

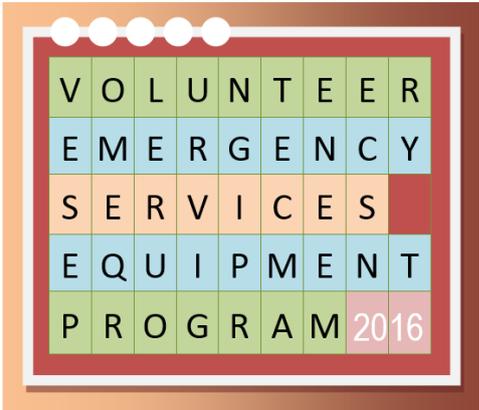
This help pack is designed to supplement your CFA VESEP material with easy to follow assistance. VFBV provides this service to help you with your application.



VFBV | VOLUNTEER FIRE BRIGADES VICTORIA

Application Help Pack

VOLUNTEER FIRE BRIGADES VICTORIA
*assisting CFA Brigades and Groups
with a timely application for
VESEP funding*



VOLUNTEER EMERGENCY SERVICES EQUIPMENT PROGRAM 2016/17





APPLICATION HELP PACK 2016 - 2017

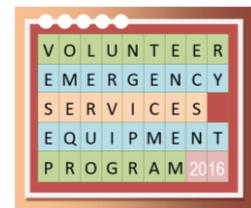
Prepared by Volunteer Fire Brigades Victoria (VFBV)

**to assist CFA Brigades and Groups
with a timely application for VESEP funding**

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VOLUNTEER FIRE BRIGADES VICTORIA
assisting CFA Brigades and Groups with their VESEP application



VOLUNTEER EMERGENCY SERVICES EQUIPMENT PROGRAM

INTRODUCTION

**The Andrews Labor Government announced 2016-2017 VESEP program
WITH A MULTI-MILLION DOLLAR BOOST FOR VICTORIA'S EMERGENCY SERVICES VOLUNTEERS**
They will provide up to \$12.8 million to help volunteer emergency services
organisations across the state.

Launching this year's Volunteer Emergency Services Equipment Program (VESEP- pronounced Vee-sep) the Minister for Emergency Services, The Honourable Jane Garrett said grants of up to \$100,000 would go to Victoria's Emergency Services organisations to assist them when responding to emergencies.

"The Andrews Labor Government is supporting emergency service volunteers by providing access to funds for vital equipment so they can carry out their roles safely and efficiently."

"I strongly encourage all eligible groups to apply for Volunteer Emergency Services Equipment Program funding, particularly local volunteer groups who would benefit from a boost to their resources."

Under VESEP, the Government will contribute \$2 for every \$1 raised by the local volunteer groups. The program is open to Australian Volunteer Coast Guard Association, CFA, Life Saving Victoria, VICSES, or any eligible volunteer emergency services groups.

Volunteer Fire Brigades Victoria

VFBV appreciates the Government's recognition of the professionalism and essential services provided by Victoria's emergency management volunteers. VFBV supports the Minister's view that not only do volunteers play a crucial role when responding to emergencies, they are also vital in strengthening the capacity of communities to prepare for, withstand and recover from emergencies; helping to create safer and more resilient communities.

VESEP helps fund operational items chosen by the Brigade, including front line emergency vehicles, specialist equipment and training equipment – all practical stuff that volunteers can use to make their communities safer."

Each year, VFBV provides support to Brigade and Groups in preparing their applications. VFBV helps local CFA Brigades with a *VESEP Application Help Pack* and case studies which show how successful applications worked in past years. They are available at www.vfbv.com.au They offer practical suggestions and they complement CFA's Guidelines and the 2016/2017 Application forms.

If you need personalised advice talk to your VFBV State Councillor, or Support Officer to discuss, or email vesep@vfbv.com.au and we'll put in you in touch with someone who can help.

We wish you well with your application!

Country Fire Authority

VESEP provides funding to assist Victoria's emergency service volunteers in the acquisition of a wide range of ancillary equipment in recognition of your significant contribution in supporting Victorian communities in times of emergency.

The CFA VESEP program theme for this year is *Supporting our volunteers in the field* through enhancing; volunteer amenities, operational safety, replacement or new auxiliary equipment, provision of training aides, specialist appliances, field command vehicles and the replacement of aged fire fighting appliances.

There are some changes to the program. All documentation pertaining to the application process, along with other relevant information to assist in putting your application together is available on Brigades on Line:-

[Brigade \ Property & Equipment \ Brigade Owned Vehicles \ VESEP](#)

Applications must be submitted to your Operations Manager by 3 May 2016

Should you wish to discuss any aspects of the VESEP program, please contact your local Operations Manager in the first instance.

I recommend this new program to you and wish your Brigade/Group every success.

Joe Buffone *Chief Officer*

Diane Frost | VESEP Project Coordinator | d.frost@cfa.vic.gov.au | Ph: 03 9262 8630



VOLUNTEER EMERGENCY SERVICES EQUIPMENT PROGRAM

APPLICATION DETAILS 2016 / 17

Conditions of VESEP 2016/17 grants **What is NOT funded?**

- | | |
|--|---|
| <ul style="list-style-type: none"> • You may apply for only one project • Projects commenced on or before Ministerial approval will not be eligible for VESEP funding. • Grant recipients will need to sign and return acceptance of offer within 60 days once notified. • Grant money needs to be fully spent by end of 2016/17 financial year- that is 30th June 2017. | <ul style="list-style-type: none"> • <i>Core budgetary requirements</i> • <i>ongoing expenditure such as maintenance</i> • <i>projects currently in progress</i> • <i>Major Works greater than \$80K</i> • <i>project overspend</i> • <i>GVM upgrades on FCVs</i> |
|--|---|

What will be funded in this 2016/17 round of VESEP grants?

Refer to CFA website - [Brigades Online / Brigade / Property & Equipment / Brigade Owned Vehicles / Current Details](#) and click to download:

- VESEP CFA Guidelines for 2016/17 funding round
- the VESEP Application Form Part A: *Vehicles and Operational Equipment Application*
- the VESEP Application Form Part B: *Volunteer Amenities and Minor Works Application*
- the Minister’s media release announcing of the 2016/17 VESEP program

Alternatively you’ll find these documents on VFBV website by following VESEP article on Home page.

Priority will be given to the following endorsed projects:

<p>BRIGADE MINOR WORKS</p> <p><i>to enhance CFA members’ amenities and safety</i></p> <p>e.g. Motorization of motor room doors Extension to station Car park sealing Installation of garage/shed Station refurbishment PPC Storage</p>	<p>Minor Works</p> <p>Total project less than \$80K \$2 VESEP to \$1 Brigade funding</p> <table border="0" style="width: 100%;"> <tr> <td style="padding-right: 20px;"><i>Brigade</i></td> <td>\$26,667</td> </tr> <tr> <td><i>VESEP grant</i></td> <td>\$53,333</td> </tr> <tr> <td><i>to maximum</i></td> <td>\$80,000</td> </tr> </table> <p><i>excluding GST</i></p>	<i>Brigade</i>	\$26,667	<i>VESEP grant</i>	\$53,333	<i>to maximum</i>	\$80,000	<p>Project requires registration with, assessment & management by the <i>VESEP Minor Works Project Manager, Bruce Rowley</i> and the <i>Asset Project Officer-</i> (regionally based). Bruce will advise brigades considering minor works projects & coordinate all planning and permit approvals: Bruce Rowley 0419 578 654 Contact your local Asset Project Officer - (<i>details in your local CFA Contact Books</i>). Discuss grant application with Catchment Officer & Group Officer Refer to pg. 5 <i>CFA Guidelines VESEP</i> for notes re Planning Permits & Building Permits</p>
<i>Brigade</i>	\$26,667							
<i>VESEP grant</i>	\$53,333							
<i>to maximum</i>	\$80,000							
<p>VOLUNTEER AMENITIES</p> <p>e.g. Kitchen refurbishments Air Conditioning Hot water services Carpet Furniture Insulation</p>	<p>Volunteer Amenities</p> <p>Total project less than \$5,000 \$2 VESEP to \$1 Brigade funding</p> <table border="0" style="width: 100%;"> <tr> <td style="padding-right: 20px;"><i>Brigade</i></td> <td>\$1,667</td> </tr> <tr> <td><i>VESEP grant</i></td> <td>\$3,333</td> </tr> </table> <p><i>excluding GST</i></p>	<i>Brigade</i>	\$1,667	<i>VESEP grant</i>	\$3,333	<p><i>Needs to be non- structural, not requiring a building permit.</i></p> <p><i>May need to be inspected by local Asset Project Officer.</i></p> <p><i>Works undertaken by qualified trades persons</i></p>		
<i>Brigade</i>	\$1,667							
<i>VESEP grant</i>	\$3,333							
<p>OPERATIONAL EQUIPMENT</p> <p>Fire & Incident Management</p>	<p>VESEP Field Command Vehicles</p> <p>\$2 VESEP to \$1 Brigade funding <i>New vehicles: VESEP contribution to a maximum of \$100,000 excluding GST</i></p> <p><i>Replacement vehicles prev. funded though VESEP: net change over value - cost less trade in value</i></p>	<p>4WD off-road vehicle for use in range of incident management roles. All applications must be supported by a weight vehicle calculation proforma - a GVM upgrade will not be considered for FCVs. Details re Common Vehicle Weights is provided on <i>Brigades Online:- Brigade / Property & Equipment / Brigade Owned Vehicles / Equipment Information</i> A WVC proforma is also supplied for your completion</p>						
<p>Fire Fighting Equipment</p> <p>e.g. Positive pressure fan Remote area lighting Staging area equipment Training equipment Hose branches Thermal Imaging Camera</p>	<p>VESEP Remote Area Lighting System</p> <p>VESEP \$100,000 max. \$2 VESEP to \$1 Brigade funding <i>excluding GST</i></p> <p>VESEP Thermal Imaging Camera</p> <p>VESEP \$100,000 max. \$2 VESEP to \$1 Brigade funding <i>excluding GST</i></p>	<p>Remote Area Lighting System (RALS) The Pelican 9430 is an approved CFA product approx \$1,400</p> <p>CFA has a specified model and supplier Draeger UCF 9000 approx \$11,500 <i>Approved supplier: Draeger Safety Pacific Pty Ltd</i></p>						

Operational Equipment

Operational Equipment cont'd

e.g. Quick fill pumps | Chainsaws | Generators | Hose Branches | Positive Pressure Fans Rescue & Safety Equipment

Auxiliary Operational Equipment

VESEP \$100,000 max.
 \$2 VESEP to \$1 Brigade funding excluding GST

New or replacement auxiliary operational items which enhance operational safety.

Items NOT available include:

Breathing Apparatus | Helmet Torches | Radios | Major Capital Works > \$80K | PFIT Kits | Turn Out Systems | GVM upgrades on FCVs

Brigade Training Equipment

\$2 VESEP to \$1 Brigade funding excluding GST

e.g. Computers | Whiteboards | Projectors

TANKERS & SPECIALIST APPLIANCES

PRIORITY placed on replacement of aged tankers.

If a Brigade is purchasing an additional vehicle to the fleet the application will need the approval of the Operations Manager and endorsement of ACO.

VESEP Light Tanker - Crew Cab

a new appliance to CFA fleet
Cab Chassis \$90,000
 \$2 VESEP to \$1 Brigade
Body Funded by grant contribution - optional fitments at brigade cost
 Brigade contribution \$ 30,000
 VESEP grant \$200,000
 Total project cost \$230,000
 See BOL → for Details & Specs summary

VESEP Ultra Light Tanker Nissan Patrol

Cab Chassis \$ 52,000
 \$2 VESEP to \$1 Brigade
Body Funded by grant contribution
 Brigade contribution \$ 17,333
 VESEP grant \$ 98,667
 Total project cost \$116,000

For detailed information & stowage details go to Brigades Online (BOL), *Brigade / Property & Equipment / Brigade Owned Vehicles / Tanker Information*

SPECIALIST APPLIANCES

VESEP Big Fill

Cab Chassis funding by brigade & VESEP \$56,000

Brigade contribution \$ 18,667
 VESEP grant \$117,333
 Total project cost \$136,000

VESEP Big Fill detailed specifications provided on BOL

VESEP Medium Tanker 2.4C REPLACEMENT TANKER

Cab Chassis \$100,000 max.
 \$2 VESEP to \$1 Brigade funding
Body: Funded by grant contribution
 Brigade contribution \$ 50,000
 VESEP grant \$290,000
 Total project cost \$340,000
 See BOL → for Details & Specs summary

VESEP Medium Tanker 2.4C ADDITION TO FLEET

Body & Cab Chassis
 \$2 VESEP to \$1 Brigade total cost
 Brigade contribution \$113,333
 VESEP grant \$226,667
 Total project cost \$340,000
 See BOL → for Details & Specs summary

VESEP Multipurpose Vehicle Version 1- 4 x 4 short body (manual)

Brigade contribution \$ 83,500
 VESEP grant \$100,000
 Total project cost \$183,500

See BOL for details incl optional extras

VESEP Multipurpose Vehicle Version 2 - 4 x 2 short body (manual)

Brigade contribution \$ 82,500
 VESEP grant \$100,000
 Total project cost \$182,500

See BOL for details incl optional extras

VESEP Multipurpose Vehicle Version 3 - 4 x 2 long body (auto)

Brigade contribution \$ 102,500
 VESEP grant \$ 100,000
 Total project cost \$ 202,500

See BOL for details incl optional extras

Tanker Costs – VESEP 2016/17



Pricing - Indicative @ March 2016

Funding Source	ULT Nissan Patrol	Light Tanker Crew Cab	Medium Tanker Addition to Fleet	Medium Tanker Replacement Tanker
Brigade	\$ 17,333	\$ 30,000	\$113,333	\$ 50,000
Grant Contribution	\$ 98,667	\$200,000	\$226,667	\$290,000
Total	\$116,000	\$230,000	\$340,000	\$ 340,000



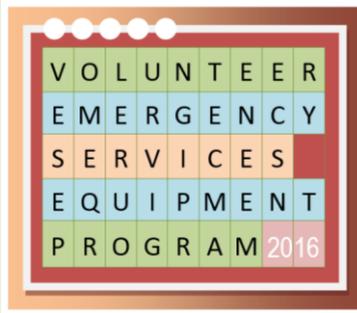
VOLUNTEER EMERGENCY SERVICES EQUIPMENT PROGRAM
APPLICATION IDEAS FROM 2015/16 GRANTS

If you need inspiration the list below may assist you determining what would most help your Brigade/ Group/ District Council or Championship Committee. These items were awarded last year.

VFBV	IDEAS	IDEAS	IDEAS	VFBV
Upgrade Comms Room & Office	Cabinets	Custom Built Rear Cabinet for Vehicle & Rescue Equip't		
Blinds	Water tank & pump	Portable Car Fridge	Food & Drink Cooler & Slide	
Reversing Camera	Concrete apron	Video Projector Screen	Cupboards	
Microsoft Office Software	Extension	Carpet and Underlay	Trailer Flooring Bore	
Fencing & Curtains	Dishwasher & fridge	Brushcutter	Supply & Fit Storage Cabinet	
Generator	Security Grilles	Oven & installation	Blinds and fitting	
Laptop & Data Projector			Extension to Motor Room	
Zip Hot Water Service & Installation			Split System Air Conditioner	
Electrical Connection To Storage Shed			Dishwasher, TV/DVD and Noticeboard	
A-V Training Equipment			Automated External Defibrillator	
Verandah & Slab			Wet weather jackets	
Air Conditioner & Insulation Batts			Hose Winders	
Replacement Of Asphalt			Covered Walkway	
Bracket To Fit QFP To Tanker			Meeting Room Furniture & Equipment	
Floor Coverings			Covered Walkway	
Lighting Equipment			Theatre System	
Rainwater Tank & Pump Incl Fittings			Hema Navigation Unit and Map Books	
Upgrade Toilet Facilities			Electronic Whiteboard & Pinboard	
Concrete Slab & Plumbing			Hose drying system & installation	
Fridges			Racks for Turnout Gear	
Freezer And Trolley			Duralite Hose	
3 Bay Garage			Marquees, Oven & Cooking Equipment	
Wet Area Floor Coverings			Quad fog nozzles	
Auxiliary Power Outlets			Stabfast Stabilisation System	
Ride on Mower			Tables & Chairs	
Light Tanker - 1.2.4D			Thermal Imaging Camera	
Medium Tanker - 2.4C			Photocopier/scanner	
Heavy Tanker - 3.4C/ 3.2 Hino			Trailer - Quick Fill & Pump	
Field Command Vehicle	Air Conditioner, Office Furniture, Relocation of Comms Equipment			
Cab Chassis & Tray	Toyota Landcruiser Cab Chassis	Onga Pump & Fittings		
Boundary/ Retaining Wall	Ultra Light Tanker	Concrete Slab & Modifications To Car Port		
Protek Hose Branches	Positive Pressure Fan	Big Fill - Toyota Landcruiser		
	Slip On Firefighting Unit	Forward Command Vehicle - Ford Ranger		

**With VESEP grants,
 the key to success is
 preparing early - your
 application and your support.**

**You have 4½ weeks
 from grant announcement
 to closing date
 3rd May 2016**



**VESEP Endorsed Projects
 4 categories this year**

- Volunteer Amenities
- Brigade Minor Works
- Operational Equipment
- Tankers & Specialist Appliances

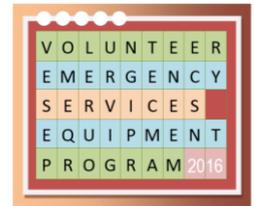
What does your Brigade or Group need?



VOLUNTEER EMERGENCY SERVICES EQUIPMENT PROGRAM

COUNTDOWN CALENDAR - IMPROVE YOUR CHANCES

PREPARE PREPARE PREPARE FOR YOUR VESEP APPLICATION		
March 31st	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Government announces 2016/17 VESEP grants program with the details of this current year's priorities and categories in which funding will be made available.
Are you well under way?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Brigade/ Group updates/prepares your financial plan <ul style="list-style-type: none"> current bank account/s balance 5 year plan for brigade expenditure - what are those funds planned outcome? 5 year plan for boosting brigade funds
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Brigade/ Group discusses possible category it wishes to apply for Brigade/ Group decides on the item it deems will significantly improve your operational readiness or member facilities. Brigade/ Group obtains preliminary quotes
COMMUNICATE COMMUNICATE COMMUNICATE YOUR PLANS		
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Brigade/ Group continues discussion of plans with Group & Catchment Officers Contacts the VESEP Minor Works Project Manager if applying for this category Seeks expert advice from the CFA Regional Asset Maintenance Manager Continues the discussion of the idea with your neighbouring Brigades Ensures that Brigade/ Group application supports the Group Resource plan
	<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Brigade/ Group discusses plans with Catchment Officers/ Operations Officers Brigade/ Group seeks endorsement by Catchment Officer/ Operations Officer that your application supports the District Resource Plan
	<input type="checkbox"/>	<ul style="list-style-type: none"> Brigade/ Group discuss plans with CFA Project Co-ordinator, Diane Frost, to ensure you're on the right track and to raise your profile ensuring that Dianne is aware of your application. Diane Frost, <i>VESEP Project Coordinator</i> Ph: 9262 8630 Email: d.frost@cfa.vic.gov.au
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Brigade/ Group prepares supporting documents describing <ul style="list-style-type: none"> purpose how it will assist with your operational readiness how it will assist your Brigade/ Group amenities in support of your infrastructure needs how it will assist your neighbouring Brigades and stating their level of support how it will assist your local and wider community
	<input type="checkbox"/>	<ul style="list-style-type: none"> Brigade/ Group completes draft copy of CFA application form A or B
FINE TUNE FINE TUNE FINE TUNE YOUR APPLICATION		
	<input type="checkbox"/>	<ul style="list-style-type: none"> Brigade/ Group confirms quotes
	<input type="checkbox"/>	<ul style="list-style-type: none"> Brigade/ Group discusses/ confirms modifications with Group / Operations Officer/ Operations Manager so all are well aware of what is coming
May 3rd	<input type="checkbox"/>	<ul style="list-style-type: none"> Closing date for applications to be forwarded to Operations Manager
PROCESSING OF APPLICATIONS		
May 20th		<ul style="list-style-type: none"> DPCs have met by 20th to prioritise District's applications - <i>that's why you talked about it with your Group!</i>
July		<ul style="list-style-type: none"> Assistant Chief Officers provide comments and sends to CFA Project Co-ordinator CFA / VFBV VESEP Steering Committee members meet / Decisions endorsed by Chief Officer EMV (Emergency Management Victoria) & DoJ (Department of Justice) forward agencies' recommendations to Minister for Emergency Services, the Hon Jane Garrett
Mid August		<ul style="list-style-type: none"> Anticipated Ministerial announcement after notifying local Members of Parliament Successful Brigades receive written funding offer. Unsuccessful brigades advised.



VOLUNTEER EMERGENCY SERVICES EQUIPMENT PROGRAM

SAMPLE BUSINESS PLAN 2016

NB: Each CFA District will most probably have a local pro-forma. Please check with your Regional Finance & Administration Manager to ask for a copy of their Business Plan form.

Providing a simple A4 page document allows transparency and indicates how the Brigade funds are managed and targeted towards new projects. It protects funds raised to replace brigade items.

SAMPLE BASIC BUSINESS / FINANCIAL PLAN

Brigade Name:	Brigade No:	Date:
District:	Region:	

Bank account name & number			
Account balance	<i>as per current date</i>	\$	
	<i>as per 30/06/2015</i>	\$	
	<i>difference</i>		\$

Last three year's financial summary			
	Receipts	Expenses	Profit or Loss
2014 - 2015	\$	\$	\$
2013 - 2014	\$	\$	\$
2012 - 2013	\$	\$	\$

How are you planning to use the funds?
<i>e.g. chainsaw, wet weather gear, toilet, new engine bay, FCV, kitchen</i>

Anticipated cost of project/s	
1.	\$
2.	\$
3.	\$

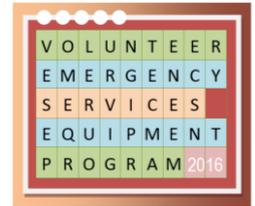
Fundraising methods planned
<i>e.g. seek targeted donations from community; wood raffles x 3, VESEP grant; operate parking for local market; provide BBQ lunches & morning teas for local market/rodeo; hold a rock 'n roll dance.</i>

Signed			
Captain	<i>Name</i>	<i>Signature</i>	<i>Date</i>
Secretary	<i>Name</i>	<i>Signature</i>	<i>Date</i>

A Word version of this document is available at www.vfbv.com.au/vesep.php



VOLUNTEER FIRE BRIGADES VICTORIA
assisting CFA Brigades and Groups with their VESEP application



VOLUNTEER EMERGENCY SERVICES EQUIPMENT PROGRAM
HARDSHIP APPLICATION GUIDELINES 2016

So, you don't have enough money to contribute to a VESEP application but your Brigade / Group really needs the VESEP funding to contribute towards the total cost of the item of equipment or station improvement?

Do you need **financial assistance** with a VESEP application?

NO WORRIES!

*Recognising that not all Brigades / Groups are flushed with funds the CFA VESEP Guidelines have come to your assistance. They have made allowance for **Hardship Provisions**.*

In other words, Brigades / Groups in this situation can decide how much you can contribute, if anything at all, towards the project and ask CFA for help with the remainder of the Brigade / Group contribution.

HOW DOES IT WORK?

You can receive financial assistance towards your project item if you:

- Talk to your Assistant Chief Officer or Operations Manager about your situation and your plans.
- Describe why you are unable to make the full brigade contribution.
- List any purchases you made over the last three years.
- Detail what fundraising activities you've been involved in over the last three years.
- Provide a copy of Brigade / Group Audit Financial Reports over the last three years.
- Obtain a letter of endorsement from your Operations Manager & Assistant Chief Officer.

Contact your Operations Manager if you want to progress a
VESEP Hardship Application

*CFA provided a copy of this with the VESEP mail-out to your Brigade / Group
It's also available on the VFBV VESEP page*



VOLUNTEER EMERGENCY SERVICES EQUIPMENT PROGRAM

VFBV HELP WITH CFA VESEP WEB PAGES



<http://cfaonline.cfa.vic.gov.au/mycfa/Show?pageId=bovVehicleAbout>

CFA: Brigades Online / Brigade / Property and Equipment /Brigade Owned Vehicles /....



*search
this web page
if looking for*

EQUIPMENT INFORMATION

Amenities & Minor Works

- VESEP - Minor Works
- VESEP - Volunteer Amenities

Fire & Incident Management

- FCV - Common Vehicle Weights Table
- FCV GVM Weight Proforma for VESEP applications
- VESEP - Field Command vehicles

Firefighting Equipment

- VESEP - Remote Area Lighting System
- VESEP - Thermal Imaging Camera

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TANKER INFORMATION

Light Tanker

- VESEP - Light Tanker- Crew Cab Chassis
- VESEP - Light Tanker Single Cab- Detailed Specification

Medium Tanker

- VESEP - Medium Tanker 2.4C
- VESEP - Medium Tanker Specification

Tanker Costs

- VESEP – 2016/17 -Tanker Costs

Ultra Light Tanker

- VESEP - Ultra Light Tanker Nissan Patrol
- VESEP - Ultra Light Tanker Stowage

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SPECIALIST APPLIANCES

Big Fill

- VESEP - Big Fill Detailed Specification
- VESEP - Big Fill

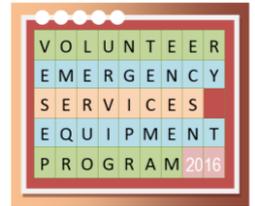
Multi-purpose Vehicles

- VESEP - Multi-purpose vehicle



VOLUNTEER FIRE BRIGADES VICTORIA

assisting CFA Brigades and Groups with their VESEP application



VOLUNTEER EMERGENCY SERVICES EQUIPMENT PROGRAM
VESEP APPLICATION- SUPPORTING DOCUMENTS

- 1. Brigade letter on Brigade letterhead to accompany your application**
to District HQ re Application for *your project*

Sample contents of letter-

With our application is the supporting documentation required.

A few other details:

1. Financial situation/ statement/ Business Plan
2. Support from Neighbouring Brigades & Group
3. Support from Catchment Officer

Yours sincerely

- 2. Completed VESEP 2016/17 Application Form A or B** (*1 page available in Word format*)
- 3. Quotation** - copy of quote from *supplier* indicating all inclusions
- 4. Copy of most recent Bank Statements**
- 6. Copy of Brigade Financial Plan**
- 7. Supporting Document you provide re your Brigade/Group**
- provide a few details / statement for each point
 - Name of Brigade / Group & item sought
 - A few details about the Brigade
 - Group
 - Shire
 - Vegetation types
 - Fire risks
 - Traffic - if congestion is an issue
 - Victorian Risk Register rating - if applicable
 - How the *equipment / vehicle/project* would be helpful in light of all this information.

Brigade Information - *provide a few details for each point*

- How will brigade consistently crew and operate vehicles and/or equipment?
- Will the vehicle be housed in the fire station?
- Does the vehicle meet the Regional Strategic Resourcing Plan?
- Brigade turnouts per year?
- Time distance from next neighbouring brigade

Selection Criteria - *provide a few details for each point*

- Needs assessment
- Risk assessment
- Ability to crew & operate- further details
- Benefit to community / catchment
- Core responsibility factors
- How the project will enhance your operational readiness

The CFA/VFBV VESEP Steering Committee take note of these documents and the story they tell.



VOLUNTEER FIRE BRIGADES VICTORIA
 assisting CFA Brigades and Groups with their VESEP application



VOLUNTEER EMERGENCY SERVICES EQUIPMENT PROGRAM
CASE STUDIES & HANDY CONTACT DETAILS

The VFBV website will continue publishing and rolling out new Case Studies from successful VESEP 2015 Brigades and Groups

The Case Studies are provided by volunteer members to provide inspiration and support

- ✿ in each of the VESEP Categories
- ✿ by providing recommended tips / handy hints
- ✿ What the Brigade or Group thought made their application successful

Check out www.vfbv.com.au/vesep.php on a regular basis to hear how others succeeded with their application

VOLUNTEER EMERGENCY SERVICES EQUIPMENT PROGRAM
VFBV VESEP CONTACT DETAILS

VFBV Application Help Pack	A copy has been posted on the VFBV website. www.vfbv.com.au/vesep.php
Email support	vesep@vfbv.com.au
Phone support VFBV Support Officers	<i>North East:</i> Sue Bull 0409 109 447 <i>North West:</i> Glenn Mercer 0409 119 477 <i>West:</i> Mary Anne Egan 0428 937 210 <i>South East:</i> Mark Dryden 0428 767 258 <i>South West:</i> Craig Lawless 0428 751 652

CFA VESEP CONTACT DETAILS

Brigades Online	Brigade/ Property & Equipment/Brigade owned vehicles/ Equipment Information or Tanker Information or Specialist Appliances http://cfaonline.cfa.vic.gov.au/mycfa/Show?pagelD=bovVehicleAbout
Phone support	CFA VESEP Project Coordinator Dianne Frost d.frost@cfa.vic.gov.au Ph: 03 9262 8630
Your Operations Manager	Check with your CFA District office
Your Asset Maintenance	Check with your CFA District office
Minor Works Faciliator	VESEP Minor Works Project Manager - Land and Buildings Bruce Rowley b.rowley@cfa.vic.gov.au Ph: 0419 578 654 PO Box 701 Burwood East Vic 3149