

What I Need to Know

- A stocktake of all assets belonging to QFRS, is a financial requirement of the Queensland Government. This includes all equipment and property above a certain value utilised by Rural Fire Brigades.
- A Stocktake is a **physical sighting of all items** held in a **specific location** at a **specific point in time**.
- A stocktake of Rural Fire Brigade assets is undertaken on a three-year cycle.
- The items requiring stocktaking during any given three-year period may change depending on Departmental requirements.
- Rural Fire Brigade items which may be required to be stocktaked include:
 - Land
 - Stations and sheds
 - Appliances
 - Slip-ons
 - Trailers

Performing a stocktake benefits QFRS as it identifies:

- The need for additional or replacement equipment;
- Equipment beyond repair;
- Equipment in need of repair or maintenance;
- Obsolete equipment;
- Equipment which can be utilised as a spare;
- Equipment surplus to requirements;
- Location of the item: and
- Current condition of the equipment.

The accuracy of the stocktake data has a significant impact on future funding requirements. Reliable and accurate records maximises the decision making for future funding requirements for QFRS assets.

How I do it

- The Rural Operations Area Office, in conjunction with the relevant brigade, undertakes the stocktakes.
- During the three-year period the Area Office will contact a brigade representative to arrange a suitable time to inspect the brigade's assets.
- During the visit, the Area Office representative is required to physically sight every item to be stocktaked. The relevant paperwork will need to be signed by both the brigade representative and the Area Office Representative.

Reference Materials

- Area Reference Manual – Business Rule: D4.1.1 – Effective Station / Brigade Stocktake