

MINUTES OF THE RURAL FIRE SERVICE STRATEGIC PLANNING COMMITTEE

Meeting Date: Tuesday, 16 September 2025

Location: TEAMS Meeting

Time: 6.10pm

The following members were present:

Mayor	Patricia White
Chairperson (Councillor)	Selena Clancy
RFS Executive Officer	Matthew Reeves
RFS Staff Representative	Chris Palmer
RFS Delegate	Jeff Ford
RFS Primary Representative	Sam Marshall
RFS Deputy Group 1	Steve Thomson
Buildings & Property Services Manager	Gary George
Administration Officer	Alison Evans

Apologies / Leave of Absence

Nil

Confirmation of the Minutes

RESOLVED (Clr White / Matthew Reeves)

That the Minutes of the Rural Fire Service Strategic Planning Committee held on Wednesday 26 February 2025 be confirmed.

CARRIED

Declaration of Interests

Nil.

REPORTS

RF25.3 Rural Fire Service - Future Works

**HPERM Ref:
D25/362159**

Refer to **Attachment One** 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.

The following projects will remain in the Shoalhaven Strategic Capital Expenditure Program:

New Works

- Broughton Vale Station / Berry Station
- Wandandian Station
- Tomerong Station

Renovation Works

- Tabourie Station Extensions
- St Georges Basin Extensions
- Currarong Station Extensions

This list of projects is reviewed quarterly.

An update was provided in the Shoalhaven District Liaison Committee meeting on Conjola RFS Station and Manyana Station.

Conjola Station

Gary George advised that the project reached completion at the end of December 2024. Practical Completion (PC) was formally received from the builder on 14 January 2025. The Defect Liability Period remains active until January 2026. Should any defects arise during this period, Shoalhaven City Council will be notified and will report the issue to the builder for rectification. A retention amount is being held by Council throughout this period. The official opening of the building took place on 5 March 2025.

Manyana Station

Gary George has provided an update on the progress of the new station. Practical Completion was achieved on 25 July 2025, and the Occupation Certificate (OC) has been issued. The brigade has successfully moved into the new facility, with the official opening scheduled for 28 September 2025.

Currently, no funding is available to progress any of the listed station works or renovations.

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.

RESOLVED (Clr White / Matthew Reeves)

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

IEMC Training Room

Matthew Reeves provided an update on the IEMC Training Room. The facility is currently operational and actively serving its intended purpose. Initial development was primarily funded through the Rural Fire Service (RFS) Deductible Gift Recipient Fund, which received substantial donations in 2009 and 2020.

Phase one of the development has been successfully completed. Preparations are now underway to obtain quotations for the installation of kitchen facilities, with the intention of submitting a further grant application to support this next stage. While the structural components of the room are complete, the internal fit-out remains outstanding.

Furthermore, installation of the external deck and associated stair access is scheduled to commence shortly. The facility continues to be an asset to the community and is already being utilised effectively.

Self-funded Brigade Projects

Gary George provided a brief overview of several smaller RFS infrastructure projects at the end of the previous financial year. These projects were self-funded and self-managed by the RFS, in accordance with an agreement between the RFS and Shoalhaven City Council. Shoalhaven City Council requested general project details to ensure appropriate oversight and to mitigate any potential liability. All projects were delivered on time and within budget, representing positive outcomes for both parties.

Matthew Reeved spoke about notable improvements including works at the Huskisson RFS Station, where the brigade undertook resurfacing of the tanker bay floor, installed new carpeting, and commenced garden landscaping. These enhancements were funded directly by the brigade, which has invested close to \$30,000 over the past three years through donated funds. Shoalhaven City Council supported the station by painting the exterior, while brigade members completed internal painting and other upgrades which included floor improvements.

An example of practical and cost-effective infrastructure is the installation of the Hose Rack solution at Culburra Beach, funded by the RFS. This modular equipment storage system is designed for mobility and does not require earthworks, making it suitable for deployment at other locations such as Shoalhaven Heads.

Matthew Reeves continues to encourage brigades with available funds to prioritise health and safety improvements and minor enhancement projects. Where appropriate, guidance is provided to ensure these initiatives are low-risk and deliver meaningful benefits to brigade members and the broader community.

Fire Hydrant System – Integrated Emergency Management Centre (Albatross Road)

Gary George provided the update that funding has been allocated in this year's capital programme to design and, if possible, complete the fire hydrant system works at the IEMC. The site has undergone changes since the original design, including the addition of the Training Centre and Breathing Apparatus Facility, prompting a new site survey and a redesign of the system.

The updated design will be issued for tender before the end of 2025. Once tenders are received, they will be evaluated, with the aim of engaging a contractor to carry out the installation.

Progress updates on this will be provided.

There being no further business, the meeting concluded, the time being 6:18pm.

Clr Selena Clancy
CHAIRPERSON