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**MINUTES OF THE RURAL FIRE SERVICE STRATEGIC PLANNING COMMITTEE MEETING  
HELD ON THURSDAY, 12 MAY 2016 IN THE COUNCIL CHAMBER OF THE NOWRA  
ADMINISTRATIVE BUILDING, COMMENCING AT 5.30PM**

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The following members were present:

Clr Lynne Kearney (Chair)  
Clr Mark Kitchener  
Clr Patricia White  
Paul Gooley, RFS Staff Representative  
Vic Walker, Group Officer Representative  
John Ashton, Group Officer Representative Alternate  
Andrew Fielding, Group 1 Area Primary Representative  
Jenny Lawther, Group 2 Area Primary Representative  
Paul Gleeson, Group 4 Area Primary Representative  
Ben Stewart, Shoalhaven City Council

Other Attendees

Lynda Ho – Shoalhaven City Council  
Megan Birmingham – Shoalhaven City Council  
Michael Strachan - Shoalhaven City Council

Apologies:

Apologies were received from Bill Bean, Colin Lonergan and Mark Williams.

**1. Minutes of Previous Meeting**

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Megan Birmingham noted that the Bush Fire Risk Management Plan identifies risk and actions including access to and from isolated locations. Megan advised that the fire protection of private properties generally remained the responsibility of the property owner and only strategic fire trails are maintained. The Barnunj State Conservation Area Fire Management Strategy did not provide for the maintenance of fire trails and in the case of fire the Strategy called for residents to activate their Bushfire Protection Plan or Emergency Plan.

**Action:** The issue of access to remote lots in National Parks should be raised in Risk Management Plan Subcommittee meetings to ensure actions were built into District Bush Fire Management Plans. Megan Birmingham to follow-up.

MOTION: Moved: Ben Stewart / Second: Paul Gleeson

RESOLVED that the minutes of the meeting of the Rural Fire Service Strategic Planning Committee held on 11 February 2016 be confirmed.

CARRIED

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## REPORT OF DIRECTOR ASSETS & WORKS

### 2. Rural Fire Service – Capital Works Program

**File 2371E**

The 19 April 2016 Council meeting adopted the RFS Capital Works Program for the 2016/17 financial year, supporting the Committee's resolution of 11 February 2016. The capital works funded include the Kangaroo Valley Station additions, Shoalhaven Heads Station extensions, Kioloa Station extensions, Tabourie Station extensions, Milton Station extensions, Currarong Station additions and West Nowra Station construction. The IEMC "Pad Mount" Transformer would be funded through funds redirected from the Greenwell Point Station extensions and Milton Catering projects. Users of the IEMC site would also be asked to contribute.

MOTION:

By consent

RESOLVED that the report of the Director Assets & Works regarding the Rural Fire Service – Capital Works Program be received for information.

CARRIED

## REPORT OF THE FIRE CONTROL OFFICER, NSW RURAL FIRE SERVICE

### 3. Infrastructure Preface

**1227E**

Paul Gooley spoke to Fire Control Officer's report, highlighting the funds transfers necessary to enable specific projects 6, 7, 8, 9, 11 and 19 to proceed. Project 12, Training, Logistics, SMSS Facility (TLSF) required contributions for other external RFS sections (SMSS and State Logistics) in order to proceed.

MOTION:

Moved: Paul Gooley / Second: Jenny Lawther

RESOLVED that the Report of the Fire Control Officer, NSW Rural Fire Service regarding the Infrastructure Preface be received for information.

CARRIED

### 4. IEMC 92 Albatross Road, South Nowra Master Plan

**File 26118E**

Paul Gooley highlighted that negotiations were ongoing between Council and the RFS on the funding for the "Pad Mount" transformer and there was no further information at hand in relation to other essential services that may need to be provided to the IEMC site.

MOTION:

Moved: Paul Gooley / Second: Paul Gleeson

That Council continue to develop the requirements for the remaining essential services for the IEMC Precinct with regard for future development on the site.

CARRIED

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**5. Fire Control Centre Operations/Administration extensions **File 3434E****

The RFS were currently being accommodated in the old IEMC Emergency Operations Centre (EOC) during the RFS admin fitout. In coming weeks there would be an official opening of the EOC.

It was confirmed that there was no possibility of a cost “blow-out” as the job was based on a “lump sum” and the contractor BITMAC sought to maintain its ongoing commercial relationship with Council.

MOTION: Moved: Paul Gooley / Second: Jenny Lawther

RESOLVED that the report of the Report of the Fire Control Officer, NSW Rural Fire Service regarding the Fire Control Centre Operations/Administration extensions be received for information.

CARRIED

**6. Group Support facility, Fire Control Garage/storage shed extensions **File 3434E****

MOTION: Moved: Paul Gooley / Second: Jenny Lawther

RESOLVED that the Report of the Fire Control Officer, NSW Rural Fire Service regarding the Group Support facility, Fire Control Garage/storage shed extensions be endorsed.

CARRIED

**7. West Nowra Rural Fire Station **File 36004E****

MOTION: Moved: Paul Gooley / Second: Jenny Lawther

RESOLVED that the Report of the Fire Control Officer, NSW Rural Fire Service regarding the West Nowra Rural Fire Station be received for information.

CARRIED

**8. Greenwell Point Rural Fire Station **File 40018E****

Paul Gooley noted that the AGM had been held at the newly refurbished station the previous evening. As the alterations to the Greenwell Point Rural Fire Station were now complete there would be no future reports on this station.

MOTION: Moved: Paul Gooley / Second: Paul Gleeson

RESOLVED that the report of the Fire Control Officer, NSW Rural Fire Service on the Greenwell Point Fire Station be endorsed.

CARRIED

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**9. Kangaroo Valley Station Additions** **File 17441E**

Council had been requested to provide information on the preferred options for works limit comparisons and associated estimated costs. **Action:** Ben Stewart undertook to follow up with Asset Management staff on these estimates.

MOTION: Moved: Paul Gooley / Second: Andrew Fielding

RESOLVED that Council provide a response to the RFS on the two proposed plans with comparative notes and preference to each, including works required and cost estimates of same.

CARRIED

**10. Shoalhaven Heads extensions** **File 6862E**

MOTION By consent

RESOLVED that the report of the Fire Control Officer, NSW Rural Fire Service regarding the Shoalhaven Heads extensions be received for information.

CARRIED

**11. Kioloa Station extensions** **File 5726E**

MOTION: By consent

RESOLVED that the report of the Fire Control Officer, NSW Rural Fire Service concerning the Kioloa Station extensions be received for information.

CARRIED

**12. Tabourie Station Extensions** **File 5362E**

MOTION: By consent

RESOLVED that report of the Fire Control Officer, NSW Rural Fire Service concerning the Tabourie Station extensions be received for information.

CARRIED

**13. Milton/Catering Station extensions** **File 10473E**

A meeting on the catering requirements had been convened to consider how processes might be improved and the future directions of this function.

In brief discussion the Committee agreed to leave the remaining \$35,000 allocated to this project and review this decision at a later date.

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MOTION:

Moved: Paul Gooley / Second: John Ashton

That the SPC discuss the status of this project with regard to the current review of catering provision requirements in the District and if seed funding should be reallocated to another project or planning continue.

CARRIED

**14. Currarong Station Additions**

**File 14578E**

MOTION:

Moved: Paul Gooley / Second: Vic Walker

RESOLVED that the report of the Fire Control Officer, NSW Rural Fire Service concerning the Currarong Station Additions be received for information.

CARRIED

**15. Training/Logistics/SMSS Facility (TLSF)**

**File 1227E**

It was clarified that there was not an open ended timeframe associated with this project. Head office had been consulted and two years remained of the initial four year funding period. Several other bodies needed to contribute for this project to succeed.

MOTION:

Moved: Paul Gooley / Second: Vic Walker

RESOLVED that the report of the Fire Control Officer, NSW Rural Fire Service concerning the Training/Logistics/SMSS Facility (TLSF) be received for information.

CARRIED

**16. Broughton Vale/Berry Rural Fire Station**

**File 14693E**

Since initially identifying a site for a joint RFS / Ambulance station, there had been no progress since the initial meeting with Ambulance Services. Ambulance Services in NSW "owned" the sites they used. It appeared to RFS that Ambulance Services intended to secure the site and preclude RFS participation.

MOTION:

Moved: Paul Gooley / Second: Andrew Fielding

RESOLVED that Council and the District Manager make contact with RMS with a view to securing the identified land parcel originally identified as available for RFS station.

RESOLVED that NSW Ambulance be advised they are welcome to work with RFS/Council in the co-location of an Ambulance station, however, not at the loss of the site to the RFS.

CARRIED

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**17. Wandandian Station extensions **File 12668E****

MOTION: By consent

RESOLVED that the report of the Fire Control Officer, NSW Rural Fire Service concerning the Wandandian Station extensions be received for information.

CARRIED

**18. Basin View Station extensions **File 7049E****

MOTION: Moved: Paul Gooley / Second: Vic Walker

RESOLVED that the report of the Fire Control Officer, NSW Rural Fire Service concerning the Basin View Station extensions be received for information.

CARRIED

**19. Conjola Station extensions **File 6163E****

MOTION: Moved: Paul Gooley / Second: Vic Walker

RESOLVED that the report of the Fire Control Officer, NSW Rural Fire Service concerning the Conjola Station extensions be received for information.

CARRIED

**20. Beaumont Station extensions **File 30481E****

MOTION: Moved: Paul Gooley / Second: Vic Walker

RESOLVED that the report of the Fire Control Officer, NSW Rural Fire Service concerning the Beaumont Station extensions be received for information.

CARRIED

**21. Huskisson Station extensions **File 7450E****

MOTION: Moved: Paul Gooley / Second: Vic Walker

RESOLVED that the report of the Fire Control Officer, NSW Rural Fire Service concerning the Huskisson Station extensions be received for information.

CARRIED

**22. IEMC “Pad Mount” Transformer **File 26118E****

It was the expectation of RFS that the cost of the “Pad Mount” Transformer be recouped, in part, from other agencies that commenced operations on the site and negotiations with Council were ongoing. Once complete, the substance of the negotiations were expected

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to be “built into” the IEMC Precinct Management Plan. The Logistics Centre was likely to consume 50% of the electricity generated by the transformer.

MOTION: Moved: Paul Gooley / Second: Andrew Fielding

RESOLVED that the Committee endorse the actions as listed in the report of the Fire Control Officer, NSW Rural Fire Service.

CARRIED

**23. Bendalong/Cunjurong Pt/Manyana amalgamation **File 25365E****

A constitution had been drawn up for the proposed brigade amalgamation and brigades had been asked to nominate two persons to act as representatives on the Steering Committee, the membership of which would be reported to Council.

The Committee discussed: the level of engagement of the brigades in the amalgamation process; that little indicative funding was assigned to Cunjurong Point or Manyana brigades; that the brigades had been advised to put forward their plan for the future, a concept plan, which ought to be considered by the Fire Control Officer with expedience, and it was agreed that the community needed to be engaged this process via consultation involving the Red Head Village CCB. With the addition of the third recommendation below, it was:

MOTION: Moved: Paul Gooley / Second: Paul Gleeson

RESOLVED that the District Manager continues with the forming of a steering committee with membership from both Brigades (if possible) as well as Group Officer and District staff representation.

RESOLVED that this committee will be formed regardless of participation of the Bendalong Brigade and will discuss and work towards the amalgamation of the brigades and identify any infrastructure requirements for the existing Cunjurong Pt station.

RESOLVED that the Fire Control Officer meet with the Executive Committee with a view to progressing the amalgamation.

CARRIED

**24. 2016/17 Rural Fire Fighting Fund Estimates **File 2371E****

The Committee noted the information on the 2016/17 Rural Fire Fighting Fund Estimates, as presented.

**25. Staff Movements **File 19090E****

The Committee noted the information on staff movements, as presented.

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**26. Group Officer Elections and Brigade Annual General Meetings **File 19090E****

Voting in the Group Officers elections closed on 30 April 2016 and the following candidates were successful, effective 1 July 2016:

Bob Johnston – Group 1  
Jenny Lawther – Group 2  
Martin Gaffey – Group 3  
Paul Gleeson – Group 4  
John Ashton – Group 5

Paul Gooley had nominated as Group Officer. Vic Walker was thanked for his contribution over a sustained period of time as Group Officer Representative. All nominees were thanked for their participation.

**GENERAL BUSINESS**

**27. Workplace Health & Safety (WH&S) **File 1227E****

There were no matters raised.

**28. Code of Conduct **File 1227E****

There were no matters raised.

**Next meeting – Will be held on Thursday 11 August 2016 in the Seven Mile Meeting Room (formerly Reception Room) of Council’s Administrative Building.**

**There being no further business the meeting closed at 7:00pm.**