

Country Fire Authority – Board Member

Position details

Classification:	Board Member
Employment Type:	Part time
Salary:	\$56,235
Position reports to:	Minister for Emergency Services
Time commitment:	At least 12 Board meetings per year, as well as relevant subcommittee meetings (occurring monthly or quarterly) or as required. These meetings may be part or full days and may be conducted during business hours.
Duration:	Fixed period, not exceeding 3 years, to be specified in the Instrument of Appointment.
Location:	A combination of in person, at the CFA head office or at a regional location, or remote/dial-in.

About the Country Fire Authority

The *Country Fire Authority Act 1958* (CFA Act) establishes the Country Fire Authority (CFA) Board. The CFA is a fully volunteer fire fighting service with over 54,000 volunteers. These volunteers include firefighters, community educators and support personnel spread across 1,212 brigades, 21 districts and five regions in Victoria.

The CFA's vision – Victorian communities are prepared for and safe from fire.

The CFA's Mission – To protect lives and property

Appointment as Board Member

The CFA Board is a statutory authority within the Justice and Community Safety portfolio. The CFA Board consists of up to nine Board Members and reports to the Minister for Emergency Services. Five members of the CFA Board, including the Chairperson, Deputy Chairperson and three other Board Members are appointed by the Governor in Council on the recommendation of the Minister for Emergency Services. Four members are nominated by a panel from the Board of Volunteer Fire Brigades Victoria.

A Board Member holds office for a period specified in the Instrument of Appointment which cannot exceed three years. A Board Member is eligible for reappointment and is entitled to receive remuneration and travel and other allowances, as fixed by the Governor in Council, unless the Board Member is an employee of the public service. The *Public Administration Act 2004* (other than Part 3 of the Act) applies to a Board Member if they are employed in the public service.

Role of the CFA Board

The CFA Board is responsible for setting strategic direction and ensuring appropriate governance arrangements are effectively and efficiently implemented, including to:

- contribute to a whole-of-sector approach to emergency management
- promote a culture within the emergency management sector of community focus, interoperability and public value

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- support the effective and sustainable recruitment, development and retention of volunteer officers and members, including those located in the Fire Rescue Victoria fire district, to deliver capability in the provision of the Authority's services.

The CFA Board ensures the CFA carries out its functions in a manner such that services provided are: effective and efficient; consistent with prudent financial management practices; and safe and secure.

The CFA Chief Executive Officer (CEO) is responsible to the CFA Board for carrying out its functions, supporting the CFA Board and for the day-to-day management of the CFA including implementation of policies and general business administration. The CFA Chief Officer supports the CEO and is responsible for the operational arrangements of the organisation. The CEO, together with the CFA Executive Leadership Team and CFA Chief Officer, is accountable to the CFA Board for the overall management and performance of the CFA.

Diversity and Equal Employment Opportunity

The Victorian Government is committed to ensuring that government boards and committees reflect the rich diversity of the Victorian community. The Victorian Government's Women on Boards commitment has been in effect since 2015 and is ensuring that all public boards have no less than 50 per cent women.

We encourage applications from women, people of all ages, Aboriginal people, people with disability, people from multicultural and multifaith backgrounds, new migrants and LGBTIQ+ people. We will provide adjustments to the recruitment process upon request.

Board subcommittees

In carrying out its responsibilities, the CFA Board is supported by subcommittees including, but not limited to, the following:

Audit and Finance Committee – Responsibilities include governance oversight and assurance in the areas of financial strategy, sustainability, and resourcing, internal audit and external financial audit, and compliance with legislative, regulatory, and other relevant obligations.

People, Culture and Remuneration Committee – Responsibilities include oversight and assurance in the areas of people, culture and remuneration strategy and policy including change management, executive remuneration, workplace relations, and staff development, performance and succession.

Service Delivery – Responsibilities include assurance in the areas of service delivery performance, service delivery innovation and continuous improvement, community engagement and resilience, operational doctrine and training, and infrastructure planning and investment.

Risk – Responsibilities include oversight and assurance in the areas of risk identification, mitigation and treatment, risk appetite and tolerance, and risk transfer and insurance.

Health, Safety and Environment – Responsibilities include oversight and assurance in the areas of safety strategy and policy, safety and environment compliance and risk, safety performance, and external reporting on HSE matters.

Honours, Awards & Remembrance – Responsibilities include making decisions in relation to receiving, reviewing and approving nominations for honours and awards, and the carriage of tribute and preservation of history and remembrance.

Board Members with the relevant expertise or experience are expected to attend the relevant subcommittees.

Expectations of CFA Board Members

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CFA Board Members are expected to:

- Attend and actively participate in a minimum of 75 per cent of Board meetings.
- Develop a comprehensive understanding of the CFA's finances, scope of services, strategic context and legal framework.
- Adhere to the relevant obligations and duties set out in the Victorian Public Sector Commission's (VPSC) Directors' Code of Conduct¹. This includes bringing any actual, potential or perceived conflicts of interest or conflicts of duty to the attention of the CFA Board Chairperson.
- Promote and develop policies and procedures to improve performance, ensure legislative compliance, and that appropriate risk management strategies are in place.
- Ensure the CFA carries out its functions in a manner that is safe, effective, efficient and consistent with prudent financial management practices.
- Contribute to the CFA maintaining a safe, positive and productive work environment free from discrimination, bullying and harassment.
- Comply with relevant CFA and VPSC policies and procedures, including but not limited to the VPSC and CFA's values.
- Advise the Minister for Emergency Services on the administration of the CFA Act and on any other matter referred to the CFA by the Minister.
- Any other functions that are conferred on the CFA by the CFA Act or any other Act.

The time commitment required to serve on the CFA Board includes:

- Attending at least 12 CFA Board meetings per year (these meetings may be part or full days and may be conducted during business hours).
- Attending relevant subcommittee meetings which meet monthly or quarterly.
- Reviewing agenda items and Board papers in anticipation of upcoming CFA Board meetings.
- Reviewing CFA Board meeting minutes to confirm what was discussed and agreed.
- Attending events where the CFA requires representation, including brigade dinners, ceremonial services and other community events from time to time.

The meeting locations involve a combination of in person, at the CFA head office and/or at a regional location, or remote/dial-in.

Key selection criteria

To be eligible as a Board Member of the CFA, a person **must** possess knowledge of, or experience in, **one** or more of the following areas:

- **Commercial** (including significant commercial and business experience)
- **Financial** (including financial management and accounting capabilities; an ability to oversee the financial position of the CFA; analyse key financial statements; critically assess financial performance; oversee budgets and the efficient use of resources; and oversee funding arrangements and accountability)
- **Technical** (including experience in relation to significant information communication technology programs and an ability to provide critical insights and governance)
- **Operational** (including senior leadership, human resources, governance, risk management, public policy, government and stakeholder relations, strategic planning and brand and reputation management skills and experience)
- **Legal** (including an ability to identify key legal risks and to provide governance in relation to the resolution of legal risks)

¹ <https://vpsc.vic.gov.au/resources/code-of-conduct-for-directors/>

- **Expertise** in fire services, emergency management and land management or any other field relevant to the performance of the functions of the CFA

Other desirable skills include:

- Governance including an understanding of the regulatory environment in which the CFA operates; a capacity to ensure that external compliance and reporting requirements are met; and a capacity to ensure that CFA provides a safe environment for volunteers and staff and supports a culture of ongoing improvement in relation to workplace health and safety.
- Risk management and compliance/audit capability to oversee major risks; the ability to identify key risks to the organisation in a wide range of areas including decision making, monitoring performance, legal and regulatory compliance; and to monitor risk and compliance management frameworks and systems.
- Environmental occupational health and safety, including an understanding of land management practices, agriculture, conservation and occupational health and safety.
- Public administration and local government, including an understanding of the *Public Administration Act 2004* which sets out key governance standards for Victoria's public sector and connection with Local Government to ensure bushfire and emergency management approaches meet community requirements.
- Community and stakeholder management including capability to reflect the expectations of community and stakeholders and the ability to effectively engage and communicate with them.
- Public relations/marketing and communication including understanding how to implement network and communication strategy, manage relationships and ensure effective reputational management.

Data Collection and Privacy

During the application process, you will be invited to disclose personal information about yourself. You are not obliged to disclose personal information if you do not want to, but it can help us understand how we can support you through the recruitment process and beyond.

We invite you to tell us if you identify as Aboriginal, a person with disability, from a culturally or linguistically diverse background, LGBTIQ+ or a young person, aged 25 years old or less. If you identify as any of the above, we would welcome the opportunity to contact you and discuss how we can support you through the recruitment process.

Sharing this information will help you access support should you need it and will also help us to better understand the impact of our work.

Contact Information and Support

If you would like help understanding this document or would like to receive it in another format, please email Stacey Jordan at Stacey.jordan@justice.vic.gov.au.