



**Board Meeting  
Outcomes**

**10.15am AEDT, 16 October 2008**

**Teleconference**

**AGENDA ITEM 1 - WELCOME**

- Mrs Ballard opened the meeting at 10.15am and welcomed attendees. Mrs Ballard noted that Messrs Fraser and McClusky were apologies.

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

- The Minutes from the previous meeting were accepted as a true and accurate record of the meeting.

**AGENDA ITEM 3 - FINANCIAL REPORT**

- The Financial Reports as at 31 August 2008 were accepted as a true and accurate record, as presented, and that CPSISC can pay debts when and as they fall due.
- There is now a vacancy on the Finance Committee due to Mr Ross Hodge resigning his Directorship. Mrs Ballard called for nominations to fill this position and Ms Coate volunteered on the condition that this position reviewed when the two new Property Directors are decided.

**AGENDA ITEM 4 - REPORT FROM CIAC**

- Ms Calcutt reported that the deadline for suggestions on the Rule Review had closed on 30 September 2008 and four comments had been received which had been sent to the Review Committee.

**AGENDA ITEM 5 - REPORT FROM PIAC**

- Suggestions for the Rules Review had been noted at the last PIAC meeting and are detailed in the Minutes.

- A meeting will be organised for the Rules Review Committee to prepare a brief which will then be sent to various consultant firms who will be asked to provide a quote to help with the Review.

#### **AGENDA ITEM 6 - SKILLS AUSTRALIA**

- Two summaries from the meeting in Melbourne had been distributed.
- Skilling Australia is trying to insert themselves into the Commonwealth funding circles in order to gain greater influence on the Prime Minister.
- There is a need to ensure a nationally consistent set of data. Skilling Australia is working toward this.

#### **AGENDA ITEM 7 - CPSISC SKILLS CONFERENCE 2009**

- The Chair asked, and there was general agreement, that the Conference be held in August 2009.

#### **AGENDA ITEM 8 - PROJECT REPORT AND NEW BUSINESS**

- The Asset Maintenance Review is progressing with the first Steering Committee being held; workshops will start late October to early November 2008 across Australia. A meeting with the STAs has also been arranged.
- Feedback for the Fire Systems Design project is now closed. Not much had been received but some feedback was useful.
- There is increased funding for the New Worker component of the Program.
- Management of the Program will shift to State Government as of 1 January 2009. CPSISC will have to work with each State Governments which will possibly use different styles. CPSISC will have more of a brokerage role.
- The 12 high risk licensing units have been signed off by the regulators and will be legislated in 2009. There have been many requests for these in CPC08.
- Mr Ross added that CPC08 has been endorsed by the NQC and is now with the State Ministers to sign off to go onto NTIS. Some states have requested an implementation committee chaired by DEEWR; DEEWR will sort this out within the next week or so. Various groups will be represented on the Committee.
- The Multiplex/DET NSW project is completed. Management qualifications are being trialled with Lend Lease.
- WELL Strategy Project will hopefully be implemented for both construction and property.

- New Industry Pathfinder Program Projects commencing soon are:
  - Barriers for Bricklaying Apprenticeships;
  - National Plumbing Pathways; and
  - Electronic Security Career Mapping.

#### **AGENDA ITEM 9 - UPDATE OF BUSINESS PLAN AND ENVIRONMENTAL SCAN**

- Mr Lewis has been contracted to do the Environmental Scan.
- The Business Plan is to be revised by February 2009 and a workshop should be arranged to do this.

#### **AGENDA ITEM 10 - ANNUAL REPORT**

- The first draft is nearly complete and is being tidied up for comments from the Board.
- It will then go to the publishers for formal editing and design. It will be a similar format to last year as it suits DEEWR requirements.

#### **AGENDA ITEM 11 - BOARD EVALUATION**

- This Agenda Item was not minuted in detail.

#### **AGENDA ITEM 12 - STAFF REPORT**

- A staff workshop will be held in December 2008.
- All staff are working well.

#### **AGENDA ITEM 13 - FEEDBACK RECEIVED BY CHAIR**

- Mrs Ballard reminded Board Members to complete and submit the form to Ms Calcutt as the information is very useful.

#### **AGENDA ITEM 14 - OTHER BUSINESS**

- AGM papers are to be posted out today. Notification had already been sent via email.
- A dinner is arranged at the Hotel Windsor on 9 November 2008 for Mr Des Rogers and Mr Ross Hodge.
- The increase in staff means that the Goals Kicked document is now too big. A broader two page electronic document should be prepared which includes highlights only; this should be displayed on the CPSISC website and include links to more detailed reports/information.