



**Board Meeting
Outcomes**

11.00am AEST, 28 September 2009

Teleconference

AGENDA ITEM 1 - WELCOME

- Mrs Ballard opened the meeting at 11.00am, welcomed attendees and advised that Mr Noel Hamey and Mr Tom Roche were apologies. They had provided proxies to Mrs Ballard.

AGENDA ITEM 2 - MINUTES OF PREVIOUS MEETING

- The minutes from the previous Board Meeting of 27 July 2009 were accepted as a true and accurate record of events.

AGENDA ITEM 3 - BUSINESS ARISING

- A Board member asked if there was any progress with Meltwater News. Mr Alan Ross had spoken to them but no real outcome has been established as there had been other priorities prior to him going on leave.

AGENDA ITEM 4 - CEOs REPORT INCLUDING STAFF REPORT

- The office lease has been signed for the unit next door to the existing office. A good offer was made and accepted to purchase the furniture from the previous owners, and the renovations are now underway.
- Mr Alan Ross has been at a Conference in India and is now at another Conference in Rome.
- CPSISC will recruit a trainee receptionist in the near future.

AGENDA ITEM 5 - RULES REVIEW AND PROCESS FOR ADOPTION

- A draft Constitution had been circulated. This was completed after discussion with Board Matters to gain legal advice and it also included comments received from Board and Industry Advisory Committee members.
- The Constitution Review Sub-Committee recommended the draft revised Constitution be accepted by the Board.
- Four changes were requested.

- Once these changes are made the draft revised Constitution shall be distributed to IAC members for comment.
- If no serious concerns are raised by the IAC members, CPSISC members shall then be advised of the EGM by cob 5 October 2009 and issued a copy of the revised draft Constitution. The EGM will be held to ratify the draft revised Constitution.

AGENDA ITEM 6 - FINANCES

- The Board accepted that the Financial Reports as at 31 July 2009 are a true and accurate record, as presented, and that CPSISC can pay debts when and as they fall due.

AGENDA ITEM 7 - PROJECT REPORT

- Projects are running well.
- There are some issues with the Asset Maintenance review. The second draft of the units are on the CPSISC website. More work is to be done on the evidence guides.
- Workshops have been held in all capital cities except Brisbane and Darwin for the Building Design Qualifications project. They have been well attended and the issue of which Training Package they should be held in has been raised. IABs participated in every workshop except Victoria and NSW.
- Project reports are being kept well up to date.

AGENDA ITEM 8 - INDUSTRY COVERAGE

- The Building Design Qualifications were originally assigned to the Property Services Training Package as there is a historical precedent, but some feel that they should be included in the Construction Training Package.
- Mrs Ballard had received a request from BICCIAB that the Qualifications remain with Property Services.
- Mr Magee will invite Mr Vince Ball to be on the Building Design Qualification Steering Committee.
- It was decided by the Board that the Building Design Qualifications are to remain in the Property Services Training Package, CPP07.
- Mr Magee is to explore the option of importing Qualifications into CPC08.

AGENDA ITEM 9 - CONTINUOUS IMPROVEMENT

- Continuous Improvement reports were distributed at the last IAC meetings.
- All plumbing issues were referred to the Plumbing Reference Group and a resolution has been made on nearly all issues.
- An updated report with outcomes or request for feedback will be distributed to IACs within the next few weeks.
- CPP07 is due to be reviewed in 2010 but there is not supposed to be a full review under Continuous Improvement. The DEEWR rules are not

clear. CPSISC will prepare a document on future plans ensuring minimal disruptions. This would be distributed to the original Steering Committee, RTOs, and any organisations which were involved in the last review.

AGENDA ITEM 14 - FEEDBACK RECEIVED BY CHAIR

- Mrs Ballard advised the members that this was not required as the meeting was a teleconference.

AGENDA ITEM 15 - OTHER BUSINESS

- A Board member asked if any IABs had raised agenda items for the upcoming CAPS Conference. None had. A final agenda has been distributed but this can be amended if required.
- The checklist for overseas invitations will be reviewed at the next Board meeting.