

# CFA BOARD

## Agenda: 19 October 2015



**Board Meeting No:** 1178

**Time** 8.00am

**Location:** River Room, Mercure Port of Echuca, 465 High Street, Echuca

**Members Present:** John Peberdy Acting Chair

Michael Freshwater

Ross Coyle

Katherine Forrest

James Holyman

Samantha Hunter

John Schurink

Michael Tudball

**In attendance:** Michael Wootten Acting Chief Executive Officer (A/CEO)

Euan Ferguson Chief Officer (CO)

Nigel McCormick Chief Financial Officer (CFO)

Erin Eades Board Support Officer (BSO)

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1. **BOARD ONLY SESSION** **8.00am**
    - 1.1 **Board Performance Review**
    - 1.2 **CO Recruitment**
    - 1.3 **Remuneration and Performance**
  
  2. **PRELIMINARY MATTERS** (Joined by A/CEO, CO, BSO and CFO) **9.00am**
    - 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 21 September 2015 are submitted for confirmation.
  
      - 2.4.2 **Finance Risk & Audit Committee Minutes**

The Minutes of the Finance Risk & Audit Committee meeting held on 7 May 2015 are submitted for confirmation.

The Minutes of the Finance Risk & Audit Committee Special meeting held on 8 September 2015 are submitted for confirmation.

The Minutes of the Finance Risk & Audit Committee meeting held on 8 September 2015 are submitted for confirmation.

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**2.4.3 Service Delivery Committee Minutes**  
The Minutes of the Service Delivery Committee meeting held on 8 September are submitted for confirmation.

**2.4.4 Health Safety & Environment Committee Minutes**  
The Minutes of the Health Safety & Environment Committee meeting held on 7 May 2015 are submitted for confirmation.

The Minutes of the Health Safety & Environment Committee meeting held on 4 August 2015 are submitted for confirmation.

**2.4.5 People Remuneration & Culture Committee Minutes**  
The Minutes of the People Remuneration & Culture Committee meeting held on 7 May 2015 are submitted for confirmation.

The Minutes of the People Remuneration & Culture Committee meeting held on 4 August 2015 are submitted for confirmation.

**2.5 Actions from Previous Board Meetings**  
Board Action Sheet is attached for review.

- 3. GOVERNANCE AND STRATEGY 9.15am**
- 3.1 Regional Report – North West ACO Chris Eagle & OM Peter Taylor**
- 3.2 Brigade Integration Considerations (9.45) DCO John Haynes**
- 3.3 Fiskville Inquiry Update (verbal) A/CEO**
- 3.4 Hazelwood Inquiry Update (verbal) A/CEO**

**Break for Morning Tea 10.30am**

- 4. EXECUTIVE REPORTS 10.45am**
- 4.1 Acting Chief Executive Officer’s Report A/CEO**  
Inc. Executive Director Reports
- 4.2 Chief Officer’s Report CO**
- 4.3 Chief Financial Officer’s Report CFO**
- 4.4 Health Safety & Environment Report A/ED-P&C**

- 5. DECISION PAPERS 11.15am**
- 5.1 CFA Delegations A/ED-BP&S**
- 5.2 Formation of District 22 Headquarters Brigade CO**
- 5.3 Board Meeting Dates 2016 Erin Eades**

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6. **INFORMATION PAPERS** 11.45am
- 6.1 **Implement improved practical, regional support for Volunteerism through the implementation of the *Volunteer Support Model*** A/ED-OT&V

7. **PROCEDURAL MATTERS** 11.55am

7.1 **CORPORATE DOCUMENTS**

7.1.1 **Documents sealed during the period**

- Financial Authorisation – Emergency Incident Control

7.1.2 **Property Documents Executed under Delegation**

- Licence of a new site from Yarragon Public Hall Committee Inc., for 3 years at a cost of a maintenance contribution annually commencing on 1 July 2015.
- Koroit UFB. Licence agreement for a new site of 4,000 square metres from Moyne Health Services as committee of management for 21 years at \$104.00 pa plus GST commencing on October 2015.
- Stoneleigh RFB. Purchase of a site extension at Stoneleigh from M & C Forbes for \$4,000.00 (GST exclusive).
- District 20 office. Renewal of existing lease for 5 years from Cannon Place P/L at a rental of \$71,923.24 pa (GST exclusive) from 25 November 2015.
- Morrisons and district RFB. Lease renewal of existing site from S Henson for 25 years at \$1.00 pa (GST exclusive) from 1 July 2015.
- Chum Creek RFB. Short term lease to Ambulance Victoria for temporary accommodation at the Chum Creek fire station from 1 November 2015 until 1 August 2016.
- Hopetoun UFB. Purchase of new site from L Conway for \$55,000 (GST exclusive). Volume 8847 Folio 163.
- Horsham UFB. Lease of temporary site from Byrne Specialist Services for 6 months at \$100.00 per month (GST exclusive) from 1 July 2015.
- CFA PAD Maintenance staff Ballan, temporary accommodation. New temporary lease from Double Glazing Pty Ltd as Trustee for the Mitakakis Family Trust for 2 years at \$39,000 pa (GST exclusive) from 28 September 2015.
- Eildon RFB. Disposal of the old Eildon Fire station & site at 1 Hillside Avenue, Eildon for \$165,000 plus GST to P & T Boerlage. Volume 8188 Folio 023.
- Disposal of old residence at 50 Albert Street, Kerang \$175,000 (GST exclusive) to D & L McKenzie. Volume 2020 Folio 886.
- Disposal of old Mannerim fire station site at 861 Swan Bay Road, Mannerim at no consideration to the Bellarine Catchment Network Inc. Volume 11376 Folio 052.

7.2 **OUT OF SESSION PAPERS FOR NOTING**

**7.2a Circular Resolution regarding Financial Authorisations – Emergency Incident Control Instrument passed by 7 Board Members:**

*The Board approves the Financial Authorisation – Emergency Incident Control instrument set out in Attachment 1 of the Out of Session paper ‘Financial Authorisation – Emergency Incident Control’.*

Michael Freshwater did not cast a vote.

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**7.3 BOARD CORRESPONDENCE**

7.3a VAGO Letter regarding final Annual Financial Statements 2014-15

7.3b Acting Chair Letter to Minister regarding Statement of Expectation

**8. MEETING PERFORMANCE REFLECTION**

**12.15pm**

- James Holyman & Michael Tudball

The next meeting will be held on Monday 16 November at CFA Headquarters.

**Lunch will be served at the close of the meeting**

**12.30pm**

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## **2015 Upcoming Board & Committee Meetings**

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