

Lyndoch CFS – Development Plan



2004 – 2006

CFS MISSION

Protecting our communities from fire and other emergencies by:

- Reducing the risks they face;
- Combating incidents that threaten them; and
- Encouraging our volunteers who are the core of the service

LYNDOCH CFS BRIGADE VISION

Through mutual respect, communication, training and encouragement continue to develop the capabilities of the brigade to meet the needs of a growing community.

LYNDOCH CFS BRIGADE MISSION

- To provide a wide range of emergency and community services to the people and businesses in our local area and wherever we are called.
- To do this in a professional and efficient manner to honour our commitment to each other and maintain the respect of the wider community in which we live.

PURPOSE

The purpose of this plan is to:

- Demonstrate an understanding of CFS corporate direction and provide an Action Plan at brigade level to chart our future
- Link the Lyndoch CFS brigade Goals, Personnel requirements, SFEC obligations and budgets in one document
- Provide a platform for communication at Brigade, Group and Regional level with the aim of obtaining commitment to the outcomes of the plan
- Create and maintain a working document to ensure that Lyndoch CFS brigade members not only have input to the plan but commit to the goals
- Enable brigade members to identify and proactively undertake tasks appropriate to their skills and achieve the goals
- Demonstrate flexibility, consistent with an ever changing environment, by scheduling an annual review

August 2005
Next Full Review Date

Brigade Captain

Brigade President



Lyndoch CFS – Development Plan

Area: Brigade PPE
Goals: Maximise safety of brigade members

Objectives	Strategies	Actions
Provide PPE appropriate to skill level	Provide equipment appropriate to skill level after skills have been achieved	Training and Equipment Officers to co-ordinate
All PPE to meet standards at all times	Develop PPE assessment by members on a regular basis	Members to report defects to Equipment Officer Equipment Officer to replace when required
Maintain PPE check list	Establish issue list for each member's personal locker	Equipment Officer to undertake a 3 monthly check of Individual PPE



Lyndoch CFS – Development Plan

Area: Brigade Training
Goals: Increase skills levels across the brigade and improve effectiveness

Objectives	Strategies	Actions
Exceed SFEC targets in all training areas	Target members and match to available courses	Nominate members for available courses
Raise efficiency level	Understand and practice FGP's & SOP's	Include in training programme
Maintain an effective training programme focussing on skills	Continue practical and challenging training	Establish training needs by member
Involve other Brigades and Groups in our training	Develop common training interests	Invite Brigades and Groups to participate and reciprocate
Maintain a working relationship with all other Emergency Services	Develop training to include other Emergency Services	Include other Emergency Services in training exercises



Lyndoch CFS – Development Plan

Area: Brigade / Personnel
Goals: Create an environment for a more efficient brigade.

Objectives	Strategies	Actions
Activate auxiliary members and Community Groups	<p>Identify available skills</p> <p>Increase Auxillary Member base in key areas as needed</p> <p>Establish skills training programme.</p> <p>Develop an incident catering plan</p> <p>Establish availability for relief crews.</p>	<p>Establish preparedness and availability of auxiliary members to undertake these tasks</p> <p>Train personnel in communication skills</p>
Current member participation	<p>Involve members in planning and delivering training programmes</p> <p>Develop social /family interactions</p>	<p>Provide 6 monthly program and training roster</p> <p>Commit to a date, venue and activity</p>
Use Web site as an information site for members	Maintain Web site and update on a regular basis	Include current training pictures, Grapevine articles & training roster
Increase Day Crews	Target people who work in the area who are available for day crews	Ask members to nominate and then approach suitable people and businesses
Make new members welcome	Enhance Induction Package	Add Brigade specific information to the Induction Package & implement
Promote active and open communication within the brigade	<p>Maintain an informed brigade</p> <p>Invite individual members to management meetings</p> <p>Increase upward communication (fire-fighters to management)</p> <p>Increase general knowledge of the office / operations room</p>	<p>Deliver concise updates after meetings</p> <p>Commence immediately</p> <p>Invite Regional Commander & Group Officer on a quarterly basis, to address and listen to members</p> <p>One on one training on a regular basis</p>
Make members aware of and obtain commitment to major events	Develop annual calendar	Develop at management level and post to the Notice Board
Demonstrate commitment at Group level	Continue to provide Lyndoch members to Group Management	Nominate at election time



Lyndoch CFS – Development Plan

Area: Brigade / Personnel
Goals: Create an environment for a more efficient brigade.

Objectives	Strategies	Actions
Create a larger active member base	New Station & appropriate appliances Capitalise on new equipment with a membership drive	Liase with Regional Commander Develop a comprehensive recruitment campaign Undertake a brigade 'Health Check'
Maintain an effective Management Committee	Meet on a monthly basis Encourage members to raise issues and attend meetings	Agenda placed on board in station Invite individual members to attend meetings on a regular basis
Keep our feet on the ground	Maintain focus through regular feedback from Regional Commander and Group Officer	Invite Regional Commander and Group Officer to meetings/training Invite past members to training
Involve member's families in brigade activities	Develop Social Activities appropriate to member's interests Provide a location – new station with pergola	Set dates Consider using brigade funds to develop area
Create a Succession Plan	Continue to develop members for leadership/management roles	Identify people with skills and provide opportunity for development <ul style="list-style-type: none"> • At management level • At operational level
Obtain commitment from members to the Lyndoch CFS vision, mission and the development plan	Provide opportunity for member input and develop ownership of brigade's future	Develop plan and discuss at brigade level then acknowledge progress Collate all feedback for future reference
Demonstrate proficiency to the community	Stage several community demonstrations each year	Organise and include key stakeholders and resource providers in guest list



Lyndoch CFS – Development Plan

Area: Cadets

Goals: Encourage new members through the Cadet programme

Objectives	Strategies	Actions
Establish a group of trainers to maintain cadet interest and share the workload	<p>Explore training times to suit participants and trainers</p> <p>Establish list of trainers and develop a training program</p>	<p>Seek commitment from members</p> <p>Involve brigade members to share work load</p> <p>Ensure approved trainers provide a current Police Check</p>
Establish a cadet programme for 5 – 10 participants	Develop a campaign targeting High School Students living in Lyndoch	<p>Advert in Lyndoch Grapevine</p> <p>Advert in school newsletters</p> <p>Speak to Vocational Counsellors at schools</p>



Lyndoch CFS – Development Plan

Area: Current Station

Goals: Present a positive public image and create a safer work environment.

Objectives	Strategies	Actions
Improve public image and present a professional work environment	<p>Paint the Station exterior</p> <p>Acquire paint at a minimum cost given the life of the shed</p> <p>Upgrade of general facilities</p>	<p>Purchase paint</p> <p>Organise a working bee to paint the shed</p> <p>Install basic kitchen facilities including a hot water service</p>
<p>Display appropriate current signage</p> <ul style="list-style-type: none"> ❖ CFS ❖ Sponsors 	Seek approval/support from Region including financial support	Discuss with Region, confirm by letter



Lyndoch CFS – Development Plan

Area: Equipment

Goals: Ensure all equipment is appropriate and well maintained.

Objectives	Strategies	Actions
Replace equipment before it becomes unserviceable	<p>List equipment and use by dates where appropriate</p> <p>Produce locker list</p> <p>Change focus from checking a list to checking and maintaining equipment</p> <p>Develop a prioritised “to do” list for repairs</p>	<p>Provide equipment testing timetable, inspect and reorder</p> <p>Print & post a list inside locker doors and develop an exception report</p> <p>Seniors to introduce</p> <p>Create list for Notice Board</p>
Prioritise and fund equipment purchases	<p>Establish replacement programme, examine future needs & develop a list for the budget</p>	<p>Prioritise purchases and commit to a budget</p>
Purchase a multi purpose trailer for RCR training and equipment movement in a major incident	<p>Find a multi purpose tandem trailer for less than \$1000.00</p> <p>Make available to Barossa Group</p>	<p>Ask members to locate a suitable trailer</p>



Lyndoch CFS – Development Plan

Area: Appliances

Goals: Upgrade appliances to comply with SFEC risks

Objectives	Strategies	Actions
Obtain a ‘P’ classification appliance	<p>Regularly update SFEC submission, commensurate with evolving risks</p>	<p>Review 6 monthly and discuss with Regional Commander</p>
Maintain existing 34 appliance	<p>Regularly update SFEC submission, commensurate with evolving risks</p>	<p>Review 6 monthly and discuss with Regional Commander</p>
Upgrade of Fire & Rescue (Rapid Intervention) appliance	<p>Obtain a vehicle capable of carrying rescue equipment appropriately.</p>	<p>Review quarterly with Group and Regional Commander</p>



Lyndoch CFS – Development Plan

Area: New Station

Goals: To have an efficient station and appropriate volunteer amenities.

Objectives	Strategies	Actions
Develop a detailed Site Plan covering appliances, storage, ablutions, indoor and outdoor training areas	Provide a working plan to incorporate member's idea's	Provide CAD plan for discussion Consult at Group and Region level
Construction of a 4 Bay, drive through shed	Utilise existing block and incorporate in design	Include in Station planning process Consult at Group and Region level
Expedite construction of a new Station by demonstrating a lower cost option for building a station	Develop submission for new station/ alternative tendering process using local resources	Involve members with expertise and equipment Consult at Group and Region level
Secure site and minimise visual and noise impact on neighbours	Construct security fencing on 3 sides, 1.8 m Colorbond	Seek funds from region 04/05 funding
Have a facility suitable for brigade/group storage of consumables	Design storage shed with suitable pallet racking and equipment lockers	Include in Station planning process
Environmentally friendly wash down facilities	Design a multipurpose concrete wash down/training pad	Include in station plans



Lyndoch CFS – Development Plan

Area: OHS&W

Goals: Satisfy OHS&W requirements

Objectives	Strategies	Actions
Maintain an OHS&W focus across the brigade	Continue to give OHS&W a high profile by practising OHS&W in day to day activity	Maintain the Annual Audit process Include OHS&W obligations in all brigade activities
Provide a safe and clean work environment	Re-organise station as required Clean the Station interior	Optimise placement of equipment to improve efficiency Organise cleaning on a regular basis
Provide facilities for debriefing and social activities within the brigade	Provide a pergola/BBQ area	Design and build from brigade funds. Refer New Station
Provide fitness equipment and encourage use	Purchase weights and other fitness equipment	Time purchases to coincide with new Station



Lyndoch CFS – Development Plan

Area: Rescue
Goals: Maintain Rapid Intervention Skills and Capabilities to Road Crash Rescue Standards

Objectives	Strategies	Actions
Be prepared to under take RCR role and continue to assist RCR Brigades	Maintain above SFEC trained CFS RCR personnel	Discuss with Regional Commander
Include an RCR training pad on the new station plan	Install concrete wash down area to double as a Training Pad (contain debris from training exercises)	See New Station
Ensure supply of training resources including vehicles for training exercises	Maintain strong relationship with resource providers	Maintain communication links with key people



Lyndoch CFS – Development Plan

Area: CABA
Goals: Maintain Current CABA Status

Objectives	Strategies	Actions
Maintain or exceed training requirements in personnel in CABA	Target individuals to undertake State Training	Enable personnel to practice wearing before commitment as per SOP 14.x
Ensure Personnel already trained in CABA meet current CFS requirements	Schedule appropriate training sessions to enable requirements to be met	Maintain 3 Monthly usage Ensure personnel are scheduled to undertake re-fresher as required (5 years)
Increase numbers of personnel trained in Compartment Fire behaviour	Increase number of personnel already training in CABA to undertake CFB	Target individuals to undertake State Training Course in Compartment Fire Behaviour
Ensure supply of training resources for training exercises	Maintain strong relationship with resource providers	Maintain communication links with key people.
Maintain current CABA resources levels (Sets & Cylinders)	Retain existing brigade resources	Ensure all maintenance schedules are met
Ensure personnel are trained in the correct use of PPV Fans	Conduct practical sessions as required for all personnel covering PPV principles	Resource appropriate Training Materials and personnel.