



**Board Meeting  
Outcomes**

**9.00am AEST, 27 July 2009**

**Boardroom  
Star City Hotel and Casino  
80 Pyrmont Street  
Pyrmont, Sydney**

**AGENDA ITEM 1 - WELCOME**

- Mrs Ballard opened the formal meeting at 9.55am, welcomed attendees and noted apologies.

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

- The minutes from the previous Board Meeting of 25 May 2009 were accepted as a true and accurate record of events.

**AGENDA ITEM 3 - CEOs REPORT INCLUDING STAFF REPORT AND SALARIES**

- Staff left the meeting for this Agenda Item.

**AGENDA ITEM 4 - BOARD MEMBER PRESENTATION**

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

**AGENDA ITEM 5 - RULES REVIEW**

- A Discussion Paper and draft reviewed Constitution from Board Matters was tabled at the meeting.
- The Board is made up of major organisations which are set: security, cleaning, real estate, and three elected from property, MBA, HIA, AIG, CFMEU, CEPU and one elected from construction.
- The new Constitution should have a preamble explaining the history of the Constitution.
- It was decided that members did not have enough time to thoroughly read the documents from Board Matters and that the Review Committee shall meet with Jenny Robertson at a later date and that she was no longer required to teleconference in to the Board Meeting.
- Mr Leo Ziade nominated himself as the second property member on the Review Committee.

**AGENDA ITEM 8 - AUSTRALIAN QUALIFICATIONS FRAMEWORK COUNCIL**

- Mr Alan Ross explained that two meetings had been held with ISCs and Ms Doolette regarding a discussion paper on the AQF review. The AQFCs role is to ensure that all parties are briefed and consulted.
- Ms Doolette reported to the Board about the AQF review and noted that the AQFC would undertake the review over the next 12 months and plan to sign it off mid-2010, plus additional implementation time.

**AGENDA ITEM 10 - MELTWATER NEWS**

- Meltwater News presented to the Board on a proposal to CPSISC to monitor online press.
- The service would be useful for the Environmental Scan as it can be searched up to five years ago. Statistics are useful although there are other sources e.g. HIA, and the cost is a major concern.

**AGENDA ITEM 6 - FINANCES**

- The Board accepted that the Financial Reports as at 30 June 2009 are a true and accurate record, as presented, and that CPSISC can pay debts when and as they fall due.

**AGENDA ITEM 7 - INTERNATIONAL STRATEGIC ENGAGEMENT REPORT**

- Mr George Chin was unable to attend the Board meeting. His report was tabled at the meeting.
- This report, and the overseas trip, puts CPSISC in a good position to comment on industry issues as we have first hand knowledge of overseas issues.
- India is looking to adopt the Australian system and has invited Mr Ross to attend a Conference. The USA government is paying for Ms Joan Whelan and Ms Anna Henderson to attend meetings as they are also looking at our system.
- The Board agreed to Mr Ross' upcoming trip to India and Rome and that Mr Tom Roche should also attend.

**AGENDA ITEM 9 - PROJECT REPORT**

- The CPC08 Training Package has been reformatted into a word document and is now available on CD. This will be sent out to the CPC08 Workshop attendees, and is also available for sale. The NTIS version contains mistakes which CPSISC can't correct on our version as RTOs are audited against the NTIS version.
- The Fire Systems Design project went to NTIS last week and RTOs can now seek scope. It will be incorporated into CPC08 which will then be upgraded into version two. From now on people who purchase a TP will be able to download any upgraded versions for free from the CPSISC website.
- The Asset Maintenance review has been time consuming and the units are progressively being uploaded onto the CPSISC website.

- Four new WELL projects are in place.

**AGENDA ITEM 11 - CONTINUOUS IMPROVEMENT**

- All Continuous Improvement information is now loaded onto the system.

**AGENDA ITEM 12 - CPSISC 2009 CONFERENCE: MEETING THE CHALLENGES**

- Mr Brendan Mulhall is now the MC as Mr Peter Noonan is unwell. Mr Martin Riordan also can't attend but Ms Audette Benson will speak in his place.

**AGENDA ITEM 13 - CPSISC AND IAB COMMUNICATION**

- An annual conference with the IABs will be held in Alice Springs this year.
- CPSISC teleconferences with IABs every two months.

**AGENDA ITEM 14 - FEEDBACK RECEIVED BY CHAIR**

- Mrs Ballard reminded Board Members to complete and submit the form.

**AGENDA ITEM 15 - OTHER BUSINESS**

- An ISSI fellowship was recently funded by CPSISC which Mr Ross helped to judge. The Board agreed to fund two applications tabled at the meeting.
- The Board approved a quote for a new filing system for the CPSISC Canberra office.