

Country Fire Authority

Performance and Policy Consultative Committee

Terms of Reference

1. Purpose

On 11 June 2016, the Victorian Government announced the establishment of the Country Fire Authority (CFA) Consultative Committee (the Committee).

The Committee will be established as a Group C organisation under the *Appointment and Remuneration Guidelines* (1 July 2016) (the Guidelines).¹

The Committee provides an opportunity to unite career firefighters, volunteers, support staff and management to improve the CFA's performance and culture. It will be assisted in this work by examining other important reviews and inquiries in the emergency services area.

In providing advice and making recommendations to the Minister, the Committee will have regard to completed and ongoing reviews, inquiries and action plans regarding fire and emergency services, including those relating to the health and wellbeing of firefighters, the culture within the CFA and innovation and service delivery in emergency management more generally.

2. Functions and Responsibilities

The Committee will provide advice and make recommendations to the Minister for Emergency Services relating to CFA's future directions including:

- Improving culture and diversity within the organisation
- Recognising and valuing the work of volunteers and career firefighters
- Health, safety and wellbeing of firefighters
- Harnessing innovation, technology and ways to deliver better services
- Priorities for future workforce capacity and capability
- Approaches to risk reduction and building community resilience
- Consideration of how CFA performance is measured
- Clarify and strengthening CFA's role in Victoria's emergency management system

The Committee does not assume the obligations of departments and agencies under any Government implementation plan.

In undertaking its work the Committee will undertake targeted consultation with relevant stakeholders and experts and consider any matters referred to it by the Minister for Emergency Services or Emergency Management Commissioner.

The CFA will provide secretariat support to the Committee in consultation with Emergency Management Victoria.

3. Deliverables

¹ <http://www.dpc.vic.gov.au/index.php/policies/governance/appointment-and-remuneration-guidelines>

The Committee will:

- Report to the Minister for Emergency Services;
- Have subject matter working groups as determined by the Chair;
- Regulate its own proceedings.
- Consider completed and ongoing reviews, inquires and action plans regarding fire and emergency services, as noted above.
- Prepare an interim report by February 2017 that considers opportunities for CFA's future directions in relation to the matters set out in Point 2.
- The Committee will provide a final report on its work and proposed future reforms by June 2017.

4. Membership

The Committee is to consist of:

- Minister for Emergency Services, the Hon. James Merlino MP, (Chairs an ex-officio capacity).
- Parliamentary Secretary for Emergency Services
- Emergency Management Commissioner
- Chief Executive, Emergency Management Victoria
- CFA, Chief Executive Officer
- CFA, Chief Officer
- Three active, volunteer CFA members (from urban and rural stations)
- Three active, career CFA members (from urban and rural stations)
- Department of Environment, Land, Water and Planning Chief Fire Officer

The Committee can co-opt other members as required.

With the exception of serving CFA employees, no person is entitled to receive any salary or fee solely by reason of their position of member or Chair of the Committee.

With respect to serving CFA employees the following will apply:

- (a) When the employee is on duty, arrangements will be made to facilitate his or her attendance at meetings without loss of pay.
- (b) When a meeting occurs while the employee is off duty, the employee will be paid for the time involved at overtime rates.

Members of the Committee are entitled to reimbursement of reasonable travel and personal expenses.

5. Meetings and a Quorum

The Committee will meet as determined by the Chair. A quorum of the Committee shall consist of the Chair, or acting Chair, and five members.

6. Secretariat

Secretariat support to the Committee will be provided by the CFA.