

MINUTES

Executive Board Meeting

Date & Time: Thursday, 9 July 2015 10.30am-3.00pm

Nigel Hadgkiss (Chair), Murray Gregor, Cliff Pettit, Brian Corney, Heather Hausler, Tim Honey, Jeff Radisich, Attendees:

Cathy Cato, Apologies:

Secretariat:

1.1	
1.2	Endorsement of the minutes of previous meeting dated 17 June, 2015
	The Minutes were endorsed as a true and accurate record, noting:
1.3	



1.4	
1.5	
1.6	
1.7	



1.12	1.11	1.10	1.9	1.8



1.17	1.16	1.15	1.14	1.13



1.18	
1.19	
1.20	
PART	2 - AGENCY PERFORMANCE

2.1 Bullying and Harassment Action Plan (

The rollout of training and the new on-line compulsory module is now complete. All staff who did not attend face to face training have been sent the on-line module, with Nigel asking how many staff have completed this to date, and how success will be measured.

advised that Leadership Capabilities courses scheduled for June and August will pick up everyone who has not completed previous training, with Nigel noting that any wording around this needs to strongly reflect that these modules are compulsory.

Subsequent to the abolishment of the Harassment Contact Officer (HCO) Network, Nigel made enquiries around reporting of bullying and/or harassment, and how this would be monitored and managed, going forward. HR to consider, and report back to Executive Board at the next meeting on 4 August.

ACTIONS:

- 1. HR to report back to next Executive Board meeting regarding the number of staff who have completed the on-line bullying and harassment training module.
- 3. HR to consider mechanisms for reporting bullying and harassment, and report to next Executive Board meeting on 4 August.



2.7	2.6	2.5	2.4	2.3	2.2



PART 3 - UPCOMING BUSINESS

3.1 The next Executive Board Meeting is scheduled for Tuesday, 4 August, 2015, in Melbourne.