

## Rural Fire Service Strategic Planning Committee

**Meeting Date:** Wednesday, 15 February, 2023  
**Location:** Teams Meeting  
**Time:** 5.30pm

**Please note:** Council's Code of Meeting Practice permits the electronic recording and broadcast of the proceedings of meetings of the Council which are open to the public. Your attendance at this meeting is taken as consent to the possibility that your image and/or voice may be recorded and broadcast to the public.

### Agenda

1. **Apologies**
2. **Confirmation of Minutes**
  - Rural Fire Service Strategic Planning Committee - 16 November 2022 ..... 1
3. **Reports**
  - RF23.1 Rural Fire Service - Future Works ..... 4
4. **General Business**

**Membership**

Clr Evan Christen – Chairperson  
Clr Serena Copley  
Clr Patricia White (alternate)  
Chief Executive Officer or nominee (Mr Paul Keech)  
RFS Executive: Mr Jonathan Hill  
RFS Staff: Mr Chris Palmer  
Group 1 Area: Mr Andrew Fielding (Alternate – Mr Stuart Thaler)  
Group 2 Area: Ms Jennifer Lawther (Alternate Vic Walker)  
Group 3 Area: Mr Ross Smith (Alternate – Mr Thomal Tait)  
Group 4 Area: Mr Dennis Stannard (Alternate – Mr Geoff Phillips)  
Group 5 Area: Mr John Ashton (Alternate – Mr Steve Heggie)  
Group 6 Operations Support: Mr Clayton Short (Alternate – TBA)  
Primary Representative RFSA: Mr Vic Walker (Alternate – TBA)  
Jervis Bay Territory: Mr Harvey More or nominee

Quorum - Five (5)

Note: Any non-voting Councillor in attendance at any meeting may act as an alternate voting member in circumstances where achievement of a quorum is required

**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:** Wednesday, 16 November 2022  
**Location:** Teams Meeting  
**Time:** 5.51pm

The following members were present:

Clr Patricia White	Acting Chairperson
Clr Evan Christen	
Mr Jonathan Hill	RFS District Manager (Acting)
Mr Ross Smith	RFS District Officer
Mr Stuart Thaler	Group 1 Area Deputy
Mr Geoff Ford	Group 2 representing Vic Walker
Mr Thomas Tait	Group 3 Area Representative
Mr Geoff Phillips	Group 4 Area Deputy
Mr Clayton Short	Group 6 Operation Support

Also present

Mr Gary George	SCC Manager Building Services
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### Apologies / Leave of Absence

Apologies were received from Clr Paul Ell, Ms Jane Lewis, Mr Paul Keech, Mr Trevor Dando and Mr Vic Walker.

### Confirmation of the Minutes

**RESOLVED** (Clr Christen / Jonathan Hill)

That the Minutes of the Rural Fire Service Strategic Planning Committee held on Wednesday 10 August 2022 be confirmed.

CARRIED

### Declarations of Interest

Nil

## REPORTS

### RF22.4 Proposed Meeting Dates for 2023

**HPERM Ref:**  
**D22/438836**

#### **Recommendation (Item to be determined under delegated authority)**

That the Committee adopt the proposed meeting dates for 2023, to be held online, as follows:

1. 5:30pm – Wednesday 8 February 2023;
2. 5:30pm – Wednesday 10 May 2023 (to be convened if required);
3. 5:30pm – Wednesday 9 August 2023, and
4. 5:30pm – Wednesday 8 November 2023 (to be convened if required).

#### **RESOLVED** (Jonathan Hill / Clr Christen)

That the Committee adopt the proposed meeting dates for 2023, to be held online, as follows:

1. 5:30pm – Wednesday 8 February 2023;
2. 5:30pm – Wednesday 10 May 2023 (to be convened if required);
3. 5:30pm – Wednesday 9 August 2023, and
4. 5:30pm – Wednesday 8 November 2023 (to be convened if required).

CARRIED

### RF22.5 Rural Fire Service - Future Works

**HPERM Ref:**  
**D22/452047**

#### **Recommendation (Item to be determined under delegated authority)**

That the Rural Fire Service Strategic Planning Committee notes the update on the status of unfunded capital new and renewal works projects.

#### **RESOLVED** (Jonathan Hill / Clr Christen)

That the Rural Fire Service Strategic Planning Committee notes the update on the status of unfunded capital new and renewal works projects.

CARRIED

## GENERAL BUSINESS

Update from Wednesday 10 August Action:

Dept Manager Building Services to organise meeting with Paul Keech, James Ruprai, Jonathan Hill and himself to develop a process map to allow Brigades to self-fund and self-manage the development of future builds.

The meeting was held on 6<sup>th</sup> October and was attended by Gary George, Paul Keech and Jonathan Hill. The service level agreement that exists between the RFS and Shoalhaven City Council was discussed which, defines the responsibilities of each party including maintenance.

Dept Manager, Building Services presented an initial draft and process flow potentially to be applied to enable brigades to self-fund and manage certain works emphasising consideration of projects shall be based on a risk approach and members assuming full responsibility for activities. There are further consultations required and potential reporting to council prior to any consideration to implement.

The discussion moved onto a clear delineation of roles and responsibilities for risk management purposes. Cllr White explained that any such process would need to be clearly mapped out in procedures to ensure no surprises. There is usually a lot of angst from community groups trying to undertake projects with many mandatory requirements seen as roadblocks.

Acting District Manager Jonathan Hill explained the process needs to be black and white and RFS members should know and accept all risks prior to approval.

There being no further business, the meeting concluded, the time being 6.29pm.

Cllr Patricia White  
ACTING CHAIRPERSON

## **RF23.1 Rural Fire Service - Future Works**

**HPERM Ref:** D23/46996

**Department:** Building Services  
**Approver:** Paul Keech, Director - City Services

**Attachments:** 1. Future Priorities & Works - Future RFS Stations and Works - February 2023 [↓](#)

### **Reason for Report**

To review the status of the unfunded capital works projects.

### **Recommendation (Item to be determined under delegated authority)**

That the Rural Fire Service Strategic Planning Committee notes the update on the status of unfunded capital new and renewal works projects.

### **Options**

1. Accept the recommendation as written.

Implications: Recommended – works can continue as per the status report.

2. Not accept the recommendation and draft a different recommendation.

Implications: Not Recommended – the committee could change the agreed priorities, which would have an impact on the delivery of the current program of works.

### **Background**

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

#### New Works

- Tomerong Station
- Wandandian Station
- Broughton Vale / Berry

#### Renovation Works

- Tabourie Station extensions *DA approved*
- Currarong Station extensions *DA submitted for determination*
- St Georges Basin extensions

Refer to attachment 1 – Future works

Bushfire Local Economic Relief Fund (BLERF) grants were awarded for the construction of Conjola RFS Brigade extensions and the Manyana RFS Brigade new station.

There is currently no seed funding available to progress design of new projects.

### **Community Engagement**

Concept plans for each station extension / refurbishment works are discussed with the relevant brigades and reviewed through regular design review meetings with RFS delegates.

Rural Fire Service - Future Works															
Year of Funding and Construction Commencement - Enter \$															
Details								6		7		8		Comments	
Area Command	District	LGA	Brigade / FCC Nam	Brigade/FCC	Type	District Priority	Comments	2022/23 Bid	2022/23 Review	2023/24 Bid	2023/24 Review	2024/25 Bid	2024/25 Review		
South Eastern	Shoalhaven	Shoalhaven	Tomerong	Brigade	New Build	1				\$ 100,000.00			\$ 900,000.00		Strategic station, requires a new station to fit a new truck.
South Eastern	Shoalhaven	Shoalhaven	Wandandian	Brigade	New Build	2							\$ 100,000.00		Strategic station, will require a 4c station to cater for the needs
South Eastern	Shoalhaven	Shoalhaven	Broughton Vale/ Berry	Brigade	New Build	3									Political pressure being applied, may need to reshuffle priorities
South Eastern	Shoalhaven	Shoalhaven													
South Eastern	Shoalhaven	Shoalhaven	Tabourie	Brigade	Renovation	1				\$ 800,000.00					
South Eastern	Shoalhaven	Shoalhaven	Currarong	Brigade	Renovation	2				\$ 800,000.00					
South Eastern	Shoalhaven	Shoalhaven	St Georges Basin	Brigade	Renovation	3	See comments								
Totals										\$ 1,700,000			\$ 1,000,000		