

Rural Fire Service Strategic Planning Committee

Meeting Date: Thursday, 06 December, 2018
Location: Council Chambers, City Administrative Centre, Bridge Road, Nowra
Time: 5.30pm

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Agenda

1. **Apologies**
2. **Confirmation of Minutes**
 - Rural Fire Service Strategic Planning Committee - 4 October 2018 1
3. **Reports**
 - RF18.30 Rural Fire Service - Future Works 3
4. **General Business**
 - RF18.31 Code of Conduct
 - RF18.32 Work Health and Safety
 - RF18.33 Manildra Train
 - RF18.34 Emergency Services Vehicles access and Egress During Tourism Peaks and Events

Membership

Clr Mitchell Pakes – Chairperson
Clr Mark Kitchener
Clr Jo Gash
Mr Russ Pigg or nominee (Mr Paul Keech)
Mr Mark Williams
Mr Chris Palmer
Ms Jennifer Lawther (Alternate TBA)
Mr Andrew Fielding (Alternate – Mr Bob Johnston)
Mr Vic Walker (Alternate – Ms Jacqui Cox)
Mr Martin Gaffey (Alternate – Mr Ron Rollinson)
Mr Paul Gleeson (Alternate – Mr Geoff Phillips)
Mr John Ashton (Alternate – TBA)
Mr Bill Bean (Alternate – TBA)
Mr Chris Baseler or nominee

Quorum - Five (5)

Objectives:

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 Strategy and Assets 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

MINUTES OF THE RURAL FIRE SERVICE STRATEGIC PLANNING COMMITTEE

Meeting Date: Thursday, 4 October 2018
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 7.09pm

The following members were present:

Clr Mitchell Pakes - Chairperson
Mr Mark Williams – District Manager, Shoalhaven Rural Fire Service
Ms Jennifer Lawther – Group Officer Primary Representative Rural Fire Service
Mr Paul Gleeson – Group 4 Area Primary Representative
Mr John Ashton – Group 5 Area Primary Representative
Mr Bill Bean – Group 6 Area Primary Representative

Others Present
Clr Patricia White
Tom Dimec – Shoalhaven City Council
Megan Birmingham – Shoalhaven City Council
Lynda Ho – Shoalhaven City Council

Apologies / Leave of Absence

Apologies were received from Clrs Joanna Gash & Mark Kitchener, and Messrs Andrew Fielding, Paul Keech, Chris Palmer, Geoff Phillips and Vic Walker. Mr Tom Dimec, Asset Management Section Manager was welcomed to the meeting for Paul Keech.

Confirmation of the Minutes

RESOLVED (John Ashton / Paul Gleeson)

That the Minutes of the Rural Fire Service Strategic Planning Committee held on Thursday 10 May 2018 be confirmed.

CARRIED

Declarations of Interest

Nil.

REPORTS

RF18.29 Rural Fire Service - Future Works

**HPERM Ref:
D18/337739**

Tom Dimec outlined the Director, Assets & Works, update on Future Rural Fire Service Capital Works projects. During discussion it was noted that:

- **Item 1:** \$50K in seed funding had been provided for the Currarong Station extension works from the 2018/19 FY allocation. The RFS undertook to convey any sketches to Council so that concept designs could be prepared.
- **Item 2:** Milton brigade (as opposed to Council) were arranging very minor refurbishment works. **ACTION:** The RFS undertook to follow-up on a defect report on the wobbly “back wall”. The works at carried out at this station will be relatively minor and will be managed by the RFS – as such, this item can be removed from the Assets & Works capital update.
- **ACTION:** Although the Manildra Train timetable had been circulated, the Committee Officer was asked to ascertain if the timetable was fixed or varied. If the timetable did vary, options for more regular updates of the timetable should be considered (**item 10** refers).
- **ACTION:** Committee Officer to forward email to Mark Williams querying if the RFS was comfortable with Tourism’s proposed approach to ensuring emergency services vehicles access during events and the tourism peak or whether a meeting with Council staff is required. It was noted that the RFS should be apprised of traffic changes arising through these circumstances. This matter is to remain on the agenda for the time being (**item 11** refers).

[Note: Subsequent to the meeting, Mark Williams confirmed he wished to attend an Event Advisory Unit meeting to ensure that all access/egress issues for emergency services vehicles during large events and the peak tourist season were addressed. Tourism peaks were often accompanied by changed traffic flows, which needed to support emergency service vehicle transit.]

Recommendation (Item to be determined under delegated authority)

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

RESOLVED (Jennifer Lawther / Mark Williams)

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

CARRIED

There being no further business, the meeting concluded, the time being **Enter time**.

Clr Mitchell Pakes
CHAIRPERSON

RF18.30 Rural Fire Service - Future Works

HPERM Ref: D18/407677

Group: Assets & Works Group
Section: Asset Management

Attachments: 1. Assets & Works Strategic Update - Future RFS Stations and Other Matters - Rural Fire Service Strategic Planning Committee [□](#)

Purpose / Summary

To review the status of un-funded capital works projects

Recommendation (Item to be determined under delegated authority)

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

Options

Nil

Background

The following unfunded projects will remain in the Shoalhaven Strategic Capital Expenditure Program:

- Conjola Station extensions;
- Wandandian Station extensions;
- Basin View Station extensions;
- Huskisson Station extensions;
- Beaumont Station extensions;
- Manyana Satellite garage & main station alterations
- Training/Logistics/SMSS Facility (TLSF).

Refer to attachment 1.

Community Engagement

Concept plans for each station extension / refurbishment works are discussed with the relevant brigade.

Financial Implications

Nil

Strategic Plan - Committee Future Works

<p>1</p> <p>Conjola station extension</p> <p>Cost Estimate: \$000,000 Allocated: \$000,000 Tender Price: \$ Shortfall: \$000,000 Additional Funding From:</p> <p>Required Completion Date: Planned Completion Date:</p>	<p>Conjola Station Extensions - Sitting as live, funding to be requested in future budget. Can undertake planning of the works.</p>	<p>The following projects will remain in the Shoalhaven Strategic Capital Expenditure Program, but were unfunded: Conjola Station extensions; Wandandian Station extensions; Basin View Station extensions; Huskisson Station extensions; Beaumont Station extensions; Training/Logistics/SMSS Facility (TLSF).</p>	<p>RFS to provide sketch plans SCC to develop schematic layout plans and commence investigation work/preliminary REF to identify constraints/issues for stations in following order of priority :</p> <ol style="list-style-type: none"> 1. Tomerong 2. Conjola 3. Wandandian 4. Basin View 5. Huskisson 6. Beaumont 	<p>Nothing further.</p>	<p>TBA</p>
<p>2</p> <p>Wandandian station extension</p> <p>Cost Estimate: \$000,000 Allocated: \$000,000 Tender Price: \$ Shortfall: \$000,000 Additional Funding From:</p> <p>Required Completion Date: Planned Completion Date:</p>	<p>Wandandian Station Extensions - Sitting as live, funding to be requested in future budget. Can undertake planning of the works.</p>	<p>The following projects will remain in the Shoalhaven Strategic Capital Expenditure Program, but were unfunded: Conjola Station extensions; Wandandian Station extensions; Basin View Station extensions; Huskisson Station extensions; Beaumont Station extensions; Training/Logistics/SMSS Facility (TLSF).</p>	<p>RFS to provide sketch plans SCC to develop schematic layout plans and</p>	<p>Nothing further.</p>	<p>TBA</p>
<p>3</p> <p>Basin View station extension</p> <p>Cost Estimate: \$000,000 Allocated: \$000,000 Tender Price: \$ Shortfall: \$000,000 Additional Funding From:</p> <p>Required Completion Date: Planned Completion Date:</p>	<p>Basin View Station Extensions - Sitting as live, funding to be requested in future budget. Can undertake planning of the works.</p>	<p>The following projects will remain in the Shoalhaven Strategic Capital Expenditure Program, but were unfunded: Conjola Station extensions; Wandandian Station extensions; Basin View Station extensions; Huskisson Station extensions; Beaumont Station extensions; Training/Logistics/SMSS Facility (TLSF).</p>	<p>Refer to item 1 above.</p>	<p>Nothing further.</p>	<p>TBA</p>
<p>4</p> <p>Huskisson station extension</p> <p>Cost Estimate: \$000,000 Allocated: \$000,000 Tender Price: \$ Shortfall: \$000,000 Additional Funding From:</p> <p>Required Completion Date: Planned Completion Date:</p>	<p>Huskisson Station Extensions - Sitting as live, funding to be requested in future budget. Can undertake planning of the works.</p>	<p>The following projects will remain in the Shoalhaven Strategic Capital Expenditure Program, but were unfunded: Conjola Station extensions; Wandandian Station extensions; Basin View Station extensions; Huskisson Station extensions; Beaumont Station extensions; Training/Logistics/SMSS Facility (TLSF).</p>	<p>Refer to item 1 above.</p>	<p>Nothing further.</p>	<p>TBA</p>

<p>5</p> <p>Beaumont station extension</p> <p>Cost Estimate: \$000,000 Allocated: \$000,000 Tender Price: \$ Shortfall: \$000,000 Additional Funding From:</p> <p>Required Completion Date: Planned Completion Date:</p>	<p>Beaumont Station Extensions - Sitting as live, funding to be requested in future budget. Can undertake planning of the works.</p>	<p>The following projects will remain in the Shoalhaven Strategic Capital Expenditure Program, but were unfunded: Conjola Station extensions; Wandandian Station extensions; Basin View Station extensions; Huskisson Station extensions; Beaumont Station extensions; Training/Logistics/SMSS Facility (TLSF).</p>	<p>Refer to item 1 above.</p>	<p>Nothing further.</p>	<p>TBA</p>
<p>6</p> <p>Manyana Satellite garage & Main Stn</p> <p>Cost Estimate: \$000,000 Allocated: \$000,000 Tender Price: \$ Shortfall: \$000,000 Additional Funding From:</p> <p>Required Completion Date: Planned Completion Date:</p>	<p>Manyana Satellite Garage & Main Station Alterations – Planning to commence when funding is secured.</p>	<p>Planning will be undertaken once funding is secured through the RFFF, and in accordance with district priorities.</p>	<p>Refer to item 1 above.</p>	<p>Nothing further.</p>	<p>TBA</p>
<p>7</p> <p>Training, Logistics, SMSS Facility (TLSF) (new)</p> <p>Cost Estimate: \$000,000 Allocated: \$000,000 Tender Price: \$ Shortfall: \$000,000 Additional Funding From:</p> <p>Required Completion Date: Planned Completion Date:</p>	<p>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.</p>	<p>The following projects will remain in the Shoalhaven Strategic Capital Expenditure Program, but were unfunded: Conjola Station extensions; Wandandian Station extensions; Basin View Station extensions; Huskisson Station extensions; Beaumont Station extensions; Training/Logistics/SMSS Facility (TLSF).</p>	<p>Refer to item 1 above.</p>	<p>Nothing further.</p>	<p>TBA</p>

Recent Resolution or Actions Business arising from pervious meeting RFS DLC

<p>8 Manildra Train</p>	<p>ACTION: Although the Manildra Train timetable had been circulated, the Committee Officer was asked to ascertain if the timetable was fixed or varied. If the timetable did vary, options for more regular updates of the timetable should be considered (item 10 refers).</p>		<p>Paul Keech met with Ming Leung, Site Manager, Manildra on 3 August 2018. Mr Leung explained that the Manildra train typically adhered to the train timetable unless there was an unforeseen disruption. The train impeded traffic on Bolong Road for a maximum of 8 minutes at a time. Ground staff were always on hand and if a siren is heard the carriages of a train can be readily separated to allow emergency vehicles to pass. Mr Leung had undertaken to provide the Director with a copy of the train timetable.</p>	<p>Manildra advise their train operation accords with a fixed timetable. However, there are occasions when Manildra trains cross Bolong Rd to transport wagons to the sidings on the North side of Bolong Rd, and it is these movements that are not timetabled and dependent on a number of factors. Director, A&W to arrange for the Manildra Site Manger (Ming Leung 0400 853 637 ming.leung@manildra.com.au) to address the Local Emergency Management Committee to explain their operations and work towards building better relations with emergency services.</p> <p>3 December 2018: Staff, as part of Manildra's proposed upgrading works and modifications are building a new spur line on the northern side of Bolong Rd which will include a new packing plant.</p> <p>When the packing plant and spur line are completed this will minimise the size and numbers of trains using the rail crossing on Bolong Rd so therefore less of an impact on road users.</p> <p>Also note this rail line & the crossing is a private line. As such Rail Corp have</p>	<p>Paul Keech</p>
<p>9 Impact of Huskisson Triathlon and Other Events on the Accessor Emergency Services Vehicles</p>	<p>ACTION: Committee Officer to forward email to Mark Williams querying if the RFS was comfortable with Tourism's proposed approach to ensuring emergency services vehicles access during events and the tourism peak or whether a meeting with Council staff is required. It was noted that the RFS should be apprised of traffic changes arising through these circumstances. This matter is to remain on the agenda for the time being (item 11 refers).</p>		<p>Tourism staff (SCC) had given a presentation to GDS meeting recently in relation to the process for managing large events. Tourism staff regularly met with area command staff and the like in relation to the management of large events. RFS were now included in the list of external authorise consulted in respect to the management of large events. The PA had provided a summary of process to Mark Williams to ensure RFS were now satisfied in respect to the consultation concerning large events. As at 27 September 2018 PA still waiting to hear from Mark Williams.</p>	<p>District Superintendent preferred to await the outcomes of our meeting with Tourism and the Event Advisory Unit on the matter. The matter was more complex than simply "being able to have an appliance access/egress an area". This has been actioned to the LEMC meeting to review the approval process of events notification. The matter to be discussed further at the FEB meeting of the LEMC</p> <p>Committee Officer asked to ensure that this item remains on the agenda for the next meeting (to ensure progress is made.)</p>	<p>Paul Keech / Coralie Bell</p>