

Rural Fire Service Strategic Planning Committee

Meeting Date: Wednesday, 27 November, 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**
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3. **Reports**
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4. **General Business**

Membership

Clr Selena Clancy – Chairperson
Clr Natalee Johnston
Clr Patricia White (Alternate)
Chief Executive Officer or nominee (Carey McIntyre)
RFS Executive: Matthew Reeves
RFS Staff: Shane Wicks (Alternate: N/A)
Group 1: Stuart Thaler (Deputy: Steve Thomson)
Group 2: Jenny Lawther (Deputy: Stephen Townsend)
Group 3: Tommy Tait (Deputy: Casey Addison)
Group 4: Dennis Stannard AFSM (Deputy: Adam Harris)
Group 5: Steve Heggie (Deputy: Graham Bennett)
Group 6: Clayton Short
Rural Fire Service Association (RFSA): Vic Walker
Jervis Bay Territory: Glenn Meade

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 CEO 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, 7 August 2024

Location: TEAMS Meeting

Time: 6.03pm

The following members were present:

RFS Executive Officer: Matthew Reeves - Chairperson

SCC Building Services Manager: Gary George

RFS Staff Representative: Chris Palmer

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

Representative Rural Fire Service Association: Geoff Ford

Group Three (3) Captain: Mr Thomas Tait

Clr. Matthew Norris

Apologies / Leave of Absence

Mr Carey McIntyre - Director City Services

Ms Robyn Stevens – CEO

Clr. Patricia White

Confirmation of the Minutes

RESOLVED (Thomas Tait / Matthew Reeves)

That the Minutes of the Rural Fire Service Strategic Planning Committee held on Wednesday 29 May 2024 be confirmed.

CARRIED

Declaration of Interests

Nil

RF24.12 Business arising from Previous Minutes - General Business Actions - 29 May 2024

Consult with Governance regarding 28 August 2024 Strategic Planning and District Liaison Meeting

Gary George Spoke with Governance and it was established that the meeting was to be brought forward to 7 August 2024.

St Georges Basin RFS – Solar Light Quote

ACTION: Gary George to send out Solar Light quotation Council received along with Images - Closed

As an action from the last meeting – Gary George was requested to send the quote that Council obtained for the solar lights to Vic Walker. This has been completed.

Dangerboard Bridge

ACTION: Cllr Patricia White will speak with Carey McIntyre about progressing a Grand fund and Plan - Open

As an action from the last meeting – Patricia White indicated that she would speak with Carey McIntyre regarding obtaining a grant fund and plan for Dangerboard Bridge repairs. Patricia White was an apology to the meeting and therefore this action is still open.

- Gary asked Matthew Reeves if these concerns have been raised during the FAFT meeting.
- Matthew Reeves advised that the General BFMC meeting has not had a Council representative since Trevor Dando departed Council.
- Matthew Reeves advised Trevor Dando would usually attend the FAFT and BFMC meetings. Beorn Hulme and Michael Berzins have been stepping into Trevor's vacant position until recruitment has been completed.

Action – Gary George will follow up with Beorn Hume and Michael Berzins to ensure one of them attend the BFMC and FAFT meetings.

Action – Alison Evans to forward BFMC invitation to Carey McIntyre, Beorn Hulme, and Michael Berzins to discuss Dangerboard Bridge.

REPORTS

RF24.11 Rural Fire Service - Future Works

HPERM Ref:
D24/297510

Gary George stated that there have been no amendments to the priority list during the past three months.

- Priorities are as per **Attachment One** unless otherwise advised.
- Matthew Reeves advised RFS are yet to receive advice for budget allocations in relation to projects bids submitted by the district for the 2024/25 financial year.

RESOLVED (By consent)

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

RF24.13 Committee Membership

RFS Leadership Team Meeting

Matthew Reeves advised that the RFS Leadership Team Committee endorsed some changes to the membership as follows.

Strategic Planning Committee

- Steve Thomson – Deputy Group Two delegate.
- Removal of Stuart Thaler, Thomas Tait, Dennis Standard, Steve Heggie and Clayton Short

as they will be represented by Steve Thomson.

- One other senior volunteer representative from the Senior Leadership team will be allocated, this delegate is yet to be confirmed.
- Megan Menz is no longer with Jervis Bay Territory.

Thanks were given to Thomas Tait, the Group Three Captain for his contribution and commitment to the Planning committee process.

Action – Alison Evans to contact Kim Forbes via email to obtain the new Jervis Bay Territory RFS Delegate.

RF24.14 Updates

Basin View RFS Shed Update

Matthew Reeves updated the Committee on the construction of the Basin View RFS Shed.

- The Shed has been installed.
- RFS are doing some works around the locking system of the shed and are looking to obtain quotes for the ramp to be installed. These quotes will be shared with Gary George – Building Services Manager to obtain feedback.
- Matthew Reeves advised he will obtain additional funding to have the ramp completed.
- Gary George advised once the project is complete, the Building Services Asset Coordinator will attend the site to ensure Council Asset Register, is updated for the new structure.

IEMC Training Centre update

Matthew Reeves advised that works are continuing on the demountable building installation. The REF was reviewed and updated due to the adjusted placement of the building.

RFS have worked with SES to remove a redundant shipping container that has been on site. This has allowed for the repositioning of the new training room closer to a pathway adjacent to the roadway.

- The Module build for the structure is currently delayed due to materials.
- Other works are continuing to ensure all is ready once the module arrives on site.
- Council manufactured Picnic Tables and covered roof has been installed.

Outstanding Defects

RFS Executive Officer Matthew Reeves spoke about outstanding Defects -

This was discussed in the Strategic Liaison Meeting where an action was made to schedule a meeting regarding outstanding Defects and to discuss ways to communicate completed defects moving forward.

- Gary George advised Council will review existing budgets and to identify if council can prioritise some of the more important items on the list rather than general maintenance tasks.

Thomas Tait advised that the drainage works done at the Huskisson RFS were good however they have not rectified the entire problem. A Swale drain was discussed as an alternative.

There being no further business, the meeting concluded, the time being 6.21pm.

Matthew Reeves
ACTING CHAIRPERSON

RF24.15 Proposed Meeting Dates for 2025

HPERM Ref: D24/486596

Department: Buildings & Property Services
Approver: Carey McIntyre, Director - City Services

Purpose:

To determine Rural Fire Service Strategic Planning Committee meeting dates for 2025.

Summary and Key Points for Consideration:

Council report CL24.314:

“Rural Fire Service Strategic Planning Committee - Purpose / Delegation Authority - Chairperson - Membership – Quorum” was considered by Council on 28 October 2024.

MIN24.534 resolved:

That Council continue the operation of the Rural Fire Service Strategic Planning Committee for the period to September 2025 as outlined.

Recommendation (Item to be determined under delegated authority)

That the Committee adopt the proposed meeting dates for 2025, to be held online, as follows:

- 5:30pm – Wednesday 26 February 2025
- 5:30pm – Wednesday 28 May 2025 (to be convened if required)
- 5:30pm – Wednesday 27 August 2025
- 5:30pm – Wednesday 26 November 2025 (to be convened if required)

Options

1. The Committee accepts the proposed meeting dates for 2025, as provided.

Implications: Proceed as planned

2. The Committee accepts alternative meeting dates for 2025.

Implications: Nil

Background and Supplementary information

Council report CL24.314: “Rural Fire Service Strategic Planning Committee - Purpose / Delegation Authority - Chairperson - Membership – Quorum” was considered by Council on 28 October 2024.

MIN24.534 resolved (in part):

That Council continue the operation of the Rural Fire Service Strategic Planning Committee for the period to September 2025 as outlined below.

- Meetings per year – Two (2) – others as required
- Commencement time – 5.30 pm
- Quorum – Five (5)

It is proposed that the Committee adopt the proposed meeting dates for 2025, as follows:

5:30pm – Wednesday 26 February 2025

5:30pm – Wednesday 28 May 2025 (to be convened if required)

5:30pm – Wednesday 27 August 2025

5:30pm – Wednesday 26 November 2025 (to be convened if required)

Internal Consultations

Not required.

External Consultations

Not required.

Community Consultations

The Committee will be consulted at the 26 November 2025 meeting to set dates for 2026.

Policy Implications

Not required.

Financial Implications

Not required.

Risk Implications

Not required.

RF24.16 Rural Fire Service - Future Works

HPERM Ref: D24/486569

Department: Buildings & Property Services
Approver: Carey McIntyre, Director - City Services

Attachments: 1. RFS Future Works Priority List [↓](#)

Purpose:

The reason for this report is to review the status of the unfunded Capital Works projects

Summary and Key Points for Consideration:

The Rural Fire Service (RFS) future works report enables consideration of RFS priorities regarding new station builds and renovations to existing stations.

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 and Supplementary information

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 December 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. A contract for the construction works was awarded on 15 November 2024 and works will commence in December 2024 with a scheduled completion date of July 2025.

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.

Financial Implications

Project development funding is made available through the RFS infrastructure allocation or available grant opportunities. There are no current funding allocations available, with the exception of the BLER funding.

Risk Implications

Project risks are considered on a project specific basis.

Attachment 1 – RFS Future Works Priority List

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, availability of site confirmed
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									\$ -		\$ -		