
Attachment 3

CFA Application Forms

Forms are also available to download from the CFA website

<https://www.members.cfa.vic.gov.au/programs/vesep>

1.	Part A: Vehicles and Operational Equipment Application Form	p 2
2.	Part B: Volunteer Amenities and Minor Works Application Form	p 4
3.	Addition to the Firefighting Fleet Appliance Fleet Operational Justification Form	p 6

2023/24 Volunteer Emergency Services Equipment Program

Part A: Vehicles and Operational Equipment Application

Date: / /

District:

Brigade/Group Name

Brigade/Group No:

Region:

DPC Priority Ranking:

Contact for Project:

Name:			
Phone:		Mobile:	
Email:			
Postal:			
		Postcode:	

Privacy Collection Statement

CFA is collecting this information for the purpose of the Volunteer Emergency Services Equipment program. The personal information provided will be used to assist us in communicating with you for the purpose of this grant and will also be provided to Emergency Management Victoria Senior Grants Officer and if successful to suppliers. You are not required by law to provide us with this information however if you choose not to this will hinder the ability for you to obtain a grant. This information will be held at CFA HQ's by the VESEP Project Coordinator, who can be contacted by phone on 9262 8825 or email VESEPProject@cfa.vic.gov.au

Proposed Vehicle or Operational Equipment:

Item	Type/Description	Estimated Cost (Ex GST)	Addition	Replace
Vehicle		\$	<input type="checkbox"/>	<input type="checkbox"/>
Operational Equipment		\$	<input type="checkbox"/>	<input type="checkbox"/>

Current Brigade Vehicles: - *If applying for a replacement vehicle indicate vehicles being replaced*

Model/Size	Registration	Owned (CFA/Brigade)	Year	Age	Details	Replacing
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Brigade Information: -*Additional brigade information or comments can be provided on a separate document*

How will the Brigade consistently crew and operate vehicles and/or equipment?	
If the proposed vehicle is an addition provide details of where the vehicle is to be housed,	
Does the Vehicle / Equipment meet the Regional Strategic Resourcing Plan? (provide detail) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Brigade Turnouts per year:	
Is the future Population / Risk Environment trending up or down:	
Time Distance from Next Responding Brigade	Min

Brigade Finances:

Total Brigade Funds: Attach supporting evidence. Eg: (CFA Audit Report, Bank Statements or Brigade Financial Plan or letter of donation pledge)	\$
Disposal of Vehicles being replaced: (Attach evidence eg: Trade-in valuation)	\$
CFA Extended Credit: (Only applicable if Brigade intend to apply)	\$

Project Costs: - **excluding GST**

Brigade Contribution:	\$	Total Grant Contribution	\$
		Total Project Cost	\$

2023/24 Volunteer Emergency Services Equipment Program

Part B: Volunteer Amenities and Minor Works Application



Date: / /
 Brigade/Group Name
 Region:

District:
 Brigade/Group No:
 DPC Priority Ranking:

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Contact for Project:

Name:			
Phone:		Mobile:	
Email:			
Postal:		Postcode:	

Proposed Volunteer Amenities or Minor Works:

Item	Type/Description	Estimated Cost (Ex. GST)
Volunteer Amenities <\$5k	(Attach detailed information eg Quotations)	\$
Minor Work < \$150k	Summary: (Attach detailed scope information)	\$

Brigade Information: -Additional brigade information or comments can be provided on a separate document

Brigade Membership Numbers:	
Is the future Population / Risk Environment trending up or down:	
Is the facility used regularly by the broader Community:	
Brigade turnouts per year:	

Brigade Finances:

Total Brigade Funds: Attach supporting evidence. Eg: (CFA Audit Report, Bank Statements or Brigade Financial Plan or letter of donation pledge)	\$
CFA Extended Credit: (Only applicable if Brigade intend to apply)	\$

Project Costs: - excluding GST

Brigade Contribution:	\$	VESEP Contribution	\$
		Total Project Cost (ex GST)	\$

VESEP Selection Criteria & Endorsement

This section is to be completed by the District

AMENITIES <\$5k		
• A quote is to be submitted with application inclusive of associated works required (eg: installation, modifications to switch board)	Yes	No
• Has the application been discussed and endorsed by the Assistant Chief Fire Officer	Yes	No
• Does the project require certification from a qualified trades person on completion	Yes	No
• Is there sufficient power allocation to the site to accommodate future demand	Yes	No
MINOR WORKS <\$150k		
• Has the proposed project been pre-registered with VESEP Minor Works Project Manager via email VESEPProject@cfa.vic.gov.au	Yes	No
• Has the project received endorsement documentation from Land & Building Services	Yes	No
• Has the application been discussed and endorsed by the Assistant Chief Fire Officer	Yes	No
• Is the Brigade proposing to provide work in kind, if so, provide details with application Note: In kind works may reduce the total cost of a project however a 1/3 rd monetary contribution is required	Yes	No
District Comments:		
Signed: _____ Date: / /		

1. Benefit to the Community / Catchment

- Will the asset be of benefit to the broader community? Yes No

2. Capacity to Fund

- Can the Brigade fund future maintenance & replacement of the asset Yes No

3. Core Responsibility Factors

- Does the proposed asset use fall within the Brigade core responsibilities? Yes No

4. Enhance Operational Readiness

- Will the asset assist in the Brigade/Unit's operational readiness/service delivery? Yes No

5. District Comments:- *(Rationale comments are included with recommendations forwarded to EMV and may be used in other correspondence)*

Recommendation and Endorsement

DPC Endorsement

Meeting Date: / / Endorsed Not Endorsed

Assistant Chief Fire Officer

Name: Signature Date: / /

Deputy Chief Officer Endorsement

Name: Signature Date: / /

Volunteer Emergency Services Equipment Program 2023/24



Addition to the Fire Fighting Appliance Fleet Operational Justification

Brigade/Group Name:

District:

Brigade Contact:

Brigade Summary

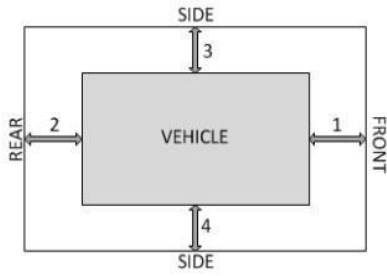
Membership	Number	Incident	Number
Operational		Primary	
Non-Operational		Support	
Population			

Current Vehicles (RMS Resource Summary)

Model/Size	Owner (CFA or Brigade)	Year	Age

Details of where the appliance will be housed:

Appliance Clearances at Housed Location



Appliance Measurements	Width (Excluding Mirrors)	Length	Height
FCV	2.18m	5.65m	1.95m
ULT	1.83m	5.71m	2.13m
Light Tanker	2.14m	6.62m	2.7m
Medium Tanker	2.49m	7.34m	3.025m

(1) Front Length Measurement:	
(2) Rear Length Measurement:	
(3) Side Width Measurement:	
(4) Side Width Measurement:	

Brigade Operational Profile

Changes to Risk Environment

DPC Comment

