



**Board Meeting  
Outcomes**

**11.00am, 11 August 2008  
Boardroom 2, Sydney Harbour Marriott  
30 Pitt Street, Sydney**

**PRE-MEETING BOARD DISCUSSION: STAFF**

- A confidential minute will be prepared separately to these minutes by the Chair for attachment.

**AGENDA ITEM 1 - WELCOME**

- Mrs Ballard opened the meeting at 10.45am and welcomed attendees.

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

- Mrs Ballard noted that two requests for amendments to the draft minutes had been received and were actioned. It was moved and carried that the amended minutes be accepted as a true and accurate record.

**AGENDA ITEM 3 - FINANCIAL REPORT**

- Finance Committee to review the three company cars and bring back recommendations to the Board. It was requested that environmental concerns be taken into account.
- It was moved and carried that the Board accepts the Financial Reports as at 30 June 2008 as a true and accurate record, as presented, and that CPSISC can pay debts when and as they fall due.
- It was moved and carried that the draft budget for 1 July 2008 to 30 June 2009 be accepted and approved.

**AGENDA ITEM 4 - CONSTRUCTION INDUSTRY TRAINING ADVISORY BOARD (CITAB) NSW**

- Ms Coate is to organise a meeting between the ISC CEOs and Chairs, and State ITAB members after the CPSISC Board Meeting and AGM of 10 November 2008.

#### **AGENDA ITEM 5 - BOARD MEMBER PRESENTATION**

- Mr Rogers spoke to the Board about his background and interests. In particular, he offered a great insight into aboriginal art.

#### **AGENDA ITEM 6 - REPORT FROM CIAC**

- The IAC Rules Review Committee had been formed and met and had put together a Report for endorsement by the Board.
- The Report is to be distributed to IAC members, CPSISC staff and State ITABs and posted on the CPSISC website with the current Constitution and Rules, with a request that comment be sent to Miss Calcutt by 30 September 2008. Miss Calcutt is to collate and distribute all replies to the Review Committee.

#### **AGENDA ITEM 7 - REPORT FROM PIAC**

- The PIAC had also discussed the Rules Review as per the CIAC.
- The Continuous Improvement strategy was also discussed at the last PIAC meeting. The Consultant and IT solutions are underway but technicalities are still to be organised.
- The Asset Maintenance Review is to be conducted shortly; tender briefs have been distributed to consultants.

#### **AGENDA ITEM 8 - SKILLING AUSTRALIA/PRODUCTIVITY PLACEMENTS PROGRAM**

- The Program commenced on 1 April 2008 but it has been a slow start. There are no guidelines at this stage.
- The original funding split of 50/40/10 won't work as the States' budgets have already been decided and do not include this. There is still no idea how or if the funding split will change.
- It had been assumed that the employer contribution could be 'in kind' if required, but there are rumours that it will have to be of a monetary value.
- PPP Staff are currently talking to RTOs and employee organisations.

#### **AGENDA ITEM 9 - INTERNATIONAL STRATEGIC ENGAGEMENT**

- Mr Chin spoke of assessing skill sets in the UK; nationalisation, e.g. the European Union; opportunities in India; waste trading, green buildings and sustainability; and regeneration construction.

- Indian security firms would be very interested in communicating with CPSISC; CPSISC should initiate this. CPSISC will plan a visit in the near future.

#### **AGENDA ITEM 10 - PROJECT REPORT AND NEW BUSINESS**

- The Steering Committee for the Asset Maintenance review has held its first meeting and Workshops are planned for October and November 2008.
- The Access Consulting sector was signed off by the Minister a few weeks ago.
- Workshops in all capital cities have been held for the Fire Systems Design project and the second Steering Committee meeting was also recently held.

#### **AGENDA ITEM 11 - NATIONAL INDUSTRY CAREERS SPECIALIST (NICS)**

- The remodelled website should be finished next week. It was suggested that the website be linked to a search engine such as Google, or place an advertisement on the side of the search engine's web page.
- The projects' contract has been extended until the end of 2009.

#### **AGENDA ITEM 12 - EXECUTIVE COMMITTEE REPORT: CONFIDENTIALITY AND TERMS OF REFERENCE**

- It was moved and carried that Item 5.5.2 (h) in the Governance Manual be replaced by the suggested re-wording detailed in the Meeting Papers.
- There was general agreement that issues surrounding the administration of the organisation and staff are absolutely confidential. Industry related issues can be discussed but not in detail, i.e. who said what.
- Conflicts of interest should always be made known.
- Staff confidentiality was also discussed.
- It was moved and carried that the amended Executive Committee Terms of Reference be approved as at 11 August 2008.
- It was moved and carried that the amended Finance Committee Terms of Reference be approved as at 11 August 2008.
- It was moved and carried that the amended Governance Committee Terms of Reference be approved as at 11 August 2008 and that the members are Mr Fraser, Mr Rogers, Mr Glen Simpson and Mr Barrett.
- It was moved and carried that the amended financial delegation procedure - A-P-03 Delegations Including Purchasing and Contractor Management - be approved as at 11 August 2008.

**AGENDA ITEM 13 - TEAM BUILDING/COHESIVENESS ACTIVITIES**

- It was suggested that future Board meetings could be held in State ITAB premises to improve networking.

**AGENDA ITEM 14 - INDUSTRY ADVISORY COMMITTEE RULES**

- This Item was discussed under Agenda Item 6 - Report from CIAC.

**AGENDA ITEM 15 - FEEDBACK RECEIVED BY CHAIR: OPEN DISCUSSION**

- Board Members were reminded that the feedback forms are very helpful and interesting for the Chair.

**AGENDA ITEM 16 - OTHER BUSINESS**

- An application for membership had been received from the Australian Institute of Building Surveyors (AIBS). The CIAC had recommended it for approval by the Board at their last meeting
- The Board approved the application.