

CFA Board Role Statement

CFA Board (Authority)

The CFA Board (the Authority) is responsible to the Minister for Emergency Services and comprises nine members including a Chairperson and Deputy Chairperson.

The nine members of the Authority are non-executive positions.

Appointments are made by the Governor-in-Council for terms of up to three years, on the recommendation of the Minister.

Five members of the Authority, including the Chairperson and the Deputy Chairperson, are to be appointed on the recommendation of the Minister.

Four members of the Authority being:

- Two volunteer members of brigades predominantly serving urban communities; and
- Two volunteer members of brigades predominantly serving rural communities.

These four members are to be appointed by the Minister from a panel of names nominated by the VFBV.

The remuneration of the Chairperson 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 approximately \$18,645 per annum (pro-rata).

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 Emergency Services
- for the development and implementation of strategic plans to meet CFA's legislated responsibility
- for policy formulation
- and accountable for its delegations to management
- 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 Program.

Skills, Knowledge & Experience

Authority members are required to have

- (a) knowledge of, or experience in, commercial, technical, operational, legal or financial matters; and
- (b) expertise in fire services, emergency management, land management or any other field relevant to the performance of the Authority.

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:

Finance, Risk and Audit Committee

The Finance, Risk & Audit Committee is chaired by a Board member and comprises of four other members, three of whom are members of the Authority and one Independent member. The Committee is required to meet not less than four times a year and provide the Authority with the Committee Minutes for noting.

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

CFA Board Role Statement

(Continued)

People, Remuneration and Culture Committee

The People, Remuneration and Culture 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 Deputy Chair and comprises the Chairperson and three other members of the Authority. The Committee is required to meet not less than four times a year and provide the Authority with the Committee Minutes for noting.

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

Service Delivery Committee

The Service Delivery Committee is chaired by a Board member and comprises of four other members, all of whom are members of the Authority. The Committee is required to meet not less than four times a year and provide the Authority with the Committee Minutes for noting.

Health, Safety & Environment Committee

The Health, Safety & Environment Committee is chaired by a Board member and comprises of four other members, three of whom are members of the Authority and one Independent member. The Committee is required to meet as frequently as considered necessary by the Committee Chair and provide the Authority with the Committee Minutes for noting.

The role of this Committee is to assist the Board in discharging its responsibilities by oversight and review of HS&E risk matters arising out of the activities of CFA and the impact of these activities on employees, volunteers, contractors, suppliers and the communities and environments in which CFA operate..

From time to time, other committees and/or working parties are established to address specific short term issues.

Honours and Awards Committee

The Honours and Awards Committee is chaired by a Board member and comprises of the CEO, CO, a Senior Operational representative, two VFBV representatives, ED-OT&V and the Manager Volunteerism. The Committee meets as frequently as considered necessary by the Committee Chair and provides the Authority with the Committee Minutes for noting.

The role of the Committee is to receive, review and provide a decision or recommendation for an award as defined in the CFA Honours and Awards Manual. In particular the Committee focuses on leadership, culture and sustainability in acquitting its responsibilities.

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. Every quarter the Board holds a regional meeting which requires an additional half day and overnight stay. In addition, attendance at official functions shall be required.