

Fire Infrastructure Grant Scheme Guideline



cfa.vic.gov.au

CFA Headquarters: Community Infrastructure; Fire Risk, Research and Community Preparedness.
CFA Region: Community Safety; Service Delivery.



Document Control

Revision History

Version	Revision date	Author/revision	Summary of changes
0.1	11/05/2021	Janelle Hunt Community Infrastructure	Initial draft – Update FARSS Guideline 2018. Incorporate amendments to criteria, funding model and process steps.
0.2	22/06/2021		Draft update incorporating Regional and working group feedback.
0.3	13/07/2021		Draft update incorporating CSLG and CFA HQ senior management feedback.
0.4	24/08/2021		Penultimate draft incorporating Regional Guideline review feedback.
1.0	04/11/2021		Final approved
1.1	16/05/2022		Update – Section 8 CFA Region contacts

Approvals

This document has been approved by:

Name	Title	Date of Issue	Version
Jason Heffernan	Chief Officer	November 2021	1.0
Alen Slijepcevic	Deputy Chief Officer Fire Risk, Research & Community Preparedness	November 2021	1.0
Lucy Saaroni	Head of Community Preparedness	November 2021	1.0

Distribution

This document has been distributed to:

Municipal Fire Prevention Officers

Municipal Association of Victoria

CFA Region Deputy Chief Officers Service Delivery

CFA Region Managers Community Safety

CFA District Assistant Chief Fire Officers

Cover Photo: © Luke Commisso, CFA Digital Communications.

Contents

1.	Preliminary information	5
1.1	Background	5
1.2	Aim	5
1.2.1	Municipal obligations and fire mitigation	5
1.3	Business rules	6
2.	Criteria	6
2.1	Project categories	7
3.	Contribution model	7
3.1	Variation to the contribution model – Rural councils	7
4.	Timeline	8
5.	Application and assessment process	8
	Step 1 – Project identification and MEMPC endorsement	8
	Step 2 – Stakeholder consultation and consents	9
	Step 3 – Prepare and submit expression of interest	9
	Step 4 – CFA EOI assessment and decision	10
	Step 5 – Prepare and submit application project brief	10
	Step 6 – CFA application assessment and decision	11
	Step 7 – Grant acceptance and agreement	11
6.	Terms of Agreement	12
6.1	Provisions – General	12
6.2	Provisions – Fire access road	12
6.3	Provisions – Static water supply	12
6.4	Provisions – Other	13
6.5	Project amendments	13
7.	Claim for payment and CFA inspection	13
8.	CFA Region contacts	13



Photo: © Keith Pakenham, CFA Digital Communications.

Abbreviations

ACFO	CFA District Assistant Chief Fire Officer
ARRB	Australian Road Research Board
Commander	CFA District Commander
CFA Act	<i>Country Fire Authority Act 1958</i>
CEO	Municipal Council Chief Executive Officer
DCO	CFA Region Deputy Chief Officer Service Delivery
DELWP	Department of Environment Land Water & Planning
EOI	Expression of interest
FARSS	Fire Access Road Subsidy Scheme (see FIGS)
FDP	Fire Danger Period
FFM Vic	Forest Fire Management Victoria
FIGS	Fire Infrastructure Grant Scheme (replaced FARSS)
FRV	Fire Rescue Victoria
FY	Financial year
FY 1	Financial year prior to the financial year for which the funds may be approved and allocated
FY 2	Financial year for which the funds have been approved and allocated
MAV	Municipal Association of Victoria
MCS	CFA Region Manager Community Safety
MEMP	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
MFMPSC	Municipal Fire Management Planning Sub-committee (of the MEMPC)
MFMPSP	Municipal Fire Management Sub-plan (of the MEMP)
MFPO	Municipal Fire Prevention Officer
VESEP	Victorian Emergency Services Equipment Program
VFRR-B	Victorian Fire Risk Register - Bushfire

Key

	Action item dates prior to the financial year for which the funds may be approved and allocated (FY1).
	Action item dates within the financial year for which the funds have been approved and allocated – project implementation (FY2).
	Additional notes

Associated process documents

Document name	Document file name prefix	From > To
FIGS Council invitation and process	Memo 1 - MCS	CFA HQ > MCS
FIGS Reference Guide - CFA Process	Reference Guide	CFA HQ > MCS
FIGS Guideline	Guideline	MCS > Municipal Council
FIGS Expression of Interest (EOI) Invitation	Letter 1 - Council	MCS > Municipal Council
FIGS Expression of Interest (EOI)	Template 1	Municipal Council > MCS
FIGS Application invitation	Letter 2 - Council	MCS > Municipal Council
FIGS Application project brief	Template 2	Municipal Council > MCS
FIGS Application assessment checklist	Checklist - MCS	MCS > CFA HQ
FIGS Successful applications	Memo 2 - MCS	CFA HQ > MCS
FIGS Letter of offer	Letter 3 - Council	MCS > Municipal Council
FIGS Agreement	Template 3	Municipal Council > MCS
FIGS Claim for payment	Template 4	Municipal Council > MCS

Any initial reference to these documents, within the relevant process steps, are in '*red italicised*' text.

1. Preliminary information

1.1 Background

1968	A Government subsidy scheme was established for the financing of fire access roads and static water supplies in the Dandenong Ranges. This subsidy model was later extended to all municipalities.
1979	The rotating grants system allocation was changed, and applications were determined on a priority basis. CFA was requested to review the applications and submit the prioritised projects to the Minister for Emergency Services for approval
1997	The Department of Justice and Regulation transferred complete administration and funding of the scheme to CFA. Today, the scheme is entirely funded by CFA within organisation budget considerations and capped annual funding allocation.
2021	The Fire Access Road Subsidy Scheme (FARSS) was reviewed ¹ and updated (criteria, project categories, funding model and procedural amendments applied). The review was to provide for broader application of the scheme and improved process. The scheme's name was changed to the Fire Infrastructure Grant Scheme (FIGS) to provide a better descriptive around the premise of the scheme (i.e. fire infrastructure) rather than a single category. Guidance material was updated to reflect the new procedures and amendments.

This guideline replaces all previous guidance material referencing FARSS.

1.2 Aim

The aim of the scheme is to financially assist and support municipal councils' implementation of modest scale fire infrastructure projects that provide a direct benefit for community safety and CFA brigade incident response. These projects thereby directly support mitigation of fire risk within the municipal district. CFA provides grants on a variable basis that match or exceed the municipal contribution including consideration for variation to contribution model for rural councils.

1.2.1 Municipal obligations and fire mitigation

The provision of fire infrastructure to support CFA brigade incident response and community safety as a risk mitigating factor is aligned to and can support the exercise of powers and discharge of duties of municipalities under the *Country Fire Authority Act 1958* (CFA Act):

S.43 Duties and powers of councils and public authorities in relation to fire

- (1) In the country area of Victoria, it is the duty of every municipal council and public authority to take all practicable steps (including burning) to prevent the occurrence of fires on, and minimise the danger of the spread of fires on and from—
 - (a) any land vested in it or under its control or management; and
 - (b) any road under its care and management.
- (2) A municipal council or public authority may—
 - (a) acquire any equipment;
 - (b) do anything;
 - (c) expend from its funds any amount—
 that is necessary or expedient for the purpose of fulfilling its duty under subsection (1).

FIGS may be utilised to support implementation of treatments to mitigate fire risk identified within the Municipal Emergency Management Plan (MEMP) or Municipal Fire Management Sub-plan (MFMS) of the MEMP (if applicable), where in accordance with the criteria set out below.

¹ FARSS Review Working Group included CFA State and Regional representatives.

1.3 Business rules

The FIGS business rules are:

- Municipal councils whose municipal district is wholly or partly within the country area of Victoria² as defined under the CFA Act, can apply for one project in any one financial year (FY) – funding round.
- Applications from two (2) or more municipal councils to fund a connected work project on municipal district boundaries may be eligible for a grant up to a maximum contribution amount per municipal council.
- All projects must be endorsed by the relevant Municipal Emergency Management Planning Committee (MEMPC) or Municipal Fire Management Planning Sub-committee (MFMPSC) of the MEMPC; and relevant stakeholders engaged, prior to submission of expression of interest.
- Subject to approval at the expression of interest stage, applications must be endorsed by the municipal council Chief Executive Officer (CEO) or appropriate authorising Manager³ to be considered eligible.
- Acceptance of grant offer must be accompanied by CEO or appropriate authorising Manager endorsed terms of agreement.
- Grant payments are provided to the municipal council on the completion of works, which is formally inspected and confirmed by CFA as complete in accordance with project brief and terms of Agreement.
- Projects already commenced implementation or were completed prior to the submission of an application and/or grant approval are not eligible for financial assistance.
- Municipal councils must complete the project within the allocated funds or bear any over expenditure.
- Projects that are not complete by agreed timeline will forfeit the approved grant. Municipal council will bear the full cost of project.

2. Criteria

For applications to be considered eligible they **must** be in accordance with the following criteria:

<p>1. relate to the "country area of Victoria"</p> <p>As defined under the CFA Act; and may include "protected public land or fire protected area" as defined under the <i>Forests Act 1958</i> when the Application project brief shows that access incorporating public land can be gained to an isolated area of settlement (subject to land managers approvals). E.g. Fire access roads construction.</p>
<p>2. fire infrastructure projects that do not sit within other policy areas or funding models</p> <p>For example – out of scope; brigade equipment and resources through VESEP, or projects that may be funded through other Victorian Government, agency or organisation grant initiatives and programs.</p>
<p>3. Project must also meet one or more of the following principles:</p> <p>a) Reduce brigade travel time in responding to areas containing settlements, sub-divisions or individual properties.</p> <p>b) Provide strategic water supply to assist brigade fire suppression in isolated areas.</p> <p>c) Provide a direct benefit for community safety and/or brigade incident response, therefore mitigate fire risk within the municipal district.</p>
<p>4. fire infrastructure projects that do not require ongoing funding.</p> <p>Ongoing maintenance and associated costs once the project is established will be the responsibility of the municipal council. FIGS may provide funding opportunity for fire infrastructure maintenance (e.g. fire access roads). However, this facility cannot be relied upon generally, due to application prioritisation process and funding pool limitations year on year, and assurance for equity in opportunity across municipal districts.</p>

² FIGS is not applicable for projects within the Fire Rescue Victoria (FRV) fire district.

³ All reference to '**appropriate authorising Manager**' within this Guideline may refer to the Manager in charge of Grants and Economic Development or other with the authority to approve application progression and co-funding.

2.1 Project categories

<p>1. Fire access roads construction</p> <p>Construction of a fire access road to overcome deficiencies in the permanent road network. The road should facilitate a rapid and concentrated brigade response to areas where the application of these two principles will be critical to early containment of a fire; and where road access is limited and off-road operation of two-wheel drive firefighting vehicles would be difficult.</p>
<p>2. Fire access roads maintenance</p> <p>Fire access roads maintenance may include, for example, improving drainage for low lying access tracks to support road stability, useability and prevent erosion.</p>
<p>3. Static water supply</p> <p>The provision of additional water supply (for fire-fighting purposes only) is an important strategic consideration where existing water supply would impose unreasonable increases in the turnaround time of firefighting resources and thus the proportion of time away from the fire line.</p>
<p>4. Other</p> <p>Other fire infrastructure projects aligned to criteria.</p>

Refer to Section 6 for construction and maintenance provisions aligned to these project categories.

3. Contribution model

CFA provides grants for modest scale fire infrastructure projects on a variable basis that match or exceed the municipal contribution, based on the following project categories and ratios:

Project category	Contributor	\$ Ratio*
Fire access road construction	CFA	7.00
	Municipal council	1.00
Fire access road maintenance	CFA	1.00
	Municipal council	1.00
Static water supply	CFA	2.00
	Municipal council	1.00
Other	CFA	1.00
	Municipal council	1.00

The maximum grant payable to a municipal council for a project in any one year is \$25,000.00

Subject to funding approval, the CFA contribution is provided to the municipal council on the **completion of works**, which is formally inspected and confirmed by the Manager Community Safety (**MCS**) of the relevant CFA Region as complete in accordance with the agreed terms.

3.1 Variation to the contribution model – Rural councils

Rural councils⁴ often have restricted ability to invest in fire infrastructure, partly due to their dispersed populations and larger geographic areas, and smaller rates base in comparison to their larger Regional counterparts. Therefore, in some circumstance the prescribed *ratio may be amended (i.e. increased CFA contribution) for rural councils, where there is an identified need for fire infrastructure measures and a deficiency in municipal fiscal capacity to meet the need, and co-fund the project.

In this scenario, a request from municipal council for 'variation to the contribution model' consideration, supported by a quantitative rationale, should be discussed with the MCS; and included in an expression of interest [see Section 5 Step 3]. Subject to CFA approval to proceed to the application stage, the variation to contribution model request and aligned cost breakdown must be included in the Application project brief, project costs component.

⁴ "In Victoria, 38 of the 79 councils are classified as 'rural'. Rural councils are those listed on the [Rural Councils Victoria](#) website.

4. Timeline

Below is a summary of the timeline for the end to end process [Section 5-7].

Expression of Interest Open	1 August	FY 1
Expression of Interest Closed	1 September	FY 1
Expression of Interest Assessment and Decision	15 September	FY 1
Applications Open	15 September	FY 1
Applications Closed	1 November	FY 1
Applications Assessment and Decision	31 January	FY 1
Grant Acceptance and Agreement	15 March	FY 1
Project Completion	Prior to FDP or 31 March	FY 2
Claim for Payment*	15 April	FY 2

*Any projects outstanding as at 30 April FY2 will be deemed as incomplete and municipal council forfeits the approved grant.

5. Application and assessment process



CFA will send the Municipal Fire Prevention Officer (**MFPO**⁵) and/or other relevant council representative(s) a *FIGS Expression of Interest (EOI) Invitation* (letter) on or around **1 August**. Notifying municipal councils that FIGS is open for EOI submission, for project funding in FY 2.



The MFPO may commence brigade engagement, project identification and submit EOI at any time of year, prior to 1 August to align with council preferred timing (FIGS as a BAU process) and MEMPC meeting schedule. 1 September (FY1) is the latest date for EOI submission to align with timeline.

To request funding through FIGS, municipal councils must progress through the following **7 step process** and initially submit an EOI for the proposed project. If the project is approved by CFA at the EOI stage, the municipal council may proceed to the Application project brief stage.

The MFPO is advised to carefully read this Guideline to establish a clear understanding of eligibility, criteria and contribution model [see Section 2 and 3]. Applicants should also note the terms of agreement [see Section 6] prior to initiating the following application process to ensure understanding of these obligations and inform deliberation within the municipal committee process and to source council CEO/Manager application endorsement.



Consult the MCS where there is any uncertainty regarding process or required measures; or to support stakeholder engagement (e.g. Brigade or Group Officer) – identification of strategic fire infrastructure projects; or for further guidance or administrative support for completion of EOI or Application project brief.

Step 1 – Project identification and MEMPC endorsement

Members of the fire brigade(s), CFA Region/District, and the MFPO may identify a project (a fire infrastructure need) *in collaboration*, for recommendation to the MEMPC or MFMPSC of the MEMPC where one is established.

It is essential that the fire brigade(s) and Group Officer is engaged by the CFA Region/District personnel (e.g. MCS/Commander) and MFPO to determine their strategic fire infrastructure needs.

At this stage the MFPO must:

- consider if identified fire infrastructure needs are aligned with FIGS criteria and may not be funded through other avenues

⁵ All reference to '**MFPO**' within this Guideline may refer to other municipal representative (e.g. Emergency Management Coordinators) who has the authority and responsibility for project management.

- consider project management including timing to source approvals etc, are attainable to implement project to completion in FY 2 (the year funding will be allocated, subject to grant approval)
- determine which single proposed project, where multiple needs/projects are identified, within a strategic and risk-based **Municipal district context** to progress to the EOI stage (subject to MEMPC approval). This may be done in discussion with the MCS.
- Source MEMPC or MFMPSC approval for the project; and subject to this approval,
- ensure that a need for the project is identified in the MEMP or MFMS of the MEMP.

Initial consultation with other stakeholders such as land managers/owners may also need to be considered at the project identification stage where proposed work enters or is on land other than municipal owned land.

Step 2 – Stakeholder consultation and consents

A range of legislation, policy and overlays, as well as stakeholder views and land manager/owner consents, need to be considered prior to recommending any works to be undertaken. It is therefore important to consult widely and appropriately aligned to the EOI stage and the Application project brief stage.

Consultation must take place with:

1. Relevant CFA MCS and other Region/District personnel (ACFO/Commander)
2. Relevant local CFA Group Officer(s) and brigade(s) – This may be facilitated through the MCS and/or Commander.
3. All land managers/owners where the project includes non-council land (to source consent). This may include the Department of Environment Land Water & Planning (DELWP) and/or Forest Fire Management Victoria (FFM Vic) where a project incorporates work on public land.
4. Members of the MEMPC or MFMPSC where one is established [required by Step 3].
5. Council CEO and/or appropriate authorising Manager [required by Step 5].

Consultation may also need to take place with:

- Council Planning Department and any other relevant council personnel –
There are specific exemptions in the planning scheme (for example; Clause 52.17) for vegetation to be removed, destroyed or lopped to the minimum extent necessary for fire protection (e.g. fire access track). However, exemptions from a planning scheme does not constitute permission to breach any other law; e.g. *Flora and Fauna Guarantee Act 1988* (State) and the *Environment Protection and Biodiversity Conservation Act 1999* (Commonwealth).
- Land Care officers and local conservation groups
- Adjacent land owners
- Community members

Step 3 – Prepare and submit expression of interest

The MFPO must prepare a *FIGS Expression of Interest (EOI)* (template) providing a clear and concise summary of the proposed project.



The EOI must be submitted to the MCS at the CFA Region Office that is aligned to the municipal district [see Section 8] no later than **1 September**.

The EOI should include the following factors:

- Describe the proposed project and location of project
- Evidence of need
- Expected outcomes and benefits for community safety and/or brigade's incident response – fire risk mitigation.
- Estimated cost of the project and grant amount sought (in accordance with contribution model ratio and up to the maximum amount payable); and any request for variation to the funding contribution supported by a quantitative rationale (if applicable – Rural councils)

- Date approved by MEMPC (or MFMPSC) for works to be undertaken (this may or may not be subject to grant approval).

Step 4 – CFA EOI assessment and decision

CFA will consider EOIs against the criteria in Section 2 and initial prioritisation process within a strategic and risk-based **District/Regional context**. This process may also include consideration of previous grants approved to provide equity in opportunity across municipalities within the Region's extent.



CFA will notify the MFPO of EOI assessment outcome by **15 September**, either not approved (due to Region prioritisation process); or approved and eligible to proceed to the Application project brief stage via a *FIGS Application invitation* (letter).



Approval at the EOI stage does not guarantee grant due to assessment and further prioritisation process applied at the Application project brief stage within a strategic and risk-based State-wide context.

Step 5 – Prepare and submit application project brief

If the project is approved by CFA at the EOI stage, the MFPO may prepare and submit an Application project brief endorsed by the council's CEO or appropriate authorising Manager.



As the MEMP or MFMSP does not require council adoption (post emergency management legislative reforms). The CEO/Manager application endorsement provides avenue for council to be advised and an initial commitment for project implementation and municipal co-funding for project to completion, which may or may not be subject to CFA approval of grant.



The MFPO will arrange for a *FIGS Application project brief* (template) to be completed and submitted, with the required attachments and CEO/Manager endorsement, to the relevant MCS no later than **1 November**



Relevant content from the approved EOI submission may be copied into the Application project brief.

The project brief must include the following factors:

- Municipal council details – Name and address
- Project details –
 - Project category (e.g. fire access road, static water storage, other - describe)
 - Precise location of works (address)
 - Timeframe for work to be completed
- Project summary – Detail scope of works and justification (risk/hazard being treated and benefits) -
 - Describe locality risk profile that may include (but is not limited to);
 - Topography and fuel types
 - Fire history in the area (and what is the likelihood of a significant event)
 - Areas of human settlement that may be impacted under severe fire weather conditions.
 - Describe the need and how the project will address this need (alignment to criteria and project category considerations). Demonstrating how the project will deliver efficiencies for brigade incident response and/or community safety. Therefore, support mitigation of fire risk within the municipal district.
- Date approved by MEMPC (or MFMPSC) for works to be undertaken.
- Confirmation of stakeholder consultation undertaken, and land managers/owners consent [see Section 5 Step 2].
- Project costs –
 - Total cost of project excluding GST.
 - CFA contribution (FIGS funding) excluding GST [see Section 3].
 - Municipal council contribution excluding GST [see Section 3].
 - Or request 'variation to contribution model' – Rural councils only [see subsection 3.1].

Stating the total amount that CFA may contribute (excluding GST), based on discussion with the MCS at EOI stage; and any residual amount that the municipal council will contribute (excluding GST).

- GST applicable to the project.
- Total cost of project including GST.
- Quotation(s) – List of providers (company, contractor or municipal council), noting preferred option.
- Endorsement –
 - The project brief must be signed by the MFPO or the municipal representative who prepared the application and has the authority and responsibility for project management.
 - The MFPO must obtain Application project brief sign off by the CEO or appropriate authorising Manager as endorsement to submit application, and initial commitment for project implementation and co-funding.

The project brief must be accompanied by the following attachments:

1. Map(s) showing the precise location and extent of the project.
2. Land managers/owners consent for work to take place if the project will enter land or be located on land other than municipal owned land.
3. Quotation(s) for all works to be carried out for the project
 - One (1) quotation may be provided for *total cost of works* up to \$49,999.00 (incl. GST) and three (3) quotations where *total cost of works* is over \$50,000.00 (incl. GST).
 - The quote should clearly identify the company or contractor undertaking the works; or state the municipal council if work is being undertaken by council personnel.
 - Itemised all aspects of work to be completed and cost, including total cost and any GST applicable.
4. Any other information as deemed applicable by the MFPO or relevant municipal representative to support the application, such as a map showing VFRR-B data layer relating to human settlements; site photos; etc.

Step 6 – CFA application assessment and decision

Following the close of Application project brief submissions **1 November**, applications will be assessed by CFA against the criteria and CFA *FIGS Application assessment checklist* and prioritised within a **Regional context**.

Notwithstanding approval at the EOI stage, where the total applications received exceed the funding cap in any one year, a priority process must be applied within a **State-wide context**. The FIGS State Committee will determine prioritisation on a strategic and risk-based assessment; in consideration of factors described in the Application project brief, locality risk profiles and equity in opportunity across municipalities.



CFA will notify municipal council of the decision relating to their application on or around **31 January** – Grant approved for the following FY or not approved (due to prioritisation).

Successful applicants will receive a *FIGS Letter of offer* (letter) from CFA that will be accompanied by terms of agreement which will outline the obligations attached to the offer [see Section 6]. A claim for payment will also be provided for completion and return on completion of project [see Section 7].

Step 7 – Grant acceptance and agreement

Following receipt of a letter of offer and terms of agreement, the MFPO must notify CFA of the municipal council's commitment to undertake project work and accept offer in accordance with the agreed terms.



The MFPO or appropriate municipal council representative⁶ and the CEO or appropriate authorising Manager must sign the *FIGS Agreement* form (template) and return to the MCS no later than **15 March**, to ensure grant is allocated from the next FY funding pool.

⁶ The municipal signatory must have the authority and responsibility for project management and for the works to be carried out in accordance with the FIGS agreed terms.

6. Terms of Agreement

6.1 Provisions – General

The following general terms are prescribed within the FIGS Agreement form that will accompany a letter of offer from CFA. To accept offer, the municipal council must agree to:

- Undertake the project to comply with the provisions, aligned to project category, contained in the *Fire Infrastructure Grants Scheme Guideline* [refer to the Guideline subsection 6.2 – 6.4]
- Provide the MCS regular updates on the progress of the project; and immediately notify the MCS in writing if the project is unable to proceed or there are any variations to that described in the approved *Fire Infrastructure Grants Scheme Application project brief*, outlining the reasons for change.
- Undertake the project to completion prior to next fire danger period wherever practicable or by **31 March** of the following year (FY 2). 
- Complete the project within the allocated funds or bear any over expenditure.
- Ongoing maintenance and associated costs once the project is established will be the responsibility of the municipal council.
- Upon completion of the project, complete a *Fire Infrastructure Grants Scheme Claim for Payment* form and forward it for approval, together with a tax invoice (declaring the GST component), to the MCS by **15 April** (FY 2). 
- Provide a summary of the fund's distribution to CFA, Service Delivery Business Unit via the MCS at the completion of the project.
- Bear the full cost of project if not completed within the agreed timeframe and is outstanding at **30 April** (FY 2). Allocated funds cannot be carried forward into the next FY, therefore any project outstanding at this date will be deemed as incomplete and municipal council forfeits the grant. 

6.2 Provisions – Fire access road

Where the approved funding is aligned to project category – ‘Fire access road construction’ or ‘Fire access road maintenance’, the following provisions apply and thereby form part of signed agreement in acceptance of offer. The municipal council must agree to construct and maintain fire access roads to the following standards:

- In accordance with the Australian Road Research Board (ARRB) *Unsealed Roads Best Practice Guide; Edition 2; October 2020*
- To a standard that will permit travel by conventional two-wheel drive fire fighting vehicles using a grader blade, or similar, to form a simple carriageway with a minimum trafficable width of 3.5 metres, with a covering layer of crushed rock where necessary.
- To be clear of encroachments for at least 0.5 metres on each side and at least 4 metres vertically.
- Curves must have a minimum inner radius of 10 metres.
- The average grade must be no more than 1 in 7 (14.4%) (8.1°) with a maximum grade of no more than 1 in 5 (20%) (11.3°) for no more than 50 metres.
- Culverts should be considered to provide adequate drainage and reduce soil erosion, particularly in areas prone to flooding.
- Dips must have no more than a 1 in 8 (12.5 per cent) (7.1 degrees) entry and exit angle.
- Passing bays must be provided at least every 200 metres and must be a minimum of 20 metres long with a minimum trafficable width of 6 metres.
- Maintain the fire access road for future fire danger periods.

6.3 Provisions – Static water supply

Where the approved funding is aligned to project category – ‘Static water supply’, the following provisions apply and thereby form part of signed agreement in acceptance of offer. The municipal council must agree to construct and maintain the water supply to the following standards:

- Stored in an above ground water tank constructed of concrete or metal; and

- have appropriate identification signs to the satisfaction of the fire authority.
- Have all fixed above ground water pipes and fittings required for firefighting purposes made of corrosion resistant metal.
- Incorporate a separate ball or gate valve (British Standard Pipe (BSP) 65 millimetre) and coupling (64-millimetre CFA 3 thread per inch male fitting).
- Any pipework and fittings must be a minimum of 65 millimetres (excluding the CFA coupling)
- The outlet/s of the water tank must be within 4 metres of an accessway and must be unobstructed.
- Maintain static water supply including fixtures and fittings and ensure that procedures are in place for refilling after use, if required.

6.4 Provisions – Other

Where the approved funding is aligned to a project category – ‘Other’ than that prescribed in above subsections 6.2 and 6.3. The specific construction and maintenance terms will be determined based on project details and scope; and aligned performance requirements within relevant policy and/or as determined by the Authority. These terms that council must agree to, in addition to those prescribed in Section 6.1, will be described within the FIGS Agreement form provided by CFA with letter of offer.

6.5 Project amendments

Details regarding any amendments to approved project or a project that is unable to proceed, must be submitted in writing to the MCS outlining the reasons.

7. Claim for payment and CFA inspection

On completion of a project the municipal council is entitled to claim the approved CFA contribution allocated to the project. Municipal council must complete the *FIGS Claim for payment* form (template) previously received with CFA letter of offer and forward it to the MCS no later than **15 April** (the FY for which the funds have been approved and allocated).



A tax invoice must accompany the claim form and must declare the GST component. The claim form must be completed in full and signed by the appropriate municipal representative to certify that works have been completed in accordance with the approved project brief and agreed terms.

On receipt of the claim for payment form, the MCS will organise an inspection of the completed project to certify that works meet the terms of agreement. The MCS will then send the certified claim form to CFA Headquarters along with the tax invoice to progress payment of grant.

8. CFA Region contacts

All correspondence and queries regarding FIGS are to be directed to the Manager Community Safety at the CFA Regional Office that is aligned to the municipal district.

South West Region

(District 4, 5, 6, 7)

92-94 Coleraine Road & Mt
Bainbridge Road, Hamilton, VIC
3300

Postal: PO Box 389, Hamilton, VIC
3300

Phone: (03) 5551 1500

West Region

(District 15, 16, 17)

19 Learmonth Road, Wendouree,
VIC 3355

Postal: PO Box 242, Wendouree,
VIC 3355

Phone: (03) 5329 5500

North West Region

(District 2, 14, 18, 20)

251 High Street, Melton, VIC
3337

Postal: PO Box 50, Melton, VIC
3337

Phone: (03) 8746 1400

North East Region

(District 22, 23, 24)

195-205 Numurkah Road,
Shepparton, VIC 3630

Postal: PO Box 932, Shepparton,
VIC 3630

Phone: (03) 5833 2400

North East Region

(District 12, 13)

272-274 Maroondah Hwy,
Chirnside Park, VIC 3116

Postal: Same as above address

Phone: (03) 8739 1300

South East Region

(District 8, 9, 10, 11, 27)

Building G Level 2, 45 Assembly
Drive, Dandenong South, VIC
3175

Postal: Same as above address

Phone: (03) 9767 1800