

# CFA BOARD

## Minutes: 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

The Chair declared the meeting open at 8.30am.

#### 1.1 Board Performance Review

The Chair advised the Board that the performance review would be circulated this week for their completion.

#### 1.2 CEO and CO Recruitment

The Chair provided a copy to the Board of a listing of all applicants for the CEO role together with a separate listing of the persons who had been targeted by SHK. In addition, the Chair provided the list of the short list recommendations. The Board discussed the recommendations and agreed to support the recommended short list noting that interviews would be conducted shortly.

The Chair informed the Board that the Chief Officer advertisement had been placed and that the process had commenced.

#### 1.3 Other Matters

The Chair briefed the Board on a number of matters that had arisen since the last meeting, they being:

- the events that led to the letter from the Minister contained in the Board papers. The Board discussed the response and actions to be taken within CFA.
- the Board of Reference terms of reference and discussions with the Minister's Office and the EMC regarding their status and that they had not been consulted with CFA since February 2015, nor had CFA had an opportunity to consult with the volunteers.

- the establishment of the Fire Services Review and the initial discussions with Mr O'Byrne.
- the CEO had provided to the Chair his self-performance evaluation for the last year. The Chair will finalise her comments prior to circulating to the Board for their input.

#### **1.4 CEO KPI Discussion (Board & CEO only)**

The CEO briefed the Board on matters specific to his key performance indicators.

The Board discussed with the CEO the status of the strategic communications support being received by CFA and asked that this be a continuing focus area.

***Action: CO to arrange a communications strategy regarding the replacement of Class B Foam.***

The CO, A/ED-B&S and the BSO joined the meeting at 10.30am.

## **2. PRELIMINARY MATTERS**

### **2.1 Apologies**

There were no apologies.

### **2.2 Disclosure Of Interests**

There were no disclosures of interests.

### **2.3 Notification Of Urgent Other Business**

There was no urgent other business.

### **2.4 Board and Committee Minutes**

#### **2.4.1 Board Minutes**

**It was moved by James Holyman and seconded by John Schurink** that subject to a change at item 4.1 to reflect the discussion that took place regarding the release of information regarding the environmental testing results at Regional Training Centres, the Minutes of the Country Fire Authority Board meeting held on 20 July 2015 be confirmed.

**The motion was carried.**

### **2.5 Actions from Previous Board Meetings**

**The Board noted the Actions arising from the previous meeting.**

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### 3. GOVERNANCE AND STRATEGY

#### 3.1 Diversity & Gender Equity in the San Francisco Fire Department

The Chair welcomed Greg Meredith to present on his visit to the San Francisco Fire Department and introduced the members of the Board.

The CEO gave a brief introduction noting that Greg's presentation followed on from discussions at the People, Remuneration and Culture Board Committee earlier this month regarding greater diversity in the workforce.

Greg Meredith shared several interesting insights from his time with the San Francisco (SF) Fire Department including:

- That declared quotas are used and have elevated the diversity in the SF Fire Department.
- The use of deliberate role modeling in promotional activities.
- Variations in the fitness testing regime for entry to the Fire Department and CFA.

Finally, Greg acknowledged the cooperation of the San Francisco Fire Department and its staff who were very generous and frank with their thoughts and experience on improving diversity.

The Board then discussed the merits of a quota or target system for elevating female representation amongst career firefighters and working towards a culture change within CFA.

The Chair thanked Greg for taking the time to present on this important issue to the Board.

***Action: The CEO to discuss with the ELT the merits of the Board making a principled statement regarding gender diversity including the establishment of a target, and revert to the Board with a considered recommendation.***

#### 3.2 Fire Services Review

Peter Harmsworth, James Fox and Lisa Van West joined the Board for this Item.

The CEO informed the Board that a small team had been put together to oversee the process and draft a submission for the CFA to the Fire Services Review which included Peter, James, Lisa and Roslyn Kelleher. He noted that subject matter experts were also being consulted in the preparation of the submission.

Peter Harmsworth drew the Board's attention to two documents which had been circulated via email to the Board on Sunday 16 August and tabled at the meeting to facilitate discussion.

The Board discussed at length both the key messages suggested by the team and offered suggestions and opinions for inclusion under each of the Terms of Reference.

It was agreed that a draft version of the submission would be circulated to the Board early next week with a phone discussion to review the document on Wednesday afternoon.

The Board thanked Peter, James and Lisa for their time.

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### 3.3 Presumptive Legislation

James Fox remained in the Boardroom for this item.

The CEO informed the Board that VFBV had reviewed the paper provided to the Board and had highlighted a few additional risks to those listed in the paper.

The Board then debated the merits of the key messages noting that they did not disagree with any of those outlined. It was raised however that the key messages did not necessarily provide any indication as to whether the Board supports the principle of presumptive legislation.

After further discussion on whether the Board should declare support for presumptive legislation and under what conditions, the CEO and management were asked to distil the Board's discussion and circulate a set of points on presumptive legislation for further comment.

***Action: CEO and management to distil the Board's discussion on presumptive legislation into a set of points and circulate to the Board for further comment.***

The Board thanked James for his work on this issue.

**The Board noted the paper.**

### 3.4 Fiskville Inquiry Update (verbal)

The CEO reported that although hearings were scheduled today for the Fiskville Inquiry it appeared that these were not taking place. He noted that there were unlikely to be any changes to the strategy outlined at the previous Board meeting however this may be reviewed given recent testing results at CFA's Peshurst regional training ground.

### 3.5 Hazelwood Inquiry Update (verbal)

The CEO informed the Board that there was likely to be little impact on CFA of the reopening of the Hazelwood Mine Inquiry. He noted that two CFA staff had appeared before the Committee in Anglesea and that the next stage of the Inquiry was to focus on community health and mine rehabilitation.

The CO reported that CFA was being consulted on requirements for licenses at the site.

## 4. EXECUTIVE REPORTS

### 4.1 Chief Executive Officer's Report

The CEO briefed the Board on those issues not covered in his report. This included:

- The Coronial investigation into the death of volunteer Hugh Munroe
- A common law claim regarding exposure to asbestos
- An update on the operations Enterprise Bargaining Agreement with meetings held last Wednesday and Friday.

The Chair requested that a description be added to red marked FOIs explaining why the particular item is considered at risk.

***Action: CEO to add description to red noted items on the FOI Report specifying why the particular item is considered at risk.***

**The Board noted the CEO's Report.**

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## 4.2 Chief Officer's Report

The CO briefed the Board on his report highlighting the following:

- Fire Services Interoperability Committee
- The District 27 grievance which is preventing progress in implementation of resourcing arrangements
- Emergency Management (Planning) Amendment Bill
- The delayed briefing of VFBV regarding the 350 firefighter project

**The Board noted the CO's Report.**

## 4.3 Executive Director – Business Services Report

### 4.3.1 CFA's Financial Position & Performance

The A/ED-BS briefed the Board on his report highlighting the following:

- Annual Financial Statement progress and brigade cash balances
- Listening Sets subsidy and distribution arrangements to brigades
- A number of Business Services staff have been presented with National Emergency Medals and Outstanding Service awards
- Sunraysia Training Centre and funding required if use of the site is to be expanded.

The Board raised questions regarding the Respiratory Protection Replacement Project with particular regard to the fact that new Breathing Apparatus sets 'may be certified to AS/NZS 1716:2012 and shall be certified to either EN 137:2006 or NFPA 1981'. The Board questioned why CFA would not seek to meet Australian Standards for equipment given that the Board had previously indicated their expectation of compliance with Australian Standards. The Board reconfirmed its previous view that equipment must comply with Australian Standards.

***Action: CO to clarify whether the Breathing Apparatus sets will be certified to AS/NZS 1716:2012 as part of the Respiratory Protection Replacement Project.***

**The Board noted the Report.**

## 4.4 Health Safety & Environment Report and Greencap Health Safety & Environment Governance Review

The CEO informed the Board that a team has been pulled together from across directorates and regions to action the recommendations of the review. He noted that further progress on the recommendations will be reported to the HSE Committee.

## 5. DECISION PAPERS

### 5.1 CFA Delegations

The CEO informed the Board that he was seeking support for the overall approach to the delegations and would return with the complete set for approval at September's meeting.

The Board discussed the powers it wished to reserve to itself including the ability to approve the formation, amalgamation, closure and integration of brigades as well as the ability to consider financial elements attached to potential reputational issues.

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The Board also discussed the need to reserve powers regarding the awarding and presentation of medals and awards. It was agreed that the Honours and Awards Committee be added as a Board Committee by updating its Charter and the delegations accordingly. It also noted that the Board Charter at Item 5.2 needed to be reviewed to ensure consistency with the new delegations.

The Board requested one change to attachment 1, item 1 to clarify the term 'certain matters'.

***Action: Ross Coyle, as Committee Chair, to discuss with the Honours and Awards Committee its relationship to the Board with particular regards to delegations of powers and work with the A/ED-P&S to update the Committee's Charter accordingly.***

**It was moved by Michael Tudball and seconded by James Holyman** that the Board approve the delegations framework as outlined in the paper and set out in attachment 1 subject to minor amendments to Item 1.

**The motion was carried.**

### **5.2 2015 Board Charter**

In light of the previous discussion about CFA Delegations, the Board reiterated the need to reconcile the Charter to the new delegations framework as well as remove references to the reform white paper, and change a few minor titles and references.

***Action: Ensure the Board Charter remains consistent with the updated Delegations.***

**It was moved by James Holyman and seconded by Katherine Forrest** that the Board approve the 2015 Board Charter subject to minor amendments and reconciliation with the new delegations framework.

**The motion was carried.**

### **5.3 Finance Risk & Audit Committee Annual Report**

**It was moved by Michael Tudball and seconded by Michael Freshwater** that the Board note the Finance Risk and Audit Annual Report 2014-15.

**The motion was carried.**

### **5.4 Fiskville Independent Monitor Report – CFA Response**

**It was moved by Ross Coyle and seconded by James Holyman** that the Board endorse the amended CFA response to Recommendations 2 and 3.

**The motion was carried.**

## **6. INFORMATION PAPERS**

### **6.1 Workforce Planning and Management**

The Chair commented that the Workforce Planning and Management diagram provided followed an excellent conversation at the PRC Committee and was impressed to see that all parts of the business are thinking and working together on this issue.

**The Board noted the Paper.**

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## 6.2 Springvale Site Termination & Testing

The Board noted the Paper.

## 7. PROCEDURAL MATTERS

### 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.

It was moved by Katherine Forrest and seconded by John Peberdy that the Board notes the documents sealed during the period and the property documents executed under delegation.

The motion was carried.

### 7.2 OUT OF SESSION PAPERS FOR NOTING

There were 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

The Board noted the correspondence.

## 8. MEETING PERFORMANCE REFLECTION

Michael Freshwater and Katherine Forrest provided the meeting reflection noting that the Board had moved through the Agenda without getting unduly delayed with any items. It was felt that the Board spent time on items where needed and that there had been a good exchange of views.

It was decided that more time needed to be allocated to the Board only session particularly with the current CEO and CO recruitment processes underway. In addition, to better reflect the approach the Board is taking to discussions of matters of strategy and governance under Item 3 of the Agenda, additional time should be allocated to this item.

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It was agreed that the Board papers had been continuously improving and enhanced the conversation in the meeting.

The meeting closed at 1.57pm.

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

Minutes of the Board meeting held on 17 August 2015 were presented to the Authority for its consideration.

**CONFIRMED AT AUTHORITY MEETING**

**21 September 2015**