



**Board Meeting  
Outcomes**

**2.30pm, 21 November 2007  
Garden Room 1, Crown Casino  
8 Whiteman Street  
Southbank VIC 3006**

**AGENDA ITEM 1 - WELCOME**

- Mrs Ballard opened the meeting at 2.30pm and welcomed attendees. She noted that Mr Baird was an apology.

**AGENDA ITEM 2 - ELECTIONS: CHAIR, DEPUTY AND EXECUTIVE COMMITTEE**

- There was a call to nominate the Chair, Messrs Rogers and Hodge nominated Mrs Ballard as Chair of CPSISC, which was carried.
- It was noted that the Deputy Chair should be a Member from the Construction IAC as the Chair is from the Property IAC. Mr Rogers and Mrs Ballard nominated Mr Fraser, which was carried.
- Mr Ross noted that the Executive Committee has been used to dealing with critical and immediate matters out of session. It did not in any way undermine the authority of the Board. It has consisted of the Chair, Deputy Chair, one Construction Member and one Property Member. The Chair and Deputy Chair agreed to act in this role. Mr Rogers then nominated himself and Mr Barrett also nominated himself to complete the Committee, which was carried.
- Mr Barrett requested a copy of the Constitution and the Rules of the Executive Committee.
- All were in favour and it was moved for the Board Governance Committee consisting of Mr Rogers, Mr Simpson, Mr Fraser and Mr Calver, to continue as it is.
- The current members of the Finance Committee are Mr Hamey, Ms Sutton and Mr Hodge and it was moved and carried that this committee remain.

**AGENDA ITEM 3 - MINUTES OF PREVIOUS MEETING**

- Mrs Ballard noted that there were some amendments to the Minutes which had been circulated.
- It was moved and carried that the minutes be accepted as a true and accurate record of the Board Meeting of 28 August 2007.

**AGENDA ITEM 4 - FINANCIAL REPORT**

- The Finance Committee, consisting of Mr Hodge, Ms Sutton, Mr Hamey and Mr Ross, has been working well.
- The Board accepted the Financial Reports as at 30.09.2007 as a true and accurate record, as presented.

**Agenda Item 5 - CPSISC Future Beyond March 2008**

- A copy of a letter from Minister Robb detailing future plans for the Industry Skills Council, and the letter of response from the Industry Skills Councils, was included in the Board Papers.
- CPSISC had done everything possible to assure long-term funding.

**Agenda Item 6 - Board Governance**

- Mr Ross reported that the Governance Committee had been meeting regularly. There are some minor additions to be made to the Governance Manual.
- Mr Ross informed the Board of a Report prepared by DEST evaluating the Skills Councils which was distributed with several errors; he had replied with a letter outlining CPSISCs displeasure. A positive written response was then received back from DEST indicating the inaccuracies will be amended, and Mrs Ballard and Mr Ross also received follow-up phone calls, but a revised report has not to date been received.

**Agenda Item 7 - IAC and Board Elections**

- Mrs Ballard stated that the IAC and Board meetings should be held over 2 days with the Board meeting held on the second day, and that IAC meetings would be discussion only and all decision making will be held at the Board meetings.
- A planning day was discussed to clear these issues, as well as the Business Plan and Strategic Plan. A tentative date of 25-26 February 2008 was decided on.
- Ms Coate asked how the vacancy on the Construction IAC will be filled. Mr Ross stated that two letters of offer to fill the position had already been received, but that he would need to write to the CPSISC Employer Members to request nominations to fill the position.

**Agenda Item 8 - Projects - Strategic Relevance to CPSISC**

- Mr Quade noted that there has been an extension given to the original due date of October 2007 for the Construction Review Project.
- DEST requested a change to the template which has been the largest component of the project with over 4 000 pages to be re-written. This has now been done and the final draft is with the editor.

**Agenda Item 9 - International Engagements**

- Mr Chin presented a PowerPoint presentation of the recent trip to China.
- Mr Hamey presented a PowerPoint presentation of the recent trip to the United States of America.

**Agenda Item 10 - Staff Report**

- Mr Ross noted that Ms Calcutt is the new Office Manager.
- Mrs Ballard welcomed her on behalf of the Board.

**Agenda Item 11 - New Business**

- Ms Sydney noted that four new Projects had been received from DEST: Go Green Stage 2, Paviours Apprenticeships, Spatial Apprenticeships, and Plumbing Best Practice.

**Agenda Item 12 - Feedback to the Chair**

- There was no discussion at this Item.

**Agenda Item 13 - Other Business**

- There was no other business.