

Lyndoch CFS – Development Plan



July 2008 – June 2011





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

March 2011

Next Full Review Date

Brigade Captain

Brigade President



Lyndoch CFS – Development Plan

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	All 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



Lyndoch CFS – Development Plan

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	Ongoing	H	✓
2.02	Raise efficiency level in core skills	Understand and practice FGP's & SOP's (See 3.03)	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	Establish Operational Support members	Review availability and skills	Train in modified BFF1 as required to meet needs	Brenton / Glyn	Ongoing	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	Ongoing	M	
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	Brigade Members VSO (R2)	Ongoing	L	
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 3-4 months prior to event – details forwarded to all	Management Committee	As Required	H	

	Objectives	Strategies	Actions	Who	Target Date(s)	Priority	✓
3.09	Promote active and open communication within the brigade	Maintain an informed brigade Increase upward communication (fire-fighters to management)	Deliver concise updates after meetings	Management Committee	Ongoing	H	✓
	Create a pool of competent office operators	Increase general knowledge of the office / operations room	One on one training on a regular basis	Management Committee		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	L	✓
3.11	Maintain an effective Management Committee	Meet on a monthly basis	Minutes placed on board in station for review by all	Management	Ongoing	H	✓
		Encourage members to raise issues and attend meetings		All	Ongoing	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	M	✓
3.13	Maintain our Brigade History	Involve and acknowledge past members	Invite past members to training	Captain	On Going	L	
3.14	Succession Planning	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 <ul style="list-style-type: none"> • At management level • At operational level 	Management Committee	Jun 08 Jun 09 Jun 10	M	



Lyndoch CFS – Development Plan

Area: 4. Current Station (including Store Shed)

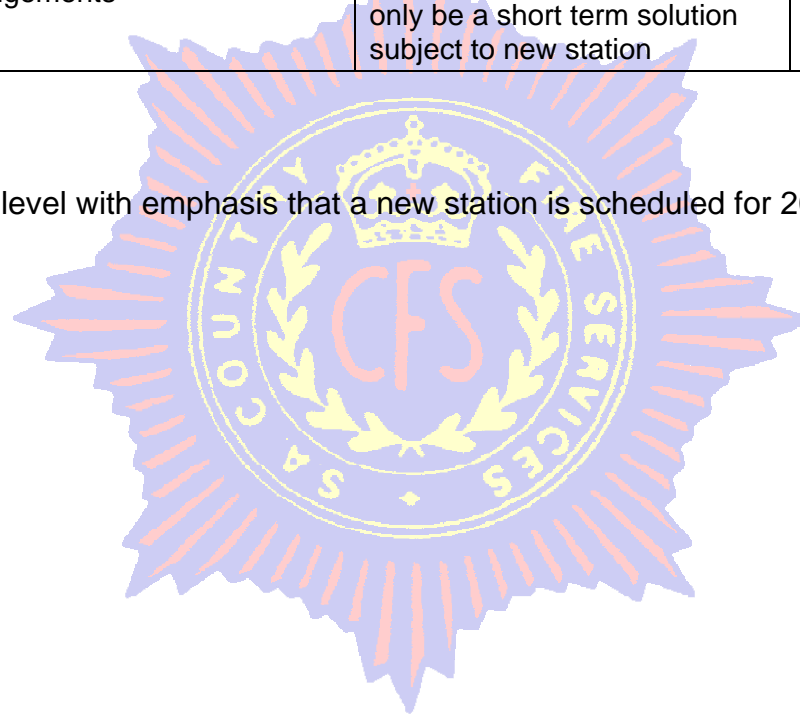
Goals: Present a positive public image and create a safer work environment.

	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	✓
4.03	Develop Store Shed Emergency resource capability	Install independent water supply	Purchase & Install Pump Install Standpipe with coupling	Brigade Members (Via Management Committee)	2009	H	
		Install independent electrical supply	Purchase 2KVa Generator		2008	H	✓
4.04	Install dedicated store shed for fuels and other Dangerous Goods Materials	Source a suitable store shed with bunded area to enable removal of all materials from main store	Install Chemical Shed	Brigade Members (Via Management Committee)	2010	H	
4.05	Secure area either side of store shed	Brigade to fence from store shed to fenceline installing PA Gates and double gates for RCR side	Quotes and Memo to RC indicating actions to be undertaken	Brigade Members (Via Management Committee)	Nov 2009	H	
4.06	Provide better working and training conditions inside current station shed	Add evaporative air-conditioning system to shed and duct into office area	Install donated air conditioner ASAP	Brigade Members (Via Management Committee)	June 2009	H	✓

	Objectives	Strategies	Actions	Who	Target Date(s)	Priority	✓
4.06		Work on securing grants for items such as pinboards, whiteboards and projector screens	Seek available grants as they become available	Management Committee	As available	M	
4.07	Redevelop Admin / Comms Room to create a better working environment	Illicit ideas from all as to how to layout office Look at workflow arrangements	Appoint Project Manager for task Stip and reconfigure office after discussion with understanding that this will only be a short term solution subject to new station	Project Manager with Brigade Member assistance	March 2010	M	✓

Notes:

- Maintain current station to an acceptable level with emphasis that a new station is scheduled for 2011/2012





Lyndoch CFS – Development Plan

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	Use locker list for appliance checks and use by dates where appropriate	Update lists inside locker lists including testing timetable, inspect and reorder	Equipment Coordinator	Ongoing	M	
		Maintain a prioritised “to do” list for repairs	Whiteboard for Store Shed		Ongoing	M	✓
5.02	Prioritise and fund equipment purchases	Examine future needs & develop a list for the budget	Prioritise purchases	Management committee	Ongoing	M	✓
5.03	Build Pump Trailer	Identify list of resources required including securing trailer	Appoint Project Manager (PM) Seek brigade support as required to assist in bringing all together	Management & Operations Committee + PM	Ongoing	M	
5.04	Build Catering Trailer	Identify list of resources required including securing trailer	Appoint Project Manager Seek brigade support as required to assist in bringing all together	Management Committee + PM	Ongoing	L	

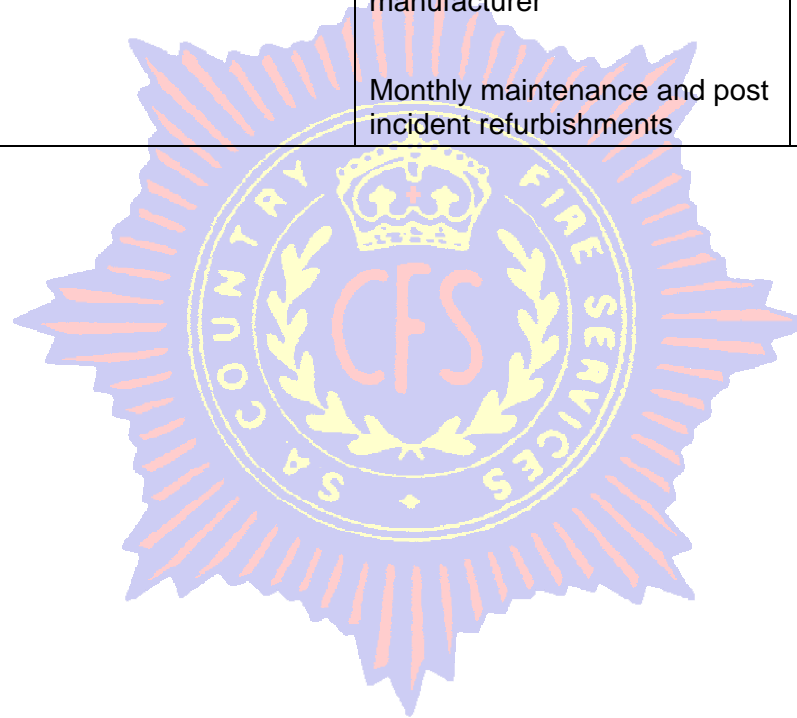


Lyndoch CFS – Development Plan

Area: 6. Appliances

Goals: Appliances to comply with SFEC risks

	Objectives	Strategies	Actions	Who	Target Date(s)	Priority	✓
6.04	Maintain appliances always incident ready	Appliance fully serviced	Undertake all regular services as required by CFS and / or manufacturer Monthly maintenance and post incident refurbishments	All	As Required	H	





Lyndoch CFS – Development Plan

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 including Soundproofing	NOW as part of new station development	Management Committee	Ongoing	L	
7.02	Enhance Standard Station Plan	Ensure property and ancillaries ready Obtain Station Plan designs and establish <ul style="list-style-type: none">• Expansion limitations• Alternative layouts	Draw up current plan Identify list of issues Include RC in continual discussions	Management Committee	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	Ongoing	L	

Notes:

- Station to be built 2011/2012



Lyndoch CFS – Development Plan

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 Organise appliance stowage as required	Move occasional use equipment to store shed Optimise placement of equipment to improve efficiency	Brigade Captain, OHS&W Rep & Brigade Liaison	Ongoing	M	✓
8.03	A number of registers shall be maintained as per CFS requirements * Hazardous Materials * RCD Testing Register * First Aid Kit Register * Electrical Testing 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	



Lyndoch CFS – Development Plan

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	Operations Group Training Coordinator	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	Train with neighbouring RCR brigades within and outside of immediate group	Arrange nights and arrange resources	RCR Skills Officer	Ongoing	M	✓
9.04	Maintain links with other Emergency Services	Train with SAAS, St John, SAPOL, etc	Arrange night rescues	RCR Skills Officer	Ongoing	M	

Notes:



Lyndoch CFS – Development Plan

Area: 10. Breathing Apparatus

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	L	
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	✓
10.06	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	

	Objectives	Strategies	Actions	Who	Target Date(s)	Priority	✓
10.07	Obtain additional sets (min 2) to add to 24 appliance as adjunct to current 4 on 34P	Purchase or follow up offer of donation from Transfield Services	Write letter to Transfield and letter to RC Lyndoch CFS to pay for certification and servicing	Management Committee	June 2010	M	

Notes:





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Area: 11. Community Engagement

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, Lyndoch West and Tweedies Gully	Organise Fire Station and property visits Promote regular group meetings involving the Barossa Council Fire Prevention Officer	VOICE	Pre & Post Fire Danger Season	M	
11.02	Liaise with local schools in development of their bushfire action plans	Make the school communities bushfire aware	Deliver modified Wangary Fire presentation Assist in Bushfire Plan production and practice	Regional VOICES Rep	2008/09 2009/10 2010/11	M	
11.03	Ensure and Support Farm Fire Units across the district	Foster development of existing FFU Groups	Develop key leaders within groups to enable a level of self management Establish Database of property details (Pre-fire Season – October)	Angaston & Barossa GO's and DGO's The Barossa Council	Pre & Post Fire Danger Season	M	

Notes:



Lyndoch CFS – Development Plan

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.





Lyndoch CFS – Development Plan

Validating Documentation

1 Brigade PPE

1.01

1.02

1.03

2 Brigade Training

2.01 SFEC Reviewed at least every quarter and discussed at Management Meetings

Key training areas addressed include:

- Basic Firefighting
- Suppress Wildfire
- Skills Maintenance Drill 1 – 2008/2009 – all but 2 members of the brigade completed this drill
- GRN Training – all but a handful member now upskilled in SA GRN (April 2009)
- 12 Members of brigade have completed Check Installed Fire Safety Systems (May / June 2009)

2.02 Quarterly Training programmes to be included at end of this document

2009

- Jan – Mar: Focus → Basic Firefighting Skills development as a result of skill audit – last quarter 2008
- Apr – Jun: Focus → Risk Response Planning
- Jul – Sep: Focus → General across the board training
- Oct – Nov: Focus → New Appliance, Fire Danger Season preparation

2010

- Jan – Mar: Focus → Basic Firefighting Skills Maintenance
- Apr – Jun: Focus → Response Drills
- Jul – Sep: Focus →
- Oct – Dec: Focus →

2 Brigade Training (continued)

2.03

2.04 3 Group training nights are held each year with the 3 larger brigades usually hosting one of these sessions.

- 2008 –
- 2009 – Communications / Maps / GPS Exercises (Lyndoch - 29/04/09)
 - Highlighted a number of issues across Brigade / Group that need to be addressed in training
- 2010 – BA Night (March)

2.05 Ongoing liaison between SAPOL, SAAS and St John to have their involvement in training nights where applicable

2.06 Liaise with various brigades within immediate area as well as surrounds to undertake joint training tasks

3 Brigade / Personnel

3.01

3.02 **REMOVED** – see review notes at end of document

3.03 All brigade members are actively involved in providing suggestions into the make up of training over a 6 monthly period for the next 6 months – this is usually done in May & November.

3.04

3.05 www.lyndochcfs.com.au contains the current 3 monthly program for download as well as a yearly calendar which is updated every quarter to reflect the forthcoming training.

3.06

3.07 A Brigade Liaison person welcomes all new members and these people are also assigned an Officer or Senior as their focus point for issue clarification.

3.08

3.09

3.10 Lyndoch currently provides – Administrations Coordinator, Communications Coordinator and CFSVA Rep to the Group

3 Brigade / Personnel

3.11

3.12 Regional Commander regularly invites to Brigade to address issues or for open discussion
Group Officer and Deputies also regularly invited to attend and partake in training if they wish

3.13 30th Anniversary occurred on the 9th May 2009, the Brigade has a History committee which reviewed the history and spoke to past members. History events now displayed on website

3.14 While the process is not clearly documented, succession planning is actively undertaken in the brigade. The clearest example of this is that the Captain has no hesitation in working on the back of the appliance or staying at the station while the lieutenants or seniors run the incident as required. Mentoring occurs for those undertaking incident management as required.

4 Current Station (including Store Shed)

4.01 Lyndoch 34 has been moved down to the Store Shed facilitating the current Station shed to be utilised more as a training area.

4.02 Storage racking has been put into the main store allowing material to be re-stacked and moved from the old 14 shed which will be made available to the Group as a temporary store.

REMOVED – see review notes at end of document

4.03 A Pump has been purchased to facilitate supply of water to the Store Shed and temporary plumbing arrangements have been put in place.

A generator has also been purchased for independent supply to the main store shed

4.04 Agreement has been made regarding the Chemical store shed and order is imminent

4.05 Completed – PA access to tank area, double gates to vehicle storage area

4.06 Air conditioner installed into shed and ducted into office making life a little easier on hot / humid days

Grant secured Dec 2009 for purchasing Pinboards, whiteboards and Data Projector screen

4.07 Admin / Comms room redeveloped with brigade member assistance – March 2010

Pinboards and whiteboards positioned to provide plenty of space for notices and information to keep brigade informed

Project Manager: V Elsworth

5 Equipment

5.01 Whiteboard now down in shed – awaiting securing to wall

5.02 All items recommended are added to a wishlist which is regularly updated

Discussion is held at Management meetings and decisions documented in the Brigade Minutes for those meetings

5.03 Ongoing – as at March 2010, a trailer has been secured via Region 2 as well as a quantity of suction hose and other accessories.

Project Manager: G Schirmer

5 Equipment

- 5.04 Ongoing – no action at this time
Project Manager: G Schirmer

6 Appliances

- 6.01 June 2009 – Lyndoch 34 replaced with Lyndoch 34P – appliance stowed to meet RCR requirements

REMOVED – see review notes at end of document

- 6.02 **REMOVED** – see review notes at end of document

- 6.03 Lyndoch 14 has been replaced with a 24 appliance and is still identified with the RC to be upgraded at sometime in the future to another 34

REMOVED – see review notes at end of document

6.04

7 New Station

- 7.01 On hold subject to new Station Development

- 7.02 On hold subject to new Station Development

- 7.03 On hold subject to new Station Development

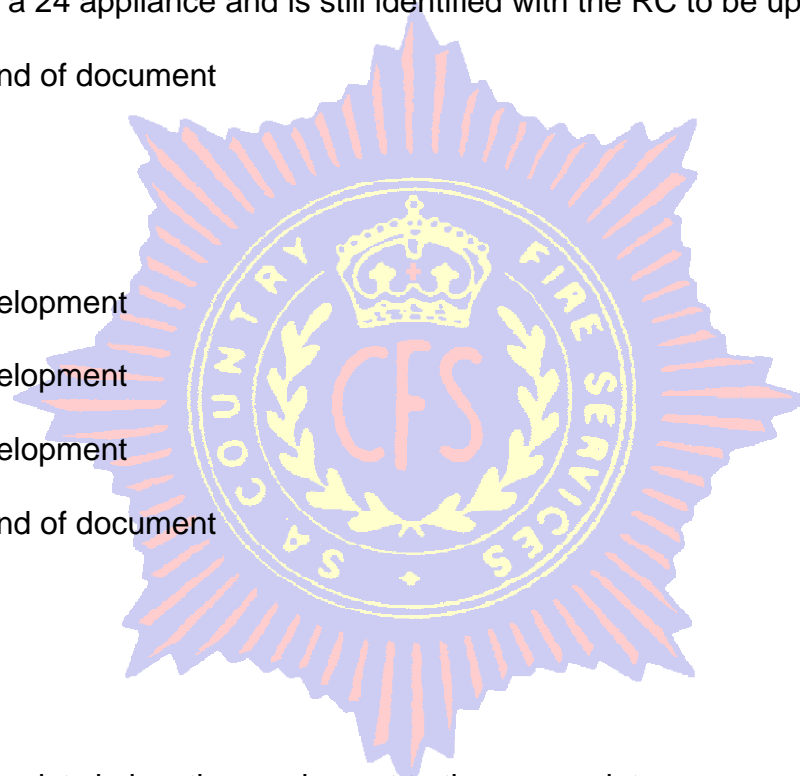
- 7.04 **REMOVED** – see review notes at end of document

8 OHS&W

8.01

- 8.02 Storage racking in main store now assists in locating equipment to the appropriate space

8.03



9 Rescue

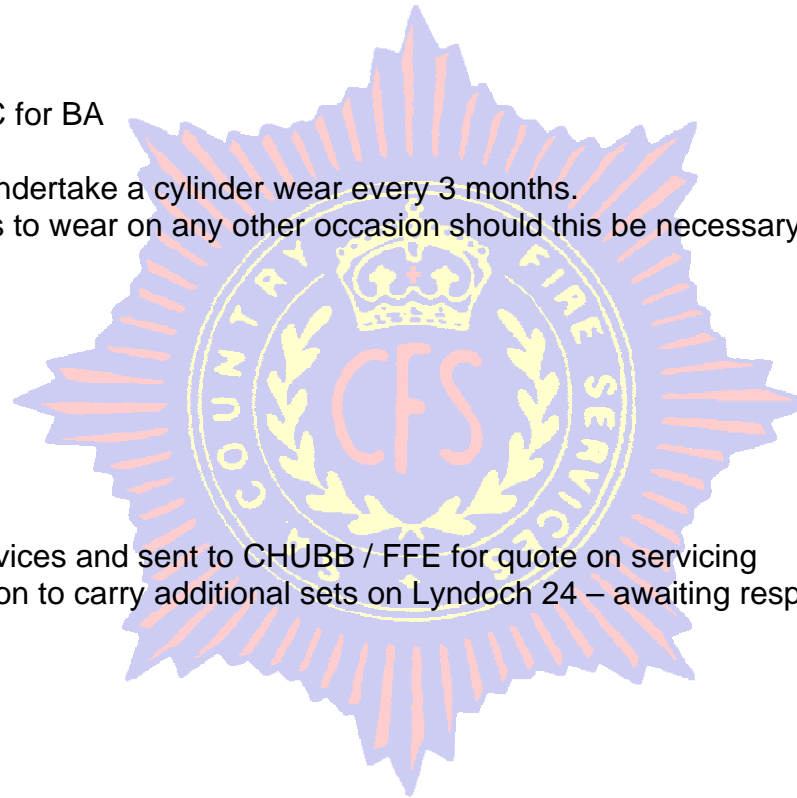
- 9.01** As at March 2010 – hold approx 10 members who are RCR accredited
- 9.02** Able to source vehicles on a regular basis as required to facilitate on-going skills maintenance in RCR
- 9.03** Always room for improvement
- 9.04** Liaise and train with SAAS, St John and SAPOL on a regular basis

10 Breathing Apparatus

- 10.01** Brigade currently at minimum SFEC for BA
- 10.02** Training program reflects need to undertake a cylinder wear every 3 months.
Provision is also made for members to wear on any other occasion should this be necessary to meet the criteria
- 10.03**
- 10.04** OK
- 10.05** OK – see also 10.07
- 10.06**
- 10.07** 4 sets obtained from Transfield Services and sent to CHUBB / FFE for quote on servicing
Letter forwarded to RC for permission to carry additional sets on Lyndoch 24 – awaiting response

11 Community

- 11.01**
- 11.02**
- 11.03**





Lyndoch CFS – Development Plan

Review Notes

Review – October 2009

❖ *Validating documentation updated where applicable*

- 4
 - 4.02 – removed as no longer current
 - 4.03 – 4.06 added to address removal of 4.02
- 6
 - 6.01 – 6.03 removed as no longer current
- 7
 - Point re-ordered to form logical sequence
 - 7.02 – re-labelled to 7.04 and modified
 - 7.02 – New item added
- 9
 - 9.04 – added
- 10
 - 10.07 – added
- 11
 - Section to be discussed further once direction identified through CFS and Bushfire Prevention info over Summer

Review – March 2010

❖ *Validating documentation updated where applicable*

- 3
 - 3.02 – removed as felt that this should be reflected at the Group level
 - 3.06 – WHO changed to VSO to reflect that this is not just a Brigade issues but essentially reflects the Group and the Region
- 4
 - 4.06 – 2nd point added
 - 4.07 – added
- 5
 - 5.03 – added
 - 5.04 – added
- 7
 - 7.01 – details changed to reflect that this will now be part of new Station development
 - 7.04 – removed as now subject to new Station development
- 11
 - 11.02 – incorporated in with 11.01 and items re-numbered
 - 11.01 -> 11.03 – focus on WHO has been changed to reflect that while local involvement will be required much rests with a collective approach across the Group / District / Region.