



**Board Meeting
Outcomes**

10.30am AEDT, 23 March 2009

**Boardroom 2
Sydney Harbour Marriott
30 Pitt Street
Sydney**

AGENDA ITEM 1 - WELCOME

- Mrs Ballard opened the meeting and welcomed attendees.

AGENDA ITEM 2 - MINUTES OF PREVIOUS MEETING

- The Minutes from the previous meeting of 10 November 2008 were accepted as a true and accurate record of the meeting and carried.

At this stage there was a change to the Agenda.

AGENDA ITEM 4 - BOARD MEMBER PRESENTATION

- Mr Steve Endor and Mr Jim Barrett reported to the Board about their work and interests.

AGENDA ITEM 5 - RULES REVIEW

- The status of the Rules Review had been reported to the IACs in detail at the IAC last meetings. The IACs were in favour of the suggestions and recommended that they be put to the Board for approval.
- Draft Rules Review document is now to be given to a legal consultant to review. Three quotes are to be sought. A legal consultant that has experience in constitution of non-for-profit organisations is to be used.
- The Rules Review Committee is to review the three proposals before the next Board Meeting and give a recommendation to the Board.
- Need to involve DEEWR and notify them of outcomes and direction.

AGENDA ITEM 3 - CEOs REPORT INCLUDING STAFF REPORT AND CEO CONTRACT

- Staff were requested to leave the meeting for this agenda item.

AGENDA ITEM 6 - FINANCES

- Two meetings of the Finance Committee had been held on 20 February 2009 and 12 March 2009.
- The Board accepted that the Financial Reports as at 31 January 2009 are a true and accurate record, as presented, and that CPSISC can pay debts when and as they fall due and this was carried.

AGENDA ITEM 7 - PROJECT REPORT

- Asset Maintenance version three has been endorsed by the NQC and signed off by the Ministers last Thursday.
- CPP07 version five has also been endorsed by the NQC.
- CPSISC is halfway through the CPC08 Implementation Workshops. The final version is now available on NTIS and therefore CPSISC can now make the Training Package available.
- A WELL Steering Committee had met last Friday. The Project will now move into the second phase.
- The RTO Network - Spatial project has been designed to develop Resources. The RTO group had put in a proposal to Toolbox and has received \$200 000.00 in funding.
- The Fire Systems Design and Revision of Building Qualifications projects are now with the States.

AGENDA ITEM 8 - OUTCOMES OF THE CIAC AND PIAC PLANNING SESSION

- The Final version of the Environmental Scan will be distributed soon.

AGENDA ITEM 9 - OVERSEAS DELEGATION

- An itinerary of the meetings was tabled.
- Specified outcomes from each meeting are required by Mr George Chin in his contract.

AGENDA ITEM 10 - FEEDBACK RECEIVED BY CHAIR

- Mrs Ballard reminded Board Members to complete and submit the form to Ms Calcutt as the information is very useful.

AGENDA ITEM 11 - OTHER BUSINESS

- Carolynne Bourne, ISSI, had submitted a proposal to CPSISC requesting funding to conduct a project restoring historic cemeteries.
- It was decided by the Board to let her know that this project does not fit with our Business Plan and ask her if she has any other ideas.

- The CPSISC office lease will expire on 30 June 2009 and we have the first option for renewal for a three year lease.

ACTION: Mr Ross to request that the rent remain stable, but is not to lose the tenancy.

- The Board requested an early bird registration prize for the CPSISC Conference.

- The next meeting is to be held on 25 May 2009.