

# CFA BOARD

## Agenda: 18 July 2016



**Board Meeting Number:** 1195  
**Time:** 8.30am  
**Location:** Boardroom, Headquarters, 8 Lakeside Drive, East Burwood  
**Members:** Greg Smith                      Chairperson  
 Michelle McLean                      Deputy Chairperson  
 Gillian Sparkes  
 Simon Weir  
 Pam White  
**Invitees:** Frances Diver                      Chief Executive Officer (CEO)  
 Steve Warrington                      Acting Chief Officer (A/CO)  
 Scott Homewood                      Acting Chief Financial Officer (A/CFO)  
**Minutes & Governance:** Erin Eades                      Governance & Corporate Services Coordinator (GCSC)

Item		Resp.	Time	Paper Type	Action Required
<b>1.</b>	<b>BOARD ONLY SESSION</b>		<b>8.30am</b>		
1.1	Industrial Relations Update	Chair		Verbal	Note
1.2	CFA Chief Executive Officer and Chief Officer Recruitment	ED-P&C		Decision	Approve
<b>2.</b>	<b>PRELIMINARY MATTERS</b>		<b>9.30am</b>		
	<i>Joined by CEO, A/CO, A/CFO and GCSC</i>				
2.1	Apologies				
2.2	Disclosure of Interests				
2.3	Board and Committee Minutes		<b>9.35am</b>		
	2.3.1 Board Special Minutes 17 June 2016	Chair		Minutes	Confirm
	2.3.2 Board Special Minutes 25 June 2016	Chair		Minutes	Confirm
2.4	Actions from Previous Board Meetings		<b>9.45am</b>		
	<b>MORNING TEA BREAK</b>		<b>10.00am</b>		
<b>3.</b>	<b>GOVERNANCE &amp; STRATEGY</b>				
3.1	Board Governance	CEO	<b>10.15am</b>	Decision	Approve
3.2	Developing the 2016-17 CFA Budget	A/ED- BP&S	<b>10.35am</b>	Information	Note

Item		Resp.	Time	Paper Type	Action Required
<b>4.</b>	<b>EXECUTIVE REPORTS</b>				
4.1	Chief Executive Officer	CEO	11.00am	Report	Note
4.2	Chief Officer	CO	11.15am	Report	Note
4.3	Chief Financial Officer	A/CFO	11.25am	Report	Note
4.4	CFA Major Projects Report	A/ED-BP&S	11.35am	Report	Note
4.5	Environmental Compliance Program – Current and Former Training Campuses	A/ED-IS	11.45am	Report	Note
<b>5.</b>	<b>DECISION PAPERS</b>				
5.1	Annual Report 2015-16	A/ED-C&LS	12.00pm	Decision	Approve
5.2	Proposed carry-overs of 2015-16 Budget	CFO	12.10pm	Decision	Approve
	<b>LUNCH BREAK</b>		<b>12.20pm</b>		
<b>6.</b>	<b>INFORMATION PAPERS</b>				
6.1	Strategic Risks – Board Update	A/ED-BP&C	12.45pm	Information	Note
6.2	Performance Reporting and Measurement 2016	DCO-SDS	1.00pm	Information	Note
6.3	CFA Performance Dashboard – Monthly Heartbeat	DCO-SDS	1.10pm	Information	Note
<b>7.</b>	<b>PROCEDURAL MATTERS</b>		<b>1.20pm</b>		
<b>7.1</b>	<b>Corporate Documents</b>				
	<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"> <li>Hamilton ICC, 915 Mt Napier Road, Hamilton. Lease renewal of existing Hamilton ICC from Rural Industries Skill Training for \$13,200.00 per annum (GST inclusive) for 1 year commencing on 1 July 2016.</li> <li>Ferntree Gully ICC, Unit 27/69 Acacia Road, Ferntree Gully. Lease renewal of Unit 27 / 69 Acacia Road, Ferntree Gully from Road Nash Superannuation P/L for \$63,636.00 per annum plus GST for 5 years commencing on 1 July 2016 with 1 further renewal option of 5 years available.</li> <li>Ferntree Gully UFB, 5 – 7 The Avenue, Ferntree Gully. Temporary lease of Ferntree Gully fire station by Ambulance Victoria for 5 months commencing on 20 June 2016 at a rental of N/A.</li> <li>Transfer of Land. Neerim South RFB – Disposal of old fire station and site at 13 Wagners Road, Neerim South to Cobain United P/L for \$297,000 (GST inclusive). GST payable \$27,000.00.</li> <li>Transfer of Land. Chocelyn RFB – Purchase of new site at 664 Camperdown – Lismore Road, Chocelyn from K &amp; M Moore for \$9,000.00 (GST exclusive). Total cost to CFA \$12,000 (legal &amp; survey costs).</li> </ul>				

- Dimboola UFB, 2 High Street, Dimboola. Purchase of new site at 2 High Street, Dimboola from R D Hall for \$55,000 (GST exclusive). The purchase is subject to satisfactory soil tests regarding any possible contamination on the site.
- Hawkesdale Office, 72 Dawson Street, Hawkesdale. Lease renewal of existing Hawkesdale office from Moyne Shire Council for \$5,481.95 per annum (GST inclusive) for 5 years commencing on 15 September 2016.
- Transfer of land. Geelong DMO workshop – disposal of old Geelong DMO Workshop and site at 3 Cadman Terrace, North Geelong to J T Dixon Super Holdings P.L for \$682,000.00 (GST inclusive). GST payable \$62,000.00.
- Upper Ferntree Gully UFB, Railway Lots 25 & 26 Burwood Highway, Upper Ferntree Gully. Sub-lease renewal of Railway Lots 25 & 26, Burwood Highway, Upper Ferntree Gully to Telstra Corporation Ltd for \$25,000.00 per annum plus GST for 7 years 9 months commencing on 15 November 2015 and expires on 31 August 2023.
- Wodonga District Office & ICC, Moorefield Park Drive, Wodonga. Access Licence Agreement for the District 24 Office from La Trobe University for \$1.00 per annum plus GST for 5 years commencing on 1 July 2015.

---

<b>7.2</b>	<b>Out of Session Papers &amp; Circular Resolutions</b>	<i>N/A</i>	<i>N/A</i>
------------	---	------------	------------

---

<b>7.3</b>	<b>Board Correspondence</b>		
------------	-----------------------------	--	--

---

	<b>7.3.1 UFU Letter to Chairperson</b>	Chair	<i>Letter</i>	<i>Note</i>
--	--	-------	---------------	-------------

---

<b>8.</b>	<b>MEETING PERFORMANCE REFLECTION</b>	<b>1.30pm</b>
-----------	---------------------------------------	---------------

---

*The next meeting will be held on Monday 15 August 2016 at CFA Headquarters.*

---

## 2016 Upcoming Board & Committee Meetings

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