



Bayswater Fire Brigade

Annual Report

2007 – 2008

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Ex Captain's Report

Whilst the intent of this report is to reflect on the past twelve months, I would like to draw your attention to some of our achievements over the past four years. This period has been a very exciting and innovative time for the Bayswater Fire Brigade and we should all be proud of that.

One of our first initiatives was to instigate a solid 'continuous improvement' approach to all activities to ensure we were continually analysing what we were doing and improving our practice where possible. We approached this in a consultative and transparent way and I believe we did this well. We certainly made significant improvement across most areas of our brigade operations.

it is very important to both celebrate where we have done well but, also continue working to improve , adapt, create new opportunities and strive to do things better.

Some of our significant achievements since January 2004 have been;

- Training and development program
- Formal meeting reporting
- Strategic & Business Planning
- Financial management
- Incident management delivery
- New (temporary) station facility
- Control Line Seminars and Master Class
- Succession Planning
- Capability enhancement
- Internal and external influence
- Incident management training
- Communication/Information
- Ministerial visits
- Two new fire fighting appliances
- Media coverage



We must continue to be forward looking and improve how we operate where possible. There will always be room for improvement and the responsibility for this sits with every brigade member. The process of improvement is educational, creative, valuable and rewarding.

As the saying goes, *"If you fail to plan, you plan to FAIL"*. I think the Bayswater brigade approach to planning has been exceptional and from a management perspective has been critical. So often we hear within CFA and other organisations, widespread criticism of a lack of foresight and planning particularly in relation to operations. We introduced a short, medium and long term planning framework to our administrative and operational activities with great success.

A new and exciting chapter has begun for the Bayswater Fire Brigade with a new management team under the leadership of Matt Taranto. There is good diversity, energy and innovation within this team and I know that the future will be even more rewarding for us all.

I would like to sincerely thank everyone for their support over the past four years. You have all made the Bayswater brigade a vast success and a great place to be. I have enjoyed the last four years immensely.

Successful organisations exist due to a collective desire to be ‘successful’. There will always be challenges, difference of opinion and energised debate on decisions and future directions. We won’t all agree but we must approach the discussions and debates with the prime focus of wanting to achieve the best outcomes to enable us to deliver a highly professional and respected emergency service to the community. Remember, that’s what we are here to do.

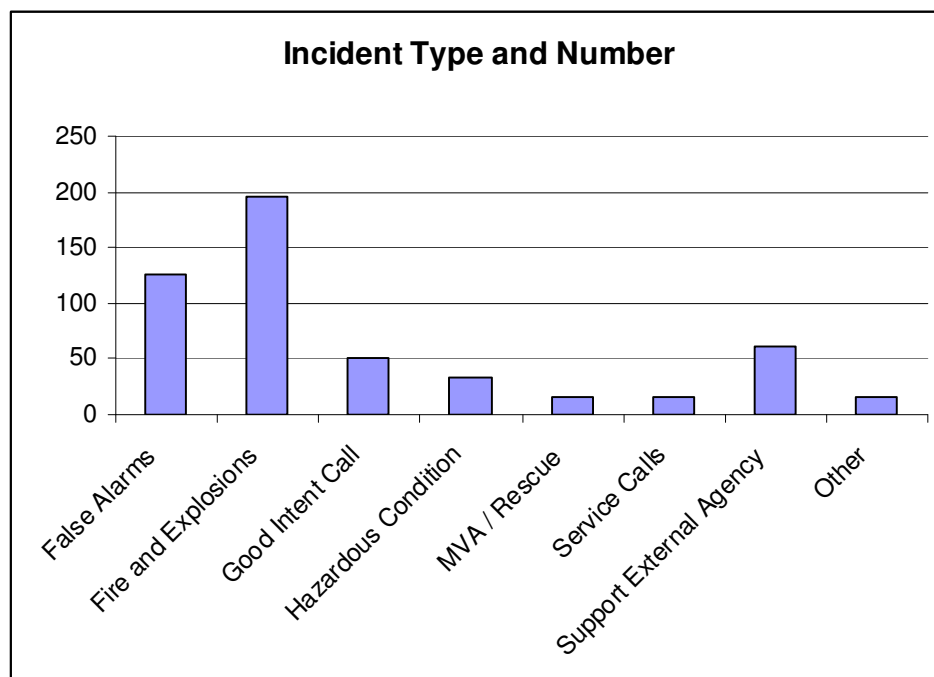
Good luck and once again all the very best!!!

Ex Captain Craig Ferguson

Statistics

Fire Calls Summary

This year the brigade attended 516 fire calls – 10 less than last year. Our busiest day of the week was Friday (88 calls) and the busiest time of day was between 1500 and 1600 hours (36 calls).



Captain's Report

I would like to firstly acknowledge the outstanding contribution Craig Ferguson made to the Bayswater Fire Brigade during his time as captain. When Craig became captain he had very strong views on where the brigade needed to head and a comprehensive plan on how that was going to be achieved. He introduced a planning, communication, development and continuous improvement framework that worked. Craig's leadership, strategic thinking, initiatives, encouragement and ability to engage and influence people at all levels have left a lasting impact on this brigade.

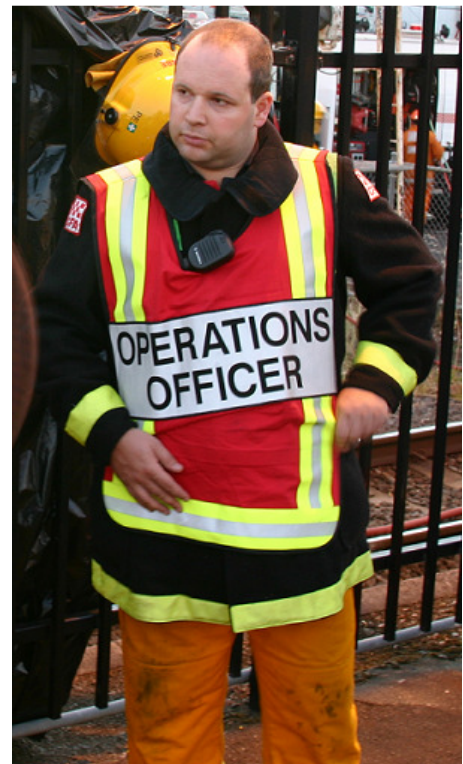
I would like to personally congratulate and thank Craig for his exceptional contribution to this brigade over the past four years.

Now with a change in the management team, it is time for us acknowledge the past but more importantly focus on the future.

Traditionally the Bayswater brigade has been a strong brigade and could rely on reasonable numbers on the books and more importantly turning out to fire calls. Although we have a significant number of operational members (34 on the books) we are at times struggling to get more fire fighters to a call than officers. This is a significant concern and a priority for us to address. Member recruitment, retention and performance will be a major focus for us now and in the future.

Creating opportunities for members to further develop is an important area that we must continue to advance. This does not necessarily mean that everyone is developed towards leadership and fireground management. There are many other areas within Operations and Community Engagement for example where you may feel there are opportunities for you to further develop your skills. I encourage all members to consider this and discuss this with any member of the BMC at your convenience.

We now have a new BMC and everyone is very busy within their new portfolios. A number of new ideas and initiatives have already been developed by the team, and it is encouraging and comforting to see the levels of enthusiasm and commitment shown.



We have recently implemented a number of new initiatives:

- The OIC Newsletter is an electronic way of disseminating information to members on things going on in and around the brigade. Any important news or issues will usually find its way into the newsletter.
- Brigade endorsement of the SOPs occurred in March, with the SOPs coming into full effect as of the 1st June this year.
- A new 2.4c tanker was delivered to us on the 9th May..... Only to be returned a fortnight later to address a number of issues. We are still awaiting its return.
- A new process for selecting members to participate in working groups or nominate for other positions is being used. The recent call for expressions of interest for 'Brigade Crew Leaders' is an example of a more structured approach to appointing people to responsible positions.

The coming 12 months will see a number of projects introduced that will continue to move the brigade forward into the future. Projects such as;

- Updating and developing our business and strategic plan for the future (2010 – 2015).
- Further development of the Region 13 BA Support concept
- Major upgrade / replacement of the BA Van
- Future location of a new fire station
- Control Line 09

I would like everyone to remember that this is your brigade, and it will only succeed and be viable if you want it to be. I know there are substantial expectations on members in training and operations however, this is critical to ensure you are as well trained and practiced as possible to deal with the diversity of emergency situations we encounter. We must continually strive to be highly proficient and safety focussed all the time.

Finally, none of us could do this without the support of our families who allow us to indulge in this game that we call fire fighting and there is little if any benefits in it for them. To our 'at home' families, a sincere thank you for your understanding, frustration, annoyance, disappointment and pride in allowing us to do what we do. It is very much appreciated!!!!



Captain Matt Taranto

Treasurer

Another year gone by already – where does the time go??

This past year has seen a few significant changes in how we operate financially. Firstly, there was the decision to relinquish our ABN. This went through without any problems and now means a couple of key things for our brigade:

1. We are no longer legally responsible for any taxation issues.
2. BAS Statements are no longer required to be submitted to the ATO
3. We now fall under CFA's ABN umbrella
4. GST credits are still claimable via submissions to Region.

Secondly, we acquired the old RDNS building as part of our station re-development plans. This was a huge step forward for our brigade and cost us absolutely nothing (that's the part I like best!!). Twelve months earlier the talk was that we would have to contribute funds for this project, so with a zero cost to brigade thus far we should be very pleased with our position.

The creation of a fundraising committee is still in the pipeline but has been deferred due to our commitments with Control Line 2008. As we all know, Control Line has the potential to provide Bayswater with a substantial profit and I am very impressed with what has been achieved to date. Craig & the team have worked extremely hard to ensure this is a success and I have no doubt it will fulfil our expectations.

In a financial sense, I believe that we have coped quite well under the strain of increasing living costs. Our trading account has remained at roughly the same amount all year long due to the generosity of people making donations (mainly Ritchies IGA).

On another positive note, our financial records have been reconciled and all data entry has been completed. This took much longer than I expected (or wanted) and steps have been taken to ensure that we are never put in the same situation again.

I am excited about what the next twelve months will bring us in terms of revenue. On top of Control Line, we also hope to gain funds from the local business precinct after we do a letter appeal in July / Sept. I have my fingers crossed that this appeal is just as successful as the last one that was done 2yrs ago.

In closing, I would like to acknowledge Craig Ferguson and all he has done for Bayswater Fire Brigade. Without Craig, I strongly believe that Bayswater would not be where it is today. I'm certain the 'new management' has learnt a lot from Craig and we will therefore continue to prosper (or maybe I'm just biased!!).

Treasurer Rebecca Taranto

Secretary

This year has certainly been easier as far as the 'routine' administrative tasks go. All procedures are documented with templates used for all the regular tasks. This efficiency has allowed me to focus my attention on a number of projects, as follows:

Recruitment

A number of changes were made to recruitment processes this year. The first was increased screening of applicants based on geographical location. This initial step was necessary to ensure we can meet our response times. Secondly, we developed an information kit that was sent to screened applicants, outlining the Brigade's expectations. Lastly, there was a focus on records management – we now have accurate tracking of applicants and a kit of proformas – no more reinventing the wheel next time! At this stage we've seen a 100% retention rate from recruit course 2008-1 – this is fantastic!

Control Line

Beck's touched on the financial benefits of Control Line, but it is also catapulting us into the political limelight. I can personally attest to this from my position working at the Department of Premier and Cabinet. With all this attention on our Brigade, it's vital that every aspect of the event is conducted professionally. Significant time has gone into event marketing and correspondence. I daresay I underestimated the amount of time that would go into the event – but the rewards make it all worthwhile.

Web site

In early 2008, I took over the management of the Brigade's web site from Lieutenant Phil Mitchell, to free him up for operational management. Phil has done a fantastic job getting the site to where it is; and let me tell you it is a very time consuming job! The current focus of the site is as a professional marketing tool for the Brigade. In the next year, I will be developing the member's section so that it really value adds.

BASO Anthony Stasiak has been a dream to work with. He has assisted with all the projects mentioned above, plus he took a lead role in organising the Administration Building Commissioning. His commitment to our Brigade far exceeds expectations and I am truly grateful for this support.

Whilst Craig's resignation from the captaincy had the potential to be unsettling, all BMC and brigade members have shown solidarity, adaptability and a commitment to continuous improvement. With the current BMC at the helm, I have full confidence that the future will very exciting and rewarding for us all.

Secretary Amy Laird

Operational Member Attendance

| | Tues (Jan-Jun) | | Sun (Jan-Jun) | | 07/08 Fire Calls | |
|----------------------|----------------|------------|---------------|------------|------------------|------------|
| | Total | Percent | Total | Percent | Total | Percent |
| Waters Alan | 13 | 59% | 10 | 59% | 261 | 51% |
| Bischof Mark | 21 | 95% | 14 | 82% | 236 | 46% |
| Taranto Matthew | 21 | 95% | 15 | 88% | 235 | 46% |
| King Jeremy | 17 | 77% | 13 | 76% | 233 | 45% |
| Phillips Kim | 17 | 77% | 6 | 35% | 195 | 38% |
| Higgins Ash | 19 | 86% | 11 | 65% | 192 | 37% |
| Mitchell Phillip | 19 | 86% | 12 | 71% | 185 | 36% |
| Barlow Stuart | 21 | 95% | 16 | 94% | 183 | 35% |
| Peel De | 18 | 82% | 12 | 71% | 181 | 35% |
| King Linda | 14 | 64% | 12 | 71% | 180 | 35% |
| Roche Adam | 13 | 59% | 0 | 0% | 159 | 31% |
| Ferguson Diana | 20 | 91% | 13 | 76% | 152 | 29% |
| Evenden Cate | 22 | 100% | 13 | 76% | 148 | 29% |
| Aumann Wayne | 15 | 68% | 2 | 12% | 140 | 27% |
| Budziarski Allan | 15 | 68% | 7 | 41% | 131 | 25% |
| Evenden Matt | 20 | 91% | 10 | 59% | 129 | 25% |
| Medley Josh | 0 | 0% | 2 | 12% | 98 | 19% |
| Stewart Geoffrey | 9 | 41% | 14 | 82% | 96 | 19% |
| Lalor Michael | 10 | 45% | 6 | 35% | 87 | 17% |
| Taman Damien | 14 | 64% | 3 | 18% | 69 | 13% |
| Stevens Greg | 14 | 64% | 14 | 82% | 65 | 13% |
| Griffiths Bardon | 18 | 82% | 10 | 59% | 64 | 12% |
| Tangey Dave | 20 | 91% | 13 | 76% | 63 | 12% |
| Walsh Josh | 19 | 86% | 12 | 71% | 50 | 10% |
| Jarvis Holly | 17 | 77% | 13 | 76% | 45 | 9% |
| Hodgkin Alan | 3 | 14% | 8 | 47% | 40 | 8% |
| Hill Tim | 11 | 50% | 12 | 71% | 24 | 5% |
| Stride Lyndee | 10 | 45% | 11 | 65% | 23 | 4% |
| Brennan Chris | 1 | 5% | 2 | 12% | 20 | 4% |
| Davies Bianca | 0 | 0% | 0 | 0% | 12 | 2% |
| Fitzpatrick Peter | 12 | 55% | 7 | 41% | 4 | 1% |
| Lapsley Craig | 2 | 9% | 0 | 0% | 3 | 1% |
| Gane Tim | 2 | 9% | 3 | 18% | 0 | 0% |
| Troeth Leon | 1 | 5% | 0 | 0% | 0 | 0% |
| Bouchat Gerard | 2 | 0% | 1 | 0% | 0 | 0% |
| Didonna Russell | 2 | 0% | 1 | 0% | 0 | 0% |
| Pickett Andrew | 2 | 0% | 0 | 0% | 0 | 0% |
| Turnbull Phil | 15 | 0% | 1 | 0% | 102 | 0% |
| Wale Neil | 0 | 0% | 0 | 0% | 13 | 0% |
| TOTAL/AVERAGE | 22 | 52% | 17 | 45% | 516 | 18% |

Top Attendees

Fire Calls:

* Alan Waters (51%)

Tuesday Training

* Cate Evenden (100%)

Sunday Training

*Stuart Barlow (94%)

Non-operational Members

Secretary Amy Laird
 Treasurer Beck Taranto
 Vicky Barlow
 Barb Gemmell
 Ilona Griffiths
 Kelly Mitchell