



CFA Board Role Statement

CFA Board (Authority)

The CFA Board (the Authority) is responsible to the Minister for Police and Emergency Services and comprises twelve members including a Chairman (Kerry Murphy).

The twelve members of the Authority are non-executive positions. Some of these appointments are nominated by key interest bodies in accordance with the *Country Fire Authority Act 1958*. The current nominating bodies are: the Minister for Sustainability and Environment; the Victorian Rural Fire Brigades' Association (VRFBA); the Victorian Urban Fire Brigades' Association (VUFBA); and the Municipal Association of Victoria (MAV). They are each required to nominate not less than four names, from which two members are appointed.

Appointments are made by the Governor-in-Council for terms of three years, on the recommendations of the Minister. The remaining positions are appointed by the Governor-in-Council.

The remuneration of the Chairman and members of the Authority is determined by Order-in-Council on the recommendation of the responsible Minister. The current remuneration for a Member of the Board is \$11,679 p.a.

Authority's Role

The Authority is responsible for CFA's overall performance, ensuring its compliance with legislation and best practice principles.

The Authority is:

- responsible and accountable to the Minister for Police and Emergency Services
- responsible for the development and implementation of strategic plans to meet CFA's legislated responsibility
- responsible for policy formulation
- responsible and accountable for its delegations to management
- responsible for monitoring the performance of all delegations.

The Authority sets the corporate objectives and strategies through the Corporate Plan and detailed annual progress is monitored and reported against CFA's Annual Plan.

Ethical Standards

CFA operates under the Code of Conduct for the Victorian Public Sector, which provides guidance for addressing ethical issues such as conflicts of interest. The members of the Authority and senior CFA staff must meet the requirements of declaring pecuniary interests.

Board Committees

To reflect changing business requirements and strategic imperatives, Board Committees have been created. Board Committees are:

Audit Committee

The Audit Committee is chaired by the Chairman and comprises four members, all of whom are members of the Authority. The Committee is required to meet not less than four times a year and report to the Authority on its recommendations.

The Committee's responsibilities embrace oversight of the risk management process, including compliance, the facilitation of effective relationships with external audit and internal audit.

Remuneration Committee

The Remuneration Committee is established to comply with the State Government's Policy on Executive Remuneration or Government Business Enterprises and Statutory Authorities.

The Remuneration Committee is chaired by the Chairman and comprises the Deputy Chairman and two other members of the Authority.

The role of this Committee is to overview the remuneration of executive officers to ensure compliance with the State Government's Policy.

Operations Committee

The Operations Committee is chaired by a Member of the Board and comprises four additional members of the Authority.

The Committee's responsibilities encompass oversight of the development and implementation of plans for the effective, efficient and economic delivery of CFA operations.

People Strategy Committee

The People Strategy Committee is established to assist the Authority to fulfil its responsibilities to have people in place who are:

- appropriate in number and of the right skills mix;
- adequately trained;
- efficiently organised and integrated; and

- operating in a culture of safety, equity and equal opportunity.

The Committee is chaired by a Member of the Board and comprises a total of four members of the Authority. The Director Human Resources attends Committee meetings by standing invitation. The Committee is required to meet not less than four times each year.

The role of the Committee includes:

- Occupational Health & Safety issues;
- Equity and Equal Opportunity (EEO) issues;
- Codes of Ethics and Conduct;
- management succession
- compliance
- disciplinary issues;
- C.E.O. performance assessment;
- communication between the Authority and brigades;
- training issues;
- volunteer issues;
- industrial relations; and
- general human resources issues.

Time Requirements

Applicants for the vacancy should be in a position to allow one day per month to attend Board meetings and approximately one half day each three months for Committee meetings. In addition, attendance at official functions can be required.

VFBV would also require the successful applicants to attend VFBV meetings on a regular basis to ensure they were aware of current volunteer issues and to report to VFBV members on the operations of the CFA Board. This requirement would involve approximately two days each three months.

Position Requisites

VFBV encourages senior members of urban and rural brigades who believe they have the capacity to make a contribution at the Executive level of the CFA to submit applications.

VFBV will include on the panel of names, those volunteers it considers can best represent the interests of urban and rural volunteers and make a valuable contribution to the CFA Board. Applicants should include all relevant supporting information in their applications. Some areas VFBV consider relevant are:

- Considerable volunteer experience;

- Experience in leadership roles as a volunteer or in industry;
- An appreciation of volunteer issues;
- Relevant business skills;
- An ability to debate issues;
- Any experience in representing brigades, volunteers, or community interests.

Applicants would also be required to provide an updated copy of their *Curriculum Vitae* including any experience which would be relevant to that required of a Board member.

Further Particulars

In correspondence from the Minister for Police and Emergency Services, VFBV is advised that *"the successful nominee will at all times be cognisant of the fact that he/she is a member of the Authority and not a representative of the nominating organisation"*. However, VFBV's position is that the successful applicants, can fulfil this objective whilst still representing the members of urban and rural brigades and ensuring that their interests are maintained at the highest level of the organisation.

Before a person is appointed to the Authority, a Declaration of Private Interests must be lodged with the Department of Justice. A copy of the form will be sent to the person the Minister proposes to recommend to the Governor in Council for appointment.

Before a person is appointed to the Authority, he/she must sign a consent to check and release criminal records.

Selection Process

Following receipt of applications, VFBV will prepare a short list of applicants to be interviewed.

Interviews will be conducted by members of the VFBV Executive, who will select the names to be included on the two lists, being a list of four urban members and a list of four rural members to be submitted to the Minister for Police and Emergency Services. The lists will each be in priority order. Further interviews with the Minister could be required prior to the successful applicants being appointed.

Applications must be received by VFBV by Wednesday 12th November 2008.