



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

2025/26 Volunteer Emergency Services Equipment Program

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
Tanker/Vehicle		\$	<input type="checkbox"/>	<input type="checkbox"/>
Operational Equipment		\$	<input type="checkbox"/>	<input type="checkbox"/>

List all Brigade Vehicles: - If applying for a replacement vehicle indicate which vehicle is 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, and the Addition to Fleet Application Form.	
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. e.g. (CFA Audit Report, Bank Statements or Brigade Financial Plan or letter of donation pledge)	\$
Disposal of Vehicles being replaced: (Attach evidence e.g. Trade-in valuation)	\$
Brigade funds that are committed to other projects as per financial plan (Full details to be attached)	\$

Project Costs: - excluding GST

Brigade Contribution:	\$	Total Grant Contribution (Including Special Access dollars if applicable)	\$
		Total Project Cost	\$

VESEP Selection Criteria & Endorsement

This section is to be completed by the district

1. Needs Assessment

- Is the vehicle / equipment operationally justified? Yes No
- Is the vehicle / equipment suitable for the risks? Yes No
- Is the primary appliance used on strike teams? Yes No
- If addition to fleet, has addition to fleet paperwork been completed? Yes No

2. Risk Assessment

- Is the risk environment changing Yes No
- What is the risk environment _____
- What are the consequences of a significant event _____
- What is the likelihood of a significant event High Med Low

3. Ability to House, Crew and Operate

- Can the Brigade consistently house, crew and operate vehicles and/or equipment? Yes No
- Where will the vehicle be housed: _____ Not applicable
- Does the Brigade have the appropriately trained personnel? Yes No

4. Benefit to the Community / Catchment

- Will the vehicle / equipment be used in the broader community? Yes No
- Will the asset bring a benefit to the community? Yes No
- Is the likelihood that the asset may be provided in the area by CFA / Vic SES? Yes No

5. Capacity to Fund

- Can the Brigade fund the appropriate vehicle / equipment? Yes No
- Can the Brigade fund future maintenance & replacement of the vehicle/equipment? Yes No

6. Core Responsibility Factors

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

7. Enhance Operational Readiness

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

8. 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 Endorsement

Name: Signature Date: / /

Deputy Chief Officer Endorsement

Name: Signature Date: / /

2024/25 Volunteer Emergency Services Equipment Program



Volunteer Amenities and Minor Works Application

Date: / /

District:

Brigade/Group Name:

Brigade/Group No:

Region:

DPC Priority Ranking:

Privacy Collection Statement

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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 < \$250k	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)	\$
Brigade funds that are committed to other projects as per financial plan (Full details to be attached)	\$
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
• Pre-registration require if equipment or items are being installed at station • - Is endorsement memo included with the application	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 <\$250k		
• 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 pre-registration endorsement memo from Land & Building Services and included with the application	Yes	No
• Check grant amount matches the pre-registration endorsement memo figure	Yes	No
• Has the application been discussed and endorsed by the Assistant Chief Fire Officer	Yes	No
District Comments:		
Signed: _____		Date: / /

9. Benefit to the Community / Catchment

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

10. Capacity to Fund

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

11. Core Responsibility Factors

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

12. Enhance Operational Readiness

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

13. 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: / /

2024/25 Volunteer Emergency Services Equipment Program



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 appliance will be housed:

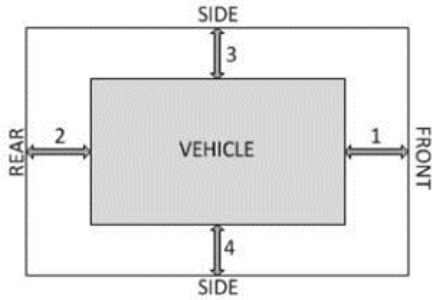
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2024/25 Volunteer Emergency Services Equipment Program



Addition to the Fire Fighting Appliance Fleet Operational Justification

Appliance Clearances at Housed Location



Appliance Measurement	Width Over Mirrors	Length	Height
FCV	2.27m	5.9m	2.1m
BA Support	2.27m	5.9m	2.1m
Big Fill	2.27m	5.7m	2.3m
ULT	2.27m	5.65m	2.17m
Light Tanker	2.8m	6.62m	2.6m
Medium Tanker	2.7m	7.4m	3.1m

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

Brigade Operating Profile:

Change to Risk Environment:

DPC Comments:

Operational Justification:

Assistant Chief Fire Officer Date:	Deputy Chief Officer Endorsement Date:	Chief Officer Approval Date:
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