

## Rural Fire Service Strategic Planning Committee

**Meeting Date:** Wednesday, 07 August, 2024  
**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 - 29 May 2024.....1
3. **Reports**
  - RF24.11 Rural Fire Service - Future Works .....5
4. **General Business**

**Membership**

Clr Evan Christen – Chairperson

Clr Serena Copley

Clr Patricia White (alternate)

Chief Executive Officer or nominee (Mr Carey McIntyre)

RFS Executive: Mr Matthew Reeves

RFS Staff: Shane Wicks (Alternate: N/A)

Group 1 Area Primary: Stuart Thaler (Alternate: N/A)

Group 2 Area Primary: Jenny Lawther (Alternate: Vic Walker)

Group 3 Area Primary: Thomas Tait (Alternate: Casey Addison)

Group 4 Area Primary: Dennis Stannard (Alternate: Geoff Phillips)

Group 5 Area Primary: Steve Heggie (Alternate: Graham Bennett)

Group 6 Operations Support: Clayton Short

Rural Fire Service Association (RFSA): Vic Walker

Jervis Bay Territory: Megan Menz

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, 29 May 2024

**Location:** TEAMS Meeting

**Time:** 5.49pm

The following members were present:

Clr Patricia White – Acting Chairperson

Clr Matthew Norris

SCC Building Services Manager: Gary George

RFS Executive Officer: Matthew Reeves

RFS Staff Representative: Shane Wicks

Primary Representative Rural Fire Service Association (RFSA): Vic Walker

Minutes by Alison Evans

### Apologies / Leave of Absence

Apologies were received from Thomas Tait Jeff Ward Joshua Gregory, Mr Carey McIntyre - Director City Services, Clr Evan Christen and Clr John Kotlash

### Confirmation of the Minutes

**RESOLVED** (Vic Walker / Clr White)

That the Minutes of the Rural Fire Service Strategic Planning Committee held on Wednesday 28 February 2024 be confirmed.

CARRIED

### Declaration of Interests

Nil

## REPORTS

### RF24.7 Proposed Meeting Dates for 2024

HPERM Ref:  
D24/185461

*ACTION: Gary George consult with Governance regarding 28 August 2024 Meeting.* The date will be shifted forward or moved out if necessary.

**RESOLVED** (Vic Walker / Clr White)

That the Committee adopt the proposed meeting dates for 2024, to be held online, as follows:

5:30pm – Wednesday 28 February 2024 (past tense)

5:30pm – Wednesday 29 May 2024

5:30pm – Wednesday 28 August 2024 – TBC - Caretaker period may impact the meeting scheduled for 28 August 2024.

5:30pm – Wednesday 27 November 2024

CARRIED

**RF24.8 Rural Fire Service - Future Works**

**HPERM Ref:  
D24/173076**

Gary George stated that there have been no amendments to the priority list since the last meeting. Bushfire Local Economic Relief Fund (BLERF) grants were awarded for the construction of Lake Conjola RFS Brigade extensions and the Manyana RFS Brigade new station. An update for this was provided in General Business Actions.

Gary George suggested that future Seed funding plans should commence. Once the current projects are delivered, the next projects should be at an advanced state of planning.

The delivery of Conjola and Manyana RFS Stations will ensure resources are busy for the remainder of this year and next financial year. Lake Tabourie RFS Station can be advanced to a point of readiness to apply for a Construction Certificate when funding is available.

Seed Funding should be secured for the following activities,

- Design
- Investigation works
- Any approval processes to be undertaken

Matthew Reeves advised that applications have been submitted for grant funding for the following,

- Broughton Vale RFS
- Berry RFS
- Wandandian RFS
- Lake Tabourie RFS

Bids made were for the entire project budgets which would be broken up into seed funding to use over the next two financial years to complete the build.

Gary questioned Matthew Reeves if the bids that were made were based on a cost plan or an estimated cost?

Matthew Reeves advised he used the Manyana Project as the most recent build to estimate the funds required.

**RESOLVED** (Matthew Reeves / Clr White)

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

CARRIED

## BUSINESS ARISING

**RF24.9 Business Arising - RF24.2 Wool Road RFS Station – VMS Board Sign – RF24.3 St Georges Basin RFS – RF24.4 Dangerboard Bridge – RF24.5 Lake Tabourie**

**RF24.2**

**Wool Road RFS Station**

- Gary George will have the Building Services Electrical Engineer investigate this option from an Electrical perspective.

It was resolved that 'simple Street Signs' be installed, and electronic signs be further investigated.

Option 1 - Gary George advises that "Emergency Vehicles" Signs have been installed at Wool Road RFS Station. Refer to Attachment 2

Option 2 – Solar Powered Sign, Gary spoke about the total cost involved to install 2 x Solar LED Signs and it is estimated to cost \$38-40,000 for installation.

Vic Walker and Matt Reeves would like an illustration of the Solar Lights sent to them for prospects should funding arise.

*ACTION: Gary George to send out Solar Light quotation Council received along with Images.*

### **RF24.3**

#### **St Georges Basin RFS**

On 8 November 2023 meeting Thomas Tait advised that an additional twenty (20) parking spaces would be sufficient for members vehicles. The Brigade currently have 12-18 members responding to a fire call and the current spaces do not accommodate everyone.

- A discussion has been ongoing between Council and SES regarding their proposal to build a headquarters. Including a two (2) bay station with adjoining amenities co located on-site at St Georges Basin.
- Building Services conducted meetings with SES and will continue to develop that concept and obtain cost options.
- Future Needs of St Georges Basin RFS needs to be considered whilst undertaking any masterplan exercise.
- Gary George advised Council currently does not have the resources to progress any master plan activities.

### **RF24.4**

#### **Dangerboard Bridge**

Gary George gave an update about this matter,

- The advice Gary received from Trevor Dando is the matter was dealt with at the recent FAFT (Fire Access Fire Trails) meeting. Works & Services (Council) are assuming responsibility for the asset however currently there is no budget for repair works.
- Gary assumed that Works and Services will put in for a Project Mandate for funding to provide works for the bridge.

Clr Patricia White enquired if Trevor Dando will be applying for country grant funds to fix the bridge. Gary George stated that this was a matter for Trevor Dando Manager of Works & Services as the responsible officer, and therefore was unable to comment, but expressed he was willing to follow up with Works and Services for updates.

*ACTION: Clr Patricia White will speak with Carey McIntyre about progressing a Grand fund and plan*

Vic Walker questioned if an estimate cost has been calculated for potential repairs to the bridge.

- Gary George commented that it was unknown.
- Matt Reeves stated that the repairs are also necessary to the road adjacent to the bridge as it has fundamental foundation issues.
- RFS had a FAFT (Fire Access Fire Trails) meeting - funding for next financial year is now open. The Bridge may be raised as a priority listing for fire access perspective.

Gary George questioned where on the FAFT meeting agenda does this matter sit.

- Matt Reeves advised that not having a Land manager to take ownerships has caused delays with obtaining grant funding works however the RFS do not see the area as a great reemergence of fire risk for another 5 – 10 years therefore receiving funding for this will be harder. Areas such as Tomerong that are classified as an extreme fire risk Hazard are more

likely to receive funding.

Clr Patricia White stated that if the heavy vehicle regulator needs to access the bridge and grant funding is required to fix the bridge, this will then take a few years to achieve an outcome.

**RF24.5**

**Lake Tabourie**

An action that came out of the last meeting on 28 February 2024 was for Gary George to consult with Development Services about the commencement of works associated with the DA or extending DA period.

- DA19/1869 was approved 7 February 2020, originally to lapse on 7 February 2025
- The development benefits from a 2-year extension provision in accordance with NSW Legislation Clause 4.53, which extends the period of consent from lapsing until 7 February 2027.
- Activities that substantiate commencement of works in an economical manner, that also comply with the required sequence will be identified. Such works may include S.68 activities that may not need to comply with issuance of a Construction Certificate, however, shall ensure that the consent will not lapse once commenced.
- Budget for commencement works is currently unfunded; however, Council and RFS will collaborate to identify required funding once the commencement activity is identified.

**GENERAL BUSINESS**

**RF24.10 Additional Item - Basin View RFS Shed update - IEMC Training Centre update**

**Basin View RFS Shed update - IEMC Training Centre update**

Matthew Reeves informed all about the new shed at Basin View RFS. Funding was obtained, the concrete slab has been poured and the shed is due to be installed within the next seven to ten days.

**IEMC Training Centre update**

Currently in the process of site seating being installed. Concrete slabs have been poured. Council manufactured Picnic Tables from the Recycled Outdoor Furniture program.

This will enable the RFS staff access to outdoor breakout areas apart from the training grounds. The New Training Centre build is estimated to be completed by the end of financial year 2023/2024. Ongoing works around lighting.

Action	Responsible Person
Consult with Governance regarding 28 August 2024 Meeting	Gary George
Send out Solar Light quotation Council received along with Images	Gary George
Speak with Carey McIntyre about progressing a Grand fund and plan regarding Dangerboard Bridge	Clr Patricia White

There being no further business, the meeting concluded, the time being 6.17pm.

Clr Patricia White  
ACTING CHAIRPERSON

## **RF24.11 Rural Fire Service - Future Works**

**HPERM Ref:** D24/297510

**Department:** Building Services  
**Approver:** Carey McIntyre, Director - City Services

**Attachments:** 1. Future RFS Priorities - Stations and Works - August 2024 [↓](#)

### **Reason for Report**

The reason for this report is 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 will continue as funded.

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

Implications: Not Recommended – the committee could change the agreed priorities, which may 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

- Broughton Vale / Berry
- Wandandian Station
- Tomerong Station

#### Renovation Works

- St Georges Basin extensions
- Tabourie Station extensions DA approved.
- Currarong Station extensions

Refer to attachment 1 – Future Priorities & Works.

There have been no amendments to the priority list since the last meeting.

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

The revised Deed of Variation between NSW Government and Shoalhaven City Council has been executed for the Lake Conjola RFS project on 12 April 2024. A contract for the construction works was awarded on 13 May 2024 and works are in progress with a scheduled completion date of October 2024.

The revised Deed of Variation between NSW Government and Shoalhaven City Council has been executed for the Manyana RFS project on 13 June 2024. The tender for construction is currently advertised.

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

### **Internal Consultations**

Consultation is undertaken with Brigades and facilitated through the RFS District Officer.

### **External Consultations**

External consultations are undertaken in accordance with the Development Consent process and project specific Communication Planning.

### **Community Consultations**

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

### **Policy Implications**

All procurements activities are undertaken and reported in accordance with Shoalhaven City Councils procurement policies and procedures.



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	Comments	2022/23 Bid	2022/23 Review	2023/24 Bid	2023/24 Review	2024/25 Bid	2024/25 Review	
South Eastern	Shoalhaven	Shoalhaven	Broughton Vale/Berry	Brigade	New Build								Political pressure being applied, may need to reshuffle priorities, scope to be defined
South Eastern	Shoalhaven	Shoalhaven	Wandandian	Brigade	New Build								Strategic station, will require a 4c station to cater for the needs, scope to be defined
South Eastern	Shoalhaven	Shoalhaven	Tomerong	Brigade	New Build								Strategic station, requires a new station to fit a new Cat tanker, scope to be defined
South Eastern	Shoalhaven	Shoalhaven	St Georges Basin	Brigade	Renovation								Scope to be defined
South Eastern	Shoalhaven	Shoalhaven	Tabourie	Brigade	Renovation								DA approved on 07/02/2020 - Demolish of existing amenities and shed and alterations and additions. PTE required. DA expiry 2027.
South Eastern	Shoalhaven	Shoalhaven	Currarong	Brigade	Renovation								PTE required closer to construction DA withdrawn on 28/11/2024
Totals									\$ -		\$ -		