



SAWYERS VALLEY VOLUNTEER BUSH FIRE BRIGADE (INC.)

OPERATIONAL READINESS PLAN 2017

VERSION: 1.0



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Change History

Version	Date	Name	Outline of changes
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0.5	09/10/2017	A. Woodley	Included Glossary
1.0	30/10/2017	A. Woodley	Final release, adopted by general meeting.

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1. Introduction

Operational Readiness refers to the ability of the brigade to adequately respond to its operational obligations. These obligations are to the community, the Shire of Mundaring, the Department of Fire and Emergency Services and to our members. The obligations stem from the legislature, policy and procedures provided by these entities, which govern the operations of the brigade.

This plan provides the strategic direction for Sawyers Valley Volunteer Bush Fire Brigade in achieving Operational Readiness. It is a plan to guide the development and administration of policy and procedure for operations within the brigade.

2. Operational Goals

For the brigade to effectively maintain and improve its Operational Readiness, the goals for our brigade are to:

- be safe and effective;
- be involved and engaged;
- support development and progression;
- work as a team.

All members of the brigade should strive towards these goals in all of their activities and actions.

3. Underpinning Strategies

In order to achieve the stated goals, the brigade should employ a variety of strategies. These strategies should align with the goals, and provide a guide for actions within the brigade.

3.1 Safe and Effective

To help our fire fighters be safe and effective, the brigade shall encourage members to:

- Demonstrate and document Core Competencies;
- Regular attend training, drills and briefings; and
- Demonstrate personal responsibility, including:
 - operational capabilities,
 - training,
 - competency,
 - health and fitness,



- availability.

Supporting Programs and Documents

- Skills Refresher;
- Training material (manuals, hand-outs, quick reference guides);
- Training Program and Calendar; and
- Training Matrix.

3.2 Involved and Engaged

To foster a the desire of members to remain committed and involved within the brigade, the brigade should:

- Be accommodating and flexible with brigade operational matters, including:
 - training,
 - health,
 - availability;
- Acknowledge and value the contributions of all members, providing special recognition when warranted; and
- Provide opportunities for all members to contribute to the brigade operations.

Supporting Programs and Documents

- Brigade Roster;
- Station Crew Roster;
- Annual reaffirmation statement;
- Encourage regular contact between Team Leaders and members;
- Weekly Newsletter; and
- Monthly Reports.

3.3 Support Development and Progression

The development of skills and knowledge by our members is important for the continual improvement of the brigade. To support members in their development the brigade should:

- Engage with individual members and determine their ambitions within the brigade;
- Identify knowledgeable and skilled members;
- Provide opportunities for members to develop and demonstrate skills and competencies in higher level functions;



- Provide regular feedback on performance, areas for improvement and areas of strength; and
- Clearly define each role, their responsibilities, and required attributes.

Supporting Programs and Documents

- Operations Committee;
- Training Matrix; and
- Job Descriptions.

3.4 Work as a Team

Teamwork is essential to the brigade successfully meeting its obligations to the community, and to its members. The brigade should:

- Demonstrate the importance and benefits of the chain of command, and how each member can work successfully within it;
- Encourage engagement between members across the brigade; and
- Reinforce the importance of communication within a team.

Supporting Programs and Documents

- Weekly Newsletter; and
- Facebook group.



Appendix A - Core Competencies

This appendix details the skill which comprise the Core Competencies for all fire fighters within the brigade. All fire fighters need to maintain a thorough understanding and appreciation for the following topics.

A.1. Fire Ground Safety

- Priority of Protection;
- LACES;
- Dead Man Zone;
- Burn-Over Procedure;
- Fatigue Management;
- Heat Stress and Heat Stroke; and
- Emergency Communications.

A.2. Appliances and Equipment

- Pump Operations Basics;
- Hoses, Fittings and Branches;
- Radio Operation Basics;
- AVL;
- Operational Driving;
- PPE; and
- Heat Shields and Self Rescuer Oxygen.

A.3. Fire Operations

- Crew Make-up;
- Command & Control;
- AIIMS Basics;
- Turn-out Procedure;
- End-of-Shift and Make-up;
- Small Incident Expectations;
- Large Incident Expectations.



Appendix B - Supporting Documents Index

B.1. Annual Reaffirmation Statement

The Annual Reaffirmation Statement provides an opportunity for brigade members to update the Captain on their operational readiness and availability. This should include and changes to a member's health and fitness, availability, and any other items which may affect the member's ability to meet their operational commitments.

Prepared by: Captain, with assistance from President.

B.2. Brigade Roster

The Brigade Roster details the make-up of Teams and Crews for the brigade's response to incidents. Each Team will be formed under a Team Leader (usually a Lieutenant) and comprise of one or more Crew. A Crew should be available on call for a week at a time, with the roster rotating through the available crews. In responding to an incident, the Crew on roster will receive first preference for attending. This reflects the commitment that crew members have shown in supporting the roster and helping the brigade meet its operational obligations. Other operational members selected for each incident on an as-needs basis.

The Brigade Roster will be updated periodically to accommodate the changing circumstances and availability of brigade members. Small changes and short-term changes in availability should be managed on an individual basis, with the brigade member having a responsibility to ensure that another member cover's their absence.

Prepared by: Captain, with assistance from First Lieutenant

B.3. Job Descriptions

The Job Descriptions for each operational role within the brigade detail the duties and responsibilities of that role. Additionally, the Job Description will include the anticipated training, qualifications and experience required for the role.

Prepared by: Captain, with assistance from First Lieutenant, President and others.

B.4. Monthly Reports

In order to keep the brigade abreast of any activities, changes or relevant information, a monthly report should be prepared by the following brigade officers:

- Captain;
- First Lieutenant;
- Training Officer; and
- Equipment Officer.

Prepared by: Captain, First Lieutenant, Training Officer and Equipment Officer.



B.5. Skills Refresher

The Annual Skills Refresher provides an opportunity for operational members to demonstrate their preparedness for the coming fire season. The demonstration and documentation of each member's operational skills and abilities is important to ensure members are not placed into situations for which they are not properly prepared or trained. It is anticipated that each operational member will have completed all items of the Skills Refresher ahead of the fire season.

Prepared by: Training Officer, with direction from Captain.

B.6. Station Crew Roster

The Station Crew Roster details the make up of the Station Crew, being non-operational members who assist with the operations of the brigade. The roster should ensure that members of the Station Crew be available to assist on an on-call basis.

The Station Crew Roster will be updated periodically to accommodate the changing circumstances and availability of brigade members. Small changes and short-term changes in availability should be managed on an individual basis, with the brigade member having a responsibility to ensure that another member cover's their absence.

Prepared by: Captain, with assistance from First Lieutenant

B.7. Training Material

Presentations, hand-outs, manuals, quick reference guides and other material to assist with training. A collection of material both developed in-house as well as by other parties (DFES, MFS, other brigades, etc). Where appropriate, material should be prepared or supplied, by subject matter experts in conjunction with the delivery of training.

Prepared by: Subject Matter Experts, collated and organised by Training Officer.

B.8. Training Matrix

The Training Matrix details the attendance and completion of training course by operational brigade members. The Matrix should assist in planning future training needs, as well as providing input to the Captain on future operational appointments.

Prepared by: Training Officer.

B.9. Training Program and Calendar

The Training Program outlines the brigade's training plan for the coming year, and addresses the brigade's training needs. Both internal and external (DFES, MFS, other brigades) training courses should be included in the program. The Training Program should aim to achieve the training outcomes determined by the Captain, in consultation with the First Lieutenant and other brigade officers.

The Training Calendar details the proposed training events for the coming year.

Prepared by: Training Officer, with direction from Captain.



B.10. Weekly Newsletter

The Weekly Newsletter provides a source of regular brigade information for all members. The newsletter should summarise brigade operations for the previous week, as well as forecast likely operations for the coming week, including training, burns, adverse weather and other events.

Prepared by: Secretary, with assistance from Captain and others.



Appendix C - Glossary

Term	Definition
AIIMS	Australasian Inter-service Incident Management System
AVL	Automatic Vehicle Locator
DFES	Department of Fire and Emergency Services
LACES	Mnemonic for safe fire operations: Look-outs Awareness Communications Escape Safe-zones
MFS	Mundaring Fire-fighters School
PPE	Person Protective Equipment



Appendix D - Plan Summary Sheet

OUR OPERATIONAL READINESS PLAN

AIM – to help each other to:

- be safe and effective
- be involved and engaged
- support development and progression
- work as a team

SAFE AND EFFECTIVE – to help each other to:

- Demonstrate and document Core Competencies
- Regularly attend training, drills and briefings
- Demonstrate personal responsibility, including:
 - operational capabilities
 - training
 - competency
 - health and fitness
 - availability

INVOLVED AND ENGAGED – help us to:

- Be accommodating and flexible with brigade operational matters, including training, health, availability
- Acknowledge and value the contributions of all members, providing special recognition when warranted
- Provide opportunities for all members to contribute to the brigade operations

SUPPORT DEVELOPMENT AND PROGRESSION – let's strive to:

- Engage with individual members and determine their ambitions within the brigade
- Identify knowledgeable and skilled members
- Provide opportunities for members to develop and demonstrate skills and competencies in higher level functions
- Provide regular feedback on performance, areas for improvement and areas of strength
- Clearly define each role, their responsibilities, and required attributes

WORK AS A TEAM – there's no I in team, let's:

- Demonstrate the importance and benefits of the chain of command, and how each member can work successfully within it
- Encourage engagement between members across the brigade
- Reinforce the importance of communication within a team

