



**Board Meeting  
OUTCOMES**

**11.00am AEDT, 10 November 2008**

**The Winston Room, The Hotel Windsor  
111 Spring Street, Melbourne**

**AGENDA ITEM 1 - WELCOME**

- Mrs Ballard opened the meeting at 11.00am and welcomed attendees. She noted that Mr Roche was an apology and that other CPSISC members were present as observers.

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

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

At this stage there was a change to the Agenda.

**AGENDA ITEM 6 - ENVIRONMENTAL SCAN**

- IACs had been surveyed and results are to be analysed in preparation of the Environmental Scan. Phone interviews of approximately 40 people will also be conducted, as well as researching reports, other surveys and government data.
- Any ideas on the impacts of the economical downturn are welcome.
- It was found in the last Scan that most apprenticeship/traineeship cancellations were because of apprentices/trainees moving to other employment, this may not happen again due to the current economic situation.
- It was commented that the economic downturn in 1990 happened very quickly and resulted in a decrease in the number of apprenticeships/traineeships - there were no initiatives to help the unemployed apprentices/trainees. CPSISC could draft initiatives that could be put in place quickly.
- As the future is very uncertain it will be difficult to complete the Scan as things will change and there will be many variables.

**AGENDA ITEM 4 - BOARD MEMBER PRESENTATION**

- Mr Fraser reported to the Board about his work and interests.

**AGENDA ITEM 5 - CHAIR'S INDIA REPORT**

- The Chair reported to the Board on her recent trip to India for the Global Summit on Skills Development.
- There is a real opportunity for CPSISC to help them.
- An Indian delegation is visiting Australia soon and may visit Mr McClusky in Victoria to tour RTOs.
- It was noted that we will need to understand the purpose and motive of the visit.

**AGENDA ITEM 3 - CEOs REPORT**

- Staff and observers were asked to leave for this agenda item.

**AGENDA ITEM 7 - FINANCES**

- The first dot point of this agenda item in the meeting papers was incorrect and should have stated that Ms Coate did participate in the teleconference.
- Two Suncorp accounts totalling around \$700 000.00 were transferred to St George on 8 October 2008.
- The Annual Report will trigger another payment of \$1.2M which will have to be invested. Ms Sutton will research where this will go and the Board will make a decision.
- Staff travel will be costed to project cost codes rather than the Board cost code from now on and the Accountant will ensure that costs which were incorrectly costed to this area be moved.
- It was resolved that the Board accepted the Financial Reports as at 30 September 2008 as a true and accurate record, as presented, and that CPSISC can pay debts when and as they fall due.

**AGENDA ITEM 8 - MARKETING REPORT AND WEBSITE UPDATE**

- A new design for the website has been drafted. The focus will be on four main areas and the website on a whole will be modernised and fall in line with the CPSISC style guide.
- Several requests and suggestions were noted.
- Board Members were asked to make sure that their organisations' websites contain a link to the CPSISC website.

**AGENDA ITEM 9 - CPSISC SKILLS CONFERENCE 2009**

- It was agreed that the Conference be held in Sydney on 28-29 July 2009 as this will follow on from a Board Meeting and is also during Parliament sitting time - this will allow for Ministerial presence - and start at 9.30-10.00am to allow guests to fly in that morning, and would run for 1.5 days.

- Feedback from last year was that guests did not enjoy sitting and listening to speakers, they wanted more interaction and workshops.
- The Conference should be a topic on the agenda for the Board and ITAB meeting on 24 November 2008, to gain ideas.
- Several suggestions and comments for the Conference were noted.

**AGENDA ITEM 10 - PROJECT REPORT**

- There was not much difference in the Project Report from the last meeting.

**AGENDA ITEM 11 - ANNUAL REPORT**

- The draft Annual Report had been distributed to the Board and comments were integrated into it; a consultant had edited it before going to the Publishers and it will go to DEEWR by 15 November 2008.

**AGENDA ITEM 12 - NICS UPDATE**

- Mr Ross reported to the Board and gave an update and background on the NICS program for the new Members.

**AGENDA ITEM 13 - COAG INITIATIVES**

- Mr Howlett had attended the ISC CEO and Chairs meeting in Canberra on 23 October 2008.
- There are six policy and reform directions - COAG needs to know that these are the right direction before the next meeting in November 2008.
- CPSISC and other parties need to start lobbying to get security onto the COAG national licensing list.

**AGENDA ITEM 14 - 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 15 - OTHER BUSINESS**

- An agenda was put together for the Board and ITAB meeting of 24 November 2008 but some felt that it was not inclusive enough. It will be re-drafted and sent with brief meeting papers. The Board is to review the agenda before it goes out.
- The proposed Board and IAC meeting dates for 2009 were agreed to.