

# CFA BOARD

## Agenda: 14 December 2015



<b>Board Meeting Number:</b>	1180	
<b>Time:</b>	12.30pm	
<b>Location:</b>	Victorian Emergency Management Training Centre, 284/290 Hume Highway, Craigieburn	
<b>Members:</b>	John Peberdy	Acting Chair
	Ross Coyle	
	Michael Freshwater	
	Katherine Forrest	
	James Holyman	
	Samantha Hunter	
	John Schurink	
	Michael Tudball	
<b>Invitees:</b>	Lucinda Nolan	Chief Executive Officer (CEO)
	Joe Buffone	Chief Officer (CO)
	Nigel McCormick	Chief Financial Officer (CFO)
	Phil Harbutt	A/Executive Director Business Performance & Strategy (A/ED-BP&S)
Item 6.1 only	Meg Lowe	Executive Manager Performance & Assurance (EM-PA)
<b>Minutes &amp; Governance:</b>	Erin Eades	Governance & Corporate Services Coordinator (GCSO)

Item		Resp.	Time	Paper Type	Action Required
<b>1.</b>	<b>BOARD ONLY SESSION</b>		<b>12.30pm</b>		
<b>1.1</b>	<b>Board Performance Review</b>				
<b>2.</b>	<b>PRELIMINARY MATTERS</b>		<b>1.30pm</b>		
<b>2.1</b>	<b>Apologies</b>				
<b>2.2</b>	<b>Disclosure of Interests</b>				
<b>2.3</b>	<b>Notification of Urgent Other Business</b>				
<b>2.4</b>	<b>Board and Committee Minutes</b>		<b>1.35pm</b>		
	<i>2.4.1 Board Minutes 16 November 2015</i>	GCSO		<i>Minutes</i>	<i>Note</i>
	<i>2.4.2 Finance Risk &amp; Audit Committee 5 November 2015</i>	GCSO		<i>Minutes</i>	<i>Note</i>
	<i>2.4.3 Service Delivery Committee 5 November 2015</i>	GCSO		<i>Minutes</i>	<i>Note</i>
	<i>2.4.4 People Remuneration &amp; Culture 6 October 2015 (Draft)</i>	GCSO		<i>Minutes</i>	<i>Note</i>
	<i>2.4.5 Health Safety &amp; Environment 6 October 2015 (Draft)</i>	GCSO		<i>Minutes</i>	<i>Note</i>
	<i>2.4.6 Honours &amp; Awards Committee 7 September 2015</i>	GCSO		<i>Minutes</i>	<i>Note</i>
	<i>2.4.7 Honours &amp; Awards Committee 21 September 2015</i>	GCSO		<i>Minutes</i>	<i>Note</i>

Item		Resp.	Time	Paper Type	Action Required
2.5	Actions from Previous Board Meetings	GCSO	1.40pm		Note
<b>3. GOVERNANCE &amp; STRATEGY</b>					
3.1	Industrial Relations Update	CEO	1.45pm	Verbal	Note
<b>4. EXECUTIVE REPORTS</b>					
4.1	Chief Executive Officer		2.00pm	Report	Note
4.2	Chief Officer		2.20pm	Report	Note
4.3	Chief Financial Officer <i>Circulated 9/12</i>		2.40pm	Report	Note
4.4	CFA Major Projects Report	A/ED-BP&S	3.05pm	Report	Note
<b>AFTERNOON TEA BREAK</b>			3.15pm		
<b>5. DECISION PAPERS</b>			3.30pm		
5.1	2016 Regional Meetings	GCSO	3.45pm	Decision	Approve
<b>6. INFORMATION PAPERS</b>					
6.1	CFA Performance Dashboard – Monthly Heartbeat	EM-PA	3.50pm	Information	Note
<b>7. PROCEDURAL MATTERS</b>			4.10pm		
7.1	Corporate Documents				
	7.1.1 Documents sealed during the period			N/A	N/A
	7.1.2 Property Documents Executed under Delegation			As listed below	Note
	<ul style="list-style-type: none"> <li>Transfer of Land – Eildon RFB – Disposal of old Eildon fire station to P &amp; T Boerlage for \$181,500.00 (GST inclusive). GST Payable \$16,500.</li> <li>Lease of existing site, Clematis RFB, from Cardinia Shire Council for 9 years at \$1.00 pa commencing on 1 January 2016.</li> <li>Licence of existing site, Narbethong RFB, from Murrindindi Shire Council for 10 years at \$104.00 pa commencing on 1 November 2015.</li> <li>New lease for existing site, 16 Lakeside Drive Burwood East. Commencing on 1/1/2016 and expiring on 31/12/2019 at a cost of \$1,703,426.00 for four years.</li> <li>Transfer of Land – Hopetoun UFB. Purchase new site at 148 Lascelles Street, Hopetoun for \$55,000.00 (GST exclusive) from L Francis.</li> <li>Renewal of existing lease, District 17 office, for 5 years from Leno P/L at a rental of \$66,917.36.00 pa (GT exclusive) from 1 July 2015.</li> </ul>				
7.2	Out of Session Papers & Circular Resolutions			N/A	N/A
7.3	Board Correspondence			N/A	N/A
	7.3.1 Letters re VFBV Joint Meetings				Note

Item		Resp.	Time	Paper Type	Action Required
<i>7.3.2 Invitation to Minister to attend mtg</i>					<i>Note</i>
<b>8.</b>	<b>MEETING PERFORMANCE REFLECTION</b>		<b>4.15pm</b>		
<i>John Peberdy &amp; Michael Freshwater</i>					
<i>The meeting closes at 4.30pm.</i>					

## 2016 Upcoming Board & Committee Meetings

Finance Risk & Audit Committee	Tuesday 9 February	Burwood	10.00am
Service Delivery Committee	Tuesday 9 February	Burwood	12.00pm
Board Meeting <i>VFBV Joint Meeting</i>	Monday 15 February	Burwood	8.30am
Health Safety & Environment Committee	Tuesday 23 February	Burwood	10.00am
People Remuneration & Culture	Tuesday 23 February	Burwood	12.00pm
Board Meeting	Monday 21 March	Regional	8.00am
Board Meeting	Monday 18 April	Burwood	8.30am
Finance Risk & Audit Committee	Tuesday 10 May	Burwood	10.00am
Service Delivery Committee	Tuesday 10 May	Burwood	12.00pm
Board Meeting	Monday 16 May	Regional	8.00am
Health Safety & Environment Committee	Tuesday 24 May	Burwood	10.00am
People Remuneration & Culture	Tuesday 24 May	Burwood	12.00pm
Board Meeting	Monday 20 June	Burwood	8.30am
Board Meeting	Monday 18 July	Regional	8.00am
Special Finance Risk & Audit Committee	Monday 15 August	Burwood	8.00am
Board Meeting	Monday 15 August	Burwood	9.30am
Health Safety & Environment Committee	Tuesday 23 August	Burwood	10.00am
People Remuneration & Culture	Tuesday 23 August	Burwood	12.00pm
Finance Risk & Audit Committee	Tuesday 13 September	Burwood	10.00am
Service Delivery Committee	Tuesday 13 September	Burwood	12.00pm
Board Meeting	Monday 19 September	Burwood	8.30am
Board Meeting	Monday 17 October	Regional	8.00am
Health Safety & Environment Committee	Tuesday 8 November	Burwood	10.00am
People Remuneration & Culture	Tuesday 8 November	Burwood	12.00pm
Finance Risk & Audit Committee	Tuesday 15 November	Burwood	10.00am
Service Delivery Committee	Tuesday 15 November	Burwood	12.00pm
Board Meeting	Monday 21 November	Burwood	8.30am
Board Meeting	Monday 19 December	Burwood	8.30am