

# Rural Fire Service Strategic Planning Committee

**Meeting Date:** Tuesday, 16 September, 2025  
**Location:** TEAMS Meeting  
**Time:** 5.30pm

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## Agenda

1. **Apologies**
2. **Confirmation of Minutes**
  - Rural Fire Service Strategic Planning Committee - 26 February 2025 .....1
3. **Reports**
  - RF25.3 Rural Fire Service - Future Works .....3
4. **General Business**

**Membership**

Clr Selena Clancy – Chairperson  
Clr Patricia White (Alternate)  
Chief Executive Officer or nominee (Carey McIntyre)  
RFS Executive: Matthew Reeves  
RFS Staff: Chris Palmer / Shane Wicks  
Steve Thomson (Groups 1, 3 to 6)  
Jenny Lawther (Group 2)  
Vic Walker (Rural Fire Service Association (RFSA))  
Glenn Meade (Jervis Bay Territory)

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, 26 February 2025

**Location:** TEAMS Meeting

**Time:** 6.06pm

The following members were present:

Clr Selena Clancy - Chairperson

Clr Patricia White

Mr Matthew Reeves (RFS Executive Officer)

Mr Shane Wicks (RFS Staff Representative)

Mr Garry George – SCC Buildings & Property Services Manager

### Apologies / Leave of Absence

Mr Carey McIntyre – Director City Services

Mr Glenn Meade – Jervis Bay Territory Operations Representative

Mr Geoff Ford – RFS Association Representative

Mr Chris Palmer – RFS Staff Representative

### Confirmation of the Minutes

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

That the Minutes of the Rural Fire Service Strategic Planning Committee held on Wednesday 27 November 2024 be confirmed.

CARRIED

### Declaration of Interests

Nil.

## REPORTS

### RF25.1 Rural Fire Service - Future Works

**HPERM Ref:**  
**D25/70988**

Refer to **Attachment One** in the agenda for the report.

Gary George provided context on the table attached to the report. This is the priority list of future works projects nominated by the RFS and is not in any order of priority.

Matthew Reeves noted the following sites have works that are required.

- Broughton Vale
- Berry

- Wandandian
- Lake Tabourie

When funding is available the RFS will review this list to determine what is the most relevant and impactful project at that time.

No further updates in this space.

**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

### **RF25.2 Additional Item - IEMC Development of Training Room Centre - RFS Infrastructure Money**

#### **IEMC – Development of Training Room Centre**

Gary George provided commentary on a project the RFS are undertaking at the IEMC on Albatross Road, South Nowra. Training Room Centre - This is a replacement of a previous building. Council is working with Shane Wicks and Matthew Reeves on the compliance requirements for the new building.

#### **RFS Infrastructure Money**

Matthew Reeves informed the Committee; he has submitted \$160,000 of internal RFS Infrastructure Money. The Rural Fire Service will have a number of projects that are predicted to be not completed by 30 June 2025. Funding will be released and used for infrastructure renewal works such as safety line marking, resurfacing tanker bay floors and minor works across other stations.

Gary George raised awareness that funding for these types of minor works should be overseen by the Buildings and Property Services Department, questioning if minor works need to go to the Council's new EPMO (project management processes) Grants Office System. It is with understanding that the Grants Office System is needed, but this will pose as a risk to RFS missing some much-needed last minute funds should they become available.

This was agreed upon by the other Committee members that were present.

There being no further business, the meeting concluded, the time being 6.12pm.

Clr Selena Clancy  
CHAIRPERSON

## RF25.3 Rural Fire Service - Future Works

**HPERM Ref:** D25/362159

**Department:** Buildings & Property Services

**Approver:** Kevin Norwood, Acting Director - City Services

**Attachments:** 1. Future Priorities Works - August 2025 [↓](#)

### Reason for Report

The reason for this report is to review the status of 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

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

Refer to attachment 1 – Future Priorities & Works.

There have been no amendments to the priority list since the last meeting. When funding is available the RFS will review this list to determine what is the most relevant and impactful project at that time.

Bushfire Local Economic Relief Fund (BLERF) grants were awarded for the construction of Lake Conjola RFS Brigade extensions and for a new RFS Brigade station at Manyana, with funding deeds executed that same year.

The Conjola project is now complete and operational, while the Manyana station, which began construction in December 2024, is nearing completion in line with the project schedule.

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, availability of site confirmed. RFS considering Type 5A (3 Bay standard) design.
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	Curarong	Brigade	Renovation								PTE required closer to construction DA withdrawn on 28/11/2024
Totals									\$ -		\$ -		