

Board and Board Member Performance Assessment Procedure



Fire & Emergency Services
Superannuation Fund

1. Purpose of the procedure

This procedure provides details about how the Fire and Emergency Services Superannuation Board (the Board) assesses itself and its Board Members as an opportunity for continuous improvement and enhancing corporate governance.

2. Annual Review Program

The Board's Annual Review Program consists of two parts:

- a) a self-assessment conducted by each Board Member of themselves, the Board and any committee they are a member of, and
- b) a review of the Training Register to determine if the Board Member has been complying with his/her training obligations throughout the year.

The self-assessment encourages Board Members to reflect on the Board's achievements, as well their own and the Board's skills and knowledge. It also considers participation in Board meetings and other relevant discussions and is based on meeting the objectives set out in the Board and Committee Charters.

3. Independent assessment

Every three (3) years the Board will engage an external, appropriately qualified consultant to conduct a performance assessment on itself, its committees and its Board Members.

This independent assessment will include:

- a) A questionnaire that covers key functions of the Board (Corporate Culture, Strategy, Performance Monitoring, Risk Management, Compliance and Stakeholder Relationships) and the processes it applies (Governance, Board Composition and Conduct of Meetings). Board Members rate themselves and the other Board Members, including the Chairman, against set criteria.

The responses to the questionnaires are collated and summarised.

- b) A face-to-face interview (or by phone) is conducted with each Board Member to enable them to make any additional positive or negative observations they feel will add value to the process. These responses are also collated and summarised.

- c) Discussion with the Board and Committee Chairs of the results including commentary from Board Members (non attributed) on how they view the performance of each Committee they do not serve on.

4. What happens with the results?

The results of the questionnaires are collated and discussed at the next available Board Meeting. If appropriate, the Chair will also discuss an individual Board Member's assessment with them.

Where improvement opportunities are identified the Board will set specific actions to address those opportunities and set a date for the next review.

The Risk and Compliance Manager may use the results of the review for training and planning purposes.

Where a training deficiency is identified, the Board or the Board Member is required to take immediate steps to remedy or address the deficiency within the time agreed with the Board.



Should the Board Member fail to address the training deficiency identified within the time agreed, and as a result the Board Member is considered not to have complied with the Board's Fit and Proper Policy, a recommendation may be made by the Chair to the Board to terminate that Board Member's appointment.

The Board will consider the circumstances and, if necessary, terminate that person's appointment.

Should the Board terminate the Board Member's appointment, the Risk and Compliance Manager will notify APRA using the notification form prescribed by APRA.

5. Related Policies

Fit and Proper Policy

Board Charter

Governance Policy

6. Review of procedure

This procedure will be formally reviewed by the Board every three years or more often if the Board determines it appropriate.

NB: the Board, Committee and Board Member performance assessments for the 2022/2023 year were conducted by an external consultant.