
Attachment 3

CFA Application Forms

Forms are also available to download from the CFA website

<https://www.members.cfa.vic.gov.au/mycfa/Show?pageId=bovVehicleAbout>

1.	Part A: Vehicles and Operational Equipment Application Form	p 2
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2021/22 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 8630 or email VESEPProject@cfa.vic.gov.au

Proposed Vehicle or Operational Equipment:

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

* FCV applications (excluding the CFA standard build) must include a vehicle weight calculation pro forma available on Brigades on Line

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)	\$
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	\$



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

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: / /

2021/22 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:

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
Volunteer Amenities <\$5k		\$
Minor Work < \$100k	Summary: (Attach detailed information eg Quotations)	\$

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

Brigade Membership No:	
Is the future Population / Risk Environment trending up or down:	
Is the facility used regularly by the broader Community	

Brigade Finances:

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

Project Costs: - excluding GST

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

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 <\$100k		
• Has the proposed project been registered with VESEP Minor Works Project Manager	Yes	No
• Has the project been fully scoped and documented with detailed plans available	Yes	No
• Has a minimum of 2-3 competitive quotes been obtained	Yes	No
• Does the project require a Building Permit or Town Planning (if unknown Project Manager will advise)	Yes	No
• Has the application been discussed and endorsed by the Assistant Chief Fire Officer	Yes	No
• Is the Brigade aware that a commercial builder is required for all extensions / modifications	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:		
 APO 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



Addition to the Fire Fighting Appliance Fleet Operational Justification

Brigade/Group Name:

District:

Brigade Contact:

Brigade Summary

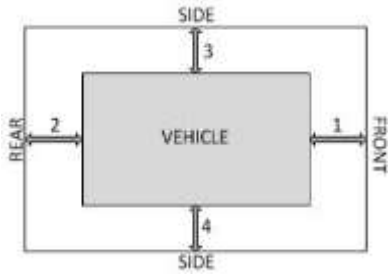
Membership	Number	Incident	Number
Operational		Primary	
Non Operational		Support	
Population			

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	2m	6m	2m
ULT	1.94m	5.62m	2.06m
Light Tanker	2.14m	6.62m	2.8m
Medium Tanker	2.85m	7.35m	3m

(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

Operational Justification

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Approval

<p>Assistant Chief Fire Officer</p> <p>..... Date:</p>	<p>Deputy Chief Officer Endorsement</p> <p>..... Date:</p>	<p>Chief Officer Approval</p> <p>..... Date:</p>
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Vehicle Weight Proforma for VESEP Applications

Brigade / Group Name:

Proposed Vehicle Make:

Proposed Vehicle Model:

Vehicle Type: Single Cab / Dual Cab / Wagon

Vehicle GVM according to Manufacturers specification:

Number of Seats in Vehicle:

Transmission: Manual / Automatic

Accessories:

Note: Bull bars, snorkels, driving light mounting, etc. must be genuine accessories.

Accessories	Yes / No	Approximate Weight
Steel Bull Bar		80 kg
Alloy Bull Bar		55 kg
Draw System		85 kg
Fridge		25 kg
CFA Recovery Kit		20 kg
Slabs of water		15 kg per slab
Other Equipment		kg
Total Weight of Accessories		kg

Weight Calculations:

Line	Details	Weights
1	GVM of Vehicle (Refer to Weight Loadings for Common FCV document)	kg
2	Tare Weight of vehicle according to manufacturer's specification (Refer to Weight Loadings for Common FCV document)	kg
3	Total Weight of accessories (As per table above)	kg
4	Add weight of Accessories to Tare Weight = TOTAL VEHICLE WEIGHT (Line 2 weight plus line 3 weight)	kg
5	Subtract the TOTAL VEHICLE WEIGHT from GVM OF VEHICLE = weight available for passengers. (Line 4 weight minus line weight 1)	Kg
6	Divide weight available for passengers by 100kgs to determine number of passengers including driver the vehicle can legally carry (Divide Line 5 weight by 114 = passenger number)	Passenger Number

Note: A GVM upgrade will not be considered for a FCV vehicle.

Please forward completed form with VESEP Application