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**MINUTES OF THE RURAL FIRE SERVICE STRATEGIC PLANNING COMMITTEE MEETING  
HELD ON THURSDAY, 11 FEBRUARY 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  
Mark Williams, RFS Executive Officer  
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  
Colin Lonergan, Group 5 Area Primary Representative  
Bill Bean, Group 6 Operations Support 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 Paul Gleeson and Jenny Lawther.

Election of Temporary Chair

MOTION: Moved: Colin Lonergan / Second: Paul Gooley

RESOLVED that the Director, Assets & Works, chair the meeting until Clr Kearney's arrival.

CARRIED

**1. Minutes of Previous Meeting**

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MOTION: Moved: Martin Gaffey / Second: Andrew Fielding

RESOLVED that the minutes of the meeting of the Rural Fire Service Strategic Planning Committee held on 12 November 2015 be confirmed.

CARRIED

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## REPORT OF DIRECTOR ASSETS & WORKS

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

A parcel of Crown Land occupied by the Turf Club was in the process of being subdivided to allow access to the Integrated Emergency Management Centre (IEMC) via the "Dog Track Road". Consultants Cowman Stoddart had been engaged to progress the subdivision. The Director, Assets & Works, undertook to inform the Committee if information was received on the timeframe for the subdivision.

MOTION: By consent

RESOLVED that the report of the Director Assets & Works regarding the IEMC 92 Albatross Road, South Nowra Master Plan be received for information.

CARRIED

**Action:** The Director undertook to inform the Committee if advice was received on the timeframe for the subdivision process.

### 3. Rural Fire Fighting Fund **File 2371E**

At the 11 November 2015 meeting the Committee was advised that Council had not yet received notification from the RFS on the 2015/16 Fire Fighting Contribution. Council had written to the Parliamentary Secretary to the Premier and the letter had been referred to the Minister for Emergency Services (refer to response attached to the agenda). More information from the Minister for Emergency Services was expected. The Agreement between Council and the RFS provided a mechanism for Council to raise issues.

MOTION: By consent

RESOLVED that the report of the Director Assets & Works in relation to the Rural Fire Fighting Fund be received for information.

CARRIED

### 4. West Nowra (previously Mundamia) Rural Fire Station **File 36004E**

Tenders for the West Nowra Rural Fire Station had closed and the 16 February 2016 Council meeting would consider a report on the matter. Additional Council funding would be sought to ensure the project was not delayed.

MOTION: By consent

RESOLVED that the report of the Director Assets & Works in relation to the West Nowra Rural Fire Station be received for information.

CARRIED

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

Construction of the Fire Control Centre Operations/Administration Extensions were well advanced with the walls and roof in place. The Emergency Operations Centre was expected to be operational by April, allowing RFS staff to be temporarily relocated whilst their area is finished. The Fire Control Officer expressed satisfaction with the contractors, BATMAC, for their professional approach to the delivery of the works.

MOTION: By consent

RESOLVED that the report of the Director Assets & Works regarding the Fire Control Centre Operation/Administration Extensions be received for information.

CARRIED

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

MOTION: By consent

RESOLVED that the report of the Director Assets & Works regarding the Group Support Facility, Fire Control Garage/Storage Shed Extensions be received for information.

CARRIED

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

Mark Williams referred to Attachment B to the report and noted the triangle shaped block (Kangaroo Valley Road) was the preferred site for the combined Broughton Vale/Berry Rural Fire / Ambulance Station due to access to the Princes Highway. The alternate site on North Street was more difficult to access due to its location in a residential area. A meeting of the RFS, Roads and Maritime Services and Health Infrastructure had been convened for the following week to discuss concept plans. Examples of joint facility sites were being considered by Health Infrastructure consulting design engineers. Health Infrastructure hoped to secure the site as soon as possible but the works were unlikely to commence for some time. It was confirmed that the preferred site could accommodate a joint station.

MOTION: Moved: Martin Gaffey/ Second: Paul Gooley

RESOLVED that the report of the Director Assets & Works regarding the Broughton Vale/Berry Rural Fire Station be received for information.

CARRIED

With the arrival of Clr Kearney she proceeded to chair the meeting.

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

### 8. Infrastructure Preface

File 1227E

Mark Williams noted the report outlined the current and proposed capital infrastructure works and the budget available for the works. He noted the amount of \$1,040,000 will be included in the 2016/17 Rural Fire Fighting Fund estimates bid as follows: (i) \$775,000 to bridge the shortfalls in projects 6,7,8,9 & 10 and (ii) \$265,000 to fund the full amount for the Currarong Station extension. Projects 6-11 were partially funded and as such the RFS was committed to completing the projects.

It was clarified that Currarong Station extension was a priority as it would take some time to secure funding and plan for a larger bay to house a Category 1 vehicle. The current vehicle was a smaller Category 2 vehicle of approximately 15 years old and its accommodation could not fit a Category 1 vehicle.

It was commented that brigades needed to have the opportunity to have input into the design of refurbishments, which may impact on their final cost. This should be included in the meeting notes.

It was recommended that the Committee endorse projects 6, 7, 8, 9, 10 and the Currarong Station extension (project 11) to ensure Council's budget provides for the works.

MOTION:

Moved: Ben Stewart/ Second: Paul Gooley

RESOLVED that the Committee endorse projects 6 (Kangaroo Valley ablutions/extension), 7 (Shoalhaven Heads extension), 8 (Kioloa Station extension), 9 (Tabourie Station extension), 10 (Milton Station extension) and 11 (Currarong Station extension) to the value of \$1,040,000.

RESOLVED that refurbishments to fire stations receive the endorsement of the brigades concerned.

CARRIED

[It was noted that there was a typographical error in the report, denoting the Currarong Station extension as project 12 when it was project 11 according to the schedule of capital works.]

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

File 26118E

The RFS and Council were working through how to fund all services including the pad mount transformer for the site. Although expensive, the provision of the facility would future-proof the site in terms of its electricity needs.

MOTION:

By consent

RESOLVED that the report of the Fire Control Officer (District Manager) regarding the IEMC 92 Albatross Road, South Nowra Master Plan be received for information.

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CARRIED

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

It was confirmed that the budget was a fixed budget and the costs indicated covered full fit out and the knowledge wall.

MOTION: By consent

RESOLVED that the report of the Fire Control Officer (District Manager) regarding the Fire Control Centre Operations/Administration extensions be received for information.

CARRIED

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

The roof, shed and roller doors to the Group Support facility would be fitted the following week and it was anticipated that the works would be completed early March. Ideally the Minister would be in attendance for the opening of the facility. It was noted that some of the unused funds may be transferred to other RFS projects.

MOTION: By consent

RESOLVED that the report of the Fire Control Officer (District Manager) regarding the Group Support facility, Fire Control Garage/storage shed extensions be received for information.

CARRIED

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

MOTION: By consent

RESOLVED that the report of the Fire Control Officer (District Manager) regarding the West Nowra Rural Fire Station be received for information.

CARRIED

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

MOTION: Moved: Mark Williams / Second: Colin Lonergan

RESOLVED that the Committee endorse the variation to expend approx. \$5,000 on air conditioning of the new additions.

CARRIED

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

The Fire Control Officer (District Manager) noted that projects over \$75,000 were required to be tendered under Council's procurement policy. This cost threshold normally resulted in an increase in the cost of the project due to the addition of a project management function. He hoped that the RFS and Council could work together to bring these costs down.

MOTION: By consent

RESOLVED that the report of the Fire Control Officer (District Manager) regarding the Kangaroo Valley Fire Station be received for information.

CARRIED

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

MOTION By consent

RESOLVED that the report of the Fire Control Officer (District Manager) regarding the Shoalhaven Heads extensions be received for information.

CARRIED

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

MOTION: By consent

RESOLVED that the report of the Fire Control Officer (District Manager) concerning the Kioloa Station extensions be received for information.

CARRIED

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

MOTION: By consent

RESOLVED that the report of the Fire Control Officer (District Manager) concerning the Tabourie Station extensions be received for information.

CARRIED

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

A review of the catering function had been requested at the last RFS Senior Management Team meeting. It was noted that the extensions would benefit both brigades through additional storage facilities.

MOTION: By consent

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RESOLVED that the report of the Fire Control Officer (District Manager) concerning the Milton/Catering Station extensions be received for information.

CARRIED

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

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MOTION: By consent

RESOLVED that the report of the Fire Control Officer (District Manager) concerning the Currarong Station Additions be received for information.

CARRIED

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

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The Director, Assets & Works noted that the QS Indicative Cost report was under review. Project Manager, David Wagstaff, was working out the proportionate costs to the “owners” of the proposed facility.

MOTION: By consent

RESOLVED that the report of the Fire Control Officer (District Manager) concerning the Training/Logistics/SMSS Facility (TLSF) be received for information.

CARRIED

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

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MOTION: Moved: Ben Stewart / Second: Paul Gooley

RESOLVED that the Fire Control Officer (District Manager) continue to work with Council, State Member Gareth Ward, NSW Ambulance, HINFRA and RMS to secure the identified land parcel.

RESOLVED that the Fire Control Officer (District Manager) continue to work with HINFRA and NSW Ambulance in the design and costing of the proposed joint/conjoined facility.

CARRIED

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

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The Director, Assets & Works, noted that Wandandian CCB supported continued use of the site for emergency staging purposes.

MOTION: By consent

RESOLVED that the report of the Fire Control Officer (District Manager) concerning the Wandandian Station extensions be received for information.

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CARRIED

**Action:** RFS staging crews to examine the needs for the site for staging purposes.

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

MOTION: By consent

RESOLVED that the report of the Fire Control Officer (District Manager) concerning the Basin View Station extensions be received for information.

CARRIED

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

MOTION: By consent

RESOLVED that the report of the Fire Control Officer (District Manager) concerning the Conjola Station extensions be received for information.

CARRIED

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

MOTION: By consent

RESOLVED that the report of the Fire Control Officer (District Manager) concerning the Beaumont Station extensions be received for information.

CARRIED

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

MOTION: By consent

RESOLVED that the report of the Fire Control Officer (District Manager) concerning the Huskisson Station extensions be received for information.

CARRIED

**27. Bendalong/Cunjurong Station Seed Funds **File 25365E****

The Fire Control Officer advised that unfortunately the funding previously assigned to this site had been reallocated to other projects. However, he gave an assurance that if works were required to support the foreshadowed combined brigade, funding would be considered for this purpose.



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MOTION:

Moved: Andrew Fielding / Second: John Ashton

RESOLVED that the Committee

- a) reaffirm the decision to cease any expenditure on the existing Bendalong RFB station;
- b) proceed with the amalgamation of the Bendalong and Cunjurong Point RFBs, to be located in the existing Cunjurong Point RFB Station, and
- c) urge the District Manager to form a steering committee with membership from both brigades to work towards the amalgamation and identify any requirements for the existing Cunjurong Pt station.

CARRIED

**28. 2016/17 Rural Fire Fighting Fund Estimates **File 2371E****

MOTION:

By consent

RESOLVED that the report of the Fire Control Officer (District Manager) concerning the 2016/17 Rural Fire Fighting Fund Estimates be received for information.

CARRIED

**29. 2015 Beecroft Weapons Range s44 **File 5609E****

The Fire Control Officer noted that an outcome of the inquiry into the 2015 Beecroft Weapons Range s44 fire could see the Shoalhaven RFS have access to an air base within HMAS Albatross. South coast New South Wales and Victoria would benefit from such an air base in the Shoalhaven due to the speed at which a retardant line could be laid.

MOTION:

By consent

RESOLVED that the report of the Fire Control Officer (District Manager) concerning the 2015 Beecroft Weapons Range s44 be received for information.

CARRIED

**30. Staff Movements **File 19090E****

There were no matters raised.

**GENERAL BUSINESS**

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

There were no matters raised.

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**32. Additional Item - Code of Conduct**

**File 1227E**

There were no matters raised.

**Next meeting – Will be held on Thursday 12 May 2016 in the Council Chamber of Council's Administrative Building.**

**There being no further business the meeting closed at 7:30pm.**