to the First Aid Units from the Skills Council</u></b></p> <ul style="list-style-type: none"> <li>• Ray to contact Rebecca and submit required changes (mainly errors by the Skills Council)</li> <li>• Once amended, AECPCP members to sign off</li> </ul>	All	
8	<p><b><u>Reviewed “First Aid in the Workplace” Draft “Code of Practice”</u></b></p> <ul style="list-style-type: none"> <li>• Changed fixed facilities (eyewash) to appropriate eyewash as there is a requirement for both fixed and portable units, not just fixed</li> <li>• Not to be too prescriptive</li> <li>• No change to First Aiders number</li> <li>• All to submit recommendations</li> <li>• Ray to submit comments on “Code of Practice” by the 18<sup>th</sup> November on behalf of AECPCP</li> </ul>	All	
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Send draft of First Aid Codes of Practice to all attendees for review and comments		Ray Schroeder	17.11.11
Add new President and Vice President to ASIC register as Directors and remove Frances Fahey as Director		Ray Schroeder	01.12.11
Contact Rebecca and submit required changes (mainly errors by the Skills Council); once amended, AECPCP members to sign off		Ray Schroeder	17.11.11
Submit comments on Code of Practice on behalf of AECPCP members		Ray Schroeder	18.11.11