



QUEENSLAND AMULANCE SERVICE

POLICY

No. LDR-4.1

Title: KJ McPherson Education & Research Foundation

1. PURPOSE

The purpose of this policy is to guide the operation of the Foundation and to identify the purpose for which grants may be made

2. APPLICATION /SCOPE

The grants are made in tribute to Ambulance Officer Kenneth James McPherson who died on duty in an aerial ambulance crash at Bundaberg on 21 June 1987 and all paramedics who have lost their lives whilst trying to save others.

The Kenneth James McPherson Memorial Trust was originally established to assist and encourage QAS Ambulance Officers to develop their ideas and skills for the benefit of QAS, and ultimately, the patient. More recently, the Trust has been replaced by a Foundation.

The Foundation is managed by a committee. The Foundation has the advantage of attracting Tax Deductible donations.

3. AUTHORITY

This document is issued by the Commissioner's authority under section 41 of the Ambulance Service Act and in accordance with the Code of Practice: QAS Policy Framework.

Other Authoritative Documents

Foundation Trust Deed

Taxation Administration Act 2001

4. POLICY

4.1. Foundation Committee

4.1.1. The Foundation Committee comprises persons appointed from time to time based on their expertise or capacity to serve the ideals of the KJ McPherson Education and Research Foundation.

4.1.2. The QAS Commissioner is the Trustee for the KJ McPherson Education and Research Foundation.

4.1.3. The Foundation Committee will meet in accordance with arrangements outlined in the Foundation Handbook.

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4.2. Finance

- 4.2.1. The Foundation raises funds which are held in trust. Those funds are raised through appeals, donations, subscriptions and bequests. The proceeds are used to support education and research into pre-hospital care through a number of annual grants.
- 4.2.2. A tax invoice including a GST component shall be issued for all sponsorship payments. All donations shall be receipted with an official KJM receipt for tax exemption purposes. Raffles, sweeps and other fundraising activities shall be conducted in compliance with relevant laws and standards associated with such activities.
- 4.2.3. The KJ McPherson Education & Research Foundation Committee administers the Foundation.
- 4.2.4. Annually, the QAS Commissioner (Foundation Trustee) will call for nominations for KJ McPherson Education & Research Foundation grants. Nominations are to be submitted in the format stipulated in the Foundation Handbook.
- 4.2.5. Accounts of the Foundation are audited by a duly qualified auditor appointed at an Annual General Meeting of the Foundation.
- 4.2.6. The financial outcomes and status of the Foundation are reported annually to the Commissioner QAS and the Australian Tax Office.
- 4.2.7. Funds raised by the Foundation are tax deductible in accordance with Australian Taxation Office guidelines.
- 4.2.8. Arrangements have been made with the QAS payroll office for deductions to the Foundation to be made from an Officer's pay, if they wish. Please see Staff Donation Form at this link: http://www.ambulance.qld.gov.au/about/kjmf/payroll_contributions.asp

4.3. Tax Deductibility

- 4.3.1. All amounts of \$2.00 and over donated to the Foundation are tax deductible. Donations may be forwarded to the address below:

KJ McPherson Education & Research Foundation
Queensland Ambulance Service
GPO Box 1425
BRISBANE QLD 4001

- 4.3.2. Information about donating to the Foundation can be found at: <http://www.ambulance.qld.gov.au/about/kjmf/donations.asp>

4.4. Foundation Grants

- 4.4.1. The Foundation will provide grants on an annual basis within (but not limited to) the following categories until funds are expended:
 - United Voice Outstanding Student of the Year Grant;
 - QAS Professional Development Grant;
 - Paramedics Australasia Student Scientific Grants;
 - QAS Research and Development Grant;
 - Dr Peter Stephenson Overseas Study Grant; and
 - Patron's Research Grant.
- 4.4.2. **United Voice Outstanding Student of the Year Grant.** This grant (\$1,000) is offered to encourage QAS students to strive for excellence throughout their course and competency achievement phase. This will be based on nomination by regional and Queensland Combined Emergency Services Academy (QCESA) educators and

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competitive assessment by a panel chaired by the QAS Education and Development Manager.

- 4.4.3. **QAS Professional Development Grants.** The Foundation supports the professional development of QAS personnel employed under the *Ambulance Service Act 1991* through grants which provide financial assistance to attend a conference or similar activity in the pre-hospital care or emergency medicine fields.
- 4.4.4. **Paramedics Australasia Student Scientific Grant.** The Paramedics Australasia provides sponsorship to the Foundation for this grant (\$2,000). Participating universities require their second or third year paramedic students to complete a scientific clinical poster/paper for their assessment and the winner receives the grant. Each submission selected for presentation at the symposium will be judged on content and scientific merit by the review panel.
- 4.4.5. **QAS Research and Development Grants.** These grants are offered to encourage research and development by uniformed QAS officers. It is intended to encourage one or more paramedics to undertake a short but well defined piece of research that will be used to inform development of QAS policy or to improve practice.
- 4.4.6. **Dr Peter Stephenson Overseas Study Grant.** This grant (\$5,000 annually for five years from 2010) is made available to all officers employed under the *Ambulance Service Act 1991* and funds overseas travel and study. Dr Stephenson created this grant in recognition of outstanding QAS patient care when he suffered a near-fatal farming accident.
- 4.4.7. **Patron's Research Grant.** This grant (\$15,000) has been established to provide a significant incentive for an important research activity conducted by a uniformed QAS officer. This grant is aimed at encouraging innovative research into the key areas of clinical, educational and operational systems.
- 4.4.8. **Partner Scholarship.** This policy provides for the introduction of scholarships under this category when sufficient funds are available or when a sponsor/partner is successfully engaged.
- 4.4.9. **Indigenous Scholarship.** This policy provides for the introduction of scholarships under this category when sufficient funds are available or when a sponsor/partner is successfully engaged.
- 4.4.10. No Trustee or committee member of the Foundation may be eligible for any award under the Foundation.
- 4.4.11. In addition, the Foundation may choose to make other grants as it determines from time to time.
- 4.4.12. Within the framework of the Trust Deed and the Act, the Foundation seeks to provide a range of opportunities for research and education into pre-hospital care. The Foundation may assign any award it sees fit to further patient care through the granting of funds, in whole or in part, to any research and/or development program upon application to the Foundation.
- 4.4.13. Grants from the Foundation may only be made for education, research or personal development in the area of pre-hospital care or emergency medicine.

5. RESPONSIBILITIES

5.1. The following responsibilities apply to this policy:

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Position	Responsibility
Commissioner QAS	Foundation Trustee
Foundation Patron	To guide and promote the Foundation administration.
Foundation Chairman	To preside over Foundation Committee meetings and provide leadership over all liaison, relationships, standards and activities of the Foundation.
Foundation Deputy Chairman	To support the chairman and supervise the day to day operations of the Foundation.
Foundation Treasurer	To administer the financial operations of the Foundation.
Foundation Secretary	To administer the compliance and operations of the Foundation in accordance with the Foundation trust deed.
Foundation Secretariat	Provide administrative support to all Foundation activities.
Foundation Subcommittees	To operate in terms of reference issued by the Foundation Committee.
Grant Recipients	To complete their activities consistent with the awarding of the Foundation grant and comply with all provisions of the Grant Recipients Obligation booklet.
Australian Centre for Pre-Hospital Research	To advise the Foundation on all research matters and support the assessment of grant submissions. Where practicable facilitate support to grant applicants and successful grant recipients.
QAS Community Services Unit	To advise the Foundation on promotion and community liaison issues and to support the Foundation in it's partnership with Queensland Ambulance Service.

6. DEFINITIONS

TERM	DEFINITION
ATO	Australian Taxation Office
Auditor	The auditor duly appointed at each Annual General Meeting of the Foundation.
Foundation Committee	That group of persons duly appointed to the Committee at each Annual General Meeting of the Foundation.
Foundation Patron	The person duly appointed by the Foundation Committee in conjunction with the Commissioner QAS to fulfil the role of Foundation Patron.
Grant Recipient	A person awarded a Foundation grant following assessment by duly appointed Review Panel.

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The Department	The Department of Community Safety Queensland
Trust Deed	The legal document establishing the Foundation which is approved by the Australian Tax Office and endorsed by the Queensland Ambulance Service and the Department of Community Safety.
Trustee	The Commissioner of the Queensland Ambulance Service thereby whoever is fulfilling that role at any time.

7. RELATED DOCUMENTS

7.1. Foundation Trust Deed

7.2. *Taxation Administration Act 2001*

8. BUSINESS CONTACT

8.1. Any requests for further information or clarification regarding this procedure should be referred to the

Foundation Secretariat
KJ McPherson Education & Research Foundation
Office of the Deputy Commissioner QAS
3635 3368
KJMFoundation@dcs.qld.gov.au

9. ATTACHMENTS

KJM Brochure: <http://www.ambulance.qld.gov.au/about/kjmf/donations.asp>

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