

What I Need to Know

The responsibility for constructing a fire station rests with the brigade. A brigade must comply with all Government and Council licensing and permit requirements.

Fire station construction, modification or refurbishment must be undertaken in compliance with the minimum recommended standard of two bay steel construction with concrete floor.

- Concrete specifications – slab no less than 150mm thick
- Door openings - 3 meters wide and minimum of 3 meters high
- Security system fitted
- Toilet facilities included
- Hand washing facilities located away from food preparation areas
- Internal and external lighting to WH&S and security requirements

Brigades should consider future requirements before designing and constructing a new fire station.

Financial Assistance

Queensland Fire and Rescue Service (QFRS) may provide financial assistance to construct, modify or refurbish a station through a fire station construction grant.

How I do it

- Prior to commencement of the planning for the construction, modification or refurbishment of a fire station, contact the Area Director Rural Operations (ADRO) for permission to proceed. The ADRO will need to ensure the station is required, is being built on appropriate land and fits with future QFRS service delivery planning.

Financial Assistance

- To access a grant of up to \$10,000, make an application on the attached Fire Station Construction Grant Application Form, sending it to your Area Director, Rural Operations, giving maximum advance notice of the grant request.
- The Area Director will consider the scope of the project and the availability of other funds. “Scope” includes the proposed design, construction, size and facilities in terms of appropriateness to the brigade’s needs.

External Grants

- QFRS is willing to support a brigade’s application to an external grant-making organisation. Support will be dependent on the scope of the project.
- For information on how to apply for funding from external grant organisations, refer to the “Community Grant Funds” section in the manual.

Reference Materials

- Area Reference Manual – Business Rule: D4.1.4 – Acquire and Develop Land for Brigade Facilities and Infrastructure

QFRS RURAL OPERATIONS

FIRE STATION CONSTRUCTION GRANT APPLICATION FORM

BRIGADE DETAILS:

1. Rural Fire Brigade:
2. Address for Correspondence:
.....
.....
3. Contact person (For enquiries regarding application):
.....
4. Telephone Number(s):
.....
5. Position in Brigade:
6. ABN No:
7. Is the brigade registered for GST? Yes / No

THE PROJECT:

Projects may not commence prior to formal advice from the Rural Operations.

“Project” refers specifically to that for which grant funds are sought.

The maximum Grant available is \$10,000.

Address / Location of Fire Station:
.....
.....

PROJECT DETAILS:

8. Outline need for the project, including results of any research or surveys, and the outcomes you expect to achieve.

PROJECT DETAILS CONT:

9. Is the project connected in any way with State Government or Local Government organisations, i.e. Joint Facility with SES or LAC?
10. What is the proposed commencement date and proposed completion date of the project?
11. Provide clear evidence of the capacity of the brigade to undertake the project.
Describe:–
- (a) How the project will be managed;

 - (b) How financial control will be exercised to ensure the budget will not be exceeded;

 - (c) How contractors (if required) will be supervised and timetables met;

 - (d) How approvals (when required) will be obtained.

FINANCIAL ARRANGEMENTS:

12. Please submit your plans/quotations showing the total expenditure for the project, along with expected sources of income. The following details must be clearly shown in the summary section, below – *(please attach separate pages if insufficient space to answer)*
- the amount to be raised by your brigade, and
 - the amount of grant sought.

FINANCIAL ARRANGEMENTS CONTD:

- 13. Where funds are sought for construction projects, all labour and non-labour costs such as wages and related costs, fees and consultancy costs should be included.
- 14. Where the purchase of more than one item forms the project, each item is to be listed and costed individually in priority order. (**Attach separate list**)
- 15. Where funds are sought for non-capital projects complete budgets must be attached, including any anticipated income.
- 16. Have you made, or do you intend to make an application for a grant from other sources (including Government (GCBF/Jupiters) or Local Government Authority) for this project. If so, complete details must be given, including the date by which the success or otherwise of the application will be known.
- 17. Does the brigade presently receive or depend on funding from Local Government sources (**for example Rural Fire Levy**)? If so, please indicate the extent of funding, and advise if it is expected to continue.
- 18. If the application is in regard to an on-going project, how is it financed at present, and how will it be maintained after any initial grant is made from the Rural Operations?
- 19. Will the project involve any revenue raising activities? If Yes, give details including an estimate of the revenue expected, and its proposed use: Yes / No.
- 20. List each additional page or document forming part of, or supporting this application.

FINANCIAL SUMMARY:

Funds sought from Rural Operations \$ _____

Funds in hand (add) \$ _____

Funds to be raised (add)* \$ _____

TOTAL PROJECT COST: \$ _____

**Indicate how these funds are to be raised, including sources, together with projected fund raising timetable.*

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BRIGADE DECLARATION:

- 21. On behalf of the Rural Fire Brigade, we agree to abide by the requirements of this grant as detailed in the Guidelines.
- 22. And we agree and request that the Rural Operations supply a Recipient Created Tax Invoice (RCTI), in accordance with the DES policy and Guidelines for Grants where applicable.

Name and Signature of *Brigade Chairman*: (Sign)
 (Print Name) Date:

Name and Signature of *Secretary*: (Sign)
 (Print Name) Date:

Name and Signature of *Treasurer*: (Sign)
 (Print Name) Date:

Any two office bearers detailed above to sign

RECOMMENDATION

(Forward to Regional Office once complete)

A grant of \$..... is recommended / The application is not recommended.
 (Delete one)

Name and Signature of *Area Director*: (Sign)
 (Print Name) Date:

APPROVAL:

(Forward to Central Office once complete)

A grant of \$..... is approved. Funds are available. / The application is not approved.
 (Delete one)

Brigade advised of Grant Approval / Non-approval.

Name and Signature of *Regional Manager*: (Sign)
 (Print Name) Date:

CENTRAL OFFICE USE ONLY

SAP Entry (If application approved)

Payment has been entered into SAP: Yes / No

(Sign)
 (Print Name) Date: