



RURAL FIRE BRIGADES ASSOCIATION QUEENSLAND INC.

ABN. 37 417 474 709

MC MEETING

(MANAGEMENT COMMITTEE)

24TH MAY 2024

MINUTES & REPORTS

RFBAQ OFFICE – ARALUEN

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RURAL FIRE BRIGADES ASSOCIATION
QUEENSLAND INC. ABN. 37 417 474 709

MINUTES



Minutes: For the meeting held on Friday, 24th May 2024 – RFBAQ Office - Araluen

Attendance:

Ian Pike (President) (IP)
Justin Choveaux (JC)

Ian Swadling (IS)
Ben Heilbronn (BH) – Dialled in

Gary Patzwald (GP) – Dialled in
Ashleigh Rowcliffe (AR)

Secretariat: Jessica Stark (JS)

Apologies: Jim Besgrove (JB)

1. OPENING OF MEETING

Welcome & Opening of Meeting

9:30 AM President declared meeting open.

1.1. Leave of Absence

- a. Leave of absence for Jim Besgrove

Proxies

- b. Jim Besgrove has given his proxy to Ben Heilbronn

2. ADMINISTRATION

Minutes and Business Arising

a. Minutes of Previous Meeting

Motion: The minutes of the previous meeting dated Friday, 19th April 2024 are adopted as a true and correct record of proceedings.

Moved: BH

Seconded: IS

Carried: 24/05/2024

b. Business Arising from the Minutes

- a. JC – Motion to write to Ben Millington requesting a 1 point of contact number to be setup. Sent it off and got a reply which I sent out to you all. They said to direct members to the RIT website.
- b. JC – Laptop request from Ange - wrote back to her and said it was considered by the Management Committee and was decided the request was not supported.

Correspondence

c. Correspondence Register

d. Acceptance of Correspondence

Motion: That the April Management Committee Meeting Correspondence Report be accepted.

Moved: IS

Seconded: GP

Carried: 24/05/2024

e. Business Arising from Correspondence



- a. IS – What's the advice from Ombudsmen, page 5 – JC – explained it was in relation to the letter sent out regarding the changes to the brigade manual etc they stated it was from advice they had received from the Ombudsman. We wrote to Peter Hollier asking for a copy of the advice they had received, and they still haven't provided it. We have had a lot of brigades contact us about it. IP – our brigade decided until the new rules come out, we will continue what we are doing. BH – They can change brigade rules at any time. IP – the brigade rules haven't changed in years; the manual has but not the rules. BH questioned the letter referencing bushfire firefighting brigade or only undertaking bush firefighting activities? JC looked at the letter again I think what you are referring to is in the legislation. IP – this letter was sent out from Peter Hollier about accepting the brigade rules.
- b. IS – Tony Marks, page 7? JC – read out email from Tony. In relation to the changes and rural becoming an unincorporated association. Other one was in relation to a Fireline sent out in regard to the bequest from the Cairns area. I am happy we met the intent of the bequest. IS – The issue moving forward will be the BSD's. JC – As of 1st of July we will be depositing the money to Rural Fire Service instead of directly to the brigade. We will notify the Fire Service what brigade the money is for and how much and also notify the brigade that we have passed the money onto them and who the donor was. For us it makes the process easier as we will now be just doing 1 large transfer instead of all the individual transfers and writing cheques. I don't think the Fire Service has thought about how that would all work, but we have. IP – they haven't even worked out how the groups are going to work. JC – Neil Kelso has been tasked to work out how it's all going to work. IP – GST will be an issue moving forward. BH – that will become a logistical nightmare for them to keep track of the GST. JC – Ben as of 1st of July the ABN becomes invalid? BH – correct, but who is responsible for doing that? the Government or the Executive Committees? Also, who is telling the ATO about deregistering the ABN? GP – I think when people find out that their brigade specific donation goes to the Government they will stop doing it. BH – I think it will be our role to educate people. JC – can you flag this with the tax office to query the status of ABN's for brigades post 1st of July and the responsibility of the Commissioner. BH – can we draft something from the RFBAQ as a concerned party, and I can make it get to the right area. To say QFES and the Commissioner will go and sort it is a great notion, but they have no legal authority to cancel it as they are not the authorised persons on the ATO. JC – suggest we write to the Commissioner outlying our concerns about this and ask them to provide immediate advice to us to distribute to the brigades who have ABN's about what they will need to do pre 1st July 2024. BH – We need the instructions moving forward. JC – questioned how it works for new business? BH – you would still have the requirements to do it. JC – so they management committee would still have the responsibility to do it. IS – the only one who can do it is the tax office. JC – as the brigade doesn't exist, they can't claim the GST back. Its government money. We wrote to them about this, and they haven't answered us. IP – lodging timeframes are different for each business isn't it, Ben? BH – yes it depends on the business and turnover etc.
- c. GP – Hardship grant? JC explained it was for Withcott RFB and what the hardship grant was for.

3. GENERAL BUSINESS – REPORTS

Presidents Report

a. Report

President provided an overview.



Acceptance of President Report

Motion: The President Report for the May 2024 Management Committee Meeting is accepted.

Moved: IP

Seconded: IS

Carried: 24/05/2024

b. Business Arising from Presidents Report

- a. IS – who were the stations built by? IP – QFES.

Operations Manager Report

c. Statements

AR tabled the Operations Manager Report for March 2024 and provided an overview.

Acceptance of Operations Manager Report

Motion: Operations Manager Report and Financials for March 2024 is accepted.

Moved: GP

Seconded: IS

Carried: 24/05/2024

d. Business Arising from Operations Manager Report

- a. AR – Winner of AU96 has decided to donate the car back to us, she is very appreciative of everything we do. Wants it all kept anonymous. I got on to Office of Gaming for the legal requirements as we have never had this happen before. They advised we needed to get a signed letter from her. We drove the letter up to her in Hervey Bay to get it signed and gave her a little goodie bag. We are in the process of Madill's buying the car back off us for \$60,000 which we will use to buy new numbers.
- b. IS – What's the psychosocial hazards? AR – Workplace bullying, harassment, work related stress etc. I have all these documents and templates to complete so we are compliant.
- c. BH – Are we expecting to pay more moving forward for the numbers we buy? AR – he hasn't really jacked up our price over the last few years. The more we buy the cheaper they are.

General Manager Report

Report

JC Tabled the General Manager Report and provided an overview.

e. Acceptance of General Manager Report

Motion: The General Manager Report for the May 2024 Management Committee Meeting is accepted.

Moved: IS

Seconded: BH

Carried: 24/05/2024

f. Business Arising from General Manager Report

- a. JC – Bushfire heavy is being handover today. Going to Farm fest then back to Isuzu. Was supposed to come to us but I don't know if that will happen. Paid staff aren't happy with us.
- b. JC – QPWS is putting on a demo day with the Pebble at Deception Bay on the 7th of June. Dave will be taking a video and pictures and Ash and Jess will be on the stand. Hoping to have the Bushfire heavy there as well.
- c. JC – NROSG operation is the next thing to happen in July. We have a date but no details of where it is as they don't release that information until 48 hours prior to test the



capabilities. Next thing after that is Parliamentary Friends and Yellow Ribbon Day. Need to check with Telstra to see if they are interested again.

- d. JC – I wrote to the Speaker with my citizens right to reply. The Speaker's office has accepted it. It's in front of the ethics committee so it's in confidential. I believe I have a case.

4. GRANT APPLICATION

Nil

- a. GP asked if a brigade could apply for standard grant if they have applied for a buy local previously. JC – Yes, they can. IS – would we consider \$9,000 for a light bar for an 81? JC – that's a lot of money for a light bar. IP – No.

BH had to step out.

5. General Business Continued

JC – State election process

JC – Already written to each Political Party. When the policies come out, I would like to put out the list of questions we asked and who we sent it to and their answers. Brigades are asking what they can do. We have made resources available to brigades in the past like we did with cancer coverage. We could make a proforma letter for them to use. Make it available if they want to participate. Make it available after the 1st of July. IS – Sounds good. IP – I don't think you will see much change straight away. JC – I reckon it will be when a BlueCard renewal comes up and they sack the volunteer. It's written down the way it is for a purpose, and we will see it all come out. BH returned 10.55am. JC – not all brigades will do it, but some are very happy to do it.

Motion: RFBAQ supports state election process

Moved: IS

Seconded: GP

Carried: 24/05/2024

BH - Position description changes to BTSO positions, and they now include fleet, asset maintenance etc but no training. Only role mentioned with training is ATSO and administrative staff member within the region. BTSO will not be responsible to do training. We are seeing the changes coming out and ATSO's are concerned they aren't going to have the support they have had. GP – anyone else noticed all paid staff have become very unvocal? They are all just keeping their heads down. IP – it's a mystery. BH – Our interest is the brigades.

JC – AU96 Winner

- a. Spoke about in Ash's reports.

JC – 4 Summits & RFBAQ attendance

- b. JC – Meeting with Ben Millington, Matt Inward and Commissioner (still waiting on the minutes). Seems to all be word of mouth, I took my own notes. They are planning for 4 summits next year. We are thinking for us, 1 summit would be the general meeting, and the others would be the local reps from within that area attend. So, are you happy with one summit to be when we have the general meeting, and the rest would be the local reps only and then we would still have the RFBAQ stand at all? All happy



JC – New RFSQ districts & RFBAQ representation

- c. JC – Our constitution says we need a rep for each district. They are going to make districts as they go along, it won't all be on one day. I think for us it would come down to defining when the district was created and when the Inspector is appointed for that area. Good example is Southwest, Roma is going to be a new area 16, Nick sits in the area for Charleville area 17. So, we will need a new rep for the Roma area. My trigger date will be the appoint of the Inspector which is when we will start calling for the nominations. IP – we will have the same in the Toowoomba / Warwick area. JC – yes that's correct, so my Trigger date will be the appointment of that Inspector, then we will start calling for nominations for a rep in that area. There will a few of these cases throughout the state. BH – with the changes will Ange and I fall into the same region? IP – yes that's why she is becoming a dual member. JC – Is everyone happy to use the appointment of the Inspector as the trigger date? All happy. JC – Ben we are looking for a potential rep for the Gold Coast. BH – I think there will be a few interested people. I will start canvassing the idea. GP – I have also been speaking with a few people throwing the idea out there. JC – you are looking for someone in the Western Downs council area. GP – will there be a form? IP – it will be the generic form. JC – we will use the same nomination template we have used in the past.

AE – Deputy representation for West Morton

- d. JC – Ange has requested to have a deputy rep which reps are entitled to under the constitution. They need to have the same qualifications as the reps. She has requested Alan Gillespie, and he is qualified. IP – was he in a brigade while be the Regional Manager? JC – Yes. BH – interesting as he is the first officer in a headquarters brigade where no correspondence has come out of it, no expression of interest for the headquarters brigade. He is the sole and only member of this headquarters brigade for Southeast. Do you know anything about this Justin? JC – nope, this is the first time I have heard of it. IP – he would need to be in a brigade within Ange's area. JC – My understanding is Alan has joined another brigade as well. IS – What's the headquarters boundaries? BH – there is no information whatsoever. IS - Mount Cotton headquarters boundary is the whole of Queensland. BH – I think we have no reason to oppose from our constitution.

Motion: RFBAQ accepts Alan Gillespie to be the deputy rep for the West Morton area

Moved: IP

Seconded: GP

Carried: 24/05/2024

DM – Vehicle weights – is up to 500kg ok?

- e. JC – Dave emailed saying they are weighing the trucks in the Bundaberg area, and they are being told its ok for trucks to be overweight up to 500kg over. Dave is asking for the proof of this. The brigades want to make sure they won't be liable knowingly driving these trucks when they are overweight. I suggest we write to the Commissioner and ask for assurance in writing and the proof. IP – we want something from TMR and the Commissioner. IP – all the weighing is costing a lot of money.

Motion: RFBAQ write to the Commissioner and TMR asking for assurance in writing and the proof that this is ok.

Moved: IS

Seconded: GP

Carried: 24/05/2024



Group Officers will have 3 pips.

- f. IP – It came out the other day, Group Officers will have 3 pips. No consultation whatsoever. We need to look at this. JC – did it go out to OSWG? IP – no. JC – we can't do anything about it as we have had no correspondence about it. IP – we could write to Ben and ask him. JC - I don't know what I am referring to though. If you could send me the email, that would be great. IP – I will look it up.

IS – Life Membership

- g. IS – Have you heard anything about life membership? JC - I looked in the brigade manual and I can't see anything about it in there. IP – it's somewhere because I've read it. BH – does the service have a recognition of the life members and how is it recorded? IS – It is a thing because Mark Saunders gave me the criteria to become one.

6. DATE & TIME OF NEXT MEETING

Proposed date and time of next Management Committee meeting: Friday, 21st June 2024.

- a. All happy with 21st June 2024.

Meeting closed at 11.56AM.



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CORRESPONDENCE REPORT

1ST APRIL TO 30TH APRIL 2024



C#	Date	I/O	Organisation	Individual	Subject	Description
102216	18/4/24	In	ACT VBA (Volunteer Brigades Association)	Allison Ballard	Seeking comparative information	Sent to all CAVFA members
102217	18/4/24	Out	ACT VBA (Volunteer Brigades Association)	Allison Ballard	Seeking comparative information	
102222	19/4/24	In	ACT VBA (Volunteer Brigades Association)	Allison Ballard	Seeking comparative information	
102209	16/4/24	Out	All Industry Services	Justin Hurcom	SAFE-LVM	
102144	2/4/24	In	ANZ		Dishonoured Cheque	Unprocessable item [REDACTED] - Even Account
102158	4/4/24	In	ANZ		Credit Card Statement	GM Visa Card
102159	4/4/24	In	ANZ		New Credit Card	Office Visa Card
102182	9/4/24	In	ANZ		Bank Statement	Townsville Account
102183	9/4/24	In	ANZ		Cheque Book	New Cheque Book - Public Fund - PF
102184	10/4/24	In	ANZ		Dishonoured Cheque	Refer to Drawer - [REDACTED] Even account
102185	10/4/24	In	ANZ		Dishonoured Cheque	Unprocessable item - [REDACTED] - Even Account
102186	10/4/24	In	ANZ		Dishonoured Cheque	Unprocessable item [REDACTED] - Even Account
102202	15/4/24	In	ANZ		Bank Statement	Odd Account
102203	15/4/24	In	ANZ		Dishonoured Cheque	Unprocessable item - [REDACTED] Even Account
102205	16/4/24	In	ANZ		Bank Statement	Even Account
102219	18/4/24	In	ANZ		Bank Statement	Online Saver Account - Ending in 1157
102224	22/4/24	In	ANZ		Bank Statement	Public Fund Account - PF - April
102233	24/4/24	In	ANZ		Bank Statement	General Account
102234	26/4/24	In	ANZ		Credit Card Statement	Office Visa Card
102194	12/4/24	Out	Biddaddaba RFB	Sarah Martin	Grant closed and finalised	2024 04 12 - Biddaddaba RFB - GN24-654 - Grant Closed & Finalised
102142	2/4/24	Out	Bonogin Valley RFB	Janice Beale	Membership	
102240	29/4/24	In	Brisbane Times	Cameron Atfield	New legislation	Request for interview
102164	4/4/24	Out	CAVFA	All members	Vale Nellie Baron	
102168	5/4/24	Out	CAVFA	All members	AFAC24	Request for decision
102179	8/4/24	In	CAVFA	Kara Bishop	Class A recycled water	Feedback requested
102206	16/4/24	In	CAVFA	Bruce Corbett	Memorial service and AGM and GM	



C#	Date	I/O	Organisation	Individual	Subject	Description
102210	16/4/24	In	CAVFA	Kara Bishop	Managing tree hazards	
102237	25/4/24	In	CAVFA	Bruce Corbett	AGM info	
102196	11/4/24	In	Closeburn RFB	Neil Glentworth	Concerns about RFBAQ	
102230	19/4/24	In	Grasstree Beach RFB	Lachlan Oxenford	Grant Application	
102231	23/4/24	Out	Grasstree Beach RFB	Lachlan Oxenford	Grant Approved	2024 04 23 - Grasstree Beach RFB - GN24-656 - Grant Approved
102180	8/4/24	Out	Hannover Fairs	Rob Keen	AFAC24	Signed paperwork
102181	8/4/24	In	Hannover Fairs	Rob Keen	AFAC24	Floorplan and exhibiter list
102204	15/4/24	In	Horn Island RFB		Cairns Peninsula bequest grant application	
102207	16/4/24	In	Jaxian	Annaliese Emily	SAFE-LVM	
102208	16/4/24	Out	Jaxian	Annaliese Emily	SAFE-LVM	
102169	5/4/24	In	Kimberley RFB	Samantha Carey-Sage	Cairns Peninsula bequest grant application	
102170	5/4/24	Out	Member for Mirani	Jannean Dean	List of brigades in Mirani electorate	
102149	2/4/24	In	Misc	Aaron Clampit	Inquiry on documents and dates	
102150	2/4/24	Out	Misc	Aaron Clampit	Inquiry on documents and dates	
102165	4/4/24	In	Misc	Yvonne Thompson	Nellie's passing	
102175	8/4/24	In	Mount Alford RFB	Brad Grant	Dual membership	
102188	8/4/24	Out	Mount Alford RFB	Brad Grant	Dual membership	
102172	8/4/24	In	Mt Carbine RFB		Cairns Peninsula bequest grant application	
102140	29/3/24	In	QFES (Qld Fire and Emergency Services)	Peter Fletcher	Letter discussed in meeting	
102141	2/4/24	In	QFES (Qld Fire and Emergency Services)	Office of CO RFS	Heavy attack specifications	Revised correspondence
102143	2/4/24	Out	QFES (Qld Fire and Emergency Services)	Ben Millington	Donation from mechanical supplier	



C#	Date	I/O	Organisation	Individual	Subject	Description
102151	2/4/24	Out	QFES (Qld Fire and Emergency Services)	Ben Millington	RFS Advisory Committee	
102152	2/4/24	In	QFES (Qld Fire and Emergency Services)	Tony Hazell	Vale Nellie Baron	
102153	2/4/24	In	QFES (Qld Fire and Emergency Services)	Ben Millington	Grant application Cynthia Jones RFB	
102154	2/4/24	In	QFES (Qld Fire and Emergency Services)	Ben Millington	Donation from mechanical supplier	
102156	3/4/24	Out	QFES (Qld Fire and Emergency Services)	Ben Millington	Appreciation gifts for volunteer trainers	
102157	3/4/24	In	QFES (Qld Fire and Emergency Services)	Neil Kelso	Bushfire Heavy Attack	Expected completion date
102160	4/4/24	In	QFES (Qld Fire and Emergency Services)	Ben Millington	RFS Advisory Committee	
102161	4/4/24	In	QFES (Qld Fire and Emergency Services)	Steve Smith	Vale Nellie Baron	Message from the Commissioner
102163	4/4/24	Out	QFES (Qld Fire and Emergency Services)	Ben Millington	Vale Nellie Baron	Message from the Commissioner
102166	5/4/24	In	QFES (Qld Fire and Emergency Services)	Ben Millington	Vale Nellie Baron	Message from the Commissioner
102167	5/4/24	Out	QFES (Qld Fire and Emergency Services)	Ben Millington	Vale Nellie Baron	Message from the Commissioner
102174	6/4/24	In	QFES (Qld Fire and Emergency Services)	Linda Gordon	IT phone line	
102176	8/4/24	Out	QFES (Qld Fire and Emergency Services)	Peter Hollier	Advice from Ombudsman	
102177	8/4/24	In	QFES (Qld Fire and Emergency Services)	Office of DCO RFS	Advice from Ombudsman	
102178	8/4/24	Out	QFES (Qld Fire and Emergency Services)	Ben Millington	Donation from mechanical supplier	
102187	8/4/24	In	QFES (Qld Fire and Emergency Services)	Julie Jowett	Donation from mechanical supplier	



C#	Date	I/O	Organisation	Individual	Subject	Description
102189	8/4/24	Out	QFES (Qld Fire and Emergency Services)	Julie Jowett	Donation from mechanical supplier	
102190	9/4/24	Out	QFES (Qld Fire and Emergency Services)	Office of CO RFS	Agenda items	
102191	9/4/24	In	QFES (Qld Fire and Emergency Services)	Ben Millington	Upcoming Regional Roadshows	
102195	11/4/24	In	QFES (Qld Fire and Emergency Services)	Office of CO RFS	Appreciation gifts for volunteer trainers	
102199	11/4/24	Out	QFES (Qld Fire and Emergency Services)	Peter Hollier	Pebble invoice	
102200	11/4/24	Out	QFES (Qld Fire and Emergency Services)	Peter Hollier	Interest in Pebble	
102201	11/4/24	Out	QFES (Qld Fire and Emergency Services)	Ben Millington	Interest in Pebble	
102212	15/4/24	In	QFES (Qld Fire and Emergency Services)	Andrea Kirsten	EIMS project update	
102213	17/4/24	Out	QFES (Qld Fire and Emergency Services)	Andrea Kirsten	EIMS project update	
102218	18/4/24	In	QFES (Qld Fire and Emergency Services)	Ben Millington	Break down of 285 appliances for uplift	
102221	19/4/24	Out	QFES (Qld Fire and Emergency Services)	Ben Millington	Regional Roadshows	MCM resolution, single point of contact
102223	19/4/24	In	QFES (Qld Fire and Emergency Services)	Julie Jowett	Meeting agenda	
102227	22/4/24	In	QFES (Qld Fire and Emergency Services)	Julie Jowett	Meeting agenda	
102228	22/4/24	In	QFES (Qld Fire and Emergency Services)	Lisa Kesteven	CADSA newsletter	
102229	23/4/24	In	QFES (Qld Fire and Emergency Services)	Andrea Kirsten	EIMS project update	
102236	24/4/24	Out	QFES (Qld Fire and Emergency Services)	Matt Inwood	Draft notes from meeting	



C#	Date	I/O	Organisation	Individual	Subject	Description
102239	28/4/24	In	QFES (Qld Fire and Emergency Services)	Ben Millington	Appreciation gifts for volunteer trainers	
102226	22/4/24	In	QFleet	Peter Matthews	Pebble demo	
102225	22/4/24	In	QPWS (Qld Parks and Wildlife Service)	Brett Duke	Pebble show and tell	
102162	4/4/24	Out	QRA (Qld Reconstruction Authority)	Mike Wassing	Vale Nellie Baron	Message from the Commissioner
102139	1/4/24	In	RFBAQ Rep	Dave Morton	Monthly report	
102145	2/4/24	In	RFBAQ Rep	Cam Tindall	Rep Reimbursement	
102146	2/4/24	In	RFBAQ Rep	Les Green	Rep Reimbursement	
102147	2/4/24	In	RFBAQ Rep	Peter Simpson	Rep Reimbursement	
102148	3/4/24	In	RFBAQ Rep	David Black	Rep Reimbursement	
102155	3/4/24	In	RFBAQ Rep	Angela Endres	Appreciation gifts for volunteer trainers	
102238	29/4/24	In	RFBAQ Rep	Robert lang	Rep Reimbursement	
102173	2/4/24	In	Rossville RDFB		Cairns Peninsula bequest grant application	
102197	9/4/24	In	Samford RFB	Tony Marks	Copy of email sent to QFES re letter sent to brigades	
102198	11/4/24	Out	Samford RFB	Tony Marks	Copy of email sent to QFES re letter sent to brigades	
102211	17/4/24	In	Valentine Plains RFB	David Corr	Letter from Peter Hollier	
102214	17/4/24	Out	Valentine Plains RFB	David Corr	Letter from Peter Hollier	
102215	18/4/24	In	Valentine Plains RFB	David Corr	Letter from Peter Hollier	
102220	19/4/24	In	Valentine Plains RFB	David Corr	Vote of change of meeting date	cc to email sent to Valentine Plain RFB members
102192	12/4/24	In	Watsonville RFB	Rod Finch	Grant Application	2024 04 12 - Watsonville Grant Application
102193	12/4/24	Out	Watsonville RFB	Rod Finch	Application Received	2024 04 12 - Watsonville RFB - GN24-655 - Grant Received
102232	23/4/24	Out	Watsonville RFB	Rod Finch	Grant Approved	2024 04 23 - Watsonville RFB - GN24-655 - Grant Approved
102171	18/3/24	In	Withcott RFB		Hardship grant	Application



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PRESIDENT REPORT

FOR MAY 2024 MCM

Presidents Report

As legislation and the uplift has been approved we as an association must move forward to give support to brigades and encourage them not to resign but to show strength in supporting there communities during this transition.

Attended the roadshow and saw limited outcomes to the direction on where RFSQ is heading.

Commissioner meeting held little information on changes.

Meetings:

Commissioner

Palmwoods uplift.

Station openings Kunarara Ogmire.

This was due to RFBAQ Landcruisers Great well built stations.

Medal pres. Sunshine coast Area.

New Deputy chief officers should be announced by time of meeting.



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OPERATIONS MANAGER REPORT

MONTH ENDING MARCH 2024



RURAL FIRE BRIGADES ASSOCIATION QLD INC

28 FRASER ROAD, ARALUEN QLD 4570

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ABN: 37 417 474 709

Operations Manager Report – Management Committee Meeting

RFBAQ Office - Araluen

- Had weekly meetings with Senior Supervisor.
- Always trying to reduce costs where possible and bringing overhead down (ongoing).
- Continuously submitting requests for additional Art Union tickets to the Office of Liquor and Gaming.
- We have hired our Contact Centre Manager; her name is Kerry, and she starts Monday 3rd June 2024.
- We used the MYOB employee onboarding feature for the first time, and it went very smoothly so we will continue using this feature in the future.
- Continuous training Jess in the payroll changes.
- Another Contact Centre Agent has requested to go PPT which will start from this month.
- Still looking into the BPAY option again for customer payments, I am currently waiting on our payment provider to work out some roadblocks.
- Telstra will have one of their techs come and install the additional cable required to complete the router change over job at their cost.
- I completed the WHS manual changes and our Emergency Management Plan and just waiting for final copy to come back to us.
- WorkSafe Queensland have been visiting workplaces at random and doing a check on businesses to see if they are meeting the new guidelines on Psychosocial Hazards. I have been working on the new documents to ensure we are compliant with the new guidelines.
- Currently doing another Lucky Dip game for the Contact Centre staff as the lists are not producing many sales. Times are tough on the phones and there has also been a lot of sickness going around so we are trying to ensure spirits are kept up as much as possible.
- We had our AU96 draw, and the winner was a lady from Hervey Bay.
- We have booked in the first aid staff's CPR refresher courses.
- The financials, credit cards and supplier payment history are attached.



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QUEENSLAND INC.** ABN. 37 417 474 709

Finance Report

RURAL FIRE BRIGADES ASSOCIATION QLD INC

28 FRASER ROAD, ARALUEN QLD INC

www.rfbaq.org 07 5480 5130 om@rfbaq.org

ABN: 37 417 474 709

FINANCIAL REPORT

FOR THE PERIOD ENDED 31 MARCH 2024

Management Committee Meeting

Friday 24th May 2024

RFBAQ Office



BALANCE SHEET - AS AT 31 MARCH 2024

	2024	2023
	\$	\$
CURRENT ASSETS		
Cash at Hand		
ANZ General Account	13,928.38	18,085.97
ANZ Art Union Odd Account	25,096.10	109,359.13
ANZ Art Union Even Account	59,788.65	17,672.29
ANZ Townsville Account	658,364.16	624,280.44
ANZ Transaction Account	78,359.48	341,621.22
PUBLIC FUND - Donations	2,060,231.69	1,632,847.35
Petty Cash Imprest	354.60	299.15
Fuel Card	(566.67)	(735.63)
	<u>2,895,556.39</u>	<u>2,743,429.92</u>
Other Cash Equivalents		
Outstanding GST Refunds	-	-
ATO Integrated Client Account	-	-
Prepayments	12,570.13	30,281.76
Other Current Assets	-	-
	<u>12,570.13</u>	<u>30,281.76</u>
Investments		
ANZ Online Saver Account	932,717.15	920,894.72
Savings Account	575,005.81	1,245,326.39
Truck Account	1,421.55	1,421.55
	<u>1,509,144.51</u>	<u>2,167,642.66</u>
Trade Debtors		
Sundry Debtors	<u>6,199.00</u>	<u>(3,750.00)</u>
NON-CURRENT ASSETS		
Plant and equipment	162,572.96	135,609.64
Motor Vehicles	79,813.15	103,650.14
Wage Overpayment	-	-
02RFB - Ranger - Pebble	35,157.07	20,000.00
03RFB - Fusion Crusier	-	133,459.06
Office Furniture & Equipment	212,126.75	199,958.19
Buildings	118,498.45	118,498.45
Call Centre Client Lists	132,619.02	103,619.02
Call Centre List (Less Written Off)	(70,557.27)	(37,402.51)
Accumulated Depreciation	(382,462.85)	(343,033.99)
	<u>287,767.28</u>	<u>434,358.00</u>
TOTAL CURRENT ASSETS	<u>4,711,237.31</u>	<u>5,371,962.34</u>



BALANCE SHEET (continued)

	2024	2023
CURRENT LIABILITIES		
Accounts Payable		
Sundry Creditors	18,138.12	26,503.41
Accrued Expenses	(28,451.96)	48,032.48
ANZ Visa Card - Office	-	16,780.16
ANZ Visa Card - GM	-	-
	(10,313.84)	91,316.05
GST Liabilities		
GST Collected	4,956.01	4,945.34
GST Paid	(1,300.83)	(32,299.31)
GST Rounding	-	(7,669.48)
	3,655.18	(35,023.45)
Payroll Liabilities		
PAYG Withholding Liability	19,040.00	19,676.00
Employee Deductions Liability	-	-
Superannuation Liability	12,275.81	34,934.59
Parental Leave	-	(13,879.79)
Provision for Annual Leave	45,510.44	44,606.33
Provision for Long Service Leave	85,593.57	72,885.65
Provision for Superannuation on Leave	13,765.92	11,749.20
	176,185.74	169,971.98
TOTAL LIABILITIES	169,527.08	226,264.58
NET ASSETS	4,541,710.23	5,145,697.76
EQUITY		
Retained Earnings	3,991,999.05	4,715,541.89
Current Earnings	(87,458.75)	(222,740.67)
TOTAL EQUITY	4,541,710.23	5,145,697.76



RURAL FIRE BRIGADES ASSOCIATION QUEENSLAND INC
P&L PROGRESS SNAPSHOT

2023/2024 FY	Budgeted \$	Actual \$
July	(150,899)	(150,891.64)
August	(24,717)	(24,679.79)
September	(7,570)	(33,869.11)
October	26,538	15,323.14
November	(59,150)	16,870.65
December	(8,997)	(65,751.39)
January	(48,700)	66,062.07
February	(57,280)	13,128.05
March	50,500	59,349.57
April		
May		
June		

PROFIT & LOSS STATEMENT - PERIOD ENDED 31 MARCH 2024

	CURRENT PERIOD			YEAR TO DATE		
	2024	Budgeted	2023	2024	Budgeted	2023
	\$	\$	\$	\$	\$	\$
INCOME						
Raffle Proceeds	134,557.29	175,000.00	125,304.00	1,211,428.21	1,340,570.00	1,258,152.00
Donations Received	133,981.55	65,000.00	65,493.63	1,074,526.04	721,881.00	919,014.10
Wage Subsidy	-	-	3,318.18	17,548.94	-	7,863.63
Grants Received	-	-	-	-	-	-
Other Income	-	-	-	187,834.91	187,830.00	-
TOTAL INCOME	268,538.84	240,000.00	194,115.81	2,491,338.10	2,250,281.00	2,185,029.73
COST OF SALES						
Cost of Prizes	13,394.42	8,000.00	53,259.00	232,040.14	365,872.00	356,255.63
TOTAL COST OF SALES	13,394.42	8,000.00	53,259.00	232,040.14	365,872.00	356,255.63
GROSS TRADING PROFIT	255,144.42	232,000.00	140,856.81	2,259,297.96	1,884,409.00	1,828,774.10



PROFIT & LOSS STATEMENT - Cont....

	CURRENT PERIOD			YEAR TO DATE		
	2024	Budgeted	2023	2024	Budgeted	2023
	\$	\$	\$	\$	\$	\$
OPERATING EXPENSES						
Parental Leave	-	-	-	-	-	-
Advertising	857.20	35.00	32.20	1,449.80	1,285.00	1,528.87
Meeting Expenses	6,663.81	2,000.00	9,076.87	50,557.21	32,877.00	36,717.42
Insurance	939.81	1,130.00	522.39	18,646.60	18,783.00	19,261.80
Lease Expenses	3,545.75	3,520.00	3,459.27	31,306.39	31,260.00	31,133.43
Motor Vehicle Expenses	1,364.00	285.00	402.82	8,993.27	7,786.00	10,143.93
Landcruisers Donated	-	-	-	133,459.06	133,459.00	-
Audit & Accountancy Fees	-	-	-	10,350.00	10,500.00	9,835.00
FBT	-	-	-	3,366.00	4,122.00	2,667.00
Bank, Merchant & CC Fees	2,801.69	2,200.00	2,539.68	24,293.95	20,746.00	18,643.78
Cleaning	-	-	-	-	-	-
Donations	17,585.00	1,500.00	22,241.93	150,683.70	44,350.00	60,234.93
Buy Local Grant Project	3,260.00	-	15,654.90	364,006.64	297,132.00	269,318.35
Grants Paid	6,021.24	10,000.00	28,806.59	57,419.21	83,422.00	136,851.13
Brigade Resources	-	-	-	8,525.65	7,481.00	-
Sundry Expense	-	50.00	-	201.53	461.00	256.37
Telephone	4,883.47	5,400.00	5,393.13	45,583.76	48,258.00	48,768.23
Website Expenses	435.00	480.00	640.00	4,530.00	4,800.00	5,942.27
Legal Costs	-	500.00	-	1,363.64	1,000.00	9,410.00
Kitchen Supplies & Amenities	412.94	450.00	308.32	3,389.19	3,962.00	4,463.90
Electricity	849.50	850.00	849.50	7,645.50	7,650.00	7,645.50
Licences & Permits	-	-	-	3,974.00	3,960.00	3,901.60
Postage	4,129.65	3,000.00	3,428.30	31,445.57	32,819.00	27,823.74
Printing	2,387.78	2,000.00	2,456.13	14,701.11	17,233.00	17,357.64
Magazine Production	6,649.85	8,500.00	6,424.55	16,075.46	8,500.00	16,999.55
Office Supplies	164.70	150.00	397.79	1,674.87	1,827.00	2,279.84
Promotional Material	4,933.64	1,000.00	-	8,677.14	7,375.00	11,830.00
Recycling Paper & Cardboard	-	-	240.91	289.08	217.00	471.82
Repairs & Maintenance	3,406.45	2,600.00	2,903.97	53,450.14	52,295.00	51,379.61
Subscriptions/Memberships	24.00	-	-	2,433.17	2,355.00	1,745.46
Klms, Tolls & Parking	25.18	50.00	-	422.88	414.00	371.81
Fuel Reimbursed	438.84	700.00	891.16	2,196.84	3,505.00	5,490.19
Depreciation Expense	-	-	-	-	-	-
Amortisation - CC Lists	-	-	-	-	-	-
Representatives Expenses	796.48	800.00	931.57	3,335.72	3,954.00	3,554.83



PROFIT & LOSS STATEMENT - Cont....

	CURRENT PERIOD			YEAR TO DATE		
	2024	Budgeted	2023	2024	Budgeted	2023
	\$	\$	\$	\$	\$	\$
Wages & Salaries	109,346.17	120,000.00	121,520.58	1,159,525.48	1,137,166.00	1,117,950.82
Superannuation	12,015.81	12,600.00	12,603.90	127,279.89	120,792.00	115,354.68
Other Employee Expenses	1,305.78	500.00	939.08	11,109.42	8,669.00	14,351.53
Provision for Long Service	-	-	-	-	-	-
Provision for Annual Leave	-	-	-	-	-	-
Provision for Super	-	-	-	-	-	-
Provision for Leave & Dep	2,000.00	2,000.00	1,000.00	17,000.00	17,000.00	9,000.00
TOTAL OPERATING EXPENSES	197,243.74	182,300.00	243,665.54	2,379,361.87	2,177,415.00	2,072,685.03
GROSS OPERATING PROFIT	57,900.68	49,700.00	(102,808.73)	(120,063.91)	(293,006.00)	(243,910.93)
OTHER EXPENSES						
Parental Leave	-	-	-	-	-	-
Interest Paid	-	-	-	-	-	-
Interest Received	(1,448.89)	(800.00)	(2,168.28)	(15,605.16)	(12,731.00)	(12,170.26)
TOTAL OTHER EXPENSES	(1,448.89)	(800.00)	(2,168.28)	(15,605.16)	(12,731.00)	(12,170.26)
NET PROFIT / LOSS	59,349.57	50,500.00	(100,640.45)	(104,458.75)	(280,275.00)	(231,740.67)



VISA Cards

GENERAL MANAGER VISA CARD EXPENSES						
MONTH: MARCH			STATEMENT: 05/02/2024 - 03/03/2024			
MEETING EXPENSES						
FUEL	TOLLS/PARK	O/M	MCM	G/M	AGM	MEMO
		\$260.58				Accom - Rockhampton
		\$8.50				Coffee - Rockhampton
		\$11.00				Coffee's - Parliament
		\$12.00				Coffee's - Commissioner Meeting
		\$292.08				
GENERAL EXPENSES						
	KITCHEN	INCENTIVES	ADVERT	GRANTS	OTHER	MEMO
				\$899.00		HS24-84
					\$150.00	ANZ Annual Card Fee
				\$899.00	\$150.00	

SPREADSHEET	\$ 1,341.08
STATEMENT	\$ 1,341.08
DIFFERENCE	\$ -
TO BE PAID	\$ 1,341.08



OFFICE VISA CARD EXPENSES						
MONTH: MARCH			STATEMENT: 26/02/2024 to 24/03/2024			
MEETING EXPENSES						
FUEL	TOLLS/PARK	O/M	MCM	G/M	AGM	MEMO
				\$802.10		Flight & Accom
	\$27.70					Ranger Tolls
				\$916.21		Meals & Drinks
	\$27.70			\$1,718.31		
GENERAL EXPENSES						
	KITCHEN	INCENTIVES	ADVERT	GRANTS	OTHER	MEMO
					\$26.40	Online Services - Microsoft
					\$478.50	Hubspot New Website
					\$1,035.00	New Tyres RFB13
			\$907.50			Seek Ad - Call Centre Manager
					\$3,810.00	Glasses - Parliamentary Friends
					\$108.90	Pizza Day
	\$239.10					Kitchen Supplies
					\$117.98	Baby Gift for Ben
					\$226.85	Easter Eggs
					\$520.00	New Safe
		\$119.70				Staff Incentive - AU97
	\$239.10	\$119.70	\$907.50		\$6,323.63	

SPREADSHEET	\$ 9,335.94
STATEMENT	\$ 9,335.94
DIFFERENCE	\$ -
TO BE PAID	\$ 9,335.94



Supplier Payment History

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Rural Fire Brigades Association

28 Fraser Road

Araluen Qld 4570

ABN: 37 417 474 709

Email: om@rfbaq.org

Supplier Payment History

March 2024

Cheque No.	Chq Date	PO No.	Date	Supplier's Inv. No.	Purchase Total Amt	Amount Applied
AgentMail						
22254	8/03/2024	00019994	5/03/2024	INV - 11075	\$1,931.80	\$1,931.80
Total for Payment 22254:						\$1,931.80
Australia Post						
22259	8/03/2024	00019990	1/03/2024	INV-1013044788	\$10,291.05	\$10,291.05
Total for Payment 22259:						\$10,291.05
Avis Australia						
22300	22/03/2024	00020006	17/03/2024	P186814246	\$306.26	\$306.26
Total for Payment 22300:						\$306.26
22301	22/03/2024	00020002	15/03/2024	P215092905	\$175.88	\$175.88
Total for Payment 22301:						\$175.88
22305	22/03/2024	00020007	18/03/2024	P192190795	\$137.75	\$137.75
Total for Payment 22305:						\$137.75
Child , Barry						
22250	1/03/2024	00019984	27/02/2024	INV - 24001	\$276.25	\$276.25
Total for Payment 22250:						\$276.25
Department of Housing and Public Works						
22258	8/03/2024	00019989	1/03/2024	INV - 177739	\$4,834.78	\$4,834.78
Total for Payment 22258:						\$4,834.78
Eckersley Print Group						
22296	14/03/2024	00019998	11/03/2024	INV - 113324	\$1,613.73	\$1,613.73
Total for Payment 22296:						\$1,613.73
EFEX						
22247	1/03/2024	00019986	28/02/2024	II02198149	\$3,346.20	\$3,346.20
Total for Payment 22247:						\$3,346.20
Endres, Angela						
22252	8/03/2024	00019995	6/03/2024	INV - 0001/24	\$469.19	\$469.19
Total for Payment 22252:						\$469.19
EPIRB HIRE						
22302	22/03/2024	00020004	18/03/2024	INV - 27526	\$110.00	\$110.00
Total for Payment 22302:						\$110.00
First 5 Minutes						
22257	8/03/2024	00019991	1/03/2024	INV - RR292801	\$864.07	\$864.07
Total for Payment 22257:						\$864.07



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Supplier Payment History

March 2024

Cheque No.	Chq Date	PO No.	Date	Supplier's Inv. No.	Purchase Total Amt	Amount Applied
Flick Anticimex Pty Ltd						
22256	8/03/2024	00019992	1/03/2024	INV - 410176745C	\$29.65	\$29.65
					Total for Payment 22256:	\$29.65
Impact Office Supplies						
22253	8/03/2024	00019996	5/03/2024	INV - 499291	\$164.33	\$164.33
					Total for Payment 22253:	\$164.33
22295	14/03/2024	00019999	12/03/2024	INV - 501942	\$62.09	\$62.09
					Total for Payment 22295:	\$62.09
Muscat , John						
22304	22/03/2024	00020005	19/03/2024	INV - 01	\$1,350.46	\$1,350.46
					Total for Payment 22304:	\$1,350.46
Patzwald, Gary						
22248	1/03/2024	00019981	7/02/2024	INV - 2246	\$1,352.00	\$1,352.00
					Total for Payment 22248:	\$1,352.00
PowerConnex Pty Ltd						
22251	1/03/2024	00019988	1/03/2024	INV - 119459	\$33.00	\$33.00
					Total for Payment 22251:	\$33.00
Sensis Pty Ltd						
BP030424	22/03/2024	00020008	20/03/2024	INV - 31310066	\$35.42	\$35.42
					Total for Payment BP030424:	\$35.42
Shamrock Gardens Motel						
22260	8/03/2024	00019985	26/02/2024	REF - 44439	\$5,510.00	\$5,510.00
					Total for Payment 22260:	\$5,510.00
Shamrock Hotel						
22255	8/03/2024	00019993	5/03/2024	INV - 1017828	\$3,028.00	\$3,028.00
					Total for Payment 22255:	\$3,028.00
Signarama Gympie						
22294	14/03/2024	00020000	13/03/2024	INV - 16845	\$1,199.00	\$1,199.00
					Total for Payment 22294:	\$1,199.00
Telstra Limited						
BP020424	22/03/2024	00020003	17/03/2024	K263225131-1	\$5,322.32	\$5,322.32
					Total for Payment BP020424:	\$5,322.32
The One Stop Insurance Brokers						
22249	1/03/2024	00019987	28/02/2024	INV - 197941	\$10,063.00	\$10,063.00



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Rural Fire Brigades Association

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Araluen Qld 4570

Supplier Payment History

March 2024

ABN: 37 417 474 709

Email: om@rfbaq.org

Cheque No.	Chq Date	PO No.	Date	Supplier's Inv. No.	Purchase Total Amt	Amount Applied
Total for Payment 22249:						\$10,063.00
22299	22/03/2024	00020009	13/03/2024	INV - 198494	\$1,134.00	\$1,134.00
Total for Payment 22299:						\$1,134.00
Tindall , Cam						
22303	22/03/2024	00020001	18/03/2024	INV - 09	\$419.88	\$419.88
Total for Payment 22303:						\$419.88
Unique Graphic De'Signs						
22297	14/03/2024	00019997	11/03/2024	INV - 00013223	\$1,617.00	\$1,617.00
Total for Payment 22297:						\$1,617.00



RURAL FIRE BRIGADES ASSOCIATION
QUEENSLAND INC. ABN. 37 417 474 709

GENERAL MANAGER REPORT

FOR MAY 2024 MCM



Meetings

- 22/04/2024 – Bi-month RFSQ meeting – Ben Millington et al – Kunda Park.
- 27/04/2024 – Ogmores RFB shed opening – Ogmores.
- 27/04/2024 – Kunawarra RFB shed opening – Kunawarra.

News and Media updates

Wrote the following updates for the RFBAQ website, Fireline and Social Media:

Date	Web / FB	Fireline	Title
22/04/2024	x		Parliamentary Committee Report Released
29/04/2024	x		Ogmores RFB and Kunwarara RFB Fire Stations Opened
16/05/2024	x	x	Recipients for Cairns Peninsula Area Grants Announced

Plus countless re-posts on internal articles and images, and shares of external articles.

Projects

Restructure of Rural Fire.

Call for independent inquiry into toxic behaviours.

Bushfire Heavy Tanker.

Pebble.