

CFA BOARD

Agenda: 17 August 2015



Board Meeting No: 1176

Time 8.30am

Location: CFA Headquarters, 8 Lakeside Drive, Burwood East

Members Present:	Claire Higgins	Chair
	John Peberdy	Deputy Chair
	Michael Freshwater	
	Ross Coyle	
	Katherine Forrest	
	James Holyman	
	John Schurink	
	Michael Tudball	
In attendance:	Michael Wootten	Chief Executive Officer
	Euan Ferguson	Chief Officer (CO)
	Nigel McCormick	Acting Executive Director Business Services (ED-BS)
	Erin Eades	Board Support Officer (BSO)

1. **BOARD ONLY SESSION** **8.30am**
 - 1.1 **Board Performance Review**
 - 1.2 **CEO and CO Recruitment**
 - 1.3 **CEO KPI Discussion (Board & CEO only)** **9.30am**
2. **PRELIMINARY MATTERS** (Joined by CO, BSO and A/ED-BS) **10.00am**
 - 2.1 **Apologies**
 - 2.2 **Disclosure Of Interests**
Board members to complete the Supplemental form should circumstances have changed (Accessible via Board reference library).
 - 2.3 **Notification Of Urgent Other Business**
To be advised to the Chair prior to commencement of the meeting.
 - 2.4 **Board and Committee Minutes**
 - 2.4.1 **Board Minutes**
The Minutes of the Country Fire Authority Board meeting held on 20 July 2015 are submitted for confirmation.
 - 2.5 **Actions from Previous Board Meetings**
Board Action Sheet is attached for review.

3.	GOVERNANCE AND STRATEGY	<u>10.10am</u>
3.1	Diversity & Gender Equity in the San Francisco Fire Department	A/ED-P&C & Greg Meredith
3.2	Fire Services Review	Peter Harmsworth
3.3	Presumptive Legislation	CEO
	<u>Break for Morning Tea</u>	<u>11.30am</u>
3.	GOVERNANCE AND STRATEGY (Cont.)	<u>11.45am</u>
3.4	Fiskville Inquiry Update (verbal)	CEO
3.5	Hazelwood Inquiry Update (verbal)	CEO
4.	EXECUTIVE REPORTS	<u>12.15pm</u>
4.1	Chief Executive Officer's Report Inc. Executive Director Reports	CEO
4.2	Chief Officer's Report	CO
4.3	Executive Director – Business Services Report	A/ED-BS
	4.3.1 CFA's Financial Position & Performance	
4.4	Health Safety & Environment Report and Greencap Health Safety & Environment Governance Review	
5.	DECISION PAPERS	<u>1.00pm</u>
5.1	CFA Delegations	CEO
5.2	2015 Board Charter	A/ED-P&S
5.3	Finance Risk & Audit Committee Annual Report	Michael Tudball
5.4	Fiskville Independent Monitor Report – CFA Response	CEO
	<u>Break for Lunch</u>	<u>1.20pm</u>
6.	INFORMATION PAPERS	<u>1.35pm</u>
6.1	Workforce Planning and Management	A/ED-P&C
6.2	Springvale Site Termination & Testing	A/ED-BS

7. PROCEDURAL MATTERS

1.55pm

7.1 CORPORATE DOCUMENTS

7.1.1 Documents sealed during the period

- 7.1.1a Instrument of Delegation & Signed Appointment of Acting CEO
- 7.1.1b Confidentiality Deed with Barricade International Inc.

7.1.2 Property Documents Executed under Delegation

- Transfer of Land – North Warrandyte UFB – disposal of old North Warrandyte fire station and site at 115 Glynn's Road, North Warrandyte to T W Spicer for \$93,500.00 (GST inclusive).
- Transfer of Land – Tynong RFB – Disposal of old Tynong fire station and site at 48 Railway Avenue, Tynong to R B Kimber for \$244,200.00 (GST inclusive).
- Purchase of site extension for \$5,000.00 (GST exclusive) at 111 Main Street, Natimuk from Horsham Rural City Council.

7.2 OUT OF SESSION PAPERS FOR NOTING

There are no out of session papers for noting.

7.3 BOARD CORRESPONDENCE

- 7.3a Letter from Minister for Emergency Services to CEO re Fire Services Review
- 7.3b Letter from Minister for Emergency Service to Chair re Testing of Regional Training Centres
- 7.3c Invitation to VFBV Annual General Meeting on Sunday 13 September
- 7.3d Thank You Letter to the Independent Monitor - Fiskville

8. MEETING PERFORMANCE REFLECTION

2.00pm

- Michael Freshwater and Katherine Forrest

The next meeting will be held on Monday 21 September 2015 at CFA HQ.

2015 Upcoming Board & Committee Meetings

Finance Risk & Audit Committee – Tuesday 8 September 10am

Service Delivery Committee – Tuesday 8 September 12pm

Board Meeting – Monday 21 September 8.30am

Health, Safety & Environment Committee – Tuesday 6 October 10am

People Remuneration & Culture Committee – Tuesday 6 October 12pm

Board Meeting – Monday 19 October 8am Echuca 8am

Finance Risk & Audit Committee –Thursday 5 November 10am

Service Delivery Committee – Thursday 5 November 12pm

Board Meeting – Monday 16 November 8.30am

Board Strategy Review – Monday 16 November 1pm

Board Meeting – Monday 14 December 8.30am