



# SERVICE STANDARD 5.1.10 ACCOMMODATION STANDARDS AND BUILDING CONSTRUCTION PROJECTS

| ITEM             | DESCRIPTION                                  |
|------------------|--|
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| SOPs             | > None                                       |
| Owner            | Executive Director, Infrastructure Services  |
| Contact          | Director, Assets and Infrastructure          |
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## 1 Purpose

- 1.1 Rural Fire Brigade Stations, Fire Control Centres and specialised buildings are important state-wide emergency management infrastructure assets. The NSW Rural Fire Service (NSW RFS) must ensure that these facilities are built and operate within suitable and acceptable standards.
- 1.2 Funds from the Rural Fire Fighting Fund are provided to meet the costs of constructing NSW RFS Rural Fire Brigade Stations, Fire Control Centres and specialised buildings. The construction of the buildings must conform with:
  - a. The *National Construction Code 2016*;
  - b. Plans and specifications approved by the Director, Assets & Infrastructure;
  - c. District construction projects approved by the Director, Regional Services;
  - d. Specialised building construction projects approved by the Executive Director, Infrastructure.
- 1.3 This Service Standard:
  - a. Establishes an acceptable standard for the design, capacity, capability, 'look, feel and functionality' of Rural Fire Brigade Stations, Fire Control Centres and specialised buildings in compliance with the State Government's Total Asset Management;
  - b. Outlines the key terms of reference that members can utilise when working co-operatively with their Local Authority representatives on NSW RFS building construction projects which are managed by a Local Authority;
  - c. Supports the oversight and management of NSW RFS building construction projects by Infrastructure Services Directorate and Regional Services;
  - d. Ensures new building constructions satisfy the current and future capability and capacity requirements of each Rural Fire District; and

- e. Ensures consistency and uniformity of NSW RFS buildings across the State.
- 1.4 This Service Standard applies to all building construction including the construction of new structures and renovations/extensions of existing structures.
- 1.5 This Service Standard must be read in conjunction with the NSW RFS Building Construction Framework and NSW RFS Building Construction Toolbox. These documents must be referred to and utilised by any NSW RFS member who is involved in any NSW RFS building construction project.

## 2 Definitions

- 2.1 For the purpose of this Service Standard the following definitions apply:
- a. **Building construction projects:** relate to the construction, extension or renovation of NSW RFS Rural Fire Brigade stations, Fire Control Centres and specialised buildings. Minor maintenance works or “working bees” are not included in this definition.
  - b. **Fire Control Centres (FCC):** are special purpose buildings through which the operations, administration, training and emergency management of Rural Fire Districts are conducted and accommodated. The FCC is an important piece of the State’s emergency management infrastructure and is central to the effective and efficient management of emergency incidents within a Rural Fire District.
  - c. **Rural Fire Brigade Stations:** are locally based, secure buildings that house high value fire fighting appliances and assets required for volunteers in undertaking their operational and risk management activities. Rural Fire Brigade Stations are also where volunteers meet to undertake training and maintenance activities, hold meetings and other community events, and plan for and undertake community engagement activities.
  - d. **Specialised Buildings:** are buildings through which support services for NSW RFS operations or state wide administration such as Regional Offices, State Mitigation, training, warehousing or multi-agency arrangements are accommodated. Caches are included within this definition.
  - e. **Local Authority:** refers to Local Government Councils, other relevant land owners or other Authorities.

## 3 Policy

- 3.1 The NSW RFS has a standard design concept for FCCs and Rural Fire Brigade Stations. The standard design concept ensures satisfactory alignment with operational capability and service delivery requirements. These standard designs ensure a consistent approach to renovation of existing facilities as well as construction of any new FCC and Rural Fire Brigade Stations. Prioritisation of all Rural Fire Brigade Station, Fire Control Centre and specialised building construction projects is to be risk based and aligned to NSW RFS District Asset Replacement & Maintenance Plans, Local Authority Capital Works Plans (or equivalent), and the relevant NSW RFS State-wide 5 Year Asset Replacement Plan.
- 3.2 NSW RFS Building Construction Projects must be undertaken in line with the requirements set out in the:
- a. NSW RFS Building Construction Framework, and
  - b. NSW RFS Building Construction Toolbox,
  - c. RFS Building Construction Project Proposals;
  - d. NSW RFS Building Construction Project Initiation Documents.
- 3.3 Typically, FCCs, large Rural Fire Brigade Stations, and specialised buildings are more complex and require ongoing consultation and involvement of the NSW RFS Infrastructure Services Directorate.
- 3.4 Construction of Rural Fire Brigade Stations, FCCs and specialised buildings must in accordance with the relevant Federal, State and local statutory and regulatory standards, codes of practice, policies and guidelines.

- 3.5 The Local Authority have the over-arching responsibility to co-ordinate, manage and undertake NSW RFS building construction project works. However, in some cases, subject to approval of the NSW RFS Director, Assets and Infrastructure, in collaboration with the Local Authority the NSW RFS may co-ordinate, manage and undertake NSW RFS building construction project works.
- 3.6 All NSW RFS building construction project works, including modifications and extensions, must be undertaken or supervised by a suitably qualified and licensed entity or individual. Such works must comply with the provisions of the *Work Health and Safety Act 2011* and other applicable work health and safety laws.
- 3.7 If work is to be undertaken by entities or individuals not directly employed by the supervising tradesperson, the Principal Contractor/supervising individual must indemnify the NSW RFS and the Local Authority against any claims arising from alleged breaches of work, health and safety laws.
- 3.8 All documentation for NSW RFS building construction projects must be captured and retained within the approved NSW RFS corporate records management and asset management systems.
- 3.9 Standard concept designs are available for Rural Fire Brigade station and FCC construction projects. The Director, Assets & Infrastructure may review and approve modifications based on site restrictions.
- 3.10 For all FCC new builds and major renovations, standardised ICT, radio, alternate power supply and telephony specifications must be utilised.
- 3.11 Alterations to existing FCC buildings should, where possible, be consistent with the standard concept designs.
- 3.12 Final draft plans for FCC alterations are to be approved by the Director, Regional Services in consultation with the Director, Assets and Infrastructure.
- 3.13 Alterations to existing Rural Fire Brigade station buildings should, where possible, be consistent with the standard concept designs.
- 3.14 Rural Fighting Funds surplus to a completed project can only be transferred to an approved Construction Project Proposal with the approval of the respective Regional Manager and the Chief Financial Officer.
- 3.15 If the land on which the facility is to be constructed is either not owned by either the Local Authority or not under care, control and management of the Local Authority, then the Local Authority must enter into a formal written agreement on the following terms:
  - a. The land owner agrees to allow the NSW RFS to use the land for the purpose of constructing a facility with its associated amenities;
  - b. The land owner agrees to allow the NSW RFS uninterrupted access to the facility;
  - c. The agreement for stations is for a minimum of 30 years, and for as long as is practical for single bay fire stations and caches. Lesser terms may be approved by the Director, Regional Services and Executive Director, Infrastructure Services.
- 3.16 All new facilities should, where at all possible, comply with NSW Government Resource Efficiency Policies to drive resource efficiency in energy, water, waste and air emissions.

## 4 Related Documents

- > *Work Health and Safety Act 2011*
- > *Work Health and Safety Regulation 2011*
- > National Construction Code 2016
- > Safe Work Australia National Standard for Construction NOHSC:1016 (2005)
- > Safe Work Australia Model WHS Regulations Chapter 6 Construction Work
- > Safe Work Australia Model Codes of Practice
- > NSW Government Resource Efficiency Policy
- > Policy P2.1.1 NSW RFS Administrative Delegations
- > Policy P4.1.1 Financial Delegations
- > Policy P7.1.1 Project Management
- > NSW RFS Building Construction Framework (in development)
- > NSW RFS Building Construction Toolbox (in development)

## 5 Amendments

| AMENDMENT DATE | VERSION NO | DESCRIPTION   |
|----------------|------------|---|
| 23 July 2003   | 1.0        | Initial release   |
| 16 June 2010   | 2.0        | <ul style="list-style-type: none"><li>&gt; Repealed Service Standard 5.1.10 v1.0</li><li>&gt; Complete review to reflect current practices</li></ul>  |
| 1 August 2011  | 3.0        | <ul style="list-style-type: none"><li>&gt; Repealed Service Standard 5.1.10 v2.0</li><li>&gt; Removal of reference to SEPP (Infrastructure)</li><li>&gt; Updated to reflect current practices</li></ul>   |
| 11 May 2017    | 4.0        | <ul style="list-style-type: none"><li>&gt; Repeals, combines and updates Service Standard 5.1.10 v3.0, and Service Standard 5.1.11 Standard Brigade Stations v2.3</li><li>&gt; Change of title from 'Fire Control Centre Accommodation and Facilities'</li><li>&gt; Complete review</li><li>&gt; Updated to reflect current practices</li></ul> |