



MINISTERIAL BRIEF

Education Directorate

Tracking No.: MWB20/1-02

**To:** Minister for Education and Early Childhood Development

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**From:** Director-General

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**Date:** Wednesday, 12 February 2020

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**Subject:** Minister’s Weekly Brief

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**Critical Date:** [Click here to enter a date.](#)

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**Critical Reason:** To ensure you are briefed on current issues and events

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Recommendations



Noted / Please Discuss

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

Minister’s Office Feedback
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KEY TOPICS/EMERGING ISSUES



SENSITIVE - CABINET



## INFRASTRUCTURE AND CAPITAL WORKS PROJECTS

### 5. Melba Copland Secondary School

Further to the previous caveat brief (MIN20/12) regarding an accidental disturbance of asbestos containing material, the cause of the management breakdown can be attributed to human error and the individual has been re-trained in correct procedure. Currency of asbestos awareness training and induction processes on site are being reviewed across all schools.



SENSITIVE - CABINET

### 13. Repairs and Maintenance

- Storm damage update as at 20 January 2020 - The final tally of schools that sustained damage as a result of the storm is 27. This number is an increase on the original advice as staff returning from leave have identified additional damage. Only three schools suffered what would be considered extensive damage but remain operational. These are Telopea School, Narrabundah Early Childhood School and Canberra High School. Within hours of the storm, schools were made safe by Property Group contractors and works have been continuing unabated since, ensuring all schools were be open for term one with no areas of any school inaccessible. Some windows remain boarded up as out of hours asbestos removal progresses where necessary.

SENSITIVE - CABINET



SENSITIVE - CABINET

SENSITIVE - CABINET



SENSITIVE - CABINET



Signatory Name:	Katy Haire	Phone:	59158
Action Officer:	Katy Penglis	Phone:	59155

**Attachments**



## Education &amp; Early Childhood Development

**ISSUE: ASBESTOS CONTAINING MATERIALS IN ACT PUBLIC SCHOOLS****Key Information**

- The Education Support Office, Repairs and Maintenance section is financially responsible for all asbestos removal works in schools. This ensures that the management and removal occurs efficiently and safely and removes the financial burden from schools.
- Five year testing of all sites with known Asbestos Contained Material (ACM) is currently underway with 68 of the 69 affected schools inspected. Whilst a small number of work orders for further testing and removal have been issued as a result of these inspections, it should be noted that the Directorate's attention to asbestos testing and removal on a "business as usual" basis has contained any escalation of new removal works.
- The Education Directorate has well developed processes for the management of hazardous materials in ACT public schools.
- There are 69 public schools, including Jervis Bay School, with confirmed presence of ACM. Each of these schools has a Hazardous Materials Survey and Management Plan, including an Asbestos Register.
- An independent licensed asbestos assessor is engaged by the Directorate to prepare the documentation.
- The Asbestos Register informs the school community, visitors and tradespeople on the location of ACM in the school. The Register is located in the front entry/reception area of the school.
- Any asbestos removal works are completed in accordance with WorkSafe ACT requirements by licensed contractors who are monitored by an independent NATA registered laboratory. Asbestos is removed after hours when there are no students and staff in the school (i.e. at night, on weekends and during school holidays).
- Asbestos was frequently used in building materials in Australia until the mid to late 1980s. The predominance of the use of ACM lessened after this time until it was banned in 2004.
- If well maintained and undisturbed, bonded asbestos materials (e.g. asbestos cement sheeting) do not pose a health risk.
- An audit of asbestos management in ACT public schools was undertaken between November 2017 and March 2018. The final report was distributed on 4 September 2018.

Cleared as complete and accurate: 19/03/2020

Cleared by: Executive Branch Manager

Ext: 51289

Information Officer name: John Nakkan

Lead Directorate: Education



- Although in use for some years, the current method of asbestos tracking and management is currently under examination in an effort to modernise processes and reporting. An electronic application is being investigated by the Directorate and will consider school requirements and legislative obligations. Tender documents for the procurement of this new Asbestos records management system are being finalised, with the intention of approaching the market during March 2020.

### **Asbestos at Education Construction Sites**

- In the event of ACM being located or disturbed by a contractor on an Education construction site, the following control actions are undertaken:
  - If at any time material is suspected of containing asbestos, works must cease immediately, the area made safe and isolated. Air monitoring testing is to be carried out by a National Association of Testing Authorities (NATA) registered laboratory.
  - The contractor notifies WorkSafe ACT and the Directorate immediately.
  - Demolition and excavation work in areas where it is possible that ACM may be exposed (eg: wet areas) must be undertaken after hours.
  - In all cases, ACM must be removed and transported off site after school operating hours by a licensed asbestos removalist.
  - A copy of the air monitoring results and/or the clearance certificates will be provided by the NATA registered laboratory prior to staff, students or general public gaining access to the area. The same clearance is also required prior to work recommencing by the contractor.
  - If a large quantity of ACM or contaminated materials (soil, fire damaged buildings) is removed from a site, the contractor is to inform the ACT Environmental Protection Authority and WorkSafe ACT and is to maintain records of compliant disposal.

Education & Early Childhood Development

**ISSUE: MANAGEMENT OF HAZARDOUS MATERIALS IN SCHOOLS**

**Key Information**

- The Infrastructure and Capital Works branch is responsible for all asbestos removal works in schools. This ensures that the management and removal occurs efficiently, safely and consistently.
- Five year testing of all sites with known Asbestos Contained Material (ACM) is undertaken through a continuous rolling program. Whilst a small number of work orders for further testing and removal are issued as a result of these inspections, this is expected as part of the “business as usual” process.
- The Education Directorate has well developed processes for the management of hazardous materials in ACT public schools.
- There are 69 public schools, including Jervis Bay School, with confirmed presence of ACM. Each of these schools has a Hazardous Materials Survey and Management Plan, including an Asbestos Register.
- An independent licensed asbestos assessor is engaged by the Directorate to prepare the documentation.
- The Asbestos Register informs the school community, visitors and tradespeople on the location of ACM in the school. The register is located in the front entry/reception area of the school.
- Any asbestos removal works are completed in accordance with WorkSafe ACT requirements by licensed asbestos removalist who are monitored by an independent licensed asbestos assessor. Asbestos is removed after hours when there are no students in the school (i.e. at night, on weekends and during school holidays).
- Asbestos was frequently used in building materials in Australia until the mid to late 1980s. The predominance of the use of ACM lessened after this time until it was banned in 2004.
- If well maintained and undisturbed, non-friable asbestos materials (e.g. asbestos cement sheeting) do not pose a health risk.
- An audit of asbestos management in ACT public schools was undertaken between November 2017 and March 2018. The final report was distributed on 4 September 2018.
- Although in use for some years, the current method of asbestos tracking and management is currently under examination in an effort to modernise processes and reporting. An electronic application is being investigated by the

Cleared as complete and accurate: 13/07/2020

Cleared by: Executive Group Manager

Ext: 51289

Information Officer name: Andrew Parkinson

Contact Officer name:

John Nakkan

Ext: 71876

Lead Directorate

Education

Directorate and will consider school requirements and legislative obligations. Tender documents for the procurement of this new Asbestos records management system are being finalised, with the intention of approaching the market during August 2020.

#### **Asbestos at Education Construction Sites**

- In the event of ACM being located or disturbed by a contractor on an education construction site, the following control actions are undertaken:
  - If at any time material is suspected of containing asbestos, works must cease immediately, the area made safe and isolated.
  - The contractor notifies WorkSafe ACT and the Directorate immediately.
  - Demolition and excavation work in areas where it is possible that ACM may be exposed (eg: wet areas) must be undertaken after hours.
  - In all cases, ACM must be removed and transported off site after school operating hours by a licensed asbestos removalist.
  - A copy of the air monitoring results and/or the clearance certificates will be provided by the NATA registered laboratory prior to staff, students or general public gaining access to the area. The same clearance is also required prior to work recommencing by the contractor.
  - If a large quantity of ACM or contaminated materials (soil, fire damaged buildings) is removed from a site, the contractor is to inform the ACT Environmental Protection Authority (EPA) and WorkSafe ACT and is to maintain records of compliant disposal.

#### **Current Asbestos Incidents**

##### **Melba Copland Secondary School**

- On 30 June 2020, the Melba Copland Secondary School Building Services Officer discovered a fragment of fibrous cement sheeting in the soil of a restricted access area of the campus.
- The area was immediately isolated from access and a work request submitted to arrange further inspection and testing.
- Testing was undertaken on the morning of 1 July 2020 by a licensed asbestos assessor and confirmed the presence of bonded (non-friable) asbestos.
- The assessor also provided a remediation plan that required the removal of 50mm of topsoil from a two metre radius from where the sheet fragment was found.
- All removal works were completed on 5 July 2020 by a licensed contractor.
- A clearance certificate was issued on 6 July 2020 confirming the area could return to normal use.
- A notice to the school community is being prepared.

##### **Garran Primary School**

- [REDACTED] (the contractor) has been engaged by the ACT Government to install two additional classrooms and a toilet block at Garran Primary School.
- On 7 July 2020, while preparing the site for installation, the contractor identified some redundant asbestos-containing cement irrigation piping in one of the footing holes.

Cleared as complete and accurate: 13/07/2020  
Cleared by: Executive Group Manager Ext: 51289  
Information Officer name: Andrew Parkinson  
Contact Officer name: John Nakkan Ext: 71876  
Lead Directorate: Education

- An exclusion zone was established around the immediate site and work was put on hold.
- The contractor notified Garran Primary School, the Education Directorate and ACT Property Group.
- WorkSafe ACT were informed and a licensed asbestos removalist and asbestos assessor attended the site on the evening of 8 July 2020 to remediate the area (when no children from the school holiday program were on site) inclusive of air monitoring, removal, and clearance.
- A clearance certificate was issued on 9 July 2020.
- A notice to the school community is being prepared.
- The installation of the new transportable buildings is scheduled to be in operation by early term 3, 2020.

### **Forrest Primary School**

- On 2 July 2020 at about 5.15pm, children in out of school hours care at Forrest Primary School uncovered some building debris while digging a 300mm deep hole in the “loose parts” playground. This consisted of some pieces of brick and fragments of sheeting that were later found to contain non-friable “bonded” asbestos.
- One child has confirmed he was breaking up the sheeting with a shovel.
- Staff from the Out of School Hours Care provider immediately created an exclusion zone around the area.
- OSHC staff reported the finding to the school the next morning. The school arranged for the samples to be tested.
- The samples were tested by a licensed asbestos assessor on 6 July 2020, with a report being issued on 7 July 2020 which confirmed the presence of asbestos within the bonded material.
- The school notified the Education Directorate on 7 July 2020.
- A work request was submitted to ACT Property Group on 7 July 2020 to engage a licensed asbestos removalist.
- The engagement of the contractor was completed on the morning of 8 July 2020 and the contractor provided a remediation action plan that afternoon.
- The contractor attended site on 9 July 2020 to prepare a report on the area and to confirm the remediation plan. During the site visit, all remaining visible fragments were removed.
- The contractor issued its material assessment report on the afternoon of 9 July 2020. This report confirmed the current risk of exposure is “negligible” and the level of risk while the child was breaking the material was “low” due to the non-abrasive action.
- Temporary fencing to further isolate the area was erected by 9.30am on 10 July 2020 because of concerns about unsupervised public access outside of the school holiday program.
- Remediation by a licensed asbestos removalist was undertaken on 12 July 2020. These works included the removal of any further debris in and around the hole and raking to find any fragment near the surface of the play area.
- WorkSafe ACT has been informed and updated about the issue.
- On 13 and 14 July 2020 Licenced Asbestos Assessors inspected the entire grounds of Forrest Primary School to detect any surface debris and found no material.
- A clearance certificate has been issued and the playground reopened. The Out of School Hours Care provider plans to modify activities within the area to restrict digging.

Cleared as complete and accurate: 13/07/2020  
Cleared by: Executive Group Manager Ext: 51289  
Information Officer name: Andrew Parkinson  
Contact Officer name: John Nakkan Ext: 71876  
Lead Directorate: Education

### **Yarralumla Primary School**

- Infrastructure and Capital Works through ACT Property Group have been undertaking replacement of windows at Yarralumla PS due to the deteriorating condition of the lead paint.
- The work includes the complete removal and replacement of window units to limit the disturbance of the lead paint coating.
- Testing of the nearby surfaces was undertaken on Wednesday 15 July as standard process. The results of this test were received by ACT Property Group on 17 July and showed elevated lead levels in 8 rooms
- ACT Property Group arranged for an environmental clean of the classrooms over the weekend of 18 and 19 July and retesting was undertaken.
- Test results were received on 21 July and elevated levels were still detected. ACT Property Group advised the school they could not use the rooms until further work had been completed.
- Additional cleaning was undertaken on the evening of 21 July and further testing will also take place. The results of these tests will not be available for a further 48 hours.
- ACT Property Group are discussing the work practices used with the contractor to determine if the source of lead relates to the removal of the windows or if it was pre-existing.
- The school has made arrangements to temporarily relocate all affected classrooms for the remainder of the week.

Cleared as complete and accurate: 13/07/2020  
Cleared by: Executive Group Manager Ext: 51289  
Information Officer name: Andrew Parkinson  
Contact Officer name: John Nakkan Ext: 71876  
Lead Directorate Education




Trim No. MIN20/1085

## Caveat Brief

**To:** Minister for Education and Early Childhood Development  
**From:** Infrastructure and Capital Works, Repairs and Maintenance  
**Subject:** Asbestos fragment discovery at Melba Copland Secondary School  
**Date:** 10 July 2020

That you note the below details about the discovery of a fragment of asbestos sheet in the grounds of Melba Copland Secondary School.

 Joted / Please discuss  
 Yvette Berry MLA 14/07/20

- On 30 June 2020, the Melba Copland Secondary School Building Services Officer discovered a fragment of fibrous cement sheeting in the soil of a restricted access area of the campus.
- The area was immediately isolated from access and a work request submitted to arrange further inspection and testing.
- Testing was undertaken on the morning of 1 July 2020 by a licensed asbestos assessor and confirmed the presence of bonded (non-friable) asbestos.
- The assessor also provided a remediation plan that required the removal of 50mm of topsoil from a two metre radius from where the sheet fragment was found.
- All removal works were completed on 5 July 2020 by a licensed contractor.
- A clearance certificate was issued on 6 July 2020 confirming the area could return to normal use.
- A notice to the school community is being prepared.

Signatory Name: Andrew Parkinson  
 Title A/g Executive Group Manager,  
 Business Services Division  
 Date 10 July 2020



Trim No. MIN20/1107

## Caveat Brief

**To:** Minister for Education and Early Childhood Development  
**From:** A/g Executive Group Manager, Business Services  
**Subject:** Asbestos discovery at Garran Primary School  
**Date:** 10 July 2020

That you note the below details about the discovery of asbestos containing material in the grounds of Garran Primary School.



**Noted / Please discuss**

Yvette Berry MLA 14/07/20

- [Redacted] (the contractor) has been engaged by the ACT Government to install two additional classrooms and a toilet block at Garran Primary School.
- On 7 July 2020, while preparing the site for installation, the contractor identified some redundant asbestos-containing cement irrigation piping in one of the footing holes.
- An exclusion zone was established around the immediate site and work was put on hold.
- The contractor notified Garran Primary School, the Education Directorate and ACT Property Group.
- WorkSafe ACT were informed and a licensed asbestos removalist and asbestos assessor attended the site on the evening of 8 July to remediate the area (when no children from the school holiday program were on site) inclusive of air monitoring, removal, and clearance.
- A clearance certificate was issued on 9 July 2020.
- A notice to the school community is being prepared.
- The installation of the new transportable buildings is scheduled to be in operation by early term 3, 2020.

Signatory Name: Andrew Parkinson  
 Title: A/g Executive Group Manager, Business Services Group  
 Date: 10 July 2020

## Caveat Brief

**To:** Minister for Education and Early Childhood Development  
**From:** A/g Executive Group Manager, Business Services  
**Subject:** Asbestos discovery at Forrest Primary School  
**Date:** 10 July 2020



That you note the below details around the discovery of asbestos containing material in the grounds of Forrest Primary School.

**Noted / Please discuss**



Yvette Berry MLA *14.07.20*

- On 2 July 2020 at about 5.15pm, children in out of school hours care (after school care) at Forrest Primary School uncovered some building debris while digging a 300mm deep hole in the "loose parts" playground. This consisted of some pieces of brick and fragments of sheeting that were later found to contain non-friable "bonded" asbestos.
- One child has confirmed he was breaking up the sheeting with a shovel.
- Staff from the Out of School Hours Care provider immediately created an exclusion zone around the area.
- OSHC staff reported the finding to the school the next morning. The school arranged for the samples to be tested.
- The samples were tested by a licensed asbestos assessor on Monday 6 July, with a report being issued on 7 July which confirmed the presence of asbestos within the bonded material.
- The school notified the Education Directorate on Tuesday 7 July.
- A work request was submitted to ACT Property Group on 7 July to engage a licensed asbestos removalist.
- The engagement of the contractor was completed on the morning of 8 July and the contractor provided a remediation action plan that afternoon.
- The contractor attended site on Thursday 9 July to prepare a report on the area and to confirm the remediation plan. During the site visit, all remaining visible fragments were removed.
- The contractor issued its material assessment report on the afternoon of 9 July. This report confirmed the current risk of exposure is "negligible" and the level of risk while the child was breaking the material was "low" due to the non-abrasive action.
- Temporary fencing to further isolate the area was erected by 9.30am on 10 July because of concerns about unsupervised public access outside of the school holiday program.
- Remediation by a licensed asbestos removalist has been scheduled for Sunday 12 July. These works will include removal of any further debris in and around the hole and raking to find any fragment near the surface of the play area.



- WorkSafe ACT has been informed and updated about the issue.
- Once works are completed, a clearance certificate will be issued and the playground can be reopened. The Out of School Hours Care provider plans to modify activities within the area to restrict digging of the depth that uncovered the debris.

Signatory Name: Andrew Parkinson  
Title A/g Executive Group Manager, Business Services Division  
Date 10 July 2020

## Caveat Brief

**To:** Minister for Education and Early Childhood Development  
**From:** A/g Executive Group Manager, Business Services  
**Subject:** Yarralumla Primary School – Elevated Lead Results  
**Date:** 24 July 2020

That you note the below updated details around the discovery on elevated lead levels at Yarralumla Primary School.



Noted / Please discuss

Yvette Berry MLA *28/7/20*

- Infrastructure and Capital Works through ACT Property Group have been undertaking replacement of windows at Yarralumla PS due to the deteriorating condition of the lead paint.
- The work includes the complete removal and replacement of window units to limit the disturbance of the lead paint coating.
- Testing of the nearby surfaces was undertaken on Wednesday 15 July as standard process. The results of this test were received by ACT Property Group on 17 July and showed elevated lead levels in 8 rooms
- ACT Property Group arranged for an environmental clean of the classrooms over the weekend of 18 and 19 July and retesting was undertaken.
- Test results were received on 21 July and elevated levels were still detected. ACT Property Group advised the school they could not use the rooms until further work had been completed.
- ACT Property Group are discussing the work practices used with the contractor to determine if the source of lead relates to the removal of the windows or if it was pre-existing.
- The school has made arrangements to temporarily relocate all affected classrooms for the remainder of the week.
- Further cleaning and testing has occurred throughout the week with negligible improvement in the results.
- On Friday 24 July, Education representatives met with the ACT Property Group and the Environmental Hygienist and developed a new cleaning methodology. The new procedure for cleaning will be employed in the classrooms over the weekend with results being expected by Wednesday or Thursday.
- As part of the revised cleaning procedure all non-essential material will be removed from the space.

- As an added precaution, the Environmental Hygienist will visit the school after school hours on Friday 24 July and undertake surface sampling in areas across the site to establish the magnitude of background contamination. These results are expected Tuesday or Wednesday.

Signatory Name: Andrew Parkinson  
Title A/g Executive Group Manager, Business Services Division  
Date 24 July 2020

## Caveat Brief

**To:** Minister for Education and Early Childhood Development  
**From:** A/g Executive Group Manager, Business Services  
**Subject:** Yarralumla Primary School – elevated lead results – Update  
**Date:** 30 July 2020

That you note the below further updated details around the discovery of elevated lead levels at Yarralumla Primary School.

**Noted / Please discuss**

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

- The revised procedure for removing the lead contamination from the classrooms undertaken over the weekend appears to be working with verbal advice that the levels are below the threshold. Due to the significantly more intense methodology deployed, only 1.5 classrooms were treated over the weekend.
- The advanced environmental clean is continuing until at least 2 August 2020. Clearance for these works should be available by 5 or 6 August 2020. The Directorate recommends retaining the students in their alternative locations until 17 August 2020 to allow for any clearance delays and re-fitting of the spaces.
- The site-wide sampling carried out on 24 July 2020 does show some levels of contamination but in the opinion of the assessor, the concentrations are not high enough to pose an immediate risk to occupants during normal use. The report should be available by 31 July 2020 and may require the Directorate to undertake some additional spot removal of contaminated material. The positive news from this report is that there is not a site-wide high-level risk and the currently affected classrooms are most likely due to the window replacement or the painting that occurred over the holidays.
- The school is very concerned with the loss of classroom materials and has requested that a large proportion of this be cleaned rather than replaced. The Directorate is seeking advice whether this is viable at this stage.
- **It has been suggested that the Directorate examine the staged return to the learning spaces with the Montessori area prioritised. Further advice on the practicalities of this will be sought on 30 July 2020, noting the delay between cleaning, sampling and clearance.**

Signatory Name: Andrew Parkinson  
Title: A/g Executive Group Manager  
Date: 30 July 2020

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MINISTERIAL BRIEF

Education Directorate

Tracking No.: MWB20/1-27

**To:** Minister for Education and Early Childhood Development

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**From:** Director-General

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**Date:** Thursday, 30 July 2020

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**Subject:** Minister's Weekly Brief

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**Critical Date:** Thursday, 30 July 2020

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**Critical Reason:** To ensure you are briefed on current issues and events.

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Recommendations



*Noted / Please Discuss*

Yvette



*31 July 20*

Minister's Office Feedback

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**KEY TOPICS/EMERGING ISSUES**



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**9. Repairs and Maintenance – Yarralumla PS**

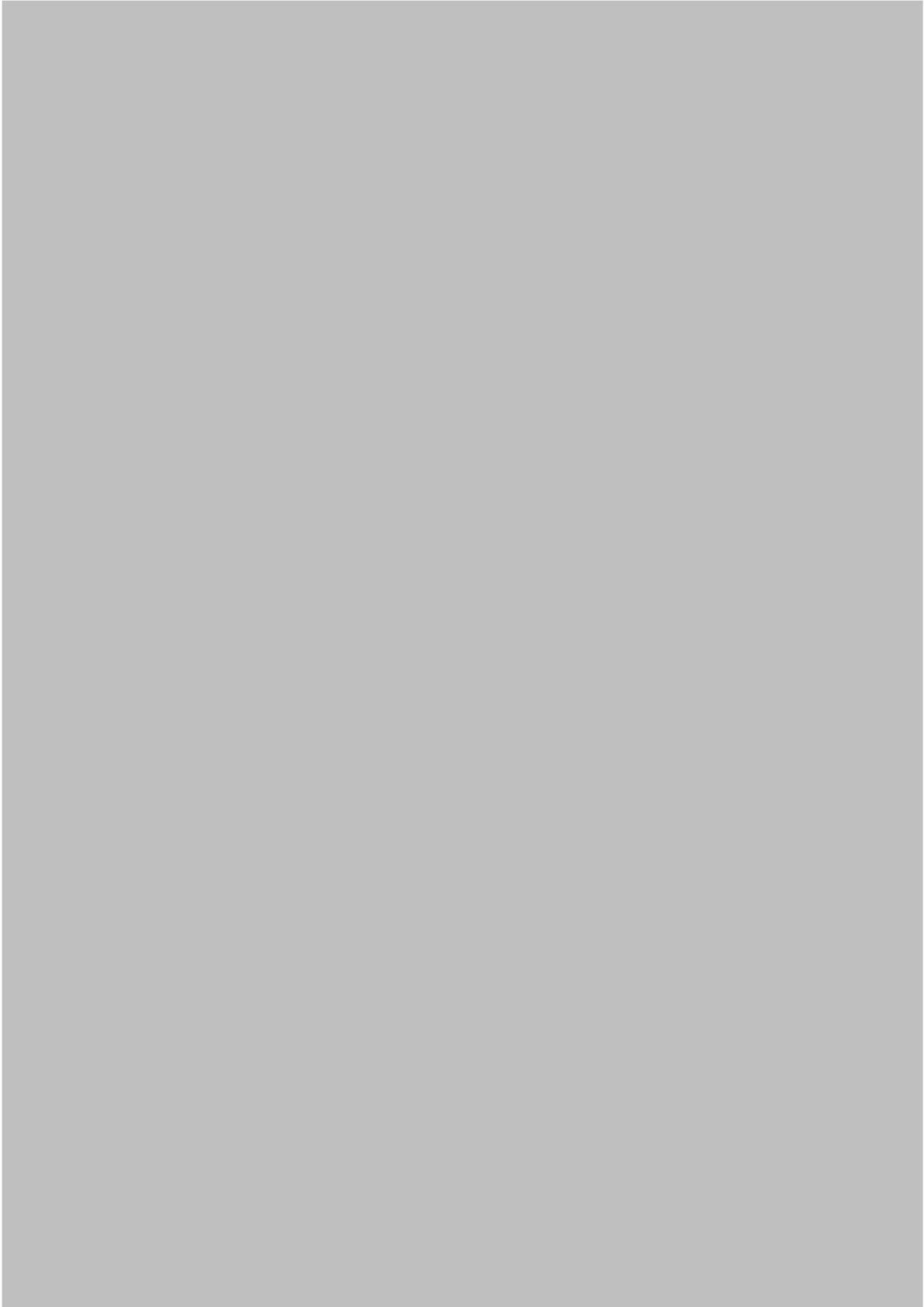
Eight classrooms are offline after test results indicated elevated lead levels. This follows removal of lead paint coated windows and investigations continue to determine if this is the source of the readings. The classrooms are being environmentally cleaned and re-tested throughout the week. The school has relocated the classes to other areas of the school including the school hall until a clearance is obtained.

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**KEY MEETINGS/ENGAGEMENT ACTIVITIES**



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**FOR NOTING**



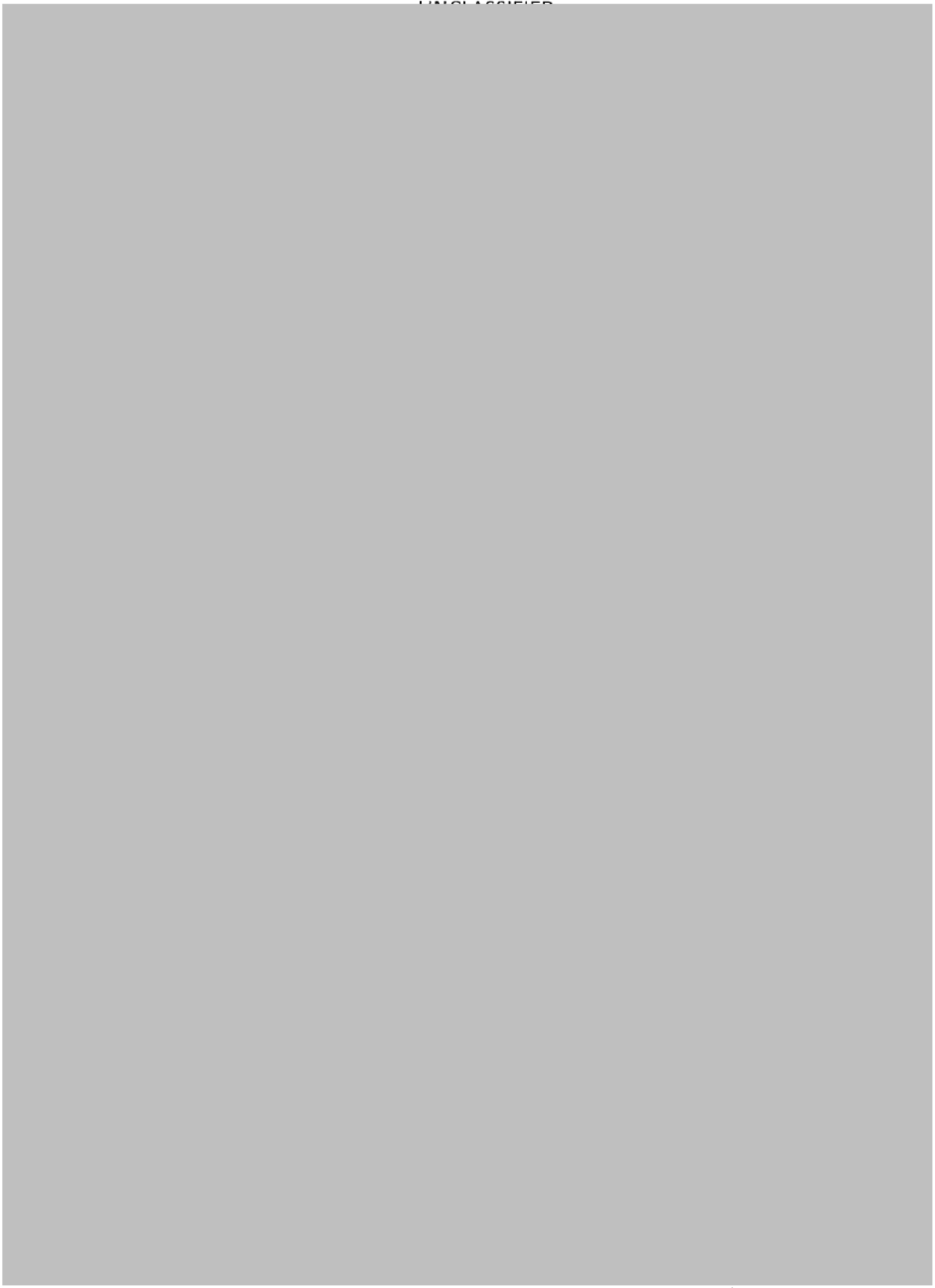
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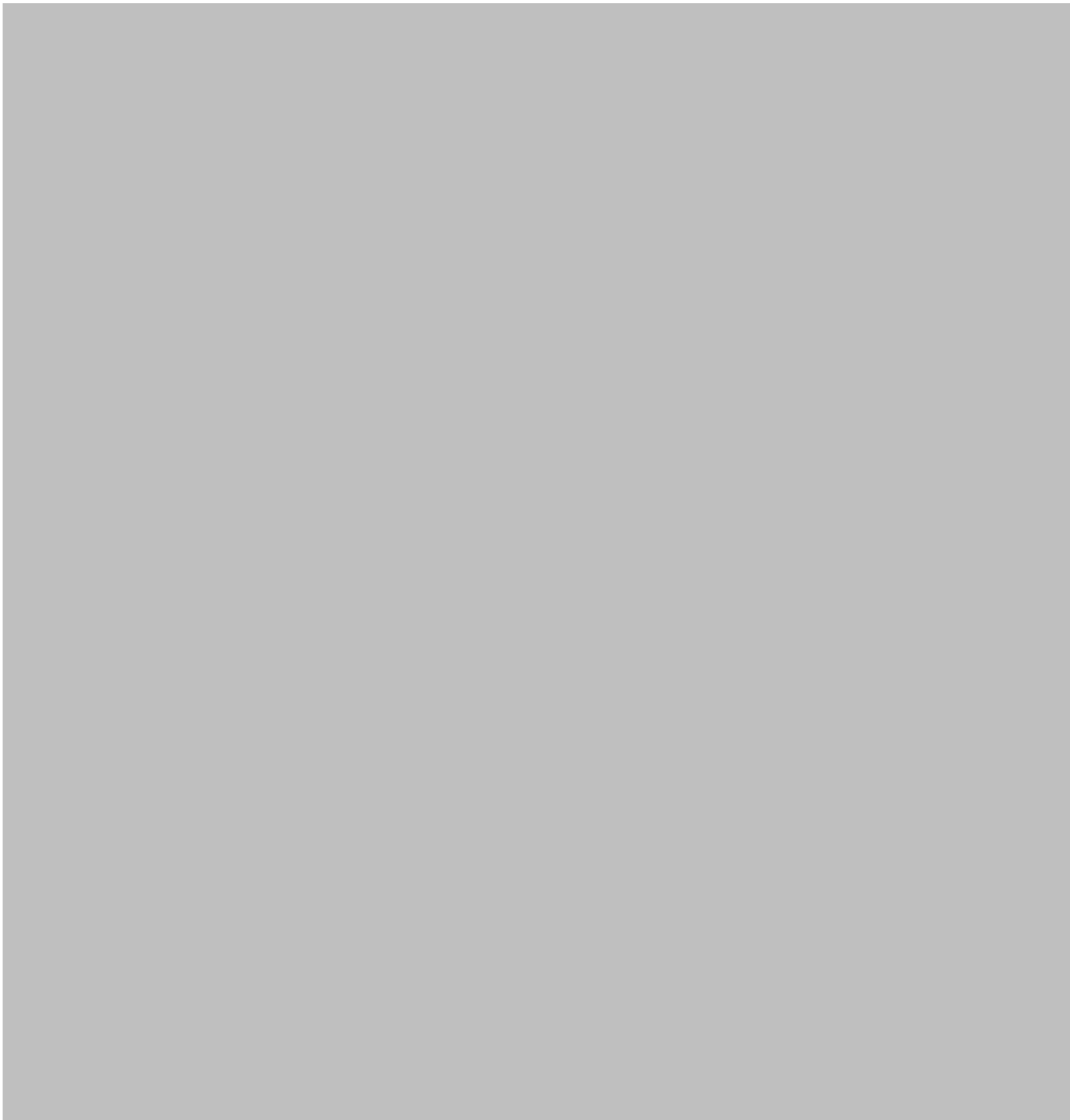


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Katy Haire

Phone: x59158

Signatory Name:

Action Officer: Cristina de Jongh

Phone: x71317

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MINISTERIAL BRIEF

Education Directorate

Tracking No.: MWB20/1-26

**To:** Minister for Education and Early Childhood Development

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**From:** Director-General

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**Date:** Thursday, 23 July 2020

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**Subject:** Minister's Weekly Brief

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**Critical Date:** Thursday, 23 July 2020

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**Critical Reason:** To ensure you are briefed on current issues and events.

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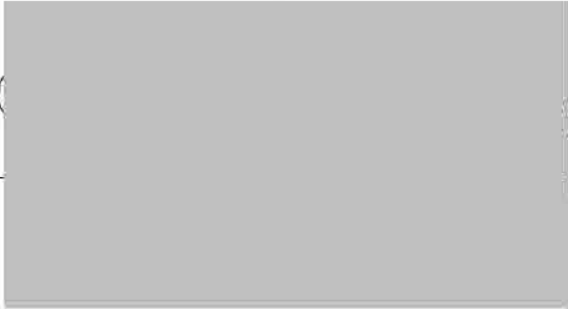
**Recommendations**

That you note the:



Noted / Please Discuss

Yvette Berry



03 Jul 20

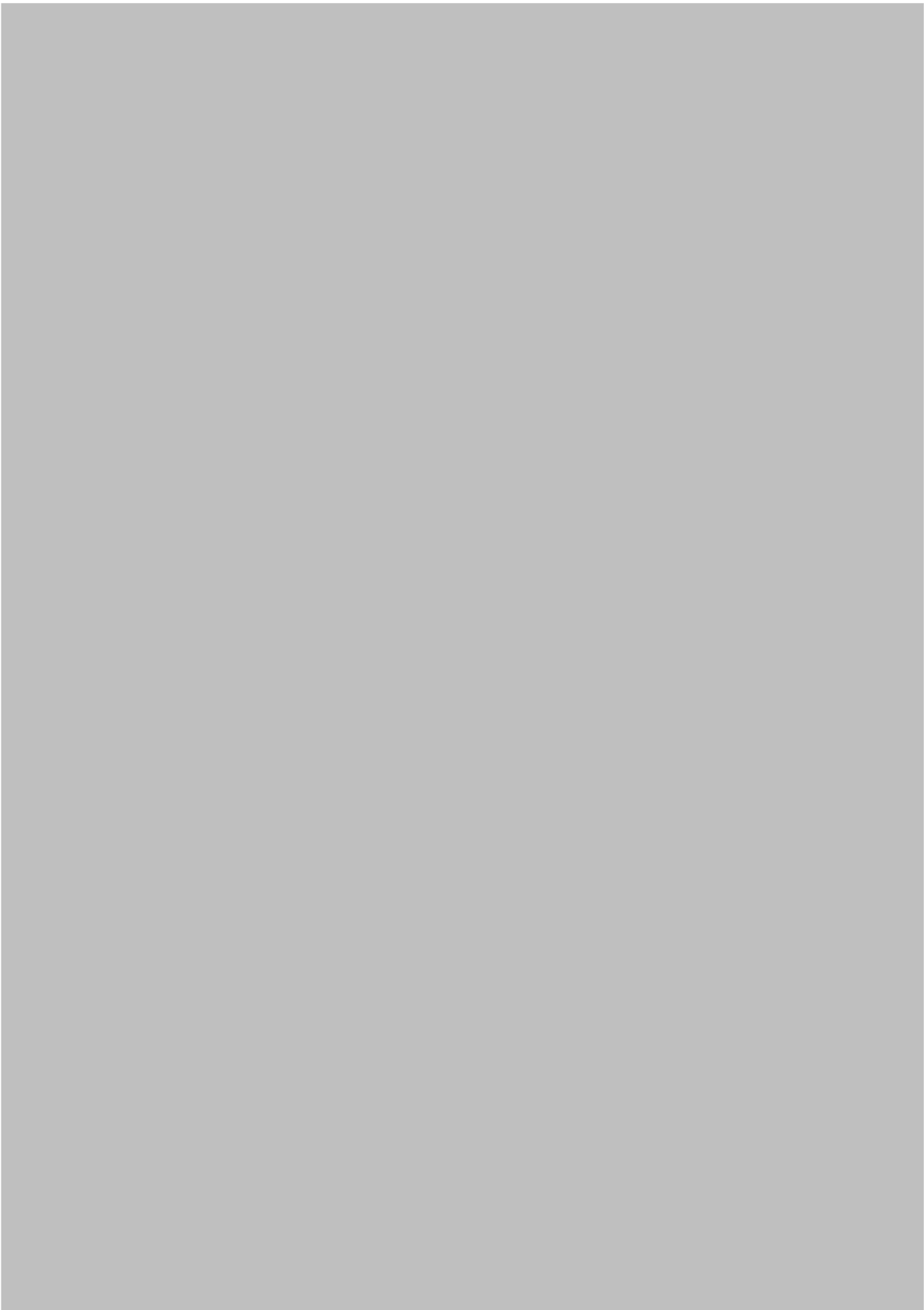
Minister's Office Feedback

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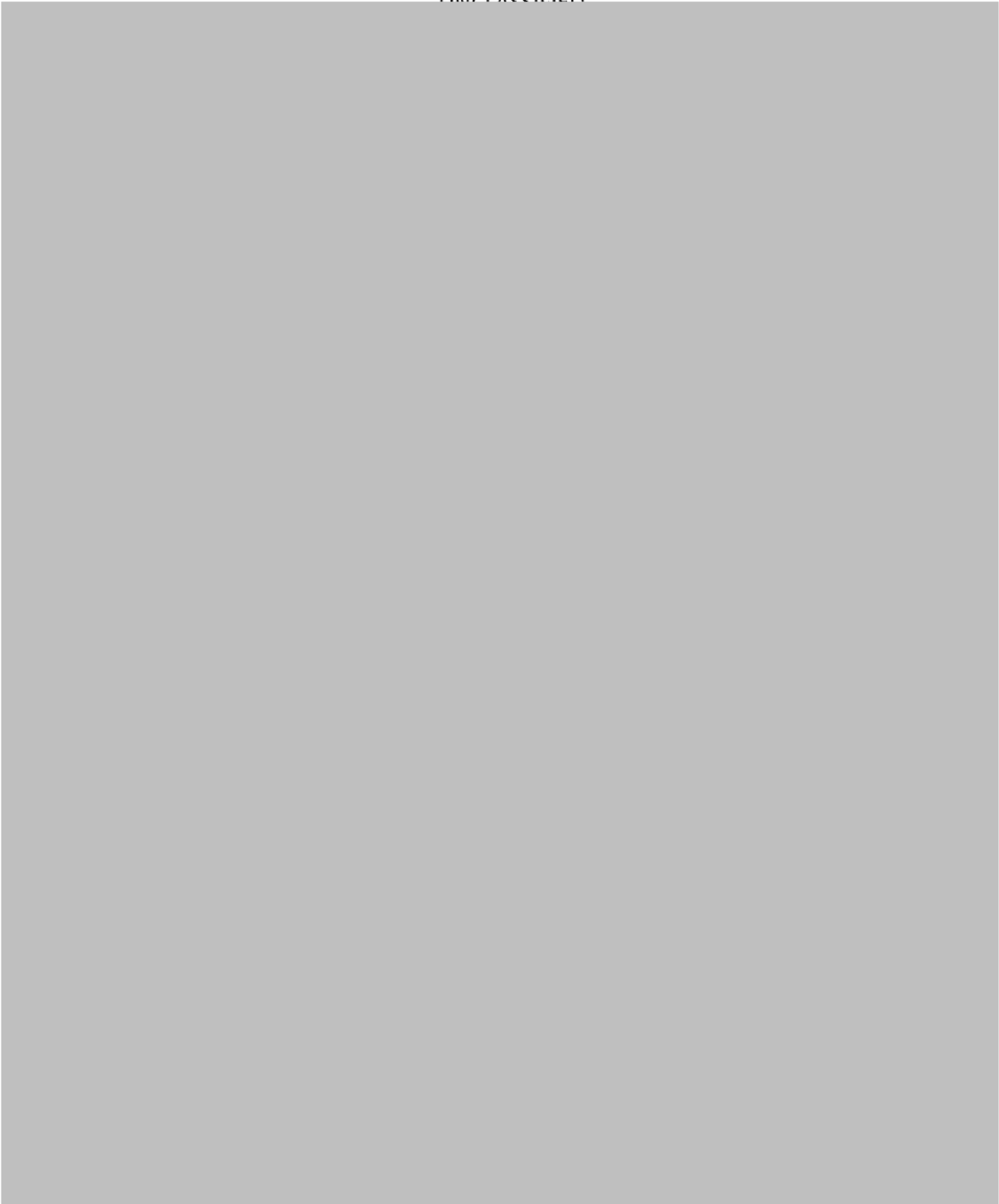
**KEY TOPICS/EMERGING ISSUES**



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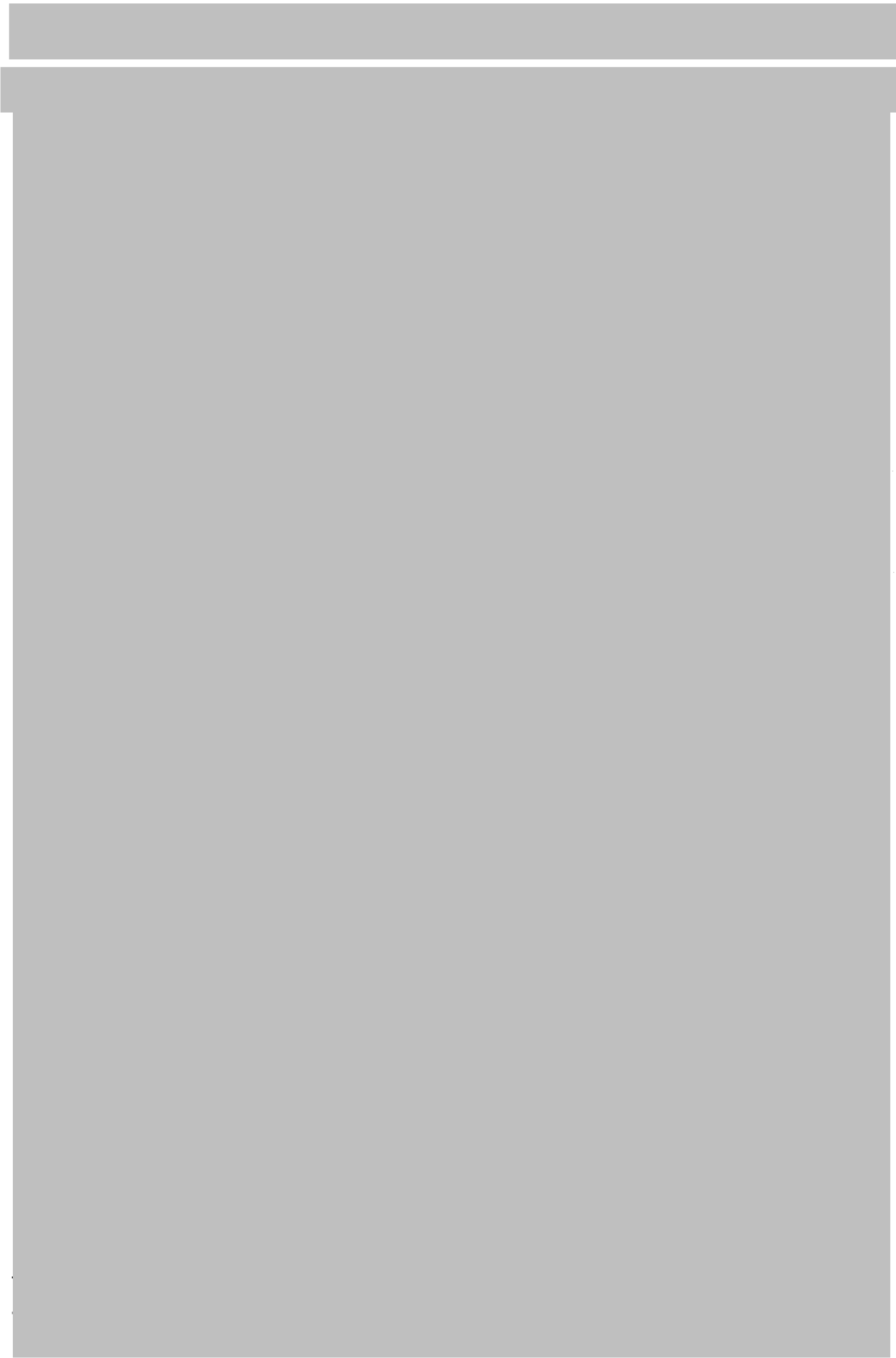
### **9. Repairs and Maintenance**

UC High School Kaleen - on 10 July 2020 the school requested a rattling window within the enrolment office be replaced/repared. As a precaution the window mastic was tested. The test returned positive for chrysotile asbestos and the mastic will be removed outside of school hours.



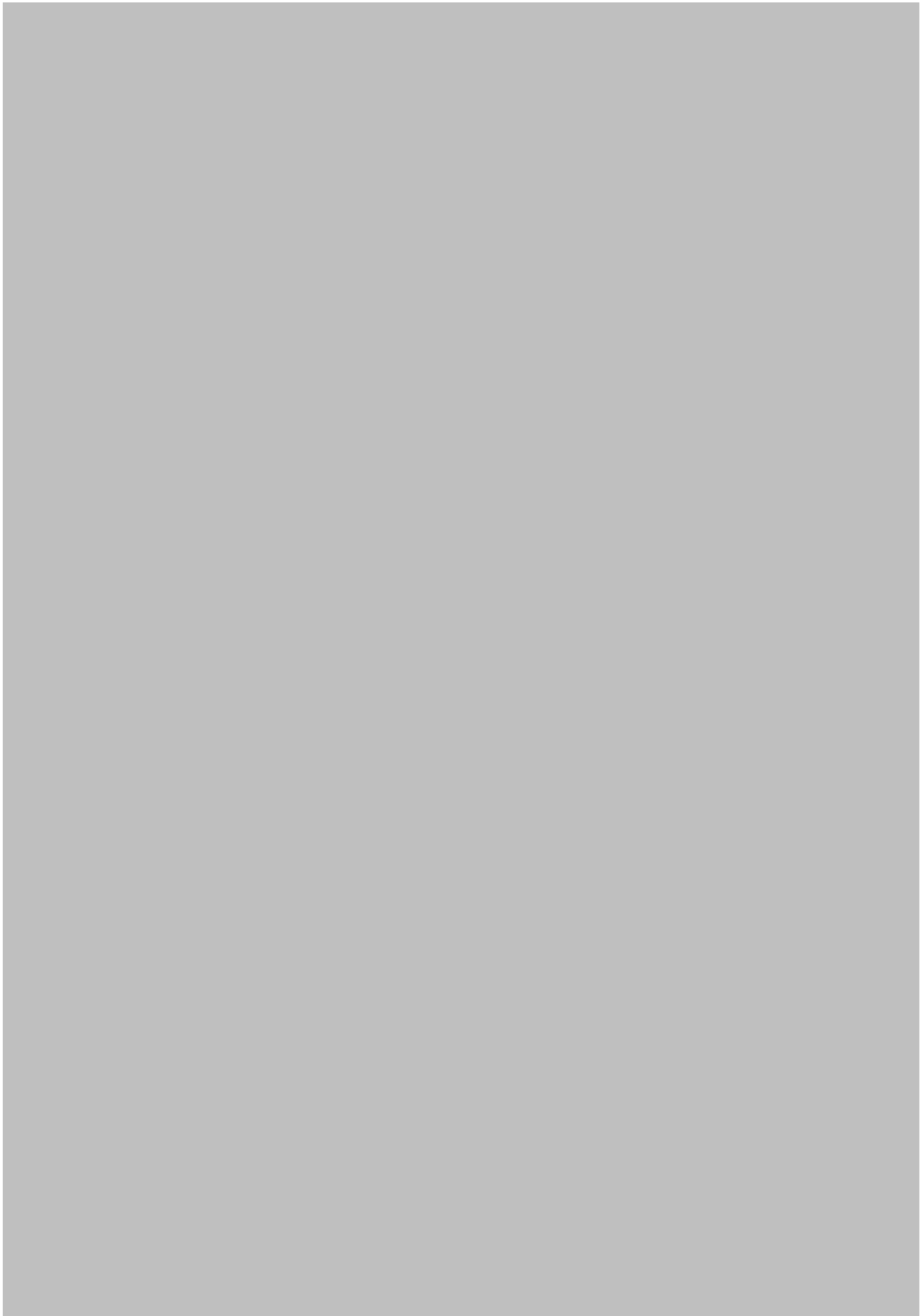
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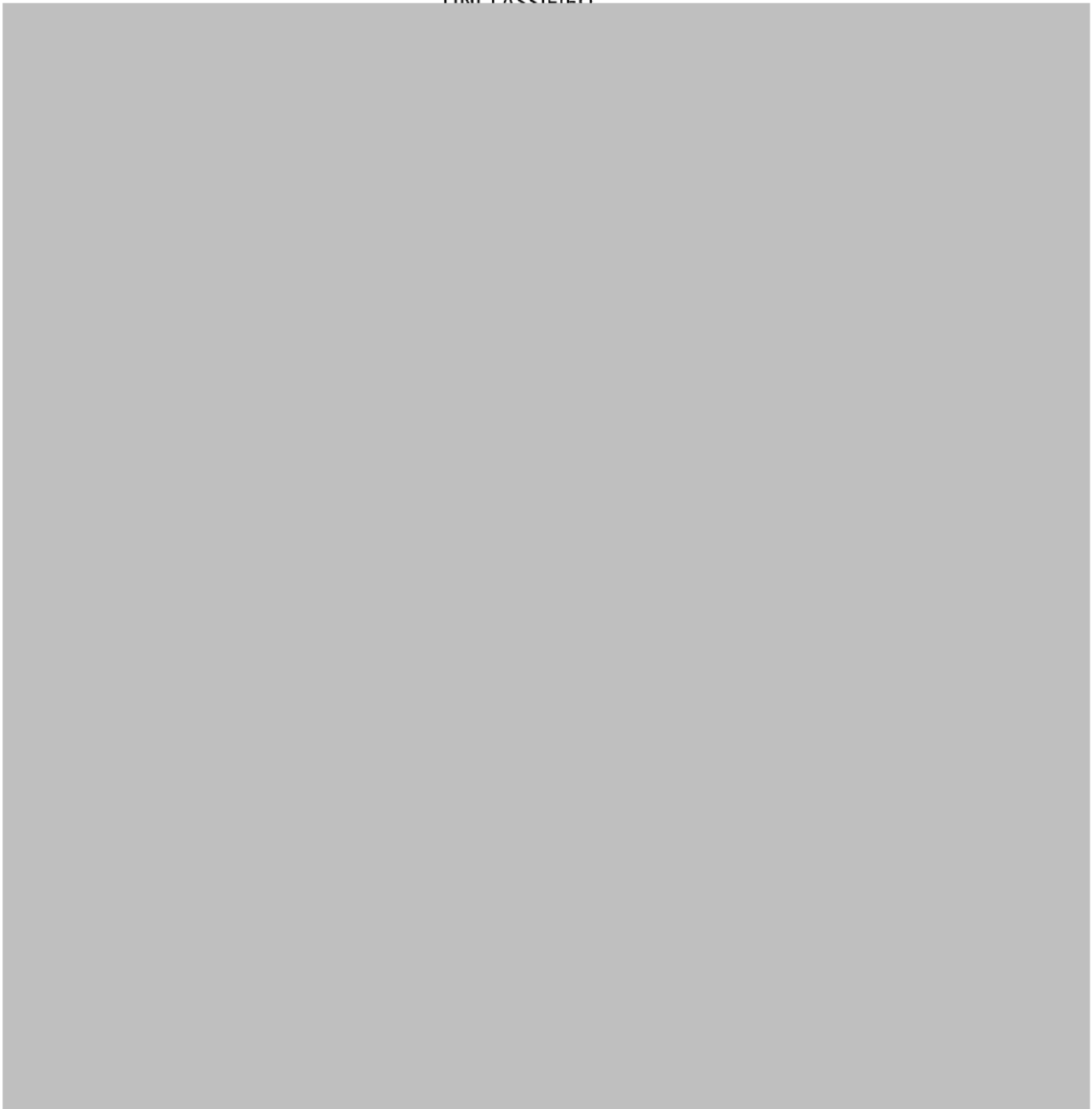
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Signatory Name:	Katy Haire	Phone:	x59158
Action Officer:	Cristina de Jongh	Phone:	X71317



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## Education &amp; Early Childhood Development

**ISSUE: MANAGEMENT OF HAZARDOUS MATERIALS IN SCHOOLS****Key Information**

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- The Education Directorate has well developed processes for the management of hazardous materials in ACT public schools.
- There are 69 public schools, including Jervis Bay School, with confirmed presence of ACM. Each of these schools has a Hazardous Materials Survey and Management Plan, including an Asbestos Register.
- The Hazardous Materials Register informs the school community, visitors and tradespeople on the location of hazardous materials, including asbestos in the school. The register is located in the front entry/reception area of the school.
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- An audit of asbestos management in ACT public schools was undertaken between November 2017 and March 2018. The final report was distributed on 4 September 2018.
- Although in use for some years, the current method of asbestos tracking and management is currently under examination in an effort to modernise processes and reporting. An electronic application is being investigated by the Directorate and will consider school requirements and legislative obligations. Tender documents for the procurement of this new Asbestos records management system are being finalised, with the intention of approaching the market during August 2020.

**Current Hazardous Material Issues**

Cleared as complete and accurate: 06/08/2020  
Cleared by: Executive Group Manager Ext: 54593  
Contact Officer name: Andrew Parkison  
Lead Directorate: Education

**Yarralumla Primary School**

- Infrastructure and Capital Works through ACT Property Group have been undertaking replacement of windows at Yarralumla PS due to the deteriorating condition of the lead paint.
- The work includes the complete removal and replacement of window units to limit the disturbance of the lead paint coating.
- Testing of the nearby surfaces was undertaken on 15 July 2020 as standard process. The results of this test were received by ACT Property Group on 17 July and showed elevated lead levels in 8 rooms.
- ACT Property Group arranged for an environmental clean of the classrooms over the weekend of 18 and 19 July and retesting was undertaken.
- Test results were received on 21 July and elevated levels were still detected. ACT Property Group advised the school they could not use the rooms until further work had been completed.
- Further testing throughout the school on 24 July has also highlighted 7 areas with elevated lead levels. The locations where the high readings were found are generally difficult to access. This has required a further three learning spaces to be taken out of use until fully cleaned.
- An revised cleaning process has been developed and the program of cleaning and re-testing is continuing until a clearance is received for all spaces. This is anticipated to be complete later in the month.
- Testing of areas following the new cleaning procedure has shown it to be effective with clearances expected to be progressively obtained over the coming weeks.
- The school has made arrangements to temporarily relocate all affected classrooms until a clearance is received.
- The school community has been kept informed of all developments.
- The independent assessor has confirmed the likelihood of exposure remains low.

**Turner Primary School**

- During the installation of an air conditioning unit in a teacher's office at Turner Primary School on Tuesday 11 August, a hole was accidentally drilled into a non-friable asbestos containing ceiling sheet.
- The office was closed while these works were completed which has limited the spread of asbestos materials. On discovery of the possibility of asbestos the Education Directorate was notified and the area immediately cordoned off.
- A licensed asbestos assessor attended and tested the site, confirming the presence of non-friable asbestos. Licensed asbestos removalists were immediately engaged, and cleaning commenced in the hallway outside the office which was completed during the evening of Tuesday 11 August.

Cleared as complete and accurate: 06/08/2020

Cleared by: Executive Group Manager

Ext: 54593

Contact Officer name: Andrew Parkison

Lead Directorate: Education

- Cleaning of the office commenced Wednesday 12 August outside of operational hours and in consultation with WorkSafe ACT.
- The Education Directorate will continue to monitor the situation with the assistance of WorkSafe ACT.



**Portfolio/s:** Education and Early Childhood Development

**ISSUE:** Lead as a Hazardous Material

**Key Information:**

- Lead paint was common in Australian buildings constructed before 1970, including homes and schools.
- The Education Directorate has well developed processes for the management of hazardous materials in ACT public schools.
- There are 69 public schools, including Jervis Bay School, with confirmed presence of lead paint. Each of these schools has a Hazardous Materials Survey and Management Plan.
- EDU are currently progressing a program to update all of the lead paint survey reports with an initial survey being finalised at Telopea Park School.
- Lead paint at ACT Schools is managed in a number of ways but primarily by ensuring the lead system is stabilised by non-lead containing paint.
- If disturbance of lead based paint is required the work is completed outside of school hours and supervised by a qualified assessor.
- EDU advise anyone that is concerned about their exposure to elevated lead levels to seek medical advice.

**Background**

**Yarralumla Primary School**

- Infrastructure and Capital Works through ACT Property Group have been undertaking replacement of windows at Yarralumla PS due to the deteriorating condition of the lead paint.
- The work includes the complete removal and replacement of window units to limit the disturbance of the lead paint coating.
- Testing of the nearby surfaces was undertaken on 15 July 2020 as standard process. The results of this test were received by ACT Property Group on 17 July and showed elevated lead levels in 8 rooms.
- ACT Property Group arranged for an environmental clean of the classrooms over the weekend of 18 and 19 July and retesting was undertaken.
- Test results were received on 21 July and elevated levels were still detected. ACT Property Group advised the school they could not use the rooms until further work had been completed.
- Further testing throughout the school on 24 July has also highlighted 7 areas with elevated lead levels. The locations where the high readings were found are generally

Cleared as complete and accurate: 07/08/2020

Cleared by: Executive Group Manager Ext: 54593

Information Officer name: Andrew Parkinson

Lead Directorate: Education

difficult to access. This required a further three learning spaces to be taken out of use until fully cleaned. Two of these spaces have subsequently be cleaned and cleared including the space utilised by the out of hours school care (YMCA Building)

- A revised cleaning process has been developed and the program of cleaning and re-testing is continuing until a clearance is received for all spaces. This is anticipated to be complete later in the month.
- Testing of areas following the new cleaning procedure has shown it to be effective with clearances expected to be progressively obtained over the coming weeks.
- The school has made arrangements to temporarily relocate all affected classrooms until a clearance is received.
- The school community has been kept informed of all developments.
- The independent assessor has confirmed the likelihood of exposure remains low.
- EDU are developing a further cleaning process to be incorporated at least annually to ensure difficult to reach areas are still effectively cleaned.



## Education Directorate

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<b>To:</b>	Minister for Education and Early Childhood Development	Tracking No.: MIN20/1255
<b>Date:</b>	10/08/2020	
<b>CC:</b>	Director-General	
<b>From:</b>	A/g Executive Group Manager – Business Services	
<b>Subject:</b>	Yarralumla Primary School – lead paint management and future asset options	
<b>Critical Date:</b>	11/08/2020	
<b>Critical Reason:</b>	For the Minister to note short and long term options and future capital works, and approve the Communications Plan	

## Recommendations

That you:

1. Note the short term actions underway at Yarralumla Primary School;
2. Note the long term actions in paragraphs 29-38;
3. Note the options for future capital works set out in paragraphs 39-43; and
4. Note the draft Communications Plan included as Attachment C to be separately finalised with your office.

Noted / Please Discuss

13/08/20

Minister's Feedback

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## Background

1. Yarralumla Primary School was first opened in 1956. A number of the original buildings remain largely in the form that they were constructed.
2. Similar to many schools of this age, Yarralumla Primary School has extensive amounts of Asbestos Containing Materials and lead paint. These are managed in accordance with current regulations and codes. A register of hazardous materials is available for viewing to anyone accessing the site to inform them of the locations and type of hazard.
3. The main school building is in relatively good condition having received a major refurbishment to the entry and administration area in 2013. The outlying buildings, including the Gambarri, Montessori and the school hall are in much poorer condition.
4. Following condition assessments and lead management actions during 2019, a licenced assessor was engaged to provide the Directorate with a Lead Paint Management Plan.
5. This plan details the activities to manage or remove the various instances of lead paint in the school. It takes a risk-based approach to management of the material from inspection and maintenance only to complete removal of higher-risk elements and is included as Attachment A.
6. The Directorate's highest priority has been the safety of students and staff. Planned hazardous materials work is only undertaken when students and staff are not present on site.
7. The Lead Paint Management Plan supports implementing elements of the management plan during shutdown and holiday periods to minimise the disruption to normal school activities.
8. The first major abatement activity was the refurbishment of the pantry and kitchen in the canteen/hall in December 2019. The next major activity was the removal of windows from the Gambarri and Montessori Buildings in the July 2020 term break.

## Issues

9. Work commenced on 6 July 2020 (during school holidays) to replace windows in eight classrooms at Yarralumla Primary School and associated support spaces because the old lead-based paint on them was deteriorating. Following this work, a licensed assessor tested nearby surfaces in these classrooms and on Friday 17 July 2020 reported that above threshold lead levels were found in multiple areas.
10. Environmental cleaning of the classrooms commenced on Saturday 18 July 2020 and testing was conducted on Sunday 19 July 2020.

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11. Agreement was reached between the school and ACT Property Group that the classrooms could be occupied from the commencement of term 3 (Monday 20 July 2020) with plastic covering on the carpet while awaiting the results of testing.
12. Test results, indicating the lead levels remained above the threshold level, were notified on Tuesday 21 July 2020 at which time the Directorate instructed the school to close the eight classrooms and other associated areas of the Gambarri building, Montessori Pre-school and toilets until further cleaning and testing could be undertaken.
13. Students were relocated to other areas of the school from Wednesday 22 July 2020 and specialist cleaners [REDACTED] were engaged to do a thorough clean of the affected areas.
14. Following discovery of the elevated lead levels in the Gambarri and Montessori buildings, the Directorate commissioned a licensed assessor to conduct background testing for lead levels in all areas of the school. The assessor's report, received by the Directorate on 31 July 2020, identified above threshold lead levels in other areas of the school, including on the tops of cupboards in three rooms occupied by staff and students but noted the buildings were safe to occupy and recommended a general clean in the medium term.
15. While the assessor noted that "the concentration is not high enough to pose an immediate risk to occupants during normal use", on 3 August 2020 the Directorate directed the school to close the three additional rooms in the school – the Bilbys and Wombats preschool room, the Rosa & Scarlatto kindergarten room; and the Turchese & Celeste Year 3-4 room.
16. A timeline of events leading up to and including the works is included in Attachment B.

**Short term actions**

17. Initial cleaning of the first eight classrooms did not result in a reduction in threshold lead to below threshold lead levels. A different advanced environmental cleaning process was then undertaken on advice from Robson Environmental. This advanced clean has brought lead levels down below the threshold in the areas where it has been used. Due to the significantly more intense methodology deployed, this is a slower process. The testing process also impacts the timeline as it takes a minimum of 48 hours to receive testing results.
18. The advanced environmental clean is continuing and has been used in the additional three classrooms identified. Following completion of the cleaning, further testing will take place.
19. Two (of the additional three) classrooms were re-opened following cleaning and testing on 7 August.

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20. It is expected the impacted rooms will be available for students, staff and the after school care providers to reoccupy over the next two weeks.
21. There is an increasing level of parent concern and media interest in the lead management issues at Yarralumla Primary School. A Communications Plan has been prepared and is included with this brief as Attachment C.
22. Parent concern has centred on potential lead exposure to their children. The licenced assessor has advised there is a low risk of exposure from the above threshold lead levels found in the rooms throughout the school. Air monitoring results taken during cleaning activities on 3 August 2020 found no detectable airborne lead in the four locations tested.
23. Yarralumla Primary School parents and carers have been advised via letter that if they have concerns about their child's health they should consult their medical practitioner, and a link was sent to parents and carers to ACT Health information on lead. In addition to making test reports available to parents, the Directorate will provide a table of testing results to support individual's medical consultations upon request from parents.
24. In the report on the main primary school building the assessor notes that while there is inherently an exposure risk from lead dust in these building, because of the presence of lead paint, measured lead dust levels were not elevated in most locations in the main primary school building. The report stated that the exposure risk for lead in these buildings is not expected to be greatly elevated over the normal background exposure risk.
25. ACT Health has been contacted to seek advice about what advice should be provided to staff who were in the classrooms when elevated lead levels were present.
26. Worksafe ACT was advised of the above threshold lead levels on 22 July 2020 and were provided with copies of Robson Environmental reports. Worksafe ACT was further advised of the lead levels within the main primary school building by Infrastructure and Capital Works on 6 August 2020.
27. An independent hygienist will also be engaged to review the reports and provide any additional health advice.
28. In addition to support from School Operations, the Education Support Office has been supporting the school directly by attending the site to answer parent questions, having extra BSO / SMRO on site to help move furniture, and arranging extra furniture and portaloos as required.

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**Long Term plan for management of hazardous materials**

29. The 2019 Lead Paint Management Plan details the activities to manage or remove the various instances of lead paint in the school. It takes a risk-based approach to management of the material from inspection and maintenance only to complete removal of higher-risk elements.
30. It is proposed that the Lead Management Plan be updated to reflect recent works and advice on the management of the material at the school. The revised Lead Management Plan will include a schedule of proposed works over the next 12 to 18 months.
31. Hazardous materials work can only be done during school holidays with the following abatement works planned for school holidays over the next 12 to 18 months:

Location	Building element
Canteen and Hall	Hall skirting boards
YMCA after school care	Window frames and eave soffits
Main Primary School Building	Window frames, door frames and skirting boards throughout
Main Primary School Building	Windows and infill panels
Canteen and Hall	Between windows in quad outside hall
Canteen and Hall	Skirting under windows in quad outside hall

32. Further advice will be provided on a works program to address these items in the updated Lead Management Plan.
33. Other schools of a similar age are not showing the same level of deterioration as Yarralumla Primary School or they have received major upgrades during their life cycle.
34. The Robson Environmental report on Lead Dust (issued 31 July 2020) makes three additional recommendations:
- A 'one-off' general clean should be conducted throughout the entire school to reduce surface lead dust concentrations. It is recommended that HEPA vacuuming and wet wiping be undertaken.
  - Follow up testing in six months in the Gambarri Centre, the Montessori Preschool, and the After School Care buildings should be undertaken to determine if the high results seen in this assessment represent normal background levels in these buildings.
  - The frequency and scope of cleaning throughout this school should be increased to keep background lead dust levels to as low as reasonably practical.

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35. While the report does not specify a timeline to act on the above recommendations, in emails Robson Environmental advised that “There are no recommendations that need to be actioned immediately, but there will be a range of medium and longer term recommendations given in the report.”
36. The “one-off general clean” will be undertaken in the next school holidays and the cleaning plan for the school will be updated to repeat this cleaning in every school holiday period. A safe work method statement is being developed by the School Cleaning Service for “cleaning at heights” as this work has not previously been undertaken.
37. The follow-up testing will be undertaken in accordance with the recommendation.
38. Robson Environmental has also advised that painting works carried out by a contractor engaged by the school in the Gambarri Centre contributed to elevated lead dust levels in the building. New processes will be put in place to ensure all works, including painting works, that are carried out in ACT Education Directorate buildings that contain hazardous materials are managed solely by Infrastructure and Capital Works rather than schools.

**Future Capital Works Options**

39. Following the development of the Lead Paint Management Plan in 2019, the Infrastructure and Capital Works Branch commenced consideration of end of life options for this school.
40. Issues such as funding major refurbishments of existing schools during periods of high enrolment growth in the Territory are acknowledged obstacles to obtaining funding in a constrained budget environment. This has led to consideration of alternative approaches to refurbishment such as staging the works over a longer period to ease annual budget pressures.
41. An opportunity in 2-3 years’ time will present with the redevelopment of Campbell Primary School. Once the modernisation of Campbell Primary School is complete, five modern primary school transportable classrooms will become available for redeployment.
42. These units can be used to relocate approximately 50% of the Yarralumla student population for an indefinite period at a relatively low cost. Depending on budget priorities, these units could be used as staging for a redevelopment of the entire school or parts of it over an extended period of time.
43. This initiative was to be put forward for consideration in the Capital Framework process for the 2022-23 financial year, with major refurbishment works seeking budget support for subsequent years.

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**Financial Implications**

44. The current implementation of the Lead Paint Management Plan at Yarralumla Primary School is estimated to cost in the vicinity of [REDACTED] to [REDACTED] over the next 12 to 18 months.
45. The relocation of transportable units from Campbell Primary School and demolition of the Gambarri and Montessori Buildings would cost approximately [REDACTED]
46. The construction of a new junior primary wing and senior primary wing would cost around [REDACTED] to [REDACTED] for each wing.

**Consultation**Internal

47. Infrastructure and Capital Works

Cross Directorate

48. Nil

External

49. Nil

**Work Health and Safety**

50. Existing hazardous material controls are intended to minimise the safety risk to occupants through a combination of removal of the hazard and maintaining controls of lower risk hazards in place. Demolition of the existing buildings will eliminate the hazardous material risks completely.

**Benefits/Sensitivities**

51. There has been significant public and media comment around the lead and general condition of this school in recent years.

**Communications, media and engagement implications**

52. The Directorate proposes that a proactive communications approach is adopted to keep school staff, school community and broader ACT community informed about how the ACT Government is managing lead paint at Yarralumla Primary School from now on in relation to the school. This will include increased stakeholder engagement with the OSHC providers and Montessori community and a monthly item in Yarralumla Primary School newsletter providing an update on lead paint management and other infrastructure works at the school

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Signatory Name: Andrew Parkinson

Phone: X54593

Action Officer: John Nakkan

Phone: 0466 015 922

**Attachments**

<b>Attachment</b>	<b>TRIM No</b>	<b>Title</b>
Attachment A	MIN20/1255	YPS Lead Paint Management Plan
Attachment B	MIN20/1255	YPS Timeline of events
Attachment C	MIN20/1255	YPS Lead Paint Communications Plan

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This document is not released in accordance with the  
*Freedom of Information Act 2016* as it is publicly available  
on the Education Directorate's disclosure log -  
EDU\_2020\_012 - Stage 1, Part A, Doc 55

Timeline of events at Yarralumla Primary School associated with the discovery of lead contamination in Gambarri and Montessori Buildings

Date	Event	Notes
23/4/2019	Lead paint assessment undertaken at limited areas of YPS by Robson Environmental	TO1035 Lead Paint Assessment 20190423
5/7/2019	Lead paint remediation during term break by ACT Property Group (ACT-PG)	
22/7/2019	Notice to school community from Principal of completion of work	
22/7/2019	Lead paint assessment of pantry in canteen by Robson Environmental	TO1035 YarraPS CanteenPantryLeadPaint 20190722
27/8/2020	Lead paint survey by Robson Environmental	
16/9/2020	Lead paint survey by Robson Environmental	
27/11/2019	Lead paint management plan supplied by Robson Environmental	TO1035 LPMP Yarralumla 20191125
30/11/2019	Pantry and canteen abatement works by ACT-PG	
25/2/2020	Tender for removal of window and doors released to market by ACT-PG	
3/7/2020	Contractor site meeting with school and ACT-PG	
6/7/2020	Window replacement works commence in Gambarri and Montessori Buildings as part of lead paint management plan. Managed by ACT-PG	
6/7/2020	Monitoring of airborne lead particles and lead dust contamination commences	
6/7/2020	Painting commences in Gambarri and Montessori Buildings. Managed by School.	
17/7/2020	Report results showing elevated levels of lead in 8 classrooms received by ACT-PG	
17/7/2020	8:02 pm. ACT-PG sent report results to School Business Manager requesting classes not to occupy spaces that have had work done	
17/7/2020	Arrangements made by ACT-PG, contractor and Robson Environmental to commence additional cleaning	
18/7/2020	Environmental clean of classrooms commences	
18/7/2020	ACT-PG advised Principal that students should not be in area. Principal asks about alternative options and ACT-PG advise floor can be covered in plastic.	
19/7/2020	Test samples were taken from the classrooms and associated areas.	
21/7/2020	ACT-PG notified school (BSO, BM and DP) that additional testing has not cleared area	
21/7/2020	ICW notified of concerns from school	
21/7/2020	School advised by ICW that classrooms are not to be reoccupied until clearance provided	
21/7/2020	Briefing of Exec, School Operations and Media	
21/7/2020	Talking points prepared for school	

21/7/2020	Principal notified School Board and P&C	
21/7/2020	EDU provided with copy of report dated 17/7/2020	
21/7/2020	Cleaning and testing commenced overnight	
22/7/2020	School Operations and ICW attend school in morning to assist with support	
22/7/2020	WorkSafe ACT notified by contractor at request of ACT-PG	
23/7/2020	Cleaning of areas continues	
24/7/2020	Results advised by phone from ACT-PG, lead levels remain high	
24/7/2020	New cleaning methodology agreed between ACT-PG, EDU and Robson Environmental	
24/7/2020	Report from 13 to 19 July inspections provided to EDU	
24/7/2020	Lead testing of areas across school by Robson Environmental	
24/7/2020	Caveat brief sent to MO	
26/7/2020	New cleaning procedure implemented	
28/7/2020	Additional chairs and tables supplied to school	
28/7/2020	Verbal advice from ACT-PG that new methodology for cleaning has reduced the lead levels below the threshold	
28/7/2020	Email from Robson Environmental that site testing undertaken on 24/7/2020 has identified 11 samples above the threshold. They note that these do not pose an immediate risk to occupants.	
28/7/2020	WorkSafe ACT provided contractor with report on their investigation. Contractor forward this to ACT-PG.	
31/7/2020	Report from testing undertaken on 24/7/2020 received from Robson Environmental	11181 Yarralumla Primary LeadDust 20200724
2/8/2020	Clearance report received for 2 rooms in Gambarri Building from Robson Environmental	T01035 11181 LeadClearance ImprovedClean 20200726
3/8/2020	Cleaning of additional areas commenced	
3/8/2020	Clearance received for toilets in Montessori Building from Robson Environmental	248171-R00 Montessori toilet clearance
3/8/2020	Advice from ACT-PG that the testing of soil areas have shown to be below the threshold	
4/8/2020	3 Additional rooms in other locations closed	
4/8/2020	Gambarri Building music room clearance report received	T01035 1181 Yarralumla Primary School Lead Clearance Report Gambarri Centre Music Room 017 29 July 2020
5/8/2020	Clearance report for Montessori Building toilets received	T01035 LeadClearance MontessoriKidsToilet 20200730
5/8/2020	Portable toilets delivered to school	
6/8/2020	Verbal advice from ACT-PG of successful cleaning of Rooms 14 and 17 in Gambarri Building, Classroom 11	

	in the Main Building and the YMCA after school care building	
6/8/2020	Email advice from Robson Environmental regarding potential multiple sources of contamination including window work carried out in holidays, painting work carried out by another contractor and movement of dust within building	
6/8/2020	EDU contacted WorkSafe to request further investigation	
7/8/2020	Email confirmation from Robson Environmental of successful cleaning of Classroom 11 in the Main Building and the YMCA after school care building	

## Communications on a page

Issue: Lead paint management at Yarralumla Primary School

Directorate: Education

Release date: August 2020

What is government's involvement/interest?	Lead Paint Contamination at Yarralumla Primary School		
Why are we communicating on this issue?	To keep Yarralumla staff, school community and broader ACT community informed about how the ACT Government is managing lead paint at Yarralumla Primary School		
Does it cross over other Directorates/ agencies?	Yes	Spokesperson	Education Minister Yvette Berry Education Directorate Deputy Director General David Matthews
Communications project tier	3		
Target audience	<p><i>Internal</i></p> <ul style="list-style-type: none"> <li>• Yarralumla Primary School staff</li> <li>• Education Directorate staff</li> </ul> <p><i>External</i></p> <ul style="list-style-type: none"> <li>• Yarralumla school community</li> <li>• ACT community</li> </ul>		
Stakeholders	<ul style="list-style-type: none"> <li>• Australian Education Union</li> <li>• ACTPA</li> <li>• CMTEDD               <ul style="list-style-type: none"> <li>- Treasury</li> <li>- ACT Property Group</li> </ul> </li> <li>• <u>Robson Environmental</u></li> <li>• [REDACTED]</li> <li>• Worksafe ACT</li> <li>• ACT Health</li> </ul>		
Risks	<b>Potential Issues</b>	<b>Mitigation Strategy</b>	
	A licensed assessor conducted two investigations into lead paint at Yarralumla Primary School in 2019, why was lead paint detected by the July 2020 report not discovered and remediated in 2019?	<p>Yarralumla Primary School has a Lead Paint Management Plan that includes steps for the management of lead paint present in the school. A number of reports into lead paint have been commissioned, including two in 2019 by Robson Environmental that recommended a range of actions be undertaken to mitigate risks.</p> <p>The assessments conducted by Robson Environmental in April and November 2019 specifically targeted areas of the school in which works were proposed and testing was carried out on surfaces likely to be disturbed. The 2019 remediation works were abatement works rather than the removal of lead paint.</p> <p>Analysis of the recent test results indicated the elevated levels are more likely to have resulted from recent events.</p>	

**Communications on a page**

**Issue: Lead paint management at Yarralumla Primary School**

**Directorate: Education**

**Release date: August 2020**

	Work on replacing windows was carried out on advice from the licensed assessor that did not treat the work as lead removal works. Elevated lead levels were found in proximity to where the window work was carried out.	New processes for the management of works in ACT Education Directorate buildings with hazardous materials.
	Painting works were carried out by a contractor engaged by the school in the Gambarri Centre may not have not have been carried out according to appropriate lead paint management processes.	New processes will be put in place to ensure all works, including painting works, that are carried out in ACT Education Directorate buildings that contain hazardous materials are managed solely by Infrastructure and Capital Works rather than schools.
	Elevated lead levels were found in areas of the school where windows had been replaced and painting work had been carried out over the July school holidays.	Staff and students were moved from the affected rooms on 21 July and cleaning and testing has been underway since then. Staff and students will only return to class once lead levels are below acceptance thresholds.
	Teachers and students occupied classrooms containing above threshold lead levels on Monday and Tuesday 20-21 July before the Directorate was made aware of the licensed assessor's report on testing following the window removal work.	Yarralumla Primary School parents and carers have been advised via letter that if they have concerns about their child's health they should consult their medical practitioner, and a link was sent to parents and carers to ACT Health information on lead. The Directorate will publish a table of all July/August testing results to support individual's medical consultations. Discussions are being held with ACT Health.
	Montessori preschool and OSHC providers are separate stakeholders from the school and need to be consulted separately on issues relating to the spaces they occupy in the school buildings	Separate consultations to be arranged with Montessori preschool, Aeon Academy and the YMCA to ensure any separate issues they have are addressed.
	Yarralumla staff concerns about health implications, loss of teaching resources through cleaning processes and disruption to teaching and learning	The AEU has been contacted to discuss all issues raised by their members. An EAP session is being organised at the school for interested staff to attend.
	The licensed assessor's 31 July report found elevated lead levels in rooms across the school campus but advised "Although there are lead contamination present in these areas, the concentration is not high enough to pose an immediate risk to occupants during normal use."	Three classrooms were closed on Tuesday 4 July for environmental cleaning and staff and students were moved to other areas of the school. Staff and students will only return to class once lead levels are below acceptance thresholds

Approved by: Firstname Surname, xphone

Action officer: Firstname Surname, xphone

Date:



**Communications on a page**

Issue: Lead paint management at Yarralumla Primary School

Directorate: Education

Release date: August 2020

	<p>Potential loss of support from the school community due to perceived lack of consistency of communication to school community, negative media, delays in addressing community concerns, delays in remediation, length of time to return to classrooms and impact on out of school hours care providers</p>	<p>Communication with families/carers through school letters and school newsletters, Directorate staff regularly being available before and after school to talk to parents, a central email point for school principal to forward community concerns to ESO, active media management, Directorate support and engagement with P&amp;C and School Board.</p>
	<p>We should consider the broader reputational risks about community confidence in EDU appropriately managing hazardous material</p>	

**Key Messages**

**What is the issue?**

- Work commenced on 6 July to replace windows in 8 classrooms at Yarralumla Primary School and associated support spaces because the old lead-based paint on them was deteriorating.
- Following this work, a licensed assessor tested nearby surfaces in these classrooms on 17 July and found above threshold lead levels in multiple areas.
- Following the discovery of the elevated lead levels in these rooms, the Education Directorate commissioned a licensed assessor to conduct background testing for lead levels in all areas of the school.
- The assessors report, received on 31 July, identified above threshold lead levels in other areas of the school, including on the tops of cupboards in three rooms occupied by staff and students.

**What are we doing and why?**

- The Education Directorate closed eight classrooms and other associated areas of the Gambari Centre, Montessori pre-school and toilets on 21 July.
- Specialist cleaners were engaged [redacted] to do a thorough clean of the affected areas.
- Yarralumla Primary School families were advised of the situation via email of the classroom closures and cleaning on Wednesday 22 July and again on Friday the 24<sup>th</sup> July with a timeline for classes to resume in the affected classrooms.
- Following a report received from the licensed assessor to determine background lead levels across the school, the Directorate closed three additional rooms in the school – the Bilby’s and Wombats preschool room, the Rosa & Scarlatto kindergarten room; and the Turchese & Celeste Year 3-4 room.
- Classes have been relocated to alternative spaces in the school to make sure students’ learning can continue with minimum disruption.

Approved by: Firstname Surname, xphone  
 Action officer: Firstname Surname, xphone  
 Date:

## Communications on a page

Issue: Lead paint management at Yarralumla Primary School

Directorate: Education

Release date: August 2020

- Provision was made for YMCA and Aeon after school programs who use the spaces impacted to relocate to other rooms.
- This is not an ideal arrangement, and it will hopefully only be for a short period of time.
- Two classrooms were re-opened and used from 7 August following cleaning and testing which confirmed lead levels had been reduced to below the acceptance threshold level.

### *Cleaning processes*

- Initial cleaning of the first eight classrooms did not result in a reduction in threshold lead to below threshold lead levels.
- A different advanced environmental cleaning process was then undertaken.
- This advanced clean has brought lead levels down below the threshold.
- Due to the significantly more intense methodology deployed, this is a slower process.
- The advanced environmental clean is continuing and is being used in the additional three classrooms identified.
- Following completion of the cleaning, further testing will take place.

### *Completion of cleaning works*

- The school will keep families and staff informed while the cleaning work is carried out.
- Students and staff will only be permitted back into the rooms once we are confident that lead levels are below the threshold.

### *Health and safety*

- The safety of Yarralumla Primary School students, staff and the community is our highest priority.
- The licenced assessor has advised there is a low risk of exposure from threshold lead levels initially found in the rooms.
- If you have any specific health concerns about your own child, you should speak with your doctor.

**New section here? (from note above)**

**Communications on a page**

Issue: Lead paint management at Yarralumla Primary School

Directorate: Education

Release date: August 2020

Date	Communications collateral	Attachment	Responsibility
7 August	Updated Ministerial talking points developed and sent to Minister's Office	A	Communications team
7 August	Updated Directorate talking points/Script	B	Communications team
7 August	Develop FAQ/Factsheet on management of lead paint at Yarralumla School	C	Communications team/ICW
7 August	Draft Letter to Yarralumla School community updating them on changed timeline for cleaning of rooms, including fact sheet and email address for technical questions and information for parents as to which rooms were affected.	D	Communications team/ICW
10 August	Talking points and Fact sheet/FAQ provided to school staff, AEON Academy and YMCA.		Communications team/School Ops/Sarah Watson
10 August	Distribute letter and Fact sheet/FAQ to Yarralumla parents and carers.		Communications team/ICW/YPS
10 August	Develop information sheet for parents/carers on lead levels in affected rooms to be distributed through YPS. Work with school to determine best way to distribute – via one on one discussions or broader email to affected classes.		Communications team/ICW/YPS
10 August	Develop fact sheet outlining action taken by Directorate to address matters raised in, and plan of works set out in, the Lead Paint Management Plan Yarralumla Primary School and Preschool November 2019, along with other school Hazardous management plans: Asbestos Survey & Management Plan April 2019. This information will be provided to YPS to sit alongside those documents in the Front Office.		Communications team/ ICW
11 August	Develop a formal process for YPS parents who wish to understand more about the lead paint management and their child/ren to talk to Directorate staff.		Communications team/ICW
11 August	Potential visit from Minister Berry to Yarralumla Primary School		Minister's Office
14 August	Letter to Yarralumla School community further updating them on timeline for cleaning of rooms.		Communications team/ICW
7-14 August	Andrew Parkinson and Stuart Hunter attend YPS for morning/afternoon drop		ICW

Approved by: Firstname Surname, xphone

Action officer: Firstname Surname, xphone

Date:

## Communications on a page

Issue: Lead paint management at Yarralumla Primary School

Directorate: Education

Release date: August 2020

	off and pick-up to be available to answer parent queries.		
September - December	Monthly item in Yarralumla Primary School newsletter providing an update on lead paint management and other infrastructure works at the school		Communications team/ICW

**Portfolio/s:** Education and Early Childhood Development

**ISSUE:** Lead as a Hazardous Material

**Key Information:**

- Lead paint was common in Australian buildings constructed before 1970, including homes and schools.
- The Education Directorate has well developed processes for the management of hazardous materials in ACT public schools.
- There are 69 public schools, including Jervis Bay School, with confirmed presence of lead paint. Each of these schools has a Hazardous Materials Survey and Management Plan.
- EDU are currently progressing a program to update all of the lead paint survey reports with an initial survey being finalised at Telopea Park School.
- Lead paint at ACT schools is managed in a number of ways but primarily by ensuring the lead system is stabilised by non-lead containing paint.
- If disturbance of lead based paint is required the work is completed outside of school hours and supervised by a qualified assessor.
- EDU advise anyone that is concerned about their exposure to elevated lead levels to seek medical advice.

**Background**

**Yarralumla Primary School**

- Infrastructure and Capital Works through ACT Property Group has been undertaking replacement of windows at Yarralumla PS due to the deteriorating condition of the lead paint.
- The work includes the complete removal and replacement of window units to limit the disturbance of the lead paint coating.
- Testing of the nearby surfaces was undertaken on 15 July 2020 as standard process. The results of this test were received by ACT Property Group on 17 July and showed elevated lead levels in eight rooms.
- ACT Property Group arranged for an environmental clean of the classrooms over the weekend of 18 and 19 July and retesting was undertaken.
- Test results were received on 21 July and elevated levels were still detected. ACT Property Group advised the school they could not use the rooms until further work had been completed.
- Further testing throughout the school on 24 July also highlighted seven areas with elevated lead levels. The locations where the high readings were found are generally

Cleared as complete and accurate: 19/08/2020  
Cleared by: Executive Group Manager Ext: 54593  
Information Officer name: Andrew Parkinson  
Lead Directorate: Education

difficult to access. This required a further three learning spaces to be taken out of use until fully cleaned. These spaces have subsequently been cleaned and cleared with the exception of a resource store but includes the space utilised by the out of hours school care (YMCA Building).

- A revised cleaning process has been developed and the program of cleaning and re-testing is continuing until a clearance is received for all spaces. This is anticipated to be complete later in the month.
- Testing of areas following the new cleaning procedure has shown it to be effective with clearances expected to be progressively obtained over the coming weeks.
- The school has made arrangements to temporarily relocate all affected classrooms until a clearance is received.
- The school community has been kept informed of all developments.
- The independent assessor has confirmed the likelihood of exposure remains low.
- EDU are developing a further cleaning process to be incorporated at least annually to ensure difficult to reach areas are still effectively cleaned.
- Health and WorkSafe has been consulted during the remediation process.

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MINISTERIAL BRIEF

Education Directorate

Tracking No.: MWB20/1-28

**To:** Minister for Education and Early Childhood Development

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**From:** Director-General

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**Date:** Thursday, 6 August 2020

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**Subject:** Minister's Weekly Brief

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**Critical Date:** Thursday, 6 August 2020

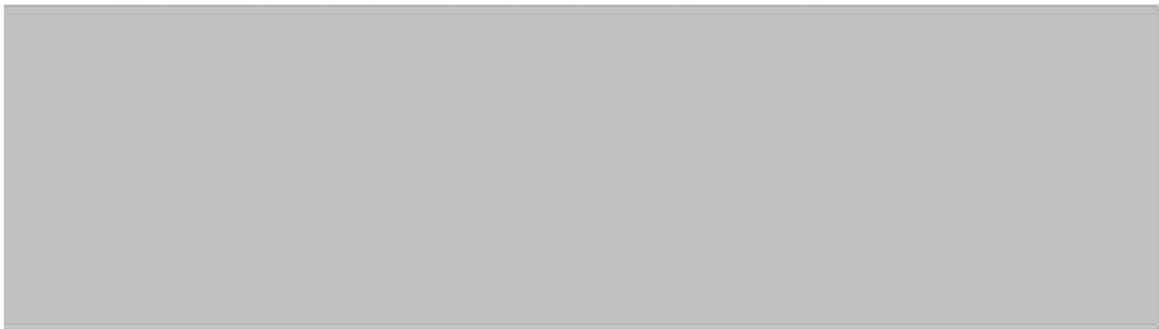
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**Critical Reason:** To ensure you are briefed on current issues and events.

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Recommendations

That you note the:



Noted / Please Discuss

Yvette Berry ML

21/08/20

Minister's Office Feedback

Empty rectangular box for Minister's Office Feedback.

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**KEY TOPICS/EMERGING ISSUES**



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### **11. Repairs and Maintenance**

Yarralumla Primary School: eight classrooms remain offline after test results indicated elevated lead levels. An alternate cleaning process has been adopted and initial test results indicate this has been effective. The school will continue to teach in alternative spaces until all areas are cleared.

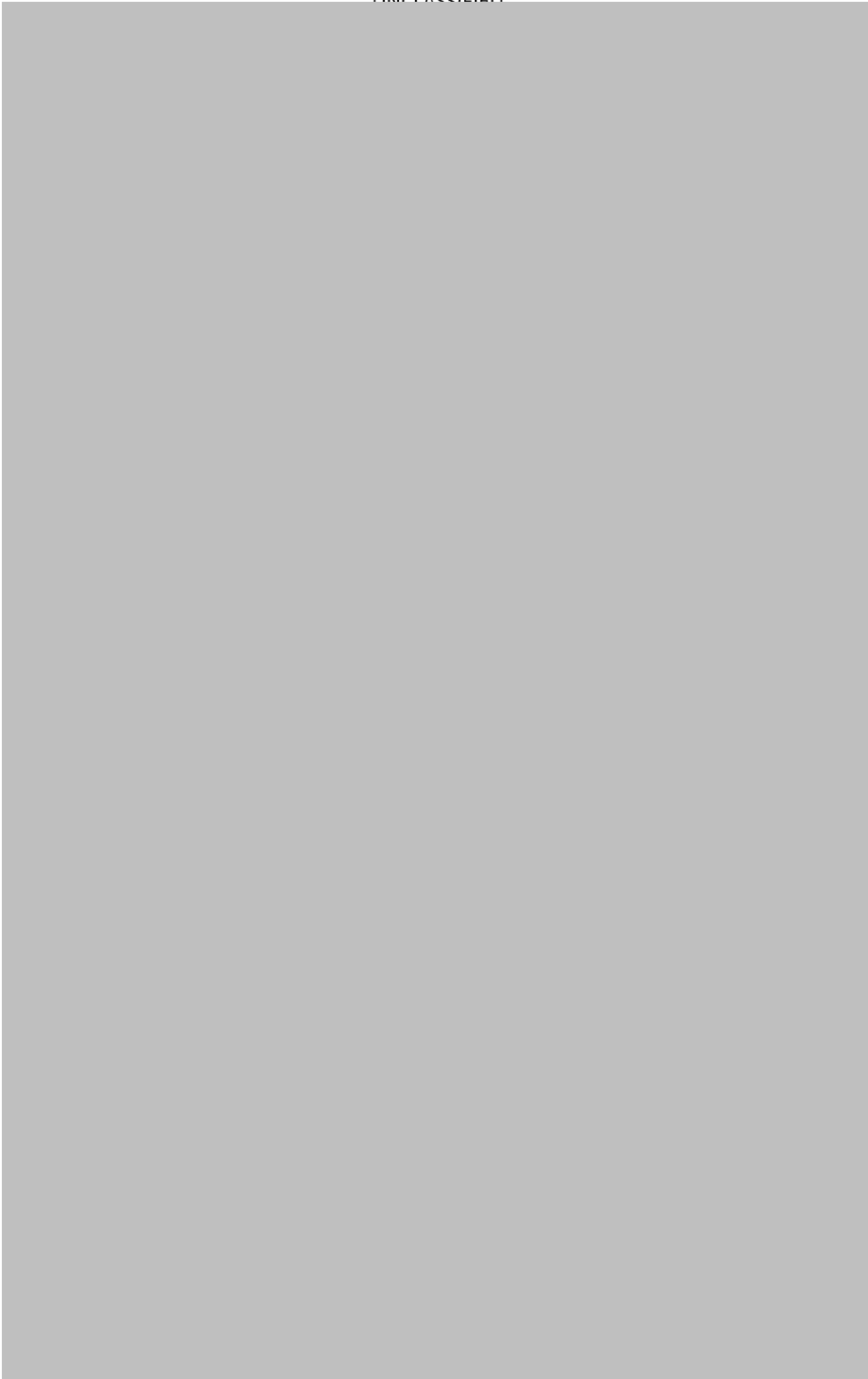
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