

# CFA Board Role Statement

## CFA Board (Authority)

The CFA Board (the Authority) has a responsibility to develop policy and organisational arrangements that encourage, maintain and strengthen the capacity of volunteer officers and members to provide the Authority's services.

The CFA Board consists of 9 members appointed by the Governor in Council. The members of the Board are to be appointed having regard to any of the following:

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

Five members of the Authority, including the Chairperson and the Deputy Chairperson, are to be appointed on the recommendation of the Minister made after having regard to the above.

Four members of the Authority being:

- Two volunteer members of brigades predominately serving urban communities; and
- Two volunteer members of brigades predominantly serving urban communities – are to be appointed from a panel of names nominated by the VFBV made after having regard to the above.

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 \$17,747 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
- 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:

### 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, the facilitation of effective relationships with external audit and internal audit.

### 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 Chairman 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.

The role of this Committee is to assist the Board in discharging its duties in relation to the overall performance and quality of services delivered in the prevention and suppression of fires and in responding to other emergencies.

## 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.

## 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 shall be required.

VFBV would also require the successful applicant 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 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 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 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 applicant can fulfil this objective whilst still representing members of all 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 form 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 list of four members to be submitted to the Minister for Emergency Services. The list will be in priority order. Further interviews with the Minister could be required prior to the successful applicant being appointed.