

MINUTES OF THE RURAL FIRE SERVICE STRATEGIC PLANNING COMMITTEE

Meeting Date: Thursday, 10 May 2018
Location: Council Chambers, City Administrative Centre, Bridge Road, Nowra
Time: 5.38pm

The following members were present:

Clr Mitchell Pakes – Chairperson
Mr Paul Keech – Shoalhaven City Council
Mr Mark Williams – District Manager, Shoalhaven Rural Fire Service
Mr Chris Palmer – Staff Representative
Mr Andrew Fielding – Group 1 Area Primary Representative
Mr Martin Gaffey – Group 3 Area Primary Representative
Mr Paul Gleeson – Group 4 Area Primary Representative
Mr John Ashton – Group 5 Area Primary Representative
Mr Bill Bean – Group 6 Area Primary Representative
Mr Robert Johnston – RFS

Others Present
Mary Manley – Shoalhaven City Council

Apologies / Leave of Absence

Apologies were received from Vic Walker, Geoff Phillips, Megan Birmingham, Jennifer Lawther, Clr Mark Kitchener, Clr Jo Gash and Clr Patricia White.

Confirmation of the Minutes

RESOLVED (Mark Williams / Andrew Fielding)

That the Minutes of the Rural Fire Service Strategic Planning Committee held on Thursday 15 February 2018 be confirmed.

CARRIED

Declarations of Interest

Nil

REPORTS

RF18.15 Rural Fire Service Stations - Capital Update

**HPERM Ref:
D18/137072**

- Kangaroo Valley ablutions and extensions – Contractor Preston & Son commenced 26/4/2018.
- Shoalhaven Heads Extension – Issue with tender & funding, funds being moved to Kangaroo Valley and Kioloa Stations.
- Kioloa Station Extension – Issue with tender & funding, funds being moved from Shoalhaven Heads.
- IEMC Pad Mount Transformer – A brick screen wall is under consideration.
- Tabourie Station Extension (Land Acquisition) – Issue with Native Title.
- Broughton Vale Station (new) – Issue with tender & funding, applied to Council for assistance this was declined, is now the subject of a rescission motion which will be discussed at an extraordinary meeting of Council on Tuesday 15 May 2018.
- Currarong Station Extension – Awaiting brief.
- Milton Station Extension – Project Complete

Funding to be discussed at Council's extraordinary meeting of 15 May 2018.

Recommendation (Item to be determined under delegated authority)

That the Rural Fire Service Strategic Planning Committee note the update on the status of funded capital works projects.

RESOLVED (Paul Keech / Chris Palmer)

That the Rural Fire Service Strategic Planning Committee note the update on the status of funded capital works projects.

CARRIED

RF18.16 RFS Infrastructure Preface

**HPERM Ref:
D18/146673**

Recommendation (Item to be determined under delegated authority)

That the Committee receives the report for information.

RESOLVED (Mark Williams / Martin Gaffey)

That the Committee receives the report for information.

CARRIED

RF18.17 Kangaroo Valley Station Additions

**HPERM Ref:
D18/146684**

The brigade has moved out of the station for the duration of the works. The contractor commenced on site 26 April 2018, the work is progressing well. \$200,000 will be transferred from the Shoalhaven Heads Extension to enable completion of this project.

Recommendation (Item to be determined under delegated authority)

That Council formally investigates and requests information from WT partnership regarding

reasons how / why its QS figures were so far out.

RESOLVED (Mark Williams / Paul Keech)

That Council writes to WT Partnership requesting a review of their Quantity Survey Report following the completion of the tender assessment, and an explanation as to the price discrepancies.

CARRIED

RF18.18 Shoalhaven Heads Extensions

**HPERM Ref:
D18/146699**

Project remains shovel ready. Issue with tender and funding, Council has recommended the Project Manager negotiate with Contractors seeking a more cost effective tender. Due to funds needing to be expended during this financial year a request has been submitted to transfer funds to Kangaroo Valley and Kioloa projects, awaiting formal approval from State. State may provide the necessary funding in its entirety to undertake the Shoalhaven Heads Extensions in the 2019/2020 budget.

Recommendation (Item to be determined under delegated authority)

1. That Council, formally investigates and requests information from WT Partnership regarding reasons how / why their QS figures were so far out on this project.
2. That Council continues with direct contact and negotiation with suitable contractors, seeking their provision of a tender submission for this project.

RESOLVED (Mark Williams / Andrew Fielding)

1. That Council writes to WT Partnership requesting a review of their Quantity Survey Report following the completion of the tender assessment process for the Shoalhaven Heads extension, and an explanation as to the price discrepancies.
2. That Council consult with the contracting industry to determine a suitable construction quotation for this project.
3. The Shoalhaven Heads Extension project to remain a priority.

CARRIED

RF18.19 Kioloa Station Extensions

**HPERM Ref:
D18/146708**

Awaiting approval from State to transfer funds from Shoalhaven Heads to Kioloa Station Extension project. The Brigade will move out of the station for the duration of the construction.

Recommendation (Item to be determined under delegated authority)

That Council, formally investigates and requests information from WT Partnership regarding reasons how / why their QS figures were so far out on this project.

RESOLVED (Mark Williams / Bob Johnston)

That Council writes to WT Partnership requesting a review of their Quantity Survey Report following the completion of the tender assessment process for the Kioloa Station extension, and an explanation as to the price discrepancies.

CARRIED

RF18.20 IEMC "Pad Mount" Transformer

**HPERM Ref:
D18/146727**

Council to liaise with Endeavour Energy to ensure they prioritise this works. RFS happy to write a letter of support.

Recommendation (Item to be determined under delegated authority)

That Council continues to pressure the contractor to expedite the completion of the project so that the WNFS can be fully connected to power.

RESOLVED (Mark Williams / Andrew Fielding)

That Council review the Contractors Works program with the view of having the works completed as soon as practical.

CARRIED

RF18.21 Other RFS Infrastructure Projects

**HPERM Ref:
D18/146749**

5. Milton/Catering Station Extensions – Funding has now been expended.
8. Currarong Station Additions – Sitting as live, funding to be requested in future budget. Can undertake planning of the works.
9. Conjola Station Extensions - Sitting as live, funding to be requested in future budget. Can undertake planning of the works.
10. Wandandian Station Extensions - Sitting as live, funding to be requested in future budget. Can undertake planning of the works.
11. Basin View Station Extensions - Sitting as live, funding to be requested in future budget. Can undertake planning of the works.
12. Huskisson Station Extensions - Sitting as live, funding to be requested in future budget. Can undertake planning of the works.
13. Beaumont Station Extensions - Sitting as live, funding to be requested in future budget. Can undertake planning of the works.
14. Manyana Satellite Garage & Main Station Alterations – Planning to commence when funding is secured.
15. Training/Logistics/SMSS Facility (TLSF) – No progress on this facility, however funding was provided to build a large training facility in Dubbo, believe the possibility of such a facility in Nowra is also possible.
16. 2018/19 RFFF Estimates – 2018/19 RFFF estimates have been completed and submitted.
17. Staff Movements – Inspector Paul Gooley remains on long term sick leave, at this stage it is not anticipated that Paul will be returning to until at the earliest August 2018, Paul is still awaiting a diagnosis.

Clr Pakes requested the Committee's best wishes be forwarded to Inspector Paul Gooley.

Recommendation (Item to be determined under delegated authority)

That the report be submitted for information.

RESOLVED (Mark Williams / Paul Gleeson)

That the report be submitted for information.

CARRIED

RF18.22 Tabourie Station Extensions

**HPERM Ref:
D18/146848**

Paul Keech explained as the station is built on a reserve the Native Title needs to be extinguished before works can proceed, there are quite a few hurdles to be overcome prior to this happening.

Recommendation (Item to be determined under delegated authority)

That

1. Council reports on its continuing work with Dept of Lands to resolve land use agreement.
2. The DA for the project be submitted to Council for determination.

RESOLVED (Mark Williams / Chris Palmer)

That

1. Council reports on its continuing work with Dept of Lands to resolve land use agreement.
2. The DA for the project be submitted to Council for determination.

CARRIED

RF18.23 Broughton Vale / Berry Rural Fire Station

**HPERM Ref:
D18/146879**

Mark Williams advised the RFS were recommended by Council not to undertake the works in conjunction with NSW Ambulance as NSW Ambulance would undertake the civil works as part of their project, making a cost saving for RFS. NSW Ambulance have not undertaken this civil work and now RFS are up for even more costs for the civil works, how were they able to have this approved through Council.

Paul Keech advised his investigations have shown there was no DA submitted to Council, presume was done through an approval process with State Government, currently looking into details and finding out where/when the approval was given.

Clr Pakes advised it is disappointing this decision was made however it is legal to apply for variations through State Government without no knowledge of this being provided to Council.

Paul Keech advised the cost to replace the mains could be approximately \$100,000. We need to look at where the communication broke down.

Mark Williams also advised of his concern with regard to the driveway/entrance road into the site. Original approval was for the specification of the driveway to be suitable for all vehicles, both Ambulance and RFS. As part of their new approval will NSW Ambulance construct a driveway with lesser capacity which will cause problems with the heavier fire trucks. Also concerned if NSW Ambulance may of used all available Power and Telecommunication facilities and RFS would have the additional costs of providing additional Power and Telecom facilities.

Paul Keech advised he would like to get to the bottom of what has happened with regard to approval to vary the project, where was the decision made, by whom and what are the details of the variation. Need to know all implications before we can progress.

Mark Williams advised of his disappointment that Council did not approve the request for funding for this project.

Clr Pakes advised the report of the Assets & Works Group Director seeking the funding was very good, however Council's budget had already been allocated. The reality is we have some RFS facilities which are the envy of many districts and whilst we would like to see these current projects being able to be progressed we have to await funding being available. I look forward to a favourable outcome at Council's Extra Ordinary meeting of 15 May 2018.

Mark Williams acknowledged Council has been very helpful to the RFS over the years.

Paul Keech asked if the Committee would agree to going back to the drawing board for the design of the Broughton Vale / Berry Rural Fire Station. As this could possibly provide some savings sufficient to have the project funding get over the line. The consensus was that the design was a good one.

Mark Williams advised RFS are happy to tweak the design to provide project savings.

Recommendation

That

1. Council reviews its determination not to commit to contribute to the civil works component of this project. Contribution can be either in funding, in kind or by undertaking the works with its staff or contractors.
2. Council prepares a report to the District Manager on the current status of the civil works portion of the project in direct relation to previously highlighted cost savings to be experienced with Ambulance undertaking works.
3. Council pursues the completion of the required REF without delay.
4. Council provides the RFS a fully detailed, reviewed AND UP TO DATE costing of ALL required civil works for the proposed site, including power, water, sewerage, drainage etc.

RESOLVED (Mark Williams / Andrew Fielding)

That

1. Council reviews its determination not to commit to contribution to the civil works component of this project. Contribution can be either in funding, in kind or by undertaking the works with its staff or contractors.
2. Council prepares a report to the District Manager on the current status of the civil works portion of the project in direct relation to previously highlighted cost savings to be experienced with Ambulance undertaking works.
3. Council pursues the completion of the required REF/DA without delay.
4. Council provides the RFS a fully detailed, reviewed AND UP TO DATE costing of ALL required civil works for the proposed site, including power, water, sewerage, drainage etc.
5. The Committee notes the recommendation of the Assets & Works Group Director:

Director Assets and Works Recommendation

That the Committee note the Director's research as follows:

1. *The NSW Ambulance Service and the NSW Rural Fire Service agreed that the co-locating their Berry facilities side by side would allow a smaller total site to be acquired as both Services could share the site grounds for vehicle manoeuvring.*
2. *Two Council water mains run through the North Street road reserve which is now the site for the proposed new NSW Rural Fire Service facility. The required fill would see these mains needing to be renewed or relocated.*
3. *Initially it was thought that the earthworks would be completed across both sites and the*

water main relocation would occur at the time of the earthworks, assuming that Economies of Scale would be achieved.

4. The NSW Ambulance Station were ready to commence construction and the NSW Rural Fire Service had a "funding issue". The NSW Ambulance Service decided to commence work independently.
5. It was understood that the NSW Ambulance Service would batter select fill into the North Street road reserve and would carry out works on the water main to the satisfaction of Shoalhaven Water. This would be to the advantage of the NSW Rural Fire Service. This arrangement meant that the Civil Works for the NSW Rural Fire Service would be approximately \$390,000.
6. It has recently been discovered that the NSW Ambulance Service has decided to construct a retaining wall on their boundary and this has eliminated the need for them to carry out any works on the NSW Rural Fire Service site and the Water Main. Costs associated with relocation/protection of the water main will now have to be borne by the RFS project, in addition to the \$390K previously identified.
7. At the time of writing this recommendation it was not clear who approved this design change. The cost implications for the NSW Rural Fire Service project are being calculated now. This will be reported to the May Ordinary Council meeting.

CARRIED

GENERAL BUSINESS

RF18.24 Work Health and Safety (WH&S)

HPERM Ref:
D18/146931

No matters

RF18.25 Code of Conduct

HPERM Ref:
D18/146936

Mark Williams advised a member of one of the local brigades had been investigated for fraudulently obtaining funds, they have recently been charged and are awaiting sentencing. Mark is currently undertaking investigations throughout all brigades to ensure this is a one off problem.

RF18.26 Additional Item - Item from Previous minutes - RF18.12 - Manildra Train

Paul Keech referred the committee's attention to the email issued by Ellann Lehdey this afternoon (10 May 2018) with regards to the contact details for Manildra's Site Manager, Mr Ming Leung.

Mark Williams advised if Manildra would provide RFS with a train schedule/timetable, then RFS could make alternate arrangements for travel if call-outs conflict with the train's schedule.

Clr Pakes advised his staff have advised him previously of the train schedule being between 3:00 and 3:30pm daily.

Paul Keech to meet with Mr Ming to discuss and obtain a train schedule/timetable.

RESOLVED (Paul Keech / Mark Williams)

That Paul Keech discuss the Manildra train schedule/timetable with Mr Ming.

CARRIED

RF18.27 Additional Item - Item from Previous minutes - RF18.13 - Impact of Huskisson Triathlon and Other Events on the Access of Emergency Services Vehicles

Paul Keech referred the committee's attention to the email issued by Lynda Ho on Wednesday 9 May 2018 in response to the committee's enquire on the impact of triathlons and other events.

Mark Williams suggested all large events should be notified to RFS District Office to enable brigade crews be placed in relevant stations to ensure accessibility of brigades. Mark also suggested event organisers should pay recompense for crews who have been mobilised to the station for the duration of the event.

Paul Keech advised the Tourism Events Section regularly meets with the Local Area Command in its planning of large events. Paul suggested Mark Williams should attend one of these meetings himself to enable discussion on the issue of emergency vehicle problems with access.

RESOLVED (Paul Keech / Mark Williams)

That Paul Keech and Mark Williams attend a meeting between Tourism Events Section and Local Area Command to discuss access during large events throughout the city.

CARRIED

RF18.28 Additional Item - SES Shed Apron at IMEC

Mark Williams advised he recently received an email from Council advising the proposal to replace the SES concrete apron with an asphalt apron at the IEMC. The email advised if RFS require the apron to be constructed in concrete then RFS would have to pay for it.

Mark is concerned this is not in line with the Masterplan for the IEMC and believes it should be constructed in concrete as per the Masterplan as RFS were required to do. Concrete holds heavier vehicles and lasts longer. Mark also advised RFS will not be responsible for the cost for the SES apron.

The Committee supported Mark Williams recommendation that asphalt is not acceptable for this site and that concrete must be used.

RESOLVED (Mark Williams / Paul Keech)

That Paul Keech meet with Council staff who issued the email to discuss.

CARRIED

There being no further business, the meeting concluded, the time being 7.06pm.

Clr Mitchell Pakes
CHAIRPERSON