

**Annual General Meeting
of the
Australian and New Zealand College of Perfusionists**

**15:30 NZ Friday 22nd November 2024
Conway Room, Te Pae Convention Centre, Christchurch, New Zealand**

Agenda

Item 1. Welcome
Housekeeping / Apologies

Item 2. Confirmation of the Minutes of the Annual General Meeting of the Australian and New Zealand College of Perfusionists held virtually via Zoom at 15:30hrs, 29th November 2023.

***Motion 1** - That I virtually attended and the Minutes of the AGM from 29th November 2023 be taken as a true and accurate record of the proceedings.*

Item 3. Matters arising from the 2023 AGM

Item 4. ANZCP President and Executive Reports 2024
Chris Morley

Item 5. ANZCP Treasurer's Report 2024
Chris Morley

***Motion 2** - That the Treasurer's report is adopted. This document is found under Item 5, Treasurer's report.*

Item 6. ANZBP Chair Report 2024
Jessica Cantrick

Item 7. New Zealand Registration Report 2024
Alex Peterson / Tim Willcox

Item 8. Setting of the Membership Fee and Annual Subscription Rates
Chris Morley

***Motion 3** - That the Membership Fee and Annual Subscription Rate for the 2024 – 2025 financial year is increased by 4% (prices AUD, incl GST – GST is not charged for residents outside Australia). This early-bird price will increase \$50.00 from 1st August for subscriptions renewed after this date (see explanatory notes).*

\$432.00 (previously \$415.00 Full Fellow)

\$363.00 (previously \$349.00 Associate)

\$330.00 (previously \$317.00 Clinical Trainee)

Item 9. Appointment of Auditors
Chris Morley

***Motion 4** - That Davidsons Accounting Firm, Geelong, Victoria, be retained as Auditor for the ANZCP for the financial year 2024-25.*

Item 10. Election of Executive Committee Members

See written statement to the Members

<i>Treasurer</i>	<i>Nomination - Ruhan Herbst, Western Australia – Elected Unopposed</i>
<i>Ordinary Member</i>	<i>Nomination - Shuja Zahidani, Auckland – Elected Unopposed</i>
<i>Registrar</i>	<i>Nomination - Vita Minutoli, Victoria Jane Ottens, South Australia</i>

Motion 5 - *To elect as ANZCP Registrar one nominee only: Vita Minutoli or Jane Ottens.*

Item 11. Election of ANZBP Member

See written statement to the Members

<i>Board Member</i>	<i>Nomination – Jatz Suthumporn, Victoria Killian O’Shaughnessy, Victoria Rob Baker, South Australia Rowan Carpenter, Victoria</i>
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Motion 6 - *To elect as ANZBP Board Member two nominees only: Jatz Suthumporn, Killian O’Shaughnessy, Rob Baker, or Rowan Carpenter.*

Item 12. Other Business - Members Vote: Changes to Rules

Motion 7 - *Proposed change to Rule 80 (8)*

Motion 8 - *Proposed change to Rule 80(4)(ii)*

Motion 9 - *Proposed motion to amend President Elect to Vice President*

Motion 10 - *Proposed motion to aligning use of technology clauses to the wording proposed to the model new rules*

Motion 11 - *Proposed motion to amend Rule 8 of the ANZCP Rules to clarify that overseas trained perfusionists who are currently certified, and Fellows of the College, have member voting rights*

Motion 12 - *Proposed motion to amend Rule 9 to future proof the membership application process*

Motion 13 - *Amendment to the Rules to refer to the procedure for complaints made for conduct which is outside of the scope of the Rules’ disciplinary procedure*

Motion 14 - *Proposed amendment to the Rules to better articulate the College’s role in certifying perfusionists*

Motion 15 - *Proposed amendment to Rule 2(b)(iii) Minor Updates*

Motion 16 - *Proposed amendment to the Rules to make the ordinary member a standing position*

Motion 17 - *Proposed amendment to the Rules to remove the requirement for, and all references to, the Registration Board*

Motion 18 - *Motion to amend the Rules to strengthen governance and accountability*

Item 13. Items for discussion

- A. **Formal List of Acknowledgements for 2024 : Chris Morley**
- B. **Workforce Review : Jessica Cantrick**
- C. **Drug Administration / National Medicines Strategy : Chris Morley**
- D. **3SCTS Sydney 2025 : Chris Morley**



Australian and New Zealand College of Perfusionists

2024 AGM Acknowledgements			
Emeritus	Retirees	ANZBP Equivalency (OTP's)	Students
	Tim Willcox	Jithu Kandarampotta	Jessica Betts
		Ruan Smith	Holly Gleave
			Danielle Grobler
			Dean Patrao

Item 2.

Meeting Date	Wednesday 29th November 2023
Time	Scheduled: 15:30hrs AEDST
Location	Virtual via Zoom
Present	Carla Zazulak - President, Rose Belbin-Ordinary Member, Camilla Hand-Registrar, Jessica Cantrick (ANZBP Chair), Andrea Hunt (AO) 55 Registered Attendees: 27 Members attended via Zoom : 28 Proxy Votes Received
Apologies	Britney Westbrook (Secretary), Kirri Hogan (Treasurer), Kuljeet Farrar (ASM Coordinator)

ITEM	MATTER	DISCUSSION / OUTCOME / ACTION
Item 1.	<p>Carla Zazulak ran through housekeeping points as the meeting commenced, then continued with Welcome and Acknowledgement of Country. Apologies were acknowledged.</p> <p>The AGM commenced at 15:32. All members had registered prior via Zoom for a secure virtual meeting link.</p>	
Item 2.	<p>Confirmation of the Minutes of the Annual General Meeting of the Australian and New Zealand College of Perfusionists held virtually via Zoom at 1500hrs, 1st December 2022</p> <p><i>Motion 1 - That I virtually attended and the Minutes of the AGM from 1st December 2022 be taken as a true and accurate record of the proceedings.</i></p>	<p>Moved R. Baker and Seconded: M. Sheminant The motion was passed by majority.</p>
Item 3.	Matters arising from the 2022 AGM – for discussion	No matters raised.
Item 4.	ANZCP President’s report for 2023 Carla expected all to have read report. There were no further comments.	

ITEM	MATTER	DISCUSSION / OUTCOME / ACTION
	<p><i>Motion 2 - That the President's report be accepted</i></p>	<p>Moved C.Thuys and Seconded: C. McDonald The motion was passed by majority.</p>
<p>Item 5.</p>	<p>ANZCP President-Elect Report for 2023 Carla asked if any questions relating to this report, none were raised.</p> <p><i>Motion 3 - That the President-Elect report be accepted.</i></p>	<p>The motion was passed by majority.</p>
<p>Item 6.</p>	<p>Secretary's report for 2023 Presented by Carla on behalf of Britney Westbrook: no questions raised.</p> <p><i>Motion 4 - That the Secretary's report be accepted.</i></p>	<p>The motion was passed by majority.</p>
<p>Item 7.</p>	<p>ANZCP Treasurer's report for 2023 Kirri Hogan had provided the previously circulated report and audit. Carla spoke to this on behalf of Kirri (apology).</p> <p><i>Motion 5 - That the Treasurer's report, the ANZCP Assets and Liabilities Statement and ANZCP Income and Expenditure Statement and the ANZCP Auditor's Report thereon for the year ended 30 June 2023 is adopted. This document is found under Item 7, Treasurer's report.</i></p>	<p>Matt Sheminant queried the wording on the initial AGM Pack, which Carla noted was a typo and was amended in the AGM pack on the website. No further questions were raised.</p> <p>The motion was passed by majority.</p>

ITEM	MATTER	DISCUSSION / OUTCOME / ACTION
Item 8.	<p>ANZBP Chair’s report for 2023 Jessica Cantrick spoke to the previously circulated report and noted the points listed opposite.</p> <p><i>Motion 6 - That the ANZBP Chair report be accepted.</i></p>	<p>Jessica noted change happening on the Board at the moment with Alex Peterson and Ghaz Jabur stepping down, continuing to progress forward with supporting the profession. No questions were raised.</p> <p>The motion was passed by majority.</p>
Item 9.	<p>New Zealand Registration Report 2023 Statutory regulation of New Zealand Perfusionists and the role of the ANZCP in statutory regulation of New Zealand Perfusionists, Assessment Process Table and Letter of in-principal support.</p> <p><i>Motion 7 - That the motion to approve \$135,000NZD for New Zealand Registration is accepted.</i></p> <p><i>Motion 8- That the motion to advise the NZ Ministry of Health once payment is made to MSC is accepted.</i></p>	<p>Carla spoke to this in lieu of Alex or Tim being online, one off cost of approximately \$135 NZD, no ongoing fees following this amount. Carla noted the NZ Regulation will be done by the Medical Sciences Council of New Zealand.</p> <p>Executive working towards implementing a role to represent the Executive for NZ Registration. Charles McDonald clarified it would be approx. \$125K AUD for the exchange rate.</p> <p>There were no questions. The motion was passed by majority.</p> <p>No questions were raised. The motion was passed by majority.</p>
Item 10.	<p>ANZCP NASRHP report</p>	<p>Carla spoke to previously circulated report and confirmed that the Executive had only that day received feedback regarding the application. Further time is required to look at it therefore no further information is available on this yet, noting however we had engaged the services of HWI to assist with this the application and any further work to process this successfully.</p> <p>No questions were raised.</p>
Item 11.	<p>ANZCP Administration Officer’s report</p>	<p>Carla noted this report will have been read by the membership, no questions were raised.</p>

ITEM	MATTER	DISCUSSION / OUTCOME / ACTION
Item 12.	<p>Setting of the Entrance Fee and Annual Subscription Rates</p> <p><i>Motion 9 - That the Membership Fee and Annual Subscription Rate for the 2023 – 2024 financial year is increased by 4% (prices AUD, incl GST – GST is not charged for residents outside Australia). This early-bird price will increase \$50.00 from 1st August for subscriptions renewed after this date (see explanatory notes).</i></p> <p><i>\$415 .00 Full Fellow (previously \$399.00) \$349.00 Associate (previously \$336.00) \$317.00 Clinical Trainee (previously \$305.00)</i></p>	<p>Matt Sheminant raised the price increase stating that the ANZCP hasn't actually increased its fees for some time, and expressed concern that we will have ongoing fees to pursue the National Medicines issues as well as NASRHP etc. Our income needs to keep up with expenditure in the near future, concerned we keep a large enough reserve with all these outgoings.</p> <p>Carla noted the modest increase now was to assist with this now. There were no further questions.</p> <p>The motion was passed by majority.</p>
Item 13.	<p>Appointment of Auditors</p> <p><i>Motion 7 - That Davidsons Accounting Firm, Geelong, Victoria, be appointed as Auditor for the ANZCP for the financial year 2022-23.</i></p>	<p>Moved A.Horton and Seconded: R. Baker</p> <p>The motion was passed by majority.</p>
Item 14.	<p>Election of ANZCP Executive Committee Members</p> <p><i>President-Elect None Received</i></p> <p><i>Secretary Jane Ennor, VIC</i></p>	<p>Carla announced Annette Mazzone had volunteered for this position post closure of nominations and has been accepted by the Executive as an unelected committee member.</p> <p>Nominee elected unopposed.</p>
Item 15.	<p>Election of ANZBP Members</p> <p><i>Board Member Neesha Ghedia, NSW</i></p> <p><i>Board Member None Received</i></p>	<p>Nominee elected unopposed.</p> <p>None Received.</p>
Item 16.	<p>Western Sydney University</p>	<p>Jessica Cantrick spoke to establishing this local perfusion course. Spoke at length at the ASM regarding this however asked if there were any questions relating to this. There</p>

ITEM	MATTER	DISCUSSION / OUTCOME / ACTION
	<p><i>Motion 11 - Motion to continue with the development of the Master of Cardiovascular Perfusion course in collaboration with the Western Sydney University and endorse it as the ANZBP endorsed perfusion training course, upon successful development..</i></p>	<p>were none. Development has commenced, wishes to put it out to the membership to ensure they are happy to develop this and to endorse this course in Australia.</p> <p>The motion was passed by majority.</p>
<p>Item 17.</p>	<p>Other Business - Items for discussion Formal List of Acknowledgements for 2023</p> <p>The Future of Perfusion Education : Jessica Cantrick</p> <p>Transitioning to retirement & recertification points : Helen Scarrott</p>	<p>A table of acknowledgements is provided below.</p> <p>Carla also thanked Alex Peterson and Ghaz Jabur for their service to the Board. Keiron Potger was also thanked for his service as Editor of the Gazette, as was Jane Ennor. Kuljeet Farrar as ASM Coordinator over the past many years was thanked for her contribution as was Britney Westbrook, as fulfilling the Secretary role as well as the Registrar role and her valued involvement. Carla welcomed Jane Ennor as Secretary.</p> <p>WSU and ANZCP has appointed a Course development team which has commenced work. Various approvals along the way have been achieved with three more committees the course has to progress through. Jessica reiterated expectations on both sides have to be met, with a final committee mid- year next year. Semester 2025 would be the first cohort to start.</p> <p>Will keep everyone updated and consulted throughout the process. Peter Angelopoulos queried if it will be a Masters degree, Jessica confirmed it will be.</p> <p>Helen raised concerns of easing into retirement whilst still supporting trainees coming through. It was queried how to stay in the profession without losing the ability to work enough to stay registered whilst still giving appropriate training and caseloads to newer professionals. Both Helen and Carla thought this was a great topic for the Board to address.</p> <p>Peter Angelopoulos queried the CPD point system: Jessica spoke to this and cleared up any confusion. Helen requested increased options for the drop down menu for CPD points on the proforma for items such as webinars etc. and more opportunities to gain CPD points.</p>

ITEM	MATTER	DISCUSSION / OUTCOME / ACTION
	<p>Drug Administration / National Medicines Strategy : Carla Zazulak</p> <p>ASM Christchurch 2024, 3SCTS Sydney 2025 : Carla Zazulak</p>	<p>Peter noted that training needs to be increased: Jessica addressed this and agrees planning to optimise our workforce is a priority, state by state it needs to be directed and is being worked on by the Executive across many levels.</p> <p>Carla raised that this is now high on the Executive Committee list and brought everyone up to speed on previous work the College has done-Rob Baker was acknowledged as having put in a lot of work on it. Rob Baker also spoke to this and reiterated its importance.</p> <p>Chris Morley said it is one of the top priorities, the College definitely require professional assistance with this and are looking to re-engage a professional such as Anne-Louise Carlton on this.</p> <p>This will be held 21-23 November 2024: some work has already been done and Carla suggested the College is looking for Scientific Meeting Committee members. Carla also spoke to 3SCTS 2025 which has also commenced planning. Stephen Horton is the Scientific Chair for this.</p> <p>The Gazette Editor position is available and people were encouraged to apply.</p>
	<p>Closing comments</p>	<p>Carla thanked all members for attending and contributing.</p> <p>Rob Baker wrote in the chat a thank you for Carla and her tenure as President. Jessica Cantrick also spoke to Carla’s tenure as President and thanked her for her service.</p> <p>There being no further business, the meeting was CLOSED at 16:39 hrs AEDST</p>



Australian and New Zealand College of Perfusionists

Item 3. Matters Arising from the 2023 AGM

Item 4. ANZCP President's Report 2024

Dear Colleagues,

It has been a big year for the College this year.

ANZCP was officially recognised as a full member of the National Alliance of Self-Regulating Health Professionals in March.

This was a culmination of the dedication and hard work of the Executive Committee and Board. It involved countless hours of work in reviewing, updating and implementing new College guidelines and processes to ensure we were meeting the mandated NASRHP standards. This achievement elevates our professional standing and reinforces our commitment to high quality health outcomes.

New Zealand Registration is moving ahead after members voted to support this vitally important process at the 2023 AGM. We have been working closely with Alex Peterson and Tim Willcox who have been liaising with the Medical Sciences Council to ensure we are working together to achieve what will be a remarkable outcome that has been many, many years in the making.

The Executive and Board have been working exceptionally hard to progress a University course based in Australasia. After many meetings and hard work the University of Western Sydney failed at the last hurdle when a change of Dean took the University in a different direction. However, from this disappointment came the very real and exciting chance that Monash University will most likely provide a Masters in Perfusion in the next year. Many submissions later we are awaiting the final step which should be known prior to the AGM.

The College has made a submission to the Scope of Practice Taskforce in relation to perfusionists administering scheduled medicines. This has been one of the top priorities for the College and we await a response to our submission which should be known imminently.

Whilst these are the big achievements of the College over the past year, there have been many more smaller and perhaps unnoticeable achievements which also deserve some recognition. The financial side of the College has continued to be modernised and streamlined. We have appointed a bookkeeper to ensure that our College is operating in a fiscally responsible manner and keeping up with our financial and legal obligations. This provides a level of security and transparency whilst also making the treasurers position more tenable for future generations. The College has responded to many queries from members, external organisations/government departments, updated health services in relation to our members/College outcomes, updated partner College's in relation to PIRS reports and implemented a more frequent level of communication with members.

I'm honoured to have served you alongside a strong Executive team of Annette, Carla, Jane, Kirri, Camilla, Rose and Jess and Andrea. I look forward to progressing our College further in the new year.

A handwritten signature in black ink, appearing to read "Chris Morley".

Chris Morley

President,

Australian and New Zealand College of Perfusionists

Item 4 cont.

ANZCP Past President Report 2024

The role of Past President has meant being available immediately post ending the President role which facilitates a seamless transition. It also means that having been involved with all executive business for more than 4 years I'm able to stay engaged as a resource and can continue to attend regular executive meetings, helping form a quorum and having voting rights.

I am also involved in the ASM 2024 and 3SCTS 2025 and I feel that being Past President and attending executive meetings has helped me keep the executive up to date on progress and plans for the college ASMs.

As Past President I have been able to encourage my trainee to follow her interest in volunteering and offering service to the ANZCP – which has resulted in Phoebe Hafner being an associate editor of the Gazette and considering further roles moving forward such as helping with the 2026 ASM.

I encourage all members to consider nominating – our college welcomes and depends on members to volunteer and help our profession move forward and thrive in Australia and New Zealand.

Thank you to my fellow members and hope to see you all soon.

A handwritten signature in blue ink, appearing to read 'C Zazulak'.

Carla Zazulak
Past President,
Australian and New Zealand College of Perfusionists

Item 4 cont.

ANZCP President-Elect Report 2024

Dear friends and colleagues

As many of you know following the 2023 AGM, the position of President Elect was still vacant. After careful consideration, I volunteered for the position and it was a decision that I'm so pleased to have made. Serving on the Executive provides an opportunity to see the work that goes into maintaining the standards of our profession and highlights issues we face and ways to address them. Serving on the executive has provided me an opportunity to give back to the profession which has given me so much over the years.

I know Chris and the rest of the Executive Committee have been working actively to open the lines of communication with the membership and thus making the college more transparent and approachable.

On a personal note, over the year I have become Perfusion Co-Director at Flinders Medical Centre. I also continue to be supervisor of trainees, welcoming our 4th trainee since 2021. A trainee program is something I hope to support other units around Australia and New Zealand to establish. This year I also took a leave of absence to gain invaluable experience working in an interstate unit during a difficult time. All these experiences have given me insight into the challenges we face as a profession.

During the year I have worked closely with the amazing team from Health Work International (HWI). HWI work with us to support and give expertise in health care professional regulation and registration. They are the experts in understanding government rules, regulations and policies and help us navigate and draft submissions that aim to strengthen our profession. These are the initiatives our memberships fees contribute towards.

The ANZCP was part of a submission to the "Unleashing the Potential of our Health Workforce- Scope of Practice Review" to the Australian Government. The review is an independent review, looking at the available evidence about health professionals' ability to deliver on their full scope of practice and help to identifying opportunities to remove the barriers stopping health professionals working to their full scope.

ANZCP's submission was considered with respect to:

- Self-regulated professions;
- The scheduled medicines and medicine administration at a National level
- Workforce planning and reinforcing our scope of practice at a National level.

We hope to receive a response of final submission at the end of November 2024.

I have also been working with Ali Horton as a member of Allied Health Professions Australia (APRA). Ali and I have been attending meetings that aim to bring allied health professionals together as we discuss the challenges and barriers many of our professions face.

As part of the Executive we encourage open communication and welcome your ideas and feedback. Your perspectives are invaluable, and together we can shape the future of our profession. I believe that through collaboration, innovation, and dedication, the Executive and board along with the support of the membership can continue to strengthen our profession and make a meaningful impact for the future.

Annette Mazzone

President-Elect,

Australian and New Zealand College of Perfusionists

Item 4 cont.

ANZCP Secretary Report 2024

Dear Colleagues,

Throughout my first year as Secretary of the Australia and New Zealand College of Perfusionists, I have learnt and continue to gain an understanding and perspective on the amount of work and required dedication, that is involved to keep the college operational. Previous to my appointment as secretary, I was unfamiliar and underestimated the intricate workings of the executive and the day to day details of its operation. Whilst 2024 has been a steep learning curve, it has been incredibly insightful to the procedures and political side to our profession, which quietly and continuously ticks over the in background like a forgotten drop vent. It is easy for the hard work and dedication of each volunteer to be forgotten in the wider community.

Over the last 8 months, I have focused on becoming fully acquainted with the duties of Secretary and would like to take this opportunity to thank the ever hard working Andrea Hunt. Andrea works tirelessly in the background updating members and aiding the college in its day to day running. I can't imagine how the College would function without her. I appreciate the knowledge gained so far as Secretary and look forward to being of more assistance to members next year.

Next year in my role as Secretary next year, I aim to continue to enhance my communication and engagement with other executive members and continue to facilitate transparent and regular communication in the wider perfusion community to ensure the needs and concerns of the community are addressed and met. I will continue to promote the College and highlight its vital importance to the functioning of our profession.

Throughout 2024, myself and other members of the executive have been actively participating in discussions with healthcare leaders, policy makers and industry representatives to advocate for the formal and long overdue recognition of perfusionists. These discussions have focused on driving legislative and regulatory issues, such as discussions around scope of practice, certification standards, workforce sustainability and the recognition of perfusionists from within a state and national framework. While I continue to learn how I can best support the College, I have been supporting Chris Morley and the Executive team to continue to highlight the critical role of perfusionists in the healthcare system.

A main area and motivator for myself as a member of the Executive is to continue to support our community with their professional development. As a team we are consistently looking for opportunities to grow the college and to improve benefits for our Members, we ensure the professional growth for ANZCP members. This year I have enjoyed participating in the review of the accreditation process and am enjoying being a part of ensuring we continue to ensure high educational standards, aligning our CPD requirements with the best practice and in line with our international counterparts. I am excited to engage in future opportunities to strengthen our political influence and enhance the professional standing of perfusionists within Australia and New Zealand. We will continue to advocate towards achieving greater recognition for all perfusionists and improve training opportunities for all future members of our community.

By actively engaging all the efforts discussed, I am committed to furthering the goals of the ANZCP, supporting the executive team, and advocating for the continued development and recognition of our profession.

Jane Ennor, CCP, FANZCP
Secretary, ANZCP

Item 4 cont.

ANZCP Registrar Report 2024

Dear Colleagues,

This year began with the outstanding achievement of the ANZCP becoming a full NASRHP member, a milestone that the Executive and Board worked tirelessly last year to reach. Special recognition goes to Rose Belbin, the Executive's Ordinary Member, who dedicated countless hours to make this possible for us all. We've also made significant strides toward government regulation for New Zealand perfusionists, marking an exciting step forward for the future of our profession.

As Registrar on the Executive committee, my focus this year started with refining our complaints procedure, which I had also worked on last year to align with the new NASRHP regulations. This updated process better reflects the current structure of the College and provides members with a clearer more accessible way to raise concerns.

The last few months of my term have consisted primarily on leading the Board's first annual audit—an essential requirement under our new NASRHP membership status. This involved creating a systematic audit framework that had never been established before. I then collaborated with the Board auditors and participating College members to carry out the process, which ran smoothly with only minor adjustments to be made for future audits. These established guidelines will now enable the Board and future Registrars to conduct the annual audit more efficiently and consistently, allowing for continued refinement over time.

I want to extend my gratitude to the entire Executive Committee and Board for their hard work and dedication. As I prepare to retire from the position of Registrar, I am grateful for the rewarding experience of serving on the Executive Committee. I hope the processes developed during my tenure will continue to support and benefit members in the years ahead. Serving on the Executive Committee or Board is a uniquely rewarding opportunity, offering valuable insight into the behind the scenes workings of our College. I hope the next Registrar finds as much value in this role as I have.

Thank you all for your support!
Kind regards,

Camilla Hand
Registrar, ANZCP



Australian and New Zealand College of Perfusionists

Item 4 cont.

ANZCP Ordinary Member Report 2024

Dear Colleagues,

Another year has passed and the Exec and Board alike have been continually working to raise the profile of our profession and concurrently manage the most pressing issues facing our membership.

2024 my main objective was to finalise our revisions to our membership application for NASRHP to ensure we received the Full membership status that so many had worked so hard towards. On the 28/02/2024 we finally received our Full Membership status, this was a great relief and a proud moment for all involved.

Since then as OM I have worked with my colleagues on the Exec to create a document review process and plan so that the next OM will have some guidance to our policies which require updating and have the support of the existing Exec when it comes to submitting the annual report, against the revised NASRHP standards next year.

Otherwise collaboratively we have worked towards future planning for our profession and strategies to safe guard this and their implementation.

I hope that my time as OM has had a positive impact, and that my successor will continue to represent the membership and advocate for key issues within the community.

Rosemary Belbin
Ordinary Member, ANZCP

Item 4 cont.

ANZCP Administration Officer Report 2024

Dear Members,

Throughout the past year, the administrative duties essential to the daily operations of the College have continued on in what we hope offers the smooth functioning of our organisation for the benefit of our members. The aim is to continuously improve our operational efficiency, member and student engagement and overall growth, and my role continues to grow alongside this.

With each Executive comes a new outlook, and this year plenty of groundwork has been laid that will yield significant benefits in the long run. The College, now engaging with Health Work International has been an important step in raising our profile amongst government health agencies and navigating the complex landscape of state and federal governments.

Feedback is welcomed from all members for any initiative or suggestion they wish to see happen in their College, please email anything through to admin@anzcp.org. We rely heavily on volunteers to contribute and ask anyone reading this to please volunteer to contribute in some way to making their College better, no matter how small you perceive it to be or how limited your time is.

My particular thanks to all the Executive who are moving on this year, the contribution given during your tenures have all been greatly appreciated.

May you all enjoy a safe festive season,

Andrea Hunt
Administrative Officer, ANZCP

Item 5. ANZCP Treasurer's Report 2024

An audit is currently being undertaken and will be available for all members to view in the "members only" section of the website prior to the end of 2024.

Please note that it is not a legal requirement for the College to complete an audit, however the Executive believe it is vital for all members to have confidence in the financial conduct of the College and provide financial transparency to all members. There was a delay in the audit this year due to the resignation of the treasurer, which meant that this won't be completed in time for the AGM.

Bank Account

Total cash was \$636,430.00 in 2024: an increase from \$583,633.00 from 2023. This is prior to some expenditure of the ASM being accounted for. Once that is finalised the cash on hand should be similar to 2023.

Expenses

New Zealand Registration is going to incur a significant cost which the College has to be prepared for. Current estimates are approximately \$198,550.00 NZD (excluding GST).

Most regular expenses have increased in line with high inflation currently being experienced in Australia and New Zealand, which has increased the College's running costs. For increased safety and professionalism, ANZCP also had some new expenses especially in relation to book-keeping fees ensuring the College is being run in a financially secure way in line with our financial and legal obligations. The College spent money on full NASRHP membership and consultant fees for submissions to drug administration policy guidance and NASRHP.

Membership

Membership remains steady at 140 as at November 2024.
We propose a small increase of 4% to membership fees to help with the increased running costs.

Chris Morley, on behalf of Kirri Hogan
Treasurer, ANZCP

Item 6. ANZBP Chair Report 2024

Dear Colleagues,

Another year is almost at a close, and it is a humbling experience to reflect on the past 12 months of ambitious activity performed by the College and Board. None of which would be able to be achieved without the collaboration, motivation, and passion of the team who work so hard behind the scenes to drive improvements and progression for our profession. This includes Andrea; her constant support and administrative skills ensures both the College and the Board are able to function in the way we do and we are eternally grateful.

Firstly, congratulations to all the graduates throughout the year! Dean Patrao, Danielle Grobler, Jessica Betts, and Holly Gleave - we commend you on your incredible achievements and cannot wait to see what the future holds for your careers as Certified Clinical Perfusionists!

There are currently 6 students half way through the MUSC MS-ECS course and 3 more commenced in August this year, bringing us to the third cohort of our students undertaking the MUSC course. In recent weeks we have also seen 3 fresh trainees commence their journey! We are thrilled to see the steady number of trainees being employed; this will help to fill some of the gaps we have seen appearing in our workforce in recent years. However, more needs to be done and we hope many more departments will put business cases forward to take on trainees, as our internal data reveals that in the next 5-10 years, we will see up to 15% of our workforce retiring - we urge you to start thinking about training and imparting some of you incredibly valuable knowledge and skills to the next generation of CCPs!

Onto an update on general board business. The autotransfusion course is still going strong, with 89 students completing the online course this year. This continues to be a valuable source of information for perfusionists, perioperative nurses, anaesthetic nurses, autotransfusionists, and doctors who are looking to increase their knowledge on the topic. It is also a significant amount of revenue for the College and goes towards keeping all the valuable initiatives we are working on viable. Thank you to Keith Adkins who has been coordinating the course and ensuring it runs smoothly. A reminder that the course is free for members, so if you have not completed it, please do.

Thank you to all of those who recertified on time this year. Timely submissions of both recertifications and requests for special consideration make processing much easier from an administrative point of view. If you or your colleagues know now that you will not meet the minimum required CPD points for next year, please submit a request for special consideration at your earliest convenience, preferably this year, to avoid delays in issuing certification next year.

We have been continuing to receive many applications from Overseas Trained Perfusionists (OTPs) who continue to be a valuable resource in filling the numerous gaps we see across both Australia and New Zealand. The process has been managed by Wendy, alongside our newer unelected board members, Aidan Singh-Howard and Jatz Suthumporn, who are being mentored to take over the coordination of OTPs. If anyone would like assistance in the OTP application process, please reach out to the board and we will be happy to help.

This year is the first that we have had three exam sittings, with two in Sydney and one in Melbourne. Neesha has put a huge amount of effort into planning and running the exams including putting together exam papers, marking, coordinating the days, and organising viva examiners. Thank you to the examiners who have out



Australian and New Zealand College of Perfusionists

their hands up to be involved over the past year, we sincerely value your time and expertise! If anyone would like to become an examiner, please reach out to Neesha or myself and we will gladly utilise your skills and knowledge. We have also been working hard to create new Trainee Handbooks which are given to all new students and their supervisors. These are to serve as a great resource and help guide the training journey. We have included reflective practice activities, more frequent case reviews and competency assessments that align with the ANZCP Competency Standards. We know they will be useful and help to establish the expectations of all parties involved in training – students, supervisors, and the Board.

The board recently held a student and new grad workshop in Melbourne on the 24th and 25th October that was a great success. Nine students and two recent graduates from all over Australia and New Zealand attended the two-day workshop where they experienced a morning at LivaNova's facility learning about the EO sterilisation process, building packs, discussing devices and much more. This was followed by a soft skills workshop on professional development, burnout, stress management, a discussion on goal directed perfusion from Terumo, and learning about the many avenues that perfusion can lead you, also known as the Odyssey of Steve Horton. Inspiring and though provoking discussions filled the room, and it was exciting to hear of the goals and interests of our budding perfusionists. Spectrum Medical opened their doors for us on day 2, where students had hands on simulation in both ECLS and HLM scenarios. It was great to see their enthusiasm and engagement in the sessions and how they handled themselves so impressively troubleshooting through challenging scenarios. The afternoon consisted of information on what to expect in the Board exams, some viva examples and general study prep leading into their exams. To close out the workshop we held a social event in Melbourne where all members in the area were invited. It was great to meet so many new people and see many familiar faces too. The networking opportunity for the students was very valuable, as they have forged some great relationships not only with their fellow students, but with many other members of the perfusion community, including our great industry partners. We hope that this is the first of many of this kind of workshop and are seeking feedback to see how we can further improve future events.

We continue to make positive steps forward with the development of a local Masters course, despite setbacks that occurred earlier in the year at Western Sydney University. The change of Dean at the beginning of the year meant that we did not have the strong support that we once had and our chances of standing up a course there were dwindling. The decision was made to reach out to other universities who would see the value and need for a course. After numerous meetings with many universities, and incredible support from Prof Jayme Bennetts, we found great interest from Monash University. The Victorian Heart Institute (VHI) are key partners in facilitating and funding advancements in education and research and have been working very closely with us to ensure the business case, curriculum and philosophy of the course are sound. We are currently in an "approvals phase" which will be completed by mid-November when we hope to have some good news to report back to you! Until then, we wait with bated breath.

Finally, we farewell Casey Edwards at the end of this year, as she has seen out her two terms and is eagerly awaiting the arrival of her first baby early next year! Congratulations!! Casey has served on the Board for the past 7 years and has been an incredibly valuable member and helped to shape and drive many of the great initiatives the Board oversees. Her organisation, diplomacy, integrity, and motivation to ensure our profession thrives is remarkable. We thank her for her dedication to the Board and have no doubt she will continue to make a positive impact in her future endeavours.

Thank you to everyone for supporting the Board in everything we do. If anyone has feedback or suggestions on where they believe the Board can deliver more value, then please get in contact, as we always strive to be doing everything we can to support our profession.



Australian and New Zealand College of Perfusionists

On behalf of the Board,

J Cantrick

Jessica Cantrick, CCP (ANZ)
Chair, ANZBP

ANZBP Members:

Casey Edwards, Secretary

Wendy Saad-Salib, OTP Coordinator

Keith Adkins, Autotransfusion Coordinator

Neesha Ghedia, Course/Exam Coordinator

Aidan Singh Howard (unelected)

Jatz Suthumporn (unelected)

Item 7. Report - Regulation of Perfusionists in New Zealand 2024

Work continues with the process of Regulation of our profession on two fronts. The Ministry of Health are compiling a Regulatory Impact Statement (RIS) *and* a Cabinet paper. The instruction to proceed to this stage was given by the Minister at the end of February 2024.

A regulatory impact statement (RIS) provides a high-level summary of the problem being addressed, the options and their associated costs and benefits, the consultation undertaken, and the proposed arrangements for implementation and review. The Cabinet paper introduces the bill to parliament where Cabinet will debate the proposal for regulation and decide whether they agree to regulation of the profession.

This places Perfusionists at Step 8 of an 11-step process stating that “If in agreement with the proposal, the Minister seeks agreement from Cabinet.”

Concurrently, the nominated regulatory authority, The Medical Sciences Council, have established the cost of the Annual Practising Certificate (APC). The APC is a requirement of the Regulatory Impact Statement. The cost of retaining an APC will be the responsibility of individual perfusionists or their employer once regulation is instituted.

As such, the processes undertaken by the Ministry of Health and the Medical Sciences Council are intertwined and are difficult to delineate. While this means that there is concordance between processes, it also means that they can cause delay to each other.

Since introducing the motion for the ANZCP members to support the cost of establishing regulation at last year’s AGM, the process has moved slowly. Significantly, the change of government at the general election delayed our regulatory application. They say that time is money, and this is reflected in an updated cost estimate from the Medical Sciences Council.

Received in October 2024, the latest estimate of \$198,500NZD (GST exclusive), is a significant rise from the original estimate of \$135,000NZD presented in November 2023. As we have seen in general, costs have risen steeply in everything from the weekly grocery shop to goods and services. Government process appears to be following suit.

The increased estimate is attributed to three areas:

1. Regulatory Setup – External resources will need to be employed to complete work such as Policy and Standards development to align with the Health Practitioners Competence Assurance Act.
2. IT services – Database, Website and Project Management.
3. Finance – Development of financial systems for items such as practising certificates and accounting services.

Tim Willcox and I are grateful for the support of the ANZCP Executive and the membership whilst we continue the journey towards statutory regulation in New Zealand. We hope to provide further updates in the coming months.

Alex Peterson and Tim Willcox

Item 8. Setting of the Membership Fee and Annual Subscription Rates

Chris Morley

Motion 3 - *That the Membership Fee and Annual Subscription Rate for the 2024 – 2025 financial year is increased by 4% (prices AUD, incl GST – GST is not charged for residents outside Australia). This early-bird price will increase \$50.00 from 1st August for subscriptions renewed after this date (see explanatory notes).*

\$432.00 (previously \$415.00 Full Fellow)

\$363.00 (previously \$349.00 Associate)

\$330.00 (previously \$317.00 Clinical Trainee)

Motion 3	
Annual General Meeting of the Australian and New Zealand College of Perfusionists 22nd November 2024	
Explanatory Notes	
MEMORANDUM	MATTER FOR DECISION
TITLE	<i>That the Membership Fee and Annual Subscription Rate for the 2024 – 2025 financial year is increased by 4% (prices AUD, incl GST – GST is not charged for residents outside Australia). A late fee of \$50.00 will be charged for subscriptions received after 1st August.</i> <i>\$432.00 Full Fellow (previously \$415.00)</i> <i>\$363.00 Associate (previously \$349.00)</i> <i>\$330.00 Clinical Trainee (previously \$317.00)</i>
RECOMMENDATION	That the Australian and New Zealand College of Perfusionists (the College) Members agree that the executive authorise
1.0 BACKGROUND and EXPLANATION	Please remember that the membership and recertification fees are fully tax deductible. For 2024 we are recommending a small increase based on increased operating costs, outsourcing some professional requirements and comparatively low fees to other associations. We will continue to offer an early bird discount (to be charged from July 1)
2.0 PROPOSAL	That the Members note the Recommendations above and vote to accept the motion for the ANZCP to increase membership fees.
3.0 RISK ANALYSIS	There is low risk to the College in supporting this motion. There is moderate risk to the College (organisational, reputational, operational and strategic), if the Members do not vote in favour of the motion.

Item 9. Appointment of Auditors

Chris Morley

Motion 4 - *That Davidsons Accounting Firm, Geelong, Victoria, be retained as Auditor for the ANZCP for the financial year 2024-25.*

Item 10. Election of Executive Committee Members

See written statement to the Members

ANZCP Nominations – Written Statements

Treasurer

Nomination – Ruhan Herbst, WA

Written Statement to Members:

Dear Members,

My name is Ruhan Herbst. I currently work at Perth Children's Hospital in Western Australia; it would be a great honour to join as an Executive or Board representative.

I would like to apply for the role of Treasurer as I like working with numbers and organizing financial matters.

Currently there is no member of the ANZCP that lives in WA that is part of the Executive / Board, as a result I would like to raise my hand to join the team and to help lessen the workload of the other representatives.

I started my Perfusion training in 2018 and finished end of 2019, I then worked for 4 Years in South Africa, Cape town at Groote Schuur and Red Cross Children's hospital, I oversaw managing all the financial matters relating to Heart valves and rings implanted in patients as well as training new up and coming Perfusion students.

In this regard I believe I would be an excellent choice for the role of Treasurer.

Thank you.

Ruhan Herbst

Ordinary Member

Nomination – Shuja Zahidani, Auckland

Written Statement to Members:

Dear Members,

I am writing to express my interest in serving as an Ordinary Member of the ANZCP Executive Committee. While I understand this is a late nomination due to an oversight, I do not wish to miss the opportunity to contribute to the ongoing development of our profession. As a college built by its members, I would be grateful for the chance to be considered for the nomination process.

With over 10 years of dedicated experience as a Perfusionist in New Zealand, I am confident in my ability to make meaningful contributions to the continued advancement of our field. I am deeply passionate about strengthening the relationship between Australian and New Zealand Perfusionist, and I believe my role as New Zealand representative on the Executive Committee would allow me to:

Enhance Collaboration: Promote joint initiatives such as conferences, workshops, and research projects to foster the sharing of knowledge and best practices between Australia and New Zealand.

Represent New Zealand Interests: Advocate for the unique needs and challenges faced by New Zealand perfusionists, ensuring our perspectives are heard and considered in decision-making processes.

Promote ANZCP Membership: Actively encourage New Zealand perfusionists to join and engage with the ANZCP, helping to build a stronger, united perfusion community across the region.

Contribute to ANZCP's Vision: Play an active role in shaping the strategic direction of the ANZCP,



Australian and New Zealand College of Perfusionists

ensuring that we continue to enhance the role of perfusionists in patient care and the broader healthcare environment.

I am excited about the opportunity to collaborate with my colleagues on the Executive Committee and to contribute to the continued elevation of perfusion practice standards within our region.

Thank you for considering my nomination. I look forward to the possibility of working together to shape the future of our profession.

Sincerely,

Shuja

Registrar

*Nomination – Vita Minutoli, VIC
Written Statement to Members:*

Dear ANZCP Members,

I would like to apply for the Registrar position currently available with the ANZCP College. With this written statement, allow me to introduce myself to you all. My name is Vita Minutoli. I am a financial full member of the ANZCP College. I am currently employed as a full time Perfusionist at Geelong University Hospital, Barwon Health, Victoria. I have worked in the Perfusion profession for a number of years. I commenced as a trainee at the Royal Children's Hospital Melbourne in 1988. I then travelled to Europe, obtained the EBCP certificate and worked in Germany as an adult Perfusionist for almost 10 years. Leaving Europe, I travelled to New Zealand at the start of 2000 and joined the perfusion team at Auckland City Hospital, where I completed my CCP. I returned to Melbourne in 2005 to join the perfusion team at Epworth Hospital Richmond, followed by St. Vincent's Hospital Melbourne and finally at University Hospital Geelong.

To date, I have not held any positions with the ANZCP College. The opportunity has not presented itself until recently. I understand the value of the College to our Perfusion profession for current and future members. I would like to contribute to the College in some capacity. If given the opportunity, I hope my experience and knowledge can be of some assistance for the role as Registrar.

Thank you for your consideration.
Vita Minutoli

Registrar

*Nomination – Jane Ottens, SA
Written Statement to Members:*

Dear Colleagues,

Due to my previous experience in both the ASCVP and ANZCP over the past 37 years, I feel I have the necessary experience that is required to take on the role as registrar of the college.

I have a comprehensive knowledge of the rules (with input into writing them over the years) to be able to carry out the duties of the registrar in relation to the overseeing of the college register of Certified Perfusionists, the College's complaints procedure and to contribute to the governance of the College.

Thank you for your consideration,
Jane Ottens

Item 11. Board Nominations – Written Statements

ANZBP Member

Nomination – Jatz Suthumporn

Written Statement to Members:

I am nominating myself for the position of general board member on the Board of the Australian and New Zealand College of Perfusionists (ANZCP) as I am eager to contribute to the ongoing work of the board and college.

Since becoming certified 4 years ago, I have looked for opportunities where I could best contribute to our community. For the past couple of months I have observed the board attending meetings, and social events and connecting with members, I am excited about the potential to grow with the board. Having worked in both adults and paediatric units and with colleagues trained locally and internationally I feel like that has given me insight and the ability to build rapport with people. This experience has also allowed me to understand the demands of the profession and the importance of maintaining high standards in patient care and safety. I am committed to supporting advancements that benefit both the practice and education of perfusionists in Australia and New Zealand.

As a general board member, I aim to participate in meetings, voting, and projects in ways that add value to the organization. I am particularly interested in contributing to initiatives that enhance training pathways, mentorships, improve the credentialing process, and build recognition of the perfusion profession. My approach is friendly practical, and collaborative, and I look forward to contributing constructively to the college.

Thank you for considering my nomination.

Warm regards,
Juthawan Suthumporn

ANZBP Member

Nomination – Killian O'Shaughnessy

Written Statement to Members:

Dear ANZCP College Membership,

I am writing to you to apply for the position of General Board Member on the ANZBP.

Having been a perfusionist within the Australasian community for 25 years, I am very excited about the possibility of deploying much of the experience I have gained in assisting the Board progress training and education of perfusionists within our region. Throughout my career, I have been fortunate to have developed a broad understanding of perfusion, in both adults and paediatrics, across multiple States in Australia and between both Australia and New Zealand.

I have previously served on the College Executive Committee as both Secretary and Member, and enjoy being able to contribute to our small, but incredibly unique profession. I am committed to seeing the continued evolution and development of the training and education of new members into our profession and the advancement of our recognition as a specialist craft group.

My diverse and rewarding career inspires me to create the framework within our community to facilitate and promote the next generation being able to enjoy the career satisfaction I have been fortunate to experience. As part of this, I hope that through a position on the Board I am able to develop regular in-depth education sessions for our profession online.



Australian and New Zealand College of Perfusionists

I look forward to being able to contribute back to the Board and community that has given me as a perfusionist so much.

Kind regards,

Killian

ANZBP Member

Nomination – Rob Baker

Written Statement to Members:

Dear Members of the ANZCP,

I wish to nominate for the ANZBP as I believe I can continue to contribute to our profession in this role. Prior to being President of the College I served one year as Chair and I wish to serve a full four year term on the Board.

As we progress to our own Masters Course I believe it is important to have a good understanding of our history to ensure our future is prosperous. In addition, I believe that the Board can offer significant leadership in our profession through credentialling cell salvage and simulation which I would like to see develop to their full potential.

Thank you for your consideration.

Rob Baker

ANZBP Member

Nomination – Rowan Carpenter

Written Statement to Members:

Dear Members,

Thank you for accepting my nomination for General Board Member. With my extensive experience in perfusion and my new involvement shadowing the Simulation Committee, I believe I would be a valuable asset to the advancement of education initiatives the Board is striving for.

I am willing to help in any way I can with the functions of the Board and will uphold my position always keeping what is in the best interest of our members in the forefront of my mind. I appreciate good communication and transparency to the membership in all functions undertaken by the Executive and the Board, including the democratic election of members to serve. If elected, I aim to strive for excellence in these areas in particular.

It is an exciting time in the landscape of perfusion, particularly around education and credentialling, and I would very much like to contribute to the progress that has already been happening. It has been impressive to see the amount of work achieved by the recent Exec and Board and I feel the efforts are aligned with my values to pursue excellence in perfusion and I am eager to contribute with my fresh perspective.

Thank you for this opportunity and considering my nomination.

Sincerely,

Rowan Carpenter

Item 12. Other Business - Members Vote: Changes to Rules

Proposed Change to Rule 80 (8)

Motion 7	
Annual General Meeting of the Australian and New Zealand College of Perfusionists	
22nd November 2024	
Explanatory Notes	
MEMORANDUM	MATTER FOR DECISION

Motion to change Rule 80 (8) from:	
ANZCP members elected to the Board shall hold office for 4 years after which their positions will be declared vacant. Retiring members shall be eligible for re-nomination and re-election for a further 4 year term	
To	
ANZCP Members elected to the Board shall hold office for 3 years. Retiring members shall be eligible for re-nomination and re-election for a further 1 term (total 2 terms).	
RECOMMENDATION	The Board recommend a reduction in the standard term from 4 years to 3 years. This will ensure the term is not too lengthy to deter members from nominating for Board positions.
1.0 BACKGROUND and EXPLANATION	The Board have noted that the current term of 4 years is excessively long and has consequences of members resigning prior to their term being finished and also acts as a deterrent for members to nominate for vacant positions.
2.0 PROPOSAL	That the Members note the Recommendations above and vote to accept the motion for the ANZCP to change Rule 80 (8) to ANZCP Members elected to the Board shall hold office for 3 years. Retiring members shall be eligible for re-nomination and re-election for a further 1 term (total 2 terms).
3.0 RISK ANALYSIS	There is low risk to the College in supporting this motion. There is low risk to the College (organisational, reputational, operational and strategic), if the Members do not vote in favour of the motion.

Item 12 cont. Other Business - Proposed Change to Rule 80(4)(ii)

Motion 8	
Annual General Meeting of the Australian and New Zealand College of Perfusionists 22nd November 2024 Explanatory Notes	
MEMORANDUM	MATTER FOR DECISION
TITLE	<p>Motion to amend Rule 80(4)(ii) from:</p> <p>The total number of positions may be variable (minimum 4)</p> <p style="text-align: center;">To</p> <p>The total number of positions may be variable (minimum 5)</p> <p style="text-align: center;">See Explanatory Notes</p>
RECOMMENDATION	The Board advocates for a minimum number of 5 members; an odd number will ensure a majority is able to be achieved when voting on any matters on which all Board members vote.
1.0 BACKGROUND and EXPLANATION	The Board have numerous issues to vote on at meetings and when the total number of positions has been an even number, it has been noted that decisions that are voted on may result in an even split, without a majority support. The Board has also had an increasing amount of work over recent years and the demand on everyone is proving to be unsustainable. We therefore recommend that the minimum number of positions be increased from 4 to 5.
2.0 PROPOSAL	That the Members note the Recommendations above and resolve the changes.
3.0 RISK ANALYSIS	<p>There is low risk to the College in agreeing to the alterations as noted above.</p> <p>There is moderate - high risk to the College (organisational, reputational, operational and strategic), if the Members do not vote in favour of the progress changes, being that the Board is curtailed from achieving its objectives with resolutions unable to be made on the basis of “tie” situations.</p>
4.0 Other matters	Nil

Item 12 cont. Other Business - Motion to amend President Elect to Vice President

Motion 9	
Annual General Meeting of the Australian and New Zealand College of Perfusionists	
22nd November 2024	
Explanatory Notes	
MEMORANDUM	MATTER FOR DECISION

Motion to amend formal changes to the College Positions:	
Motion 7 – The position of President Elect be abolished and the position of Vice President be reinstated.	
See Explanatory Notes	
RECOMMENDATION	The Executive recommends that the members vote to accept or not to accept the changes.
1.0	BACKGROUND and EXPLANATION
There have been several proposals to revert President Elect back to Vice President, the distinction being that one can be Vice President without ever moving onto President (it’s up to the individual to nominate for President when times comes). This means only a 2 year commitment is necessary.	
2.0	PROPOSAL
	To abolish President Elect position and amend to Vice President position. The Vice President will not automatically assume the President position when it is up for nomination. All nominations to President will have to be followed via the usual nomination process and voting in at the AGM or Special General Meeting.
3.0	RISK ANALYSIS
	For the Vice President Role: The vice president role will be a 2 year tenure. As vice president will not automatically become president there is a potential to attract members to nominate for the vice president position due to the shorter tenure. Vice president can still nominate for president position, however will not be an expectation.
	Against the Vice President Role: The vote for vice president will mean a loss of president elect role. Currently president elect (2 year tenure) becomes president (2 year tenure). By continuing the role it allows seamless transition of president elect to president role due to preparedness, continuity, engagement and strategic planning assisting new president to navigate their term. Potential risk of president and vice president positions being vacant if no nominations. President elect position ensures safety net to ensure college always has representative in president position. This has worked well since it was introduced, and we are onto our third President Elect .

**Item 12 cont. Other Business - Proposed Change to Rules:
Aligning use of technology clauses to the wording proposed to the model new rules**

Motion 10	
Annual General Meeting of the Australian and New Zealand College of Perfusionists	
22nd November 2024	
Explanatory Notes	
MEMORANDUM	MATTER FOR DECISION

Motion to amend:

(a) **Rule 35(1) from:**

A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.

To

A general meeting may be held and Members may take part by the use of technology that allows Members to clearly and simultaneously communicate with each other participating Member.

And

(b) **Rule 65(1) from:**

An executive member who is not physically present at an executive meeting may participate in the meeting by the use of technology that allows that executive member and the executive members present at the meeting to clearly and simultaneously communicate with each other.

To:

An executive meeting may be held by the use of technology that allows executive members to clearly and simultaneously communicate with each other participating executive member.

See Explanatory Notes

RECOMMENDATION	The Executive recommends that the members resolve to make the amendments described.
1.0	BACKGROUND and EXPLANATION

The *Associations Incorporation Reform Regulations 2012 (Vic)* (Regulations) provide for model rules which an association incorporated under the *Associations Incorporation Reform Act 2012 (Vic)* may adopt in order to comply with the Act. The model rules are non-mandatory and the College appears to have adopted the model rules in place at a given time as its Rules, and amended them over time by special resolution of members.

The Regulations were sunsetted in November of 2023 through a natural legislative process and the Victorian government has released replacement regulations which includes some changes to the model rules. Like the model rules themselves, changes to the model rules are not required to be adopted by associations incorporated under the Act.

The new regulations amend the wording in the model rules for ‘use of technology’ clauses, being the equivalent of Rules 35 and 65 of the ANZCP Rules, to modernise their application. The changes allow a meeting to occur completely electronically, without a physical location nominated for the meeting.

The College is free to adopt these changes, the amendments provide the College substantially more flexibility with respect to holding meetings which, in the case of perfusionists (who work long hours) and an international association with members from across Australia and New Zealand, are particularly valuable.

2.0	PROPOSAL	That the Members vote to accept the motion.
3.0	RISK ANALYSIS	There is low risk to the College in supporting this motion. There is low risk to the College if the Members do not vote in favour of the motion.

**Item 12 cont. Other Business - Proposed Change to Rules:
Proposed amendment to the Rule 8 of the ANZCP Rules to clarify that overseas trained perfusionists who are currently certified, and Fellows of the College, have member voting rights**

Motion 11	
Annual General Meeting of the Australian and New Zealand College of Perfusionists	
22nd November 2024	
Explanatory Notes	
MEMORANDUM	MATTER FOR DECISION

Motion to amend the ANZCP Rules by amending Rule 8(i) from:

(a) All Perfusionists who are members of the Australian and New Zealand College of Perfusionists, who hold the Australasian Certification in Clinical Perfusion (CCP (ANZ) issued by the Australian and New Zealand Board of Perfusion and who are certified by the Australian and New Zealand Board of Perfusion (as defined in Rule 81) are eligible to be considered as “Fellows of the College” and entitled to use the title FANZCP. Fellows of the College are entitled to vote at each meeting and shall be eligible for election to the Executive Office.

(b) Additionally, all Perfusionists who are members of the Australian and New Zealand College of Perfusionists, who hold United States of America, Canadian or United Kingdom / Ireland certification or equivalent, and who have satisfied the ANZCP Policy requirements relating to Overseas Trained Perfusionists (OTPs) and satisfactorily passed the ANZCP credentialing requirements for OTPs are eligible to be considered as “Fellows of the College” and entitled to use the title FANZCP.

To

(a) **All Perfusionists who are members of the Australian and New Zealand College of Perfusionists, who hold the Australasian Certification in Clinical Perfusion (CCP (ANZ) issued by the Australian and New Zealand Board of Perfusion and who are certified by the Australian and New Zealand Board of Perfusion (as defined in Rule 81) are eligible to be considered as “Fellows of the College” and entitled to use the title FANZCP.**

(b) **All Perfusionists who are Members of the Australian and New Zealand College of Perfusionists, who have satisfactorily passed the ANZCP Policy requirements relating to Overseas Trained Perfusionists (OTPs) and satisfactorily passed the ANZCP credentialing requirements for OTPs are eligible to be considered as “Fellows of the College” and entitled to use the title FANZCP.**

(c) **Fellows of the College are:**

- i. entitled to vote at each meeting of Members; and**
- ii. eligible for election to the Executive.**

RECOMMENDATION	The Executive recommends that the members resolve to make the amendments described.
1.0	BACKGROUND and EXPLANATION

It is noted that the amended version of Rule 8, above, does not reflect amendments put to the members in this annual general meeting under several other motions which relate to things like:

- realigning ANZCP’s use of the term Certification to reflect the terminology used by other self-regulating allied health professions in Australia and New Zealand;
- defining Certify, Certification and OTP; and
- correcting capitalisation of undefined terms, and capitalising terms to match their definitions, throughout the Rules.

Should the changes described in those motions be made, by resolution of the members, the amended Rule 8 would read:

- (a) All Members of the College who are currently Certified as CCP(ANZ), are eligible to be considered as “Fellows of the College” and entitled to use the title FANZCP.
- (b) All Members of the College who are currently Certified as OTP(ANZ) are eligible to be considered as “Fellows of the College” and entitled to use the title FANZCP.
- (c) Fellows of the College are:
 - i. entitled to vote at each meeting of Members; and
 - ii. eligible for election to the Executive

When Overseas Trained Practitioners (OTPs) were reflected in the Rules, by amendment through resolution of the members, the intention was that OTPs should be eligible for voting rights and Executive membership. This intention has been reflected in ANZCP practice since that time.

However, as currently worded, the Rules do not provide for OTP voting rights and only arguably for eligibility for election to the Executive (which would be an odd outcome, if they were not entitled to vote as members).

The reason for this is that a general rule of legal interpretation is that if something is stated once in one context (e.g. voting rights for CCPs) but not stated for another, similar context (e.g. voting rights not specified in the OTP subrule 8(b)) then the omission was intentionally made to exclude the application to the second context.

The wording of Rule 53(a) with respect to Executive committee eligibility creates an argument for eligibility for to hold such a position, but the one for voting rights is not overcome. Hence why it is proposed that subrule (c) is created using the final sentence of what is currently Rule 8(a).

A further amendment is proposed to remove the focus of OTP equivalence from recognition of only practitioners from certain other overseas jurisdictions –there is no need to specify some jurisdictions when it is the case that any overseas trained perfusionist who can demonstrate they meet the standards for certification by the ANZCP, has the right to be certified. This was already contemplated by the catch-all “or equivalent” in Rule 8(b) but the proposed language is simpler and removes unnecessary emphasis on particular jurisdictions.

2.0	PROPOSAL	That the Members note the Recommendations above and vote to accept the motion for the ANZCP to amend Rule 8.
3.0	RISK ANALYSIS	There is low risk to the College in supporting this motion. There is low to moderate risk to the College (organisational, reputational, operational and strategic), if the Members do not vote in favour of the motion.

**Item 12 cont. Other Business - Proposed Change to Rules:
Proposed amendment to the Rule 9 to future proof the membership application process**

Motion 12	
Annual General Meeting of the Australian and New Zealand College of Perfusionists 22nd November 2024	
Explanatory Notes	
MEMORANDUM	MATTER FOR DECISION

Motion to amend Rule 9 from:

To apply to become a member of the College,

- (1) via the website portal, (www.anzcp.org) where they agree to
 - (a) support the purposes of the College; and
 - (b) agree to comply with these Rules.
- (2) by writing to the College, applying for membership
 - (a) support the purposes of the College; and
 - (b) agree to comply with these Rules.

To:

An applicant may apply to become a member of the College in any written form required or accepted by the College, from time to time, and in which they agree to:

- (a) support the purposes of the College; and**
- (b) agree to comply with these Rules and any other requirements of membership, set by the Executive.**

See Explanatory Notes

RECOMMENDATION	The Executive recommends that the members resolve to make the amendments described.
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1.0	BACKGROUND and EXPLANATION
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Neither the *Associations Incorporation Reform Act 2012* (Vic) nor the *Associations Incorporation Reform Regulations 2012* (Vic) requires that the mechanism for applying for membership be stated in the Rules. The ANZCP is free to keep Rule 9 as simple as possible, and is able to amend it to future proof the membership application process.

The College only accepts applications through its online membership form so Rule 9(2) does not fit with current practice. To allow members to simply apply in writing (i.e. not in a prescribed form) would create administrative burden for the College in:

- inevitable back and forth with applicants to attempt to get the minimum amount of information required by the College to administer the membership application; and
- manually inputting information supplied in writing (but not in the online form) into the form or membership system.

The proposed changes simplify the wording to make it clear that the form of application is “in writing” and whatever is accepted or required by the College at a given point in time. This enables the College to (at this time) *require* the use of the online form but also leaves the process open to change, without amendment to the Rules, should more flexible alternatives become available which the College could adapt without administrative burden.

2.0	PROPOSAL	That the Members note the Recommendations above and vote to accept the motion for the ANZCP to amend Rule 9.
3.0	RISK ANALYSIS	There is low risk to the College in supporting this motion. There is low risk to the College (organisational, reputational, operational), if the Members do not vote in favour of the motion.

**Item 12 cont. Other Business - Proposed Change to Rules:
Amendment to the Rules to refer to the procedure for complaints made for conduct which is outside of the scope of the Rules’ disciplinary procedure**

Motion 13

**Annual General Meeting of the Australian and New Zealand College of Perfusionists
22nd November 2024**

Explanatory Notes

MEMORANDUM	MATTER FOR DECISION
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Motion to renumber Rule 19 as 19(1) and insert a new Rule 19(2):

Existing text:

19. Grounds for taking disciplinary action

The College may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (a) Has failed to comply with these Rules; or
- (b) Has engaged in conduct prejudicial to the College.

With “(1)” to be inserted, above, in front of the first instance of “The College” and a new Rule 19(2) inserted following the text of Rule 19(1)(b) as follows:

- (2) The College may also, separate to this Division, discipline a Certified clinical perfusionist, provisional clinical perfusionist or trainee clinical perfusionist, whether or not the person is a Member, in the circumstances set out in the College’s complaints procedure. The standards and procedure for considering and imposing discipline under the complaints procedure will never fall below the minimum standards set by this Division, being that the person who is the subject of a formalised complaint will have the right to:**
- (a) Have that complaint heard by an unbiased committee;**
 - (b) Receive written notice of the complaint and the date and time the committee will hear the complaint;**
 - (c) Formally address the complaint for consideration at the committee’s hearing of the complaint; and**
 - (d) Appeal disciplinary decisions made under the complaints procedure, as described in the complaints procedure.**

See Explanatory Notes

RECOMMENDATION	The Executive recommends that the members resolve to make the amendments described.
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1.0	BACKGROUND and EXPLANATION
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Under Rule 5(1) and the *Associations Incorporation Reform Act 2012 (Vic)*, the College has the power to do all things allowed by the Act and required or incidental to achieving its purposes. This includes making such policies and procedures as the Executive sees fit to do, within that scope.

The Executive has established a complaints procedure to deal with complaints made about practise or conduct of perfusionists currently certified by the ANZCP, perfusionists previously certified by the College, and provisionally certified perfusionists and trainee perfusionists. This complaints procedure is essential to supporting public safety, and managing the standards of practise of the profession. It is also a requirement of membership of the National Alliance of Self-Regulating Health Professions (NASRHP), with which ANZCP is seeking to finalise its membership.

Schedule 1 of the Act requires that the Rules must contain:

The procedure (if any) for the disciplining of members and the mechanism (if any) for appearances by members in respect of disciplinary action taken against them.

The Rules provide a mechanism for dealing with a narrow range of disciplinary action, being disciplinary action taken against a member for failure to comply with the Rules or for engaging in conduct prejudicial to the ANZCP.

The proposed amendment seeks to meet the Act's requirements while still meeting the NASRHP requirements. The only alternative to enable this to be done would be a significant amendment to the Rules to embed the terms of the complaints procedure in the Rules. This is undesirable because NASRHP requirements for complaints handling may change, and then the Rules would need to be amended to enable the ANZCP to remain compliant with those requirements.

2.0	PROPOSAL	That the Members note the Recommendations above and vote to accept the motion for the ANZCP to renumber Rule 19 as 19(1) and insert a new Rule 19(2):
3.0	RISK ANALYSIS	There is low risk to the College in supporting this motion. There is moderate risk to the College (organisational, reputational, operational and strategic), if the Members do not vote in favour of the motion.

Item 12 cont. **Other Business - Proposed Change to Rules:**
Proposed amendment to the Rules to better articulate the College's role in certifying perfusionists

Motion 14

Annual General Meeting of the Australian and New Zealand College of Perfusionists

22nd November 2024

Explanatory Notes

MEMORANDUM

MATTER FOR DECISION

Motion to amend the ANZCP Rules by:

(a) Amending Rule 2(d) from:

to obtain official recognition and acceptance as qualified practising perfusionists;

to

to set standards for Certification for practising perfusionists in Australia and New Zealand, and Certify perfusionists against those standards;

(b) Amending Rule 2(2)(a)-(b) from:

- a) Maintaining a registry of Certified Clinical Perfusionists (ANZ) & ANZBP Recognised Overseas Trained Perfusionists who are currently certified by the Australian and New Zealand Board of Perfusion.
- b) Providing a recertification process where perfusionists provide evidence yearly of clinical practice and continuing education that they meet the standards required yearly to maintain their CCP (rule 80.1).

To

- a) Maintaining a registry of CCP(ANZ)s and OTP(ANZ)s who are currently Certified.
- b) Providing a recertification process where Certified perfusionists provide evidence yearly that they meet the standards required to maintain their Certified status (rule 80.1).

(c) Inserting definitions, as follows:

CCP(ANZ) means a Certified clinical perfusionist who is currently Certified by the College, who is not an OTP(ANZ).

Certified means certified by the College as meeting the standards set by the College for certification as a clinical perfusionist in Australia and New Zealand, and Certification means the process of Certifying a clinical perfusionists against those standards;

OTP(ANZ) means a clinical perfusionist trained outside of Australia or New Zealand who is currently Certified by the College;

(d) Capitalising "Certification" and "Certify" where used in the document to comply with the new definitions; and

(e) Amending this text from Rule 8(i)(a) from:

All Perfusionists who are Members of the Australian and New Zealand College of Perfusionists, who hold the Australasian Certification in Clinical Perfusion (CCP (ANZ) issued by the Australian and New Zealand Board of Perfusion and who are Certified by the Australian and New Zealand

Board of Perfusion are eligible to be considered as “Fellows of the College” and entitled to use the title FANZCP.

To

All Members of the Australian and New Zealand College of Perfusionists who are currently Certified as CCP(ANZ) are eligible to be considered as “Fellows of the College”, and entitled to use the title FANZCP.

(f) Amending Rule 8(i)(b) from

Additionally, all Perfusionists who are members of the Australian and New Zealand College of Perfusionists, who hold United States of America, Canadian or United Kingdom / Ireland certification or equivalent, and who have satisfied the ANZCP Policy requirements relating to Overseas Trained Perfusionists (OTPs) and satisfactorily passed the ANZCP credentialing requirements for OTPs are eligible to be considered as “Fellows of the College” and entitled to use the title FANZCP.

To

All Overseas Trained Perfusionists (OTPs) who are members of the Australian and New Zealand College of Perfusionists and are currently Certified are eligible to be considered as “Fellows of the College” and entitled to use the title FANZCP.

(g) Amending Rule 8(iii)(a) from:

Perfusionists who are actively engaged in perfusion in Australia and New Zealand, with no OTP or equivalent, are eligible for Associate membership.

To

Perfusionists who are actively engaged in perfusion in Australia and New Zealand, but are not currently Certified as CCP(ANZ) or OTP(ANZ), are eligible for Associate membership.

(a) Amending Rule 80(1) from:

- (i) Establish and maintain a credentialing process (examination) on the basis of which the Australian and New Zealand Board of Perfusion Certification in Clinical Perfusion (CCP (ANZ) is awarded to appropriate applicants;
- (ii) To establish a “register of Perfusionists” who have been awarded the Australian and New Zealand Board of Perfusion Certification in Clinical Perfusion (CCP (ANZ) and to re-certify Perfusionists with the CCP; and
- (iii) To support education and clinical training in Perfusion in Australasia.

To

- (i) Establish and maintain an examination for use in Certification;
- (ii) Recommend to the Executive policies and procedures for, or which support, Certification;
- (iii) To establish a register of Certified perfusionists;
- (iv) To assess perfusionists against the standards set for Certification; and
- (v) To support education and clinical training in perfusion in Australia and New Zealand.

(b) Amending Rule 80(2)(ii) from:

- (iii) Monitor and support continuing education of perfusionists who hold the Australian and New Zealand Board of Perfusion CCP qualification.

To

- (iii) Monitor and support continuing education and practise of Certified perfusionists.

(c) Amending Rule 81(7)(ii) from:

or gained Overseas Trained Perfusionist Equivalency in accordance with rule 8.1.b

To

Being an OTP(ANZ) in their initial Certification cycle.

See Explanatory Notes

RECOMMENDATION	The Executive recommends that the members resolve to make the amendments described.
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1.0	BACKGROUND AND EXPLANATION
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It should be noted that this motion refers to an amendment to Rule 81, which has been proposed for removal under a separate motion.

One of the primary purposes of the ANZCP is to assess perfusionists' credentials (qualifications, experience) and practise against standards it sets for practise as a clinical perfusionist within Australia and New Zealand. This process is described as "certification" or "accreditation" by most allied health peak bodies in Australia and in New Zealand, regardless of whether the practitioner being certified trained in Australia or New Zealand, or overseas. The National Alliance of Self-Regulating Health Professions Membership Standards (or "NASRHP", with which the ANZCP has sought membership) uses "certification", for same.

Historically, the ANZCP has used:

- (a) "Certified" to reflect holding of, or the issue of, a certificate through the Australian clinical perfusion study and training pathway; and
- (b) "Certification" to mean the issue of the same certificate,

and used "recognition of equivalency" or "OTP Equivalence" to mean assessing overseas trained perfusionists against' credentials against the same standards. However, through the NASRHP application process ANZCP's policies were drafted to align with NASRHP terminology, as described above.

This motion does several things. It:

- (a) Aligns the terminology of the Rules to better reflect what the ANZCP does, in terms of certification;
- (b) Aligns the terminology of the Rules to align with the terminology used by other self-regulating health professions in Australia and New Zealand, as well as by NASRHP;
- (c) Create definitions for key terms used, but not defined (and yet periodically capitalised) in the Rules;
- (d) Provides consistency in language throughout the Rules when referring to CCP(ANZ) (Australian or New Zealand-trained perfusionists) and OTP(ANZ)s (perfusionists trained overseas);
- (e) Through the amendment of Rules 2(2)(b) and 80(2)(ii), reflects that ANZCP:
 - i. recertifies both CCP(ANZ) and OTP(ANZ) (when the previous language stated that only CCP(ANZ) were recertified); and
 - ii. certifies against education, practise and behavioural standards (by generalising the phrasing to just "standards");

(f) Reflects that, as confirmed by the ANZCP and ANZBP through the NASRHP application process, the power to confer certified status actually sits with the ANZCP and not the ANZBP, although it has delegated use of that power to the ANZBP in the first instance.

2.0	PROPOSAL	That the Members note the Recommendations above and vote to accept the motion for the ANZCP to accept the proposed amendments to the Rules to better articulate the College's role in certifying perfusionists.
3.0	RISK ANALYSIS	There is low risk to the College in supporting this motion. There is low to moderate risk to the College (organisational, reputational, operational and strategic), if the Members do not vote in favour of the motion.

**Item 12 cont. Other Business - Proposed Change to Rules:
Proposed amendment to Rule 2(b)(iii) Minor Updates**

Motion 15	
Annual General Meeting of the Australian and New Zealand College of Perfusionists	
22nd November 2024	
Explanatory Notes	
MEMORANDUM	MATTER FOR DECISION

Motion to make a suite of minor amendments to the ANZCP Rules for clarity and consistency:

1. Correcting all incorrect references to the incorporating legislation to its correct name, the *Associations Incorporation Reform Act 2012 (Vic)*
2. Inserting key definitions for terms:
 - a. *Board* means the Australian and New Zealand Board of Perfusion established under Rule 80.
 - b. *College* means the Australian and New Zealand College of Perfusionists Incorporated
3. Decapitalising any instances of undefined terms which are not proper nouns and which had been capitalised throughout
4. Correcting terms, wherever they were referred to in a manner inconsistent with their definitions, to comply with their definitions
5. Correcting grammatical and typographical errors
6. Inserting a Rule number “7A” for the previously un-numbered Rule between Rule 7 and Rule 8
7. Changing all references to “Executive committee” and “Executive Office” to “Executive”
8. Changing all references to “Executive committee meeting” to “Executive meeting”
9. Correcting incorrect internal clause references, being:
 - a. Rule 11 note, from 12(3) to 12;
 - b. Rule 50(1) – deleting re Rule 80.4.iii;
 - c. Rule 54(2) – deleting and replacing 60 with 59;
 - d. Rule 60(1) – deleting and replacing 59 with 58
 - e. Rule 60(3) – deleting and replacing 55 with 54, and 57 with 56; and
 - f. Rule 76(2) – deleting and replacing 60 with 63
10. Replacing any references to the incorporated entity outside of the definitions in Rule 4 as “The ANZCP” or “Colleges” with “the College”
11. Replacing any references to the “Australian and New Zealand Board of Perfusion” or “ANZBP” outside of the definitions in Rule 4 or statement in Rule 80(3) with “the Board”
12. Removing “(the disciplinary meeting)” from Rule 21(c), as that term is already defined in Rule 4

See Explanatory Notes

RECOMMENDATION	The Board recommends that members support this motion.
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1.0	BACKGROUND AND EXPLANATION
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The ANZCP Rules appear to be a version of the model rules in place when ANZCP was first incorporated under the *Associations Incorporation Reform Act 2012* (the Act), amended over time, by resolution of the members. There are numerous issues requiring rectification for clarity or accuracy within the document for reasons such as the following:

- Amendments appear to have been made in a piecemeal fashion without full consideration of the other terms of the Rules which has led to internal inconsistency likely to lead to misinterpretation.
- The Rules contain internal cross-referencing which is incorrect, either being incorrect at the time the Rules were made, or due to subsequent amendments to the Rules.
- Capitalisation in the Rules should comply with normal protocols, as appropriate for a document of this nature. I.e. terms capitalised only for: grammatical reasons, proper nouns or defined terms.
- Inconsistent use of the exact form of a definition, when referring to a defined term.

- Some bodies which should have been defined (and were capitalised, although inconsistently, in the Rules) were not.
- Grammatical issues, being separation of paragraphs clearly meant to be a single sentence.
- Lack of identifying clause references.

The changes which are proposed and the rationale behind each of those changes is summarised in the following table:

Clause Reference/Description	Rationale for Change
Amending the incorrect references to ANZCP’s incorporating legislation on title page and in Rule 4 - Definition of “the Act”	The correct title for the Act is the <i>Associations Incorporation Reform Act 2012</i> (Vic).
Decapitalising “perfusion” and “perfusionist” throughout	Capitalisation suggests a term or is a proper noun. Capitalisation is inconsistent throughout. Further, the meaning of perfusion is sufficiently well-known and commonly understood for the Rules’ audience that neither perfusion nor perfusionists needs to be defined.
Rule 2(c) Decapitalising “regulatory”	Regulatory is not a defined term.
Rule 2.4(f) deletion of space between “problems” and “to”, and decapitalising “to”	Correcting the grammatical error of an additional line and numbering, when PIRS2 is the system being referred to in 2(f).
Inserting a definition <i>College</i> and removing references to ANZCP, where context provides that it relates to the College	College and ANZCP are used interchangeably throughout the document but are undefined. It is better, for clarity, to use a single word or phrase to describe a single entity.
Capitalising Executive, throughout	Executive, Executive committee and Executive meeting are defined terms. For the phrases “Executive committee” and “Executive meeting” capitalisation of the first letter signals that there is a definition which applies.
Rule 4 definition – inserted definition of the Board, and changed references to ANZBP to Board	The term “Board” and ANZBP are used throughout but not defined. Board was not defined. ANZBP was defined in subrule 80.1(3), away from the definitions section. The terms mean the same entity so have been consolidated to Board, within Rule 4.
Rule 4 – definition of Registrar, removed reference to “Incorporated of” and changed “Colleges” to “College”	In the Rules, “College” was the most consistently used phrase to describe the ANZCP so has been adopted as the definition. The “Incorporated of” is a typographical error.
Renumbering clause 4 into two subrules, with one specifying that	The existing definition of “Writing/Correspondence – electronically, by email” was not a phrase which made sense

<p>a document provided in writing can be provided electronically</p>	<p>although the context provides the intention that any document provided in writing can be provided electronically. Correspondence was capitalised as an alternative definition but not used anywhere else in the Rules. “Writing” was not capitalised anywhere in the document, yet defined. Rephrasing for clarity means it is no longer a definition but an interpretative clause, so not suitable for the definitions subrule, so an additional subrule was created and the heading for Rule 4 amended to Interpretation.</p>
<p>Numbering “Minimum number of members” as Rule 7A</p>	<p>Minimum number of members sits between Rules 7 and 8 and had no numbering within the document, although had a number in the table of contents (which was inconsistent with the document’s rule referencing). It has been renumbered as Rule 7A, so it can be referenced unambiguously, should it need to be.</p>
<p>Rule 11 note, corrected to refer to Rule 12 not 12(3)</p>	<p>Rule 12, in totality, deals with joining fees. Rule 12(3) deals only with the possibility of reduction of fees for membership for those who join with less than 12 months to the end of the financial year.</p>
<p>Removing “Office” and “Committee” from the phrases “Executive Office and “Executive Committee” throughout</p>	<p>Executive Office and Executive Committee are clearly intended to mean Executive Committee, which is defined. However, for clarity and readability it is not desirable to use multiple terms to refer to the same body and it does technically leave room for misinterpretation</p>
<p>Amending the definition of Executive Committee Meeting to Executive Meeting, and Executive Committee Member to Executive Member</p>	<p>These terms were already used interchangeably with “executive meeting” and “executive member”, respectively. Aligned to the above change for internal consistency.</p>
<p>Capitalising “member” throughout, where it means “member of the College”</p>	<p>Member is a defined term, and capitalised in the definitions. As there are also references throughout to (e.g.) members of the Executive, Board and Registration Board, capitalising to correctly align to the definition decreases the likelihood of confusion.</p>
<p>Removing “(the disciplinary meeting)” from Rule 21(c)</p>	<p>That term is defined in Rule 4 and does not need to be defined again in the body of the document</p>

Rule 45(4) – insertion of “members” after “Executive”	The duties from the Act apply to individual Executive members
Rule 50(1) – deletion of “re Rule 80.4.iii”	The cross-referencing to 80.4(iii) does not make sense.
Rule 51(1) – removed reference to 81.5 and replaced with a description of the Registrar’s appointment and position	Election of the registrar is dealt with under Rules 53-59, as with other executive members. The two disparate references to Registrar
Rule 54(2) – amendment of reference to rule 60 to 59	Rule 60 deals with casual appointments, not elections.
Rule 60(1)(a) – amendment of reference to rule 59, to 58	Rule 59 deals with vacating Executive positions
Rule 60(3) – amended reference to rule 55 to 54, and 57 to 56	Rule 54 deals with vacating positions of the Executive, and rule 56 deals with elections.
Rule 66(2) – removed reference to “under rule 66”	The reference was unnecessary in the context, and could cause confusion.
Rule 76(2) – replaced the reference to Rule 60 with Rule 63	Rule 63 waives the normal notice requirements for urgent meetings
Rules 8(v), 81(1A) and 81(3) – decapitalising “annual general meeting”	Annual general meeting is not a defined term, and does not need to be defined as there is a commonly understood meaning of that phrase (being the annual meeting required to be held by the ANZCP, in accordance with the Act).

Correcting the abovementioned errors or inconsistencies by voting in favour of this motion simply gives clear and unambiguous effect to the members’ original intentions when making, or later amending the Rules.

2.0	PROPOSAL	That the Members note the Recommendations above and resolve to make the changes.
3.0	RISK ANALYSIS	There is low risk to the College in agreeing to the alterations as noted above. There is moderate-high risk operational and strategic to the College, if the Members do not vote in favour of the progress changes. Each of the issues this motion seeks to correct would not, alone, constitute a significant risk. However, taken in totality due to the number of errors and inconsistencies, the Rules are likely to be subject to misinterpretation.

**Item 12 cont. Other Business - Proposed Change to Rules:
Amendment to the Rules to make the ordinary member a standing position**

Motion 16	
Annual General Meeting of the Australian and New Zealand College of Perfusionists 22nd November 2024 Explanatory Notes	
MEMORANDUM	MATTER FOR DECISION

Motion to replace Rule 49, currently drafted as:	
<p>(1) Ordinary member only elected if, no other Exec member is from Victoria (mandatory).</p> <p>(2) Similarly, elected if no representation from New Zealand</p> <p>With:</p> <p>An ordinary member elected or appointed in accordance with Rules 53-60. If the other positions on the Executive are filled by representatives from either Australia or New Zealand, the ordinary member shall be a representative from the otherwise unrepresented country.</p> <p style="text-align: center;">See Explanatory Notes</p>	
RECOMMENDATION	The Board recommends that the members resolve to make the amendments described.
1.0	BACKGROUND AND EXPLANATION
<p>The ANZCP’s practice in recent history has been to maintain, regardless of the composition of the Executive at a given time, an ordinary member on the Executive. This motion proposes to amend the Rules to make it a standing position.</p> <p>Further, while there may have been under the <i>Associations Incorporation Reform Act 2012</i> (Vic), at one time, a requirement that at least one member of the committee of an association incorporated under that legislation be located in Victoria, that requirement no longer exists.</p> <p>The ANZCP operates over Australia and New Zealand. It retains ties to Victoria, as that is where its registered office is and it is incorporated under Victorian legislation, but there is no need to maintain a specified position from Victoria. Accordingly it is proposed to maintain the original intent of the provision, being that there will always be at least one Australian and one New Zealand representative on the Executive, by removing the requirement that the Australian representative be from Victoria.</p>	
2.0	PROPOSAL
	That the Members note the Recommendations above and resolve to make the changes.
3.0	RISK ANALYSIS
	<p>There is low risk to the College in agreeing to the alterations as noted above.</p> <p>There is moderate operational risk to the College if the Members do not vote in favour of the recommended change being that the College will, at some point, need to have a Victorian-based ordinary member (to ensure cover as required by the rule as drafted) but there not be a Fellow of the College willing to be nominated for the position.</p>

**Item 12 cont. Other Business - Proposed Change to Rules:
Proposed amendment to the Rules to remove the requirement for, and all references to, the Registration Board**

Motion 17	
Annual General Meeting of the Australian and New Zealand College of Perfusionists	
22nd November 2024	
Explanatory Notes	
MEMORANDUM	MATTER FOR DECISION

Motion to amend the ANZCP Rules to remove references to the Registration Board as follows:

(d) Amending Rule 2(c) from:

Providing a regulatory pathway to process any public complaints through the Registration Board (rule 81.1)

To

Providing a regulatory pathway to process any public complaints about relevant perfusionists and Members.

(e) Removing the reference to the Registration Board from Rule 30(4)(c);

(f) Changing Rule 80(2) from:

(iii) Liaise and decide with the Perfusionists Registration Board on the Registration Criteria, the fees for Recertification and to inform the Perfusionists Registration Board of the list of currently Certified Perfusionists.

To

(iii) Recommend to the Executive the standards for Certification of perfusionists,
(iv) To inform the Registrar of the list of currently Certified Perfusionists.
and renumbering what was Rule 80(2)(ii) and (iv) as 80(2)(iv) and (v).

(g) Deleting Part 9 of the Rules.

(h) Reframing the role of the Registrar to articulate its high level duties, by deleting and replacing Rule 51:

Re Rule 81.5

With:

(1) A Registrar, who:

(a) Is responsible for maintaining the register of Certified perfusionists; and
(b) Performs the duties outlined for the Registrar in the College’s complaints procedure.

See Explanatory Notes

RECOMMENDATION	The Board recommends that the members resolve to make the amendments described.
1.0	BACKGROUND AND EXPLANATION

Part 9 does not reflect ANZCP practice. The ANZCP has not, in recent history, maintained a Registration Board which, by the wording in Part 9, is made up of:

- the Registrar - a position which is maintained by the ANZCP, and has oversight of the register of certified perfusionists; and
- a further elected position – a position which has not been maintained by the ANZCP.

With the exception of the complaints management function (which cannot sit with the Registration Board, as described immediately below), the Registration Board’s responsibilities and tasks are, under current practice, shared between the Registrar, Board and Executive.

The ANZCP has achieved full membership of the National Alliance of Self-Regulating Health Professions (NASRHP). The NASRHP membership standards require that the body hearing complaints on behalf of a self-regulating profession must be independent of the profession’s governing body. However, Part 9 as drafted has the Registrar, who is a member of the Executive, per Rule 44(h)), as one of the two members of the Registration Board. I.e. if the Registration Board was the committee to hear complaints, it would be non-compliant with the requirements for NASRHP membership. Accordingly, as part of the NASRHP membership application the Executive made a complaints procedure providing for establishment of a complaints committee, on an as needs basis, to deal with complaints (not the Registration Board).

If the Registration Board membership was amended to omit Executive members (then becoming a compliant body for the purpose of hearing complaints, as far as NASRHP is concerned), the ANZCP would need to fill, on an ongoing basis, a further two elected positions. This is undesirable for a profession as small as perfusion, given the Rules already requires an 8 person Executive and a five person Board (with there being a current motion to change the minimum composition of the Board to 5 members).

The proposed amendments to the Rules remove the Registration Board, which is not required by the Act, for the above reasons\ and allocate high level duties to the Registrar being: the maintenance of the register of certified perfusionists; and the key contact person for complaints handling under the complaints procedure required by NASRHP.

2.0	PROPOSAL	That the Members note the Recommendations above and resolve to make the changes.
3.0	RISK ANALYSIS	<p>There is low risk to the College in agreeing to the alterations as noted above.</p> <p>There is moderate operational risk to the College if the Members do not vote in favour of the recommended changes as explained above, to ensure compliance with NASRHP requirements and being that the College would be required to fill two further elected positions.</p>

**Item 12 cont. Other Business - Proposed Change to Rules:
Motion to amend the Rules to strengthen governance and accountability**

Motion 18

**Annual General Meeting of the Australian and New Zealand College of Perfusionists
22nd November 2024**

Explanatory Notes

MEMORANDUM

MATTER FOR DECISION

Motion to amend the ANZCP Rules to strengthen governance and accountability by:

- (a) Amending Rule 44 from:
The executive consists of—
- (a) A President; and
 - (b) A Vice-President (President Elect); and
 - (c) A Secretary; and
 - (d) a Treasurer; and
 - (e) ordinary members (if any) elected under rule 49
 - (f) Past President
 - (g) Board chair; and
 - (h) Registrar of the College;

There must be at least one Victorian (re Victorian Association) and one New Zealand representative on the Executive.

To

- (1) The Executive consists of—
- (a) A President; and
 - (b) A Vice-President (President Elect); and
 - (c) A Secretary; and
 - (d) A Treasurer; and
 - (e) ordinary members (if any) elected under rule 49;
 - (f) Past President;
 - (g) Chair of the Board; and
 - (h) Registrar of the College;

(2) There must be at least one Australian and one New Zealand representative on the Executive.

- (b) Amending Rules 48(2) and (3) from:
- (1) The Treasurer must—
 - (a) receive all moneys paid to or received by the College and issue receipts for those moneys in the name of the College; and
 - (b) ensure that all moneys received are paid into the account of the College within 5 working days after receipt; and
 - (c) make any payments authorised by the executive or by a general meeting of the College from the College's funds; and
 - (d) ensure monies paid are endorsed by at least 2 executive members.
 - (2) The Treasurer must—
 - (a) ensure that the financial records of the College are kept in accordance with the Act; and

- (b) coordinate the preparation of the financial statements of the College and their certification by the executive prior to their submission to the annual general meeting of the College.

To:

- (1) The Treasurer must--
 - (a) receive all moneys paid to or received by the College electronically into the College’s account, and in a manner which can be traced, verified and audited;
 - (b) issue receipts for moneys paid to the College;
 - (c) ensure that any invoice generated for a payment to the College is generated using the College’s accounting or payment receipting software or systems, which must have an audit trail for invoice generation and comply with all other generally accepted accounting requirements;
 - (d) make any payments authorised by the Executive or by a general meeting of the College, from the College's funds;
 - (e) ensure monies paid from College funds are endorsed by at least 2 Executive members, or otherwise in accordance with any delegation established by Executive resolution; and
 - (f) recommend to the Executive the establishment of any other policies or procedures required for prudent financial management of, and accountability for, the College’s funds.
- (2) The Treasurer must—
 - (a) ensure that the financial records of the College are kept in accordance with the Act and generally accepted accounting standards; and
 - (b) coordinate the preparation of the financial statements of the College and their certification by the executive prior to their submission to the annual general meeting of the College.

(c) Amending Rule 50 from:

50. Education Officer

- (1) The chair of the ANZBP to act in this position re Rule 80.4.iii

To

50. Chair of the Board

- (1) The chair of the Board, an elected position in accordance with Rule 80(8).

50 Insertion of a new subrule 53(b), so Rule 53 would then read:

53. Who is eligible to be an executive member

A member is eligible to be elected or appointed as an executive member if the member—

- (a) is a Fellow of the College; and
- (b) is not subject to one of circumstances in section 78 of the Act, which would require that immediately upon being elected as an Executive member the member would vacate the Executive position.

51 Insertion of new subrules 68(4) and (5) as follows:

(4) The Executive must keep a conflict of interest register.

(5) The conflict of interest register must record the following—

- (a) the name and position of the Executive member who has disclosed a material personal interest;
- (b) a description of the nature and extent of that interest; and
- (b) a management plan documenting actions required to mitigate the conflict.

See Explanatory Notes

RECOMMENDATION	The Board recommends that the members resolve to make the amendments described.
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1.0	BACKGROUND AND EXPLANATION
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The proposed amendment to Rule 44 numbers subrule (2), which is simply in line with the normal drafting protocols for a document of this nature, allowing specific subrules to be clearly and unambiguously referenced.

The amendments to Rule 48 strengthen financial governance of the ANZCP. They:

- Help manage against the risk of (e.g.) issuance of false invoices and standardise the accounting practices of ANZCP in line with generally accepted accounting principles.
- Allow for delegation by the Executive of authority to make payments of a certain nature. E.g. the Executive may choose to delegate authority to the Treasurer, along, to make salary payments to ANZCP staff in line with the requirements of their contracts. This reduces administrative burden on the Executive for approving payments, in low risk situations.
- Specifically provides for the Treasurer to have a role in recommending policies and procedures to the Executive, over and above the minimum requirements of the Act and the Rules, as appropriate for prudent financial management of the ANZCP funds and financial transactions. The Treasurer could, of course, make such recommendations under the current drafting but providing for it specifically signposts to the Treasurer, and the Executive, that this is part of the Treasurer’s role, being predominantly responsible for, and having the greatest understanding, of the ANZCP’s financial matters and requirements.

The removal of the title “education officer” when referring to the seat on the executive held by the Board chair is done to reduce confusion about there being multiple roles, considering it is clear from the drafting that position will be held by the Board chair. The existing sub-rule cross-referencing in Rule 50 was incorrect.

The amendment to Rule 53(b) is made to help prevent a member who is eligible under the Rules to be elected, but would by operation of the Act would vacate that position immediately on the basis of ineligibility under the Act, from being elected. This reduces the risk of unnecessary elections, in such cases.

The insertion of the new subrules 68(4) and 68(5) aligns to new conditions in the replacement Associations Incorporation Reform Regulations. The model rules are not mandatory, however maintaining a conflict of interest register and management plans for declared conflicts, reflects best practice corporate governance. These amendments would strengthen the case for ANZCP, should it be eligible for charitable status or tax concessions as a not-for-profit, that it has appropriate mechanisms in place for management of the ANZCP in line with the requirements for same.

2.0	PROPOSAL	That the Members note the Recommendations above and resolve to make the changes.
3.0	RISK ANALYSIS	<p>There is low risk to the College in agreeing to the alterations as noted above.</p> <p>There is high risk to the College if the Members do not vote in favour of the recommended changes. This risk assessment is based on:</p> <ul style="list-style-type: none"> (a) strategic risk – the ANZCP’s eligibility for tax concessions or charitable status is yet to be confirmed by the ANZCP’s accountants. However, implementing better practice in terms of governance and financial management places the ANZCP in a better position than it would be under current drafting. (b) fraud risk - the changes to Rule 48 require higher standards of financial management of the ANZCP than the current Rules require. Prudent financial management, which lowers the risk of fraud, is in all members best interests. (c) reputational risk – the most common and best practice type of incorporated entity for professional associations is a public company limited by guarantee (a <i>Corporations Act 2001</i> (Cth) entity). For example, the National Alliance for Self-Regulating Health Professions itself uses this structure. This is because, the Corporations Act has higher accountability mechanisms than State-based incorporation legislation, such as the <i>Associations Incorporation Reform Act</i> (Vic).



Australian and New Zealand College of Perfusionists

		<p>Having not adopted a public company structure, the ANZCP should ensure that its Rules provide a high bar for governance and financial management.</p> <p>operational risk – preventing members from becoming elected who, by operation of the Act, would immediately vacate reduces administrative burden on the ANZCP and the membership by preventing multiple elections to fill the same position.</p>
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Item 13. Items for discussion

- A. **Formal List of Acknowledgements for 2024 : Chris Morley**
- B. **The Future of Perfusion Education : Jessica Cantrick**
- C. **Drug Administration / National Medicines Strategy : Chris Morley**
- D. **3SCTS Sydney 2025 : Chris Morley**

List of 2024 Acknowledgements

2024 AGM Acknowledgements			
Retirees	Students	ANZBP Equivalency (OTP's)	Emeritus
Tim Willcox	Jessica Betts	Ruan Smith	
	Holly Gleave	Jithu Kandarampotta	
	Danielle Grobler		
	Dean Patrao		



Australian and New Zealand College of Perfusionists

FORM FOR THE APPOINTMENT OF A PROXY

I opt to vote electronically:

[Click here for the ELECTRONIC AGM PROXY LINK](#)

Please respond no later than 1200hrs AEDST 21/11/2024

or by completing the form below and emailing a copy to admin@anzcp.org:

I _____ of _____
Full Name **State**

being a Financial Fellow of Australian and New Zealand College of Perfusionists, Inc. hereby appoint

_____ of _____
Name of Proxy OR "ANZCP President" **State**

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the Annual General Meeting of the Australian and New Zealand College of Perfusionists Incorporated Association via Zoom on 22 November 2024.

My proxy is authorised to vote in favour of/against (indicate as appropriate) the following resolutions:

Motion 1 - *That I virtually attended and the Minutes of the AGM from 29th November 2023 be taken as a true and accurate record of the proceedings.*

For / Against

Motion 2 - *That the Treasurer's report, is adopted. This document is found under Item 5, Treasurer's report.*

For / Against

Motion 3 - *That the Membership Fee and Annual Subscription Rate for the 2024 – 2025 financial year is increased by 4% (prices AUD, incl GST – GST is not charged for residents outside Australia). This early-bird price will increase \$50.00 from 1st August for subscriptions renewed after this date (see explanatory notes).*

\$432.00 (previously \$415.00 Full Fellow)

\$363.00 (previously \$349.00 Associate)

\$330.00 (previously \$317.00 Clinical Trainee)

For / Against

Motion 4 - *That Davidsons Accounting Firm, Geelong, Victoria, be retained as Auditor for the ANZCP for the financial year 2024-25.*

For / Against



Australian and New Zealand College of Perfusionists

Motion 5 - To elect as ANZCP Registrar (one nominee only): Vita Minutoli or Jane Ottens. (please circle whom you wish to appoint)

Vita Minutoli, VIC

Jane Ottens, SA

Motion 6 - To elect as ANZBP Board Member (two nominees only): Jatz Suthumporn, Killian O'Shaughnessy, Rob Baker, or Rowan Carpenter. (please circle whom you wish to appoint)

Jatz Suthumporn, VIC

Killian O'Shaughnessy, VIC

Rob Baker, SA

Rowan Carpenter, VIC

Motion 7 - Proposed change to Rule 80 (8) is adopted

For / Against

Motion 8 - Proposed change to Rule 80(4)(ii) is adopted

For / Against

Motion 9 - Proposed motion to amend President Elect to Vice President is adopted

For / Against

Motion 10 - Proposed change to aligning use of technology clauses to the rules wording is adopted

For / Against

Motion 11 - Proposed motion to amend Rule 8 of the ANZCP Rules to clarify that overseas trained perfusionists who are currently certified, and Fellows of the College, have member voting rights

For / Against

Motion 12 - Proposed change to amend Rule 9 to future proof the membership application process

For / Against

Motion 13 - Amendment to the Rules to refer to the procedure for complaints made for conduct which is outside of the scope of the Rules' disciplinary procedure

For / Against

Motion 14 - Proposed amendment to the Rules to better articulate the College's role in certifying perfusionists

For / Against

Motion 15 - Proposed amendment to Rule 2(b)(iii) Minor Updates

For / Against



Australian and New Zealand College of Perfusionists

Motion 16 - Proposed amendment to the Rules to make the ordinary member a standing position

For / Against

Motion 17 - Proposed amendment to the Rules to remove the requirement for, and all references to, the Registration Board

For / Against

Motion 18 - Motion to amend the Rules to strengthen governance and accountability

For / Against

Signed _____

Dated the _____ day of November 2024

To be emailed to the College no later than 1200hrs AEDST 21/11/2024 (admin@anzcp.org)