

**From:** [Haire, Katy](#)  
**To:** [Simmons, Jane](#); [Matthews, David](#); [Short, Paul](#); [Myers, Christina](#); [Huxley, Mark](#); [Larkin, Lyn](#)  
**Cc:** [DGEDUoffice](#); [DDGEDUoffice](#)  
**Subject:** FW: Speech for motion 6 April 2022  
**Date:** Wednesday, 6 April 2022 10:27:00 AM  
**Attachments:** [Speech for motion 6 April 2022.docx](#)

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OFFICIAL

**Katy Haire** | Director-General **Education Directorate** | ACT Government  
T: +61 2 6205 9158 | E: [katy.haire@act.gov.au](mailto:katy.haire@act.gov.au)  
GPO [Box 158 Canberra ACT 2601](#) | [www.education.act.gov.au](http://www.education.act.gov.au)

---

**From:** Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>  
**Sent:** Wednesday, 6 April 2022 10:01 AM  
**To:** Haire, Katy <Katy.Haire@act.gov.au>; Walker, Melanie <Melanie.Walker@act.gov.au>; Momber, Louise <Louise.Momber@act.gov.au>; Walthati, Harini <Harini.Walthati@act.gov.au>  
**Subject:** Speech for motion 6 April 2022

Final version of speech FYI

## Talking points

### Minister for Education and Youth Affairs

### ACT Legislative Assembly

6 April 2022

#### ACT Public Schools

More than 50,000 students attend ACT Public Schools. There are more than 4000 teachers across our 90 public schools.

Every local school is a great school. Our schools and teachers work incredibly hard to deliver a high-quality education for our students.

The ACT Government believes every child deserves a great education and the life chances which flow from it.

The *Future of Education* is a 10-year strategy for the ACT to guide all parts of our education system to support and deliver excellence and equity in educational outcomes for each and every child and young person.

The vision of the strategy is to build a future-focused education system that equips children and young people with knowledge, skills and understanding to prepare them to embrace the opportunities and face the challenges that are emerging in our rapidly changing 21st century world.

The ACT Government is committed to investing in education. The most recent budget included an additional \$51m in recurrent funding including:

- More than \$21m for Chromebooks for Years 7-12 students and \$2.8m for internet access for students who need it along with e-safety initiatives
- \$12.5m for early childhood education and care investment
- \$11.5m to boost the Education Equity Fund to reach an estimated five times as many students
- \$7.4m for an additional 22 youth and social workers
- \$1.5m to trial a breakfast and lunch program

- \$450,000 to review inclusive education
- And \$455,000 to provide college students with free and confidential legal advice

In addition, the Government continues to invest in school infrastructure, including the expansion of Margaret Hendry School, a new Taylor high school, the modernisation of Garran Primary School and Narrabundah College, the new Strathnairn primary school, an ongoing repairs and maintenance program, the removal of hazardous materials, and the installation of modular learning facilities.

### National teacher shortage and COVID-19 pandemic

As members are aware, a national teacher shortage is impacting government and non-government schools right across the country.

In the ACT we are actively taking steps to address this including ongoing recruitment campaigns and the establishment of the Teacher Shortage Taskforce.

The COVID-19 pandemic has also significantly impacted schools over the past two years. There's no doubt that the constantly changing COVID-19 situation is making life difficult for teachers and school staff. Especially in the broader context of the current national teacher shortage.

The ACT Government has been working collaboratively with stakeholders including the Chief Health Officer, the ACT Council of Parents and Citizens Associations, the ACT Principals Association, the Australian Education Union, Catholic Education, the Association of Independent Schools to produce the best possible outcomes for our school communities.

All schools in the ACT are following a clear set of health guidelines developed by the ACT Chief Health Officer. The key measures are:

- Compulsory use of masks indoors for all adults, and for students in years 7-12.
- Masks for years 3-6 are encouraged.

- Arranging students and staff into groups, and keeping those groups separate through measures like staggered timetables for shared spaces and different entry points to school. This is known as 'cohorting'.
- Improved ventilation in classrooms to ensure good circulation of fresh air.
- Outdoor learning where possible.
- Increased cleaning across schools.

Government schools have also implemented:

- COVID safety plans
- Updated Indoor Air Quality Plans.
- Revised drop off and pick up arrangements.
- Restrictions to visitors on site during school hours,
- Restrictions on school events and excursions.

Rapid Antigen Tests (RATs) have been made available free of charge to staff and students in schools and to staff in early childhood education and care services since the beginning of the year.

Inevitably, the pandemic has also had an impact on staffing, which is why we had planned to switch to temporary remote learning where staff absences prevent normal face-to-face learning from continuing. Several public and non-government schools have moved some cohorts of students to temporary remote learning for this reason and this strategy will continue throughout the school year.

A workforce matrix has been in place since the start of Term 1 to support schools to manage staffing absences.

This was developed in consultation with principals and the AEU and has supported the Education Directorate's active monitoring of the impact of COVID on school capacity. There is an agreed escalation model which includes shifting to partial remote learning.

Despite these challenges, we are committed to keeping our schools safe and supportive environments for staff and students.

With our stakeholders, schools and principals, we have planned for the eventuality of staffing impacts due to COVID-19.

The health and wellbeing of our staff and students has always been our top priority.

The Directorate has established a centralised staff relief pool, developed comprehensive plans to support schools with higher absences and, has introduced workload reduction strategies.

One of the scenarios we planned for in all schools is a switch to temporary remote learning where staff absences prevent normal face-to-face learning from continuing.

While we know kids learn best in the classroom, these temporary remote learning periods are going to be necessary at various stages.

The Directorate has also built a comprehensive suite of online learning materials which are tailored to year level, and updated weekly.

Several ACT public schools have now moved some cohorts of students to temporary remote learning, including Macgregor Primary School, Gordon Primary School, Calwell High School and Namadgi School.

I'm aware several non-government schools have also employed temporary remote learning to alleviate workforce pressures this term.

Parents should expect this strategy to continue throughout the school year, especially as we head into the colder months and anticipate further COVID-19 spikes will impact our workforce.

COVID-19 is an ongoing and often unpredictable challenge that is impacting all parts of the community. Our schools are not immune, but it's a challenge we anticipated and are well prepared for.

As members are aware, today several schools are undertaking partial remote learning. In addition to Calwell High School (Years 7,8), this includes some cohorts at Macgregor Primary (Years 4, 5, 6), Gordon Primary (Years 4, 5, 6) and Namadgi School (Years 3, 4, 5, 6).

In Term 2 school principals in ACT public schools will be able to consider additional measures including:

- 1. Revising the timeline for teacher and school leader annual development plans and discussions.**
- 2. Giving schools the option to 'opt out' of school reviews this year.** We will also modify the membership of the school review panel to include retired principals only, rather than asking current principals to take time away from their own schools.

3. **Continuing the central relief pool** so we can manage relief staff to schools on a priority basis.
4. **Rolling over Enterprise Agreement Implementation Plans.**

Principals will have the autonomy to choose which of these strategies best suit their school's needs and will most help to address workload pressures.

#### Calwell High School

Madam Speaker, on 24 March 2022 there was a serious incident at the Calwell High School where a student and three staff members were allegedly assaulted, resulting in physical injuries. ACT Policing were called and attended the school. Staff received medical treatment as a result of their injuries. All impacted students and staff are being supported by the school and the Education Support Office.

The school's principal is currently on leave with an experienced school principal replacing her for the remainder of the term. A student was suspended for 15 days as a result of the incident.

I understand that the Australian Education Union asked that WorkSafe ACT attend the school following this incident. I had also asked the Education Directorate to report the incident to WorkSafe, but due to the union's close engagement with the workforce they got in first. Either way, WorkSafe was informed and we welcome WorkSafe's engagement in helping us to address this matter.

The WorkSafe visit took place on 31 March and following the visit, the Directorate received notices from WorkSafe ACT regarding a number of matters at the school.

The Directorate will meet its obligations under these notices, and is committed to working with WorkSafe ACT to implement necessary actions to ensure their concerns are satisfied.

As part of our compliance with our WorkSafe obligations, Year 7 and 8 students at Calwell High School have transitioned to remote learning for the final week of Term 1. Wellbeing supports are being provided to staff and students during this time.

I want to be very clear, violent incidents like this are very rare in ACT public schools and when they do occur, we treat them very seriously as we have done in this instance.

Directorate executive are in place at the school supporting the school's staff and leadership team.

Counsellors are onsite at the school to provide wellbeing support to those staff who wish to access the service.

Additional school psychologist supports are available via telehealth for year 7 and 8 students learning remotely.

The school's Support Plan is being updated ready for implementation in term 2. Key themes will focus on risk management, approaches, teaching quality, health and wellbeing for students and staff, and pedagogical practices.

Staff have been briefed on supports available and plans to address issues identified by WorkSafe ACT and concerns raised by unions.

As this place was advised yesterday, Calwell High is experiencing workforce pressures and has been receiving support to manage this over recent months.

The Directorate and school leadership have been closely monitoring teacher absences and the school has had access to priority relief staff.

### Occupational violence

Madam speaker, schools are part of their communities.

Issues like violence and bullying are a whole-of-community issue requiring a whole-of-community response and our schools engage with their communities to develop policies, plans and activities, such as through the National Day of Action Against Bullying and Violence.

Everyone deserves to be safe in their workplace. The Education Directorate has a maturing safety culture that actively encourages occupational violence reporting through the Riskman system.

Its People and Performance Branch conducts wellbeing check ins for incidents related to occupational violence.

Some of the ways we are working to address occupational violence in our schools include:

- The ongoing implementation of the *Positive Behaviours for Learning* whole-school approach to encouraging positive behaviours and prevent and address challenging behaviours
- Ensuring trauma-informed practice is embraced by our schools and that our teachers understand the impact of trauma on brain functioning and associated learning needs
- A focus on student social and emotional learning in our schools
- A suite of wellbeing initiatives for staff
- Investing \$10m in a school administration system to improve our capturing of real-time data and information about what's happening in schools, providing Education Support Office staff with access to data showing details of incidents as they are reported
- Listening to students and hearing their ideas and feedback about what makes a friendly and welcome school, such as through the Student Congress which provides me with direct advice about what its members consider important
- Developing and delivering occupational violence learning, Protective Actions Training, Targeted Team Teach in response to occupational violence, and ensuring Occupational Violence and Restrictive Practice training is presented during new starter induction
- Supporting schools with the establishment of the occupational violence and complex case management team
- Supporting schools and students with access to school psychologists and allied health professionals including occupational therapists, speech therapists and social workers
- Learning Support Assistants are able to access a scholarship program for the Certificate IV in Education Support, which has a focus on building capability to work with students with complex needs and challenging behaviours
- Teachers are able to access the Teacher Scholarships Program, which provides financial support to undertake further study, training and/or research to build teacher capability.





## **CONCLUSION**

I am committed to supporting working people in the ACT. That's why I'm in this place.

I am committed to making sure that Canberra kids get a great education from their local school.

That's why we invest in public education, that's why we respect teachers and school staff by working in partnership with their unions and school communities

I'll continue to do the hard work to make ACT public schools the best they can be.

**From:** [Reyes, Kristine](#) on behalf of [DGEDUoffice](#)  
**To:** [Haire, Katy](#)  
**Subject:** FOR NOTING: REC22/39984 : WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit (1)  
**Date:** Wednesday, 6 April 2022 11:00:00 AM  
**Attachments:** [WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit \(1\).tr5](#)  
**Importance:** High

---

Hi K

For your noting.

KR

---

**From:** DDGEDUoffice <DDGEDUoffice@act.gov.au>  
**Sent:** Wednesday, 6 April 2022 10:01 AM  
**To:** EDUMCR <EDUMCR@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>  
**Subject:** FOR URGENT CLEARANCE: REC22/39984 : WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit (1)  
**Importance:** High

OFFICIAL

Hi Team

Please find attached TRIM link cleared by DDG ready for progression.

DROP COPY to DG Office.

With thanks,

**Sarah Doherty | Executive Support Officer to Jane Simmons**  
Phone: 6207 1655 | Email: [sarah.doherty@act.gov.au](mailto:sarah.doherty@act.gov.au)  
Office of the Deputy Director-General | Education | ACT Government

---

**From:** Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>  
**Sent:** Wednesday, 6 April 2022 9:55 AM  
**To:** DDGEDUoffice <[DDGEDUoffice@act.gov.au](mailto:DDGEDUoffice@act.gov.au)>  
**Subject:** RE: FOR CLEARANCE: FW: HPE Content Manager Content : REC22/39984 : WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit (1)

Can we put Mark Huxley as the signatory and its good to go

Jane

---

**From:** Clinch, Jolene <[Jolene.Clinch@act.gov.au](mailto:Jolene.Clinch@act.gov.au)> **On Behalf Of** DDGEDUoffice  
**Sent:** Wednesday, 6 April 2022 9:46 AM  
**To:** Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>  
**Cc:** DDGEDUoffice <[DDGEDUoffice@act.gov.au](mailto:DDGEDUoffice@act.gov.au)>  
**Subject:** FOR CLEARANCE: FW: HPE Content Manager Content : REC22/39984 : WEEK 10 -

Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit (1)

OFFICIAL

For consideration/clearance please Jane.

---

**From:** Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>  
**Sent:** Tuesday, 5 April 2022 7:40 PM  
**To:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>  
**Cc:** DDGEDUoffice <[DDGEDUoffice@act.gov.au](mailto:DDGEDUoffice@act.gov.au)>; Huxley, Mark <[Mark.Huxley@act.gov.au](mailto:Mark.Huxley@act.gov.au)>; Watson, Sarah <[Sarah.Watson@act.gov.au](mailto:Sarah.Watson@act.gov.au)>; EGMSIoffice <[EGMSIoffice@act.gov.au](mailto:EGMSIoffice@act.gov.au)>; Short, Paul <[Paul.Short@act.gov.au](mailto:Paul.Short@act.gov.au)>; Ackland, Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>; Clinch, Jolene <[Jolene.Clinch@act.gov.au](mailto:Jolene.Clinch@act.gov.au)>  
**Subject:** FW: HPE Content Manager Content : REC22/39984 : WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit (1)

Hi David

I have made some amendments but it still needs input from you on highlighted bits. I have not updated in TRIM so use the word document attached

Thanks

Jane

---

**From:** Huxley, Mark <[Mark.Huxley@act.gov.au](mailto:Mark.Huxley@act.gov.au)>  
**Sent:** Tuesday, 5 April 2022 7:31 PM  
**To:** Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>  
**Cc:** DDGEDUoffice <[DDGEDUoffice@act.gov.au](mailto:DDGEDUoffice@act.gov.au)>; EGMSIoffice <[EGMSIoffice@act.gov.au](mailto:EGMSIoffice@act.gov.au)>; Watson, Sarah <[Sarah.Watson@act.gov.au](mailto:Sarah.Watson@act.gov.au)>  
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Hi Jane,

Updated and attached for consideration.

Thanks

Mark

Get [Outlook for Android](#)

---

**From:** Watson, Sarah <[Sarah.Watson@act.gov.au](mailto:Sarah.Watson@act.gov.au)>  
**Sent:** Tuesday, April 5, 2022 7:29:09 PM  
**To:** Huxley, Mark <[Mark.Huxley@act.gov.au](mailto:Mark.Huxley@act.gov.au)>  
**Subject:** HPE Content Manager Content : REC22/39984 : WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit (1)

OFFICIAL

Updated as requested, for your approval.

S

-----< HPE Content Manager record Information >-----

Record Number : REC22/39984

Title : WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit (1)

**From:** [Reyes, Kristine](#) on behalf of [DGEDUoffice](#)  
**To:** [Ackland, Daniel](#); [Short, Paul](#); [EDU\\_EGMBSG](#); [DDGEDUoffice](#)  
**Subject:** FOR NOTING: REC22/39984 : WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit (1)  
**Date:** Wednesday, 6 April 2022 11:02:00 AM  
**Attachments:** [WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit \(1\).tr5](#)  
**Importance:** High

---

Hi Daniel, Paul and Catherine

For your information.

[@DDGEDUoffice](#) – can you ensure drop copy to EGM BS, DA and PS ongoing please.

Thanks

KR

---

**From:** DDGEDUoffice <[DDGEDUoffice@act.gov.au](mailto:DDGEDUoffice@act.gov.au)>  
**Sent:** Wednesday, 6 April 2022 10:01 AM  
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Office of the Deputy Director-General | Education | ACT Government

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**Cc:** DDGEDUoffice <[DDGEDUoffice@act.gov.au](mailto:DDGEDUoffice@act.gov.au)>; EGMSlooffice <[EGMSlooffice@act.gov.au](mailto:EGMSlooffice@act.gov.au)>; Watson, Sarah <[Sarah.Watson@act.gov.au](mailto:Sarah.Watson@act.gov.au)>  
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**Sent:** Tuesday, April 5, 2022 7:29:09 PM  
**To:** Huxley, Mark <[Mark.Huxley@act.gov.au](mailto:Mark.Huxley@act.gov.au)>

**Subject:** HPE Content Manager Content : REC22/39984 : WEEK 10 - Tuesday - CAVEAT BRIEF  
Calwell High School WorkSafe Visit (1)

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Updated as requested, for your approval.

S

-----< HPE Content Manager record Information >-----

Record Number : REC22/39984

Title : WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit (1)



From: [Ackland Daniel](#)  
To: [Tanda Michelle](#)  
Cc: [EDU\\_EBM P&P](#)  
Subject: FW: Quest ons regarding [redacted] and WHS  
Date: Wednesday 6 April 2022 11:05:00 AM

OFFICIAL

Michelle

Just FYI at this stage – but may need input from you later today on the below

**Daniel Ackland** | Executive Branch Manager People and Performance  
Phone: 02 620 53820 | Mobile: 0481 298 383 | Email: [Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)  
People and Performance | Education | ACT Government  
51 Fremantle Drive Stirling ACT 2611 | GPO Box 158 Canberra ACT 2601  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google](#)

**From:** Sloane Brenton <[Brenton.Sloane@act.gov.au](mailto:Brenton.Sloane@act.gov.au)>  
**Sent:** Wednesday 6 April 2022 10 40 AM  
**To:** Ackland Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>  
**Cc:** EDU Media <[EDU.Media@act.gov.au](mailto:EDU.Media@act.gov.au)>; Larkin Lyn <[Lyn.Larkin@act.gov.au](mailto:Lyn.Larkin@act.gov.au)>; Short Paul <[Paul.Short@act.gov.au](mailto:Paul.Short@act.gov.au)>  
**Subject:** FW Questions regarding teacher recruitment and WHS

OFFICIAL

Hello Daniel

Please see below a media enquiry we have received from The Canberra Times.

I m providing this to you as a heads up – I m going to try drafting some of this from stuff we already have but will need your help filling this in.

Be in touch again soon.

Cheers

**Brenton Sloane** | Director  
**Media and Communications | Education | ACT Government**  
P: (02) 6205 4196 | M: 0431 252 698 | E: [brenton.sloane@act.gov.au](mailto:brenton.sloane@act.gov.au)  
Level 4 Government Office Block 220 London Circuit Civic | GPO Box 158 Canberra ACT 2601  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

**From:** EDU Media <[EDU.Media@act.gov.au](mailto:EDU.Media@act.gov.au)>  
**Sent:** Wednesday 6 April 2022 10 21 AM  
**To:** Sloane Brenton <[Brenton.Sloane@act.gov.au](mailto:Brenton.Sloane@act.gov.au)>  
**Cc:** Larkin Lyn <[Lyn.Larkin@act.gov.au](mailto:Lyn.Larkin@act.gov.au)>  
**Subject:** FW Questions regarding [redacted] and WHS

OFFICIAL

Hi Brenton

Please see the below media query from [redacted]

Kind regards  
Crystal

**From:** [redacted]  
**Sent:** Wednesday 6 April 2022 10 08 AM  
**To:** EDU Media <[EDU.Media@act.gov.au](mailto:EDU.Media@act.gov.au)>  
**Subject:** Questions regarding [redacted] and WHS

**CAUTION:** This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good morning

I have some questions regarding [redacted] and work health and safety processes in light of the teacher shortage.

[redacted]

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

My questions regarding work health and safety are

- How many work health and safety incidents have been logged across ACT public schools through riskman since the start of term 1 2022?
- How many staff members are employed in the Education Directorate to review the work health and safety incidents logged through the riskman system?
- Can you provide a copy of the pulse report for the first quarter of 2022?
- Has WorkSafe ACT issued two further improvement notices to Calwell High School?
- Why did the Directorate not intervene sooner at Calwell High School if they had received many riskman notifications from this site?

I would appreciate a response by close of business today. Please call me if there are any concerns.

Kind regards

[redacted]

[redacted]



**From:** [Foote, Robert](#)  
**To:** [Huxley, Mark](#); [Norton, Sue](#); [Ackland, Daniel](#); [Seton, Sam](#); [Watson, Sarah](#); [Short, Paul](#); [Selfe, Sophie](#); [Toogood, Tim](#); [Matthews, David](#); [Laurent, Kristen](#); [Moriarty, Megan](#); [Fisher, Justine](#)  
**Cc:** [EGMSIoffice](#); [EDU, EGMBSG](#)  
**Subject:** RE: Calwell HS Coordination Meeting - DRAFT actions and notes  
**Date:** Wednesday, 6 April 2022 3:22:09 PM

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## OFFICIAL

Good afternoon

Actions from today's meeting

MAJOR FOCUS FOR THE WEEK - land the WorkSafe approach to enable staff consultation as soon as practical.

- 24 Media and comms to share information on community comments on media that mention other schools with SE and SO Media and Comms (LL)
- 25 Provide summary of the feedback received based on 5/4 correspondence with the school community School (SN and KM)
- 26 Prepare information on potential options for return to schooling in Term 2 School Ops
- 27 Ensure Caveat brief is run past EGMBSG and EBMP&P before being sent to DDG School Ops (TT)
- 28 EGMBSG to provide copy of correspondence with CHS subbranch EGMBSG

Regards

**Robert Foote | a/g Executive Officer to Mark Huxley**

**Office of Executive Group Manager School Improvement**

P 02 6207 6632 | Email: [EGMSIOffice@act.gov.au](mailto:EGMSIOffice@act.gov.au)

Education Directorate | **ACT Government**

GPO Box 158 Canberra ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

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**From:** Foote, Robert

**Sent:** Tuesday, 5 April 2022 12:30 PM

**To:** Huxley, Mark <Mark.Huxley@act.gov.au>; Norton, Sue <Sue.Norton@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; Seton, Sam <Sam.Seton@act.gov.au>; Watson, Sarah <Sarah.Watson@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>; Selfe, Sophie <Sophie.Selfe@act.gov.au>; Toogood, Tim <Tim.Toogood@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; Laurent, Kristen <Kristen.Laurent@act.gov.au>;

Moriarty, Megan <Megan.Moriarty@act.gov.au>; Fisher, Justine  
<Justine.Fisher@act.gov.au>

**Cc:** EGMSloffice <EGMSloffice@act.gov.au>; EDU, EGMBSG <EGMBSG.EDU@act.gov.au>

**Subject:** RE: Calwell HS Coordination Meeting - DRAFT actions and notes

OFFICIAL

Good afternoon

Below are the actions arising out to today's meeting – please let me know if there are any issues.

MAJOR FOCUS FOR THE WEEK - land the WorkSafe approach to enable staff consultation before the end of week 10.

**Focus for 5 April Caveat brief – update from the school, engagement approach with WorkSafe and Unions and confirmation around 24 March not being a notifiable incident.**

- 16 P&P need to verify some of the 'factual elements' that have appeared in the reporting of the situation School (SN and KM) 5-Apr-22
- 17 Media and Comms to develop advice in relation to what collapsed classes means to inform narrative and discussions Media and Comms (PS) 5-Apr-22
- 18 Provide details to TT of a 2021 Riskman entry in relation to three PE classes that were collapsed Student Engagement (SaSe) 5-Apr-22
- 19 CPSU have requested access to admin staff at school - to be supported by School. MH and DM to be advised once arranged School (SN and KM) 5-Apr-22
- 20 EAP clinician being arranged to be onsite 0900-1500 each day this week People and Performance (JF) 5-Apr-22
- 21 Outline of how we will meet the requirements of the WorkSafe notices to be developed - this will include who will need to be involved DM and People and Performance (DA and SoSe) 5-Apr-22
- 22 Advice on what documents are required to be provided as part of the S155 (?S171?) component of WorkSafe process People and Performance (DA and SoSe) 5-Apr-22
- 23 Need to ensure that there is clear advice in 5 April Caveat brief that 24 March incident was not a notifiable incident People and Performance (DA and DM) 5-Apr-

22

Regards

**Robert Foote | a/g Executive Officer to Mark Huxley**

**Office of Executive Group Manager School Improvement**

P 02 6207 6632 | Email: [EGMSlOffice@act.gov.au](mailto:EGMSlOffice@act.gov.au)

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---

**From:** Foote, Robert  
**Sent:** Monday, 4 April 2022 2:38 PM  
**To:** Huxley, Mark <[Mark.Huxley@act.gov.au](mailto:Mark.Huxley@act.gov.au)>; Norton, Sue <[Sue.Norton@act.gov.au](mailto:Sue.Norton@act.gov.au)>; Ackland, Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>; Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>; Watson, Sarah <[Sarah.Watson@act.gov.au](mailto:Sarah.Watson@act.gov.au)>; Short, Paul <[Paul.Short@act.gov.au](mailto:Paul.Short@act.gov.au)>; Selfe, Sophie <[Sophie.Selfe@act.gov.au](mailto:Sophie.Selfe@act.gov.au)>; Toogood, Tim <[Tim.Toogood@act.gov.au](mailto:Tim.Toogood@act.gov.au)>; Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>; Laurent, Kristen <[Kristen.Laurent@act.gov.au](mailto:Kristen.Laurent@act.gov.au)>  
**Cc:** EGMSlooffice <[EGMSlooffice@act.gov.au](mailto:EGMSlooffice@act.gov.au)>; EDU, EGMBSG <[EGMBSG.EDU@act.gov.au](mailto:EGMBSG.EDU@act.gov.au)>  
**Subject:** Calwell HS Coordination Meeting - DRAFT actions and notes

OFFICIAL

Afternoon all

Draft actions below – please let me know if you have any feedback/amendments by COB.

Attendees - David Matthews, Mark Huxley, Sam Seton (SaSe), Kristen Laurent, Daniel Ackland, Sarah Watson, Todd Brazier, Tim Toogood, Brooke James, Lyn Larkin, Paul Short, Sophie Selfe (SoSe), Sue Norton, Kate Marshall, Robert Foote

Actions

1. Provide advice on establishing appropriate governance for the situation **(KL)**
2. Communications to school community today in relation to remote learning, telehealth for students **(SN, KM and PS)**
3. Need to ensure that school staff are released to access EAP if they wish to **(SN and KM)**
4. Provide advice status of school board nominees and Board Chair **(KL)**
5. Co-ordinate OVRA in response to incident on 24/3 **(SaSe and SN)**
6. Issue – Psychosocial risk assessment at a school level. How would we do this? Could we use the WS prohibition and map against that with consultation with smaller number of staff

7. Engage with WS inspectors to address immediate issues to have prohibition lifted **(DM and DA)**
8. Draft the chronology of incidents, Riskman entries and school supports **(TT)**. P&P **(through DA)** to provide information on supports they have provided
9. P&P to provide chronology to TT of branch sub-committee events – motion and correspondence from that time **(DA)**
10. Confirm who is best to attend meetings with AEU and CPSU to provide advice on what is happening on the ground **(MH and DM)**
11. Chronology of feedback and complaints related to school to be provided to TT **(KL)**
12. Planning to start about adjustments needed to the support plan for start of T2 and ongoing SO to assist **(SN and KM)**
13. Media and Comms developing talking points on incident from 24<sup>th</sup> and issues in the prohibition notice **(LL)**. A copy to be provided to Feedback and Complaints.
14. Send LL caveat brief on incident on 24/3 **(RF DONE)**
15. Daily caveat to MO to be drafted (cut-off 4pm for information from workstreams) for approval by DDG **(TT)**.
16. P&P to develop an employer statement to ensure people do not feel any adverse impact as a result of situation
17. P&P to do a wellbeing check in on [REDACTED] **(DA)**
18. Advise finance team that school cannot do end of month reports and see what support are available **(RF)**
19. Daily meeting to be scheduled with attendees **(RF)**
20. Teams Group to be setup to support incident management process **(SW)**

#### Actions that have taken place/notes

- Staff briefing at 8:30am Monday 4/4. Including offering staff further debriefing and EAP are onsite
- EAP have been briefed on incident
- Less than 10 students across year 7 and 8
- No community concerns

- Only 6 staff away today
- Talked to staff about repaying planning time. Who can be paid back and not paid back – really transparent with staff. Additional time for planning and respite was discussed.
- Sue has tried to contact school board chair [REDACTED]
- Both unions have been notified of WS notice
- [REDACTED]  
[REDACTED]

Regards

**Robert Foote | a/g Executive Officer to Mark Huxley**

**Office of Executive Group Manager School Improvement**

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From: [Ackland Daniel](#)  
To: [Sloane Brenton](#)  
Cc: [McKay Molly](#); [EDU Media](#); [Larkin Lyn](#); [Short Paul](#)  
Subject: RE: FOR INPUT AND APPROVAL: Quest ons regarding [REDACTED] WHS  
Date: Wednesday 6 April 2022 3:34:00 PM

OFFICIAL

Yes that s good from my end.

**Daniel Ackland** | Executive Branch Manager People and Performance  
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**From:** Sloane Brenton <[Brenton.Sloane@act.gov.au](mailto:Brenton.Sloane@act.gov.au)>  
**Sent:** Wednesday 6 April 2022 3 29 PM  
**To:** Ackland Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>  
**Cc:** McKay Molly <[Molly.McKay@act.gov.au](mailto:Molly.McKay@act.gov.au)>; EDU Media <[EDU.Media@act.gov.au](mailto:EDU.Media@act.gov.au)>; Larkin Lyn <[Lyn.Larkin@act.gov.au](mailto:Lyn.Larkin@act.gov.au)>; Short Paul <[Paul.Short@act.gov.au](mailto:Paul.Short@act.gov.au)>  
**Subject:** RE FOR INPUT AND APPROVAL Questions regarding [REDACTED] WHS

OFFICIAL

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Brenton Sloane** | Director  
**Media and Communications | Education | ACT Government**  
P: (02) 6205 4196 | M: 0431 252 698 | E: [brenton.sloane@act.gov.au](mailto:brenton.sloane@act.gov.au)  
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**From:** Ackland Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>  
**Sent:** Wednesday 6 April 2022 3 28 PM  
**To:** Sloane Brenton <[Brenton.Sloane@act.gov.au](mailto:Brenton.Sloane@act.gov.au)>  
**Cc:** McKay Molly <[Molly.McKay@act.gov.au](mailto:Molly.McKay@act.gov.au)>; EDU Media <[EDU.Media@act.gov.au](mailto:EDU.Media@act.gov.au)>; Larkin Lyn <[Lyn.Larkin@act.gov.au](mailto:Lyn.Larkin@act.gov.au)>; Short Paul <[Paul.Short@act.gov.au](mailto:Paul.Short@act.gov.au)>  
**Subject:** RE FOR INPUT AND APPROVAL Questions regarding [REDACTED] WHS

OFFICIAL

Hi Brenton

[REDACTED]

[REDACTED]

**Daniel Ackland** | Executive Branch Manager People and Performance  
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**From:** Sloane Brenton <[Brenton.Sloane@act.gov.au](mailto:Brenton.Sloane@act.gov.au)>  
**Sent:** Wednesday 6 April 2022 3 20 PM  
**To:** Ackland Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>  
**Cc:** McKay Molly <[Molly.McKay@act.gov.au](mailto:Molly.McKay@act.gov.au)>; EDU Media <[EDU.Media@act.gov.au](mailto:EDU.Media@act.gov.au)>; Larkin Lyn <[Lyn.Larkin@act.gov.au](mailto:Lyn.Larkin@act.gov.au)>; Short Paul <[Paul.Short@act.gov.au](mailto:Paul.Short@act.gov.au)>  
**Subject:** FOR INPUT AND APPROVAL Questions regarding [REDACTED] WHS

OFFICIAL

Hi Daniel

Following on from this please see below suggested response with updated inputs





- How many work health and safety incidents have been logged across ACT public schools through riskman since the start of term 1, 2022?
- How many staff members are employed in the Education Directorate to review the work health and safety incidents logged through the riskman system?
- Can you provide a copy of the pulse report for the first quarter of 2022?
- Has WorkSafe ACT issued two further improvement notices to Calwell High School?
- Why did the Directorate not intervene sooner at Calwell High School if they had received many riskman notifications from this site?

The Education Directorate takes incidents seriously and has formal mechanisms in place to reduce the risk of occupational violence against staff and support the work health and safety of our entire workforce. Every school worker leader and student should be safe at school free from bullying harassment and violence. Any instance of violence or harassment in a school is unacceptable and every incident is of concern to the government and is treated seriously.

The ACT Government is committed to building a positive reporting culture where staff feel safe and supported to come forward if experiencing violence or have concerns about their safety and wellbeing. There have been 2 359 Riskman incidents reported since the start of the year. It is important to note that this includes Riskman incidents reported across all categories – everything from low level incidents minor cuts and abrasions falls and other minor risks. Only a small number of these Riskman reports would relate to incidents of physical violence.

There are currently 11 people employed in the Education Directorate whose primary role is to review and respond to the work health and safety incidents logged through Riskman. In the People & Performance Branch there are two Wellbeing Officers to review all reports and triage through an employee wellbeing lens and reaching out to provide support as well as two Senior Work Health and Safety Advisors that review all reports through a WHS lens and support the schools to implement corrective actions. In the Student Engagement Branch there are three administration staff to review Riskman reports and triage through a student lens with a further four occupational violence case managers who support schools through the development and review of occupational violence mitigation plans. Learnings are expanded and communicated to other schools as preventative actions.

The Pulse Report for the first quarter of 2022 has not yet been finalised. It is expected to be finalised in the coming weeks.

Two additional Worksafe ACT notices were served on the Directorate on Tuesday 5 April relating to Calwell High School. These notices have been issued to the Directorate relating to the provision and maintenance of safe systems of work at the school and reference matters raised in the initial Worksafe ACT notice on 31 March.

The Education Directorate have been working with Calwell High School for several months. Calwell High like all parts of the ACT community has been impacted by COVID-19 and in recent weeks we have experienced limited teacher availability primarily due to staff isolating with COVID-19 or as household contacts. Through the assistance of the Directorate Calwell High School was prioritised in the teacher transfer and recruitment process and commenced the 2022 school year fully staffed.

At the start of the year in consultation with principals and unions the ESO established a centralised staff relief pool and developed comprehensive plans to support schools with higher staff absences. Calwell High has been prioritised to receive staff relief from this pool during term 1. **Of the 15 days in term 1 that Calwell High was identified as level 2 in the staff shortages matrix Calwell High received support on 14 of those days.**

The Directorate is also continuing to work closely with Calwell High School now. Directorate executive are in place at the school supporting the school's staff and leadership team. Counsellors are onsite at the school to provide wellbeing support to those staff who wish to access the service. Additional school psychologist supports are available via telehealth for year 7 and 8 students learning remotely. Staff have also been briefed on supports available and plans to address issues identified by WorkSafe ACT and concerns raised by unions.

The highlights are staying in place for David to review.

Please advise if you are happy for me to proceed.

Cheers

**Brenton Sloane | Director**

**Media and Communications | Education | ACT Government**

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---

**From:** EDU EBM P&P <[ebmpp.edu@act.gov.au](mailto:ebmpp.edu@act.gov.au)>  
**Sent:** Wednesday 6 April 2022 2 19 PM  
**To:** Sloane Brenton <[Brenton.Sloane@act.gov.au](mailto:Brenton.Sloane@act.gov.au)>; Ackland Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>  
**Cc:** EDU Media <[EDU.Media@act.gov.au](mailto:EDU.Media@act.gov.au)>; Larkin Lyn <[Lyn.Larkin@act.gov.au](mailto:Lyn.Larkin@act.gov.au)>; Short Paul <[Paul.Short@act.gov.au](mailto:Paul.Short@act.gov.au)>  
**Subject:** RE FOR INPUT AND APPROVAL Questions regarding [REDACTED] WHS

OFFICIAL

Hi Brenton and Daniel

Regarding the WHS stats

- 2 359 Riskman reports have been lodged between 1 January 2022 to 6 April 2022.
- 2 Wellbeing Officers review all reports and triage through an employee wellbeing lens and reaching out to provide support.
- 2 Senior Work Health and Safety Advisors review all reports through a WHS lens and support the schools to implement corrective actions. Learnings are expanded and communicated to other schools as preventative actions.

The Complex Case Management team may also have additional officers reviewing Riskman incidents.

Let me know if you need anything further.

Thanks

**Molly McKay | Executive Officer to Daniel Ackland Executive Branch Manager People and Performance**

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---

**From:** Sloane Brenton <[Brenton.Sloane@act.gov.au](mailto:Brenton.Sloane@act.gov.au)>  
**Sent:** Wednesday 6 April 2022 12 42 PM  
**To:** Ackland Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>; EDU EBM P&P <[ebmpp.edu@act.gov.au](mailto:ebmpp.edu@act.gov.au)>  
**Cc:** EDU Media <[EDU.Media@act.gov.au](mailto:EDU.Media@act.gov.au)>; Larkin Lyn <[Lyn.Larkin@act.gov.au](mailto:Lyn.Larkin@act.gov.au)>; Short Paul <[Paul.Short@act.gov.au](mailto:Paul.Short@act.gov.au)>; McKay Molly <[Molly.McKay@act.gov.au](mailto:Molly.McKay@act.gov.au)>  
**Subject:** RE FOR INPUT AND APPROVAL Questions regarding [REDACTED] WHS

OFFICIAL

Thanks Daniel and Molly

Look forward to hearing more from you about this one ASAP.

---

**From:** Ackland Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>  
**Sent:** Wednesday 6 April 2022 12 35 PM  
**To:** Sloane Brenton <[Brenton.Sloane@act.gov.au](mailto:Brenton.Sloane@act.gov.au)>; EDU EBM P&P <[ebmpp.edu@act.gov.au](mailto:ebmpp.edu@act.gov.au)>  
**Cc:** EDU Media <[EDU.Media@act.gov.au](mailto:EDU.Media@act.gov.au)>; Larkin Lyn <[Lyn.Larkin@act.gov.au](mailto:Lyn.Larkin@act.gov.au)>; Short Paul <[Paul.Short@act.gov.au](mailto:Paul.Short@act.gov.au)>; McKay Molly <[Molly.McKay@act.gov.au](mailto:Molly.McKay@act.gov.au)>  
**Subject:** RE FOR INPUT AND APPROVAL Questions regarding [REDACTED] WHS

OFFICIAL

Thanks Brenton

I have included additional sentences for your consideration below in red.

Hi Molly

A couple of points in below email if you could follow up with team

[Redacted]

WHS related data that Brenton has outlined below. Can you please check in with the team to get this (noting Soph may be unavailable due to Calwell work).

Thanks

**Daniel Ackland** | Executive Branch Manager People and Performance  
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**Sent:** Wednesday 6 April 2022 12 12 PM  
**To:** Ackland Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>  
**Cc:** EDU Media <[EDU\\_Media@act.gov.au](mailto:EDU_Media@act.gov.au)>; Larkin Lyn <[Lyn.Larkin@act.gov.au](mailto:Lyn.Larkin@act.gov.au)>; Short Paul <[Paul.Short@act.gov.au](mailto:Paul.Short@act.gov.au)>; McKay Molly <[Molly.McKay@act.gov.au](mailto:Molly.McKay@act.gov.au)>  
**Subject:** FOR INPUT AND APPROVAL Questions regarding [Redacted] WHS

OFFICIAL

Hello Daniel

Further to our earlier discussion suggesting proceeding with the following.

There are a couple of highlighted bits I need your team to fill in though

[Large redacted area]

[Redacted]

- How many work health and safety incidents have been logged across ACT public schools through riskman since the start of term 1, 2022?
- How many staff members are employed in the Education Directorate to review the work health and safety incidents logged through the riskman system?
- Can you provide a copy of the pulse report for the first quarter of 2022?
- Has WorkSafe ACT issued two further improvement notices to Calwell High School?
- Why did the Directorate not intervene sooner at Calwell High School if they had received many riskman notifications from this site?

The Education Directorate takes incidents seriously and has formal mechanisms in place to reduce the risk of occupational violence against staff and support the work health and safety of our entire workforce. Every school worker leader and student should be safe at school free from bullying harassment and violence. Any instance of violence or harassment in a school is unacceptable and every incident is of concern to the government and is treated seriously.

The number of Riskman incidents reported since the start of the year is **xxx**. The ACT Government is committed to building a positive reporting culture where staff feel safe and supported to come forward if experiencing violence or have concerns about their safety and wellbeing.

There are currently **xx** employed in the Education Directorate to review the work health and safety incidents logged through Riskman.

The Pulse Report for the first quarter of 2022 has not yet been finalised. It is expected to be finalised in the coming weeks.

Two additional Worksafe ACT notices were served on the Directorate on Tuesday 5 April relating to Calwell High School. These notices have been issued to the Directorate relating to the provision and maintenance of safe systems of work at the school and reference matters raised in the initial Worksafe ACT notice on 31 March.

The Education Directorate have been working with Calwell High School for several months. Calwell High like all parts of the ACT community has been impacted by COVID-19 and in recent weeks we have experienced limited teacher availability primarily due to staff isolating with COVID-19 or as household contacts. Through the assistance of the Directorate Calwell High School was prioritised in the teacher transfer and recruitment process and commenced the 2022 school year fully staffed.

At the start of the year in consultation with principals and unions the ESO established a centralised staff relief pool and developed comprehensive plans to support schools with higher staff absences. Calwell High has been prioritised to receive staff relief from this pool during term 1. **Of the 15 days in term 1 that Calwell High was identified as level 2 in the staff shortages matrix Calwell High received support on 14 of those days. (not sure if we want to include this specific information. We have not shared this level of detail previously. Will take your advice on whether or not we should)**

The Directorate is also continuing to work closely with Calwell High School now. Directorate executive are in place at the school supporting the school's staff and leadership team. Counsellors are onsite at the school to provide wellbeing support to those staff who wish to access the service. Additional school psychologist supports are available via telehealth for year 7 and 8 students learning remotely. Staff have also been briefed on supports available and plans to address issues identified by WorkSafe ACT and concerns raised by unions.

I will call to discuss.

CC Molly to progress.

Cheers

**Brenton Sloane** | Director  
**Media and Communications** | Education | ACT Government  
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**From:** [Redacted]  
**Sent:** Wednesday 6 April 2022 10 08 AM  
**To:** EDU Media <[EDU\\_Media@act.gov.au](mailto:EDU_Media@act.gov.au)>  
**Subject:** Questions regarding [Redacted] WHS

**CAUTION:** This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good morning

I have some questions regarding [Redacted] work health and safety processes in light of the teacher shortage.

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

My questions regarding work health and safety are

- How many work health and safety incidents have been logged across ACT public schools through riskman since the start of term 1 2022?
- How many staff members are employed in the Education Directorate to review the work health and safety incidents logged through the riskman system?
- Can you provide a copy of the pulse report for the first quarter of 2022?
- Has WorkSafe ACT issued two further improvement notices to Calwell High School?
- Why did the Directorate not intervene sooner at Calwell High School if they had received many riskman notifications from this site?

I would appreciate a response by close of business today. Please call me if there are any concerns.

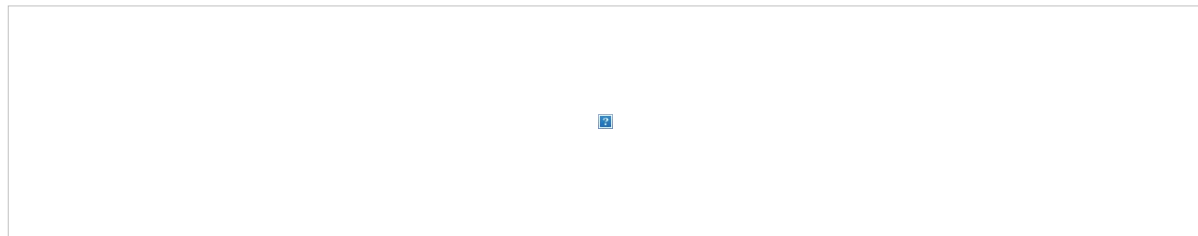
Kind regards

[Redacted]

--

[Redacted]

[Redacted]



**From:** [Simmons, Jane](#)  
**To:** [Haire, Katy](#); [Matthews, David](#); [Seton, Sam](#); [Huxley, Mark](#)  
**Cc:** [Ackland, Daniel](#); [DDGEDUoffice](#); [DGEDUoffice](#)  
**Subject:** Actions from Meeting with MO re CHS  
**Date:** Wednesday, 6 April 2022 4:40:18 PM

---

#### Actions from the meeting

1. [REDACTED]
2. Future caveats on CHS to include
  - a. Update on wellbeing of staff and students [@Huxley, Mark](#) [@Ackland, Daniel@Seton, Sam](#)
  - b. Numbers of people taking their child out of the school to another school [@Huxley, Mark](#)
  - c. Update on the student return to school plans and include cultural element to school based plans. [@Seton, Sam](#)
  - d. Update on progress of response to orders
3. Confirm when students can return to CHS from beginning of next term. Will confirm in the next couple of days.
4. Meeting for Thursday pm at 4.30pm with the MO to be arranged

Regards

Jane

**Fitzgibbon, Breanna**

---

**From:** Toogood, Tim  
**Sent:** Wednesday, 6 April 2022 5:00 PM  
**To:** Huxley, Mark; Matthews, David; Ackland, Daniel  
**Cc:** EGMSloffic; EDU, EGMBSG; EDU, EBM P&P; Watson, Sarah  
**Subject:** Calwell HS Caveat brief - Wednesday Week 10  
**Attachments:** WEEK 10 - Wednesday - CAVEAT BRIEF Calwell High School WorkSafe Visit (1).DOCX

OFFICIAL: Sensitive

Hi Mark, David and Daniel,

Caveat brief for Calwell today attached.

Kind regards,

**Tim Toogood**

**Director School Operations**

**Phone: 0468514690 Email: [tim.toogood@act.gov.au](mailto:tim.toogood@act.gov.au)**

**School Improvement Branch | Education | ACT Government**

**Hedley Beare Centre for Teaching and Learning Stirling | GPO Box 158 Canberra ACT 2601**

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Trim No. FILE2022/3275

### Caveat Brief

**To:** Minister for Education and Youth Affairs  
**Subject:** WorkSafe visit and Notification for Calwell High School - update  
**Date:** 06 April 2022

Caveat brief developed in collaboration with all workstream leads who have taken responsibility for updating relevant information within brief.

WorkSafe visit - Background

- On Thursday 31 March 2022 WorkSafe ACT issued the Education Directorate a Prohibition Notice in relation to Calwell High School (refer FILE2022/3275).
- In response, the Directorate stood up an incident management team (IMT) to coordinate a response and recovery. The Executive Group Manager School Improvement is the incident controller reporting to the Deputy Director General.
- The IMT is meeting daily and will provide a daily caveat brief update on the response and recovery actions progressed each day for the period 5-8 April 2022. A daily data summary will also be provided. The frequency of updates will be reviewed on 11 April 2022.

Daily Data Breakdown

Staff Absences	5 teaching staff on [redacted]			
	4 administrative staff on [redacted]			
Student Attendance		Enrolments	Absence	Attending
	Y7	96	2	94 (Remote Learning)
	Y8	108	73 – learning from home 5 - Sick	28 (excursion)
	Y9	98		40 attend excursion 2 at school
Y10	114	39	75	
Major/Negative Incidents	[redacted] disruptive behavior			
Complaints	0			
Suspensions	0			

School based actions

- The school environment has been calm today.
- Year 9 have attended a resilience building|obstacle course|excursion.
- Families within the community have shown support for the school and delivered cards and baked goods to the school.

Commented [FR1]: resilience building?

- School has received requests from some families to be contacted directly to discuss WorkSafe visits and ongoing media reporting.
- DSI, Sue Norton met with school staff this morning to outline that new improvement notices had been received from WorkSafe.
- School has engaged with year 10 students to hear their views on supports and strategies going forward.

**WorkSafe Response and Coordination**

- EBM P&P and Director WHS to meet with WorkSafe ACT on 8 April 2022.

**AEU and CPSU Engagement**

- EDU has formally notified and shared copies of two additional improvement notices to both the AEU and CPSU.
- CPSU will visit the school on 7 April to talk with administration staff.

**School Support and Operational Continuity**

- ESO has continued planning for the response to the WorkSafe Notices. This includes assessing options for staff consultation and induction/training from Tuesday 26 April (term 2) and potential pupil free days on 26 and 27 April. Further advice on this will be provided in the coming days.
- ESO is assessing options to undertake a comprehensive special purpose review from mid term 2.
- CHS received approximately 12 follow up calls regarding the move to remote learning with some questions relating to the reasons provided.
- Backfill to cover [redacted] absence has been arranged effective Thursday 7 April 2022.

**Communications and Reputational Management**

- Responded to media queries from Canberra Times, Epoch Times and ABC.
- Consolidating talking points across a range of issues raised over the past week.
- Planning further communication to Calwell staff and parents before the end of the week, providing update on progress on WorkSafe notifications and setting expectations for the start of term 2.

Commented [TT2]: Hi @Larkin, Lynn and @Short, Paul can this section be updated by 4pm this afternoon?

**Staff Wellbeing and Support**

- Telephone support will be available on Thursday 7 April 2022 due to clinician availability constraints.
- The clinician will be available on-site Friday 8 April 2022 (being flown in from Sydney).

**Student Wellbeing and Support**

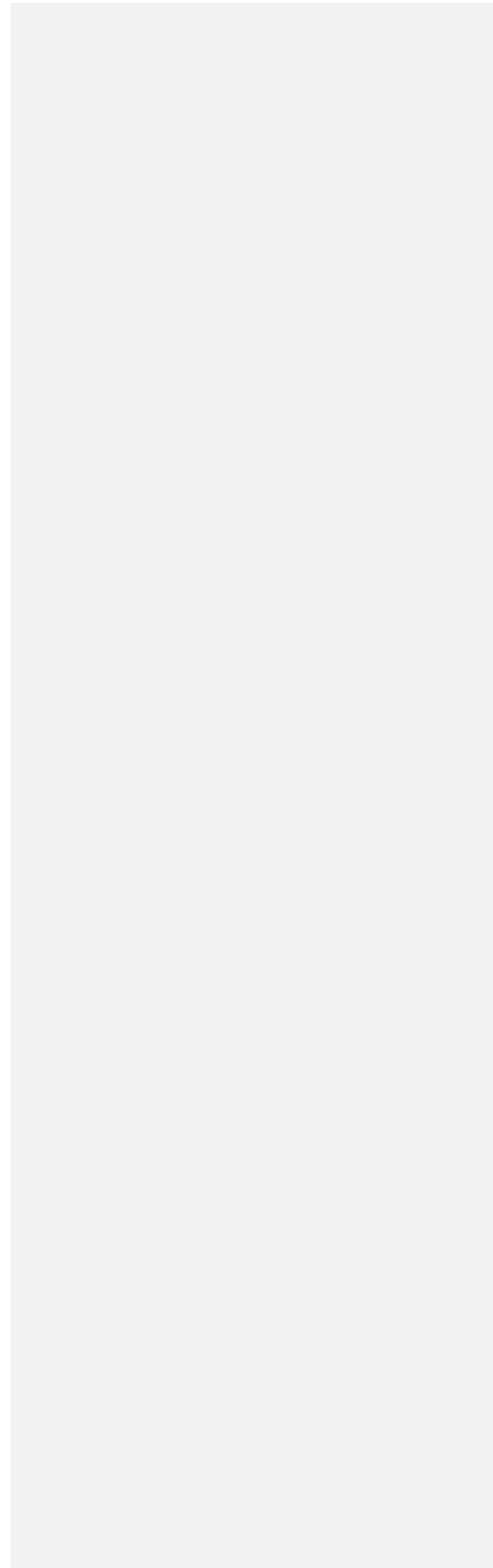
- Telehealth services remain available to year 7 and 8 during the period of remote learning. At 12pm Wednesday 6 April, no referrals from Calwell High School students have been received.

Commented [TT3]: Hi @Sison, Sam can this section be updated by 4pm this afternoon?

Commented [SS4R3]: @Tuogood, Tim completed

Signatory Name:

April 2022





**From:** [Seton, Sam](#)  
**To:** [Kaur, Tej](#)  
**Subject:** RE: Calwell High  
**Date:** Wednesday, 6 April 2022 6:19:00 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)

---

OFFICIAL

Thank you

**Sam Seton | Executive Branch Manager**  
 Phone 02 62057196 | [sam.seton@act.gov.au](mailto:sam.seton@act.gov.au)  
**Student Engagement**  
 Education Directorate| **ACT Government**  
 GPO Box 158 Canberra ACT 2601| [www.act.gov.au](http://www.act.gov.au)



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---

**From:** Kaur, Tej <[Tej.Kaur@act.gov.au](mailto:Tej.Kaur@act.gov.au)>  
**Sent:** Tuesday, 5 April 2022 1:25 PM  
**To:** Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>  
**Subject:** FW: Calwell High

OFFICIAL

FYI  
 Tej

---

**From:** Ward, Kristy <[Kristy.Ward@ed.act.edu.au](mailto:Kristy.Ward@ed.act.edu.au)>  
**Sent:** Monday, 4 April 2022 10:29 AM  
**To:** Kaur, Tej <[Tej.Kaur@act.gov.au](mailto:Tej.Kaur@act.gov.au)>  
**Subject:** Calwell High

OFFICIAL: Sensitive

Hi Tej

I just spoke to Stephen – He wasn't sure what the incident was that was referred to but hadn't been asked to do anything specific today, or last week.

The only incident he thought it might relate to was a fight during week 8. He wasn't clear on the details.

Currently

- Sue Norton is onsite and the principal is on leave
- Year 7 and Year 8 students are learning from home. Stephen's understanding is that this is to do with a WorkSafe assessment conducted on Friday 1<sup>st</sup>. Stephen says this is communicated as being as a result of the risk posed by these year groups, not to do with staffing.
- Stephen has said he hasn't been asked to be involved in any support today, or in the last week or two following the fight.

Action:

- I have asked Stephen to update me if he is given any more details or he is asked to support in anyway related to this, or another event. NOTE: Stephen [REDACTED] [REDACTED] will not be onsite again this week until Thursday.

Kind Regards

**Kristy Ward** | Senior Psychologist | School Psychology - Clinical Practice

Mobile: 0435 088 897 | Email: [Kristy.Ward@ed.act.edu.au](mailto:Kristy.Ward@ed.act.edu.au)

Clinical Practice | Student Engagement | Education | ACT Government

HBCTL | 51 Fremantle Drive STIRLING ACT 2611 | GPO Box 158 Canberra ACT 2601

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## Caveat Brief

**To:** Minister for Education and Youth Affairs  
**Subject:** WorkSafe visit and Notification for Calwell High School - update  
**Date:** 06 April 2022

Caveat brief developed in collaboration with all workstream leads who have taken responsibility for updating relevant information within brief. It updates information provided in REC22/39984 – Week 10 – Tuesday – Caveat Brief Calwell High School WorkSafe Visit.

### WorkSafe visit - Background

- On Thursday 31 March 2022 WorkSafe ACT issued the Education Directorate a Prohibition Notice in relation to Calwell High School (refer FILE2022/3275).
- In response, the Directorate stood up an incident management team (IMT) to coordinate a response and recovery. The Executive Group Manager School Improvement is the incident controller reporting to the Deputy Director General.
- The IMT is meeting daily and will provide a daily caveat brief update on the response and recovery actions progressed each day for the period 5-8 April 2022. A daily data summary will also be provided. The frequency of updates will be reviewed on 11 April 2022.

### Daily Data Breakdown

Staff Absences	5 teaching staff on [REDACTED] 4 administrative staff on [REDACTED]			
Student Attendance		Enrolments	Absence	Attending
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	Y9	98		40 attend excursion 2 at school
	Y10	114	39	75
Major/Negative Incidents	[REDACTED] disruptive behavior			
Complaints	0			
Suspensions	0			

### School based actions

- The school environment has been calm today.
- Year 9 have attended a resilience building obstacle course excursion.
- Families within the community have shown support for the school and delivered cards and baked goods to the school.

- School has received requests from some families to be contacted directly to discuss WorkSafe visits and ongoing media reporting.
- DSI, Sue Norton met with school staff this morning to outline that new improvement notices had been received from WorkSafe.
- School has engaged with year 10 students to hear their views on supports and strategies going forward.

#### WorkSafe Response and Coordination

- EBM P&P and Director WHS to meet with WorkSafe ACT on 8 April 2022.

#### AEU and CPSU Engagement

- EDU has formally notified and shared copies of two additional improvement notices (Notice number N-0000003618) and Notice number N-0000003620) to both the AEU and CPSU.
- CPSU will visit the school on 7 April at 10am to talk with administration staff.

#### School Support and Operational Continuity

- ESO has continued planning for the response to the WorkSafe Notices. This includes assessing options for staff consultation and induction/training in week 1 term 2. Further details will be discussed with your office.
- CHS received approximately 12 follow up calls regarding the move to remote learning with some questions relating to the reasons provided.
- Backfill to cover [REDACTED] absence has been arranged effective Thursday 7 April 2022.

#### Communications and Reputational Management

- Responded to media queries from Canberra Times, Epoch Times and ABC.
- Consolidating talking points across a range of issues raised over the past week.
- Planning further communication to Calwell staff and parents before the end of the week, providing update on progress on WorkSafe notifications and setting expectations for the start of term 2.

#### Staff Wellbeing and Support

- Telephone support will be available on Thursday 7 April 2022 due to clinician availability constraints.
- The clinician will be available on-site Friday 8 April 2022 (being flown in from Sydney).

#### Student Wellbeing and Support

- Telehealth services remain available to year 7 and 8 during the period of remote learning. At 12pm Wednesday 6 April, no referrals from Calwell High School students have been received.

Signatory Name: Mark Huxley, Executive Group  
Manager, School Improvement

April 2022

**From:** [Walpole, Murray](#)  
**To:** [Godwin, Tamara](#); [Seton, Sam](#); [Atkins, Jessie](#)  
**Subject:** RE: Worksafe response  
**Date:** Thursday, 7 April 2022 8:30:48 AM  
**Attachments:** [image001.png](#)

OFFICIAL: Sensitive - Legal Privilege

Happy to be part of that call as I have some of this already with capacity to extract more.

**From:** Godwin, Tamara <Tamara.Godwin@act.gov.au>  
**Sent:** Thursday, 7 April 2022 8:14 AM  
**To:** Seton, Sam <Sam.Seton@act.gov.au>; Atkins, Jessie <Jessie.Atkins@act.gov.au>  
**Cc:** Walpole, Murray <Murray.Walpole@act.gov.au>  
**Subject:** RE: Worksafe response

OFFICIAL: Sensitive - Legal Privilege

No worries at all! I'll wait for your call

**From:** Seton, Sam <[Sam.Seton@act.gov.au](#)>  
**Sent:** Thursday, 7 April 2022 8:09 AM  
**To:** Godwin, Tamara <[Tamara.Godwin@act.gov.au](#)>; Atkins, Jessie <[Jessie.Atkins@act.gov.au](#)>  
**Cc:** Walpole, Murray <[Murray.Walpole@act.gov.au](#)>  
**Subject:** Worksafe response

OFFICIAL: Sensitive - Legal Privilege

Hi all

Please see below a list of documents/data SE has been tasked with in response to the Worksafe notice at Calwell.

Tammy – I will call you and Jessie this morning to talk through the task and identify a small team to complete this work. Murray W is also working on a data review however his work is focused on understanding the data to better support the school. There may be some overlaps however so we might need to touch base once a day so we don't duplicate work.

My initial thinking is for each request we provide all the data that meets the definition/request with a summary cover page.

1. Action required - All riskman and SAS reports for Calwell HS in 2022 with summary analysis identifying any incidents towards staff of abuse, threats, yelling, objects thrown, sexualised behaviour or OV.
2. All riskman and SAS reports for Calwell HS in 2022 with summary analysis identifying any incidents of physical assault by students towards staff.
3. Action required - all riskman and SAS reports for 2022, with summary analysis of any incidents of student mobs forming to target and assault other students. Sophie Selfe to send 8 identified riskman reports to Nat/Trish. Nat/Trish to follow up with wellbeing team for summary of interventions in place for 8 incidents reported in riskman.
4. Action required - SAS reports 1 x using a fire extinguisher to threaten students, 1 x student used break glass [REDACTED]
5. Staff shortages data, injury management/OV data, staffing officer load, recognise pressure points, supports put in place, future focus, small proportion staff spoken to, anecdotal, following union meeting. Action required - P&P analysis of riskman and staff shortages data. Student engagement overview of OV data and trends for Calwell HS.
6. SAS data, conversations students, small minority of students, warned, suspended, vaping biggest, alcohol and medicine bottles in toilet, vaping and drinking cough medicine, drug use issue in 2019, drug deals, early 2020 into 2021, in SAS, weapon - art tool taken from the art room last year [REDACTED] reference to knife incident 9/2/22 check SAS, scissors

happened. Action required - Student Engagement to provide SAS reports and summary on incidents relating to vaping, drug use, drug deals, fire and weapons. Sue Norton to provide summary on interventions put in place at school surrounding drug use.

7. SAS/Riskman, restorative conversations, warnings, suspensions, re-entry meetings, resetting expectations. Action required - P&P summary analysis of riskman reports relating to students swearing at staff members. Student Engagement summary analysis of SAS reports relating to students swearing at staff members.
8. Bullying incidents towards students [REDACTED] this year, year 7 students, responded to incidents, number of [REDACTED] students really supported and connected with whole student body. More work to do, conversations/inclusion, following behavioural follow ups, conversations parents, suspensions, restoration. Action required - Student Engagement summary analysis of SAS reports relating to bullying of students [REDACTED]

Kind regards

**Sam Seton | Executive Branch Manager**

Phone 02 62057196 | [sam.seton@act.gov.au](mailto:sam.seton@act.gov.au)

**Student Engagement**

Education Directorate| **ACT Government**

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**From:** [Huxley, Mark](#)  
**To:** [Seton, Sam](#); [Matthews, David](#); [Ackland, Daniel](#); [Watson, Sarah](#)  
**Cc:** [Simmons, Jane](#); [DDGEDUoffice](#); [EGMSIoffice](#)  
**Subject:** Key actions for today  
**Date:** Thursday, 7 April 2022 8:32:00 AM  
**Importance:** High

---

Hi everyone,

In preparation for catchup with the Minister we need to look at landing the following tasks:

1. Analysis of schools and AEU list – Lead Mark H – 8:30 meeting with DSIs and Daniel.
2. [REDACTED]
3. [REDACTED]
4. Week 1 for Calwell HS and Worksafe critical path to lift prohibition notice – Brief circulated to David and Daniel with options this morning – Please insert critical path Worksafe information into this and send back.

[REDACTED]

[REDACTED]

[REDACTED]

We will schedule an IMT later this morning to check in.

Thanks

Mark

Mark Huxley PSM  
Executive Group Manager  
School Improvement  
ACT Education Directorate  
(02) 62053988

**Fitzgibbon, Breanna**

---

**From:** Toogood, Tim  
**Sent:** Thursday, 7 April 2022 8:48 AM  
**To:** Watson, Sarah  
**Subject:** RE: FOR ACTION AND ADVICE: Fwd: Overview of issues across schools

OFFICIAL

No, that's great, I was about to ask about the Calwell sub branch info being sent through.

**Tim Toogood****Director School Operations**

**Phone:** 0468514690 **Email:** [tim.toogood@act.gov.au](mailto:tim.toogood@act.gov.au)

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**From:** Watson, Sarah <Sarah.Watson@act.gov.au>  
**Sent:** Thursday, 7 April 2022 8:34 AM  
**To:** Toogood, Tim <Tim.Toogood@act.gov.au>  
**Subject:** FW: FOR ACTION AND ADVICE: Fwd: Overview of issues across schools

OFFICIAL

Did I share this already?

---

**From:** Haire, Katy <[Katy.Haire@act.gov.au](mailto:Katy.Haire@act.gov.au)>  
**Sent:** Thursday, 7 April 2022 5:36 AM  
**To:** Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>; Huxley, Mark <[Mark.Huxley@act.gov.au](mailto:Mark.Huxley@act.gov.au)>; Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>; Short, Paul <[Paul.Short@act.gov.au](mailto:Paul.Short@act.gov.au)>  
**Subject:** FOR ACTION AND ADVICE: Fwd: Overview of issues across schools

OFFICIAL

Dear all



Please see below

[Redacted]

Katy Haire | Education Directorate  
02 6205 9158 | [Katy.Haire@act.gov.au](mailto:Katy.Haire@act.gov.au)

---

**From:** Walker, Melanie <[Melanie.Walker@act.gov.au](mailto:Melanie.Walker@act.gov.au)>  
**Sent:** Thursday, April 7, 2022 5:18 am  
**To:** Haire, Katy <[Katy.Haire@act.gov.au](mailto:Katy.Haire@act.gov.au)>  
**Subject:** FW: Overview of issues across schools

Morning Katy.

FYI below and attached.

I'll give you an hour or so to look through this and then call to discuss if that's OK?

[Redacted]

Thanks and best wishes, Mel.

**Melanie Walker** | Chief of Staff  
02 6205 1638 | 0438 430 963

---

**Office of Yvette Berry MLA** | Member for Ginninderra  
Deputy Chief Minister  
Minister for Early Childhood Development  
Minister for Education and Youth Affairs  
Minister for Housing and Suburban Development  
Minister for the Prevention of Domestic and Family Violence  
Minister for Women  
Minister for Sport and Recreation  
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[Facebook](#) | [Twitter](#) | [www.yvetteberry.com.au](http://www.yvetteberry.com.au)



I acknowledge the traditional custodians of the land, the Ngunnawal people, and pay my respect to their Elders past, present and emerging.

From: Hobbs, Rebecca <[Rebecca.Hobbs@act.gov.au](mailto:Rebecca.Hobbs@act.gov.au)>  
Sent: Wednesday, 6 April 2022 8:06 PM  
To: Walker, Melanie <[Melanie.Walker@act.gov.au](mailto:Melanie.Walker@act.gov.au)>  
Subject: FW: Overview of issues across schools

For discussion

---

From: [REDACTED]  
Sent: Wednesday, 6 April 2022 6:35 PM  
To: Hobbs, Rebecca <[Rebecca.Hobbs@act.gov.au](mailto:Rebecca.Hobbs@act.gov.au)>  
Subject: Overview of issues across schools

**CAUTION:** This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Bec

As discussed, there is a list of schools and sub-branches below. I've included the motions too. I believe the motions have been provided to the Directorate, but am not 100% certain of who did that and when.

We have de-identified versions of the accounts of some members that I am happy to provide if you think it would assist.

[REDACTED]

Happy to discuss

[REDACTED]

The Australian Education Union acknowledges the traditional owners of country throughout Australia and recognises their continuing connection to land, waters and community. We pay our respects to them and their cultures, and to elders both past and present.

---

From: [REDACTED]  
Sent: Wednesday, 6 April 2022 10:47 AM  
To: [REDACTED]  
Cc: [REDACTED]  
Subject: Overview of issues across schools

We have received formal motions (attached) from [REDACTED] sub-branches

[REDACTED]



- Calwell HS
  - Severe staff shortages and vacant positions
  - Unstainable and unreasonable workload
  - Severe impact on staff mental health and wellbeing
  - Excessive split classes and increase in violence





In Unity,



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---

**From:** [Simmons, Jane](#)  
**To:** [DDGEDUoffice](#)  
**Subject:** FW: Monitoring enrolment fluctuations  
**Date:** Thursday, 7 April 2022 9:01:56 AM

**From:** Efthymiades, Deb <Deb.Efthymiades@act.gov.au>  
**Sent:** Thursday, 7 April 2022 9:01 AM  
**To:** Haire, Katy <Katy.Haire@act.gov.au>; Simmons, Jane <Jane.Simmons@act.gov.au>  
**Subject:** FW: Monitoring enrolment fluctuations

For visibility  
d

**From:** Attridge, Vanessa <[VanessaS.Attridge@act.gov.au](#)>  
**Sent:** Thursday, 7 April 2022 8:51 AM  
**To:** Huxley, Mark <[Mark.Huxley@act.gov.au](#)>  
**Cc:** Efthymiades, Deb <[Deb.Efthymiades@act.gov.au](#)>; System Policy and Reform Office <[SPROffice@act.gov.au](#)>  
**Subject:** FW: Monitoring enrolment fluctuations

OFFICIAL

Hi Mark,

FYI - We have looked at enrolments data to monitor any fluctuations in enrolments in the last week or so from Calwell HS – enrolments remain steady, we will check again next week.

**1. New applications to other schools from Calwell students**

Since Monday 28 March [redacted] people submitted applications for high school naming Calwell as their previous school. [redacted] was applying in-area (therefore did not have to give a reason), the other stated:

*Calwell high is a big safety risk for [redacted] and not fit anymore. There aren't any other High schools in our enrollment area to consider. There has been numerous incidents at Calwell High, and it is just getting worse. Seeing that the school has been closed by the ACT directorate or ACT Worksafe.*

**2. Comparison of current enrolments with February Census**

Year Level	2022 Census	07-Apr-22 (SAS)
Year 10	113	114
Year 9	100	98
Year 8	108	108
Year 7	96	98

<https://www.canberratimes.com.au/story/7689754/parents-consider-pulling-students-out-of-calwell-high-school-following-reports-of-violence/?cs=14329>

Nessa

**Vanessa Attridge** | Executive Branch Manager  
02 6205 3502 | [vanessas.attridge@act.gov.au](mailto:vanessas.attridge@act.gov.au)  
Enrolment & Planning | Education | ACT Government  
[www.education.act.gov.au](http://www.education.act.gov.au)

**From:** [Simmons, Jane](#)  
**To:** [DDGEDUoffice](#); [Seton, Sam](#); [Huxley, Mark](#)  
**Subject:** Priorities  
**Date:** Thursday, 7 April 2022 9:06:34 AM

---

Good Morning everyone

Can we please ensure that everyone in our teams are aware that Calwell management takes precedence over other things today. Feel free to push back on other areas if this becomes an issue. Also keep me updated if that occurs as well

Jane

**Jane Simmons PSM** | Deputy Director-General **Education Directorate** | ACT Government

T: +61 481057310 | E: [jane.simmons@act.gov.au](mailto:jane.simmons@act.gov.au)

GPO [Box 158 Canberra ACT 2601](#) | [www.education.act.gov.au](http://www.education.act.gov.au)

**From:** [REDACTED]  
**To:** [Ackland, Daniel](#); [Matthews, David](#); [Huxley, Mark](#)  
**Cc:** [Selfe, Sophie](#)  
**Subject:** CPSU Calwell High School visit  
**Date:** Thursday, 7 April 2022 9:26:13 AM  
**Attachments:** [image001.png](#)

---

**CAUTION:** This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good morning all

Just letting you know I have arranged with Calwell High School to visit from 10:00 today to speak to interested workers.

I am fully vaccinated and have also received a Pfizer booster shot. More than happy to supply evidence of vaccination on arrival at the school or beforehand if required.

Any questions or concerns please don't hesitate to contact me.

Kind regards

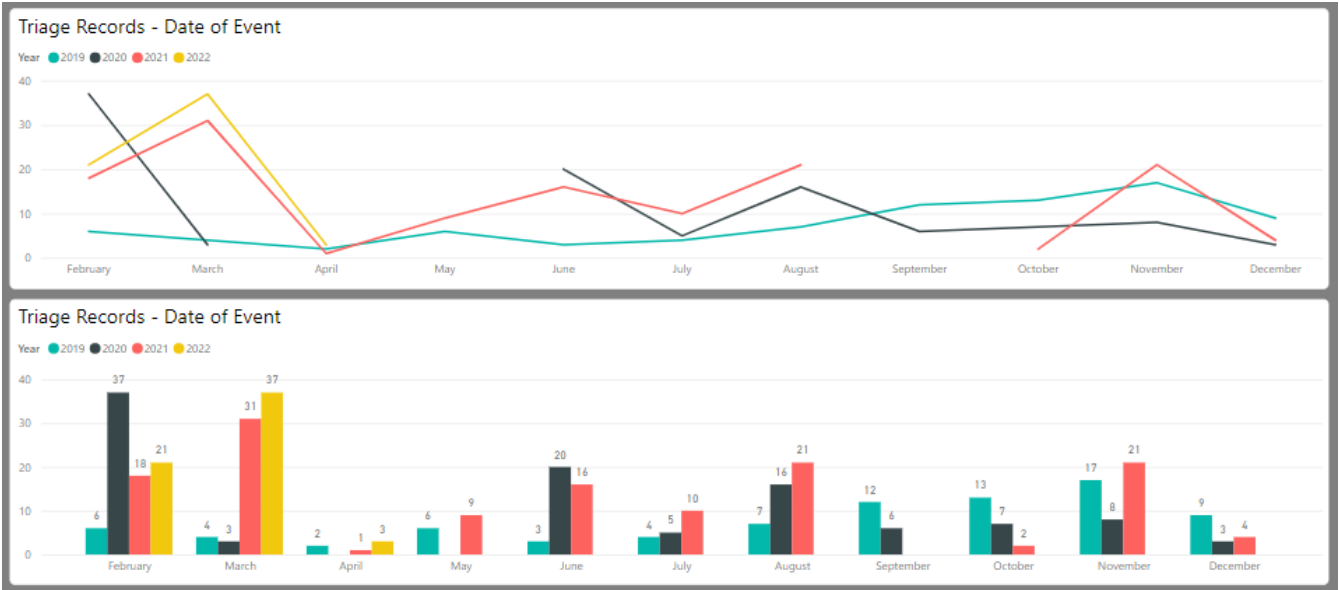
[REDACTED] – ACT Government Team | CPSU | pronouns: [REDACTED]  
m: [REDACTED] | [www.cpsu.org.au](http://www.cpsu.org.au) | member service centre: 1300 137 636

*CPSU acknowledges the Traditional Owners and Custodians of Country throughout Australia and their continuing connection to culture, language, land, waters and community.  
We pay our respects to their Elders, past, present and emerging.*

# Calwell High School (Student Triage Data as of 10.30am 7/4/202)

## Student Triage Data by Month (2019-2022)

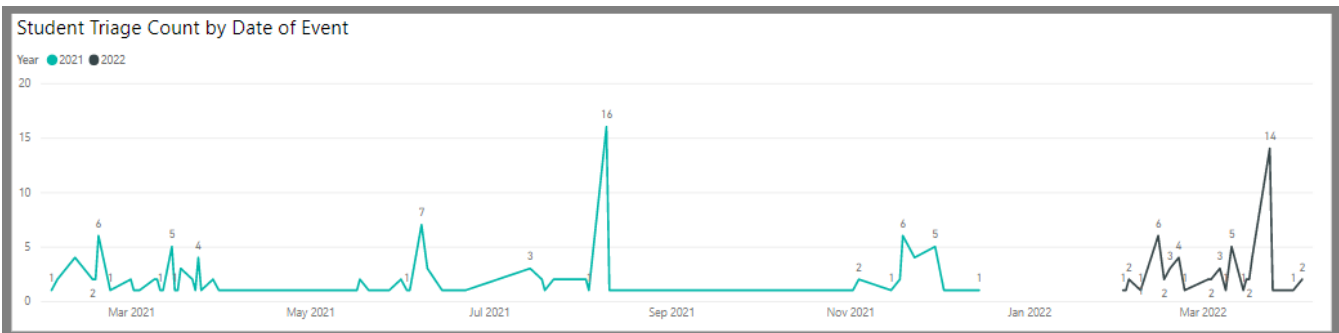
Breaks in line indicate no reports



## Student Triage Data by Date – 2021 and 2022

The spike in large 2021 was on the 10/8/2021

The spike in 2022 was on the 24/3/2022





**From:** [Sellas, Penny](#)  
**To:** [Seton, Sam](#); [Kaur, Tej](#); [Webb, Joan](#)  
**Cc:** [Butler, Nadia \(ACTEDU\)](#); [Hatherly, Bronwyn](#); [Driscoll, Sarah](#)  
**Subject:** RE: Central Telehealth Reporting 07/04/2022  
**Date:** Thursday, 7 April 2022 10:46:56 AM  
**Attachments:** [image001.jpg](#)  
[image002.png](#)

---

OFFICIAL


Hi Sam,

Of course. We have received 2 referrals from Calwell HS this week.

Kind regards,

Penny

**Penny Sellas** | Clinical Psychologist | Senior Psychologist – Early Intervention Team  
 Monday – Thursday | Mobile: 0466 939 149 | Email: [Penny.Sellas@ed.act.edu.au](mailto:Penny.Sellas@ed.act.edu.au)  
 Clinical Practice | Student Engagement | Education | ACT Government  
 Hedley Beare Centre for Teaching and Learning | GPO Box 158 Canberra ACT 2601



*I acknowledge the traditional custodians of the lands and waters where we live and work, and pay my respects to elders past, present and future.*

---

**From:** Seton, Sam <Sam.Seton@act.gov.au>  
**Sent:** Thursday, 7 April 2022 10:42 AM  
**To:** Sellas, Penny <Penny.Sellas@ed.act.edu.au>; Kaur, Tej (ACTGOV) <Tej.Kaur@act.gov.au>; Webb, Joan (ACTGOV) <Joan.Webb@act.gov.au>  
**Cc:** Butler, Nadia <Nadia.Butler@ed.act.edu.au>; Hatherly, Bronwyn (ACTGOV) <Bronwyn.Hatherly@act.gov.au>; Driscoll, Sarah (ACTGOV) <Sarah.Driscoll@act.gov.au>  
**Subject:** RE: Central Telehealth Reporting 07/04/2022


OFFICIAL

Thanks Penny

Could you please let me know if you receive any referrals from Calwell HS.

Kind regards

**Sam Seton** | Executive Branch Manager  
 Phone 02 62057196 | [sam.seton@act.gov.au](mailto:sam.seton@act.gov.au)  
**Student Engagement**  
 Education Directorate | ACT Government  
 GPO Box 158 Canberra ACT 2601 | [www.act.gov.au](http://www.act.gov.au)



*The Education Directorate acknowledges the Ngunnawal Peoples as the Traditional Custodians of the ACT and region upon which we live and work*



**From:** [Simmons, Jane](#)  
**To:** [Haire, Katy](#); [Clinch, Jolene](#)  
**Cc:** [DDGEDUoffice](#)  
**Subject:** RE: Draft agenda - what's missing?  
**Date:** Thursday, 7 April 2022 10:52:12 AM

---

OFFICIAL

I think that's it

[@Clinch, Jolene](#) can you please arrange the agenda below for our both catch ups

Jane

---

**From:** Haire, Katy <Katy.Haire@act.gov.au>  
**Sent:** Thursday, 7 April 2022 10:49 AM  
**To:** Simmons, Jane <Jane.Simmons@act.gov.au>  
**Subject:** Draft agenda - what's missing?

OFFICIAL

Min meeting agenda

| [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

| [REDACTED]

| [REDACTED]

- Calwell week 1, term 2 advice and comms

Katy Haire  
Director-General | Education Directorate  
02 6205 9158 | [Katy.Haire@act.gov.au](mailto:Katy.Haire@act.gov.au)

**From:** [DGEDUoffice](#)  
**To:** [Haire, Katy](#)  
**Subject:** FOR NOTING: WEEK 10 - Wednesday - CAVEAT BRIEF Calwell High School WorkSafe Visit  
**Date:** Thursday, 7 April 2022 10:55:03 AM  
**Attachments:** [INFORMATION MANAGEMENT - Advice - CAVEAT BRIEF Calwell High School - Worksafe - April 2022.tr5](#)

---

OFFICIAL

Hi Katy,

Please see attached for your noting.

Kind regards,  
Courtney

**Courtney Pilicic | A/g Executive Support Officer to Katy Haire, Director-General, Education Directorate**

Phone: 6207 8330 | Mobile: 0466 244 210 | Email: [courtney.pilicic@act.gov.au](mailto:courtney.pilicic@act.gov.au)

220 London Circuit, Canberra City ACT 2612 | GPO Box 158 Canberra ACT 2601

[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Pinterest](#) | [LinkedIn](#) | [Google+](#)

---

**From:** DDGEDUoffice <DDGEDUoffice@act.gov.au>

**Sent:** Thursday, 7 April 2022 10:07 AM

**To:** EDUMCR <EDUMCR@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; Seton, Sam <Sam.Seton@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>

**Cc:** EDU, EBM P&P <ebmpp.edu@act.gov.au>; EGMSIoffice <EGMSIoffice@act.gov.au>; EGMSDD <EGMSDD@act.gov.au>; EDU, EGMBSG <EGMBSG.EDU@act.gov.au>; EDU Student Engagement Director's Office <EDUDSEOffice@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>

**Subject:** DDG APPROVED: WEEK 10 - Wednesday - CAVEAT BRIEF Calwell High School WorkSafe Visit

OFFICIAL

Good morning Team

Please find attached Caveat Brief [REC22/40655](#) cleared by DDG ready for progression.

Drop copy to DG, EGMSI, EGMBSG, a/g EGMSDD, EBMP&P, EBMC&E.

With thanks,

**Sarah Doherty | Executive Support Officer to Jane Simmons**

Phone: 6207 1655 | Email: [sarah.doherty@act.gov.au](mailto:sarah.doherty@act.gov.au)

Office of the Deputy Director-General | Education | ACT Government

---

**From:** Clinch, Jolene <[Jolene.Clinch@act.gov.au](mailto:Jolene.Clinch@act.gov.au)> **On Behalf Of** DDGEDUoffice

**Sent:** Thursday, 7 April 2022 9:24 AM

**To:** DDGEDUoffice <[DDGEDUoffice@act.gov.au](mailto:DDGEDUoffice@act.gov.au)>; Doherty, Sarah <[Sarah.Doherty@act.gov.au](mailto:Sarah.Doherty@act.gov.au)>

**Subject:** FW: FOR CLEARANCE - WEEK 10 - Wednesday - CAVEAT BRIEF Calwell High School WorkSafe Visit

OFFICIAL

Hi Sarah

This has been approved by DDG ready for MCR. I have included the two attached that need to go in the container please.

Thank you  
Jolene

**From:** Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>  
**Sent:** Thursday, 7 April 2022 8:27 AM  
**To:** DDGEDUoffice <[DDGEDUoffice@act.gov.au](mailto:DDGEDUoffice@act.gov.au)>  
**Subject:** RE: FOR CLEARANCE - WEEK 10 - Wednesday - CAVEAT BRIEF Calwell High School WorkSafe Visit

Approved  
Jane

---

**From:** Clinch, Jolene <[Jolene.Clinch@act.gov.au](mailto:Jolene.Clinch@act.gov.au)> **On Behalf Of** DDGEDUoffice  
**Sent:** Thursday, 7 April 2022 8:16 AM  
**To:** Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>  
**Cc:** DDGEDUoffice <[DDGEDUoffice@act.gov.au](mailto:DDGEDUoffice@act.gov.au)>  
**Subject:** FOR CLEARANCE - WEEK 10 - Wednesday - CAVEAT BRIEF Calwell High School WorkSafe Visit

OFFICIAL

Hi Jane

Please find attached updated brief with Notices attached, for your clearance and will get to MCR/DG.

Thank you  
Jolene

<< File: WEEK 10 - Wednesday - CAVEAT BRIEF Calwell High School WorkSafe Visit.DOCX >> <<  
File: Improvement\_Notice\_N-0000003618.PDF >> << File: Improvement\_Notice\_N-  
0000003620.PDF >>

---

**From:** Clinch, Jolene **On Behalf Of** DDGEDUoffice  
**Sent:** Wednesday, 6 April 2022 8:02 PM

**To:** Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>  
**Cc:** DDGEDUoffice <[DDGEDUoffice@act.gov.au](mailto:DDGEDUoffice@act.gov.au)>  
**Subject:** FOR CLEARANCE - WEEK 10 - Wednesday - CAVEAT BRIEF Calwell High School WorkSafe Visit

OFFICIAL

Hi Jane

Please see attached for your approval. Do we have copies of the new notices to attach?  
<< File: WEEK 10 - Wednesday - CAVEAT BRIEF Calwell High School WorkSafe Visit.DOCX >>

---

**From:** Foote, Robert <[Robert.Foote@act.gov.au](mailto:Robert.Foote@act.gov.au)>  
**Sent:** Wednesday, 6 April 2022 6:00 PM  
**To:** DDGEDUoffice <[DDGEDUoffice@act.gov.au](mailto:DDGEDUoffice@act.gov.au)>; Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>  
**Cc:** Huxley, Mark <[Mark.Huxley@act.gov.au](mailto:Mark.Huxley@act.gov.au)>; EGMSIoffice <[EGMSIoffice@act.gov.au](mailto:EGMSIoffice@act.gov.au)>  
**Subject:** FOR CLEARANCE - WEEK 10 - Wednesday - CAVEAT BRIEF Calwell High School WorkSafe Visit

OFFICIAL

Dear Jane

Please find attached for clearance.

<< File: WEEK 10 - Wednesday - CAVEAT BRIEF Calwell High School WorkSafe Visit.tr5 >>

Regards

**Robert Foote | a/g Executive Officer to Mark Huxley**  
**Office of Executive Group Manager School Improvement**  
P 02 6207 6632 | Email: [EGMSIoffice@act.gov.au](mailto:EGMSIoffice@act.gov.au)  
Education Directorate| **ACT Government**  
GPO Box 158 Canberra ACT 2601| [www.act.gov.au](http://www.act.gov.au)

## Caveat Brief

**To:** Minister for Education and Youth Affairs  
**Subject:** WorkSafe visit and Notification for Calwell High School - update  
**Date:** 06 April 2022

Caveat brief developed in collaboration with all workstream leads who have taken responsibility for updating relevant information within brief. It updates information provided in REC22/39984 – Week 10 – Tuesday – Caveat Brief Calwell High School WorkSafe Visit.

### WorkSafe visit - Background

- On Thursday 31 March 2022 WorkSafe ACT issued the Education Directorate a Prohibition Notice in relation to Calwell High School (refer FILE2022/3275).
- In response, the Directorate stood up an incident management team (IMT) to coordinate a response and recovery. The Executive Group Manager School Improvement is the incident controller reporting to the Deputy Director General.
- The IMT is meeting daily and will provide a daily caveat brief update on the response and recovery actions progressed each day for the period 5-8 April 2022. A daily data summary will also be provided. The frequency of updates will be reviewed on 11 April 2022.

### Daily Data Breakdown

Staff Absences	5 teaching staff on [REDACTED] 4 administrative staff on [REDACTED]			
Student Attendance		Enrolments	Absence	Attending
	Y7	96	2	94 (Remote Learning)
	Y8	108	73 – learning from home 5 - Sick	28 (excursion)
	Y9	98		40 attend excursion 2 at school
	Y10	114	39	75
Major/Negative Incidents	[REDACTED] disruptive behavior			
Complaints	0			
Suspensions	0			

### School based actions

- The school environment has been calm today.
- Year 9 have attended a resilience building obstacle course excursion.
- Families within the community have shown support for the school and delivered cards and baked goods to the school.

- School has received requests from some families to be contacted directly to discuss WorkSafe visits and ongoing media reporting.
- DSI, Sue Norton met with school staff this morning to outline that new improvement notices had been received from WorkSafe.
- School has engaged with year 10 students to hear their views on supports and strategies going forward.

#### WorkSafe Response and Coordination

- EBM P&P and Director WHS to meet with WorkSafe ACT on 8 April 2022.

#### AEU and CPSU Engagement

- EDU has formally notified and shared copies of two additional improvement notices (Notice number N-0000003618) and Notice number N-0000003620) to both the AEU and CPSU.
- CPSU will visit the school on 7 April at 10am to talk with administration staff.

#### School Support and Operational Continuity

- ESO has continued planning for the response to the WorkSafe Notices. This includes assessing options for staff consultation and induction/training in week 1 term 2. Further details will be discussed with your office.
- CHS received approximately 12 follow up calls regarding the move to remote learning with some questions relating to the reasons provided.
- Backfill to cover [REDACTED] absence has been arranged effective Thursday 7 April 2022.

#### Communications and Reputational Management

- Responded to media queries from Canberra Times, Epoch Times and ABC.
- Consolidating talking points across a range of issues raised over the past week.
- Planning further communication to Calwell staff and parents before the end of the week, providing update on progress on WorkSafe notifications and setting expectations for the start of term 2.

#### Staff Wellbeing and Support

- Telephone support will be available on Thursday 7 April 2022 due to clinician availability constraints.
- The clinician will be available on-site Friday 8 April 2022 (being flown in from Sydney).

#### Student Wellbeing and Support

- Telehealth services remain available to year 7 and 8 during the period of remote learning. At 12pm Wednesday 6 April, no referrals from Calwell High School students have been received.

Signatory Name: Mark Huxley, Executive Group  
Manager, School Improvement

April 2022



**From:** [Huxley, Mark](#)  
**To:** [Simmons, Jane](#); [Haire, Katy](#); [Matthews, David](#); [Ackland, Daniel](#); [Seton, Sam](#); [Short, Paul](#)  
**Cc:** [DGEDUoffice](#); [DDGEDUoffice](#)  
**Subject:** List of Schools for discussion  
**Date:** Thursday, 7 April 2022 11:03:04 AM  
**Attachments:** [Document1 \(004\).docx](#)

---

Talking points – School assessment and AEU list.

Cheers

Mark

## School Operations Assessment

Talking points:



- **Calwell HS**
  - Existing issues known.
  -





**From:** [Godwin, Tamara](#)  
**To:** [Abdilla, Gillian](#); [Seton, Sam](#)  
**Cc:** [Atkins, Jessie](#); [Walpole, Murray](#)  
**Subject:** RE: Calwell High School Response  
**Date:** Thursday, 7 April 2022 11:25:52 AM  
**Attachments:** [image001.png](#)

---

## OFFICIAL

Thanks Gill. Term 1 is definitely the kick off. It would be good to then see attendance rates/suspensions for the remainder of the year....hmmmm

---

**From:** Abdilla, Gillian <[Gillian.Abdilla@act.gov.au](mailto:Gillian.Abdilla@act.gov.au)>  
**Sent:** Thursday, 7 April 2022 11:14 AM  
**To:** Godwin, Tamara <[Tamara.Godwin@act.gov.au](mailto:Tamara.Godwin@act.gov.au)>; Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>  
**Cc:** Atkins, Jessie <[Jessie.Atkins@act.gov.au](mailto:Jessie.Atkins@act.gov.au)>; Walpole, Murray <[Murray.Walpole@act.gov.au](mailto:Murray.Walpole@act.gov.au)>  
**Subject:** RE: Calwell High School Response

## OFFICIAL

Please review and let me know if you would like anything else.  
 I am trying to create an overlapping timeline by Date (not just month) but Power BI is just not playing ball.  
 Gill

---

**From:** Godwin, Tamara <[Tamara.Godwin@act.gov.au](mailto:Tamara.Godwin@act.gov.au)>  
**Sent:** Thursday, 7 April 2022 10:32 AM  
**To:** Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>  
**Cc:** Atkins, Jessie <[Jessie.Atkins@act.gov.au](mailto:Jessie.Atkins@act.gov.au)>; Walpole, Murray <[Murray.Walpole@act.gov.au](mailto:Murray.Walpole@act.gov.au)>;  
 Abdilla, Gillian <[Gillian.Abdilla@act.gov.au](mailto:Gillian.Abdilla@act.gov.au)>  
**Subject:** Calwell High School Response

## OFFICIAL

Hi Sam,  
 After meeting with Murray and now Gill we have delegated the tasks Work Safe have requested:

- **Murray** will identify and collate all SAS related requirements
  - Incidents of abuse, threats, yelling, objects thrown, sexualised behaviour or OV (includes point 7. Swearing at staff)
  - Incidents of physical abuse
  - SAS reports identifying mob behaviour that targets other students, including the intent to assault
  - SAS report involving the use of a fire extinguisher to threaten students
  - SAS report involving the use of broken glass to self-harm [REDACTED]
- **Tammy** will summarise all Riskman reports of staff injury caused by student behaviour
  - Incidents of abuse, threats, yelling, objects thrown, sexualised behaviour or OV (includes point 7. Swearing at staff)
  - Incidents of physical abuse
- **Gill** will provide comparison graphs of all Riskman reports submitted by Calwell High School for the period of 2019 – 07/04/2022 for an overview of data and trends

Murray and I will touch base once the above tasks are completed to discuss the bullying of [REDACTED] students and any other outstanding actions required.

Kind regards,

*Tammy Godwin*

Executive Officer | Complex Case Management Team | Student Engagement  
 Phone: 620 74595 | Email: [Tamara.godwin@act.gov.au](mailto:Tamara.godwin@act.gov.au)

HBCTL, 51 Fremantle Drive STIRLING ACT 2611  
GPO Box 158 Canberra ACT 2601 | [www.act.gov.au](http://www.act.gov.au)



*I acknowledge the traditional custodians of the lands and waters where we live and work, and pay my respects to elders past, present and future.*

**From:** [Clinch, Jolene](#)  
**To:** [Seton, Sam](#); [Simmons, Jane](#); [Haire, Katy](#); [Matthews, David](#); [Huxley, Mark](#); [Short, Paul](#); [Ackland, Daniel](#)  
**Cc:** [DDGEDUoffice](#)  
**Subject:** URGENT ACTION: QTBs for QT  
**Date:** Thursday, 7 April 2022 11:29:29 AM  
**Attachments:** [image001.png](#)  
**Importance:** High

---

OFFICIAL: Sensitive

[Redacted content]

Remote Learning for CHS for first four days of Term 2 Week 1 for staff induction training  
Yr 7 and 8 remote until notice lifted. Supporting principal to be onsite

**Jolene Clinch** | Executive Officer to Jane Simmons, Deputy Director-General  
Education Directorate | ACT Government  
Level 4, 220 London Circuit, Canberra City, Canberra City | GPO Box 158, Canberra ACT 2601 |  
[www.act.gov.au](http://www.act.gov.au)



*The Education Directorate acknowledges the Ngunnawal Peoples as the Traditional Custodians of the ACT and region upon which we live and work.*

**From:** [Short, Paul](#)  
**To:** [Haire, Katy](#); [Simmons, Jane](#); [Matthews, David](#); [Huxley, Mark](#); [Seton, Sam](#)  
**Cc:** [DGEDUoffice](#); [DDGEDUoffice](#); [Larkin, Lyn](#); [Sloane, Brenton](#)  
**Subject:** FYI - Media around school incident numbers  
**Date:** Thursday, 7 April 2022 11:30:58 AM

---

## OFFICIAL

As discussed.

**ABC article** – link and extract below:

[ACT Education Minister survives no-confidence motion after violent incidents revealed at Calwell High School - ABC News](#)

**Violent incidents aren't rare: union**

But Australian Education Union ACT branch president **Angela Burroughs said more than 1,600 violent incidents had been reported at ACT schools** last quarter.

She said they were not rare occurrences and that the majority involved students assaulting staff.

"In response to Minister Berry saying that incidents of violence in Canberra schools are rare, that is the situation we wish was present, but it is not the reality at the moment," Ms Burroughs said.

**"The last quarter report indicated that more than 1,600 incidences have had been reported across ACT schools.**

"Of those, the majority of them are occupational violence incidents, and **71 per cent related to assaults.** They're not from just one or two schools, they're from a cross section of schools."

Ms Burroughs called on the government to bring in more staff, to ensure all those on school grounds were safe.

"Our schools need more resources, we need to ensure that we have adequate staff in our schools to be able to operate our schools safely so that classes are not continually collapsed," she said.

**EDU response to Canberra Times:** (I will confirm if this has been provided)

The ACT Government is committed to building a positive reporting culture where staff feel safe and supported to come forward if experiencing violence or have concerns about their safety and wellbeing. **There have been 2,100 Riskman incidents reported this year (up to 31 March).** It is important to note that this includes Riskman incidents reported across all categories – everything from low level incidents, minor cuts and abrasions, falls and other minor risks.

The **Pulse Report** and its associated analysis of the third quarter of the 2021-22 financial year **has not yet been finalised.** It is expected to be finalised in the coming weeks.

Cheers,

Paul

**Paul Short**

**Executive Branch Manager, Communications, Engagement & Government Support**

Education Directorate | ACT Government

**Phone: 02 620 72809 | Mobile: 0408 368 746**

[www.education.act.gov.au](http://www.education.act.gov.au)

**From:** [Watson, Sarah](#)  
**To:** [Simmons, Jane](#); [Matthews, David](#); [Huxley, Mark](#); [Ackland, Daniel](#)  
**Cc:** [Seton, Sam](#); [EGMSloffice](#)  
**Subject:** RE: Document1 (002)  
**Date:** Thursday, 7 April 2022 12:38:06 PM

---

OFFICIAL: Sensitive

I will do that now, Mark has updated me post Min meeting.

---

**From:** Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>  
**Sent:** Thursday, 7 April 2022 12:36 PM  
**To:** Watson, Sarah <[Sarah.Watson@act.gov.au](mailto:Sarah.Watson@act.gov.au)>; Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>; Huxley, Mark <[Mark.Huxley@act.gov.au](mailto:Mark.Huxley@act.gov.au)>; Ackland, Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>  
**Cc:** Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>; EGMSloffice <[EGMSloffice@act.gov.au](mailto:EGMSloffice@act.gov.au)>  
**Subject:** RE: Document1 (002)

Mark this needs to be updated as per our conversation earlier

Jane

---

**From:** Watson, Sarah <[Sarah.Watson@act.gov.au](mailto:Sarah.Watson@act.gov.au)>  
**Sent:** Thursday, 7 April 2022 12:19 PM  
**To:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>; Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>; Huxley, Mark <[Mark.Huxley@act.gov.au](mailto:Mark.Huxley@act.gov.au)>; Ackland, Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>  
**Cc:** Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>; EGMSloffice <[EGMSloffice@act.gov.au](mailto:EGMSloffice@act.gov.au)>  
**Subject:** RE: Document1 (002)

OFFICIAL: Sensitive

Hello

I have updated based on feedback below and included a timeline at the end.

Kind regards

Sarah

---

**From:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>  
**Sent:** Thursday, 7 April 2022 10:33 AM  
**To:** Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>; Huxley, Mark <[Mark.Huxley@act.gov.au](mailto:Mark.Huxley@act.gov.au)>; Ackland, Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>  
**Cc:** Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>; EGMSloffice <[EGMSloffice@act.gov.au](mailto:EGMSloffice@act.gov.au)>; Watson, Sarah <[Sarah.Watson@act.gov.au](mailto:Sarah.Watson@act.gov.au)>  
**Subject:** RE: Document1 (002)  
**Importance:** High



## OFFICIAL: Sensitive

Team,

It is very hard to be precise yet as we are still scoping the tasks required by Worksafe and yet to have an initial engagement.

My best estimate is that we will need the equivalent of ½ to 1 day for **consultation** in the early part of week 1 and ½ to 1 day for **induction / training** at the end of week 1 for **each staff member** on **WHS** and **IR / workload management**.

Induction would relate to the safe systems of work for these areas and would cover existing and any revised policies in relation to things such as the staffing matrix, maximum class size guidelines, maximum teaching hours, Safe and Supportive Schools, OV Policy, risk assessments, incident reporting via Riskman and SAS etc

In addition, SI / SDD may think it appropriate to re-induct Calwell staff into things like PBL.

Happy to further discuss, noting the specifics needs to be further identified in collaboration and are subject to the above variables.

Regards  
Dave Matthews

---

**From:** Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>  
**Sent:** Thursday, 7 April 2022 10:05 AM  
**To:** Huxley, Mark <[Mark.Huxley@act.gov.au](mailto:Mark.Huxley@act.gov.au)>; Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>; Ackland, Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>  
**Cc:** Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>; EGMSloffic <[EGMSloffic@act.gov.au](mailto:EGMSloffic@act.gov.au)>; Watson, Sarah <[Sarah.Watson@act.gov.au](mailto:Sarah.Watson@act.gov.au)>  
**Subject:** RE: Document1 (002)

Thanks mark

David and Dan, is it possible to have some sense of what is required for staff to be 'inducted' before 7 & 8 students return? That makes a difference to what we do that week.

In effect, if we just have Year 7 and 8 remote learning for 2 days, the staff will still need to require to teach Year 9 and 10 – schools are not staff on years alone in the secondary space they teach all years.

Remote learning also requires staff to be teaching and pupil free days need to have proper planning etc.

Maybe we call it now and say 2 pupil free days to start the term, Year 7 and 8 remote learning for the Thursday and Friday and all students back on the Monday week 2 or whole school remote learning for first 2 days and then year 7 and 8 remote only on the Thursday and Friday. Just

another thought

Jane

---

**From:** Huxley, Mark <[Mark.Huxley@act.gov.au](mailto:Mark.Huxley@act.gov.au)>  
**Sent:** Thursday, 7 April 2022 7:15 AM  
**To:** Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>; Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>; Ackland, Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>  
**Cc:** Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>; EGMSlooffice <[EGMSlooffice@act.gov.au](mailto:EGMSlooffice@act.gov.au)>; Watson, Sarah <[Sarah.Watson@act.gov.au](mailto:Sarah.Watson@act.gov.au)>  
**Subject:** Document1 (002)

Hi all,

Recut brief following our conversation yesterday. Can you please advise if this meets requirements for the planned work. Happy to take feedback prior to approval via Jane.

Cheers

Mark

**Education Directorate**

**To:** Minister for Education and Youth Affairs Tracking No.: Click here to enter text.

---

**Date:** 06/04/2022

---

**CC:** Click here to enter text.

---

**From:** Deputy Director General

---

**Subject:** Safe and Successful Return to School in Term 2 – Calwell High School  
WorkSafe Prohibition Notice

---

**Critical Date:** **07/04/2022**

---

**Critical Reason:** To enable communications with school staff and families prior to standdown period

---

- DG .../.../...

**Recommendations**

That you:

1. Note the information contained in this brief; and

**Noted / Please Discuss**

2. Agree to ESO progressing with option two as outlined below.

**Agreed / Not Agreed / Please Discuss**

Yvette Berry MLA ...../...../.....

Minister's Office Feedback

## Background

1. On 24 March 2022 an incident in relation to student related violence and injury to staff and students occurred. A previous Caveat brief was provided to your office with details of that incident (Refer to FILE22/3275).
2. On 31 March 2022 WorkSafe ACT attended Calwell High School to undertake a workplace inspection in response to information received by WorkSafe regarding issues at the school relating to student incidents and staffing shortages.
3. During this visit WorkSafe also identified concerns regarding access to fire suppression equipment.
4. Improvement Notices were issued to the Directorate on both issues raised (Notice number N-0000003585) (Notice number N-0000003584). On 5 April 2022 WorkSafe issued two additional Notices (Notice number N-0000003618) and (Notice number N-0000003620).

## Issues

5. The Education Directorate is focusing immediate actions to support school-based staff and students with a focus on wellbeing and safety and this will continue to be the focus for the remaining days of term one.
6. This brief outlines the proposed approach to a safe and successful return to school for Calwell High School in term two. There is broader work being planned and progressed in relation to the school improvement agenda and longer term support required at Calwell High School, this will be the subject of another brief.
7. A meeting between the Education Support Office (ESO) and WorkSafe is scheduled for 8 April. ESO will seek clarification of the actions required to satisfy WorkSafe that the Prohibition can be lifted.
8. The approach to address the WorkSafe Notices and ensure a safe and successful return in term 2 will be planned over standdown and implemented at the beginning of term 2. It will be essential to get the balance right between students returning to the school and ensuring the right conditions are in place for a sustained return.
9. There will be no requirement for school-based staff to be engaged or work over the standdown period (11 – 26 April). Education Support Office will use this time to develop strategies and resources to support the school's safe and successful return in term two.
10. This will include preparing to reorient all staff on the Safe Supportive Schools Policy, work health and safety practices and wellbeing supports. The meeting with WorkSafe on 8 April may lead to reorientation to additional policies or procedures.

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11. Staff will not be expected to teach or supervise students while participating in the reorientation and it is anticipated that the program take between two to three days to deliver.
12. It is proposed that the first two days of term two are declared pupil free days (26 and 27 April) with Monday being a public holiday. This will allow dedicated time for staff to be consulted and participate in the reorientation program. A program timeline is at Attachment A.
13. There are two options for the students return to site from 28 April (Thursday). Option two is the preferred and recommended option.

<p><b>Option 1:</b></p> <p>Tuesday and Wednesday pupil free days</p> <p>All students (7 – 10) to return to site from Thursday 28 April</p>	<p><b>Risks/Considerations:</b></p> <p>Staff may not have been afforded time to completed reorientation program</p> <p>Unsure if WorkSafe will lift Prohibition Notice by this time</p> <p>Create further uncertainty in community if remote learning is enacted at short notice for 28 and 29 April</p>
<p><b>Option 2:</b></p> <p>Tuesday and Wednesday pupil free days</p> <p>Students in years 9 – 10 returns to site from 28 April</p> <p>Students in years 7 – 8 undertake remote learning until star of week 2 of term</p>	<p><b>Risks/Considerations:</b></p> <p>Staff would have more flexibility on the 28<sup>th</sup> and 29<sup>th</sup> to complete any reorientation activities</p> <p>This option better aligns with the anticipated time required to deliver the reorientation program and adjust to any issues identified through the consultation by either unions or Worksafe ACT</p> <p>Provides certainty for families with timely communication to make arrangements ahead of time</p>

14. If option two is enacted the Learning and Teaching team will design a structured remote learning program for years 7 – 8 for week one of term 2. This would be communicated to school leaders and teachers prior to standdown to support teachers not working during standdown.
15. In addition to the immediate response to address the WorkSafe Notices and ensure a safe and supported return to school in term two for all students ESO is proposing a special purpose review of Calwell High School.
16. The special purpose review would be a comprehensive review of operations Calwell High School and make recommendations for required supports.

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17. The proposed review will be scoped over the standdown period with the view to engage an independent reviewer early in term two. You will be briefed separately on this.

**Financial Implications**

18. The special purpose review will be costed as part of the scoping.

**Consultation**Internal

19. ESO has stood up an Incident Management Team to provide a coordinated response to the WorkSafe Notices. This includes key personal from School Improvement, school leaders, People and Performance, Governance, Work Health and Safety, Student Engagement and Media and Communications.

Cross Directorate

20. Nil

External

21. The Calwell Parents and Citizens Committee has advised that communications on the return to school for year 7 – 8 should be timely and give families two weeks advanced notice.

**Work Health and Safety**

22. The work health and safety of school-based staff is a key focus of the coordinated response being provided.

**Benefits/Sensitivities**

23. The staff and school community are seeking certainty on the next steps. Approving and communicating the next steps will provide the certainty sought.
24. There is a high level of media interest in this matter and it may lead to scrutiny of incidents that have occurred at other school sites.
25. The P and C council has requested at least two weeks notice be provided where possible if schools will have a student free day.

**Communications, media and engagement implications**

26. To provide certainty to staff and the community prior to standdown it is proposed that pupil free days are communicated on Friday 8 April. This meets the two week notice request from the ACT, P and C Council.
27. The Media and Communications team will prepare communications to be sent from the Director General to families and staff.
28. ESO would advise key stakeholders of the plan for the safe and successful return to school in term 2.

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29. Coordinated communications approach and response is being managed by Media and Communications under the IMT.

Signatory Name:

Phone:

Action Officer:

Phone:

Attachment A

		Week 10	Stand down Wk 1	Stand down Wk 2	T2 Mon	Tues	Wed	Thurs	Fri	Mon	Week 2	Week 3	Week 4	Week 5 onwards
Preparation and Planning	Engage regulator													
	Community and staff communications													
	Scoping tasks required by WorkSafe													
	Developing reorientation program and consultation approach													
Consultation and Reorientation	Staff <b>consultation</b> on WorkSafe requirements													
	<b>Reorientation</b> on Safe Supportive Schools Policy & PBL													
	<b>Induction</b> on WHS & IR/workload management													
Return to School Timeline	Public Holiday													
	Pupil free days													
	Year 9 – 10 return													
	Year 7 – 8 return option 1													
	Year 7 – 8 return option 2													
Longer Term Plan	Scope Special Purpose Review and engage reviewer													
	Special Purpose Review commences													



**From:** [Godwin, Rose](#)  
**To:** [Seton, Sam](#); [Atkins, Jessie](#); [Dempsey, Lisa \(ACTEDU\)](#)  
**Cc:** [Peisley, Kim](#)  
**Subject:** RE: CHS students ILP offsite  
**Date:** Thursday, 7 April 2022 1:10:33 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)

---

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Hi team

The only time left today is at 1.45 – 2pm – 15 minutes – invite sent – sorry for the short notice.

Thanks

Rose

---

**From:** Seton, Sam <Sam.Seton@act.gov.au>  
**Sent:** Thursday, 7 April 2022 1:00 PM  
**To:** Atkins, Jessie <Jessie.Atkins@act.gov.au>; Dempsey, Lisa (ACTEDU) <Lisa.Dempsey@ed.act.edu.au>  
**Cc:** Godwin, Rose <Rose.Godwin@act.gov.au>; Peisley, Kim <Kim.Peisley@act.gov.au>  
**Subject:** FW: CHS students ILP offsite

OFFICIAL: Sensitive - Personal Privacy

Hi all

We have been requested to support CHS identify individual programs for the students below. I'll ask rose to see if she can find anytime today for me to quickly talk through what we need to do.

Kim – I'll get you to come along as we will need to brief our steps and the impacts this will have on our ability to support across the system.

Kind regards

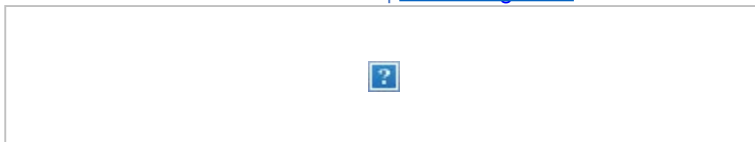
**Sam Seton | Executive Branch Manager**

Phone 02 62057196 | [sam.seton@act.gov.au](mailto:sam.seton@act.gov.au)

**Student Engagement**

Education Directorate| **ACT Government**

GPO Box 158 Canberra ACT 2601| [www.act.gov.au](http://www.act.gov.au)



*The Education Directorate acknowledges the Ngunnawal Peoples as the Traditional Custodians of the ACT and region upon which we live and work*

---

**From:** Dickie, Natalie <[Natalie.Dickie@ed.act.edu.au](mailto:Natalie.Dickie@ed.act.edu.au)>  
**Sent:** Thursday, 7 April 2022 12:43 PM  
**To:** Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>  
**Subject:** CHS students ILP offsite

OFFICIAL

Dear Sam,

The students we have identified are as follows:



**Natalie Dickie** | Deputy Principal

Calwell High School | Education Directorate | ACT Government

111 Casey Crescent Calwell ACT 2905 | <http://www.calwellhs.act.edu.au>

(02) 6142 1930



**From:** [Matthews, David](#)  
**To:** [Parkinson, Andrew](#); [Ackland, Daniel](#)  
**Subject:** RE: Calwell High  
**Date:** Thursday, 7 April 2022 2:47:54 PM

---

OFFICIAL

Andrew,

Is there an update on this?

Regards  
Dave Matthews

---

**From:** Parkinson, Andrew <[Andrew.Parkinson@act.gov.au](mailto:Andrew.Parkinson@act.gov.au)>  
**Sent:** Monday, 4 April 2022 4:39 PM  
**To:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>; Ackland, Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>  
**Subject:** Fw: Calwell High

OFFICIAL

David / Daniel

update about improvement notice actions below. 3 of 5 items were addressed on last week. The remaining 2 are on track to be complete withing the 14 day period WorkSafe required.

Regards

---

Andrew Parkinson | Executive Branch Manager

**Infrastructure & Capital Works** | Education Directorate | **ACT Government**

Phone 02 6205 4593 | **Mobile 0478 301 085**

220 London Circuit, Civic | [www.act.gov.au](http://www.act.gov.au)

*Dhawura nguna, dhawura Ngunnawal*

---

**From:** Hunter, Stuart <[Stuart.Hunter@act.gov.au](mailto:Stuart.Hunter@act.gov.au)>  
**Sent:** Monday, 4 April 2022 14:05  
**To:** Parkinson, Andrew <[Andrew.Parkinson@act.gov.au](mailto:Andrew.Parkinson@act.gov.au)>

**Cc:** Kidman, Fiona <[Fiona.Kidman@act.gov.au](mailto:Fiona.Kidman@act.gov.au)>

**Subject:** RE: Calwell High

OFFICIAL

Andrew,

Update is as follows:

**Improvement Notice** now in effect for the issues around fire equipment. Notice was issued verbally at 11:02am 31/3/22

- Fire Hose Reel cupboards have been locked to prevent students from tampering with the equipment. Note – the hose reels themselves have been decommissioned however the cupboards are housing the fire extinguishers.
  - ACTION – locks must be removed to ensure accessibility to the fire extinguishers
  - DUE COB 31/3/22
  - STATUS – complete, photographic evidence collected and forwarded by Sophie Selfe to WorkSafe
  
- Some fire Extinguishers have been cable-tied into the metal housing/cabinets
  - ACTION – cable ties must be removed to ensure unimpeded accessibility to the extinguishers
  - DUE COB 31/3/22
  - STATUS – complete, photographic evidence collected and forwarded by Sophie Selfe to WorkSafe
  
- Query regarding the number/location of fire equipment
  - ACTION – all identified locations where extinguishers should be must be in place
  - DUE COB 31/3/22
  - STATUS – Pyrosolv have attended site and replaced any missing extinguishers. This has been included in a report from the contractor to Sophie Selfe.
  
- Signage does not consistently correspond to the location of the equipment I,e, the signs indicate locations of fire hose reels which are no longer in situ.
  - ACTION – signage must be reviewed and corrected
  - DUE: 14 days
  - STATUS: A work order will be issued once the permanent management solution is finalised and within the nominated timeframe.
  
- Emergency maps are not accurate as they still indicate fire equipment which is no longer in situ
  - ACTION – all maps across campus must be updated
  - DUE: 14 days
  - STATUS: This process was underway prior to the site visit. Contractor has been engaged and is developing the new plans. These are due to be complete and installed within the nominated timeframe.

Regards,

Stuart Hunter | A/Senior Director, School Infrastructure Management  
Phone: +61 2 6207 8831 | Mobile: 0478 488 885 | Email: [stuart.hunter@act.gov.au](mailto:stuart.hunter@act.gov.au)  
Infrastructure & Capital Works | Education | ACT Government  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

---

**From:** Parkinson, Andrew <[Andrew.Parkinson@act.gov.au](mailto:Andrew.Parkinson@act.gov.au)>  
**Sent:** Monday, 4 April 2022 1:37 PM  
**To:** Hunter, Stuart <[Stuart.Hunter@act.gov.au](mailto:Stuart.Hunter@act.gov.au)>  
**Subject:** Fw: Calwell High

OFFICIAL

FYI - I'm in a meeting but will call after

---

Andrew Parkinson | Executive Branch Manager

**Infrastructure & Capital Works** | Education Directorate | **ACT Government**

Phone 02 6205 4593 | **Mobile 0478 301 085**

220 London Circuit, Civic | [www.act.gov.au](http://www.act.gov.au)

*Dhawura nguna, dhawura Ngunnawal*

---

**From:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>  
**Sent:** Monday, 4 April 2022 13:35  
**To:** Parkinson, Andrew <[Andrew.Parkinson@act.gov.au](mailto:Andrew.Parkinson@act.gov.au)>; Ackland, Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>  
**Subject:** RE: Calwell High

OFFICIAL

Are we currently compliant?

Can we furnish evidence that we have met the requirements of the Worksafe notice?

Thanks  
Dave Matthews

---

**From:** Parkinson, Andrew <[Andrew.Parkinson@act.gov.au](mailto:Andrew.Parkinson@act.gov.au)>  
**Sent:** Monday, 4 April 2022 12:49 PM  
**To:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>; Ackland, Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>  
**Subject:** Re: Calwell High

**OFFICIAL**

Hi all

The "fire mapping" is the update of the fire plans showing locations of extinguishers, hose reels etc.

The final approval by the fire brigade of the updated locations is expected this week (Note: Fire Brigade had already issued interim approval before last week)

The plans will be updated after that and provided to WorkSafe within the 14 days they gave the directorate to respond.

Regards

---

Andrew Parkinson | Executive Branch Manager

**Infrastructure & Capital Works** | Education Directorate | **ACT Government**

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*Dhawura nguna, dhawura Ngunnawal*

---

**From:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>  
**Sent:** Monday, 4 April 2022 11:01  
**To:** Parkinson, Andrew <[Andrew.Parkinson@act.gov.au](mailto:Andrew.Parkinson@act.gov.au)>; Ackland, Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>  
**Subject:** FW: Calwell High

**OFFICIAL**

Does this mean that fire safety works at Calwell won't proceed this week?

---

**From:** Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>  
**Sent:** Monday, 4 April 2022 9:32 AM  
**To:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>; Ackland, Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>; Haire, Katy <[Katy.Haire@act.gov.au](mailto:Katy.Haire@act.gov.au)>; Short, Paul <[Paul.Short@act.gov.au](mailto:Paul.Short@act.gov.au)>  
**Cc:** DDGEDUoffice <[DDGEDUoffice@act.gov.au](mailto:DDGEDUoffice@act.gov.au)>  
**Subject:** FW: Calwell High

Fyi also

---

**From:** Clinch, Jolene <[Jolene.Clinch@act.gov.au](mailto:Jolene.Clinch@act.gov.au)> **On Behalf Of** DDGEDUoffice  
**Sent:** Monday, 4 April 2022 9:29 AM  
**To:** Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>; Huxley, Mark <[Mark.Huxley@act.gov.au](mailto:Mark.Huxley@act.gov.au)>; Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>  
**Subject:** FW: Calwell High

OFFICIAL

FYI, likely already discussed this morning.

---

**From:** EDU, EBM P&P <[ebmpp.edu@act.gov.au](mailto:ebmpp.edu@act.gov.au)>  
**Sent:** Monday, 4 April 2022 9:22 AM  
**To:** DDGEDUoffice <[DDGEDUoffice@act.gov.au](mailto:DDGEDUoffice@act.gov.au)>; EGMSloffice <[EGMSloffice@act.gov.au](mailto:EGMSloffice@act.gov.au)>  
**Subject:** FW: Calwell High

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FYI

**Molly McKay** | Executive Officer to Daniel Ackland, Executive Branch Manager People and Performance  
Phone: 02 6207 2736 | Email: [molly.mckay@act.gov.au](mailto:molly.mckay@act.gov.au)  
People and Performance Branch | Education Directorate | ACT Government  
51 Fremantle Drive, Stirling, ACT 2611 | GPO Box 158 Canberra ACT 2601  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

---

**From:** Taylor, Sharon <[Sharon.Taylor@act.gov.au](mailto:Sharon.Taylor@act.gov.au)>  
**Sent:** Monday, 4 April 2022 9:07 AM  
**To:** Laurent, Kristen <[Kristen.Laurent@act.gov.au](mailto:Kristen.Laurent@act.gov.au)>; Allen, Tracey <[Tracey.Allen@act.gov.au](mailto:Tracey.Allen@act.gov.au)>; Harwood, Daniel <[Daniel.Harwood@act.gov.au](mailto:Daniel.Harwood@act.gov.au)>  
**Cc:** EDU, EBM P&P <[ebmpp.edu@act.gov.au](mailto:ebmpp.edu@act.gov.au)>; Selfe, Sophie <[Sophie.Selfe@act.gov.au](mailto:Sophie.Selfe@act.gov.au)>  
**Subject:** Calwell High

OFFICIAL

Good Morning All

I have been advised by Stuart Hunter that “Ferst” will be conducting the fire mapping during the school holidays.

At this stage I have cancelled [REDACTED] and we will not need to attend Calwell High School today.

If you have any questions please let me know

Thank you

*Sharon*

**Sharon Taylor**

Security & Emergency Management Officer

Ph: 02 6205 9701 | e: [sharon.taylor@act.gov.au](mailto:sharon.taylor@act.gov.au) | [EDUSecurityandEmergency@act.gov.au](mailto:EDUSecurityandEmergency@act.gov.au)

**Risk, Security and Emergency Management Section | Governance and Community Liaison Branch  
Education Directorate | ACT Government**

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[www.act.gov.au](http://www.act.gov.au)



*I acknowledge the traditional custodians of the lands and waters where we live and work and pay my respects to elders past, present and future.*



**Fitzgibbon, Breanna**

---

**From:** Toogood, Tim  
**Sent:** Thursday, 7 April 2022 4:04 PM  
**To:** Huxley, Mark  
**Cc:** EGMSloffic; Watson, Sarah  
**Subject:** Calwell HS Caveat brief - Thursday Week 10  
**Attachments:** WEEK 10 - Thursday - CAVEAT BRIEF Calwell High School WorkSafe Visit.docx

OFFICIAL: Sensitive

Hi Mark,

Caveat brief attached.

Cheers,

**Tim Toogood**

**Director School Operations**

**Phone: 0468514690 Email: [tim.toogood@act.gov.au](mailto:tim.toogood@act.gov.au)**

**School Improvement Branch | Education | ACT Government**

**Hedley Beare Centre for Teaching and Learning Stirling | GPO Box 158 Canberra ACT 2601**

**[www.education.act.gov.au](http://www.education.act.gov.au) | Facebook | Twitter | Instagram | LinkedIn | Google+**



*I acknowledge the traditional custodians of the lands and waters where we live and work, and pay my respects to elders past, present and future.*

## Caveat Brief

**To:** Minister for Education and Youth Affairs  
**Subject:** WorkSafe visit and Notification for Calwell High School - update  
**Date:** 07 April 2022

Caveat brief developed in collaboration with all workstream leads who have taken responsibility for updating relevant information within brief.

### WorkSafe visit - Background

- On Thursday 31 March 2022 WorkSafe ACT issued the Education Directorate a Prohibition Notice in relation to Calwell High School (refer FILE2022/3275).
- In response, the Directorate stood up an incident management team (IMT) to coordinate a response and recovery. The Executive Group Manager School Improvement is the incident controller reporting to the Deputy Director General.
- The IMT is meeting daily and will provide a daily caveat brief update on the response and recovery actions progressed each day for the period 5-8 April 2022. A daily data summary will also be provided. The frequency of updates will be reviewed on 11 April 2022.

### Daily Data Breakdown

Staff Absences	7 teaching staff on [REDACTED] 6 administrative staff on [REDACTED]			
Student Attendance		Enrolments	Absence	Attending
	Y7	96	4	89 (Remote Learning) 3 children onsite
	Y8	108	4	100 – learning from home 4 children onsite
	Y9	98	35	63
	Y10	114	23	88 on excursion 3 onsite
Major/Negative Incidents	0			
Complaints	0			
Suspensions	[REDACTED] students at Birigai, persistent noncompliance and disruptive behavior, 1 day suspension			
Number of families moving children to other schools	1 duplicate enrolment received on the 01/04/2022, an indication that a family is trying to enroll their child in another high school.			
Number of families enquiring about moving	Other local high schools have reported having some communication from Calwell			

children to other schools	HS families enquiring about changes in enrolment
---------------------------	--

#### School based actions

- The school environment has been calm today.
- School has been responding to family requests for contact following the WorkSafe visits and media reporting. Feedback is that families are happy to be contacted and to get additional information directly from school
- Year 10 excursion to Birigai, reported as a positive experience by all
- Consultation with Year 9 students to investigate their ideas and solutions regarding challenges at the school

#### WorkSafe Response and Coordination

- EBM P&P and Director WHS to meet with WorkSafe ACT on 8 April 2022.

#### AEU and CPSU Engagement

- CPSU visited the school at 10am this morning

#### School Support and Operational Continuity

- ESO has continued planning for the response to the WorkSafe Notices. This includes assessing options for staff consultation and induction/training from Tuesday 26 April (term 2) and potential pupil free days on 26 and 27 April. Further advice on this will be provided in the coming days.
- ESO is assessing options to undertake a comprehensive special purpose review from midterm 2.
- CHS received approximately 12 follow up calls regarding the move to remote learning with some questions relating to the reasons provided.
- Backfill to cover [REDACTED] absence has been arranged effective Thursday 7 April 2022.

#### Communications and Reputational Management

- Developing communication for Calwell parents to be sent on Friday, noting work underway this week and plans for return of students in term 2.
- No new media queries received today.

#### Staff Wellbeing and Support

- Telephone support will be available on Thursday 7 April 2022 due to clinician availability constraints.
- The clinician will be available on-site Friday 8 April 2022 (being flown in from Sydney).
- P&P Wellbeing Officer is conducting ongoing and scheduled wellbeing checks [REDACTED].

#### Student Wellbeing and Support

- Telehealth services remain available to year 7 and 8 during the period of remote learning. At 12pm Thursday 7 April, two referrals from Calwell High School students were received.

Signatory Name:

April 2022

**From:** [Haire, Katy](#)  
**To:** [Simmons, Jane](#); [Huxley, Mark](#)  
**Cc:** [DGEDUoffice](#); [DGEDUoffice](#)  
**Subject:** FW: Wellbeing check in with [REDACTED]  
**Date:** Thursday, 7 April 2022 5:56:00 PM

---

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Please discuss with me as soon as possible tomorrow.

**Katy Haire** | Director-General **Education Directorate** | ACT Government  
T: +61 2 6205 9158 | E: [katy.haire@act.gov.au](mailto:katy.haire@act.gov.au)  
GPO [Box 158 Canberra ACT 2601](#) | [www.education.act.gov.au](http://www.education.act.gov.au)

---

**From:** Ackland, Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>  
**Sent:** Thursday, 7 April 2022 5:34 PM  
**To:** Haire, Katy <[Katy.Haire@act.gov.au](mailto:Katy.Haire@act.gov.au)>; Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>; Huxley, Mark <[Mark.Huxley@act.gov.au](mailto:Mark.Huxley@act.gov.au)>; Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>; Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>  
**Subject:** FW: Wellbeing check in with [REDACTED]

OFFICIAL: Sensitive - Personal Privacy

Hi All,

As discussed, please see below.

**Daniel Ackland** | Executive Branch Manager, People and Performance  
Phone: 02 620 51820 | Mobile: 0481 298 383 | Email: [Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)  
People and Performance | Education | ACT Government  
51 Fremantle Drive, Stirling, ACT 2611 | GPO Box 158 Canberra ACT 2601  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

---

**From:** Selfe, Sophie <[Sophie.Selfe@act.gov.au](mailto:Sophie.Selfe@act.gov.au)>  
**Sent:** Thursday, 7 April 2022 4:38 PM  
**To:** Moriarty, Megan <[Megan.Moriarty@act.gov.au](mailto:Megan.Moriarty@act.gov.au)>; Ackland, Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>  
**Subject:** FW: Wellbeing check in with [REDACTED]

OFFICIAL: Sensitive - Personal Privacy

FYI

---

**From:** Dalley, Jemma <[Jemma.Dalley@act.gov.au](mailto:Jemma.Dalley@act.gov.au)>  
**Sent:** Thursday, 7 April 2022 4:29 PM  
**To:** Fisher, Justine <[Justine.Fisher@act.gov.au](mailto:Justine.Fisher@act.gov.au)>; Selfe, Sophie <[Sophie.Selfe@act.gov.au](mailto:Sophie.Selfe@act.gov.au)>  
**Subject:** Wellbeing check in with [REDACTED]

Hi JT,

I conducted a wellbeing check in with [REDACTED] this afternoon, please see below notes:

**Current state relating to the subject issue:**

[REDACTED]

[REDACTED]

Jemma and [REDACTED] both agreed that Jemma would conduct regular wellbeing checks from now on, starting from next Tuesday morning at 10am. If possible, it would be good to have some clarity around what [REDACTED] is to expect next, but I understand that this might not be known at this stage.

Thanks and happy to discuss,  
Jem

**Jemma Dalley | LLB MJD-PSYCH | Assistant Director Wellbeing, Safety and Personal Injury Specialist**

*(Please note that I am available from 1pm on Thursdays)*

Direct Tel: (02) 6205 6801 Email: [Jemma.Dalley@act.gov.au](mailto:Jemma.Dalley@act.gov.au)

EIAW Phone (02) 6207 8667 Email: [eiaw@act.gov.au](mailto:eiaw@act.gov.au)

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**From:** [Dickie, Natalie](#)  
**To:** [REDACTED]  
**Subject:** Re: P and C response  
**Date:** Thursday, 7 April 2022 6:10:37 PM  
**Attachments:** [image001.png](#)

---

Thank you so much

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---

**From:** [REDACTED]  
**Sent:** Thursday, April 7, 2022 1:40:04 PM  
**To:** Dickie, Natalie <[Natalie.Dickie@ed.act.edu.au](mailto:Natalie.Dickie@ed.act.edu.au)>  
**Subject:** Re: P and C response

**CAUTION:** This email originated from outside of ACT Education. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thanks Natalie, I will send it off. Stay strong, you and all the staff at Calwell are supported.

Kind regards  
[REDACTED]

On Thu, Apr 7, 2022 at 12:54 PM Dickie, Natalie <[Natalie.Dickie@ed.act.edu.au](mailto:Natalie.Dickie@ed.act.edu.au)> wrote:

OFFICIAL

Dear [REDACTED]

Thank you for the draft correspondence sent through. We have had a play with it (attached). I guess the most important thing is that it is written from parents and that you believe the parent voice is communicated.

See what you think. Happy to chat on the phone anytime.

Kind regards

**Natalie Dickie** | Deputy Principal

Calwell High School | Education Directorate | ACT Government

111 Casey Crescent Calwell ACT 2905 | <http://www.calwellhs.act.edu.au>

(02) 6142 1930



This is a difficult time for families and the school community. Violence is never OK and it's distressing to know that people - our hardworking staff - have been hurt.

The school is committed to a continuous improvement journey. We have great confidence in the positive trends around student behaviours and wellbeing supports. There have been significant improvements in the behavioural management at the school and staff are consistently working with families to support all students.

We have been very fortunate at Calwell to secure some amazing teachers who continue to support our students and families, and each other. Their loyalty to our school is indicative of the community that we have at Calwell. And for that we are thankful.

We cannot deny that COVID has made that process more difficult – its impact is far reaching, the uncertainty, and changes between at-home and on-site learning is challenging and we understand it is hard to be patient, but many parents see that there are plans in place to continue improving the school.





**From:** [Haire, Katy](#)  
**To:** [Simmons, Jane](#)  
**Subject:** Confirming outcome from today's meeting: Calwell High School Week 1, Term 2  
**Date:** Thursday, 7 April 2022 6:11:00 PM

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OFFICIAL

Dear Mel and Bec

Further to today's meeting with the Minister and you, I'm writing to confirm today's discussion about the preferred approach for next term, which was that all years of Calwell High School students will learn remotely for the first week of term. As discussed, this will enable time for the necessary consultation, training and induction of staff to meet Worksafe's requirements.

A brief will be provided by Jane tonight which will include the proposed communication to staff and families as we discussed.

Best wishes KH

**Katy Haire** | Director-General **Education Directorate** | ACT Government  
T: +61 2 6205 9158 | E: [katy.haire@act.gov.au](mailto:katy.haire@act.gov.au)  
GPO [Box 158 Canberra ACT 2601](#) | [www.education.act.gov.au](http://www.education.act.gov.au)

This record is not released in accordance with Section 17 of the  
*Freedom of Information Act 2016*, Schedule 1, 1.2

## Chronology Calwell HS Actions, Supports and Engagement

Date	Actions, Supports and Engagement
2019	First iteration of School Support Plan
	Megan Altenburg Appointed Principal
	Directorate instructed flex ed unit be shut due to ongoing issues with use of facilities and student behaviour
Term 1 2020	New differentiated support plan developed and initiated by ESO
	Additional resource from ESO (Instructional Mentor) engaged to support case management
Term 2 2020	Engagement of Team Teach from ESO - Support staff in engagement with escalated children, completed professional learning with staff in Team teach in term 2
Term 3 2020	Murray Hodge – Neill worked at school as an inclusion officer, to support the targeted support of tier three student programs
	Introduction of Exec on Deck strategy – 1 member of school exec team available to support teaching staff at all times
Term 4 2020	External psychologist engaged to support staff wellbeing sessions
Whole 2021	A whole of school strategy was introduced to focus on an increase in high impact teaching strategies aiming to develop stronger universal strategies and a singular teaching language.
Term 1 2021	Review of operational structures in school with school executive. Outcomes - ICW in Wellbeing area and additional SLC's hired
	RISKMANS - 39 Riskmans submitted (OV)
Term 2 2021	SOGB from OV team in school for 12 months to support the redesign of the Wellbeing Team
Term 2 2020	Additional youth worker employed to engage with students with significant OVRAs.
	Instructional Mentors supported learning in instructional leadership and change management
	RISKMANS - 30 Riskmans submitted (OV)
Term 3 2021	Action Plan update
	3 new LSA's employed at the school in response to increase in students requiring inclusion support and ISP
	RISKMANS - 24 Riskmans Submitted (OV)
	Additional SLC's engaged at school to support students to engage with the wellbeing team
	Wellbeing and self care session for session with Rochelle Borton
Term 4 2021	Executive staff member identified as case managers to support tier 1 and 2 students
	Implementation of effective restorative practice work to reduce impact of repeat negative behaviours from students
	RISKMANS - 20 Riskmans submitted (OV)
Term 1 2022	More restorative practises, 3 sessions on restorative practise for staff this year
	A personal coach from the PCM program appointed to the principal in week 0 2022
	Professional Learning in week 0 stand down was targeted – restorative practices, support plans and a full day of trauma informed practice training
	Restorative practice PL has continued during term 1
	Flex ed extension into universal space Teachers are able to support all children to access flexible ed to support their learning

	Year 7 and 8 Social and Emotional class, targeted class for selected students who require opportunities to learn additional social and emotional skills
	Complaint to Ministers Office Alleged bullying issues. Historic issues that have been resolved, however [REDACTED] keeps mentioning them to previously unaware students which causes a new set of issues. Parent met with school and SO representative. Resolved.
	DSO supported school in re engagement following suspension. Previous aggressive interactions from parent
	DSO engaged with school to meet with family regarding ongoing support and educational offerings for child demonstrating high risk behaviour
	DSO negotiated communication plan and ongoing strategy for school and family to support confidence in school protective response to family concerns.
	DSO supported school in re engagement following suspension. Previous aggressive interactions from parent
	Breaktime Clubs developed to support student engagement and connection to community, social and emotional learning.
	Social and Emotional Learning program started with Year 7 and 8 students
	School Operations analysed data in week 7 and DSI met with the principal (Thursday 17 March) to discuss the increase in incidents
	Collapsed Classes - Thursday 17 <sup>th</sup> March – 7 collapsed classes, Friday 18 <sup>th</sup> March - 2 collapsed classes, Wednesday 23 <sup>rd</sup> March – 1 collapsed class, Thursday 24 <sup>th</sup> March – 1 collapsed class, Monday 28 <sup>th</sup> March 10 - collapsed classes, Wednesday 30 <sup>th</sup> March – 6 collapsed classes, Thursday 31 <sup>st</sup> March – 3 collapsed classes
24/03/2022	Serious incident occurs at front of school
25/03/2022	Wellbeing check in conducted by P&P, 6 wellbeing check in's conducted on staff impacted the incident the day before.
25/03/2022	[REDACTED]
28/03/2022	School actions – meeting with Positive Behaviour Learning team and OVRA review meeting
28/03/2022	Steve Collins engaged as Executive Principal to support acting Principal Natalie Dickie
28/03/2022	EAP onsite at Calwell HS
29/03/2022	Union Sub-Branch meeting - seeks the urgent assistance from Work Safe ACT and the AEU branch office
31/03/2022	WorkSafe conducted visit to Calwell HS
01/04/2022	[REDACTED]
04/04/2022	DSI and EGM SI met with school staff group to discuss outcome of WorkSafe visit
04/04/2022	EAP onsite at Calwell HS
07/04/2022	Tele-health available to staff due to EAP clinician availability constraints
07/04/2022	Backfill cover [REDACTED] engaged at Calwell HS
07/04/2022	CPSU visit to Calwell HS to meet with administrative staff
08/04/2022	Meeting between WorkSafe ACT and EBM People and Performance
08/04/2022	EAP clinician available onsite at Calwell HS (flown in from Sydney)
Term 1 2022	RISKMANS - 75 Riskmans Submitted (OV) – Accurate as of 04/04/2022

Date	Area	Detail
2019	Differentiated Support Plan	Initial plan developed under old school leadership and DSI – not continued
	Actions to support school	Flex Ed shut due to behaviour challenges
	Identified Improvements	n/a
2020 Term 1	Differentiated Support Plan	SIB developed new Support Plan for school: <ul style="list-style-type: none"> <li>• School foundations and practises</li> <li>• Parental Engagement</li> <li>• Staff Supports</li> <li>• Student Supports</li> <li>• Capital Works</li> </ul>
	Actions to support school	New PBL procedures implemented and applied
		Review school policies and procedures against Safe and Supportive School policy. Identify key areas for improvement
		School Improvement Team working with Principal to support development, review and refinement of school improvement plans as need
		Expectations on appropriate behaviour are widely shared between students, staff and parents.
		Flex Ed reopened with work from ICW to redesign student wellbeing space
Identified Improvements	COVID stopped support plan Week 8 Term 1 2020	
2020 Term 2	Differentiated Support Plan	No changes
	Actions to support school	Additional support to school – Instructional Mentor engaged to support case management
		Team Teach engaged in school to support student management processes
		Inclusion Support resource engaged at school – focus on tier 3 student engagement
Identified Improvements	n/a	
2020 Term 3	Differentiated Support Plan	n/a
	Actions to support school	External psychologist engaged to support staff wellbeing sessions
	Identified Improvements	n/a
2020 Term 4	Differentiated Support Plan	n/a
	Actions to support school	n/a
	Identified Improvements	n/a
2021 Term 1	Differentiated Support Plan	n/a

	Actions to support school	Review of wellbeing space in school with ICW, P&P, SI and school executive. Lack of staffing key issue identified
	Identified Improvements	n/a
2021 Term 2	Differentiated Support Plan	Review of Differentiated Support Plan – SO and DSI
	Actions to support school	SOGB from ESO OV team seconded to school to redesign wellbeing team
		Instructional Mentors support school in leadership and change management
		Additional youth worker employed at school to support Wellbeing Team
Identified Improvements	n/a	
2021 Term 3	Differentiated Support Plan	Review and summary of differentiated support plan completed
	Actions to support school	3 new LSA's employed at school to support increase engagement with student wellbeing team
		Staff wellbeing consultant [REDACTED] engaged by school to support staff and executive with resilience and wellbeing practices
		HR action to support
Identified Improvements	Increase in students accessing student wellbeing team following review in Term 1	
2021 Term 4	Differentiated Support Plan	n/a
	Actions to support school	n/a
	Identified Improvements	Case management structure developed in school to support tier 1 and 2 students
		School led project to increase use of restorative practise processes in Student Wellbeing Hub
2022 Term 1	Differentiated Support Plan	n/a
	Actions to support school	Personal coach from PMC program provided for Principal
		DSO supported school leadership working with challenging families and complex situations
		SI reviewed incident data to support DSI work with Principal
	Identified Improvements	Social and Emotional Program rolled out in Year 7 and 8
		New breaktime clubs lower cases of antisocial behaviour during breaks
Date	Action	
24/03/2022	Incident - A student (student A) and several faculty staff were injured by a separate student (student B). Student A suspended for 5 days	

	Student B suspended for 15 days One staff member seriously injured Other staff members pushed/shoved by student
25/03/2022	P&P wellbeing check ins with impacted staff 2:12pm phone call to Rebecca Hobbs to advise of incident
28/03/2022	DSI and DSO attended school, engagement with PBL team and follow up to incident Split Classes – 10 combined classes – 4 over EBA class size 38, 43, 46, 38 EAP on site at school
30/03/2022	Split Classes – 6 combined classes – 3 over EBA class size 37, 33, 43
31/03/2022	Split Classes – 3 combined classes – 2 over EBA class size 48 and 38 WorkSafe Visit – Prohibition Notice and Request for Information issued
04/03/2022	IMT stood up and will provide daily caveat briefs Year 7 and 8 on remote learning and excursions DSI onsite for the week EAP onsite or available all week
05/03/2022	2 additional WorkSafe notices received Contact with ACT P&C Association to support media and comms work
06/03/2022	Year 9 students attended resilience building outdoor education session DSI, Sue Norton met with school staff this morning to outline that new improvement notices had been received from WorkSafe. School has engaged with year 10 students to hear their views on supports and strategies going forward. Planning further communication to Calwell staff and parents before the end of the week, providing update on progress on WorkSafe notifications and setting expectations for the start of term 2. Telephone support for staff will be available on Thursday 7 April 2022 due to clinician availability constraints. Telehealth services remain available to year 7 and 8 during the period of remote learning. At 12pm Wednesday 6 April, no referrals from Calwell High School students have been received.
07/03/2022	Year 10 excursion to Birrigai CPSU visited the school at 10am this morning to engage with administrative staff.



	Telephone support was available on Thursday 7 April 2022 due to clinician availability constraints onsite
	Telehealth services remain available to year 7 and 8 during the period of remote learning. At 12pm Thursday 7 April, [REDACTED] referrals from Calwell High School students were received.
08/03/2022	EBM P&P and Director WHS to meet with WorkSafe ACT on 8 April 2022.
	ESO is assessing options to undertake a comprehensive special purpose review from early to mid-Term 2
	EAP clinician onsite
	The Directorates Wellbeing Officer is conducting ongoing and scheduled wellbeing checks on [REDACTED]

**Murray, Paula**

---

**From:** Parkinson, Andrew  
**Sent:** Thursday, 31 March 2022 3:38 PM  
**To:** Matthews, David  
**Subject:** Re: UPDATE: WorkSafe visit to Calwell HS 31/3/22

**OFFICIAL: Sensitive**

Fire safety systems sit with ICW but the issue at Calwell has been with fire extinguishers being let off or removed by students.

School and ICW have been working through locations with fire certifier to find a workable solution for locations.

Maps / signage were a work in progress while this occurred.

---

Andrew Parkinson | Executive Branch Manager  
**Infrastructure & Capital Works** | Education Directorate | **ACT Government**  
Phone 02 6205 4593 | **Mobile 0478 301 085**  
220 London Circuit, Civic | [www.act.gov.au](http://www.act.gov.au)  
*Dhawura nguna, dhawura Ngunnawal*

---

**From:** Matthews, David <David.Matthews@act.gov.au>  
**Sent:** Thursday, 31 March 2022 15:05  
**To:** Parkinson, Andrew <Andrew.Parkinson@act.gov.au>  
**Subject:** FW: UPDATE: WorkSafe visit to Calwell HS 31/3/22

**OFFICIAL: Sensitive**

FYI – information on fire safety system management at Calwell.  
How are responsibilities for this divided between the ESO and schools?  
Regards  
Dave Matthews

---

**From:** Ackland, Daniel <Daniel.Ackland@act.gov.au>  
**Sent:** Thursday, 31 March 2022 2:23 PM  
**To:** Selfe, Sophie <Sophie.Selfe@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>  
**Subject:** RE: UPDATE: WorkSafe visit to Calwell HS 31/3/22

**OFFICIAL: Sensitive**

Thank you Soph very much appreciated.  
Dave – for visibility.

**Daniel Ackland** | Executive Branch Manager, People and Performance  
Phone: 02 620 51820 | Mobile: 0481 298 383 | Email: [Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)  
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---

**From:** Selfe, Sophie <[Sophie.Selfe@act.gov.au](mailto:Sophie.Selfe@act.gov.au)>  
**Sent:** Thursday, 31 March 2022 2:07 PM  
**To:** Ackland, Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>  
**Subject:** UPDATE: WorkSafe visit to Calwell HS 31/3/22  
**Importance:** High

**OFFICIAL: Sensitive**

Hi Daniel,

**Improvement Notice** now in effect for the issues around fire equipment. Notice was issued verbally at 11:02am 31/3/22

- Fire Hose Reel cupboards have been locked to prevent students from tampering with the equipment. Note – the hose reels themselves have been decommissioned however the cupboards are housing the fire extinguishers.
  - ACTION – locks must be removed to ensure accessibility to the fire extinguishers
  - DUE COB 31/3/22
  - STATUS – complete, photographic evidence collected
- Some fire Extinguishers have been cable-tied into the metal housing/cabinets
  - ACTION – cable ties must be removed to ensure unimpeded accessibility to the extinguishers
  - DUE COB 31/3/22
  - STATUS – complete, photographic evidence collected
- Query regarding the number/location of fire equipment
  - ACTION – all identified locations where extinguishers should be must be in place
  - DUE COB 31/3/22
  - STATUS – Stuart Hunter (ICW) is contacting a provider to attend the school today. I have requested that this provider issue a site report indicating that the locations of fire safety equipment has been checked and all are fitted with operable equipment. Pyrosolv are travelling here from Goulburn anticipate arriving 2:30 – 3:30pm. I will stay here to provide instructions and gain the required report.
- Signage does not consistently correspond to the location of the equipment I,e, the signs indicate locations of fire hose reels which are no longer in situ.
  - ACTION – signage must be reviewed and corrected
  - DUE: 14 days
  - STATUS: Have advised Stuart Hunter (ICW) and Tracey Allen (Risk, Security and Emergency Management) that this needs to be completed – agreement that provider will undertake.
- Emergency maps are not accurate as they still indicate fire equipment which is no longer in situ
  - ACTION – all maps across campus must be updated
  - DUE: 14 days
  - STATUS: Have advised Stuart Hunter (ICW) and Tracey Allen (Risk, Security and Emergency Management). RSE advised that they have been liaising with the Calwell HS Business Manager [REDACTED] for quite some time but have been unsuccessful to date due to the BM not approving the expenditure. I have requested that this work be progressed ASAP and invoicing issues can be managed later.

**Prohibition Notice** will be sent through this afternoon to take effect as of 4/4/22 and remain in effect until the regulator is satisfied that the alleged contravention is no longer occurring and steps have been taken to ensure no future similar contravention. If such evidence is provided to and accepted by the regulator prior to the 4/4/22, the notice may be lifted

- Notice is in relation to staffing shortages which is resulting in alleged non-compliance with the class sizes policy which is presenting an unacceptable risk to psychological safety
- Prohibition Notice will prohibit the Years 7 and 8 cohorts from being on site at Calwell High School
- Excluded from this is the LSU, vulnerable students and children of essential workers.
- The notice will require the directorate to satisfy WorkSafe that systems and processes are in place to ensure adequate staffing numbers and compliance with class size policy.

NIL ACTION COMMENCED PENDING RECEIPT OF NOTICE AND INSTRUCTION BY EXEC.

Kind regards,

Sophie

**Sophie Selfe | Director - Work Health and Safety, Early Intervention and Wellbeing**

Phone: 02 6207 0290 | Email: [sophie.selfe@act.gov.au](mailto:sophie.selfe@act.gov.au)

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**From:** [EGMSIoffice](#)  
**To:** [Huxley, Mark](#); [Toogood, Tim](#); [EGMSIoffice](#); [Seton, Sam](#)  
**Cc:** [Brazier, Todd](#); [Watson, Sarah](#)  
**Subject:** FOR PRIORITY CLEARANCE: FILE22/3275 S/G UPODATE TO CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022  
**Date:** Friday, 1 April 2022 12:06:09 PM  
**Attachments:** [SCHOOL MANAGEMENT - Security - S G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022 - 2022.tr5](#)  
[image001.jpg](#)

OFFICIAL: Sensitive

Hi all

Updated in original caveat brief in consultation with Kim Peisley. Mark for your clearance please.

Regards

**Robert Foote** | a/g Executive Officer to Mark Huxley  
 Office of Executive Group Manager School Improvement

P 02 6207 6632 | Email: [EGMSIoffice@act.gov.au](mailto:EGMSIoffice@act.gov.au)  
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 GPO Box 158 Canberra ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

**From:** Huxley, Mark <[Mark.Huxley@act.gov.au](mailto:Mark.Huxley@act.gov.au)>  
**Sent:** Friday, 1 April 2022 10:46 AM  
**To:** Toogood, Tim <[Tim.Toogood@act.gov.au](mailto:Tim.Toogood@act.gov.au)>; EGMSIoffice <[EGMSIoffice@act.gov.au](mailto:EGMSIoffice@act.gov.au)>; Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>; Watson, Sarah <[Sarah.Watson@act.gov.au](mailto:Sarah.Watson@act.gov.au)>  
**Cc:** Brazier, Todd <[Todd.Brazier@act.gov.au](mailto:Todd.Brazier@act.gov.au)>  
**Subject:** RE: [FOR PRIORITY CLEARANCE]: FILE22/3275 S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022

Thanks Tim.

Robert – Can you update caveat with the below.

Thanks

Mark

**From:** Toogood, Tim <[Tim.Toogood@act.gov.au](mailto:Tim.Toogood@act.gov.au)>  
**Sent:** Friday, 1 April 2022 10:21 AM  
**To:** Huxley, Mark <[Mark.Huxley@act.gov.au](mailto:Mark.Huxley@act.gov.au)>; EGMSIoffice <[EGMSIoffice@act.gov.au](mailto:EGMSIoffice@act.gov.au)>; Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>; Watson, Sarah <[Sarah.Watson@act.gov.au](mailto:Sarah.Watson@act.gov.au)>  
**Cc:** Brazier, Todd <[Todd.Brazier@act.gov.au](mailto:Todd.Brazier@act.gov.au)>  
**Subject:** RE: [FOR PRIORITY CLEARANCE]: FILE22/3275 S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022

OFFICIAL: Sensitive

Hi Mark,

The school has advised:

- [REDACTED], both the school psychologist and the wellbeing team were offered as supports to [REDACTED] if required.
- [REDACTED] were due to meet with the school psychologist this morning, however cancelled due to [REDACTED]. This will be rearranged at a more suitable time for them.
- The wellbeing team in the school has been made available for all students who have been impacted by the incident.

Kind regards,

**Tim Toogood**  
 Director School Operations  
 Phone: 0468514690 Email: [tim.toogood@act.gov.au](mailto:tim.toogood@act.gov.au)

**School Improvement Branch | Education | ACT Government**  
**Hedley Beare Centre for Teaching and Learning Stirling |GPO Box 158**  
**Canberra ACT 2601**  
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*I acknowledge the traditional custodians of the lands and waters where we live and work, and pay my respects to elders past, present and future.*

**From:** Huxley, Mark <[Mark.Huxley@act.gov.au](mailto:Mark.Huxley@act.gov.au)>  
**Sent:** Friday, 1 April 2022 9:31 AM  
**To:** EGMSlooffice <[EGMSlooffice@act.gov.au](mailto:EGMSlooffice@act.gov.au)>; Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>; Watson, Sarah <[Sarah.Watson@act.gov.au](mailto:Sarah.Watson@act.gov.au)>  
**Cc:** Brazier, Todd <[Todd.Brazier@act.gov.au](mailto:Todd.Brazier@act.gov.au)>; Toogood, Tim <[Tim.Toogood@act.gov.au](mailto:Tim.Toogood@act.gov.au)>  
**Subject:** RE: [FOR PRIORITY CLEARANCE]: FILE22/3275 S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022

Thanks for the update Robert. Can we be specific with the supports the students are receiving as the points below are general in nature. Are they seeing the school psychologist? Has this been offered?. Are there other services/supports in play?

Cheers  
 Mark

**From:** EGMSlooffice <[EGMSlooffice@act.gov.au](mailto:EGMSlooffice@act.gov.au)>  
**Sent:** Friday, 1 April 2022 9:27 AM  
**To:** Huxley, Mark <[Mark.Huxley@act.gov.au](mailto:Mark.Huxley@act.gov.au)>; EGMSlooffice <[EGMSlooffice@act.gov.au](mailto:EGMSlooffice@act.gov.au)>; Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>; Watson, Sarah <[Sarah.Watson@act.gov.au](mailto:Sarah.Watson@act.gov.au)>  
**Cc:** Brazier, Todd <[Todd.Brazier@act.gov.au](mailto:Todd.Brazier@act.gov.au)>; Toogood, Tim <[Tim.Toogood@act.gov.au](mailto:Tim.Toogood@act.gov.au)>  
**Subject:** RE: [FOR PRIORITY CLEARANCE]: FILE22/3275 S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022

OFFICIAL: Sensitive

Apologies Mark I should have included you when this was sent to DDGO and DGO. I'm happy to add to the brief as an update but does this go far enough to answer the question from MO?  
 Regards

**Robert Foote | a/g Executive Officer to Mark Huxley**  
**Office of Executive Group Manager School Improvement**

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 Education Directorate| ACT Government  
 GPO Box 158 Canberra ACT 2601| [www.act.gov.au](http://www.act.gov.au)

**From:** Toogood, Tim <[Tim.Toogood@act.gov.au](mailto:Tim.Toogood@act.gov.au)>  
**Sent:** Thursday, 31 March 2022 10:03 AM  
**To:** EGMSlooffice <[EGMSlooffice@act.gov.au](mailto:EGMSlooffice@act.gov.au)>  
**Cc:** School Operations <[SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)>  
**Subject:** RE: FOR ADVICE: FILE22/3275 S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022

OFFICIAL: Sensitive

Hi,

The school have updated:

- All staff members involved have returned to school, and ongoing support is being offered through EAP. [REDACTED]
- [REDACTED] has not returned to school [REDACTED], no suspension

- issued, school supporting family with [REDACTED] safe return to school
- [REDACTED] still serving 15 day suspension – Principal has contacted [REDACTED], all are okay, [REDACTED]
- [REDACTED] returning to school following suspension today (31/03/22), contact with family [REDACTED]

Kind regards,

**Tim Toogood**  
**Director School Operations**

---

**From:** Huxley, Mark <[Mark.Huxley@act.gov.au](mailto:Mark.Huxley@act.gov.au)>  
**Sent:** Friday, 1 April 2022 8:53 AM  
**To:** EGMSlooffice <[EGMSlooffice@act.gov.au](mailto:EGMSlooffice@act.gov.au)>; Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>; Watson, Sarah <[Sarah.Watson@act.gov.au](mailto:Sarah.Watson@act.gov.au)>  
**Cc:** Brazier, Todd <[Todd.Brazier@act.gov.au](mailto:Todd.Brazier@act.gov.au)>; Toogood, Tim <[Tim.Toogood@act.gov.au](mailto:Tim.Toogood@act.gov.au)>  
**Subject:** RE: [FOR PRIORITY CLEARANCE]: FILE22/3275 S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022

**Importance:** High

MO has an interest specifically in what supports are in place for the students (Psychologist etc). Can we please put these in as well

---

**From:** EGMSlooffice <[EGMSlooffice@act.gov.au](mailto:EGMSlooffice@act.gov.au)>  
**Sent:** Thursday, 31 March 2022 12:05 PM  
**To:** Huxley, Mark <[Mark.Huxley@act.gov.au](mailto:Mark.Huxley@act.gov.au)>  
**Subject:** FW: [FOR PRIORITY CLEARANCE]: FILE22/3275 S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022  
**Importance:** High

OFFICIAL: Sensitive

Drop copy for you info

---

**From:** EGMSDD <[EGMSDD@act.gov.au](mailto:EGMSDD@act.gov.au)>  
**Sent:** Monday, 28 March 2022 8:32 AM  
**To:** DDGEDUoffice <[DDGEDUoffice@act.gov.au](mailto:DDGEDUoffice@act.gov.au)>  
**Cc:** EGMSlooffice <[EGMSlooffice@act.gov.au](mailto:EGMSlooffice@act.gov.au)>; EDU, EBM P&P <[ebmpp.edu@act.gov.au](mailto:ebmpp.edu@act.gov.au)>; EDU Student Engagement Director's Office <[EDUDSEOffice@act.gov.au](mailto:EDUDSEOffice@act.gov.au)>; EGMSDD <[EGMSDD@act.gov.au](mailto:EGMSDD@act.gov.au)>  
**Subject:** [FOR PRIORITY CLEARANCE]: FILE22/3275 S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022  
**Importance:** High

OFFICIAL: Sensitive

Good morning,  
Please find attached for DDG clearance.  
Drop copy – EGMSI, EBM P&P, SE  
Thank you,  
Tahlia

---

**From:** EDU Student Engagement Director's Office <[EDUDSEOffice@act.gov.au](mailto:EDUDSEOffice@act.gov.au)>  
**Sent:** Friday, 25 March 2022 3:10 PM  
**To:** EGMSDD <[EGMSDD@act.gov.au](mailto:EGMSDD@act.gov.au)>; McMahan, Kate <[Kate.McMahan@act.gov.au](mailto:Kate.McMahan@act.gov.au)>  
**Cc:** EDU Student Engagement Director's Office <[EDUDSEOffice@act.gov.au](mailto:EDUDSEOffice@act.gov.au)>; Seton, Sam <[Sam.Seton@act.gov.au](mailto:Sam.Seton@act.gov.au)>; Atkins, Jessie <[Jessie.Atkins@act.gov.au](mailto:Jessie.Atkins@act.gov.au)>

**Subject:** FOR PRIORITY CLEARANCE: S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022

**Importance:** High

OFFICIAL: Sensitive

Hi Laura,

Please progress to Kate with priority

<b>Clearance Advice</b>	
TRIM No	FILE22/3275
Clearance due date /Critical Date	<b>25 March 2022</b>
Critical date reason (if applicable)	Incident Caveat Briefing for priority clearance
<b>Context/Background information for clearance</b>	Staff members have been involved in an incident at Calwell High School resulting in the serious assault of one staff member and student Student is to be suspended for 15 days P&P providing support as necessary.
Additional Comments	Please provide drop copies to EGM SI and EBM P&P upon EGM SDD clearance and progression to DDG

Kim Peisley (she/her) | Executive Officer

Executive Branch Manager, Student Engagement- Sam Seton

Executive Branch Manager, Complex Case Management- Jessie Atkins

Microsoft Teams | Email: [kim.peisley@act.gov.au](mailto:kim.peisley@act.gov.au)

Student Engagement | Education | ACT Government

Hedley Beare Centre for Teaching & Learning | 51 Fremantle Drive Stirling ACT 2611 |

GPO Box 158 Canberra ACT 2601

[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

## Caveat Brief

**To:** Minister for Education and Youth Affairs  
**Subject:** Visit from WorkSafe at Calwell High School  
**Date:** 4 April 2022

Update on the background and context at Calwell HS and the work to respond to the recent orders placed on the site by WorkSafe ACT.

### Issue

- 24<sup>th</sup> March 2022 an incident in relation to student related violence and injury to staff and students occurred. A previous Caveat brief was provided to your office with details of that incident (Refer to FILE22/3275)
- On 31 March 2022 WorkSafe ACT attended Calwell High School to undertake a workplace inspection in response to information received by WorkSafe regarding issues at the school relating to student incidents and staffing shortages.
- During this visit WorkSafe also identified concerns regarding access to fire suppression equipment.
- Improvement Notices were issued to the Directorate on both issues raised, as per attachments (Notice number N-0000003585) (Notice number N-0000003584).

### Update on Staff and Student Wellbeing After the Incident

- The [REDACTED] The DSI has been in regular contact with [REDACTED] over the course of last week. Over the weekend the DSI, followed up with [REDACTED] again to update [REDACTED] on the current situation [REDACTED] has confirmed with [REDACTED] that [REDACTED] will continue to take this coming week off, [REDACTED] The DSI will continue follow up on [REDACTED] wellbeing over the coming days and monitor and plan for [REDACTED] return to the workplace when school resumes for Term 2.
- The Acting Principal, Natalie Dickie reports that [REDACTED] returned to school the day after incident, Friday 25 March. It is confirmed that [REDACTED] been attending the workplace every day and continues to have treatment for [REDACTED]. The Acting Principal is continuing to monitor and support [REDACTED] in the workplace. The Directorate's HR team have also been in contact with [REDACTED] over the last week to provide support and undertake a wellbeing check. [REDACTED] [REDACTED]. The Acting Principal has also followed up with [REDACTED] over the weekend and EAPs continues to be made available for [REDACTED] and other staff at the school.
- Student, [REDACTED] has not returned to school [REDACTED] the school is supporting the family to plan for [REDACTED] safe return to school.
- Student, [REDACTED] is still serving 15 day suspension – the acting Principal has contacted [REDACTED] [REDACTED] all are okay, [REDACTED].



- [REDACTED] was scheduled to return to school following suspension (31/03/22). There has been ongoing contact with family prior to [REDACTED] return [REDACTED]  
[REDACTED] has returned to school as scheduled [REDACTED]  
[REDACTED] is settled and doing OK.

Further, on Friday 1 April, [REDACTED] [REDACTED] the improvement notice around the fire equipment. [REDACTED] was supported by Acting Principal to go home during the day [REDACTED].

ACT Policing responded to the initial incident and have confirmed they do not intend to take further action on the matter.

### School Background

- A new Principal (Ms. Megan Altenburg) was appointed and commenced at Calwell HS in term 4, 2019.
- At the time Calwell HS had relatively low school climate and performance data compared to similar schools in the ACT.
- Rickman and incident reporting data identified significant physical incidents across the school week, with high levels of parent complaints.
- There were limited processes and structures in place to manage student behaviour, suspensions and provide wrap around service when students returned to school. This led to unpredictable consequences for students and families.

### Support Needs Previously identified

- A support plan was developed in early 2020 to assist the school with targeted supports from across the Directorate. The key themes identified for a support plan were:
  - Declining school satisfaction data
  - New leadership team at the school
  - Staffing risk due to serious incidents and impact on staff wellbeing
  - Lack of casual contract staff to work in a highly complex environment
  - Increase in high-risk serious incidents

### Supports Provided in support plan

- The major supports and resources provided to the school since 2020 include:
  - Additional Deputy Principal to focus on student behaviour management, wellbeing and PBL.
  - HR support to prioritise the recruitment for the school and have full staffing profile for 2022 and prioritise the schools access to the central casual relief pool.
  - PBL uplift – coach deployed to support the school
  - Redesign of Flex Education model to ensure targeted supports based on student need.
  - ICW redesign and upgrade of student services, flex ed space, front office, sick bay, and small group program to support student and staff safety and wellbeing.
  - Redesign of the Student Services model with two identified SLCs.
  - Customised EAP and staff wellbeing program to support staff at the school.

### Outcomes to date:

- There have been a range of improvements observed at the school since 2020:

- Enrolments at the school have increased over the past three years from 380 in 2019 to 420 in 2022.
- NAPLAN growth across Reading, Writing and Numeracy – 2019-2021
- School Satisfaction data in regard to school leadership indicates results the same as similar school types.
- Fewer whole school lockdowns resulting from student behaviour concerns.
- Effective case management of Tier 3 students supporting students and families
- Flex Education model uplift provides student access at universal and targeted levels.
- Staffing has remained stable in late 2021/22.
- Processes and structures to respond to student behaviour has been established. Consistent effectiveness and application is to be explored further.
- Levels of intervention and supports for teachers to respond to student behaviour is now in place.
- Whilst improvements are evident, any incidents involving violence to staff and students are unacceptable and further work is required.

#### **Areas for further work:**

- Student behaviour management, PBL implementation and student engagement in learning remain the major priority and focus for the school.
- Whilst the pattern of progress on the support plan has generally been upward since 2020, there has been an increase this term in negative incidents at the school, and events such as the one occurred on the 24<sup>th</sup> of March are unacceptable. Further analysis is required to determine the cause and next steps.
- PBL implementation at the school has been disrupted by COVID and will need to be a major renewed focus for the school moving forward.
- Enhancing PBL implementation and further strengthening of behaviour supports will be a key to addressing the source of staff wellbeing concerns on site due to the history of prior events at the school and prolonged staff involvement in these issues over time
- School climate data indicates opportunities for significant improvement in student wellbeing and engagement and will be monitored closely.

#### **School Staffing:**

- Concerns were raised both by the AEU and WorkSafe relating to the staffing levels and excess work being undertaken by staff at the site this year.
- The school was prioritised in the transfer and recruitment process as a result of both the identified needs in the support plan, as well as previous engagement with the AEU and local school sub-branch. It commenced the 2022 school year fully staffed.
- Analysis from the school staffing data has been undertaken over the last two days.
- In relation to teachers working excessive face to face hours early analysis indicates:
  - Calwell HS is currently operating at a FTE base of 36, made up of 41 total teaching staff.
  - Of the 41 total teaching staff CHS employs, one staff member has a year-to-date cumulative total face-to-face teaching hours which exceeds face-to-face teaching hours.
  - This teacher has exceeded the cumulative total face-to-face teaching hours by 2 hours and 15 minutes.
  - Of the 41 total teaching staff CHS employs, ten staff members have a balanced year-to-date cumulative total face-to-face teaching hours.
  - Of the 41 total teaching staff CHS employs, 30 staff members are under the year-to-date cumulative total face-to-face teaching hours.
- In relation to the staffing COVID matrix for schools in 2022:

- Of the past 29 school days (6 weeks), CHS has been level 1 on 14 days and level 2 on 15 days.
- Of the 15 days it was level 2 it received central relief staff on 14 occasions.
- In relation to class sizes:
  - Of the past 29 school days (6 weeks), CHS has gone above the class size policy on 5 separate days.
  - Of these, three were on days identified as level 2
  - Two of these days CHS received central relief staff.
  - The two days CHS went above class size policy and did not either self-triage or ESO-triage as level 2 was on 28 March and 30 March. This was a result of staff absences at short notice without the time to source additional supports.
  - As per the agreed COVID-19 Planning for staff shortages matrix, the Directorate and the AEU have agreed the Policy can be adjusted in line with the exceptional circumstances outlined in the matrix.

### Next Steps

A Directorate coordination team has been established to respond to the events at Calwell HS. It will oversee the following four streams of work:

- **School Supports and Operational Continuity:** Undertake operations at the school this week in line with the WorkSafe order and ensuring a focus on support for wellbeing of staff and students:
  - DSI is onsite Monday and a staff briefing has occurred, walking them through the plan for the week, supports for the school, and highlighting wellbeing supports available for staff. The DSI will be on site all week.
  - An experienced principal (Kate Marshall) will continue to be onsite all week as additional leadership support.
  - EAP has been arranged to be onsite Monday to assist. This will be the previous provider who has been working with the school for continuity and familiarity. This will be extended if required to ensure all staff have access to EAPs
  - Additional school psychologist supports will be available via telehealth support for students learning remotely.
  - Planned excursions to Birrigai for year 7 and 8 will continue.
  - The ESO teaching and learning team will assist with remote learning supports.
- **Response to the Regulator** - Respond to the concerns identified in the WorkSafe ACT prohibition order with the intention to progress to a supported resumption of normal school operations in a safe and orderly way. The notices from WorkSafe ACT are attached for your consideration. (Attachment A and B)
- **Industrial Engagement** – Liaison and engagement with the AEU and CPSU both at the local sub-branch level through to the ACT executive.
- **Communications and Management** – Coordinate the communications material and messaging to support the school, school community and ensure your office is across the key information throughout the response.
- Once supports for the wellbeing of staff and students and operational continuity of learning is in place, a review of the school will be undertaken to inform the updating of the Support Plan. This will occur ready for implementation in term 2, 2022 with particular focus on the following key areas:
  - School leadership structure, cohesion and role clarity to implement next steps.
  - Strengthening the Safe and Supportive Schools and PBL implementation onsite.
  - Strengthening the pedagogical support and engagement of students in learning across all learning areas.

- The delivery model and supports for the small group programs at the site.
- An assessment of the Work Health and Safety processes at the site and the flow of supports from Education Support Office will also be undertaken. This will include incident reporting, Riskman reporting and wellbeing supports.
- An assessment of the schools staffing processes including the staff roster and shared understanding of expectations with staff and school leadership.
- We will provide regular updates to your office on progress as the work continues.

Signatory Name: Mark Huxley

04 April 2022

**Murray, Paula**

---

**From:** Huxley, Mark  
**Sent:** Friday, 1 April 2022 3:59 PM  
**To:** Matthews, David  
**Subject:** RE: Proposed text for Jane

Perfect. Thanks.

Mark

---

**From:** Matthews, David <David.Matthews@act.gov.au>  
**Sent:** Friday, 1 April 2022 3:58 PM  
**To:** Huxley, Mark <Mark.Huxley@act.gov.au>  
**Subject:** RE: Proposed text for Jane

**OFFICIAL: Sensitive**

Looks great. Add 'continue to monitor the situation and provide advice accordingly'

---

**From:** Huxley, Mark <[Mark.Huxley@act.gov.au](mailto:Mark.Huxley@act.gov.au)>  
**Sent:** Friday, 1 April 2022 3:53 PM  
**To:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>  
**Subject:** Proposed text for Jane

David,

Advice welcome please.

Thanks

Mark

Hi Jane,

As discussed, to ensure we are complying with necessary orders from Worksafe in relation to concerns raised at Calwell HS I am writing to request we move the school into stage three under the matrix and enable the movement of year 7 and 8 to remote learning from Monday 4 April 2022. I believe this is warranted to minimise impact on staff as we assess support and wellbeing needs and also to engage with them to assess the concerns and allegations raised in the Worksafe notice. These activities will require additional staff engagement to undertake and moving to level three will enable these actions to occur.

Regards

Mark

Mark Huxley PSM  
Executive Group Manager  
School Improvement  
ACT Education Directorate  
(02) 62053988

**Murray, Paula**

---

**From:** Hobbs, Rebecca  
**Sent:** Tuesday, 5 April 2022 1:28 PM  
**To:** Matthews, David  
**Subject:** For discussion

**OFFICIAL**

1. a clear resolution that the health, safety and wellbeing of staff and students must and will be considered as the foremost priority when making decisions about the operation of schools.
2. an assurance that the ACT Education Directorate will take steps to address the work safety risks identified by staff in ACT Public Schools, including properly resourcing schools according to their needs, ensuring that class size limits are respected and addressing unsustainable workloads.
3. regular and timely reporting to the union of staff absences, including reporting split, collapsed and cancelled classes.
4. a clear statement that the routine collapsing and combining of classes, including creating oversized classes, is unsafe and unacceptable.
5. an audit of occupational violence reports, Occupational Violence Risk Assessments and whether the measures in those assessments were funded by the Directorate and delivered to schools in accordance with the Enterprise Agreement.

## Caveat Brief

**To:** Minister for Education and Youth Affairs  
**Subject:** Visit from WorkSafe at Calwell High School  
**Date:** 4 April 2022

Update on the background and context at Calwell HS and the work to respond to the recent orders placed on the site by WorkSafe ACT.

### Issue

- 24<sup>th</sup> March 2022 an incident in relation to student related violence and injury to staff and students occurred. A previous Caveat brief was provided to your office with details of that incident (Refer to FILE22/3275)
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- During this visit WorkSafe also identified concerns regarding access to fire suppression equipment.
- Improvement Notices were issued to the Directorate on both issues raised, as per attachments (Notice number N-0000003585) (Notice number N-0000003584).

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- An assessment of the Work Health and Safety processes at the site and the flow of supports from Education Support Office will also be undertaken. This will include incident reporting, Riskman reporting and wellbeing supports.
- An assessment of the schools staffing processes including the staff roster and shared understanding of expectations with staff and school leadership.
- We will provide regular updates to your office on progress as the work continues.

Signatory Name: Mark Huxley

04 April 2022

**Murray, Paula**

---

**From:** Matthews, David  
**Sent:** Wednesday, 6 April 2022 8:37 AM  
**To:** Laurent, Kristen; Huxley, Mark  
**Cc:** School Operations; Watson, Sarah  
**Subject:** RE: FOR CONSIDERATION: Calwell IMT governance  
**Attachments:** Calwell High School IMT Governance.docx

OFFICIAL

This looks great to me – thanks.

Regards  
Dave Matthews

---

**From:** Laurent, Kristen <Kristen.Laurent@act.gov.au>  
**Sent:** Monday, 4 April 2022 4:49 PM  
**To:** Matthews, David <David.Matthews@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>  
**Cc:** School Operations <SchoolOperations@act.gov.au>; Watson, Sarah <Sarah.Watson@act.gov.au>  
**Subject:** FOR CONSIDERATION: Calwell IMT governance

OFFICIAL

Hi Mark and David

I've pulled together the attached guidance in relation to governance of the Calwell IMT. Happy to formalise in a brief to the DG once I have any feedback you want incorporated.

Cheers

Kristen

Kristen Laurent | **Executive Branch Manager Governance and SERBIR**  
Phone: 6205 6749 | Mobile: 0466 244 203 Email: [kristen.laurent@act.gov.au](mailto:kristen.laurent@act.gov.au)  
Education Directorate | ACT Government  
GPO Box 158 Canberra ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

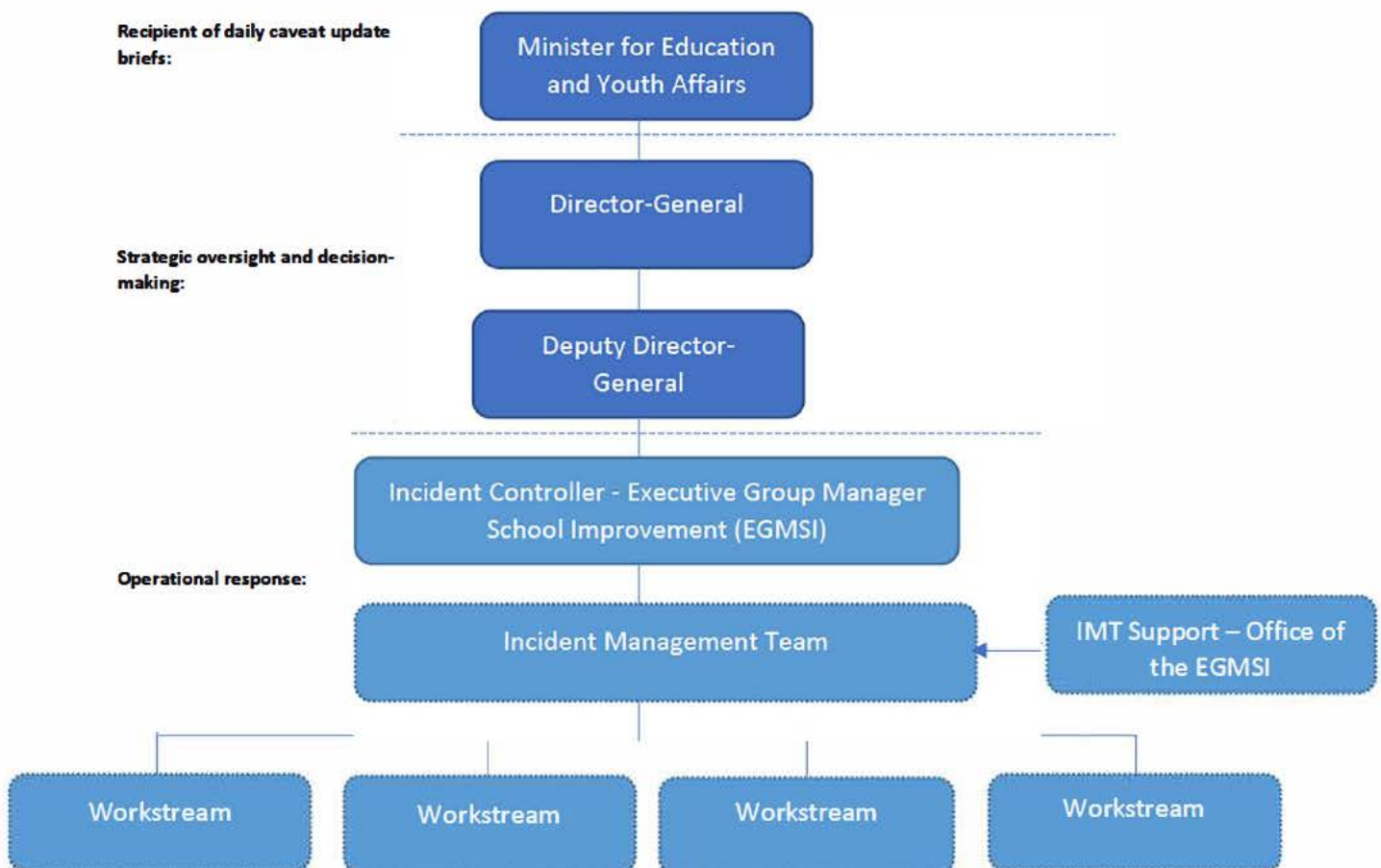


# Calwell High School – Incident Management Team Governance

## Context

- The Directorate’s Business Continuity Plan provides guidance on restoring the Directorate’s business operations in the event of a major incident or other business interruption event.
- In the context of the Directorate’s incident response framework, management of the Calwell High School Worksafe Prohibition Notice, represents a tactical response with a specialist team (an Incident Management Team) coordinating the response and recovery.
- While the Crisis Management Team has not been activated to provide strategic oversight to a declared crisis, the underpinning principles of the BCP and CMT response and governance can still be applied.
- The Deputy Director-General has requested that an Incident Management Team be stood up and has nominated the Executive Group Manager as the Incident Controller. This should be formalised.

## Governance Structure



## Roles and Responsibilities

### **Director-General**

- Providing strategic leadership in relation to the incident response
- Clear caveat briefs to the Minister

### **Deputy Director-General**

- Activate the Incident Management Team (IMT)
- Keep the Director General informed of the situation and crisis response / resolution process
- Clear caveat briefs to the Director-General for the Minister
- Evaluate the extent and strategic impacts of the incident
- Approve all communications messages and media releases
- Facilitate connections to the COVID work program where relevant
- Authorise stand-down of the IMT

### **Incident Controller (EGMSI)**

- Lead the IMT by coordinating and overseeing workstream activities
- Determine the response priorities
- Keep the Deputy Director-General informed of the incident and response process
- Make key decisions and agree actions required to stabilise the situation and prevent the incident from escalating further.
- Establish the IMT
- Determine specialist subject matter experts and or supporting roles that will be required to assist during the incident
- Liaise with regulators, and other government bodies where required

### **Incident Management Team (IMT)**

- Take immediate control of the situation
- Coordinate internal and external communications
- Lead nominated workstreams

### **IMT Support Team**

- Establish IMT meetings
- Log all decisions, meeting notes and actions and maintain appropriate records in TRIM
- Support the Incident Controller as needed
- Coordinate post incident review

**Murray, Paula**

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**From:** Matthews, David  
**Sent:** Wednesday, 6 April 2022 3:21 PM  
**To:** Sloane, Brenton  
**Cc:** EDU, EGMSG; EDU Media; Larkin, Lyn; Short, Paul  
**Subject:** RE: FOR APPROVAL: Media Inquiry: Request For Comment

OFFICIAL

Approved.

Regards  
 Dave Matthews

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**From:** Sloane, Brenton <Brenton.Sloane@act.gov.au>  
**Sent:** Wednesday, 6 April 2022 3:05 PM  
**To:** Matthews, David <David.Matthews@act.gov.au>  
**Cc:** EDU, EGMSG <EGMSG.EDU@act.gov.au>; EDU Media <EDU.Media@act.gov.au>; Larkin, Lyn <Lyn.Larkin@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>  
**Subject:** FOR APPROVAL: Media Inquiry: Request For Comment

OFFICIAL

Hello David,

Please see the below media enquiry, as well as our proposed response.

This response has been cleared by Daniel Ackland:

**What are the normal standards of workplace safety expected by teachers in the ACT, and has the directorate been aware of ongoing issues in the territory prior to the incident with Calwell High School?**

**Why did the ACT education directorate not allocate extra resources to schools in the region given numerous schools have been forced to return to remote learning in the past couple of weeks with the ongoing COVID-19 outbreak in the capital region?**

**Should parents have been told the real reason for the prohibition on Years 7 and 8 at Calwell High School?**

**Parents we have spoken to have said that it is not just the Year 7 and 8 cohorts that are problematic, with one student explaining [redacted] class was barricaded in last year after Year 10 students rioted around [redacted] classroom. Was the directorate aware of this incident?**

**How many times has Calwell High lockdown its campus due to a dangerous situation?**

**Many of the students at Calwell have ongoing serious mental health issues from the traumatic environment. [redacted], on the advice of the school. [redacted] parents have been told [redacted] can not move schools due zoning regulations. Why has the department stopped a child transferring if they are in danger of serious violence?**

**What safety precautions is the department undertaking to assure students will not be victims of violence given the aggressive incidents involving knives and scissors in the past?**

**What safety precautions is the department undertaking to assure students will not be victims of violence given the aggressive incidents involving knives and scissors in the past?**

The Education Directorate can confirm it has received notices from WorkSafe ACT regarding Calwell High School. The school community can be assured that the Education Directorate will meet its obligations under these notices.

The Directorate is committed to providing safe learning and work environments for all staff and students. The Education Directorate takes incidents seriously and has formal mechanisms in place to reduce the risk of occupational violence against staff and support the work health and safety of our entire workforce.

Calwell, like all our ACT public schools, has supports in place to help manage complex and challenging behaviours and violence and to tailor an appropriate response when incidents occur.

We care greatly about all our teachers and school staff. We continue to work very closely with our workforce through their unions to ensure that all our school staff, including principals, feel supported with their work health and safety and general wellbeing.

Calwell High, like most ACT public schools, has been impacted by COVID-19 cases circulating in the ACT community. The ACT Government has the necessary plans in place to deal with varying levels of COVID disruption to staffing across schools and this is an issue we are monitoring closely. Overwhelmingly, teacher absences in ACT public schools in Term 1 have been managed through the use of existing school resources or teacher relief pools. More recently, we have seen a need to move some cohorts to remote learning for a period of time.

The operation of schools in 2022 is an ongoing challenge and we are aware that when it comes to COVID there are factors that are beyond our control. Key stakeholders – including unions, principals and the P&C Council – continue to work collaboratively with the Education Directorate to produce the best possible outcomes for our school communities in the face of these ongoing challenges.

Violent incidents are rare in ACT public schools – but when they do occur we treat them very seriously. In response to the initial incident, the Directorate has directed additional resources into the school to support staff and students, taking immediate action to respond to the serious issues raised.

Families who wish to move their child to another school are able to do this by enrolling in another school. Through this mechanism, families can request a move to another school if there are exceptional circumstances that need to be considered. There is also a principal review and an independent appeal mechanism that families can access if they are unhappy with a decision.

Please advise if you approve.

If so, I will proceed to the MO for final clearance.

Cheers,

**Brenton Sloane | Director**

**Media and Communications | Education | ACT Government**

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**From:** [REDACTED] <[\[REDACTED\]@epochtimes.com.au](mailto:[REDACTED]@epochtimes.com.au)>

**Sent:** Wednesday, 6 April 2022 10:27 AM

**To:** EDU Media <[EDU.Media@act.gov.au](mailto:EDU.Media@act.gov.au)>

**Subject:** Media Inquiry: Request For Comment

**CAUTION:** This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.



Hi my name is [REDACTED] and I am [REDACTED] for The Epoch Times Australian bureau. We are currently looking into the Calwell High situation and were wondering if you could provide comment on the following:

1. What are the normal standards of workplace safety expected by teachers in the ACT, and has the directorate been aware of ongoing issues in the territory prior to the incident with Calwell High School?
2. Why did the ACT education directorate not allocate extra resources to schools in the region given numerous schools have been forced to return to remote learning in the past couple of weeks with the ongoing COVID-19 outbreak in the capital region?
3. Should parents have been told the real reason for the prohibition on Years 7 and 8 at Calwell High School?
4. Parents we have spoken to have said that it is not just the Year 7 and 8 cohorts that are problematic, with one student explaining [REDACTED] class was barricaded in last year after Year 10 students rioted around [REDACTED] classroom. Was the directorate aware of this incident?
5. How many times has Calwell High lockdown its campus due to a dangerous situation?
6. Many of the students at Calwell have ongoing serious mental health issues from the traumatic environment. [REDACTED] parents have been told [REDACTED] can not move schools due zoning regulations. Why has the department stopped a child transferring if they are in danger of serious violence?
7. What safety precautions is the department undertaking to assure students will not be victims of violence given the aggressive incidents involving knives and scissors in the past?

My deadline is 2 pm today April 6.

Regards



THE EPOCH TIMES

M [REDACTED]  
E [REDACTED] [@epochtimes.com.au](mailto:[REDACTED]@epochtimes.com.au)

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**Murray, Paula**

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**From:** Watson, Sarah  
**Sent:** Wednesday, 6 April 2022 3:58 PM  
**To:** Matthews, David; EDU, EGMBSG; Ackland, Daniel; EDU, EBM P&P  
**Cc:** Toogood, Tim; EGMSlooffice  
**Subject:** FOR COMMENT - Calwall HS IMT response plan  
**Attachments:** Calwall HS IMT response plan.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

OFFICIAL

Dear David and Daniel

Please find attached draft response plan timeline for your consideration.

Kind regards

Sarah

**Sarah Watson**

Senior Director | School Operations

Phone: 6205 9811 | Email: [sarah.watson@act.gov.au](mailto:sarah.watson@act.gov.au)

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*I would like to respectfully acknowledge the Nguannawal people who are the traditional custodians and First People of the land on which we work. I would like to pay my respect to the Elders Past, Present and Emerging.*

**Intent:**

1. **Safe and successful return of school in term 2**
2. **Return of year 7 and 8 on site**

There are four separate WorkSafe Notices (Prohibition Notice and WHS Notice issued on Thursday 31 March and two Improvement Notices issued on 5 April) that need to be addressed.

The immediate actions will focus on having the Prohibition Notice lifted to enable year 7 and 8 to return to site. Clarification is required from WorkSafe on what actions are required to have the Prohibition Notice lifted and relationship between the notices. A meeting between ESO and WorkSafe is planned for..... It will be essential to get the balance right between students returning to the school and ensuring the right conditions are in place for a sustained return.

The approach to address the WorkSafe Notices need to be planned over standdown and implemented at the beginning of term 2.

This will include planning for:

- The systems and process that will be implemented at the school
- How staff will be consulted and engaged initially
- How staff will be inducted and trained in new systems and processes to address WHS issues (evidence the risk of OV has been reviewed and mitigated) and positive behaviour management.

Given the current timing school-based staff will not be engaged over the standdown period (11 – 26 April). Education Support Office will use this time to develop strategies and resources to support the school's safe and successful return in term 2. This time will also be used to engage with the regulator to determine the conditions that need to be in place to lift to Prohibition Notice.

To ensure the implementation of sustainable responses to the WorkSafe Notices limited implementation will occur in the final days of term 1. To ensure that staff have the opportunity for comprehensive consultation and the Directorate can provide a considered response two options for implementation have outlined below, both commencing week 1 term 2.

To provide certainty to staff and the community prior to standdown it is proposed that pupil free days are communicated on Friday 8 April. This will follow Directorate engagement with WorkSafe on xxx

Option One

Monday public holiday.

Tuesday and Wednesday of week one would be pupil free days.

Tuesday would be used to engage and consult with all school based staff.

Wednesday would be used to induct and train staff in new systems and process (based on outcome of consultation process).

Pending WorkSafe lifting the Prohibition Notice, all students return to site on Thursday and Friday.

**Risk** is regulator does not agree to lift Prohibition Notice which forces the Directorate to option two. Option one does not allow sufficient time for staff induction and capability uplift.

Option Two

Monday public holiday.

Tuesday and Wednesday of week one would be pupil free days.

Tuesday and Wednesday would be used to engage and consult with all school based staff.

Thursday and Friday would be used to induct and train staff in new systems and process (based on outcome of consultation process). Staff would attend one day of induction/training and would be split 50/50 over the two days.

Year 9 and 10 students return to site on Thursday and Friday.

Pending WorkSafe lifting the Prohibition Notice, Year 7 and 8 students return to site on Monday 2 May (week 2).

This option allows for meaningful time to consult with the school, incorporate changes and engage with the regulator and unions. Following this undertake induction and training with staff while only 50% of students are onsite, creating time for staff to participate. This option is more in line with expected time required to undertake these tasks.

In the case of either option significant strategic planning is required over the next 10 working day (7 – 22 April)

This initial work would be followed up by a more comprehensive special purpose review.

	Week 10	Standdown Wk 1	Standdown Wk 2	T2 Mon	Tues	Wed	Thurs	Fri	Mon	Week 2	Week 3	Week 4	Week 5
Engage regulator													
Community and staff communications													
Public Holiday													
Pupil free days													
Year 9 – 10 return													
Year 7 – 8 return option 1													
Year 7 – 8 return option 2													
Developing systems and processes													
Developing consultation and engagement approach													
Scope Special Purpose Review and engage reviewer													
Special Purpose Review commences													