

# CFA BOARD

## Special Minutes: 11 July 2016



**Board Meeting No:** 1194

**Time** 3.00pm

**Location:** Boardroom, CFA Headquarters, 8 Lakeside Drive, Burwood East

<b>Members Present:</b>	Greg Smith AM	Chairperson
	Michelle McLean	Deputy Chairperson
	Gillian Sparkes	<i>Via teleconference</i>
	Pam White	
	Simon Weir	<i>Via teleconference</i>
<b>In attendance:</b>	Frances Diver	Chief Executive Officer (CEO)
	Steve Warrington	Acting Chief Officer (A/CO)
<b>Minutes:</b>	Erin Eades	Governance & Corporate Services Coordinator (GCSC)

### 1. BOARD ONLY SESSION

The Chair declared the meeting open at 3.05pm. The CEO was asked to join the Board Only session.

### 2. PRELIMINARY MATTERS

The Board was joined by the A/CO and GCSC.

#### 2.1 Welcome & Introductions

The Chair welcomed everyone and thanked them for making themselves available for the meeting. Introductions were made to the A/CO.

The Chair noted the resignation of Chief Officer Joe Buffone with regret and thanked him for his service.

#### 2.2 Apologies

There were no apologies.

#### 2.3 Disclosure of Interests

The Chair noted that he was a Principle of G R Smith and Associates and a Board member of Ambulance Victoria.

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The Chair formally welcomed the A/CO and asked that he provide an operations report. The A/CO noted:

- Continued morale issues arising from tensions between volunteers and career staff; and
- CFA's involvement in the Gippsland floods.

### **3. INFORMATION & DECISION PAPERS**

#### **3.1 CFA Operational Enterprise Bargaining Agreement**

The Chair provided an update on the Enterprise Bargaining Agreement noting that consultation was continuing with Volunteer Fire Brigades Victoria (VFBV). The Chair noted that it was unusual for a Chairperson to participate in consultation however he considered it appropriate in order to afford VFBV the greatest opportunity to influence the decision makers in the process.

He provided a further briefing on legal advice being sought by CFA.

**The Board noted the CFA Operational Enterprise Bargaining Agreement Information Paper.**

#### **3.2 Board Induction**

The Board discussed the suggested induction program.

The Board expressed the importance of holding a tailored induction process for the Board as soon as possible.

The Board noted the importance of the full day induction program being delayed until the four VFBV members had been appointed to the Board.

#### **3.3 CEO Report**

The CEO provided an update to the Board noting:

- Meetings with Emergency Management stakeholders; and
- Priorities over the coming weeks.

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#### **4. OTHER BUSINESS**

The Chair informed the Board of upcoming items likely to be addressed at the next Board meeting.

The meeting closed at 4.12pm.

The next meeting of the Board will be held on 18 July 2016 at CFA HQ in Burwood.

Minutes of the special Board meeting held on 11 July 2016 were presented to the Authority for its consideration.

Greg Smith  
Chairperson

**CONFIRMED AT AUTHORITY MEETING**

**19 SEPTEMBER 2016**