



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

State Operations Instructional Circular

Subject : Radio Communications Standing Order

Circular No. : SOIC 2013/02

Date Issued : 19 July 2013

Reference : Huw PRICE – State Communications Officer

Attached is a standing order related to the use of radio communications equipment within FAS.

Please ensure that members are made aware of the policy so as to ensure full compliance.

**Colin LOTT
Assistant Commissioner (Operations)**



Radio Communications Standing Order

01 / 2013

Issued by: Huw Price (State Communications Officer)

Date: 04/07/13

Radio Purchase & Licensing

Due to a number of incidents relating to the purchasing and licensing of St John Ambulance radio equipment, State Communications is issuing a Radio Communications Standing Order (RCSO) to provide clarification regarding the procedures for the purchase and use of radio equipment.

Key Points

- 1) The State Communications Officer (SCO) should be consulted prior to any purchases of radio equipment.
- 2) Privately owned radio equipment is not permitted on the St John Ambulance radio network at any time.
- 3) St John Ambulance radios must only have approved channels programmed by State Communications and have the approved National profile.

Purchasing of Radio Equipment

The State Communications Officer is responsible for the purchase and maintenance of all radio equipment in St John Ambulance. Only approved equipment can be used on the St John Communications Network. The State Communications Officer should be consulted before any plans are made for the purchase of equipment. Any purchase must also obtain the necessary approvals from the relevant Divisional, Regional and State Finance Committees.

Some Divisions have purchased equipment without proper consultation, only to find that it is not suitable for their needs, or it will not function correctly on the network. Approved radio equipment has been thoroughly tested by National Communications (NatComms) and State Communications to ensure equipment complies with regulatory standards, able to be used reliably on all St John frequencies and will not cause interference to other radio services or users.

Programming of Radio Equipment

The St John Ambulance radio profile is controlled by NatComms and State Communications to ensure compatibility and consistency of the 'look', 'feel' and operation of St John radio equipment across Australia. This ensures during major events and disasters that radio equipment from an interstate unit is guaranteed to work. The benefits of a standard profile are that controls (knob and buttons) have the same or similar function and all channels are the same and compatible.

Therefore, radio equipment used by St John Ambulance are only to have the approved current St John Ambulance radio channels (National profile) programmed into them. Additional channels (eg UHF CB or event organiser frequencies) are not permitted to be programmed into St John radio equipment unless authorised by the State Communications Officer and/or NatComms manager in writing.

St John Ambulance radio equipment is to be programmed by State Communications or a contractor authorised by State Communications only. Under no circumstances should members reprogram St John Ambulance radios. A list of approved contractors is available from State Communications.

Non Compliance

Members found to be in breach of the above RCSO will be performance managed as appropriate. Breaches of the Australian Federal *Radio Communications Act 1992* will be referred to the Australian Communications & Media Authority (ACMA) and/or the Australian Federal Police/NSW Police Force for further investigation.

More Information

More information regarding this RCSO can be found at the following links;

- Australian Federal *Radio Communications Act 1992* - <http://www.comlaw.gov.au/Details/C2012C00818>
- Australian Communications & Media Authority - <http://www.acma.gov.au/>
- St John Ambulance (NSW) Code of Conduct - <http://one.stjohnnsw.com.au/wp-content/uploads/2012/11/Code-of-Conduct-2013.pdf>
- Member Behaviour Statement - <http://one.stjohnnsw.com.au/wp-content/uploads/2012/11/member-behaviour-statement-july-20121.pdf>