



**Board Meeting  
Outcomes**

**9.30am, 26 May 2008  
The Winston Room, The Hotel Windsor  
111 Spring Street, Melbourne**

**AGENDA ITEM 1 - WELCOME**

- Mrs Ballard opened the meeting at 9.30am and welcomed attendees.

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

- Mrs Ballard asked for any comments on the Minutes from the last Board Meeting, to which there was one.
- It was moved and carried that the amended minutes be accepted as a true and accurate record of the Board Meeting of 25 February 2008.

**AGENDA ITEM 3 - FINANCIAL REPORT**

- It was moved and carried that the Financial Reports as at 30 April 2008 be accepted as a true and accurate record, as presented.
- It was moved and carried that the Treasurer assumes responsibility for signing off accounts rather than the Chair.
- It was moved and carried that the Treasurer sit on the Executive Committee.

**AGENDA ITEM 4 - DIRECTORS RESPONSIBILITIES**

- Directors responsibilities particularly concerning Conflict of Interest and Confidentiality were discussed.
- A Discussion Paper was requested to be drafted and distributed to Board Members and to be included as an Agenda Item at the next Board Meeting.

**AGENDA ITEM 5 - ENGAGEMENT WITH STATE ITABs**

- CPSISC engages with State ITABs through the CAPS Network Conferences and the Best Practice Newsletter.
- Board Members were encouraged to promote involvement if they sit on State ITAB Boards etc.

**AGENDA ITEM 6 - REPORT FROM CIAC**

- At the last CIAC meeting, problems with the Rules were discussed. The CIAC endorsed that a Committee comprised of three construction and three property Board Members should be formed to address the problems.
- It was moved and carried that the three CIAC delegates be Ms Coate, Mr Barrett and Mr Fraser.
- Mr Vince Ball had reported to the CIAC about the construction review. It was noted that STAs were to provide their views to DEEWR. An independent consultant had been hired to facilitate and workshop to resolve problems arising out of the Construction Training Package Review.

**AGENDA ITEM 7 - REPORT FROM PIAC**

- The PIAC also had issues with the Rules.
- It was agreed that three property volunteers to sit on the Committee to review the Rules; these were Mr Hamey, Mr Rogers and Mr Hodge.
- The Board was asked to approve the Terms of Reference for the Executive, Finance, and Governance Committees, and were also asked to review the CPSISC Purchasing and Contractor Management procedure.

**AGENDA ITEM 8 - ISSI MASTER ARTISANS**

- Ms Carolynne Bourne, CEO, ISS Institute, presented to the Board.

**AGENDA ITEM 9 - SKILLING AUSTRALIA**

- The original policy required refinement and COAG has now decided that the States will have a greater role, however, ISCs will still have an important role.
- CPSISC has a contract with DEEWR and the finances to run for three years.
- Four new staff have been appointed: James Latimore, Leon Smith, Joan Whelan and Debra Baxter.

**AGENDA ITEM 10 - PROJECT REPORT**

- The new Property Services Training Package CPP07 - including the Security Sector which was endorsed three weeks ago - was posted on NTIS last week.
- CPSISC will be running workshops about CPP07 across all states and had also scheduled a teleconference for Access Consulting.
- The Spatial Diploma qualifications had been approved the morning of the Board Meeting.

**AGENDA ITEM 11 - STAFF REPORT**

- The Board asked that staff be congratulated on the outstanding work they have been performing over the past few years and the tenacity at sticking with the job through difficult situations.

- The Board noted that Mr Ross had renewed staff contracts following signing of a new DEEWR contract and completion of performance assessments.

#### **AGENDA ITEM 12 - NEW BUSINESS**

- Mr McClusky asked what the Upskilling of Mature Aged Workers in the Fire Protection Industry project might mean as this may effect members of the CEPU who are qualified Sprinkler Fitters.
- Mr Magee responded that the project was taken on as there has been a problem finding suitable assessors in rural and remote regions.

#### **AGENDA ITEM 13 - INDUSTRY ADVISORY COMMITTEE RULES**

- This Agenda Item was previously covered under Agenda Item 7.

#### **AGENDA ITEM 14 - FEEDBACK TO CHAIR**

- Board Members are to forward complete feedback forms to the Chair following the meeting.

#### **AGENDA ITEM 15 - OTHER BUSINESS**

- The Annual Performance Review is due for the CEO. There was much discussion and a decision made for an external consultant to be employed to conduct a 360 degree review on Mr Ross.

#### **AGENDA ITEM 16 - ADVICE ON BOARD MATTERS**

- Discussion centred on Board Members, performance reviews, and conflict of interest at the Board Level. Good Corporate Governance involves declaration of Conflict of Interest. Lengthy discussion regarding Board/CEO relationships also took place.