

CFA BOARD

Agenda: 15 February 2016



Board Meeting Number: 1182
Time: 8.30am
Location: Boardroom, Headquarters, 8 Lakeside Drive, East Burwood
Members: John Peberdy Acting Chairperson
 Ross Coyle
 Michael Freshwater
 Katherine Forrest
 James Holyman
 Samantha Hunter
 John Schurink
 Michael Tudball
Invitees: Lucinda Nolan Chief Executive Officer (CEO)
 Joe Buffone Chief Officer (CO)
 Nigel McCormick Chief Financial Officer (CFO)
 Item 3 Only Kate Harrap A/Executive Director Learning & Volunteerism (A/ED-L&V)
 Item 3 Only Phil Harbutt A/Executive Director Business Strategy & Performance (A/ED-BP&S)
Minutes & Governance: Erin Eades Governance & Corporate Services Coordinator (GCSC)

Item		Resp.	Time	Paper Type	Action Required
1.	BOARD ONLY SESSION		8.30am		
1.1	Fiskville Inquiry	Chair			
1.2	Training	Chair			
2.	PRELIMINARY MATTERS		9.30am		
2.1	Apologies				
2.2	Disclosure of Interests				
2.3	Notification of Urgent Other Business				
2.4	Board and Committee Minutes		9.35am		
	2.4.1 Board Minutes 14 December 2015	GCSC		Minutes	Confirm
	2.4.2 Board Special Minutes 20 January 2016	GCSC		Minutes	Confirm
2.5	Actions from Previous Board Meetings		9.40am		
3.	GOVERNANCE & STRATEGY				
3.1	The Red Paper	A/ED-BP&S	9.45am	Presentation	Discussion
3.2	Strategic Communications	CEO	10.15am	Verbal	Discussion

Item		Resp.	Time	Paper Type	Action Required
3.3	CFA Training	A/ED-L&V	10.30am	Presentation	Note
3.4	Industrial Relations Update	CEO	11.00am	Verbal	Note
MORNING TEA BREAK			11.10am		
4. EXECUTIVE REPORTS					
4.1	Chief Executive Officer	CEO	11.20am	Report	Note
4.2	Chief Officer	CO	11.30am	Report	Note
4.3	Chief Financial Officer <i>December & January Reports</i>	CFO	11.40am	Report	Note
4.4	CFA Major Projects Report	CEO	11.55am	Report	Note
4.5	Fiskville & Regional Training Grounds Improvements	CEO	12.00pm	Report	Note
5. DECISION PAPERS					
5.1	Appointment of Acting CEO	ED-C&LS	12.05pm	Decision	Approve
5.2	Board Charter Review 2016	CGSC	12.10pm	Decision	Approve
6. INFORMATION PAPERS					
6.1	CFA Performance Dashboard – Monthly Heartbeat	CEO	12.15pm	Information	Note
6.2	Communication & Monthly Reporting	CEO	12.25pm	Information	Note
6.3	Stakeholder Engagement Proposal	CEO	12.30pm	Information	Note
6.4	BART (Smartphone Application)	CO	12.35pm	Information	Note
7. PROCEDURAL MATTERS			12.45pm		
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 below	Note
<ul style="list-style-type: none"> Transfer of Land – Terang UFB – Disposal of old Terang fire station and site at 128 High Street, Terang to Sleg P/L for \$180,950.00 (GST inclusive). GST Payable \$16,450. Transfer of Land – Rosedale UFB. Disposal of old Rosedale fire station and site at 25 Duke Street, Rosedale to J S Matthews for \$129,250.00 (GST inclusive). GST payable \$11,750. Contract of Sale of the old Hepburn RFB, 11 Seventh Avenue, Hepburn Springs to A Holland & D Quinn for \$125,000 plus GST. Settlement date 3 March 2016. Purchase of new site for Carrum Downs UFB. 45R Wedge Road, Carrum Downs for \$747,000 (GST exclusive) from Frankston City Council. Transfer of Land – Coleraine UFB – Disposal of old Coleraine fire station and site at 35 Henty Street Coleraine to E Macrae & J Cochrane for \$61,600.00 (GST inclusive). GST payable \$5,600.00. Lease of Temporary site (Clematis RFB) from Emerald Tourist Railway Board for 6 months at \$1.00 pa. commencing on 1 February 2016. 					

Item		Resp.	Time	Paper Type	Action Required
7.2	Out of Session Papers & Circular Resolutions			N/A	N/A
7.3	Board Correspondence			N/A	N/A
8.	MEETING PERFORMANCE REFLECTION		12.50pm		
<i>Samantha Hunter & Ross Coyle</i>					
<i>The meeting closes at 1.00pm with a joint CFA-VFBV Board meeting to follow.</i>					

2016 Upcoming Board & Committee Meetings

Health Safety & Environment Committee	Tuesday 23 February	Burwood	10.00am
People Remuneration & Culture	Tuesday 23 February	Burwood	12.00pm
Honours & Awards Committee	Thursday 10 March	Teleconference	10.00am
Board Meeting	Monday 21 March	Inverloch	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	Camperdown	8.00am
Health Safety & Environment Committee	Tuesday 24 May	Burwood	10.00am
People Remuneration & Culture	Tuesday 24 May	Burwood	12.00pm
Honours & Awards Committee	Wednesday 8 June	Burwood	10.00am
Board Meeting	Monday 20 June	Burwood	8.30am
Board Meeting	Monday 18 July	Noble Park	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
Honours & Awards Committee	Thursday 8 September	Teleconference	10.00am
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	Ararat/Maroona	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
Honours & Awards Committee	Wednesday 7 Dec	Burwood	10.00am
Board Meeting	Monday 19 December	Burwood	8.30am