



**St John Ambulance Australia (NSW)  
First Aid Services  
Office of the Assistant Commissioner (Operations)**

## **State Operations Instructional Circular**

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**Subject** : Introduction Of State Operations Instruction Circular

**Circular No.** : SOIC 2013/01

**Date Issued** : 18 July 2013

**Reference** : Geoff KIEHNE - State Operations Officer (Regional)

In an attempt to improve communication across First Aid Services, a system of **State Operations Instructional Circulares** (SOIC) is being introduced.

An individual SOIC will be drawn up and issued as required. They will cover a variety of operational subjects. Some of these might be event/subject specific (a 'one off' matter) whilst others will be related to ongoing matters. A SOIC will be issued under the signature of the Assistant Commissioner (Operations) and as such they will be deemed as State level FAS policy. They will override any divisional/regional based policy on the matter. Divisional/regional based policy will reflect the content of any SOIC issued.

SOIC documents will be sent out attached to an issue of State News and will also be located on the St John Members website for ongoing reference.

Being FAS policy, it is expected that –

- ALL members will make themselves familiar with the content of all SOIC's issued
- Divisional Managers will bring to the attention of the Divisional membership, the issue of a SOIC and the content
- any directions issued in a particular circular will be adhered to by ALL
- that the directive will remain in force until no longer applicable or formally withdrawn

To aid with keeping track of a SOIC issued, they will be numbered in sequential order based on the calendar year in which they are issued e.g. 13/01, 13/02 etc. This number will appear at the top of document adjacent to *Circular No.* Also appearing at the top of the document, adjacent *Reference*, will appear the name of the person/portfolio holder to which any enquiries should be directed to.

**Colin LOTT  
Assistant Commissioner (Operations)**