



**Board Meeting  
Outcomes**

**9.15am, 25 February 2008  
Adelaide Room, The Menzies Hotel  
14 Carrington Street, Sydney NSW 2000**

**AGENDA ITEM 1 - WELCOME**

- Mrs Ballard opened the meeting at 9.15am and welcomed attendees. She noted that Mr Thompson was an apology.

**AGENDA ITEM 2 - MINUTES OF PREVIOUS MEETING**

- Mrs Ballard noted that there was an amendment to the Minutes which had been circulated.
- It was moved and carried that the amended Minutes be accepted as a true and accurate record of the Board Meeting of 21 November 2007.

**AGENDA ITEM 3 - FINANCIAL REPORT**

- The Finance Committee, consisting of Ms Sutton, Mr Hamey and Mr Ross, had met on 13 February 2008.
- It was moved and carried that the Financial Reports as at 31 January 2008 be accepted as a true and accurate record, as presented.

**AGENDA ITEM 5 - CONTINUOUS IMPROVEMENT**

- Mr Mulhall presented the draft Continuous Improvement Plan to the Board.

**AGENDA ITEM 4 - STRATEGIC PLAN**

- Mr Noonan presented the draft Strategic Plan to the Board and outlined changes to the document that resulted mainly from the Strategic Planning Meeting on 6 February 2008.

## AGENDA ITEM 6 - BUSINESS PLAN

- Mr Ross notified the Board Members of the Business Plan budget offer from DEEWR of \$10.4M.
- A revised Business Plan and Project list will be sent to Board Members when DEEWR advises of the final funding allocation.

## AGENDA ITEM 7 - INTERNATIONAL ENGAGEMENTS

- Mr Ross advised the Board Members that a group from mainland China will be visiting.
- A group from Canada are also visiting and they are particularly interested in our assessment structure as they do not have great national consistency and there is a lack of recognition across provinces in Canada.
- Mr Ross advised that the UK would be a good place to visit this year as they share security standards, have good resources, etc.
- Mr Hamey stated that he had made contact with the US Department of Defence as they are keen to use our security package.
- Mr Ross suggested this be discussed in more detail at the next meeting.

## AGENDA ITEM 8 - PROJECT REPORT

- Mr Magee advised the Board the Construction Training Package had been lodged with DEEWR in January 2008. There will be a state teleconference held in March regarding this.
- The Property Services Training Package went through the state teleconference last year and is expected to be endorsed by the end of March 2008.
- Ms Sydney advised the Board Members that the WELL Resource Induction OH&S and Management has been trialed through Multiplex and Manteena.

## AGENDA ITEM 9 - STAFF REPORT

- It was moved and carried that staff members' course fees be reimbursed on successful completion provided the employee remains with CPSISC for two years after completion of study and fee payments will be returned to CPSISC if the employee leaves prior to this date.
- It was moved and carried that the Parental Leave Policy be endorsed with one minor amendment. The CEO is to advise the Chair in writing if parental leave is approved for a staff member.
- The Board decided that staff contracts would be examined once a contract with DEEWR is signed and once performance assessments are completed.

**AGENDA ITEM 12 - OTHER BUSINESS**

- It was moved and carried that the two applications for membership from the Master Plumbers & Mechanical Services Association of Australia and the Australia Institute of Business Brokers Inc be approved.
- It was moved and carried that the CPSISC Rules and Constitution be reviewed using an external facilitator with a legal background.
- Mrs Ballard requested that the next CPSISC conference should be held in April or May 2009.

**AGENDA ITEM 10 - NEW BUSINESS**

- Ms Sydney advised the Board Members on the WELL application.
- A request was made for new business ideas to be emailed to Ms Sydney.

**AGENDA ITEM 11 - FEEDBACK TO CHAIR**

- Mrs Ballard asked that the Questionnaire for Quarterly Board Survey form be emailed to Ms Sydney.