

Lyndoch CFS – Development Plan



July 2006 – June 2008



Lyndoch CFS

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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
- Community Activities

March 2008

Next Full Review Date

Brigade Captain

Brigade President



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Area: 1. Brigade PPC
Goals: Maximise safety of brigade members

	Objectives	Strategies	Actions	Who	Target Date(s)	Priority	✓
1.01	Provide PPC appropriate to skill level	Provide equipment appropriate to skill level after skills have been achieved	Training and Equipment Coordinators to co-ordinate	Training Coordinator Equipment Coordinator	As Required	H	✓
1.02	All PPC to meet standards at all times	Develop PPC assessment by members on a regular basis	Members to report defects to Equipment Coordinator Equipment Coordinator to replace when required	Equipment Coordinator	As Required	H	✓
1.03	Maintain PPC check list	Establish issue list for each member's personal locker	Equipment Coordinator to undertake a 3 monthly check of Individual PPC Establish Database for all PPC issue	Equipment Coordinator	3 Monthly	H	✓

BFF1

- Group Funds provide
- Rural Overalls or 2 Piece clothing
 - Rural Helmet
 - Boots

Road Crash Operators

- Supplement visor to meet Australian Standards (AS) of high impact (Brigade Responsibility)

OBAOC Operators

- PBI Clothing (including Flash hood) provided from Tech Services

All other items including replacements are at Brigade expense



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Area: 2. Brigade Training
Goals: Increase skills levels across the brigade and improve effectiveness

	Objectives	Strategies	Actions	Who	Target Date(s)	Priority	✓
2.01	Maintain SFEC targets in all training areas	Target members and match to available courses	Nominate members for available courses	Training Coordinator & Brigade Captain	May 07	H	✓
2.02	Raise efficiency level in core skills	Understand and practice FGP's & SOP's	Include in training programme	Training Coordinator & Brigade Captain	Ongoing	H	✓
2.03	Ensure competency in Core Skills for new members	Provide mentors to facilitate skills accumulation	Include nomination of mentors in induction process Establish specific training needs by members	Training Coordinator & Brigade Captain	Ongoing	H	✓
2.04	Involve other Barossa Group Brigades in our training	Develop common training interests	Invite Brigades and Groups to participate and reciprocate	Training Coordinator & Brigade Captain	Ongoing	M	✓
2.05	Maintain an effective relationship with all other Emergency Services	Develop training to include other Emergency Services	Include other Emergency Services in training exercises at least twice a year	Training Coordinator	Ongoing	M	✓
2.06	Increase links with neighbouring groups and their associated brigades	Develop joint training initiatives	Invite Tanunda, Sheoak Log and Roseworthy to participate		Annual	M	✓



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Area: 3. Brigade / Personnel

Goals: Create an environment for a more efficient brigade.

	Objectives	Strategies	Actions	Who	Target Date(s)	Priority	✓
3.01	Activate Operational Support members and Community Groups	Review availability and skills	Retrain in BFF1 as required	Lieutenant 2 & Logistics Coordinator	Ongoing	H	
3.02	Develop a Catering Team to assist Barossa Group Base	Establish a self activated Catering Team Establish availability for relief crews.	Develop an incident catering plan	Logistics Coordinator	Oct 07	M	
3.03	Current member participation	Involve members in planning and delivering training programmes	Provide 6 monthly program and training roster	Training Coordinator	6 Monthly	H	
3.04	Involve Families	Develop social /family interactions	Survey what members want to do	Brigade Liaison	May 07	H	
3.05	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	Training Coordinator	Ongoing	H	✓
3.06	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	Management Committee	Aug 07	M	
3.07	Make new members welcome	Continue to enhance the Induction Package	Ensure that current Brigade specific information is included in the Induction Package & implement	Brigade Liaison	As Required	H	✓
3.08	Make members aware of and obtain commitment to major events	Develop an annual calendar of events	Develop at management level and post to the Notice Board	Management Committee	Mar 07	H	✓

	Objectives	Strategies	Actions	Who	Target Date(s)	Priority	✓
3.09	Promote active and open communication within the brigade Create a pool of competent office operators	Maintain an informed brigade Increase upward communication (fire-fighters to management) Increase general knowledge of the office / operations room	Deliver concise updates after meetings Invite individual members to management meetings Conduct Annual health Check One on one training on a regular basis	Management Committee Lieutenant 2 & Logistics Coordinator Management Committee Management Committee	Ongoing	H H M	✓ ✓
3.10	Demonstrate commitment at Group level	Continue to provide Lyndoch members to Group Management	Nominate at election time	Brigade Liaison & Admin Coordinator	Ongoing	H	✓
3.11	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	Management	Ongoing Ongoing	H H	✓ ✓
3.12	Keep our feet on the ground	Maintain focus through regular feedback from Regional Commander and Group Officer	Invite 1. Regional Commander annually (Post AGM) 2. Group Officer – 6 monthly	Management Committee	As Specified	H	✓
3.13	Maintain our Brigade History	Involve and acknowledge past members	Invite past members to training	Captain	On Going	L	
3.14	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"> Actively mentor members for specific roles At management level At operational level 	Management Committee	Jun 07	H	✓



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Area: 4. Current Station (including Store Shed)
Goals: Present a positive public image and create a safer work environment.

	Objectives	Strategies	Actions	Who	Target Date(s)	Priority	✓
4.01	Maintain general facilities and enhance as required	Continuous maintenance	Maintain the building, spray the weeds, keep the yard tidy	All	Ongoing	M	✓
4.02	Have a facility suitable for brigade/group storage of consumables	Fit out storage shed with suitable pallet racking and equipment lockers	Continue acquisition of materials to complete basic fit out Have power & Water connected, install rainwater tanks	Lieutenants & Brigade Captain	Ongoing	M	

* Maintain current station to an acceptable level with emphasis that a new station is scheduled for 2008/09
 * Advised that this is now slated for 2011/2012





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Area: 5. Equipment

Goals: Ensure all equipment is appropriate and well maintained.

	Objectives	Strategies	Actions	Who	Target Date(s)	Priority	✓
5.01	Replace equipment before it becomes unserviceable	List equipment and use by dates where appropriate	Provide equipment list testing timetable, inspect and reorder	Equipment Coordinator	Ongoing	M	✓
		Use locker list for appliance checks	Update lists inside locker doors and develop an exception report	Equipment Coordinator & Brigade Liaison	Ongoing	M	✓
		Change focus from checking a list to checking and maintaining equipment	Seniors to introduce	Brigade Captain	Ongoing	M	✓
		Maintain a prioritised “to do” list for repairs	Update list for Notice Board	Brigade Liaison	Ongoing	M	✓
5.02	Prioritise and fund equipment purchases	Establish replacement programme, examine future needs & develop a list for the budget	Prioritise purchases and commit to a budget	Management committee	Ongoing	M	✓



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Area: 6. Appliances
Goals: Upgrade appliances to comply with SFEC risks

	Objectives	Strategies	Actions	Who	Target Date(s)	Priority	✓
6.01	Obtain a 'P' classification appliance	Regularly update SFEC submission, commensurate with evolving risks	Review 6 monthly and discuss with Regional Commander	Management Committee			✓
6.02	Maintain existing 34 appliance	Regularly update SFEC submission, commensurate with evolving risks	Review 6 monthly and discuss with Regional Commander	Management Committee			✓
6.03	Upgrade of Fire & Rescue (Rapid Intervention) appliance	Obtain a vehicle capable of carrying rescue equipment appropriately.	Review quarterly with Group and Regional Commander	Management Committee			✓

Subsequent discussions between the Regional Commander and Brigade have indicated the following:

- 1) Lyndoch 34 will be upgraded to a 34P Type appliance within the next **2** years
- 2) Lyndoch 14 will be (subject to further discussion) upgraded to 24 / 34 type appliance within the next **5**Years



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Area: 7. New Station

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

	Objectives	Strategies	Actions	Who	Target Date(s)	Priority	✓
7.01	Secure site and minimise visual and noise impact on neighbours	Construct security fencing on 3 sides, 1.8 m Colorbond	Seek funds from region 06/07 or 07/08 funding	Management Committee & OHS&W Rep	Ongoing	H	
7.02	Wash down facilities	Design a multipurpose concrete wash down/training pad	Include in station plans	Lieutenant, Brigade Captain & OHS&W Rep	Ongoing	L	
7.03	Provide facilities for debriefing and social activities within the brigade	Provide a pergola/BBQ area	Design and build from brigade funds. Refer New Station	Management Committee & OHS&W Rep	Ongoing	L	
7.04	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	Management Committee	Ongoing	L	

Subsequent discussions between the Regional Commander and Brigade have indicated the following:

Station scheduled for development – 07 / 08

Station scheduled for build – 08 / 09

Now changed to build 2011 / 2012



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Area: 8. OHS&W
Goals: Satisfy OHS&W requirements

	Objectives	Strategies	Actions	Who	Target Date(s)	Priority	✓
8.01	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 – nomination of a Safety Officer for Training nights.	Brigade Captain & OHS&W Rep Brigade Captain & OHS&W Rep	Ongoing	M	✓
8.02	Provide a safe and clean work environment	Re-organise station as required	Optimise placement of equipment to improve efficiency Move occasional use equipment to store shed	Brigade Captain, OHS&W Rep & Brigade Liaison	Ongoing	M	✓
		Clean the Station interior	Organise cleaning on a regular basis	Brigade			✓
8.03	A number of registers shall be maintained as per CFS requirements * Hazardous Materials * RCD Testing Register * First Aid Kit Register	Undertake as part of regular brigade activities	Registers to be filled in as required – training, use, purchases etc	OHS&W Officer with assistance from the Brigade members	Ongoing	M	

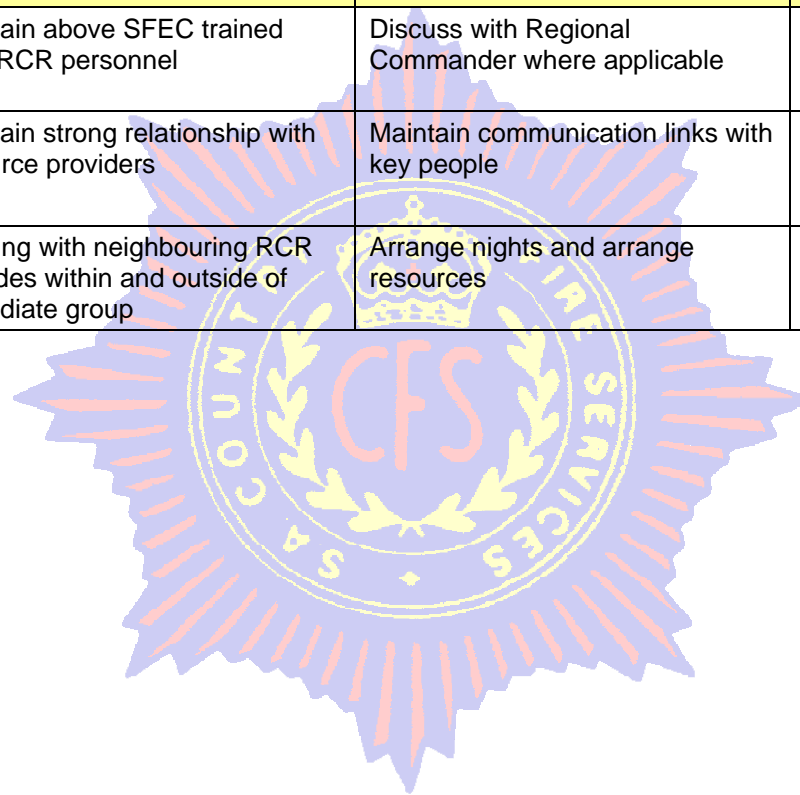


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Area: 9. Rescue

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

	Objectives	Strategies	Actions	Who	Target Date(s)	Priority	✓
9.01	Continue to under take RCR role and continue to assist RCR Brigades	Maintain above SFEC trained CFS RCR personnel	Discuss with Regional Commander where applicable	Management Committee	Ongoing	H	✓
9.02	Ensure supply of training resources including vehicles for training exercises	Maintain strong relationship with resource providers	Maintain communication links with key people	Brigade Captain & Lieutenants	Ongoing	M	✓
9.03	Maintain links with neighbouring RCR Brigades to enhance skills development	Training with neighbouring RCR brigades within and outside of immediate group	Arrange nights and arrange resources	RCR Skills Officer	Ongoing	M	✓





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Area: 10. CABA
Goals: Maintain Current CABA Status

	Objectives	Strategies	Actions	Who	Target Date(s)	Priority	✓
10.01	Maintain training requirements in personnel in CABA	Target individuals to undertake State Training	Enable personnel to practice wearing before commitment as per SOP 14.6	Training Coordinator	As Required	H	✓
10.02	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)	Training Coordinator	Bi-Monthly	H	✓
10.03	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	Training Coordinator & Brigade Captain	Ongoing	M	
10.04	Ensure supply of training resources for training exercises	Maintain strong relationship with resource providers	Maintain communication links with key people.	Brigade Captain & Lieutenants	As Required	M	✓
10.05	Maintain current CABA resources levels (Sets & Cylinders)	Retain existing brigade resources	Ensure all maintenance schedules are met	Brigade Captain & Brigade Equipment Coordinator	Monthly	M	✓
11.06	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.	Training Coordinator & Lieutenants	Ongoing	L	



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Area: 11. Community
Goals: Engagement with key interest groups within the community

	Objectives	Strategies	Actions	Who	Target Date(s)	Priority	✓
11.01	Promote Community Fire Safe Program	Develop active groups from core members at Altona and Lyndoch West	Organise Fire Station and property visits Promote regular group meetings involving the Barossa Council Fire Prevention Officer Establish phone tree alarm activation	Brigade Bushfire Prevention Officer Captain	Pre & Post Fire Danger Season	H	✓
11.02	Promote Bushfire Action Plans	Educate community in core bushfire awareness	Use Wangary fire presentation to get their immediate attention			H	✓
11.03	Develop Bushfire Plans for the local schools	Make the school communities bushfire aware	Deliver modified Wangary Fire presentation Assist in Bushfire Plan production and practice	Brigade Bushfire Prevention Officer Captain	Pre & Post Fire Danger Season	H	✓ ✓
11.04	Increase Farm Fire Unity Capacity and efficiency	Foster development of existing FFU Groups	Develop key leaders within groups to enable a level of self management Establish phone tree alarm activation Establish Database of property details	Brigade Bushfire Prevention Officer Captain	Pre & Post Fire Danger Season	H	✓



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Distribution List

Name	No of Copies
Regional Commander	2
Group Officer	2
Lyndoch Captain	1
Office Copy	1
Lyndoch Members *	5

* As of the next AGM all members will receive a copy of the Development Plan in either the full or abridged format as will all new members as part of their induction process.

