



# Manual for Capital and Operating Grants 2023/24

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



December 2022  
Version 21.0

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

**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.

#### Breathing Apparatus and Rescue Equipment

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 LAND AND BUILDINGS

#### General Repairs and Maintenance

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

#### Routine Maintenance

Routine (preventative) property maintenance.

#### Rental and Leases

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

#### 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 Pager Accounts

Covers the cost of brigade/unit telecommunication accounts.

## 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.**

### 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 pager 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
- 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)
- 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 (AGM's)
- 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

- 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
- 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 fire fighting 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, hand held 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.**

Appendix IV  
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**


---

<b>Equipment Type</b>	<b>Replacement Criteria</b>	<b>Comment/Scale of Issue</b>
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.

<b>Equipment Type</b>	<b>Replacement Criteria</b>	<b>Comment/Scale of Issue</b>
Generator Set- SES	3 kva - 10yrs, 5kva - 20yrs Up to 50kva – 20yrs	Primary item. 1- 3kva RT, IST, 1 - 5kva Unit 30 kva – 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
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

Equipment Type	Replacement Criteria	Comment/Scale of Issue
Motors for roller doors	Fair wear and tear.	Primary item.
Motor Vehicle Drivers Licence (MVDL)	LR, MR, HR Class's 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 - 3 per Profile Groups 1 and 2; and 1 per Profile Groups 3 and 4. BFB – 1 per Brigade
Pole Saw - SES	Fair wear and tear. Min 5 yrs.	Primary item.
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	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), full face respirators i.e. 3M FF400 <sup>7</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. Note: BFB Dress uniform remains ineligible.

<sup>7</sup> DFES Operational Circular 82/2022 advises availability of ScottProMask2 (Filters only) and 3M FF400 Respirator.

Equipment Type	Replacement Criteria	Comment/Scale of Issue
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	<p>Primary item – <b>All SES Profile Groups</b> - per operational vehicle/team.</p> <p>Includes;</p> <p>18v Charger (x 4),</p> <p>18v Battery (spare x 4),</p> <p>18v Hammer Drill (x 2),</p> <p>18v Impact Driver (x 1)</p> <p>18v Reciprocating Saw (x 1).</p> <p>SES Groups with RCR Role (in addition to above);</p> <p>18v Charger (x 1),</p> <p>18v Battery (spare x 1),</p>
Re-chargeable Lighting - SES	Fair wear and tear	<p>Primary item – <b>All SES Profile Groups</b> – per operational vehicle/team</p> <p>2 x Pelican Remote Area Lighting or equivalent - to a max of \$1,750 ea.</p> <p>SES Groups with RCR Role (in addition to above);</p> <p>2 x Pelican Remote Area Lighting or equivalent - to a max of \$1,750 ea.</p>

<b>Equipment Type</b>	<b>Replacement Criteria</b>	<b>Comment/Scale of Issue</b>
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.

<b>Equipment Type</b>	<b>Replacement Criteria</b>	<b>Comment/Scale of Issue</b>
Stove	Unserviceable	Primary item.
Tabard Kits - BFB	Fair wear and tear	Primary item – BFB's 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 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.