



## MINUTES Executive Board Meeting

Date & Time: Tuesday, 4 August 2015 12.30am-5.00pm

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

**Apologies:**

**Secretariat:** [REDACTED]

1.1	[REDACTED]
1.2	<p><b>Endorsement of the minutes of previous meeting dated 17 June, 2015</b></p> <p>The Minutes were endorsed as a true and accurate record, noting:</p> <p>[REDACTED]</p>
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**PART 2 - AGENCY PERFORMANCE**

2.1	<p><b>Bullying and Harassment Action Plan ( [REDACTED] )</b></p> <p>The rollout of training and the new on-line compulsory module is now complete. Brian would like a list of staff who did not complete the face-to-face training, which [REDACTED] will follow up with HR.</p> <p>The Board agreed that the suite of intranet articles around bullying and harassment should continue on a monthly basis.</p> <p>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. While HR responded that [REDACTED] and [REDACTED] should be the first point of contact as soon as an informal or formal complaint is received, there is no mention of this on the intranet. HR need to clearly publish who people should approach in relation to any bullying and harassment issues.</p> <p><b>ACTIONS:</b></p> <ol style="list-style-type: none"><li>1. HR to provide Brian with list of staff who failed to complete the face-to-face bullying and harassment training.</li><li>2. HR to publish clear intranet information regarding bullying and harassment reporting and first points of contact, for all FWBC staff.</li></ol>
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<b>PART 3 - UPCOMING BUSINESS</b>	
3.1	The next Executive Board Meeting is scheduled for Tuesday, 15 September, 2015, in Melbourne.