



NSW Ambulance Legacy  
Constitution  
and  
Membership Requirements



## NSW Ambulance Legacy Constitution

### Contents:

1. Purpose
2. Functions
3. Chair
4. Secretariat
5. Schedule of Meetings
6. Agenda
7. Reporting
8. Minutes of the Committee Meetings
9. Members of NSW Ambulance Legacy Committee
10. Duration of appointment
11. Quorum
12. Conflict of Interest
13. Privacy
14. Review
15. Formation of Sub-committees

## Membership of NSW Ambulance Legacy

### Contents:

1. Membership
2. Membership exclusions
3. Application for membership
4. Cessation of membership
5. Membership is not transferable
6. Resignation of membership
7. Register of members
8. Fees and Subscriptions
9. Complaints regarding members and suspension or cancellation of membership
10. Right of appeal of suspended or cancelled membership



## NSW Ambulance Legacy

### Constitution

#### 1. Purpose

NSW Ambulance recognises the often deep identity staff form through working for NSW Ambulance. NSW Ambulance continues to enable members to stay connected with the organisation post-employment through NSW Ambulance Legacy. NSW Ambulance Legacy's purpose is to offer social connection, support and information for members. Additionally, NSW Ambulance Legacy will provide assistance to existing staff during their transition to separation and to maintain their connections with NSW Ambulance following separation, where they proceed to become members.

#### 2. Functions

The functions of NSW Ambulance Legacy include, and are not limited to:

- Providing an avenue for ongoing connection and involvement with NSW Ambulance.
- Providing social support and a sense of belonging and community.
- Offering education, awareness and promotion of support options for people once they have left NSW Ambulance.
- Promoting provision of support options for legatees by recruitment and training of members in Peer Support.
- Providing a link to appropriate pastoral care for members as they progress through life's various challenges.
- Providing support to families of retired employees and employees transitioning to retirement.
- Providing support to families and dependents of officers who die or are injured in the course of their duties.
- Providing support to families and dependents of officers who die or face long term impairment due to ill health.



- Establishing statewide chapters of retiree associations that may incorporate existing retiree associations and providing linkages between the chapters groups across the State.
- Organising NSW Ambulance Legacy events on a regular basis at various locations within NSW to maintain active engagement with members, with events to be coordinated through the NSW Ambulance Legacy Coordinator.
- Ensuring all members of NSW Ambulance Legacy embrace the **CORE** Values of NSW Ambulance.

### 3. Chair

The NSW Ambulance Legacy Member nominated by NSW Ambulance.

### 4. Secretariat

NSW Ambulance Legacy Coordinator or delegate.

The NSW Ambulance Legacy Coordinator is responsible for compiling and distributing the agenda (including any papers) five days prior to the meeting. The executive support is responsible for minutes and recording any action items to arise from the meetings.

### 5. Schedule of meetings

NSW Ambulance Legacy Committee to meet quarterly. Extraordinary meetings can be called via the Chair.

### 6. Agenda

The Committee meeting agenda items, with approval of the Chair, are to be submitted to the NSW Ambulance Legacy Coordinator seven days prior to the scheduled meeting. The Chair will review submitted agenda papers to ensure they meet the committee requirements and provide members with sufficient background information.



## 7. Reporting

NSW Ambulance Legacy Committee reports through Healthy Workplace Strategies Unit within the People and Culture Directorate.

Decisions and actions of each meeting will be recorded, circulated among members of the Committee in draft format, endorsed by members at the following meeting, signed by the Chair of the Committee and stored in accordance with State records requirements.

## 8. Minutes of the Committee meetings will be provided to

- (a) NSW Ambulance Legacy Committee Members.
- (b) Minutes will be made available to members of NSW Ambulance Legacy on request.

## 9. Members of NSW Ambulance Legacy Committee shall consist of

- (a) NSW Ambulance Legacy Chair
- (b) The Director Healthy Workplace Strategies
- (c) External retired staff appointed by the Chief Executive
- (d) External retired staff representing Regional Retiree Associations
- (e) Current serving staff
- (f) Senior Chaplain, Healthy Workplace Strategies

## 10. Duration of appointment

The duration of appointment shall be for two years or at the discretion of the Chief Executive. There will be an option for half the committee to stand down at a time to maintain committee continuity.

## 11. Quorum

The quorum is at least half the members of the Committee plus one.

A meeting of the Committee can proceed without a quorum, however no endorsements can be made unless a quorum is reached.

Committee members physically unable to attend will be able to contribute to the meeting via teleconference or other acceptable remote means.



## 12. Conflict of interest

Members will declare a conflict of interest whenever they feel that their participation or contribution could be viewed as influenced by another role they undertake either within or outside NSW Ambulance. Details of any conflicts of interest will be recorded in the minutes. Where members or attendees at Committee meetings are deemed to have a real, or perceived, conflict of interest they must absent themselves from Committee deliberations on the issue.

## 13. Privacy

Information obtained and used as part of the Committee is subject to the information release, storage and security guidelines that are applicable to NSW Ambulance under the *Privacy and Personal Information Protection Act 1998* (NSW)

Members of the Committee shall act in accordance with the Code of Conduct and other policies of NSW Ambulance, maintaining the integrity and security of official information, releasing such information only in accordance with relevant legislation, industrial instruments, policy or lawful and reasonable direction.

## 14. Review

The Constitution of NSW Ambulance Legacy will be reviewed annually. Any amendments and revisions are to be approved by the Chief Executive.

## 15. Subcommittees

Subcommittees may be formed to assist with planning of special events.



## Membership

### 1. Membership

- 1.1. A person is eligible to apply to be a member of NSW Ambulance Legacy if previously employed by or volunteered with NSW Ambulance and is now separated or another emergency medical service provider, as at the discretion of NSW Ambulance on a case by case basis.
- 1.2. All applicants must meet one of the following criteria:
  - (a) Were an employee or volunteer of NSW Ambulance and retired in good standing
  - (b) Were an employee or volunteer of NSW Ambulance and retired for medical reasons
  - (c) Were an employee or volunteer of NSW Ambulance and voluntarily separated or
  - (d) Were an employee or volunteer of NSW Ambulance and left due to redundancy
- 1.3. All associate members must meet one of the following criteria
  - (a) Spouse or partner of member in good standing
  - (b) Spouse or partner of NSW Ambulance employee who died or seriously injured in the course of his or her duties
  - (c) Spouse or partner of NSW Ambulance Employee who died or faced permanent impairment due to ill health or
  - (d) Other former employees or volunteers of NSW Ambulance approved by the NSW Ambulance Legacy Committee

### 2. Membership exclusions

Applications for membership will be reviewed prior to approval for persons who are:

- (a) Dismissed from NSW Ambulance for disciplinary reasons
- (b) Convicted of a serious crime or
- (c) Has not embraced or have an unacceptable history of not maintaining the CORE Values or reasonable standards of behaviour, commensurate with the expectations of NSW Ambulance



### 3. Application for membership

- 3.1. An application by a person for membership of NSW Ambulance Legacy
  - (a) Must be made in writing (including by email or other electronic means, if the Committee so determines) in the form determined by the Committee and
  - (b) Must be lodged (including by electronic means, if the Committee so determines) with NSW Ambulance Legacy Coordinator
- 3.2. Applications will be assessed by NSW Ambulance Legacy Coordinator
- 3.3. NSW Ambulance Legacy Coordinator must notify the applicant for membership in writing (including by email or other electronic means, if the committee so determines) of the outcome of the application

### 4. Cessation of membership

A person ceases to be a member of the association if the person

- (a) Resigns membership or
- (b) Dies or
- (c) Has their membership cancelled under clause 9 and 10 of this Constitution

### 5. Membership not transferable

A right, privilege or obligation which a person has by reason of being a member of the association

- (a) Is not capable of being transferred or transmitted to another person and
- (b) Terminates on cessation of the person's membership

### 6. Resignation of membership

A member of NSW Ambulance Legacy may resign from membership of the association by first giving written notice to the NSW Ambulance Legacy Coordinator.





## 7. Register of members

- 7.1. The register of members will be maintained by the NSW Ambulance Legacy Coordinator. The register will be held by electronic means but must be readily convertible to hard copy.
- 7.2. The register of members must be kept in New South Wales at the main premises of NSW Ambulance.
- 7.3. Membership details will not be released without the member's permission.
- 7.4. A member must not use information about a person obtained from the register to contact or send material to the person, other than for the purposes of sending the person a newsletter (unless the member opts out), a notice in respect of a meeting or other event relating to the association or other material relating to the association or making contact with regards to NSW Ambulance Legacy.

## 8. Fees and subscriptions

Membership will be free of charge to all persons eligible.

## 9. Complaints regarding members and suspension or cancellation of membership

- 9.1. A complaint may be made to the committee by any person that a member of NSW Ambulance Legacy:
  - (a) Has refused or not maintained the CORE Values of NSW Ambulance or NSW Ambulance Legacy
  - (b) Has acted in a way bringing the interests of NSW Ambulance or NSW Ambulance Legacy into disrepute or
  - (c) Has acted in a manner prejudicial to the interests of NSW Ambulance or NSW Ambulance Legacy
- 9.2. The NSW Ambulance Legacy Committee
  - (a) Must provide the member with details of the substance of the complaint
  - (b) Must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in response to the complaint and



- (c) Must take into consideration any submissions made by the member in connection with the complaint.
- 9.3. The Committee may, recommend that the Chief Executive or delegate cancel the membership from NSW Ambulance Legacy or suspend the member from membership of NSW Ambulance Legacy if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the allegations in the complaint have been proved and the cancellation or suspension is warranted in the circumstances.
- 9.4. If the Chief Executive or delegate cancels or suspends a membership, the NSW Ambulance Legacy Coordinator must, within 14 days give written notice to the member of the action taken with the reasons given by the Committee, for having taken that action, advising the member's right of appeal under clause 10 of the Constitution.
- 9.5. The cancellation or suspension does not take effect
  - (a) Until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
  - (b) If within that period the member exercises the right of appeal, unless and until NSW Ambulance Legacy Committee confirms the resolution under clause 10 of this Constitution.



## **10. Right of appeal of suspended or cancelled membership.**

- 10.1. A member may request a review to the Chief Executive against the decision to suspend or cancel their membership under clause 9, within 14 days after notice of the resolution is served on the member, by lodging with the NSW Ambulance Legacy Coordinator a notice to that effect.
- 10.2. The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal, provided to the secretary.
- 10.3. On receipt of a notice from a member under subclause (10.1), the NSW Ambulance Legacy Coordinator must notify the committee, which is to convene a general meeting of the association to be held within 28 days after the date on which the Secretary received the notice; and
- 10.4. The result of the appeal is to be determined by the Chief Executive or their appointed delegate.

## **Disclaimer**

NSW Ambulance Legacy relies on an extensive network of volunteers who have varying opportunities to support and the program functions within a budget provided. No warranty can be given of the services in terms of availability state wide or consistency or comprehensiveness.