



Australian Paramedics Association Tasmania

By-Laws

Current as of June 2021

1. THE ASSOCIATION

1.1 The Association Concept

- a) Persons employed in the Emergency Services Industry as Ambulance Officers are frontline in emergency situations which can be difficult and dangerous. Ambulance Officers can be accused of negligence or even criminal behaviour by fellow employees, personnel of allied/associated organisations and members of the public.
- b) The Australian Paramedics Association (also referred to herein as "the Association" and "APA Tas"), is a not-for-profit incorporated association, incorporated under the Associations Incorporation Act 1964. The Association rules are registered with Consumer Building and Occupational Services (Department of Justice - Office of Consumer Affairs and Fair Trading)
- c) The Association, through its membership fees, is primarily a pooled financial resource which can be utilised to provide financial assistance for legal representation to fee-paying members who are disadvantaged, implicated or charged with an offence which occurs whilst on duty as an Ambulance Tasmania employee.
- d) The membership consists of employees and former employees of Ambulance Tasmania, Volunteers of Ambulance Tasmania and University Student Paramedics. Please refer to Section 3 for further details of membership classes of the Association.

1.2 Administration of the Association

- a) The administration of APA Tas is to be conducted under the Association Rules and these By-laws, which are to be considered in conjunction with each other.
- b) The administration of APA Tas and its associated funds will be conducted by the Management Committee.
- c) The Management Committee is formed as per Rule 24 of the Association Rules.
- d) The Management Committee is to operate within the boundaries of the Association rules, by-laws and appropriate legislation.
- e) As APA Tas is a not-for-profit incorporated association, all members involved in its operation do so on a volunteer/honorary basis, with the exception of external professional services such as legal and accounting services.



- f) Members will receive reimbursement for costs such as travel, accommodation, postage, stationery etc. incurred in the performance of duties on behalf of the Association. Financial reimbursement is by approval of the Management Committee upon completion of the appropriate reimbursement claim form.
- g) Voting on all matters will be as per Association rules and by-laws.
- h) Due to the geographical spread and shift work restrictions of the Management Committee, an emphasis is to be placed on efficient time management and cost to the Association. Therefore, APA Tas meetings can be held via electronic media, however the management committee must meet face to face at least twice per financial year.
- i) The management committee may:
 - i. Approve and organise legal assistance for members for employment-based reasons;
 - ii. Manage general daily operations of the Association
 - iii. Vote to change these by-laws by way of committee vote
- j) All other matters must be voted on by the membership at General Meetings:
 - i. Articles of Association rules;
 - ii. The Association's financial structure
 - iii. Members' rights and entitlements
 - iv. Management and representative powers

1.3 Business Premises

- a) The association's registered business premises is:
55 Fitzgeralds Road, Cambridge 7170
- b) The Association's fixed mailing address is:
PO BOX 559, Rosny Park 7018
- c) The post office box and registered business can change as required, decided by the management committee.

2. FINANCIAL ASSISTANCE FOR LEGAL REPRESENTATION

Financial members of APA Tas may be represented as per Rule 32 of the Association Rules. Items to be assisted with need to occur at a workplace within Tasmania.



3. MEMBERSHIPS

3.1 Basic Membership

- a) Any person who is employed on a permanent basis as an Officer or Nurse of Ambulance Tasmania (AT) may apply for basic membership of APA Tas (Full Time or Part Time employment applies to this category).
- b) Basic level members have voting rights at all APA Tas meetings as described in the Association by-laws and rules.
- c) As per Rule 30 of the Association rules, full membership fees are set at \$22 for full time and \$17 for part-time per fortnight and are required to be paid via direct debit or credit card.

3.2 Advanced Membership

- a) Any person who is employed on a permanent basis as an Officer or Nurse of Ambulance Tasmania (AT) may apply for advanced membership of APA Tas (Full Time or Part Time employment applies to this category).
- b) Advanced level members have voting rights at all APA Tas meetings as described in the Association by-laws and rules.
- c) As per Rule 30 of the Association rules, full membership fees are set at \$28 for full time and \$22 for part-time per fortnight and are required to be paid via direct debit or credit card.

3.3 Associate Membership

- a) Any person who works in a volunteer capacity with Ambulance Tasmania or as support staff who do not require paramedic qualification or professional registration may apply for associate membership of APA Tas.
- b) Associate level members have voting rights at all APA Tas meetings as described in the Association by-laws and rules.
- c) As per Rule 30 of the Association rules, membership fees are set at \$2 per fortnight to be paid via direct debit or credit card.

3.4 Student Membership

- a) Any person who is enrolled as a student at any Australian University and undertaking any degree that allows entry into a Graduate Paramedic Position within Ambulance Tasmania may apply for student membership of APA Tas.
- b) Student members do not have voting rights, nor are they able to access any form of legal or financial assistance from APA Tas.
- c) Student members do not pay fees.
- d) The goal of this membership criterion is to introduce student members to the role of an industrial association for ambulance employees.



3.5 Honorary Membership

- a) Any person who currently works as a clinical consultant or was previously employed as an Officer of Ambulance Tasmania may be nominated for honorary membership of APA Tas.
- b) Any person deemed by APA Tas members to be beneficial to the Association may be nominated for honorary membership of APA Tas.
- c) Honorary membership applications are to be nominated by any current financial member.
- d) Nil membership fees are applicable for honorary membership.
- e) Honorary members do not have voting rights, nor are they able to access any form of financial assistance from APA Tas.
- f) Honorary membership is viewed ideally for persons who would develop a mutually beneficial relationship between the person and APA Tas members.

3.6 Membership Rejection or Termination – Special Circumstances

- a) Membership rejection or cessation is subject to the conditions of Rule 32 of the Association Rules.

4. EMPLOYEE ADVOCACY

- a) All Ambulance Tasmania employees are entitled to the same entitlements under current legislation and Department of Health/Ambulance Tasmania Policies and procedures regardless of their affiliation to any organisation.
- b) Members are required to be proactive and remain contemporary on issues in relation to staff rights and privileges resulting from legislation, policies and procedures.
- c) It is recognised that members of the Association may not have any other form of information or advice on such matters. Therefore, the Association, through members and industrial specialists, undertakes such research and provides consultation and advice to Association members as required from time to time.

4.1 State Liaison Officers

- a) State Liaison Officers (SLOs) are presently appointed by the Management Committee.
- b) SLOs are utilised throughout the State as contact points for members. The duties of the SLOs include assisting the Management Committee where required in the provision of industrial support to members and to be Case Managers for members who have active cases.
- c) The Industrial Advisor will assist the SLOs with their duties as Case Managers where required.



- d) The number of SLOs required to facilitate support across the State may increase in the future.
- e) The role of the SLO is not presently geographically based however; in the future SLOs may be assigned geographical areas of responsibility as required.

5. NATIONAL COOPERATION

If cooperation is sought at a national level with other APA state level associations for advancement of the APA cause, the President will be the representative to that co-operative committee. If two representatives are required the Vice President will also participate.

6. PROFESSIONAL INDEMNITY INSURANCE

Professional Indemnity Cover was established by the Association in July 2018. This was prior to the National Registration of Paramedics in Australia in late 2018. This membership benefit was to allow current and future Members to be assured that their professional practice is insured, and to ensure the longevity of the Association by offering this protection.

6.1 Coverage

- a) It is the obligation of the Management Committee to ensure that the Association maintains this policy with the insurer so that members are not at any time during their membership uncovered and uninsured.
- b) As Professional Indemnity Cover is a regulation of National Registration, it is determined that the Member will be made immediately aware of any changes to the policy, and likewise that Members are required to notify the Management Committee of any change in their membership status or any change in their National Registration immediately.
- c) Members must remain financial to maintain coverage under the policy.
- d) Members cannot have their membership status placed on hold.
- e) Members who let their membership fees lapse will have 30 days to remedy before cancellation of their Policy. (This involves removal of their name from the financial membership registrar that is provided and updated with the insurer).
- f) Members who have been suspended from their employment or have lost employment due to a discipline matter, and the matter is being assisted with by APA Tas, and at the discretion of the Management Committee the member will have their Policy maintained if they are financially unable to pay members fees, or are in arrears as an act of good faith that the member will rectify their account after the matter is settled.
- g) Any refunds due to cancellation are deposited into the bank account of APA Tas.



- h) Members who resign their membership must ensure that if they continue to remain Registered as a Paramedic that they seek out their own professional indemnity insurance in line with the National Regulation. It is advised that Members take up insurance with a different policy before ceasing their current policy. (Leaving the Association.)
- i) Members who state they are cancelling membership to the Secretary or Treasurer will have their policy cancelled within 7 days of Membership cancellation.

6.2 Run Off Cover

- a) The National Registration Standard for Professional Indemnity Cover states that Paramedics require appropriate run off cover if they cease to be registered under the National Law.
- b) The Management Committee has been advised that a run-off period of 2 years is an appropriate length of cover.
- c) Members have two options if they cease their Paramedic Registration.
 - i) Continue to be a financial Member of APA Tas for this 2 year period and remain a financial member and therefore be insured under the Association's Policy; or
 - ii) Purchase their own Run-off cover policy.

