



# Manual for Capital and Operating Grants FY 2026/27

## Local Government Grants Scheme *Bush Fire Services* *State Emergency Services*



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Version 24.0

Also available at [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au)



## Document Control

VERSION	DATE	SUMMARY OF CHANGE
12.0	NOVEMBER 2013	Annual Update
13.0	NOVEMBER 2014	Annual Update - Summarised
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18.0	DECEMBER 2019	Annual Update - Summarised
19.0	DECEMBER 2020	Annual Update - Summarised
20.0	DECEMBER 2021	Annual Update - Summarised
21.0	DECEMBER 2022	Annual Update - Summarised
22.0	DECEMBER 2023	Annual Update - Summarised
23.0	DECEMBER 2024	Annual Update - Summarised
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SECTION	SUMMARY OF CHANGE – VERSION 24
ALL	Annual Update - General editing and updating of text, dates etc.
FOREWARD	Update - LGGS Fleet Replacement
FOREWARD	Addition - General – FY2026/27 Budget Allocation information
2.1	Update - LGGS Objectives and Outcomes
3.5	Clarification - Facilities appointment of Tender timeline
3.8	Clarification - Additional capital assets property of LG
3.10.5	Capital Grant Committees – Meeting Quorum
5.4.1B	Addition - Payment of Capital Grants - Timing of Expenditure
8.1 SECTION 4	Update - Operating Grants – Form 7
8.5.2	Update - Form 7 – Non-Recurrent Expenditure Justification
APPENDIX II	Clarification - Telecommunications Equipment - Starlink removed
APPENDIX III	Added - Accounting/finance software
APPENDIX III	Added - Satellite Communication Infrastructure in Vehicles
APPENDIX IV	Added - Plain black leather belt with brushed silver metal buckle



## Foreword

This Manual for Capital and Operating Grants (the Manual) establishes the guidelines for participants in the Local Government Grants Scheme (LGGS). It is approved annually by the Fire and Emergency Services (FES) Commissioner and noted by the Minister for Emergency Services under the *Fire and Emergency Services Act 1998* (36A).

Since the introduction of the Emergency Services Levy 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.

Outcomes of note that are applicable to the LGGS through 2026/27 include:

### Office of the Auditor General Performance Audit

In December 2022, the Office of the Auditor General (OAG) tabled their report titled 'Funding of Volunteer Emergency and Fire Services' to Parliament. The objective of the performance audit<sup>1</sup> was to assess if the Department of Fire and Emergency Services (DFES) and local government (LG) entities effectively administer funding for their land-based volunteer emergency and fire services.

The report provided two recommendations, in that DFES should:

1. Improve its administration of LGGS funding to volunteer services to better inform decision making by:
  - a. more comprehensive documentation of funding decisions and procedures.
  - b. defining and communicating the process to update eligible items within the Manual.
  - c. using available volunteer, cost, and incident data to periodically review funding allocations, to ensure they are clearly linked to the mitigation of key risks to the community.
  - d. clearly defining and communicating LGGS objectives and outcomes to LG entities.
2. Work with the LG sector to adopt a statewide strategic approach to LGGS funding based on a more comprehensive understanding of LG entities longer term operating and capital costs.

DFES has completed its review of internal procedures and process in addressing Recommendation 1. Where applicable, the methods relating to these procedures have been included in this edition of the Manual as indicated from the report. DFES continues to engage with the Western Australia Local Government Association (WALGA) in establishing and implementing Recommendation 2. In addition, DFES is continuing its development of

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<sup>1</sup> Performance Audits are an integral part of the OAG overall program of audit and assurance for Parliament. They seek to provide Parliament and the people of WA with assessments of the effectiveness and efficiency of public sector programs and activities and identify opportunities for improved performance.



a new Financial Management System which is designed to include an Enterprise Grants Management System and future Asset Management System. The delivery of these modules will greatly enhance the administration of the LGGs in future years.

## LGGs Fleet Replacement

The fleet replacement component of the LGGs Capital Grants process comprises two key elements. Scheduled replacement offers provided to LGs in the year due form the commencement of the replacement process. Budgeting and build scheduling for the delivery of these replacements occurs post offer and may fall into following financial years. DFES continues to liaise with its suppliers in relation to agreed forward ordering to assist timely delivery. Efforts are focused on progressing the backlog of approved replacement fleet assets, with further improvements anticipated in 2026.

## General

For the Financial Year (FY) 2026/27, 122 LGs will receive LGGs funding allocations from the available budget of \$36.298 million<sup>1</sup>.

The LGGs budget will continue to be allocated against the following priorities across both Bush Fire Service (BFS) and State Emergency Services (SES):

- Operating Grant allocations - BFS and SES
- Scheduled fleet asset replacement - BFS and SES
- Approved facility projects funded over multiple years - BFS
- Contingency and other programs - BFS and SES
- Balance to service LG capital requests - BFS and SES

Forecast LGGs Budget Allocations<sup>2</sup> for FY2026/27 are provided below:

Expenditure Item	Forecast Allocation \$M
BFS Operating	12.700
SES Operating	2.500
BFS Fleet replacement – Delivery	16.000
SES Fleet replacement – Delivery	2.000
BFS Facility – Instalments	1.000
SES - Vertical Rescue	0.050
BFS/SES - First Aid	0.050
BFS/SES – Operating grant contingency	0.500
Balance – to service LG Capital requests – BFS/SES	1.498
<b>2026/27 LGGs Budget Total</b>	<b>36.298</b>

<sup>1</sup> 2025/26 Budget Papers - Fire and Emergency Services – Details of Controlled Grants and Subsidies – Local Government Emergency Services Grants

<sup>2</sup> Indicative forecasts as at 30 December 2025 and subject to change



LGs are invited to apply for capital projects of a value where completion or delivery is expected to occur in the year of approval i.e. FY2026/27. Additional costs incurred outside of this period will be the responsibility of the LG.

LGs may also apply for capital projects with completion estimated to occur over a one-to-two-year period. These projects are typically facility-related, including the establishment of new facilities or the replacement or modification of current facilities, for which a degree of forward planning is required.

Operating grant budget allocations for 2026/27 continue to be offered, based on the average of the previous two years completed acquittals (past expenditure trends) and the current years' actual allocation, indexed with the prevailing cost escalation factor.

LGs will be advised of the assessed amount and given the option of either accepting or rejecting the proposed grant allocation. If accepted, a submission will only be required for Line Item 9 requests (Purchase of Plant and Equipment \$1,500 - \$5,000). If the offer is rejected, an alternate operating grant submission (in full) will be required to be submitted by the LG entity.

DFES has completed the offer to LGs for the scheduled fleet replacement program.

The LGGGS Form 3a lists all prescribed LGGGS funded appliance/vehicles, along with the replacement schedule for the 2026/27 year, plus the four year forward estimates period. This allows LGs to review the schedule and where accepted, to include the signed Form 3a, along with a revised LGGGS Form 1. LGs not accepting DFES' offer, in consultation with DFES Regional Office, may submit an alternative program for consideration. Alternative programs requested on Form 3a remain subject to Section 3.1 LGGGS Fleet Replacement Program and its terms.

DFES, through its Asset Planning and Services (APS) branch, has confirmed the current housing arrangements for LGGGS funded appliances/vehicles for Bush Fire Brigades (BFB) and State Emergency Service (SES) units. LGGGS Form 3b lists all facilities, regardless of ownership, which will be used to assist the development of a facility replacement program with LGs.

To enable LGs to request new facilities, a grant application comprising Form 3b, Form 5, justification statement, land tenure confirmation, quotation and floor plan is required to be submitted.

If an LG accepts their operating grant offer, they are required to submit LGGGS Forms 1 and 2 as confirmation of acceptance.

To guarantee current fleet sustainability, additional fleet requests shall be submitted on Form 3a for consideration among future resourcing needs, which are subject to an analysis process; including a Geographical Information Systems based risk to capability assessment process.



Capital and operating grant applications **must** be received at DFES APS branch by **5pm on Friday 27 March 2026**. Applications received after this datetime will not be accepted.

**If an LG does not submit a grant application by this time, DFES will provide 2026/27 operating and capital grant allocations for that LG, in accordance with the offers made in January 2026.**





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## List of Acronyms

Acronym	Description
BFB	Bush Fire Brigade
BFS	Bush Fire Service
BWC	Bulk Water Carrier
CEO	Chief Executive Officer
CESM	Community Emergency Services Manager
CFRS	Career Fire and Rescue Service
CGC	Capital Grants Committee
DFES	Department of Fire and Emergency Services
ESL	Emergency Services Levy
FES Act	<i>Fire and Emergency Services Act 1998</i>
FY	Financial Year
GRV	Gross Rental Value
GST	Goods and Service Tax
ICC	Incident Control Centre
ICV	Incident Control Vehicle
LG	Local Government
LGGS	Local Government Grant Scheme
OAG	Office of Auditor General
PPC	Personal Protective Clothing
PPE	Personal Protective Equipment
RCA	Risk Capability Analysis
SES	State Emergency Service
m <sup>2</sup>	Square Metre (Area)
VFES	Volunteer Fire and Emergency Service
VFRS	Volunteer Fire and Rescue Service
MRWA	Marine Rescue WA
WA	Western Australia
WALGA	Western Australia Local Government Association
WHS Act	<i>Work Health and Safety Act 2020 (WA)</i>



## 1. Introduction

On 1 July 2002, a property-based Emergency Services Levy (ESL) was introduced through amendments to the *Fire and Emergency Services Act 1998* (FES Act). This levy was calculated using a combination of the level of service available and the Gross Rental Value (GRV) of most urban properties, with affixed rate charge per property in and remote areas.

In the interest of uniformity and equity, the same ESL rate applies to all properties within each defined ESL Category. ESL Categories have been established by Regulation and, in accordance with determinations by the Minister for Emergency Services, all properties within Western Australia (WA) have been given a category classification. The key operating arrangements associated with the ESL can be summarised as follows:

All property owners are required to pay either a GRV based or fixed charge ESL to provide the majority of the source of funds for the operation of the following:

- The Career Fire and Rescue Service (CFRS)
- The Volunteer Fire and Rescue Service (VFRS)
- Volunteer Fire and Emergency Service (VFES)
- Bushfire fighting and management services, including LG Bush Fire Brigades (BFB) and the Rural Fire Division.
- Aerial firefighting (engaged over the high-risk bushfire season)
- 50% of the South West Emergency Rescue Helicopter service
- State Emergency Service (SES)
- Marine Rescue Western Australia (MRWA)
- Emergency response service provided by ChemCentre
- DFES corporate support costs associated with the above services.

The ESL has and will continue to provide funds through the LGGS process to LGs via capital and operating grants for their BFBs and SES Units (where applicable).

These LGGS funding arrangements do not alter the statutory responsibilities of LGs 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 LGs.

On this basis, there was no change to the management arrangements or ownership of existing assets for these services. Hence, LGs continue to administer and manage BFBs and the administration function of the SES. Operationally, SES Units and the MRWA continue to be managed under the current arrangements in place. Likewise, DFES continues to manage its own services (CFRS, VFRS and VFES) in accordance with current practices.



While the ESL funding system has delivered an equitable, transparent and accountable way of financing fire and emergency services in WA, it has not removed the need for the coordination of these services and a continuation of the role of existing local and regional consultative groups.

ESL funds provide a range of emergency and support services for the entirety of the WA community. In addition to funding the LGGS, the ESL is the primary source of support for the operations of DFES which supports volunteers through operational management, coordination and planning; aviation services; training and doctrine services; information and communications technology services; fleet and equipment services; media and corporate communications; safety and welfare services; community engagement services and corporate and administrative services.

Given the statewide nature of funding, collected ESL contributions will not align with the specific grants to an LG. Accordingly, no meaningful comparison can be made between the aggregate amount of ESL contributions collected by LGs and the amount allocated each year to that LG by DFES through BFS/SES capital and operating grants.

## **2. The Grants Budget Process**

LGGS budgets are established at LG 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.
- Operating grant budget - relates to general operating costs and minor purchases, including such items as fleet and facility maintenance, training, protective clothing, insurances 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 considers a range of factors, including past expenditure on the services, current resource levels and resource standards in consideration of risk profiles.

LGGS budget and payment processes are designed to reflect the historical linkages between the LG, the Brigades/Units themselves and DFES, and wherever possible, seek to support and complement those arrangements in the most effective manner. The LGGS process 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 allocations
- Payment of the approved LGGS grants
- Acquitting and reviewing the approved LGGS grants.



## 2.1 LGGS Objectives and Outcomes

The LGGS is designed to ensure that BFBs and SES Units are appropriately resourced to deliver effective services across WA.

The key **objectives** of the LGGS aim to:

### 1. Sustain Operational Readiness

Provide annual funding for the operating costs of BFBs and SES Units to support their preparedness and response capabilities, including emergency incidents (excluding multi-agency bushfire or natural hazard events).

### 2. Support Strategic Capital Investment

Fund significant capital works (>\$5,000 per item) such as facilities, vehicles, and major equipment that directly enhance the operational capacity and safety of volunteer emergency services.

### 3. Align Funding with Risk Profiles

Ensure that funding allocations are informed by current and emerging community risk assessments, enabling volunteers to respond safely and effectively to incidents.

### 4. Promote Evidence-Based Decision Making

Engage LGs through structured application and acquittal processes to maintain funding allocations that are transparent, fit-for-purpose, and supported by data.

### 5. Enable Data-Driven Allocation Assessments

Apply validated information and analytics to guide funding decisions, ensuring alignment with service needs and risk mitigation priorities.

### 6. Ensure Governance and Accountability

Provide Capital Grants Committees (CGC) with robust assessment outcomes that adhere to established guidelines and criteria.

### 7. Deliver Timely Fleet Replacements

Ensure DFES delivers all LGGS fleet replacements within a two-year timeframe, subject to resource availability and prioritisation.

### 8. Facilitate Facility Project Completion

Support LGs in completing approved facility projects within two years, contingent on procurement and resource planning.

### 9. Maintain Transparency of Objectives

Communicate LGGS objectives clearly through publication in the LGGS Manual and associated materials.

The LGGS aims to deliver the following measurable **outcomes**:

### 1. Consistent Operating Grant Delivery

Operating grants are provided annually as a baseline allocation, disbursed in four



quarterly instalments (July, October, January, April), enabling LGs to plan and prioritise emergency management expenditure effectively.

## **2. Scheduled Fleet Replacement Achieved**

Prescribed fleet assets are replaced according to useful life timelines, with LGs offered 'like-for-like' replacements and the option to request alternate asset classes based on capability needs.

## **3. Responsive Capital Funding**

Requests for facility upgrades, fleet additions, and equipment enhancements are considered within LGGS funding constraints and prioritisation parameters.

## **4. Capability Enhancement**

Delivery of fit-for-purpose fleet and equipment assets that improve the operational capability and safety of BFBs and SES Units.

### **2.2 Service Expenditure Needs**

Since 2003/04, approximately \$585 million has been allocated to LGs which has led to significant improvements in volunteer resourcing, particularly in those areas which may have been previously underfunded.

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

Given the statewide nature of the SES and its strategic location in various regions, establishment and operating costs will continue to reflect local needs and the regional capability to respond to different types of likely emergencies. Similarly, BFB capabilities will also continue to recognise regional response requirements. This may necessitate the placement of specific 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 LGGS funding arrangements have not changed the statutory obligations of LG 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 obligations incorporate the necessary resources and infrastructure required to administer those responsibilities, including their effective regulation, management, surveillance, compliance and control. Accordingly, expenses incurred by LGs in relation to these fire management functions, will remain with and continue to be funded by LGs.

That said, it remains that the specific intended role and function of the LGGS is to enable DFES to finance the approved capital improvements and operating costs associated with



the provision and maintenance of an effective<sup>1</sup> emergency service for LGs. This includes all costs incurred by BFBs associated with their establishment and training, and their actual responses to firefighting or other typical brigade operational activities. Similarly, the LGGS will also fund the approved capital improvements and operating costs associated with the delivery of services by SES Units (other than multi-agency natural hazard incidents).

Only the specific endorsed roles of each operational service will be resourced (e.g., SES storm damage and BFB offensive firefighting). Any change in the role/function of a Brigade/Unit should be agreed to by the affected Brigade/Unit, endorsed by the DFES Regional Superintendent and have the final approval of Deputy Commissioner Operations.

Some LGs have identified a range of salary and other fixed costs associated with these services, which are assigned for their program costing purposes. These are 'assigned costs' and will continue to exist regardless of the existence of the Brigades/Units. 'Assigned costs' are ineligible for LGGS funding. This cost recognition principle can be summarised as follows:

'Expenses of LGs 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 LGs might identify because of time spent by their own officers/employees/services on fire and emergency related matters. These costs will continue to exist irrespective of whether emergency services are provided and therefore remain a general corporate cost of LGs. Such costs must continue to be financed through the LGs rates processes or other relevant revenue sources.

**There is no provision for any LG salary and/or administrative related costs, including overheads, to be included for operating grant funding purposes.**

**With regard to capital grant funding, specifically for the construction of new buildings or upgrades to existing facilities, DFES will consider the inclusion of LG employee salary costs providing certain conditions are met as detailed in Section 7.4.3.**

## 2.4 LGGS Assets

Assets funded by the LGGS and subject to the Objectives and Outcomes of the LGGS funding model as described above, are shown below:

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<sup>1</sup> For the purpose of this Manual, '**Effective**' is defined as:

- a) Local Government Bush Fire Service volunteers are suitably trained and equipped to respond to firefighting incidents.
- b) State Emergency Service volunteers are suitably trained and equipped to respond to natural hazard incidents.





Table 1 - LGGS Assets - Portfolio Stocktake

Asset Location by Region	BFS Facilities	BFS Vehicles	SES Facilities	SES Vehicles	Total
Goldfields Midlands	64	96	4	21	185
Great Southern	77	128	6	26	237
Kimberley	5	12	3	15	35
Lower South West	63	99	7	39	208
Metro North Coastal	12	31	5	34	82
Metro North East	18	45	4	25	92
Metro South Coastal	5	13	4	31	53
Metro South East	10	28	5	32	75
Midwest Gascoyne	45	75	8	33	161
Pilbara	6	12	6	31	55
South West	36	54	5	26	121
Upper Great Southern	40	46	3	10	99
<b>Total</b>	<b>381</b>	<b>639</b>	<b>60</b>	<b>323</b>	<b>1,403</b>

Table 2 - LGGS Brigade, Unit and Volunteer Numbers - Portfolio Profile

Service	No. of LGs with BFS/SES	No. of Brigades and Units	No. of Volunteers
Bush Fire Service	113	551	19,970
State Emergency Service	57	61	1,912

## 2.5 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:

Table 3 - LGGS Expenditure Classification

Expenditure Classification	Broad Description	LGGS Eligibility
1. Brigade/Unit Operating Costs	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.	<b>Yes</b> (Operating Grant)
2. Brigade/Unit	Capital assets supported by an approved Resource to Risk or similar Agreement. The scope of such equipment	<b>Yes</b>



Expenditure Classification	Broad Description	LGGS Eligibility
Capital Costs	is addressed within the Capital Grants section of this manual and includes items such as appliances, vehicles, boats, trailers, buildings, etc. See Section 3.	(Capital Grant)
3. LG Statutory Costs	Capital and operating expenses incurred by LGs pursuant to their statutory land management and community safety and planning obligations under the <i>Bush Fires Act 1954</i> and <i>Local Government Act 1995</i> , not otherwise covered above and includes costs such as fire breaks, burn permits, hydrant costs outside gazetted fire districts etc. See Appendix III.	<b>No</b> (LG Funded)
4. State Supplementary Funding	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.	<b>No</b> (State Government Funded)

## 2.6 Critical Date Summary

Table 4 - LGGS Timeline for 2026/27

<b>January 2026</b>	Distribute LGGS Grants Manual (including Capital request process and operating grant assessments)
<b>February 2026</b>	Prior to close of applications – LGs may present their applications for DFES Regional Superintendent information and noting
<b>March 2026</b>	<b>Applications close at 5pm Friday 27 March 2026</b>
<b>April – June 2026</b>	Assessment and Due Diligence Process – administered by DFES APS branch.
<b>June 2026</b>	<b>CGC determinations completed</b>
<b>July 2026</b>	<b>Allocations</b> conveyed to LGs
<b>August 2026</b>	<b>Capital Grant Appeal process closes</b>
<b>August 2026</b>	<b>Acquittal returns due date (31 August)</b>

**LGs will be advised of the LGGS Capital Grant appeals process timeframe with their notification of grant allocations.**

The points below broadly identify the steps involved in the preparation of the capital and operating grants allocations and submissions:

- DFES APS Branch will determine an operating grant for both BFBs and SES Units and the appliance/vehicle replacement program and will provide these to LGs for consideration.
- LGs, in consultation with their BFBs and/or SES Units, have the option of accepting the DFES offers and, where required, submitting an application for



equipment; or where the DFES offers are not considered acceptable, LGs may submit alternate capital and operating grant applications.

- Submissions are due by **5pm on Friday 27 March 2026**.
- LGs may consult with their DFES Regional Office prior to lodging applications. To provide sufficient time, applications should be discussed with the DFES Regional Office two weeks prior to the closing date for information and noting, before submission to DFES.
- DFES APS will review and assess the applications.
- Capital asset requests will be tabled for consideration by the respective CGC.
- CGC may review capital applications to assist their determinations.
- CGC will consider the requests and approve Capital Grant allocations during **June 2026**.
- Project status reports relating to outstanding capital grants (cash) shall be forwarded to DFES by **1 May 2026** for further CGC consideration.
- After finalisation of the above process, DFES will advise each LG of their approved grant allocations no later than **31 July 2026**.
- Following advice of approved grant allocations, an appeals process will operate for both capital and operating grants. LGs will be advised of the appeals process timeframe with their notification of grant allocations.
- DFES APS will provide an 'Acknowledgement Receipt' for applications, appeals and acquittals submitted prior to the closing date/time.
- Approved operating grants of a financial nature (cash) received for the 2025/26 period must be acquitted by **31 August 2026**. The acquittal process forms an important part of DFES accountability to government, ratepayers and stakeholders and provides transparency to the use of ESL funds. Extensions to the acquittal submission date must be negotiated with DFES (through APS).
- It should be noted that while LG operating grants are provided as a baseline budget allocation to provide greater flexibility for volunteer units, the annual acquittal requirement will continue to be at the individual line-item level (1-9).
- 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 is made by DFES.
- Approved capital grants of a physical nature (asset) must be acquitted within seven days of delivery.



## 2.7 Volunteer Fire and Emergency Services Unit Arrangements

Volunteer Fire and Emergency Services (VFES) Units (formerly VES Units and VFS Brigades) are multi-operational emergency service units with multi-skilled volunteers.

As VFES Units are administered and financed directly by DFES, LGs are **not** required to submit LGGs applications for approved VFES Unit funding.

In the event a VFES Unit is formed after LGGs grant funding has been allocated for Brigades/Units that subsequently become redundant, expenditure from the LGGs operating grant cease on the date the VFES is gazetted. DFES (through the Funding Services branch) will advise of the necessary processes to action the required grant adjustments.

It would be expected that a newly formed VFES Unit would continue to operate from its existing facility. Subject to a fit-for-purpose assessment, ownership of the facility will be negotiated between the LG and DFES.

For further information please contact your DFES Regional Office.

## 2.8 Co-located Facilities

A co-located facility is an emergency services building that facilitates two or more emergency services. The co-located emergency services retain their own identity and autonomy but share facility resources and some equipment, thereby minimising unnecessary duplication. Co-located partners may include other services e.g., St John WA.

A co-located site is an emergency services hub that facilitates separate buildings for two or more emergency services. The co-located emergency services retain their own identity and autonomy but occupy the same site and may share some capacity (parking) and training resources, thereby minimising unnecessary duplication.

**DFES continues to actively promote the establishment of these facility types that provide for integrated emergency services that are both functional and cost effective.** If an LG considers the establishment of a co-located facility may be beneficial to the community, the LG should discuss the proposal with the relevant DFES Regional Office.

**Requests for a co-located facility including third party occupancy will only be considered where the co-location partners have agreed to co-locate and the funding contributions, including ongoing operating costs, have been determined and formally agreed.**

Once agreed by all parties, LGGs grant funding will need to reflect the changes to operating expenses that are to be directly financed by DFES or the third party. These costs are to be excluded from future year's LGGs budget allocations.

DFES will provide advice to LGs on the expected budget adjustments for current year, and future years grant funding allocations.



### 3. Capital Grants

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, car parks, fences and landscaping – refer Appendix III), appliances, vehicles and major items of equipment. LGs should consult with their BFBs and/or SES Unit when assessing their capital grant requirements.

Note: Does not include other agency requirements, such as the Department of Biodiversity, Conservation and Attractions - Parks and Wildlife Services.

#### 3.1 LGGS Fleet Replacement Program

DFES has developed the LGGS Fleet Replacement Program for LGGS funded emergency services in WA. In consultation with LGs, the program allows for the standardisation of assets, reviews of asset suitability and provides equipment commensurate with the risk faced by the local communities

The LGGS Fleet Replacement Program, which incorporates existing planning for BFBs and SES Units, is continuously reviewed and updated. Periodically, this includes a Capability Risk Assessment of the LG districts and identifies the location of the BFBs, volunteers and assets required to match those needs.

For SES Units, the process is based upon an assessment of the risk, the area of operation, the workload and the operational profile of the unit.

DFES will continue to apply established replacement schedules for LGGS fleet assets. Replacements will be offered on a 'like-for-like' basis in the year scheduled, with LGs either endorsing the offer or requesting alternate types based on revised capability requirements. Alternate fleet type requests will be subject to a Capability Risk Assessment as described above.

Annual offers to LGs include a 'four out-year' indicative program. These programs do not require endorsement but will be a matter for discussion between DFES and LGs. It is encouraged that the respective Brigade/Unit leaders are included in these discussions to ensure the nominated replacement type meets the future capability requirements.

In instances where the delivery of the replacement program as offered for 2026/27 is delayed, there may be a short term 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.

The replacement schedules on which the DFES replacement program is developed, are based on the optimal life cycle terms listed below. While these terms are used for planning



the acquisition of new assets, appliances will not extend beyond their usable service life<sup>1</sup>.

### **BFB Appliances**

Light Tanker	New - 10 years
Tanker (1.4, 2.4, 3.4, 4.4)	New - 16 years
Fast Fill Trailer	New - 20 Years
12.2 Bulk Water Carrier (BWC)	New - 20 years
Incident Control Vehicle (ICV)	New - 20 years
ICV Technology Upgrade	Refurbish - 7 years

### **SES Vehicles**

General Rescue Utility – Urban and Remote	New - 10 years
Flood Rescue Boat and Trailer – Light and Heavy	New - 20 years
12 Person Commuter Bus	New - 20 years
Trailer	New - 20 years
General Rescue Truck / Road Crash Rescue Tender	New - 20 years
All Terrain Utility (ATU) and Trailer	New - 16 years
ICV	New - 20 years
ICV Technology Upgrade	Refurbish - 7 years

## **3.2 Facility Attributes**

DFES (APS) maintains facility attributes provided by LGs to determine vehicle location and building type. This information is used to support the assessment of requests for new or replacement facilities or, modifications to existing facilities. LGs, as the asset owners are responsible for providing and validating the accuracy of the following attributes:

- Number of Vehicle Bays
- Facility Amenities (Yes or No)
- Landowner (e.g. LG, Private property)
- Land Type (e.g. Crown, Freehold)
- Facility Owner (e.g. LG. Private)

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#### **<sup>1</sup> Definition of term:**

“The period during which a LGGs asset is able to deliver its intended function, during which time it is maintainable, repairable and serviceable”.

#### **Qualification of term:**

- a) Asset does not put user at risk of injury during maintenance, usage and operation.
- b) Does not put community at risk of service delivery failure.
- c) Asset complies with all safety regulations and statutory requirements (where applicable).



- Open/Full garaging (to ascertain if vehicle is in an open carport etc.)
- Construction year (Completion)
- Physical address (including Lot Number)

The LGGs continue to support the following prioritisation of LG capital funding requests for new or replacement facilities and facility modifications:

- **P1:** Substantive LGGs fleet asset with no facility or, garaged on private property with a demonstrated need to resolve.
- **P2:** Substantive LGGs fleet asset – replacement type scheduled unable to be accommodated in current facility without modification. Project assessment determines modification is unviable.
- **P3:** Functional/Operational performance determines current facility is not fit for purpose and not viable to make good.
- **P4:** Facility modification – Infrastructure and fabric assessment, project scope and cost parameters determine project viability and service life enhancement.
- **P5:** Facility need is reliant on substantive LGGs fleet asset allocation.

Determining the replacement need of an existing facility should not be factored on an age-basis alone. A facility's usefulness can extend beyond any set period providing the building infrastructure and building fabric condition allows safe operation and occupation, and the facility continues to meet functional and operational needs.

A suite of LGGs Facility Footprint Designs have been developed to achieve a level of standardisation and consistency across BFS and SES facilities. These designs are provided to LGs to assist in determining the type of building that best meets the functional requirements of the brigade/unit.

The designs are intended to provide a conceptual view and offer accepted guidelines in terms of facility area (m<sup>2</sup>) and capability requirements. The adoption of these footprints also assists LGs to acquire the cost estimate (QS) required to support their Capital Grant application.

While the footprint designs offer standardisation, LG's may vary the designs to accommodate the proposed site and building envelopes and vary the internal layouts to suit functionality and brigade requirements.

The LGGs will only fund to the area (m<sup>2</sup>) of the LGGs footprints as detailed below. Variations greater than, or above any agreed size variation, will be at the cost of the LG. Where the designs accommodate specific numbers of vehicle bays, the design and positioning of the vehicle bays should be in such way as to accommodate future expansion.





Table 5 - M<sup>2</sup> Allowances - Bush Fire Service

Facility	Overall size m <sup>2</sup>	Vehicle Bays *	Amenities
1 Appliance Bay	250	13.000m x 10.145m	13.000m x 9.200m
2 Appliance Bay	305	13.000m x 14.300m	13.000m x 9.200m
3 Appliance Bay	386	13.000m x 18.125m	13.000m x 11.600m
4 Appliance Bay	477	13.000m x 22.550m	13.000m x 14.200m
5 Appliance Bay	530	13.000m x 26.675m	13.000m x 14.200m

\*Vehicle bay dimensions (width) allow for separate storeroom and respirator maintenance areas within.

Table 6 - M<sup>2</sup> Allowances - State Emergency Service

Facility	Overall size m <sup>2</sup>	Vehicle Bays*	Amenities
2 Vehicle Bay	248	11.350m x 12.225m	11.350m x 9.700m
3 Vehicle Bay	342	11.350m x 16.025m	16.470m x 9.700m
4 Vehicle Bay	456	11.350m x 21.280m	21.570 x 9.970m
5 Vehicle Bay and separate amenity building Restricted to Profile Group 1 Units (>10 teams/40 members)	Determined on individual needs basis.	Determined on individual needs basis.	Determined on individual needs basis.

\* Vehicle bay dimensions (width) allow for two separate storerooms within.

Buildings and facilities designated as essential facilities e.g., a L3 Incident Control Centre (ICC) shall comply with Building Code of Australia Importance Level 4 (IL4) design standards.

### 3.3 Strategic Reviews

The allocation of strategic regional fleet and equipment assets (e.g., Bulk Water Carrier, Incident Control Vehicle, and Flood Rescue Boats) is determined based on periodic Strategic Reviews. Recommendations from reviews will also help determine the number, type and location of any additional strategic assets for inclusion in the prescribed LGGS fleet list and future replacement programs.

### 3.4 Scope of Capital Grants

#### 3.4.1 Eligible Capital Assets

Capital assets considered for funding by the CGC's include:

- Substantive and additional fleet assets including light tankers, general rescue utilities, commuter buses, general rescue trucks, 1.4, 2.4, 3.4 and 4.4 tankers, trailers (\$5,000 and above) and flood rescue boats.



- New and replacement facilities and modifications to existing buildings (alternative garaging may be an acceptable option in lieu of providing a dedicated facility).
- Generators (generators exceeding 5 kVA used for auxiliary power to be applied in concert with new building plans that are designated as an ICC or, with major second life maintenance of an existing building that is then designated as an ICC).
- Other assets (\$5,000 and above) as determined by the CGC.

Catalogues identifying BFS/SES facility guidelines and footprints can be obtained from the DFES website. For further information concerning capital assets (including facility footprint designs for suitability and eligibility) contact your local DFES Regional Office or the APS branch.

### 3.4.2 Ineligible Capital Assets

The following items are ineligible for LGGS capital grant funding:

- Land acquisition
- Associated site works for new buildings<sup>1</sup>
- Utility connections to the site boundary
- Hydrants in non-gazetted fire districts
- Earthmoving plant and equipment
- Breathing Apparatus (supplied, maintained and managed by DFES)
- SES Road Crash Rescue Hydraulic equipment (supplied by DFES)
- SES Vertical Rescue equipment (supplied by DFES)
- Privately owned assets and equipment
- Other assets determined ineligible by the CGC.

Items with a value of \$5,000 or less are ineligible for funding through capital grant arrangements e.g., BFS personal protective equipment (SES is supplied by DFES), computers, consumables, etc. These items are funded through the operating grant allocation.

### 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 LGGS applications.**

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<sup>1</sup> Facilities that provide a Regional asset across multiple local governments may qualify for the LGGS to consider contributing to the costs of site works and utility connections to the site boundary. Examples include prescribed L3 Incident Control Centres (ICC) and those facilities that house regional fleet assets – Incident Control Vehicles and Bulk Water Carriers.



These items have been addressed by DFES 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, requests should be forwarded to the DFES Regional Office which 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 LG and private vehicles/buildings) should be forwarded to the DFES ICT Service Desk via email to [ICTServiceDesk@dfes.wa.gov.au](mailto:ICTServiceDesk@dfes.wa.gov.au).

### 3.5 Conditions of Capital Grants

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

- All expenditure must comply with the relevant LG procurement policies.
- Approvals for capital grants for new facilities are conditional upon suitable land being immediately available to facilitate construction. The land can be owned freehold by the LG (with title) or crown land under management order with the LG.
- The land provided by the LG is to be in close proximity to utilities (power, water and communications).
- The cost in providing these utilities to the site boundary is the responsibility of the LG. Connection costs from the site boundary to the facility are eligible for LGGS funding.
- Facilities funded by the LGGS are for the purposes of emergency services operations only. The facilities will be occupied by BFB or SES volunteers only. LG Leasing arrangements shall not be applied however, User Agreements may be considered.
- Facilities funded by the LGGS are for the garaging of LGGS funded (substantive) fleet and equipment only and not for third party use or renting.
- Requests should advise facility projects 'shovel readiness' status. Tenders must be awarded within 12 months of the date of the letter of approval.

**Note:** Where tenders are not awarded within the 12-month timeframe, the LGGS will not cover any increases in build costs arising from the delay. It is the responsibility of the LG to manage project timelines to avoid placing additional burden on the scheme.



- The purchase of an established facility of a commercial nature may be considered. DFES will liaise with the LG in determining LGGs eligibility, summation and conditions associated with the acquisition including occupancy and end user agreements, on a case-by-case basis.
- Cost shifting, through the sale of an existing LG property on the expectation that DFES will fund a new facility is not acceptable, unless by agreement between the LG Chief Executive Officer (CEO) and the FES Commissioner.
- All LGGs funded BFB and SES facilities are for the sole use of emergency services volunteers. LGs cannot force a BFB/SES to leave an LGGs funded facility without providing an alternate facility of equal capability and capacity at no cost to the LGGs or volunteers.
- Approved capital equipment must be purchased and acquitted within 12 months of the date of the letter of approval. If an LG does not meet this timeline, DFES will require a written explanation of the circumstances for the delay. Where the LG cannot adequately substantiate the delay in purchasing the equipment, the equipment approval may be cancelled.
- Capital grants are only to be expended on items as approved by the CGC and assets are only to 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 maintenance and servicing schedules. Servicing records will be subject to the LGGs auditing process (refer Appendix V - BFB Appliance Service Schedule for details).
- All assets must be fully insured (including facility contents and minor equipment such as power tools, office equipment, chainsaws, weather meters etc.) for third party property and liability. In the event an appliance/vehicle is damaged beyond repair and written off for insurance purposes, a replacement appliance/vehicle of comparable condition will be procured. Proceeds from insurance claims shall be returned to DFES to offset replacement costs.
- Modifications are not to be made to assets funded through the LGGs without prior advice to DFES (refer to Section 3.6 for more details).
- All fleet assets being replaced through the LGGs must be returned and transferred to DFES for disposal or refurbishment and redistribution, at no consideration, in exchange for the replacement asset.
- Assets of less value, upon their replacement, shall be disposed in accordance with the LGs disposal policy and procedure.
- Prior to 1 May each year, LGs must provide a status report to DFES for any approved capital grant of a financial nature (cash) that remains outstanding. The CGC will assess the project status report and determine the future of the outstanding capital grant.



- LGs shall advise DFES APS branch of the imminent completion date for LGGs funded facility projects to facilitate requests for the attendance of the Minister for Emergency Services and Local Member at official opening ceremonies.
- Copies of Certificates of Practical Completion shall be provided to DFES following the completion of facility projects.
- All capital grants must be acquitted in accordance with the stipulated requirements.
- 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. This will see the continued reassignment of assets to meet the differing statewide needs of emergency services. 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.
- The availability of immediate back-up and support within the same 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 the statewide network of assets is maintained at minimum cost.

Amendments to upgrade or change the configuration of existing appliances (for example, an urban tanker to a broadacre or broadacre to urban etc.) require the support of an amended Resource to Risk (R2R) and Business Case (BC).

Any expansion of the total capital resources through the LGGs, including donated resources, will only be permitted through needs identified in the R2R and BC assessment process, 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, a Form 5 application must be completed.



**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 LGs R2R and BC request.**

### **3.7 Asset Modification**

LGGS funding for modifications/retrofitting to existing assets will be considered where there is proof of an unsafe practice with immediate concerns for health and safety. In these instances, an Asset Modification Justification Statement (Form 10) from the LG should be provided to advise DFES.

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

Local modifications to existing facility assets include items such as motorised roller doors, remote control gate openers, security fencing and generator sets used for auxiliary power etc. Requests are to be justified (retrofit) or included in the original plans (new acquisitions).

Local modifications to fleet design and/or operational equipment provided with that fleet asset are not an accepted or approved practice. Operational personnel may however suggest changes such as a replacement piece of equipment or modifications to an operational vehicle. DFES Standard Administrative Procedure *SAP 4.1A – Change in Operational Fleet and Equipment* provides details on how requests for change can be submitted.

### **3.8 Asset Ownership**

Ownership of existing (pre-2003) capital assets remain with the current owner. This may be LG, the Brigade/Unit, or DFES. Upon the replacement or addition<sup>1</sup> of any prescribed capital asset through the LGGS, the asset will become the property of the LG. Those assets that are privately owned and do not form part of the prescribed LGGS fleet remain ineligible for LGGS funding for both capital (replacement) and operating costs. This includes maintenance, insurance and fuel.

The replacement of prescribed fleet assets is provided on a 'one for one' basis, with the replaced asset to be transferred and returned to DFES upon the delivery/commissioning of the new asset. Where training in the operation of the new asset is required, the retention of the replaced asset by the LG to allow for this training is permitted. A two-week maximum retention period shall apply. The fleet asset being replaced through the LGGS must then be returned to DFES for reassignment or disposal.

The accounting arrangements for any asset transfers between LGs/Brigades/Units and DFES must comply with appropriate financial management requirements and are discussed in Section 5.2 of this Manual.

Prescribed fleet assets cannot be transferred between LGs unless formally approved by the respective LGs and endorsed by the DFES Regional Office. DFES (through APS

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<sup>1</sup> This includes vehicles, equipment, facilities, training towers, roof safety training structure.



branch) will require written notification from the DFES Regional Office and the respective LG agreeing to the transfer **before** any transfer takes place. LGs 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 Tanker) will require a R2R and BC supported request for both LGs to validate the swap based on a change to their risk profiles.

The relocation of prescribed fleet assets within the LG area is at the discretion of the relevant LG. Consultation between the LG with DFES (specifically the DFES Regional Office and APS branch) must occur prior to any relocation. Once relocation is mutually agreed, DFES Operational Information Systems branch should be advised through the DFES Regional Office and/or APS branch, to inform operational dispatch and deployment requirements.

Facility assets funded by the LGGs are for the purposes of emergency services only. Where a LG seeks to repurpose a facility for its own purposes, grants funding shall be repaid to DFES proportionate to the remaining State Government replacement policies for public building minimum periods.

### **3.9 Standards of Assets and Equipment**

To maximise LGGs Capital Grant funding and to ensure community safety, all new and refurbished facility requests must comply with relevant building standards (Building Code of Australia – Western Australia) and LGGs conditions (List of Ineligible Items – Appendix III and Facility Footprint Designs - Appendix VII).

Where the LGGs Facility Footprint designs do not meet the requirements of the BFB/SES, alternate designs may be considered commensurate to the floor plan square metreage. However, capital funding and life cycle costs will be capped to the cost of the specific floor plan of the LGGs Facility Footprint design.

Where a LG commits to a facility that exceeds the area of the LGGs facility floor plan most appropriate to the Brigade/Unit profile (based on active membership and prescribed fleet numbers), the LG will be responsible for all costs associated with the addition (e.g., extra vehicle bay to house a private or non-prescribed fleet asset).

Operational equipment purchased by LG should comply with DFES functional specifications and standards. Purchasing efficiencies should also be considered.

### **3.10 Capital Grants Committees**

#### **3.10.1 Role and Function**

The BFS CGC and SES CGC were established to oversee the capital funding allocations to LGs for BFBs and SES Units. The primary function of these CGCs is to determine the





priority of the allocation of capital grants to meet the needs of LGs and communities throughout the State.

### 3.10.2 Terms of Reference

The Terms of Reference for the CGCs are:

- To determine the priority allocation of funds for the procurement of replacement and additional capital assets for LGs.
- To determine and approve (by CGC member majority) the circumstances and conditions for the provision of new assets to LGs and any necessary relocation of assets.

### 3.10.3 CGC Membership

The BFS/SES CGC will each comprise seven members, as follows:

- **Chairperson** - a person with suitable attributes appointed by the FES Commissioner.
- **Three DFES personnel representatives**, being:
  - Assistant Commissioner Metropolitan Operations
  - Assistant Commissioner Country Operations
  - Assistant Commissioner Asset Management, or their delegate.
- **Two LG representatives** selected by the Minister for Emergency Services from a maximum of four, minimum of two, nominated by WALGA for a term not exceeding three years, which may be renewable (remote/rural areas of the state should be represented).

Note: Should a LG representative resign, or their position becomes vacant other than through the expiry of the three-year term, a replacement may be appointed for the unexpired balance of the term. The replacement representative shall be appointed through consultation between the Minister for Emergency Services and WALGA.

- **One BFS/SES volunteer** selected by the President of the BFS/SES Association for a term not exceeding three years, which may be renewable subject to the re-nomination by the relevant Association and the approval of the FES Commissioner.

Note: Should an association representative resign, or their position becomes vacant, other than through the expiry of the three-year term, a replacement may be appointed for the unexpired balance of the term. The replacement shall be nominated by the President of the relevant Association and approved by the FES Commissioner.



LG and Volunteer representative terms shall not exceed six years (two consecutive terms of three years).

Selection of Committee members is made against the following criteria:

- Substantial experience with BFS/SES roles and related equipment.
- Ability to take a strategic perspective when assessing the requirements of BFB/SES Units and specific individual service needs.
- Willingness and ability to participate in the processes of the CGC and deal with a large volume of written information and attend all necessary meetings in Perth during normal business hours.
- Volunteer representatives must remain a registered volunteer for the term of appointment.

### 3.10.4 Meetings

CGCs will meet at least once per year, or as required, to perform their obligations as outlined in this manual. Virtual and “out of session” meetings may also be conducted.

CGC members are required to comply with the requirements of DFES Code of Conduct, especially in relation to Communication and Official Information, Record Keeping and Use of Information, Conflicts of Interest, and Personal Behaviour.

### 3.10.5 Meeting Quorum

To ensure transparency, balanced representation and effective decision-making, the following quorum requirements apply to all BFS and SES CGC meetings:

- A quorum shall consist of **a minimum of four members**, including the **Chairperson**.
- **At least one LG representative** and **one volunteer representative** must be present, unless a formally nominated proxy has been submitted in writing and accepted by the Chairperson prior to the meeting.
- Proxy nominations must be received **at least 48 hours prior** to the scheduled meeting and must meet the eligibility criteria for CGC membership.
- If quorum is not met, the meeting shall be adjourned and rescheduled. No decisions or determinations shall be made in the absence of quorum.

### 3.10.6 Performance

Where a member is regularly absent from meetings, abstains from contributing to CGC business including decision-making processes employed by the chairperson, or does not comply with DFES Code of Conduct requirements, the FES Commissioner may terminate and replace the member for the unexpired balance of the term. The replacement nomination may be at the discretion of the FES Commissioner.



Members must acknowledge the confidential nature of the LGGs with information provided to CGC members being for the sole purpose of CGC determinations only.

### 3.11 Capital Grant Dispute Resolution

Where a LG 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 LG CEO may refer such a dispute to the ESL Referral and Grants Advisory Committee (RGAC).

As previously indicated, Cabinet has approved the establishment of the ESL RGAC to provide a body of appeal for all ESL grants related matters. The RGAC is to increase transparency and provide independent scrutiny regarding the ESL and associated grants processes.

Relevant components of the Terms of Reference that relate to LGGs CGC decisions are:

- To consider and determine appeals that may arise from the BFS CGC and the SES CGC, which are established to oversee the capital funding allocations to LGs for BFBs and SES Units.
- To provide a recommendation to the Minister for Emergency Services on the outcome of any appeals.

**LGs will be advised of the timeframe, and the requirements of the appeals process in conjunction with their capital and operational grant allocation assessment notification once the details and process are established.**

## 4. Operating Grants

### 4.1 General Overview

Operating grants relate to the annual operating expenses incurred by BFBs and SES Units in direct support of their activities and readiness for operational duties, including the cost of emergency responses (other than multi-agency bushfire or natural hazard incidents - refer Section 5.6 - Other Financial and Administrative Arrangements). Examples of acceptable costs include purchase of plant and equipment (<\$1,500 per item), maintenance of plant and equipment, maintenance of vehicles, trailers and boats, maintenance of buildings, BFS Personal Protective Equipment and accessories, utilities rates and taxes, insurances, and other goods and services. In aggregate, these costs would not be expected to vary significantly from one year to the next.

DFES will assess the base operating grant allocation for both BFBs and SES Units which will combine Line items 1-8 based on the average (AVG) of the previous two years completed acquittal returns (CAR) – (past expenditure trends) plus the current year's allocation (CYA), indexed with a prevailing cost escalation (CE) factor, as formulated below:

$$(CAR1) + (CAR2) + (CYA) \div 3 = AVG + (CE\%) = \$XXX$$



DFES will advise LGs of the assessed amount and LGs have the option to either accept or reject the proposed assessed allocation.

**If an LG accepts both the capital and operating grant offers, they must still submit LGGs Forms 1, 2, 3a and 3b as confirmation of acceptance and Form 7 (now on-line for line item 9 requests where required).**

**If the operating grant offer is rejected, a request with an alternate allocation is to be submitted (Form 6) at line-item level, by Friday 27 March 2026 in accordance with Section 7.5.**

LGs should consult with their BFBs and/or SES Units when assessing their operating grant requirements.

LGs must operate within the operating grant allocations bottom line. All expenditure should be authorised and be within LGGs guidelines. Appendix II - Description of Expenditure Categories further describes acceptable expenditure items.

Any underspend of the operating grant budget requires the cash balance to be brought forward to the next financial year as the opening balance. Where this occurs, the first quarterly payment to the LG is typically reduced by the amount of underspend. Consecutive underspending reduces out year operating grant allocation calculations by way of reduced actual expenditure.

LGs are encouraged to ensure that all procurement is undertaken with respect to public monies with the items purchased being 'fit for purpose' and the expenditure representing value for money. Frequency and the intended use of the item should be taken into consideration prior to the purchase.

Operational equipment items (branches, hoses, standpipes, monitors etc.) supplied with operational fleet should when required, be replaced with like for like equipment to ensure standardisation across the prescribed fleet (statewide) is maintained.

**Purchase of alcohol using LGGs funding is not permitted under any circumstances.**

LGs 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**

As previously described, Operating grant allocations to LGs will continue to be based on the average of the previous two years completed acquittals (past expenditure trends) and the current year's allocation, indexed with the prevailing cost escalation factor.

Actual expenditure outcomes are those identified from the acquittal process which may influence out-year budget allocation calculations.



Actual expenditure may not be considered where an overspend has transpired due to an unexpected occurrence and is likely to be a one off.

Similarly, allocations may 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**

While the intention of the LGGS is to provide LGs with grants and not to finance expenditure on a recoup basis, it is acknowledged that variations may occur.

As detailed in the acquittal arrangements in Section 5.5.2, where a significant operating cost variation is identified, accordingly justified, and cannot be absorbed within the overall grant allocation, DFES will consider reimbursing the LG for the identified overrun as part of the year end acquittal process.

Where a significant operating cost variation occurs during the year and the LG is unable to cash manage the additional cost, DFES may consider an immediate adjustment to the current year's allocation, rather than waiting for the year end acquittal process to be finalised.

Where such circumstances arise, LGs **must** submit an interim grants acquittal by completing Form 8, supported by any necessary explanations and documentation for the expenditure incurred to date.

Where major expenditure is required to a capital asset, notification to the DFES Regional Superintendent or delegate, prior to the works commencing is required.

Where such circumstances arise, LGs **must** submit a written request, supported by any necessary documentation and repair quotes.

#### **4.4 Operating Grant Dispute Resolution**

Where an LG is not satisfied the operating grant allocation complies with the associated LGGS policies or reflects the needs of the Brigades/Units and after discussions with the DFES Regional Superintendent (or delegate) is still unable to satisfactorily resolve the issue with DFES, the LG CEO may refer such a dispute to the FES Commissioner.

### **5. Financial, Accounting and Taxation Matters**

#### **5.1 Goods and Services Tax Issues and Compliance Requirements**

All capital and operating grants budgets are to be submitted exclusive of Goods and Services Tax (GST) however, all grant payments will be made inclusive of GST. All transactions and parties to the transactions are to comply with the relevant Australian Taxation Office (ATO) legislation and rulings.



## **5.2 Accounting Policy for Capital Grants**

The capital grants process assists LGs 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 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), LGs are required to provide DFES with a tax invoice, together with the relevant supporting documents, for payment of the grant. The supporting documents will be dependent on the nature of the capital item. For example, a loan agreement, a repayment schedule, a debenture document and an LG tax invoice will support the disbursement of a capital grant for loan principal and interest repayments. Where a physical asset is being acquired, an LG tax invoice and the suppliers tax invoice will support the payment of the capital grant.

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

Where DFES provides 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 LGs.

#### **a) Fleet Assets provided by DFES to LGs**

LGs 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 LG 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 LG 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) Fleet Assets surrendered to DFES from LGs**

Where a vehicle provided by DFES to a LG replaces an existing vehicle, a vehicle transfer notification form shall be completed by LG for the surrendered vehicle. DFES will ascertain the market value based on information obtained from an independent valuation.

Upon receipt of the asset, DFES will generate a Recipient Created Tax Invoice (RCTI) and a Recipient Created Adjustment Note (RCAN) for the LG (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 LG is required to process the RCTI through their accounts receivable system in recognition of the disposal of the asset. The LG 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 LGs will be made inclusive of GST and a Recipient Created Tax Invoice (RCTI) will be issued. DFES will claim the GST input tax credit and the LG will be liable to send the GST amount to the ATO.

### 5.4 Payment of Grants

Before LGGs grant payments are made to LGs, the grant recipients must:

- have an Australian Business Number
- Be registered for GST

Payments to LGs will be made by electronic funds transfer. LGs are responsible for advising DFES Financial Services branch via [FinancialServices@dfes.wa.gov.au](mailto:FinancialServices@dfes.wa.gov.au) if there are any changes to bank details.

#### 5.4.1 Payment of Capital Grants

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

Where approval is given for a capital grant, the LG will be advised in writing of the maximum approved value. At the time of approval, LGGs CGCs are aware the allocation may be based on an estimate and will be further validated through the LG process (quotation or tender). Capital grants will be released upon the receipt of a tax invoice from the LG, 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 CGC. Items that are purchased contrary to approved capital grants will not be funded.

#### Variations

**Where an LG tender or quotation outcome results in costs over and above the capital grant allocation, LGs must seek additional funding assistance from DFES. Variations may be authorised by DFES (through the Executive Manager APS) for variations within the Manager's delegation (\$250k). Amounts exceeding that level will be referred to the CGC for determination.**

Where an LG spends over the approved cash capital grant allocation without prior approval, DFES will not accept the additional cost.

##### b) Timing of Expenditure

LGGs capital grants are intended to fund future works within the designated financial year.





If a contractor was engaged, works completed, and paid prior to the start of the designated financial year, the expenditure is considered retrospective. Retrospective funding is not eligible as the LGGS does not reimburse costs incurred prior to the approved grant period.

### **c) Self-Supporting Loans**

For building grants exceeding \$1 million, LGs will be encouraged to enter a loan arrangement with the Western Australian Treasury Corporation (WATC). When such arrangements are undertaken, LGs 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 LG, DFES will reimburse the LG 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, LGs may propose to enter 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 LG shall not include any interest rate variation for the reimbursement of the finance costs.

Should the LG 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 LG to raise a self-supporting loan is limited and this is substantiated, consideration may be given to waive this requirement by the respective CGC.**

### **d) Facility Grants >\$500k**

For significant facility grants (>\$500k) which do not involve a loan arrangement, funding will generally be approved over two years and a grant agreement initiated. This action provides LGs with the financial surety to commence the project in the first year (all preliminaries, tender and contract award), with year two providing the remaining funding for construction and fit out. Funding in the first year shall be paid upon the signing of the grant agreement. The second or subsequent payments shall be paid on an agreed schedule, or upon DFES receiving a copy of the validated certificate of practical completion for the construction project. To avoid unnecessary accrued accounting transactions, early advice of underspends or overspends is encouraged where possible.

### **e) Facility Grants <\$500k**

Facility grants (<\$500k) are expected to be completed in the year approved. The payment shall be paid upon DFES receiving a copy of the validated certificate of practical completion



for the construction project.

Funding may be 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 LG 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 LGs must provide a status report for any approved cash capital grant that remains outstanding. The CGC will assess the status report and determine the future of the outstanding capital grant.

#### **f) Capital Grant Payments of a Physical Nature (Asset)**

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

### **5.4.2 Payment of Operating Grants**

The approved operating grant budget for each LG will be paid in advance in equal quarterly instalments (or as adjusted) for the July, October, January and April quarters.

The way in which the funds are (actually) allocated will be a matter for each LG to determine in consultation with their Brigades/Units. LGs 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 Acquittal of Grants**

To provide a prudential check of 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 LG CEO that expenditures conform to the LGGs policies. DFES will publish LGGs grant details on the DFES website.

### **5.5.1 Acquittal 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 of practical completion is received.

Acquittal requirements for capital grants of a physical nature (asset) are different. As DFES manages and coordinates the build and supply of such capital assets, LGs 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 DFES (through APS branch) **within seven days of receipt of the asset.**

### 5.5.2 Acquittal of Operating Grants

The timely submission of Operating Grant acquittals by their due date is essential, as the acquittal process is an important pre-requisite to the calculation of annual operating grant offers. Prior to completing the operating grant acquittal, LGs should ensure all expenditure has been incurred for the financial year and has been approved by an authorised LG officer against LGGs grant funding. Amendments to already submitted acquittals cannot be accepted.

**Evidence to validate the expenditure across each expenditure category (line items 1- 9) shall be provided in support of the annual acquittal. This evidence may be in the form of a system generated report, spreadsheet, transaction listing or other verifiable information. LGs shall also include copies of maintenance records and insurance schedules against each prescribed appliance/vehicle with their operating grant acquittal.**

Where expenditure has been incurred by a LG against an item that, through the acquittal process, is listed as ineligible, the LG shall be advised. In some circumstances, the incurred expenditure may be disallowed.

LGs 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 LG must endeavour to ensure that operating expenditures incurred remain within the overall (bottom line) 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.

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

LGs are to provide copies of maintenance records against each appliance/vehicle together with their operating grant acquittal.

Where major expenditure is required to a capital asset, it must be treated under Section 4.3 Dealing with Significant Unforeseen Financial Circumstances. DFES Regional Superintendent or delegate must be notified prior to any works commencing.

Should the operating grant be underspent, the remaining cash balance is to be retained by the LG. The first quarterly payment for the next period will be adjusted to reflect the amount of the opening (retained) cash balance.



DFES will analyse the acquittal information and historical data in conjunction with R2R assessments in determining future grant funding allocations.

**The timeline for LGGs operating grant acquittal submission to DFES is 31 August annually.** The acquittal process timeline is illustrated at Figure 1.

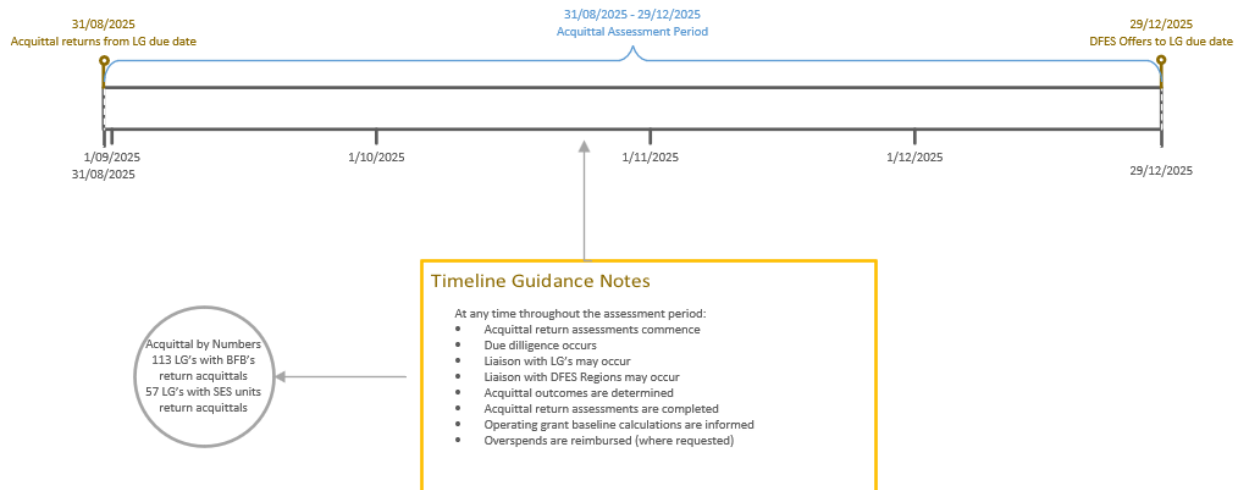


Figure 1 - Acquittal Timeline

## 5.6 Other Financial and Administrative Arrangements

Emergency management agencies undertaking emergency response and recovery activities, particularly multi-agency emergencies, often incur significant unforeseen costs. Some of these costs are directly related to an agency's core functions and programs while other costs may be associated with the provision of services and resources in support of controlling agencies.

The underlying principle of funding for emergencies is to ensure accountability for expenditure lies with the emergency management agency with operational control of any resource. The controlling agency is responsible for payment of all related expenses associated with its operation during emergencies unless other arrangements are established.

### 5.6.1 Emergency Incident Expenditure

During normal operations or business as usual, expenditure occurs against annual operating budgets as funded by the LGGs. When significant expenditure over and above normal funding is required in an emergency, which is generally considered to be Level 2/3 incidents, DFES has an avenue to claim back that expenditure from the State supplementary funding process.

In accordance with incident management principles, incidents are broadly classified into Level 1, Level 2 and Level 3 incidents. This ensures all agencies involved have a common understanding of the potential and/or actual severity of the incident and ensures the



provision of effective assistance to the Controlling Agency. Typical conditions for Level 1, 2 and 3 incidents are as follows:

### **Level 1**

- no significant issues
- single or limited multi agency response (day to day business)
- incident area is limited in extent (i.e., to one jurisdiction or district)
- response duration is within a single shift
- resources can be sourced from one LG district
- minimal impact on the community and critical infrastructure
- incident can be managed by a Controlling Agency IMT only
- low level of complexity
- low potential for incident escalation.

### **Level 2**

- limited multi-agency response required
- coordination of multi-agency resources required
- duration covering multiple shifts
- medium term impact on critical infrastructure
- resources are sourced from district or State level
- medium level of complexity
- one or two incident areas are involved
- medium impact on the community (health, safety, economic, technological or other)
- potential for incident to be declared an 'emergency situation'
- incident involves multiple hazards.

### **Level 3**

- requires significant coordination of a multi-agency response
- protracted response duration
- significant impact on critical infrastructure
- resources need to be sourced from State, National and even International level
- high level of complexity
- significant impact on routine functioning of the community (health, safety, economic, technological or other)
- multiple incident areas
- evacuation and /or relocation of community is required
- actual or potential loss of life or multiple serious injuries
- declaration of an 'emergency situation' or 'state of emergency' is likely.



## **DFES has identified and can implement arrangements for financial assistance with a number of key stakeholders for Bushfire and Natural Hazards.**

For response to fires outside of gazetted fire districts, financial and contractor assistance can be provided to LGs by DFES through wildfire funding, however the following circumstances must apply:

- The LG has notified DFES of the incident and an incident is created in the Computer Aided Dispatch system.
- The LG has exhausted its appropriate, available and deployable resources.
- The LG is unable to sustain the costs associated with the procurement of specific equipment, resources, supplies or contractors.
- The size, nature and risk of the incident justify the expenditure.
- The LG has sought approval from the Regional Duty Coordinator (RDC) / Metropolitan Duty Coordinator (MDC) for funding approval.

Where appropriate, DFES will initiate, administer and approve related expenditure eligible for funding 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 LG Plant and Equipment at BFB Incidents**

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

#### **Level 1**

**Context:** The incident is of a relatively minor nature, and the use of LG plant and equipment (owned or contracted) 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 LG.

#### **Funding:**

- i) All costs to be borne by LG. No recoup provisions apply.
- ii) In instances where a request by DFES to use LG 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 Regional Superintendent.

#### **Level 2/3**

**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 an LGs capacity to absorb these expenditures. This encompasses bushfire incidents as detailed in DFES SAP



3.1.A - Emergency Incident Expenditure (previously referred to as Supplementary Wildfire Funding). Arrangements are to be made through the relevant DFES RDC/MDC for the contracting of such plant and equipment, as deemed necessary by that officer in conjunction with the Incident Controller.

**Funding:**

- i) Agreed costs in accordance with SAP 3.1.A.
- ii) State Emergency Management Plan 5.12 Funding for Emergency Responses provides further information where costs are incurred in delivering services or resources at the request of a controlling agency, which are not part of the agencies core functions and there is no prior agreement as to funding responsibilities. In this situation, costs shall be met by the controlling agency. All expenditure must be agreed by the controlling agency prior to incurring.

The overriding principle governing the allocation of expenditure to a Bushfire account is that costs would not have been otherwise incurred if it were not for the LGs involvement in attending the emergency. There must be a direct relationship between the expenditure and the incident. This expenditure is not eligible to be funded from LG operating grant budgets.

### **5.6.3 Funding Arrangements for LG Salaries and Related Costs**

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

Where LGs and DFES have Community Emergency Service Manager (CESM) partnerships, those arrangements, including finances, will remain in place for the agreed duration. The salary and related LG costs for CESM's 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 operation of BFBs and SES Units. For example, SES personal injury insurance, SES





protective clothing and equipment, SES road crash rescue and vertical rescue equipment etc.

The LGGS, through the operating grants process, is designed to finance those additional costs funded by LG and the Brigades/Units themselves. Therefore, LGs must not incorporate within their operating grant application any type 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<sup>1</sup>. At DFES cost, in consultation with LGs, DFES may conduct compliance and audit checks of LGGS records. LGs shall allow auditors engaged 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. An audit program has been developed with the support of WALGA, to provide a way forward for the LGGS in the interests of LG, 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. LGs 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 WA. To January 2016, 72 LGs have been audited through the DFES internal audit process.

Grant allocations are subject to the *Auditor General Act 2006*, section 17 Audits of accounts and related activities. The Auditor General may audit the accounts and financial statements of a related entity (LG) of an agency (DFES) to the extent that they relate to functions that are being performed by the related entity, on behalf of the agency, in partnership or jointly with the agency, or as the delegate or agent of the agency.

#### Internal Audit Summary

DFES internal audit of LG capital and operating grants for the 2021/22 acquittal period (PricewaterhouseCoopers Local Government Grant Scheme) has been completed. Implementation of the recommendations is continuing in line with the OAG report as the audit findings cross over in a number of areas associated with Grants administration. Approved changes to LGGS conditions as an outcome of these, and those that influence 2026/27 expenditure eligibility, will be advised through the issue of a revised manual addendum.

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<sup>1</sup> **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



## 6. Eligible / Ineligible Items – Inclusion and Review

LGGs funding eligibility is aligned to the preparation and operational activities of BFS and SES volunteers. Appendix III and Appendix IV of this Manual provide non-exhaustive lists of eligible and ineligible funded items formed to guide stakeholders when completing LGGs funding requests and expenditure acquittal return functions. The lists form part of this Manual's annual review process however, there can also be a need for stakeholders to request new items or, request a review of current eligible and ineligible items outside of the annual review process.

To facilitate these requests, a formal process including the assessment procedures to be undertaken in determining the funding eligibility of the requested item is being introduced.

The process includes the introduction of a new request form for submission to DFES (LGGs Form 11 – Eligible Item Request). The assessment process to be undertaken by DFES on receipt of the request may include consultation across DFES directorates, including Operational Research and Development, Risk Capability and Analysis and Health and Safety Services.

The Bushfire Operations Committee (BOC) will also be consulted in relation to BFS items. As there may also be a need to conduct end user analysis of a particular item prior to determining final outcomes, this analysis may influence the timelines taken to determine request outcomes.

It is proposed the process is trialled for an initial 12 month period to refine details and establish definitive assessment timelines. DFES will also align the tabling of eligible item requests to coincide with BOC meeting schedules.

## 7. Conclusion

The LGGs is, amongst other things, intended to finance the approved capital and operating costs of BFS and SES (excluding those costs financed through the supplementary funding arrangements for major emergency service response operations as detailed previously).

From an LG perspective, the LGGs now funds costs that were previously sourced through internal budgets. Similarly, fundraising for essential items of equipment by Brigades/Units is no longer required.

The processes established for LGs 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 parties. It was intended to make the procedures as administratively simple as possible, while complying with best practice financial management principles.

**DFES is committed to supporting the effective delivery of emergency services and, where possible, any changes to LGGs processes will occur in consultation with stakeholders to ensure an appropriate outcome. The establishment of the LGGs Consultation, Change and Communications Framework further demonstrates this commitment.**



## 8. Application Form Guidelines

General information for 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.
- Ensure all forms are signed by the LG CEO.

### 8.1 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 LG and requires the signature of the LG CEO<sup>1</sup>.  
This form confirms the LG 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 LG area.

- **Form 2 - Brigade/Unit Details**  
Must be submitted by each LG.

#### Section 3 - Capital Grants

This section contains the documentation required for LGs to apply for capital grants and comprises the following five forms:

- **Form 3a - Capital Fleet**  
Will be provided separately to LGs for capital grant requests for Appliances /Vehicles/Boats/Trailers. DFES has established the 2026/27 Replacement Program together with an indicative replacement program for the forward estimates period. For new acquisition requests, supporting justification is required.  
  
LGs must either accept or reject the 2026/27 Replacement Program. If the offer is rejected, LGs are required to advise on the same **Form 3a** their '2026/27 Alternate Program'. Alternative vehicle programs requested on **Form 3a** will be subject to Section 3.1 LGGs Fleet Replacement Program and

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<sup>1</sup> Where the requirement for the DFES Superintendent to co-sign the LGs application has been relaxed (Forms 1, 3a and 3b). Local Governments however are encouraged to discuss their requests with their DFES Region prior to submission.



its replacement terms. **Form 3a must be returned to DFES and attached to Form 1.** Submit one form for all BFBs and a separate form for all SES Units.

- **Form 3b - Capital Facilities**

This form is used for capital grant requests for new facilities. DFES will provide a separate **Form 3b** to LGs that lists current facilities. LGs are required to verify the facility list and advise their 2026/27 facility requests in the 'Alternate Program' section of **Form 3b**. **Form 3b** is then to be returned to DFES attached to **Form 1**. Submit one form for all BFBs and a separate form for all SES Units.

**In addition, LGs are required to complete a Form 5 together with a fixed price quote for proposed and/or requested facilities.**

- **Form 4 - Capital Equipment**

This form is used for the request of capital grants for equipment costing more than \$5,000 per item. Indicate on **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 (online)** if costing more than \$1,500. Quotations must be provided with all equipment requests.

- **Form 5 - Capital Buildings**

This form is to be used for capital grants for new facilities, upgrades or extensions to existing buildings or for co-located facility projects.

A separate **Form 5** must be completed for **each project** requested in 2025/26, together with a fixed price quote (refer to Section 7.4.4 for more details).

- **Form 10 - Asset Modification Statement**

(Refer Section 6) must accompany the application for funding where applicable.

## **Section 4 - Operating Grants**

This section contains the documentation for LGs to submit their operating grant budget application and comprises of two parts:

- **Form 6 - Operating Grant Budget Estimate – Alternative Allocation**

LGs must either accept or reject the DFES assessed allocation (line items 1-8) for 2026/27. If the DFES offer is accepted, completion of Form 6 is not required. If the assessed allocation is not accepted, Form 6 is required to be completed in full and submitted to DFES.

- **Form 7 - Non-Recurrent Expenditure Justification**

Provides supporting details associated with minor plant and equipment purchases costing from \$1,500 to \$5,000. Quotations must be provided with all equipment requests.



Note: The Form 7 is no longer available as part of the suite of LGGS Forms. All Form 7 requests are now to be submitted online via Smartsheet through the following links:

BFB: <https://Smartsheet - Form 7 - Line Item 9 Requests - BFB>

SES: <https://Smartsheet - Form 7 - Line Item 9 Requests - SES>

**Note:**

- **Only LG employees are to access the Form 7 online.**
- **Form 7 requests will only be assessed with the submission of an application (Forms 1, 2, 3a & 3b).**
- **The links will be available until 5:00pm Friday 27 March 2026.**

## **Section 5 - Grants Acquittal**

This section comprises two forms:

- **Form 8 - Annual Operating Grants Acquittal**  
LGs are required to acquit their operating grants allocated and expended during the year by line item. This form comprises of operating grant (recurrent and non-recurrent expenditure) and a declaration to be signed by the LGs CEO; and
- **Form 9 - Capital Item of a Physical Nature Acquittal**  
LGs are required to acquit capital items *within seven 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 LGs CEO and returned to DFES Funding Services. Completing this form fully acquits 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).

## **Section 6 - Asset Modification Statement**

This section comprises:

- **Form 10 - Asset Modification Statement**  
This form to be completed by LGs to advise of a modification or retrofit to an existing asset where a Work Health and Safety (WHS) issue exists.

## **Section 7 - LGGS Request for Eligibility of Item**

This section comprises:

- **Form 11 - LGGS Request for Eligibility of Item**  
This form is to be completed to initiate a request for an item to be considered for LGGS funding eligibility.



## 8.2 Guidelines for Section 1 - LGGS Grant Certification

### 8.2.1 Form 1 - LGGS Grant Certification

Below is a brief description of some of the fields contained within Form 1 LGGS Grant Certification:

- **LG CEO:** Name of LG Chief Executive Officer.
- **Alternate LG Contact:** Relevant contact details of a person other than the CEO that can be contacted regarding the grant 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.
- **Operating:** If funding is sought, Form 6 (if seeking an Alternate Allocation) must accompany the LGGS grant application. Please circle the appropriate section of Form 1 (YES / NO) to indicate that an operating grant request (Form 6) **is or is not** attached to your grant application.

## 8.3 Guidelines for Section 2 - Brigade/Unit Details

### 8.3.1 Form 2 - Brigade/Unit Details

Form 2 deals specifically with the Brigades/Units in the LG area. This form **must** be submitted by each LG. 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 LG 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 the previous financial year.
- **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 LG or Brigade/Unit.

## 8.4 Guidelines for Section 3 - Capital Grants

### 8.4.1 Form 3a - Capital Fleet

DFES will provide Form 3a to LGs separately to the Grants Manual.



DFES will provide a list of appliances, vehicles, boats and trailers held at each LG and indicate if the asset has been scheduled for replacement in 2026/27. If the LG agrees with the 2026/27 replacement program, tick the box indicating agreement and submit Form 3a with Form 1. If the LG does not agree, complete the corresponding Alternate Program in the column provided. Alternative vehicle programs requested on Form 3a will be subject to Section 3.1 LGGs Fleet Replacement Program and replacement terms.

Please note that the replacement program from 2027/28 to 2030/2031 is indicative only.

For new additional acquisitions please also complete the section at the bottom of the Form 3a and provide a R2R and supporting BC with the application to justify the acquisition of an additional asset. If additional garaging is required to house a new appliance request, ensure that Form 5 is completed.

#### **8.4.2 Form 3b - Capital Facilities**

DFES will provide Form 3b to LGs separately to the Grants Manual.

DFES will provide a list of current housing arrangements/facilities for appliances/vehicles at each LG including any new facility (or facilities) approved from previous years. For new facility requirements, enter the proposed facilities for 2026/27 at the Alternate Program column. Alternative facility programs requested on Form 3b will be subject to Section 3.1 LGGs Fleet Replacement Program and its replacement terms.

Please provide supporting evidence with the application to justify the acquisition of the new asset.

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

#### **8.4.3 Form 4 - Capital Equipment**

Form 4 is used for the replacement of capital equipment items >\$5,000 that are owned, registered or controlled by the LG 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 and Vertical Rescue 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 SES District Officer for more information.***

The first part of Form 4 is for the replacement of existing equipment. On the form, indicate the Brigade/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 LG does not meet this timeline, DFES will require a written explanation of the circumstances for the delay. Where the LG cannot adequately substantiate the delay in purchasing the equipment, the equipment approval may be cancelled.

#### **8.4.4 Form 5 - Capital Buildings**

The completion of Form 5 is a requirement to enable DFES to complete the assessment of the facility program. To apply for a new facility, refer to Appendix VII, 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 Form 5 by answering **ALL** questions. Unless **ALL** sections of Form 5 are completed, and a quote submitted, the application may not be considered.

Following DFES assessment of the applications, recommendations will be made to the CGC for its consideration and approval.

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

Should a LG determine that it is able to construct the building, using LG employees and sub-contractors, the LG must also submit a fixed price quote, together with a costing from other external sources for a comparison purpose.

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 LG, using LG employees, the LG must agree to several 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. Copies of Certificates of Completion and Occupancy must be provided to DFES on the completion of the facility.

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

Major upgrades to buildings where WHS issues are cited are to be supported with a building condition report by an independent qualified source (for example, qualified engineer, surveyor and/or WALGA Insurance 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/s.

## 8.5 Guidelines for Section 4 - Operating Grants

### 8.5.1 Form 6 - Operating Grant Budget Estimate - Alternate Allocation

This form is only to be completed if the DFES assessed allocation is not accepted.

LGs must complete in aggregate the projected and budget estimates for each service by line item (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 nine 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).

- **2025/26 Projected:** This estimate reflects the projected operating expenditures of LGs and Brigades/Units for that year.
- **2026/27 Budget:** This column represents the estimated operating grant required for that year. Any variations from the 2025/26 budget allocations which impact on the amount sought for 2026/27 must be explained.

### 8.5.2 Form 7 - Non-Recurrent Expenditure Justification

Form 7 is no longer available as part of the suite of LGGS Forms. All Form 7 requests are now to be submitted online via Smartsheet on the following links:

BFB: <https://Smartsheet - Form 7 - Line Item 9 Requests - BFB>

SES: <https://Smartsheet - Form 7 - Line Item 9 Requests - SES>

**Note: Links will be available until 5:00pm Friday 27 March 2026**

- LGs must complete separate requests for each BFB and each SES Unit.
- Only LG employees are to access the Form 7 online.
- Form 7 requests will only be assessed with the submission of an application (Forms 1, 2, 3a and 3b).
- **Purchase of Plant and Equipment valued between \$1,500 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. Quotations must be provided.



**Note:** Requests are to be for individual items valued between \$1,500 to \$5,000, not multiple items grouped together.

Items under \$1,500 should not be requested via these links, include under Line Item 1.

- Requests outside the annual grant application process may be considered if the need is **urgent and unforeseen** and cannot reasonably be deferred. These must be clearly justified. Routine or anticipated items should be submitted through the annual application process.

## 8.6 Guidelines for Section 5 - Grants Acquittal

### 8.6.1 Form 8 - Annual Operating Grants Acquittal

All reported figures must be **GST exclusive**. The Annual Grant Acquittal 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 - 2025/26 Budget:** Enter only the approved 2024/25 operating budget for each service in the appropriate columns. There is no need to provide line-item budget details.
- **Operating Grant - 2025/26 Actual:** Enter the actual expenses for each service for each expenditure item in the appropriate column.
- **Total Operating Budget/Actual:** Add the 2025/26 actual sub totals (recurrent and non-recurrent) and enter the total.
- **Variance between budget and actual expenditure:** Subtract the total of the '2025/26 Budget' from the '2025/26 Actual' and enter the amount in this field. If there is a significant variation, an explanation as a separate attachment is required.

## 8.7 Guidelines for Section 6 - Asset Modification Statement

### 8.7.1 Form 10 - Asset Modification Statement

Section 3.4 Conditions of Grants states modifications should not be made to assets funded through the LGGS without prior advice to DFES. This requirement is to inform future planning and priority funding requirements. The advice notice shall be via Form 10 – Asset Modification Statement, prior to the commencement of works.

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

- Nature of Hazard - clearly state 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?

## **8.8 Guidelines for Section 11 - LGGs Request for Eligibility of Item**

### **8.8.1 Form 11 - LGGs Request for Eligibility of Item**

Form 11 is specifically designed for requesting the inclusion of new items in the eligibility list outlined in Appendix IV. This form must be submitted by the LG, not individual volunteer brigades or units. Below is a brief overview of some key fields included in the form.

- **Description of Item** - Provide a concise and clear explanation of the item being proposed, including its main features and specifications.
- **Intended Purpose / Use** - Outline how the item will be utilised, the specific need it addresses and how it will enhance or support in service delivery. Highlight its role in improving efficiency, effectiveness, or overall outcomes for the intended brigade/unit.
- **LG Comment** - Provide any additional context to support the request. If there are concerns or reasons against including the item, these should also be clearly outlined.
- **Estimated Cost (ex GST)** - This field requires the estimated cost of the item, excluding GST. To ensure accuracy and transparency, a quotation must be attached or a cost extract from a reputable website must be provided.
- The Form 11 does not form part of the application process and can be submitted at any time during the year.

*Section 1*  
*LGGS Grant Certification*

*Form 1 – LGGS Grant Certification*

**LGGS GRANT CERTIFICATION**  
**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:** .....

<b>2026/27 Capital and Operating Grant Summary</b>			
<b>LGGS Grant Type</b>	<b>Forms</b>	<b>BFB</b>	<b>SES</b>
<b>CAPITAL</b>		<b>Please Circle</b>	<b>Please Circle</b>
Appliances/Vehicles	Form 3a	YES / NO	YES / NO
Facilities	Form 3b	YES / NO	YES / NO
Equipment	Form 4	YES / NO	YES / NO
Buildings	Form 5	YES / NO	YES / NO
Asset Modification Justification	Form 10	YES / NO	YES / NO
<b>OPERATING</b>		<b>Please Circle</b>	<b>Please Circle</b>
I accept DFES Assessed Allocation (Items 1- 8)	N/A	YES / NO	YES / NO
<b>OR</b>			
I request an Alternate Allocation (Items 1- 8)	Form 6	YES / NO	YES / NO
Purchase of Plant & Equipment (\$1,500-\$5,000)	Form 7 (Complete Online)	YES / NO	YES / NO
<b>In establishing this Capital/Operating Grant application, did you consult your:</b> <i>Please Tick:</i> BFB(s) <input type="checkbox"/> SES Unit(s) <input type="checkbox"/> DFES Regional Superintendent <input type="checkbox"/>			
<b>CAPITAL AND OPERATING GRANT BUDGET CERTIFICATION</b>			
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 <i>Fire and Emergency Services Act 1998</i> and the LGGS Manual for the financial year 1 July 2025 to 30 June 2026.			
<b>CEO Signature:</b>			
<b>Date:</b>			

***This form must be completed and submitted with all other forms by 5.00pm Friday 27 March 2026 to: Asset Planning and Services, Department of Fire and Emergency Services, PO Box P1174, Perth WA 6844 or via email to [lggs@dfes.wa.gov.au](mailto:lggs@dfes.wa.gov.au)***

**DO NOT CHANGE THE LAYOUT ON THIS FORM**

*Section 2*  
*Brigade/Unit Details*

*Form 2 – Brigade/Unit Details*



BRIGADE / UNIT DETAILS

Local Government Name:.....

Financial Year: 2026/27

Legal Name of Registered Brigades/Units		Profile of Brigade (See Appendix I for brigade classification)	No. Incidents Previous Completed Financial Year (2024/25)	No. of Registered Members <sup>(a)</sup>	No. of Buildings <sup>(b)</sup>
<b>Bush Fire Brigades</b>					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
<b>State Emergency Service Units</b>					
1					
2					

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR GRANT APPLICATION

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 – Fleet*

*Form 3b - Capital – Facilities*

*Form 4 - Capital – Equipment*

*Form 5 - Capital – Buildings*

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

☐ We agree with the 2026/27 Replacement Program as provided by DFES.

☐ We do not agree with the 2026/27 Replacement Program (Complete 2026/27 Alternate Program).

I certify the information provided for existing vehicles is true and correct

CEO Signature: \_\_\_\_\_ Date \_\_\_\_\_

DO NOT CHANGE THE LAYOUT OF THIS FORM

**FORM 3b**

**Form 5 must be completed together with supporting justification, a quote to build the facility and attached to the Form 3b.**

☐ We do not agree with the 2026/27 Replacement Program (Complete 2026/27 Alternate Program).

**TO BE PROVIDED BY DFES UNDER A SEPARATE COVER.  
DO NOT COMPLETE THIS FORM**

[illegible]

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

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**FORM 4**

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

DO NOT CHANGE THE LAYOUT OF THIS FORM

**CAPITAL – BUILDINGS****FORM 5****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.****2026/27**

Section.	PLEASE COMPLETE ALL QUESTIONS. IF A NEW BUILDING, REFER TO APPENDIX V, FACILITY FOOTPRINT DESIGNS TO IDENTIFY THE TYPE OF BUILDING.	Please Circle or complete as appropriate
1	Is the application for an upgrade or extension to an existing building?	YES / NO
	<b><i>If YES please attach supporting details, including a fixed priced quote of the project (1 Page) and ignore Section 2</i></b>	
2	Is this application for a new building?	YES / NO
	<b><i>If Yes, please complete the following:</i></b>	
(a)	Is land of suitable size available now? <b>Do not submit application unless suitable land is available. This is a precondition for a building grant.</b>	
(b)	Is this building to be a Co-located Facility?	YES / NO
	<b><i>If YES, please provide details on a separate attachment</i></b>	
(c)	Does this building replace an existing building?	YES / NO
	<b><i>If YES approximately how old is the existing building?</i></b>	Years
(d)	What size building is required? Bays are to be for housing LGGS funded appliances/vehicles/boats/trailers only.	
	<b>BFB 1 Appliance Bay Facility and Amenities</b>	YES / NO
	<b>BFB 2 Appliance Bay Facility and Amenities</b>	YES / NO
	<b>BFB 3 Appliance Bay Facility and Amenities</b>	YES / NO
	<b>BFB 4 Appliance Bay Facility and Amenities</b>	YES / NO
	<b>BFB 5 Appliance Bay Facility and Amenities</b>	YES / NO
	<b>BFB 6 Appliance Bay Facility and Amenities</b>	YES / NO
	<b>SES 2 Vehicle Bay Facility and Amenities</b>	YES / NO
	<b>SES 3 Vehicle Bay Facility and Amenities</b>	YES / NO
	<b>SES 4 Vehicle Bay Facility and Amenities</b>	YES / NO
	<b>SES 5 Vehicle Bay Facility and Separate Amenities</b>	YES / NO
	<b>Other Facility – (Full plans, quotes and details required to be submitted)</b>	YES / NO
(e)	How many appliances/vehicles/trailers etc. will be housed in the building?	
(f)	Does the land have separate title or appropriate management order?	YES / NO
(g)	Does the land have the correct zoning for this building project?	YES / NO
(h)	Is the land cleared of contaminants?	YES / NO
(i)	Are there any Native Title considerations?	YES / NO
(j)	Is the building project considered 'shovel ready'?	YES/NO
(k)	Are there <b>ANY</b> other funding sources contributing to this project?	YES / NO
	<b><i>If YES, please provide full details on a separate attachment</i></b>	
(l)	Are the fixed price quotes attached?	YES / NO
(m)	Has the DFES Regional Superintendent been consulted regarding this project?	YES / NO

**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)**

**FORM 6**

**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.)*

OPERATING GRANT BUDGET		
Expenditure Items	2025/26 Projected \$	2026/27 Budget \$
<b>RECURRENT EXPENDITURE</b>		
1. Purchase of Plant and Equipment <\$1,500 per item		
2. Maintenance of Plant and Equipment		
3. Maintenance of Vehicles/Trailers/Boats		
4. Maintenance of Land and Buildings		
5. Clothing and Accessories <sup>(a)</sup>		
6. Utilities, Rates and Taxes		
7. Other Goods and Services		
8. Insurances		
<b>NON-RECURRENT EXPENDITURE</b>		
<b>Total Line Items 1 – 8</b>		
9. Purchase of Plant and Equipment valued between \$1,500-\$5,000 per item (b)		<b>PLEASE COMPLETE ONLINE</b>

**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

The Form 7 is no longer available as part of the suite of LGGs Forms. All Form 7 requests are now to be submitted online via Smartsheet on the following links:

BFB: <https://Smartsheet - Form 7 - Line Item 9 Requests - BFB>

SES: <https://Smartsheet - Form 7 - Line Item 9 Requests - SES>

Requests are to be for individual items from \$1,500 to \$5,000. Not multiple items grouped together.

No items under \$1,500 should be requested via these links but added as Line Item 1.

Only LG employees are to access the Form 7 online.

Form 7 requests will only be assessed with the submission of an application (Forms 1, 2, 3a and 3b).

**Note the links will be available until 5:00pm Friday 27 March 2026**

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

*Section 5  
Grants Acquittal*

*Form 8 – Annual Operating Grants Acquittal  
Form 9 – Capital Item of a Physical Nature*

**ANNUAL OPERATING GRANT ACQUITTAL****FORM 8****Declaration pursuant to Section 36A for Emergency Services Levy purposes  
Fire and Emergency Services Act 1998**

Local Government Name: .....

Local Government Contact: ..... Phone No: .....

<b>OPERATING GRANT</b>				
<b>EXPENDITURE ITEM</b>	<b>BUSH FIRE BRIGADE</b>		<b>STATE EMERGENCY SERVICE</b>	
	<b>2025/26- Budget</b>	<b>2025/26- Actual</b>	<b>2025/26- Budget</b>	<b>2025/26- Actual</b>
<b>RECURRENT:</b>				
1. Purchase of Plant and Equipment <\$1,500 per item				
2. Maintenance of Plant and Equipment				
3. Maintenance of Vehicles/Trailers/Boats				
4. Maintenance of Land and Buildings				
5. Clothing and Accessories				
6. Utilities, Rates and Taxes				
7. Other Goods and Services				
8. Insurances				
<b>Sub Total Recurrent</b>		\$		\$
<b>NON-RECURRENT:</b>				
9. Purchase of Plant and Equipment \$1,500 to \$5,000 per item				
<b>Sub Total Non-Recurrent</b>		\$		\$
<b>Total Operating Budget/Actual</b>	\$	\$	\$	\$
<b>Variance Between Budget and Actual (a)</b>		\$		\$

<b>ANNUAL EXPENDITURE DECLARATION</b>
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 2025
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 System Generated reports, costed copies of the maintenance records and insurance schedules 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 Asset Planning and Resource Allocation Branch.
- (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 2026 to:**  
**Asset Planning and Services branch, Department of Fire and Emergency Services,**  
**PO Box 1174, Perth WA 6844**

**Or via email to [lggs@dfes.wa.gov.au](mailto:lggs@dfes.wa.gov.au)**

**DO NOT CHANGE THE LAYOUT OF THIS FORM**  
**CAPITAL ITEM OF A PHYSICAL NATURE FORM 9**

## CAPITAL ITEM OF A PHYSICAL NATURE ACQUITTAL

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... ..

	DFES Plant and Equipment Services to complete	
Capital item type and description		
Identification and registration number	Project No:	Registration No:
Brigade/Unit Name		

CEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Asset Planning and Services Branch  
Department of Fire and Emergency Services  
PO Box P1174  
Perth WA 6844

***Or via email to [lggs@dfes.wa.gov.au](mailto:lggs@dfes.wa.gov.au)***

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**

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**Can the hazard be eliminated/transferred? YES / NO**

**If No, state the remedial action required.**

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---

**Cost \$**

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

**State consequence of not taking remedial action**

---

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**DO NOT CHANGE THE LAYOUT OF THIS FORM**

*Section 7*  
*LGGS Request for Eligibility of Item*

*Form 11 – LGGS Request for Eligibility of Item*

**The Form 11 does not form part of the application process and can be submitted at any time during the year.**



## Local Government Grant Scheme Request for Eligibility of Item – Form 11



**DFES**  
Department of Fire &  
Emergency Services

Date	
Name	
Title	
Phone	
Email	
Local Government	
Brigade / Unit	
DFES Region	
<b>Description of Item</b> <i>Detailed description of item being requested</i>	
<b>Intended Purpose</b> <i>Detailed description of what the item will be used for</i>	
<b>Estimated Cost (ex GST)</b> <i>Quote to be attached to this form</i>	
<b>Local Government Comment</b>	
<b>Local Government CEO Signature</b>	
<div style="text-align: right;"><b>Date</b></div>	

*Appendix I (A)*  
*Bush Fire Brigade Profile Selection Guidelines*

## BUSH FIRE BRIGADE PROFILE SELECTION GUIDELINES

Response Capacity	Features of Response Area	Type of Brigade
<b>BUSHFIRE ONLY</b>	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).	<b>PASTORAL</b>
	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.	<b>FARMER RESPONSE</b>
	In <b>areas with less than 600mm annual rainfall</b> (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 <b>areas with more than 600mm of annual rainfall</b> 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: <ul style="list-style-type: none"> <li>- Less than 20 houses.</li> <li>- 2 or 3 offices, shops, retail outlets or agricultural suppliers.</li> <li>- A school of up to 30 pupils; and</li> <li>- 1 petrol station or small fuel storage facility.</li> </ul>	<b>RURAL</b>
<b>BUSHFIRE WITH LIMITED STRUCTURAL CAPACITY</b>	Normally located in a small-town site with the following features: <ul style="list-style-type: none"> <li>- Up to 40 houses. Houses may be located in semi-rural subdivisions.</li> <li>- Up to 5 shops or retail outlets.</li> <li>- 1 or 2 public buildings.</li> <li>- 1 or 2 agricultural suppliers.</li> <li>- 1 or 2 petrol stations or fuel storage facilities.</li> <li>- 1 or 2 office(s) or a small office complex.</li> <li>- A school with up to 40 pupils.</li> <li>- 1 or 2 small factory facilities; and</li> <li>- May have a small one or two bed hospital.</li> </ul>	<b>SETTLEMENT</b>
<b>STRUCTURAL RESPONSE CAPACITY</b>	A town or town site with the following features: <ul style="list-style-type: none"> <li>- More than 40 houses.</li> <li>- Small hospital and/or nursing home.</li> <li>- A few (less than 5) public buildings (e.g., library, Shire offices, hall, etc.).</li> <li>- One or two sites where hazardous chemicals are stored.</li> <li>- A retail area with at least 10 or more shops in the town.</li> <li>- Office complexes – more than 10 office buildings in the town.</li> <li>- A small road or rail transport depot.</li> <li>- A light industrial area with at least 5 factories; and</li> <li>- A school with more than 40 pupils.</li> </ul>	<b>URBAN DEFENSIVE</b>

*Appendix I (B)*  
*SES Group Profile Listings*

Group Profile List – Metropolitan SES Units (18)		
Profile	Criteria	Region: SES Unit
Group 1	More than 10 teams More than 40 members	NC Region (5) NE Region (2) SC Region (4) SE Region (4)
Group 2	5-9 teams 20-40 members	NE Region (2) SE Region (1)
Group 3	3-4 teams 10-20 members	NIL
Group 4	Less than 3 teams Less than 10 members	NIL

Group Profile List – Country (North) SES Units (21)		
Profile	Criteria	Region: SES Unit
Group 1	More than 9 teams More than 30 members	GM Region (1) K Region (2) P Region (3) MG Region (2)
Group 2	5-9 teams 16-30 members	GM Region (2) K Region (1) P Region (2) MG Region (3)
Group 3	3 - 4 teams 6 - 15 members	GM Region (1) K Region (0) P Region (1) MG Region (3)
Group 4	Less than 3 teams Less than 6 members	NIL

Group Profile List – Country (South) SES Units (22)		
Profile	Criteria	Region: SES Unit
Group 1	More than 9 teams More than 30 members	GS Region (2) LSW Region (2) SW Region (1) UGS Region (1)
Group 2	5-9 teams 16-30 members	GS Region (4) LSW Region (3) SW Region (3) UGS Region (2)
Group 3	3 - 4 teams 6 - 15 members	GS Region (0) LSW Region (2) SW Region (1) UGS Region (1)
Group 4	Less than 3 teams Less than 6 members	NIL

*Appendix II*  
*Description of Expenditure Categories*  
**FOR BRIGADE / UNIT OPERATIONS**

## DESCRIPTION OF EXPENDITURE CATEGORIES FOR BRIGADE/UNIT OPERATIONS

### 1. PURCHASE OF PLANT AND EQUIPMENT (less than \$1,500 per item)

**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 **\$1,500** per item and corresponding with the Brigade/Unit profile

#### Computer Hardware and Software

Cost of minor computer hardware and software acquisitions less than **\$1,500** per item.

#### Furniture and Fittings (Indoor)

Costs associated with furniture acquisitions less than **\$1,500** per item.

#### Kitchen Equipment

Costs associated with kitchen equipment acquisitions less than **\$1,500** per item.

#### Telecommunications Equipment

Telecommunications equipment costing less than **\$1,500** per item.

### 2. MAINTENANCE OF PLANT AND EQUIPMENT

#### Plant and Equipment

Costs associated with the repairs and maintenance of plant and equipment.

#### Computer Hardware and Software

Costs associated with the repairs, maintenance and related consumables of computer hardware and software.

#### Furniture and Fittings (Indoor)

Costs associated with the repairs and maintenance of furniture and fittings.

#### Telecommunications Equipment

The maintenance of telecommunications equipment.

#### Rescue Equipment (SES)

Costs associated with servicing, cylinder refills and rentals (oxy viva) directly related to the maintenance of such equipment are for those Units with a relevant profile only i.e., Vertical or Road Crash Rescue.

#### Extinguisher and Fire Hose (lay-flat)

Maintenance costs of fire extinguishers and hoses required for operational purposes.

#### 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 routine services, repairs and maintenance on operational vehicles/trailers/boats.

#### Service by Contractors/Shire Depots

Labour costs associated with servicing, repairs, and maintenance.

#### Fuel and Lubricants

Cost of fuels, automotive fluids and lubricants used by LGGs funded vehicles/trailers/boats only.

#### Registration

Includes vehicle registration fees, inspection charges, weigh bridge fees and licence plates.

### 4. MAINTENANCE OF BUILDINGS

#### General Repairs and Maintenance

Repairs and general maintenance to buildings and related fixtures and fittings.

#### Routine Maintenance

Routine (preventative) facility maintenance.

#### Security Service

Cost of engaging security providers and security contracts.

### 5. CLOTHING AND ACCESSORIES

#### Protective, Safety Clothing and Accessories

**Note: State Emergency Service personnel protective equipment (PPE) is not eligible for LGGs funding.** SES PPE requirements are incorporated under DFES corporate policy. Local Governments are to contact the DFES SES Metro/Regional Office for more detail.

**Bush Fire Service personnel protective equipment (PPE) 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.**

PPE relates to acquisitions of clothing directly associated with firefighting and emergency response activities only.

Record keeping and controls for the issue, maintenance and replacement of PPE 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 may have an 'in service' life.

### 6. UTILITIES, RATES AND TAXES

Reimbursement of utility costs (electricity, water etc.)

**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 Internet Services**

Covers the cost of brigade/unit telecommunication accounts/plans

**7. OTHER GOODS AND SERVICES****Postage**

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

**Stationery and Office Supplies**

Purchase of stationery and office supplies.

**Refreshments**

Refreshments and meals supplied only at operational incidents and DFES approved training.

**Hire Charges**

Expenses related directly to operational activities requiring the hire of minor plant and equipment.

**Freight, Courier and Transport Costs**

Expenses related to freight and transport.

**Motor Vehicle Drivers Licence (MVDL)**

The reimbursement of the costs associated with Volunteers obtaining appropriate class MVDL's. (LR, MR, HR) to maintain Brigade/Unit capability.

**Note: Covers cost of 1 lesson prior to the test and the test itself. Excludes the costs of volunteers obtaining an initial C class MVDL. Note: HR Class applicable for those brigades with 12.2 BWC vehicle only.**

**Reference Materials**

Technical books, publications and subscriptions to journals, updates of legislation and other printed materials including training manuals.

**Training Costs**

Costs associated with Brigade/Unit based local training including materials, consumables and light refreshments.

**Health and Safety Costs**

Expenses related to purchasing and maintaining first aid kits.

**Consumables and Sundries**

Expenses related to domestic consumables including items used for training purposes.

**Volunteer Checks**

The costs of Volunteer expenses associated with obtaining Criminal History and Working with Children Checks (where necessary) for those volunteers working with underage cadet and volunteer members.

Note: A centralised process funded by DFES has been established and access to this process should be discussed at DFES Regional level to limit cost and to provide a greater visibility of the level of compliance.

**Volunteer Travel**

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

**8. INSURANCES**

Note: State Emergency Service Unit personal insurance requirements are currently incorporated under DFES corporate policy. SES prescribed LGGS assets are to be insured by the Local Government. **Refer Directive 5.5 - SES Unit Administration**

**Personal Accident (Volunteers)**

Personal Accident insurance costs for registered BFS operational volunteers.

**Property Insurance**

This includes insurance arrangements for operational buildings, plant and equipment.

**Vehicle/Trailer/Boat Insurance**

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

**9. PURCHASE OF PLANT AND EQUIPMENT (from \$1,500 to \$5,000 per item)****Plant and Equipment**

Purchase of plant and equipment and enhancements to existing and new items

**Computer Hardware and Software**

Purchase of computer hardware equipment including the cost of purchasing new computers and related equipment, including installation and configuration costs.

**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 internet systems.

Note: Where NBN is not available, alternate service provider systems **may** be considered, including the costs associated with the upfront installation and ongoing plans of such systems.



*Appendix III*  
*List of Ineligible Expenditure*

## **EXPENDITURE NOT ELIGIBLE FOR LGGS FUNDING**

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

- Accounting/audit fees.
- Accounting/finance software.
- 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.
- All -Terrain Vehicles (ATV's) (other than the replacement of those provided as LGGS prescribed fleet assets).
- Breathing Apparatus (Managed by DFES Operations Command and DFES Plant and Equipment Services).
- Capital and operating costs of Local Government plant and equipment.
- Catering/Welfare Trailers.
- Chainsaws – BFB.
- Community recovery, support and assistance activities.
- Community Emergency Services Manager (All expenses related to this position including vehicle expenses).
- Concrete cutters.
- Costs associated with Annual Dinners and Annual General Meetings.
- 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.
- Costs associated with the engagement of contracted facility cleaning.
- Costs associated with the engagement of contracted gardening and lawn mowing services.
- Declaration and publication of restricted and prohibited burning times.
- Development of local area fire and emergency management plans.
- Portable fridge/freezer e.g., Engel, WAECO etc. (other than the replacement of those provided with new LGGS prescribed fleet assets).
- Emergency Positioning Indicating Radio Beacon (EPIRB).
- Emergency Service Levy and General Rates charges.
- Equipment identified through DFES Equipment Re-call and Prohibition (ERAP) Circulars.
- Feasibility Study.
- Fire Prevention/Education and associated costs.
- Funding for garaging on private property.
- Goods and Services Tax (GST).
- Hands free kits for mobile phones, except for LGGS funded vehicles.
- Hydrant installation, repairs and maintenance outside of gazetted fire districts (excludes hydrant servicing consumables).
- 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, including employee time.
- 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 Fire Fighting Trailers.
- Motor Vehicle Drivers Licence (MVDL) other than where a change of prescribed vehicle type results in the need to upgrade MVDL's or, to maintain Brigade/Unit response capability (above C class).
- Modifications to prescribed assets without prior notification.
- Oxy viva/oxy sok type equipment (unless Unit profile includes Vertical/Road Crash Rescue roles).
- Preparation of local fire safety publications.
- Privately owned assets and equipment (non-prescribed).
- 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.
- Satellite Communication Infrastructure in Vehicles
- SES Personal Protective Equipment (PPE).
- SES Road Crash Rescue Hydraulic Equipment (Managed by DFES Rescue Operations branch).
- SES Vertical Rescue Equipment (Managed by DFES Rescue Operations branch).
- SES Volunteer Insurance.
- 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, construction of any retaining structures).**
- Slip-on firefighting units.
- SMS messaging (e.g., harvest bans, non - emergency management messages).
- Static water supplies (strategic placement) (i.e., those not aligned to a BFB facility).
- Taxation costs.
- Unallocated Crown Land (UCL) works (DFES will continue to manage this function).
- Unsanctioned operational equipment including equipment subject to DFES Equipment Recall and Prohibition (ERAP) Circulars.
- WAERN Radio Communication Equipment (Managed by DFES State Operations including base station radios, ground to air radios, handheld radios, portable radio battery charging system, radio licence fee (ACMA), repeater stations, vehicle radios including maintenance.
- Weather Station on mounting poles.

*Appendix IV  
List of Eligible Items*

***NOTE: The following list of eligible items is a guide only and is not exhaustive. Please seek guidance through your DFES Region or Asset Planning and Services branch if the proposed expenditure item is not listed, prior to purchase or, engagement.***

## List of Eligible Items

Item	Type	Replacement Criteria	Comment/Scale of Issue
<b>Appliances (BFB)</b>	Bulk Water Carrier – 12.2	New – 20 yrs	Strategic Item – classified as a multi-Local Government Regional Asset or, as determined by DFES Operations and Strategy and Emergency Management Commands.
	Fast Fill Trailers	New – 20 yrs	Prescribed item, 1 per Brigade.
	Incident Control Vehicle	New – 20 yrs	Strategic Item – classified as a multi-Local Government Regional Asset or, as determined by DFES Operations and Strategy and Emergency Management Commands.
	Light Tanker	New - 10 yrs	
	Tanker	New - 16 yrs	1.4 / 2.4 Broadacre / 3.4 Urban / 4.4 Broadacre Tankers
<b>Vehicles (SES)</b>	All Terrain Utility (ATU) and Trailer	New - 16 yrs	Placement identified through Strategic Review outcomes only or as determined by DFES Operations and Strategy and Emergency Management Commands.
	Flood Rescue Boat and Trailer (Light and Heavy)	New – 20 yrs	Placement identified through Strategic Review outcomes only or as determined by DFES Operations and Strategy and Emergency Management Commands.
	12-Seater Bus	New – 20 yrs	
	Incident Control Vehicle (ICV)	New – 20 yrs	Strategic Item – classified as a Regional Multi Local Government Asset or, as determined by DFES Operations and Strategy and Emergency Management Commands.
	Lighting Trailers	New – 20 yrs	Placement identified through Strategic Review outcomes only or as determined by DFES Operations and Strategy and Emergency Management Commands.
	Trailers	New - 20 yrs	General Rescue / Logistics / Vertical Rescue / Incident Support
	General Rescue Utility	New - 10 yrs	Urban / Remote
	General Rescue Truck / Road Crash Rescue Tender	New - 20 yrs	4x2 / 4x4

**Equipment - Applicable to both BFB and SES unless otherwise indicated**

Equipment Type	Replacement Criteria	Comment/Scale of Issue
Air Conditioning	Unserviceable	Primary item
Auto Jump Start Device	Unserviceable	Secondary item
Battery Charger	Unserviceable	Primary item
Blocks and Chocks - wooden set	Fair wear and tear	Primary item
Chainsaw - SES only	Min 5 yrs. or unserviceable	Primary item
Compass - hand held	Fair wear and tear	Secondary item - 1 per Brigade/Unit (or Team of 5 pax)
Compressors - BFB	Unserviceable	Secondary item - Appliance based - Bush Ranger Max Air III' or equivalent to a maximum of \$500
Compressors - SES	Unserviceable	Primary item
Data Projector	Min 4 yrs.	Secondary item - 1 per Brigade /Unit
Defibrillators (AED)	Unserviceable	Primary item - 1 per Brigade / Unit and 1 per prescribed fleet asset (motorised)
First Aid Equipment	Use by Date	Primary item - Includes annual servicing
Furniture and Fittings (Indoor)	Fair wear and tear	Secondary item
General Rescue Hydraulic Hand Operated Equipment - SES	30yrs/unserviceable	Primary item
Generator Set - SES	3kVA - 10yrs, 5kVA - 20yrs Up to 50kVA – 20yrs	Primary item - 1-3kVA RT, IST, 1 - 5kVA Unit 30kVA - Unit facility supplementary supply (L2 ICC) 50kVA - DFES designated Level 3 ICC only
Hand held Navigation Device - SES	Fair wear and tear	Primary item - Garmin Model 650 or equivalent to a maximum of \$600 SES Profile groups allocation: Profile Group 1: 3 + 1 Spare Profile Group 2: 2 + 1 Spare Profile Group 3: 1 + 1 Spare
Hardware/Tools	Fair wear and tear	Primary item - Brigade/Unit issue. Not personal

# Appendix IV

## List of Eligible Items

Equipment Type	Replacement Criteria	Comment/Scale of Issue
Hot Water Systems	Unserviceable	Secondary item
Kitchen Equipment	Fair wear and tear	Secondary item
Ladders - SES	Unserviceable	Primary item
Laptop PC - SES/BFB	Fair wear and tear. Min 4 yrs.	Secondary item SES - Profile Group 1 and 2 Unit - 2 per unit Profile Group 3 and 4 Unit - 1 per unit BFB - 1 per Brigade
Lockable Outdoor Chemical Storage Unit	With new building - Not retrofitted	Not an approved upgrade unless a major health and safety requirement
Lockers / Firespan storage system	Fair wear and tear	PPE Storage - Secondary item
Marquees, tarps, black plastic - SES	Fair wear and tear/Re-order trigger	Primary item
Minor Operational Equipment - BFB	Unserviceable	Primary item. Includes all operational minor equipment as per appliance type specific stowage lists - LT // Urban / Broadacre / BWT
Mobile Phones - BFB	Unserviceable	Primary item - 1/CBFCO, 1/DCBFCO or Captain. Max 2 per LG
Mobile Phones - SES	Unserviceable	Primary item - 1 per 10 members to max of 3 per Unit
Motors for roller doors	Fair wear and tear	Primary item
Motor Vehicle Drivers Licence (MVDL)	LR, MR, HR Class only (HR Class available for those brigades with 12.2 BWC vehicle only)	6 members per Brigade/Unit per vehicle - to maintain appropriate MVDL capacity at Brigade/Unit level (LR, MR, HR Class only). Note: cost of 1 lesson prior to test and test itself.
Multifunction - printer, scanner, photocopier	Fair wear and tear. Min 4 yrs	Primary item - 1 per Unit, up to 30 pages per min, A3 Colour - to \$3,500 (max)
PC - Desk Top - SES/BFB	Fair wear and tear. Min 4 yrs	Primary item SES - Profile Groups 1 and 2 Unit - 3 per unit Profile Groups 3 and 4 Unit - 1 per unit BFB - 1 per Brigade
Pole Saw - SES	Fair wear and tear. Min 5 yrs	Primary item

Equipment Type	Replacement Criteria	Comment/Scale of Issue
Portable Fridges (Engel/Waeco)	Unserviceable	Primary item - Replacement ONLY for those LGGS prescribed appliances that have had portables fridges included as part of the baseline specification i.e., 3.4 Urban Tankers (post 2013). Not retrospective due to appliance and vehicle weight (GVM and axle capacity), suitable location (in respect to appliance and vehicle design) and appliance and vehicle electrical constraints
PPC / PPE - BFB only	Fair wear and tear  <b>Note:</b> BFB Dress uniform remains ineligible.	Primary item - Active members only. PPC / PPE includes Level 1 clothing directly associated with firefighting and emergency response activities including cotton T shirt (x2), L1 Tunic, overalls, footwear, protective gloves, helmets, helmet torches, visors, safety glasses, goggles, hearing protection, fire retardant trousers/cargo (x2), plain black leather belt with brushed silver metal buckle, full face respirators i.e., 3M FF400 <sup>10</sup> , wide brim hats. Allocation: one set PPC / PPE per volunteer. LGs to consider contingency requirements to mitigate contamination/laundry instances for very active members and those on the DFES deployment register
Pump - BFB/SES	Fair wear and tear	Primary item. Includes appliance main pump replacement and BFB Fast Fill trailer/SES transfer/trash pump
Re-chargeable Tools - SES	Fair wear and tear	Primary item - <b>All SES Profile Groups</b> - per operational vehicle/team Includes: 18v Charger (x 4) 18v Battery (spare x 4) 18v Hammer Drill (x 2) 18v Impact Driver (x 1) 18v Reciprocating Saw (x 1) SES Groups with RCR Role (in addition to above) 18v Charger (x 1) 18v Battery (spare x 1)
Re-chargeable Lighting - SES	Fair wear and tear	Primary item - <b>All SES Profile Groups</b> – per operational vehicle/team 2 x Pelican Remote Area Lighting or equivalent - to a max of \$1,750 ea. SES Groups with RCR Role (in addition to above)

<sup>10</sup> DFES Operational Circular 82/2022 advises availability of ScottProMask2 (Filters only) and 3M FF400 Respirator.



# Appendix IV

## List of Eligible Items

Equipment Type	Replacement Criteria	Comment/Scale of Issue
		2 x Pelican Remote Area Lighting or equivalent - to a max of \$1,750 each
Refrigerators	Unserviceable	Secondary item - standard refrigerator up to 500L for facility kitchen only
Remote controlled gate openers	With new building - Not retrofitted	100 incidents per year. Justification Statement required for retrofitting
RIM Steps	Retrofitted as required	As per Circular 14/2014 Issued in July 2014
Roof Safety System - SES	Unserviceable	Primary item
Sandbags - SES	Replenish at re-order point	Primary item
Satellite Phone	Unserviceable	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)
Scoop Stretcher	Fair wear and tear	Primary item - Only for those with Vertical Rescue and Road Crash Rescue capability
Security - CCTV	Unserviceable	CCTV surveillance for facility (to assist identification at break-ins)
Security Fencing	With new building - Not retrofitted	As an upgrade only for Brigades/Units with record of constant theft and break-ins
Snatch Recovery Kit - SES	Fair wear and tear	Primary item
Spinal Board - SES	Fair wear and tear	Primary item – Only for those with Road Crash Rescue capability
Standpipe - BFB (for Fast Fill Trailer)	Fair wear and tear	Primary item
Step Block Wooden - SES	Fair wear and tear	Primary item
Stokes Litter Stretcher - SES	Fair wear and tear	Primary item
Stove	Unserviceable	Primary item
Tabard Kits - BFB	Fair wear and tear	Primary item - BFBs part kit - IC and SC, CBFCO/DCBFCO – Min L2 IMT Structure kit x 2
Thermal Image Camera (TIC) - BFB	Fair wear and tear	Primary Item - 1 per Brigade - FLIR K2 Thermal Imaging Camera (or equivalent value)
Training - Operational	As required	Operational training costs associated with WAFES eAcademy, Bushfire Centre of Excellence and Koolinup Emergency Services Centre (Collie) courses including accredited first aid and driver training. Includes costs

# Appendix IV

## List of Eligible Items

Equipment Type	Replacement Criteria	Comment/Scale of Issue
		associated with Brigade/Unit local based training materials, consumables and light refreshments
TV - SES and BFB	Fair wear and tear. Min 4 yrs	Secondary item - 1 per Brigade/Unit
Volunteer expenses – Criminal History and Working with Children Checks	As required	Primary item - as per relevant Policy. A centralised process funded by DFES has been established and access to this process should be discussed at DFES Regional level in the first instance. The process is aimed at providing lower costs and centralised record keeping of volunteer accreditation
Water Bottles - SES	Fair wear and tear	Primary item - Active members only
Water Tanks - BFB	As required	Primary item - BFB's located outside or within poor reticulated water supply areas or, in water deficient areas. Must be at a BFB facility.
Washing Machine	Fair wear and tear	Secondary item - 1 per Brigade – max 15kg Capacity
Weather Meter - BFB	Unserviceable	Primary item - 1 per Brigade (Max: Kestrel 3550)
Winch - SES	Unserviceable	Primary item

*Appendix V*  
*BFB Appliance Service Schedules*

The table below provides the recommended service schedule for LGGS fleet assets.

DFES Plant and Equipment Services maintain a suite of current A<sup>11</sup>, B and C Service Schedules (Scope of Works) for all fleet classes. LGs or their service providers are encouraged to apply these scopes of works to ensure consistency and standardisation across vehicle servicing.

These scopes of works include the maintenance requirements for cab chassis, appliance equipment including pump and associated systems and comprehensive crew protection equipment including deluge systems.

Please contact DFES Manager Plant and Equipment Maintenance (08) 9337 0620.

<b>Heavy Fleet Assets (1.4 / 2.4 / 3.4 / 4.4 / BWT / ICV / GRT/ Bus) 16 through 20 Year service life</b>																
Year	1	2	3	4	5	6	7	8	9	10	11	12	13/17	14/18	15/19	16/20
Service Schedule	B	B	B	B	C	B	B	B	B	C	B	B	B	B	B	Replace and Dispose

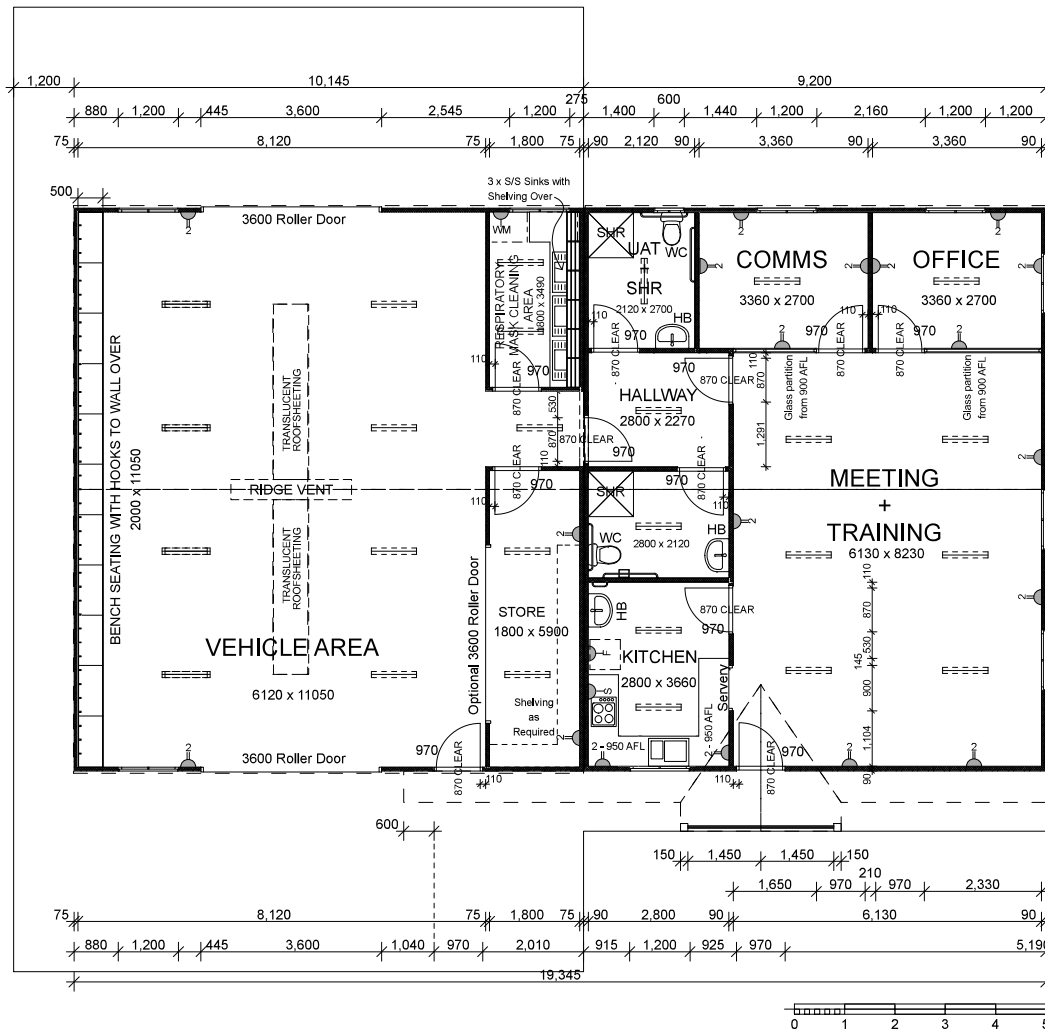
<b>Light Fleet Assets (LT / PC /GRU) – 10 Year service life</b>										
Year	1	2	3	4	5	6	7	8	9	10
Service Schedule	B	B	B	B	C	B	B	B	B	Replace and Dispose

<sup>11</sup> A Service – As required if the appliance has had high usage in any one season

*Appendix VII*  
*Facility Footprint Designs*



INDICATIVE METAL CLAD OPTION



DEPARTMENT OF FIRE & EMERGENCY SERVICES

**BUSHFIRE BRIGADE FACILITY - 1 BAY**



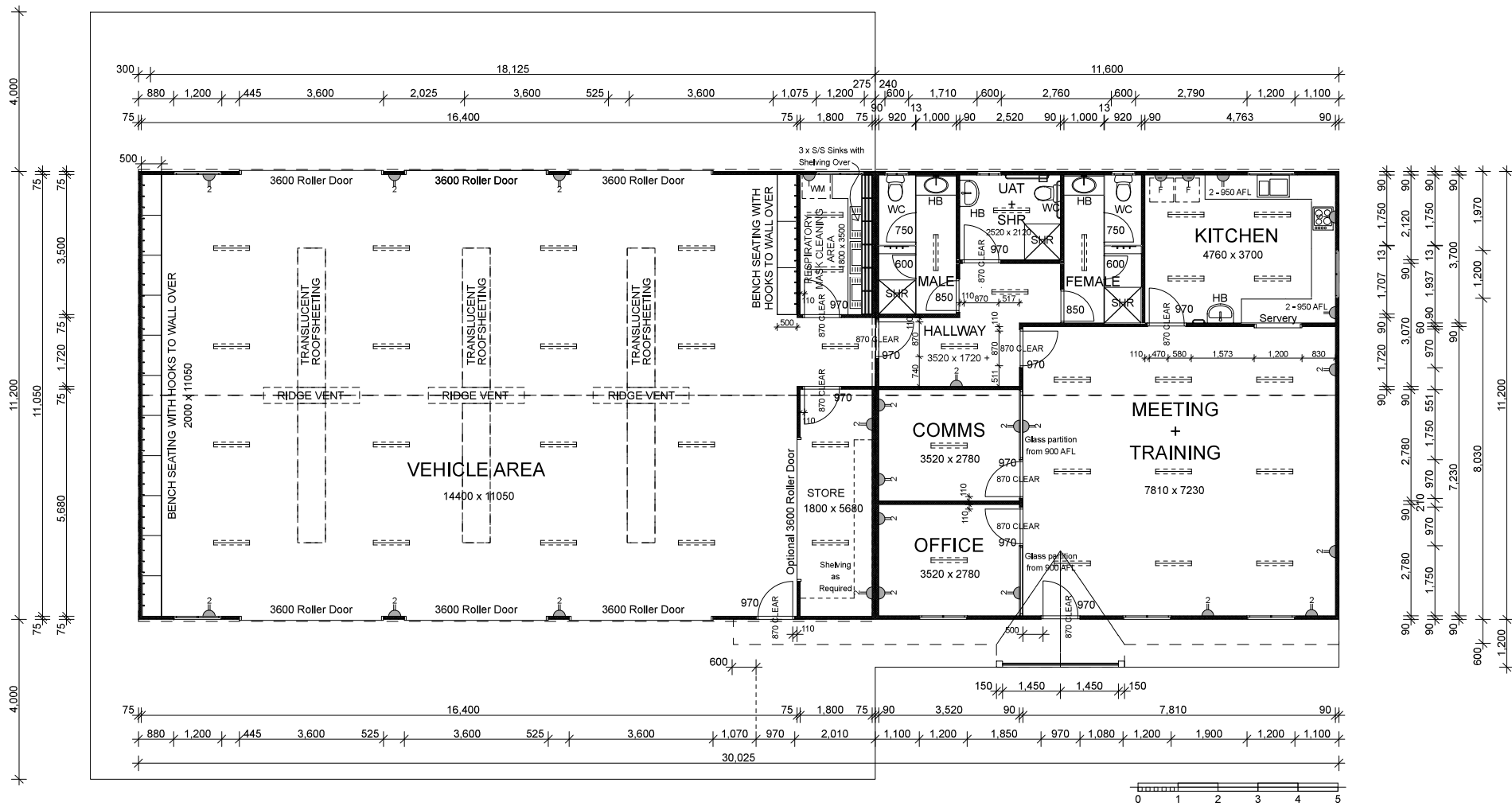
INDICATIVE METAL CLAD OPTION





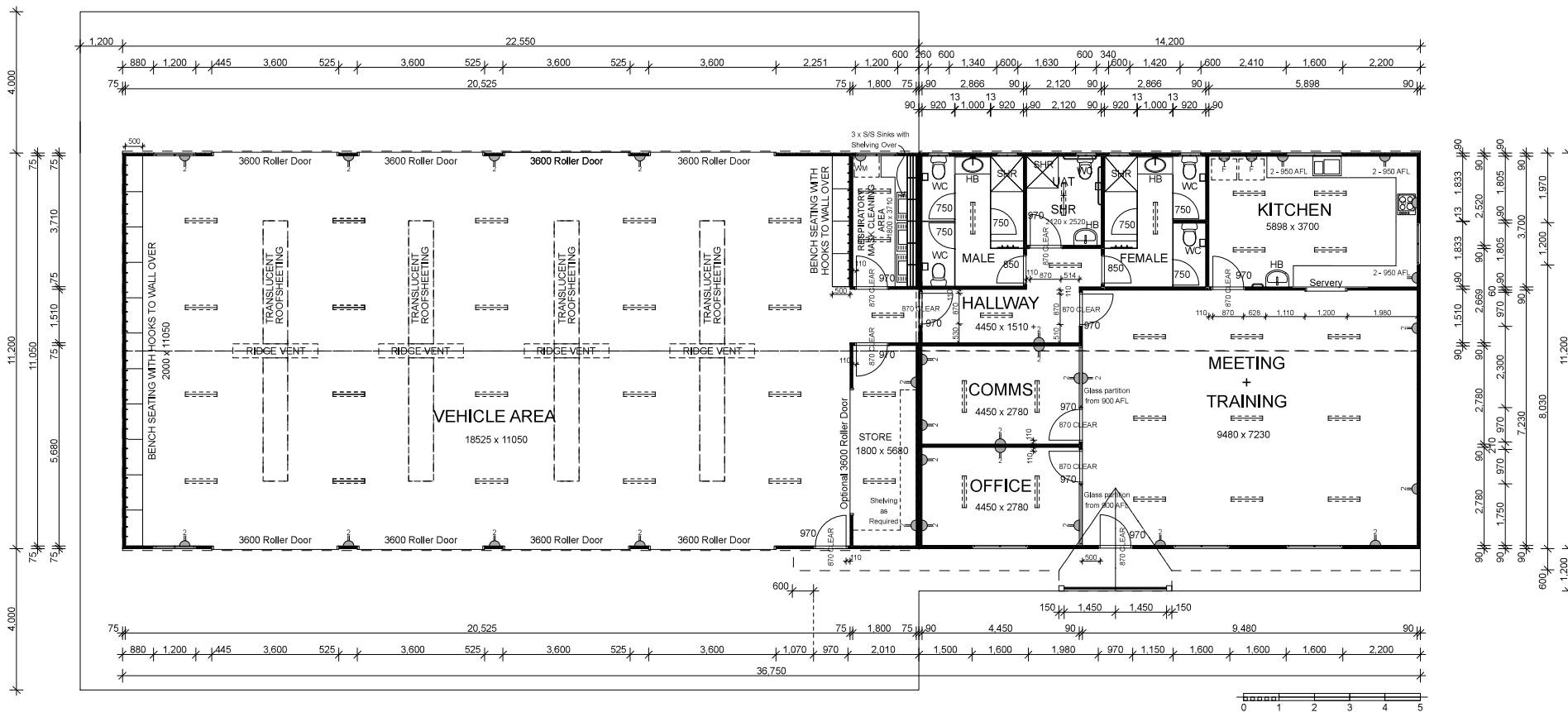


INDICATIVE METAL CLAD OPTION





INDICATIVE METAL CLAD OPTION

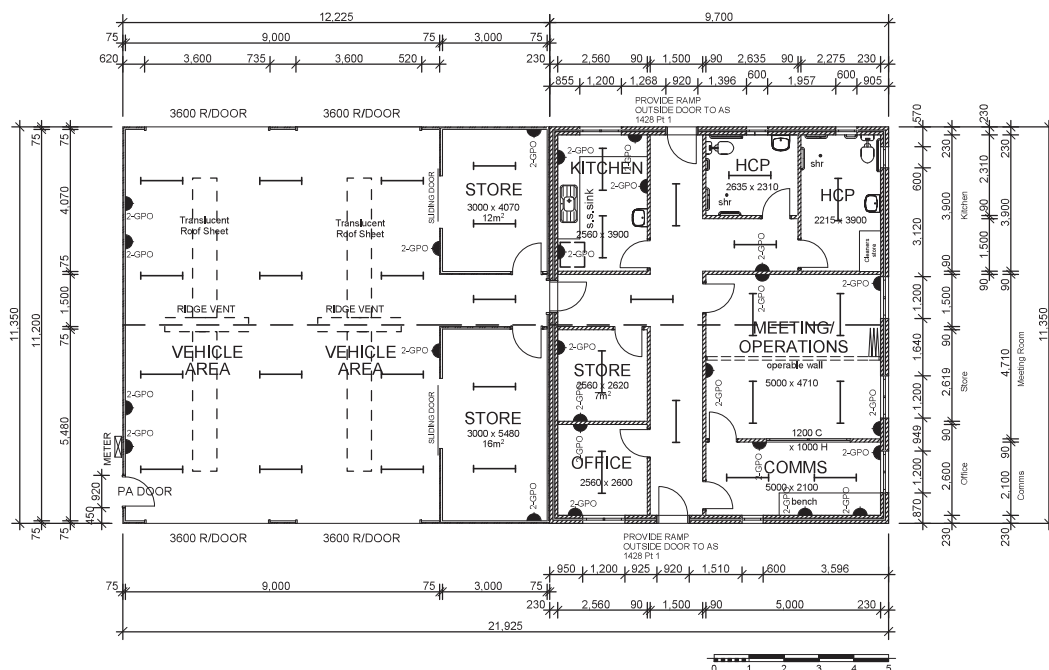






INDICATIVE METAL CLAD OPTION





## PLAN

### Notes:

Use ducted skirting for communications cabling to allow for easy modification  
 Lights and power subject to availability of mains power



INDICATIVE BRICK OPTION

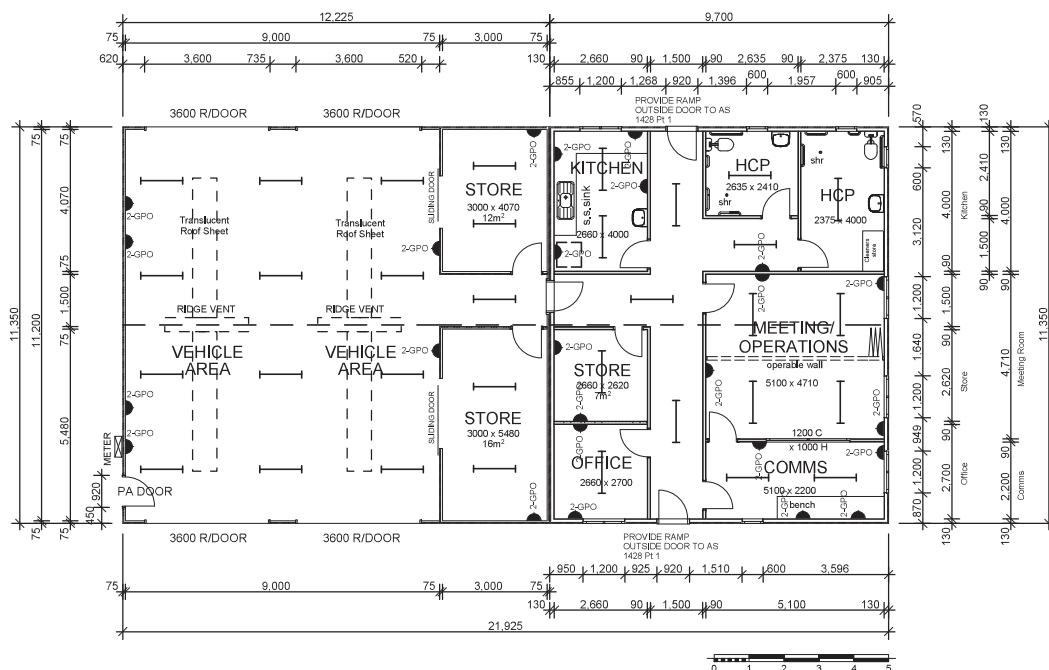
STATE EMERGENCY SERVICE FACILITY WITH AMENITIES  
 SUITABLE FOR SES UNIT WITH UP TO 20 ACTIVE MEMBERS



DEPARTMENT OF FIRE & EMERGENCY SERVICES  
 STANDARD COUNTRY FACILITY

**STATE EMERGENCY SERVICE UNIT - 2 BAY**





## PLAN

### Notes:

Use ducted skirting for communications cabling to allow for easy modification  
 Lights and power subject to availability of mains power



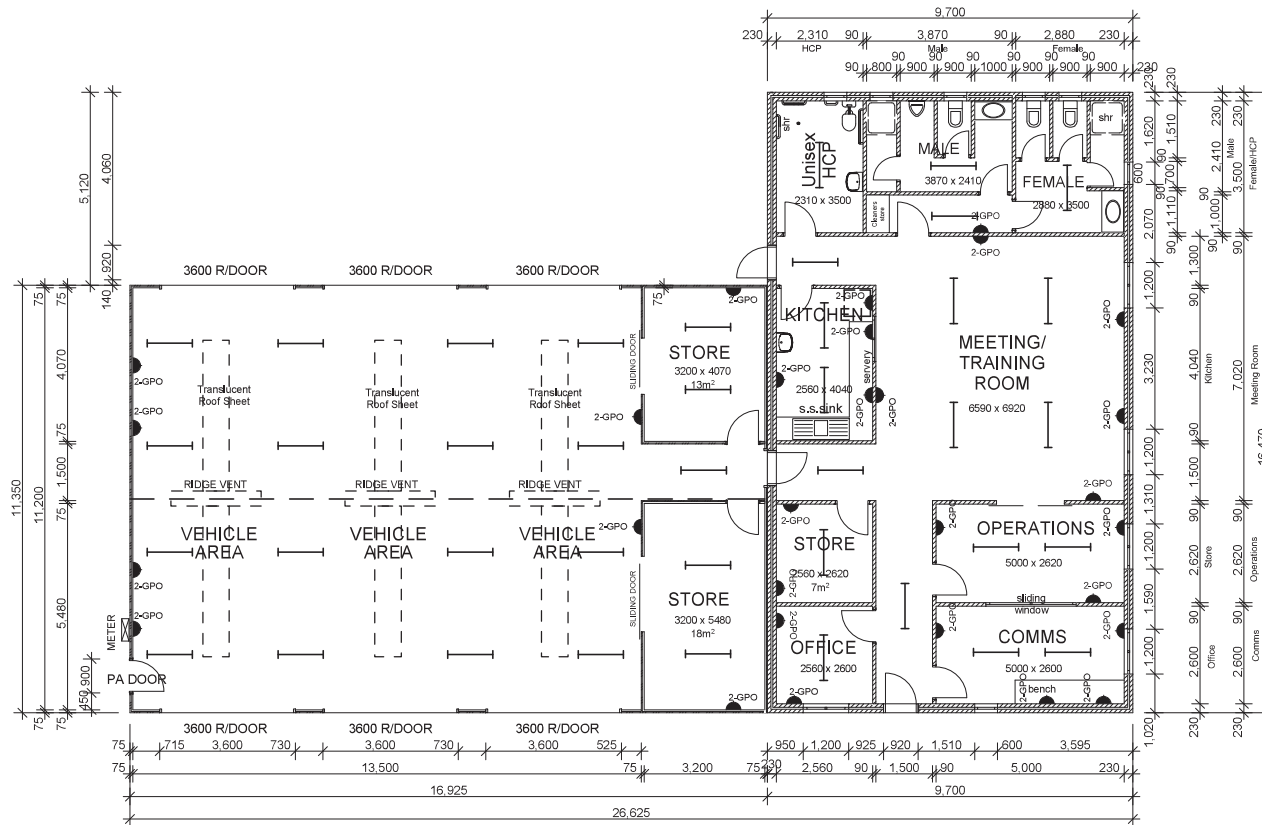
INDICATIVE METAL CLAD OPTION

STATE EMERGENCY SERVICE FACILITY WITH AMENITIES  
 SUITABLE FOR SES UNIT WITH UP TO 20 ACTIVE MEMBERS



DEPARTMENT OF FIRE & EMERGENCY SERVICES  
 STANDARD COUNTRY FACILITY

**STATE EMERGENCY SERVICE UNIT - 2 BAY**



### PLAN - INDICATIVE BRICK OPTION

#### Notes:

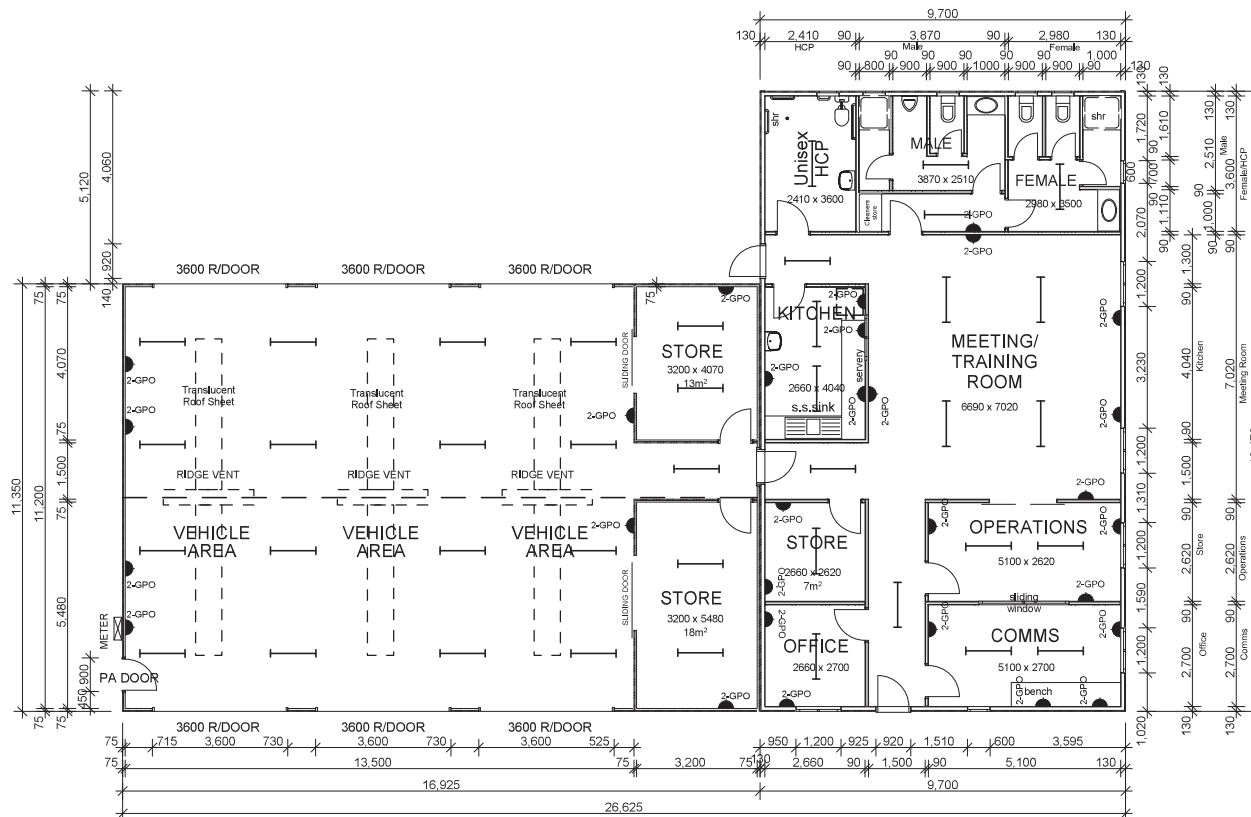
Use ducted skirting for communications  
cabling to allow for easy modification  
Lights and power subject to availability  
of mains power

STATE EMERGENCY SERVICE FACILITY WITH AMENITIES  
SUITABLE FOR SES UNIT WITH UP TO 40 ACTIVE MEMBERS



INDICATIVE BRICK OPTION

STATE EMERGENCY SERVICE FACILITY WITH AMENITIES  
SUITABLE FOR SES UNIT WITH UP TO 40 ACTIVE MEMBERS



# PLAN - INDICATIVE METAL CLAD OPTION

Notes:  
 Use ducted skirting for communications  
 cabling to allow for easy modification  
 Lights and power subject to availability  
 of mains power

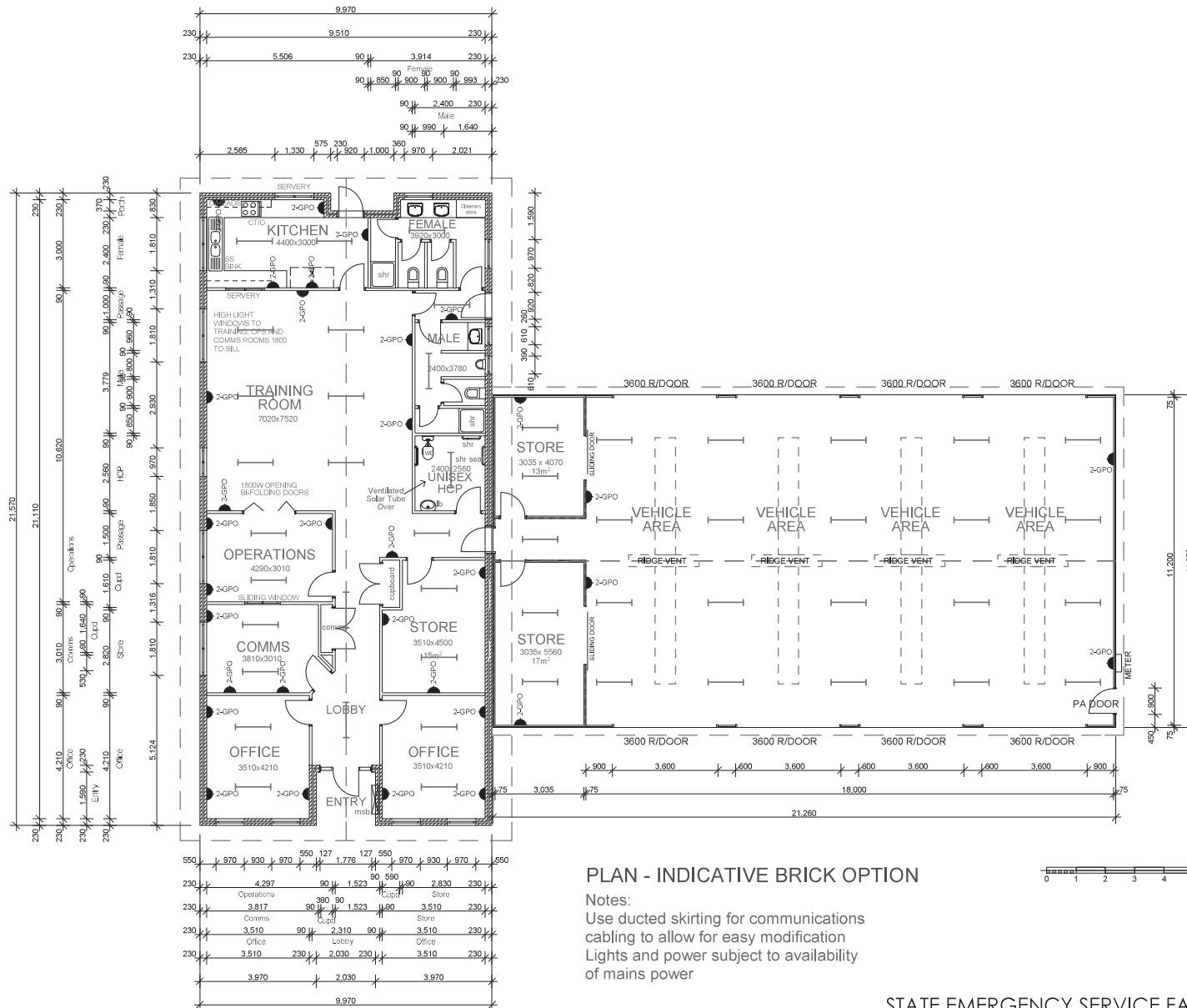
STATE EMERGENCY SERVICE FACILITY WITH AMENITIES  
 SUITABLE FOR SES UNIT WITH UP TO 40 ACTIVE MEMBERS





INDICATIVE METAL CLAD OPTION

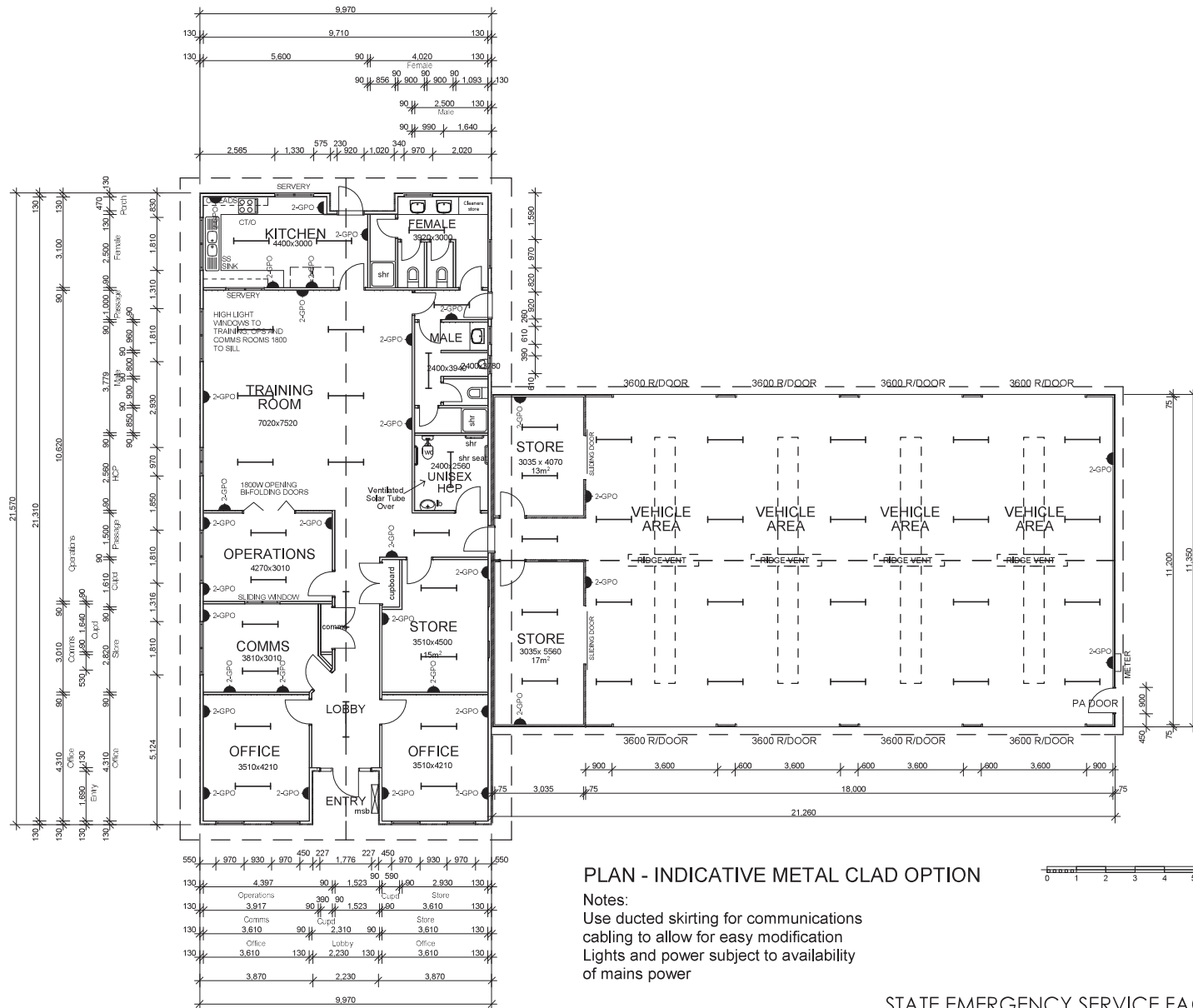
STATE EMERGENCY SERVICE FACILITY WITH AMENITIES  
SUITABLE FOR SES UNIT WITH UP TO 40 ACTIVE MEMBERS





INDICATIVE BRICK OPTION

STATE EMERGENCY SERVICE FACILITY WITH AMENITIES  
SUITABLE FOR SES UNIT WITH >40 ACTIVE MEMBERS



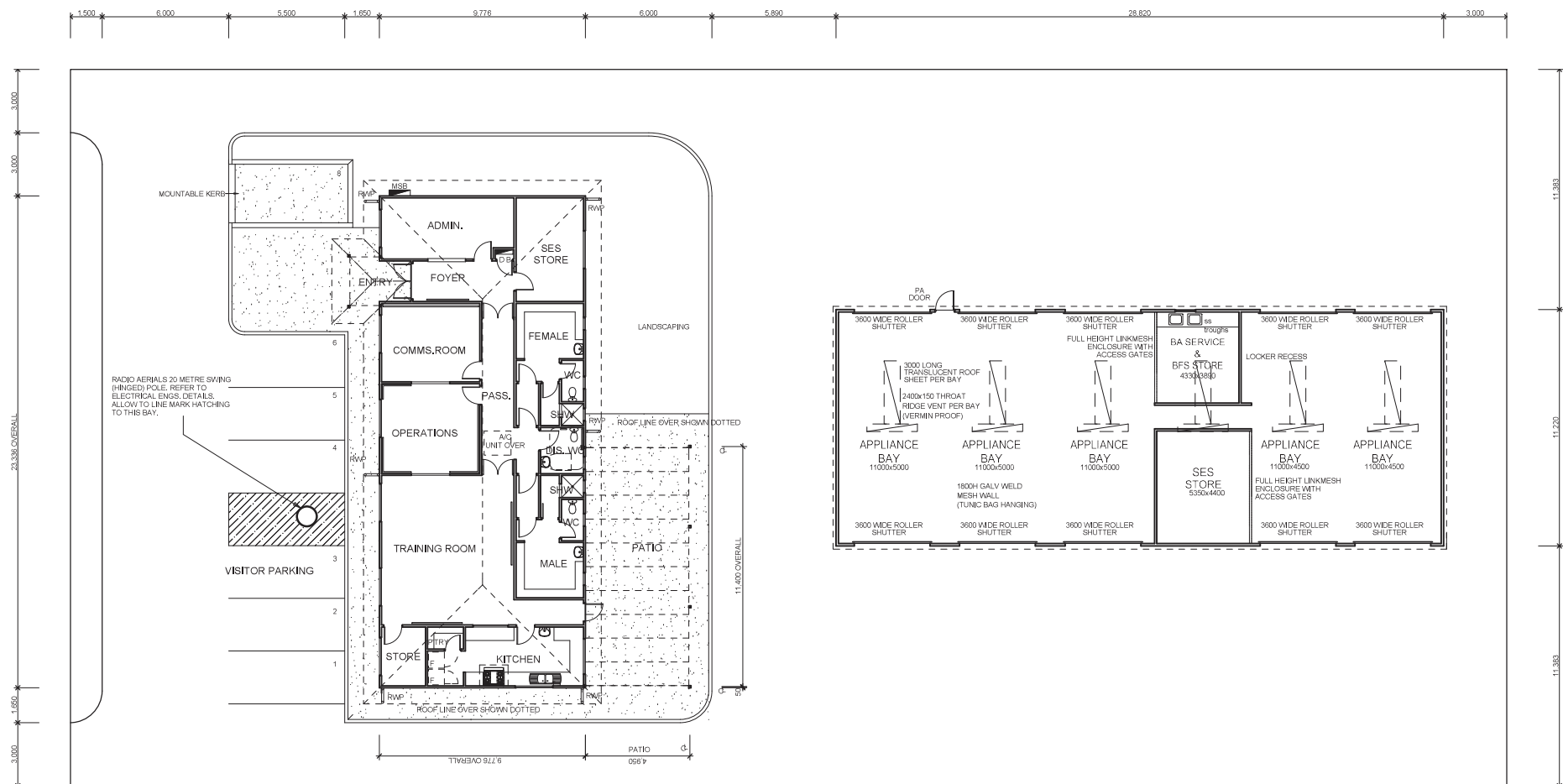
STATE EMERGENCY SERVICE FACILITY WITH AMENITIES  
 SUITABLE FOR SES UNIT WITH >40 ACTIVE MEMBERS





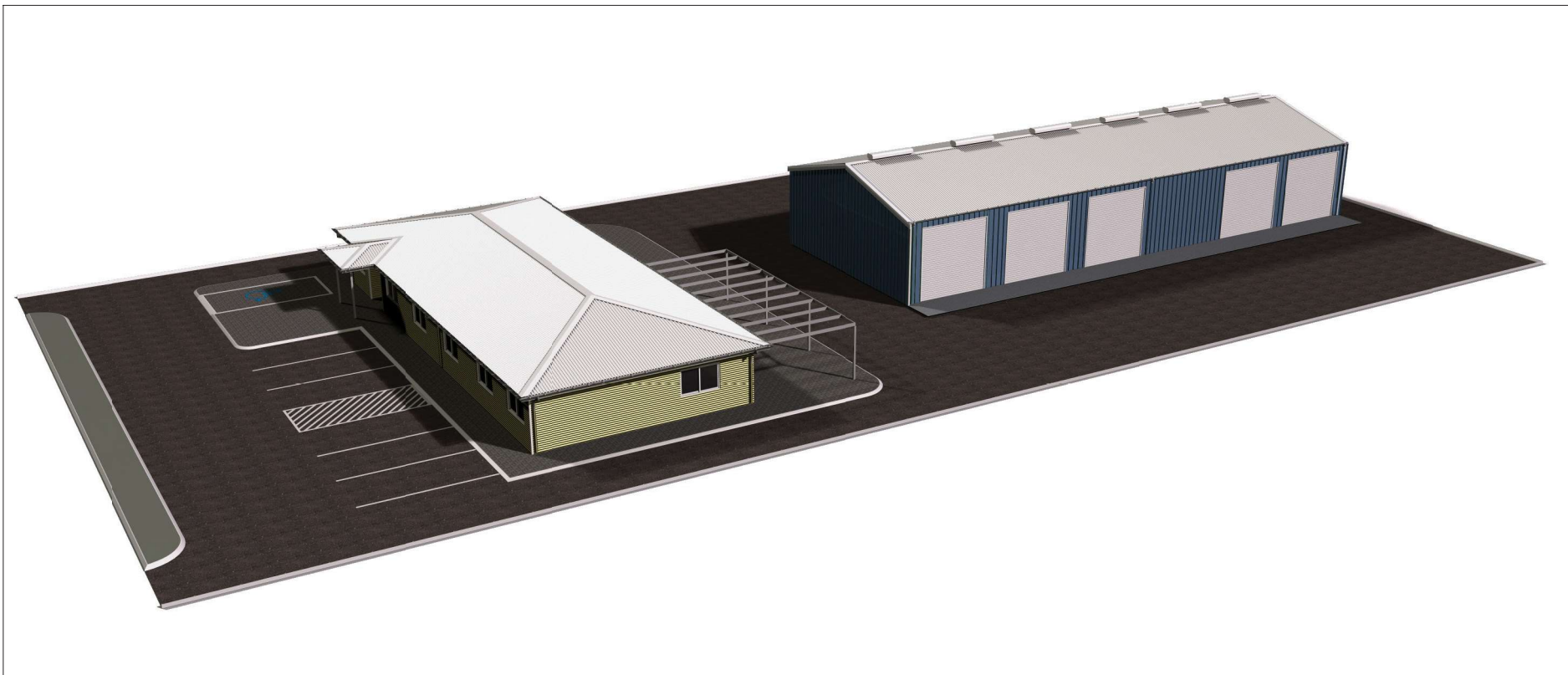
INDICATIVE METAL CLAD OPTION

STATE EMERGENCY SERVICE FACILITY WITH AMENITIES  
SUITABLE FOR SES UNIT WITH >40 ACTIVE MEMBERS



SITE PLAN

AN SES FACILITY WITH SEPARATE APPLIANCE ROOM. THE APPLIANCE ROOM CAN BE SITUATED SEPARATELY IN ANY CONFIGURATION AND ITS STRUCTURE WILL DEPEND UPON BLOCK SIZE AND NUMBER OF APPLIANCE GARAGING REQUIREMENTS.



IMAGE