

## **Senate Standing Committee on Education and Employment**

### **QUESTIONS ON NOTICE Additional Estimates 2015 - 2016**

**Agency - Fair Work Building and Construction**

**Department of Employment Question No. EMSQ16-000751**

**Senator Cameron provided in writing.**

#### **Question**

#### **FWBC - Bullying and harassment complaints handling - decision making process**

1. What is the process by which decisions are made as to whether an investigation or other any other action including a decision to take no action in relation to the complaint is made?
2. Who makes such decisions, what is their position and classification and where are they located?

#### **Answer**

1. Where a formal complaint is made, Human Resources will:
  - a. Do an initial assessment and make preliminary enquiries to ensure the facts are clearly understood.
  - b. Consider the employee and determine if any immediate support or assistance is required.
  - c. Arrange for preliminary enquiries to be made which may involve an informal or structured formal investigation.
2. The Chief Operating Officer, being the SES Officer in charge of the HR team, will make a decision if further action should take place once a complaint is received. The Chief Operating Officer is an SES Band 1 and is located in Melbourne.