
**NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 8 AUGUST 2018
COMMITTEES REPORT**

1. RURAL FIRE SERVICE LIAISON COMMITTEE

The minutes of the Rural Fire Service Liaison Committee meeting held at the Narromine Shire Council Chambers, on Tuesday 17 July 2018 are attached (**see Attachment No. 1**).

RECOMMENDED

That the report of the Rural Fire Service Liaison Committee and the recommendations from the minutes of 17 July 2018 be adopted.

**MINUTES OF THE RURAL FIRE SERVICE LIAISON COMMITTEE MEETING HELD AT THE
NARROMINE SHIRE COUNCIL BOARDROOM ON TUESDAY 17 JULY 2018**

PRESENT:

Cr Lyn Jablonski	Chair, Councillor, NSC
Superintendent Lyndon Wieland	NSW Rural Fire Service, Orana
Inspector Bob Conran	NSW Rural Fire Service, Orana
Neville Roberts	Group Captain, Euromedah Brigade
Mick Bell	Acting Director Infrastructure & Engineering Services, NSC
Lesley-Ann Roberts	Minute Secretary

1. WELCOME

The Chair welcomed those present and declared the meeting open at 10.00 am.

2. APOLOGIES

RECOMMENDED by consensus that the apologies of Crs Hamilton and McCutcheon and Kerrie Murphy (Director, Infrastructure and Engineering Services) be accepted.

3. MINUTES OF THE PREVIOUS MEETING

RECOMMENDED by consensus that the minutes of the previous meeting held on 6 February 2018 be accepted as a true and accurate record of the meeting.

4. BUSINESS ARISING FROM THE MINUTES

Nil

5. QUARTERLY PERFORMANCE REPORT

Supt. Lyndon Wieland tabled the Quarterly Performance Report (**see Attachment No. 1**).

RECOMMENDED Lyndon Wieland/Neville Roberts that the Quarterly Performance Report as presented to the meeting be accepted.

6. INFRASTRUCTURE – STATION BUILDS

A query was raised as to why Wyanga Station build had not yet been completed?

Acting Director Infrastructure and Engineering services gave background as to why delays have occurred, which included a variation to the original scope.

It was noted, price was one of the highest weighted selection criteria when Council determined the successful tenderer. As a result, the candidacy of potential tenderers was significantly reduced.

It is anticipated the station build will be completed by 24 August 2018.

Supt. Wieland outlined that new funding cannot be awarded until current funding has been expended and thus it was disappointing to lose funding this financial year as a result of the Wyanga Station Build, not yet being completed.

**MINUTES OF THE RURAL FIRE SERVICE LIAISON COMMITTEE MEETING HELD AT THE
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6. INFRASTRUCTURE – STATION BUILDS Cont'd.

Discussion was had regarding Council's contractor management process and the parameters in which Council must abide.

A query was raised as to whether Council could include benchmarks or penalties into their contracts as a way of ensuring Contractors meet deadlines?

Acting Director, Infrastructure and Engineering Services confirmed that Council will be reviewing this as an option, in light of future station builds.

It was noted future station builds cannot be built on private land and are to be built on Council or Crown Land.

The Chair raised a query as to who sets the budget for the station builds?

Supt. Wieland outlined that RFS sets the budget for the station builds and acquires the land for which the station is to be built.

7. GENERAL BUSINESS

Inspector Conran gave background to Round 2 Hazard Reduction funding where Council were successful for the slashing component of funding however, not the chemical component and thus had to reapply. Following this, Council were deemed successful for the chemical component.

Acting Director, Infrastructure and Engineering Services outlined he was not aware of these funds being awarded to Council.

Inspector Conran noted that there may have been miscommunication or lack thereof from RFS Head Office to Council.

It was further noted, that it is RFS Head Office and not RFS Orana who informs Council regarding grant funding and whether successful or unsuccessful.

8. NEXT MEETING

The date for the next meeting is to be advised by NSW RFS Orana.

There being no further business the meeting closed at 10.24 am.

The minutes (pages 1-2) were confirmed on _____ 2018 and are a true and accurate record of proceedings of the meeting held on 17 July 2018.

CHAIR.



MEMORANDUM

To: Orana Liaison
From: Orana Manager
Subject: June Report
Date: 05/07/2018 **File No.** **Type File No.**

End of Financial Year Report Overview

- › Council HR expenditure came in under budget due to dry conditions and less vegetation then normal.
- › Station Builds Wyanga & Ponto still under construction.
- › Rural Fire Service HR programs completed for season
- › Fire investigation's completed and submitted
- › Community Engagement activities completed 3 cadet activities ongoing
- › BIRS reports completed and validated
- › Firefighting appliances roadworthy inspections completed & recorded on SAP EAM 100%
- › Defect notification completed 100%
- › Station & Firefighting Vehicles build programme in place and presented to senior management
- › Staff recreation leave under 210 hours staff all under 210 hours
- › Brigade and Group officer 240 of 240 authorised
- › Long Service awards presented to volunteers
- › 59 of 60 Brigade AGMs attended by staff one brigade failed to have a meeting
- › 3 senior management meetings held
- › WHS validated Site Management plans developed 46 of 46 completed
- › All RFS facilities have RCD installed 46 of 46
- › Orana Group officer election's completed.

QUARTERLY PERFORMANCE REPORT													
Region West						QTR			June			Financial Year	
Orana												2017/18	
BP Reference	INITIATIVE/PROGRAM/ACTIVITY (What are we doing to achieve the Corporate objective)	EXPECTED OUTCOME (What do we expect to achieve through this initiative)	Q4 TARGET (Date, number or %)	X	Y	KPI or Milestone Result	STATUS	OVERALL INITIATIVE STATUS (schedule and deliverables)	REASON BEHIND	WHAT HAPPENED (include any issues)	CORRECTIVE ACTION		
D1.1	Ensure effective and timely financial reporting	District PPE expenditure including commitments (x) against District PPE allocation (y) in line with estimated expenditure	x of y 100%	27610	46337	60%	Completed	Completed	External factors	Central store of PPE at HO to use old PPE			
D1.2	0	District Equipment expenditure including commitments (x) against District Equipment allocation (y) in line with estimated expenditure	x of y 100%	66391	88295	75%	Completed	Completed	Resourcing (human)	DM on leave	DM to ensure equipment allocations		
D1.3	0	District HR expenditure including commitments (x) against District HR allocation (y) in line with estimated expenditure	x of y 80%	47,000	100,000	47%	Completed	Completed	External factors	Lack of vegetation upgrades	M30		
D1.4	0	District Stations/FCC expenditure including commitments (x) against District Stations/FCC allocation (y) in line with estimated expenditure	x of y 90%	\$110,000	\$310,000	35%	Behind Target	Behind Target	External factors	Project Management	Consult with project manager to ensure project completed ASAP		
D1.5	0	All Regional Managers and District Managers have completed the Management Certification Questionnaire in relation to internal controls annually (due 18 August 2017)	Q1 100%	1	1	#VALUE!	Completed	Completed					
D2.1	Promote continuous improvement	Number of scheduled BRMP treatments completed which are rated above very high (x); compared to total number of BRMP treatments rated above very high in your Bush Fire Risk Management Plan/s (y) for the treatment years 2017/18	x of y 100%	30	70	43%	On Target	On Target	External factors	Dry conditions and other agencies not keeping records up to date in BRIMS	Communicate with other agencies to ensure data is up to date in BRIMS		
D3.1	Enhance fire trail networks	Number of Districts that have held a FAPT workshop in accordance with the published schedule	Number	1	1	1	Completed	Completed					
D3.2	0	Number of Districts that have an approved FAPT plan in accordance with the published schedule	Number	0	1	0	On Target	On Target					
D4.1	All Bush Fire Management Committees have a valid bush fire risk plan	x of y BFMV Bush Fire Risk Management Plans outside of 5 Yr Review Period	x of y 0%	1	1	100%	Behind Target	Behind Target	Resourcing (human)	Short on staff	The review of the BFMV has commenced. The process will be completed as soon as workloads levels permit.		
D5.1	Review all S52 Plan of Operations at least every two years	x of y BFMV Plan of Operations outside of 2 year Review Period	x of y 0%	1	1	100%	Completed	Completed					
D6.1	Conduct Hazard Reduction programs to protect properties and other assets	x BFMV scheduled works completed compared to y BFMV works proposed and entered into BRIMS across the state YTD	x of y 80% Annually			#DIV/0!							
D6.2	0	x RFS HR scheduled works completed compared to y RFS works proposed and entered into BRIMS across the state YTD	x of y 80% Annually			#DIV/0!							
D7.1	Plan, implement and record community education programs in accordance with Bush Fire Risk Management Plans and Service Standard 4.3.1 (SOP4.3.1-1)	x of y Total Community Engagement Activities / Treatments, completed and submitted into BRIMS	x of y (90%)	28	29	97%	On Target	On Target					
D8.1	Enhance leadership and operational capability of NSW RFS members	Number of Multi-Agency Incident Management Exercises conducted at District level across the state (min 1 per district) by 1 October annually	1 October 2017	1	1	1	Completed	Completed					
D8.2	0	Number of joint training activities undertaken between RFS and FRNSW in accordance with relevant district MAA/MOU (min 1 per year)	Number Q4	3	1	3	Completed	Completed					
D9.1	NSW RFS are in a state of operational readiness	x of y S52 pre-season checklists completed by 1 August annually	Complete	1	1	100%	Completed	Completed					
D10.1	Comply with data compliance requirements for Corporate Systems	x of y BIRS reports validated	x of y 90%	509	517	98%	On Target	On Target					
D11.1	Implement the GUARDIAN system to manage information regarding bushfire risk management	x of y staff trained in the use of GUARDIAN	x of y 90% - Q4	0	7	0%	On Target	On Target	Delay in related initiative	Guarded still under development			
D12.1	Ensure fire fighting appliances are inspected in accordance with the requirements of the Rural Fires Act	x of y District fire fighting appliances roadworthy inspections recorded on SAP EAM	x of y 100%			#DIV/0!							
D12.2	0	x of y fire fighting appliances meet RFS servicing requirements of either annual or 100 hours	x of y 100%			#DIV/0!							
D12.3	0	x of y defect notifications completed	x of y 70%			#DIV/0!							

QUARTERLY PERFORMANCE REPORT

Region West										June		2017/18		Financial Year	
BP Reference	INITIATIVE/PROGRAM/ACTIVITY (What are we doing to achieve the Corporate Objective)	EXPECTED OUTCOME (What do we expect to achieve through this initiative)	Q4 TARGET (Date, number or %)	X	Y	KPI or Milestone Result	STATUS	OVERALL INITIATIVE STATUS (Schedule and deliverables)	REASON BEHIND	WHAT HAPPENED (include any issues)	CORRECTIVE ACTION				
01.2.4	x of y private plant with BFO inspected in accordance with Service Standard	x of y 100%	0	0	0	ADVD01	Completed	Completed		No private vehicles within Orana					
01.3.1	Ensure that all equipment listed in RFS Register will be maintained in a serviceable condition in accordance with the Service Standards	x of y 100%	5	7	71%		On Target	On Target	Resourcing (human)	Orana had 2 vacant positions	Ensure vacant positions are filled				
01.4.1	Ensure training and process is in place to effectively manage Heavy Plant	x of y 100%	1	1	100%		Completed	Completed							
01.4.2	x of y Districts that have at least one person (staff member or volunteer or council/agency) trained and qualified as a RFS Heavy Plant Operations Manager	x of y 100%	1	1	100%		Completed	Completed							
01.5.1	Youth initiative programs are implemented in all Regions	x of y 100% - Q4	1	1	100%		Completed	Completed							
01.6.1	Employees are supported and encouraged to enhance their capability by promoting the NSW RFS professional development and work plan framework	x of y 100%	5	7	71%		On Target	On Target	Resourcing (human)	Orana had 2 vacant positions	Ensure vacant positions are filled				
01.6.2	x of y current staff (established ongoing roles) have completed an annual review of their work 2016/17 plan with their manager	x of y 100%	5	7	71%		Completed	Completed	Resourcing (human)	Two vacant positions	Fill vacant positions				
01.6.3	x of y current staff (established ongoing roles) have completed a mid-year review of their work 2017/18 plan with their manager	x of y 100%	0	7	0%		Behind Target	Behind Target	Resourcing (human)	District manager on leave	District manager will return to work within July				
01.6.4	x of y staff (established ongoing roles) with a 2017/18 Professional Development Plan in place	x of y 100%	5	7	71%		Completed	Completed	Resourcing (human)	Two vacant positions	Ensure positions are filled				
01.7.1	Ensure compliance with DPC advice to maintain leave balances to less than 30 days by 30 June annually	x of y 0%	0	5	0%		Completed	Completed							
01.8.1	Training provided is adequately planned and implemented in accordance with the RFS Training SOPs	x of y 100%	1	1	100%		Completed	Completed							
01.8.2	x of y Total training activities planned within training plan entered into LSO upon approval of training plan annually	x of y 100%	3	3	100%		Completed	Completed							
01.8.3	x of y members with formal fire related competency (BFA, BF, AF, VF, CL, CLV, CLW, CLS, CLG, SJ, CAA, CCO, CCS, ARO, ABO)	x of y 60%	981	1391	71%		Completed	Completed							
01.8.4	Number of members with PBS qualification increased	15			15		Completed	Completed							
01.8.5	Number of members with RFI and ASA qualification increased	Number	79		79		Completed	Completed							
01.8.6	Number of members with specialist qualifications including Air Attack Supervisor (baseline 31), Air Operations Manager (baseline 14), Air Base Manager (baseline 24) and Aircraft Officer (baseline 16) increased	Number	3		3		Completed	Completed							
01.9.1	x of y District Staff have responsibility in their work plan to deliver outcomes contained within the District Training Plan (min 1 per District)	x of y 45	1	1	100%		Completed	Completed							
01.9.2	x staff of y District Staff have responsibility in their work plan to support volunteer recruitment and retention activities (min 1 per District)	x of y 45	1	1	100%		Completed	Completed							
01.9.3	x of y total brigades have been provided a copy of the NSW RFS volunteer recruitment and retention kit	100% - Q4	60		100%		Completed	Completed							
01.9.4	x of y total brigades that have undertaken a brigade health check with the assistance of DTZ staff in line with recruitment and retention kit (min 2 per district)	100% - Q4	59		98%		Completed	Completed							
020.1	Ensure all brigade and group officers are appointed and authorised to enter premises in accordance with Service Standard 1.3.3 Authority Cards and 2.1.4 Appointment of Field and Group Officers	x of y 100%	237	240	95%		On Target	On Target	Delay in related initiative	One Brigade did not hold AGM	Communicate with brigade				
020.2	x of y Districts that have held Group Officer elections within three year term	x of y 100%	1	1	100%		Completed	Completed							

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			Q4 TARGET (date, number or %)	X	Y	KPI or Milestone Result	STATUS	OVERALL INITIATIVE STATUS (schedule and deliverables)	REASON BEHIND	WHAT HAPPENED (include any issues)	CORRECTIVE ACTION
D21.1	Members are publicly recognised for their outstanding contribution to the NSW RFS	Number of eligible members that have been presented with long service awards within 2017/18 Financial Year (minimum 30 per District)	Number	12	12	12	On Target	On Target			
D22.1	Effective consultation at all levels contributes to achievement of corporate objectives	x of y total district brigade AGMs attended by Staff Officer	x of y	58	60	97%	On Target	On Target			
D22.2		X of Y Number of Captains Meetings 2017/18 FY (min 2 per year)	x of y 100%	8	8	100%	Completed	Completed			
D22.3		X of Y Number of district SMT meetings held 2017/18 FY (min 4 per district)	x of y 100%	4	4	100%	Completed	Completed			
D23.1	NSW RFS Rural Fire District Service Agreement and Schedules are current and relevant	x of y Rural Fire District Service Agreements that are current	x of y 100%	2	2	100%	Completed	Completed			
D23.2		x of y Rural Fire District Service Agreements revised as a result of Local Government amalgamations	x of y 100%	1	1	100%	Completed	Completed			
D24.1	Actively engage with Local Government	x of y District Liaison Committee meetings held annually (min 2 per committee per year)	x of y 100%	2	2	100%	Completed	Completed			
D24.2		x of y meetings held between Council General Manager/Mayor and District Manager to ensure key stakeholder engagement (min 2 meetings)	x of y 100%	1	1	100%	Completed	Completed			
D25.1	Ensure effective and timely financial reporting in accordance with Rural Fire District Service Agreements	x of y District M&R budget reports (expenditure against allocation) provided to Regional Manager by 30 September for previous financial year	Complete	2	2	100%	Completed	Completed			
D25.2		x of y Districts Managers that have reviewed their M&R expenditure with council Quarterly in the current 2017/18 FY	x of y 100%	0	2	0%	Behind Target	Behind Target	Resourcing (human) D.M on leave	Encouraging alternative roles 18/19	
D26.1	Ensure Business Continuity Management (BCM) Program is continued	x of y District sites that have completed the BCM review annually	x of y 100%	1	1	100%	Completed	Completed			
D27.1	Comply with HSW legislation for Districts and Brigades for the continuous improvement of District safety initiatives	x of y WHS validated Site Management plans reviewed annually and are current	x of y 100%	35	46	76%	Behind Target	Behind Target	Resourcing (human) Vacant staff positions not filled	Try to fill all positions that are vacant	
D27.2		x of y district site management plans conform to current SMP templates in accordance with Item 0022 DRS Directors communique 1/2016	x of y 100%	46	46	100%	Completed	Completed			
D27.3		x of y total WHS corrective actions in the district corrective action register completed by the agreed due date	x of y Quarterly	0	0	ND/ND/0	Completed	Completed			
D27.4		x of y total non-compliant mezzanines permanently restricted (other than sign) where ongoing use of mezzanine is not desired	x of y Quarterly	4	4	100%	Completed	Completed			
D27.5		x of y FCC and brigade hazard and chemical registers reviewed annually and are current	x of y 100%	0	46	0%	Behind Target	Behind Target	Resourcing (human) Vacant staff positions not filled	Try to fill all positions that are vacant	
D27.6		x of y brigade and FCC site locations that have conducted an annual evacuation drill where specified on the site management plan	x of y 100%	46	46	100%	Completed	Completed			
D27.7		x of y total RFS facilities where a residual current device (RCD) has been installed in compliance to the OHS amended RCD regulation 2011	x of y 100%	46	46	100%	Completed	Completed			
D27.8		x of y brigade stations where check has been conducted to ascertain if the Eaton Industries Pty Ltd Quicklag ELQ Earth Leakage Circuit Breaker is present and recall process implemented where necessary in accordance with product recall notice issued 27/06/2017	x of y 100%	31	43	72%	Behind Target	Behind Target	Resourcing (human) Vacant staff positions not filled	Try to fill all positions that are vacant	
D27.9		x of y districts have undertaken consultation workshops to inform members of the WHS Consultation and Issue Resolution in accordance with S57.1.8	x of y 100%	1	1	100%	Completed	Completed			
D27.10		x of y districts have undertaken a HSR election in accordance with S57.1.8 when specifically requested by member/s following consultation workshops	x of y 100%	0	0	ND/ND/0	Completed	Completed	No requests		

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Orana										2017/18			
BP Reference	INITIATIVE/PROGRAM/ACTIVITY (What are we doing to achieve the Corporate Objective)	EXPECTED OUTCOME (What do we expect to achieve through this initiative)	Q1 TARGET (Date, number or %)	x	y	KPI or Milestone Result	STATUS	OVERALL INITIATIVE STATUS (schedule and deliverables)	REASON BEHIND	WHAT HAPPENED (include any issues)	CORRECTIVE ACTION		
D27.11	0	x of y elected HSRs have undertaken RFS 1 day mandatory training	x of y 100%	0	0	#DIV/0!	Completed	Completed		No HSR in Orana			
D27.12	0	x of y meetings held between District Manager and any elected HSR (min 2 per year) in accordance with SS7.1.8	x of y 100%	0	0	#DIV/0!	Completed	Completed		No HSR in Orana			
D27.13	0	x of y ICAM Level 2 investigations completed within one month of being issued	x of y 100%	0	0	#DIV/0!	Completed	Completed					
D28.1	Assist PSU with the roll-out of training for SS1.1.7 Code of Conduct and Ethics to staff	x of y staff competent in Code of Conduct and Ethics (Service Standard 1.1.7)	x of y 100%	6	7	86%	On Target	On Target	Resourcing (human)	A Admin officer just started	Admin officer will attend next training day		
D28.2	0	x of y staff that have downloaded and acknowledged the Code of Conduct and Ethics via the eLearning portal in the SAP System by the end of September annually	Q1 100%	6	7	86%	On Target	On Target	Resourcing (human)	New Admin officer	Admin officer will attend next training day		
D29.1	Improve engagement with indigenous and Culturally and Linguistically Diverse (CALD) communities	x of y districts have engaged with an indigenous or CALD community eg meeting with Aboriginal Land Council, participating NADOC event, encourage attendance at BFMC	x of y 100%	1	1	100%	Completed	Completed					

Return to Report