

# CFA 2005 Annual Report





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This Annual Report has been prepared in accordance with the *Financial Management Act 1994* and the Directions of the Minister for Finance. It:

- provides a record of events, performance, volunteer and career staff activities;
- acknowledges the support of CFA people;
- reports against CFA's Annual Plan 2004/05;
- informs the Government and public about CFA's services and organisational development during the financial year; and
- demonstrates how CFA's objectives and goals are being delivered to meet community outcomes.

Further copies of this Annual Report may be obtained from CFA, PO Box 701, Mt Waverley, Vic 3149. Telephone: 03-9262 8444. Facsimile: 03-9264 6200. A copy is also available on CFA's website: [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au).



## CFA TODAY

Over the past 60 years, CFA has evolved from informal beginnings to become one of the world's largest volunteer-based emergency service organisations, providing a diverse range of risk reduction and fire suppression services to minimise the impact of fires and other emergencies on the community. CFA is wholly committed to prevention, preparedness, response and recovery phases of emergency situations.

Under the *Country Fire Authority Act 1958* ("the CFA Act"), CFA is the responsible agency for "taking, superintending and enforcing all necessary steps for the prevention and suppression of fires and for the protection of life and property in case of fire". This includes bushfires and structure fires, as well as incidents involving hazardous materials, road accident rescue, and rescue in areas of diverse risk, including high-risk industries such as petrochemical and gas.

CFA operates within the Victoria State Government portfolio of the Minister for Police and Emergency Services, administered through the Department of Justice.

CFA's operations rely on the skills of an integrated force of volunteers and career personnel. CFA members are dispersed throughout Victoria, united through a commitment to creating safer communities and protecting life and property. They have forged very strong strategic relationships with their local communities and provide not only fire suppression expertise but also assistance with fire prevention and mitigation, through educational programs and close working partnerships with local municipalities and industries. Volunteers in many areas contribute to the social cohesion of their local communities.

CFA is funded through insurance companies (77.5 per cent) and by the Victoria State Government (22.5 per cent).



## CFA SERVICES

CFA serves an area that is home to more than 2.6 million Victorians – more than half the State's population.

Community-based and community-focused, CFA is responsible for protecting a large part of outer metropolitan Melbourne, as well as Victoria's provincial towns and smaller rural communities. CFA also serves Victorians through its support to other emergency service organisations.

More than 1200 individual CFA brigades work together within 142 groups to create safer communities across Victoria. Nine Area Headquarters and CFA's Corporate Headquarters in Melbourne provide strategic direction, management and administrative support.

At its heart, CFA is about people. More than 58,000 of CFA's members (or 98 per cent of the CFA team) are volunteers. Together, they form Victoria's largest volunteer group and one of the largest in the world.

CFA provides statewide fire and related emergency co-ordination including:

- wildfire suppression;
- structural fire suppression;
- transport related fire suppression;
- road accident rescue;
- technical rescue, such as high angle, trench and mine operations;
- hazardous materials transportation and storage incidents;
- forest industry brigades;
- industrial accident response;
- other emergency activities including flood assistance;
- technical services including building code related inspections and post incident investigations;
- fire safety input planning for major community risks;
- fire prevention;
- land use planning at municipal level; and
- community awareness, education and safety programs.



## CFA AT A GLANCE

### Brigades

Brigades	1,193 <sup>1</sup>
Road Accident Rescue brigades	23
Forestry Industry brigades	20
Groups	142

### CFA People

Volunteers	58,662
Career firefighters	431
Career support & administration	813
Total CFA people	59,906

### Incident management

Total number of incidents	36,060
Total number of brigade turnouts	64,105

### Buildings and Land

Fire Stations Urban	199
Fire Stations Rural	949
HQ & Offices	23
Training Grounds	7
Mechanical Workshops	13
Communications Workshop/Store	1
Protective Equipment Workshop	1
Residences	23

### Vehicle Fleet

Tanker	1,261
Pumper	241
Pumper Tanker	36
Aerial Appliance	7
All Terrain	3
Quick Attack	19
Command and Control	12
Mobile Communications Vehicle	7
Hazardous Materials Unit	8
Marine	1
Protective Equipment Support	4
Rescue	22
Specialist (Gas, Lighting, Breathing Apparatus)	55
Car / Transport	351
Other (Trailers)	534
Brigade / Forest Industry brigade owned	1,005

### Communications infrastructure

Base Radios	1,021
Mobile Radios	5,827
Portable Radios	2,820
Pagers	10,500
Satellite Terminals	58
Pre-Conference Interceptors	10,704

1. The number of brigades reduced during 2004/05 due to amalgamation of co-located Urban and Rural brigades.



# Chairman's report



Dear Minister

On behalf of the Board, I am pleased to report on the activities of CFA and the administration of the CFA Act for the year ended 30 June 2005.

It has been another very strong year for CFA. Our 2004/05 Annual Plan set a new direction for the organisation aimed at establishing a solid foundation for future efficiencies, effectiveness and growth. In line with the plan, our achievements this year have positioned CFA to progress confidently into the future as the 2005/06 plan carries us down the same path of development and growth.

## **Inter-agency cooperation**

We made significant advances during the year in developing our relationships with other volunteer organisations, which will strengthen our capability to respond to emergency incidents across Victoria. Our cross-border partnerships were enhanced by the signing of a Memorandum of Understanding (MoU) with the New South Wales Rural Fire Service and a Heads of Agreement with the South Australian Country Fire Service.

These interstate agreements not only bolster our relationships with the respective agencies, they also address issues identified in the Victorian Bushfire Inquiry. Together, they recognise the need for seamless operations across state borders. Each agency has agreed to support the other, where risk and capacity permit, beyond state boundaries, and local mutual aid agreements will be implemented along the borderlines.

Back home, we also entered into a groundbreaking MoU with the Australian Volunteer Coast Guard (AVCG). As volunteer organisations, CFA and AVCG face similar challenges. By sharing information and experience, we can address changes in population growth, community expectations and environmental conditions, which will all have an impact on the way we both do business in the future.

The partnership also demonstrates our commitment to volunteerism, not just in CFA, but across the wider Victorian emergency management sector as we tackle issues surrounding recruitment, retention and volunteer development.

Operationally, the MoU will facilitate enhanced management of marine incidents within Victoria. We will be devising joint action and emergency response plans that will allow AVCG to use the vast CFA infrastructure base while CFA's access and response to marine incidents will be increased through the use of AVCG vessels.

Central to the role of both agencies is the Preparation, Preparedness, Response and Recovery emergency management continuum, which will be strengthened through our



joint work with, and support to, communities in minimising risk before, during and after a wide range of emergency situations.

Finally, CFA and AVCG share a commitment to both community safety and operations. The MoU opens the way for us to collaborate on community safety campaigns, training, and emergency response procedures, benefiting the wider volunteer community and, ultimately, the people of Victoria.

It is important, also, to recognise the strategic direction of the Department for Victorian Communities (DVC), which complements our own. CFA and DVC share a commitment to strengthening local communities through a more integrated approach to planning, funding and delivering services. While CFA naturally focuses on its ability to provide an emergency response capability, we share with DVC the common goal of engaging with communities for the benefit of all Victorians.

DVC recognises the importance of fostering a sense of belonging, identity and connection amongst community members in order to build strong communities. CFA brigades and auxiliaries across the state are an essential part of this strengthening process and DVC is wholly supportive of the volunteer element of CFA's operations.

In recognition of the pivotal role volunteers play in building strong communities, DVC has created the Volunteering and Community Enterprise Strategy and released the Victorian Volunteer Small Grants program, designed for organisations like CFA to embrace diversity and involve more local people in brigade activities.

### **Volunteer Development**

As an emergency management service, the professional and technical development of CFA's volunteers and staff is integral to the success, safety and wellbeing of our members. Over the past year, we have continued our commitment to developing and implementing a number of additional initiatives to support CFA volunteers and staff in their invaluable service to the community.

Our commitment to an environment that engenders respect, empowerment and accountability has been strengthened through the introduction of Relationship & Diversity Awareness workshops specifically designed for CFA. The roll-out of these workshops, which have been receiving tremendous support, will continue into the 2005/06 year.

We know that as an emergency management organisation, our people deal with incidents and events that by their very nature place physical and psychological demands on those who attend.

The Critical Incident Support (CIS) program ensures that CFA members have a readily available service to assist with managing those demands. This year, the program has been further enhanced with the full implementation, and completion by 105 CIS peers, of the Certificate III in Community Service Work.

CFA has actively participated in the State Government initiative Valuing Volunteer Emergency Services Program and has been awarded funding specifically for volunteer recognition, retention and development programs.

With our eyes on the future, we have further expanded our commitment to youth through the development of leader programs and activities targeted at our younger members. In April 2005, the third successful Youth Camp was conducted over three days involving 75 juniors and 35 leaders.



Leadership is an essential element in a service like CFA and our efforts in this area of professional development continue to be of high priority. In April, four volunteer members attended the five-day Volunteers Leaders Program through the Australasian Fire Authorities Council (AFAC). This program provided opportunities to develop leadership skills, gain insights into the practices of other emergency management agencies and develop networks with other volunteers.

Two volunteers also attended the AFAC Developing Future Leaders Program in November 2004 and CFA hopes to send another three participants to the 2005 program.

2004/05 also saw the completion of another highly successful Challenge program, with nearly 40 CFA members attending in January 2005. Challenge is a 12-day adventure based program that focuses on both personal and leadership development. Separate programs are conducted for junior and senior volunteers to maximise the benefits to participants.

CFA has now conducted 13 Challenge programs, providing more than 450 volunteers with an excellent opportunity to clarify their personal values and goals, while developing their confidence and leadership skills. Selection for participation in Challenge 2006 is currently in progress.

As part of our Safety First commitment, the roll-out of a range of safety initiatives continues involving the testing for safety of electrical equipment, suitability of chemicals, plant and a general safety assessment of each location.

Safety continues to be a high priority and key focus for CFA, and was last year reflected in a positive reduction in the number of injuries resulting in claims by approximately 32 per cent compared to prior years.

### **Board Activity**

The CFA Board welcomed two new members during the year: Beth Davidson and Dr Zena Burgess. Robyn Hale was appointed to the position of Deputy Chairman.

The Board endorsed its Governance Framework, a suite of documents that provides a Charter for the Board and its committees and includes a Code of Conduct for Board members.

I want to thank my fellow Board members for all their hard work during the year. Collectively, they attended a multitude of CFA activities and championed our cause all across Victoria. At both strategic and grass roots levels, their work is invaluable and the positive outcomes of their labours benefit brigades right around the State.

2004/05 was a busy and constructive year on a number of fronts. Our evolution to a broader emergency management agency has continued and our partnership building, volunteer support, and safety and training focus are all products of this development.

I extend my thanks to all CFA members for their continued commitment to the organisation and their outstanding efforts in making 2004/05 such a successful year. It is their selfless dedication that drives us forward, and their expertise that makes CFA one of the world's premier emergency service organisations.

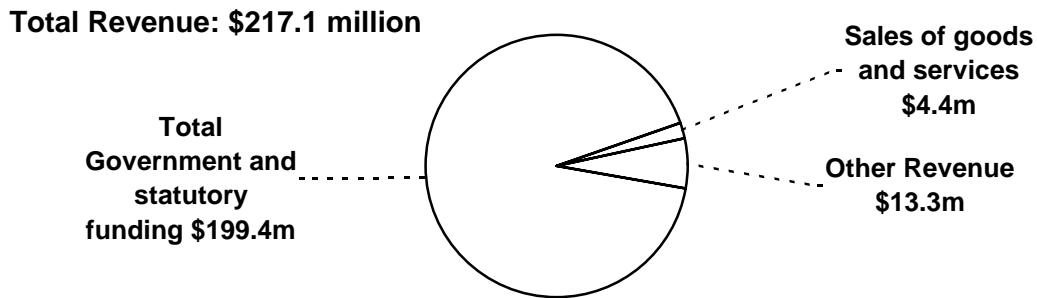
**Len Foster AO**  
Chairman





# Financial summary

## REVENUE 2004/05



### Total Government and statutory funding

CFA received contributions from Government and other sources amounting to \$199.4 million. Under the Country Fire Authority Act 1958, CFA receives funding of annual expenditure through the Victorian State Government, insurance companies (through the fire service levy on insurance premiums) and from other companies under Section 80A of the Act. During 2004/05 statutory contributions totaled \$197.5 million, comprising \$43.1 million from the State Government (of which \$3.0 million was treated as contributed capital), \$148.6 million from insurance companies, and \$8.8 million from other companies. In addition, \$1.9 million was contributed by other Government sources.

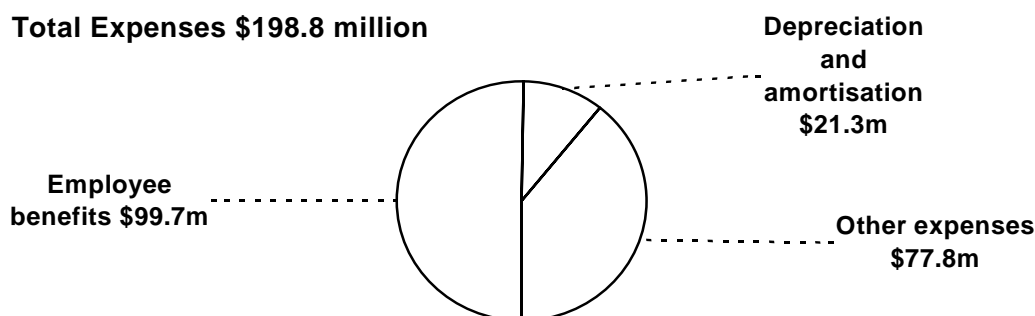
### Sales of goods and services

CFA received \$4.4 million during the year from the provision of goods and services to external bodies. These include the provision of external training services, fire protection fees, alarm monitoring, dangerous goods inspections, and hazardous materials incidents.

### Other revenue

Other revenues during the year totaled \$13.3 million from a number of sources including the Transport Accident Commission, interest, public donations and the recognition of additional Brigade Owned vehicles and a Commonwealth Government Grant.

## EXPENSES 2004/05



### Employee benefits

During 2004/05 \$99.7 million was spent on salaries and other employee expenses such as superannuation, payroll tax, WorkCover premiums and employee support activities.

### Depreciation and amortisation

The written down value of CFA's assets at cost or valuation, including land, buildings, leasehold improvements, vehicles, plant and machinery totaled \$427.8 million. Depreciation expense totaled \$21.3 million during 2004/05.

### Borrowing costs

Due to CFA's level of liquidity this year there were no borrowing costs during 2004/05.

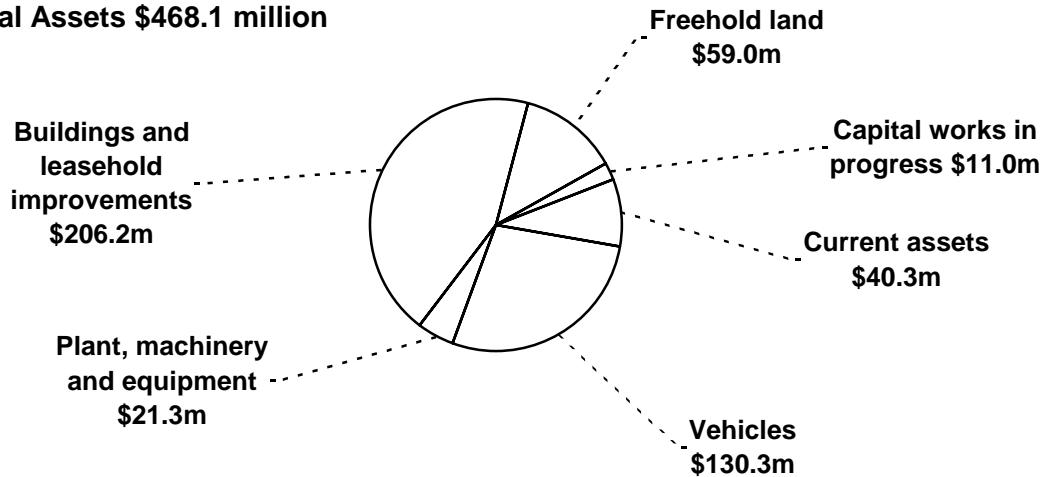
### Other expenses

CFA spent \$77.8 million on general operating costs and other expenses during 2004/05. These included motor vehicle running costs (\$9.3 million), communications and alarms (\$17.8 million), training (\$3.2 million), uniforms and equipment (\$5.0 million), aircraft hire (\$3.4 million), buildings and other operating and maintenance costs (\$16.2 million), payments to contractors (\$3.9 million), printing stationery and publicity (\$3.4 million), volunteer compensation and insurance (\$2.4 million) and other volunteer and brigade support expenses (\$2.4 million).



## ASSETS (AT 30 JUNE 2005)

Total Assets \$468.1 million



### Vehicles

After depreciation, the value of CFA vehicles totaled \$130.3 million. Of these, CFA-owned vehicles are valued at \$111.1 million, and brigade-owned vehicles are valued at \$19.2 million.

### Plant, machinery and equipment

This includes computer hardware, general plant and communications equipment to a total value of \$21.3 million.

### Buildings and leasehold improvements

The value of CFA-owned buildings and improvements made to leasehold buildings totaled \$206.2 million.

### Freehold land

The value of land owned by CFA totalled \$59.0 million.

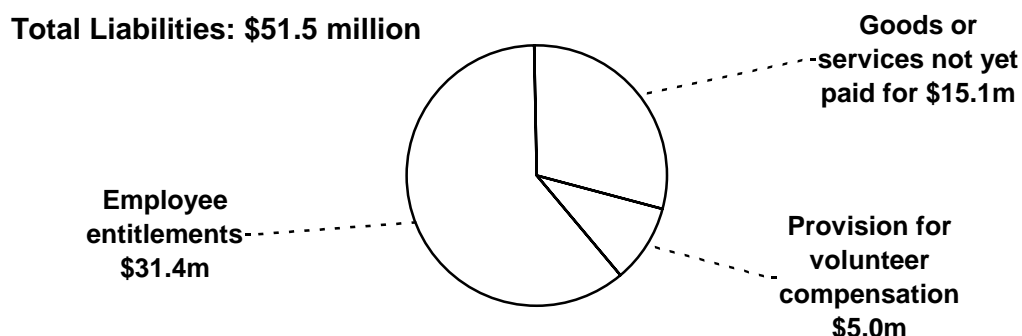
### Capital works in progress

At the end of the year, the value of expenditure on capital works such as buildings, firefighting vehicles and plant, machinery and equipment, but which were not yet completed, totaled \$11.0 million.

### Current assets

Current assets totaled \$40.3 million and included inventories and goods held in store (\$7.3 million), money owed to CFA (\$4.9 million), and cash at bank, deposits and prepayments made by CFA (\$28.1 million).

## LIABILITIES (AT 30 JUNE 2005)



### Employee entitlements

A total of \$31.4 million is accrued for annual leave and long service leave payments to staff. Some of this will become payable at a future date.

### Goods or services not yet paid for

At the end of the year a total of \$15.1 million was owed for goods or services already provided but not yet paid for.

### Provision for volunteer compensation

Based on previous claims and actuarial calculations, a total of \$5.0 million has been estimated to allow for compensation for injuries to volunteers up to 30 June 2005.

## TOTAL REVENUE

In 2004/05 CFA's revenue totaled \$217.1 million. Over a five year period revenue has increased by 39%, reflecting increased activity levels and significant improvements to firefighting infrastructure throughout the State. Revenue during that time has reflected funding for the Strategic Resource Initiative (SRI), and significant public safety communications projects.

## TOTAL EXPENSES

During the year, CFA's expenses totaled \$198.8 million. Expenses over a five year period have increased by 40%. The significant increase in expenses during that time reflects the SRI programs for improving operational preparedness, skills enhancement and volunteer support activities. During 2004/05 expenses represented 92% of total revenue, up 2% from the previous year.

### IMPORTANT NOTE:

Each year, the contributions received from the State Government and insurance companies provide funding for that year's recurrent expenditure and capital works. These contributions are classified as revenue. After deducting recurrent expenses for the year, CFA's net result is determined. This net result is utilised as the major source of funding for the CFA capital program. In 2004/05, CFA's net result was a surplus of \$18.3 million.



## **NON-CURRENT ASSETS**

Non-current assets include all infrastructure – the value of land, buildings, vehicles, plant, machinery and equipment, and capital works in progress. The total of these assets at 30 June 2005 was \$427.8 million. Over a five year period the value of CFA's non-current assets, which includes revaluations, has increased by 31%.

These charts have been compiled from the Statement of Financial Performance, Statement of Financial Position, and associated notes to these accounts for the financial year 2004/05.



# Chief Executive Officer's report



It has been a busy and exciting year for CFA. We have had a considerable focus on improving our information and communication systems to support our current and emerging technology needs. Our Capital Works Program has seen the construction of fire stations, delivery of new trucks and further development of prototype tankers of the future. We have been active in community education and committed ourselves to further training and education of our own people. Victoria's projected population growth has informed much of our planning and decision making as we continue our transformation from a contemporary fire service to a broader emergency management agency.

CFA is working to meet the challenges of the future before they arise. Victoria is a dynamic state, made up of many diverse communities, and one of our greatest challenges will be to deal with the increasing population in outer metropolitan Melbourne and regional Victoria over the next three decades. We continue to plan for the future expansion of growth areas in accordance with Government's *Melbourne 2030* plan.

The overall number of incidents in 2004/05 rose by nearly 5.5 per cent from the previous year. Fires and explosions continued to account for nearly a third of CFA's business. Hazardous condition incidents increased by close to 25 per cent. CFA brigades turned out over 64,000 times in both primary and support roles, almost 5,000 times more than in 2003/04.

Some of the largest incidents included the Carranballac-Vite Vite fire, which was close to 2000ha in size and required 124 CFA appliances, the Balmoral (Fulham's Reserve) fire, which covered 10,000ha and involved 105 CFA appliances, and the Wilsons Promontory fire in April 2005 that covered 6,900ha. Major structural incidents included the Hallam Signature Spas fire (\$10 million damage), the Hallam Pets Paradise factory fire (\$8.5 million damage) and the Hamilton Target store fire (\$3 million damage).

In our planning for the 2004/05 year, we invested significantly in technology. Projects such as Interim Country Call Taking (CCT), Emergency Alerting System (EAS) and Workforce Information Management System (WIMS) are all designed to improve CFA's communications and emergency response capability in regional cities and rural areas.

The Interim CCT project is almost complete. All Victorians can now call one number for police, fire brigade and ambulance, and their fire calls are directed through the CFA supported Interim CCT centres at Mt Helen and Burwood East.

The state-sponsored EAS project will significantly advance our communication capabilities by providing all CFA brigades with pager coverage. Once pilot testing has been commissioned, the scheduled in service date will be May/June 2006 following end-user training.



Much work has been done on rolling out WIMS, which is designed to improve CFA's ability to manage its diverse workforce. At the end of the financial year, the project was well on track to meet its implementation date of September 2005.

We have also made significant technological advances in training delivery. In support of traditional training methods, CFA also uses Computer Simulation Training, particularly for those personnel involved in the command and control of emergency incidents.

The VectorCommand - Incident Management Team simulation training project has progressed through all project phases to sign-off in March 2005 from the Australasian Fire Authorities Council (AFAC) Steering Committee. Further technical specifications have now been delivered by VectorCommand and CFA has successfully delivered Train-the-Trainer sessions for other agency partners.

The hard work done in 2004/05 will continue with the launch of our five-year Information and Communication Technologies Strategy, which commences in 2005/06 and focuses on establishing a solid technology foundation upon which future CFA applications can be built and made accessible to all CFA members requiring access.

The Executive Management Team's governance committees - Planning and Investment Committee, Information and Communication Technologies and Growth Strategy Committee - continued to mature in their operation during 2004/05 and provided increased levels of both guidance and scrutiny to investment decisions being made in support of the strategic direction set by the Board.

In line with our commitment to provide brigades with operationally-effective and cost efficient fire stations and firefighting vehicles, the past year has seen significant advances in our Capital Works Program.

At 30 June 2005, 73 of a forecasted 76 appliances had been delivered as part of the Fire Fighting Vehicle Sub Program. Significantly, this included 29 3.4D Tankers, 21 Type 3 Pumpers and nine Slip-ons.

As part of the Land and Building program, fire stations were completed for a range of brigades including Hallam, Wodonga West and Brim. Ballarat City and Dandenong Fire Stations were refurbished, and major Regional Office works were completed at Melton and Shepparton.

The tanker replacement program also advanced steadily with contracts being awarded for 40 crew cabin cab chassis, 40 pumps and 40 bodies. We expect the tankers to be delivered by the end of March 2006.

2004/05 saw CFA launch the "Tanker of the Future" project, which aims to develop and trial two prototype tankers and to formulate design criteria and performance standards to be used in specifying future firefighting vehicles.

In March, the tankers embarked on a statewide tour of Victoria, giving CFA members the opportunity to evaluate and comment on the prototypes. This review of the vehicles will continue into the 2005/06 financial year.

The Capital Works Program will continue next year as CFA invests \$28 million in the replacement and upgrading of major assets including the completion of three more fire stations that began in 2004/05.

Although much work has been done throughout this year to address delays resulting from the processes involved in the application and interpretation of the various industrial



instruments applicable to CFA, ongoing delays were experienced for some projects relating to both fire station construction/refits and workforce management and planning.

CFA has been active in research and program management. Our support of the Bushfire Cooperative Research Centre has been very strong. By 30 June 2005, CFA had met its in-kind commitment as required by the Commonwealth Agreement for 2004/05.

In 2003/04, we received funding to assist us in leading the reform of municipal fire management planning and its transition to an integrated municipal fire and emergency management approach. The reform went from conceptual to project stage in 2004/05. Some milestones thus far include the completion of “good practice” reviews, launch of a project website, delivery of multi-agency planning workshops across Victoria, and awarding of six Integrated Municipal Fire Management Planning local initiative grants.

Our summer community education program was a great success and included more than 1,200 street-corner meetings and a variety of Community Fire Guard meetings delivered face-to-face to residents in high bushfire risk areas. Supported by a strong media campaign, the program promoted key messages of understanding fire risk, developing self-reliance, preparedness, complying with fire restrictions, and developing a bushfire survival plan.

The 2005 Chief Officer’s Standing Orders and Standard Operating Procedures (SOPs) were made available on the CFA Intranet and online services during the year, and hard copies have been distributed to Regions. To allow Regional Operations Managers adequate time to present briefing sessions on the new Standing Orders and SOPs to brigades and groups, they will now come into effect on 1 September 2005.

CFA’s “Safety First” culture has been strengthened by our continued support for Occupational Health and Safety training and compliance. The new *Occupational Health and Safety Act 2004* was widely publicised across CFA and a seminar for 25 Health and Safety Representatives was held in April. Approximately 300 free health checks were provided at the Victorian Rural Fire Brigades’ Association Championships as part of the ongoing promotion of a healthy lifestyle and all gymnasiums have now been audited with relevant equipment standardised, upgraded or replaced.

The realisation of strategic goals in the 2004/05 Annual Plan has allowed foundation systems and processes to be put in place for future years. The commencement of significant multi-year projects will also contribute to CFA’s capabilities to create safer communities for all Victorians.

CFA exists because of the incredible dedication of volunteers and staff all around the State. Performing a variety of roles in a variety of regions, every member of the organisation contributes to the safety and wellbeing of the Victorian community. I want to personally thank all CFA members for their tireless efforts, and their families, friends and employers for their support and patience. It has been a wonderful year of achievement and progress for CFA, but our people still remain our most valuable asset, now and into the future.

**Neil G Bibby AFSM**  
**Chief Executive Officer**



## Key achievements during 2004/05

- CFA attended a total of 36,060 incidents during 2004/05, an increase of 5.44% over the previous year and the highest level of activity in the past five years. Compliance with Service Delivery Standards was 89.03% on a rolling 12-month basis.

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- Interim Country Call Taking Project at Mt Helen now dispatches all CFA brigades other than those associated with Regional fire station Watch Rooms. Together with the introduction of a single statewide digital map, this allowed all CFA 000 calls to be answered by Emergency Communications Victoria.

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- The Victorian Bushfire Information Line received nearly 10,000 calls from the public seeking information about current fires and a broad range of safety information. The service now includes facilities for the hearing impaired.

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- The number of Community Fireguard groups continues to increase, with 601 meetings conducted with residents of high fire risk areas. An addition, the first year of the Fire Ready Victoria program saw 569 community meetings with about 8,000 people participating.

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- CFA's implementation of the Government Infrastructure Management System is almost complete.

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- Prototypes of the "Tanker of the Future" were developed and underwent a statewide evaluation program, attracting positive feedback.

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- Service Level Agreements were executed between CFA and Metropolitan Fire and Emergency Services Board addressing shared access to SAP Finance Management Systems, Optical Fibre Cable access, Internet Protocol Telephony, and GIMS Interface.

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- CFA took the lead role in the Integrated Municipal Fire Management Planning Project (IMFMP) and delivered a number of initiatives that will inform the development of the draft planning framework and discussion paper.

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- The 2005 Standing Orders and Standard Operating Procedures (SOPs) were made available on the CFA Intranet and online systems.

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- Emergency backup power supplies to CFA's critical operational and command facilities were provided under the first stage of the Power Continuity Project.

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- CFA met its in-kind commitment to the Bushfire Cooperative Research Centre program required by the Commonwealth Agreement for 2004/05.

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- CFA commenced the Brigade Financial Management Project to address the Auditor-General's recommendations for consolidation of brigade financial activities, assets and liabilities into CFA's financial statements, so that brigade financial statements can be collated and annual audits centrally coordinated.

# The year in review

## OPERATIONS

### INCIDENTS AND TOTAL FIRE BANS

There was a lower number of Total Fire Bans during the past fire season than the previous few years. Although the number of high fire danger days was lower, summer was considerably drawn out with the last of the Total Fire Bans declared on 28 April 2005.

Fire Season	Whole State	Partial
2001/02	0	9
2002/03	4	20
2003/04	2	9
2004/05	0	8

**Table 1. Total Fire Bans (2001-2005)**

Date	Total Fire Ban District
27 November 2004	North West
11 January 2005	North West; South West; Central; North East
14 January 2005	North East
19 January 2005	North West
1 February 2005	North West
9 April 2005	North West; South West
10 April 2005	Central
28 April 2005	North West; South West; Central

**Table 2. Days of Total Fire Ban 2004/05**

Fire Danger Period declarations began for some parts of the State as early as 8 November 2004. All bans were removed by 1 May 2005.

Despite a relatively quiet summer, the extended dry period continued to reduce soil moisture content, maintaining grasslands at an elevated Fire Danger Index leading into autumn and winter. This was extremely abnormal for the time of year and resulted in an increased number of grassfires across Victoria.





Incident Type	1999/00	2000/01	2001/02	2002/03	2003/04	2004/05	Change
Fire and explosions	11,554	14,510	13,784	14,538	13,034	12,687	-2.66%
MVA, rescue, EMS calls	2,877	3,045	3,306	3,332	3,325	3,345	0.60%
Hazardous condition	2,001	2,772	2,863	2,715	2,873	3,546	23.42%
Overpressure rupture	15	27	22	35	41	43	4.88%
Service calls	1,545	1,864	1,583	1,867	2,407	2,046	-15.00%
Good intent calls	3,225	4,002	3,839	4,608	4,257	4,977	16.91%
False alarms/false calls	5,694	7,797	7,658	7,654	7,421	7,444	0.31%
Undetermined/other	3,863	289	267	343	843	1,972	133.93% <sup>1</sup>
Total Incidents	30,774	34,306	33,322	35,092	34,201	36,060	5.44%

**Table 3. Total Number of Incidents 1999 - 2005**

1. The large increase in Undetermined/Other incidents is due to the introduction of the Interim Country Call Taking centre. Incidents are now automatically logged immediately upon being reported, where previously a report would not have been created until the brigade submitted an Incident Report. The data include 1,672 such incidents.

	1999/00	2000/01	2001/02	2002/03	2003/04	2004/05	Change
Primary	30,774	34,306	33,322	35,092	34,201	36,060	5.44%
Support	21,788	27,411	25,360	29,889	25,505	28,045	9.96%
Total	52,562	61,717	58,682	64,981	59,706	64,105	7.37%

**Table 4. Total number of turnouts by CFA Brigades 1999 - 2005**

Date	Incident Type	Location	CFA appliances	Fire Size
7 July 2004	Shop Fire	Daylesford	12	\$775,000
15 August 2004	Structure	Shepparton (PFD Foods)	12	\$800,000
21 August 2004	Grass & Scrub	Marlo	11	800ha
22 October 2004	Structure	Hamilton (Target Store)	24	\$3,000,000
26 November 2004	Structure	Kerang (Barastoc)	8	\$500,000
27 November 2004	Structure	Epping (Paint factory)	6	\$1,000,000
27 November 2004	Hazmat	Don Valley (Bridge collapse)	2	\$1,000,000
19 December 2004	House Fire	South Morang	14	\$700,000
24 December 2004	Grass & Scrub	Mead	8	450ha
3 January 2005	Wildfire	Wedderburn Junction	6	180ha
19 January 2005	Grass & Scrub	Torquay	24	7ha
19 January 2005	Grass & Scrub	Taggerty	23	50ha
11 January 2005	Grass & Scrub	Carranballac-Vite Vite	124	1,904ha
11 January 2005	Grass & Scrub	Balmoral (Fulhams Reserve)	105	10,068ha
30 January 2005	Structure	Hallam (Australian Botanical Products)	3	\$1,100,000
12 March 2005	Factory Fire	Hallam (Signature Spas)	18	\$10,000,000
14 March 2005	Grass & Scrub	Mooroopna	20	28ha
23 March 2005	Structure	Shepparton (Dimmeys/Jewellery store)	12	\$1,000,000
1 April 2005	Grass & Scrub	Cranbourne (Botanical Gardens)	55	20ha
1 April 2005	Grass & Scrub	Wilson's Promontory	30	6,900ha
8 April 2005	Factory fire	Tyabb (Tyabb Fresh)	23	\$1,000,000
8 April 2005	Grass & Scrub	Digby	15	340ha
9 April 2005	Grass & Scrub	Dunmore	33	1700ha
14 May 2005	Factory fire	Hallam (Pets Paradise)	24	\$8,500,000
29 May 2005	Structure	Morwell (Old ANZ building)	13	\$900,000

**Table 5. Summary of major incidents 2004/05**

## **SERVICE DELIVERY STANDARDS (SDS)**

During 2004/05, compliance with SDS was 89.03% on a rolling 12-month basis. While slightly below the 90% benchmark, continual monitoring of performance is being factored into future resourcing and capital works programs. The implementation of the new section 29 Reporting software, which monitors brigade efficiency, is increasing brigade awareness of SDS requirements and assisting with the identification of relevant treatments necessary to enhance community safety.

## **VICTORIAN BUSHFIRE INQUIRY (VBI)**

CFA continues to be actively involved in all areas of the implementation of VBI and reporting to the Premier on VBI progress and achievements via the Inter-Departmental Committee process.

VBI related outcomes continue to be considered in the context of developing and reviewing CFA's operational procedures. A consolidation process of all recommendations within the Performance Improvement Monitoring System has commenced. In consultation with the Office of Emergency Services Commissioner (OESC) and Department of Sustainability and Environment (DSE), the process has evolved to include a review of the recommendations assigned against the themes and how they are progressed as strategic programs and reported.

The Auditor-General has finalised a follow up report of the Fire Prevention and Preparedness Performance Audit conducted in May 2003, which proves commonality with VBI in a range of areas. As such, a comparative analysis is being conducted to ensure consistency between these reporting processes.

The status of the four CFA lead projects is as follows:

- Integrated Municipal Fire Management Planning (IMFMP) project is on track and progressing well towards the development of a framework by December 2005.
- After a delayed start, the development of Fire Prevention Guidelines for rural land is progressing well.
- The commencement of the Interagency Unified Command & Control system project has been delayed pending the release of an explanatory note by the Emergency Services Commissioner on the intent of a series of recommendations.
- In support of interagency education and training, the roll-out of Incident Control System (ICS) training to Victorian State Emergency Service (VicSES) has commenced. The provision of "Maintain Safety at an Incident" training across VicSES is well established and the continual delivery of ICS courses by CFA will enhance VicSES capability to support CFA at fire related events.

## **PARTNERSHIPS**

After pursuing formal interstate arrangements for some time, in 2004/05 CFA signed a Memorandum of Understanding (MoU) with the NSW Rural Fire Service and Heads of Agreement with the South Australian Country Fire Service. Both agreements are a first for CFA and establish a framework of mutual cooperation. The agreements address issues of cross-border strategy development, consultation, incident management utilising ICS and consistency between state and local arrangements, all of which were identified by VBI.

In addition, CFA signed a MoU with the Australian Volunteer Coast Guard (AVCG). This MoU provides a framework to support volunteerism and provides AVCG access to CFA's



statewide infrastructure and programs. The arrangement also provides CFA access to AVCG watercraft and skills, which will enhance CFA's marine response capability.

CFA has also reached agreement on a MoU with MFESB, clarifying marine jurisdiction and organisational support arrangements in the marine emergency management environment.

CFA continues to work in partnership with the Department of Primary Industries (DPI), Minerals Council of Australia and the Mining Industry to provide underground mine firefighting and rescue services. These arrangements underpin the operation of a mine and quarry rescue unit in the Bendigo area.

## **PROGRAMS TO IMPROVE OPERATIONAL EFFECTIVENESS**

A number of programs are being undertaken to monitor and improve operational effectiveness and address findings from VBI and other external reviews. The programs, summarised below, have delivered significant improvement in the overall effectiveness of CFA.

### **Brigade Performance Monitoring**

The revised process to monitor brigade efficiency in complying with section 29 of the CFA Act has been successfully implemented.

### **Regional Preparedness Monitoring**

The operational preparedness of each CFA Region and the State Emergency Coordination Centre, located at CFA Headquarters, was once again assessed prior to the 2004/05 fire season.

### **Real Time Performance Monitoring**

The joint CFA/DSE Real Time Performance Monitoring program was reviewed prior to the fire season. A performance monitoring team was deployed to fires at Fulham Reserve, Balmoral on 12 January 2005, Cranbourne Botanic Gardens on 1 April 2005, and Wilsons Promontory on 2 April 2005.

## **OPERATIONAL ANALYSIS**

Operational Analysis was conducted on two significant incidents during 2004/05: a factory fire at Dandenong on 10 August 2004 and a shop fire at Hamilton on 22 October 2004.

### **Near Miss Investigations**

Near Miss Investigations were conducted jointly with DSE on an incident at a fire at Brisbane Ranges on 20 March 2004 and on two incidents at the Wilsons Promontory fire on 2 and 3 April 2005.

### **Debriefs**

Debriefs were held after all major fires and incidents and following CFA support to VicSES during a major flooding in February 2005.

### **Significant Incident Report**

A Significant Incident Report was prepared on the Carranballac-Vite Vite Fire of 11 January 2005. The report provides a factual account of the fire behaviour and emergency services response. The report has been published and placed on CFA's web site.

## **Fire Investigation**

The electronic Fire Investigation Management System came into operation in January 2005 and has greatly enhanced Fire Investigation reporting and data analysis.

The Fire Investigation Manual has been completed and distributed to all Operations Managers, Regional Fire Investigation Coordinators and Fire Investigators. The manual provides guidance and advice on the Fire Investigation Program within CFA, consistent with the Victorian Fire Investigation Policy and Procedures.

In conjunction with the Fire & Incident Reporting System, a Casualty Reporting Module has been developed to streamline the reporting and data analysis of fire related deaths.

## **MAJOR PROJECTS**

### **Guidelines for Operating Private Equipment at Fires**

Guidelines for Operating Private Equipment at Fires were developed by CFA and launched at the Elmore Field Days in October 2004. They were supported by a comprehensive promotional campaign including CFA displays at field days in Warrnambool, Horsham, Warragul, Seymour, Bairnsdale, and Swan Hill, and at the Victorian Farmers Federation Annual Conference. Worksafe and DPI agreed to promote the Guidelines through their rural programs, and CFA participated in a DPI farm field day at Lismore. Fire services in Western Australia, South Australia and Queensland have all expressed interest in adapting the Guidelines for their own use.

### **Interim Country Call Taking**

Implementation of the Interim Country Call Taking Centre at Ballarat is delivering significant efficiencies in the answering of public calls and brigade dispatch in rural Victoria. The first ever statewide map-based emergency response system was introduced in September 2004. All fire calls throughout the State, with the exception of career staff Watch rooms, are now answered by the two centralised call taking centres.

Emergency Services Telecommunications Authority (ESTA) assumed the statutory responsibility for emergency call taking and dispatching on 1 July 2005. CFA is working closely with ESTA to ensure continued improvement in the efficiency and effectiveness of services delivered to CFA brigades.

### **Firefighting Appliances**

Contracts were awarded for the production of 40 heavy crew cab tankers, the first to be produced since the Board's decision to move from single to crew cab tankers in an endeavour to further enhance firefighter safety. The body design is essentially the current model tanker back, minus the roll over protection system. New features include a crew (and vehicle) spray protection system, fire curtains in the cabin, monitor spray, new drop down Breathing Apparatus brackets (where required), class A & B foam systems, a new ladder roller system and additional under-tray stowage.

In June 2004, the Board approved the initial implementation stages of a five-year Firefighting Appliances Fleet Management Strategy. The strategy, developed in consultation with CFA Areas/Regions, focuses on mapping the current fleet deployment relative to current needs against the desired future fleet profile based on emerging factors including population, industry, transport networks, risk and community need. This process is consistent with the recommendations of VBI supported by Government. The strategy committed expenditure of \$88.2m (including the Government \$38.2m Tanker Replacement funding initiative) over the period 2004-09.



A key aspect of the Firefighting Appliances Fleet Management Strategy was the development of two prototype “Tankers of the Future”. The prototypes will inform the design development of future tankers, particularly in respect of crew safety and crew efficiency/effectiveness, and they factor in potential reductions in volunteerism, water usage and new, innovative technology.

### **Land and Buildings**

The planning and construction of new and refurbished fire stations has proceeded following the move to a three-year rolling Land and Building program.

Stage 1 of the roll-out of the power continuity program, which saw generators and uninterrupted power supplies installed at key fire stations and regional headquarters, was also completed.

An initial feasibility study on options for a future Geelong City Fire Station was completed. Initial scoping works were commenced on Kilmore and Lara projects, planned for commencement in 2005/06.

Initial planning also began on a number of new integrated stations under the additional Operational Support Staff program.

### **Vehicle Spray Protection System**

The Vehicle Spray Protection System validation tests were conducted at test sites around Tumbarumba, NSW in collaboration with the NSW Rural Fire Service and CSIRO. On the basis of this testing, new vehicles are being fitted with a crew (and vehicle) spray protection system. A report on the findings of this extensive research project has been produced.

### **Firefighting Equipment**

The second stage of the program to replace aged quick fill pumps and portable generators commenced. The program, which provides for the replacement of 141 quick fill pumps and 36 generators, will be completed in early 2005/06.

### **Chemical, Biological, Radiological (CBR) Response**

CFA capability in this specialist area continues to be enhanced with the provision of three caches of specialist detection and analysis equipment (as part of the National and State Counter Terrorism Plan), training of staff and volunteers, advertisement for a new Scientific Officer position and the procurement of two specialist CBR vehicles.

In addition, CFA is working in partnership with MFESB to develop escalation and support plans from a whole-of-state perspective. This cooperation will ensure seamless fire service delivery regardless of jurisdiction.

### **Chief Officer’s Standing Orders and Standard Operating Procedures (SOPs)**

A total review of the Chief Officer’s Standing Orders and SOPs was undertaken, involving an extensive consultation process with key stakeholders. This suite of documents has been produced along with an overarching policy to guide future CFA operations. Lessons learnt from previous incidents and inquiries, including VBI, have been key inputs into the process. Similarly, the documents have been developed with CFA’s emerging service demands in mind. Information sessions are continuing and it is anticipated the documents will be given effect prior to the 2005/06 Fire Season.



## **Bushfire Cooperative Research Centre (CRC)**

CFA is the project leader in two research projects within the Protection of People and Property Program of the Bushfire CRC. The project "Firefighter Health and Safety" is being undertaken in collaboration with the Department of Physiology, The University of Melbourne and involves interstate fire agencies. The project "Safe Cost Effective Equipment" is a joint project with the CSIRO Manufacturing and Infrastructure Technology division. Both projects have met the first year objectives of the Bushfire CRC research program plan.

## **Automatic Weather Stations**

The remote automatic weather station network has been progressively upgraded and some sites relocated to improve overall weather information efficiency and effectiveness. Eight new portable automatic weather stations have been purchased and installed at four locations across Victoria. They are designed for rapid deployment to incidents to assist in managing emergencies and improving safety and operational efficiency.

## **Water Project**

A review of reclaimed water for firefighting has been conducted jointly with MFESB, Department of Human Services and the Environmental Protection Authority. The review forms the basis for CFA's position on the use of reclaimed water and for a new Standard Operating Procedure on planning for water supplies for firefighting. The CFA work has led to an AFAC scoping exercise to address issues relating to water for firefighting on a national level.

## **Field Command and Field Operations Vehicles**

In an endeavour to enhance CFA's incident management capability and information flow at incidents, CFA acquired 12 operational command vehicles and developed prototype supporting systems and technology. Seven Field Command Vehicles and five Field Operations Vehicles have been commissioned across the State. Upgrades to Mobile Communications Vehicles were also approved for implementation in 2005/06, including installation of:

- digital mobile telephony (CDMA) technology for voice, data and fax lines;
- handrails on roofs to enhance operator safety and comply with Occupational Health and Safety regulations; and
- voice recorders for phones and radios.

# **COMMUNITY SAFETY**

## **COMMUNITY INFORMATION**

The Victorian Bushfire Information Line (VBIL) has continued to provide up-to-date information about current fires and a broad range of safety information to the public. Nearly 10,000 calls were made to the VBIL during the year. The service has been extended to include facilities for the hearing impaired.

## **Summer program**

CFA took the lead role in the Fire Ready Victoria program, a joint three-year strategy with DSE and MFESB designed to increase community awareness and preparedness for bushfire.



The first year of the strategy has achieved considerable success with 569 community meetings delivered and approximately 8,000 people participating. An additional 601 Community Fireguard meetings were also conducted with residents of high fire risk areas.

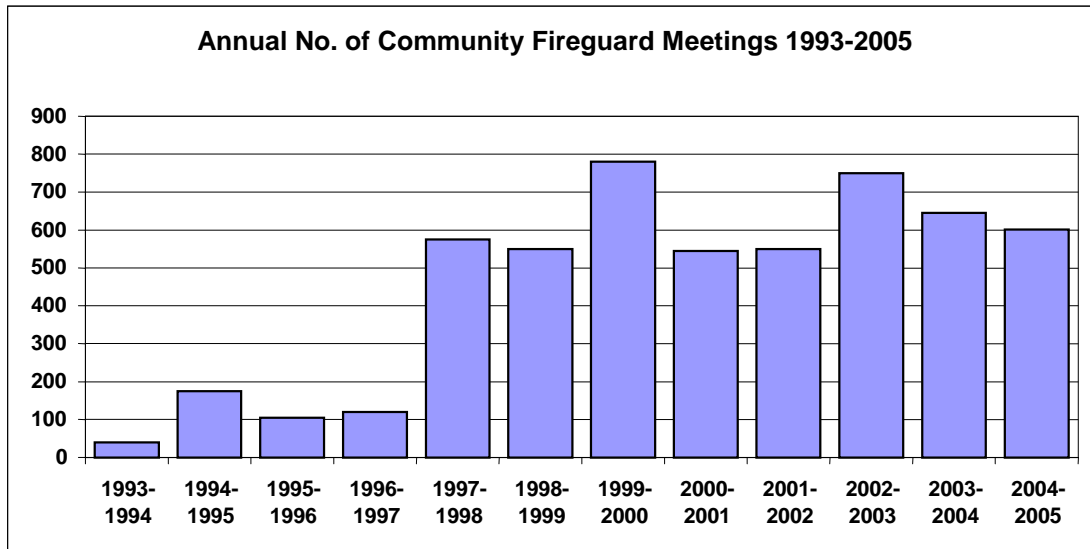


Figure 1. Annual Number of Community Fireguard Meetings

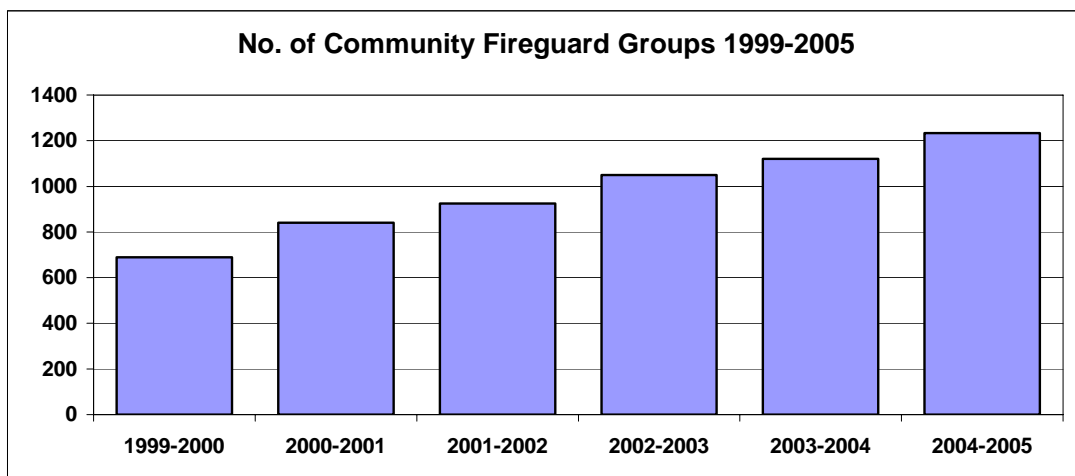


Figure 2. Number of Community Fireguard Groups

An extensive media campaign was also undertaken with advertisements, fire safety features and editorials in regional newspapers. There was also a press and radio campaign promoting the VBIL and fire safety for tourists and visitors to fire prone areas. Radio campaigns also delivered messages in languages other than English. A major television campaign featuring a 30 second advertisement “Make a Plan”, which promoted the importance of deciding to “stay and defend or leave early”, was also conducted.

### New promotional resources

A number of new resources have been developed to support the Fire Ready Victoria Strategy. The popular CFA publication “Living in the Bush” was completely rewritten and now includes a bushfire survival plan template. A CD ROM of “Living in the Bush” was also developed to provide residents with an interactive tool to further their understanding



of bushfires and risk management, as well as the development of a bushfire survival plan suited to their individual circumstances.

Wallet sized cards promoting the VBIL and providing advice on what to do if caught on the road in a bushfire were produced and distributed to residents and tourists in high bushfire risk areas. Fridge magnets promoting the VBIL were also distributed through CFA community education programs.

Posters focussing on key bushfire safety messages were also widely distributed and displayed in high bushfire risk areas.

### **Schools program**

More than 26,000 primary school students received face-to-face fire safety lessons from CFA personnel through the "Brigades in Schools" program during the 2004/05 financial year. A total of 845 schools participated in the program and CFA personnel delivered over 1,900 sessions to children across the State.

The Mobile Education Unit was de-commissioned due to mechanical problems after many years of providing fire safety education to primary schools. CFA has commenced development of a new unit, which is planned to be available for operation in mid-2006.

### **Winter program**

The joint CFA and MFESB winter fire safety campaign focused on common fire hazards in the home and, in particular, the dangers of cooking fires. The campaign was media based and used radio and press advertisements featuring 2005 Australian of the Year, Dr Fiona Wood, Head of Royal Perth Hospital Burns Unit. The television advertisement on cooking fire dangers, produced by Office of Gas Safety, was supported by CFA and MFESB.

A feature of this year's campaign was the call to "check your hotspots". An interactive website was developed to allow community members to check and identify home fire hazards.

The campaign was supported by the delivery of 333 Home Fire Safety Workshops and more than 200 presentations to specialist groups such as the carers of young children or the elderly.

## **COMMUNITY INFRASTRUCTURE**

### **Fire Prevention**

CFA has continued to support local government in fire prevention activities throughout the past year. This has been especially important given the uncertainty about potential changes to the broader fire management planning framework in Victoria. CFA is actively participating in and leading the development of this framework through the Integrated Municipal Fire Management Project (IMFMP).

CFA has conducted a number of activities designed to support our partnership with local government and other agencies in fire prevention including:

- A series of four seminars in regional Victoria for all fire prevention stakeholders. More than 400 people attended and surveys revealed strong support for, and satisfaction with, the sessions.



- The Fire Access Road Subsidy Scheme, which continues to be well utilised by municipalities. Ninety-four applications for grants were received. Of these, 51 were funded.
- Audits of Municipal Fire Prevention Plans were conducted in accordance with the principle of continuous improvement, which the audit process provides substantial opportunity for municipalities to achieve.
- The Municipal Fire Prevention Officer training course currently offered by Swinburne University, by agreement with CFA. The course has been updated to reflect the national qualification framework competencies.
- CFA's external website, which has been updated to provide a section focused on services to local government.
- Successful submissions to VicRoads on the Worksite Safety Traffic Management Code of Practice to advocate emergency service requirements for both emergency activities and planned fire prevention activities.

### Regulating Fire Safety

A number of actions were taken to improve CFA's governance of the various regulatory roles it performs including the development of a delegations structure for land use planning activities. The instrument of delegation extends to all CFA personnel working in the land use planning business and covers all types of work where CFA has a formal role under the Planning and Environment and Subdivisions Acts.

The statutory workload and compliance rates are similar to the previous year, as shown in the following graph.

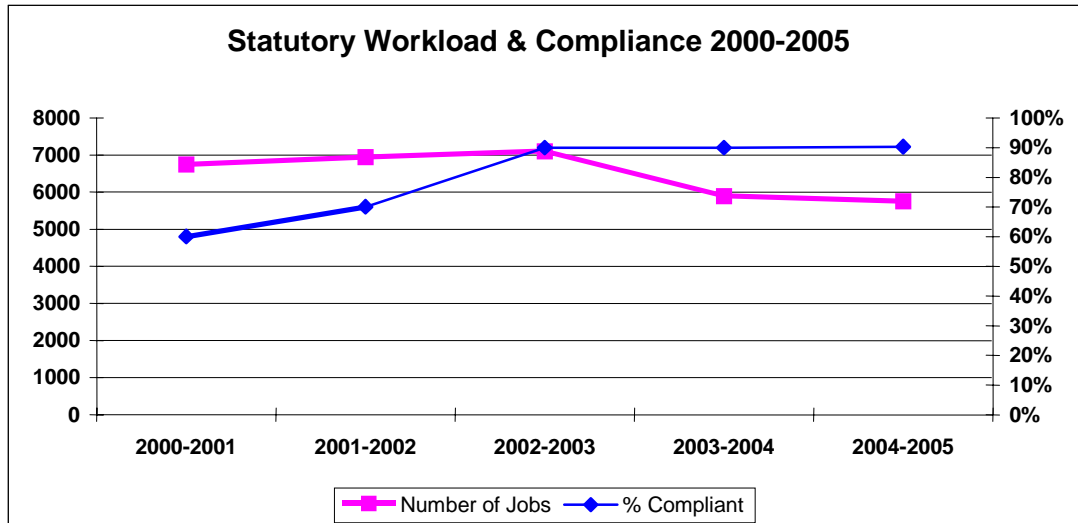


Figure 3. Statutory Workload and Compliance

A review into CFA's statutory work was completed, and its implementation has started. The key findings were:

- CFA should refocus its work priorities into those activities that add most value to the safety of the community and our firefighters; and
- CFA needs to develop a resourcing strategy to enable the sustainable delivery of statutory services by the organisation.



In support of these findings, CFA implemented a process to establish agreements with municipalities to preclude the requirement to refer subdivision applications to CFA, conditional on meeting CFA's guidelines. This process was developed with the advice and support of DSE's Planning Reform Unit. These agreements are expected to substantially reduce the statutory workload, especially in outer metropolitan areas, and allow more emphasis on work that adds more value.

CFA has also continued to strengthen relationships with WorkCover and with other organisations with an interest in dangerous goods. CFA participated in an awareness campaign on gas safety, and presented during Worksafe Week.

## **FIRE EQUIPMENT MAINTENANCE**

Fire Equipment Maintenance (FEM) is a commercial operation conducted by CFA through volunteer brigades.

The core business is the servicing, inspection and sale of fire extinguishers, fire blankets and fire hoses in public and private enterprise on a 'fee for service' basis.

The key outcomes from FEM for CFA are the:

- enhancement of firefighter and community safety by ensuring that fire emergency first response equipment is correctly placed and serviceable; and
- generation of funds for volunteer brigades for use in community, brigade and CFA programs.

Approximately 300 brigades are engaged in FEM. Collectively, the brigades service around 30,000 customers each year. Participating brigades benefit from the profits of the business to support brigade and community initiatives.

The year 2004/05 has been a period of consolidation and planning:

- The anticipated benefits of the technology investments of 2003/04 are being realised.
- Innovations have been implemented to increase the volume of information to Brigades via the FEM website.
- A CD ROM based training program was developed to maintain the FEM skills of volunteers. This significantly reduces the demand on volunteer time for this important activity.
- A broad review of other business opportunities for FEM brigades was conducted.
- An initiative titled the Strategic Realignment of FEM was developed and funded. This medium-term initiative aims to ensure FEM compliance with relevant regulatory frameworks, support volunteer FEM Brigades through greater business technology sharing and strengthen FEM customer relationship processes.

## **COMMUNITY SAFETY POLICY, PLANNING & COORDINATION**

### **Online Services**

- The number of CFA Online (a website for CFA staff and volunteers) users continues to increase and stands at over 11,000. CFA Online provides brigades across Victoria with timely and flexible access to CFA information systems.



- Provision of incident information during summer via CFA's website continues to form an important part of CFA's service to the Victorian community.
- For the 2004/05 year, the Online Services Unit completed 268 requests for website content to be developed or updated. Significant work included:
  1. development of online reporting against the requirements of section 29 of the CFA Act (for the Operations Directorate), which facilitates CFA's ability to assess and improve on operational readiness across all Brigades;
  2. significant information expansion to our public website, which continues to serve as a comprehensive information source for the Victorian public; and
  3. development of the Community Safety External Services Reporting system (for the Community Safety Directorate), which will improve data capture and subsequent analysis abilities for key Community Safety program delivery.

### **Environmental Management**

CFA made further progress in implementing the CFA Environment Strategy, which was approved by the Board in December 2003. The Strategy aims to ensure CFA minimises the impact on the environment and maximises beneficial effects while delivering services.

CFA's environment program promotes good environmental practice, assists brigades and business units to deliver actions from the Strategy, and monitors progress.

Some highlights of the environment program for 2004/05 are outlined below.

- The CFA Environment Grants program continues to be popular with brigades and provides examples of good environmental management. This year, over \$28,000 was provided to support 40 environmental projects. Grants included:
  4. installation of a fire station solar panel;
  5. energy-saving projects at a further six fire stations;
  6. revegetation of a creek reserve;
  7. construction of a community garden at a fire station;
  8. several water tanks; and
  9. fire station gardens designed to save water, reduce erosion and manage water runoff.
- Provision of environmental awareness training.
- An audit of waste carried out in June 2005 indicates a commendable improvement in recycling by CFA Headquarters staff since the last audit in 2002. The audit also identified further opportunities to increase recycling and reduce contamination of recycled materials, which will be promoted in the near future.
- Benchmarking of waste and resource use across Victoria is currently being conducted. Once finalised, this will enable measurement of CFA's progress in reducing waste and resource use against targets set out in the Environment Strategy.
- Landcare Australia invited CFA to participate in the selection panel for the new VicTrack grants, which aim to promote conservation of native grasslands.



## **FINANCE AND ADMINISTRATION**

### **BRIGADE FINANCIAL MANAGEMENT PROJECT**

Following the Auditor-General's recommendation that all brigade financial activities be included in CFA's Annual Financial Statements, the Board approved funding for this project in February 2005. The project Steering Committee is now in place and nine Project Field Officers have been appointed. Data collection templates have been developed and brigade visits have commenced.

The Board's objective of a single Australian Business Number for CFA and brigades continues to be held in abeyance, awaiting the Australian Taxation Office's response to CFA's reply on questions regarding the extent to which CFA exercises control over brigade activities.

As part of the communication and consultation strategy, project briefings were held for many Regional Planning Committees and Regional Association meetings. Brigades are being informed about the purpose of the project and the importance of maintaining transparency with community funds.

### **CFA & BRIGADES DONATIONS FUND (THE TRUST)**

When the Australian Taxation Office withdrew CFA's "Charitable" or "Public Benevolent Institution" status, it became necessary for CFA and its brigades to be named as "Deductible Gift Recipients" under Division 30 of the *Income Tax Assessment Act*. A legal requirement of a Deductible Gift Recipient is that a "Gift" fund be maintained. Accordingly, CFA established the Trust to operate as a "Gift" fund for CFA brigades.

Seven Trustees were appointed, two representing CFA and five from Volunteer Fire Brigades Victoria (VFBV).

The Trust utilises the Commonwealth Bank banking systems and CFA's SAP Financial management system and requires minimal administrative support. The Trust has 922 brigades registered.

Taxation legislation was passed in the March 2005 sitting of Parliament, conferring on CFA and the Trust "Deductible Gift Recipient" status. Both Bills have retrospective effect for donations made prior to each Bill's introduction into Parliament.

Interest accrued in the Trust was redistributed to brigades and PricewaterhouseCoopers was appointed as external auditor for the Trust.

## **FINANCIAL SYSTEMS**

### **Transition to the International Financial Reporting Standards (IFRS)**

In preparation for CFA's transition on 1 July 2005 to the IFRS, current accounting policies were reviewed to identify issues and possible impacts of compliance. Education of key financial staff took place regarding necessary changes in processes and reporting requirements.



Following receipt of the revised Financial Reporting Directions issued by the Department of Treasury and Finance in December 2004, a comparative balance sheet was prepared using CFA's 30 June 2004 figures.

New and/or modified Australian Accounting Standards have now been recognised.

A continuing review is under way (for the purpose of identifying matters that require attention) particularly on receipt of Australian Accounting Standards Board documentation and Financial Reporting Directions.

### **Enhancements to CFA's Planning and Budgeting Process**

Finance managers provided input and support to the continued enhancement of the Planning and Investment Committee process within CFA. This year showed a marked improvement, with the interview process streamlined, which indicates increased confidence in the process. Furthermore, the planning, project documentation and financial data provided was of a higher quality, which assisted in facilitation of the decision-making process. Planning for the 2005/06 process is under way.

### **Revisions of Finance and Administration Policies**

The following Finance and Administration policies were revised and published:

- Section 20B False Alarms (Protected Premises);
- Charging for Uninsured Property Fires;
- Fees and Charges: Discounts and Exemptions where Volunteer Involvement;
- Debtor Management (formerly CFA's Credit Management Policy);
- Charging for Hazardous Material Incidents; and
- Financial Delegations.

### **Information Systems**

- GIMS was implemented during 2004/05. This whole-of-government project provides CFA with Activity Based Costing in addition to Asset Management functionality.
- SAP Inventory Management System implementation and training was carried out, providing CFA with the benefits of:
  10. real time visibility across all business units of current stock holdings;
  11. a single system to replace multiple inventory management systems currently integrated with job costing systems;
  12. improved management of inventory related transactions;
  13. improved access to data for analysis related to inventory items across all business units;
  14. enhanced physical stock take processes and ability to conduct ad hoc physical stock takes as required; and
  15. streamlined purchasing processes for specific business units.

## HUMAN RESOURCES

As at 30 June 2005, CFA was served by a total of 59,906 members, comprising 58,662 volunteers, 431 career firefighters and officers, and 813 other staff.

New volunteer member recruitment increased by 5% in the past 12 months, continuing an upward trend.

CFA's corporate volunteer campaigns supported local campaigns by promoting the diversity of backgrounds and variety of roles required to provide services to the community. This resulted in a 4% increase in female volunteers and an 11% increase in non-operational support positions. CFA continues to monitor the general trend in volunteer attrition and the impact it has on the workload of active volunteers.

In March 2005, a Career Firefighter Campaign was conducted and an additional 20 recruit career firefighters were selected for commencement in July 2005.

Job type	2001	2002	2003	2004	2005
Volunteers	61,657	57,985	59,136	58,583	58,662
Career firefighters	357	405	425	438	431
Career support & administration	698	724	750	774	813
Total	62,712	59,114	60,311	59,795	59,906

*Table 6. Total CFA personnel: by job type (at 30 June 2005)*

	Total	Change
2001	61,657	-4.4%
2002	57,985	-6.4%
2003	60,311	+4.0%
2004	59,795	-0.8%
2005	59,906	+0.16%

*Table 7. Total CFA personnel: five-year comparison (at 30 June 2005)*

The Human Resources Directorate allocated and managed its resources in order to progress a number of strategically significant objectives for the organisation, including the following key programs.

### WORKFORCE INFORMATION MANAGEMENT SYSTEM

The initial phase of CFA's new Workforce Information Management System (WIMS) is well under way and the roll-out is expected to commence in the fourth quarter 2005.

### EQUITY AND DIVERSITY

During the year, CFA developed a Relationship and Diversity Awareness program aligned with current Equal Opportunity (EO) initiatives, further supporting an environment of respect, empowerment and accountability for CFA's diverse workforce.

Phase 1 of the program consisted of a total of 43 workshops, delivered to approximately 600 members. More than 55 further workshops are scheduled for the 2005/06 period and will be complemented by phase two of the overall program.



## VALUING VOLUNTEER EMERGENCY SERVICES WORKERS PROGRAM

CFA is an active participant in this State Government initiative that aims to support and recognise the contribution of volunteers.

CFA was awarded funding as part of this program to:

- enable Relationship & Diversity Awareness workshops to be available for volunteers;
- enhance Junior Volunteer programs;
- enhance volunteer leadership and management skills; and
- recognise organisations that support volunteerism.

## LEARNING AND DEVELOPMENT

Development of skills and knowledge is integral to the achievement of CFA's objectives and goals as it evolves into an integrated emergency management agency. CFA's extensive training programs integrate with our corporate planning processes and encompass both volunteer and career staff. Learning and development in CFA is designed to ensure ongoing operational response capability, as well as build the leadership skills and capabilities required for the future.

### Minimum Skills

The safety of our workforce is a key driver of one of CFA's most important training initiatives. The five-year Minimum Skills Program commenced on 1 July 2000 and ensures that all volunteer firefighters possess the required minimum operational skills for their respective roles and their brigade risk profile.

Progress continues to be ahead of target for the implementation of Minimum Skills – Wildfire for Volunteers, and for training in operational leadership roles. Significant effort has also been channelled into delivering specialist skills such as road accident rescue, hazardous materials training, confined space rescue, heavy equipment management and incident management skills to appropriate brigades and regions.

Program	Actual <sup>2</sup> 2004/05	Total
Wildfire qualified firefighters <sup>1</sup>	27,710	30,246
Wildfire with low structural qualified firefighters	11,514	12,313
Wildfire with structural qualified firefighters	1,548	1,620
Structure with wildfire qualified firefighters	576	607
Crew leader qualified	3,985	4,094
Strike Team leader qualified	777	794
Sector Commander qualified	165	168

**Table 8. Progress with Minimum Skills and Operational Leadership Roles (2004/05)**

1. Due to conditions in recent years there has been a concentration on wildfire training

2. 'Actual' refers to numbers trained who are still members of CFA. 'Total' refers to total numbers of members trained. All numbers are cumulative.

## **Professional Development**

During the past year, 56 staff and volunteers attended the 11th Annual AFAC Conference and Inaugural Bushfire CRC Conference in Perth. The conferences were very successful, providing many benefits to CFA.

Thirty-nine professional development programs were conducted, including two Diploma of Business courses. Thirty-five staff undertook external tertiary study through the Studies Assistance program and a new coaching and mentoring course was implemented to assist volunteers to support the development of their colleagues.

## **Computer Simulation Training**

In support of traditional training methods such as theoretical, practical and tabletop training exercises, the use of computer simulation training (CST) enhances the learning and development methods currently used in CFA, particularly for personnel involved in the command and control of emergency incidents.

CFA currently uses VectorCommand Ltd fire command and control simulators for CST. CFA has three VectorCommand systems, all of which have been upgraded to a laptop configuration, which greatly improves access and portability. CST has now been included in the syllabus for Leading Firefighter and Fire Officer development programs and for Incident Management Team development and exercising.

## **OCCUPATIONAL HEALTH AND SAFETY (OHS)**

Health and safety continued to be a major priority for CFA during 2004/05 with the key focus remaining on prevention, education, compliance and systems development.

In addition to the ongoing provision of general health and safety education, increased focus on safety was incorporated into operational training. This included three specialist Incident Management Team courses covering Logistics, Operations, Planning and Leading Firefighter development courses.

CFA, together with other emergency services, made submissions to Government on the pending replacement of health and safety legislation (*Occupational Health and Safety Act 2004*).

The first phase of the chemical, plant and safety inspection programs were undertaken at volunteer brigades. Together with the successful implementation of CFA's electrical safety program, these programs exceeded their target by approximately 55 per cent.

A major program was undertaken to address the potential risks associated with working from heights in both an operational and non-operational environment.

An extensive audit program commenced to benchmark all Areas and Directorates against the requirements of the Australian Standard for Occupational Health and Safety Management Systems (AS 4801).

## **Injury and Rehabilitation Management**

Improvements in claims management processes were implemented including the appointment of an Injury and Claims Manager and a focus on establishing early injury management strategies. These improvements will continue in 2005/06.

There was a reduction in overall claims by approximately 32 per cent compared to the previous six-year average.



## Compensation

Claims	2002/03	2003/04	2004/05	6 year Average
Volunteer	230	171	132	225.8
Career	86	86	87	95.7

**Table 9. Compensation Claims**

The WorkCover premiums are shown as a percentage of remuneration to enable a comparison with previous periods.

Year	WorkCover Premium
2005/06	1.323% <sup>1</sup>
2004/05	1.212%
2003/04	1.286%
2002/03	1.622%

**Table 10. WorkCover Premiums**

1. Estimated premium

## EMPLOYEE RELATIONS

### Renegotiations of Enterprise Agreements

Substantial work was undertaken to prepare for the renegotiation of the various Agreements that expired during 2004/05 and will expire in the coming 12-month period. All relevant stakeholders, both internal and external, have been consulted as part of the process, including Government, other agencies and, as appropriate, the Volunteer Associations.

### District Mechanical Officers Enterprise Agreement

Negotiations were completed with the Agreement certified in the Australian Industrial Relations Commission on 12 July 2005.

### Operational Manager/Operational Officer and Manager Community Safety Enterprise Agreements

These Agreements are currently under negotiation.

## ASSET MANAGEMENT

### FIREFIGHTING APPLIANCES

A five-year rolling program of appliance replacements commenced in 2004/05 with 73 of a planned 76 appliances delivered. These included:

- 29 model 3.4D Heavy Tankers - 3,000 litre 4 wheel drive (4WD);
- three Cat 7 Light Tankers - 1,100 litre Crew-cab 4WD;
- two Light Tankers - 1,500 litre Single Cab 4WD;
- 21 Type 3 Medium Pumpers - 3,000 litre per minute capacity;
- one Mk 5 Heavy Pumper - 4,000 litre per minute capacity;
- one Light Pumper - 2,000 litre per minute capacity;



- nine Slip-on Appliances - 400 litre, for one tonne tray utility vehicles;
- four Pumper-Tanker Retrofits; and
- one model 3.2D Heavy Tanker Retrofit.

Two new-generation prototype heavy tankers featuring significant design advancements on previous generation tankers were also delivered. Changes include European style crew cab, rear access to the crew area, the latest crew protection system, automatic gearbox and innovations to the firefighting hydraulics. These prototype vehicles are undergoing extensive evaluation by staff and volunteer brigades around Victoria before final standards are determined.

The 2004/05 Firefighting Appliances Program totalled in excess of \$21m. In addition, following the release of Victorian Government funding, construction commenced on 40 additional heavy tankers to be delivered through the 2005/06 budget year as part of the \$13.6m 2005/06 Firefighting Appliances Program.

## **LAND AND BUILDINGS**

This was the second year of a three-year rolling land and building program with the continuation of an enhanced program for new and refurbished fire stations. Overall, 20 major projects were completed in 2004/05 with work commencing on another 23. The 2004/05 Land and Building program, including funding for facilities to cater for additional Operational Support Staff, totalled \$11.9m.

Major projects completed during the year included fire stations at Hurstbridge, Somers, Drouin, Chirnside, Wodonga West, Fish Creek, Point Cook, Hallam (ex Doveton), Chirnside Park, Creswick, Brim, Wodonga West and Truganina. In addition, refurbishment works were also completed at Ballarat City and Dandenong Fire Stations and work commenced on the refurbishment of Eltham Fire Station. Major Regional Office projects were also completed at Melton and Shepparton.

Work also progressed on providing infrastructure to support the separately funded deployment of additional Operational Support Staff. A number of major fire station projects will be continued during 2005/06. At year's end, work was in progress at a number of stations including St Arnaud, Bamawm Extension, Darley, Bendigo, Patterson River, Mildura, Corryong, Lake Bolac, Simpson and Traralgon West.

## **COMMUNICATIONS**

Major infrastructure works to provide high quality coverage were completed and made operational in Ballarat and Shepparton Regions. Medium scale projects to meet urgent operational needs were completed leading to significantly better coverage for the Omeo, Alexandra, Corryong and Stradbroke Groups and Mallacoota Brigade.

## **INFORMATION TECHNOLOGY**

2004/05 saw the completion of significant milestones in the Information Technology (IT) area. GIMS was commissioned on CFA's IT systems allowing, for the first time, the capture of all project management and asset inventory control on one IT application. GIMS is a State Government IT initiative that will eventually allow the benchmarking of project and asset effectiveness across the public sector.

Substantial scoping and planning work was undertaken to allow for a three-year program of works to revitalise and update CFA's IT infrastructure and applications commencing in 2005/06.



## STRATEGIC PLANNING AND AREA COORDINATION

### PLANNING

A significant outcome from the 2004/05 Annual Plan has been the enhancement of CFA's capability to better plan, monitor and report on its activities and hence provide advice to the Board. The establishment of "top down-bottom up" planning through the continued roll-out of the Service Delivery Planning Model in CFA has been significantly advanced. The new Project Planning and Management Guidelines substantially improved the process used to develop the 2005/06 Annual Plan and Budget approved by the Board in June 2005.

The CFA Executive Management governance committees continued to mature in their operation during 2004/05 and provided increased levels of both guidance and scrutiny to investment decisions being made in support of the strategic direction set by the Board.

During 2004/05, Quarterly Reporting to the Board on progress with the Annual Plan was introduced as part of the continuing process of refining both the format, and the quality and content of the information provided to the Board. The Quarterly Reporting process is linked to the Executive Management Team Accountability Model to allocate responsibilities for implementing the Annual Plan amongst the Directorates.

These initiatives are progressively providing greater transparency to the scope of activities being undertaken by CFA and their alignment with the strategic direction set by the Board.

### AREA ACTIVITIES

The Areas, via brigades, continue to deliver CFA's services to Victorian communities. This is achieved while continuously improving the efficiency and effectiveness of CFA's products and services. The following are some of the key activities for 2004/05:

#### All Areas.

- Rolling out brigade planning to facilitate 'top down-bottom up' alignment from strategy to implementation;
- Changing the focus from Minimum Skills to Brigade Operational Skills Profiles to ensure brigades have the right competencies and capacity for the risks they face;
- Carrying out Operational inspections and delivering appropriate remedial actions;
- Migrating brigades to Interim Country Call Taking; and
- Conducting a program of proactive inspections of high-risk premises, which reduced loss and damage when events subsequently occurred;

#### Area Specific.

- Barwon/Corangamite Area developed a marine response procedure with government and private operators;
- North East Area completed the wildfire assessment for the Alpine areas (Mt Buller, Mt Hotham and Falls Creek); and
- Westernport Area reduced incidents by 8.7% mainly through a focused program aimed at reducing False Alarms.

# Corporate Governance

In addition to requirements in legislation, the Authority has formalised Board and Committee Governance arrangements in a Governance Framework.

## BOARD MEMBERS

The Board of the Authority is constituted under the CFA Act.

The Board is accountable to the Minister for Police and Emergency Services.

The CFA Act provides for a Board of 12, consisting of the Chairman and 11 other members, appointed by the Governor-in-Council for up to three years. The CFA Act prescribes those bodies that can nominate people to the Board. The current nominating bodies include the Minister for Sustainability and Environment, Victorian Rural Fire Brigades' Association Inc (VRFBA), Victorian Urban Fire Brigades' Association Inc (VUFBA) and Municipal Association of Victoria (MAV).

The Chairman and Board Members are paid an allowance determined by the Governor-in-Council.

In addition to the requirements of the CFA Act, Board members are required to observe CFA's Code of Conduct and other requirements specified by CFA's Governance Framework. Board members are required to disclose pecuniary interests, and to submit an annual Declaration of Private Interests.

## BOARD ROLE

The Board is responsible for CFA's overall performance, ensuring its compliance with legislation, the Government's requirements and its corporate objectives in its Corporate Plan and Annual Plan.

The Board sets the corporate objectives and strategies through the three-year Corporate Plan and detailed Annual Plans.

The Board's primary role involves:

- developing and implementing strategic plans to meet CFA's legislated responsibility;
- policy formulation;
- ensuring systems and processes for proper accountability and managing risk are in place;
- monitoring the performance of CFA; and
- ensuring its compliance obligations are met.

## BOARD COMMITTEES

There are currently five committees that reflect the key objectives and functions of CFA. They are:

- Governance;
- Audit;



- Remuneration and Appointments;
- Service Delivery; and
- People Strategy.

The Charter of each committee specifies the roles and responsibilities of the committee as well as various governance and machinery matters.

### **Audit Committee**

The Audit Committee's role is to monitor and report to the Board on corporate governance, compliance and risk management processes, including external audit and internal audit functions of CFA.

It does this by reviewing and monitoring the:

- integrity and quality of annual financial reporting and disclosure;
- adequacy and integrity of management reporting;
- identification and review of key strategic business, financial and regulatory risks;
- existence of appropriate policies and the processes for compliance with them;
- existence of processes that regularly review organisational compliance with relevant laws, government policies, standards and codes;
- adequacy of the internal control framework and structure;
- adequate discharge of CFA management duties concerning the management responsibility of CFA; and
- performance of the external and internal audit functions.

CFA's internal audit function is undertaken by PricewaterhouseCoopers (PwC), which reports to the Audit Committee at each of its meetings.

The Audit Committee receives advice from the Auditor-General, who is responsible for auditing CFA's annual financial statements.

Membership:

1. Clif Lang (Chair)
2. Len Foster
3. Ken King
4. Michael Tudball

### **Remuneration and Appointments Committee**

The Remuneration and Appointments Committee has been established to take specific responsibility for recommending to the Board CFA's policy and practice for Executive Officer appointments and remuneration review processes. It is also responsible for reviewing and recommending to the Board remuneration and terms and conditions concerning all non-executive employees.

The Remuneration and Appointments Committee:

- manages the appointment process of Executive Officers and makes recommendations to the Board in relation to those appointments;

- advises the Board on all matters relating to the remuneration and reimbursement of expenses of CFA Board members having regard to any Government guidelines or policies that are in place;
- advises the Board on all industrial relations matters involving the unions with which CFA has formal relationships; and
- reports and recommends actions to the Board on all relevant matters within its Charter.

Membership:

1. Len Foster (Chair)
2. Jan Boynton
3. Beth Davidson
4. Clif Lang

### **Service Delivery Committee**

The Service Delivery Committee has been established to assist the Board fulfil its responsibilities for the provision of effective, efficient and economic emergency management services to Victorian communities. These services include prevention, preparedness, response and recovery activities.

The Service Delivery Committee is responsible for reporting and recommending to the Board on all relevant matters within its Charter so that the Board can take any necessary decisions or actions including:

- providing an independent communication forum for Board members and management in relation to CFA operations;
- reviewing operations policies, any changes proposed to policies and the implications of new legislation, standards, code of practice or Government policy affecting CFA operations;
- reviewing significant acquisition of operations assets;
- advising the Board on budgetary and financial aspects of CFA operations and reviewing physical and human resources requirements for operations;
- determining whether CFA has instituted adequate reporting systems and internal controls on operational matters;
- overseeing CFA's operational audit program and reviews conducted for the purposes of section 29 of the CFA Act;
- ensuring that CFA has taken appropriate steps to identify the significant operational risks to which it is exposed and that risk management plans in place are adequate and appropriate;
- recommending to the Board directions to be issued by the Authority under section 27 or section 28(2) of the CFA Act; and
- advising the Board on matters which, in the Committee's opinion, are having or are likely to have significant adverse effects on CFA operations.

Membership:

1. Max Maher (Chair)
2. Robyn Hale
3. Rick Hill
4. Peter Marke
5. Michael Tudball



## People Strategy Committee

The CFA People Strategy Committee has been established to assist the Board in giving more detailed consideration to specific human resource related strategic or policy matters or matters the Chair believes ought to be considered by the committee.

The People Strategy Committee assists the Board to:

- fulfil its corporate governance responsibilities including due diligence reporting;
- ensure appropriate people strategies are well developed and in place and that a safe, healthy and inclusive corporate culture is promoted; and
- enable its people to fulfil their accountabilities, responsibilities and obligations with safety, fairness and without discrimination.

Membership:

1. Frank Zeigler (Chair)
2. Jan Boynton
3. Zena Burgess
4. Beth Davidson

## Attendance by Board Members

	Board Meetings	Special Meetings	Committee Meetings			
			Audit	Remuneration and Appointments	Service Delivery	People Strategy
Number of meetings to 30 June 2005	12	2	4	4	4	3
Len Foster	12	2	4	4	-	-
Robyn Hale	11	-	-	-	4	2
Jan Boynton	10	2	-	4	-	2
Zena Burgess <sup>1</sup>	1	-	-	-	-	-
Beth Davidson <sup>2</sup>	10	2	-	3	1	1
Clif Lang	11	2	4	4	-	-
Richard Hill	12	-	1	-	3	3
Ken King	12	-	4	-	-	-
Max Maher	12	-	-	-	4	-
Peter Marke	12	-	1	1	1	1
Michael Tudball	11	-	3	-	4	-
Frank Zeigler	12	-	-	-	2	3



1. Appointed 31 May 2005


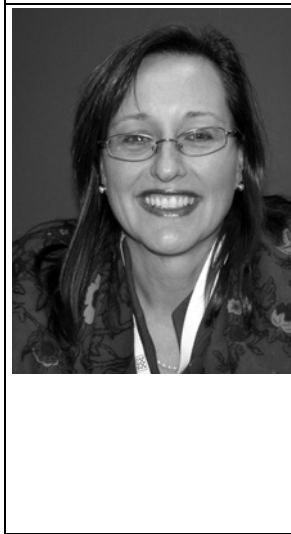

2. Appointed 7 September 2004



## AUTHORITY MEMBERS


The 12 member Authority comprises the CFA Chairman and Members appointed by the Governor-in-Council. The Chief Executive Officer (CEO) is appointed by the Authority and is responsible for implementing policies and general business administration.

	<p><b>Len Foster AO</b> LLB, BA, BEd, FAICD <b>Chairman</b></p> <p>Board Committees: Audit, Remuneration and Appointments (Chair)</p> <p>Former Secretary of the State Electricity Commission of Victoria and Director General of the Department of Conservation, Forests and Lands. Joined CFA as Executive Chairman from 1991-2001 and appointed as non-executive Chairman of CFA in 2001. Chairman of the Bushfire Research Advisory Committee, established by the Federal Minister for Education, Science and Technology. Board Member of South Australian Government Insurance Captive, Bushfire Cooperative Research Centre. Made an Officer of the Order of Australia in the 2005 Australia Day Honours for service to fire and emergency services management in Australia</p>
	<p><b>Robyn Hale</b> FAICD, GradCert (eBusiness &amp; Communication) <b>Deputy Chairman</b></p> <p>Board Committees: Service Delivery and CFA/MFESB Joint Activities Coordinating Committee</p> <p>Mayor of the Shire of Yarra Ranges in 2000. Served as a Councillor of the Shire of Sherbrooke from 1990 until amalgamation, and was elected to the newly formed Shire of Yarra Ranges in 1997. Council's delegate to the Executive Fire Prevention Committee for 12 years, and currently Chair of the Ferny Creek Fire Alert and member of numerous community groups. Has co-directed a small business for the past 21 years. Her family members are all CFA volunteers.</p>
	<p><b>Jan Boynton</b> BTRP, FPIA, FAICD</p> <p>Board Committees: Remuneration and Appointments; People Strategy</p> <p>Director of Planning and Development, City of Greater Bendigo. Formerly North West Regional Manager with Department of Natural Resources and Environment and CEO of the North Central Catchment Management Authority. Has extensive background working in rural and regional Victoria.</p>

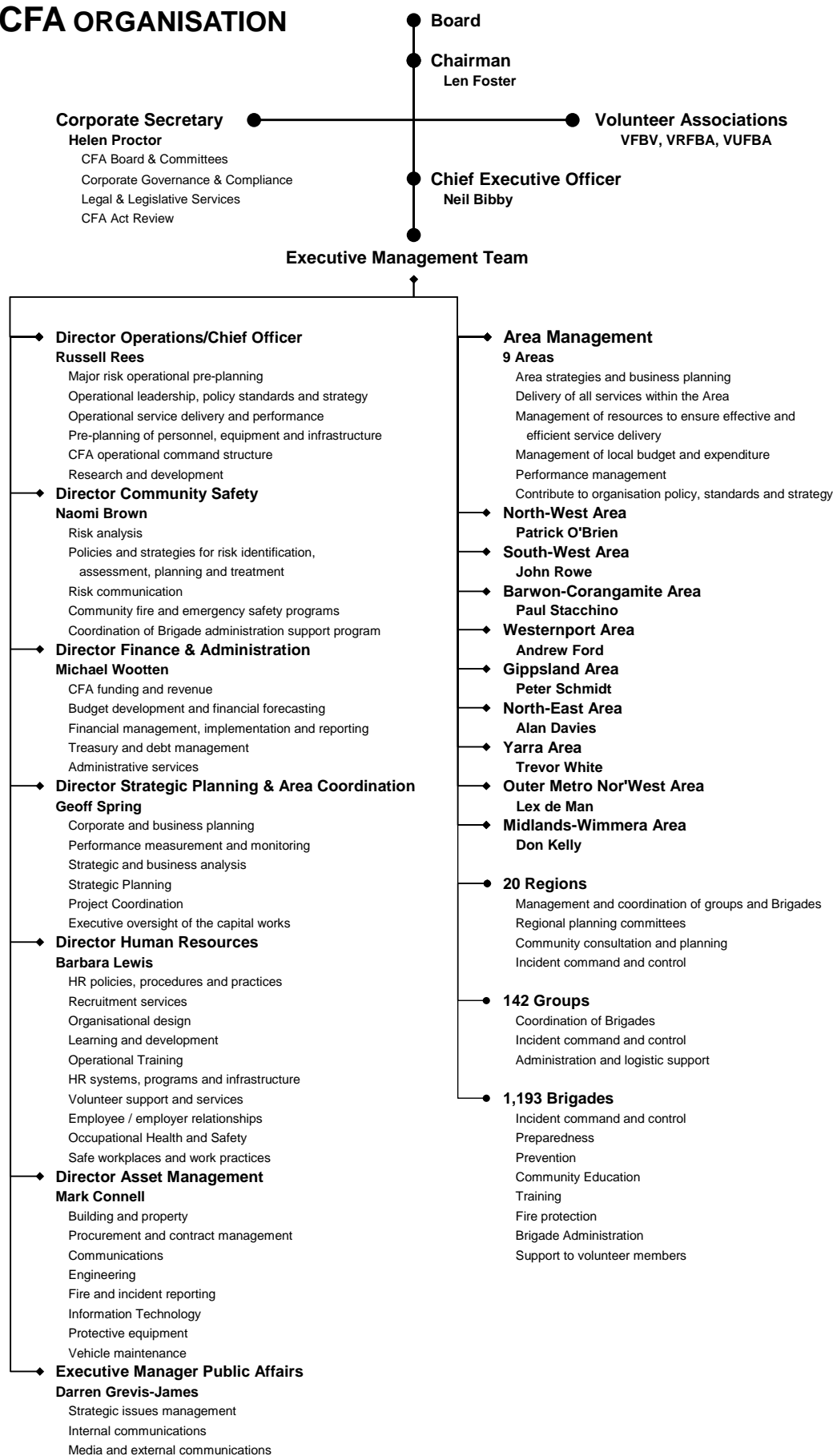
	<p><b>Beth Davidson</b></p> <p>Board Committees: People Strategy; Remuneration and Appointments</p> <p>Community development worker and local government representative with extensive experience in community capacity building and good governance processes. Councillor Surf Coast Shire since 1998, and Mayor four terms (2000 – 2004). Council's delegate to MFPC and MEMP. Member of Anglesea Fire Brigade (15 years), Community Fireguard Facilitator. Strong involvement at local level is complemented by interest in regional and state activities; Vice President, Victorian Local Governance Association; Founding Director G21 Geelong Regional Alliance. Executive member of National Seachange Taskforce and Good Governance Advisory Group.</p>
	<p><b>Dr Zena Burgess</b> PhD</p> <p>Board Committees: People Strategy</p> <p>Zena is an Organisational Psychologist with experience in organisational change, primarily in public sector management, boards and committees of management. Currently Zena works in the area of research and for many years worked at Swinburne University. Most recently she was a senior member of the management team of the international area. She is a Fellow of the Australian Psychological Society and was Vice President and Director of Membership 1998-2000 of the Australian Psychological Society, Board Member of the Tertiary Credit Union 1995-1997, VCAT Sessional Member 1998-2005, and Member of Rotary 1998-2000. Earlier in her career she worked as a clinical psychologist, which included treatment of cases of trauma and incident debriefing.</p>
	<p><b>Rick Hill</b> FAICD</p> <p>Board Committees: Service Delivery</p> <p>Has had a 42 year association with CFA as a volunteer. Captain of Glenaladale Rural Fire Brigade for 16 years. Was a Board member of Volunteer Fire Brigades Victoria, and has been State Vice-President of the Victorian Rural Fire Brigades Association. Has been a member of the VRFBA State Council for the past 22 years, and VRFBA Region 11 President since 1983. Has also been RPC Chairman for Region 11 for the past 16 years. Is presently a registered domestic and commercial builder and was owner manager of East Gippsland Book Store from 1999 to 2003. Was owner manager of a farming enterprise until 1992 and was a member of the Gippsland Home &amp; Hospital Board for eight years. Rick is a keen Rotarian and bike rider.</p>

	<p><b>Ken King</b> BForSc (Hons), DipFor (Creswick)</p> <p>Board Committees: Audit</p> <p>Executive Director, Regional Services with the Department of Sustainability and Environment and was a Board member of the Phillip Island Nature Park (1997-2003). Has had extensive experience in wildfire activities since 1971 and has been a forester in the Public Service since 1974. Was previously Regional Manager for Department of Conservation Forests and Lands through to the former Department of Natural Resources and Environment in South Gippsland, North West and Port Phillip Regions. Was awarded the National Medal in 1989.</p>
	<p><b>Clif Lang</b> FAII, GAICD</p> <p>Board Committees: Audit (Chair); Remuneration and Appointments</p> <p>Retired insurance executive. Appointed to the CFA Board as a representative of the insurance sector. Has had extensive experience in various senior management roles throughout Australia.</p>
	<p><b>Max Maher</b> AFSM</p> <p>Board Committees: Service Delivery (Chair)</p> <p>Joined Lubeck Fire Brigade in 1957. Member of the Victorian Rural Fire Brigades Association Inc, Equipment Review Committees and member of working group for Agricultural Fire Management Guidelines. Also a member of various working parties involved with training and volunteer support. Member of Consultative Group, Wimmera Mallee Water Piping Project. Has acted as director/facilitator on numerous projects related to training. Actively promoted the introduction of Junior Rural Fire Brigade Championships.</p>
	<p><b>Frank Zeigler</b> VA, Dip Ed Trg &amp; Asses. GradDip (Disaster Mgt), MOHS, FAICD</p> <p>Board Committees: People Strategy (Chair)</p> <p>Managing Director of Hyperbaric Technologies Australia, and IOHS Solutions, Councillor Glenelg Shire Council and former Mayor of Glenelg Shire. Chairman of Portland Eco Trust member of Historical Shipwrecks Advisory Committee. 29 years experience in emergency services.</p>



 A black and white headshot of Michael Tudball, a middle-aged man with a beard and mustache, wearing a dark suit, white shirt, and dark tie.	<p><b>Michael Tudball</b> FAICD, AFAIM, Grad Dip Bus-Mgt, MBA, Dip CD</p> <p>Board Committees: Audit, Service Delivery and CFA/MFB Joint Activities Coordinating Committee</p> <p>Currently MD of Strategic &amp; Business Planning consultancy. Professional memberships as a Fellow of Australian Institute of Company Directors (FAICD) and Associate Fellow of Australian Institute of Management (AFAIM); Board Member, Treasurer and Audit Committee Chair of Djerriwarrh Health Services. Elected onto Local Government in November 2004 with Moorabool Shire Council and Chairman of the Regional Planning Committee (Region 14).</p>
 A black and white headshot of Peter Marke, an older man with short hair, wearing a dark suit, white shirt, and patterned tie.	<p><b>Peter Marke</b> JP, MAICD</p> <p>Board Committees: Service Delivery</p> <p>Served with the Upwey Fire Brigade as a member for 45 years and as Captain for the past 32 years continuing. Current provider of Emergency Procedures, Risk Assessments and Disaster Recovery Planning and Training. Held past memberships of numerous national and international Fire Protection industry committees and served as Chairman and member to MEMC and remains a member of MFPC. Also serves as Chairman and member for various community groups and as Shire President and Councillor for the Shire of Sherbrooke over 7 years. Held various positions such as Manager Fire Safety for Telstra Victoria, Principal Director for Fire &amp; Recovery Planning Pty Ltd.</p>

# CFA ORGANISATION





# Financial Statements

## STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30TH JUNE 2005

	NOTES	2005 \$'000	2004 \$'000
<b>Revenue from Ordinary Activities</b>			
Contributions	2	199,440	189,481
Sales of Goods and Services	2	4,404	4,772
Other revenue and revenue from other parties	2	13,283	12,736
		<u>217,127</u>	<u>206,989</u>
<b>Expenses from Ordinary Activities</b>			
Employee Benefits	3	99,655	89,748
Depreciation and amortisation	3,7(b)	21,328	20,837
Other expenses	3	77,808	75,878
Borrowing costs	3	0	57
		<u>198,791</u>	<u>186,520</u>
<b>Result from Ordinary Activities</b>		<u>18,336</u>	<u>20,469</u>
Net Increase (decrease) in asset revaluation reserve	10(b)	27,464	(3,983)
<b>Total expense and revaluation adjustments recognised directly in equity</b>		<u>27,464</u>	<u>(3,983)</u>
<b>Total changes in equity other than those resulting from transactions with the Victorian State Government in its capacity as owner.</b>	10(d)	<u>45,800</u>	<u>16,486</u>

*The above statement of financial performance should be read in conjunction with the accompanying notes.*





## STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2005

	Notes	2005 \$'000	2004 \$'000
<b>Current Assets</b>			
Cash at Bank and on hand	4,11	3,226	1,281
Investments	4,11	23,000	15,000
Receivables	5,11	4,878	5,192
Inventories	6	7,251	4,940
Prepayments		1,924	2,111
Deposits - Land Acquisitions		31	986
<b>Total Current Assets</b>		<b>40,310</b>	<b>29,510</b>
<b>Non Current Assets</b>			
Property, plant and equipment	7	427,766	385,861
<b>Total Assets</b>		<b>468,076</b>	<b>415,371</b>
<b>Current Liabilities</b>			
Payables	8,11	15,158	13,493
Provisions	9	14,359	13,795
<b>Total Current Liabilities</b>		<b>29,517</b>	<b>27,288</b>
<b>Non Current Liabilities</b>			
Provisions	9	21,988	20,275
<b>Total Non Current Liabilities</b>		<b>21,988</b>	<b>20,275</b>
<b>Total Liabilities</b>		<b>51,505</b>	<b>47,563</b>
<b>Net Assets</b>		<b>416,571</b>	<b>367,808</b>
<b>Equity</b>			
Contributed Capital	1(k),10(a)	186,220	183,257
Asset Revaluation Reserve	10(b)	144,313	116,849
Accumulated Surplus	10(c)	86,038	67,702
<b>Total Equity</b>	10(d)	<b>416,571</b>	<b>367,808</b>

*The above statement of financial position should be read in conjunction with the accompanying notes.*



## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30TH JUNE 2005

	Notes	2005 \$'000	2004 \$'000
<b>Cash flows from Operating Activities</b>			
Receipts from Government		42,774	44,282
Receipts from other entities		163,146	154,402
Payments to suppliers and employees		(184,850)	(176,023)
		21,070	22,661
Goods and services tax recovered from the ATO		11,354	11,401
Goods and services tax paid to the ATO		(1,278)	(1,420)
Interest received		2,232	1,794
Other revenue		7,293	2,683
Borrowing costs		0	(81)
<b>Net cash inflow from operating activities</b>	<b>19</b>	<b>40,671</b>	<b>37,038</b>
<b>Cash flows from Investing Activities</b>			
Payments for property, plant and equipment		(38,172)	(37,502)
Deposits on land acquisitions		(955)	(60)
Proceeds from Capital Contribution		2,963	0
Proceeds from sale of property, plant and equipment		5,438	8,974
<b>Net Cash (outflow) from investing activities</b>		<b>(30,726)</b>	<b>(28,588)</b>
<b>Cash flows from Financing Activities</b>			
Repayment of borrowings		0	(2,000)
<b>Net Cash inflow (outflow) from financing activities</b>		<b>0</b>	<b>(2,000)</b>
<b>Net increase (decrease) in cash held</b>		<b>9,945</b>	<b>6,450</b>
Cash at the beginning of the financial year		16,281	9,831
<b>Cash at the end of the financial year</b>	<b>4</b>	<b>26,226</b>	<b>16,281</b>

*The above statement of financial position should be read in conjunction with the accompanying notes.*

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE 2005

### 1 Summary of Significant Accounting Policies

This general purpose financial report has been prepared in accordance with the Financial Management Act 1994, Australian Accounting Standards, Statements of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board, and Urgent Issues Group Consensus Views.

It is prepared in accordance with the historical cost convention using the accrual basis of accounting, except for certain assets which, as noted, are at valuation. The accounting policies adopted, and the classification and presentation of items, are consistent with those of the previous year, except where a change is required to comply with an Australian Accounting Standard or Urgent Issues Group Consensus View, or an alternative accounting policy permitted by an Australian Accounting Standard, is adopted to improve the relevance and reliability of the financial report. Where practicable, comparative amounts are presented and classified on a basis consistent with the current year.

#### **(a) Recognition of Revenue**

##### ***(i) Statutory Contributions, Government Grants and Transport Accident Commission***

Statutory contributions, Government grants and monies due from the Transport Accident Commission are recognised as revenue when they are received or receivable.

##### ***(ii) Sales of Goods or Services Revenue***

Sales of Goods and Services comprise revenue earned (net of returns, discounts and allowances) from the provision of goods or services to external entities and are recognised when the goods or services are provided.

##### ***(iii) Interest Income***

Interest income is recognised as it accrues.

#### **(b) Receivables**

All trade debtors are recognised at the amounts receivable as they are due for settlement at no more than 30 days from the date of recognition.

The collectibility of debtors is assessed at balance date. Debts which are known to be uncollectible are written off. A provision for doubtful debts is raised when some doubt as to collection exists.

#### **(c) Inventories**

All inventories and consumable stores were physically counted and valued as at 30th June 2005 at the lower of cost and net realisable value. Cost is determined principally by the weighted average method.

During the year significant Inventory sites were loaded onto the SAP Inventory Management System. This means that all stock is now valued by the perpetual inventory method. The improved system enabled the take on of quantities of previously expensed protective clothing and other consumables not yet issued. These are now included in Inventories at 30 June 2005. (Refer Note 3).

#### **(d) Property, Plant and Equipment**

##### ***(i) Acquisition of Assets***

All assets acquired are initially recorded at their cost of acquisition. Cost is measured as the fair value of the assets given up or liabilities undertaken at the date of acquisition plus incidental costs directly attributable to the acquisition.

Costs incurred on fixed assets subsequent to initial acquisition are capitalised when it is probable that future economic benefits, in excess of the originally assessed performance, will flow to the Authority in future years. Where these costs represent separate components they are accounted for as separate fixed assets and are separately depreciated over their useful lives to the Authority.

The cost of capital work in progress is carried at cost of materials, external services, direct labour and appropriate proportion of fixed and variable overheads recognised to date based on the value of work completed.



**(ii) Revaluations of Non-current Assets**

Subsequent to initial recognition as assets, non-current physical assets, other than plant and equipment, are measured at fair value. Land and buildings revaluations are made with sufficient regularity to ensure that the carrying amount of each asset does not differ materially from its fair value at the reporting date. Independent assessments are obtained from the Valuer General at least every three years by dividing the State of Victoria on a geographical basis. Revaluations are conducted in accordance with the Victorian Government Policy, *Revaluation of Non - Current Physical Assets*.

Revaluation increments are credited directly to the asset revaluation reserve, except that, to the extent that an increment reverses a revaluation decrement in respect of that class of asset previously recognised as an expense in the net result, the increment is recognised immediately as revenue in the net result.

Revaluation decrements are recognised immediately as expenses in the net result, except that, to the extent that a credit balance exists in the asset revaluation reserve in respect of the same class of assets, they are debited directly to the asset revaluation reserve.

Revaluation increments and decrements are offset against one another within a class of non-current assets.

**Volunteer Brigade Land and Buildings**

The Authority acknowledges the significant contributions made by Volunteer Brigades to the capital value of their fire stations. It has over 1,200 Volunteer Brigades and many of these have made substantial improvements to their fire stations and property over a number of decades. The value of these improvements is taken into account when the three yearly Valuer General's valuation occurs and the aggregate amount is then included in future financial statements. Where practical the value of major community funded projects is taken up at fair value when the improvement is carried out.

**Brigade Owned Vehicles**

The Authority fully recognises the major community contribution by bringing to account, at cost less accumulated depreciation, firefighting vehicles acquired by volunteer brigades (Brigade Owned Vehicles). Brigade Owned Vehicles are defined as any fire fighting or support vehicles, including transport vehicles owned by a registered brigade or group which comes under the control of the Authority for operational purposes.

**Other Non Current Assets**

All other non-current assets appear at original cost less accumulated depreciation.

**(iii) Depreciation**

Depreciation is calculated on a straight line method at rates appropriate to the Asset's estimated useful life to the Authority. A review of all rates was conducted during the year, and the rate for Office Equipment and Furniture was increased from 10% to 15% pa.

	Expected useful life	Depreciation Rate Per Annum
Buildings at Cost	67 years	1.5%
Buildings at Valuation	52 years	1.9%
Vehicles :		
Fire fighting		
Vehicles up to 30 June 1992	15 years	6.8%
All other vehicles after 30 June 1992	20 years	5.0%
Transport	10 years	10.0%
Trailers	20 years	5.0%
Plant, Machinery and Equipment, Communications Equipment and minor items	10 years	10.0%
Office Equipment and Furniture	7 years	15.0%
Computer Hardware/Software	3 years	33.33%

**(iv) Leasehold Improvements**

The cost of improvements to or on leasehold properties is amortised over the unexpired period of the lease or the estimated useful life of the improvement to the Authority, whichever is the shorter. Leasehold improvements held at the reporting date are being amortised over periods ranging from 4 to 52 years.

**(e) Trade and Other Creditors**

These amounts represent liabilities for goods and services provided to the Authority prior to the end of the financial year and which are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

**(f) Interest Bearing Liabilities**

Loans are carried at historical cost. Interest is accrued over the period it becomes due and is recorded as part of Other Creditors and Accruals.

**(g) Employee Benefits****(i) Wages and salaries and annual leave**

Liabilities for wages and salaries, including non-monetary benefits, and annual leave expected to be settled within 12 months of the reporting date are recognised in respect of employees' services up to the reporting date and are measured as the amounts expected to be paid when the liabilities are settled.

**(ii) Long service leave**

The liability for long service leave which includes current pay rates and on-costs is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using interest rates on national Government guaranteed securities with terms to maturity that match, as closely as possible, the estimated future cash outflows. The amount anticipated to be paid during the next 12 months is shown as a current liability.

**(iii) Superannuation**

The amount charged to the statement of financial performance in respect of superannuation represents the contributions made by the Authority to the superannuation funds in respect of current CFA staff (see Note 16).

**(iv) Employee benefit on-costs**

Employee benefit on-costs, including payroll tax, are recognised and included in employee benefit liabilities and costs when the employee benefits to which they relate are recognised as liabilities.

**(h) Goods and Services Tax.**

Revenues, expenses and assets are recognised net of GST except where the amount of GST incurred is not recoverable, in which case it is recognised as part of the cost of acquisition of an asset or part of an item of expense. The net amount of GST recoverable from, or payable to, the Australian Taxation Office (ATO) is included as part of receivables or payables in the statement of financial position. The GST component of a receipt or payment is recognised on a gross basis in the statement of cash flows in accordance with Accounting Standard AAS 28 *Statement of Cash Flows*.

**(i) Volunteer Compensation**

The Provision for Volunteer Compensation is the accrued liability after allowing for anticipated recovery from insurance in respect of all outstanding registered Volunteer Compensation claims at 30 June 2005.

Outstanding claims are assessed on an actuarial basis. Future payments are projected using the Payment Per Claim Incurred (PPCI) method and allow for the potential additional liability arising from claims Incurred But Not Reported (IBNR), Incurred But Not Enough Reported (IBNER) and reopened claims. The portion of the liability which is expected to be paid later than 12 months after balance date has been classified as Non Current.

**(j) Joint Venture Operation**

The Joint Agreement between the Country Fire Authority and the Metropolitan Fire and Emergency Services Board (MFESB) to jointly use and manage the facilities at the South Eastern Training Ground, was terminated on the 1st January 2005.

See also Note 22.

**(k) Contributed Capital**

Consistent with UIG Abstract 38 *Contributions by Owners Made to Wholly-Owned Public Sector Entities* appropriations for additions to net assets have been designated as contributed capital. Other transfers that are in the nature of contributions or distributions have also been designated as contributed capital.

**(l) Rounding of amounts**

Amounts in the financial statements have been rounded to the nearest thousand dollars.

**(m) Comparatives**

There are no changes to the comparative figures unless otherwise stated.

**(n) The impacts of adopting AASB equivalents to IASB standards**

For interim and annual reporting periods ending on or after 30 June 2005, AASB 1047 *Disclosing the Impacts of Adopting Australian Equivalents to International Financial Reporting Standards* requires an explanation of how the transition process is being managed and a narrative explanation of the key differences in accounting policies that are expected to arise from the adoption of Australian equivalents to IFRS. Refer to Note 21 for further details.



<b>2 Revenue</b>	<b>2005</b>	<b>2004</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Revenue from operating activities</b>		
Contributions		
State Government	41,658	41,288
Insurance companies	148,589	139,263
Owners and insurance intermediaries etc.	8,754	8,533
Commonwealth Government	439	397
	<u>199,440</u>	<u>189,481</u>
Sale of goods	1,844	2,044
Services	2,560	2,728
	<u>4,404</u>	<u>4,772</u>
<b>Revenue from outside the operating activities</b>		
Property rental	366	105
Interest	2,366	1,817
Commonwealth Government Grant	4,375	0
Other	2,684	2,696
Brigade owned vehicles recognised	3,492	8,118
	<u>13,283</u>	<u>12,736</u>
<b>Total revenue from ordinary activities</b>	<u>217,127</u>	<u>206,989</u>
<b>3 Result from Ordinary Activities</b>		
<b>Expenses</b>		
Employee Benefits		
Salaries	84,714	77,655
Superannuation	6,492	3,714
Other on-costs (payroll tax, fringe benefits tax, WorkCover premium)	5,338	5,360
Employee Support	3,111	3,019
<b>Total employee costs</b>	<u>99,655</u>	<u>89,748</u>
Depreciation		
Buildings	3,431	3,334
Vehicles	12,421	12,351
Other plant and equipment	4,930	4,646
Total depreciation	<u>20,782</u>	<u>20,331</u>
Amortisation		
Leasehold Improvements	546	506
Total amortisation	<u>546</u>	<u>506</u>
<b>Total depreciation and amortisation</b>	<u>21,328</u>	<u>20,837</u>





	2005 \$'000	2004 \$'000
Other expenses		
CFA Contributions to OESC Running Costs	1,319	1,319
Buildings Operating and Maintenance	5,954	6,617
Motor Vehicle	9,314	7,385
Cost of Goods Sold / Services Provided	1,027	1,526
Operating and other Lease payments	3,053	2,516
Other Operating and Maintenance	3,991	3,832
Computer equipment and systems	3,216	4,286
Communications and Alarms	8,649	9,222
Contract payments to external services	9,122	6,689
Volunteer Compensation and Insurance	2,380	2,413
Training and Skills Maintenance	3,151	3,788
Uniforms and Equipment	4,955	4,718
Inventory taken on - Protective Clothing etc. (Note 1c)	(1,457)	0
Other Volunteer and Brigade Support	2,462	2,907
Audit Fees (note 14)	416	407
Obsolete stock written off	0	605
Consultants Fees	364	211
Aircraft Hire	3,399	4,062
Hire Fees - Other	491	244
Legal Fees	1,565	1,574
Grants to Volunteer Associations and Local Government	750	784
Printing and Stationery	1,752	1,657
Publicity/Advertising	1,649	1,510
General Expenses	7,922	5,770
Net loss on disposal of property, plant and equipment	2,364	1,836
<b>Total other expenses</b>	<b>77,808</b>	<b>75,878</b>
Borrowing costs		
Interest paid/payable to Treasury Corporation of Victoria (TCV)	0	57
<b>4 Cash Assets</b>		
Cash at bank and on hand	3,226	1,281
Short Term Deposits	23,000	15,000
	<u>26,226</u>	<u>16,281</u>
The above figures are reconciled to cash at the end of the financial year as shown in the statement of cash flows as follows:		
Balances as above	26,226	16,281
Balances per statement of cash flows	<u>26,226</u>	<u>16,281</u>
<b>Short Term Deposits</b>		
The deposits are bearing interest rates between 5.45% and 5.88% (2004 : 5.2%)		
<b>5 Receivables</b>		
<b>Current:</b>		
Trade Debtors	2,087	2,236
Less: Provision for Doubtful Debts	(1)	(30)
	<u>2,086</u>	<u>2,206</u>
Other Debtors	1,289	1,428
Net GST Recoverable	1,503	1,558
	<u>4,878</u>	<u>5,192</u>
<b>6 Inventories</b>		
Stores and consumables - at lower of cost and net realisable value (Note 1c)	7,254	4,715
Publications - at cost	26	44
Work in progress - at cost	0	210
Provision for Obsolete Stock	(29)	(29)
	<u>7,251</u>	<u>4,940</u>



## 7 Property, plant and equipment

### (a) Value and Depreciation

	<b>2005</b>	<b>2004</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Freehold Land</b>		
At cost	3,134	2,710
At independent valuation 2002	0	7,980
At independent valuation 2003	13,854	13,855
At independent valuation 2004	25,228	25,228
At independent valuation 2005	16,809	0
	<u>59,025</u>	<u>49,773</u>
<b>Buildings</b>		
At cost	19,382	22,081
Less: Accumulated Depreciation	(381)	(431)
At independent valuation 2002	0	57,716
Less: Accumulated Depreciation	0	(2,115)
At independent valuation 2003	49,594	49,594
Less: Accumulated Depreciation	(1,934)	(992)
At independent valuation 2004	48,200	48,200
Less: Accumulated Depreciation	(922)	0
At independent valuation 2005	87,532	0
	<u>201,471</u>	<u>174,053</u>
<b>Leasehold Improvements - at cost</b>	10,536	9,717
Less: Accumulated amortisation	(5,854)	(5,308)
	<u>4,682</u>	<u>4,409</u>
<b>Vehicles - at cost</b>	209,372	189,662
Less: Accumulated Depreciation	(98,230)	(91,605)
	<u>111,142</u>	<u>98,057</u>
Brigade Owned - at cost	24,367	23,393
Less: Accumulated Depreciation	(5,216)	(3,829)
	<u>19,151</u>	<u>19,564</u>
	<u>130,293</u>	<u>117,621</u>
<b>Plant and equipment - at cost</b>	57,544	52,670
Less: Accumulated Depreciation	(36,248)	(31,993)
	<u>21,296</u>	<u>20,677</u>
<b>Property, plant and equipment in the course of construction (at cost)</b>	10,999	19,328
<b>Total Property, plant and equipment</b>	<u><u>427,766</u></u>	<u><u>385,861</u></u>



### 7(b) Reconciliations

Reconciliations of the carrying amounts of each class of property, plant and equipment at the beginning and end of the current financial year are set out below.

	Freehold Land	Buildings	Leasehold Improve'ts	Vehicles	Plant, Mach. & Equipment	Work in Progress	Total
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>2005</b>							
Carrying amount at the start of year	49,773	174,053	4,409	117,621	20,677	19,328	385,861
Additions						40,083	40,083
Disposals	(525)	(1,045)	0	(6,226)	(10)		(7,806)
Revaluation Increments/(Decrements) (Note 10(b))	6,935	20,529					27,464
Transfers to Fixed Assets	2,842	11,365	819	27,827	5,559	(48,412)	0
Brigade Owned Vehicles Recognised (Note 2)				3,492			3,492
Depreciation/amortisation expense (Note 3)		0 (3,431)	(546)	(12,421)	(4,930)		(21,328)
<b>Carrying amount at the end of year</b>	<b>59,025</b>	<b>201,471</b>	<b>4,682</b>	<b>130,293</b>	<b>21,296</b>	<b>10,999</b>	<b>427,766</b>



	<b>2005</b>	<b>2004</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>8 Payables</b>		
Trade Creditors	7,669	6,761
Sundry Creditors	5,955	4,993
Other Creditors and Accruals	1,534	1,739
	<u>15,158</u>	<u>13,493</u>
<b>9 Provisions</b>		
<b>Current</b>		
Employee Benefits (See Note 16)	13,041	12,477
Volunteer Compensation (See note 1(i))	1,318	1,318
	<u>14,359</u>	<u>13,795</u>
<b>Non Current</b>		
Employee Benefits (See Note 16)	18,321	16,506
Volunteer Compensation (See note 1(i))	3,667	3,769
	<u>21,988</u>	<u>20,275</u>
<b>Aggregate carrying amount of provisions</b>		
Current	14,359	13,795
Non Current	21,988	20,275
	<u>36,347</u>	<u>34,070</u>
Employee Benefits (See Note 16)	31,362	28,983
Volunteer Compensation (See Note 1(l))	4,985	5,087
	<u>36,347</u>	<u>34,070</u>
<b>10 Equity and movements in equity</b>		
<b>(a) Contributed Capital</b>		
Balance 1 July	183,257	182,003
Capital Contribution from other Government entities	2,963	1,254
Balance 30 June	<u>186,220</u>	<u>183,257</u>
<b>(b) Reserve</b>		
Asset Revaluation Reserve - Land	41,375	34,440
Asset Revaluation Reserve - Buildings	102,938	82,409
	<u>144,313</u>	<u>116,849</u>
<b>Movements</b>		
Asset revaluation reserve		
Balance 1 July	116,849	120,832
Revaluation increment (decrement) of freehold land	6,935	2,279
Revaluation increment (decrement) of buildings	20,529	(6,262)
Movement for the year	27,464	(3,983)
Balance 30 June	<u>144,313</u>	<u>116,849</u>
<b>Nature and purpose of reserve</b>		
Asset revaluation reserve		
The asset revaluation reserve is used to record increments and decrements on the revaluation of non-current assets, as described in accounting policy note 1(d).		
<b>(c) Accumulated Surplus</b>		
Accumulated Surplus at the beginning of the financial year	67,702	47,233
Net Result from Ordinary Activities	18,336	20,469
Accumulated surplus at the end of the financial year	<u>86,038</u>	<u>67,702</u>
<b>(d) Change in Equity</b>		
Total equity at the beginning of the financial year	367,808	350,068
Total changes in equity recognised in the statement of financial performance	45,800	16,486
Contributions of equity (note 10(a))	2,963	1,254
Total equity at the end of the financial year	<u>416,571</u>	<u>367,808</u>

## 11 Financial Instruments

### (a) Credit risk exposures

The Authority's maximum exposures to credit risk at balance date in relation to each class of recognised financial asset is the carrying amount of those assets as indicated in the Statement of Financial Position.

The Authority minimises concentrations of credit risk in relation to trade accounts receivable by undertaking transactions with a large number of customers. All our customers are based in Australia. Other than trade debtors, the major amounts owing at any point in time are from Government (no credit risk considered), and the pool of Insurance Industry contributors. There is not considered to be any major risk with this latter class as, in the event of one contributor failing, the amount so lost can be collected from the rest of the pool in a subsequent period.

Credit risk in trade receivables is managed in the following ways:

- payment terms are 30 days from date of invoice.
- statements are issued on all debts outstanding, five working days after the end of each month.
- debtors outstanding after 60 days are contacted and a record made of reason for delay in payment. Follow up statements continue to be issued.
- debts outstanding after 90 days are referred to a debt collection agency.

### (b) Interest rate risk exposures

The Authority's exposure to interest rate risks and the effective interest rates of financial liabilities, at the balance date, are as follows:

Financial Instruments	2005		Fixed interest rate maturing in:			Non-interest bearing	Total carrying amount as per balance sheet	Weighted average effective interest rate
	Floating Interest Rate	1 year or less	Over 1 to 5 years	More than 5 years				
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	%
<b>(i) Financial assets</b>								
Cash and Term Deposits	11,207	15,000				19	26,226	5.50
Receivables						4,878	4,878	N/A
<b>Total financial assets</b>	<b>11,207</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,897</b>	<b>31,104</b>	<b>-</b>
<b>(ii) Financial liabilities</b>								
Trade creditors and accruals						15,158	15,158	N/A
<b>Total financial liabilities</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,158</b>	<b>15,158</b>	<b>-</b>

Financial Instruments	2004		Fixed interest rate maturing in:			Non-interest bearing	Total carrying amount as per balance sheet	Weighted average effective interest rate
	Floating Interest Rate	1 year or less	Over 1 to 5 years	More than 5 years				
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	%
<b>(i) Financial assets</b>								
Cash and Term Deposits	16,263					18	16,281	5.01
Receivables						5,192	5,192	N/A
<b>Total financial assets</b>	<b>16,263</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,210</b>	<b>21,473</b>	<b>-</b>
<b>(ii) Financial liabilities</b>								
Trade creditors and accruals						13,493	13,493	N/A
<b>Total financial liabilities</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,493</b>	<b>13,493</b>	<b>-</b>

### (c) Net fair values

The aggregate net fair values of financial assets and financial liabilities, at the balance date, are as follows:

	2005 \$'000	2004 \$'000
<b>Financial assets</b>		
Cash and Term Deposits	26,226	16,281
Receivables	4,878	5,192
<b>Total financial assets</b>	<b>31,104</b>	<b>21,473</b>
<b>Financial liabilities</b>		
Trade creditors and accruals	15,158	13,493
<b>Total financial liabilities</b>	<b>15,158</b>	<b>13,493</b>

The following methods and assumptions are used to determine the net fair values of financial assets and liabilities:

#### Recognised financial instruments

Cash and cash equivalents:	The carrying amount approximates fair value because of their short-term to maturity.
Trade receivables and payables:	The carrying amount approximates fair value.
Non-current investments:	The carrying amount approximates fair value.
Short-term borrowings:	The carrying amount approximates fair value because of their short-term to maturity.



## 12 Responsible Persons

In accordance with the Ministerial Directions issued by the Minister for Finance under the Financial Management Act 1994, the following disclosures are made regarding responsible persons for the year ended 30 June 2005.

### Names

The names of the people who were "Responsible Persons" at any time during the financial year are:

#### Responsible Minister

Minister for Police and Emergency Services:	The Hon A Haermeyer MP	1 July 2004 to 25 Jan 2005
	The Hon T Holding MP	25 Jan 2005 to 30 June 2005

#### Authority Members

L R Foster (Chairman)  
 R J Hale (Deputy Chairman)  
 J E Boynton  
 Z M Burgess (Commenced 31/05/05)  
 E A Davidson (Commenced 07/09/04)  
 R W Hill  
 K W King  
 G C Lang  
 B M Maher  
 P G Marke  
 M G Tudball  
 F P Zeigler

#### Accountable Officer

N G Bibby (Chief Executive Officer)

### Remuneration (other than the Responsible Minister)

The numbers of Responsible Persons are shown below in their relevant income bands:

Income Band	2005	2004
	No.	No.
\$0 - \$9,999	3	5
\$10,000 - \$19,999	8	7
\$40,000 - \$49,999	1	1
\$210,000 - \$219,999	1	0
\$230,000 - \$239,999	0	1
<b>Total Numbers</b>	<b>13</b>	<b>14</b>
<b>Total Amount \$'000</b>	<b>363</b>	<b>378</b>

There were no other transactions between the Country Fire Authority and the Authority Members or Member related entities.

Amounts relating to the Responsible Minister are reported separately in the financial statements of the Department of Premier and Cabinet.

## 13 Remuneration of Executives

The numbers of executive officers, other than Responsible Persons included under "Remuneration of Responsible Persons" in Note 12, whose total remuneration exceeded \$100,000 during the reporting period are shown below in their relevant income bands:

Income Band	TOTAL REMUNERATION		BASE REMUNERATION	
	2005 No.	2004 No.	2005 No.	2004 No.
\$100,000 - \$109,999	0	2	0	0
\$110,000 - \$119,999	0	1	0	4
\$120,000 - \$129,999	2	6	4	6
\$130,000 - \$139,999	3	2	7	11
\$140,000 - \$149,999	6	7	10	3
\$150,000 - \$159,999	9	6	2	2
\$160,000 - \$169,999	3	2	3	0
\$170,000 - \$179,999	3	1	1	0
\$180,000 - \$189,999	1	0	0	0
\$210,000 - \$219,999	0	1	0	0
<b>Total Numbers</b>	<b>27</b>	<b>28</b>	<b>27</b>	<b>26</b>
<b>Total Amount \$'000</b>	<b>4,101</b>	<b>4,002</b>	<b>3,873</b>	<b>3,455</b>





<b>14 Remuneration of auditors</b>	<b>2005</b>	<b>2004</b>
	<b>\$'000</b>	<b>\$'000</b>
Audit fees paid or payable to the Victorian Auditor-General's Office for audit of the Authority's financial statements pursuant to the Audit Act 1994.		
Paid as at 30 June 2005	5	31
Payable as at 30 June 2005	65	48
	<hr/>	<hr/>
	70	79
Audit fees - Internal Audit : Paid or payable as at 30 June 2005	346	328
	<hr/>	<hr/>
	416	407
	<hr/> <hr/>	<hr/> <hr/>

#### **15 Commitments for expenditure and Contingent Liabilities**

##### **Capital commitments**

Commitments for the acquisition of plant and equipment contracted for at 30 June 2005 but not recognised as liabilities, payable:

Within one year	10,727	10,779
Later than one year, not later than 5 years	0	0
	<hr/>	<hr/>
	10,727	10,779

##### **Lease commitments**

Commitments for minimum lease payments in relation to non-cancellable operating leases contracted for at 30 June 2005 but not recognised as liabilities, payable:

Within one year	2,661	2,212
Later than one years not later than 5 years	7,848	7,027
Later than 5 years	1,817	1,301
	<hr/>	<hr/>
	12,326	10,540

##### **Other commitments**

There is an ongoing Service Agreement with the Emergency Services Telecommunications Authority (ESTA) for the provision of call taking and dispatch services for Outer Metropolitan and Regional Victoria, through facilities at East Burwood and Mt Helen Ballarat. There is currently no termination date to this agreement.

The service fees for the year to 30 June 2005 were \$8.589m. This fee will rise to \$8.907m for 2005/06, adjusted up for approved contract price variations.

CFA is negotiating a new agreement with ESTA (as a co-ordinating authority for 3rd party services) for the provision of Emergency Alerting Services. The planned start date is during 2005/06.

It is estimated that this service will commit CFA to service fees during 2005/06 in the order of \$10m increasing to \$21m annually from 2006/07.

##### **Contingencies**

In the context of CFA's business and recognising the Authority's existing insurance arrangements, there are some matters which may be subject to judicial process. None of those items are considered likely to have a material effect on the financial statements at 30 June 2005.



## 16 Employee Benefits

	2005 \$'000	2004 \$'000
<b>Provision for employee benefits</b>		
<b>Current</b> (note 9)		
Annual leave	11,995	11,293
Long service leave	889	801
Other	157	383
	13,041	12,477
<b>Non-current</b> (note 9)		
Long service leave	18,321	16,506
Aggregate employee benefit liability	31,362	28,983
<b>Employee numbers</b>		
	<b>No.</b>	<b>No.</b>
Average number of employees during the financial year	1,229	1,193

As explained in Note 1(g)(ii), the amount for long service leave is measured at its present value. The following assumptions were adopted in measuring present values:

	2005	2004
<u>Long Service Leave</u>		
Weighted average rates of increase in annual employee entitlements to settlement of the liabilities	4.75%	4.73%
Weighted average discount rates	5.15%	4.81%
Weighted average terms to settlement of the liabilities	12 years	12 years

### CFA Employees' Superannuation Funds

Superannuation contributions for the reporting period are included as part of employee benefits in the statement of financial performance of CFA.

The name and details of each of the major employee superannuation funds and contributions made by CFA are as follows:

Fund	\$'000	\$'000
<b>Defined Benefits Schemes</b>		
State Superannuation Fund: Contributions	46	38
: Movement in unfunded liability	335	(113)
Emergency Services Superannuation Scheme (ESSS)	3,755	1,804
<b>Accumulation Schemes</b>		
Emergency Services Superannuation Plan (ESS Plan)	2,345	1,968
Others	11	17
Total (See note 3)	6,492	3,714

The bases for contributions are determined by the various schemes. There were no contributions to defined benefits schemes outstanding at balance date.

All employees of CFA are entitled to benefits on retirement, disability or death from the above Superannuation Funds. The Defined Benefits Schemes provide defined lump sum benefits based on years of service and final average salary.

An actuarial assessment of the Defined Benefits Schemes is made on an annual basis. Information relating to the Funds based on the latest actuarial assessment and the financial report of the Funds for the year ended 30 June 2005 is set out below.



	2005 \$'000	2004 \$'000
<u>Emergency Services Superannuation (ESSS)</u>		
Net Assets	203,331	177,523
Accrued Benefit Liabilities	(161,371)	(157,404)
<b>Surplus</b>	<u>41,960</u>	<u>20,119</u>
 <u>State Superannuation Fund</u>		
Net Assets	802	669
Accrued Benefit Liabilities	(2,483)	(1,987)
Contributions to Consolidated Fund	299	271
<b>Net Unfunded Liability</b>	<u>(1,382)</u>	<u>(1,047)</u>

The above amounts were measured as at 30 June of each year, or in the case of employer contributions they relate to the years ended 30 June.

In accordance with the requirements of the Financial Management Act 1994 the excess of the present value of employees' accrued benefits over assets held to meet future benefit payments is recognised as a liability in the statement of financial position.

### 17 Volunteer Brigade Activities

The major assets of CFA volunteer brigades - Land, Buildings and Brigades Owned Vehicles - are recognised as assets by the Authority. (note 1(d)(ii)). New Brigade Owned Vehicles are included annually in CFA's financial statements and reflected in notes 2 and 7.

The Brigades are funded by CFA and community fundraising and donations. Brigade costs borne by CFA are included in the expense analysis in note 3, either by specific reference (e.g. Volunteer Compensation; Other Volunteer and Brigade Support; Grants to Volunteer Associations) or are included (under the appropriate expense heading) with CFA's other costs of a similar nature. e.g. (Depreciation; Building Operating and Maintenance; Motor Vehicle; Training and Skills Maintenance; Uniforms and Equipment, etc.)

As the majority of Brigade costs are thus included in CFA's accounts, the separate revenues and expenses of the Brigades are not reflected in the Authority's financial statements.

The annual financial statements of Brigades are required to be audited each year in accordance with *Country Fire Authority Regulations 2004 (Reg. 60)*

In order to comply with the Income Tax Assessment Act 1997, relating to tax deductible gifts, a trust fund has been established to receive and distribute donations received by or on behalf of CFA brigades. The "CFA and Brigades Donations Fund" was established under a Trust Deed dated 7 June 2004 and deposits commenced on 20 July 2004. The trustees are responsible for the preparation of separate financial statements which are subject to independent audit (Refer also Note 20).

### 18 Events occurring after reporting date

Unless otherwise stated in the above notes there were no events occurring after balance date, but prior to the time of completion of these financial statements, which may have a significant effect on the operations of CFA in subsequent years. (2004 : Nil)



<b>19 Reconciliation of result from ordinary activities to net cash inflow from operating activities</b>	<b>2005 \$'000</b>	<b>2004 \$'000</b>
Net Result from Ordinary Activities	18,336	20,469
Adjustments to reconcile the net result to net cash provided by Operating Activities:		
Depreciation and Amortisation	21,328	20,837
Brigade Owned Vehicles Recognised	(3,492)	(8,118)
Provision for Doubtful Debts and obsolete stock	(28)	(7)
(Gain) / Loss on sale of non-current assets	2,364	1,836
Changes in Operating assets and liabilities:		
(Increase) Decrease in Receivables and Prepayments	459	4,696
(Increase) Decrease in Inventory	(2,319)	92
(Decrease) Increase in Payables	1,744	(8,010)
(Decrease) Increase in Employee Entitlements	2,381	5,278
(Decrease) Increase in Volunteer Compensation	(102)	(35)
Total Adjustments	22,335	16,569
Net cash inflow from operating activities	40,671	37,038

## 20 Trust Account Balances

The following is a listing of Trust Account Balances relating to Trusts Accounts Controlled and Administered by CFA

Cash and Investments as at 30 June

	<b>2005 \$'000</b>	<b>2004 \$'000</b>
<b>Controlled Trusts</b>		
Public Trust Account	1	0
<b>Total Controlled Trusts</b>	1	0
<b>Administered Trusts</b>		
CFA and Brigades Donations Fund	193	0
	193	0

The following is a listing of Trust Accounts opened and closed by CFA during 2004-2005.

### Trust Accounts opened during 2004-05

Public Trust Account - To record donations received by CFA from the public.

CFA and Brigades Donations Fund - To receive and distribute donations received

by or on behalf of CFA Brigades.

### Trusts Accounts closed during 2004-05

Nil

## 21 Impacts of adopting AASB 1047 equivalents to IASB standards

Following the adoption of Australian equivalents to International Financial Reporting Standards (A-IFRS), CFA will report for the first time in compliance with A-IFRS when results for the financial year ended 30 June 2006 are released.

It should be noted that under A-IFRS, there are requirements that apply specifically to not-for-profit entities that are not consistent with IFRS requirements. CFA is established to achieve the objectives of government in providing services free of charge or at prices significantly below their cost of production for the collective consumption by the community, which is incompatible with generating profit as a principle objective. Consequently, where appropriate, CFA applies those paragraphs in accounting standards applicable to not-for-profit entities.

With certain exceptions, an entity that has adopted A-IFRS must record transactions that are reported in the financial report as though A-IFRS had always applied. This requirement also extends to any comparative information included within the financial report. Most accounting policy adjustments to apply A-IFRS retrospectively will be made against accumulated funds at the 1 July 2004 opening balance sheet date for the comparative period. The exceptions which could affect CFA include deferral until 1 July 2005 of the application and adjustments for:

*AASB 132 Financial Instruments: Disclosure and presentation;*  
*AASB 139 Financial Instruments: Recognition and Measurement;*

The comparative information for transactions affected by these standards will be accounted for in accordance with existing accounting standards.

CFA has taken the following steps in managing the transition to Australian equivalents to IFRS: appointed the Chief Financial Officer for the oversight of the transition to and the implementation of the Australian equivalent to IFRS; reviewed CFA's current accounting policies and the proposed new standards to identify key issues and the likely impacts resulting from the adoption of Australian equivalents to IFRS; and commenced an education process for key financial staff to raise awareness of the changes in reporting requirements and the process to be undertaken.

This financial report has been prepared in accordance with current Australian Accounting Standards and other financial reporting requirements (Australian Generally Accepted Accounting Principles). A number of differences between Australian GAAP and A-IFRS have been identified as potentially having a material impact on CFA's financial position and performance following the adoption of A-IFRS. The following table outlines the estimated significant impacts on the financial position of CFA as at 30 June 2005 and the likely impact on the current year result had the financial statements been prepared using A-IFRS.

The estimates disclosed below are CFA's best estimates of the significant quantitative impact of the changes as at the date of preparing the 30 June 2005 financial report. The actual effects of transition to A-IFRS may differ from the estimates disclosed due to:

- a) changes in facts and circumstances;
- b) ongoing work being undertaken by the A-IFRS project team;
- c) potential amendments to A-IFRS and Interpretations; and
- d) emerging accepted practice in the interpretation and application of A-IFRS and UIG Interpretations.



**Reconciliation of net result as presented under Australian GAAP and that under A-IFRS**

	Explanatory Note	Year ended 30 June 2005 \$'000
<b>Net result from ordinary activities as reported under Australian GAAP</b>		18,336
<u>Estimated A-IFRS impact on revenue</u>		
Revenue items		0
<u>Estimated A-IFRS impact on expenses</u>		
Superannuation	2	(335)
Depreciation and Amortisation	1	(15)
Total estimated A-IFRS impact on net result		(350)
<b>Net Result under A-IFRS</b>		18,686

**Reconciliation of total assets and total liabilities as presented under Australian GAAP and that under A-IFRS**

	Note	Year ended 30 June 2005 \$'000
<b>Total Assets under Australian GAAP</b>		468,076
<u>Estimated A-IFRS impact on assets</u>		
Inventories (Provision for Obsolete Stock)	3	29
Property, plant and equipment	1	(1,332)
Non current assets held for sale	1	1,332
Total estimated A-IFRS impact on assets		29
<b>Total assets under A-IFRS</b>		468,105
Total liabilities under Australian GAAP		51,505
<u>Estimated A-IFRS impact on liabilities</u>		
Superannuation - Unfunded Liability	2	(1,382)
Total estimated A-IFRS impact on liabilities		(1,382)
<b>Total liabilities under A-IFRS</b>		50,123

**Reconciliation of equity as presented under Australian GAAP and that under A-IFRS**

	Note	Year ended 30 June 2005 \$'000
Total equity under Australian GAAP		416,571
<u>Estimated A-IFRS impact on equity</u>		
Accumulated funds (Initial adjustments to Opening Balance 1/7/04).	1,2,3	1,426
Total estimated A-IFRS impact on equity		1,426
<b>Total equity under A-IFRS</b>		417,997



## Explanatory Notes:

**1. Non Current assets held for sale: Australian Accounting Standards Board (AASB) 5 Non Current Assets held for sale and Discontinued Operations** requires an entity to classify a non-current asset as held for sale if its carrying amount will be recovered principally through its sale rather than through continuing use. A non-current asset classified as held for sale is to be measured at the lower of its carrying amount and fair value less costs to sell. In addition, an entity is also required to cease depreciation on an asset that has been classified as held for sale.

The effect of this change in accounting policy will result in a reclassification of five buildings from "property, plant and equipment" to "non-current assets held for sale" and no adjustment to the Statement of Financial Position is required as at 30 June 2005.

Depreciation expense is expected to decrease by \$15K in the Statement of Financial Performance for the year ended 30 June 2005.

**2. Defined Benefit Superannuation Obligations:** In accordance with **AASB 119 Employee Benefits** and **Financial Reporting Direction (FRD) 112 A** CFA no longer recognises a liability for the net position of the State Superannuation Fund (Defined Benefit Scheme) based on the assets of the scheme and the underlying obligations arising from the services of employees who are members of the scheme. Instead the Department of Treasury and Finance (DTF) must recognise on behalf of the Victorian government the defined benefit unfunded liability of CFA in respect of the State Superannuation Fund and CFA are to account for contributions to defined benefit plans as if they were a defined contribution plan under AASB 119.

The effect of the above requirement on the Statement of Financial Position as at 30 June 2005 will be a decrease in the Superannuation Liability of \$1,382K. Superannuation expense will also decrease by \$335K for the financial year ended 30 June 2005.

In addition, in accordance with **AASB 1 First-time Adoption of Australian Equivalents to International Financial Reporting Standards (A-IFRS)**, any change in defined benefit liabilities arising from changes in the recognition or measurement criteria must be adjusted against accumulated funds at the date of transition to the A-IFRS.

The effect of the above requirement on the Statement of Financial Position as at 30 June 2005 will be an increase in the Opening Balance of Accumulated Funds as at 1 July 2004 of \$1,047K.

**3. Provision for Obsolete Stock. AASB 137 Provisions, Contingent Liabilities and Contingent Assets** requires that a provision shall only be recognised when certain conditions are met. Consequently the general provision for obsolete stock shall no longer be recognised.

The effect of the above requirement on the Statement of Financial Position as at 30 June 2005 will be an increase in the reported amount for Inventories of \$29K. In addition the requirements of AASB 1(as stated above) will result in an additional increase in the Opening Balance of Accumulated Funds as at 1 July 2004 of \$29K.

**4. Financial Instruments:** CFA has elected to apply the first-time adoption exemption available under **AASB 1 First-time adoption of Australian Equivalent to International Financial Reporting Standards** to defer the date of transition of **AASB 139 Financial Instruments: Recognition and Measurement** until 1 July 2005. Accordingly, there will be no quantitative impacts on the financial positions as at 1 July 2004 and 30 June 2005 nor on the financial performance for the year ended 30 June 2005.

## 22 Joint Venture Operation

CFA was involved in a Joint Venture Operation with the Metropolitan Fire and Emergency Services Board (MFESB) at the South Eastern Training Ground - Carrum Downs. The joint venture operation involved resource sharing between the CFA and MFESB, primarily to provide core training needs to operational personnel of both agencies and CFA volunteers.

Each agency had an equal interest in the output of the Joint Venture Operation during the year ended 30 June 2004. The Joint Agreement between the CFA and the MFESB was terminated on the 1st January 2005. CFA has retained management and ownership of the Fire Services College after payment of the Agreed Termination Amount to the MFESB on the terms and conditions set out in the Termination Deed.

CFA's interests in the assets employed in the joint venture for the year ended 30 June 2004 were included in the Statement of Financial Position under the following classifications:

See also note 1(j)

	2004 \$'000
<b>Current assets</b>	
Cash	213
Other	158
Total current assets	<u>371</u>
<b>Non-current assets</b>	
Land and buildings - at cost	0
Land and buildings - at valuation 2004	868
Less: Accumulated depreciation	0
Vehicles - at cost	60
Less: Accumulated depreciation	(38)
Plant and equipment - at cost	786
Less: Accumulated depreciation	(447)
Plant and equipment in the course of construction	0
Total non-current assets	<u>1,229</u>
Share of assets employed in Joint Venture	<u>1,600</u>



## Declaration

We certify that the attached financial statements for CFA have been prepared in accordance with Standing Direction 4.2 of the Financial Management Act 1994, applicable Financial Reporting Directions, Australian Accounting Standards and other mandatory professional reporting requirements.

We further state that, in our opinion, the information set out in the statement of financial performance, statement of financial position, statement of cash flows and notes to and forming part of the financial statements, presents fairly the financial transactions during the year ended 30 June 2005 and financial position of CFA as at 30 June 2005.

We are not aware of any circumstance which would render any particulars included in the financial statements to be misleading or inaccurate.

A handwritten signature in black ink, appearing to read 'L R Foster'.

24 October 2005  
L R Foster AO  
Chairman

A handwritten signature in black ink, appearing to read 'N G Bibby'.

24 October 2005  
N G Bibby AFSM  
Chief Executive Officer

A handwritten signature in black ink, appearing to read 'M J Wootten'.

24 October 2005  
M J Wootten FCPA  
Director Finance & Administration

# Auditor-General's Report



AUDITOR GENERAL  
VICTORIA

## INDEPENDENT AUDIT REPORT

### Country Fire Authority

**To the Members of the Parliament of Victoria and Members of the Authority**

#### **Matters Relating to the Electronic Presentation of the Audited Financial Report**

This audit report for the financial year ended 30 June 2005 relates to the financial report of the Country Fire Authority included on its web site. The Members of the Country Fire Authority are responsible for the integrity of the web site. I have not been engaged to report on the integrity of the web site. The audit report refers only to the statements named below. An opinion is not provided on any other information which may have been hyperlinked to or from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on this web site.

#### **Scope**

##### *The Financial Report*

The accompanying financial report for the year ended 30 June 2005 of the Country Fire Authority consists of the statement of financial performance, statement of financial position, statement of cash flows, notes to and forming part of the financial report, and the supporting declaration.

##### *Members' Responsibility*

The Members of the Country Fire Authority are responsible for:

- the preparation and presentation of the financial report and the information it contains, including accounting policies and accounting estimates
- the maintenance of adequate accounting records and internal controls that are designed to record the Authority's transactions and affairs, and prevent and detect fraud and errors.

##### *Audit Approach*

As required by the *Audit Act 1994*, an independent audit has been carried out in order to express an opinion on the financial report. The audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement.

The audit procedures included:

- examining information on a test basis to provide evidence supporting the amounts and disclosures in the financial report
- assessing the appropriateness of the accounting policies and disclosures used, and the reasonableness of significant accounting estimates made by the Members
- obtaining written confirmation regarding the material representations made in conjunction with the audit
- reviewing the overall presentation of information in the financial report



AUDITOR GENERAL  
VICTORIA

**Independent Audit Report (continued)**

These procedures have been undertaken to form an opinion as to whether the financial report is presented in all material respects fairly in accordance with Accounting Standards and other mandatory professional reporting requirements in Australia, and the financial reporting requirements of the *Financial Management Act 1994*, so as to present a view which is consistent with my understanding of the Authority's financial position, and its financial performance and cash flows.

The audit opinion expressed in this report has been formed on the above basis.

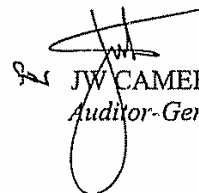
**Independence**

The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General is not subject to direction by any person about the way in which his powers are to be exercised. The Auditor-General and his staff and delegates comply with all applicable independence requirements of the Australian accounting profession.

**Audit Opinion**

In my opinion, the financial report presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and the financial reporting requirements of the *Financial Management Act 1994*, the financial position of the Country Fire Authority as at 30 June 2005 and its financial performance and cash flows for the year then ended.

MELBOURNE  
24 October 2005

  
JW CAMERON  
Auditor-General

# Additional Information

## POWERS, DUTIES AND RESPONSIBILITIES

The following Sections of the CFA Act provide the principal sources of direction as to the powers, duties and responsibilities of CFA and its personnel.

Section	Summary of Power, Duty or Responsibility
14	Control of the prevention and suppression of fires
20	General duty of the Authority
20AA	General powers of the Authority
20A	Attendances unconnected with fire
27	Chief Officer to have control of all brigades
28	Powers and duties of Chief Officer
29	General powers and duties of Chief Officer
30 and 33(2)	Powers of officers at fires
35	Authority to inform the Health Department on certain matters
36	Authority may require municipalities to provide hydrants
44	Duties of officers as to inspection, etc.
44A	Power of Chief Officer to close roads
48	Power of Chief Officer to direct extinguishment
97	Authority as a protection agency
97A	Authority may provide rescue and extrication services
97B	Authority may provide road accident and rescue service
97C	Authority may provide protection service
98	Power to investigate fires

In addition, the Act sets out a number of obligations, the more important of which are:

Section	Summary of subject matter
37	General prohibition against lighting fires in the open
40	Total fire bans
41	Fire prevention notices
41F	Issue of notices by Chief Officer
49	Obligations of saw millers

It should be noted that some of the duties and responsibilities placed upon the CFA and its personnel derive from other statutes, for example:

- Building Act 1993
- Liquor Control Act 1987
- Caravan Parks and Mobile Dwelling Regulations 1993
- Dangerous Goods Act 1985
- Dangerous Goods and Handling Regulations 1989

## FREEDOM OF INFORMATION

The following information is provided in accordance with section 7 of the *Freedom of Information Act 1982* (the FOI Act).

Requests for access to documents in the possession of CFA are dealt with by CFA's Freedom of Information (FOI) Officer and FOI Project Officer.



## **Making a Request**

A request generally falls into one of two categories:

1. Requests for access to documents of the agency, which must contain sufficient information to identify the documents, sought.
2. Requests for amendment of personal records, which must identify the record involved sufficiently and specify the amendment sought.

The two main categories of information normally requested under the FOI Act include individuals asking for their personal documents and documents relating to the activities of the agency.

CFA has various record keeping systems. The main ones are described below. They may assist applicants to identify the types of documents to which access is sought. CFA holds files relating to employees and volunteers, operational and policy matters, general administrative responsibilities and correspondence. The FOI Officer can provide assistance in determining the categories of files relevant to a request.

Some documents are destroyed in accordance with the *Public Records Act 1972*. It should also be noted that the FOI Act does not entitle an applicant to have access to a document created before July 1978 unless the document relates to the applicant's personal affairs.

A request for access to a document must be made in writing and should be addressed as follows:

Freedom of Information Officer  
Country Fire Authority  
P.O. Box 701  
MT WAVERLEY VIC 3149

## **Fees and Charges**

A request must be accompanied by an application fee of \$21. The application fee may be waived in cases where payment is likely to cause financial hardship to the applicant. An application for waiver of the fee should state grounds such as that the applicant has a low income or is the holder of a Commonwealth Health Care Card. Once documents have been located and processed access charges may also apply. These include charges for searching time and photocopying, which are the amounts prescribed by the legislation. Some access charges may be waived in certain cases.

## **Further Information**

Further information regarding the FOI Act may be obtained from:

- the FOI Act and regulations under the FOI Act; and
- [www.foi.vic.gov.au](http://www.foi.vic.gov.au)

The FOI Act and regulations under it may be purchased from:

Information Victoria  
356 Collins Street  
MELBOURNE VIC 3000  
Tel: 1300 366 356  
Website: [www.information.vic.gov.au](http://www.information.vic.gov.au)



## Freedom of Information Contacts

FOI Officer  
Tel: (03) 9262 8517

FOI Project Officer  
Tel: (03) 9262 8512

## RECORD-KEEPING SYSTEMS

### Accounting records

CFA's computerised accounting system records accounts receivable, accounts payable, general ledger entries, budget information, an asset register and other accounting function information.

### Personnel records filing system

The filing system contains individual personal files for CFA staff and volunteers. Current files are held at CFA Headquarters at 8 Lakeside Drive, Burwood East and at CFA's Area and Region Headquarters across the State. Older files are stored in offsite secondary storage facilities. CFA also maintains computerised personnel records for staff and volunteers.

### Agency records management filing

This system contains general files, including FOI files. Current and recent files are held at CFA Headquarters at 8 Lakeside Drive, East Burwood and at CFA's Area and Region Headquarters across the State.

Older files are stored in offsite storage facilities.

## BUILDING ACT 1993

In November 1994 the Minister for Finance issued guidelines pursuant to Section 220 of the *Building Act 1993* to promote conformity in building standards for buildings owned by public authorities. CFA aims to comply with building standards and regulations at all times.

## FINANCIAL MANAGEMENT ACT 1994

Information applicable to the report of the financial year is retained by CFA in accordance with Part 9.1.3(iv) of the Directions of the Minister for Finance under the *Financial Management Act 1994*. The relevant information is available to the Minister for Police and Emergency Services, the Parliament of Victoria, and the public on application to the accountable officer (Chief Executive Officer).

## WHISTLEBLOWERS PROTECTION ACT 2001

In relation to the matters specified in section 104 of the *Whistleblowers Protection Act 2001*, during the reporting year:

- (a) CFA has procedures in accordance with Part 6 of the *Whistleblowers Protection Act 2001*;
- (b) CFA did not receive any disclosure under the *Whistleblowers Protection Act 2001*;
- (c) CFA did not refer any disclosure to the Ombudsman for determination as to whether it is a public interest disclosure;
- (d) The Ombudsman did not refer any disclosed matter to CFA;
- (e) CFA did not refer any disclosed matter to the Ombudsman to investigate;
- (f) The Ombudsman did not take over any investigation from CFA of a disclosed matter;



- (g) CFA did not decline to investigate any disclosed matter;
- (h) There were no disclosed matters that were substantiated on investigation and which required further action to be taken;
- (i) The Ombudsman did not make any recommendations relating to CFA in relation to the *Whistleblowers Protection Act 2001* during the reporting period.

## **NATIONAL COMPETITION POLICY**

CFA complies, to the extent applicable, with the National Competition Policy.

## **VICTORIAN INDUSTRY PARTICIPATION POLICY (VIPP)**

In accordance with the requirements of the *Victorian Industry Participation Policy Act 2003*, Government agencies are required to include a statement summarising their implementation of the VIPP in their Annual Reports. FRD 25 specifies that VIPP is to be reported for contracts valued over \$3 million in metropolitan areas and \$1 million in regional areas.

Contracts commenced to which the VIPP applied:

- During Financial Year 2004/05, CFA commenced one contract totaling \$1.5m in value to which the VIPP applied.
- The value of this contract is fully applicable to Regional Victoria.
- The commitments by contractors under VIPP included:
  - 16. An overall level of local content of 95 per cent of the total value of the contract;
  - 17. Eight full time equivalent jobs;
  - 18. The following benefits (as highlights) to the Victorian economy in terms of skills and technology transfer increases; CFA contracts have encouraged the use of locally developed technology in production of specialist fire fighting assemblies and ancillary equipment.

Contracts completed to which the VIPP applied:

- During Financial Year 2004/05, CFA completed one contract totaling \$1.5m in value to which the VIPP applied.
- The value of this contract is fully applicable to Regional Victoria.
- The outcomes reported by contractors under VIPP included:
  - 19. An overall level of local content of 100 per cent of the total value of the contract;
  - 20. Eight full time equivalent jobs;
  - 21. The following benefits (as highlights) to the Victorian economy in terms of skills and technology transfer increases; Value for money was the primary consideration in the purchasing decision. Building methodology and practices used were industry standards.

## CONSULTANCIES

During 2004/05 expenditure on consultancies totaled \$364,069, of which ten consultancies with total expenditure of \$124,989, were all valued at less than \$100,000 each.

One consultancy was valued in excess of \$100,000 with details as follows:

Consultant engaged:	The Oakton Organisation
Project Summary:	Establishing an ICT Strategy for CFA
Total approved project fees:	\$239,080
Total expenditure for 2004/05:	\$239,080

There are no future commitments relating to the above consultant.

## CONTRIBUTIONS BY INSURANCE COMPANIES

The following companies, which insure against fire property situated within the country area of Victoria, made contributions in accordance with sections 77-77B of the CFA Act during 2004/05:

- ACE Insurance Limited
- AIOI Insurance Co. Ltd
- AIS Insurance Brokers Pty Ltd
- Allianz Australia Insurance Limited
- American Home Assurance Company
- American Re-Insurance Company
- Aon Risk Services Australia Limited
- Armbro Insurance Brokers Pty Ltd
- Assetinsure Pty Ltd
- Ausnet Underwriting Agency Pty Ltd
- Australian Alliance Insurance Company Limited
- Australian Associated Motor Insurers Limited
- Australian International Insurance Limited
- Australian Unity General Insurance Limited
- Axis Underwriting Services Pty Limited
- Catholic Church Insurance Limited
- CGU Insurance Limited
- CGU-VACC Insurance Limited
- Chambers Gallop McMahon Pty Limited
- Chubb Insurance Company of Australia Limited
- Commonwealth Insurance Limited
- Continental Insurance Company
- Cumis Insurance Society, Inc
- Defence Service Homes Insurance
- EIG-Ansvar Limited
- Elders Insurance Limited
- Encompass Insurance Agency Pty Ltd
- Farmers' Mutual Insurance Limited
- FM Insurance Company Limited
- Freeman McMurrick Pty Ltd
- Gerling Australia Insurance Company Pty Limited
- GIO General Limited
- Global Underwriting Services Pty Ltd
- Guardian Underwriting Services Pty Ltd
- Guild Insurance Limited
- H W Wood Australia Pty Ltd



Hallmark General Insurance Company Ltd  
Heath Lambert Australia Pty Ltd  
Holland Insurance Company Pty Ltd (The)  
HSB Engineering Insurance Ltd  
Insurance Australia Limited  
Insurance Manufacturers of Australia Pty Limited  
InterPacific Underwriting Pty Limited  
Jardine Lloyd Thompson Pty Ltd  
JMD Ross Insurance Brokers Pty Ltd  
JUA Underwriting Agency Pty Limited  
Liberty International Underwriters  
Lumley General Insurance Limited  
Mansions of Australia Limited  
Marsh Pty Ltd  
Mercantile Mutual Insurance (Australia) Limited  
Millennium Underwriting Agencies Pty Ltd  
Miller & Associates Insurance Broking Pty Limited  
Mitsui Sumitomo Insurance Company Limited  
MLH Insurance Brokers Pty Ltd  
Mutual Community General Insurance Proprietary Limited  
NIPPONKOA Insurance Company Pty Ltd  
NZI Insurance Australia Limited  
OAMPS Insurance Brokers Limited  
Orica Insurance Pty Limited  
QBE Insurance (Australia) Limited  
QBE Insurance (International) Limited  
QBE Mercantile Mutual Ltd  
Reward Insurance Limited  
Sompo Japan Insurance Incorporated  
Sportscover Australia Pty Ltd  
SRS Insurance Group Pty Ltd  
Suncorp Metway Insurance Limited  
Territory Insurance Office  
Tokio Marine & Fire Insurance Company Limited (The)  
Universal Underwriting Agencies Pty Ltd  
Vero Insurance Limited  
Wesfarmers Federation Insurance Ltd  
Westpac General Insurance Limited  
Willis Australia Limited  
XL Insurance Company Ltd  
Yourinsurancegroup  
Zurich Australian Insurance Limited

## **CONTRIBUTIONS OTHER THAN INSURANCE COMPANIES**

Section 80A of the CFA Act addresses property in the country area of Victoria insured against fire with a person carrying on a business of insurance against fire, not being an insurance company required to make a return under section 77 of the CFA Act. The following companies made contributions in accordance with section 80A of the CFA Act during 2004/05:

AIS Insurance Brokers Pty Ltd  
Amcor Limited  
Aon Risk Services  
Armbro Insurance Brokers  
Ausnet Underwriting agency Pty Ltd  
Australian Rail Track Corporation Ltd



BHP Billiton Limited  
Blockbuster Australia Pty Ltd  
BMW Australia Finance Limited  
Cargill Australia Limited  
Coles Myer Ltd  
Continental Insurance (International Agencies) Australia Pty Ltd  
Dominion Underwriting Agents Pty Limited  
East Victoria Plantation Forest Company of Australia  
Esso Australia Pty Ltd  
Ford Motor Company of Australia Limited  
Green Triangle Plantation Forest Company of Australia Pty Ltd  
Heath Lambert Australia Pty Ltd  
Horsell International Pty Ltd  
Jardine Lloyd Thompson Pty Ltd  
Mahony & Company Ltd  
Marsh Pty Ltd  
Miller & Associates Insurance Broking Pty Ltd  
Mobil Oil Australia Pty Ltd  
Munich-American Risk Partners Australia Pty Ltd  
Renaissance Underwriting Agency Pty Ltd  
Ricegrowers Cooperative Limited  
Rosemaur Properties Pty Ltd  
Rural & General Insurance Broking Pty Ltd  
Shell Australia Limited  
Specialised broking Associates Pty Ltd  
Strathearn Insurance Brokers  
Unilever Australasia  
Unimutual Insurance Limited  
Wesfarmers Limited  
Willis Australia Ltd  
ZIB Insurance Brokers Ltd



# Disclosure index

The Annual Report of the CFA is prepared in accordance with all relevant Victorian legislation. This index has been prepared to facilitate identification of the organisation's compliance with statutory disclosure requirements.

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# Glossary

AFAC	Australasian Fire Authorities Council
AVCG	Australian Volunteer Coast Guard
CBR	Chemical, Biological, Radiological
CCT	Country Call Taking
CD ROM	Compact Disk Read Only Memory
CEO	Chief Executive Officer
CFA	Country Fire Authority
CFA Act	<i>Country Fire Authority Act 1958</i>
CIS	Critical Incident Support
CRC	Cooperative Research Centre
CSIRO	Commonwealth Scientific and Industrial Research Organisation
DoJ	Department of Justice
DPI	Department of Primary Industries
DSE	Department of Sustainability and Environment
DVC	Department of Victorian Communities
ECV	Emergency Communications Victoria
ESO	Emergency Service Organisation
ESTA	Emergency Services Telecommunications Authority
FEM	Fire Equipment Maintenance
FFV	Fire Fighting Vehicle
FOI	Freedom of Information
FOI Act	<i>Freedom of Information Act 1982</i>
GIMS	Government Infrastructure Management System
GVT	Growing Victoria Together
ICS	Incident Control System
IMFMP	Integrated Municipal Fire Management Planning
IMT	Incident Management Team
MAV	Municipal Association of Victoria
MDN	Mobile Data Network
MFESB	Metropolitan Fire and Emergency Services Board
MoU	Memorandum Of Understanding
MPD	Major Projects Department
OESC	Office of the Emergency Services Commissioner
OHS	Occupational Health and Safety
PAM	(Project) Planning and Management
PAWS	Portable Automatic Weather Station
PESC	Police, Emergency Services and Corrections
PIC	Planning and Investment Committee
PPRR	Prevention, Preparedness, Response and Recovery
SAP	Supplier's name for Finance Management System
SDS	Service Delivery Standards
SETG	South East Training Ground
SOP	Standard Operating Procedure
TIC	Thermal Imaging Camera
UFU	United Firefighters Union
VBI	Victorian Bushfire Inquiry
VBIL	Victorian Bushfire Information Line
VFBV	Volunteer Fire Brigades Victoria
VicSES	Victoria State Emergency Service
VRFB	Victorian Rural Fire Brigades' Association
VUFBA	Victorian Urban Fire Brigades' Association
WIMS	Workforce Information Management System