

Australian Emergency Care Providers Ltd
 ABN 81 131 959 281



PO Box 710, Seven Hills, NSW, 1730

Contact: secretary@aecp.com.au

Fax: (02) 9620 8111

AECPCP Meeting		
MINUTES	27 TH NOVEMBER 2009	START 6.30PM FINISH 8.30PM SYDNEY
MEETING CALLED BY	Frances Fahey, Ray Schroeder	
TYPE OF MEETING	AGM	
FACILITATOR	Frances Fahey	
NOTE TAKER	Ray Schroeder	
TIMEKEEPER	Ray Schroeder	
ATTENDEES	David Conynham, Frances Fahey, John Fahey, John Haines, Aileen Haines, Rodney Hucker, Felicity Manarin, Janine Nichols, Ray Schroeder	
APOLOGIES	Charles Mackray, Susie Morrison, Tim Cleary, Peter Bosch, Ray Howe, Sarah Cosis	
AGENDA TOPICS		
1	AECPCP PAST YEAR IN REVIEW	FRANCES FAHEY
2	FINANCIAL REPORT	RAY SCHROEDER
3	APPROVAL OF AUDITOR AND ACCOUNTANT FEES	FRANCES FAHEY
4	AECPCP TO BE SET UP AS A CHARITY BESIDES BEING A NOT FOR PROFIT ORGANISATION	FRANCES FAHEY
5	VOTING FOR ANY VACANT POSITIONS	RAY SCHROEDER
6	QUALITY INDICATORS – REQUIRED STUDENT AND CLIENT FEEDBACK – WHERE DO WE STAND AS RTOS?	FRANCES FAHEY
7	AQF STANDARD – STUDENT IDENTIFICATION & CORRECT FULL NAME ON CERTIFICATES	RAY SCHROEDER
8	THE NATIONALISING OF OHS LAWS	JOHN FAHEY
9	I.R. LAWS - GENERAL	JOHN FAHEY
10	POSITION STATEMENT ON PRIVATE AMBULANCE OPERATORS	FRANCES FAHEY
11	ANNUAL 'AECPCP AUSTRALIAN RESUSCITATION AWARD'	RAY SCHROEDER
12	AUDIENCE QUESTION AND ANSWER	FRANCES FAHEY
13	CONCLUDING COMMENTS	FRANCES FAHEY

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Year in Review – Frances Fahey & John Fahey

1. Thanked all attendees.
2. Read out apologies.
3. Re-launch of AECPCP website. Is now current and up-to-date. Two new organisations have since joined as members as a result of website.
4. An application has been made with the ATO for AECPCP to be classed as a tax concession charity. This is currently under review. A refund of up to \$7000.00 may be due if successful.
5. WorkSafe SA has finalised the new First Aid Regulations for SA. AECPCP had an active role as part of the proposal team.
6. The NSW Government has been lobbied to open up the ambulance industry to allow room for private operators
7. RTOs – Quality Indicators – Feedback per student and industry feedback. Has become a nightmare for RTOs. Further information to be provided.
8. Kreston Dormers is no longer the accountant for AECPCP. Has been replaced by Ball Business Services.

Financial Report – Ray Schroeder

1. Books were prepared by Ball Business Services.
2. Financials for the 2009 tax year was audited by Stewart, Brown & Co., and everything was in good standing order.
3. John Fahey motioned the acceptance of the financial report. Was seconded by John Haines.

Approval of Auditor and Accountant Fees – Frances Fahey

1. Ball Business Services – fee was \$1644.50
2. Stewart, Brown & Co – fee was \$3,300.00
3. John Fahey motioned the acceptance of the financial report. Was seconded by John Haines.

Voting For Any Vacant Positions – Ray Schroeder

No voting occurred as there were no vacancies. All existing positions were held by current members who were midway in their two year role. All positions will be open for elections next year.

Quality Indicators – Required Student and Client Feedback – Where do we Stand AS RTOS? – Frances Fahey

AQF Standard – Student Identification & Correct Full Name on Certificates – Ray Schroeder

AQF Standard requires certificates and Statement of Attainments to have the correct names. Each state authority may have their own rulings on it.

VETAB has made it quite clear that the full legal name must be used. Also one of three acceptable forms of identification must also be provided and recorded as noted in the following article.

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http://online.vetab.nsw.gov.au/enews_0609/default.aspx?article_id=4

Using a Student's Full Name on AQF Certification

Question:

1. Does an RTO have to use a student's full name on AQF qualifications and Statements of Attainment?

Many students from non-English-speaking backgrounds prefer an Anglicised version of their names on certificates. Many others don't want their middle names to appear on certificates.

Answer:

VETAB has issued a *Guideline on AQF Certification to be issued by RTOs*. This document is available on VETAB's website at www.vetab.nsw.gov.au/aqf_certification.php

The Guideline includes exemplars of AQF qualifications and Statements of Attainment, with attached notes. Note 6 to the exemplars states:

The **full name** of the person being issued with the AQF qualification or statement of Attainment must be used – that is, **the name shown on their birth certificate, driver's licence or passport**.

The RTO must verify the person's identity on enrolment and when issuing or re-issuing any certification to them (ie, qualification, Statement of Attainment or transcript of results).

The RTO must record the person's full name, as well as the details of the identification they provided on enrolment (eg, birth certificate, driver's licence number or passport number) in its student records.

VETAB considers testamurs of AQF qualifications and Statements of Attainment to be important formal documents that should be issued in a person's correct and full name.

If a "Claude William Smith" wants to use the name "William Smith" on his qualification, he should:

- go to the Registry of Births, Deaths and Marriages and have a new birth certificate issued in the name " William Smith".
- go to the Roads and Traffic Authority and have a driver's licence issued in the name of " William Smith".
- have a new passport issued in the name of "William Smith".

If a person of non-English speaking background wants to use an Anglicised name, the same holds. If they want to use a name other than that shown on their birth certificate, passport or driver's licence, they need to take the necessary steps to change their name as outlined above.

Formal identification documentation from a government department is the most suitable form of

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identity. Most people who enrol with an RTO should be able to provide their birth certificate, driver's licence or passport as identity when they enrol or shortly thereafter. RTOs are advised to add information about this requirement to their pre-enrolment information.

An RTO should see a person's identification when they enrol and retain a record of the form of identity presented as part of the student's records for 30 years. This is as straightforward as recording in the RTO's student records management system a notation of the identification presented (eg "NSW driver's licence XXXXX"). An RTO may also wish to file a photocopy of the ID in the student's own file.

THE NATIONALISING OF OHS LAWS – John Fahey

I.R. Laws – General – John Fahey

1. John noted that there may be a conflict of interests in his comments as he is a Director of the NSW Business Chamber
2. Don't be spooked about claims regarding I.R. Laws – People are using scare tactics, so don't panic and spend a fortune on so called experts or advice.

Position Statement on Private Ambulance Operators – Frances Fahey

1. Possibility of private operators to be registered in NSW
2. Model may be similar to the Victorian one. A regulated system.

Annual 'AECPCP Australian Resuscitation Award' – Open Discussion

1. Need more data on successful AED resuscitation
2. Need to recognize all successful resuscitations
3. The Award to be made open to all AECPCP members
 - a. Download form from website
 - b. Take to customer
 - c. Fill in details return to AECPCP
 - d. AECPCP board to review
 - e. Awards to be presented in each State to all winners in august/September of each year
4. Downloadable tool and form to be created by John Fahey – Deadline – 01.03.10
5. Proposed terms of the awards
 - a. Must be a non professional/lay person. Professionals such as doctors, nurses, paramedics, etc are ineligible.
 - b. Must be a successful resuscitation
 - c. Evidence must be provided
 - d. Must be a client or trainee of an AECPCP member
6. Support employers and employees to set up AED systems and plans
 - a. Proposal – employ a professional to write. Frances Fahey to explore.
7. Budget for award – Up to \$100.00 per award

Open Discussion – All Attendees

1. Reminders to be sent to members who have not yet paid their annual membership fee.
2. Professional Risk Insurance for directors
 - a. Coverage to be for \$1m - Ray Schroeder to review and arrange

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- b. Estimate cost \$1500.00
 - c. Motion moved by Aileen Haines and seconded by David Conynham
3. Referred to recent Four Corners report on the resignation of the CEO of WA Ambulance. WA Government has given \$1m to St John even though they are a private operator and have an estimate of 90% volunteers as their staff.
4. The situation where non accredited training companies are issuing fraudulent certificates or SOA.
 - a. Who polices the fraud? – State authorities only ensure that RTOs are compliant while non RTOs can get away with virtually anything.
 - b. Some companies have been caught copying and using the certificates of some RTOs. Hard to stop.
 - c. RTOs may have to produce certificates with watermarks or have features that can't be copied
5. Proposal – To create a Research Division that will be funded by voluntary donations from members
 - a. AECPCP to control the research
 - b. Have a contact associated with Monash University who is willing to take up the research project
 - c. First item – Triangular bandage – effective use of
 - d. Government funding if possible