

SHOALHAVEN CITY COUNCIL

**RURAL FIRE SERVICE STRATEGIC PLANNING COMMITTEE**

to be held on Thursday, 11 August 2016  
commencing at 5:30pm

City Administrative Centre  
Bridge Road  
NOWRA NSW 2541

5 August 2016

Dear Member

**NOTICE OF MEETING**

You are hereby requested to attend a meeting of the **Rural Fire Service Strategic Planning Committee** to be held on 11 August 2016 commencing at **5:30 pm** in the **Seven Mile Meeting Room, Level 2 (formerly Reception Room)**, City Administrative Centre, Bridge Road, Nowra for consideration of the following business. A light supper will be available.

Yours faithfully



Ben Stewart  
**Director Assets & Works**

**BUSINESS OF MEETING**

1. Apologies
2. Minutes of the Previous Meeting
3. Report – Director Assets and Works
4. Report – Fire Control Officer RFS
5. Workplace Health & Safety (WH&S)
6. Code of Conduct
7. General Business

**MEMBERSHIP**

Clr L Kearney – Chairman  
Clr J Gash, Mayor  
Clr M Kitchener  
Available Councillors (observers)  
Mr Ben Stewart, General Manager's Nominee  
Mr Mark Williams, District Manager RFS  
Mr Paul Gooy – Staff Representative RFS

Mr Vic Walker  
Mr Andrew Fielding  
Ms Jennifer Lawther  
Mr Martin Gaffey  
Mr Paul Gleeson  
Mr Colin Lonagan  
Mr Bill Beans  
Mr Chris Baseler

**The objectives of the Committee are as follows:**

To advise Council on issues of a strategic and policy nature relating to the operation of the Rural Fire Services having regard to the following:

- That the core communication between brigades and Fire Control Officer on operational issues be raised through the Group Officers utilising the committee structure.
- All issues be raised through Fire Control so that statutory matters can be resolved immediately.
- Policy matters raised can be referred to the Strategic Planning Committee. Outcomes from the Committee are to be referred to the Policy and Resources Committee through the General Manager so that statutory matters can be resolved.
- That the Strategic Planning Committee be developed as the body advising Council on Rural Fire Service policy issues.

Cell Phones

Council's Code of Meeting Practice states "All cells phones are to be turned off for the duration of the meeting".

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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.**

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**REPORT OF DIRECTOR, ASSETS & WORKS**  
**RURAL FIRE SERVICE STRATEGIC PLANNING COMMITTEE**  
**THURSDAY, 11 AUGUST 2016**

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

**File 1227E**

**SECTION MANAGER: Martin Uptis**

**PURPOSE:**

To report on proposed location of a new Rural Fire Service station in Berry.

**RECOMMENDED that the report be received for information**

**DETAILS**

# A draft schematic plan (Attachment A) has been prepared by NSW Health Infrastructure for the co-location of a new RFS station adjacent to a new ambulance station between Kangaroo Valley Road and North Street Berry.

Planning is still in the preliminary stage. The draft schematic plan allows for NSW Health Infrastructure to develop their facility independent of the new RFS Facility, The proposed new RFS facility would be located on a proposed closed road which provides the advantage that there would be minimal land acquisition costs, if any.

The current plan provides for some shared access/manoeuvring facilities however design and costing details still need to be resolved between Council and NSW Health Infrastructure.



B. Stewart  
**DIRECTOR, ASSETS & WORKS**

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

## 11 AUGUST 2016

### INFRASTRUCTURE PREFACE:

The below table shows the current Infrastructure component of the Strategic Capital Expenditure Program (SCEP). This table is detailed in order of funding allocated and priorities as to these and future. (These priorities may change from time to time as required.)

*It should be noted that changes to the RFS policy, now sees projects being funded in a maximum of two stages, being:*

1. *the allocation of 'seed' or preparatory funding for costs encountered during the planning phase (reports, plans, consultants etc)*
2. *the allocation of full cost to complete the project based on quantity cost estimates.*

*Any variations, whilst discouraged and subject to itemised approval process, will be borne by the RFS at the time of the project.*

*Similarly, any surplus funds remaining post project completion, will no longer be able to be transferred to another project.*

#	PROJECT NAME	ALLOCATED	COST EST	SHORTFALL
1	IEMC Master Plan	\$ 30,000	U/K	N/A (RFS)
2	FCC/EOC extension	\$1,579,800	1,568,800	nil
3	Grp Support Shed extension	\$ 600,000	585,000	(15,000)
4	West Nowra Fire Station (new)	\$ 920,000	1,600,000	680,000
5	Greenwell Pt extensions	\$ 290,000	60,120	(229,880)
6	Kangaroo Valley ablutions/extension	\$ 155,000	400,000	245,000
7	Shoalhaven Heads extension	\$ 230,000	400,000	170,000
8	Kioloa Station extension	\$ 125,000	220,000	95,000
9	Tabourie Station extension	\$ 80,000	180,000	100,000
10	Milton Station extension	\$ 35,000	200,000	165,000
11	Currarong Station extension	\$ 10,000	275,000	265,000
12	Training, Logistics, SMSS Facility (TLSF) (new)	\$ 30,000	9,500,000	9,470,000
13	Broughton Vale Station (new)	\$ 50,000	1,000,000	950,000
14	Wandandian station extension	\$ 5,000	185,000	180,000
15	Basin View station extension	\$ 5,000	175,000	170,000
16	Conjola station extension	\$ 5,000	195,000	190,000
17	Beaumont station extension	\$ 5,000	160,000	155,000
18	Huskisson station extension	\$ 5,000	185,000	180,000
19	IEMC Pad Mount Transformer	\$ 0	300,000	300,000
20	Bendalong/Cunjurong Pt - amalgamation	\$ 25,000	U/K	TBA
	<b>TOTALS</b>	<b>\$4,184,800</b>	<b>\$17,188,920</b>	<b>\$13,070,120</b>

All of these are in various forms of completion, from seed/investigation/planning, through to construction. As shown above, all have funding allocated and are listed as committed projects.

As per previous reports, the sum of \$1,720,000 has been bid in the 2016/17 RFFF estimates which were endorsed by the General Manager/Council and submitted on 29/4/16.

The amount bid for, if allocated will allow for the following:

- \$610,000 to bridge the shortfalls in projects 6, 7, 8 & 9 above, allowing these to be completed.
- \$165,000 to partially fund for project number 19.
- \$265,000 to Fund the full amount for project number 11 to allow for its completion.

**Note:** *Other projects listed will be bid for in following years estimates or at other times as required. It should be noted that in relation to project #12 other external RFS sections (SMSS & State Logistics) will be housed in the proposed facility.*

Each of these items is dealt with separately and in more detail throughout this report, in accordance with the numbering in the table above.

**SUBMITTED for information.**

**1. IEMC 92 Albatross Road, South Nowra Master Plan 26118E**

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Current RFFF budget allocated	\$30,000.00
Cost estimate of project:	\$U/K

Since reviewing and endorsing version “J” of the Master Plan, and attending a Councillor presentation on this, No formal changes to the Master Plan have been made to the RFS’ knowledge since the last report.

The Master Plan consultant and Council continue to develop and finalise the approvals for the Pad Mount Transformer for the precinct.  
This is dealt in detail in item 19 of this report.

No further information is to hand in relation to the other essential service requirements for the IEMC Precinct, however the sewer connection for the West Nowra Station will run West to East behind the remaining blocks of 9,2 8 & 7. This line will be able to be connected into by future occupants of these sites.

Last meeting, SCC advised that the sub division of the “Dog Track Road” was progressing with an estimated completion of mid to late June.  
At the time of report submission, no update has been received from SCC on the status of this matter.

**RECOMMENDATION:**

**That Council report to the Committee the status of the sub division of “Dog Track Rd” pursue this to completion as a matter of priority.**

**2. Fire Control Centre Operations/Administration extensions 1227E**

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Current budget allocated	\$1,350,000.00
Cost estimate of project:	\$1,350,000.00

Construction is complete on this project with only minor defects and additional painting being undertaken.

Further to last report, the new EOC was used during the recent East Coast Low rain/flooding events. It is noted that fitout of this room is still to be undertaken by Council.  
The RFS operations room is now fully completed and will be exercised along with the EOC during the RFS Regional Incident Management Exercise (IMX) 24-26 August.

RFS staff moved into the completed administration area on 20 June. By all accounts, all staff are extremely happy with their new accommodation, which sees the use of ergonomic sit/stand desks and multiscreen replication of the Operations Knowledge wall.

A formal opening function of this centre will be planned for around November (pending Commissioner and Council availability). It is proposed that this date will also include the Group Support Shed and West Nowra Station openings.

Several reimbursements of expenditure have been made to SCC with the final claims currently being processed.

As this project is now complete, this will be the final report to this Committee and will be removed from the Project Infrastructure table.

**SUBMITTED for information.**

Current budget allocated:	\$600,000.00
Cost estimate of project:	\$600,000.00
Variance:	\$ NIL

As reported previously construction of this project is complete and in use.  
The additional works being undertaken as part of the project are as below:

- Concreting of ring road to Group Support and SES shed. – COMPLETE.  
This was a requirement imposed by SCC post project construction commencement.
- Lighting upgrade: - COMPLETE  
This involved the changing of all lighting for the shed to LED's, additional outdoor lights for night operational use & added security lighting.
- Concrete pathways and flag pole pad. – COMPLETE.  
This included the concreting of the 1.2m wide grass strip between carpark retaining wall and shed and new flag pole location.
- Security fencing and gates for ring road and main entry. – UNDERWAY (mid Sept complete)  
This involves the installation of spear top security gates to both entry points and its connection to the existing security fence to the South of the Group Support shed.

A formal opening function will be held in November in conjunction with the IEMC and West Nowra Station openings. (pending Commissioner and Council availability)

As this project is now complete, this will be the final report to this Committee and will be removed from the Project Infrastructure table.

**SUBMITTED for endorsement.**

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**4. West Nowra Rural Fire Station****36004E**

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Budget allocated:	\$ 920,000.00
Cost estimate of project:	\$1,600,000.00
Variance:	\$ 680,000.00

The amount of \$680,000 to fund the identified shortfall has been included into the 2016/17 estimates.

Construction is well underway with completion to 'lock up' stage expected by 12 August.  
Due to the recent bad weather, completion for the project has been set back slightly to end of September.

Council is currently planning for the "Pad Mount" transformer for the IEMC site which includes permanent power for the WNFS. (See item 19 for further detail on this project)

As an interim measure, until the Pad Mount is completed, Council is seeking Endeavour Energy approval to have the builders temporary power supply remain so as the Station can be occupied.

A formal opening function will be held in November in conjunction with the IEMC and Group Support shed extension openings. (pending Commissioner and Council availability)

**RECOMMENDATION:**

**That Council expedite the approval for temporary power to the WNFS so as occupation can occur upon station completion, whilst new Transformer is installed/commissioned.**

## 6. Kangaroo Valley Station Additions

1227E

Current budget allocated:	\$155,000.00
Cost estimate of project:	\$400,000.00
Variance:	\$245,000.00

The amount of \$245,000 to fund the identified shortfall has been included into the 2016/17 estimates.

As previously advised, draft plans have been developed and a meeting held with the Brigade to endorse these.

The brigade provided some alternative options which have been investigated with both builder and Council.

Subsequently, meeting has been held with the Brigade, who have endorsed the original plans with some relatively minor alterations.

This project, along with projects 7, 8 & 9 are now ready for Council to project manage to completion. It is envisaged that all of these will be able to be completed by July 2017.

### **RECOMMENDATION:**

**That Council commits and appoints, as a matter of priority, project management for projects 6, 7, 8 & 9.**

## 7. Shoalhaven Heads extensions

1227E

Current budget allocated:	\$230,000.00
Cost estimate of project:	\$400,000.00
Variance:	\$170,000.00

The amount of \$170,000 to fund the identified shortfall has been included into the 2016/17 estimates.

This project, along with projects 6, 8 & 9 are now ready for Council to project manage to completion. It is envisaged that all of these will be able to be completed by July 2017.

### **RECOMMENDATION:**

**That Council commits and appoints, as a matter of priority, project management for projects 6, 7, 8 & 9.**

## 8. Kioloa station extensions

1227E

Current budget allocated:	\$125,000.00
Cost estimate for project:	\$220,000.00
Variance:	\$ 95,000.00

The amount of \$95,000 to fund the identified shortfall has been included into the 2016/17 estimates.

As previously advised, draft plans have been developed and a meeting held with the Brigade to endorse these.

The brigade provided some alternative options which have been investigated with both builder and Council.

Subsequently, meeting has been held with the Brigade, who have endorsed the original plans with some relatively minor alterations.

This project, along with projects 6, 7 & 9 are now ready for Council to project manage to completion.

It is envisaged that all of these will be able to be completed by July 2017.

**RECOMMENDATION:**

**That Council commits and appoints, as a matter of priority, project management for projects 6, 7, 8 & 9.**

**9. Tabourie Station extensions 1227E**

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Current budget allocated	\$ 80,000.00
Cost estimate of project:	\$180,000.00
Variance:	\$100,000.00

The amount of \$100,000 to fund the identified shortfall has been included into the 2016/17 estimates.

Draft concept plans have been developed and meeting held with the Brigade who have endorsed these.

This project, along with projects 6, 7 & 8 are now ready for Council to project manage to completion. It is envisaged that all of these will be able to be completed by July 2017.

**RECOMMENDATION:**

**That Council commits and appoints, as a matter of priority, project management for projects 6, 7, 8 & 9.**

**10. Milton/Catering Station extensions 1227E**

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Current budget allocated	\$ 35,000.00
Cost estimate of project:	\$200,000.00
Variance:	\$165,000.00

As per last report, \$165,000 funding for this project was redirected to project #19 due to a review of catering within the District and the higher priority of the transformer project.

Station access driveway works are being investigated with Council at present. Whilst part resolution has been agreed, being the relocation of the problematic hydrant by Shoalwater, RFS are still awaiting advice from Council in relation to the redirecting of the access driveway onto Woodstock Rd, drainage works required and repair of damaged driveway post hydrant relocation.

**RECOMMENDATION:**

**That the Council provide information as to the capability for the Station access to be redirected to use Woodstock Rd and work with the RFS to rectifying maintenance and drainage issues which remain post hydrant relocation.**

**11. Currarong Station Additions 1227E**

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Current budget allocated	\$ 10,000.00
Cost estimate of project:	\$275,000.00
Variance:	\$265,000.00

No change to last report.

The amount of \$265,000 to fund the identified shortfall has been included into the 2016/17 estimates.

Draft concept plans are still being developed. Once received, discussions will be held and input from the Brigades before finalisation and DA submission.



**SUBMITTED for information.**

**12. Training/Logistics/SMSS Facility (TLSF) 1227E**

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Current budget allocated	\$ 30,000.00
Cost estimate of project:	\$9,500,000.00
Variance:	\$9,470,000.00

Nothing new to report.

RFS Infrastructure Management (Sydney) have not progressed the issue.

The District will now formalise the project proposal documentation which will include all plans and costings undertaken to date and officially resubmit through Region and Head Office.

**SUBMITTED for information.**

**13. Broughton Vale/Berry Rural Fire Station 1227E**

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Current budget allocated	\$ 50,000.00
Cost estimate of project (approx.)	\$1,000,000.00
Variance	\$ 950,000.00

Some good progress on this project has been made during this reporting period.

Council's property team met with District staff and represented the joint Council/RFS views and requirements to NSW Health Infrastructure (HINFRA).

Draft planning now shows RFS and Ambulance stations co-located across two portions at the desired location. RFS are shown as being located within a road reserve which will require formal closing, (not seen as an issue) whilst Ambulance are shown as being on an area that HINFRA will negotiate purchase from RMS. Both parties will be required to provide right of access through sections of their respective land parcels.

(A copy of the draft overview plan will be displayed at the meeting)

Whilst the site is restrictive in its shape and overall size, it is strongly felt that this is far outweighed by the many benefits of the location including access and separation distance from heavy residential area.

**RECOMMENDATION:**

**That Council and the District Manager continue to work with HINFRA and RMS to formalise the land use agreements and secure the identified land parcel.**

**That once secured, RFS work with Council on the design, location and orientation of the new station within the available land parcel.**

**14. Wandandian station extensions 1227E**

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Current budget allocated:	\$ 5,000.00
Cost estimate for project:	\$185,000.00
Variance:	\$180,000.00

**No change since last report.**

Draft concept plans are still being developed and have not yet been received from the consultant. Once received, discussions will be held and input from the Brigades before finalisation and DA submission and bid made for full funding of project.

**SUBMITTED for information.**

**15. Basin View Station extensions 1227E**

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Current budget allocated:	\$ 5,000.00
Cost estimate for project:	\$175,000.00
Variance:	\$170,000.00

**No change since last report.**

Draft concept plans are still being developed and have not yet been received from the consultant. Once received, discussions will be held and input from the Brigades before finalisation and DA submission and bid made for full funding of project.

**SUBMITTED for information.**

**16. Conjola Station extensions 1227E**

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Current budget allocated:	\$ 5,000.00
Cost estimate of project:	\$195,000.00
Variance:	\$190,000.00

**No change since last report.**

Draft concept plans are still being developed and have not yet been received from the consultant. Once received, discussions will be held and input from the Brigades before finalisation and DA submission and bid made for full funding of project.

**SUBMITTED for information.**

**17. Beaumont Station extensions 1227E**

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Current budget allocated:	\$ 5,000.00
Cost estimate of project:	\$160,000.00
Variance:	\$155,000.00

**No change since last report.**

Draft plans have been developed and a meeting held with the Brigade who have endorsed these. These are now being formalised and prepared for submission of Development Approval.

This project is able to be separated into stages and therefore would likely remain under the threshold requiring tenders to be let.

**SUBMITTED for information.**

**18. Huskisson Station extensions 1227E**

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Current budget allocated:	\$ 5,000.00
Cost estimate of project:	\$185,000.00
Variance:	\$180,000.00

**No change since last report.**

Draft concept plans are still being developed and have not yet been received from the consultant. Once received, discussions will be held and input from the Brigades before finalisation and DA submission and bid made for full funding of project.

**19. IEMC “Pad Mount” Transformer 1227E**

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Current budget allocated:	\$
Cost estimate of project:	\$300,000.00
Variance:	\$300,000.00

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As previously discussed, the IEMC precinct is currently at maximum capacity of the electrical supply.

The construction of the West Nowra Fire Station and any other future development requires a new Pad Mount Transformer to be placed on site.

This has now been costed and is currently still being planned for construction.

In an effort to have power for the soon to be completed West Nowra Fire Station, Council has been requested to seek approval from the energy provider to maintain the temporary construction connection to the site.

Negotiations have not been progressed in relation to cost apportionment and future reimbursement amounts/ratios from future (non RFS) development on the IEMC site.

Once agreed, this will be formalised and become part of the IEMC precinct management plan.

The amount of \$165,000 has been included into the 2016/17 estimates ‘reassigned’ from the bid for Catering/Milton (project #10).

**RECOMMENDATION:**

**That Council formalise agreement for reimbursement ratios to RFS for future occupation within the IEMC precinct.**

**That Council expedite the planning and subsequent construction of this project.**

**20. Bendalong/Cunjurong Pt/Manyana amalgamation 1227E**

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The first meeting of the amalgamation steering committee has occurred (3/8/16). At the time of report compilation no information was at hand, however outcomes from this meeting will be discussed at the meeting.

The District Manager and staff have and will continue to ensure that all parties both directly and indirectly involved including Council, RFS Region and Head Office have been kept up to date with proceedings.

The local Group Officer for the area, Mr Paul Gleeson attended a recent local villager’s association meeting and provided information on the proposals at hand.

**RECOMMENDATION:**

**That the District Manager continue to work with the Steering Committee and Brigades in an effort to resolve the issues.**

**21. 2016/17 Rural Fire Fighting Fund Estimates 1227E**

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Recently Council has received notification from the RFS of a major change to the allocation processes for the Rural Fire Fighting Fund.

This will see each District in the State receive an allocation based on a percentage of the total RFFF allocation. Percentages have been derived as a percentage of the allocations received over the past 20 years.

Shoalhaven has been advised we will receive 2.664% of the RFFF.

As well as many others, one major benefit of the new procedure will be that Council contributions will be less likely for fluctuation, now only occurring with a change to the overall RFFF allocation by State Treasury.

This change will come into effect for the 2016/17 allocation, which is pending announcement.

A brief explanatory presentation will be delivered at the meeting.

**SUBMITTED for information.**

## **22. Staff Movements**

**1227E**

Mr Marc Donnelly has been successful in his recent application for the Operations Officer Level 1 (OPO1) intake.

Marc has completed a 2 week induction course (Sydney) and has since been offered and accepted the position in which he was fulfilling on an EOI.

I welcome Marc officially to the District staff.

Marc will shortly attend a solid 5 week initial training program (Sydney) before 'hitting the ground running' back into his role within the Shoalhaven.

Ms Julie-Anne Michael has been successful in obtaining a temporary position within the District.

Julie-Anne is filling the position left vacant by the retirement of Ron Lynch.

This position is filled as part of the Service Agreement between the Jervis Bay Territory and the RFS, on a temporary 6 month review basis.

Julie-Anne is an Illawarra resident and RFS volunteer who also is a member of the Shoalhaven Information Support Unit (Nerd herd). Julie-Anne was an existing staff member of the Service, being an Operational Communications Centre (OCC) operator til being awarded this position.

I welcome Julie to the staff as she commences her orientation and 'on job learning'.

Staff continue to undertake regular training, assessments, in a wide variety of specialist skills and qualifications. They also attend meetings, conferences and operational deployments as required.

This often necessitates time out of the office and away from home.

This commitment by staff and their families is recognised and is very much appreciated.

**SUBMITTED for information.**

## **23. Group Officer Elections and Brigade Annual General Meetings**

**1227E**

Group Officer elections have been completed. Results are shown below:

GROUP ONE	ROBERT JOHNSTONE
GROUP TWO	JENNY LAWOTHER
GROUP THREE	RON (ROLLY) ROLLINSON
GROUP FOUR	PAUL GLEESON
GROUP FIVE	JOHN ASHTON
GROUP 6	BILL BEAN

All Brigade AGM's have been completed.

Several new faces have been elected by their peers to a variety of positions.

May I take this opportunity to welcome both those elected and those who whilst not being successful in obtaining a position on this occasion, have shown an interest in the management of their brigade and the RFS.

Some outgoing position holders are retiring or moving on, but many will remain as vital and experienced members, and I again would like to pass on my thanks for their time and commitment.

Superintendent Mark Williams  
**District Manager – Shoalhaven**

**Next meeting – 10 November 2016**