



ANNUAL PUBLIC FUND / ANNUAL GENERAL MEETING & GENERAL MEETING

12TH & 13TH OCTOBER 2024

MINUTES & REPORTS

BRISBANE INTERNATIONAL VIRGINIA – BRISBANE

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

ANNUAL PUBLIC FUND



Minutes



Minutes: For the meeting held on Saturday, 12th October 2024
Brisbane International – Virginia Palms

Attendance:

Ian Pike (IP) President
Ben Heilbronn (BH)

Ian Swadling (IS)
Gary Patzwald (GP)

Justin Choveaux (JC)
Ashleigh Rowcliffe (AR)

Secretariat:

Jessica Stark (JS)

Apologies:

Jim Besgrove (JB)

1. OPENING OF MEETING

Welcome

President declared meeting open at 8.38am. thank you all for coming. Welcome to Rachel who is the new rep for the Bundaberg area.

AR gave overview of what the Public Fund is and why we have it. The Annual Public Fund Meeting is made up of the members from the Management Committee, which will change as the MC membership changes.

1.1. Leave of Absence

Jim Besgrove

1.1.1. Proxies

Jim Besgrove has given his proxy to Ben Heilbronn

2. ADMINISTRATION

2.1. Minutes and Business Arising

2.1.1. Minutes of Previous Meeting

Motion: The minutes of the Annual Public Fund Meeting 14th October 2023 are adopted as a true and correct record of proceedings.

Moved: IS

Seconded: BH

Carried: 12/10/2024

2.1.2. Business Arising from the Minutes

a. Nil

2.2. Correspondence

2.2.1. Acceptance of Correspondence Report

Motion: Correspondence Report is accepted.

Moved: BH

Seconded: IS

Carried: 12/10/2024

2.2.2. Business Arising from Correspondence Report

a. Nil



2.3. Presentation of Public Fund Report

2.3.1. Acceptance of Public Fund Report

Motion: Public Fund Report is accepted.

Moved: BH

Seconded: GP

Carried: 12/10/2024

2.3.2. Business Arising from Public Fund Report

- a. AR – described the transactions in and out of the Public Fund as per the Public Fund Report.
- b. BH – lot of old cheques, what process do you do to follow up? AR – we don't follow up once it's sent out. After 2 years we write them off. JC – the BSD process has changed as we now transfer it straight to the department for them to distribute to the Brigades sub accounts.

3. Appointment of Auditor

To be discussed in the AGM

4. Date & Time of Next Meeting

Proposed date and time of next APFM meeting

IP – will be in conjunction with the AGM in 2025.

5. Meeting Closed

Annual Public Fund Meeting closed at 8.47am



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

Public Fund Correspondence Report 2023 - 2024



C#	Date	I/O	Organisation	Subject	Description
100592	27/7/23	In	ANZ	Bank Statement	Public Fund Account - July
100781	25/8/23	In	ANZ	Bank Statement	Public Fund Account - August
100957	25/9/23	In	ANZ	Fees & Charges terms and condition changes	Public Fund, Even, Odd Accounts
100959	26/9/23	In	ANZ	Bank Statement	Public Fund Account - September
101178	25/10/23	In	ANZ	Bank Statement	Public Fund Account - October
101179	25/10/23	In	ANZ	Direct Entry File notification	Public Fund Account - Horseshoe Bay BSD returned back due to invalid BSB used
101180	25/10/23	In	ANZ	Cheque Book	Public Fund Account
101214	8/11/23	In	ANZ	Public Fund Cheque Book	Public Fund - PF
101418	22/11/23	In	ANZ	Bank Statement	Public Fund Account - PF - November
101678	11/1/24	In	ANZ	Bank Statement	Public Fund Account - PF - December
101760	22/1/24	In	ANZ	Bank Statement	Public Fund Account - PF - January
101896	22/2/24	In	ANZ	Bank Statement	Public Fund Account - PF - February
102123	27/3/24	In	ANZ	Bank Statement	Public Fund Account - PF - March
102224	22/4/24	In	ANZ	Bank Statement	Public Fund Account - PF - April
102300	22/5/24	In	ANZ	Bank Statement	Public Fund - May - PF
102435	24/6/24	In	ANZ	Bank Statement	Public Fund - June - PF



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

Public Fund Annual Report 2023 - 2024



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

PUBLIC FUND ANNUAL REPORT - 2023 / 2024 FY													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
DEPOSITS													
Art Union Donations	53,474.00	32,155.52	51,728.00	56,423.00	149,284.26	74,800.90	21,455.00	49,424.11	57,124.71	61,199.00	66,055.61	39,890.00	713,014.11
Other Donations	387.02	67,110.22	349.70	769.90	15,275.35	1,437.10	311.40	300.30	254.70	298.40	277.50	5,395.71	92,167.30
Other Deposits	139,005.94	0.00	0.00	350.00	0.00	5,000.00	123,714.50	95,512.48	77,222.14	0.00	0.00	100.00	440,905.06
TOTAL DEPOSITS	192,866.96	99,265.74	52,077.70	57,542.90	164,559.61	81,238.00	145,480.90	145,236.89	134,601.55	61,497.40	66,333.11	45,385.71	1,246,086.47
COST OF SALES													
Art Union Prizes	74,012.52	14,647.15	4,942.94	87,775.50	62,400.00	14,647.15	14,396.00	84,875.50	0.00	7,704.75	80,248.10	8,859.50	454,509.11
Other Cost of Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	74,012.52	14,647.15	4,942.94	87,775.50	62,400.00	14,647.15	14,396.00	84,875.50	0.00	7,704.75	80,248.10	8,859.50	454,509.11
REVENUE TRANSFER													
General Account	150,000.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	100,000.00	250,000.00	0.00	650,000.00
Other Accounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	150,000.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	100,000.00	250,000.00	0.00	650,000.00
GENERAL EXPENSES													
Reversals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Brigades Specific Donations	9,355.00	5,010.00	12,083.00	12,706.40	52,410.00	9,795.00	3,110.00	3,600.00	17,921.30	7,972.00	18,061.61	8,255.00	160,279.31
Sundry Expenses	45.00	99,860.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	93,838.50	0.00	193,743.50
Interest Received	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Withdrawals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	9,400.00	104,870.00	12,083.00	12,706.40	52,410.00	9,795.00	3,110.00	3,600.00	17,921.30	7,972.00	111,900.11	8,255.00	354,022.81
TOTAL WITHDRAWALS	233,412.52	119,517.15	17,025.94	100,481.90	264,810.00	24,442.15	17,506.00	88,475.50	17,921.30	115,676.75	442,148.21	17,114.50	1,458,531.92
Ledger Balance	1,889,543.20	1,863,671.79	1,901,492.55	1,865,407.55	1,775,472.16	1,834,623.01	1,963,507.91	2,023,760.60	2,140,104.55	2,083,063.20	1,701,084.10	1,731,865.31	
Less Unpresented Cheques	-19,198.43	-13,578.43	-16,347.43	-23,201.43	-33,516.43	-35,871.43	-36,781.43	-40,272.73	-39,936.43	-37,074.43	-30,910.43	-33,420.43	
Bank Balance as per Stmt	1,870,344.77	1,850,093.36	1,885,145.12	1,842,206.12	1,741,955.73	1,798,751.58	1,926,726.48	1,983,487.87	2,100,168.12	2,045,988.77	1,670,173.67	1,698,444.88	



Some notes for the 23/24 Public Fund Report

- All donations received are transferred on a weekly basis to the Public Fund (PF) account.
- All Cost of Sales (Prizes) are paid direct from the PF account.
- All Brigade Specific Donations (BSD's) are paid direct from the PF account.
- Other expenses are from time to time paid direct from the PF account to avoid transferring to a different account.
- Other deposits in July is so high due to a bequest of \$138,990.34.
- Sundry expense in July of \$45 was incorrect bank charges.
- Other deposits in August of \$66,832.72 was a bequest.
- Sundry expense in August of \$99,860 was the payment to Nu-Tank for the skids.
- Other deposits in October of \$350 were refunds from payments made to closed accounts (BSD's).
- Other donations in November is so high due to the \$15,000 we received from the Fire Fighter Calendar.
- BSD's in November are so high due to the \$15,000 from the calendar going out as well as 3 x \$10,000 BSD's.
- Other deposit in December of \$5,000 was a bequest.
- Other deposit in January of \$123,714.50 was a bequest.
- Other deposit in March was a bequest of \$76,767.14 and \$455 refund for a payment made to a closed account (BSD).
- Sundry expense in May of \$93,838.50 was for the grant scheme in Cairns as per a bequest direction.
- Other donations in June is high due to the annual Hume Doors donation.



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

ANNUAL GENERAL MEETING



Minutes



ANNUAL GENERAL MEETING (AGM)

Minutes: For the meeting held on Saturday, 12th October 2024
Brisbane International – Virginia Palms

Attendance:

Ian Pike (President)	Ben Heilbronn (BH)	Justin Choveaux (JC)
Ian Swadling (IS)	Ashleigh Rowcliffe (AR)	Nic Swadling (NS)
Cam Tindall (CM)	Gary Patzwald (GP)	Peter Simpson (PS)
Pat Noye (PN)	John Muscat (JM)	Les Green (LG)
Sandy Brown (SB)	Robert Lang (RLa)	David Black (DB)
Cath Duddy (CD)	Alan Gillespie (AG)	Rachael Loveland (RLo)

Secretariat:

Jessica Stark (JS)

Apologies:

Gaven Bunker (GB)	Barry Child (BC)	Jim Besgrove (JB)
Angela Endres (AE)		

1. OPENING OF MEETING

Welcome & Opening of Meeting

President declared meeting open 8.47am

1.1. Leave of Absence

Gaven Bunker
Barry Child
Jim Besgrove
Angela Endres

1.1.1. Proxies

Gaven Bunker has given his proxy to John Muscat
Barry Child has given his proxy to Les Green
Jim Besgrove has given his proxy to Ben Heilbronn
Angela Endres has given her proxy to Alan Gillespie

2. ADMINISTRATION

2.1. Minutes and Business Arising

2.1.1. Minutes of Previous Meeting

Motion: The minutes of the previous meeting dated Saturday, 14th October 2023 are adopted as a true and correct record of proceedings.

Moved: LG

Seconded: DB

Carried: 12/10/2024

2.1.2. Business Arising from the Minutes

a. Nil



3. General Business

3.1. Presentation of Audited Financials

AR – Tabled Audited Financials

3.1.1. Acceptance of Audited Financials

Motion: That the Audited Financial Statements for 2023/2024 be accepted.

Moved: BH

Seconded: IS

Carried: 12/10/2024

3.1.2. Business Arising from Audited Financial Statements

- a. AR – we ran at a bigger loss then budgeted due to prizes. Our new auditor doesn't agree with the advice we were previously given from our old accountant. We didn't accrue for the major prize cost based on the advice I was given from the old accountant. There were a few adjustments made as they do things differently to our previous accountant. If we didn't have that additional, we would have come in around what we budgeted for. We gave away just over \$900,000 worth of grants, BSD, buy locals, fusion cruiser etc in the last financial year.

3.2. Budget

AR – Tabled proposed Budget for 2024/2025.

3.2.1. Acceptance of 2024/2025 budget.

Motion: That the 2024/2025 Budget be accepted.

Moved: CT

Seconded: IS

Carried: 12/10/2024

3.2.2. Business Arising from the proposed Budget

- a. AR – BSD's are at all time high and are so unpredictable to be able to budget for. I think its even still a bit too low but hard to gauge. BH – with the changes to Brigades I can see more donations coming through the RFBAQ.
- b. AR – February prize cost is a lot higher due to AU100.
- c. AR – Promotional material is high because of the backpacks for the summits next year.
- d. AR – Overall everything has just increased. JC – all the charities are struggling at the moment.

3.3. Operations Manager Annual Report

AR Tabled Operations Managers Annual Report

3.3.1. Acceptance of Operations Manager Annual Report

Motion: Operations Manager Annual Report for October 2024 Annual General Meeting is accepted.

Moved: AG

Seconded: GP

Carried: 12/10/2024

3.3.2. Business Arising from Operations Manager Annual Report



- a. AR – AU100 starts Monday, and we were able to secure a Landcruiser Sahara. This AU will cost a lot more due to the prizes as well as the incentives for the agents. We hope incentivises more people to buy. It's a great achievement to make it to AU100.
- b. AR – We had Michael Corrigan from Platinum Employee Relations come in to do the psychosocial training, so we are compliant. He also facilitated mediation for our CCM and Training Coordinator. The CCM resigned last week. Dave will fill in for the interim and we will revisit what we are going to do in the new year.
- c. AR – Our accountant Schuh Group sold 30 June 2024. We weren't notified until a few months after. Findex brought Schuh group and Crowe is the auditor. Crowe said it wasn't appropriate for Findex to do our accounting. It put us in a very awkward position. I have had to do things that I don't know how to do as I am not an accountant. I rang around to get help with the depreciation schedule and spoke to a lovely lady at Brown Macaulay and Warren, who was flat out but still helped and didn't charge us to do so. I would like to appoint a different auditor. Brown Macaulay and Warren were great for me with the depreciation schedule so I would like to go with them. I am unsure of cost etc at the moment as there was just no time to find out, but I will do that in the new year.
- d. AR – Another requirement from the Office of Fair Trading was the remuneration report which has been included in my reports. This is for senior staff, management committee members and their families. We paid 4 people \$307,000 in remuneration and benefits.
- e. BH – What is your normal return on the hot list? AR – We prefer hot to be around \$200 per hour. It hasn't been going that well lately though.
- f. AR – we are changing from ANZ to BOQ. ANZ have been terrible. We looked around at a lot of banks. BOQ has been absolutely great. Our go to person Tammara has been absolutely amazing as well. AU100 will be the last AU with ANZ.
- g. BH – Thank you to Ash and her collective team for the amount of work that they do. There is a significant amount of work that goes into this, not just the financials but the operational side as well. Justin is a key stakeholder in this as well. A collective thanks to everyone in the office from this group today. Without all their work we don't have the funds to do what we do and achieve our goals. AR – Thank you very much for that and I will definitely pass it on to all the staff, they will really appreciate that.

3.4. Presidents Annual Report

IP tabled his President October 2024 Annual General Meeting Report

3.4.1. Acceptance of President Annual Report

Motion: President Report for October 2024 Annual General Meeting is accepted.

Moved: IP

Seconded: PN

Carried: 12/10/2024

3.4.2. Business Arising from President Report

- a. IP – I would like to acknowledge the staff & reps and thank you for what you do.
- b. GP – Take a moment and reflect on Nellie, she done a lot for the RFBAQ and helped a lot of brigades over the years.
- c. AG – Have we asked the question where the FTE went to? IP – Ben will be here after lunch, that's a question you can put to him then.



3.5. General Manager's Annual Report

JC tabled his General Manager October 2024 Annual General Meeting Report

3.5.1. Acceptance of General Managers Report

Motion: General Managers Report for October 2024 Annual General Meeting is accepted.

Moved: RL

Seconded: CT

Carried: 12/10/2024

3.5.2. Business Arising from General Managers Annual Report

- a. JC – We have done over \$6 million worth of stuff over the last 5 years. We are a little state-based charity, which is pretty mind blowing. We knew this year was going to be a terrible year. It's been a rough year, but we are still here. We were accused of lying but turns out everything we said that was going to happen did happen. We have lost ground and so have the brigades. The election is just around the corner. Even if the government changes, we can't go back to the way we were. We will need to work with them to try and make Brigades happy again. We are going to have a hard time with brigades engaging because they are over it. SB – I don't think you will have a problem from the feedback I have had. GP – I think they are keen to change ranks. SB - I think they will be on board with change because they are not liking what's here right now. BH – Somethings can't be changed, but others will just take time to work through. RL – I move that we accept Justins report.

4. Appointment Of Auditor

AR – I would like to appoint Brown Macauley and Warren in Gympie

Motion: Appoint Brown Macauley & Warren

Moved: PT

Seconded: JM

Carried: 12/10/2024

4.1. Business arising from Appointment of Auditor

- a. AR – As I mentioned before I will have a meeting with them after Christmas and get fee's etc and hopefully it will be all good. If not it will be at the next general meeting, we will have to pass a motion to change.

5. Date & Time of Next Meeting

5.1. Proposed date and time of next AGM meeting

Next Meeting: To coincide with second General Meeting next year

6. Close of Annual General Meeting

Annual General Meeting closed at **9.22am**



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

Audited Financials

1 JULY 2023

TO

30 JUNE 2024



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

Rural Fire Brigades Association Qld

Financial Statements

For the Year Ended 30 June 2024



Rural Fire Brigades Association Qld

Contents

For the Year Ended 30 June 2024

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Rural Fire Brigades Association Qld

Committee's Report

30 June 2024

The committee members submit the financial report of the Association for the financial year ended 30 June 2024.

1. General information

Committee members

The names of committee members throughout the year and at the date of this report are:

Ian James Pike	President
Gary Edwin Patzwald	Senior Vice President
Ian Kenneth Swadling	Junior Vice President
Jim Besgrove	Board Member
Ben Matthew Heilbronn	Board Member

Principal activities

The principal activities of the Association during the financial year were:

- to receive gifts from the public for the purpose of supporting Rural Fire Brigades in Queensland and to raise funds by the conduct of Art Unions.

Significant changes

No significant change in the nature of these activities occurred during the year.

2. Operating results and review of operations for the year

Operating result

The loss of the Association for the financial year after providing for income tax amounted to \$387,304 (2023: \$697,336).

Indemnification of Officer

Indemnities have been given and insurance premiums paid, during or since the end of the financial year, for any person who is or has been an officer or auditor of the company. Directors insurance is held and is current. The auditor holds professional indemnity insurance and has been given assurances from the directors. There is fidelity insurance held.

Signed in accordance with a resolution of the Members of the Committee:

Justin Choveaux: 

Ian Pike: 

Dated 12/10/24



Rural Fire Brigades Association Qld

**Statement of Profit or Loss
For the Year Ended 30 June 2024**

	Note	2024 \$	2023 \$
Revenues		1,799,206	1,623,804
Donations income		1,307,742	1,249,094
Other income		37,889	26,558
Total income		3,144,837	2,899,456
Expenditure			
Cost of prizes, donations and grants paid		(1,344,082)	(1,422,827)
Marketing and distribution expenses		(98,999)	(96,709)
Occupancy expenses		(41,944)	(41,511)
Administrative expenses		(328,316)	(351,128)
Employee costs		(1,654,563)	(1,609,639)
Depreciation and amortisation		(64,237)	(74,978)
Total expenditure		(3,532,141)	(3,596,792)
Loss before income taxes	2.	(387,304)	(697,336)
Income taxes		-	-
Loss for the year		(387,304)	(697,336)
Other comprehensive income		-	-
Total comprehensive loss attributable to the members of the entity		(387,304)	(697,336)

The accompanying notes form part of these financial statements.



Rural Fire Brigades Association Qld

Statement of Assets and Liabilities

As At 30 June 2024

	Note	2024 \$	2023 \$
ASSETS			
CURRENT ASSETS			
Cash on hand	5	4,298,114	4,522,007
Accounts receivable and other debtors	6	39,989	69,165
Other current assets	9	35,323	175,821
TOTAL CURRENT ASSETS		4,373,426	4,766,993
NON-CURRENT ASSETS			
Property, plant and equipment	7	162,044	173,807
Intangible assets	8	41,241	62,062
TOTAL NON-CURRENT ASSETS		203,285	235,869
TOTAL ASSETS		4,576,711	5,002,862
LIABILITIES			
CURRENT LIABILITIES			
Accounts payable and other payables	10	28,433	132,994
Employee provisions	11	142,757	144,870
Other provisions	12	145,719	77,892
TOTAL CURRENT LIABILITIES		316,909	355,756
NON-CURRENT LIABILITIES			
TOTAL LIABILITIES		316,909	355,756
NET ASSETS		4,259,802	4,647,106
MEMBERS' FUNDS			
Retained earnings		4,259,802	4,647,106
TOTAL MEMBERS' FUNDS		4,259,802	4,647,106

The accompanying notes form part of these financial statements.



Rural Fire Brigades Association Qld
Statement of Changes in Equity
For the Year Ended 30 June 2024

2024

Balance at 1 July 2023
Impact of adjustments
Balance at 1 July 2023 restated
Loss for the year
Balance at 30 June 2024

Note	Retained Earnings \$	Total \$
	4,642,606	4,642,606
	4,500	4,500
	4,647,106	4,647,106
	(387,304)	(387,304)
	4,259,802	4,259,802

2023

Balance at 1 July 2022
Loss for the year
Balance at 30 June 2023

Note	Retained Earnings \$	Total \$
	5,339,942	5,339,942
	(697,336)	(697,336)
	4,642,606	4,642,606

The accompanying notes form part of these financial statements.



Rural Fire Brigades Association Qld

Notes to the Financial Statements

For the Year Ended 30 June 2024

The financial statements cover Rural Fire Brigades Association Qld as an individual entity. Rural Fire Brigades Association Qld is a not-for-profit Association incorporated in Queensland under the *Associations Incorporation Act (QLD) 1981 (as amended by the Associations Incorporation and Other Legislation Amendment Act (QLD) 2020)* ('the Act').

The principal activities of the Association for the year ended 30 June 2024 were to receive gifts from the public for the purpose of supporting Rural Fire Brigades in Queensland and to raise funds by the conduct of Art Unions.

The functional and presentation currency of Rural Fire Brigades Association Qld is Australian dollars.

Comparatives are consistent with prior years, unless otherwise stated.

1 Basis of Preparation

In the opinion of the Committee of Management, the Association is not a reporting entity since there are unlikely to exist users of the financial statements who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. These special purpose financial statements have been prepared to meet the reporting requirements of the Act.

The financial statements have been prepared in accordance with the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations, and the disclosure requirements of AASB 101 *Presentation of Financial Statements*, AASB 107 *Statement of Cash Flows*, AASB 108 *Accounting Policies, Changes in Accounting Estimates and Errors*, AASB 124, *Related Party Disclosures*, AASB 1048 *Interpretation of Standards* and AASB 1054 *Australian Additional Disclosures*.

The financial statements have been prepared on an accruals basis and are based on historical costs modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

The Association is preparing special purpose financial statements in order to satisfy the financial reporting requirements of the Associations Incorporation Act Queensland. The committee has determined that the association is not a reporting entity.

The financial statements and material accounting policies all comply with the recognition and measurement requirements in Australian Accounting Standards.

Material accounting policy information relating to the preparation of these financial statements are presented below, and are consistent with prior reporting periods unless otherwise stated.

2 Material Accounting Policy Information

(a) Revenue and other income

Specific revenue streams

The revenue recognition policies for the principal revenue streams of the Association are:

Revenues

Revenues comprise of proceeds from the sale of raffle tickets and receipts from the Queensland Fire Department for the portion of costs directly allocated to them.

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.



Rural Fire Brigades Association Qld

**Notes to the Financial Statements
For the Year Ended 30 June 2024**

2 Material Accounting Policy Information

(a) Revenue and other income

Donations income

Where donations income arises from an agreement which is enforceable and contains sufficiently specific performance obligations then the revenue is recognised when control of each performance obligations is satisfied.

Donations income arising from non-enforceable contracts or those without sufficiently specific performance obligations is recognised on receipt unless it relates to capital grants which meet certain criteria.

Other income

Other income is recognised on an accruals basis when the Association is entitled to it.

(b) Income tax

The Association is exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997* as from 4 December 2012 when they became a charitable institution. Fringe Benefits Tax (FBT) is payable from 1 April 2013 on any personal usage of cars rather than being FBT exempt up to the \$30,000 capping threshold per employee.

(c) Goods and services tax (GST)

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payable are stated inclusive of GST.

Cash flows in the statement of cash flows are included on a gross basis and the GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

(d) Property, plant and equipment

Each class of property, plant and equipment is carried at cost less, where applicable, any accumulated depreciation and impairment.

Depreciation

Property, plant and equipment, excluding freehold land, is depreciated on a straight-line basis over the asset's useful life to the Association, commencing when the asset is ready for use.

(e) Financial instruments

Financial assets

All recognised financial assets are subsequently measured in their entirety at either amortised cost or fair value, depending on the classification of the financial assets.

Classification



Rural Fire Brigades Association Qld

Notes to the Financial Statements

For the Year Ended 30 June 2024

2 Material Accounting Policy Information

(e) Financial instruments

Financial assets

On initial recognition, the Association classifies its financial assets into the following categories, those measured at:

- amortised cost

Amortised cost

The Association's financial assets measured at amortised cost comprise trade and other receivables and cash and cash equivalents in the statement of assets and liabilities.

Interest income, foreign exchange gains or losses and impairment are recognised in profit or loss. Gain or loss on derecognition is recognised in profit or loss.

Trade receivables

Impairment of trade receivables have been determined using the simplified approach in AASB 9 which uses an estimation of lifetime expected credit losses.

The amount of the impairment is recorded in a separate allowance account with the loss being recognised in finance expense. Once the receivable is determined to be uncollectable then the gross carrying amount is written off against the associated allowance.

Where the Association renegotiates the terms of trade receivables due from certain customers, the new expected cash flows are discounted at the original effective interest rate and any resulting difference to the carrying value is recognised in profit or loss.

Financial liabilities

The financial liabilities of the Association comprise trade payables, and other liabilities.

(f) Intangible assets

Call Centre Lists

Call Centre Lists have a finite life and are carried at cost less any accumulated amortisation and any impairment losses. Call Centre lists are amortised over their useful life of 4 years.

Amortisation

Amortisation is recognised in profit or loss on a straight-line basis over the estimated useful lives of intangible assets, from the date that they are available for use.

Amortisation methods, useful lives and residual values are reviewed at each reporting date and adjusted if appropriate.



Rural Fire Brigades Association Qld

Notes to the Financial Statements

For the Year Ended 30 June 2024

2 Material Accounting Policy Information

(g) Cash and cash equivalents

Cash and cash equivalents comprises cash on hand, demand deposits and short-term investments which are readily convertible to known amounts of cash and subject to an insignificant risk of change in value.

(h) Leases

Pursuant to applicable accounting standards, the Association has chosen to exempt itself from the requirements of AASB 16 regarding lease accounting. As such, commitments relating to future leases are presented separately in the financial disclosures.

(i) Employee benefits

Provision is made for the Association's liability for employee benefits, those benefits that are expected to be wholly settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits expected to be settled more than one year after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Cashflows are discounted using market yields on high quality corporate bond rates incorporating bonds rated AAA or AA by credit agencies, with terms to maturity that match the expected timing of cashflows. Changes in the measurement of the liability are recognised in profit or loss.

(j) Provisions

Provisions are recognised when the Association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

(k) Going concern

The financial report has been prepared on the going concern basis. This basis has been adopted as members have determined that the Association has the ability to meet its liabilities as and when they become due.

(l) Adoption of new and revised accounting standards

The Association has adopted all standards which became effective for the first time at 30 June 2024, the adoption of these standards has not caused any material adjustments to the reported financial position, performance or cash flow of the Association.

(m) New accounting standards for application in future periods

The AASB has issued new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods. The committee members have decided against early adoption of these Standards, but does not expect the adoption of these standards to have any impact on the reported position or performance of the Association.

3 Critical Accounting Estimates and Judgments

The directors make estimates and judgements during the preparation of these financial statements regarding assumptions about current and future events affecting transactions and balances.



Rural Fire Brigades Association Qld

Notes to the Financial Statements

For the Year Ended 30 June 2024

3 Critical Accounting Estimates and Judgments

These estimates and judgements are based on the best information available at the time of preparing the financial statements, however as additional information is known then the actual results may differ from the estimates.

The significant estimates and judgements made have been described below.

Key estimates - impairment of property, plant and equipment

The Association assesses impairment at the end of each reporting period by evaluating conditions specific to the Association that may be indicative of impairment triggers. Recoverable amounts of relevant assets are reassessed using value-in-use calculations which incorporate various key assumptions.

If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the income and expenditure statement.

Key estimates - fair value of financial instruments

The Association has certain financial assets and liabilities which are measured at fair value. Where fair value has not able to be determined based on quoted price, a valuation model has been used. The inputs to these models are observable, where possible, however these techniques involve significant estimates and therefore fair value of the instruments could be affected by changes in these assumptions and inputs.

Key estimates - Grants and donations income

For many of the donations income received, the determination of whether the donation includes sufficiently specific performance obligations was a significant judgement involving discussions with a number of parties at the Association, review of the grant instructions and consideration of the terms and conditions.

Grants received by the Association have been accounted for under both AASB 15 and AASB 1058 depending on the terms and conditions and decisions made.

If this determination was changed then the revenue recognition pattern would be different from that recognised in these financial statements.

Key estimates - provisions

As described in the accounting policies, provisions are measured at management's best estimate of the expenditure required to settle the obligation at the end of the reporting period. These estimates are made taking into account a range of possible outcomes and will vary as further information is obtained.

4 Result for the Year

	2024	2023
	\$	\$
The following expense items are relevant in explaining the financial performance for the period:		
Depreciation and amortisation expense	63,093	72,584
Net loss on disposal of property, plant and equipment	1,144	2,395



Rural Fire Brigades Association Qld

**Notes to the Financial Statements
For the Year Ended 30 June 2024**

5 Cash and Cash Equivalents

	2024	2023
	\$	\$
ANZ Online Saver Account 422699667	563,214	951,129
ANZ Truck Account 318400784	1,421	1,421
ANZ Cheque Account 394452228	686,369	463,145
ANZ Art Union Odd Account 109377987	54,586	69,800
ANZ General Account 108670188	182,806	28,034
ANZ Business Premium Saver Account 187481157	935,651	923,785
ANZ Art Union Even Account 497232797	102,586	41,466
ANZ Public Fund Donations 187793871	18 1,665,024	1,745,997
ANZ Transaction Account 438713013	106,665	298,785
Petty cash	341	228
Fuel card balance	(549)	(1,783)
	<u>4,298,114</u>	<u>4,522,007</u>

6 Trade and Other Receivables

	2024	2023
	\$	\$
CURRENT		
Trade debtors	8,750	-
Outstanding GST refunds	31,239	69,165
Total current trade and other receivables	<u>39,989</u>	<u>69,165</u>

7 Property, Plant and Equipment

Leasehold improvements		
Leasehold improvements at cost	118,498	118,498
Less Accumulated depreciation	(17,933)	(14,971)
Total land and buildings	<u>100,565</u>	<u>103,527</u>
Plant and Equipment		
Plant and equipment at cost	166,769	165,269
Less Accumulated depreciation	(126,905)	(123,809)
Total plant and equipment	<u>39,864</u>	<u>41,460</u>
Motor vehicles		
Motor Vehicles	79,813	79,813
Less Accumulated Depreciation	(58,198)	(50,993)
Total motor vehicles	<u>21,615</u>	<u>28,820</u>



Rural Fire Brigades Association Qld

**Notes to the Financial Statements
For the Year Ended 30 June 2024**

7 Property, Plant and Equipment

7 Property, Plant and Equipment continued

Total property, plant and equipment	162,044	173,807
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(a) Movements in carrying amounts of property, plant and equipment

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year:

	Leasehold Improvement s \$	Plant & Equipment \$	Motor Vehicles \$	Total \$
Year ended 30 June 2024				
Balance at 1 July 2023	103,527	41,461	28,820	173,808
Additions	-	15,207	-	15,207
Disposals	-	(13,708)	-	(13,708)
Depreciation	(2,962)	(15,659)	(7,205)	(25,826)
Write back of depreciation upon disposal	-	12,563	-	12,563
Balance at the end of the year	100,565	39,864	21,615	162,044

	Leasehold Improvement \$	Plant & Equipment \$	Motor Vehicles \$	Total \$
Year ended 30 June 2023				
Balance at 1 July 2022	106,489	43,430	38,426	188,345
Additions	-	27,287	-	27,287
Disposals	-	(2,396)	-	(2,396)
Depreciation expense	(2,962)	(26,861)	(9,606)	(39,429)
Balance at the end of the year	103,527	41,460	28,820	173,807

8 Intangible Assets

	2024 \$	2023 \$
Intangible assets		
Cost	149,064	132,619
Accumulated impairment losses	(107,823)	(70,557)
Net carrying value	41,241	62,062



Rural Fire Brigades Association Qld

Notes to the Financial Statements

For the Year Ended 30 June 2024

8 Intangible Assets

8 Intangible Assets

Total Intangible assets	41,241	62,062
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9 Other Assets

	2024	2023
	\$	\$
CURRENT		
Assets on Hand - 03RFB Fusion Cruiser	-	157,959
Assets on Hand - 02RFB Ranger	35,157	-
Prepaid Expenses	166	17,862
	35,323	175,821

10 Trade and Other Payables

	2024	2023
	\$	\$
CURRENT		
Goods & Services Tax	-	139
Sundry Creditors	7,747	114,745
Outstanding PAYG Withholding Liability	20,686	18,110
Total trade and other payables	28,433	132,994

Trade and other payables are unsecured, non-interest bearing and are normally settled within 30 days. The carrying value of trade and other payables is considered a reasonable approximation of fair value due to the short-term nature of the balances.

11 Employee provisions

	2024	2023
	\$	\$
CURRENT		
Provision for Annual Leave	62,234	45,510
Provision for Long Service Leave	67,141	85,594
Provision for Superannuation on Leave	13,382	13,766
	142,757	144,870

	Provision for Annual Leave	Provision for Long Service Leave	Provision for Superannuation on Leave	Total
	\$	\$	\$	\$
Current				
at 1 July 2023	45,510	85,594	13,766	144,870
Provision for annual leave	16,724	-	-	16,724



Rural Fire Brigades Association Qld

Notes to the Financial Statements

For the Year Ended 30 June 2024

11 Employee provisions

	Provision for Annual Leave	Provision for Long Service Leave	Provision for Superannuation on Leave	Total
	\$	\$	\$	\$
Provision for long service leave	-	(18,453)	-	(18,453)
Provision for superannuation on leave at 11%	-	-	(384)	(384)
Balance at 30 June 2024	62,234	67,141	13,382	142,757

12 Other provisions

	2024	2023
	\$	\$
CURRENT		
Cost of prizes provision	145,719	77,892
Total other liabilities	145,719	77,892

Other provisions comprises of amounts for the cost of prizes to be presented in the following year. Deposits had been made for the consolation prizes and the remaining amounts were provided for as below;

Contracted commitments for prizes:

AU97 Major prize: Toyota Kluger Hybrid	66,505	-
AU97 Consolation prizes: Samsung Galaxy Tab A9 + Packs	7,705	7,705
AU98 Major prize: Toyota Hilux SR5	62,649	-
AU98 Consolation prizes: Favourites pack	8,860	8,860
Total provision for cost of prizes	145,719	16,565



Rural Fire Brigades Association Qld

Notes to the Financial Statements For the Year Ended 30 June 2024

13 Leasing commitments

Operating Lease Commitments

The non-cancelable operating leases contracted for but not recognised in the financial statements are for Rural Fire Brigades Association Qld during the year are as follows:

	2024	2023
	\$	\$
Payable not later than 12 months	41,161	41,161
Payable between 12 months and five years	106,333	147,494
	<u>147,494</u>	<u>188,655</u>

The property lease for 28 Fraser Road, Araluen is a commercial property lease with a five-year term, with rent payable monthly in advance. Rent review date each anniversary of commencement date with 2.5% fixed percentage increase. No option to renew the lease at the end of the expiry date of 31 January 2028.

14 Contingencies

In the opinion of the Committee of Management, the Association did not have any contingencies at 30 June 2024 (30 June 2023:None).

15 Related Parties

The Association's main related parties are as follows:

Key management personnel - refer to Note 16.

Committee members - the members are in office on a voluntary basis with no fees paid except for reimbursement of travel and accommodation fees to facilitate their attendance of committee meetings.

The Other related parties include close family members of key management personnel/Committee members and entities that are controlled or significantly influenced by those key management personnel/Committee members or their close family members.

There were no related party balances included in the receivables or payables as at 30 June 2024 .

16 Key Management Personnel Disclosures

The remuneration paid to key management personnel of the Company is \$ 263,156 (2023: \$ 246,982). We note the key management personnel include the General manager and the Operations manager.

17 Events After the End of the Reporting Period

The financial report was authorised for issue on _____ by the Committee of Management.

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Association, the results of those operations or the state of affairs of the Association in future financial years.



Rural Fire Brigades Association Qld

Notes to the Financial Statements

For the Year Ended 30 June 2024

18 Public Fund Reconciliation

The Association operates a Public Fund known as The Rural Fire Brigade Association Queensland Inc Public Fund. The purpose of the fund is to solicit and receive gifts from the public solely for the purpose of supporting the volunteer based emergency service activities of the Rural Fire Brigades in Queensland. The Association is required to maintain the Fund as a gift fund to receive and record income tax deductible gifts and contributions.

	2024	2023
	\$	\$
Opening balance 1 July	1,745,997	1,553,909
Deposits of gifts and charitable contributions	1,246,587	1,229,164
Payments of various expenses including prizes	(1,327,560)	(1,037,076)
Public Fund Balance at 30 June	1,665,024	1,745,997

As at 30 June 2024

	2024	2023
	\$	\$
Bank Statement Balance 30 June	1,698,445	1,760,890
Add Outstanding deposits	-	13,499
Less Outstanding Cheques	(33,421)	(28,392)
Public Fund Balance Held at 30 June	1,665,024	1,745,997

19 Statutory Information

The registered office and principal place of business of the company is:

Rural Fire Brigades Association Qld
28 Fraser Road
Araluen QLD 4570



Rural Fire Brigades Association Qld

Statement by Members of the Committee

In our opinion:

1. the accompanying financial report as set out on pages 2 to 15, being a special purpose financial statement, is drawn up so as to present fairly the state of affairs of the Association as at 30 June 2024 and the results of the Association for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Act;
2. the accounts of the Association have been properly prepared and are in accordance with the books of account of the Association.
3. there are reasonable grounds to believe that the Association will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the committee by:

President 

Treasurer 

Dated 12/10/24



Independent Auditor's Report to the Members of Rural Fire Brigades Association Qld Inc

Opinion

We have audited the financial report of Rural Fire Brigades Association Qld Inc (the Association), which comprises the statement of financial position as at 30 June 2024, the statement of profit or loss and other comprehensive income, the statement of changes in equity, and notes to the financial statements, including a summary of significant accounting policies, and the statement by members of the committee.

In our opinion, the financial report of the Association has been prepared in accordance with *Associations Incorporation Act (Queensland) 1981* and the Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, including:

- (a) giving a true and fair view of the Association's financial position as at 30 June 2024 and of its financial performance and cash flows for the year then ended; and
- (b) complying with Australian Accounting Standards to the extent described in Note 1 and Division 60 of the *Australian Charities and Not for profits Commission Regulations 2022*.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the financial reporting requirements under the *Associations Incorporation Act (Queensland) 1981* and the *Australian Charities and Not-for-profits Commission Act 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of the Committee for the Financial Report

The Committee of the Association is responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Associations Incorporation Act (Queensland) 1981* and *Australian Charities and Not-for-profits Commission Act 2012* and the needs of the members. The Committee's responsibility also includes such internal control as determined is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Committee is responsible for assessing the ability of the Association to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee either intend to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

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Independent Auditor's Report to the Members of Rural Fire Brigades Association Qld (cont.)

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by those charged with governance.
- Conclude on the appropriateness of those charged with governance's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of the auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during the audit.

Crowe Audit Australia

CROWE AUDIT AUSTRALIA

Tafadzwa Mudarikwa
Associate Partner
Brisbane 12/10/24

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Closing Audit Report



Closing Audit Report

Rural Fire Brigades Association Qld

Financial Year Ended 30 June 2024

Confidential

Prepared for: Committee and Members

Prepared by: Tafadzwa Mudarikwa, Associate Partner, Audit and Assurance
Amanda Chipika, Senior, Audit and Assurance



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1 Purpose of this report

This closing report has been prepared to communicate significant issues arising from our audit and as such is incidental to the audit.

2 Scope of the audit

The purpose of our audit is to express an opinion on the financial report. Our audit procedures are designed to gather sufficient and appropriate evidence to enable us to do this.

Accordingly, the audit approach is focused on key financial reporting risks and the effectiveness of the risk management process. This involved understanding the significant financial reporting processes and the performance of a combination of internal control testing and substantive audit procedures to address residual audit risk.

We do not design our audit approach to identify matters that may be appropriate to report to you. Consequently, this report cannot be relied upon as a comprehensive report of all significant accountability and governance issues. You cannot assume that any matters reported to you indicate that there are no additional matters that you should be aware of in meeting your responsibilities.

3 Audit conclusion

Subject to satisfactory resolution of the outstanding items outlined in Appendix A, we conclude that the financial statements of the Rural Fire Brigades Association Qld (RFBAQ) are presented fairly.

We have arrived at this opinion after consideration of the issues outlined below.



4 Disposition of key business and audit risks identified in audit strategy

Our audit strategy identified a number of key business and audit risks. The following table summarises these risks, our audit procedures in relation to each and the results of our procedures.

4.1 Risks and audit response

Description of risk	Audit procedures performed	Results of procedures
<p>Revenue Recognition</p> <p>RFBAQ has a number of revenue streams which should be accounted for in accordance with AASB15 <i>Revenue from Contracts with Customers</i> or AASB1058 <i>Income of Not for Profit Entities</i>.</p> <p>Revenue recognition policies may involve the use of assumptions and require management to exercise judgement.</p> <p>There are certain presumed pervasive risks that are considered in designing our audit approach as required under the Australian Auditing Standards (ASA) 240 <i>The Auditor's Responsibilities Relation to Fraud in an Audit of a Financial Report</i>. These include the risk of material misstatement due to fraud in revenue recognition.</p>	<p>We have:</p> <ul style="list-style-type: none">Reviewed the system and processes of how revenue is captured and recorded for each material revenue stream.Reviewed application of the revenue accounting standards for any new material income streams;Validated the existence of revenue to funding agreements, invoices and/or cash receipts.Substantively tested key revenue streams and the accounting treatment to ensure revenue is recognised in accordance with the applicable accounting standard.	<p>No material issues have been noted in relation to revenue recognition. Revenue appears to have been recognised correctly.</p>
<p>Management Override of Controls</p> <p>Entities are subjected to the risk of fraud due to management override of controls.</p> <p>While the level of risk of management override will vary from entity to entity, the risk is nevertheless present in all entities.</p>	<p>We have:</p> <ul style="list-style-type: none">Reviewed general journals and the controls around the use of manual entries;Assessed the basis of accounting estimates for evidence of management bias; andReviewed significant or unusual transactions outside the normal course of business.	<p>Based on the work performed, information collected, and explanations received we have no adverse observations.</p>



5 Financial reporting issues

In forming our opinion on the financial report, we considered a number of significant financial reporting issues. These are summarised below.

5.1 Accounting policies

The Finance Committee should be made aware by management of the material accounting policies adopted or changes to those policies; and of methods used to account for material unusual transactions.

There are no material unusual accounting policies adopted by RBFAQ.

5.2 Management judgements and estimates

The Finance Committee should be made aware of the process used to formulate material accounting estimates and the judgements made by management underlying these estimates.

The following items are subject to material accounting estimates. We have reviewed the underlying assumptions by management for reasonableness.

Material estimates

Component	Basis of estimate and underlying assumption	Audit conclusion
Depreciation on buildings, plant and equipment	Calculations of depreciation are made based on an assessment of the estimated useful lives. From the time an asset becomes available for use, management must apply professional judgement to determine the useful life of the asset, which will impact the rate at which the asset is depreciated. These useful lives must be re-evaluated by management on annual basis.	No issues noted in respect of the estimates and underlying assumptions applied.
Employee benefits provision	Employee entitlements are to be accounted for in accordance with AASB 119 <i>Employee Benefits</i> . Employee service gives rise to future obligations, the timing of which is uncertain. Provisions are calculated based on assumptions around discount rates, salary growth rates and expected time at which those obligations will be settled.	No issues noted in respect of the estimates and underlying assumptions applied.
Valuation of intangible assets	Intangible assets are to be accounted for in accordance with AASB 138 <i>Intangible Assets</i> . The entity recognises internally generated software in intangible assets. The cost of an internally generated intangible asset comprises all directly attributable costs	No issues noted in respect of the recognition of intangible assets and the estimates and underlying assumptions applied.



Component	Basis of estimate and underlying assumption	Audit conclusion
	<p>necessary to create, produce, and prepare the asset to be capable of operating in the manner intended by management excluding costs incurred in the research phase.</p> <p>Given the history of rapid changes in technology, computer software and many other intangible assets are susceptible to technological obsolescence. Amortisation methods, useful lives and residual values are reviewed at each reporting date and adjusted if appropriate.</p>	

5.3 Management representations

As part of our evidence gathering, we plan to obtain formal management representations in relation to a number of matters. The management representation letter has been requested and will be required to be signed on the same date as the certification of the financial report. However, we do not rely solely on these representations, except where they are the only audit evidence reasonably available.

There were no representations made by management on which we found it solely necessary to rely for the purpose of forming our audit opinion.

5.4 Audit adjustments and unadjusted differences

In the course of our audit, we may identify amounts that we believe should be recorded differently in the financial statements.

Where these are material, we request that management adjust the financial report. We identified the following adjusted items;

#	Account Number	Details	Profit or loss Dr (Cr)	Asset Dr (Cr)	Liabilities Dr (Cr)	Equity Dr (Cr)
1	1-6800	Trade Debtors		3,750		
	1-7420	Plant & Equipment at Cost		5,493.89		
		Less: Accumulated Depreciation				
	1-7480			192,689.66		
	2-3010	GST Collected		5,626.63		
	2-3030	GST Paid		20,929.79		
	AUD1	Adjustment of opening balances	(3,743.37)			
	1-7460	Office furn & Equip at Cost	(203,866.37)			
	2-3030	GST Paid	(7,808.79)			
	3-9999	Historical Balancing Account	(13,071.44)			
To agree opening balances with the reported financial statements.						



2	1-8127	Call Centre List (Less Written Off)	37,266			
	6-2550	Amortisation – Call Centre Lists		(37,266)		
<i>Being adjustment for call centre lists amortisation write-off for FY24</i>						
3	2-2000	Trade Creditors			16,564.25	
	1-8120	Prepayments		(16,564.25)		
<i>To adjust the invoice amount recorded as a prepayment when payment was made post YE</i>						
4	2-3030	GST Paid		10,566.54		
	2-3010	GST Collected		(1,269.03)		
	AUD1	Adjustment of opening balances	(9,297.51)			
<i>Being adjustment to correct GST balances</i>						
5	6-4860	Provision for Annual Leave	10,389.47			
	6-4862	Provision for Superannuation Leave	293.48			
	2-4000	Provision for Annual Leave			(10,389.47)	
	2-4015	Provision for Superannuation Leave			(293.48)	
<i>Being adjustment of the leave provision and accrual for the TOIL provision</i>						
6	5-1010	Cost of Prizes	6,525.32			
	1-8120	Prepayments		(6,525.32)		
<i>Being adjustment to recognise prepaid prizes as cost of prizes as a constructive obligation exists at YE.</i>						
7	5-1010	Cost of Prizes	145,719			
	2-0700	Accrued Expenses			(145,719)	
<i>Being recognition of provision for cost of prizes as a constructive obligation exists at YE.</i>						

Where differences identified are not material, individually or in aggregate, we report these to management.

We identified the following unadjusted item(s);

#	Account Number	Details	Profit or loss Dr (Cr)	Asset Dr (Cr)	Liabilities Dr (Cr)	Equity Dr (Cr)
1	1-7420	Plant and Equipment at Cost		7,020		
	6-2181	R & Maintenance - Computers	(7,020)			
<i>To recognise capital costs recorded as repairs and maintenance</i>						



6 Internal control issues

The governing body and management are responsible for maintaining effective internal control. We have considered the internal control framework as part of our audit procedures. Our audit of the financial report was not designed to assess, nor do we provide an opinion on, the effectiveness of internal control.

To the extent that we have examined certain aspects of the internal control framework, we have found that those elements of control were adequate to enable the financial report to be properly prepared. We have not identified any control areas that could be improved that require being brought to your attention.

6.1 Irregularities, fraud or regulatory non-compliance

Management have responsibility for maintaining internal controls that prevent or detect fraud or error and to ensure regulatory compliance. The audit committee should be informed by management of any fraud or material errors.

Our audit procedures have regard to the likelihood of fraud or error, including arising from fraudulent reporting or the misappropriation of assets.

We have not identified any further areas of material fraud risk or exposure.

Appendix A – Outstanding issues

The following items relating to the completion of our audit procedures are outstanding at the date of this report and need to be resolved prior to the issue of our audit opinion.

Item	Action required	Responsibility
Quality reviews	Finalisation of quality procedures	Audit
Subsequent events update	Review transactions and events up to date of signing	Management and audit
Financial report certification	To be signed on adoption of the accounts by the Board	Management
Management representation letter	To be signed on same date as the certification	Management

Appendix B – Final Management Letter

Summary of audit findings

The table below summarises all 'open' (current and prior period) management letter issues, and prior period issues that have been resolved in the current period. Open items include all findings that are 'unresolved', 'partially resolved' or 'substantially resolved' as at the date of this letter.

First raised	Findings	Rating	Current Status	Management Acceptance
2024	<p>Strategic funding and cost-alignment</p> <p>During our review, we observed that RFBQA's financial stability relies heavily on revenues from the Sale of raffle tickets and Donations income which contributes in 51% and 42% towards the entity's income respectively.</p> <p>Despite improved performance compared to FY23, the entity incurred a loss, reducing cash reserves. To ensure sustainability, we recommend:</p> <ul style="list-style-type: none">• Ongoing adjustments to cost levels to match available revenue.• Exploring alternative revenue streams to diversify funding.	Moderate	Unresolved	Yes
2024	<p>Accounting issues</p> <p>During our review, two key adjustments were identified:</p> <p><i>Intangible assets amortization expense:</i></p> <p>The amortisation expense was not processed. An adjustment of \$37,266 has been proposed by audit and processed in the financial report for the year ended 30 June 2024.</p> <p><i>Cost of prizes provision:</i></p> <p>The main and consolation and main prizes were not adequately provided for as of June 30, 2024. Given the constructive obligation to award prizes to winners, a year-end provision is necessary. An</p>	Moderate	Unresolved	Yes



First raised	Findings	Rating	Current Status	Management Acceptance
	adjustment of \$152,244 has been proposed by audit and processed in the financial report for the year ended 30 June 2024. We recommend management process all write-off adjustments and provisions in a timely manner and to reflect these adjustments in financial statements to present a fair financial position for member decision-making.			
2024	Supporting invoices for reimbursed expenses During our review we noted that there were some expense reimbursements that were made where the supporting invoices had not been provided. RBFAQ paid the amounts excluding GST as there were no invoices to be used to claim. Processing reimbursements where supporting documentation is limited cultivates a culture of weak controls and also leaves Rural Fire susceptible to avoidable financial losses. We recommend that management ensures that supporting invoices are provided for all reimbursements in a timely manner.	Moderate	Unresolved	Yes
2024	Review of ATO obligations Our review revealed a discrepancy between the recorded ATO net refundable amount, and the BAS lodged for the period ended June 30, 2024. An adjustment has been proposed by audit and processed in the financial report for the year ended 30 June 2024. There is a risk that possible errors may go undetected and ATO may issue interest and penalties on unpaid balances. We recommend that management reconciles noted variances with the BAS statements with ATO in a timely manner to ensure the ATO obligations are fairly presented in the financial statements. Timely reconciliation will mitigate risks, avoid potential penalties, and ensure compliance.	Low	Unresolved	Yes
2024	Classification of Repairs and Maintenance Expenses Upon reviewing selected repairs and maintenance expenses, we identified expenditures of a capital nature that were incorrectly	Low	Unresolved	Yes



First raised	Findings	Rating	Current Status	Management Acceptance
	expensed, such as the invoice which included the WatchGuard Firebox upgrade, amounting to \$7,020. To ensure accurate financial reporting, we recommend management reviews and reclassifies expenditures with a useful life exceeding 12 months as capital assets. We encourage management to also establish a capitalization threshold value to guide evaluation and classification. This will enable consistent and compliant financial reporting moving forward.			
2023	Prepayments and Balance Date adjustments During our review we noted there was a prepayment recognized for a payment that was made post YE. The invoice was recorded as a payable as at 30 June 2024. This resulted in an overstatement of both assets and liabilities. We note the relevant adjustments, \$16,564, have been processed. We recommend that management review prepayments and accruals as at year end to confirm that they are accurate and complete.	Low	Unresolved	Yes
2023	Long outstanding leave balances As at 30th June 2023 Justin has an estimated \$56,039 sitting in accrued annual and long service leave. This is a significant amount and the option of using some of this should be explored.	Low	Unresolved	Yes
2023	GST adjustment There is a GST adjustment required on your next BAS. You need to increase 1.B by \$139. The adjustment relates to a variance between the GST lodged on your Business Activity and that reconciled with MYOB. This carried over from the 2022 financial year.	Low	Resolved	N/A



Criteria for ranking issues

The ranking of issues reflects our assessment of both the likelihood and consequence of each identified issue in terms of its impacts on:

- the reliability of financial reporting
- the effectiveness and efficiency of operations
- probity, propriety and compliance with applicable laws.

The ranking also assists management in its prioritisation of remedial action.

Judgements about risk vary due to differences in values, needs, assumptions, concepts and concerns as they relate to specific issues.

HIGH
Matters which pose a significant financial or business risk to the entity. Immediate corrective action is required.
Matters that have resulted or could potentially result in a modified or qualified audit opinion if not addressed as a matter of urgency by the entity.
MODERATE
Matters which pose a moderate financial or business risk to the entity. Corrective action is required generally within 3 to 6 months.
Matters would include issues with significant consequence but low likelihood.
LOW
Matters which pose a low financial or business risk to the entity. Corrective action is required generally within 6 to 12 months.
Matters that reflect relatively minor administrative shortcomings and could be addressed in the context of the entity's overall control environment.

Appendix C – Changes to Australian Accounting Standards

Pronouncement	What's changed?	Effective date
AASB 2023-3 Amendments to Australian Accounting Standards - Disclosure of Liabilities with Covenants: Tier 2	<p>Consistent with the AASB 2020-1 and AASB 2022-6 amendments to Tier 1 reporting, as described on the previous page, AASB 2023- 3 introduces changes to simplified disclosure (SDS) requirements for classifying and disclosing borrowings with covenants. The amendments:</p> <ul style="list-style-type: none">• Clarify non-current that a liability is classified as when the entity can defer settlement for at least 12 months from the reporting date• Clarify how settlement by the issuance of equity instruments may impact classification• Require additional disclosures to explain the risk of these borrowings becoming repayable within 12 months <p>These amendments are consistent with those made by AASB 2020-1 and AASB 2022-6 for Tier 1 reporting requirements, as described on the previous page.</p> <p>These amendments are applied retrospectively. Earlier application is permitted.</p>	Effective for annual reporting periods beginning on or after 1 January 2024

Appendix D – Audit Health Checks

Focus for the future – potential areas of risk to address before they impact RBFAQ.



Cyber Security



Cyber security risk management is a critical challenge for most organisations today. A review will assess how well equipped your organisation is to manage cyber risk.

IT Controls



A review of IT Governance controls can assess your organisation's framework and structures to ensure your IT investments support business objectives.

Good Cash Controls



Control your cash, control your future

Organisations should assess the effectiveness of controls across key parts of their business, including:

- Cash flow forecasting
- Supplier management and payment processes
- Expenditure monitoring and reporting
- Sales processes
- Staff cost management
- Bank arrangements
- Reconciliations
- Physical security of cash
- Inventory Management

Risk Assessments



A full risk assessment will identify the high risk areas of your business and allow you to adopt mitigating controls.

Good Governance



A Good Governance review will assess strategy, culture, operation and compliance and accountability. Attention to these areas will assist your organisation achieve a high level of performance.



Fraud Health Check

The purpose of the Fraud Health Check is to determine a maturity assessment and to identify gaps in fraud management and prevention processes. The health check will be structured around the following four key pillars:

Prevention



Prevention activities are the management processes and activities designed to address the fraud risks within your organisation that are specifically designed to reduce the risk of fraud occurring.

Detection



Detection activities are the management processes and activities designed to identify fraudulent transactions or events that have occurred within your organisation.

Resolution



This area involves the process in place within your organisation to respond to fraudulent activities once they have been identified.

Monitoring

These are the processes undertaken by management to ensure that the fraud control environment is appropriately designed and operating in accordance with that design.





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Notes for the 23/24 Audited Financials & 24/25 proposed Budget

Some notes for the proposed 24/25 FY Budget

- Bottom line for the proposed budget is that we are forecasting to run at a loss of just under \$300,000 for the 24/25 financial year.
- Important to note, this budget has the following;
 - BSDs are at an all-time high, so we have had to budget them much higher than previous years at \$211,000 for the year. These are very hard to budget for.
 - Buy Locals Grants still have the tail end left to be paid which should come in at around \$30,000.
 - February prize cost is high due to the LandCruiser for Art Union 100.
 - Promotional costs in July are over \$20,000 due to the summit giveaways.
- The rest of the budget is just overall increased expenses due to everything going up. Our ticket sales so far, this financial year have not been doing well but we are hoping things pick up with fire season. The donations are up in the start of the financial year due to bequests that we have received.

Some notes for the 23/24 Audited Financials

- For the 23/24FY we ran at a loss of \$387,304. We budgeted to run at a loss of \$257,440 the main difference between budgeted and actual figures and the main reason for a larger loss than we anticipated, was due to this auditor not agreeing with the advice from Schuh/Findex about no longer accruing prizes. We used to split the major prize cost over the 3 months of the Art Union, but once the invoicing and stock situation changed for vehicles, we asked the accountant if we could stop accruing and just enter the invoice into MYOB once we had received it. They advised that we could, so we did. This auditor has said they won't comment on the advice we were given but that they do not agree with it. So, as we had committed to the major prizes for Art Union 97 and Art Union 98 prior to 30 June 2024, the auditor did an adjustment to add the costs into the 23/24 financial year. Based on this advice, we will be accruing major prizes again this financial year.
- Had we not had to include the unexpected prize cost in the 23/24 financial year we would have run at a loss of around \$242,000 which is about what we expected.
- In the 23/24 financial year we still gave away just under \$900,000 between BSD's, Grants, Buy Locals and the Fusion Cruiser, which is a lot of support for Brigades.
- This auditor is very different to how Schuh Group were, there was a bit of back and forth with Schuh (Findex) to find out why multiple adjustments were needed for the 23/24 financial year and several things were not agreed on but the advice of this auditor was to record the adjustments so that is what we did.
- The independent auditors report of the audited financials says they are happy with our financials and our reporting and how we operate overall as an association, they are satisfied we are meeting our requirements.



Proposed Budget For 2024 – 2025



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

BUDGET FOR THE 2024 - 2025 FINANCIAL YEAR

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
INCOME													
Raffle Proceeds	119,019.00	114,382.00	180,000.00	200,000.00	200,000.00	185,000.00	125,000.00	170,000.00	170,000.00	165,000.00	160,000.00	150,000.00	1,938,401.00
Donations Received	90,436.00	192,305.00	170,000.00	75,000.00	80,000.00	65,000.00	60,000.00	65,000.00	65,000.00	60,000.00	60,000.00	85,000.00	1,067,741.00
Other Income													
TOTAL INCOME	209,455.00	306,687.00	350,000.00	275,000.00	280,000.00	250,000.00	185,000.00	235,000.00	235,000.00	225,000.00	220,000.00	235,000.00	3,006,142.00
COST OF SALES													
Cost of Prizes	66,534.00	5,370.00	58,000.00	11,000.00	75,000.00	5,000.00	5,000.00	150,000.00	5,000.00	6,000.00	76,000.00	6,000.00	468,904.00
TOTAL COST OF SALES	66,534.00	5,370.00	58,000.00	11,000.00	75,000.00	5,000.00	5,000.00	150,000.00	5,000.00	6,000.00	76,000.00	6,000.00	468,904.00
Gross Trading Profit	142,921.00	301,317.00	292,000.00	264,000.00	205,000.00	245,000.00	180,000.00	85,000.00	230,000.00	219,000.00	144,000.00	225,000.00	2,537,238.00
OPERATING EXPENSES													
Parental Leave													
Accountancy & Audit Fees													
FBT					10,500.00								
Advertising	33.00	33.00	350.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	800.00	35.00	11,300.00
Conference & Meeting Expenses	7,068.00	2,225.00	6,490.00	17,000.00	2,000.00	1,000.00	1,000.00	11,000.00	7,000.00	10,000.00	3,500.00	35.00	3,500.00
Insurance	11,002.00	1,152.00	1,155.00	1,155.00	1,155.00	1,155.00	1,155.00	1,155.00	1,155.00	1,190.00	3,500.00	7,000.00	74,383.00
Lease/Loan Expenses	3,546.00	3,546.00	3,550.00	3,550.00	3,550.00	3,550.00	3,550.00	3,650.00	3,650.00	3,650.00	1,190.00	1,190.00	23,809.00
Motor Vehicle Expenses	537.00	1,064.00	980.00	880.00	1,380.00	1,380.00	1,935.00	1,000.00	785.00	785.00	585.00	1,085.00	43,092.00
Bank, Merchant & Credit Card Fees	2,879.00	2,401.00	2,500.00	2,600.00	2,600.00	2,500.00	2,500.00	2,300.00	2,200.00	1,950.00	1,900.00	2,100.00	12,196.00
Donations	12,035.00	12,965.00	125,000.00	8,000.00	15,000.00	5,000.00	10,000.00	5,000.00	4,000.00	3,000.00	1,000.00	10,000.00	211,000.00
Grants Paid		1,680.00	2,400.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	94,000.00
Special Grant Project - Buy Local #2	5,225.00	2,905.00	5,300.00	5,300.00	5,300.00	5,300.00	5,300.00	5,300.00	5,300.00	5,300.00	5,300.00	5,300.00	58,818.00
Telephone	1,813.00	4,005.00	5,300.00	5,300.00	5,300.00	440.00	450.00	450.00	450.00	450.00	450.00	450.00	5,300.00
Website Maint & Development	435.00	435.00	440.00	440.00	440.00	440.00	450.00	500.00	500.00	500.00	500.00	500.00	1,000.00
Legal Costs					500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,065.00
Kitchen Supplies & Amenities	366.00	699.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	5,000.00
Electricity	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	10,200.00
Licences & Permits	290.00	320.00	320.00	320.00	320.00	320.00	4,320.00	320.00	320.00	320.00	320.00	320.00	7,490.00
Postage	2,615.00	5,166.00	4,000.00	4,000.00	3,200.00	3,500.00	2,800.00	2,800.00	3,000.00	2,700.00	2,700.00	2,800.00	39,281.00
Printing	2,371.00	1,127.00	2,000.00	2,000.00	1,800.00	1,900.00	1,700.00	1,600.00	1,500.00	1,700.00	1,700.00	1,800.00	21,198.00
Magazine Production					500.00	1,000.00	1,000.00	100.00	1,000.00	8,600.00	500.00	500.00	17,200.00
Promotional / Educational Material								100.00					26,757.00
Brigade Resources					200.00	100.00	100.00	100.00	150.00	150.00	300.00	100.00	400.00
Office Supplies	343.00	144.00	340.00	150.00	40.00	150.00	100.00	80.00	150.00	150.00	40.00	500.00	2,677.00
Recycling Paper & Cardboard					40.00								160.00
Repairs & Maintenance	9,658.00	7,003.00	7,100.00	16,600.00	7,100.00	7,450.00	16,600.00	7,500.00	7,100.00	16,600.00	7,500.00	7,100.00	117,311.00
Subscriptions & Memberships	24.00	363.00	24.00	24.00	24.00	24.00	24.00	2,024.00	24.00	3,024.00	110.00	2,800.00	8,489.00
Sundry Expenses		50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	500.00
Fuel Reimbursed	725.00	339.00	500.00	600.00	300.00	300.00	300.00	400.00	600.00	600.00	600.00	500.00	5,764.00
Klm, Tolls, Parking	59.00	70.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	529.00
Representatives Expenses	238.00	906.00	500.00	800.00	500.00	200.00	100.00	200.00	800.00	800.00	500.00	250.00	5,794.00
Wages & Salaries	187,200.00	124,045.00	134,410.00	135,000.00	135,000.00	165,000.00	135,000.00	135,000.00	135,000.00	135,000.00	135,000.00	188,000.00	1,743,655.00
Superannuation	21,481.00	14,122.00	15,420.00	15,500.00	15,500.00	18,400.00	15,500.00	15,500.00	15,500.00	15,500.00	15,500.00	21,500.00	199,423.00
Other Employee Related Expenses	237.00	1,780.00	6,500.00	3,500.00	3,500.00	3,000.00	500.00	100.00	300.00	500.00	300.00	300.00	20,517.00
Provision for Leave & Depreciation	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	24,000.00
TOTAL OPERATING EXPENSES	294,997.00	191,315.00	322,729.00	241,904.00	233,844.00	235,154.00	216,369.00	209,114.00	212,219.00	225,904.00	199,930.00	270,730.00	2,854,209.00
Gross Operating Profit	-152,076.00	110,002.00	-30,729.00	22,096.00	-28,844.00	9,846.00	-36,369.00	-124,114.00	17,781.00	-6,904.00	-55,930.00	-41,730.00	-316,971.00
OTHER EXPENSES													
Interest Received	-1,690.00	-1,533.00	-1,600.00	-1,600.00	-1,500.00	-1,500.00	-1,400.00	-1,400.00	-1,400.00	-1,300.00	-1,300.00	-1,200.00	-17,423.00
TOTAL OTHER EXPENSES	-1,690.00	-1,533.00	-1,600.00	-1,600.00	-1,500.00	-1,500.00	-1,400.00	-1,400.00	-1,400.00	-1,300.00	-1,300.00	-1,200.00	-17,423.00
NET OPERATING PROFIT / LOSS	-150,386.00	111,535.00	-29,129.00	23,696.00	-27,344.00	11,346.00	-34,969.00	-122,714.00	19,181.00	-5,604.00	-54,630.00	-40,530.00	-299,548.00



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

Operations Manager's Report FOR OCTOBER 2024 ANNUAL GENERAL MEETING



Written Report

RURAL FIRE BRIGADES ASSOCIATION QLD INC

28 FRASER ROAD, ARALUEN QLD 4570

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

ABN: 37 417 474 709

Operations Manager Report – AGM / GM

Brisbane International Virginia Hotel - Boondall

- 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 BOQ accounts have been opened, I have been working with Tammara to ensure a smooth transition and that the accounts are as we need them to be. This is ongoing and we hope to have the Art Union accounts up and running and changeover completed so that Art Union 100 will be our last with ANZ. There has been a lot of time spent ensuring that everything is set up correctly in MYOB and that everything is reconciled correctly with multiple accounts across 2 different banks. I am working on closing any accounts with ANZ that I can when possible.
- Our business credit cards with ANZ have been closed and we have started using the BOQ Visa's, the only change will be that in the monthly reports instead of 2 separate credit card spreadsheet breakdowns they will be combined into 1 spreadsheet.
- We had Michael Corrigan from Platinum Employee Relations onsite twice to deliver training on the new Psychosocial Hazard policies to ensure we are compliant with WorkSafe QLD and also that the staff all have an understanding of the new policies.
- We went through a mediation process for our Contact Centre Manager and Training Coordinator to assist them in working together smoothly and get them on the same page.
- The Contact Centre Manager Kerry has resigned. We have arranged the role to be covered and will look at hiring again in the new year.
- We have hired some new Contact Centre agents so hopefully they all perform and enjoy the job.
- We have had an additional 2 agents request to be remote agents. 1 lady moved to Banana and requested to be able to stay employed with us. The other lady has requested it for personal reasons (which I have no problems with) but also has been with the association for over 10 years, so we have approved that as well.
- We are putting on another relief supervisor to ensure we have sufficient dialler coverage for the Contact Centre. Training will commence this month.
- We having been doing a lot of prep for our upcoming Art Union 100. We will have terrific prizes for the customer to incentivise the best giving possible, as well as awesome prizes and incentives for our agents and admin staff. It will cost a lot more than normal Art Unions but there is only one of them and we hope it will be a great money maker. We have managed to secure a Toyota Land Cruiser 300 Sahara for our major prize, so hopefully that really draws in our customer base and new customers to support and support generously. Art Union 100 is a real celebration for our customers and our staff, the fact that we have made it to Art Union 100 is an exciting achievement.
- Justin and Jess got their truck licences, and we have a few courses that our Training Coordinator is looking at as a refresher.
- The financials, credit cards and supplier payment history and performance graphs are attached.



Schuh Group sale:

Schuh Group has sold to a company called Findex, which are affiliated with Crowe who are the section of the company that did the audit. The changes this year from the sale were enormous. I was told by Crowe that it would not be appropriate for them to do our depreciation or leave provision calculations for the end of year adjustments among other things. I was also told that they are unable to sign the audited financials before we do, as well as the fact that after this first transition year they will not be able to assist with adjustments as much.

The partner Taf was as helpful as possible, but the bottom line is that they won't do the accounting side of things for us. The time difference caused issues with delaying things as the auditor is not in the same time zone as we are, so I only had a very small window to speak to her.

They said as this year is a transition year that they would use the same presentation as Schuh has done previously. They also were not aware of the Art Union Gaming audits until I raised it so they said they would do that this year too. The art union audits have not yet been completed as we ran out of time to sort the audited financial report which was the priority. I have had to do the accounting work that our accountant did previous years after I had submitted everything for EOFY. So, I essentially did 2 lots of EOFY tasks this time and more.

I have spoken to the Office of Fair Trading regarding appointing the auditor for the next year in our AGM and I have been advised that we must appoint one, if we decide to change, we just need to pass a resolution at the next General Meeting that we are changing the auditor to whoever we choose. Since using this auditor means I do the job of an accountant I would like to appoint someone else. I feel staying with this company is very restricting and they can't provide the entire service we require.

To help me sort out the depreciation I called around and ended up speaking to a lovely woman at Brown Macauley & Warren Chartered Accountants in Gympie. She did the depreciation schedule for me and did not charge me for the help she provided, I went back to her a few times with questions as I had never done it before, and she was more than happy to help. As I said I have not yet researched costs of their audits or process etc but based off my initial encounter I would like to request that we appoint Brown Macauley & Warren Chartered Accountants as the auditor. I will make an appointment to go over everything with the company and find out costs etc and if it turns out they are not suited then we can change the auditor via resolution at the General Meeting next year.

Some notes to the financials (July & August):

- July's biggest expenses are the BSDs around \$12,000 & Summit Promo items around \$22,000
- Low ticket sales for both months
- August looks a bit better as we received a bequest which increased our income
- Overall YTD we are running at just under a loss of \$70,000 so far

Remuneration and Benefits Report for 2023 /2024 Financial Year

For the 2023–24 financial year, the association paid 4 people a total \$307,143.50 in remuneration and benefits.



Financial Reports for July & August

RURAL FIRE BRIGADES ASSOCIATION QLD INC

28 FRASER ROAD, ARALUEN QLD INC

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ABN: 37 417 474 709

FINANCIAL REPORT

FOR THE PERIOD ENDED 31 JULY 2024

AGM / GM / APFM

Saturday 12th & Sunday 13th October 2024

Brisbane International Virginia - Boondall



BALANCE SHEET - AS AT 31 JULY 2024

	2024	2023
	\$	\$
CURRENT ASSETS		
Cash at Hand		
ANZ General Account	81,189.59	20,743.19
ANZ Art Union Odd Account	56,163.94	85,349.86
ANZ Art Union Even Account	74,389.39	7,838.44
ANZ Townsville Account	712,161.36	477,832.30
ANZ Transaction Account	110,081.27	251,317.28
PUBLIC FUND - Donations	1,669,232.51	1,858,511.34
Petty Cash Imprest	206.85	171.40
Fuel Card	(1,057.73)	(666.45)
	<u>2,702,367.18</u>	<u>2,701,097.36</u>
Other Cash Equivalents		
Outstanding GST Refunds	-	-
ATO Integrated Client Account	-	-
Prepayments	16,311.89	39,988.06
Other Current Assets	-	-
	<u>16,311.89</u>	<u>39,988.06</u>
Investments		
ANZ Online Saver Account	936,705.41	924,844.49
Savings Account	558,096.35	815,087.50
Truck Account	1,421.55	1,421.55
	<u>1,496,223.31</u>	<u>1,741,353.54</u>
Trade Debtors		
Sundry Debtors	5,000.00	2,561.00
NON-CURRENT ASSETS		
Plant and equipment	162,373.44	162,572.96
Motor Vehicles	79,813.15	79,813.15
Wage Overpayment	-	-
02RFB - Ranger - Pebble	35,157.07	24,815.51
03RFB - Fusion Cruiser	-	133,459.06
Office Furniture & Equipment	203,866.37	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	(395,726.20)	(382,462.85)
	<u>282,489.02</u>	<u>402,624.40</u>
TOTAL CURRENT ASSETS	<u>4,502,391.40</u>	<u>4,887,624.36</u>



BALANCE SHEET (continued)

	2024	2023
CURRENT LIABILITIES		
Accounts Payable		
Sundry Creditors	16,351.54	138,552.96
Accrued Expenses	-	67,281.35
ANZ Visa Card - Office	4,441.03	4,699.83
ANZ Visa Card - GM	-	-
	<u>20,792.57</u>	<u>210,534.14</u>
GST Liabilities		
GST Collected	4,412.65	4,929.36
GST Paid	10,314.98	(5,014.02)
GST Rounding	-	(7,669.48)
	<u>14,727.63</u>	<u>(7,754.14)</u>
Payroll Liabilities		
PAYG Withholding Liability	32,229.00	29,474.00
Employee Deductions Liability	-	-
Superannuation Liability	22,520.22	18,688.91
Parental Leave	-	-
Provision for Annual Leave	51,844.34	45,510.44
Provision for Long Service Leave	67,141.11	85,593.57
Provision for Superannuation on Leave	13,088.40	13,765.92
	<u>186,823.07</u>	<u>193,032.84</u>
TOTAL LIABILITIES	<u>222,343.27</u>	<u>395,812.84</u>
NET ASSETS	<u>4,280,048.13</u>	<u>4,491,811.52</u>
EQUITY		
Retained Earnings	3,796,713.14	3,996,864.05
Current Earnings	(153,834.94)	(149,891.94)
TOTAL EQUITY	<u>4,280,048.13</u>	<u>4,491,811.52</u>



RURAL FIRE BRIGADES ASSOCIATION QUEENSLAND INC
P&L PROGRESS SNAPSHOT

2024/2025 FY

Budgeted

Actual

\$

\$

0

(155,834.94)

July

August

September

October

November

December

January

February

March

April

May

June

PROFIT & LOSS STATEMENT - PERIOD ENDED 31 JULY 2024

CURRENT PERIOD

YEAR TO DATE

	2024	Budgeted	2023	2024	Budgeted	2023
	\$	\$	\$	\$	\$	\$
INCOME						
Raffle Proceeds	119,019.50	-	102,070.00	119,019.50	-	102,070.00
Donations Received	90,436.70	-	192,821.96	90,436.70	-	192,821.96
Wage Subsidy	-	-	-	-	-	-
Grants Received	-	-	-	-	-	-
Other Income	-	-	-	-	-	-
TOTAL INCOME	209,456.20	-	294,891.96	209,456.20	-	294,891.96
COST OF SALES						
Cost of Prizes	66,533.07	-	51,361.73	66,533.07	-	51,361.73
TOTAL COST OF SALES	66,533.07	-	51,361.73	66,533.07	-	51,361.73
GROSS TRADING PROFIT	142,923.13	-	243,530.23	142,923.13	-	243,530.23



PROFIT & LOSS STATEMENT - Cont....

	CURRENT PERIOD			YEAR TO DATE		
	2024	Budgeted	2023	2024	Budgeted	2023
	\$	\$	\$	\$	\$	\$
OPERATING EXPENSES						
Parental Leave	-	-	-	-	-	-
Advertising	32.20	-	32.20	32.20	-	32.20
Meeting Expenses	7,067.41	-	(422.54)	7,067.41	-	(422.54)
Insurance	11,001.13	-	9,742.97	11,001.13	-	9,742.97
Lease Expenses	3,545.75	-	3,459.27	3,545.75	-	3,459.27
Motor Vehicle Expenses	536.72	-	1,465.67	536.72	-	1,465.67
Landcruisers Donated	-	-	-	-	-	-
Audit & Accountancy Fees	-	-	-	-	-	-
FBT	-	-	1,122.00	-	-	1,122.00
Bank, Merchant & CC Fees	2,878.03	-	2,039.35	2,878.03	-	2,039.35
Cleaning	-	-	-	-	-	-
Donations	12,035.00	-	11,160.00	12,035.00	-	11,160.00
Buy Local Grant Project	5,224.84	-	133,948.89	5,224.84	-	133,948.89
Grants Paid	-	-	13,422.00	-	-	13,422.00
Brigade Resources	-	-	7,280.70	-	-	7,280.70
Sundry Expense	80.00	-	110.62	80.00	-	110.62
Telephone	1,813.45	-	5,358.04	1,813.45	-	5,358.04
Website Expenses	434.98	-	640.00	434.98	-	640.00
Legal Costs	-	-	-	-	-	-
Kitchen Supplies & Amenities	365.78	-	451.51	365.78	-	451.51
Electricity	849.50	-	849.50	849.50	-	849.50
Licences & Permits	289.20	-	-	289.20	-	-
Postage	2,614.60	-	3,997.61	2,614.60	-	3,997.61
Printing	2,370.48	-	2,448.66	2,370.48	-	2,448.66
Magazine Production	-	-	-	-	-	-
Office Supplies	342.34	-	397.58	342.34	-	397.58
Promotional Material	22,256.95	-	2,200.00	22,256.95	-	2,200.00
Recycling Paper & Cardboard	-	-	96.36	-	-	96.36
Repairs & Maintenance	14,751.08	-	11,843.50	14,751.08	-	11,843.50
Subscriptions/Memberships	24.00	-	22.00	24.00	-	22.00
Klms, Tolls & Parking	58.89	-	-	58.89	-	-
Fuel Reimbursed	724.18	-	(1,747.27)	724.18	-	(1,747.27)
Depreciation Expense	-	-	-	-	-	-
Amortisation - CC Lists	-	-	-	-	-	-
Representatives Expenses	237.39	-	78.84	237.39	-	78.84



PROFIT & LOSS STATEMENT - Cont....

	CURRENT PERIOD			YEAR TO DATE		
	2024	Budgeted	2023	2024	Budgeted	2023
	\$	\$	\$	\$	\$	\$
Wages & Salaries	187,198.40	-	166,504.22	187,198.40	-	166,504.22
Superannuation	21,480.22	-	18,298.91	21,480.22	-	18,298.91
Other Employee Expenses	236.10	-	672.40	236.10	-	672.40
Provision for Long Service	-	-	-	-	-	-
Provision for Annual Leave	-	-	-	-	-	-
Provision for Super	-	-	-	-	-	-
Provision for Leave & Dep	2,000.00	-	1,000.00	2,000.00	-	1,000.00
TOTAL OPERATING EXPENSES	300,448.62	-	396,472.99	300,448.62	-	396,472.99
GROSS OPERATING PROFIT	(157,525.49)	-	(152,942.76)	(157,525.49)	-	(152,942.76)
OTHER EXPENSES						
Parental Leave	-	-	-	-	-	-
Interest Paid	-	-	-	-	-	-
Interest Received	(1,690.55)	-	(2,050.82)	(1,690.55)	-	(2,050.82)
TOTAL OTHER EXPENSES	(1,690.55)	-	(2,050.82)	(1,690.55)	-	(2,050.82)
NET PROFIT / LOSS	(155,834.94)	-	(150,891.94)	(155,834.94)	-	(150,891.94)



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

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FINANCIAL REPORT

FOR THE PERIOD ENDED 31 AUGUST 2024

AGM / GM / APFM

Saturday 12th & Sunday 13th October 2024

Brisbane International Virginia - Boondall



BALANCE SHEET - AS AT 31 AUGUST 2024

	2024	2023
	\$	\$
CURRENT ASSETS		
Cash at Hand		
ANZ General Account	233,377.90	27,070.50
ANZ Art Union Odd Account	73,211.77	54,588.78
ANZ Art Union Even Account	32,851.78	34,188.84
ANZ Townsville Account	643,659.32	501,378.05
ANZ Transaction Account	132,017.34	172,806.40
PUBLIC FUND - Donations	1,673,938.05	1,841,379.93
Petty Cash Imprest	384.90	324.35
Fuel Card	(460.74)	(694.02)
	<u>2,788,980.32</u>	<u>2,631,042.83</u>
Other Cash Equivalents		
Outstanding GST Refunds	-	-
ATO Integrated Client Account	-	-
Prepayments	24,701.73	26,606.09
Other Current Assets	-	-
	<u>24,701.73</u>	<u>26,606.09</u>
Investments		
ANZ Online Saver Account	937,665.15	925,904.90
Savings Account	555,470.12	790,804.82
Truck Account	1,421.55	1,421.55
	<u>1,494,556.82</u>	<u>1,718,131.27</u>
Trade Debtors		
Sundry Debtors	5,000.00	202,868.40
NON-CURRENT ASSETS		
Plant and equipment	164,840.44	162,572.96
Motor Vehicles	79,813.15	79,813.15
Wage Overpayment	-	-
02RFB - Ranger - Pebble	35,157.07	25,617.46
03RFB - Fusion Cruiser	-	-
Office Furniture & Equipment	203,866.37	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	(395,726.20)	(382,462.85)
	<u>284,956.02</u>	<u>269,967.29</u>
TOTAL CURRENT ASSETS	<u>4,598,194.89</u>	<u>4,848,615.88</u>



BALANCE SHEET (continued)

	2024	2023
CURRENT LIABILITIES		
Accounts Payable		
Sundry Creditors	37,912.35	24,282.81
Accrued Expenses	20,000.00	163,013.39
ANZ Visa Card - Office	-	8,521.95
ANZ Visa Card - GM	-	-
	<u>57,912.35</u>	<u>195,818.15</u>
GST Liabilities		
GST Collected	4,412.65	23,782.38
GST Paid	4,334.93	(10,487.55)
GST Rounding	-	(7,669.48)
	<u>8,747.58</u>	<u>5,625.35</u>
Payroll Liabilities		
PAYG Withholding Liability	18,910.00	20,298.00
Employee Deductions Liability	-	-
Superannuation Liability	14,621.93	12,872.72
Parental Leave	-	-
Provision for Annual Leave	51,844.34	45,510.44
Provision for Long Service Leave	67,141.11	85,593.57
Provision for Superannuation on Leave	13,088.40	13,765.92
	<u>165,605.78</u>	<u>178,040.65</u>
TOTAL LIABILITIES	<u>232,265.71</u>	<u>379,484.15</u>
NET ASSETS	<u>4,365,929.18</u>	<u>4,469,131.73</u>
EQUITY		
Retained Earnings	3,796,713.14	3,996,864.05
Current Earnings	(67,953.89)	(172,571.73)
TOTAL EQUITY	<u>4,365,929.18</u>	<u>4,469,131.73</u>



RURAL FIRE BRIGADES ASSOCIATION QUEENSLAND INC
P&L PROGRESS SNAPSHOT

2024/2025 FY	Budgeted	Actual
	\$	\$
July	0	(155,834.94)
August	0	83,881.05
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		

PROFIT & LOSS STATEMENT - PERIOD ENDED 31 AUGUST 2024

	CURRENT PERIOD			YEAR TO DATE		
	2024	Budgeted	2023	2024	Budgeted	2023
	\$	\$	\$	\$	\$	\$
INCOME						
Raffle Proceeds	114,382.99	-	116,513.21	233,402.49	-	218,583.21
Donations Received	192,305.96	-	99,060.53	282,742.66	-	291,882.49
Wage Subsidy	-	-	-	-	-	-
Grants Received	-	-	-	-	-	-
Other Income	-	-	187,834.91	-	-	187,834.91
TOTAL INCOME	306,688.95	-	403,408.65	516,145.15	-	698,300.61
COST OF SALES						
Cost of Prizes	33,036.15	-	107,604.82	99,569.22	-	158,966.55
TOTAL COST OF SALES	33,036.15	-	107,604.82	99,569.22	-	158,966.55
GROSS TRADING PROFIT	273,652.80	-	295,803.83	416,575.93	-	539,334.06



PROFIT & LOSS STATEMENT - Cont....

	CURRENT PERIOD			YEAR TO DATE		
	2024	Budgeted	2023	2024	Budgeted	2023
	\$	\$	\$	\$	\$	\$
OPERATING EXPENSES						
Parental Leave	-	-	-	-	-	-
Advertising	32.20	-	32.20	64.40	-	64.40
Meeting Expenses	2,224.44	-	8,585.09	9,291.85	-	8,162.55
Insurance	1,151.21	-	1,129.05	12,152.34	-	10,872.02
Lease Expenses	3,545.75	-	3,459.27	7,091.50	-	6,918.54
Motor Vehicle Expenses	1,064.09	-	(305.00)	1,600.81	-	1,160.67
Landcruisers Donated	-	-	133,459.06	-	-	133,459.06
Audit & Accountancy Fees	-	-	-	-	-	-
FBT	-	-	-	-	-	1,122.00
Bank, Merchant & CC Fees	2,400.97	-	2,206.43	5,279.00	-	4,245.78
Cleaning	-	-	-	-	-	-
Donations	12,965.00	-	1,890.00	25,000.00	-	13,050.00
Buy Local Grant Project	2,904.55	-	24,183.38	8,129.39	-	158,132.27
Grants Paid	1,680.00	-	-	1,680.00	-	13,422.00
Brigade Resources	-	-	-	-	-	7,280.70
Sundry Expense	-	-	-	80.00	-	110.62
Telephone	4,004.66	-	5,139.96	5,818.11	-	10,498.00
Website Expenses	434.98	-	640.00	869.96	-	1,280.00
Legal Costs	-	-	-	-	-	-
Kitchen Supplies & Amenities	698.13	-	409.04	1,063.91	-	860.55
Electricity	849.50	-	849.50	1,699.00	-	1,699.00
Licences & Permits	289.20	-	-	578.40	-	-
Postage	5,165.03	-	4,820.68	7,779.63	-	8,818.29
Printing	1,126.84	-	983.88	3,497.32	-	3,432.54
Magazine Production	-	-	-	-	-	-
Office Supplies	143.92	-	478.63	486.26	-	876.21
Promotional Material	-	-	175.00	22,256.95	-	2,375.00
Recycling Paper & Cardboard	-	-	-	-	-	96.36
Repairs & Maintenance	7,002.18	-	3,550.19	21,753.26	-	15,393.69
Subscriptions/Memberships	362.90	-	388.63	386.90	-	410.63
Klms, Tolls & Parking	69.86	-	44.27	128.75	-	44.27
Fuel Reimbursed	338.56	-	601.41	1,062.74	-	(1,145.86)
Depreciation Expense	-	-	-	-	-	-
Amortisation - CC Lists	-	-	-	-	-	-
Representatives Expenses	905.93	-	274.16	1,143.32	-	353.00



PROFIT & LOSS STATEMENT - Cont....

	CURRENT PERIOD			YEAR TO DATE		
	2024	Budgeted	2023	2024	Budgeted	2023
	\$	\$	\$	\$	\$	\$
Wages & Salaries	124,044.14	-	114,661.47	311,242.54	-	281,165.69
Superannuation	14,121.93	-	12,612.72	35,602.15	-	30,911.63
Other Employee Expenses	1,779.54	-	196.37	2,015.64	-	868.77
Provision for Long Service	-	-	-	-	-	-
Provision for Annual Leave	-	-	-	-	-	-
Provision for Super	-	-	-	-	-	-
Provision for Leave & Dep	2,000.00	-	2,000.00	2,000.00	-	3,000.00
TOTAL OPERATING EXPENSES	191,305.51	-	322,465.39	489,754.13	-	718,938.38
GROSS OPERATING PROFIT	82,347.29	-	(26,661.56)	(73,178.20)	-	(179,604.32)
OTHER EXPENSES						
Parental Leave	-	-	-	-	-	-
Interest Paid	-	-	-	-	-	-
Interest Received	(1,533.76)	-	(1,981.77)	(3,224.31)	-	(4,032.59)
TOTAL OTHER EXPENSES	(1,533.76)	-	(1,981.77)	(3,224.31)	-	(4,032.59)
NET PROFIT / LOSS	83,881.05	-	(24,679.79)	(69,953.89)	-	(175,571.73)



VISA Cards

<u>GENERAL MANAGER VISA CARD EXPENSES</u>						
MONTH: July			STATEMENT: 04/06/2024 - 03/07/2024			
<u>MEETING EXPENSES</u>						
FUEL	TOLLS/PARK	O/M	MCM	G/M	AGM	MEMO
		\$69.00				Ian P - Parking Exercise Luxton
		\$16.50				Coffee's - First aid course
	\$27.70					Tolls - 02RFB
		\$24.20				Food - Pick up Bushfire Heavy
		\$1,170.00				Jim & Gary Accom - QFD Forum
	\$27.70	\$1,279.70				
<u>GENERAL EXPENSES</u>						
	KITCHEN	INCENTIVES	ADVERT	GRANTS	OTHER	MEMO
					\$12.00	Sundry expense
					\$37.40	First aid supplies
					\$421.85	Pins for Yellow Ribbon Day
					\$125.00	Tyre service - RFB14
					\$596.25	

SPREADSHEET	\$ 1,903.65
STATEMENT	\$ 1,903.65
DIFFERENCE	\$ -
TO BE PAID	\$ 1,903.65

GENERAL MANAGER VISA CARD EXPENSES						
MONTH: AUGUST			STATEMENT: 04/07/2024 - 04/08/2024			
MEETING EXPENSES						
FUEL	TOLLS/PARK	O/M	MCM	G/M	AGM	MEMO
		-\$585.00				Refund Riverside Hotel - QFD Forum
	\$60.22					Tolls
		\$809.20				Accom - Exercise Luxton return trip
		\$63.39				Food - Exercise Luxton
	\$60.22	\$287.59				
GENERAL EXPENSES						
	KITCHEN	INCENTIVES	ADVERT	GRANTS	OTHER	MEMO
					\$650.10	Car Service - Triton RFB14
					\$55.00	Triton - Repair
					\$705.10	

SPREADSHEET	\$ 1,052.91
STATEMENT	\$ 1,052.91
DIFFERENCE	\$ -
TO BE PAID	\$ 1,052.91



OFFICE VISA CARD EXPENSES						
MONTH: JULY			STATEMENT: 25/06/2024 to 24/07/2024			
MEETING EXPENSES						
FUEL	TOLLS/PARK	O/M	MCM	G/M	AGM	MEMO
		\$195.00				Ian Pike Accom - QFD Forum
		\$585.00				Overcharge Riverside - QFD Forum
		\$382.48				JC Flight, Ins & Parking - Ford
		\$47.67				Coffee's, Lunch - Exercise Luxton
	\$37.07					Tolls - 02RFB
		\$163.00				JC Accom - Exercise Luxton
					\$1,003.68	Flight, Ins & Parking for 3 reps
	\$37.07	\$1,373.15			\$1,003.68	
GENERAL EXPENSES						
	KITCHEN	INCENTIVES	ADVERT	GRANTS	OTHER	MEMO
					\$26.40	Online Services - Microsoft
					\$478.48	Hubspot New Website
					\$218.00	External Hardrive
					\$597.95	Bookcase & Filing Cabinet
					\$13.00	Coffee's
					\$500.00	AU97 Early Bird Gift Card
	\$193.30					Kitchen Supplies
	\$193.30				\$1,833.83	

SPREADSHEET	\$ 4,441.03
STATEMENT	\$ 4,441.03
DIFFERENCE	\$ -
TO BE PAID	\$ 4,441.03



OFFICE VISA CARD EXPENSES						
MONTH: AUGUST			STATEMENT: 25/07/2024 to 25/08/2024			
MEETING EXPENSES						
FUEL	TOLLS/PARK	O/M	MCM	G/M	AGM	MEMO
			\$60.00			Lunch
					\$581.25	John Muscat - Flights
	\$16.62					Tolls GP - QFD Forum
		\$152.25				Justin accom - Ford trip
		\$880.00				Incorrect charge Riverside
			\$53.00			Afternoon tea
	\$16.62	\$1,032.25	\$113.00		\$581.25	
GENERAL EXPENSES						
	KITCHEN	INCENTIVES	ADVERT	GRANTS	OTHER	MEMO
					\$26.40	Online Services - Microsoft
					\$478.48	Hubspot New Website
					\$372.79	Website Flipbook yearly subsc.
	\$59.00					Sandwich press
	\$430.10					Kitchen supplies
					\$27.55	Cleaning supplies
					\$38.90	Lollies
		\$1,769.40				Staff incentives AU98 & AU99
	\$489.10	\$1,769.40			\$944.12	

SPREADSHEET	\$ 4,945.74
STATEMENT	\$ 4,945.74
DIFFERENCE	\$ -
TO BE PAID	\$ 4,945.74



Supplier Payment History

Created: 25/09/2024 11:02 AM

Rural Fire Brigades Association

28 Fraser Road
Araluen Qld 4570

Supplier Payment History

July 2024 To August 2024

ABN: 37 417 474 709

Email: om@rftbaq.org

Cheque No.	Chq Date	PO No.	Date	Supplier's Inv. No.	Purchase Total Amt	Amount Applied
AgentMail						
22704	11/07/2024	00020093	9/07/2024	INV - 11360	\$459.34	\$459.34
Total for Payment 22704:						\$459.34
22832	16/08/2024	00020110	13/08/2024	INV - 11421	\$708.05	\$708.05
Total for Payment 22832:						\$708.05
Australia Post						
22695	5/07/2024	00020086	3/07/2024	INV - 1013317311	\$2,673.05	\$2,673.05
Total for Payment 22695:						\$2,673.05
22788	9/08/2024	00020108	3/08/2024	INV - 1013376711	\$5,461.53	\$5,461.53
Total for Payment 22788:						\$5,461.53
Avis Australia						
22692	5/07/2024	00020090	2/07/2024	P215103210	\$143.87	\$143.87
Total for Payment 22692:						\$143.87
22878	29/08/2024	00020120	23/08/2024	P217069440	\$108.79	\$108.79
Total for Payment 22878:						\$108.79
Berlex QLD						
22746	19/07/2024	00020097	11/07/2024	INV - 24070051	\$21,428.00	\$21,428.00
Total for Payment 22746:						\$21,428.00
Besgrove, Jim						
22877	29/08/2024	00020121	20/08/2024	INV - 01	\$324.00	\$324.00
Total for Payment 22877:						\$324.00
CAVFA						
22698	5/07/2024	00020082	30/06/2024	INV - 119	\$1,250.00	\$1,250.00
Total for Payment 22698:						\$1,250.00
22699	5/07/2024	00020083	30/06/2024	INV - 111	\$1,250.00	\$1,250.00
Total for Payment 22699:						\$1,250.00
Child , Barry						
22834	16/08/2024	00020115	9/08/2024	INV-09082401	\$130.05	\$130.05
Total for Payment 22834:						\$130.05
Cooloola Trophies & Engraving						
22787	2/08/2024	00020104	26/07/2024	INV - 3776	\$40.00	\$40.00
Total for Payment 22787:						\$40.00
22789	9/08/2024	00020109	29/07/2024	INV - 3787	\$40.00	\$40.00
Total for Payment 22789:						\$40.00
Department of Housing and Public Works						
22696	5/07/2024	00020085	1/07/2024	INV - 178946	\$4,834.78	\$4,834.78



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Rural Fire Brigades Association

Supplier Payment History

July 2024 To August 2024

28 Fraser Road
Araluen Qld 4570

ABN: 37 417 474 709

Email: om@rftbaq.org

Cheque No.	Chq Date	PO No.	Date	Supplier's Inv. No.	Purchase Total Amt	Amount Applied
					Total for Payment 22696:	\$4,834.78
22786	2/08/2024	00020107	1/08/2024	INV - 179302	\$4,834.78	\$4,834.78
					Total for Payment 22786:	\$4,834.78
Eckersley Print Group						
22691	5/07/2024	00020089	3/07/2024	INV - 115241	\$150.00	\$150.00
					Total for Payment 22691:	\$150.00
22785	2/08/2024	00020105	31/07/2024	INV - 115687	\$1,512.00	\$1,512.00
					Total for Payment 22785:	\$1,512.00
EFEX						
22702	5/07/2024	00020091	28/06/2024	INV - II02284906	\$4,888.93	\$4,888.93
					Total for Payment 22702:	\$4,888.93
22880	29/08/2024	00020123	26/08/2024	INV - HI02273689	\$3,736.70	\$3,736.70
					Total for Payment 22880:	\$3,736.70
Endres, Angela						
22835	16/08/2024	00020114	12/08/2024	INV - 0004/24	\$82.40	\$82.40
					Total for Payment 22835:	\$82.40
22836	16/08/2024	00020116	12/08/2024	INV - 0003/24	\$447.95	\$447.95
					Total for Payment 22836:	\$447.95
Flick Anticimex Pty Ltd						
22694	5/07/2024	00020088	1/07/2024	INV - 410192315C	\$29.65	\$29.65
					Total for Payment 22694:	\$29.65
22876	29/08/2024	00020118	1/08/2024	INV - 410196191C	\$29.65	\$29.65
					Total for Payment 22876:	\$29.65
Harvey Norman Commercial						
22705	11/07/2024	00020029	23/04/2024	INV - 5341625	\$15,409.50	\$7,704.75
					Total for Payment 22705:	\$7,704.75
22881	29/08/2024	00020119	19/08/2024	INV - 5397126	\$25,300.32	\$12,650.16
					Total for Payment 22881:	\$12,650.16
Impact Office Supplies						
22742	19/07/2024	00020094	12/07/2024	INV - 544824	\$14.67	\$14.67
					Total for Payment 22742:	\$14.67
22743	19/07/2024	00020096	16/07/2024	INV - 546000	\$78.34	\$78.34
					Total for Payment 22743:	\$78.34
22750	26/07/2024	00020100	24/07/2024	INV - 549060	\$7.65	\$7.65
					Total for Payment 22750:	\$7.65
22831	16/08/2024	00020111	9/08/2024	INV - 555265	\$127.03	\$127.03
					Total for Payment 22831:	\$127.03
22833	16/08/2024	00020112	12/08/2024	INV - 555580	\$54.93	\$54.93



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Rural Fire Brigades Association

Supplier Payment History

July 2024 To August 2024

28 Fraser Road

Araluen Qld 4570

ABN: 37 417 474 709

Email: om@rftbaq.org

Cheque No.	Chq Date	PO No.	Date	Supplier's Inv. No.	Purchase Total Amt	Amount Applied
Total for Payment 22833:						\$54.93
22837	16/08/2024	00020113	13/08/2024	INV - 556260	\$14.21	\$14.21
Total for Payment 22837:						\$14.21
John Madill Toyota						
22745	19/07/2024	00020095	17/07/2024	INV - RID1002633	\$66,504.95	\$66,504.95
Total for Payment 22745:						\$66,504.95
Johnny Cool Refrigeration & Air-Conditioning						
22700	5/07/2024	00020079	28/06/2024	INV - 0000613	\$379.50	\$379.50
Total for Payment 22700:						\$379.50
Local Government Association of Queensland						
22703	11/07/2024	00020092	9/07/2024	INV - LG0080664	\$2,200.00	\$2,200.00
Total for Payment 22703:						\$2,200.00
Patzwald, Gary						
22747	26/07/2024	00020102	26/07/2024	INV - 06	\$65.00	\$65.00
Total for Payment 22747:						\$65.00
PC Place						
22879	29/08/2024	00020122	26/08/2024	INV - 38542	\$1,131.00	\$1,131.00
Total for Payment 22879:						\$1,131.00
Pike, Ian						
22748	26/07/2024	00020101	26/07/2024	INV - 011	\$18.27	\$18.27
Total for Payment 22748:						\$18.27
PowerConnex Pty Ltd						
22697	5/07/2024	00020084	1/07/2024	INV - 119557	\$10,622.79	\$10,622.79
Total for Payment 22697:						\$10,622.79
22701	5/07/2024	00020080	1/07/2024	INV - 119565	\$23.62	\$23.62
Total for Payment 22701:						\$23.62
22784	2/08/2024	00020106	1/08/2024	INV - 119588	\$13.99	\$13.99
Total for Payment 22784:						\$13.99
Riverside Hotel						
22744	19/07/2024	00020081	1/07/2024	INV - 383448	\$1,980.00	\$1,980.00
Total for Payment 22744:						\$1,980.00
Sensis Pty Ltd						
BP030824	26/07/2024	00020099	20/07/2024	INV-32523803	\$35.42	\$35.42
Total for Payment BP030824:						\$35.42
BP030924	29/08/2024	00020117	20/08/2024	INV - 32827010	\$35.42	\$35.42



Created: 25/09/2024 11:02 AM

Rural Fire Brigades Association

28 Fraser Road
Araluen Qld 4570

Supplier Payment History

July 2024 To August 2024

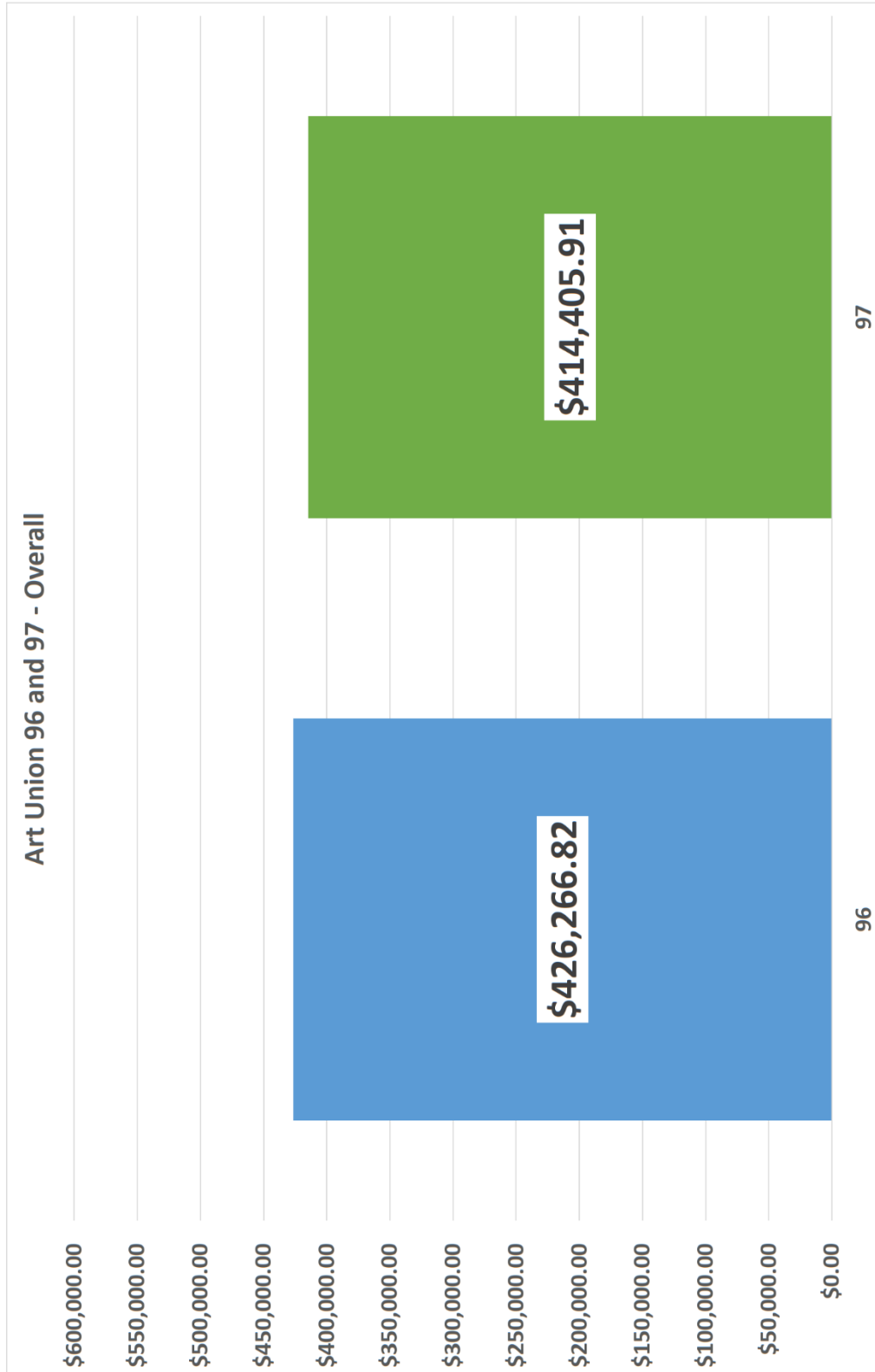
ABN: 37 417 474 709

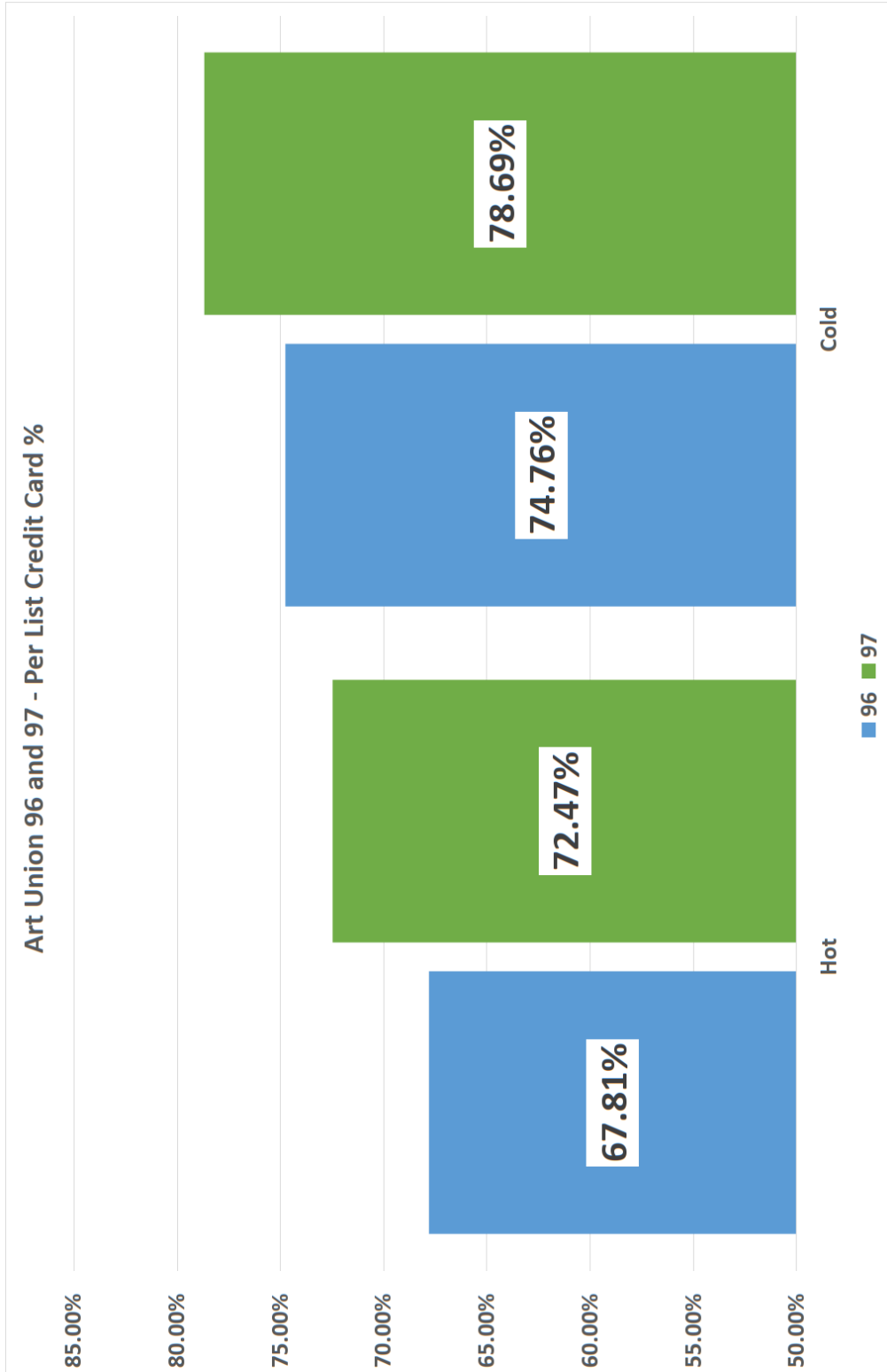
Email: om@rftbaq.org

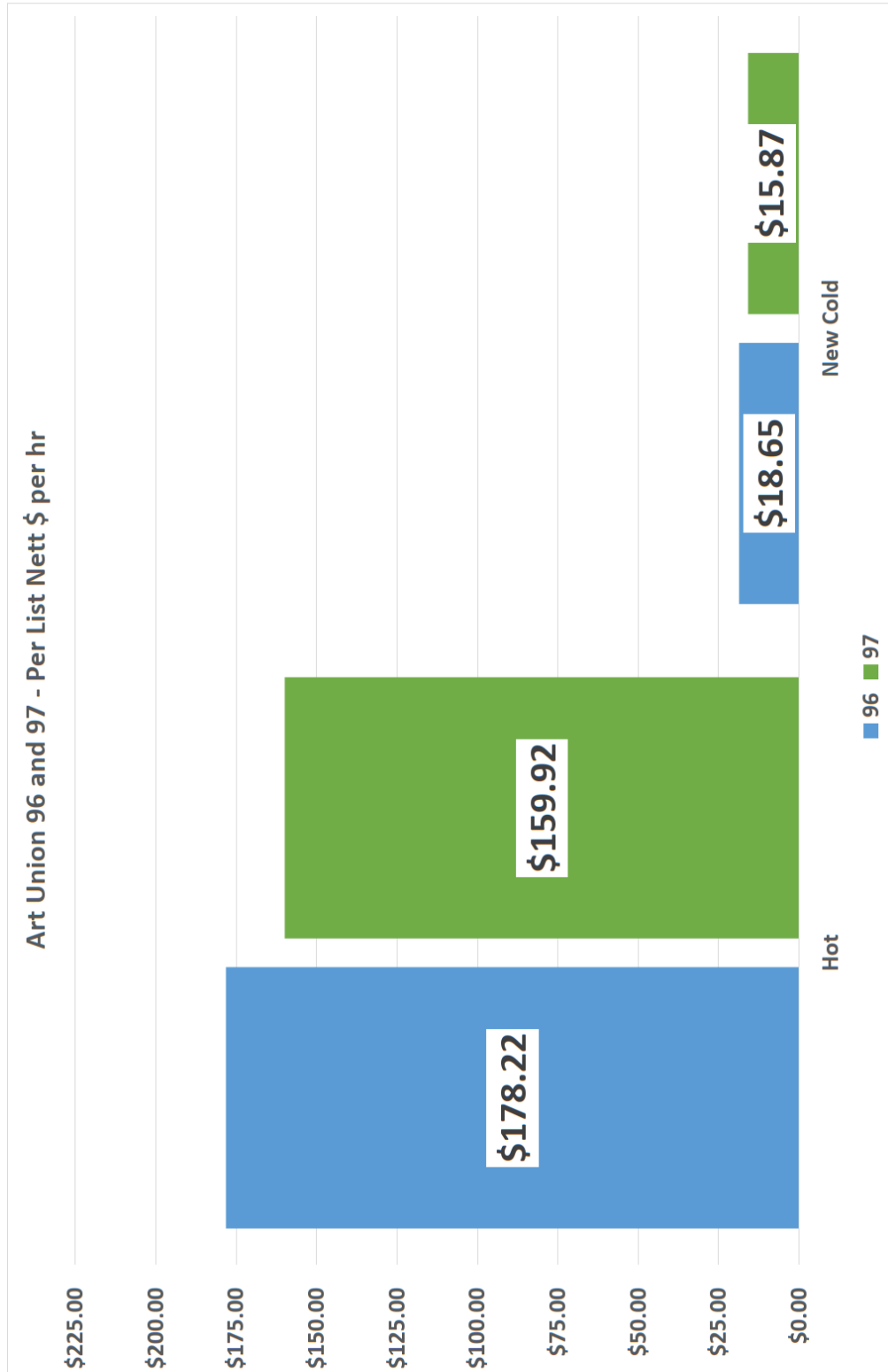
Cheque No.	Chq Date	PO No.	Date	Supplier's Inv. No.	Purchase Total Amt	Amount Applied
Total for Payment BP030924:						\$35.42
Telstra Limited						
BP010824	26/07/2024	00020103	17/07/2024	K393140431-2	\$1,971.18	\$1,971.18
Total for Payment BP010824:						\$1,971.18
Unique Graphic De'Signs						
22749	26/07/2024	00020098	23/07/2024	INV - 00013413	\$2,670.80	\$2,670.80
Total for Payment 22749:						\$2,670.80
WorkCover Queensland						
22693	5/07/2024	00020087	2/07/2024	WFA051127645	\$10,783.56	\$10,783.56
Total for Payment 22693:						\$10,783.56

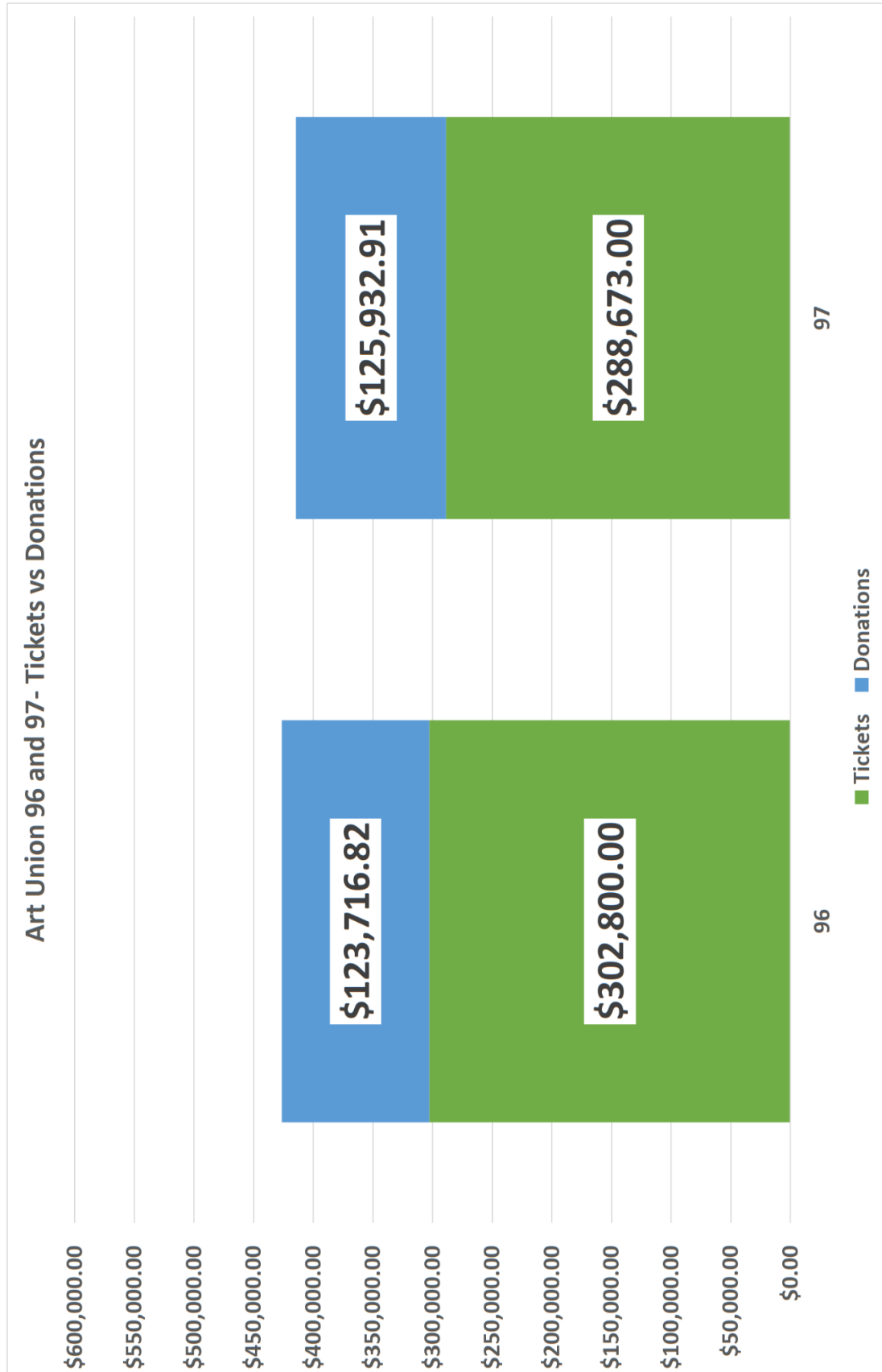


Art Union Comparisons











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

President's Report FOR OCTOBER 2024 ANNUAL GENERAL MEETING

Today i would like to acknowledge the passing of long time Rep and former Senior Vice President Nellie Baron,

Nellie was the mother figure to us all and is sadly missed, also many thanks must go to retiring rep Dave Morton and welcome his replacement, Rachael Loveland.

In the time since our general meeting in Mackay many changes have taken place,

1st July with the change to QFD boundaries changed with new staff coming on board which has not been all smooth sailing with Fiancé arrangements very clunky with training also in limbo after the Volunteer RFSO were dismissed also the unknown with command and control on the fire ground.

At RFBAQ level we have maintained our commitment to brigades to work on the problem areas and continue with grants and support where needed.

Parliamentary Friends of RFBs and Yellow Ribbon Day was a great success and well received.

I would like to acknowledge the amount of time and effort by the staff and Reps and thank you all.

Meetings: All reports have been recorded in the Management Meetings minutes.

CAVFA == Cancer coverage

Adv group == Summits PPE Changes to Brigade and Group rules.

Justin and myself met with Dale Last.



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

General Manager's Report FOR OCTOBER 2024 ANNUAL GENERAL MEETING



In the last financial year, the RFBAQ has provided \$866,163.98 ex GST to brigades through the donation of the FusionCruiser, Buy Local Brigade Grants, Standard Grants, Brigade Resource packs and Brigade Specific Donations.

Over the last 5 years the RFBAQ has provided over \$6 million, which is a phenomenal achievement for a small state-based charity.

That's real, on the ground support and improvement for brigades and brigade members across Queensland and shows that the objects of the Association are being met –

The objects for which the Association is established are: -

- 1. To consider and make representation in matters affecting the welfare and efficiency of Rural Fire Brigades and Brigade Members.*
- 2. To provide financial assistance and support to Rural Fire Brigades and their Brigade Members*

The reason we can do this is that we have a mission statement, core central beliefs, direction from a State Executive and Management Committee made up of brigade leaders and a small team of committed staff.

At our AGM last year my report opened with this sentence - *Since we came together last year in Townsville the current and future world that brigades operate in to defend their communities across 93% of Queensland is going to change dramatically.*

Looking back on the last year that sentence was a huge understatement and it is now obvious to everyone that the profound changes that we forecast as a result of the bad legislative changes have all been true. The Senior Fire Officers and Labor Members of Parliament who repeatedly said that the RFBAQ were spreading false information regarding our statements that brigades will now lose their unincorporated status and become part of the fire service, that all equipment owned by brigades will become property of the State and that brigade money will become State money in the future have gone remarkably quiet post 1st July 2024. That is because everything that we said would happen, did. It's not because we were particularly prescient, it is because we took the time to sit down, read the draft legislation and were able to understand what the change would mean to the 1,400 brigades and brigade members across Queensland.

This is something that very few other people did. Those who did not read the legislation instead chose to repeat what they had heard from the vested interests who drafted the legislation. It is far easier in today's social media driven society to dismiss something that you do not like to hear as untrue / fake news, and that is where the herd went.

In this world it is important to remember that not everything that makes you happy is true and not everything that makes you unhappy is false.

Now what we have in the fire service is a mess and the mess cannot be cleaned up easily and cannot be cleaned up without clear policy direction from government and a fire service leadership team that acknowledges that the service was created to support and empower brigades and communities, not to dictate direction and demand compliance to Brisbane.

The RFBAQ will endeavour to work with whichever flavour of political party that Queensland chooses and will provide consistent advice and advocacy without fear or favour.



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

GENERAL MEETING



Minutes



GENERAL MEETING (GM)

Minutes: For the meeting held on Saturday, 12th October 2024
Brisbane International – Virginia Palms

Attendance:

Ian Pike (President)	Ben Heilbronn (BH)	Justin Choveaux (JC)
Ian Swadling (IS)	Ashleigh Rowcliffe (AR)	Nic Swadling (NS)
Cam Tindall (CM)	Gary Patzwald (GP)	Peter Simpson (PS)
Pat Noye (PN)	John Muscat (JM)	Les Green (LG)
Sandy Brown (SB)	Robert Lang (RLa)	David Black (DB)
Cath Duddy (CD)	Alan Gillespie (AG)	Rachael Loveland (RLo)

Secretariat:

Jessica Stark (JS)

Apologies:

Gaven Bunker (GB)	Barry Child (BC)	Jim Besgrove (JB)
Angela Endres (AE)		

1. OPENING OF MEETING

Welcome & Opening of Meeting

President declared meeting open at 9.23am

1.1. Leave of Absence

Gaven Bunker
Barry Child
Jim Besgrove
Angela Endres

1.1.1. Proxies

Gaven Bunker has given his proxy to John Muscat
Barry Child has given his proxy to Les Green
Jim Besgrove has given his proxy to Ben Heilbronn
Angela Endres has given her proxy to Alan Gillespie

2. ADMINISTRATION

2.1. Minutes and Business Arising

2.1.1. Minutes of Previous Meeting

Motion: The minutes of the General Meeting dated 14th October 2023 are adopted as a true and correct record of proceedings.

Moved: LG

Seconded: IS

Carried: 12/10/2024

2.1.2. Business Arising from the Minutes

- a. JC – RFBAQ to write to Ben Millington on the lack of reporting and the need for better welfare support for RFS crews. JC – we got a reply back saying everything is fine.



- b. JC – RFBAQ to write to the Commissioner and the Chief Officer regarding PPE, PPC, uniforms and cargo pants and not being able to access equipment etc. Ben responded saying we need to give specific cases of where this has happened and email it to them as they are not aware of this. I believe this same topic was raised at the Rural Fire Advisory Council meeting last week, but they said the same thing. IP – they are still saying 6 weeks turn around, but I have a guy who has been waiting for 7 months. BH – I asked who is managing the order once its placed. What's their process's. IP – The people packing the orders are police cadets. LG – explained the issues he's had in his area. IP – I believe a brigade should be able to order spares. JC – we told them all of this. Nothing we write or brigades email in gets traction. There is no way to affect change because the people at the top just say no. General discussion around the table with everyone's local issues.

2.2. Correspondence

2.2.1. Acceptance of Correspondence Report

Motion: Correspondence Report is accepted.

Moved: IS

Seconded: GP

Carried: 12/10/2024

2.2.2. Business Arising from Correspondence Report

- a. IS – Page 81, Anonymous misconduct in the QFD? JC – we wrote the open letter in January which started a heap of complaints coming in. Some of the things that have happened are horrific. We are getting them by email, text, phone calls, Facebook etc. When we receive a letter, it gets logged as anonymous for their safety. I won't discuss what the complaints are about. The Fire Service has tried to make me hand it over to them which I will not unless they walk in the door with a subpoena or better. We need to have a safe place for people to go to with their complaints.
- b. IS – Page 85, termination. Is that staff? JC – No, this a volunteer that was stood down.
- c. GP – Page 83, partnership? JC – Steve Bunney has the firefighter cancer association and was wanting us to attend a ball they put on down at the Gold Coast.
- d. IS – Page 87, Ben - east Nanango area failed clutch? JC – This is in David Black's area, they are having clutch issues on one of the trucks out there. We wrote to Ben and the truck now has a functional clutch.
- e. IS – Process to certify overweight trucks? JC – we wrote to the Commissioner and Ben regarding overweight trucks etc. They didn't respond at first. Someone called from DTMR and said they will need a white card. I sent this out to you all in an email. We wrote to the Fire Service advising them of the correct process. They shut the conversation down. We then had a meeting with the LNP and we advised of our 2 major issues being the overweight trucks and the blue card issues. We have 2 weeks until the election which hopefully we will see a new government to fix these issues. IS – national heavy register? JC – it has nothing to do with the national heavy register.
- f. BH – Page 88, fire curtains? JC – we said we want them in light attacks. Originally, they didn't want to do it and said they can't get one to fit the ford rangers. I got onto Ford and therma guard. You have all the emails on this. All light attacks will be retro fitted.
- g. JC – CB radios, you all received the emails on that.



3. General Business

3.1. Presidents Report

As read in AGM

3.2. Operations Manager Report

As read in AGM

3.3. General Manager's Report

As read in AGM

3.4. CAVFA Written Report

IP tabled his CAVFA October 2024 General Meeting Report

3.4.1. Acceptance of CAVFA Written Report

Motion: CAVFA Written Report for October 2024 General Meeting is accepted.

Moved: IP

Seconded: BH

Carried: 12/10/2024

3.4.2. Business Arising from CAVFA Report

- a. IP – CAVFA was in Sydney. Main thing was the Cancer Coverage.
- b. IP – Fundraising is not good.
- c. IP – Concerns around fire ant baits being dropped in the Samford Valley.
- d. RLa – Issues retaining volunteers and getting new ones. It's the same across the country.
- e. RLa – Presumptive legislation for Cancer and QLD is leading the way with this. We have 7 people in our area who has come forward. Area office has done nothing to get the message out to the brigades. AG – the committee is in limbo but can be reconvened at any time. JC – it's a different committee, the legislation has been changed. JC – if lodging a claim, the best way to do it is through area office because at least then they are aware and can support you. If you get someone who gets knocked back tell them to get onto Leeha James. PN – where is Leeha James? JC – Brisbane.

3.5. Rural Fire Trust Fund Written Report

IP tabled his Rural Fire Trust Fund October 2024 General Meeting Report

3.5.1. Acceptance of Rural Fire Trust Fund Written Report

Motion: Rural Fire Trust Fund Written Report for October 2024 General Meeting is accepted.

Moved: IP

Seconded: BH

Carried: 12/10/2024

3.5.2. Business Arising from Rural Fire Trust Fund Written Report

- a. IP – no meeting just email correspondence. JC – how much money? BH – couldn't tell you, would have to refer back to emails. IP – about \$600,000 to \$700,000. JC – what are they going to do with it? BH – yet to be determined.



3.6. Olga Wilson Trust

- a. IP – Meeting was supposed to be last week but got cancelled so that's it. JC – So they are wrapping it up? IP – Yes, they will reinvent it.

3.6.1. Acceptance of Olga Wilson Trust Report

Motion: Olga Wilson Trust Written Report for October 2024 General Meeting is accepted.

Moved: IP

Seconded: BH

Carried: 12/10/2024

3.7. Operation Strategic Working Group Written Report

IP tabled his Operation Strategic Working Group Written Report for October 2024 General Meeting

3.7.1. Acceptance of Operation Strategic Working Group Report

Motion: Operation Strategic Working Group Written Report for October 2024 General Meeting is accepted.

Moved: IP

Seconded: BH

Carried: 12/10/2024

3.7.2. Business Arising from Operation Strategic Working Group Report

- a. Nil

3.8. Emergency Volunteer Advisory Forum Written Report

IP tabled his Volunteer Advisory Forum Written Report for October 2024 General Meeting

3.8.1. Acceptance of Emergency Volunteer Advisory Forum Written Report

Motion: Volunteer Advisory Forum Written Report for October 2024 General Meeting is accepted.

Moved: IP

Seconded: BH

Carried: 12/10/2024

3.8.2. Business Arising from Emergency Volunteer Advisory Forum Written Report

- a. Nil

10.19am Break for morning tea

11.01am Meeting resumed

4. GRANT APPLICATIONS

4.1. GN24/659 – Veteran Rural Fire Brigade - \$3,295 – Washing Machine

- a. SB – They have money in their account, but they are currently trying to enlarge their station. They have approval to build a second shed so all their funds will be tied up in that. IP – we usually push this onto Kedron. JC – We have supplied them in the past as well. we did write to the Fire Service about this, and they said currently they do not have policy to provide washing machines. SB – They did go to area office for this, and they were declined. JC – They are a very good and active brigade. **All happy to support. Grant Approved.**



5. GENERAL BUSINESS

5.1. JC – Bushfire Heavy

- a. JC – was supposed to be here today. It rained heavily the other day, and water went where it shouldn't have. It is currently at Quikcorp being dried out. It will be at LGAQ next week with a lot of Mayors and Councillors. There are a lot of councils saying they will no longer collect levies if the money isn't going to the Brigades. When we spoke to Ben about it, he wasn't concerned if they do stop collecting the levy. We will fight to keep it at LGAQ. It will be at the summits next year. Next year will be our ON year so you will get a go with the truck. We did have a big QR code on the truck, but the RFS took it off. They wanted us to take down our video of the truck to which I have said no. IS – they don't want to connect it to the RFBAQ, but it would not exist without the RFBAQ. BH – can we explore why it got so wet? JC – Quikcorp are trying to work out what happened.

5.2. JC – Parliamentary Friends of Rural Fire Brigades Event

- a. JC – Went well. This was our second year at doing it. It's about getting Volunteers to talk to Members of Parliament and suppliers and another way of us getting Volunteers into Parliament.

5.3. JC – Yellow Ribbon Day

- a. JC – It was interesting to see that no one really knew who the Commissioner was at Yellow Ribbon Day. I feel like if there is a change in Government there could very well be a change in the Service as well.

5.4. JC – Ford

- a. JC – I have been speaking with Ford on a new thing they are building. The RFBAQ signed an NDA with Ford on this thing they are building. I told Ben about it, he was very excited about it originally but when it came to signing a NDA he's pulled back. I think there will be a good chance the RFBAQ will get their hands on one of these vehicles and we will push it around with the bushfire heavy. I have told the Fire Service not to buy any more light attacks, but they have gone and locked us in for 91 light attacks. IS – the 91 Ford Rangers are just going to have a slip on and not purposed built backs.

5.5. BH – Level 2 Incident Controller

- a. BH – One of the things we were very cautious of was the wording “professional firefighters” being introduced into the legislation. BH explained the different levels of incident. Gave an explanation of something that has happened recently in his area. There were 8 different fires running, IMT was set up. Apparently, someone in the SOC heard that a rural was running the incident control in the IMT and they were instructed to make it a level 1. JC – Who was the incident controller? BH – Alan. AG – I was asked to do it by Wayne Teece to set up a level 2. We did that; we were at the Beaudesert fire station. 3 days in I got told it had to go back to a level 1. I asked why and was told it had become political. I was talking to an Urban Inspector and he said Urbans shouldn't be taking direction from Rurals. I was given very clear direction to take it back to a level 1. BH – Another issue was they wanted to reduce the number of trucks on the fire ground as well. Strike teams were coming in and out of Brisbane. The locals were put out because they had taken leave to attend and then at the drop of a hat, they were told they



were no longer required. They were told 16 trucks to manage 6 fires. JC – is there a log? AG – yes, my personal log. BH – Question is does this link back to Professional Firefighters? JC – who made the statement that they had received political direction? AG – no they said it was political. BH – Its pretty frightening to see what our future may look like. GP – its nothing short of them having complete control over the locals. AG – I think it's a waste of time bringing it up to Ben Millington, wait for the election. JC – I think we should give him the right of reply and ask for his thoughts and then we can decide after what we want to do. IS – QFES departmental bushfire plan signed off by Peter Hollier and Rob Bonnell. JC – that's under the old legislation. IS – we raised this issue when it was first introduced, and we were told not to worry about it and yet here we are. JC – we tried to get them to change it. BH – I'm happy to ask the question when Ben Millington gets here.

5.6. BH – RFS generic finance emails not being answered

- a. BH – We were told to use this RFS generic email address, but nothing is being answered. I sent a list of questions which has gone unanswered. I said that their matrix is inadequate, asked who was advising the ATO to cancel all the ABN's, whose signing and authorising the credit accounts, how do we do direct debits etc. Nothing is being answered. PN – I am on the treasurers advisory committee, and I have a meeting coming up. I can take this to them and ask why they are not answering the questions. We have gone to them about direct debits, but they haven't come back to us. We also told them we need to be able to have electronic transfers and for fundraising purposes we need to be able to withdraw cash. BH – there is no provision to funds transfers to other brigades for in cases when you do a joint burn. JC – Pat, do you and the other treasurers talk to each other? PN – the treasurers aren't happy. BH – we have a treasurer refusing to get a corporate card and the service doesn't know if the first officer can get it in his place. We are being told treasurers are first and you have to wait but the treasurer is refusing to do the training. PN – Yep. BH – Brigades are getting the shits with this. PN – Yes, they are. BH – Area office will now have to reconcile all the corporate cards as well which will be huge. PN – Exactly. JC – We spoke to the together union, and they believe it will be fine and are comfortable with the workload of the admins. We had to walk away from that conversation because their representative organisation said it's all good. PN – I told them our admin is struggling now. BH – I think everyone is experiencing the same issues.

5.7. BH – Certificate IV TAE / Evidence Gatherers

- a. BH – Brigades have to pay for these certs. There used to be statewide budget for these. Our brigade has just had to pay to have an evidence gatherers course done. White Island keeps pushing these courses out with no support for this. RLo – Our area office pays for 2 a year. BH – if there used to be a statewide budget how do we get it back. IP – I don't believe there was a statewide budget. IS – my brigade has been told the 2 trainers we have can't do anymore training as they can't be upgraded as they have lost their records. The Fire Service has lost all of their training records. LG – I am being told I am not qualified to sign off on training now. BH – Another point to bring forward was fire wardens not being able to claim reimbursements. IP – it used to be \$500 per year. BH – for the first time in 20 years in my region we don't have fire wardens in some areas. There is less and less drive to do these roles. It falls back on to the roll of the inspector to look after. People aren't taking these roles on because they can't afford to be out of pocket for it. AG – This follows on to my agenda item. Brigades used to be able to be reimbursed and now they can't. The cost of living is making it too hard. IP – can they still put in a claim for reimbursement? AG – If they could, the department has not advised that they can do that. My brigades have asked for us to write to the department regarding this.



Motion: The RFBAQ write to Ben Millington stating under the previous legislation there was a provision for fire wardens to be reimbursed which was removed when QFD was created. Can fire wardens still be reimbursed for expenses and what is the new process? Can all fire wardens be advised of this information.

Moved: AG
Carried: 12/10/2024

Seconded: NS

12.00pm Break for lunch

12.35pm Meeting resumed

6. Ben Millington – Deputy Chief Officer

- a. IP – Welcomed Ben Millington. BH – questions that came up was one of the concerns the RFBAQ had with the legislation and linking the word of Professional Firefighter and who would be in charge of level 2 incidents and level 3 incidents. We were told this wouldn't impact us, and we would still keep ownership of our fires but it has. BH explained the incident in the Scenic Rim area that occurred locally where they were told to stand the incident down from a level 2 to a level 1, reduce the number of trucks from 35 trucks to 16 trucks and the wording used was because it had become political. BM – I would have to speak to Karen Hodges who was in control. The discussion with Karen at the time and the decision she made to reduce the incident was because it was scaling down. It had nothing to do with Fire and Rescue, it had nothing to do with anyone above. I am happy to go back to her to get the details and facts relating to this incident. BH – There was a genuine concern in the room that the legislation changes around level 2 incidents would impact us but what you are saying here, is not what happened. BM - that was a decision made by the DCO Hodges. No one above. BH – so we have nothing to worry about, rural's can still run level 2 incidents. BM - I don't have anything that concerns me or suggest we are not running in line with the legislation. JC – is that what happened Alan? AG – I was the incident controller, and I was told it was organisational politics from Karen. BM – I will talk to Karen about it. AG – discussions about it being decreased never happened with me as the incident controller. BH – My understanding from it as well, was some of the fires didn't have any resources on them whatsoever. Some feedback from my guys I got was they had to take time off work and use their emergency services leave then they just get turned away with no notice when the fire conditions hasn't changed.
- b. BH – There are issues surrounding the generic finance email, we aren't getting any answers back from this. Some of the questions are how are you going to manage direct debits like gas on the station, security etc. How will you manage us moving money between brigades through transfers etc. The matrix is very poorly written. Whose name goes down on the account at the local hardware store? Whose cancelling our ABN's? These are all the questions that are going unanswered. PN – these are all questions being raised at the treasures meetings as well. BM – I can follow up if there are emails not being answered but there are emails going in and out that I have seen. These issues are being discussed at working groups, being discussed on forums. I am confident that we are working through these. It's a significant change and we are working through it. BH – Another issue in my area is the treasurer doesn't want to do the training and the first officer was willing to but was told he couldn't do it it's only for treasures in the first roll out. BM – That's incorrect. They can do it. It said treasurer or another nominated person. PN – There was a form where you could nominate who you want it to be. BM - There's been some issues, but we are working through them. SB – I think the issue maybe down at regional levels. I think we had the assumptions the cards were automatically being sent out. BM –



all the treasurers and secretaries were invited to the online forums. SB – That's interesting because we didn't receive any email. PN – there was a generic email sent out. SB – We didn't receive the email. AG – have you got a number of how many volunteers have taken up the corporate card? BM – I couldn't tell you a number. I know they are being issued and used but don't have an exact number. CT – we are getting people disgruntled because they have been able to just put the fires out for years. Now there is too much control in place and too many rules. BM – asked for specifics. CT – explained a few instances with no coverage on mobiles and not being able to report. BM – we report so we can report to the government and safety for volunteers. It's not the rule, it's the fact you are unable to do these things by the sound of it. I agree there is a comms issue across the state. PN – Communication thing won't work for finance either. If areas can't get internet, then they can't report.

- c. IS – Training - difficulty with TAE arrangements. 2 cases I know of are the records have been lost and they can't find them in accelerate, so they are being told they need submit their certificates again. The department should be keeping record of this. It's affecting having qualifications being signed off. BM – I don't know of the cases you are talking about but if you can give me the details, I can follow it up. LG – explained his case on what he has just experienced. I've been a trainer for 26 years but now they deem I am not qualified to train my own volunteers. BH – there use to be a state budget for TAE training courses and evidence gatherers courses. BM – there still is a budget for these at state and regional levels. In terms of training, this issue isn't just affecting RFSQ. I will take these 2 examples back to find out what's happened if you can send me the details of it. But certainly, there is funding for this. BH – is the funding sufficient and how do our guys get it? If we are being told brigades have to pay for it. BM – who told you have to pay for it? BH – By regions or area offices. BM - Send me that email so I can look into it. BH – is the funding pool sufficient? BM - Yes

Cam Tindall left 1.01pm

- d. LG – Training is non-existent in the north. The tableland area has doubled in size, but we still have the same amount of staff. I don't blame the staff solely, it's just the workload they have on them is too much. I have 5 volunteers waiting for FMS, some have been waiting 6-7 months and they are getting a bit over it. Training is just non-existent in our area at the moment. BM – Northern region had a big training exercise up there a few weeks ago with 150 people. LG – Clint's trying his hardest. BM – There are things that are happening, but I will take it back. LG – Staff movement is creating a problem as well. BM – there was 144 new roles. Staff were given the option to move laterally, some also went for promotions which cascades down. There are about 22 volunteers going into RFSO2 roles. LG – another issue is BlueCard's - as a volunteer we don't have to pay for it. I've had a couple of instances of someone getting a negative BlueCard. They got letters saying if they paid BlueCard \$101.30, they could apply to have the negative BlueCard lifted. I don't think being able to pay to have it lifted is right, it contradicts the whole point of a BlueCard. JC – Did your VCE previously have a BlueCard? LG – Yes. JC – Did she commit any crimes since getting one? LG – Not that anyone is aware of. JC – The legislation has been changed then and there are certain things they didn't use to check for but now do. BM – Its completely inappropriate that people are being told they can pay to receive a blue card. If you can send that to me, I will follow it up with the Attorney General. LG – Will do.
- e. AG – RFSO's are gone, where did the FTE go? BM – they are a part of the 114. There are 144 new roles. AG – so they have been kept in RFS just classified as something else? BM – Yes. The all went to district offices, none of them went to state. We now have 7 fulltime staff doing those positions in a training role.



- f. RLa – Admins are snowed under. Our admin is only on 34 hours. We need to put more money into admins to make sure they have the resources. BM – We are working on workloads and pushing things around to make sure it can be done. I don't know the specifics for Rockhampton.
- g. RLa - Great Keppel Island was on the agenda for tomorrow but I'll bring it up now. In June 2023 we went to the island and identified 2 potential sites for a new facility. The Mayor of Livingstone Shire said it shouldn't take any more than 3 months. Since then, there has been a restructure with the department. We wanted a multi-use facility. There is currently no emergency response on the island except the brigade. There is one person trained in first aid on the island. The efforts to expedite this has been met with some stone walls. The latest we have been told from area office is the land still hasn't been re allocated let alone a business plan for some type of facility on the island. We need help. JC – originally the area office said we couldn't do anything, and it was indigenous land so couldn't be touched. We went there with the council, and they said we could have 2 different sites. It was that easy. Everywhere down the line the local area office has tried to stop it. Someone is going to get hurt and then it will end up in the paper. BM – that's not the sole responsibility on the RFS. It's got to be with council and other departments. RLa – I called TJ after comments were made and he said he wasn't aware of any native title issue relating to that piece of land. We just want support from RFS to be a part of the new facility. BM – I have not received any other information on it apart from you. There are discussions that need to happen with councils and others. RLa – this conversation started 2 years ago, and we are going nowhere. BM – I can organise a meeting with Tony and the area manager internally to get my head around it all. I will tee up this meeting next week.
- h. BM – there are a lot of changes happening at the moment. Things are taking a little longer than I would have liked. I acknowledge some of the frustration around financing at the moment, but we are trying to work through these. We are travelling around talking to brigades about some of the issues. Thank you for giving me the time to come in. If there are issues push them out to me.
- i. AG – We will be sending you a letter regarding the old legislation said Fire Wardens could be reimbursed for expenses which was removed when they did the amendments to create the QFD. What we want to know is there still provision for Fire Wardens to reimbursed, what is that process and can you get that information out to Fire Wardens. BM – send me the letter. I would expect that they are reimbursed for their expenses. I will confirm this though. I don't know why we wouldn't reimburse them. IP – Use to be \$500 per year, it needs to be more. BM – I will wait for the letter, and I will follow it up. JC – can you have Deputy Fire Wardens? BM – Yes. GP – Fire wardens writing out lots of permits. We have so many people lighting up whenever they want and have no respect. BM – we have had a lot of escaped permit burns lately. We have issued penalty notice to one landowner and warnings against others. In the last couple of weeks, we have gone out and investigated these. We do need to get better at this though. GP – you put in the conditions, but they are just ignored. BM – there is work for us to do on this. PS – Communication issues and having a duty of care. PS gave example of a situation that happened in his area. A brigade was responded 2 hours away where there was no mobile coverage etc. BM – The comms issue I wasn't aware of, so I'll take that back. JC – why would there be 2 IC's. BM – Whilst they were doing the changeover.
- j. JM – Staffing for Mackay offices, is this going to improve into the future? BM – Staffing are moving around at the moment. JM – concerns are we are going into fire season and its looking pretty grim. BM – We are moving staff around to assist where there is activity.



- k. GP – Brigade model rules – issues brought up is that first officer's authority has been eroded? Would you agree with that, or do you believe it's all above board? BM – They are out for consultation for 4 weeks so I will let that process play out. They were emailed out to brigades last week and the online briefing session as well. I have seen some of the feedback, but I will wait to see what comes back. Some brigades have met and provided that feedback. Others are scheduled to meet within the week to discuss and will come back with their feedback. I will wait to see what that comes back with, I am open minded at the moment. It's a consultation process. JC – would you accept feedback from the RFBAQ? BM – sure. JC – We weren't asked to provide any? BM – it went out to brigades. JC – so are we supposed to wait for you to send it out to the brigades then work out if it was intended for us or not? BM – We consult with you. JC – There has been no correspondence on this? BM – not on this, it went to brigades direct because we wanted brigades to provide us this feedback. JC – But not us? BM - you provide feedback, I don't think you go to every brigade and by sending it to brigades directly we can make sure it's gone to every brigade. JC – Against the charter but ok. I guess that will be revisited next year as the charter is up for review. BM – Sure. consultation from the RFBAQ? BM – Yes. JC – But not on this? BM – it went out to the brigades.
- l. DB – Toilet block in Bunya Mountains still hasn't happened. BM – Send me an email with the details and I will follow it up. PS – we are the same at Myona, we still don't have any toilets. BM – operation Kenny was to do around toilet blocks. Send me the name of the station and I will follow it up.
- m. IP thank you for your time. BM – thank you for the invitation, reach out to me with any issues you have

1.53pm Break for afternoon tea

2.23pm Meeting resumed

6.1. IP – Showed onboarding PowerPoints and explained the process

- a. General discussion around onboarding. BH – so do we have to direct them to the website? IP – no, you can still do it the same way you are now. JC – difficulty will be when someone applies the brigade won't be able to say no. IS – I feel like it will send people away instead of bringing them in.

6.2. Brigade Rules

- a. IS – Biggest complaint I've received about it so far is staff member can't be officers in brigades. This doesn't just affect RFS staff, it will also affect auxiliary staff. I have 4 just in my area that I know of. What are they supposed to do. NS – It's ridiculous and I don't see the point of it. IS – Supposedly it is a conflict-of-interest issue. Apparently, staff have to sign a conflict-of-interest form. AG – It depends on how they do it. There is no requirement to do it, but they could be directed to do it. BH – should be declaring a conflict of interest. AG – they should be, but they don't. SB – I know quite a few first officers who have applied to become auxiliaries. BH – I don't think that should be a problem. AG – I think it's a big problem. They go out on a fire call, see a structure under threat, call for the urbans and then change their hat and then they are being paid to be there. JC – Never had that problem. AG – Lockyer Valley, it's a huge issue. JM – We haven't had that issue. LG – I haven't had that issue. IP – no



- b. JC – Another issue is if you receive a levy, you can't hold both positions secretary / treasurer. That will be an issue as there are many people who hold both positions. Cath Duddy is both, I use to be both. CD – in my brigade there is no one else that wants to do it. JM – can officers hold the same position? CD – 3rd officers can because they are not a part of the management committee. BH – With all the scrutiny under the QFD now will it really matter? For small brigades with limited numbers, you have to have multiple rolls to fulfil the requirements of being a truck brigade. PN – we aren't doing the books anymore. JC – No, they are the responsible entity. BH – It will be interesting to see how many brigades this impacts. JC – We have no idea.
- c. JC – Another one is Primary Producer Brigades, page 6. If they receive any state / council money (grant etc) in the financial year they can no longer be a PPB for that year.
- d. JC – Page 15 to 26. - 7.1a - Must have a management committee that meets every 4 months to exercise its functions. RLo – What happens if they don't? JC - There's plenty of brigades that don't meet that often. RLo – We haven't met for 2 years. JC – there's plenty of truck brigades that will have one meeting per year and the rest will be training.
- e. JC – Page 17, 8.1c is an inconsistency with the legislation regarding BlueCard's and PPB's not needing one.
- f. JC – Page 19, 8.7 - Registration of members. Must keep a list digitally or physically at an RFS location meeting the requirements of the privacy act. What happens for those who don't have a shed. PN – If you are PPB, your area office would have a list of members. JC – no, it's your responsibility. PN – I store mine on my computer. JC – and where's your computer kept? PN – at the station. JC – what happens if you don't have a station? CD – I keep mine in my office in my house. JC – but does that meet the requirements of the privacy act? There are my concerns.
- g. AG – Functions of brigades. Its not our problem to keep records of what the Commissioner is doing.
- h. AG – They keep talking about RFSQ without specifying anyone in particular.
- i. BH – Is the endorsement still there? IS – Yes. PN – that's always been there. IS – no it hasn't. The Commissioner didn't have the authority, but he does now. JC – only for the Management Committee. IS – he can sack anybody he likes.
- j. JC – Question is with these reservations we have, what do we do with them because we are not a brigade, and he didn't actually send it to us and doesn't care what we have to say? JM – send a copy of all of our objections to all the brigades and get them to send them in. IS – Some will. JC – That's just playing their games of them not wanting to talk to us. It's unbelievable that the Acting Chief Officer sat here and said that he didn't write to us and was never going to write to us. He didn't care that it was outside the charter. We need to do something about that otherwise its mean we are completely irrelevant. Pikey said they weren't going to send them out to anyone originally. IP – They weren't talking about sending them out until I said it was too big just for the advisory group and it needed to go out to all the brigades.
- k. IS – Another issue is AGM and biennial meetings – must be held at least once every year within 3 months after the EOFY. PN – That's done now. IS – In Caboolture area, Brigades were asked to change their meeting to the first half of the year because they couldn't get the staff to attend then meetings as 3 months after EOFY is in the middle of fire season.



So, all our brigades changed their meetings to February / March. PN – Our budget has to be in February. NS – we don't have an AGM we just have a biennial. IS – if you have elections, you have an AGM by default. LG – We changed getting our certificates to April, so we are not in fire season. IP – ruling was to have them done by March if you were collecting a levy. JC – Your Budget? IP – your annual budget had to be approved at your meeting. JM – we have always had to run a budget meeting in February so that could go through to the LAFC. PN – Same. IP – Sunshine coast doesn't have LAFC's, it goes to group.

- I. JC – There's another inconsistency, page 21 on the funds. It says all funds received by the brigade including levies, grants or donations are to be deposited into the RFSQ bank account or Queensland Rural Fire bank account where appropriate. But it doesn't mention the RFBAQ BSD's, which we process a lot more than the Fire Service ever does. It pretty much says the only way you can get your money is through the RFS bank account. AR – once we process it, it does go into that account. PN – I keep my deposit book with what I have deposited when because at the moment we can see what's in there. JC – I suppose you're right Ash because if it comes from us, it then goes into their account. IP – They can't stop people donating to the RFBAQ to pass on to the brigades. JC – Habana RFB have been told they couldn't do donations through the RFBAQ anymore. IP – I will be asking for cash to keep in a tin. JC – That is prohibited, all donations must be deposited. PN – I am going to send a list of all of these concerns out to my brigades and then will respond on behalf of my brigades. BH – we have to respond as the state executive. JC – we will, I will write a letter to the commissioner saying these concerns we raised at our general meeting, and these are the reasons why. I will also get Jess to do a transcript of the conversation with Ben saying there were never going to send it to us.

Motion: The RFBAQ write a letter to the Commissioner raising our concerns that was discussed at our General Meeting relating to the draft Brigade Model Rules and our reasons why.

Moved: IP

Seconded: IS

Carried: 12/10/2024

Unanimous

- a. JM – Another thing is the use of our mobile phones; we are starting to use ours a lot more and they are not covered if lost or damaged. JC – The have said they will replace it with a base model phone. RLo – Just be aware of any photos taken on your phone can then become evidence and they may take your phone.

3.15pm General Meeting Suspended until Sunday 13th October at 8:00am

8.01am General Meeting Recommences

7. Fire Incident Management System (FIMS) – Briefing session with Tony Johnstone, Andrew McFarlane & Andrea Kirsten
 - a. IP welcomed Andrea and Tony to the meeting. TJ – thanks for having us. Once the project is up and running, we will do more engagement. Basically, it is a fire incident management system. TJ gave an overview of the project and displayed a PowerPoint. Provision of an electronic incident system to improve operations. We want to make sure we can track TCards. Electronic will make it easier reporting, enable gathering evidence, asset management, mapping, mobile access, analytics and reporting etc. We want it to align with the aims system. AK – all of these things



were put forward to the businesses to make sure they can do this. TJ - Hoping to have it done in 2025. There will be regional roadshows. We want to make sure whatever system we take on is adaptable. We will be asking volunteers to be a part of field testing to make sure it works. We need to build training on it. AK - Training - we hear it all the time, but it doesn't happen. If you do not provide that face-to-face training. It needs to be for fire and rescue as well as national parks. I think we need to look at issuing brigade mobiles and laptops so they can do everything. JC - do you reckon you can make it work? TJ - yeah, I do. It's just getting everyone to work together. JC - you are confident you will be following this through? TJ - that's the intent. SB - so will we be going to electronic TCards like parks? TJ - it will be something similar, just waiting for testing to be done. SB - I think electronic TCards would be great. IS - how is it accessed? TJ - the final part we don't know. Initially will sit on a platform. IS - is it all device based? TJ - that's what we are aiming for. We won't know until we do the user testing. IS - when you get to a fire you don't have time to pull out a device to enter all the information. TJ - talking about being about to scan documents in. AK - we will rely on people entering the information but understand the challenges. JM - time is an issue. PS - I see this better suited for an incident that's 2 or 3 days long. People going out to a grass fire for an hour or 2 won't use it. We have a similar app for work and the boys won't use it because it doesn't work. AG - what's the fail safe? TJ - that's why we need to keep the paperwork going and talk to the vendors. NS - id be really happy to use an app and digitally record everything. TJ - we are looking into voice to text. PS - red trucks are getting to incidents before we are. TJ - we need to work on that. PN - how are you going to go with areas that have no service? TJ - looking into NBN, star link and mobile calling. JC - you have vendors you are looking into that have done this already? AK - Yes. AG - my final concern is there will be fear that it will be used to exclude brigades. TJ - any other lessons the team should looking at? JC - making information available for a long period of time so they have time to discuss it. Then close the loop. TJ - yes, we have the gateway, but we are also doing a newsletter. SB - will it be a login and password? TJ - can't tell you right now what that looks like, but it will be a login system due to privacy. AK - the requirement is for it to be easy and quick. IS - it will be the initial access to it. If it's just 1 initial page that would work better. AG - you need a permanent team looking after this to develop it. TJ - looking like FAST. JC - we love FAST. If you have coverage its great. AK - how did you go with the rollout of the training? JC - it was great. Our first officer went to the training and showed everyone else at the station. IS - getting the login setup was the hardest part. JC - problems with the fire service having wrong email addresses etc. RLa - our area office does not have accurate records of volunteers. We need to get things right in the offices. AG - most PPB's are an older generation and if it doesn't work first time they wont use it. JC - The important part is getting PPB's to let you know when its out. going to things like Mareeba field days will help. JC - can you do a video that can be shared on Facebook? That would be more successful than getting people to read it. RLa - will the roll out be subject to the interest of it? TJ - my idea is doing one region at a time and learn as we go. JC - can you pick a region that's not in the southeast for the first one.

8. General Business – Continued

8.1. DFIB Donation

- a. NS - thanked all the reps here for the donation of the DFIB to the Back on Track Retreat. We don't get grants; we are self-funded. It was very generous and thank you so much. We will send the RFBAQ a thank you letter. JC - we will pass that onto the donor.

8.59am Break for morning tea

9.33am Meeting resumed



8.2. Robert Lang

- a. RLa – Today is a different world to when I first started with the RFBAQ. There are a lot of challenges out there that needs to be addressed. We have a lot of work to do. As well as that I would like to acknowledge the effort put in by Jess and Ash in making this happen and Justin. It doesn't just happen; they do a lot of work to bring these meetings together. Thoughts to Cam and his family at this time.

8.3. Volunteers

- a. Discussion on retention of volunteers and female volunteers. PN & LG experiences from their area are males having to go out of town to find work where females can more easily find work locally. JC – is there something that's missing? Do they need access to more training, PPE or equipment etc. Is there a gap we can identify and take it to the RFS. LG – the onboarding process is too long. PN – it takes ages. IP – we have a junior we are still trying to get signed on. RLo – the Juniors get signed up much quicker as they don't need BlueCard and police checks etc. LG – problem with the younger ones is they want their PPE straight away. We used to incentivise people to do FMS with a bag and helmet but that's been taken away from us now. JM – We had a member join, only took 10 days to get their number but received a part order of the PPE. PN – I can't get googles, mask etc. It's taking too long to receive PPE. JC – Ben said it's not a problem, the Commissioner doesn't care. We brought this up at our last meeting as well. JC read out message received from volunteer regarding helmets. We should be able to get the bush rangers helmets and not the crap plastic ones they supply. LG – You can after 6 months. IP – we order lots of inserts so when someone leaves you get their helmet back and change the inserts out. JM – the control we are getting out of Townsville is even down to only being allowed 2 drums of foam. Another thing I think the RFBAQ needs to keep more pressure on the government to cover your glasses and mobile phones. IP – that was brought up at the advisory committee and they are going to look into it. JC – so we know there's a barrier to joining and the long waits to get PPE. What can we do to make them feel appreciated when they first join? IP – put together a welcome pack, there are none coming from RFS. JC – They use to. RLo – They haven't done it in years. LG – going to the school's with the trucks help attracts some young members. PN – our biggest problem in our area is people move there to retire. PS – there is an emergency services cadet's program with a waitlist in Emerald. IS – we still run the high school programs in our area. I don't believe that RFS gets much out of the emergency services cadet's program. LG – all volunteer organisations are having problems. PN – there is so much red tape. PS – could we organise a program that gets into schools to get kids interested in volunteering. JC – That's getting them in, how do we keep them. we are driven by everything having to be new. What can we do to retain the volunteers. LG – give them an incentive to stay, discounts etc. CD – volunteers do get discounts at stores now. RLo – There are emergency services discounts already. LG – not in our area. RLa – the Caves RFB is really good at getting people to stay. I asked what they do, and the first officer takes the volunteers out with him. It's nothing we can do, it falls back onto the brigade. It falls back onto the first officers keeping them keen. JC – is that what we are missing? Something like a first officers retreat, where we mentor first officers. SB – 100%. PS – that's a good start, its worth trying. LG – I let the volunteers tell me what they want to be trained in. We have BBQ's and talk. IP - the areas across the state are very different. JM – it used to be a weekend course and now it takes 6 months. IS – they only have to do the firefighter awareness. I don't think numbers mean it's a successful brigade. JM – I don't have that problem in Mackay, we have 15-20 people who I can rely on. SB – most of ours from out of our area. JC – what do we think of the first officers retreat? IS – I reckon it will fall in a heap because first offices don't want to do it different. CD – Maybe have the 2nd or 3rd officers being mentored may be more receptive.



CD – our first officer would not do anything like that, but I would, and the 3rd officer would.
PS – I don't think it needs to be an officer of the brigade mentoring. Could the RFBAQ sponsor a function where a certain amount of people from every brigade is invited to attend. IS – that's what the summits are for. JC – what could be achievable for us is to have a peer-to-peer mentoring system. If received well, then do a proof of concept. RLa – I would support that, no more than 6 people. PS – people in central region will drive for these types of things. SB – I think first officers need a lot more support. I just got everything dumped on me and I'm still trying to find my feet. JC – I think this could be a good thing.

9. Date & Time of next General Meeting

9.1. Proposed date and time of next General Meeting

Next meeting: Proposed date: to coincide with the Summit

10. Close of General Meeting

General Meeting closed at 10.37am



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

Correspondence Report AUGUST & SEPTEMBER 2024



C#	Date	I/O	Organisation	Individual	Subject	Description
102680	4/9/24	In	ANZ		Changes to Business account	Odd Account
102681	4/9/24	In	ANZ		Changes to Business account	Even Account
102682	4/9/24	In	ANZ		Changes to Business account	Public Fund - PF
102733	11/9/24	Out	AAP (Australian Associated Press)	Savanah Meacham	Truck build numbers	
102734	11/9/24	Out	AAP (Australian Associated Press)	Savanah Meacham	Call for fully independent RFSQ	
102735	11/9/24	Out	AAP (Australian Associated Press)	Savanah Meacham	QFES / QFD budgets	
102736	11/9/24	Out	AAP (Australian Associated Press)	Savanah Meacham	Complaint - Whyte Island	
102619	20/8/24	In	ABC News	Eden Gillespie	Questions	
102685	3/9/24	Out	ABC News	Eden Gillespie	Independent Review	
102573	5/8/24	In	ACT VBA (Volunteer Brigades Association)	Allison Ballard	SAFeRS study invitation	
102621	22/8/24	In	Anonymous	Anonymous	Corruption and Misconduct in the Queensland Fire Department	
102564	2/8/24	In	ANZ		Account notification	Public Fund -Credit back to account due to fee error - PF
102565	5/8/24	In	ANZ		Credit Card Statement	GM Visa Card
102582	9/8/24	In	ANZ		Bank Statement	Townsville Account
102599	14/8/24	In	ANZ		Dishonoured Cheque	Unprocessable item - even account
102600	14/8/24	In	ANZ		Bank Statement	Transaction Account
102601	14/8/24	In	ANZ		Bank Statement	Odd Account
102606	19/8/24	In	ANZ		Bank Statement	Even Account
102615	20/8/24	In	ANZ		Bank Statement	Savings Account - ending in 667



C#	Date	I/O	Organisation	Individual	Subject	Description
102622	23/8/24	In	ANZ		Bank Statement	Public Fund - August - PF
102634	26/8/24	In	ANZ		Bank Statement	General account
102679	4/9/24	In	ANZ		Credit Card Statement	GM Visa Card
102727	10/9/24	In	ANZ		Bank Statement	Townsville Account
102740	16/9/24	In	ANZ		Bank Statement	Even Account
102791	26/9/24	In	ANZ		Dishonoured Cheque	Account Closed [REDACTED] - Odd Account
102792	26/9/24	In	ANZ		Bank Statement	General Account
102793	26/9/24	In	ANZ		Bank Statement	Public Fund - September - PF
102802	30/9/24	Out	ANZ		ANZ Commercial Cards	Maintenance Request Form, Closure of Credit cards
102803	30/9/24	In	ANZ		ANZ Commercial Cards	Notification - Service Request ID: S-17327177
102624	26/8/24	In	ANZ		Credit Card Statement	Office Visa Card
102738	12/9/24	In	ANZ		Bank Statement	Odd Account
102773	19/9/24	In	Australia Post		Delivery Confirmation	AU98 Early bird winner
102789	24/9/24	In	Blue Light Card	David Aridi	Offer of membership	
102741	18/9/24	In	BOQ	Tammara Walker	Payment File Upload Set Up	General Account 0377, Odd Account 0378, Even Account 0379
102588	12/8/24	In	Cameby & Districts RFB	Brendan Hair	Grant application	
102598	14/8/24	Out	Cameby & Districts RFB	Brendan Hair	Grant application	
102567	1/8/24	In	CAVFA	Kara Bishop	AGM and General Meeting notice	
102568	3/8/24	Out	CAVFA	Kara Bishop	AGM and General Meeting notice	Reply from Ian Pike
102569	3/8/24	Out	CAVFA	Kara Bishop	AGM and General Meeting notice	RFBAQ report from Ian Pike



C#	Date	I/O	Organisation	Individual	Subject	Description
102646	27/8/24	In	CAVFA	Kara Bishop	AGM and General Meeting	
102653	28/8/24	In	CAVFA	Bruce Corbett	Meeting papers	
102659	28/8/24	In	CAVFA	Bruce Corbett	Monday night dinner	
102742	13/9/24	In	CAVFA	Bruce Corbett	Pyrolitic breakdwon of Pyriproxifen	cc'd to email to Sarah Wallace
102777	20/9/24	Out	CAVFA	All members	Burns first aid	
102782	23/9/24	In	Channel 10	Matthew Karstunen	Fire footage	
102783	23/9/24	Out	Channel 10	Matthew Karstunen	Fire footage	
102643	22/8/24	In	Crows Nest Grant Application	Christina Myers	Application Received	
102650	30/8/24	Out	Crows Nest Grant Application	Christina Myers	Grant application closed and finalised	
102626	22/8/24	In	FCFA (Firefighters Cancer Foundation Australia)	Steve Bunney	Partnership	
102562	31/7/24	In	Ford		Ford NDA	
102613	19/8/24	In	Ford	Reha Alev	Survey	
102574	2/8/24	In	Glengallon RFB		Grant application	
102705	9/9/24	Out	Guluguba Gilgulgul RFB	Adam Erbacher	Grant closed and finalised	
102683	4/9/24	In	Hostplus		Employer record of contributions	2023/2024 Financial year
102785	23/9/24	Out	Ilkley & District RFB	Aaron Cook	Bequest information	
102788	23/9/24	In	Ilkley & Districts RFB	Aaron Cook	Bequest information	
102756	17/9/24	In	LGAQ	Adrienne Coats	LGAQ Annual Conference - vehicle bump in	
102639	26/8/24	In	McGrath Estate Agents Caloundra	Chloe Davis	Invoice request for donation	



C#	Date	I/O	Organisation	Individual	Subject	Description
102640	26/8/24	Out	McGrath Estate Agents Caloundra	Chloe Davis	Invoice request for donation	
102566	1/8/24	In	Member for Burdekin	Dale Last MP	Response to policy letter	
102604	15/8/24	Out	Member for Burdekin	Dale Last MP	Call for fully independent RFSQ	Further information and call for meeting
102611	19/8/24	In	Member for Burdekin	David	Call for fully independent RFSQ	Further information and call for meeting
102612	19/8/24	Out	Member for Burdekin	David	Call for fully independent RFSQ	Further information and call for meeting
102691	5/9/24	Out	Member for Burdekin	Dale Last MP	Independent inquiry into QFES/QFD	
102593	13/8/24	Out	Member for Burnett	Stephen Bennett	Parliamentary Friends	Run sheet
102629	23/8/24	Out	Member for Burnett	Stephen Bennett	Request to remove Ministerial Media Statement	
102595	13/8/24	Out	Member for Hill	Shane Knuth	Parliamentary Friends	Run sheet
102631	23/8/24	Out	Member for Hill	Shane Knuth	Request to remove Ministerial Media Statement	
102690	5/9/24	Out	Member for Mudgeeraba	Ros Bates MP	Independent inquiry into QFES/QFD	
102706	6/9/24	In	Member for Mudgeeraba	Ros Bates MP	Independent inquiry into QFES/QFD	
102571	5/8/24	In	Member for Nicklin	Rob Skelton	Enquiry re Bushfire Heavy at Parliament	
102572	5/8/24	Out	Member for Nicklin	Rob Skelton	Enquiry re Bushfire Heavy at Parliament	
102594	13/8/24	Out	Member for Nicklin	Rob Skelton	Parliamentary Friends	Run sheet
102630	23/8/24	Out	Member for Nicklin	Rob Skelton	Request to remove Ministerial Media Statement	
102602	14/8/24	In	Misc	Jon Carman	Delayed activation of rural fire crews	
102656	28/8/24	In	Misc	Mic Gray	Presumptive legislation assistance	



C#	Date	I/O	Organisation	Individual	Subject	Description
102657	28/8/24	Out	Misc	Mic Gray	Presumptive legislation assistance	
102658	28/8/24	In	Misc	Mic Gray	Presumptive legislation assistance	
102696	4/9/24	In	Misc	[REDACTED]	Termination	
102697	5/9/24	Out	Misc	[REDACTED]	Termination	
102699	5/9/24	In	Misc	[REDACTED]	Termination	
102709	9/9/24	In	Misc	[REDACTED]	Termination	
102711	9/9/24	Out	Misc	[REDACTED]	Termination	
102712	9/9/24	In	Misc	[REDACTED]	Termination	
102713	9/9/24	Out	Misc	[REDACTED]	Termination	
102714	9/9/24	In	Misc	[REDACTED]	Termination	
102715	9/9/24	Out	Misc	[REDACTED]	Termination	
102717	9/9/24	In	Misc	[REDACTED]	Termination	
102718	9/9/24	Out	Misc	[REDACTED]	Termination	
102719	9/9/24	In	Misc	[REDACTED]	Termination	
102720	9/9/24	Out	Misc	[REDACTED]	Termination	
102721	9/9/24	In	Misc	[REDACTED]	Termination	
102722	9/9/24	Out	Misc	[REDACTED]	Termination	
102723	9/9/24	In	Misc	[REDACTED]	Termination	
102724	9/9/24	Out	Misc	[REDACTED]	Termination	



C#	Date	I/O	Organisation	Individual	Subject	Description
102731	9/9/24	In	Misc	Bruce Long	Message of thanks to contact centre agent	
102732	10/9/24	Out	Misc	Bruce Long	Message of thanks to contact centre agent	
102744	15/9/24	In	Misc		Complaints	
102747	15/9/24	In	Misc	Andrew Bell	National Emergency Medal	
102748	15/9/24	Out	Misc	Andrew Bell	National Emergency Medal	
102749	15/9/24	Out	Misc	Ben Styles	Complaints	
102774	20/9/24	In	Misc	Shae Foenander	Burns first aid	
102776	20/9/24	Out	Misc	Shae Foenander	Burns first aid	
102660	28/8/24	In	Mutchilba RFB	Raimond Bin	Grant generator	
102730	10/9/24	In	North Coast Law	Tracey Taylor	Estate of the Late [REDACTED]	Initial notification letter
102767	19/9/24	Out	North Coast Law	Tracey Taylor	Estate of the Late [REDACTED]	Donation receipt attached
102758	18/9/24	In	Purono RFB	Tash Clarke	Photo for Smoke Signals	
102759	18/9/24	Out	Purono RFB	Tash Clarke	Photo for Smoke Signals	Offer of article
102760	18/9/24	In	Purono RFB	Tash Clarke	Photo for Smoke Signals	Offer of article
102761	18/9/24	Out	Purono RFB	Tash Clarke	Photo for Smoke Signals	Offer of article
102762	18/9/24	In	Purono RFB	Tash Clarke	Photo for Smoke Signals	Offer of article
102675	2/9/24	In	Qbank		Everyday Heroes Award invitation	
102559	30/7/24	In	QFD (Qld Fire Department)	Liv Grant	RFSQ and RFBAQ meeting	
102560	30/7/24	Out	QFD (Qld Fire Department)	Liv Grant	RFSQ and RFBAQ meeting	
102561	30/7/24	Out	QFD (Qld Fire Department)	Stephen Smith	Process for certifying overweight trucks	
102558	1/8/24	Out	QFD (Qld Fire Department)	Kelli Laing	BSD Transfer	



C#	Date	I/O	Organisation	Individual	Subject	Description
102563	1/8/24	In	QFD (Qld Fire Department)	Andrew McFarlane	Emergency Management Professionalisation Scheme	
102570	5/8/24	In	QFD (Qld Fire Department)	Lisa Kesteven	CADSA newsletter	
102575	6/8/24	Out	QFD (Qld Fire Department)	Peter Hollier	Glengallon RFB request for UHF CB radios	
102576	6/8/24	Out	QFD (Qld Fire Department)	Ben Millington	Glengallon RFB request for UHF CB radios	
102577	6/8/24	In	QFD (Qld Fire Department)	Steele Davies	Yellow ribbons	
102579	6/8/24	Out	QFD (Qld Fire Department)	Ben Millington	East Nanango RFB 52 unit failed clutch	
102580	8/8/24	Out	QFD (Qld Fire Department)	Kelli Laing	Brigade specific donations	
102581	8/8/24	In	QFD (Qld Fire Department)	Ben Millington	Process for certifying overweight trucks	
102583	9/8/24	Out	QFD (Qld Fire Department)	Ben Millington	Minutes from RFSQ Advisory Committee meetings	
102584	9/8/24	Out	QFD (Qld Fire Department)	Karen Hodges	South East Region habitat	
102585	9/8/24	Out	QFD (Qld Fire Department)	Ben Millington	South East Region habitat	
102589	13/8/24	Out	QFD (Qld Fire Department)	Matt Inwood	Cameby & Districts RFB grant application	
102590	13/8/24	Out	QFD (Qld Fire Department)	Wayne Waltisbuhl	Cameby & Districts RFB grant application	
102591	13/8/24	Out	QFD (Qld Fire Department)	Stephen Smith	Parliamentary Friends	Run sheet
102592	13/8/24	Out	QFD (Qld Fire Department)	Ben Millington	Parliamentary Friends	Run sheet
102596	13/8/24	Out	QFD (Qld Fire Department)	Brendan Gold	Parliamentary Friends	Run sheet
102597	14/8/24	In	QFD (Qld Fire Department)	Matt Inwood	Cameby & Districts RFB grant application	



C#	Date	I/O	Organisation	Individual	Subject	Description
102603	15/8/24	Out	QFD (Qld Fire Department)	Ben Millington	Delayed activation of rural fire crews	
102605	15/8/24	Out	QFD (Qld Fire Department)	Kelli Laing	BSD transfer	
102608	16/8/24	Out	QFD (Qld Fire Department)	Ben Millington	Burnett RFSQ Isp. letter to South Nanango RFB	
102609	19/8/24	In	QFD (Qld Fire Department)	Ben Millington	Burnett RFSQ Isp. letter to South Nanango RFB	
102610	19/8/24	In	QFD (Qld Fire Department)	Andrea Kirsten	Fire Incident Management System Project update	Briefing session for RFBQAQ
102616	19/8/24	In	QFD (Qld Fire Department)	Office of CO RFS	Agenda items	
102617	20/8/24	Out	QFD (Qld Fire Department)	Office of CO RFS	Agenda items	
102618	20/8/24	Out	QFD (Qld Fire Department)	Andrea Kirsten	Fire Incident Management System Project update	
102620	21/8/24	Out	QFD (Qld Fire Department)	Kelli Laing	BSD transfer	
102627	23/8/24	In	QFD (Qld Fire Department)	Andrea Kirsten	Modern Field Communications Project update	
102632	23/8/24	Out	QFD (Qld Fire Department)	Steve Smith	Request to remove Ministerial Media Statement	
102633	23/8/24	Out	QFD (Qld Fire Department)	Ben Millington	Request to remove Ministerial Media Statement	
102638	26/8/24	Out	QFD (Qld Fire Department)	Ben Millington	Fire curtains for light attacks	
102641	26/8/24	Out	QFD (Qld Fire Department)	Ben Millington	Guardian	
102644	26/8/24	Out	QFD (Qld Fire Department)	Ben Millington	UHF CB radios for Raglan RFB	
102645	27/8/24	In	QFD (Qld Fire Department)	Ben Millington	Burnett RFSQ Isp. letter to South Nanango RFB	
102647	27/8/24	Out	QFD (Qld Fire Department)	Ben Millington	Burnett RFSQ Isp. letter to South Nanango RFB	



C#	Date	I/O	Organisation	Individual	Subject	Description
102648	27/8/24	In	QFD (Qld Fire Department)	Ben Millington	Burnett RFSQ Isp. letter to South Nanango RFB	
102664	27/8/24	In	QFD (Qld Fire Department)	Nathan Greer	Pebble and Whetstone RFB	
102655	28/8/24	In	QFD (Qld Fire Department)	Ben Millington	RFSQ appliance weighing	
102661	29/8/24	Out	QFD (Qld Fire Department)	Neil Parker	Mutchilba RFB grant generator	
102662	29/8/24	In	QFD (Qld Fire Department)	Neil Parker	Mutchilba RFB grant generator	
102663	29/8/24	Out	QFD (Qld Fire Department)	Steve Smith	Presumptive legislation cancer list	
102667	29/8/24	Out	QFD (Qld Fire Department)	Steve Smith	2023/24 truck figures request	
102669	29/8/24	Out	QFD (Qld Fire Department)	Kelli Laing	BSD transfer	
102670	29/8/24	Out	QFD (Qld Fire Department)	Ben Millington	UHF CB radios for PPBs	
102671	29/8/24	In	QFD (Qld Fire Department)	Steve Smith	2023/24 truck figures request	Received
102672	29/8/24	In	QFD (Qld Fire Department)	Steve Smith	Presumptive legislation cancer list	Received
102674	2/9/24	Out	QFD (Qld Fire Department)	Ben Millington	4 RFSQ volunteer summits in 2025	
102676	2/9/24	Out	QFD (Qld Fire Department)	Steve Smith	Provision of PPC to brigades	
102677	2/9/24	Out	QFD (Qld Fire Department)	Ben Millington	Competence maintenance for paid staff	
102678	2/9/24	In	QFD (Qld Fire Department)	Steve Smith	Provision of PPC to brigades	Received
102684	3/9/24	In	QFD (Qld Fire Department)	Lisa Kesteven	CADSA newsletter	
102686	3/9/24	In	QFD (Qld Fire Department)	Taylor Byrnes	UHF CB radios	
102687	4/9/24	Out	QFD (Qld Fire Department)	Taylor Byrnes	UHF CB radios	



C#	Date	I/O	Organisation	Individual	Subject	Description
102695	5/9/24	Out	QFD (Qld Fire Department)	Kelli Laing	BSD transfer	
102698	5/9/24	Out	QFD (Qld Fire Department)	Ben Millington	Dunmora RFB lease	
102700	6/9/24	Out	QFD (Qld Fire Department)	Ben Millington	Injured firefighters update	
102701	6/9/24	In	QFD (Qld Fire Department)	Ben Millington	Injured firefighters update	
102702	6/9/24	Out	QFD (Qld Fire Department)	Ben Millington	Injured firefighters update	
102703	6/9/24	Out	QFD (Qld Fire Department)	Steve Smith	2023/24 truck figures request	
102704	6/9/24	Out	QFD (Qld Fire Department)	Steve Smith	Presumptive legislation cancer list	
102707	6/9/24	In	QFD (Qld Fire Department)	Ben Millington	Dunmora RFB lease	
102708	6/9/24	Out	QFD (Qld Fire Department)	Ben Millington	Dunmora RFB lease	
102710	9/9/24	In	QFD (Qld Fire Department)	Ben Millington	Competence maintenance for paid staff	
102716	9/9/24	In	QFD (Qld Fire Department)	Office of the Commissioner	2023/24 truck figures request	
102725	9/9/24	In	QFD (Qld Fire Department)	Ben Millington	Dunmora RFB lease	
102726	9/9/24	In	QFD (Qld Fire Department)	Ben Millington	Provision of PPC to brigades	
102750	11/9/24	In	QFD (Qld Fire Department)	Linda Gordon	Custom backs for Ford Rangers	OSWG action item
102737	12/9/24	Out	QFD (Qld Fire Department)	Kelli Laing	BSD transfer	
102745	13/9/24	In	QFD (Qld Fire Department)	Ben Millington	Presumptive legislation cancer list	
102746	13/9/24	In	QFD (Qld Fire Department)	Ben Millington	2023/24 truck figures request	
102751	16/9/24	Out	QFD (Qld Fire Department)	Ben Millington	Custom backs for Ford Rangers	OSWG action item



C#	Date	I/O	Organisation	Individual	Subject	Description
102752	16/9/24	Out	QFD (Qld Fire Department)	Ben Millington	2023/24 truck figures request	
102753	17/9/24	In	QFD (Qld Fire Department)	Ben Millington	Custom backs for Ford Rangers	OSWG action item
102754	17/9/24	Out	QFD (Qld Fire Department)	Ben Millington	Custom backs for Ford Rangers	OSWG action item
102755	18/9/24	In	QFD (Qld Fire Department)	Andrea Kirsten	Fire Incident Management System Project update	
102757	18/9/24	Out	QFD (Qld Fire Department)	Neil Kelso	LGAQ Annual Conference - vehicle bump in	
102763	18/9/24	In	QFD (Qld Fire Department)	Neil Kelso	LGAQ Annual Conference - vehicle bump in	
102764	18/9/24	Out	QFD (Qld Fire Department)	Neil Kelso	LGAQ Annual Conference - vehicle bump in	
102765	18/9/24	In	QFD (Qld Fire Department)	Neil Kelso	LGAQ Annual Conference - vehicle bump in	
102766	18/9/24	Out	QFD (Qld Fire Department)	Neil Kelso	LGAQ Annual Conference - vehicle bump in	
102769	19/9/24	Out	QFD (Qld Fire Department)	Steve Smith	New Bell trucks - Major safety issue	
102770	19/9/24	In	QFD (Qld Fire Department)	Steve Smith	New Bell trucks - Major safety issue	Read receipt
102771	19/9/24	Out	QFD (Qld Fire Department)	Kelli Laing	BSD transfer	
102772	19/9/24	Out	QFD (Qld Fire Department)	Kelli Laing	BSD transfer	
102775	20/9/24	Out	QFD (Qld Fire Department)	Ben Millington	Burns first aid	
102780	23/9/24	In	QFD (Qld Fire Department)	Savannah Terrar	Canada deployment	
102781	23/9/24	Out	QFD (Qld Fire Department)	Savannah Terrar	Canada deployment	



C#	Date	I/O	Organisation	Individual	Subject	Description
102784	23/9/24	In	QFD (Qld Fire Department)	Ben Millington	Burns first aid	cc to email to Shae Foenander
102786	23/9/24	In	QFD (Qld Fire Department)	Peta Miller-Rose	Burns first aid	CC to email to Ben Millington
102787	23/9/24	In	QFD (Qld Fire Department)	Ben Millington	New Bell trucks - Major safety issue	
102790	24/9/24	Out	QFD (Qld Fire Department)	Ben Millington	New Bell trucks - Major safety issue	
102794	24/9/24	In	QFD (Qld Fire Department)	Bianca Moss	Ilkley RFB bequest	
102795	24/9/24	Out	QFD (Qld Fire Department)	Bianca Moss	Ilkley RFB bequest	
102796	24/9/24	In	QFD (Qld Fire Department)	Bianca Moss	Ilkley RFB bequest	
102797	27/9/24	In	QFD (Qld Fire Department)	Savannah Terrar	Canada deployment	
102798	27/9/24	Out	QFD (Qld Fire Department)	Savannah Terrar	Canada deployment	
102799	27/9/24	In	QFD (Qld Fire Department)	Savannah Terrar	Canada deployment	3x emails of photos
102801	27/9/24	Out	QFD (Qld Fire Department)	Kelli Laing	BSD transfer	
102665	29/8/24	Out	QFleet	Damian Plumb	Pebble and Whetstone RFB	
102666	29/8/24	Out	QFleet	Peter Matthews	Pebble and Whetstone RFB	
102668	29/8/24	In	QFleet	Damian Plumb	Pebble and Whetstone RFB	
102637	26/8/24	Out	Qld Country Life	Sally Gall	QFES / QFD budgets	
102654	28/8/24	Out	Qld Country Life	Sally Gall	Brookfield 41 Ford Ranger	
102673	29/8/24	Out	Qld Country Life	Sally Gall	Brookfield 41 Ford Ranger	
102688	4/9/24	In	Qld Greens	Michael Berkman MP	Call for fully independent RFSQ	
102628	23/8/24	Out	Qld Ministerial	Nikki Boyd MP	Request to remove Ministerial Media Statement	



C#	Date	I/O	Organisation	Individual	Subject	Description
102635	26/8/24	In	Qld Ministerial	Kerryn Manifold	Request to remove Ministerial Media Statement	Statement updated
102636	26/8/24	Out	Qld Ministerial	Kerryn Manifold	Request to remove Ministerial Media Statement	Statement updated
102800	27/9/24	In	Qld Ministerial	Kerryn Manifold	Media release re Complaints Management System	
102625	22/8/24	In	Qld Parliamentary Service	Ethics Committee	Notifying of tabling	
102689	5/9/24	In	Queensland Government		Annual Return Form	Annual return of association
102642	26/8/24	Out	QuikCorp	Chris Coren	Guardian	
102652	28/8/24	In	QuikCorp	Chris Coren	Guardian	
102578	6/8/24	In	RFBAQ Rep	David Black	East Nanango RFB 52 unit failed clutch	
102586	12/8/24	In	RFBAQ Rep	Barry Child	Rep Reimbursement	
102587	12/8/24	In	RFBAQ Rep	Angela Endres	Rep Reimbursement	
102623	26/8/24	In	RFBAQ Rep	Jim Besgrove	Rep reimbursement	Invoice attached
102651	2/9/24	In	RFBAQ Rep	Angela Endres	Rep reimbursement	Invoice attached
102743	14/9/24	In	RFBAQ Rep	Sandy Brown	Volunteers time matters	cc'd to email to Ben Millington
102768	19/9/24	In	Springbrook RFB	Alan Richards	Safety problem new 51 truck	
102692	5/9/24	In	The Gympie Times	Scott Kovacevic	Sexism in Qld fire service	
102693	5/9/24	Out	The Gympie Times	Scott Kovacevic	Sexism in Qld fire service	
102694	5/9/24	Out	The Gympie Times	Scott Kovacevic	QFES / QFD budgets	
102607	19/8/24	In	The Public Trustee	Kisa Rajapakse	Estate of [REDACTED]	Bequest dispute update
102614	20/8/24	In	The Public Trustee	Karen Bauer	Estate of [REDACTED]	Update on estate - completed, payment made



C#	Date	I/O	Organisation	Individual	Subject	Description
102649	29/8/24	In	The Public Trustee	Kerry Campbell	Estate of Late [REDACTED] [REDACTED]	Bequest update
102739	16/9/24	In	The Public Trustee	Kerry Campbell	Estate of [REDACTED] [REDACTED]	Property sale update
102778	24/9/24	In	Veteran RFB	Bernadette Wright	Veteran RFB Grant Application	
102779	24/9/24	Out	Veteran RFB	Bernadette Wright	Veteran RFB Grant Application	2024 09 24 - Veteran RFB - GN24-659 - Grant Application Received
102728	10/9/24	Out		[REDACTED] [REDACTED]	AU98 Early Bird Gift Card	Signed notification letter and gift card attached
102729	10/9/24	Out		[REDACTED] [REDACTED]	AU98 Major Prize Winner	Signed notification letter



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

**CAVFA Report
Rural Fire Trust Fund Report
OLGA Wilson Trust Report
Operation Strategic Working Group Report
EVAF Report**



CAVFA:

Cancer coverage and how to bring all states to same amount of coverage.

Fund raising (how)

Fire Ants in the Samford Valley Risk from baits dropped when doing hazard reduction burns.

State reports.

Rural fire trust:

Nil to report

Olga Wilson Trust:

has finished and no longer exists.

OSWG meeting:

9th October 24 will give verbal report

EVAF:

Now controlled by Police Last 2 meetings was to formalize new committee.