



# **RURAL FIRE BRIGADES ASSOCIATION QUEENSLAND INC.**

ABN. 37 417 474 709

## **MC MEETING**

*(MANAGEMENT COMMITTEE)*

**22<sup>ND</sup> AUGUST 2024**

**MINUTES & REPORTS**

**RIVERSIDE HOTEL – BRISBANE**

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

# MINUTES



**Minutes:** For the meeting held on Thursday, 22<sup>nd</sup> August 2024 – Riverside Hotel - Brisbane

**Attendance:**

Ian Pike (President) (IP)

Ian Swadling (IS)

Gary Patzwald (GP)

Justin Choveaux (JC)

Jim Besgrove (JB)

Ashleigh Rowcliffe (AR)

**Secretariat:** Jessica Stark (JS)

**Apologies:** Ben Heilbronn (BH)

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**1. OPENING OF MEETING**

**Welcome & Opening of Meeting**

12.23PM President declared meeting open.

**1.1. Leave of Absence**

- a. Ben Heilbronn

**1.2. Proxies**

- a. BH gives his proxy to JB

**2. ADMINISTRATION**

**2.1. Minutes and Business Arising**

**a. Minutes of Previous Meeting**

**Motion:** The minutes of the previous meeting dated Friday, 26<sup>th</sup> July 2024 are adopted as a true and correct record of proceedings.

**Moved:** JB

**Seconded:** IS

**Carried:** 22/08/2024

**b. Business Arising from the Minutes**

- a. JC – Change from ANZ to BOQ. AR – We submitted everything, but we need a signed copy of the minutes to go to the bank. We will have that after this meeting so will be able to proceed.
- b. JC – Wrote to Ben regarding the habitat in the southeast. He responded saying it's all good to go.
- c. JC – Wrote to Ben regarding the minutes from the advisory committee's being available to all Volunteers. I forwarded you all the response on that.

**2.2. Correspondence**

**a. Correspondence Register**

**b. Acceptance of Correspondence**

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

**Moved:** GP

**Seconded:** JB

**Carried:** 22/08/2024



**c. Business Arising from Correspondence**

- a. GP – Page 5, will? JC – a lady is preparing her will and wanted to know the right terminology to use to make sure the money comes to us.
- b. IS – Brigade Management, Brenda Lang? JC explained how Wandeclea RFB runs, they don't collect a levy at all or collect fuel and maintenance. They are a very independent brigade. She sent a query about the brigade manual regarding the secretary and treasurer not being able to be the same person.

**3. GENERAL BUSINESS – REPORTS**

**3.1. Presidents Report**

**a. Report**

President provided an overview.

**Acceptance of President Report**

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

**Moved:** IP

**Seconded:** JB

**Carried:** 22/08/2024

**b. Business Arising from Presidents Report**

- a. N/A

**3.2. Operations Manager Report**

**a. Statements**

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

**Acceptance of Operations Manager Report**

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

**Moved:** IS

**Seconded:** JB

**Carried:** 22/08/2024

**b. Business Arising from Operations Manager Report**

- a. IS – Provision for leave, why is long service so high? AR – Justin hasn't taken his leave, yet which is why it's so high.
- b. JB – Have we decided how to pay brigades and has it been going through? AR – we do a bank transfer once a week and send them a spreadsheet to say what money is for what brigades. JB – we have done some test transfers, and they get knocked back. JC – we send them onto the service to distribute to the brigades.

**3.3. General Manager Report**

**Report**

JC Tabled the General Manager Report and provided an overview.

**a. Acceptance of General Manager Report**

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

**Moved:** JB

**Seconded:** IS

**Carried:** 22/08/2024



**b. Business Arising from General Manager Report**

- a. JC – Went to Ford. There is a thing. I am hoping to get my hands on a vehicle.
- b. JC – Gold coast games was very good.
- c. JC – Meeting yesterday wasn't very good. Ben thought the weighing of the trucks was going well, we told him there are still a lot that have not been weighed.
- d. JC – Pebble Ford Ranger is with a brigade. Still insured and registered to us and will be until the fire service take it on fleet, once they all have blue cards. Skids are out and being used. IS – how was the pebble accepted? JC – they didn't believe it to start with but once they see it and see it working, they like it. NSW RFS have ordered some.

**4. GRANT APPLICATION**

**4.1. GN24/659 – Crows Nest Rural Fire Brigade - \$1,848 – Blinds**

- a. GP – Question around whether the brigade receives funding from the LFCA. They said no but they did receive funding last year. It's not an annual thing though. The only money we get is reimbursements. They have a new training room and wanting to put blinds in to block it out for meetings and group training. I support it entirely. **All happy to support.**

**5. General Business Continued**

**5.1. JC – LGAQ**

- a. JC – LGAQ will be in Brisbane this year at the convention centre. Lots of new mayors and CEO's. Bushfire heavy will be there. Ben is still learning that we are very different to how NSW runs. He is talking about moving rural fire week to when yellow ribbon day is. They will come and stand on our stand.

**5.2. JC – Annual General Meeting**

- a. JC – Bushfire heavy will be there. JS – working progress at the moment but venue is booked and working on flight bookings as reps get back to me with availability. Will pretty much be the same as the last time we had our AGM there.

**5.3. JC – Bundaberg by-election**

- a. JC – Dave Morton resigned. We sent out nomination forms and received one nomination back from Rachel Loveland. Only one nomination was received. She accepted the nomination. She is now our new rep for the Bundaberg area. She is very popular with the brigades. IP – She is a very lovely lady. JC – Everything was in line with our constitution. I am informing you as the management committee of the process that was followed. I will destroy the paper worker if you are all happy with the process I have followed. **All happy with the process Justin followed.**

**5.4. BH – Incomplete / part order for Volunteers – Who ever follows up on the back orders or part orders**

- a. JB – It's across the state. IP – it's shocking. There is a change. JB – TJ changed the ordering system as well. GP – they were supposed to be emptying the old stockpile before ordering new ones. IP – We ordered one for a guy 3 times and waited 18 months for his. JC – the 2 owners who make the uniforms will be at the event tonight. JB – should we send a letter? IP – I



was going to put it on the agenda for the advisory meeting. JB – I still think we should send a letter.

**Motion:** RFBAQ write a letter to the Commissioner outlining that we are coming into fire season and volunteers are still having difficulties receiving their PPC at all or in a timely manner. Can he please look into this.

**Moved:** JB

**Seconded:** IS

**Carried:** 22/08/2024

## 5.5. GP – Grant Applications

- a. GP – Do we need to change the bottom of our grant application with the changes taking affect. Talking about the question about whether they receive a levy. I don't think it will take long people before they start questioning it. My understanding is the only thing we will need to raise money for moving forward would be the welfare of the brigade. I know we as the RFBAQ can help volunteers in different ways like with funerals and replacing volunteers stolen gear etc. That's where we can help. JB – The RFBAQ will always exist as the organisation to support volunteers. The service only has a certain amount of money, they don't have the money to make all stations compliant to WHS standards. All the repairs are paid for by the brigade. GP – it shouldn't be. JB – they don't have the money. JC – Ben and the Commissioner would be very pleased to see the money from the council go away. IP – There will be big problems. IS – we passed a motion saying we won't pay for capital items. Anything we buy now goes to the government, maybe we shouldn't be. AR – that's the one thing the agents use on the phone to sell the tickets. It does really help them being able to talk about all the equipment we buy for the brigades. JC – we should keep buying equipment. I want to do another buy local grant project because it's very popular with the brigades. I am trying to get Ash to give me \$1 million to do it. AR – can we put a pin in it and let me look at the budget. Its already looking very tight. Maybe if we do it over 2 years. It's our income at the moment that's not looking great. GP – Just raised this as we may need to adjust our grant form to suit in the future.

## 5.6. JB – Staff Competencies

- a. JB – I think we should send a letter to Ben asking that staff keep their competencies i.e. driving a truck, operating a pump etc. Fire season is here, and staff will need to help the brigades. IP – in our area the staff member was told he would not be going to the fires.

**Motion:** RFBAQ write a letter to Ben Millington asking for operational staff to keep up their competencies in driving trucks & pump operations etc ready for fire season, so they are able to go out and assist the brigades if required.

**Moved:** JB

**Seconded:** GP

**Carried:** 22/08/2024

## 6. DATE & TIME OF NEXT MEETING

### 6.1. Proposed date and time of next Management Committee meeting: Friday 22<sup>nd</sup> November 2024

- a. All happy with Friday 22<sup>nd</sup> November 2024

Meeting closed at 1.32PM.



**RURAL FIRE BRIGADES ASSOCIATION**  
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# **CORRESPONDENCE REPORT**

**1<sup>ST</sup> JULY TO 31<sup>ST</sup> JULY 2024**



C#	Date	I/O	Organisation	Individual	Subject	Description
102475	10/7/24	In	ANZ		Payment bounced back	General Account - Incorrect bank details used
102550	24/7/24	In	ACT VBA (Volunteer Brigades Association)	Allison Jean	Volunteers deploying to Canada	Reply to Fireline and backpack query
102501	12/7/24	In	Airservices Australia	Barry Harvey	Aviation rescue fire fighter advertising	
102508	17/7/24	In	Alton Downs RFB	Owen Buckle	12,000L tanker	
102449	1/7/24	In	ANZ		Office Visa Card	New Card attached
102450	1/7/24	In	ANZ		Dishonoured Cheque	No account [REDACTED] - Even account
102454	5/7/24	In	ANZ		Bank Statement	Townsville Account
102498	12/7/24	In	ANZ		Bank Statement	Odd Account
102511	19/7/24	In	ANZ		Dishonoured Cheque	Unprocessable item [REDACTED] - Even account
102512	19/7/24	In	ANZ		Bank Statement	Even Account
102540	24/7/24	In	ANZ		Bank Statement	Public Fund - July - PF
102541	26/7/24	In	ANZ		Bank Statement	General account
102542	26/7/24	In	ANZ		Bank Statement	Truck Account
102545	26/7/24	In	ANZ		Dishonoured Cheque	Unprocessable Item - [REDACTED] Cheque - Even account
102553	29/7/24	In	ANZ		Credit Card Statement	Office Visa Card
102452	4/7/24	In	ANZ		Credit Card Statement	GM Visa Card
102513	19/7/24	In	Australia Post		Delivery Confirmation	Early Bird Prize Winner - AU97
102491	9/7/24	In	CAVFA	Allison Jean	Priority Zero health & wellbeing seminar	
102539	24/7/24	In	CAVFA	Kara Bishop	AFAC rural and land mgt info	
102468	2/7/24	Out	ESG (Ecco Safety Group) - Code 3	Geoff Gray	Red red red, crew muster	
102469	2/7/24	In	ESG (Ecco Safety Group) - Code 3	Geoff Gray	Red red red, crew muster	





C#	Date	I/O	Organisation	Individual	Subject	Description
102531	22/7/24	In	Ford	Rita Kunelius	Supplier and contractor safety training	
102505	17/7/24	Out	Guluguba Gilgulgul RFB	Adam Erbacher	Grant Application Received	2024 07 17 - Guluguba Gilgulgul RFB - GN24-657 - Grant Application Received
102555	30/7/24	Out	Guluguba Gilgulgul RFB	Adam Erbacher	Grant Approved	2024 07 30 - Guluguba Gilgulgul RFB - GN24-657 - Grant Application Approved
102458	27/6/24	Out	Member for Buderim	Brent Mickelberg	State procurement policies	
102466	1/7/24	In	Member for Mirani	Jannean Dean	Call for fully independent RFSQ	
102467	1/7/24	Out	Member for Mirani	Jannean Dean	Call for fully independent RFSQ	
102460	1/7/24	In	Misc	Michael M	Donations to QRFS brigades	
102461	1/7/24	Out	Misc	Michael M	Donations to QRFS brigades	
102462	1/7/24	In	Misc	Michael M	Donations to QRFS brigades	
102464	1/7/24	Out	Misc	Michael M	Donations to QRFS brigades	
102465	1/7/24	In	Misc	Michael M	Donations to QRFS brigades	
102478	8/7/24	In	Misc	Patrick Scharf	Mop up unit	
102499	11/7/24	In	Misc	Guy Hickey	Rural Fire Service Advisory Committee	
102500	11/7/24	Out	Misc	Guy Hickey	Rural Fire Service Advisory Committee	Forwarded to Ian Pike
102506	15/7/24	In	Misc	Anita	Fire Services	
102507	15/7/24	Out	Misc	Anita	Fire Services	Copy of letter to Premier
102551	29/7/24	Out	Misc	Patrick Scharf	Mop up unit	
102476	10/7/24	In	Mullins Lawyers	Rachel Lusi	Estate of Late [REDACTED]	Beneficiary Document pack and inventory included
102477	11/7/24	In	Mullins Lawyers	Caitlin Littleton	Estate [REDACTED]	Estate Accounts



C#	Date	I/O	Organisation	Individual	Subject	Description
102514	22/7/24	Out	Mullins Lawyers	Rachel Lusic	Signed Beneficiary pack	
102528	20/7/24	In	My Will Qld	Flora Wellington	Bequest question	
102529	22/7/24	Out	My Will Qld	Flora Wellington	Bequest question	
102530	22/7/24	In	My Will Qld	Flora Wellington	Bequest question	
102535	23/7/24	In	My Will Qld	Flora Wellington	Bequest question	
102536	23/7/24	Out	My Will Qld	Flora Wellington	Bequest question	
102537	23/7/24	In	My Will Qld	Flora Wellington	Bequest question	
102538	23/7/24	Out	My Will Qld	Flora Wellington	Bequest question	
102463	1/7/24	Out	QFD (Qld Fire Department)	Ben Millington	Brigade specific donations	
102470	4/7/24	In	QFD (Qld Fire Department)	Ben Millington	Brigade specific donations	
102471	5/7/24	Out	QFD (Qld Fire Department)	Ben Millington	Ford Melbourne	
102472	5/7/24	In	QFD (Qld Fire Department)	Ben Millington	Ford Melbourne	
102473	5/7/24	Out	QFD (Qld Fire Department)	Ben Millington	Ford Melbourne	
102474	6/7/24	In	QFD (Qld Fire Department)	Wayne Teece	Gold Coast Group exercise	Heavy Attack
102479	8/7/24	Out	QFD (Qld Fire Department)	Ben Millington	Post-1st July Brigade Rules	
102480	8/7/24	Out	QFD (Qld Fire Department)	Wayne Teece	Gold Coast Group exercise	
102481	8/7/24	Out	QFD (Qld Fire Department)	Olivia Grant	Parliamentary Friends and RFSQ Advisory Committee	
102482	9/7/24	Out	QFD (Qld Fire Department)	Ben Millington	Meeting with Treasury	
102484	9/7/24	Out	QFD (Qld Fire Department)	Chris Spencer	Radios for Raglan RFB	
102485	9/7/24	In	QFD (Qld Fire Department)	Chris Spencer	Radios for Raglan RFB	
102486	9/7/24	Out	QFD (Qld Fire Department)	Chris Spencer	Radios for Raglan RFB	
102487	9/7/24	Out	QFD (Qld Fire Department)	Ben Millington	Depositing funds into brigade named accounts	
102488	9/7/24	In	QFD (Qld Fire Department)	Ben Millington	Depositing funds into brigade named accounts	
102489	9/7/24	In	QFD (Qld Fire Department)	Ben Millington	Ford Melbourne	
102490	9/7/24	Out	QFD (Qld Fire Department)	Stephen Smith	Brigade ABNs	



C#	Date	I/O	Organisation	Individual	Subject	Description
102492	9/7/24	In	QFD (Qld Fire Department)	Andrea Kirsten	Fire Incident Management System Project update	
102493	9/7/24	In	QFD (Qld Fire Department)	Wayne Teece	Gold Coast Group exercise	
102496	10/7/24	Out	QFD (Qld Fire Department)	Andrea Kirsten	Fire Incident Management System Project update	
102497	10/7/24	In	QFD (Qld Fire Department)	Ben Millington	Brigade ABNs	
102533	11/7/24	Out	QFD (Qld Fire Department)	Kelli Laing	BSD transfer	
102502	14/7/24	In	QFD (Qld Fire Department)	Neil Kelso	Overseas deployment 2024	Expression of interest for website
102503	15/7/24	Out	QFD (Qld Fire Department)	Ben Millington	Overseas deployment 2024	Expression of interest for website
102504	15/7/24	In	QFD (Qld Fire Department)	Ben Millington	Overseas deployment 2024	Expression of interest for website
102509	17/7/24	Out	QFD (Qld Fire Department)	Ben Millington	12,000L tanker	
102510	17/7/24	Out	QFD (Qld Fire Department)	Ben Millington	Monitors on 7,000L and 12,000L tankers	
102515	18/7/24	In	QFD (Qld Fire Department)	Ben Millington	12,000L tanker	
102516	18/7/24	In	QFD (Qld Fire Department)	Ben Millington	Monitors on 7,000L and 12,000L tankers	
102517	18/7/24	In	QFD (Qld Fire Department)	Andrea Kirsten	Fire Incident Management System Project update	
102518	19/7/24	In	QFD (Qld Fire Department)	Neil Kelso	Warranty claim form - Bushfire heavy	
102519	19/7/24	Out	QFD (Qld Fire Department)	Neil Kelso	Warranty claim form - Bushfire heavy	
102520	19/7/24	Out	QFD (Qld Fire Department)	Neil Parker	RFBAQ bequest grants	Request for photos
102523	19/7/24	Out	QFD (Qld Fire Department)	Ben Millington	Insurance coverage for privately owned vehicles	
102524	19/7/24	Out	QFD (Qld Fire Department)	Stephen Smith	Overweight vehicle exemption from TMR	
102526	19/7/24	In	QFD (Qld Fire Department)	Neil Kelso	Warranty claim form - Bushfire heavy	



C#	Date	I/O	Organisation	Individual	Subject	Description
102527	19/7/24	Out	QFD (Qld Fire Department)	Neil Kelso	Warranty claim form - Bushfire heavy	
102532	22/7/24	In	QFD (Qld Fire Department)	Ben Millington	Meeting with Treasury	
102534	23/7/24	In	QFD (Qld Fire Department)	Kelli Laing	BSD transfer	
102546	24/7/24	In	QFD (Qld Fire Department)	Ben Millington	Volunteers deploying to Canada	Reply to Fireline
102548	24/7/24	Out	QFD (Qld Fire Department)	Tony Johnstone	Blue card	Inquiry from Forsayth RFB volunteer
102549	24/7/24	In	QFD (Qld Fire Department)	Tony Johnstone	Blue card	Inquiry from Forsayth RFB volunteer
102554	29/7/24	Out	QFD (Qld Fire Department)	FIMS Project Team	Emergency Management Professionalisation Scheme	
102556	31/7/24	Out	QFD (Qld Fire Department)	Kelli Laing	BSD Transfer	Second donation email originally sent on 18-07-2024
102557	31/7/24	Out	QFD (Qld Fire Department)	Kelli Laing	BSD Transfer	Third donation email originally sent on 25-07-2024
102455	27/6/24	Out	QFES (Qld Fire and Emergency Services)	Neil Kelso	Heavy appliance prototype	
102521	19/7/24	In	QFleet	Damian Plumb	Vehicle handover	
102522	19/7/24	Out	QFleet	Damian Plumb	Vehicle handover	
102483	6/7/24	In	Raglan RFB	Bernie Hiron	Radios	
102543	26/7/24	In	RFBAQ Rep	Ian Pike	Rep Reimbursement	
102544	26/7/24	In	RFBAQ Rep	Gary Patzwald	Rep Reimbursement	
102459	28/6/24	Out	RFSA (NSW Rural Fire Service Association)	Sharon Ellicott	CAVFA subscription	
102547	24/7/24	In	RFSA (NSW Rural Fire Service Association)	Scott Campbell	Volunteers deploying to Canada	Reply to Fireline
102494	9/7/24	In	Semper Fire	Andrew Geue	Bushfire Heavy Attack	
102495	10/7/24	Out	Semper Fire	Andrew Geue	Bushfire Heavy Attack	
102552	29/7/24	In	The Public Trustee	Karen Bauer	Estate of Ruth G Newfield	Taxation Statement attached



C#	Date	I/O	Organisation	Individual	Subject	Description
102525	19/7/24	Out	TMR (Department of Transport and Main Roads)	Sally Standard	Overweight vehicle exemption from TMR	
102456	27/6/24	In	Wondecla RFB	Brenda Lange	Brigade management rules	
102457	27/6/24	Out	Wondecla RFB	Brenda Lange	Brigade management rules	
102451	2/7/24	Out			AU97 Major prize winner	Signed notificaion Letter
102453	5/7/24	Out			AU97 Early Bird Gift Card	Signed notification letter and gift card attached



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

# **PRESIDENT REPORT**

**FOR AUGUST 2024 MCM**



## Presidents Report

Another Rural Fire week has been held with many brigades holding open days and medal presentations.

Attended == Kingaroy Medal Presentation

Gympie Medal Presentation

Ocean View Start of RFS week

Black Mountain open day.

Evac Meeting outcomes Change to pin discussed

Now run by police

No other action



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

# **OPERATIONS MANAGER REPORT**

**MONTH ENDING JUNE 2024**





**RURAL FIRE BRIGADES ASSOCIATION QLD INC**

**28 FRASER ROAD, ARALUEN QLD 4570**

**[www.rfbaq.org](http://www.rfbaq.org) 07 5480 5130 om@rfbaq.org**

**ABN: 37 417 474 709**

**Operations Manager Report – Management Committee Meeting**

**RFBAQ Office - Araluen**

- Have fortnightly meetings with Contact Centre Manager & Training Coordinator.
- 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.
- The new ERC committee has been elected as per the votes and the first ERC meeting was held with the new committee.
- BOQ accounts will be opened once signed minutes from the last Management Committee meeting are submitted. Tammara unfortunately couldn't use the single page that we printed and signed of the minutes.
- We have Michael Corrigan from Platinum Employee Relations will be onsite on Friday 30<sup>th</sup> August to deliver training on the new Psychosocial Hazard policies which all staff will be rostered to attend. He will be doing 2 sessions to ensure as many staff as possible are covered (if not all).
- The new CCM is settling in, we have had a few minor teething problems, but we are working through it all and ensuring that our staff can work together to achieve our common goals.
- Mark cleaned the downstairs room as it had mould growing in it. It has been reported to QBuild as the source is from the air conditioner (we believe), but we have yet to receive a date for when the downstairs air cons will be cleaned.
- The financials, credit cards and supplier payment history are attached.

Note: The financials will change once the accountant has made the depreciation and leave adjustments. Also, note the difference between the Actual YTD total on the snapshot and the YTD on the P&L section is due to cancelled cheques for BSD payments in the months of December, January and February equally a total of \$400.00.



**RURAL FIRE BRIGADES ASSOCIATION  
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 30 JUNE 2024

### **Management Committee Meeting**

Thursday 22nd August 2024

Riverside Hotel - Brisbane



**BALANCE SHEET - AS AT 30 JUNE 2024**

	2024	2023
	\$	\$
<b>CURRENT ASSETS</b>		
<b>Cash at Hand</b>		
ANZ General Account	182,805.51	31,783.68
ANZ Art Union Odd Account	54,585.90	69,799.80
ANZ Art Union Even Account	102,585.96	41,465.92
ANZ Townsville Account	686,368.49	463,145.31
ANZ Transaction Account	106,665.33	298,784.74
PUBLIC FUND - Donations	1,665,024.45	1,750,861.90
Petty Cash Imprest	340.80	227.90
Fuel Card	(548.63)	(1,783.03)
	<u>2,797,827.81</u>	<u>2,654,286.22</u>
<b>Other Cash Equivalents</b>		
Outstanding GST Refunds	-	-
ATO Integrated Client Account	-	-
Prepayments	23,255.58	17,861.78
Other Current Assets	-	-
	<u>23,255.58</u>	<u>17,861.78</u>
<b>Investments</b>		
ANZ Online Saver Account	935,650.88	923,785.31
Savings Account	563,214.01	951,128.62
Truck Account	1,421.55	1,421.55
	<u>1,500,286.44</u>	<u>1,876,335.48</u>
<b>Trade Debtors</b>		
Sundry Debtors	<u>5,000.00</u>	<u>(3,750.00)</u>
<b>NON-CURRENT ASSETS</b>		
Plant and equipment	162,572.96	162,572.96
Motor Vehicles	79,813.15	79,813.15
Wage Overpayment	-	-
02RFB - Ranger - Pebble	35,157.07	24,500.00
03RFB - Fusion Cruiser	-	133,459.06
Office Furniture & Equipment	215,089.57	203,866.37
Buildings	118,498.45	118,498.45
Call Centre Client Lists	149,064.01	132,619.02
Call Centre List (Less Written Off)	(70,557.27)	(70,557.27)
Accumulated Depreciation	(382,462.85)	(382,462.85)
	<u>307,175.09</u>	<u>402,308.89</u>
<b>TOTAL CURRENT ASSETS</b>	<u><b>4,633,544.92</b></u>	<u><b>4,947,042.37</b></u>



**BALANCE SHEET (continued)**

	<b>2024</b>	<b>2023</b>
<b>CURRENT LIABILITIES</b>		
<b>Accounts Payable</b>		
Sundry Creditors	24,311.20	114,744.63
Accrued Expenses	(28,451.96)	77,892.41
ANZ Visa Card - Office	-	-
ANZ Visa Card - GM	-	-
	<b>(4,140.76)</b>	<b>192,637.04</b>
<b>GST Liabilities</b>		
GST Collected	10,635.60	5,626.63
GST Paid	(13,829.46)	(48,235.21)
GST Rounding	-	(7,669.48)
	<b>(3,193.86)</b>	<b>(50,278.06)</b>
<b>Payroll Liabilities</b>		
PAYG Withholding Liability	20,686.00	18,110.00
Employee Deductions Liability	-	-
Superannuation Liability	-	-
Parental Leave	-	-
Provision for Annual Leave	45,510.44	45,510.44
Provision for Long Service Leave	85,593.57	85,593.57
Provision for Superannuation on Leave	13,765.92	13,765.92
	<b>165,555.93</b>	<b>162,979.93</b>
<b>TOTAL LIABILITIES</b>	<b>158,221.31</b>	<b>305,338.91</b>
<b>NET ASSETS</b>	<b>4,475,323.61</b>	<b>4,641,703.46</b>
<b>EQUITY</b>		
Retained Earnings	3,996,864.05	4,720,406.89
Current Earnings	(158,710.37)	(723,542.84)
<b>TOTAL EQUITY</b>	<b>4,475,323.61</b>	<b>4,641,703.46</b>



**RURAL FIRE BRIGADES ASSOCIATION QUEENSLAND INC**

**P&L PROGRESS SNAPSHOT**

*(note difference in total actual and ytd is due to cancelled bsd chq's)*

2023/2024 FY	Budgeted	Actual
	\$	\$
July	(150,899)	(150,891.94)
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	16,600	5,158.95
May	(31,440)	(132,876.56)
June	37,675	50,065.99

**PROFIT & LOSS STATEMENT - PERIOD ENDED 30 JUNE 2024**

	CURRENT PERIOD			YEAR TO DATE		
	2024	Budgeted	2023	2024	Budgeted	2023
	\$	\$	\$	\$	\$	\$
<b>INCOME</b>						
Raffle Proceeds	131,276.50	150,000.00	113,286.50	1,595,776.21	1,825,570.00	1,623,803.50
Donations Received	105,385.71	65,000.00	229,376.00	1,307,742.26	896,881.00	1,229,094.10
Wage Subsidy	-	-	-	17,548.94	-	8,143.35
Grants Received	-	-	-	-	-	-
Other Income	-	-	-	203,429.54	187,830.00	-
<b>TOTAL INCOME</b>	<b>236,662.21</b>	<b>215,000.00</b>	<b>342,662.50</b>	<b>3,124,496.95</b>	<b>2,910,281.00</b>	<b>2,861,040.95</b>
<b>COST OF SALES</b>						
Cost of Prizes	5,369.39	8,000.00	52,504.71	307,373.34	464,872.00	460,321.62
<b>TOTAL COST OF SALES</b>	<b>5,369.39</b>	<b>8,000.00</b>	<b>52,504.71</b>	<b>307,373.34</b>	<b>464,872.00</b>	<b>460,321.62</b>
<b>GROSS TRADING PROFIT</b>	<b>231,292.82</b>	<b>207,000.00</b>	<b>290,157.79</b>	<b>2,817,123.61</b>	<b>2,445,409.00</b>	<b>2,400,719.33</b>



**PROFIT & LOSS STATEMENT - Cont....**

	CURRENT PERIOD			YEAR TO DATE		
	2024	Budgeted	2023	2024	Budgeted	2023
	\$	\$	\$	\$	\$	\$
<b>OPERATING EXPENSES</b>						
Parental Leave	-	-	-	-	-	-
Advertising	32.20	35.00	337.20	1,546.40	1,390.00	1,930.47
Meeting Expenses	2,434.47	2,000.00	1,414.25	56,867.66	39,877.00	46,737.10
Insurance	1,151.21	1,130.00	1,129.05	22,168.41	22,173.00	22,648.98
Lease Expenses	3,545.75	3,520.00	3,459.27	41,943.64	41,820.00	41,511.24
Motor Vehicle Expenses	476.72	1,085.00	1,016.91	11,946.66	9,941.00	13,636.45
Landcruisers Donated	-	-	-	133,459.06	133,459.00	-
Audit & Accountancy Fees	730.00	-	640.00	11,080.00	11,300.00	10,475.00
FBT	-	-	-	2,836.50	5,622.00	4,488.28
Bank, Merchant & CC Fees	2,407.52	2,100.00	2,157.54	31,967.40	26,696.00	23,986.14
Cleaning	-	-	-	-	-	-
Donations	10,765.00	2,000.00	11,290.00	183,321.31	48,350.00	75,409.93
Buy Local Grant Project	3,818.45	-	60,501.34	376,349.27	297,132.00	543,308.31
Grants Paid	-	10,000.00	2,399.00	162,883.69	113,422.00	352,621.04
Brigade Resources	-	100.00	-	10,150.65	7,681.00	1,870.00
Sundry Expense	-	50.00	836.36	610.62	611.00	1,515.45
Telephone	5,154.90	5,400.00	5,373.11	61,480.11	64,458.00	63,970.91
Website Expenses	435.00	480.00	640.00	5,835.00	6,240.00	7,862.27
Legal Costs	-	-	-	1,363.64	1,000.00	23,046.36
Kitchen Supplies & Amenities	258.75	500.00	330.64	4,458.94	5,362.00	5,890.92
Electricity	849.50	850.00	849.50	10,194.00	10,200.00	10,194.00
Licences & Permits	292.48	-	-	4,629.06	3,960.00	3,901.60
Postage	3,054.03	2,800.00	3,347.25	41,294.56	41,019.00	38,632.16
Printing	1,006.65	1,800.00	1,141.70	19,124.11	22,433.00	22,075.41
Magazine Production	-	-	-	16,099.00	17,000.00	17,023.50
Office Supplies	686.73	200.00	625.00	2,552.64	2,477.00	3,439.49
Promotional Material	-	1,500.00	180.00	10,302.14	9,375.00	14,190.00
Recycling Paper & Cardboard	96.36	-	48.18	481.80	257.00	712.73
Repairs & Maintenance	11,517.31	3,000.00	2,522.00	81,145.45	70,095.00	67,657.29
Subscriptions/Memberships	2,701.27	200.00	199.28	8,254.24	8,055.00	7,559.68
Klms, Tolls & Parking	-	50.00	27.50	480.60	464.00	414.99
Fuel Reimbursed	347.07	1,500.00	2,058.36	3,651.41	6,705.00	9,310.82
Depreciation Expense	-	-	39,428.86	-	-	39,428.86
Amortisation - CC Lists	-	-	33,154.76	-	-	33,154.76
Representatives Expenses	604.54	250.00	1,491.21	5,540.40	5,504.00	6,251.46



**PROFIT & LOSS STATEMENT - Cont....**

	CURRENT PERIOD			YEAR TO DATE		
	2024	Budgeted	2023	2024	Budgeted	2023
	\$	\$	\$	\$	\$	\$
Wages & Salaries	114,205.32	115,000.00	108,393.63	1,492,934.85	1,492,166.00	1,444,727.98
Superannuation	12,396.66	12,075.00	11,277.45	163,740.78	158,067.00	149,281.72
Other Employee Expenses	1,697.79	200.00	1,092.51	15,480.28	10,069.00	18,182.92
Provision for Long Service	-	-	12,707.92	-	-	12,707.92
Provision for Annual Leave	-	-	904.11	-	-	904.11
Provision for Super	-	-	2,016.72	-	-	2,016.72
Provision for Leave & Dep	2,000.00	2,000.00	1,000.00	23,000.00	23,000.00	12,000.00
<b>TOTAL OPERATING EXPENSES</b>	<b>182,665.68</b>	<b>169,825.00</b>	<b>313,990.61</b>	<b>3,019,174.28</b>	<b>2,717,380.00</b>	<b>3,154,676.97</b>
<b>GROSS OPERATING PROFIT</b>	<b>48,627.14</b>	<b>37,175.00</b>	<b>(23,832.82)</b>	<b>(202,050.67)</b>	<b>(271,971.00)</b>	<b>(753,957.64)</b>
<b>OTHER EXPENSES</b>						
Parental Leave	-	-	-	-	-	-
Interest Paid	-	-	-	-	-	-
Interest Received	(1,438.85)	(500.00)	(2,124.67)	(20,340.30)	(14,531.00)	(18,414.80)
<b>TOTAL OTHER EXPENSES</b>	<b>(1,438.85)</b>	<b>(500.00)</b>	<b>(2,124.67)</b>	<b>(20,340.30)</b>	<b>(14,531.00)</b>	<b>(18,414.80)</b>
<b>NET PROFIT / LOSS</b>	<b>50,065.99</b>	<b>37,675.00</b>	<b>(21,708.15)</b>	<b>(181,710.37)</b>	<b>(257,440.00)</b>	<b>(735,542.84)</b>



## VISA Cards

<u>GENERAL MANAGER VISA CARD EXPENSES</u>						
MONTH: JUNE			STATEMENT: 06/05/2024 - 03/06/2024			
<u>MEETING EXPENSES</u>						
FUEL	TOLLS/PARK	O/M	MCM	G/M	AGM	MEMO
<u>GENERAL EXPENSES</u>						
	KITCHEN	INCENTIVES	ADVERT	GRANTS	OTHER	MEMO
					\$195.00	Qld Country Life Sub.
					<b>\$195.00</b>	

SPREADSHEET	\$ 195.00
STATEMENT	\$ 195.00
DIFFERENCE	\$ -
TO BE PAID	<b>\$ 195.00</b>

OFFICE VISA CARD EXPENSES						
MONTH: JUNE			STATEMENT: 26/05/2024 to 24/06/2024			
MEETING EXPENSES						
FUEL	TOLLS/PARK	O/M	MCM	G/M	AGM	MEMO
			\$43.20			Lunch
		\$89.00				Lunch & Coffees - Pebble
		\$918.17				Jim Flights - QFD Forum
		\$532.87				Jim Flight changes - QFD Forum
			\$56.00			Lunch
		\$879.21				Ian P Flights & Ins Exercise Luxton
		\$2,419.25	\$99.20			
GENERAL EXPENSES						
	KITCHEN	INCENTIVES	ADVERT	GRANTS	OTHER	MEMO
					\$26.40	Online Services - Microsoft
					\$478.50	Hubspot New Website
					\$55.52	Retirement Decorations
		\$100.00				Staff Incentive AU97
					\$178.00	Retirement Pizza Party
					\$558.99	Retirement GC / Cleaning sup.
					\$29.95	Camera Battery
					\$319.90	Office Tables
		\$100.00			\$1,647.26	

SPREADSHEET	\$ 4,265.71
STATEMENT	\$ 4,265.71
DIFFERENCE	-\$ 0.00
TO BE PAID	<b>\$ 4,265.71</b>





## Supplier Payment History

Created: 12/08/2024 10:58 AM

Rural Fire Brigades Association

28 Fraser Road  
Araluen Qld 4570

### Supplier Payment History

June 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
<b>AgentMail</b>						
22562	14/06/2024	00020065	10/06/2024	INV - 11290	\$625.40	\$625.40
					Total for Payment 22562:	\$625.40
<b>Australia Post</b>						
22558	6/06/2024	00020063	3/06/2024	INV - 1013251034	\$3,177.93	\$3,177.93
					Total for Payment 22558:	\$3,177.93
<b>Cooloola Trophies &amp; Engraving</b>						
22597	21/06/2024	00020071	14/06/2024	INV - 3648	\$40.00	\$40.00
					Total for Payment 22597:	\$40.00
<b>Department of Housing and Public Works</b>						
22553	6/06/2024	00020062	1/06/2024	INV - 178610	\$4,834.78	\$4,834.78
					Total for Payment 22553:	\$4,834.78
<b>EFEX</b>						
22554	6/06/2024	00020061	28/05/2024	INV - II02258511	\$309.10	\$309.10
					Total for Payment 22554:	\$309.10
22555	6/06/2024	00020060	28/05/2024	INV - II02258512	\$89.74	\$89.74
					Total for Payment 22555:	\$89.74
22559	14/06/2024	00020068	13/06/2024	INV - HI02251700	\$7,722.34	\$7,722.34
					Total for Payment 22559:	\$7,722.34
22658	27/06/2024	00020073	24/06/2024	HI02273485	\$632.50	\$632.50
					Total for Payment 22658:	\$632.50
<b>Endeavour Foundation</b>						
22655	27/06/2024	00020077	26/06/2024	INV - EVI592803	\$106.00	\$106.00
					Total for Payment 22655:	\$106.00
<b>EPIRB HIRE</b>						
22656	27/06/2024	00020078	26/06/2024	INV - 28021	\$110.00	\$110.00
					Total for Payment 22656:	\$110.00
<b>Findex (Aust) Pty Ltd</b>						
22654	27/06/2024	00020075	25/06/2024	INV - 2913705	\$803.00	\$803.00
					Total for Payment 22654:	\$803.00
<b>First 5 Minutes</b>						
22556	6/06/2024	00020064	2/06/2024	INV - RR296502	\$864.07	\$864.07
					Total for Payment 22556:	\$864.07
<b>Flick Anticimex Pty Ltd</b>						
22653	27/06/2024	00020074	1/06/2024	410187435C	\$29.65	\$29.65



Created: 12/08/2024 10:58 AM

Rural Fire Brigades Association

28 Fraser Road  
Araluen Qld 4570

## Supplier Payment History

June 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 22653:						\$29.65
<b>Green, Les</b>						
22598	21/06/2024	00020069	14/06/2024	INV - 3646544	\$416.50	\$416.50
Total for Payment 22598:						\$416.50
<b>Harvey Norman Commercial</b>						
22552	6/06/2024	00020031	26/04/2024	INV - 5342949	\$17,719.00	\$8,859.50
Total for Payment 22552:						\$8,859.50
<b>Impact Office Supplies</b>						
22560	14/06/2024	00020066	10/06/2024	INV - 533213	\$749.03	\$749.03
Total for Payment 22560:						\$749.03
22561	14/06/2024	00020067	12/06/2024	INV - 534112	\$21.67	\$21.67
Total for Payment 22561:						\$21.67
<b>PowerConnex Pty Ltd</b>						
22557	6/06/2024	00020059	1/06/2024	INV - 119532	\$20.59	\$20.59
Total for Payment 22557:						\$20.59
<b>Sensis Pty Ltd</b>						
BP040724	21/06/2024	00020072	20/06/2024	INV - 32220516	\$35.42	\$35.42
Total for Payment BP040724:						\$35.42
<b>Telstra Limited</b>						
BP020724	21/06/2024	00020070	17/06/2024	K808759041-8	\$5,649.80	\$5,649.80
Total for Payment BP020724:						\$5,649.80
<b>Tindall , Cam</b>						
22657	27/06/2024	00020076	26/06/2024	INV - 11	\$140.54	\$140.54
Total for Payment 22657:						\$140.54



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

# **GENERAL MANAGER REPORT**

**FOR AUGUST 2024 MCM**

### Meetings

- 07/08/2024 – Ford product review – Campbellfield, Vic.
- 10/08/2024 – Gold Coast Group exercise – Carrara.
- 21/08/2024 – Bi-monthly meeting, Ben Millington et al – Kunda Park.

### News and Media updates

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

Date	Web / FB	Fireline	Title
31/07/2024	x		Bushfire Heavy Attack Prototype + Project Electric Back at Gold Coast Group Games
06/08/2024	x		Last Call for Yellow Ribbon Day Packs!
12/08/2024	x		Welcome Rachael Loveland as RFBAQ Bundaberg Representative
12/08/2024	x		2024 Gold Coast Group Games

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

### Projects

- Restructure of Rural Fire.
- YRD24 & Parliamentary Friends of Rural Fire Brigades.
- LGAQ Annual Conference at Brisbane Convention Centre with RFBAQ Bushfire Heavy display.
- Call for independent inquiry into toxic behaviours.
- Bushfire Heavy Attack.
- Pebble display and Ford ranger ute going to Western Rivers RFSQ are office for fitting out.
- Bundaberg area RFBAQ Rep election.