

CFA BOARD

Agenda: 21 September 2015



Board Meeting No: 1177

Time 8.30am

Location: CFA Headquarters, 8 Lakeside Drive, Burwood East

Members Present: John Peberdy Acting Chair
Michael Freshwater
Ross Coyle
Katherine Forrest
James Holyman
Samantha Hunter
John Schurink
Michael Tudball

In attendance: Michael Wootten Chief Executive Officer (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** **8.30am**
 - 1.1 **Board Performance Review**
 - 1.2 **CEO and CO Recruitment**

 2. **PRELIMINARY MATTERS** (Joined by CO, CEO, BSO and CFO) **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 17 August 2015 are submitted for confirmation.
 - 2.5 **Actions from Previous Board Meetings**
Board Action Sheet is attached for review.
- Break for Morning Tea** **10.15am**

3.	GOVERNANCE AND STRATEGY	<u>10.30am</u>
3.1	Regional Training Centres	Dr Roger Drew
3.2	Operations EBA Update	Peter Bertolus (11.00am)
3.2	Fiskville Inquiry Update (verbal)	CEO
3.3	Hazelwood Inquiry Update (verbal)	CEO
4.	EXECUTIVE REPORTS	<u>11.45pm</u>
4.1	Chief Executive Officer's Report Inc. Executive Director Reports	CEO
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
<u>Break for Lunch</u>		<u>12.15pm</u>
5.	DECISION PAPERS	<u>12.30pm</u>
5.1	Endorsement of Risk Management Attestation 2014-15	A/ED-BP&S
5.2	Annual Financial Statements 2014-15	CFO
5.3	Purchasing Card Policy	CFO
5.4	CFA Annual Report 2014-15	ED-C&LS
5.5	Honours and Awards Committee Charter	A/ED-BP&S
5.6	Fire & Emergency Management Learning and Development Strategy and Action Plan 2015-2018	A/ED-OT&V
5.7	Formation of District 23 Headquarters Brigade	CO
6.	INFORMATION PAPERS	<u>1.15pm</u>
6.1	Market Research Program – Community expectations, needs and perceptions of CFA services	A/ED-BP&S
6.2	Financial Management Compliance Framework 2014-15	CFO
6.3	CFA Emergency Medical Response (EMR) Project	CO
6.4	2015 Board Charter Update	A/ED-BP&S
6.5	Minister Statement of Expectation	CEO

7. PROCEDURAL MATTERS

1.20pm

7.1 CORPORATE DOCUMENTS

7.1.1 Documents sealed during the period

There were no documents sealed during this period.

7.1.2 Property Documents Executed under Delegation

- Renewal of lease – Gisborne ICC & Service Centre. The existing lease is to be renewed for an additional 1 year period commencing 1 September 2015 at a rental of \$156,899.52 per annum plus GST. An additional 2 year renewal option has also been granted by the landlords.
- Disposal of old residence at 50 Albert Street, Kerang for \$175,000 (GST exclusive) to D & L McKenzie.
- Surrender of Lease from Geelong City Council for a building located at 20 – 30 Duke Street, Drysdale as from 29 July 2015.
- Licence of site extension from Gippsland Plains Rail Trail Inc. for 5 years at \$104.00 pa commencing on 5 August 2015.
- New lease for the permanent District 27 Headquarters, Morwell from PJ & J Baird Pty Ltd and Lionsbrau Manor Pty Ltd for \$110,000 per annum (plus GST) for 10 years commencing on 25 August 2015.
- Renewal of lease agreement from Vic Track at Railway lot 37, Federation Street, Patchewollock for 10 years at a rental of \$1,250.00 p.a. plus GST. Commencing on 1 September 2012.
- Lease renewal of existing site from D, S & C Eats for 10 years at \$150.00 PA(GST exclusive) from 1 July 2015.
- Renewal of lease for 2 years from Handley, Julijon P/L and Osborne at a rental of \$52,840.00 pa (GST exclusive) from 1 December 2015.

7.2 OUT OF SESSION PAPERS FOR NOTING

7.2a Circular Resolution regarding Executive Leadership Team Delegations passed by 7 Board Members:

The Board approves the redistribution of delegations to the Executive Director Business Performance & Strategy and the Executive Director Infrastructure Services.

Samantha Hunter did not participate in this resolution as she was on leave. Claire Higgins did not participate as she resigned as Chair before the resolution was resolved.

7.2b Out of Session Paper - Presumptive Legislation

7.3 BOARD CORRESPONDENCE

7.3a Chair's resignation letter to Governor and Blog to CFA

7.3b CEO update – Chair's resignation

7.3c Acting Chair Blog

8. MEETING PERFORMANCE REFLECTION

1.30pm

- John Schurink & Ross Coyle

The next meeting will be held on Monday 19 October 2015 in Echuca.

2015 Upcoming Board & Committee Meetings

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