



MINUTES Executive Team (ET) Meeting

Date & Time: Tuesday, 17 November 2015 - 9:30am – 2.30pm

Attendees: Nigel Hadgkiss (Chair), Heather Hausler, Cliff Pettit, Tim Honey, Jeff Radisich, Cathy Cato, Bernie O'Keeffe, Murray Gregor, Brian Corney,

Secretariat: [REDACTED]

1.1

[REDACTED]

1.2

Endorsement of the minutes of previous meeting dated 27 October, 2015

The Minutes were endorsed as a true and accurate record, noting the following outstanding action items:

[REDACTED]

- 2.1 Bullying and harassment articles have not continued on the intranet, as there is no current capacity to do this.
ACTION: [REDACTED] will re-visit this as soon as capacity permits. Update regarding progress to be provided at next ET meeting on 21 December.

[REDACTED]

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[REDACTED]



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1.6	



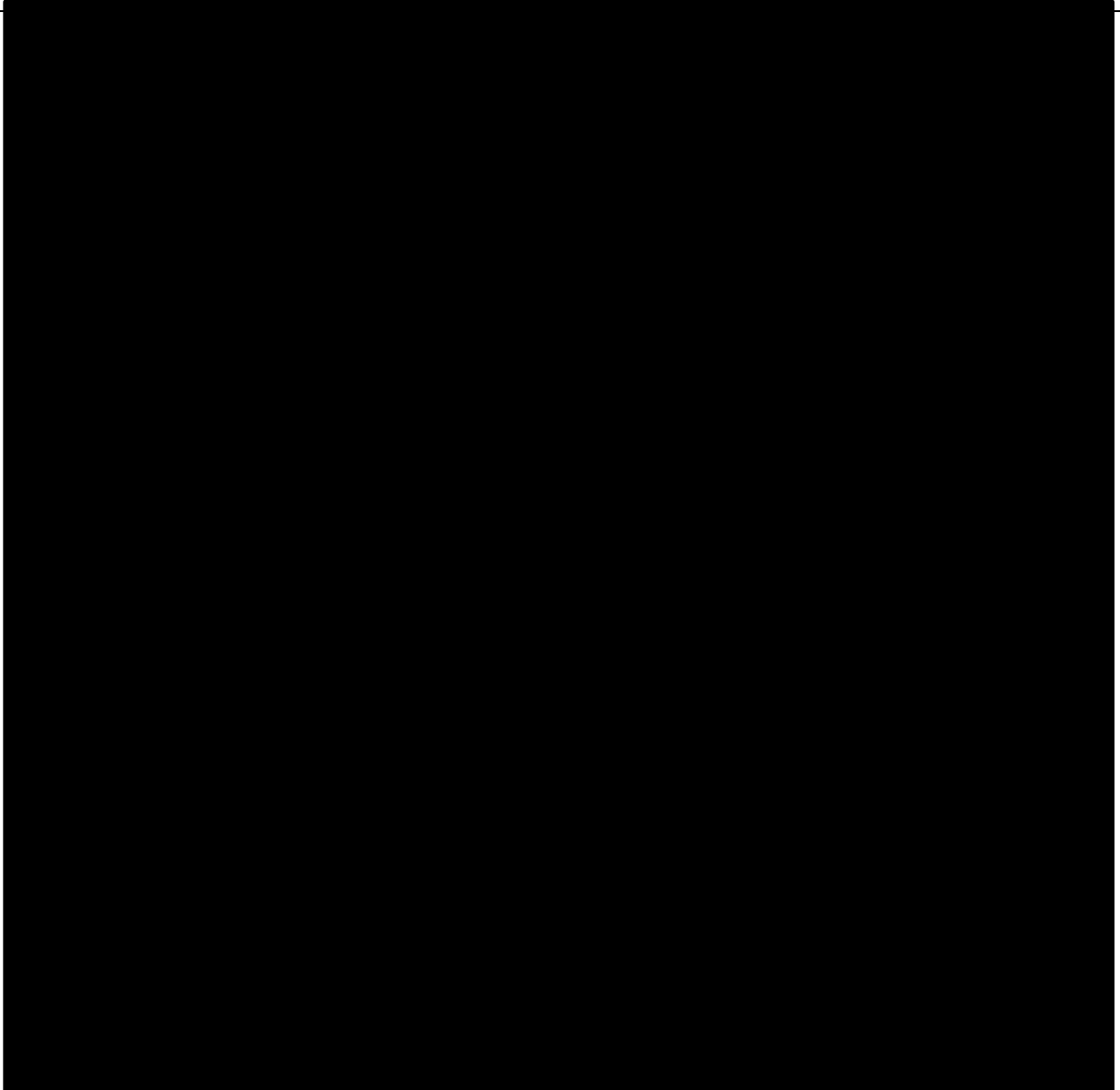
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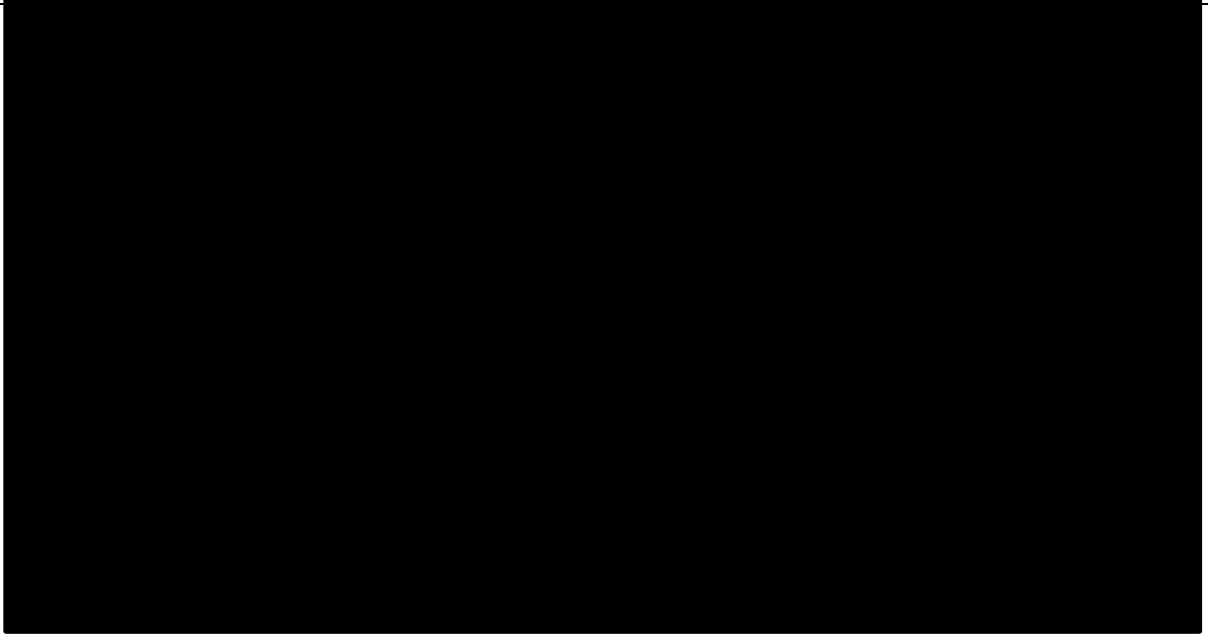
1.9



1.10



1.11





1.12	
1.13	
1.14	
PART 2 AGENCY PERFORMANCE	
2.1	<p>Agency Culture – bullying and harassment update (<i>Bernie</i>)</p> <p>The Executive Team discussed the bullying and harassment action plan.</p> <p>Bernie advised that new material is being sourced for regular intranet articles, and that these are expected to recommence in February 2016.</p> <p>Nigel queried some of the actions outlined within the plan, and requested further information from HR. [REDACTED] to provide detail to HR for their action.</p> <p>[REDACTED]</p> <p>ACTIONS:</p> <ol style="list-style-type: none">1. Bernie to speak with HR, to have statistics in relation to the number of reported bullying and harassment incidents included in the monthly report to the Exec Team.2. [REDACTED] to provide Nigel's queries and requests for further details (above) to HR for response. <p>[REDACTED]</p>



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2.3	
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2.7	
PART 3	UPCOMING BUSINESS
3.1	The next Executive Board Meeting will be held on Monday, 21 December 2015, in Melbourne.