



**Board Meeting
Outcomes**

10.30am AEDT, 30 November 2009

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

AGENDA ITEM 1 - WELCOME

Mr Lindsay Fraser opened the formal meeting at 11.00am, welcomed attendees and advised that Mr John McNally was attending as a guest and that Mr Troy Burton was an apology.

AGENDA ITEM 2 - MINUTES OF PREVIOUS MEETING

The Minutes of the Board Meeting of 28 September 2009 were accepted as a true and accurate record of events.

AGENDA ITEM 3 - BUSINESS ARISING

Mr Fraser asked if there was anything to discuss not listed in the Board papers. There were none.

AGENDA ITEM 4 - CEOs REPORT INCLUDING STAFF REPORT

Mr Ross reported to the Board.

AGENDA ITEM 5 - CONSTITUTION AND NEW BOARD

The Rules Review sub-committee has been working on the Review for the past 12 months. It was then approved by the Board and then by the IACs, then finally formally approved, with minor amendments, at the EGM of 26 October 2009.

As a result the Board has changed - some positions remain fixed and others are elected.

Mr Fraser requested all Board members to read the reviewed Constitution and advise Mr Ross if there are any further errors. A second EGM could then be called to ratify these amendments.

The Industry Advisory Committees (IACs) and the Industry Advisory Body Committee (IABC) were formally recognised during the meeting. It was

decided not to separate the IABC into separate construction and property services groups.

AGENDA ITEM 6 - FINANCES

The Board accepted that the Financial Reports as at 31 October 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

Steering Committee meetings are being held to finalise several projects before the end of the year.

CPC08 Continuous Improvement: a report had been distributed and some feedback had been received. Mr Magee will start implementing the outcomes of issues which have already gone through relevant Committees.

The packaging rules will have to be reviewed next year following an NQC meeting. There was a proposal to make the packaging rules more flexible.

CPSISC has been asked to figure out how to incorporate sustainability into qualifications by March 2010.

WELL Strategy: strategy is done and funding is available. Employers have not been focussing on this during the financial crisis. It is being incorporated into Workforce Development.

The Case for Endorsement to change the building qualifications to meet licensing requirements has still not been signed off by the ACT STA after seven weeks. The qualifications may have to be changed again.

CIMS: the August report is on the CPSISC website.

CPP07 is due for review but we shouldn't have to do this under Continuous Improvement.

AGENDA ITEM 8 - PROPOSED 2010 CALENDAR

It was also decided that the February Board meeting would be held in Canberra and that a DEEWR representative would be invited. A Planning meeting for the Business Plan would also be held at this time.

IAB meetings are to be added to the Calendar.

AGENDA ITEM 9 - STRATEGIC ENGAGEMENT REPORT AND INTERNATIONAL STRATEGIC ENGAGEMENT CHECKLIST

Mr Ross and Mr Tom Roche delivered presentations to the Board about their recent trips to India and Italy.

The checklist is to be completed by the CEO and then approved by the Board.

AGENDA ITEM 10 - CIMS USER GUIDE

A User Guide will be developed for CPSISC staff in the next couple of weeks before Ms Kristen Sydney leaves.

AGENDA ITEM 11 - ENTERPRISE BASED PRODUCTIVITY PLACES PROGRAM

An announcement on the EBPPP was made by Julia Gillard.

Five RTOs have expressed interest to date.

A marketing strategy will be developed - the website will be updated and an Expression of Interest form will be emailed.

It is based on the PPP qualification list and will provide for 5-6 000 training places for mostly small-medium organisations but is available to large organisations. It will operate on a first in, first served basis.

AGENDA ITEM 12 - FEEDBACK RECEIVED BY CHAIR

Mr Fraser requested that the form be completed.

AGENDA ITEM 13 - OTHER BUSINESS

Mr Ross to revise Terms of Reference and put to the Governance Committee. This is to be completed before the February 2010 meetings.

Mr Magee has been invited to South Africa in February 2010. There was general support for this in lieu of the Strategic Engagement checklist being completed, but a final decision will be made once Mr Magee has provided further information to the Board.