

## **Australian Board**

The Board of St John Ambulance Australia Incorporated.

Professor Mark Compton AM	Chancellor
Mr Glen Brewer	Receiver General
Professor Peter Leggat AM	Director of Training
Mr Alan Eade ASM	Chief Commissioner
Dr Michael Campion	Hospitaller
Ms Sally Hasler	Chair, Community Care
Mr Aaron del Pino Martin	Chair, Australian Youth Council
Mr Tony Thirlwell OAM	Chair NSW
Mr Gerard King	Chair WA
Mr Cameron Oxley	Chair Victoria
Maj Gen Greg Melick AO RFD SC	Chair TAS
Dr Vlasis Efstathis OAM	Chair QLD
Mr Michael Mooney	Chair NT
Mr Andrew McLachlan	Chair SA
Ms Jane Brooks	Chair ACT

Executive Officer:  
Peter LeCornu, CEO [ceo@stjohn.org.au](mailto:ceo@stjohn.org.au)

## **Chief Executives Committee**

The management of St John Ambulance Australia is vested in the Chief Executives, who are responsible for the day to day management within each jurisdiction, and through their respective Boards, ensure implementation of Australian Board policies and standards.

Responsibilities include:

- planning strategically for national impact
- providing advice and responding to board requests
- sharing best practice

Membership

- Chief Executive, SJAA (Chair)
- State/Territory Chief Executives.

Meetings

- 4 face-to-face meetings annually
- teleconferences as required

Reporting

- The Chief Executives Committee reports to the Australian Board at each meeting.

## Medical Advisory Panel

The Medical Advisory Panel has the responsibility to monitor first aid protocols and skills standards and provide authoritative advice to St John Ambulance Australia on the theory and practice of first aid and determine whether change is required in first aid practice in St John publications. All changes to St John first aid protocols must be endorsed by the Medical Advisory Panel.

### Membership

The current members of the Medical Advisory Panel are:

Professor Peter Leggat AM	Director of Training
Alan Eade ASM	Chief Commissioner
Associate Professor Brett Aimers	Chief Professional Officer
Professor John Pearn	Royal Children's Hospital, Queensland
Dr David Elliott	Staff Specialist, Emergency Medicine, The Canberra Hospital
Dr Harry Oxe	St John Ambulance Australia (WA)
Lt Col Geoff Newman-Martin	Defence Centre for Occupational Health and Safety
Associate Professor Kieran Fallon	Australian National University
Dr Peter Aitken	Chief Medical Officer
Ian Johns	Chief Paramedic

The Executive Officer (and contact point) for the Medical Advisory Panel is the Australian Chief Executive Officer, Peter LeCornu [ceo@stjohn.org.au](mailto:ceo@stjohn.org.au).

## Human Research Ethics Committee

The Human Research Ethics Committee is established to ensure ethical standards in research projects and to protect the interests of the research subject, the investigator/s and St John Ambulance Australia. All research proposals undertaken by St John researchers or involving St John members are required to be submitted to the committee for review. The Committee meets as required.

Professor Peter Leggat AM	Director of Training
Jamie Ranse MStJ	Researcher
Margaret Willis	Layperson
Rev Dr. Colin Dundon	A minister of religion
Howard Wren	General Manager, Clinical Operations, ACT Ambulance Service
Christopher Chenoweth	Lawyer
Tony Rolfe	Layperson
Associate Professor Brett Aimers	Chief Professional Officer
Dr Elizabeth Ellis	Layperson

All items for the Human Research Ethics Committee should be sent to the National Training Manager, Mr Kevin Barnes [training@stjohn.org.au](mailto:training@stjohn.org.au)

### Role

The role of the Ethics Committee is to ensure ethical standards in research projects and to protect the interests of the research subject, the investigator/s and St John Ambulance Australia.

To achieve this, the following principles will apply:

- The research will conform with the Declaration of Helsinki of 1964 and its subsequent revisions and with the National Health and Medical Research Council (NHMRC) National Statement on Ethical Conduct in Human Research.
- Before research is undertaken, the free and informed consent of subjects must be obtained and subjects must be free to withdraw from the research at any stage. The researcher must ensure that consent is obtained in accordance with the NHMRC National Statement on Ethical Conduct in Human Research.
- On a regular and pre-determined schedule developed on a case by case basis, the Committee will monitor the progress of the ethical aspects of each active research project. Within this term of reference, monitoring processes are to include:
  - compliance with trial or study procedures;
  - compliance with any specified points or conditions;
  - adverse outcomes;
  - proposed changes to a study design, method or procedure; and
  - complaint management.

The main responsibility for monitoring progress is with the Medical Advisory Panel.

## Budget Committee

### Constitution

The Budget Committee has been established by the Australian Board to provide advice to the Board concerning budget, investment, risk and audit of SJAA inc, in keeping with current risk and finance best practice.

### Role

The roles of the Budget Committee are to:

- Audit
  - Act on recommendations arising from external audits
  - Make recommendations on the terms and conditions of the appointment of auditors
  - Review internal controls, accounting policies and management reporting
  - Oversee preparation of SJAA Inc financial statements
  - Report to the Board on audit related matters
- Budget
  - Develop policies on liquidity, capital and SJAA Inc reserves
  - Make recommendations on the SJAA Inc budget, including the NPSU
  - Review SJAA Inc business plans and their alignment with budgets
  - Report to the Board on the budget of SJAA Inc
- Investment
  - Monitor the performance of the investment portfolio
  - Receive reports from the investment portfolio managers
  - Provide recommendations on changes to the SJAA Inc investment policy
  - Report to the Board on SJAA Inc investments
- Risk
  - Review the risk management and business continuity strategies of SJAA Inc
  - Review the risk register of SJAA Inc
  - Report to the Board on risk exposures and controls associated with SJAA Inc
  - Ensure accuracy of risk disclosures to regulators

### Membership

- Receiver General
- At least 2 State/Territory Chairs (or their nominees from their State/Territory Board), each preferably with appropriate technical background in law, finance, commerce or similar.
- Up to 2 external members, with appropriate technical background in law, finance, commerce or similar

All members of the Budget Committee (other than the Receiver General) are appointed by the Chancellor for two years with ability to renew, designed to encourage participation from as many States and Territories as possible.

### Secretariat

The Australian Office will provide secretariat support to the committee.

Currently: Amanda Power [finance@stjohn.org.au](mailto:finance@stjohn.org.au)

### Reporting

The Budget Committee is to provide reports to the Australian Board at least half yearly.

### Meeting Frequency

The Budget Committee will meet at least twice per year.

## **Risk & Compliance Committee**

### **Constitution**

The Risk & Compliance Committee has been established by the Australian Board to enhance risk management practices within St John entities in Australia.

### **Role**

The roles of the Risk & Compliance Committee are to:

- Ensure State and Territory Boards are informed on risk management practice
- Ensure State & Territory Boards and Management are informed on business continuity and recovery plans
- Share quarterly and annual information on financial activity
- Share annually information on activity and personnel numbers
- Report to Australia Board on risk exposure in States and Territories

### **Membership**

- Receiver General
- One Board member from each State/Territory with responsibility for risk (a Chair of a risk committee or a Treasurer)

### **Secretariat**

The Australian Office will provide secretariat support to the committee.

Currently: Amanda Power [finance@stjohn.org.au](mailto:finance@stjohn.org.au)

### **Reporting**

The Risk and Compliance Committee is to provide reports to the Australian Board at least half yearly.

### **Meeting Frequency**

The Risk & Compliance Committee will meet at least twice per year, at least once face to face.