

CFA BOARD

Agenda: 21 March 2016



Board Meeting Number:	1183	
Time:	8.00am	
Location:	Inverloch Fire Station, 28 A'Beckett Street, Inverloch	
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)
	Alen Slijepcevic	Acting Chief Officer (A/CO)
	Nigel McCormick	Chief Financial Officer (CFO)
	Phil Harbutt	A/Executive Director Business Strategy & Performance (A/ED-BP&S)
(Item 3.1 Only)	Trevor Owen	Assistant Chief Officer – South East (ACO)
(Item 3.1 Only)	Mark Jones	Operations Manager – District 9 (OM)
(Item 3.2 Only)	Karen Alexander	Legal Counsel (LC)
(Item 3.2 Only)	Justin Brereton	Legal Counsel (LC)
(Item 3.3 Only)	Sharon McCrohan	Strategic Communications Advisor (SCA)
Minutes & Governance:	Erin Eades	Governance & Corporate Services Coordinator (GCSC)

Item		Resp.	Time	Paper Type	Action Required
1.	BOARD ONLY SESSION		8.00am		
1.1	Fire Services Review	Chair			
1.2	Industrial Relations Update	CEO & A/CO	8.30am		
2.	PRELIMINARY MATTERS		9.00am		
	<i>Joined by CFO, A/ED-BP&S, and GCSC.</i>				
2.1	Apologies				
2.2	Disclosure of Interests				
2.3	Notification of Urgent Other Business				
2.4	Board and Committee Minutes		9.05am		
	2.4.1 Board Minutes 15 February 2016	GCSC		Minutes	Confirm
	2.4.2 Finance Risk & Audit Committee 9 February 2016	GCSC		Minutes	Confirm
	2.4.3 Service Delivery Committee 9 February 2016	GCSC		Minutes	Confirm

Item		Resp.	Time	Paper Type	Action Required
	2.4.4 Health Safety & Environment 6 October 2015	GCSC		Minutes	Confirm
	2.4.5 People Remuneration & Culture 6 October 2015	GCSC		Minutes	Confirm
	2.4.6 Honours & Awards Committee 2 December 2015	GCSC			
2.5	Actions from Previous Board Meetings		9.15am		
3. GOVERNANCE & STRATEGY					
3.1	Regional & District Report	ACO & OM	9.20am	Presentation	Discussion
3.2	Fiskville Inquiry Outcomes briefing	LC	10.00am	Verbal	Discussion
	MORNING TEA BREAK		11.00am		
3.3	Strategic Communications	SCA	11.10am	Verbal	Discussion
3.4	CFA Red Paper	A/ED-BP&S	11.40am	Decision Paper	Approve
4. EXECUTIVE REPORTS					
4.1	Chief Executive Officer <i>(to be distributed)</i>	CEO	12.40pm	Report	Note
4.2	Chief Officer	CO	12.50pm	Report	Note
4.3	Chief Financial Officer	CFO	1.00pm	Report	Note
4.4	CFA Major Projects Report	A/ED-BP&S	1.10pm	Report	Note
4.5	Fiskville Site Decommissioning and Remediation	A/ED-IS	1.15pm	Report	Note
	LUNCH BREAK		1.20pm		
5. DECISION PAPERS					
5.1	CFA Delegations	A/ED-BP&S	1.30pm	Decision	Approve
5.2	Board Charter 2016 Review	GCSC	1.40pm	Decision	Approve
5.3	Appointment of Trustee to Donations Fund	CFO	1.45pm	Decision	Approve
6. INFORMATION PAPERS					
6.1	CFA Performance Dashboard – Monthly Heartbeat	CEO	1.50pm	Information	Note
6.2	Infrastructure Review	A/ED-IS	2.00pm	Information	Note

Item		Resp.	Time	Paper Type	Action Required
6.3	Revised Standing Directions	CFO	2.05pm	Information	Note
6.4	Transparency in Government Bill	DCO-SDS	2.10pm	Information	Note
6.5	State Government Bids 2016-17	A/ED-BP&S	2.20pm	Information	Note
7.	PROCEDURAL MATTERS				
7.1	Corporate Documents		2.30pm		
	<i>7.1.1 Documents sealed during the period</i>			<i>N/A</i>	<i>N/A</i>
	<i>7.1.2 Property Documents Executed under Delegation</i>			<i>As below</i>	<i>Note</i>
	<ul style="list-style-type: none"> • Newry RFB, Main Road, Newry. Renewal of lease from J & M Bravington for 20 years at 1,200.00 PA (GST exclusive) from 1 December 2015. • Mt Helen RFB, Greenhill Road, Mt Helen. Creation of Easement on existing Mt Helen Fire Station site. • 1735 Fernbank/Glenaladale Road Glenaladale. Donation of site extension from The Uniting Church Australia Property Trust for cost of legal fees of \$1,292.10 (GST inclusive). • Warrong RFB. Exchange of sites at Penshurt–Warrnambool Road, Warrong. Exchange of sites with D G Pevitt, new site Volume 11601 Folio 723 ad old Warrong fire station site Volume 9148 Folio 941. • Hepburn RFB, 11 Seventh Avenue, Hepburn Springs. Transfer of Lane & Goods Statutory Declaration for signing by Acting EDIS for the disposal of the old Hepburn Fire station a site at 11 Seventh Avenue, Hepburn Springs for \$137,500.00 (GST inclusive) to A Holland & D Quinn. GST Payable \$12,500. 				
7.2	Out of Session Papers & Circular Resolutions			<i>N/A</i>	<i>N/A</i>
7.3	Board Correspondence			<i>N/A</i>	<i>N/A</i>
8.	MEETING PERFORMANCE REFLECTION		2.35pm		
	<i>Michael Freshwater & John Schurink</i>				
	<i>The next meeting will be held on Monday 18 April 2016 at CFA Headquarters, Burwood.</i>				

2016 Upcoming Board & Committee Meetings

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