

Canberra Institute of Technology Ministerial Direction 2012 (No 1)

Notifiable instrument NI 2012 – 176

made under the

Canberra Institute of Technology Act 1987, s6 Minister's Directions

1 Name of instrument

This instrument is the *Canberra Institute of Technology Ministerial Direction 2012 No.1*.

2 Commencement

This instrument commences on 16 April 2012.

3 Legislation

Section 6 (1) of the Canberra Institute of Technology Act provides that the Minister may give a direction to the director in relation to the exercise of the Institute's functions.

Section 6(2) stipulates that the institute is required to comply with any direction of the Minister.

4 Direction

I direct the Director of the Canberra Institute of Technology to undertake immediate action to:

- conclude the implementation of the CIT Action Plan identified in WorkSafe ACT report of 11 April 2012.
- ensure all staff employed by CIT are trained in bullying awareness;
- ensure all managerial staff are trained in bullying prevention and response;
- review CIT policies and procedures to ensure it is clear when allegations of bullying or harassment should be the subject of an independent investigation, and the process for such investigation being undertaken;
- review CIT policies and procedures to ensure the management of bullying and harassment complaints adhere to the principles of natural justice;

- ensure that staff are involved in your review of the policies and procedures in respect of the prevention and management of bullying and harassment, and that these are reviewed on regular basis again in consultation with staff;
- take active steps to build confidence in the staff in relation to the policies and procedures;
- closely monitor the centres identified in the WorkSafe ACT Report of 11 April 2012 to ensure, as far as is reasonably practicable, that bullying and harassment is not occurring at those centres;
- test staff confidence in the bullying and harassment complaints process, at regular intervals.

I further direct that you provide me with weekly reports on the action you have taken to comply with this direction, with the first report being required on 18 April 2012.

Dr Chris Bourke

Minister for Education and Training
12 April 2012