

# CFA BOARD

## Minutes: 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 Acting Chief Executive Officer (CEO)  
Euan Ferguson Chief Officer (CO)  
Nigel McCormick Chief Financial Officer (CFO)  
Erin Eades Board Support Officer (BSO)

### 1. BOARD ONLY SESSION

The Chair declared the meeting open at 8.30am.

#### 1.1 Board Performance Review

This item was not discussed.

#### 1.2 CEO and CO Recruitment

##### a) Chief Executive Officer

The appointment of Lucinda Nolan as CEO was affirmed. Lucinda will commence in the role on 9<sup>th</sup> November 2015.

Individual Board members commented on the process and ways this may be improved in the future.

##### b) Chief Officer

Interviews for the role of CO have been completed. SHK are currently reference checking and have arranged for the psychometric appraisal to be completed.

The finalisation of this appointment is likely to be completed in the week commencing 5<sup>th</sup> October after the Minister has returned from annual leave.

The Board requested that the announcement of the Chief Officer's appointment be made by the Chair of the Board in line with the CFA Act.

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### **1.3 New Board Member**

The Chairperson officially welcomed Samantha Hunter to her first Board meeting following her appointment in late August.

A/CEO Michael Wootten then joined the meeting to provide Board members with an update on a range of issues.

Items discussed include:

- Fiskville Inquiry
- Fire Services Review
- Fire season preparations
- Field (structure)
- Training capability
- Farewell to the Chief Officer

The CO, A/ED-B&S and the BSO joined the meeting at 10.00am.

## **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**

The Chair informed attendees that Item 6.5 Minister's Statement of Expectation would be elevated to a Decision Paper at Section 5.

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

#### **2.4.1 Board Minutes**

**It was moved by James Holyman and seconded by John Schurink** that the Minutes of the Country Fire Authority Board meeting held on 17 August 2015 be confirmed.

**The motion was carried.**

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

The Board asked for further information on Action Item 393 '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 CO will report back out of session with further information.

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

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### 3. GOVERNANCE AND STRATEGY

The following items were taken out of order.

#### 3.1 Regional Training Centres

Dr Roger Drew joined the Board to present on his findings regarding PFOS at Fiskville. Dr Drew provided an overview of PFOS for Board members, explaining the basis for his research into the chemical and his subsequent analysis of results from testing at Fiskville and its staff.

The Board thanked Dr Drew for providing an informative presentation in a mode that rendered the science understandable.

Dr Drew offered to circulate the presentation for Board members to review.

#### 3.2 Operational EBA Update

Peter Bertolus joined the Board for this item and tabled a report titled *Workplace Relations Update*.

The A/CEO introduced Peter as the lead negotiator for the Operational Enterprise Bargaining Agreement (EBA). The A/CEO gave a brief overview of the current EBA negotiation process involving various State Government agencies..

Peter then spoke to the top ten significant issues which continue to be discussed as part of the negotiations. These included:

- Lateral Entry
- Disputes Resolution
- Consultation
- The recruitment and deployment of the additional 350 firefighters
- Changes to Rank Titles for Operations Managers and Operations Officers
- Minimum Crewing Chart (Schedule 1)
- Seven on the fire ground and four on each major appliance
- The attempted introduction of MFB allowances into CFA
- Expansion of Coverage
- The late inclusion of a clause to import BASO positions into the agreement

The A/CEO informed the Board that there was the potential for industrial action in the next month as the Government continues to work through the negotiations.

It was noted by the Board that presumptive legislation had been passed in the State of Queensland and that it had been adopted for both volunteers and staff.

The Board thanked Peter for attending the meeting and providing the Board with an update on the progress of the Agreement.

### **3.2 Fiskville Inquiry Update (verbal)**

The A/CEO informed the Board that previous CEO Mick Bourke may be called before the Fiskville Parliamentary Inquiry.

The Board then discussed whether CFA should seek the opportunity to speak to its submission to the Inquiry. It was generally agreed that this should be pursued.

The A/CEO noted that there was further information to be submitted to the Inquiry.

### **3.3 Hazelwood Inquiry Update (verbal)**

The A/CEO gave a verbal report to the Board on the Hazelwood Inquiry noting that two CFA members had appeared before the Inquiry in late July at Anglesea. He informed the Board that the Inquiry had now finished in Anglesea and was continuing in Morwell.

The A/CEO concluded that the Inquiry was now focused on mine rehabilitation and community health and wellbeing.

The CO provided an update on health support for CFA members involved in the mine fire.

The CO noted that improvements to personnel recordkeeping at the incident was required and that work was being undertaken on the issue.

## **4. EXECUTIVE REPORTS**

Michael Tudball departed the meeting at 12.26pm.

### **4.1 A/Chief Executive Officer's Report**

The A/CEO's Report was taken as read and offered the opportunity for questions.

The Board then discussed the meeting with David O'Byrne regarding the Fire Services Review. Both the A/CEO and CO have upcoming meetings with David O'Byrne and the Board requested that proposed changes to the levels of agency governance be addressed at these meetings.

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

### **4.2 Chief Officer's Report**

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

- 350 Firefighter Projects
- Potential future integrated fire brigades and associated issues with hazard classing and response times for a number of brigades
- District 27 grievance
- Progress in providing Uniforms for volunteers

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

### 4.3 Chief Financial Officer's Report

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

- Financial delegations are changing and may be circulated out of session
- Additional income
- financial implications of the Fiskville closure
- 2014-15 carry over budgets to be re-phased from 2015-16 budget into 2016-17

**It was moved by James Holyman and seconded by Katherine Forrest** that the Board approve:

- the budget re-phasing outlined in the *Advice to Board requiring decision* section of the CFO's Report
- these changes be included in the Forward Estimates update due to DTF by 25 September.

**The motion was carried.**

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

### 4.4 Health Safety & Environment Report

**The Board noted the HSE Report.**

The Board decided to discuss Item 6.5 Minister Statement of Expectation before the departure of one of the Board members.

### 6.5 Minister Statement of Expectation

The Board requested that management formulate a response to the Minister's Statement of Expectation and seek further clarification on a number of the items in the Statement.

***Action: CEO to seek further clarification on the issues noted in the Board paper and prepare a draft response for circulation to the Board out of session.***

## 5. DECISION PAPERS

The ED-C&LS and A/ED-OT&V joined the Board for Section 5.

### 5.1 Endorsement of Risk Management Attestation 2014-15

**It was moved by John Schurink and seconded by Michael Freshwater** that the Board:

- note the *Risk Management Attestation 2014-15 Evidence and Supporting Documentation* report; and
- certifies the Risk Management Attestation 2015-15 Statement for inclusion in the CFA 2014-15 Annual Report.

**The motion was carried.**

## **5.2 Annual Financial Statements 2014-15**

The CFO informed the Board of the significant differences in the Annual Financial Statements for this period due to the changes regarding brigade cash balances and brigade trust funds.

The CFO noted that the Board's Finance Risk and Audit committee (FRAC) had recommended approval of the Annual Financial Statements 2014-15 subject to further changes by management and VAGO. As a result, the Board paper highlights any changes made since FRAC's recommendation.

The CFO also circulated updates to notes 20 and 21 regarding remuneration as changes had been made since the Board papers were circulated.

The CFO was pleased to inform the Board that VAGO had given CFA a clean audit opinion and that no emphasis of matter paragraph had been included. The CFO made special mention of the regional finance officers who had played a major role in achieving this outcome.

Finally, the CFO tabled a Memorandum to the Board from the CEO and CFO in order to comply with the Board with the statement as required under Direction 2.2 of the Minister of Finance's Standing Directions.

The Board requested that a formal thank you be conveyed to brigades for their help in achieving a clean audit opinion as well as thanking the CFO and his team for their efforts.

***Action: CEO to issue a formal thank you to brigades for their work in finalizing the Annual Financial Statements 2014-15.***

**It was moved by Ross Coyle and seconded by James Holyman** that the Board resolves to approve the final 2014-15 Annual Financial Statements attached at Annexure 3 of the Board Paper for issue.

**The motion was carried.**

## **5.3 Purchasing Card Policy**

The CFO noted that the Purchasing Card Policy had been recommended for approval by the Finance Risk and Audit committee. Purchasing cards had been applied for as part of the reinstatement.

The Board discussed the need for a set of guidelines to assist both card holders and approvers in ascertaining acceptable spending on purchasing cards.

***Action: CFO to consider a set of guidelines on acceptable spending for purchasing cards.***

**It was moved by Michael Freshwater and seconded by Katherine Forrest** that the Board approve the Purchasing Card Policy attached at Annexure 1 of the Board paper subject to the removal of named individuals to position titles in the document.

**The motion was carried.**

#### **5.4 CFA Annual Report 2014-15**

The ED-C&LS drew the Board's attention to the Annual Report 2014-15 noting that any changes would need to be made tonight to the report before going to the printers later in the week.

It was noted that the Risk Attestation would be replaced with the one approved earlier in the meeting.

The ED-C&LS thanked the Board members who had provided direct input into the process.

**It was moved by James Holyman and seconded by John Schurink** that the Board approve the 2014-15 Annual Report content, including the narrative and financial statements.

**The motion was carried.**

#### **5.5 Honours and Awards Committee Charter**

**It was moved by Ross Coyle and seconded by James Holyman** that the Board approve the Honours and Awards Committee Charter.

**The motion was carried.**

#### **5.6 Fire & Emergency Management Learning and Development Strategy and Action Plan 2015-2018**

The A/ED-OT&V drew the Board's attention to the Learning and Development Strategy and Action Plan. She informed the Board that the Strategy and Plan replace the current Training Strategy which was developed in response to the Jones Report. The annual action plan will be brought before the Board for final approval in May 2016.

The Board highlighted some minor changes to the document including the separation of the timeframes in regards to the budget.

**It was moved by James Holyman and seconded by Samantha Hunter** that the Board:

- approve the CFA Fire & Emergency Management Learning & Development Strategic Plan and Action Plan 2015/2016 – 2017/2018
- note that the development and approval of the annual action plan under this strategic plan will replace the setting of training priorities by the Chief Officer
- require six-monthly progress reports on the implementation of the Strategic Plan and Action Plan, commencing March 2016.

**The motion was carried.**

#### **5.7 Formation of District 23 Headquarters Brigade**

**It was moved by Ross Coyle and seconded by James Holyman** that the Board approve the registration of the District 23 Headquarters Brigade.

**The motion was carried.**

## **6. INFORMATION PAPERS**

### **6.1 Market Research Program – Community expectations, needs and perceptions of CFA services**

The Board highlighted the need for future market research to consider alternative methods of contacting participants including online. It was suggested that many young people do not have landlines any longer and that continuing to use landline only options could curb the variety of the sample group.

The Board also asked for more information on how the market research will be used.

***Action: A/ED-BP&S to consider the next steps and broader application of the information from the Market Research Program and report back to the Board.***

The Board noted the paper.

### **6.2 Financial Management Compliance Framework 2014-15**

The Board noted the paper.

### **6.3 CFA Emergency Medical Response (EMR) Project**

The CO informed the Board that discussions continue in regards to the EMR project particularly in regards to funding.

The A/CEO reiterated that both staff and volunteers are expected to be trained in EMR at integrated stations as part of the roll out of the project. He also noted that further funding for the Project would form part of CFA's budget bids for 2016-17.

The Board noted the paper.

### **6.4 2015 Board Charter Update**

The Board noted the paper.

### **6.5 Minister Statement of Expectation**

Item 6.5 was discussed within the Decision Papers above.

## **7. PROCEDURAL MATTERS**

### **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.

**The Board noted the Property Documents Executed under Delegation.**

## **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.

The Chair tabled the Instrument of Delegation – Financial Delegations for noting as it was not included in the Board papers.

**The Board noted the resolution.**

### **7.2b Out of Session Paper - Presumptive Legislation**

The Board discussed the Presumptive Legislation paper deciding that the wording ‘supported by scientific evidence’ be removed from point one of the section ‘CFA supports presumptive legislation on the following basis’.

## **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

The Chair tabled the letter from the Minister for Emergency Services noting the appointment of Samantha Hunter to the CFA Board.

**The Board noted the correspondence.**

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## **8. MEETING PERFORMANCE REFLECTION**

John Schurink and Ross Coyle provided the meeting reflection noting that the Board had conducted good discussion on the key issues of the meeting. Both felt that while the presentations had taken up much of the meeting they were enlightening for the Board.

James Holyman noted that Board papers had not necessarily been adequately considering CFA's responsibilities under Section 6(i) of the Act and requested that further work be done to ensure this section is met in future papers.

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

Minutes of the Board meeting held on 21 September 2015 were presented to the Authority for its consideration.

**CONFIRMED AT AUTHORITY MEETING**

**19 October 2015**