

SHOALHAVEN CITY COUNCIL

RURAL FIRE SERVICE STRATEGIC PLANNING COMMITTEE

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

City Administrative Centre
Bridge Road
NOWRA NSW 2541

4 February 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 February 2016 commencing at **5:30 pm** in the **Council Chambers**, 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 Gooley – Staff Representative RFS

Mr Vic Walker
Mr Andrew Fielding
Ms Jennifer Lawther
Mr Martin Gaffey
Mr Paul Gleeson
Mr Colin Lonigan
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".

**MINUTES OF THE RURAL FIRE SERVICE STRATEGIC PLANNING COMMITTEE MEETING
HELD ON THURSDAY, 12 NOVEMBER 2015 IN THE SEVEN MILE MEETING ROOM OF THE
NOWRA ADMINISTRATIVE BUILDING, COMMENCING AT 5.30PM**

The following members were present:

Clr Lynne Kearney (Chair)
Clr Mark Kitchener
Paul Gooley, RFS Staff Representative
Vic Walker, Group Officer Representative
John Ashton, Group Officer Representative Alternate
Andrew Fielding, Group 1 Area Primary Representative
Martin Gaffey, Group 3 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
Chris Palmer, RFS

Apologies:

Apologies were received from Chris Baseler, Colin Lonergan, Jenny Lawther and Mark Williams.

1. Minutes of Previous Meeting

MOTION: Moved: Ben Stewart / Second: Paul Gleeson

RESOLVED that the minutes of the meeting of the Rural Fire Service Strategic Planning Committee held on 13 August 2015 be confirmed.

CARRIED

BUSINESS ARISING FROM PREVIOUS MINUTES

2. Fire Control Centre Refurbishments – Inclusion of “wet areas” in design File 3434E

Vic Walker raised concern that the RFS had objected on a number of occasions to the inclusion of the wet area in the Fire Control Centre refurbishments, due to its location and potential to disrupt staff and operations. Given the recent IEMC sod turning ceremony, it was queried if Council had reconsidered the inclusion of the wet area. Ben Stewart advised the RFS concerns had resulted in wet area being down-sized in updated designs. He outlined the co-ordinated approach to the many other design aspects in the RFS area such as the knowledge wall.

MOTION:

Moved: Vic Walker / Second: Paul Gleeson

With one objection it was,

RESOLVED to note the disappointment of the RFS with the way the refurbishments to the Fire Control Centre, specifically the inclusion of the wet area, had been handled by Council Officers.

CARRIED

3. Crossroads Traffic Issues

File 1227E

A meeting had been convened in September involving Jo Casser (LEOCON), BMD contractors and their consulting engineers and RFS members on the traffic issues at the Crossroads. Despite this, delays in construction has meant that the traffic issues encountered by brigades getting to and from the Jervis Bay Fire Station remained.

Council have been advised by contractors that sealed roads to and from the Crossroads would be in place by Christmas but to date the contractors had not undertaken night works to accelerate the works.

MOTION:

Moved: Vic Walker / Second: Martin Gaffey

RESOLVED that the RFS write to BMD contractors noting the need to have the roads open for the peak period (even if that means sealing the roads in the short-term and asphaltting later). If the roads aren't opened for the peak period, the contractor is to be asked to detail the arrangements to be put in place for emergency services

CARRIED

Action: RFS to give early consideration to the relocation of appliances to improve their availability/accessibility in the event of a bush fire emergency. RFS to consider the logistics of how the appliances could be maintained securely if not located at a fire station.

4. West Nowra Fire Station

File 36004E

It was clarified that the West Nowra Fire Station would go out to Tender shortly, the works to commence early 2016 (by April).

MOTION:

Moved: Vic Walker / Second: Paul Gleeson

RESOLVED that the business arising from previous minutes be accepted.

CARRIED

REPORT OF DIRECTOR ASSETS & WORKS

5. **Rural Fire Fighting Fund**

File 2371E

Shoalhaven City Council had not yet received notification from the RFS on the 2015/16 Fire Fighting Contribution. Council had written to Gareth Ward, MP, in March 2015 to convene a meeting with the Minister for Emergency Services in relation to the 59% increase in Council's contribution for 2014/15 (totalling \$1,308,026). While Council had agreed to the increased capital allocation for 2014/15, Council had stipulated that future year's budgets would need to return back in line with the 3% annual increase. The absence of the notification of Council's contribution made financial planning difficult.

MOTION:

Moved: Paul Gooley / Second: Paul Gleeson

RESOLVED that Council make representations to Local Members of Parliament in relation to the unsatisfactory delay in being advised Council's contribution to the 2015/16 Rural Fire Fighting Fund.

CARRIED

6. **Greenwell Point Rural Fire Station**

File 40018E

Paul Gooley noted that the Construction Certificate for the Greenwell Point Rural Fire Station had been received and Mark Williams could advise on progress. Mick James was preparing an estimate for works at the station.

MOTION:

By consent

RESOLVED that the report of the Director Assets & Works regarding the Greenwell Point Rural Fire Station be received for information.

CARRIED

7. **Proposed Dates for Meeting in 2016**

File 1227E

Members acknowledged that the number of meetings had been reduced but that additional meetings could be convened as necessary.

5:30pm – Thursday 11 February 2016

5:30pm – Thursday 11 August 2016

[Note: Subsequent to the meeting, it was agreed that 2 additional meeting requests be issued to members, the meetings to be convened if necessary.]

REPORT OF THE FIRE CONTROL OFFICER, NSW RURAL FIRE SERVICE

8. **Strategic Capital Expenditure Plan (SCEP)** **File 1227E**

MOTION: By consent

RESOLVED that the report of the Fire Control Officer, NSW Rural Fire Service regarding the Strategic Capital Expenditure Plan (SCEP) be received for information.

CARRIED

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

The RFS were waiting for Council advice on the infrastructure requirements for the IEMC site (Masterplan). Council had funded a proportion of the Masterplan, matching RFS funds. The RFS utility instillation costs need to be allocated. The substations are a critical utility for the West Nowra Fire Station site. Council was undergoing the subdivision process to secure access to the IEMC precinct via the "Dog Track Road".

MOTIONS: By consent

RESOLVED that Council expedite the outcome of the services provision requirements for the IEMC site so the WNFS tender and construction can occur ASAP.

That Council continue to progress the formalisation of the proposed Main Access to the IEMC precinct of "Dog Track Road".

CARRIED

10. **West Nowra (Previously Mundamia) Rural Fire Station** **File 36004E**

Paul Gooley noted that the requirement that the pine trees be mulched had come at a considerable cost to the RFS as the mulch had ultimately been removed at cost.

Ben Stewart noted that the \$920,000 allocated to the project may be insufficient due to building size and considering electrical substations are a significant cost. Paul Gooley noted that funds could be reallocated in the budget to increase the allocation for this project.

MOTION: By consent

RESOLVED that Council continue to formalise the access rights for the West Nowra Station (and IEMC in general) through the use of the Dog Track Road.

RESOLVED that Council expedite the processing of the DA, the letting of this project to Tender, awarding and contract and finalising construction as a matter of some urgency.

CARRIED

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

Works have commenced on the Fire Control Centre extensions.

MOTION: By consent

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

CARRIED

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

Excess excavated material (spoils) from the garage extension had been levelled and used on site for the training area.

MOTION: By consent

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 received for information.

CARRIED

13. Broughton Vale/Berry Rural Fire Station **File 14693E**

Mark Williams had received in principle support from NSW Ambulance for a site to collocate a station in Berry. Funding had yet to be received from the NSW Ambulance for further investigative work. It was hoped that Colliers could negotiate a deal on behalf of the Ambulance Services for the land for the collocated station.

MOTION: By consent

RESOLVED that the District Manager continue to work with Council, State Member Gareth Ward, NSW Ambulance, Health Infrastructure and RMS to secure the identified land parcel.

RESOLVED that the District Manager continue to work with NSW Health and NSW Ambulance in the design of the proposed joint/conjoined facility.

CARRIED

14. Greenwell Point Rural Fire Station **File 40118E**

It was noted that \$200,000 allocated to the Greenwell Point Rural Fire Station may be reallocated to other projects based on estimates of building costs. Since the previous meeting the consent for the works had been received and quotes sought for the works.

MOTION:

By consent

RESOLVED that the report of the Fire Control Officer, NSW Rural Fire Service regarding the Greenwell Point Rural Fire Station be received for information.

CARRIED

15. Training/Logistics/SMSS Facility (TLSF)

File 1227E

A number of versions of the plans for the Training/Logistics/SMSS Facility (TLSF) had been produced. These will be circulated when confirmed. The RFS were hopeful that State Government funding may be allocated for the facility. Shelley Hancock had been provided with briefing notes on the current developments in this area.

MOTION:

By consent

RESOLVED that Council provide without delay the QS indicative cost report for this project to the District Manager.

CARRIED

16. Bendalong/Cunjurong Station Seed Funds

File 25365E, 18359E

In light of the previous meeting's discussion, Council had prepared a building report on the Bendalong RFS station, and the RFS had requested electrical and pest reports. The building report indicated that the station required significant renewal.

It was requested that the committee defer the transfer of \$25,000 to the West Nowra Station and give consideration to extending the Cunjurong Shed (or other works). It was also suggested that the resolution to amalgamate Bendalong/Cunjurong brigades be reaffirmed, noting that it would not progress until at least February 2016.

MOTION

Moved: Vic Walker /Second: Paul Gleeson

RESOLVED that the Committee

- a) note the outcome of the Building condition report and reaffirm the decision, based on the information gathered, to proceed with the amalgamation of the two brigades in February 2016.
- b) defer the decision to transfer \$25,000 from the existing budget to the West Nowra Station project and further consideration be undertaken the February 2016 meeting.

CARRIED

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

MOTION: By consent

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

CARRIED

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

It was planned that an existing slab be used to provide better amenity for the brigade at this location.

MOTION: By consent

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

CARRIED

19. Beaumont Station Extensions **File 30481E**

It was confirmed that for each of the projects listed, items 15 to 19, draft plans would be drawn up for consideration by each of the brigades concerned.

MOTION: By consent

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

CARRIED

20. Conjola Station Extensions **File 6163E**

MOTION: By consent

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

CARRIED

21. Basin View Station Extensions **File 7049E**

MOTION: By consent

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

CARRIED

22. 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

23. 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

24. Shoalhaven Heads Station Extensions **File 6862E**

MOTION: By consent

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

CARRIED

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

These Kangaroo Valley Station additions would result in additional amenities for the brigade.

MOTION: By consent

RESOLVED that the report of the Fire Control Officer, NSW Rural Fire Service concerning the Kangaroo Valley Station additions be received for information.

CARRIED

26. Currarong Station Additions **File 14578E**

These works required considerable rock removal/blasting and accordingly had been given a larger budget allocation.

MOTION: By consent

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

CARRIED

27. Council Assistance and Contribution to Major Fire/Incident Management File 5609E

MOTION: Moved: Lynne Kearney / Second: Andrew Fielding

RESOLVED that Council regularly review and maintain a list of suitable and available persons able to fulfil emergency support roles during major incidents.

CARRIED

28. Jervis Bay Boat Replacement **File 3759E**

An assurance was given that training in using the new Jervis Bay boat would be rolled out beyond the Jervis Bay brigade. The boat was not designed to replace Marine Rescue or the SES appliances but to support the work of other agencies.

MOTION: By consent

RESOLVED that the report of the Fire Control Officer, NSW Rural Fire Service concerning the Jervis Bay boat replacement be received for information.

CARRIED

29. RFS Operational receipt/dispatch centralisation **File 1227E**

MOTION: By consent

RESOLVED that the report of the Fire Control Officer, NSW Rural Fire Service concerning the RFS Operational receipt/dispatch centralisation be received for information.

CARRIED

GENERAL BUSINESS

30. Additional Item - Workplace Health & Safety (WH&S) **File 1227E**

There were no matters raised.

31. Additional Item - Code of Conduct **File 1227E**

There were no matters raised.

32. Additional Item - Water Filling Station **File 1227E**

Action: Ben Stewart undertook to forward the email deliberations around the relocation of the water hydrant or new water source to Paul Gooley for his information.

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

There being no further business the meeting closed at 7:15pm.

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

ASSETS AND WORKS

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

SECTION MANAGER: Michael Harben & Martin Uptis

Council is currently working through the infrastructure requirements, such as power upgrades, for the site.

The subdivision for the use of "Dog Track Road" for the IEMC Precinct is being progressed by consultants Cowman Stoddart.

RECOMMENDED that the report be received for information

2. **Rural Fire Fighting Fund** **File 2371E**
-

SECTION MANAGER: Martin Uptis

RECOMMENDED, in accordance with the Committee's delegated authority from Council, that the report be received for information.

DETAILS

Council at its RFS Strategic Planning Committee Meeting on 12 November 2015 resolved that:

"Council make representations to Local Members of Parliament in relation to the unsatisfactory delay in being advised Council's contribution to the 2015/16 Rural Fire Fighting Fund."

- # An interim response has been received from the Parliamentary Secretary to the Premier (Attachment A).

3. **West Nowra (previously Mundamia) Rural Fire Station** **File 36004E**
-

SECTION MANAGER: Peter Knill

The tenders have closed for the West Nowra station and a report is being created to recommend a contractor be accepted by Council.

Additional funding is required for this station and Council are waiting for confirmation from the RFS that these funds are available.

RECOMMENDED that the report be received for information

4. Fire Control Centre Operations/Administration extensions File 3434E

SECTION MANAGER: Peter Knill

Construction by BATMAC constructions is on track with the walls and roof now in place and final fit out scheduled for April.

An additional allocation was received through the Rural Fire Fighting Fund. A significant amount of communications and electrical work is currently underway.

RECOMMENDED that the report be received for information

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

SECTION MANAGER: Peter Knill

The contractor has been progressing well with minor delays due to wet weather. These works will be completed by March.

RECOMMENDED that the report be received for information

6. Broughton Vale/Berry Rural Fire Station File 14693E

Two sites are being considered near North Street and Kangaroo Valley road and are both on surplus RMS land adjacent to the new Highway upgrade. A number of site visits with relevant stakeholders have taken place. It is critical that RMS provide access to the land and ideally at no cost.

The two preferred options discussed and to be investigated further by Ambulance & RFS staff are on land owned by RMS and marked by red squares in the attached plan. These are:

1. Kangaroo Valley Road Interchange (eastern end of North Street which involves a combination of RE1 and SP zoned land)
2. Berry District Park land (at intersection of Alexandra & North Streets – RU1 zoned land).

Next meeting – To be held on Thursday 12 May 2016 in Seven Mile Meeting Room (formerly the Reception Room) of Council's Administrative Building, if required.

A handwritten signature in blue ink, appearing to read 'B. Stewart'.

B. Stewart
DIRECTOR, ASSETS & WORKS
5 February 2016