



## MINUTES Executive Board Meeting

Date & Time: Tuesday, 21 April 2015 9.00am-12.30pm

**Attendees:** Nigel Hadgkiss (Chair), Murray Gregor, Cliff Pettit, Brian Corney,  
Heather Hausler, [REDACTED]  
Tim Honey, [REDACTED]

**Apologies:** Jeff Radisich

**Secretariat:** [REDACTED]

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[REDACTED]

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### Endorsement of the minutes of previous meeting dated 17 March, 2015

The Minutes were endorsed as a true and accurate record, noting:

[REDACTED]

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[REDACTED]



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Australian Government

Fair Work Building  
& Construction

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**PART 2 - AGENCY PERFORMANCE**

**2.1 Bullying and Harassment Action Plan (██████)**

Nigel noted there was mention of an online training module currently being developed, which will be made available to all staff who did not complete the face-to-face bullying and harassment training, however the wording needs to strongly reflect that this module will be compulsory. Nigel also requested a list of staff who did not attend the recent training.

There was also some discussion around the amount of notice provided prior to these training sessions, as well as an opportunity for the Executive to provide input beforehand. For example, it is not particularly sensible for all EL2 lawyers to attend a training session on the same day, when there are two sessions available. Nigel asked that a list of attendees be made available to the Executive, prior to any further training sessions, with enough time to make changes if necessary.

**ACTIONS:**

1. ██████ to speak with HR to ensure wording regarding the online bullying and harassment training module reflects that this is compulsory – not optional.
2. ██████ to speak with HR re: providing the Executive with a list of attendees prior to future training sessions.
3. ██████ to obtain list of all staff who did not attend the recent bullying and harassment training sessions, for Nigel.



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**PART 3 - UPCOMING BUSINESS**

3.1 The next Executive Board Meeting is scheduled for Thursday, 28 May in Melbourne.