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FOREWORD

The Manual for Capital and Operating Grants (Grants Manual) establishes the guidelines for participants in the Local Government Grants Scheme (LGGS).

This Grants Manual is approved by the Minister for Emergency Services under the Fire and Emergency Services Act 1998.

Since the introduction of the Emergency Services Levy (ESL) in July 2003, processes continue to be reviewed focusing on areas where less complex approaches can be taken as well as improving the efficiency and effectiveness of the LGGS.

During 2015, DFES’ Capability Command will facilitate a review of the section of the LGGS Manual for Capital and Operating Grants eligible and ineligible items. The review, required due to operational changes and efficiency initiatives, will be conducted through the Bush Fire and State Emergency Services Volunteer Advisory Committees (VAC’s). It is envisaged that the review will be completed in 2015 with the outcomes included in the 2016/17 manual.

In keeping with this review process, the Grants Manual for 2015/16 has been prepared with limited minor amendments made to remove the ambiguities and to clarify the requirements of some conditions so as to enhance the quality of applications received.

Operating Grant offers are based on the average of the previous two (2) years completed acquittals (past expenditure trends) and the current year’s actual allocation, indexed with the prevailing cost escalation factor.

Local Governments are advised of the assessed amount with the option of either accepting or rejecting the proposed Grant allocation. If it is accepted a submission will only be required for Item 9 requests.

If the offer is rejected, a complete alternative Operating Grant submission will be required to be submitted by the Local Government entity.

The Department of Fire and Emergency Services (DFES) will again be offering Local Governments an appliance/vehicle replacement programme for 2015/16 together with an indicative programme for the four (4) out-years. Form 3a lists all approved LGGS funded appliance/vehicles and the replacement programme.

This will enable Local Governments to review the programme and where accepted to include the signed Form 3a along with the completed grant application. If a Local Government does not accept the DFES offers in the programme it may in consultation with DFES’s Regional Office, submit an alternative programme for consideration. Alternative vehicle programmes requested on the Form 3a will be subject to Section 3.2 Statewide Resource Replacement Programme and its replacement terms.

DFES’s Planning & ESL Allocations Branch have confirmed the current housing arrangements and future requirements for LGGS funded appliances/vehicles for Bush Fire Brigades (BFB) and State Emergency Service Units (SES). Form 3b lists the BFB’s and SES unit(s) current housing status and where applicable, a proposed facility replacement programme.

This will enable Local Governments to review the programme and where accepted to include the signed Form 3b along with the completed grant application. If a Local Government does not accept the DFES offers in the programme it may in consultation with DFES’s Regional Office, submit an alternative programme for consideration.
If a Local Government accepts both the Capital and Operating Grant offers they are required to submit Forms 1, 2, 3a & 3b as confirmation of acceptance.

Capital and Operating Grant applications must be received at DFES by 5.00pm on 27 March 2015. Applications received after this date cannot be accepted.

Where a Local Government fails to submit a grant application by 5.00pm on 27 March 2015, DFES will determine an Operating and Capital Grant allocation for that Local Government for 2015/16.
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1. Introduction

On 1 July 2003, a property-based Emergency Services Levy (ESL) was introduced to more equitably provide the main source of funds for the operations of the following:

- Bush Fire Brigade (BFB);
- Career Fire and Rescue Service (CFRS);
- Emergency Management Services (EMS);
- State Emergency Service (SES);
- Volunteer Emergency Service Units (VES);
- Volunteer Fire and Rescue Service (VFRS); and
- Volunteer Fire Service Brigades (VFS).

Of particular relevance above, the ESL has and will continue to provide funds through the Local Government Grant Scheme (LGGS) to Local Governments via Capital and Operating Grants for their BFBs and SES Units where applicable.

These LGGS funding arrangements do not alter the statutory responsibilities of Local Governments to fund and manage a range of land management and community safety and planning responsibilities under the Bush Fires Act 1954 and the Local Government Act 1995. These responsibilities will continue despite the introduction of the LGGS for Local Governments.

On this basis, there has been no change to the management arrangements or ownership of existing assets for these services. Hence, Local Governments continue to administer and manage BFBs. SES Units and VES Units will continue to be managed under the various arrangements that currently exist. DFES will also continue to manage its own services in accordance with current practices.

Whilst the ESL funding system has delivered a more equitable, transparent and accountable way of financing fire and emergency services in Western Australia, it has not removed the need for the coordination of these services and a continuation of the roles of existing local and regional consultative groups.

Given that funding is based upon a state-wide model, ESL collected contributions will, in a number of instances, not align to the specific Grants to a Local Government. Underpinning the Emergency Services is the general principle to provide a range of emergency and support services to make Western Australia a safer community. Hence, no meaningful comparison can be made between the aggregate amount of ESL contributions collected by Local Governments and the amount allocated each year to that Local Government by DFES by way of BFB/SES capital and operating grants.

This manual provides the processes and guidelines for Local Governments to participate in the LGGS.
2. The Grants Budget Process

2.1. Introduction

LGGS budgets are established at the Local Government level and are divided into the following categories:

- Capital Grant Budget - relates to significant capital works initiatives, including the acquisition of facilities, appliances, vehicles and major items of equipment; and
- Operating Grant Budget - relates to general operating costs and minor purchases, including such items as training, protective clothing, furniture and other minor non-recurrent items.

The determination of the service and financial needs of the various activities that are to be funded remains a key aspect of the LGGS funding arrangements. The process continues to take into account a range of factors, including past expenditure on the services, current resource levels and resource standards in consideration of risk profiles.

The LGGS Grant’s budget and payment processes are designed to reflect the historical linkages between the Local Government, the brigades/units themselves and DFES and, wherever possible, seek to support and complement those arrangements in the most effective manner.

The LGGS processes will continue to have the following key development and approval phases:

- Determining the service expenditure needs;
- Reviewing and assessing the requirements;
- Approving the LGGS budget;
- Payment of the approved LGGS grants; and
- Acquitting and reviewing the approved LGGS grants.

2.2. Service Expenditure Needs

Since 2003/04 more than $248 million has been allocated to Local Governments which has led to significant improvements in volunteer resourcing, particularly in those areas which had previously been underfunded.

Ongoing analysis of service delivery standards and the local risk profiles will be influential to the need for future financial support. The standards will seek to ensure that all communities are able to access levels of protection that properly and fairly reflect the risks that they face. This will be an ongoing process and will occur in consultation with all stakeholders.

Given the state-wide nature of the SES and its strategic location in various regions, establishment and operating costs will continue to reflect not only the local needs but also the regional capability to respond to different types of likely emergencies. Similarly, BFBs’ capabilities will also continue to recognise regional response requirements. This may necessitate the placement of particular types of appliances/vehicles and specialised equipment within a geographic area that is best able to fulfil this role, without any diminution in the standard or level of essential local emergency support.
2.3. LGGS Cost Recognition

It is important to restate that the LGGS funding arrangements have not changed the statutory obligations of Local Government to fund and manage a range of land management and community safety and planning responsibilities under the Bush Fires Act 1954 and the Local Government Act 1995. This incorporates the necessary resources and infrastructure required to administer those responsibilities, including their effective regulation, management, surveillance, compliance and control.

Accordingly, expenses incurred by Local Governments in relation to these fire management functions will remain with and continue to be funded by Local Governments.

That said, it remains that the specific intended role and function of the LGGS is to enable DFES to finance the approved capital and operating costs associated with the provision and maintenance of an effective bush firefighting service for Local Governments. In essence, this includes all costs incurred by BFBs associated with their establishment and training, and their actual responses to firefighting (excluding wildfire) or other typical brigade operational activities. Similarly, the LGGS will also fund the approved capital and operating costs associated with the delivery of services by SES Units.

Only the specific endorsed roles (e.g. SES Vertical Rescue and BFB Offensive Firefighting) of each operational service will be resourced. Any change in the role/function of a brigade/unit should be agreed to by both services and endorsed by the DFES Regional Superintendent.

Some Local Governments have identified a range of salary and other fixed costs associated with these services, which are assigned for their programme costing purposes. These are assigned costs that will continue to exist regardless of the existence of the brigades/units. Such "assigned" costs are not eligible for LGGS funding.

This cost recognition principle can be summarised as follows:

“Expenses of Local Governments that may be included for LGGS funding purposes are only those that directly result from the operation of BFBs and SES Units, and which would not otherwise be incurred if these emergency services ceased to be provided. This is referred to as the “Avoidable Cost Principle”.

This is an important definition. At its core is a need to recognise the actual costs that brigades/units generate and to fund those expenses through an approved LGGS grant.

Accordingly, there is no provision for the inclusion of costs that Local Governments might identify as a result of time spent by their own officers/employees/services on fire and emergency related matters. These costs will continue to exist whether or not emergency services are actually provided, and therefore remain a general corporate cost of Local Governments. Such costs must continue to be financed through the Local Governments rates processes or other relevant revenue sources.

With this in mind, there is no provision for any Local Government salary and/or administrative related costs, including overheads, to be included for Operating Grant funding purposes.

With regards to Capital Grant funding, specifically for the construction of new buildings or upgrades to existing facilities, DFES will consider the inclusion of Local Government employee salary costs providing certain conditions are met as detailed in section 7.4.3.
2.4. LGGS Expenditure Framework

The following table provides a broad policy framework to distinguish funding sources for existing expenditures associated with emergency services activities. It dissects expenditure into four classifications to assist in determining whether expenditure qualifies for LGGS funding and the appropriate process to follow:

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<tr>
<th>Expenditure Classification</th>
<th>Broad Description</th>
<th>LGGS Eligibility</th>
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<tr>
<td>1. Brigade/Unit Operating Costs</td>
<td>Operating expenses incurred by a brigade/unit in direct support of their activities and readiness for operational duties, including the cost of emergency responses. Costs included are utilities, stationery, minor equipment, protective clothing, training, vehicle and building maintenance, etc. See Appendix II and III.</td>
<td>Yes (Operating Grant Scheme)</td>
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<tr>
<td>2. Brigade/Unit Capital Costs</td>
<td>Capital assets supported by an approved Resource to Risk or similar Agreement. The scope of such equipment is addressed within the Capital Grants Section of this manual and includes items such as appliances, vehicles, boats, trailers, buildings, etc. See Section 3.</td>
<td>Yes (Capital Grant Scheme)</td>
</tr>
<tr>
<td>3. Local Government Statutory Costs</td>
<td>Capital and operating expenses incurred by Local Governments pursuant to their statutory land management and community safety and planning obligations under the Bush Fires Act 1954 and Local Government Act 1995, not otherwise covered above and includes costs such as fire breaks, burn permits, hydrant costs outside gazetted fire districts etc. See Appendix III.</td>
<td>No (Local Govt Funded)</td>
</tr>
<tr>
<td>4. State Supplementary Funding</td>
<td>Expenses initiated, incurred and approved by an authorised DFES Officer in accordance with State supplementary funding arrangements for emergency service response operations. See Section 5.6.1.</td>
<td>No (State Govt Funded)</td>
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2.5. Summary of Current Processes and Timelines to Determine Grants

LGGS Timeline for 2014/15 onwards is:

- **December**: Distribute LGGS Manual (including Appliance/Vehicle Replacement Programme, Facility Programme and Operating Grant Assessments);
- **February**: Prior to Close of Application—Seek endorsement by DFES Regional Superintendents;
- **27 March**: **Applications Close (must be received by 5.00pm)**;
- **May/June**: Capital Grants Committee (CGC) Determinations completed;
- **July**: Allocations conveyed to Local Governments; and
- **Local Governments** will be advised of the appeals process timeframe with their notification of Grant allocations.

The points below broadly identify the steps involved in the formulation of the Capital and Operating Grants Budgets:

- DFES will determine an Operating Grant for both BFB and SES Units, a Appliance/Vehicle Replacement Programme and a Facility Programme and will forward these to Local Governments for consideration;
- Local Governments in consultation with their BFB’s and/or SES Units have the option of either accepting DFES’s offers and if required, submitting an application for equipment, or, if the DFES offers are not considered acceptable, submitting a full Capital and Operating Grant application. All submissions are to be received at DFES Head Office.
by 5.00pm on **27 March 2015**. Applications received after this date cannot be accepted;

- Local Governments require DFES Regional Office endorsement prior to lodging applications. To provide sufficient time applications should be endorsed 2 weeks prior to the closing date and returned to the Local Government for submission;

- DFES will analyse and review the applications;

- Recommendations on capital asset priorities will be formulated by DFES for the respective Capital Grants Committees;

- Status reports on outstanding cash Capital Grants to be forwarded to DFES by **1 May 2015**;

- Capital Grants Committees will review recommendations and approve Capital Grant allocations during **June 2015**;

- After finalisation of the above processes, DFES will advise each Local Government of their approved Grant allocations **no later than July 2015**;

- Following advice of approved Grant allocations an appeals process will operate for both Capital and Operating Grants. Local Governments will be advised of the appeals process timeframe with their notification of Grant allocations;

- DFES will provide an ‘Acknowledgment Receipt’ for applications, appeals and acquittals submitted prior to the closing date/time;

- Approved Operating Grants of a financial nature (cash) must be acquitted by **31 August 2015**. Late acquittals will not be accepted unless an extension has been negotiated with DFES Planning and ESL Allocations;

- It should be noted that whilst Local Governments were provided with a base line budget allocation to provide greater flexibility for their volunteer units, the annual acquittance will continue to be **required at Line Item level**;

- Approved Capital Grants (cash) will be deemed to have been acquitted once all required supporting documentation has been submitted, in accordance with Section 5.5.1 of this Manual, and payment made by DFES; and

- Approved Capital Grants of a physical nature (asset) **must** be acquitted **within 7 days of delivery**.

### 2.6. Volunteer Emergency Service (VES) Units and Volunteer Fire Service (VFS) Brigades Arrangements

VES Units are multi-functional emergency service units, operated by multi-skilled volunteers and VFS Brigades are multi-faceted fire fighting units. Both units are proving to be particularly successful in regional Western Australia where the number of people available to volunteer for emergency services is limited. DFES will generally only consider the establishment of a VES Unit or VFS Brigade with the support of the emergency service volunteers in the community and the relevant Local Government.

All VES Units and VFS Brigades are subject to a formal Memorandum of Understanding (MOU) between DFES, the respective Local Government and the volunteers.
management and accountability of Capital and Operating Budget requirements rest with DFES in consultation with Local Governments and the units. VES Units and VFS Brigades are administered and financed directly by DFES.

**Hence, Local Governments with an approved VES Unit or VFS Brigade are not required to compile an LGGS Capital and Operating Grant application for unit funding.**

In the event a VES Unit or VFS Brigade is formed after LGGS Grant funding has been allocated for Brigades/Units that subsequently become redundant, expenditure from the LGGS Operating Grant must cease on the date specified in the Memorandum of Understanding. Funding Services will advise the necessary processes to action the required grant adjustments.

For further information on these units please contact your DFES Regional Office.

### 2.7. Collocated Facilities

A collocated facility is an emergency service building that houses two or more emergency services. Collocated emergency services retain their own identity and autonomy but share some emergency services equipment and other assets thereby minimising unnecessary duplication.

DFES continues to actively promote the establishment of these types of facilities that provide for integrated emergency services that are both functional and cost effective.

**Requests for a collocated facility will only be considered where the collocation partners have agreed to collocate and funding contributions determined.**

Once a MOU has been agreed by all parties, existing LGGS grant funding will need to reflect changes to operating expenses that are directly financed by DFES. These costs are to be excluded from future year’s LGGS budgets.

In these circumstances, and depending on the date the MOU was agreed to, DFES would expect that the operating grant would not be fully utilised and as such this will need to be reflected in the Local Government acquittal of those funds which is due by 31 August each year. DFES will provide advice to Local Governments on the expected budget adjustments for the current year and future years’ grant funding.
3. Capital Grants

3.1. General Overview

Capital Grants relate to significant capital works initiatives costing more than $5,000 per item, including the acquisition/construction of facilities (excluding land, site works (see Appendix III), car parks, fences and landscaping), appliances, vehicles and major items of equipment.

Note: Does not include other agency requirements such as the Department of Parks and Wildlife (DPaW). Local Governments should consult with their BFB’s and/or SES Unit when assessing their Capital Grant requirements.

3.2. Statewide Resource Replacement Programme

DFES has developed a Statewide Resource Replacement Programme (SRRP) for LGGS funded emergency services in Western Australia. In consultation with Local Governments, the programme allows for the standardisation of assets, a review of asset suitability and provides equipment commensurate with the risk faced by the local communities.

The SRRP, which incorporates existing planning for BFBs and SES units, is continuously reviewed and updated. It includes a risk assessment of the Local Government’s district and identifies the location of the BFBs, volunteers and assets required to match those needs. In the case of SES units, the process is based upon an assessment of the risk, the area of operation, the workload and operational capability of the unit(s). For the interim, DFES will continue to apply the existing replacement programmes for appliances/vehicles/boats/trailers.

DFES’s Planning and LGGS Allocation Branch undertook a project to confirm the current housing arrangements and future requirements for LGGS funded appliances/vehicles for Bush Fire Brigades (BFB) and State Emergency Service Units (SES). As an outcome of this project DFES is now developing a facility programme.

Each year Local Governments will be advised of the following:

- Any new facilities scheduled for build in the following year;
- Appliances scheduled for replacement in the following year, together with the indicative build programme for four (4) out-years.

Local Governments are required to endorse the programme or, submit an alternative programme for the application year only.

The appliance programme’s four (4) out-years do not require endorsement but will be a matter for discussion between DFES and the Local Governments.

In 2014, DFES commenced the ‘Future Fleet’ project which is aimed to bring the Western Australian emergency service fleet provided through the LGGS to a ‘best of class’ standard commencing 2016/17.

As a consequence of the future fleet projects timelines, delivery of Fleet projects offered in the 2015/16 appliance/vehicle replacement programme and in part, the four (4) outyears, may be delayed, with the type of vehicles delivered determined by the future fleet project’s outcome.

The replacement schedules on which the DFES Replacement Programmes have been developed were based on the replacement terms as tabled below. These replacement terms are a guide only,
and in providing the indicative programme for the future years, Local Governments are advised that this programme is subject to change on the outcomes delivered from the future fleet project.

In instances where the future fleet project timing directly impacts on the replacement programme as offered for 2015/16, there will be a need to extend the life of the appliances/vehicles past these replacement terms. Accordingly, if an appliance/vehicle falls into a state of disrepair due to excessive wear and tear ahead of its actual replacement, DFES may invoke Section 4.3 Dealing with Significant Unforeseen Financial Circumstances, to repair the appliance/vehicle to Fit for Purpose operational standards or, make alternative arrangements to maintain the operating capability of the brigade/Unit.

**BFB Appliances**

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<tr>
<th>Category</th>
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<tr>
<td>Light Tankers</td>
<td>New - 10 years</td>
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<tr>
<td>Tankers (all appliances larger than a Light Tanker)</td>
<td>New - 16 years</td>
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<tr>
<td>Fast Fill Trailers</td>
<td>New – 20 Years</td>
</tr>
<tr>
<td>Bulk Water Tankers</td>
<td>New – 20 years</td>
</tr>
<tr>
<td>Incident Control Vehicle (ICV)</td>
<td>New – 20 years</td>
</tr>
<tr>
<td></td>
<td>(7 year technology refurbishment)</td>
</tr>
</tbody>
</table>

**SES Vehicles**

<table>
<thead>
<tr>
<th>Category</th>
<th>New Life Span</th>
</tr>
</thead>
<tbody>
<tr>
<td>Troop Carrier, Wagon, and Utility</td>
<td>New - 10 years</td>
</tr>
<tr>
<td>Flood Rescue Boat and Trailer – Light and Heavy</td>
<td>New – 20 years</td>
</tr>
<tr>
<td>Bus (Personnel Carrier)</td>
<td>New – 20 years</td>
</tr>
<tr>
<td>Trailer</td>
<td>New - 20 years</td>
</tr>
<tr>
<td>Truck</td>
<td>New - 16 years</td>
</tr>
<tr>
<td>All Terrain Utility (ATU)</td>
<td>New - 10 years</td>
</tr>
<tr>
<td>ATU Trailer</td>
<td>New – 20 years</td>
</tr>
<tr>
<td>Incident Control Vehicle (ICV)</td>
<td>New – 20 years</td>
</tr>
<tr>
<td></td>
<td>(7 year technology refurbishment)</td>
</tr>
<tr>
<td>Lighting Trailers</td>
<td>New – 20 years</td>
</tr>
</tbody>
</table>

**Facilities**

BFB and SES facilities/garages or collocated buildings are to comply with accepted WA State Government replacement policies for Public Buildings based upon a minimum period of twenty five (25) years for metal/fibro facilities and fifty (50) years for brick facilities.

The Replacement Terms will be reviewed from time to time to ensure they are current with developments in industry standards and DFES’s State-wide Resource Replacement Plan. Proposed changes emanating from these reviews will be communicated and discussed with stakeholders prior to implementation.
3.3. Strategic Reviews

The Statewide Resource Replacement Programme is based upon Australian Inter-service Incident Management System (AIIMS)\(^1\) response levels. These are:

**Level 1**

Level 1 incident is characterised by being able to be resolved through the use of local or initial response resources.

**Level 2**

Level 2 incidents are more complex either in size, resources or risk. They are characterised by the need for support by additional regional resources, (e.g. Water Tankers, Incident Control Vehicles or Flood Boats).

**Level 3**

Level 3 incidents are characterised by degrees of complexity that may require a Statewide response, (e.g. where regional resources are exhausted).

As LGGS resourcing is based upon the above parameters, DFES’s Strategic Reviews will factor these considerations into the individual Strategic Review Terms of Reference (TOR).

The allocation of strategic regional type appliances, vehicles and equipment (e.g. Bulk Water Tankers, Incident Control Vehicles, and Flood Rescue Boats) are determined based upon the type of incident (Level 1, 2 or 3) and the provision of the most appropriate resources using the AIIMS criteria. Recommendations from such reviews will determine the number, type and location of strategic assets to be included in the Replacement Programmes.

3.4. Scope of Capital Grants

3.4.1. Eligible Capital Assets

Capital assets will be considered for funding by the Capital Grants Committees, and include:

- Prescribed Fleet assets including light tankers and personell carriers, light trucks, 2.4.3.4 and 4.4 urban, rural and broadacre tankers, trailers ($5,000 and above) and boats;
- New buildings and alterations to existing buildings (Alternative garaging may be an acceptable option in lieu of providing a dedicated facility);
- Generators (Generators exceeding 5 KVA’s (capital acquisition) used for auxiliary power to be applied in concert with new building plans that are designated as Incident Control Centres or with major second life maintenance of existing building that is designated as an Incident Control Centre); and
- Other assets ($5,000 and above) as determined eligible by the Capital Grants Committees.

Catalogues identifying BFB/SES Facility Footprints, available though the LGGS; can be obtained electronically from DFES's website at:

\(^1\) *Australian Inter-service Incident Management System (AIIMS)* -Third Edition - AFAC Ltd - Melbourne 2005
For further information concerning capital assets (including Facility Footprint Designs for suitability and eligibility) contact your local DFES Regional Office.

### 3.4.2. Ineligible Capital Assets

The following items are not eligible for LGGS Capital Grant funding:

- Land;
- Associated site works for new buildings;
- Hydrants in non-gazetted fire districts;
- Earthmoving plant and equipment;
- SES Road Crash Rescue Hydraulic equipment;
- Privately owned assets and equipment; and
- Other assets as determined ineligible by the Grants Committees.

Items with a value of $5,000 or less are not eligible for funding through the Capital Grant arrangements (i.e. personal protective equipment, computers, consumables, etc). These items may be funded through the Operating Grant.

### 3.4.3. Communications Network Equipment

Radio communications network equipment such as repeater stations, radio towers, base stations and vehicle and handheld radios are not to be submitted as part of Local Government’s Grant applications as these items have been addressed by DFES’s development of an integrated and interoperable Western Australian Emergency Radio Network (WAERN).

WAERN has been operational since 2013 and has delivered new VHF high band repeater stations, handheld radios and dual band VHF-UHF mobile radios across all regions. DFES retains ownership of these assets and is responsible for ongoing maintenance of WAERN equipment including Australian Communications and Media Authority license fees.

Where new or additional radio equipment is required, approval should be sought from the DFES Regional Office who will assess and progress the request internally within DFES for approval. Further information regarding communication equipment eligibility can be provided by contacting your local DFES Regional Office.

New LGGS appliances and vehicles will be delivered with WAERN radio equipment installed and commissioned. Fault reports, installation and maintenance requests for existing WAERN equipment (in local government and private vehicles/buildings) should be forwarded to the DFES ICT Service Desk (ICTServicedesk@dfes.wa.gov.au).
3.5. Conditions of Grants

Capital Grants are approved under the LGGS in accordance with the following conditions:

- All expenditure must comply with the relevant procurement policies and appendices attached. Appendix IV List of Eligible Items details items eligible for LGGS funding. This list is periodically reviewed to ensure currency;
- Local Governments incurring expenditure for items outside Appendix IV List of Eligible Items are required to seek DFES Regional Office endorsement in writing prior to purchasing the item otherwise these will not be approved through the grants acquittal process;
- Approvals for Capital Grants for new facilities are conditional upon suitable land being immediately available so as to facilitate construction. The land can be freehold (with title) or crown land under management order with the Local Government. The land provided by the Local Government is to be in close proximity to utilities (power, water & communications);
- The cost in providing these utilities to the site boundary is the responsibility of the Local Government, connection costs from the site boundary to the facility are eligible for LGGS funding;
- Facilities funded by the LGGS are for the housing of LGGS funded appliances/vehicles/boats/trailers only;
- Tenders must be invited and a building contractor engaged within 12 months of the date of the Letter of Approval. If a Local Government does not meet this timeline, DFES will require a written explanation of the circumstances for the delay. Where the Local Government cannot adequately substantiate the project delays, the project approval will cancelled;
- Cost shifting, through the sale of an existing Local Government property on the expectation that DFES will fund a new facility will not be acceptable, unless by mutual agreement between the Local Government CEO and the DFES Commissioner. All LGGS funded BFB garages and SES/Collocation buildings are to comply with accepted WA State Government replacement policies for Public Buildings based upon a minimum period of twenty five (25) years for metal/fibro facilities and fifty (50) years for brick facilities.

Local Government should comply with the accepted WA State Government replacement policies for Public Buildings and will be responsible for funding a replacement facility as per DFES’s Standardised Designs or refund the LGGS programme on a pro-rata basis at the prevailing costs for the residual life of the facility. Alternatively, Local Government is responsible for meeting any leasing costs for the residual operational life of the facility.

- Approved Capital Equipment must be purchased and acquitted with 12 months of the date of the Letter of Approval. If a Local Government does not meet this timeline, DFES will require a written explanation of the circumstances for the delay. Where the Local Government cannot adequately substantiate the delay in purchasing the equipment, the equipment approval will be cancelled;
• Capital Grants are only to be expended on items as approved by the Capital Grants Committees and all assets shall only be used for the purpose for which they were acquired;

• Appliances and vehicles are to be maintained as per DFES Fleet and Equipment Services or Original Equipment Manufacturers (OEM) maintenance and servicing schedules. Servicing records will be subject to the LGGS auditing process, (see Appendix V BFB Appliance Service Schedule for details);

• All assets must be fully insured, including minor equipment (power tools, office equipment, chainsaws, weather meters etc), third party property and liability. In the event where an appliance/vehicle is damaged beyond repair and written off for insurance purposes, a replacement appliance/vehicle of comparable condition will be procured;

• Absolutely no modifications are to be made to assets funded through the LGGS without prior approval of DFES, (refer to Section 3.7 for more details);

• Assets must not be disposed of outside the designated disposal procedure;

• Generally, any asset being replaced through the LGGS must be transferred to DFES for disposal or refurbishment and redistribution, at no consideration, in exchange for the replacement asset;

• Prior to 1 May each year, Local Governments must provide to DFES a current status report for any approved Capital Grant of a financial nature (cash) that remains outstanding. The Committee will assess the status report and determine the future of the outstanding Capital Grant;

• All Capital Grants must be acquitted in accordance with the stipulated requirements; and

• Failure to comply with the above conditions may result in the cancellation of the grant.

### 3.6. Asset Management

For financial and operational efficiencies and to ensure that all services are adequately and appropriately equipped there is a continuing need to manage the total stock of assets throughout the State. This will see the continued reassignment of assets to meet the differing needs of emergency services around the State. This ongoing strategy is important to maximise the available level of funding in the interest of the general community and all emergency services throughout the State. The asset replacement strategy will continue to be based on the following criteria:

• The match of assets to the identified profile for local, regional and State risks;

• The condition and expected level of use of current assets identified for replacement;

• The expected level of use of requested additional assets; and

• The availability of immediate back-up and support within that same area or neighbouring area.

Assets being replaced through the LGGS must be transferred to DFES at no consideration, in exchange for the replacement asset. Any proceeds obtained from disposals will be applied by DFES to offset the cost of other approved capital assets. This is to ensure that the statewide
network of assets is maintained at minimum cost. Any expansion of the total capital resources through the LGGS, including donated resources, will only be permitted through needs identified in the Resource to Risk (R2R) and Business Case (BC) assessment and not through the retention of replaced assets. Additional asset approval is subject to statewide funding priorities. If additional garaging is required to house a new appliance request, ensure that the Form 5 is completed. R2R and BC templates can be obtained electronically from DEFS’s website at:


No appliances can be transferred between Local Governments unless formally approved by the respective Local Governments and endorsed by the DFES Regional Office. DFES’s Planning and ESL Allocation branch will require written notification from the DFES Regional Office and the respective Local Governments agreeing to the transfer before the transfer taking place. Local Governments must ensure the appropriate documentation to transfer ownership, registration and insurance is completed. The DFES Regional Office must ensure the change of ownership is completed prior to the physical movement of the appliance/vehicle.

A permanent relocation of an appliance/vehicle involving a change to the existing configuration (e.g. the swap of a Light Tanker for a 1.4 Rural Tanker) will require an updated Resource to Risk and Business Case for both Local Governments to validate the swap based on a change in their risk profiles.

Amendments to upgrade or change the configuration of existing appliances (Urban to Broadacre, Broadacre to Urban etc) requires the support of an amended R2R and BC.

New assets funded by Emergency Management Australia or another external funding source may be considered for replacement through the LGGS, and be eligible for ongoing maintenance expenditure providing the asset is of an approved standard and is justified under the Local Government’s Resource to Risk assessment.

3.7. Asset Modification

Local modifications to existing assets are not an accepted or approved practice. Items such as motorised roller doors, remote control gate openers, air conditioning, security fencing and generator sets used for auxiliary power are to be justified and included in the original plans.

Modifications/retrofitting to existing assets will only be considered where there is proof of an unsafe practice with immediate concerns for health and safety. In these instances, the DFES Regional Superintendent will seek an Asset Modification Justification Statement, Form 10, from the Local Government before the application is supported by the region.

Where there is no immediate danger to health and safety these modifications should be included in the next planned maintenance programme.

Enhanced crew protection measures to the existing BFB, and where applicable, SES Fleet in high risk areas are to be phased in over a four year period, and provided to all new build appliances. Installation of the crew protection measures in full, or in part, shall be based on location risk and shall be provided through a DFES Fleet and Equipment Services managed program of works.
3.8. Asset Ownership

Ownership of existing capital assets remains with the current owner. This may be Local Government, the brigade/unit or DFES.

Upon replacement of any asset through the LGGS, the capital asset will become the property of the Local Government. Assets being replaced through the LGGS must be transferred to DFES for reassignment or disposal in exchange for the replacement assets. Replacement programed fleet assets are provided on a one for one basis with the replaced asset to be returned to DFES upon the delivery/commissioning of the new asset. Retention of the replaced asset for a maximum of two (2) weeks by the Local Government for the purpose of Brigade training is permitted.

The accounting arrangements for any asset transfers between Local Governments/brigades/units and DFES must comply with appropriate financial management requirements and are discussed in Section 5.2 of this manual.

No appliances can be transferred between Local Governments unless formally approved by the respective Local Governments and endorsed by the DFES Regional Office. DFES’s Planning and ESL Allocations branch will require written notification from the DFES Regional Office and the respective Local Governments agreeing to the transfer before the transfer taking place. Local Governments must ensure the appropriate documentation to transfer ownership, registration and insurance is completed. The DFES Regional Office must ensure the change of ownership is completed prior to the physical movement of the appliance/vehicle.

A permanent relocation of an appliance/vehicle involving a change to the existing configuration (e.g. the swap of a Light Tanker for a 1.4 Rural Tanker) will require an updated Resource to Risk and Business Case for both Local Governments to validate the swap based on a change in their risk profiles.

3.9. Standards of Assets and Equipment

In order to maximise the funding available and ensure safety, all new and refurbished capital assets approved by the Capital Grants Committees must comply with appropriate and published standards, (List of Eligible Items - Appendix IV, Facility Footprint Designs - Appendix VI) and relevant contractual arrangements determined by DFES. In the first instance LGGS purchases made by Local Government should comply with the State Supply Contracts and/or DFES negotiated contracts (DFES CUC 2010), to ensure compliance with technical specifications and to meet Time, Quality and Cost standards. These can be found electronically from the DFES website at:


However, where an alternative item meets the DFES specifications and standards and can be obtained at less cost, these may be substituted. This will also streamline administrative processes for Local Governments and DFES and optimise LGGS funding through reduced purchasing and transaction costs.

If the Facility Footprint Designs do not meet the requirements of the BFB/SES, similar designs may be considered with DFES Regional Office support. However Capital funding and life cycle costs will be capped at the cost of the specific floor plan of the Facility Footprint Designs.
3.10. Collocated Services

A collocated facility is an emergency service building that houses two or more emergency services. Collocated emergency services retain their own identity and autonomy but share some emergency services equipment and other assets thereby minimising unnecessary duplication.

If a Local Government considers the establishment of a collocated facility may be beneficial to the community, the Local Government should contact its local DFES Regional Office.

Requests for a collocated facility will only be considered where the collocation partners have agreed to collocate and funding contributions determined.

3.11. Outstanding Financial Commitments and Agreements

DFES remains committed to and will honour all outstanding grants and financial agreements entered into with Local Governments under any previous funding arrangements (i.e. prior to the introduction of the LGGS). Such agreements are still considered to be binding.

However should Local Governments choose not to proceed with these commitments then the agreements will lapse.

3.12. Grants Committees

3.12.1. Role and Function

The BFB Capital Grants Committee and SES Capital Grants Committee were established to oversee the capital funding allocations to Local Governments for the BFBs and SES Units.

The primary function of these Committees is to determine the priority of the allocation of Capital Grants to meet the needs of Local Governments and communities throughout the State.

3.12.2. Terms of Reference

The Terms of Reference for the Capital Grants Committees are:

- To determine the priority allocation of funds for the procurement of replacement and additional capital assets for Local Governments;
- To determine and approve the circumstances and conditions for the provision of new assets to Local Governments and any necessary relocation of assets; and
- To adjudicate on disputes formally referred to the Committees concerning capital and operating grant allocations.

3.12.3. Committee Membership

The BFB/SES Capital Grants Committee will each comprise seven members, as follows:

- A person with suitable attributes appointed by the Fire & Emergency Services Commissioner to undertake the role of BFB/SES Capital Grants Committee Chairperson;
- Each Committee shall be represented by three DFES staff, one of which will be the Deputy Commissioner – Operations Command, the Deputy Commissioner -
Capability Command and the other being the Executive Director, Corporate Services Command or delegate;

- Two Local Government representatives selected by the Minister for Emergency Services from a maximum of four (4), minimum of two (2) nominated by the Western Australian Local Government Association (WALGA) for a term, not exceeding three (3) years, which may be renewable, (Remote/rural areas of the state should be represented)

Should a representative resign or their position become vacant, other than through the expiry of the three (3) year term, a replacement may be appointed for the unexpired balance of the term. A replacement representative is to be appointed through consultation between the Minister for Emergency Services and WALGA; and

- One BFB/SES volunteer selected by the President of the BFB/SES Association for a term, not exceeding three years, which may be renewable.

Should an Association representative resign or their position become vacant, other than through the expiry of the three (3) year term, a replacement may be appointed for the unexpired balance of the term. A replacement is to be appointed by the President of the relevant Association.

Selection of Committee members is to be made against the following criteria:

- Substantial experience with BFB/SES roles and related equipment;
- Ability to take a strategic perspective when assessing the requirements of BFB/SES Units and specific individual service needs; and
- Willingness and ability to participate in the processes of the Committee, deal with a large volume of written information and attend all necessary meetings in Perth in normal business hours.

3.12.4. Meetings

The Grants Committees will meet at least once a year, or as required, to perform their obligations as outlined in this manual.

Decisions of the Committees can be made through “out of session” majority decision through electronic distribution and communication of decisions.

3.13. Capital Grant Dispute Resolution

Where a Local Government is not satisfied that the Grant allocation for capital purposes complies with the declared policies associated with the LGGS and has been unable to satisfactorily resolve the issue with DFES, the Local Government CEO may refer such a dispute to the relevant Capital Grants Committee for review and reassessment as described below:

- DFES will ensure that Local Governments have a minimum of 30 calendar days, from DFES’ formal advice of the Capital Grant Committee’s assessment of the Local Governments application, to lodge an appeal to the Capital Grants Appeals Committee.
• Once an appeal has been received DFES’s Planning and LGGS Allocation Branch will investigate the veracity of the claims including where necessary site inspections or gathering pictorial and other evidence to ensure the appeal can be assessed factually and independently of the Local Government and the relevant region;

• If the Committee agrees with a Capital Grant appeal the matter will be final and the Grant allocation adjusted accordingly;

• If the Committee disagrees with a Capital Grant appeal and the Local Government accepts the decision, the matter will be final; and

• If the Committee disagrees with a Capital Grant appeal and the Local Government does not accept the decision, the Local Government CEO may, within 21 calendar days of being advised of the latter decision, have the matter referred to the DFES Commissioner for determination. If the DFES Commissioner agrees with the appeal the Grant allocation will be adjusted accordingly. If the DFES Commissioner disagrees with the appeal the matter will be final.

Local Governments will be advised of the timeframe and requirements of the appeals process in conjunction with their Capital and Operational Grant allocation assessment notification.
4. **Operating Grants**

4.1. **General Overview**

Operating Grants relate to the annual operating expenses incurred by a brigade/unit in direct support of their activities and readiness for operational duties, including the cost of emergency responses. Examples of costs included are utilities, stationery, minor equipment, protective clothing, training, vehicle and building maintenance. In aggregate, these costs would not be expected to vary significantly from one year to the next.

DFES will assess a base line Operating Grant allocation for both BFBs and SES Units which will combine Line Items 1-8 on the basis of the average of the previous two (2) years completed Acquittals (past expenditure trends) and the current years allocation, indexed with the prevailing cost escalation factor, and will advise Local Governments of the assessed amount. Local Governments will then be given the option of either accepting the proposed Assessed Allocation, or rejecting it. **If a Local Government accepts both the Capital and Operating Grant offers they must still submit Forms 1, 2, 3a & 3b as confirmation of acceptance and the Form 7 for Item 9 items if required.** If the offer is rejected, a request for an Alternate Assessment is to be submitted, at Item level, by 27 March 2015 in accordance with Section 7.5.

Local Governments should consult with their BFB’s and/or SES Unit when assessing their Operating Grant requirements.

All Operating Grant expenditure should be authorised and eligible for LGGS Grant funding. Local Governments incurring expenditure for items outside Appendix IV List of Eligible Items are required to seek DFES Regional Office endorsement in writing prior to purchasing the item.

Local Governments are encouraged to ensure that proper accounting practices are adhered to when Operating Grant expenditure is recorded. This will ensure proper line item allocation of expenditure when completing the annual Operating Grant Acquittal. Accrual accounting provisions (including depreciation) are ineligible for LGGS funding. Refer to Appendix II ‘Description of Expenditure Categories’ for guidance.

4.2. **Determination of Operating Grants**

Operating Grants to Local Governments are based on the average of the previous two (2) years completed Acquittals (past expenditure trends) and the current years allocation, indexed with the prevailing cost escalation factor. Where previous periods contained extraordinary expenses or omitted some important and essential outlays, the current Grant allocation will be amended accordingly. These will include costs of tyre changes communicated via Circular 94/2014 in November 2014, purchase and fitting of rim steps as communicated via Circular 14/2014 in July 2014 and weighing of appliances communicated via letter to Local Governments on 11 July 2014.

Similarly, grants will also need to be adjusted over time to reflect changes in the number of brigades/units or level of volunteer/capital support and their consequential impact on operating expenses.
4.3. Dealing with Significant Unforeseen Financial Circumstances

Whilst the intention of the LGGS is to provide Local Governments with grants and *not to finance expenditure on a recoup basis* it is acknowledged that variations may occur.

As detailed in the acquittance arrangements in Section 5.5.2, where a significant operating cost variation is identified and accordingly justified, and cannot be absorbed within the overall grant allocation DFES will consider reimbursing the Local Government for the identified overrun as part of the year end acquittance process. Should the Operating Grant be underspent the remaining cash balance is to be retained by the Local Government and will be used as an opening cash balance against a future Operating Grant allocation.

Where a significant operating cost variation occurs during the year and the Local Government is unable to cash manage the additional cost DFES may consider an immediate adjustment to the current year’s allocation rather than waiting until for the year end acquittance process to be finalised.

Where a major item of expenditure is required to a capital item, endorsement is required from the DFES Regional Superintendent or delegate, prior to the works commencing.

Where such circumstances arise, Local Governments *must* submit a written request, including an Interim Grants Acquittance by completing a Form 8, supported by any necessary explanations and documentation for the expenditure incurred to date.

4.4. Operating Grant Dispute Resolution

Where a Local Government is not satisfied that the Operating Grant allocation complies with the declared policies associated with the LGGS and after discussions with DFES district staff is still unable to satisfactorily resolve the issue with DFES, the Local Government CEO may refer such a dispute to the relevant Capital Grants Committee for resolution as described below:

- Once an appeal has been received DFES’s Planning and LGGS Allocation Branch will investigate the veracity of the claims including where necessary site inspections or gathering pictorial and other evidence to ensure the appeal can be assessed factually and independently of the Local Government and the relevant region;
- If the Committee agrees with an Operating Grant appeal the matter will be final and the Grant allocation adjusted accordingly; and
- If the Committee disagrees with an Operating Grant appeal, the matter will be final, at which stage there is no further avenue for appeal.

Where an Operating Appeal is unsuccessful the Local Government will receive the most recent offer determined by DFES. If an Operating Grant offer is rejected or appealed, the initial Operating Grant will still be allocated to the Local Government to avoid disruption to the cash flow. This will be adjusted when a final determination is reached.

Local Governments will be advised of the timeframe and requirements of the appeals process in conjunction with their LGGS Grant allocations.
5. Financial, Accounting and Taxation Matters

5.1. Goods & Services Tax (GST) Issues and Compliance Requirements

All Capital and Operating Grants budgets are to be submitted exclusive of GST, however, all grant payments will be made inclusive of GST. All transactions, and parties to the transactions, are to comply with the relevant ATO legislation and rulings.

5.2. Accounting Policy for Capital Grants

The Capital Grants process entails the provision of capital assistance to Local Governments by way of financial funding and/or the provision of a physical asset. A condition under the Capital Grants scheme is that generally any asset being replaced through the LGGS must be transferred to DFES, at no consideration, for either recommissioning or disposal. In these instances, appropriate Australian Accounting Standards and relevant tax legislation requirements, including the GST, apply.

5.2.1. Accounting Practice – Capital Grants of a Financial Nature (Cash)

Where DFES provides a Capital Grant by way of a “financial payment” (cash), Local Governments are required to provide DFES with a Tax Invoice together with the relevant supporting documents for payment of the grant. The support documents will be dependent on the nature of the capital item. For example, a loan agreement, a repayment schedule, a debenture document and a Local Government Tax Invoice will support the disbursement of a Capital Grant for loan principal and interest repayments. Where a physical asset is being acquired, a Local Government tax invoice and a supplier’s Tax Invoice will support the payment of the Capital Grant.

5.2.2. Accounting Practice – Capital Grants of a Physical Nature (Assets)

Where DFES is to provide a Capital Grant by supplying a “physical asset”, the asset will be deemed a non-reciprocal contributed asset as this is not deemed to be an equity injection to Local Governments.

(a) Vehicles provided by DFES to Local Governments

Local Governments that receive a vehicle will be provided with the relevant Vehicle Transfer notification form together with a Tax Invoice and Adjustment Note. The Tax Invoice will detail the market value of the vehicle and GST. The Local Government is required to process the Tax Invoice through their accounts payable system by recognising an asset for the asset register and for insurance purposes. The Local Government is also required to process the Adjustment Note through their accounts payable system by recognising a “revenue item”. The net impact of the Tax Invoice and Adjustment Note will be zero for payment purposes but will correctly account for the GST under the tax legislation.

(b) Vehicles surrendered to DFES from Local Governments

Where a vehicle provided by DFES to a Local Government replaces an existing vehicle, a Vehicle Transfer notification form shall be completed by Local Government for the surrendered vehicle. DFES will ascertain the market value based on information obtained from an independent valuation. Upon receipt, DFES will generate a Recipient
Created Tax Invoice (RCTI) and a Recipient Created Adjustment Note (RCAN) for the Local Government (RCTIs are issued under Section 29-70 and RCANs under Section 29-75 of the “A New Tax System” [Goods and Services Tax] Act 1999). The Local Government is required to process the RCTI through their accounts receivable system in recognition of the disposal of the asset. The Local Government is also required to process the RCAN through their accounts receivable system by recognising an “expense item”. The net impact of the RCTI and RCAN will be zero for recovery purposes but will correctly account for the GST under the tax legislation.

5.3. Accounting Policy for Operating Grants

All Operating Grant Budgets are to be submitted exclusive of GST. When an Operating Grant is approved, cash payments to Local Governments will be made inclusive of GST and a RCTI will be issued. DFES will claim the GST Input Tax Credit and the Local Government will be liable to send the GST amount to the ATO.

5.4. Payment of Grants

Before any LGGS Grant payments are made to Local Governments the following is required:

- All grants recipients to have an Australian Business Number (ABN); and
- All grants recipients to be currently registered for GST.

Payments to Local Governments will be made in the form of an electronic funds transfer. If Local Government bank details change, advise the Financial Services Branch at DFES immediately.

5.4.1. Payment of Capital Grants

(a) Capital Grants Payments of a Financial Nature (Cash)

Where approval is given for a Capital Grant to be paid, the Local Government will be advised in writing of the maximum approved value. Capital Grants will be released upon the receipt of a Tax Invoice from the Local Government, together with supporting documentation including invoices, receipts or other satisfactory evidence demonstrating that the items purchased, or to be constructed, are the same as those approved by the Capital Grants Committee. Items that are purchased contrary to approved capital grants will not be funded.

If a Local Government spends over the approved Cash Capital Grant allocation, DFES will not bear the additional cost.

(b) Self Supporting Loans

For building grants exceeding $250,000, Local Governments will be required to enter into a loan arrangement with the Western Australian Treasury Corporation (WATC). When such arrangements are finalised, Local Governments will make payment of the principle, interest and guarantee fee of the loan in accordance with the loan repayment schedule once the loan is drawn upon. On receipt of a Tax Invoice from the Local Government, DFES will reimburse the Local Government for the loan costs.
The WATC loan cannot be drawn down until final approval for construction to commence has been received from DFES and should only be drawn down to the extent necessary to meet the terms of the building contract. A copy of the approved loan repayment schedule and debenture documents must be provided to DFES.

Alternatively, Local Governments may propose to enter into a financial arrangement with DFES, through self funding or, another approved financier over a shorter term. Where this occurs, the maximum interest payable shall be at the rate current to the WATC at the time of any such arrangement. The tax invoice from the Local Government shall not include any interest rate variation for the reimbursement of the finance costs.

Should the Local Government be required to dispose of the asset within the loan period, the outstanding loan amount must be paid in full and adjustments to any future LGGS Capital Grant allocations made accordingly.

If the capacity of the Local Government to raise a self supporting loan is limited and this is substantiated, consideration may be given to waive this requirement by the respective Grants Committee.

Other significant building grants which did not involve a loan arrangement will generally have funding released in two milestone payments. The first payment shall be to the value of 50% of the approved Capital Grant upon DFES receiving written confirmation from the Local Government that the pre-agreed building project has commenced. The second payment of the remaining 50% shall be paid upon DFES receiving a copy of the validated Certificate of Practical Completion for the construction project.

By 1 May each year Local Governments must provide a status report for any approved Cash Capital Grant that remains outstanding. The Capital Grants Committee will assess the status report and determine the future of the outstanding Capital Grant.

(c) Capital Grants Payments of a Physical Nature (Asset)

Capital Grants for appliances / vehicles are made through the supply of a physical asset. The timing of delivery of physical assets will be subject to the manufacturer’s constraints and construction capacity.

5.4.2. Payment of Operating Grants

The approved Operating Grant budget for each Local Government will be paid in advance in equal quarterly instalments (or as adjusted) within the months of July, October, January and April.

The way in which the funds advanced to each Local Government are actually allocated will be a matter for each Local Government to determine in consultation with its brigades/units. Local Governments are required to manage their brigades/units within the LGGS grant allocated. DFES will have no direct role in such decisions, other than to continue to provide specialist advice and support as circumstances require.

5.5. Acquittance of Grants

To provide a prudential check over the expenditure of public monies, a statement of actual expenditures against approved Operating Grant budgets must be provided by 31 August each year through the completion of the Form 8. This is a declaration from the Local
Government's CEO that expenditures conform to the LGGS policies. DFES will publish LGGS grant details on the DFES website.

5.5.1. Acquittance of Capital Grants

Cash Capital Grants are deemed to have been acquitted once assessment, validation of supporting documentation and payment has been completed by DFES. In addition, approved Cash Capital Grants for the construction of buildings require a Certificate of Practical Completion to be returned to DFES demonstrating that the project has been finalised. Cash Capital Grants for buildings will remain outstanding until the Certificate is received.

Acquittance requirements for Capital Grants of a physical nature (asset) are different. As DFES manages and coordinates the build and supply of such capital assets Local Governments will be required to acquit any Capital Grant of a physical nature by acknowledging receipt of the actual asset at point of delivery through the completion of a Form 9. Documentation will accompany the delivery of such assets including a Form 9 which must be completed and forwarded to Funding Services at DFES within 7 days of receipt of the asset.

5.5.2. Acquittance of Operating Grants

Prior to completing the Operating Grant Acquittal, Local Governments should ensure all expenditure has been approved by an authorised officer as an eligible expense for LGGS Grant funding.

Local Governments are encouraged to ensure that proper accounting practices are adhered to when Operating Grant expenditure is recorded. This will ensure proper line item allocation of expenditure when completing the annual Operating Grant Acquittal. Refer to Appendix II ‘Description of Expenditure Categories’ for guidance.

Each Local Government must endeavour to ensure that operating expenditures incurred; remain within the overall amount allocated for the financial year, is expended on eligible emergency service activities as defined in the manual and is in accordance with notified approvals, (e.g. Line Item 10).

However, where a significant operating cost variation is identified and cannot be absorbed within the overall grant allocation, DFES will consider reimbursing the Local Government for the identified overrun as part of the year end acquittance process. Accordingly the Local Government must provide suitable justification and explanation of the overrun for the reimbursement to be considered by DFES.

Local Governments are to provide copies of maintenance records against each appliance/vehicle together with their Operating Grant Acquittal.

Where a major item of expenditure is required to a capital item, it must be treated under Section 4.3, dealing with Significant Unforeseen Financial Circumstances. In addition, endorsement is required from the DFES Regional Superintendent prior to any works commencing.

Should the Operating Grant be underspent the remaining cash balance is to be retained by the Local Government and will be used as an opening cash balance against a future Operating Grant allocation.
DFES will analyse the acquittance information and historical data in conjunction with Resource to Risk assessments in determining future grant funding allocations.

5.6. Other Financial and Administrative Arrangements

5.6.1. State Supplementary Funding Arrangements

DFES currently has special supplementary funding arrangements in place with the State Government for the following activities:

- Wildfire suppression;
- SES search and rescue operations; and
- Natural disaster relief and recovery arrangements.

Where appropriate, DFES will initiate, administer and approve related expenditure eligible for funding under any of the above schemes strictly in accordance with existing policy. State financial support for major emergency service operations associated with these arrangements will continue and will not impact the LGGS.

5.6.2. Use of Local Government Plant and Equipment at BFB Incidents

The LGGS excludes the funding of Local Government plant and equipment when used at incidents as follows:

(a) Minor Incidents

Context: The incident is of a relatively minor nature and the use of Local Government plant and equipment is the most expedient and reasonable means of response. Normally governed by existing local arrangements and confined to incidents where the costs are absorbed by the Local Government.

Funding: (i) All costs to be borne by Local Government. No recoup provisions apply.

(ii) In instances where a request by DFES to use Local Government’s vehicles (other than BFB appliances) to attend an incident within a Gazetted Fire District, these vehicle costs may be funded through an alternative DFES funding source. Claims for these costs should be substantiated and endorsed by the relevant DFES Fire Services Manager.

(b) Major Incidents - Large, Complex or Prolonged

Context: The incident has grown beyond a minor nature and it is reasonable to expect that the related costs for such plant and equipment will exceed a Local Government’s capacity to absorb these expenditures. This encompasses bushfire incidents as detailed in DFES SAP 3.1.A – Bushfire Financial Assistance. Arrangements are to be made through the relevant DFES Fire Services Manager for the contracting of such plant and equipment as deemed necessary by that officer in conjunction with the Incident Controller.

Funding: Agreed costs in accordance with SAP 3.1.A.

1 Previously referred to as Supplementary Wildfire Funding
5.6.3. Funding Arrangements for Fire Management Officers (FMOs), Community Fire Managers (CFMs) and Community Emergency Service Manager (CESM)

The LGGS will not reimburse Local Government salary and related costs, DFES has committed to continuing with the above initiatives through a process that will remain independent of the LGGS.

Where Local Governments and DFES have a FMO/CFM/CESM partnership, those arrangements, including finances, will remain in place for the agreed duration.

Where a Local Government is interested in participating in the CFM/CESM scheme, this should be discussed in the first instance with the DFES Regional Office.

The salary and related costs cannot be claimed under the LGGS.

5.6.4. Industry Funding Contributions

In recognition of additional risks imposed by specific industries, various arrangements and agreements between relevant parties have been established over the years. These agreements involve financial contributions by the relevant industry towards the necessary resource requirements to enable the local emergency services to be adequately prepared for specific industry risks. For example, guidelines have been established for the Tree Farming Industry to address the prevention, preparedness and response requirements.

Industries that make such contributions now, or in the future, have a local community and ethical responsibility to continue with such arrangements. LGGS funding is not available to support these private industry requirements.

5.6.5. DFES Current Expenditure Arrangements

DFES directly incurs significant expenditure in relation to certain costs associated with the operations of brigades/units. For example, such costs include SES personal injury insurance, SES protective clothing and equipment, etc.

The LGGS, through the Operating Grants process, is designed to finance those additional costs funded by Local Government and the brigades/units themselves. Therefore Local Governments must not incorporate within their Operating Grant application any types of expenditure not previously funded by themselves or the brigades/units.

5.6.6. Audit Compliance

It is expected that all Capital and Operating Grants received from DFES will be audited in line with Auditing and Assurance Standards.¹

DFES in consultation with Local Governments may, at DFES's cost, conduct compliance and audit checks of LGGS records. Local Governments shall allow any person appointed by DFES to inspect their records during business hours, and make extracts if necessary, in order to verify the correctness and application of LGGS grants made pursuant to this manual.

¹ Auditing and Assurance Standards means standards made or formulated from time to time by the Auditing and Assurance Standards Board established by the Australian Securities and Investments Commission Act 2001 of the Commonwealth
An audit programme has been developed, with the support of WALGA, to provide a way forward for the LGGS in the interests of Local Government, volunteers, the community and DFES. Audits will focus on business process improvements, compliance with existing guidelines, public money accountability and service delivery.

Audits will be performed by a third party to the LGGS and will be conducted in accordance with the scope outlined above. Local Governments are encouraged to provide feedback to assist in the development of best practice administrative and financial procedures to ensure the delivery of an effective, efficient and quality emergency service to the community of Western Australia.

6. Conclusion

Among other things, the LGGS is specifically intended to finance the approved capital and operating costs of Bush Fire Services and the SES (excluding those costs financed through the State supplementary funding arrangements for major emergency service response operations). From a Local Government perspective, the LGGS now funds costs that they previously sourced through their internal budgets. Similarly, fundraising for essential items of equipment by brigades/units is no longer required.

The processes established for Local Governments to be funded for the approved costs of their brigades/units were given careful consideration to ensure an acceptable budget process was developed that is appropriate to the circumstances for all concerned. Hence, it was intended to make the procedures as administratively simple as possible, whilst complying with good practice financial management principles.

Clearly, the future practical application of these arrangements will have a large bearing on how they may need to change over time to incorporate improvements in their overall design and efficiency. Experience may dictate changes to the arrangements for subsequent years.

In this respect, DFES will see changes to these processes as part of the natural evolution of the funding system over time and stands committed to such a process in the mutual interest of all parties concerned and the effective delivery of the designated emergency services. Where appropriate, this will occur in consultation with stakeholders to ensure the best and most acceptable outcome.
7. Application Form Guidelines

General information on submitting an application:

- Only submit the necessary forms – **do not** submit the entire grants manual;
- Do not bind the application;
- Do not modify the DFES standardised forms; and
- Ensure all forms are signed as confirmation of support by the DFES Region and the Local Government.

7.1. Overview of Capital and Operating Grant Forms

Section 1 – LGGS Grant Certification

This section is the certification and summary of the application for both Capital and Operating Grants. Form 1 “LGGS Grant Certification” must be submitted by each Local Government and requires the signature of the Local Government CEO and the DFES Regional Superintendent. Form 1 is confirmation the Local Government has submitted the applicable Capital and Operational Grant forms associated with the application.

Section 2 – Brigade/Unit Details

This section provides details about brigades/units in the Local Government area. Form 2 “Brigade/Unit Details” **must be submitted by each Local Government**.

Section 3 – Capital Grants

This section comprises five forms and contains all of the documentation necessary for Local Governments to apply for Capital Grants:

- Form 3a is to be used for capital grants for Appliances/Vehicles/Boats/Trailers. DFES has established the 2015/16 Replacement Programme; together with an indicative replacement programme for the 4 out-years (Local Governments are not to fill in the Form 3a provided in the manual). For new acquisitions, supporting justification by way of R2R and Business case must accompany Form 3a.

  A separate Form 3a will be provided to Local Governments. Local Governments must either accept or reject the 2015/16 Replacement Programme. If the offer for 2015/16 is rejected, Local Governments are required to advise on the same Form 3a their “2014/15 Alternate Programme”. Alternative vehicle programmes requested on the Form 3a will be subject to Section 3.2 Statewide Resource Replacement Plan and its replacement terms. **The Form 3a is then to be returned to DFES attached to the Form 1.** Submit one form for all BFBs and a separate form for all SES Units;

- Form 3b is used for capital grants for new Facilities. DFES has established a Facility building programme for 2015/16 (Local Governments are not to fill in the Form 3b provided in the manual).

  A separate Form 3b will be provided by DFES to Local Governments. Local Government must either accept or reject the 2015/16 building programme. If the offer for 2015/16 is rejected, Local Governments are required to advise on the same Form 3b their “2015/16 Alternate Programme”. **The Form 3b is then to be returned to DFES attached to the Form 1.** Submit one form for all BFBs and a separate form for all SES Units.
Local Governments are still required to complete a Form 5 together with a fixed price quote for proposed and/or requested facilities:

- Form 4 is to be used for capital grants for equipment costing more than $5,000 per item. Indicate on the Form 4 the order of priority when applying for more than one piece of equipment. Equipment costing $5,000 or less should be included in the Operating Grant application (Form 6), and detailed and justified on Form 7, if costing more than $1,200;

- Form 5 is to be used for capital grants for new facilities, upgrades or extensions to existing buildings or for Collocated Facility projects. A separate Form 5 must be completed for each project requested in 2015/16 together with a fixed price quote, (refer to Section 7.4.4 for more details); and

- Form 10 is to be completed by Local Government and endorsed by the Regional Superintendent to justify a modification or retrofit to an existing asset where an Occupational Safety and Health (OSH) issue exists. This form is to accompany the application for funding.

Section 4 – Operating Grants

This section contains all the documentation necessary for Local Governments to submit their Operating Grant budget application and comprises two parts:

- Form 6 Local Governments must either accept or reject the DFES’s Assessed Allocation (Line Items 1–8, 10) for 2015/16. If the DFES offer for 2015/16 is accepted, the Form 6 does not have to be submitted. If the Assessed Allocation is not accepted an Alternate Allocation is to be requested and the Form 6 completed in full; and

- Form 7 “Non-Recurrent Expenditure Justification” provides supporting details associated with minor plant and equipment purchases costing from $1,200 to $5,000.

Section 5 – Grants Acquittance

This section comprises two forms:

- Local Governments are required to acquit their Operating Grants allocated and expended during the year by line item. Form 8 “Annual Grants Acquittance” comprises: Operating Grant (recurrent and non-recurrent expenditure) and a declaration to be signed by the Local Government’s CEO; and

- Local Governments are required to acquit Capital items within 7 days of receipt of an item. All capital items delivered through DFES will be accompanied by a Form 9 which is to be signed by the Local Government’s CEO and returned to Funding Services at DFES. Completing this form will fully acquit the grant.

Please note that Cash Capital Grants are now deemed to have been acquitted when payment has been made by DFES subject to the conditions contained in this Manual. See Section 5.4.1 (a)

7.2. Guidelines for Section 1 – LGGS Grant Certification

7.2.1. Form 1 – LGGS Grant Certification

Below is a brief description of some of the fields contained within Form 1 “LGGS Grant Certification”:
• **Local Government CEO**: Name of Local Government Chief Executive Officer;

• **Alternate Local Government Contact**: Relevant contact details of a person other than the CEO that can be contacted regarding the grants application;

• **Capital**: If funding is sought, Forms 3a, 3b, 4, 5 and 10 must accompany the LGGS grant application. Please circle the appropriate section of Form 1 (YES / NO) to indicate that a capital request Form is or is not attached to your grant application; and

• **Operating**: If funding is sought, Forms 6 (if seeking an Alternate Allocation) and 7 must accompany the LGGS grant application. Please circle the appropriate section of Form 1 (YES / NO) to indicate that an operating request Form is or is not attached to your grant application.

### 7.3. Guidelines for Section 2 – Brigade/Unit Details

#### 7.3.1. Form 2 – Brigade/Unit Details

Form 2 deals specifically with the brigades/units in the Local Government area. This form **must** be submitted by each Local Government. Below is a brief description of some of the fields contained within this form:

• **Legal Name of Registered Brigades/Units**: Name of every registered brigade/unit in the Local Government area;

• **Profile of Brigade**: BFBs generally fall into six broad categories: pastoral, farmer response, rural, settlement, urban defensive and urban offensive with breathing apparatus. See Appendix I to determine the profile of each brigade;

• **No. Incidents Previous Financial Year**: The number of incidents that each brigade attended in 2013/14;

• **No. Registered Members**: The number of volunteers officially registered for each brigade/unit. Registered members are members of a brigade/unit as defined by the relevant legislation;

• **No. of Buildings**: Buildings mean brigade/unit premises for operational purposes that are either owned or controlled by the Local Government or brigade/unit.

### 7.4. Guidelines for Section 3 – Capital Grants

#### 7.4.1. Form 3a – Capital – Appliances/Vehicles/Boats/Trailers

A separate Form 3a will be provided by DFES to Local Governments under separate cover to the Grants Manual.

DFES will provide a list of appliances, vehicles, boats and trailers held at each Local Government and indicate if the asset has been scheduled for replacement in 2015/16. If you agree with the 2015/16 replacement programme simply tick the box indicating your agreement and submit the Form 3a with the Form 1. If you do not agree with the 2015/16 replacement programme, enter your 2015/16 Alternate Programme in the column provided. Alternative vehicle programmes requested on the Form 3a will be
subject to Section 3.2 Statewide Resource Replacement Plan and its replacement terms.

Please note that the replacement programme from 2016/17 to 2019/20 is indicative only.

For new additional acquisitions please also complete the section at the bottom of the Form 3a and provide a Resource to Risk and supporting Business Case with your application to justify the acquisition of an additional asset. If additional garaging is required to house a new appliance request, ensure that the Form 5 is completed.

7.4.2. Form 3b – Capital – Facilities

A separate Form 3b will be provided by DFES to Local Governments under separate cover to the Grants Manual.

DFES will provide a list of current housing arrangements/facilities for appliances/vehicles at each Local Government and indicate new facility(ies) scheduled for construction in 2015/16. If you agree with the 2015/16 facilities programme simply tick the box indicating your agreement and submit the Form 3b with the Form 1. If you do not agree with the 2015/16 replacement programme, enter your 2015/16 Alternate Programme in the column provided. Alternative facility programmes requested on the Form 3b will be subject to Section 3.2 Statewide Resource Replacement Plan and its replacement terms.

For new acquisitions please complete the section at the bottom of the Form 3b and provide supporting evidence with your application to justify the acquisition of an additional asset.

Local Governments are still required to complete a Form 5 together with a fixed price quote for proposed and/or requested facilities.

7.4.3. Form 4 – Capital Equipment

Form 4 is used for the replacement of Capital equipment items greater than five thousand dollars ($5,000) that are owned, registered or controlled by the Local Government or brigade/unit and used for fire and emergency operational purposes and are not provided under the DFES Replacement Schedules or through the Operating Grant.

Requests for SES Road Crash Rescue (RCR) and Vertical Rescue (VR) equipment are not to be included in the LGGS Grant Application as these items will be funded directly by DFES. Please refer to your local DFES representative for more information.

The first part of the Form 4 is for the replacement of existing equipment. On the Form 4 indicate the Brigade or Unit where the existing piece of equipment is located, fill in the description field and complete the make, model and age of each piece of equipment requested for replacement. If applying to replace more than one item, prioritise the items and then include the amount of grant funding required for each item.

For new acquisitions of equipment, please complete the section at the bottom of Form 4 in the same manner as noted above.
Approved Capital Equipment must be purchased and acquitted within 12 months of the date of the Letter of Approval. If a Local Government does not meet this timeline, DFES will require a written explanation of the circumstances for the delay. Where the Local Government cannot adequately substantiate the delay in purchasing the equipment, the equipment approval will be cancelled.

7.4.4. Form 5 – Capital - Buildings

As per the Form 3b, DFES has established a Facilities Programme. The completion of the Form 5 is a requirement to enable DFES to complete the assessment of the facility programme. To apply for a new facility refer to Appendix VI, Facility Footprint Designs, to determine the type of building that meets the functional requirements of the Brigade/Unit and use these conceptual plans to acquire fixed price quotes then complete the Form 5 by answering ALL questions. Unless ALL sections of the Form 5 are completed and a quote submitted, the application may not be considered.

Following DFES’s assessment of the applications, recommendations will be made to the Capital Grants Committee for its consideration and approval.

Successful applicants will then be contacted by DFES and a building contractor must be engaged within 12 months of the date of the Letter of Approval. If a Local Government does not meet this timeline, DFES will require a written explanation of the circumstances for the delay. Where the Local Government cannot adequately substantiate the project delays, the project approval will be cancelled.

Should a Local Government determine that it is in a position to construct the building, through the use of Local Government employees and sub-contractors, the Local Government must also submit a fixed price quote, together with costings from other external sources for comparison purposes.

Payment of the Capital Grant will be in accordance with Section 5.4.1 of this manual.

DFES will not fund any additional expenditure above the approved fixed price contract for a new facility, upgrade or extension.

If the building is to be constructed by Local Government, through the use of Local Government employees, the Local Government must agree to a number of conditions, including quality of work, defects liability period, commissioning of all electrical and mechanical services within Practical Completion, and DFES being indemnified against further claims resulting from faulty or unsatisfactory work.

The process for applying for an upgrade or extension to an existing facility will be similar to the above. For upgrades or extensions you will be required to complete section 1 only and provide draft plans and a fixed price quote to support the application.

Major upgrades to buildings where OSH issues are cited are to be supported with a building condition report by an independent qualified source (e.g. a qualified engineer, surveyor, WALGA Insurers Assessors.

Where there have been a number of upgrades to a facility, consideration should be given to assessing the overall condition and functionality of the facility via a Fit for Purpose assessment prior to applying for any further upgrade.
7.5. Guidelines for Section 4 – Operating Grants

7.5.1. Form 6 – Operating Grant Budget Estimate – Alternate Allocation

This Form is only to be completed if the DFES Assessed Allocation is not accepted.

Local Governments must complete in aggregate the projected and budget estimates for each service (i.e. one form for all BFBs and a separate form for all SES Units).

Below is a brief description of some of the fields contained within this form:

- **Expenditure Items**: This column provides the 9 expenditure items for which estimates are to be identified where relevant. Expenditure categories 1-8 are considered recurrent in nature, meaning day-to-day operating expenses that in aggregate are not expected to vary from year to year.

  The numbering against the expenditure categories is cross-referenced to the expenditure category description appendices for ease of use. (See Appendix II)

- **2014/15 Projected**: This estimate reflects the projected operating expenditures of Local Governments and brigades/units for that year.

- **2015/16 Budget**: This column represents the estimated Operating Grant required for that year. Any variations from the 2014/15 Budget allocations which impact on the amount sought for 2015/16 must be substantiated.

7.5.2. Form 7 – Non-Recurrent Expenditure Justification

- Local Governments must complete a separate form for each emergency service (one form for all BFBs and a separate form for all SES Units).

- **Purchase of Plant and Equipment from $1,200 to $5,000**: Provide a description of the item(s) to be purchased, what brigade/unit it is for and the reason it is required.

7.6. Guidelines for Section 5 – Grants Acquittance

7.6.1. Form 8 – Annual Operating Grants Acquittance

All reported figures must be **GST exclusive**. The Annual Grant Acquittance Form 8 must be submitted to DFES by **31 August each year**. Below is a brief description of some of the fields contained within this form:

- **Operating Grant – 2014/15 Budget**: Enter only the approved 2014/15 operating budget for each service in the appropriate columns. There is no need to provide line item budget details;

- **Operating Grant – 2014/15 Actual**: Enter the actual expenses for each service for each expenditure item in the appropriate column;

- **Total Operating Budget/Actual**: Add the 2014/15 actual sub totals (recurrent and non-recurrent) and enter the total; and

- **Variance between budget and actual expenditure**: Subtract the total of the "2014/15 Budget" from the "2014/15
• Actual” and enter the amount in this field. If there is a significant variation, an explanation as a separate attachment is required.

7.7. Guidelines for Section 6 – Asset Modification Statement

7.7.1. Form 10 – Asset Modification Statement

Section 3.5 Conditions of Grants states no modifications are to be made to assets funded through the Grants Scheme without prior approval of DFES.

Approval can be sought by completing Form 10 – Asset Modification Statement.

Below is a brief description of some of the questions contained within this form:

• **Nature of Hazard** - State clearly the type of safety hazard
• **Elimination/transfer of hazard** - Is a modification needed or can the work practice be altered to avoid/remove hazard
• **Remedial Action** - What needs to be modified to eliminate the hazard
• **Can the remedial action wait for a new building or scheduled maintenance i.e.** Is it critical that the safety hazard be eliminated immediately
• **Consequences of not taking remedial action**
• **Any additional comments**
SECTION 1
LGGS GRANT CERTIFICATION

Form 1 – LGGS Grant Certification
LGGS GRANT CERTIFICATION  
FORM 1

Pursuant to Section 36A for Emergency Services Levy purposes
Fire and Emergency Services Act 1998

Local Government Name: ..........................................................................................................
Local Government Address: ......................................................................................................
................................................................................................................................................. Post Code: ................................
Local Government CEO: ..............................................................................................................
Alternate Local Government Contact
Name: ...........................................................................................................................
Phone: ......................................................

This form must be completed and submitted with all other forms by 5.00pm 27 March 2015 to:
Planning & ESL Allocation, Department of Fire and Emergency Services, PO Box P1174, Perth WA 6844

DO NOT CHANGE THE LAYOUT ON THIS FORM

2015/16 Capital and Operating Grant Summary

<table>
<thead>
<tr>
<th>LGGS Grant Type</th>
<th>Forms</th>
<th>BFB</th>
<th>SES</th>
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</thead>
<tbody>
<tr>
<td>CAPITAL</td>
<td></td>
<td></td>
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<tr>
<td>Appliances/Vehicles</td>
<td>Form 3a</td>
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<td>YES / NO</td>
</tr>
<tr>
<td>Facilities</td>
<td>Form 3b</td>
<td>YES / NO</td>
<td>YES / NO</td>
</tr>
<tr>
<td>Equipment</td>
<td>Form 4</td>
<td>YES / NO</td>
<td>YES / NO</td>
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<tr>
<td>Buildings</td>
<td>Form 5</td>
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<td>YES / NO</td>
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<tr>
<td>Asset Modification Justification</td>
<td>Form 10</td>
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<td>YES / NO</td>
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<tr>
<td>OPERATING</td>
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<tr>
<td>I accept DFES’s Assessed Allocation (Items 1-8, 10)</td>
<td>N/A</td>
<td>YES / NO</td>
<td>YES / NO</td>
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<td>OR</td>
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<td>I request an Alternate Allocation (Items 1-8, 10)</td>
<td>Form 6</td>
<td>YES / NO</td>
<td>YES / NO</td>
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<tr>
<td>Purchase of Plant and Equipment ($1,200 - $5,000)</td>
<td>Form 7</td>
<td>YES / NO</td>
<td>YES / NO</td>
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</tbody>
</table>

In establishing this Capital/Operating Grant application, did you consult your:

Please Tick: BFB(s) ☐ SES Unit(s) ☐ DFES Regional Superintendent/District Manager ☐

CAPITAL AND OPERATING GRANT BUDGET CERTIFICATION

I hereby certify that the attached operating and capital requests are expected to be incurred in relation to the provision of fire and emergency services in accordance with the Fire and Emergency Services Act 1998 for the financial year 1 July 2015 to 30 June 2016.

______________________________  _____________________________________________
CEO Signature  DFES Regional Superintendent
Date  ____________________  Date  ____________________
SECTION 2
BRIGADE/UNIT DETAILS

Form 2 – Brigade/Unit Details
Local Government Name: .................................................................

Financial Year: 2015/16

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR GRANT APPLICATION

<table>
<thead>
<tr>
<th>Legal Name of Registered Brigades/Units</th>
<th>Profile of Brigade (See Appendix I for brigade classification)</th>
<th>No. Incidents Previous Completed Financial Year (2013/14)</th>
<th>No. of Registered Members (a)</th>
<th>No. of Buildings (b)</th>
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<td>State Emergency Service Units</td>
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</table>

NOTES:
(a) Registered members are members of a brigade/unit as defined by the relevant legislation.
(b) Buildings mean brigade/unit premises for operational purposes that are either owned or controlled by the Local Government or brigade/unit.

If insufficient space, please provide information in above format on a separate attachment.

DO NOT CHANGE THE LAYOUT ON THIS FORM
SECTION 3
CAPITAL GRANTS

Form 3a  Capital – Appliances / Vehicles / Boats / Trailers
Form 3b  Capital – Facilities
Form 4   Capital – Equipment
Form 5   Capital – Buildings
Sections 3 - Form 3a

Capital – Appliances/Vehicles/Boats/Trailers

CAPITAL – APPLIANCES / VEHICLES / BOATS / TRAILERS FORM 3a

Local Government Name: ……………………………………………………………………………………………

Please Tick:  Bush Fire Brigade(s) □  SES Unit(s) □

2015/16 Replacement Programme

☐ We agree with the 2015/16 Replacement Programme as provided by DFES.
☐ We do not agree with the 2015/16 Replacement Programme. (Complete 2015/16 Alternate Programme)

<p>| VEHICLES – EXISTING (*) VERIFY DETAILS BELOW FOR ACCURACY, AMEND ACCORDINGLY, SIGN AND DATE BELOW |
|-------------------------------------------------|-------------------------------------------------|-------------|-------------------------------------------------|-------------------------------------------------|--------------|</p>
<table>
<thead>
<tr>
<th>Brigade/Unit (*)</th>
<th>Description (*)</th>
<th>Rego (*)</th>
<th>Year Commissioned (*)</th>
<th>2015/16 Replacement Programme</th>
<th>2015/16 Alternate Programme</th>
<th>Indicative Programme 2016/17 to 2019/20 Description</th>
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TO BE PROVIDED BY DFES UNDER A SEPARATE COVER.
DO NOT COMPLETE THIS FORM.

<p>| VEHICLES – NEW ACQUISITIONS – SUPPORTING JUSTIFICATION REQUIRED (Resource to Risk &amp; Business Case) |
|---------------------------------|----------------------------------------------------------------------------------------------------------------|</p>
<table>
<thead>
<tr>
<th>Brigade/Unit</th>
<th>Description</th>
<th>Make</th>
<th>Model</th>
<th>2014/15 Priority</th>
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I certify the information provided for existing vehicles is true and correct

CEO Signature: ___________________ Date ________ Regional Superintendent: ___________________ Date ________

DO NOT CHANGE THE LAYOUT OF THIS FORM
Local Government Name: ………………………………………………………………………

Please Tick: Bush Fire Brigade(s) ☐ SES Unit(s) ☐

2015/16 Replacement Programme

☐ We agree with the 2015/16 Facility Programme as provided by DES.

☐ We do not agree with the 2015/16 Facility Programme. (Complete 2015/16 Alternate Programme)

<table>
<thead>
<tr>
<th>Brigade/Unit (*)</th>
<th>Description (*)</th>
<th>Facility Type (*)</th>
<th>Year Built (*)</th>
<th>2015/16 Programme (*)</th>
<th>2015/16 Alternative Programme (*)</th>
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TO BE PROVIDED BY DFES UNDER A SEPARATE COVER. DO NOT COMPLETE THIS FORM

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FACILITIES – NEW ACQUISITIONS – SUPPORTING JUSTIFICATION REQUIRED

(For additional facility requests only. Do not complete for replacement facilities)

<table>
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<tr>
<th>Brigade/Unit</th>
<th>Description</th>
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I certify the information provided for existing facilities is true and correct

CEO Signature: __________________ Date: _______ Regional Superintendent: __________________ Date: _______

DO NOT CHANGE THE LAYOUT OF THIS FORM
CAPITAL – EQUIPMENT

Local Government Name: .................................................................

Please Tick: Bush Fire Brigade(s) ☐ SES Unit(s) ☐

<table>
<thead>
<tr>
<th>Brigade/Unit</th>
<th>Description</th>
<th>Make</th>
<th>Model</th>
<th>Age</th>
<th>Priority</th>
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DO NOT CHANGE THE LAYOUT OF THIS FORM
### CAPITAL – BUILDINGS

Local Government Name: .................................................................

Please Tick Box: Bush Fire Brigade(s) ☐ State Emergency Service Unit(s) ☐

Brigade/Unit Name: ...........................................................................

**Complete one form for each building grant submission.**

<table>
<thead>
<tr>
<th>Section</th>
<th>PLEASE COMPLETE ALL QUESTIONS. IF A NEW BUILDING, REFER TO APPENDIX V, FACILITY FOOTPRINT DESIGNS TO IDENTIFY THE TYPE OF BUILDING.</th>
<th>Please Circle or complete as appropriate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Is the application for an upgrade or extension to an existing building?</td>
<td>YES / NO</td>
</tr>
<tr>
<td></td>
<td><strong>If YES please attach supporting details, including a fixed priced quote of the project (1 Page) and ignore Section 2</strong></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Is this application for a new building?</td>
<td>YES / NO</td>
</tr>
<tr>
<td>(a)</td>
<td>Is land of suitable size available now? <strong>Do not submit application unless suitable land is available. This is a precondition for a building grant.</strong></td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td>Is this building to be a Collocated Facility?</td>
<td>YES / NO</td>
</tr>
<tr>
<td>(c)</td>
<td>Does this building replace an existing building?</td>
<td>YES / NO</td>
</tr>
<tr>
<td>(d)</td>
<td>What size building is required? Bays are to be for housing LGGS funded appliances/vehicles/boats/trailers only.</td>
<td>BFB 1 Appliance Bay Facility YES / NO</td>
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<td></td>
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<td>BFB 2 Appliance Bay Facility YES / NO</td>
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<td>BFB 3 Appliance Bay Facility YES / NO</td>
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<td>BFB 4 Appliance Bay Facility YES / NO</td>
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<td>BFB 5 Appliance Bay Facility YES / NO</td>
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<td>BFB 6 Appliance Bay Facility YES / NO</td>
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<td>SES 2 Bay Facility and Amenities YES / NO</td>
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<td>SES 3 Bay Facility and Amenities YES / NO</td>
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<tr>
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<td>SES 4 Bay Facility and Amenities YES / NO</td>
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<tr>
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<td></td>
<td>SES Amenities and Separate 5 Appliance Bay Facility YES / NO</td>
</tr>
<tr>
<td>(e)</td>
<td>How many appliances/vehicles/trailers etc will be housed in the building?</td>
<td>YES / NO</td>
</tr>
<tr>
<td>(f)</td>
<td>Are ablutions required?</td>
<td>YES / NO</td>
</tr>
<tr>
<td>(g)</td>
<td>Is an amenities / training room required?</td>
<td>YES / NO</td>
</tr>
<tr>
<td>(h)</td>
<td>Does the land have separate title?</td>
<td>YES / NO</td>
</tr>
<tr>
<td>(i)</td>
<td>Does the land have the correct zoning for this building project?</td>
<td>YES / NO</td>
</tr>
<tr>
<td>(j)</td>
<td>Is the land cleared of contaminants?</td>
<td>YES / NO</td>
</tr>
<tr>
<td>(k)</td>
<td>Are there any Native Title considerations?</td>
<td>YES / NO</td>
</tr>
<tr>
<td>(l)</td>
<td>Are there <strong>ANY</strong> other funding sources contributing to this project?</td>
<td>YES / NO</td>
</tr>
<tr>
<td>(m)</td>
<td>Are the fixed price quotes attached?</td>
<td>YES / NO</td>
</tr>
<tr>
<td>(n)</td>
<td>Has your DFES Regional Superintendent/District Manager been consulted regarding this project?</td>
<td>YES / NO</td>
</tr>
</tbody>
</table>

**DO NOT CHANGE THE LAYOUT OF THIS FORM**
SECTION 4
OPERATING GRANTS

Form 6 – Operating Grant Budget Estimate

Form 7 – Non-Recurrent Expenditure Justification
OPERATING GRANT BUDGET ESTIMATE - ALTERNATE ALLOCATION
(Line Items 1-8, 10)

ONLY TO BE COMPLETED IF THE DFES ASSESSED ALLOCATION IS NOT ACCEPTED

Local Government Name: ..........................................................................................................................................

Please Tick Box: Bush Fire Brigade(s) ☐  State Emergency Service Unit(s) ☐

(Complete one form for BFB in AGGREGATE and a separate form for SES in AGGREGATE.)

<table>
<thead>
<tr>
<th>OPERATING GRANT BUDGET</th>
<th>2014/15 Projected $</th>
<th>2015/16 Budget $</th>
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</thead>
<tbody>
<tr>
<td><strong>RECURRENT EXPENDITURE</strong></td>
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</tr>
<tr>
<td>1. Purchase of Plant &amp; Equipment &lt;$1,200 per item</td>
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<tr>
<td>2. Maintenance of Plant and Equipment</td>
<td></td>
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<tr>
<td>3. Maintenance of Vehicles/Trailers/Boats</td>
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<tr>
<td>4. Maintenance of Land and Buildings</td>
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<tr>
<td>5. Clothing and Accessories (a)</td>
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<tr>
<td>6. Utilities, Rates and Taxes</td>
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<td>7. Other Goods and Services</td>
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<td>8. Insurances</td>
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<tr>
<td><strong>NON-RECURRENT EXPENDITURE</strong></td>
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<tr>
<td>9. Purchase of Plant and Equipment from $1,200 to $5,000 per item (b)</td>
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<td><strong>Total Line Items 1 – 8, 10</strong></td>
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<td><strong>PLEASE COMPLETE FORM 7</strong></td>
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</table>

All figures are to be GST EXCLUSIVE.

**NOTES:**
(a) Not applicable for SES.
(b) Items greater than $5,000 are to be requested as a capital item.

As a separate attachment, please provide an explanation of any significant variations between years. DFES reserves the right to seek clarification or additional details supporting the information above.

**DO NOT CHANGE THE LAYOUT OF THIS FORM**
### NON-RECURRENT EXPENDITURE JUSTIFICATION

**Form 7**

Local Government Name: ..................................................................................................................................................................................

Please Tick Box:  Bush Fire Brigade(s) □  State Emergency Service Unit(s) □

(Complete one form for BFB in AGGREGATE and a separate form for SES in AGGREGATE.)

<table>
<thead>
<tr>
<th>Item:</th>
<th>Brigade/Unit:</th>
<th>Reason:</th>
<th>2015/16 Budget</th>
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<tbody>
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<td>Item:</td>
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</table>

**TOTAL - Purchase of Plant and Equipment ($1,200 to $5,000)**

$.

All figures are to be **GST EXCLUSIVE**.

**NOTE**: If insufficient space, please provide information in above format on a separate attachment.

**DO NOT CHANGE THE LAYOUT OF THIS FORM**
SECTION 5
GRANTS ACQUITTANCE

Form 8 – Annual Operating Grants Acquittance
Form 9 – Capital Item of a Physical Nature
## ANNUAL OPERATING GRANTS ACQUITTANCE FORM 8

Declaration pursuant to Section 36A for Emergency Services Levy purposes

*Fire and Emergency Services Act 1998*

Local Government Name: .................................................................................................................................

Local Government Contact: ..............................................................................................................................

### OPERATING GRANT

<table>
<thead>
<tr>
<th>EXPENDITURE ITEM</th>
<th>BUSH FIRE BRIGADE</th>
<th>STATE EMERGENCY SERVICE</th>
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</thead>
<tbody>
<tr>
<td><strong>RECURRENT:</strong></td>
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</tr>
<tr>
<td>1. Purchase of Plant &amp; Equipment &lt;$1,200 per item</td>
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<tr>
<td>2. Maintenance of Plant and Equipment</td>
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<td>3. Maintenance of Vehicles/Trailers/Boats</td>
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<td>4. Maintenance of Land and Buildings</td>
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<td>5. Clothing and Accessories</td>
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<td>6. Utilities, Rates and Taxes</td>
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<td>7. Other Goods and Services</td>
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<td>8. Insurances</td>
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<td><strong>Sub Total Recurrent</strong></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>NON-RECURRENT:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Purchase of Plant and Equipment $1,200 to $5,000 per item</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Existing Interest Expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total Non-Recurrent</strong></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Operating Budget/Actual</strong></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Variance Between Budget &amp; Actual</strong> (a)</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

### ANNUAL EXPENDITURE DECLARATION

To the best of my knowledge, information and belief, the figures set out in the Schedule above are true figures verifying the total operating and capital expenditure of the said organisation for the twelve months ended 30 June 2015

CEO Signature: ____________________________________ Date: ____________________

All figures are to be GST EXCLUSIVE.

(a) As a separate attachment, please provide an explanation of any significant variations.
(b) Attach a costed copy of the maintenance records for each appliance/vehicle.
(c) Capital grants of a physical nature should have been acquitted at the time of receipt of the asset on Form 9 and forwarded to Funding Services.
(d) Cash Capital grants are acquitted at time the grant is paid subject to the conditions of this Manual.

*This form must be completed and submitted by 31 August 2015 to: Planning & ESL Allocation, Department of Fire and Emergency Services, PO Box 1174, Perth WA 6844*

**DO NOT CHANGE THE LAYOUT OF THIS FORM**
CAPITAL ITEM OF A PHYSICAL NATURE

ACQUITTANCE

Declaration pursuant to Section 36A for Emergency Services Levy purposes
Fire and Emergency Services Act 1998

Bush Fire Brigade ☐ State Emergency Service  ☐ (Mark appropriate box)

The Shire/Town/City of: ................................................................. hereby acknowledge receipt of the following Capital item from the Department of Fire and Emergency Services of Western Australia as part of the LGGS Capital Grant Funding for the financial year ended 30 June 20..

<table>
<thead>
<tr>
<th>Capital item type and description</th>
<th>DFES Technical Services to complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification or registration number</td>
<td></td>
</tr>
<tr>
<td>Brigade/Unit Name</td>
<td></td>
</tr>
</tbody>
</table>

CEO Signature: ___________________________ Date: ___________________

This form must be completed within 7 days of receipt of a capital item of a physical nature and forwarded to:

Planning & ESL Allocation
Department of Fire and Emergency Services
PO Box P1174
Perth WA 6844

For DFES Use Only: Project No.________ Actual Cost (Ex GST) $________:_____

Entered in LGGS Database____/____/____

DO NOT CHANGE THE LAYOUT OF THIS FORM
SECTION 6
ASSET MODIFICATION STATEMENT

Form 10 – Asset Modification Statement
ASSET MODIFICATION STATEMENT FORM 10

Local Government: ________________________________________________________________

Brigade/Unit: ___________________________________________ Date: ________________

Nature of Hazard
_______________________________________________________________________________

_______________________________________________________________________________

Can the hazard be eliminated/transferred? YES / NO

If No, state the remedial action required
_______________________________________________________________________________

_______________________________________________________________________________

Cost $

Can remedial action wait for a new building or scheduled maintenance? YES / NO

State consequence of not taking remedial action
_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

Name ___________________________ Position ___________________________ Signature ___________

To be endorsed by DFES Regional Staff prior to lodging with LGGS Application

Endorsed: YES / NO

District Manager (Name) ___________________________ Sign ______________ Date ____________

Endorsed: YES / NO

Regional Superintendent (Name) ___________________________ Sign ______________

Date ______________

Comment
_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

Approved: YES / NO

Director APD Signature ___________________________ DATE ______________

Comment
_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

DO NOT CHANGE THE LAYOUT OF THIS FORM
APPENDIX I
BUSH FIRE BRIGADE PROFILE SELECTION GUIDELINES
### BUSH FIRE BRIGADE
PROFILE SELECTION GUIDELINES

<table>
<thead>
<tr>
<th>Response Capacity</th>
<th>Features of Response Area</th>
<th>Type of Brigade</th>
</tr>
</thead>
</table>
| **WILDFIRE ONLY**                 | Normally located in pastoral areas with less than 600mm of annual rainfall.  
Usually no town sites in the response area.  
Firefighting arrangements tend to be Shire or ‘station’ based.  
May only be limited specialist firefighting capacity connected with either the Shire or ‘station’.  
Usually no dedicated firefighting appliances in the area of coverage.  
Large parts of the area of coverage may be Uncleared Crown Land (UCL). | **PASTORAL**          |
|                                   | Usually located in wheat belt areas with less than 600mm of annual rainfall.  
Normally no town sites in the area of coverage.  
Usually no dedicated firefighting appliances in the area of coverage – ‘private slip-ons’ usually used by local firefighters.  
Normally would have less than 15 incidents per annum.  
Few structural fire threats apart from farm houses and buildings. Area of coverage is largely made up of farms.  
There may be some UCL in the area of coverage. | **FARMER RESPONSE**  |
|                                   | In **areas with less than 600mm annual rainfall** (i.e. a wheat belt area), a ‘Rural’ profile will only be used if it is located in a small town site with a few houses (less than 20) and other limited facilities (see below).  
In **areas with more than 600mm of annual rainfall** a ‘Rural’ profile does not necessarily have to be located in a town site. For example, if the area of coverage includes at least 50% ‘extreme’ wildfire risks/threats, then the rural profile should be used.  
Threats in the area of coverage will be almost totally wildfire, with only limited structural risk (e.g. houses and farm buildings).  
If located in a town site, features of the town site could be:  
- Less than 20 houses;  
- 2 or 3 offices, shops, retail outlets or agricultural suppliers;  
- A school of up to 30 pupils; and  
- 1 petrol station or small fuel storage facility. | **RURAL**             |
| **WILDFIRE WITH LIMITED STRUCTURAL CAPACITY** | Normally located in a small town site with the following features:  
- Up to 40 houses. Houses may be located in semi-rural subdivisions;  
- Up to 5 shops or retail outlets;  
- 1 or 2 public buildings;  
- 1 or 2 agricultural suppliers;  
- 1 or 2 petrol stations or fuel storage facilities;  
- 1 or 2 office(s) or a small office complex;  
- A school with up to 40 pupils;  
- 1 or 2 small factory facilities; and  
- May have a small one or two bed hospital. | **SETTLEMENT**         |
### STRUCTURAL RESPONSE CAPACITY

A town or town site with the following features:
- More than 40 houses;
- Small hospital and/or nursing home;
- A few (less than 5) public buildings (e.g. library, Shire offices, hall, etc);
- One or two sites where hazardous chemicals are stored;
- A retail area with at least 10 or more shops in the town;
- Office complexes – more than 10 office buildings in the town;
- A small road or rail transport depot;
- A light industrial area with at least 5 factories; and
- A school with more than 40 pupils.

### URBAN DEFENSIVE

### BREATHING APPARATUS AVAILABLE

A town with the following features:
- A population of more than 700;
- More than 300 houses;
- A hospital and/or some aged care facilities;
- More than 5 public buildings;
- Industrial area(s) with heavy industrial capacity and more than 5 sites;
- Fuel storage areas and/or petrol stations;
- 5 or more sites storing hazardous chemicals;
- One or more schools with at least 100 pupils;
- A number of retail shops or outlets;
- Office or other commercial developments; and
- An airport, a port facility or large transport depot or facility.

### URBAN OFFENSIVE WITH BA
APPENDIX II
DESCRIPTION OF EXPENDITURE CATEGORIES FOR BRIGADE / UNIT OPERATIONS
1. PURCHASE OF PLANT AND EQUIPMENT (less than $1,200 per item)

In the first instance LGGS purchases made by Local Government should comply with the State Supply Contracts and/or DFES negotiated contracts to ensure compliance with technical specifications and to meet Time, Quality and Cost standards. However, where an alternative item meets the DFES specifications and standards and can be obtained at less cost, these may be substituted.

Plant and Equipment
Purchases of operational plant and equipment costing less than $1,200 per item, including ladders, portable pumps, chainsaws (SES only), hoses, hose reels, shovels, axes, torches, branches, ropes, extinguishers, sandbags, flares, tools, rescue equipment, etc.

Computer Hardware and Software
Cost of minor computer hardware acquisitions less than $1,200 per item. It includes personal computer replacement components such as keyboards, monitors, mouse, modems and printers. Excludes related consumables such as diskettes, CD's, printer ribbons and cartridges. Cost of minor computer software acquisitions less than $1,200 per item including operating systems and application packages.

Furniture and Fittings (Indoor)
Costs associated with acquisitions less than $1,200 per item. Furniture and fittings include items such as chairs, tables, filing cabinets, bookshelves and fittings, etc.

Telecommunications Equipment
Telecommunications equipment acquired costing less than $1,200 per item and used as part of approved, telephone and pager systems. It includes new and replacement facsimile machines, mobile phones, , pagers, etc. It also includes the cost of consumables such as toners for facsimile machines, batteries for pagers, mobile phones etc. This category also covers pager licenses.

Breathing Apparatus and Rescue Equipment
Parts and consumables purchased for the maintenance of breathing apparatus and rescue equipment. Costs associated with servicing, cylinder refills and rentals (oxy viva) directly related to the maintenance of such equipment.

Extinguisher and Hose
Maintenance costs of fire extinguishers and hoses required for operational purposes. Includes extinguisher refills and bulk refilling materials.

Extinguishments and Absorbents
Covers the cost of foam concentrates and retardants for response and training operations.

2. MAINTENANCE OF PLANT AND EQUIPMENT

Plant and Equipment
Costs associated with the repairs and maintenance of plant and equipment defined in the purchase of plant and equipment expenditure categories.

Computer Hardware and Software
Costs associated with the repairs, maintenance and related consumables of computer hardware and software as defined in the purchase of plant and equipment expenditure categories including maintenance contracts and software license renewals.

Furniture and Fittings (Indoor)
Costs associated with the repairs and maintenance of furniture and fittings as defined in the purchase of plant and equipment expenditure categories.

Telecommunications Equipment
The maintenance of telecommunications equipment used as part of approved, telephone and pager systems as defined in the purchase of plant and equipment expenditure categories. It includes repairs and maintenance of mobile phones, pagers, faxes,. It also includes the cost of consumables such as toners for facsimile machines, batteries for pagers, mobile phones etc. This category also covers pager licenses.

Breathing Apparatus and Rescue Equipment
Parts and consumables purchased for the maintenance of breathing apparatus and rescue equipment. Costs associated with servicing, cylinder refills and rentals (oxy viva) directly related to the maintenance of such equipment.

Extinguisher and Hose
Maintenance costs of fire extinguishers and hoses required for operational purposes. Includes extinguisher refills and bulk refilling materials.

Extinguishments and Absorbents
Covers the cost of foam concentrates and retardants for response and training operations.

3. MAINTENANCE OF VEHICLES, TRAILERS AND BOATS

Parts, Fittings and Consumables
Costs incurred in purchasing and replacement of minor parts, fittings and consumables for the purpose of routine services, repairs and maintenance on operational vehicles/trailers/boats. This includes such costs as replacement tyres, tubes and batteries. Also included are materials used for the in-house servicing of vehicles such as automotive fluids and lubricants, nuts, bolts, globes, etc.

Services by Contractors/Shire Depots
Labour costs associated with servicing, repairs and maintenance. Where such costs are incurred through the Local Government Depot/Workshop an appropriate hourly rate (excluding overhead costs) should be applied providing it is lower or commensurate with private contractor rates within the immediate area.

Fuel and Lubricants
Cost of fuels, automotive fluids and lubricants used by LGGS funded vehicles/trailers/boats only. It includes the replenishment of fuel from bowsers and fleet card purchases.

Registration
Registration fees, inspection charges, weighing fees and licence plates.

4. MAINTENANCE OF LAND AND BUILDINGS

General Repairs and Maintenance

Repairs and general maintenance to buildings and related fixtures and fittings. Includes painting, electrical and plumbing repairs, broken windows, damaged wall panels, globes, fluorescent lights, door locks, damaged cupboards, etc.

Routine Maintenance

Routine (preventative) property maintenance applies where maintenance contracts have been entered into as a result of planned activities. This is in order to prevent breakdowns, maintain efficient operation and extend life of buildings and is undertaken on a regular, cyclic planned schedule. Such routines include annual gutter cleaning, annual termite inspections, annual servicing of air conditioners, routine inspection and servicing of gas heaters, routine inspection and maintenance of lifts and hoists and cleaning of storm drains.

Rental and Leases

Rent payable on property where prior formal agreements and/or leases have been entered into with third parties for brigade/unit facilities only.

Security Service

Cost of engaging private organisations for watching services and security contracts.

5. CLOTHING AND ACCESSORIES

Protective, Safety Clothing and Accessories

ALL STATE EMERGENCY SERVICE UNITS PERSONNEL PROTECTIVE EQUIPMENT REQUIREMENTS ARE INCORPORATED UNDER DFES’S CORPORATE POLICY. LOCAL GOVERNMENT ARE TO CONTACT THE DFES SES METRO / REGIONAL OFFICE FOR DETAILS. SES PPE IS NOT ELIGIBLE FOR LGGS FUNDING.

The provision of services to the community requires standard dress codes for firefighting and emergency response. Protective clothing is to be provided to active members only.

Acquisitions of clothing directly associated with firefighting and emergency response activities including tunics, overalls, footwear, special heat resistant suits, protective gloves, helmets, helmet torches (max of 10 per BFB brigade), visors, safety glasses, gloves, disposable hazardous material suits, ear plugs, goggles, fire retardant trousers, etc.

Record keeping and controls for the issue, maintenance and replacement shall be maintained by the LG. These controls are to include members individual allocations, date of issue and replacement due dates for those items that have an ‘in service’ life e.g. helmets.

6. UTILITIES, RATES AND TAXES

LGGS reimbursement of utility costs (electricity, water etc) will be based on a standard facility footprint. For larger scale LG built facilities, pro rata rate reimbursement based on the standard facility footprints shall apply.

Electricity

Cost of electricity for lighting and power and meter rental.

Domestic Gas and Cylinder Rentals

Cost of gas for heating and cooking, meter rental and cylinder rental.

Water and Sewerage Rates

Cost of water supplied to all properties owned, rented or leased.

Rates, Taxes and Charges

Rubbish, water supply and wastewater removal, excluding ESL charges and General Rates.

Telephone, Mobile Phone and Pager Accounts

Covers the cost of brigade/unit telecommunication accounts. It includes telephone rental and call/access charges, mobile phone rental and call/access charges, data service charges and paging services.

7. OTHER GOODS AND SERVICES

Postage

Consists of brigade/unit postage and private post office box fees.

Stationery and Office Supplies

Purchase of pens, pencils, erasers, staplers, hole punches, rulers, paper, folders, binders, files, computer consumables, etc.

Refreshments

Refreshments supplied only at operational incidents and DFES approved training. Includes the provision of tea, coffee, soft drinks and finger foods such as fruits, sandwiches and biscuits. Does not include brigade/unit social activities and outings.

Hire Charges

Expenses related directly to operational activities requiring the hire of minor plant and equipment. Excludes the hire of earth moving plant and related equipment which is subject to a separate recoup arrangement as described in Section 5.6.2. Also excludes long term rental or hire purchase agreements.

Freight, Courier and Transport Costs
Appendix II

Description of Expenditure Categories

It covers freight and transport of plant, equipment, consumables, vehicles, etc. Courier costs incurred apply to the urgent delivery of item.

**Motor Vehicle Drivers Licence (MDVL)**

The reimbursement of the costs associated with Volunteers obtaining appropriate class MVDL’s where a change to a Brigade/Units appliance or vehicle type requires a MVDL class upgrade (C to LR/MR or LR/MR to HR only). Eligible costs include Dept of Transport fees, and the cost of the assessment where a Licensed Driving Instructor is used. Maximum of 4 members per Brigade/Unit.

Note: The costs of obtaining initial MDVL’s are not eligible.

**Reference Materials**

Technical books, publications and subscriptions to journals, updates of legislation and other printed materials. The purchase of road directories, water supply maps, and lands department maps, fire district maps, etc.

Reference material also includes information on computer mediums such as disks, CD-ROM and other data available for acquisition on the Internet.

**Training Costs**

All operational training including Accredited First Aid Training and courses certified by the DFES Training Centre, Forrestfield will be eligible for LGGS funding. All other training costs are excluded.

**Health and Safety Costs**

Cost of purchasing medicines such as Panadol, aspirin, plasters and bandages, first aid kits, and general medical consumables.

**Consumables and Sundries**

Domestic consumables cover day-to-day minor purchases such as soaps, polishes, detergents, coffee, tea, milk, tea towels, batteries, etc. Also included are items used for training purposes (e.g. kerosene, props, etc.) where such items are not identifiable in any other category of expenditure in this manual.

**Volunteer Travel**

Covers the reimbursement of volunteer travel expenses associated with DFES approved training and recognised regional meetings.

**8. INSURANCES**

ALL STATE EMERGENCY SERVICE UNITS INSURANCE REQUIREMENTS ARE CURRENTLY INCORPORATED UNDER DFES’S CORPORATE POLICY. LOCAL GOVERNMENT ASSETS IN THE CUSTODY OF UNITS ARE TO BE INSURED BY LOCAL GOVERNMENT.

INSURANCE EXPENDITURE INCLUDED MUST COMPLY WITH CURRENT LEGISLATION REQUIREMENTS.

**Personal Accident (Volunteers)**

Personal Accident insurance costs for registered operational volunteers.

**Property Insurance**

This includes insurance arrangements for operational buildings, plant and equipment. It includes assets other than vehicles/trailers/boats, where the cost of replacement is identifiable.

**Vehicle/Trailer/Boat Insurance**

Comprehensive and third party insurance for vehicles, trailers and boats.

**9. PURCHASE OF PLANT AND EQUIPMENT**

*(from $1,200 to $5,000 per item)*

*In the first instance LGGS purchases made by Local Government should comply with the State Supply Contracts and/or DFES negotiated contracts to ensure compliance with technical specifications and to meet Time, Quality and Cost standards. However, where an alternative item meets the DFES specifications and standards and can be obtained at less cost, these may be substituted.*

**Plant and Equipment**

Purchase of plant and equipment and enhancements to existing and new items. Items to be included cover operational equipment such as portable pumps, reels, breathing apparatus equipment, rescue equipment, chainsaws (SES only), generators etc.

**Computer Hardware and Software**

Purchase of computer hardware equipment including the cost of purchasing new computers and related equipment, including installation and configuration costs. Cost of purchasing new computer software comprising application and operating system software packages (e.g. Windows, Excel, Word, MS Office, etc.) directly related with the purchase of new personal computers.

**Furniture and Fittings (Indoor)**

Purchase of furniture and fittings including enhancements to existing items.

**Telecommunications Equipment**

Cost of purchasing new telecommunications equipment such as telephone and pager systems

**10. EXISTING INTEREST EXPENSE**

**Loan Interest Expense Only**

This is for pre-existing loans prior to the implementation of the LGGS. Interest paid in servicing loans for existing capital assets directly associated with the operational activities of a brigade/unit.
APPENDIX III
LIST OF INELIGIBLE EXPENDITURE

EXPENDITURE NOT ELIGIBLE FOR LGGS FUNDING
Appendix III
Index of Ineligible Expenditure

Expenditures associated with the functions/activities below **ARE NOT ELIGIBLE FOR LGGS FUNDING** through this budget process.

- Accounting/audit fees;
- Accrual accounting provisions including depreciation;
- Acquisition of land;
- Aerial Inspections;
- Activities resulting in costs not directly associated with operational activities of a brigade/unit;
- Alcohol;
- Appointment and publication of Bush Fire Control Officers;
- ATV’s;
- Capital and other operating costs of Local Government plant and equipment;
- Catering/Welfare Trailers;
- Community recovery, support and assistance activities;
- Concrete cutters;
- Costs associated with Bush Fire Advisory Committees;
- Costs associated with hosting the annual Bush Fire Games;
- Costs associated with providing utilities to site facility boundaries;
- Declaration and publication of restricted and prohibited burning times;
- Defibrillators;
- Development of local area fire and emergency management plans;
- Portable fridge/freezer eg: Engel, WAECO etc.
- Emergency Positioning Indicating Radio Beacon (EPIRB);
- Emergency Service Levy and General Rates charges;
- Feasibility Study;
- Fire Prevention/Education and associated costs
- Funding for garaging on private property;
- Hands free kits for mobile phones, except for LGGS funded vehicles;
- Hydrant installation, repairs and maintenance outside of gazetted fire districts (including static water supplies)
- Insurance on radio communication equipment (refer Radio Communication Equipment below);
- Legal costs associated with action involving Local Government staff/employees/volunteers;
- Legal costs associated with prosecutions for non-compliance with bush fire prevention requirements;
- Local Government audit fees;
- Local Government corporate overhead costs or transfer/assigned costs;
- Local Government fire safety presentations;
- Local Government radio networks;
- Local Government risk surveys, assessments and inspections;
- Local Government staff/employee involvement at incidents (logistics etc);
- Long term rental or hire purchase agreements;
- Management of burn permits and infringement notices;
- Marketing and advertising costs;
- Mobile Trailer Pump Unit/Fire Fighting Trailers;
- Non standard computer software and accessories;
- Preparation of local fire safety publications;
Appendix III
Index of Ineligible Expenditure

- Privately owned assets and equipment;
- Production and distribution of brochures and other material for local markets;
- Property inspections for compliance with bush fire prevention requirements;
- Provision of fire prevention works (burns/fire breaks) on Local Government Property;
- SES Personal Protective Equipment (PPE);
- SES Road Crash Rescue Hydraulic Equipment;
- SES Vertical Rescue Equipment (Managed by DFES Rescue Operations Branch)
- Site works for new buildings and additions including car parking, landscaping and boundary fencing (*Site works comprise the demolition or removal of existing buildings, road works, removal of vegetation and topsoil from site, grading and compacting sub grade, imports of sand fill, or cart away soil not needed, grade site to final levels, compaction of pad, provision of engineer’s compaction certificate, construction of any retaining structures*)
- Slip-on units;
- SMS messaging (e.g. harvest bans, fire/emergency warnings)
- Static water supplies (e.g. water tanks);
- Taxation costs;
- Unallocated Crown Land works (DFES will continue to manage this function);
- WAERN Radio Communication Equipment including: base station radios, ground to air radios, hand held radios, portable radio battery charging system, radio licence fee, repeater stations, vehicle radios including maintenance; and
- Weather Station on mounting poles.
APPENDIX IV
LIST OF ELIGIBLE ITEMS
<table>
<thead>
<tr>
<th>Item</th>
<th>Type</th>
<th>Replacement Criteria</th>
<th>Comment/Scale Of Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appliances - BFB</td>
<td>Bulk Water Tankers</td>
<td>New – 20yrs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fast Fill Trailers</td>
<td>New – 20 Years.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Incident Control Vehicle</td>
<td>New – 20yrs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Light Tankers</td>
<td>New - 10yrs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tankers</td>
<td>New - 16yrs.</td>
<td></td>
</tr>
<tr>
<td>Vehicles - SES</td>
<td>All Terrain Utility (ATU)</td>
<td>New - 10yrs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ATU Trailer</td>
<td>New – 20 yrs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Boat &amp; Trailer - Light &amp; Heavy</td>
<td>New – 20 yrs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bus</td>
<td>New – 20 yrs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Incident Control Vehicle (ICV)</td>
<td>New – 20yrs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lighting Trailers</td>
<td>New – 20yrs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Trailers</td>
<td>New - 20yrs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Troop carriers, Wagons, Utilities</td>
<td>New - 10yrs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Truck</td>
<td>New - 16yrs.</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>Air Conditioning</td>
<td>Fair wear &amp; tear/Unserviceable or obsolete</td>
<td>Primary item.</td>
</tr>
<tr>
<td></td>
<td>Auto Jump Start Battery Charger Device</td>
<td>Fair wear &amp; tear/Unserviceable or obsolete</td>
<td>Secondary item.</td>
</tr>
<tr>
<td></td>
<td>Battery Charger - SES</td>
<td>Fair wear &amp; tear</td>
<td>Primary item.</td>
</tr>
<tr>
<td>Item</td>
<td>Type</td>
<td>Replacement Criteria</td>
<td>Comment/Scale Of Issue</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-----------------------------</td>
<td>-----------------------------------------------------</td>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>Blocks &amp; Chocks - wooden set</td>
<td></td>
<td>Fair wear &amp; tear</td>
<td>Primary item.</td>
</tr>
<tr>
<td>Chainsaw – SES only</td>
<td></td>
<td>Fair wear &amp; tear. Min 5 Years</td>
<td>Primary item.</td>
</tr>
<tr>
<td>Compressors - BFB</td>
<td></td>
<td>Fair wear and tear/Unserviceable</td>
<td>1.4 Rural Tankers ONLY. Not issued to Light Tankers. Tankers &gt; 1.4s are equipped with air compressors as standard OEM equipment.</td>
</tr>
<tr>
<td>Compressors - SES</td>
<td></td>
<td>Fair wear &amp; tear/Unserviceable or obsolete</td>
<td>Primary item.</td>
</tr>
<tr>
<td>Data Projector - SES</td>
<td></td>
<td>Fair wear &amp; tear. Min 4 yrs</td>
<td>Secondary item. 1 per Cat 3&amp;4 Unit. Also used to support Cat1&amp; 2 Units.</td>
</tr>
<tr>
<td>DVD/VCR - SES</td>
<td></td>
<td>Fair wear &amp; tear. Min 4 yrs</td>
<td>Secondary item. 1 per Cat 3&amp;4 Unit. Also used to support Cat1&amp; 2 Units.</td>
</tr>
<tr>
<td>Fax - SES</td>
<td></td>
<td>Fair wear &amp; tear. Min 4 yrs</td>
<td>Secondary item. 1 per unit</td>
</tr>
<tr>
<td>First Aid Equipment</td>
<td></td>
<td>Fair wear &amp; tear/Use by Date</td>
<td>Primary item.</td>
</tr>
<tr>
<td>Furniture &amp; Fittings (Indoor)</td>
<td></td>
<td>Fair wear &amp; tear</td>
<td>Secondary item.</td>
</tr>
<tr>
<td>General Rescue Hydraulic Hand Operated Equipment - SES</td>
<td></td>
<td>30yrs/unserviceable or obsolete</td>
<td>Primary item.</td>
</tr>
<tr>
<td>Generator Set- SES</td>
<td></td>
<td>3 kva - 10yrs, 5kva - 20yrs</td>
<td>Primary item. 1- 3kva RT, 1- 3kva IST, 1 - 5kva Unit 20kva - DFES designated Level 3 Incident Control Centre only</td>
</tr>
<tr>
<td>Hardware/Tools</td>
<td></td>
<td>Up to 20kva – 20yrs</td>
<td>Primary item. Brigade/Unit issue. Not personal</td>
</tr>
<tr>
<td>Hot Water Systems</td>
<td></td>
<td>Fair wear &amp; tear/Unserviceable or obsolete</td>
<td>Secondary item.</td>
</tr>
<tr>
<td>Ladders - SES</td>
<td></td>
<td>Fair wear &amp; tear/Unserviceable or obsolete</td>
<td>Primary item.</td>
</tr>
<tr>
<td>Lap Top - SES</td>
<td></td>
<td>Fair wear &amp; tear. Min 4 yrs</td>
<td>Secondary item. Cat 1&amp; 2 Unit -1 per unit . Cat 3&amp;4 Unit - Max 2 per unit</td>
</tr>
<tr>
<td>Lockable Outdoor Chemical Storage Unit</td>
<td></td>
<td>With new building - Not retrofitted</td>
<td>Not an approved upgrade unless a major health and safety requirement. Requires endorsement of RD &amp; approval of DRPE.</td>
</tr>
</tbody>
</table>
# Appendix IV
## List of Eligible Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Type</th>
<th>Replacement Criteria</th>
<th>Comment/Scale Of Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lockers</td>
<td></td>
<td>Fair wear &amp; tear</td>
<td>Secondary item.</td>
</tr>
<tr>
<td>Marquees, tarps, black plastic - SES</td>
<td></td>
<td>Fair wear &amp; tear/Reorder Point</td>
<td>Primary item.</td>
</tr>
<tr>
<td>Mobile Phones - BFB</td>
<td></td>
<td>Fair wear &amp; tear/Unserviceable or obsolete</td>
<td>Primary item. 1/CBFCO, 1/DCBFCO or Captain. Max 2 per LG</td>
</tr>
<tr>
<td>Mobile Phones - SES</td>
<td></td>
<td>Fair wear &amp; tear/Unserviceable or obsolete</td>
<td>Primary item. Metro/Rural up to 10m/1, 20m/2, &gt;20m/3</td>
</tr>
<tr>
<td>Motors for automated roller doors</td>
<td></td>
<td>With new building - Not retrofitted</td>
<td>Front doors only for busy brigades/units. 100 incidents per year. No retrofitting without Justification Statement, Form 10.</td>
</tr>
<tr>
<td>Motor Vehicle Drivers Licence</td>
<td></td>
<td>MDVL - Class Upgrade only</td>
<td>4 members per Brigade/Unit where a change of appliance/vehicle type requires a MVDL Class upgrade only.</td>
</tr>
<tr>
<td>Multifunction - printer, scanner, photocopier</td>
<td></td>
<td>Fair wear and tear. Min 4 years</td>
<td>Primary item. 1 per Unit, up to 30 pages per min, A3 Colour - max $3,500.</td>
</tr>
<tr>
<td>Pager -SES</td>
<td></td>
<td>Fair wear &amp; tear/Unserviceable or obsolete</td>
<td>Primary item. Metro - 2 per Unit. Rural - subject to justification</td>
</tr>
<tr>
<td>PC - Desk Top - SES</td>
<td></td>
<td>Fair wear &amp; tear. Min 4 yrs</td>
<td>Primary item. 1 per Cat 1&amp; 2 unit, 3 per Cat 3 &amp; 4 unit</td>
</tr>
<tr>
<td>Pole Saw</td>
<td></td>
<td>Fair wear &amp; tear. Min 5 Years</td>
<td>Primary item.</td>
</tr>
<tr>
<td>PPE - BFB</td>
<td></td>
<td>Fair wear &amp; tear</td>
<td>Primary item. Active members only. Record keeping and controls for the issue, maintenance and replacement shall be maintained by the LG. These controls are to include members individual allocations, date of issue and replacement due dates for those items that have an in service life e.g. helmets.</td>
</tr>
<tr>
<td>Pump - BFB/SES</td>
<td></td>
<td>Fair wear &amp; tear</td>
<td>Primary item. BFB portable pump/SES transfer/trash pump</td>
</tr>
<tr>
<td>Item</td>
<td>Type</td>
<td>Replacement Criteria</td>
<td>Comment/Scale Of Issue</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------</td>
<td>-----------------------------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Refrigerators</td>
<td></td>
<td>Fair wear &amp; tear/Unserviceable or obsolete</td>
<td>Secondary item (for facilities only).</td>
</tr>
<tr>
<td>Remote controlled gate openers</td>
<td></td>
<td>With new building - Not retrofitted</td>
<td>100 incidents per year. Justification Statement, Form 10, required for retrofitting.</td>
</tr>
<tr>
<td>Roof Safety System - SES</td>
<td></td>
<td>Fair wear &amp; tear/Unserviceable or obsolete</td>
<td>Primary item.</td>
</tr>
<tr>
<td>Roof Safety System Kit - SES</td>
<td></td>
<td>Fair wear &amp; tear</td>
<td>Primary item.</td>
</tr>
<tr>
<td>Sandbags - SES</td>
<td></td>
<td>Replenish at Reorder Point</td>
<td>Primary item.</td>
</tr>
<tr>
<td>Satellite Phone</td>
<td></td>
<td>Fair wear &amp; tear/Unserviceable or obsolete</td>
<td>Primary item – 1 Per Unit - for designated areas with no WAERN or HF radio coverage. (Subject to an application endorsed by the DFES Regional office, that specifies the reasons for the individual Brigade / Unit’s requirement for a satellite phone).</td>
</tr>
<tr>
<td>Scoop Stretcher</td>
<td></td>
<td>Fair wear &amp; tear</td>
<td>Primary item - Only for those with Vertical Rescue and Road Crash Rescue Capability</td>
</tr>
<tr>
<td>Security Fencing</td>
<td></td>
<td>With new building - Not retrofitted</td>
<td>As an upgrade only for brigades/units with record of constant theft &amp; break ins. Justification Statement, Form 10 required.</td>
</tr>
<tr>
<td>Snatch Recovery Kit - SES</td>
<td></td>
<td>Fair wear &amp; tear</td>
<td>Primary item.</td>
</tr>
<tr>
<td>Spinal Board</td>
<td></td>
<td>Fair wear &amp; tear</td>
<td>Primary item – Only for those with Road Crash Rescue Capability</td>
</tr>
<tr>
<td>Standpipe – BFB (for Fast Fill Trailer)</td>
<td></td>
<td>Fair wear &amp; tear</td>
<td>Primary item.</td>
</tr>
<tr>
<td>Step Block Wooden</td>
<td></td>
<td>Fair wear &amp; tear</td>
<td>Primary item.</td>
</tr>
<tr>
<td>Stokes Litter Stretcher - SES</td>
<td></td>
<td>Fair wear &amp; tear</td>
<td>Primary item.</td>
</tr>
<tr>
<td>Stove</td>
<td></td>
<td>Fair wear &amp; tear/Unserviceable or obsolete</td>
<td>Primary item.</td>
</tr>
<tr>
<td>TV - SES</td>
<td></td>
<td>Fair wear &amp; tear. Min 4 yrs</td>
<td>Secondary item. 1 per Cat 3&amp;4 Unit. Also used to support Cat1&amp; 2 Units.</td>
</tr>
<tr>
<td>Water Bottles - SES</td>
<td></td>
<td>Fair wear &amp; tear</td>
<td>Primary item. Active members only</td>
</tr>
</tbody>
</table>
### List of Eligible Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Type</th>
<th>Replacement Criteria</th>
<th>Comment/Scale Of Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Cannon</td>
<td></td>
<td>Fair wear &amp; tear/Unserviceable or obsolete</td>
<td>Primary item. Justification required.</td>
</tr>
<tr>
<td>Weather Meter - BFB</td>
<td></td>
<td>Fair wear &amp; tear/Unserviceable or obsolete</td>
<td>Primary item. 1/CBFCO, 1/DCBFCO or Captain. Max 2 per LG</td>
</tr>
<tr>
<td>Winch - SES</td>
<td></td>
<td>Fair wear &amp; tear</td>
<td>Primary item.</td>
</tr>
</tbody>
</table>
APPENDIX V
BFB APPLIANCE SERVICE SCHEDULES
Appendix V
BFB Appliance Service Schedules

The table below provides both a recommended and minimum service schedule for LGGS Fleet Assets.

For areas of high appliance use, the **Recommended** schedule should be implemented as it ensures two services per year are performed.

For areas of low appliance use, the **Minimum** schedules can be applied. It ensures that the appliance is maintained on an annual basis and as such, the higher level (B service) of maintenance should be applied.

The timing of the services will also allow for any capability and capacity enhancements to be applied, OHS issues to be addressed and major component replacement or overhaul.

For details on the A, B & C servicing schedules please contact DFES Manager Fleet and Equipment Maintenance, at DFES’s Fleet & Equipment Services on (08) 9337 0613

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
<th>Year 11</th>
<th>Year 12</th>
<th>Year 13/14</th>
<th>Year 15/16</th>
<th>Year 17/18</th>
<th>Year 19/20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recommended</strong></td>
<td>A+A</td>
<td>A+B</td>
<td>A+A</td>
<td>A+C</td>
<td>A+A</td>
<td>A+B</td>
<td>A+A</td>
<td>A+C</td>
<td>A+A</td>
<td>A+B</td>
<td>A+A</td>
<td>A+B</td>
<td>A+A</td>
<td>A+B</td>
<td>A+A</td>
<td>A+A Replace and Dispose</td>
</tr>
<tr>
<td><strong>Minimum</strong></td>
<td>B</td>
<td>B</td>
<td>B</td>
<td>C</td>
<td>B</td>
<td>B</td>
<td>A</td>
<td>B</td>
<td>B</td>
<td>B</td>
<td>B</td>
<td>A</td>
<td>B</td>
<td>B</td>
<td>A</td>
<td>B</td>
</tr>
</tbody>
</table>

|                | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Year 11 | Year 12 | Year 13 | Year 14/15 | Year 16/17 | Year 18/19 | Year 20/21 |
|----------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|----------|-----------|-----------|-----------|
| **Recommended**| A+A    | A+A    | A+A    | A+A    | A+A    | A+A    | A+A    | A+A    | A+A    | A+A Replace and Dispose |
| **Minimum**    | B      | B      | B      | B      | A      | B      | B      | B      | B      | A        | B       | B       | B         | B         | A         | B         |
APPENDIX VI
FACILITY FOOTPRINT DESIGNS