

# RURAL FIRE LEVY POLICY

## COMMUNITY POLICY



### 1 Scope

This policy applies to requests received from Queensland Fire Department, Rural Fire Service Queensland for Rockhampton Regional Council to levy and collect rural fire levies on behalf of the relative rural fire brigades.

### 2 Purpose

The purpose of this policy is to establish the responsibilities and processes required of all parties relating to Council levying special rate/charge under the *Local Government Act 2009* and contributing such amounts raised to rural fire brigades within the Region that is the levy and collection of a rural fire levy.

### 3 Related Documents

#### 3.1 Primary

Nil

#### 3.2 Secondary

*Fire Services Act 1990*

*Local Government Act 2009*

*Local Government Regulation 2012*

Revenue Statement

Rural Fire Brigade Manual D3.2 – Rural Fire Levy

### 4 Definitions

To assist in interpretation, the following definitions apply:

Council	Rockhampton Regional Council
QFD	Queensland Fire Department
Region	Area defined by the electoral boundaries of Council.
RFSQ	Rural Fire Service Queensland
Rural Fire Levy	A special rate/charge made in accordance with section 92 of the <i>Local Government Act 2009</i> , section 94 of the <i>Local Government Regulation 2012</i> and section 152ZD of the <i>Fire Services Act 1990</i> .

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## 5 Policy Statement

Should a rural fire brigade require Council to make and levy a special rate or charge, then the following process must be followed:

### 5.1 Prepare Documentation

Rural fire brigades must prepare and submit the following documents to the Area Manager, RFSQ:

- (a) A three year activity plan;
- (b) A 12 month operational plan;
- (c) A budget conforming with the 12 month operational plan; and
- (d) Financial statements for the previous financial year, audited by a qualified accountant or auditor.

### 5.2 Public Meeting

Rural fire brigades will need to hold a public meeting to discuss levy collection and disbursement for the next financial year. The meeting is to include member brigades and the Area Manager, RFSQ.

### 5.3 QFD Approval

The rural fire brigade is required to submit the following to the Area Manager, RFSQ, QFD, Rockhampton for approval:

- (a) The documents mentioned in paragraph 5.1 above;
- (b) The amount of the proposed levy;
- (c) A copy of the minutes of the public meeting held to determine the levy; and
- (d) Details of the steps taken to advise of the holding of the public meeting.

### 5.4 Responsibilities

#### 5.4.1 Area Manager, RFSQ, QFD Rockhampton

The Area Manager, RFSQ, QFD Rockhampton is responsible for:

- (a) Reviewing activity plans, operational plans and budgets of the rural fire brigades proposing to make a rural fire levy;
- (b) Negotiating the proposed levy with rural fire brigades;
- (c) Ensuring all documentation is in accordance with QFD Policy and procedures;
- (d) Forwarding recommendations to Council regarding the levy to Council's liaison officer by 30 April each year; and
- (e) Liaising with rural fire brigade groups and individual brigades on matters relating to rural fire brigades.

#### 5.4.2 Council

Subject to a recommendation being received from the RFSQ, QFD, Council is responsible for making provision in its budget for the making of special rates/charges for rural fire levies provided recommendations, the list of brigades and the relative amounts to be raised are received from the Area Manager by 30 April each year.

Council has the ability to adjust the requested amounts if they are deemed to be disproportionate across the Region. This is to be done in consultation with the Area Manager, RFSQ.

The levy will be included in Council's rate notice.

All revenue raised from the special rate/charge will be forwarded to the brigades as soon as possible after the end of each rate discount period. Where possible, payment will be made by EFT direct to the brigade's bank account.

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Council will not impose any fee to cover the expenses associated with the collection of the levy.

## 6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the Council.

## 7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Deputy Chief Executive Officer
Policy Owner	Chief Financial Officer
Policy Quality Control	Legal and Governance



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