

---

**From:** Matthews, David <David.Matthews@act.gov.au>  
**Sent:** Thursday, 20 January 2022 1:32 PM  
**To:** Sloane, Brenton <Brenton.Sloane@act.gov.au>; McMahon, Kate <Kate.McMahon@act.gov.au>; Simmons, Jane <Jane.Simmons@act.gov.au>  
**Cc:** EDU Media <EDU.Media@act.gov.au>; Larkin, Lyn <Lyn.Larkin@act.gov.au>; EGMSDD <EGMSDD@act.gov.au>; EDU, EGMSG <EGMSG.EDU@act.gov.au>  
**Subject:** RE: Media enquiry about school ventilation

OFFICIAL

I'm happy too – if we need to answer the question more specifically could we say:

“Based on current health advice, the school ventilation plans are still considered appropriate for 2022 and will be modified as required, including as Canberra approaches the cooler weather in autumn and Winter”.

---

**From:** Sloane, Brenton <[Brenton.Sloane@act.gov.au](mailto:Brenton.Sloane@act.gov.au)>  
**Sent:** Thursday, 20 January 2022 1:30 PM  
**To:** McMahon, Kate <[Kate.McMahon@act.gov.au](mailto:Kate.McMahon@act.gov.au)>; 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)>  
**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)>; EGMSDD <[EGMSDD@act.gov.au](mailto:EGMSDD@act.gov.au)>; EDU, EGMSG <[EGMSG.EDU@act.gov.au](mailto:EGMSG.EDU@act.gov.au)>  
**Subject:** RE: Media enquiry about school ventilation

OFFICIAL

Thanks all,

With this clearance, I will proceed to the MO for approval.

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)

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---

**From:** McMahon, Kate <[Kate.McMahon@act.gov.au](mailto:Kate.McMahon@act.gov.au)>  
**Sent:** Thursday, 20 January 2022 1:25 PM

**To:** Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>; Sloane, Brenton <[Brenton.Sloane@act.gov.au](mailto:Brenton.Sloane@act.gov.au)>; Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@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)>; EGMSDD <[EGMSDD@act.gov.au](mailto:EGMSDD@act.gov.au)>; EDU, EGMSBG <[EGMSBG.EDU@act.gov.au](mailto:EGMSBG.EDU@act.gov.au)>

**Subject:** RE: Media enquiry about school ventilation

OFFICIAL

Sounds great.

Kate

---

**From:** Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>

**Sent:** Thursday, 20 January 2022 12:55 PM

**To:** Sloane, Brenton <[Brenton.Sloane@act.gov.au](mailto:Brenton.Sloane@act.gov.au)>; McMahon, Kate <[Kate.McMahon@act.gov.au](mailto:Kate.McMahon@act.gov.au)>; Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@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)>; EGMSDD <[EGMSDD@act.gov.au](mailto:EGMSDD@act.gov.au)>; EDU, EGMSBG <[EGMSBG.EDU@act.gov.au](mailto:EGMSBG.EDU@act.gov.au)>

**Subject:** Re: Media enquiry about school ventilation

This is ok with me

J

Get [Outlook for iOS](#)

---

**From:** Sloane, Brenton <[Brenton.Sloane@act.gov.au](mailto:Brenton.Sloane@act.gov.au)>

**Sent:** Thursday, January 20, 2022 12:52:22 PM

**To:** Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>; McMahon, Kate <[Kate.McMahon@act.gov.au](mailto:Kate.McMahon@act.gov.au)>; Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@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)>; EGMSDD <[EGMSDD@act.gov.au](mailto:EGMSDD@act.gov.au)>; EDU, EGMSBG <[EGMSBG.EDU@act.gov.au](mailto:EGMSBG.EDU@act.gov.au)>

**Subject:** RE: Media enquiry about school ventilation

OFFICIAL

Hello all,

Noting this feedback, would this be better?:

**I was just wondering exactly how many schools in the ACT have had changes to their ventilation before the 2022 school year? Additionally, how many schools have had their CO2 levels tested?**

Every ACT Public School developed an Indoor Air Quality Plan in Term 4 last year, which is being updated now before the return to schools for 2022. These plans list actions undertaken by the Directorate, as well as actions for schools to undertake each day, to improve air flow and ventilation. We know from the work we did last year that our teaching and learning spaces meet the World Health Organisation requirements for good air circulation.

Many classrooms in ACT public schools have CO2 sensors as part of an electronic monitoring system which controls the operation of the school's heating, ventilation and air-conditioning. CO2 levels provide a good indication of the level of ventilation in a building. The Education Directorate also continues to install additional CO2 sensors across the school network.

I don't have any more recent information that I can add at this stage, noting that we haven't yet announced anything else on back to school.

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)

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---

**From:** Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>

**Sent:** Thursday, 20 January 2022 12:38 PM

**To:** McMahon, Kate <[Kate.McMahon@act.gov.au](mailto:Kate.McMahon@act.gov.au)>; Sloane, Brenton <[Brenton.Sloane@act.gov.au](mailto:Brenton.Sloane@act.gov.au)>; Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@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)>; EGMSDD <[EGMSDD@act.gov.au](mailto:EGMSDD@act.gov.au)>; EDU, EGMSG <[EGMSG.EDU@act.gov.au](mailto:EGMSG.EDU@act.gov.au)>

**Subject:** RE: Media enquiry about school ventilation

Hi Kate

Can we update this as they plans are being updated as we speak. Kate is right I think a shorter response would be better

Jane

---

**From:** McMahon, Kate <[Kate.McMahon@act.gov.au](mailto:Kate.McMahon@act.gov.au)>

**Sent:** Thursday, 20 January 2022 12:34 PM

**To:** Sloane, Brenton <[Brenton.Sloane@act.gov.au](mailto:Brenton.Sloane@act.gov.au)>; 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)>

**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)>; EGMSDD <[EGMSDD@act.gov.au](mailto:EGMSDD@act.gov.au)>; EDU, EGMSG <[EGMSG.EDU@act.gov.au](mailto:EGMSG.EDU@act.gov.au)>

**Subject:** RE: Media enquiry about school ventilation

OFFICIAL

Brenton

All of this is good but the question has not been answered.

Kate

---

**From:** Sloane, Brenton <[Brenton.Sloane@act.gov.au](mailto:Brenton.Sloane@act.gov.au)>

**Sent:** Thursday, 20 January 2022 12:32 PM

**To:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>; McMahon, Kate <[Kate.McMahon@act.gov.au](mailto:Kate.McMahon@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)>; EGMSDD <[EGMSDD@act.gov.au](mailto:EGMSDD@act.gov.au)>; EDU, EGMSG <[EGMSG.EDU@act.gov.au](mailto:EGMSG.EDU@act.gov.au)>

**Subject:** FW: Media enquiry about school ventilation

OFFICIAL

Hello David and Kate,

Please see below a media enquiry from The New Daily about ventilation and CO2 levels.

Suggesting the below response, developed from existing approved content:

**I was just wondering exactly how many schools in the ACT have had changes to their ventilation before the 2022 school year? Additionally, how many schools have had their CO2 levels tested?**

The ACT Chief Health Officer, the [Australian Health Protection Principal Committee](#), [World Health Organisation](#) and [Safe Work Australia](#) all recommend good indoor air quality to reduce the chance of COVID-19 transmission.

With that in mind, last year before we reopened schools every ACT Public School developed an Indoor Air Quality Plan. Based on the school's indoor air quality assessment, the Plan lists actions already undertaken by the Directorate (e.g. HVAC systems change) and actions for schools to undertake each day (including opening windows to promote natural ventilation and turning on exhaust fans). We know from the work we did last year that our teaching and learning spaces meet the World Health Organisation requirements for good air circulation.

Many classrooms in ACT public schools have CO2 sensors as part of an electronic monitoring system which controls the operation of the school's heating, ventilation and air-conditioning. CO2 levels provide a good indication of the level of ventilation in a building. The Education Directorate also continues to install additional CO2 sensors across the school network.

Outdoor learning is also part of our return to school plan to reduce the risk of COVID transmission. Schools will, where possible, schedule activities and classes so they are held outside. They will also minimise the mixing of classes and years. Where these occur, outdoor classes will be preferred.

Please advise if you both approve. If so, I will proceed to Jane for clearance.

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)

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

---

**From:** [REDACTED] [@thenewdaily.com.au](mailto:[REDACTED]@thenewdaily.com.au)>

**Sent:** Thursday, 20 January 2022 12:13 PM

**To:** Sloane, Brenton <[Brenton.Sloane@act.gov.au](mailto:Brenton.Sloane@act.gov.au)>

**Subject:** Re: Media enquiry about school ventilation

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Thanks for looking into this Brenton!

My deadline is 4pm, if that's workable at your end?

Cheers,

[REDACTED]  
Reporter

e: [REDACTED] [@thenewdaily.com.au](mailto:[REDACTED]@thenewdaily.com.au)

t: [REDACTED]

The Commons, 20-40 Meagher St, Chippendale NSW 2008



On 20 Jan 2022, at 12:08 pm, Sloane, Brenton <[Brenton.Sloane@act.gov.au](mailto:Brenton.Sloane@act.gov.au)> wrote:

OFFICIAL

Hello [REDACTED]

Thanks for your email.

Can you advise when your deadline for this response is?

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)

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---

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

**Sent:** Thursday, 20 January 2022 11:19 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)>; Martin, Diane <[Diane.Martin@act.gov.au](mailto:Diane.Martin@act.gov.au)>

**Subject:** FW: Media enquiry about school ventilation

OFFICIAL

Hi Brenton,

Please see the below query on ventilation and CO2 levels in schools from The New Daily in Sydney.

Kind regards,  
Crystal

---

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

**Sent:** Thursday, 20 January 2022 11:15 AM

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

**Subject:** Media enquiry about school ventilation

**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.

To whom it may concern,

Hope your year has started off alright, all things considered! My name's [REDACTED] and I'm a journalist with The New Daily up in Sydney. I'm writing an article about the upcoming return to school, and I was wondering the Directorate might be able to help me clarify some points.

It's no secret that many educators and health experts alike want students to be able to return to class in a COVID-safe way, both for their sake, and for the good of society.

To this end, I was just wondering exactly how many schools in the ACT have had changes to their ventilation before the 2022 school year? Additionally, how many schools have had their CO2 levels tested?

Any other light you might be able to shed about how the Directorate is prepping for a COVID-safe return to school would be very much appreciated.

Thanks so much for your time,

[Redacted]

[Redacted]

Reporter

e [Redacted] [@thenewdaily.com.au](mailto:[Redacted]@thenewdaily.com.au)

t: [Redacted]

The Commons, 20-40 Meagher St, Chippendale NSW 2008

<image001.gif>

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**Flint, Katrina**

---

**From:** Mitchell, BethL  
**Sent:** Thursday, 20 January 2022 5:38 PM  
**To:** Yapp, Phillip  
**Cc:** Flint, Katrina  
**Subject:** IAQ update

**OFFICIAL**

Text provided to Andrew for ministerial – Nance has cropped

The Education Directorate has developed an Indoor Air Quality Plan for every public school. The plans have been developed with the assistance of schools, who have identified classrooms with natural ventilation, and Heating, Ventilation and Air Conditioning records. Over term four contractors conducted mechanical ventilation audits at each school and preschool. All Indoor Air Quality Plans have been updated to include audit findings and works have been scoped to where enhancements are required to meet the ACT Governments Indoor Air Quality standards.

At some school sites work to enhance indoor air quality have not been able to be implemented prior to the 2022 school year. Equipment supply chains and labour market shortages as a result of the pandemic meant that some spaces in school will not be suitable for use until works have been completed and the school notified. The removal of these spaces is designed to maximise the safety of our students and staff as they make the return to on campus learning.

The Directorate has a number of strategies to facilitate the safe return to school including: ensuring that windows can be opened for natural ventilation, installing new extraction fans to bathrooms, introducing additional outdoor air through mechanical systems and monitoring conditions in classrooms where CO2 sensors are fitted.

The directorate has also identified long term strategies to meet seasonal school ventilation requirements. Heat Recovery and Energy Ventilation systems that work to introduce conditioned (warm) outdoor air and complement existing heating systems have been purchased and are in manufacture, the systems will be installed at priority sites prior to the commencement of winter.

In cohorts where vaccination rates are low (for example preschool and where children are yet to be fully vaccinated, and in spaces where mechanical ventilation is limited the directorate has installed UV-C light units to existing recirculating air conditioning systems or will provide mobile fan units with UV-C lights. UV-C light technology is used extensively in the health setting to neutralise virus and bacteria and units selected are safe for use in the Education setting. Where these systems are not suitable new air conditioning systems will be installed that introduce fresh air.

Beth Mitchell | Director – Asset Strategies, Sustainability and Environment

Phone: +61 2 6207 8364 | Fax: +61 2 6205 9333 | Email: [bethl.mitchell@act.gov.au](mailto:bethl.mitchell@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4 220 London Circuit | GPO Box 158 Canberra ACT 2601 | [www.det.act.gov.au](http://www.det.act.gov.au)

**Yapp, Phillip**

**From:** Mitchell, BethL  
**Sent:** Friday, 21 January 2022 1:27 PM  
**To:** [REDACTED]  
**Cc:** Flint, Katrina; Graham, Cathy; Yapp, Phillip  
**Subject:** FW: Quote LAFN220114 ACT Government Beth Mitchell UV-FAN Air Disinfection Units  
**Attachments:** General\_Terms\_and\_Conditions\_for\_Purchase\_Orders.doc; EDU Purchase Order - IAQ - LAF Technologies Pty Ltd.pdf; QTE-Laftech UV-FAN Air Disinfections Units.pdf

OFFICIAL

Hi [REDACTED]

Please find attached the purchase order and the Education Directorates terms and conditions.

I have also attached the final quote for clarity in record keeping.

Cheers

Beth Mitchell | Director – Asset Strategies, Sustainability and Environment

Phone: +61 2 6207 8364 | Fax: +61 2 6205 9333 | Email: [bethl.mitchell@act.gov.au](mailto:bethl.mitchell@act.gov.au)  
 Infrastructure and Capital Works | Education | ACT Government  
 Level 4 220 London Circuit | GPO Box 158 Canberra ACT 2601 | [www.det.act.gov.au](http://www.det.act.gov.au)

---

**From:** Flint, Katrina <[Katrina.Flint@act.gov.au](mailto:Katrina.Flint@act.gov.au)>  
**Sent:** Thursday, 20 January 2022 3:39 PM  
**To:** Mitchell, BethL <[BethL.Mitchell@act.gov.au](mailto:BethL.Mitchell@act.gov.au)>  
**Subject:** RE: Quote LAFN220114 ACT Government Beth Mitchell UV-FAN Air Disinfection Units

OFFICIAL

Hi Beth,

Please find attached the purchase order as requested. Waiting on the IAQ Number from Cathy so that we can use that as a purchase order number. For now I have put in IAQ and the date.

Need your signature before it can be sent through to [REDACTED]

LAF will need to fill in the new supplier form to allow the invoice to be processed, we can send this through at the same time as the purchase order.

Kind Regards

Katrina Flint | Project Officer  
 Phone: +61 2 6205 6751 | Email: [Katrina.Flint@act.gov.au](mailto:Katrina.Flint@act.gov.au)  
 Infrastructure and Capital Works | Education | ACT Government  
 Level 4 220 London Circuit Canberra City | GPO Box 158 Canberra ACT 2601  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Mitchell, BethL <[BethL.Mitchell@act.gov.au](mailto:BethL.Mitchell@act.gov.au)>  
**Sent:** Thursday, 20 January 2022 2:19 PM  
**To:** Flint, Katrina <[Katrina.Flint@act.gov.au](mailto:Katrina.Flint@act.gov.au)>  
**Subject:** FW: Quote LAFN220114 ACT Government Beth Mitchell UV-FAN Air Disinfection Units  
**Importance:** High

OFFICIAL

Can you raise the purchase order for these units please leave off the freight, but raise the purchase order and provide to Simon via email please

Beth Mitchell | Director – Asset Strategies, Sustainability and Environment

Phone: +61 2 6207 8364 | Fax: +61 2 6205 9333 | Email: [bethl.mitchell@act.gov.au](mailto:bethl.mitchell@act.gov.au)  
 Infrastructure and Capital Works | Education | ACT Government  
 Level 4 220 London Circuit | GPO Box 158 Canberra ACT 2601 | [www.det.act.gov.au](http://www.det.act.gov.au)

---

**From:** [REDACTED]  
**Sent:** Tuesday, 18 January 2022 5:56 PM  
**To:** Mitchell, BethL <[BethL.Mitchell@act.gov.au](mailto:BethL.Mitchell@act.gov.au)>  
**Cc:** Yapp, Phillip <[Phillip.Yapp@act.gov.au](mailto:Phillip.Yapp@act.gov.au)>; Graham, Cathy <[Cathy.Graham@act.gov.au](mailto:Cathy.Graham@act.gov.au)>  
**Subject:** Quote LAFN220114 ACT Government Beth Mitchell UV-FAN Air Disinfection Units

**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 afternoon Beth,



As discussed I have attached the amended quotation **without freight until we work out tomorrow morning what type of freight service we can provide based on site access. We can add the freight to the quote tomorrow.**

It is always important to check the delivery site with these types of Qtys so there are no issues on day of delivery ? Is there a pallet jack on site ? A loading dock facility ? Fork Lift etc that can all assist in getting the equipment delivered to the address at Hedley Beare Centre, 51 Fremantle Drive, Stirling ACT

Best regards,



Controlled Environment Solutions  
p 1300 306 002 m [redacted]  
a Lvl 14, 309 Kent Street, Sydney, NSW, 2000  
e [redacted] w [www.laftech.com.au](http://www.laftech.com.au)

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---

**From:** Mitchell, BethL <[BethL.Mitchell@act.gov.au](mailto:BethL.Mitchell@act.gov.au)>  
**Sent:** Tuesday, 18 January 2022 5:08 PM  
**To:** [redacted]  
**Cc:** Yapp, Phillip <[Phillip.Yapp@act.gov.au](mailto:Phillip.Yapp@act.gov.au)>; Graham, Cathy <[Cathy.Graham@act.gov.au](mailto:Cathy.Graham@act.gov.au)>  
**Subject:** RE: Quote LAFN220114 ACT Government Beth Mitchell UV-FAN Air Disinfection Units

OFFICIAL

H [redacted]

The delivery address for the units will be

Hedley Beare Centre, 51 Fremantle Drive, Stirling ACT

Cheers

Beth Mitchell | Director – Asset Strategies, Sustainability and Environment

Phone: +61 2 6207 8364 | Fax: +61 2 6205 9333 | Email: [bethl.mitchell@act.gov.au](mailto:bethl.mitchell@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4 220 London Circuit | GPO Box 158 Canberra ACT 2601 | [www.det.act.gov.au](http://www.det.act.gov.au)

---

**From:** [redacted]  
**Sent:** Tuesday, 18 January 2022 4:55 PM  
**To:** Mitchell, BethL <[BethL.Mitchell@act.gov.au](mailto:BethL.Mitchell@act.gov.au)>  
**Cc:** Yapp, Phillip <[Phillip.Yapp@act.gov.au](mailto:Phillip.Yapp@act.gov.au)>  
**Subject:** RE: Quote LAFN220114 ACT Government Beth Mitchell UV-FAN Air Disinfection Units

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Thank you Beth for your below email. Will get the quotation amended along with freight costs for the Qty's I sent through this morning. Will delivery be to the one place ? Address below ?

Best regards,



Controlled Environment Solutions  
p 1300 306 002 m [redacted]  
a Lvl 14, 309 Kent Street, Sydney, NSW, 2000  
e [redacted] w [www.laftech.com.au](http://www.laftech.com.au)

victoria | queensland | newsouthwales | apac



---

**From:** Mitchell, BethL <[BethL.Mitchell@act.gov.au](mailto:BethL.Mitchell@act.gov.au)>  
**Sent:** Tuesday, 18 January 2022 4:29 PM  
**To:** [redacted]  
**Cc:** Yapp, Phillip <[Phillip.Yapp@act.gov.au](mailto:Phillip.Yapp@act.gov.au)>  
**Subject:** RE: Quote LAFN220114 ACT Government Beth Mitchell UV-FAN Air Disinfection Units  
**Importance:** High

OFFICIAL

Hi [REDACTED],

As discussed, we have approval for purchase of the units. Can you please provide a revised quote with freight costs.

Cheers

Beth Mitchell | Director – Asset Strategies, Sustainability and Environment

Phone: +61 2 6207 8364 | Fax: +61 2 6205 9333 | Email: [bethl.mitchell@act.gov.au](mailto:bethl.mitchell@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4 220 London Circuit | GPO Box 158 Canberra ACT 2601 | [www.det.act.gov.au](http://www.det.act.gov.au)

---

**From:** [REDACTED]  
**Sent:** Tuesday, 18 January 2022 2:14 PM  
**To:** Mitchell, BethL <[BethL.Mitchell@act.gov.au](mailto:BethL.Mitchell@act.gov.au)>  
**Cc:** Yapp, Phillip <[Phillip.Yapp@act.gov.au](mailto:Phillip.Yapp@act.gov.au)>  
**Subject:** RE: Quote LAFN220114 ACT Government Beth Mitchell UV-FAN Air Disinfection Units

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Good afternoon Beth,

Yes the stock levels for UV-FAN-M2 portable and wall mounted has now gone down to 13 and 2 respectively as ex-stock Melbourne warehouse. Will discuss with our team on this one and send your below email through to them. If we can get a reference order number and requisition of sought that will assist ?

Best regards,

[REDACTED]  
**laftech**

Controlled Environment Solutions  
p 1300 306 002 m [REDACTED]  
a Lvl 14, 309 Kent Street, Sydney, NSW, 2000  
e [REDACTED] w [www.laftech.com.au](http://www.laftech.com.au)

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**Linked** 

---

**From:** Mitchell, BethL <[BethL.Mitchell@act.gov.au](mailto:BethL.Mitchell@act.gov.au)>  
**Sent:** Tuesday, 18 January 2022 2:04 PM  
**To:** [REDACTED]  
**Cc:** Yapp, Phillip <[Phillip.Yapp@act.gov.au](mailto:Phillip.Yapp@act.gov.au)>  
**Subject:** RE: Quote LAFN220114 ACT Government Beth Mitchell UV-FAN Air Disinfection Units

OFFICIAL

H [REDACTED]

We are in the process of getting approval for the purchase. Does this mean that there is a reduction in the stock level on the quote from 16 UV-FAN-M2/95HP-ST to 13 and 6 UV-FAN-M2/95HP-ST to 2 units?

If so, can you please hold them for ACT EDU

Cheers

Beth Mitchell | Director – Asset Strategies, Sustainability and Environment

Phone: +61 2 6207 8364 | Fax: +61 2 6205 9333 | Email: [bethl.mitchell@act.gov.au](mailto:bethl.mitchell@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4 220 London Circuit | GPO Box 158 Canberra ACT 2601 | [www.det.act.gov.au](http://www.det.act.gov.au)

---

**From:** [REDACTED]  
**Sent:** Tuesday, 18 January 2022 1:11 PM  
**To:** Mitchell, BethL <[BethL.Mitchell@act.gov.au](mailto:BethL.Mitchell@act.gov.au)>  
**Cc:** Yapp, Phillip <[Phillip.Yapp@act.gov.au](mailto:Phillip.Yapp@act.gov.au)>  
**Subject:** FW: Quote LAFN220114 ACT Government Beth Mitchell UV-FAN Air Disinfection Units

**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 afternoon Beth,

Hope this email finds you well.

Just following up on the below email and attached quotation I sent through to you yesterday my colleague in Melbourne did a stock take of the UV-FAN units currently in our warehouse as of today.

Just to update you on the stock level for the larger UV-FAN we have in stock. We now currently have the below stock levels in our Melbourne warehouse.

**UV-FAN-M2/95HP-ST      13x**  
**UV-FAN-M2/95HP        2x**  
**Does not include incoming stock.**

Also just wanted to let you know that we currently have one client keen to purchase some of the UV-FAN-XS units and possibly the bigger UV-FAN-M2. Decisions pending.

If you require any further assistance please do not hesitate to contact me on the below details.

Best regards,



Controlled Environment Solutions  
p 1300 306 002 m [redacted]  
a Lvl 14, 309 Kent Street, Sydney, NSW, 2000  
e [redacted] w [www.laftech.com.au](http://www.laftech.com.au)

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**From:** [redacted]  
**Sent:** Monday, 17 January 2022 3:22 PM  
**To:** Mitchell, BethL <[BethL.Mitchell@act.gov.au](mailto:BethL.Mitchell@act.gov.au)>  
**Cc:** Yapp, Phillip <[Phillip.Yapp@act.gov.au](mailto:Phillip.Yapp@act.gov.au)>  
**Subject:** Quote LAFN220114 ACT Government Beth Mitchell UV-FAN Air Disinfection Units

Good afternoon Beth,

Thank you for your below email.

Attached to this email I have the pleasure of submitting the following quotation for the UV-FAN units that we can offer you.

The availabilities of all units quoted are subject prior to sale. We can certainly keep an eye on all current stock and incoming stock. The best way is to get an order generated ASAP and we can then process in our system and then assign the stock to ACT Government.

For the delivery I have noted as TBA. Just waiting on final qty's required so I can put together a full freight price for you ?

If you require any further assistance please do not hesitate to contact me on the below details.

Best regards,



Controlled Environment Solutions  
p 1300 306 002 [redacted]  
a Lvl 14, 309 Kent Street, Sydney, NSW, 2000  
e [redacted] w [www.laftech.com.au](http://www.laftech.com.au)

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**From:** Mitchell, BethL <[BethL.Mitchell@act.gov.au](mailto:BethL.Mitchell@act.gov.au)>  
**Sent:** Monday, 17 January 2022 2:11 PM  
**To:** [redacted]  
**Cc:** Yapp, Phillip <[Phillip.Yapp@act.gov.au](mailto:Phillip.Yapp@act.gov.au)>  
**Subject:** RE: UV-FAN Enquiry

OFFICIAL

Hi [redacted]

Thankyou. Please hold all units below while I arrange the purchasing documentation.

Cheers

Beth Mitchell | Director – Asset Strategies, Sustainability and Environment

Phone: +61 2 6207 8364 | Fax: +61 2 6205 9333 | Email: [bethl.mitchell@act.gov.au](mailto:bethl.mitchell@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4 220 London Circuit | GPO Box 158 Canberra ACT 2601 | [www.det.act.gov.au](http://www.det.act.gov.au)

**From:** [REDACTED]  
**Sent:** Monday, 17 January 2022 1:09 PM  
**To:** Mitchell, BethL <[BethL.Mitchell@act.gov.au](mailto:BethL.Mitchell@act.gov.au)>  
**Subject:** FW: UV-FAN Enquiry

**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 afternoon Beth,

Following on from our phone conversation this morning see below pricing per unit of the UV-FAN XS and UV-FAN M2 portable and wall mounted units.

UV-FAN-XS-60HP: Ventilated UVC Air Purifier 1 x 60W: \$ [REDACTED] + GST + Freight **(have 14 units as free stock arriving into Melbourne warehouse next week). Also another shipment of 50 x UV-FAN XS units arriving mid to late March.**

UV-FAN-M2/95HP-ST: Ventilated UVC Air Purifier with stand: \$ [REDACTED] + GST + Freight **(Currently 16 units ex-stock Melbourne warehouse)**

UV-FAN-M2/95HP: Ventilated UVC Air Purifier without stand-wall mounted: \$ [REDACTED] + GST + Freight **(have 6 units arriving into Melbourne warehouse next week)**

If you could give me information on the priority rooms requiring the UV-FAN's ? Layout of those rooms such as m2 ? Do you have drawings of the rooms ?

The above pricing is per unit pricing. Depending on how many units you require we can look at offering a Qty discount for you as well.

Look forward to your feedback Beth.

Best regards,

**laftech**

Controlled Environment Solutions  
p 1300 306 002 m [REDACTED]  
a Lvl 14, 309 Kent Street, Sydney, NSW, 2000  
e [REDACTED] w [www.laftech.com.au](http://www.laftech.com.au)

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**Linked** 

**From:** [REDACTED]  
**Sent:** Monday, 17 January 2022 9:31 AM  
**To:** [bethl.mitchell@act.gov.au](mailto:bethl.mitchell@act.gov.au)  
**Subject:** UV-FAN Enquiry

Good morning Beth,

My name is [REDACTED] and I am the [REDACTED] for LAF technologies. My role is Sydney based so your contact details and enquiry for UV-FANS has been passed through to me.

You have mentioned portable classrooms in your enquiry. Are you referring to demountable type rooms ? Will the rooms be fixed in one place and potentially moved around ?

Do you have any drawings/photos of the rooms ?

Have attached technical data sheets on the UV-FAN-XS and UV-FAN-ST portable units that we can offer you. When looking at small spaces Laftech can provide the UV-FAN-XS units that are either ceiling or wall mounted. For larger areas you can look at the UV-FAN-ST units.

In terms of stock we currently have 50 x UV-FAN-XS units arriving approx end of March (Subject prior to sale). The UV-FAN-ST portable units we currently have 16 in stock ex-Melbourne warehouse (Subject prior to sale)

#### UV-FAN-M2/HP-ST (portable unit)

- Good for up to 40m2 in floor area coverage.
- Consists of 2x 95W lamps + built in fan (30W).
- Maintenance consists of periodic inspection and cleaning of basic dust filter and wiping down the lamps and reflective surfaces within the compartment.
- Lamps are rated for 18,000 hours of continuous use.
- Noise level 50dBA@1m.



#### UV-FAN-XS 60HP (wall/ceiling unit)

- Good for up to 20m2 in floor area coverage.
- Consists of 1x 60W lamps + built in fan (10W).
- Maintenance consists of periodic inspection and wiping down the lamps and reflective surfaces within the compartment.
- Lamps are rated for 18,000 hours of continuous use.

- Noise level 38dBA@1m.

Best regards,

  
**laftech**

Controlled Environment Solutions  
p 1300 306 002   
a Lvl 14, 309 Kent Street, Sydney, NSW, 2000  
e  w [www.laftech.com.au](http://www.laftech.com.au)

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**Linked** 

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## General Terms and Conditions of contract

### 1. Provision of Supplies

- 1.1 The Supplier must provide the Supplies according to the provisions of this Contract and to a standard of care, skill and diligence expected of a person who regularly acts in the capacity in which the Supplier is engaged.
- 1.2 Supplies that are goods must be new and unused, free from any security interest, defects in materials and workmanship, of acceptable quality and must conform to any specifications and descriptions set out in this Contract.

### 2. Contract Price

- 2.1 Except if otherwise stated in this Contract, the Contract Price is:
- (a) payable within 30 days of receipt by the Territory of an Invoice;
  - (b) inclusive of GST and all other taxes, duties and charges; and
  - (c) inclusive of all disbursements, including out of pocket expenses incurred by the Supplier.
- 2.2 An Invoice may be issued by the Supplier upon the satisfactory completion of each milestone set out in the Contract, or if no milestones are specified, on the satisfactory completion of all services and acceptance of all goods comprising the Supplies.

### 3. Delivery and Acceptance

- 3.1 Supplies that are goods must be delivered at the times and places detailed in the Contract, in good order and condition and marked with the relevant Reference Number and full delivery point details. Delivery will be free into store unless otherwise specified in the Contract.
- 3.2 The Territory may reject Supplies supplied incorrectly, damaged, in excess of or less than specified quantities or otherwise found not to be in accordance with the Contract.
- 3.3 If the Territory rejects any Supplies, the Supplier must, at no cost to the Territory and within any timeframe specified by the Territory, remove the Supplies (in the case of goods) and:
- (a) replace any rejected Supplies that are goods; and
  - (b) re-perform any rejected Supplies that are services; or
  - (c) refund any payment for the rejected Supplies.
- 3.4 If the Territory does not reject the Supplies within 14 days of receiving the Supplies, the Territory is taken to have accepted the Supplies.

### 4. Title and Risk

Risk of loss and damage and title in Supplies that are goods passes to the Territory on its acceptance of those goods.

### 5. Warranty

For Supplies that are goods, the Supplier must:

- (a) during any warranty period specified in the Contract, without delay and at no cost to the Territory, correct all defects in the Supplies by way of repair, replacement or such other means acceptable to the Territory; and
- (b) ensure, to the extent practicable and permitted by law, that the Territory receives the benefit of any warranty given by a third party with respect to any goods,

however:

- (c) this does not in any way relieve the Supplier of any obligation or warranty by it under this Contract; and
- (d) the Supplier is liable for all costs incidental to the discharge of any warranty under this Contract.

### 6. Ownership and use of material

#### 6.1 Ownership of:

- (a) all Contract Material, including any intellectual property rights, vests on its creation with the Territory;
- (b) all Territory Material, including any intellectual property rights, remains with the Territory; and
- (c) all Support Material, including any intellectual property rights, remains the property of the Supplier.

6.2 The Territory grants to the Supplier a royalty-free, limited licence to use the Contract Material and Territory Material for the term specified in the Contract.

#### 6.3 The Supplier:

- (a) grants to the Territory, a perpetual, royalty-free licence to use the Support Material to the extent necessary for the Territory to obtain the full benefit of the Supplies; and
- (b) warrants that the Territory's use of any Contract Material and Support Material under this Contract will not infringe the intellectual property rights of, or create any obligations in connection with, any third party.

6.4 The Supplier must safeguard and preserve Contract Material and Territory Material in its possession or control and deliver to the Territory all Contract Material and Territory Material on expiration or

termination of this Contract (other than copies that the Territory authorised the Supplier to retain).

## 7. Supplier's Personnel

**The Supplier must, in providing the Supplies:**

- (a) **engage only persons who have the skills, training and expertise appropriate for the Supplies; and**
- (b) comply with all reasonable requirements notified by the Territory regarding suitability and fitness of persons engaged for the provision of the Supplies.

## 8. Non-disclosure of Territory Information

The Supplier must:

- (a) use Territory Information held in connection with this Contract only for the purposes of fulfilling its obligations under this Contract;
- (b) not transfer Territory Information held in connection with this Contract outside the Territory, or allow any person (other than its authorised personnel) outside the Territory to have access to it, without prior written approval of the Territory;
- (c) notify the Territory immediately if the Supplier becomes aware that a disclosure of Territory Information may be required by law or any unauthorised disclosure of Territory Information has occurred; and
- (d) in respect of any Personal Information held in connection with this Contract:
  - (i) comply with the TPPs and any applicable TPP Code and must not (and procure that any subcontractor engaged by the Supplier does not) act or engage in a practice that breaches a TPP or a TPP Code; and
  - (ii) co-operate with any reasonable requests or directions of the Territory arising directly from, or in connection with, the exercise of the functions of the Information Privacy Commissioner under the Information Privacy Act.

## 9. Confidential Text under the Procurement Act

9.1 In giving effect to the principles of open and accountable government, the Territory may disclose documents and information unless it has otherwise agreed, or is otherwise required under law, to keep the information confidential.

9.2 Except as provided in this Contract, the Territory must not disclose confidential text specified in the Contract to any person without the prior written consent of the Supplier (which consent will not be

unreasonably withheld) except to the extent that the confidential text:

- (a) is required or authorised to be disclosed under law;
- (b) is reasonably necessary for the enforcement of the criminal law;
- (c) is disclosed to the Territory's solicitors, auditors, insurers or advisers;
- (d) is generally available to the public;
- (e) is in the possession of the Territory without restriction in relation to disclosure before the date of receipt from the Supplier;
- (f) is disclosed by the responsible Minister in reporting to the Legislative Assembly or its committees; or
- (g) is disclosed to the ombudsman or for a purpose in relation to the protection of public revenue.

## 10. Indemnity

The Supplier indemnifies the Territory, its employees and agents against all liability in respect of all claims, costs and expenses in relation to all loss, damage, injury or death to persons or property caused by the Supplier, in connection with the provision of the Supplies, except to the extent that the Territory caused the relevant loss, damage or injury.

## 11. Termination

**The Territory may terminate this Contract in part or whole, at any time by notice to the Supplier, if the Supplier:**

- (a) enters, or in the Territory's absolute opinion, is likely to enter, into any form of external administration or makes any arrangement with its creditors or takes advantage of any statute for the relief of insolvent debtors;
- (b) fails to provide the Supplies within, or to meet any other, timeframes or milestones specified in this Contract; or
- (c) is otherwise in breach of a provision of this Contract, where that breach:
  - (i) if capable of being remedied, is not remedied within the period specified in a notice by the Territory, or
  - (ii) is not capable of being remedied.

## 12. Conduct in Territory Premises

The Supplier must, when using Territory premises or facilities, comply with all reasonable directions of the Territory.

## 13. Notices

Any notice or communication under this Contract will be effective if it is in writing, and delivered to the other party. A notice will be deemed to have been delivered:

- (a) if delivered by hand, on delivery;
- (b) if sent by prepaid mail, on the expiration of two business days;

- (c) if sent by facsimile, on the sender's facsimile machine recording that the facsimile has been successfully and properly transmitted to the recipient's address; or
- (d) if sent by electronic mail, on the other party's acknowledgement of receipt by any means.

#### 14. **Assignment and Subcontracting**

The Supplier must not assign or subcontract any of its rights or obligations under this Contract without the prior written consent of the Territory. If the Territory gives its consent, the Territory may impose any conditions.

#### 15. **Survival**

Clauses 6, 7 and 8 of this Contract survive the termination or expiration of this Contract.

#### 16. **Applicable Law**

The laws of the Australian Capital Territory apply to this Contract.

#### 17. **Variation**

This Contract may be varied only by the written agreement of the parties prior to the expiration of the Contract.

#### 18. **Entire Agreement**

This Contract constitutes the entire agreement of the parties in relation to the provision of the Supplies and all other agreements, warranties and representations are excluded.

#### 19. **Definitions and Interpretation**

**"Contract Material"** means all material created, written or otherwise brought into existence as part of, or for the purpose of providing the Supplies including all reports (whether in draft or final form), documents, information and data stored by any means.

**"Information Privacy Act"** means the *Information Privacy Act 2014* (ACT).

**"Invoice"** means an invoice that:

- (a) if GST is payable in respect of the provision of the Supplies, is a valid tax invoice for the purposes of the *A New Tax System (Goods and Services Tax) Act 1999* (Cth);
- (b) clearly sets out details of the Supplies provided and of the amount that is due for payment, is correctly calculated and is in respect of Supplies provided in accordance with this Contract;
- (c) is accompanied by any other details or reports required under this Contract; and
- (d) is rendered at the time/s specified in clause 2.2.

**"Personal Information"** is information or an opinion about an identified individual or an individual who is reasonably identifiable:

- (a) whether the information is true or not; and
- (b) whether the information or opinion is recorded in a material form or not,

but does not include personal health information (as defined in the *Health Records (Privacy and Access) Act 1997* (ACT) about the individual.

**"Reference Number"** means the relevant, purchase order number, quote number or contract number for the provision of the Supplies.

**"Supplies"** means the goods and/ or services the subject of this Contract.

**"Support Material"** means the material specified as support material in the Contract (if any).

**"Territory Information"** means the kind of information that:

- (a) is or relates to documents, submissions, consultations, policies, strategies, practices and procedures of the Territory which are by their nature confidential;
- (b) is notified (whether in writing or not) by the Territory to the Supplier as being confidential; or
- (c) is Personal Information,

but does not include information that:

- (d) is or becomes public knowledge other than by breach of this Contract;
- (e) has been independently developed or acquired by the Supplier; or
- (f) has been notified by the Territory to the Supplier as not being confidential.

**"Territory Material"** means any material provided by the Territory to the Supplier for the purposes of this Contract including documents, equipment, information and data stored by any means.

**"TPPs"** means the Territory Privacy Principles provided for in section 13 and set out in Schedule 1 of the Information Privacy Act.

**"TPP Code"** means a code of practice about information privacy which, having regard to section 21(1) and (3) of the Information Privacy Act, binds an agency that engages the Supplier in the provision of the Supplies.

## SPECIAL CONDITIONS

The following Special Conditions apply to this Contract and will prevail to the extent of any inconsistency with any other provision of this Contract.



INSERT SPECIAL CONDITIONS

NOTE: Insert any Special Conditions required. Obtain advice if required.

**A. Specified Personnel:**

The Specified Personnel in the Supplier's Quotation, must provide the Supplies. The Supplier must provide replacement personnel acceptable to the Territory at no additional charge and at the earliest opportunity if the Specified Personnel are unable to provide any of the Supplies.

OR

The following Specified Personnel are to provide the Supplies:

Name	Position	Role

**B. Hazardous substances**

If the Supplies contain hazardous substances, the Supplier must provide material safety data sheets for those hazardous substances

# Purchase Order

Date:	20/01/2022
Purchase Order No:	IAQ21-22/225

Requesting Section Buyer: Education Directorate – Infrastructure and Capital Works

Vender Supplier Name: LAF Technologies Pty Ld  
 Address: Lvl 14, 309 Kent Street Sydney NSW 2000

Contact Name:  Contact Number:

Ship to Location (if applicable) or worksite: Delivery to agreed location in the ACT

Short description of goods/services: UV-C Fans for IAQ (Please reference Purchase Order number when invoicing the Directorate)

Price Fixed  Variable  Quotes Attached Yes  No  Delivery Required by  
 Freight FIS  FOB  Confirming Order Yes  No  / /

Line No	Description	Qty	Unit	Unit Price	Total
	UV-FAN-M2/95HP – Wall mounted UV-C FAN	2			
	UV-FAN-M2/95HP-ST – Portable UV-C Fan	13			
	UV-FAN-XS 60HP – Ventilated UV-C air Purifier	14			
	Freight tailgate delivery with pallet jack to Hedley Beare Centre, 51 Fremantle Drive, Stirling, ACT, 2611	1			
	Total ex GST				\$45,920.00
	GST 10%				\$4,592.00
				TOTAL inc GST	<b>50,512.00</b>

Requesting Officer: Katrina Flint  
 Contact No: 02 62056751

Signature:   
 Date: 20/01/2022

Delivery Address: To be delivered to the agreed address

Line No	Account Flex field	Line No	Account Flex field	Line No	Account Flex field

Name and Title of Approving Officer  
 (Signatory confirms holding delegation to expend funds)

Beth Mitchell

Signature:   
 Date: 20/01/2022

# Purchase Order

This purchase order is to be read in conjunction with the "General Terms and Conditions for Purchase Orders (Goods and/or Services)" attached.

20 January 2022

**Attention: Beth Mitchell**

**Quote: LAFN220114 ACT Government Beth Mitchell UV-FAN Air Disinfections Units**



ACT Government  
 Infrastructure and Capital Works  
 Lvl 4 220 London Circuit  
 Canberra, ACT, 2601

Dear Beth,

**Reference: UV FAN-M2 and UV-FAN XS**

Thank you for your interest in the LAFtech range of products and services.

As requested, we are pleased to submit the following quotation for supply of equipment from our UVC range.

Product Code	Description	Unit Price	Qty	Total Price
UV-FAN-M2/95HP	Wall Mounted UV-C Fan, 253.7nm, 2x95W UVC lights, total 220W, 150m <sup>3</sup> /hr. <ul style="list-style-type: none"> <li>• Dimensions 32x13x104 cm</li> <li>• Includes TiO<sub>2</sub> filter to remove organic and inorganic pollutants</li> </ul> 	\$	2	\$
UV-FAN-M2/95HP-ST	Portable UV-C Fan, 253.7nm, 2x95W UVC lights, total 220W, 150m <sup>3</sup> /hr. <ul style="list-style-type: none"> <li>• Dimensions 40x34x128 cm</li> <li>• Includes TiO<sub>2</sub> filter to remove organic and inorganic pollutants</li> </ul> 	\$	13	\$
UV-FAN-XS 60HP	Ventilated UV-C air purifier, 253.7nm, 1x60W HO UVC light total 70W, 70m <sup>3</sup> /hr.	\$	14	\$

	Covers floor area of 20m2 <ul style="list-style-type: none"> <li>• Dimensions 15x16x69cm</li> <li>• RAL 9003 White</li> </ul> 			
FREIGHT	Freight tailgate delivery with pallet jack to Hedley Beare Centre, 51 Fremantle Drive, Stirling, ACT, 2611		1	

### Delivery

Availability UV-FAN M2 Wall Mounted; 2 units ex-stock subject prior to sale  
 Availability UV-FAN M2-ST (portable) 13 units ex-stock Melbourne warehouse subject prior to sale  
 Availability UV-FAN XS 14 units due as free stock 1-2 weeks subject prior to sale

---

### General Terms & Conditions

1. Quotation valid for 30 days. Items quoted subject to prior sale.
2. All unit prices quoted do not include GST.
3. Delivery as quoted and subject to site access.
4. Payment terms: Prepaid.  
(Processing fee of 1.5% for Visa or Mastercard).
5. **Manufacturer's 12 months warranty**

For full details on the Laftech terms and conditions, please refer to: <http://laftech.com.au/terms-conditions/>

**COVID-19 ACKNOWLEDGEMENT:** The customer acknowledges and agrees that the delivery dates specified are approximate only and are based on the most available information at time of ordering & due to the current global crisis as a result of COVID, there may be a delay in the delivery of goods.

LAFTECH is not liable for any loss or damage sustained by the customer or any person due to delay in delivery or installation.

Thank you for the opportunity to submit our quotation and we trust the above meets with your approval. Assuring you of prompt service and professional advice, we eagerly await your reply.

If you require any further information regarding the above, please do not hesitate to contact me.

Best Regards,

M:   
 E: 

LAF technologies Pty Ltd is an Australian owned and operated company

**From:** [Matthews, David](#)  
**To:** [Simmons, Jane](#); [Steele, Peter](#); [EDUCOVID](#); [Larkin, Lyn](#)  
**Cc:** [Haire, Katy](#); [EDU, EGMSG](#); [EDUCOVID](#); [Parkinson, Andrew](#)  
**Subject:** FW: Ventilation / [REDACTED] TP with AP edits  
**Date:** Sunday, 23 January 2022 1:23:55 PM  
**Attachments:** [Dot Points - Back to School Budget TPs - AP edit.docx](#)

---

OFFICIAL

Approved wording on ventilation, [REDACTED]

Regards  
Dave Matthews

---

**From:** Parkinson, Andrew <Andrew.Parkinson@act.gov.au>  
**Sent:** Sunday, 23 January 2022 10:23 AM  
**To:** Matthews, David <David.Matthews@act.gov.au>  
**Subject:** Ventilation / [REDACTED] TP with AP edits

OFFICIAL

as requested,

---

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*

## Request from Minister's Staff

Title: Return to School Budget Announcements

TRIM number: FOL22/201

Request: Questions included below

Request date: 20 January 2022

Response due to Minister's staff: 21 January 2022

Response format: Dot points

If this information has already been provided to the Minister's office, or is available in a factsheet, please let the DLO know before actioning this request Extension: 50291.

Cleared by: Deputy Director-General

---

## Directorate's Response

1. Update on actions and outcomes from the Back to School budget decisions that included improved ventilation, [REDACTED], etc etc. Provide as much detail on what has been done as possible especially on improving ventilation but across the whole package.

[REDACTED]

### Improved ventilation and shade structures

- Almost \$3 million of ventilation works have been carried out or under procurement. The initial packages of work focused on opening up windows and HVAC changes to increase fresh air supply, but the focus has now moved to longer term solutions to prepare for the cooler months.

- [REDACTED]

[REDACTED]



**2. Please provide advice on ventilation options in the cold weather – when windows being open and outdoor learning are no longer feasible.**

**Ventilation in schools**

- In October 2021 the ACT Government committed to investing in supports for schools and early childhood education and care services to support the safe return of students and staff to on campus learning.
- The Education Directorate has developed an Indoor Air Quality (IAQ) Plan for every public school.
- The Directorate has identified long term strategies to meet school ventilation requirements for the colder months.
- A key strategy will be to install heat recovery and energy ventilation systems that provide warm conditioned outdoor air and complement existing heating systems and replace recirculating split systems.
- The directorate has been pre- purchasing these units as supplies are in high demand and supply in being disrupted by COVID.
- These will be installed at priority sites prior to the commencement of winter.
- The ACT Government will continue to follow the advice of health experts to ensure the safety of all schools and early childhood education and care services and will consider any future costs as they arise.



**From:** [Matthews, David](#)  
**To:** [Haire, Katy](#); [Walker, Melanie](#)  
**Cc:** [Short, Paul](#); [Larkin, Lyn](#); [EDUCOVID](#); [Steele, Peter](#)  
**Subject:** RE: For Advice Please: Request from Minister for update on Return to School budget announcements  
**Date:** Sunday, 23 January 2022 4:04:00 PM  
**Attachments:** [Dot Points - Back to School Budget TPs - AP edit.docx](#)  
[image001.png](#)  
[image002.png](#)

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## OFFICIAL

Melanie,

This is what we have at the moment but I am seeking some further specifics this afternoon – facts and figures if they are available.

Regards

Dave Matthews

---

**From:** Walker, Melanie <[Melanie.Walker@act.gov.au](mailto:Melanie.Walker@act.gov.au)>  
**Sent:** Sunday, 23 January 2022 2:32 PM  
**To:** Education DLO <[EDUDLO@act.gov.au](mailto:EDUDLO@act.gov.au)>; Momber, Louise <[Louise.Momber@act.gov.au](mailto:Louise.Momber@act.gov.au)>  
**Cc:** Hobbs, Rebecca <[Rebecca.Hobbs@act.gov.au](mailto:Rebecca.Hobbs@act.gov.au)>; Haire, Katy <[Katy.Haire@act.gov.au](mailto:Katy.Haire@act.gov.au)>  
**Subject:** RE: For Advice Please: Request from Minister for update on Return to School budget announcements  
**Importance:** High

Heads up Skye and Louise – Minister definitely wants this info included in her talking points for tomorrow too please

Thanks heaps!

Best wishes, Mel.

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

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**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  
Phone: +61 2 6205 0233 | Email: [berry@act.gov.au](mailto:berry@act.gov.au)  
[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:** Metherell, Skye <[Skye.Metherell@act.gov.au](mailto:Skye.Metherell@act.gov.au)> **On Behalf Of** Education DLO  
**Sent:** Friday, 21 January 2022 8:30 AM  
**To:** Walker, Melanie <[Melanie.Walker@act.gov.au](mailto:Melanie.Walker@act.gov.au)>  
**Cc:** Momber, Louise <[Louise.Momber@act.gov.au](mailto:Louise.Momber@act.gov.au)>  
**Subject:** RE: For Advice Please: Request from Minister for update on Return to School budget announcements

OFFICIAL

Morning Mel and Louise,

Happy Friday! Thank you I have asked the team if they can provide by COB today so you have them for the weekend.

Thanks,  
Skye

---

**From:** Walker, Melanie <[Melanie.Walker@act.gov.au](mailto:Melanie.Walker@act.gov.au)>  
**Sent:** Thursday, 20 January 2022 6:15 PM  
**To:** Education DLO <[EDUDLO@act.gov.au](mailto:EDUDLO@act.gov.au)>  
**Cc:** Momber, Louise <[Louise.Momber@act.gov.au](mailto:Louise.Momber@act.gov.au)>  
**Subject:** RE: For Advice Please: Request from Minister for update on Return to School budget announcements

Confirming no announcement tomorrow now – so there's a bit more time

Might need it over the weekend though...

**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  
Phone: +61 2 6205 0233 | Email: [berry@act.gov.au](mailto:berry@act.gov.au)

[Facebook](#) | [Twitter](#) | [www.yvetteberry.com.au](http://www.yvetteberry.com.au)



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---

**From:** Walker, Melanie  
**Sent:** Thursday, 20 January 2022 2:37 PM  
**To:** Education DLO <[EDUDLO@act.gov.au](mailto:EDUDLO@act.gov.au)>  
**Cc:** Momber, Louise <[Louise.Momber@act.gov.au](mailto:Louise.Momber@act.gov.au)>  
**Subject:** RE: For Advice Please: Request from Minister for update on Return to School budget announcements

Thanks heaps

**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  
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Phone: +61 2 6205 0233 | Email: [berry@act.gov.au](mailto:berry@act.gov.au)  
[Facebook](#) | [Twitter](#) | [www.yvetteberry.com.au](http://www.yvetteberry.com.au)



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---

**From:** Metherell, Skye <[Skye.Metherell@act.gov.au](mailto:Skye.Metherell@act.gov.au)> **On Behalf Of** Education DLO  
**Sent:** Thursday, 20 January 2022 2:33 PM  
**To:** Walker, Melanie <[Melanie.Walker@act.gov.au](mailto:Melanie.Walker@act.gov.au)>  
**Cc:** Momber, Louise <[Louise.Momber@act.gov.au](mailto:Louise.Momber@act.gov.au)>  
**Subject:** RE: For Advice Please: Request from Minister for update on Return to School budget announcements

OFFICIAL

Ok thanks Mel,

I've just relayed that back to the team, I think they have been working on it already so hoping we can have something back to you early morning. Will keep you in the loop

Thanks,  
Skye

---

**From:** Walker, Melanie <[Melanie.Walker@act.gov.au](mailto:Melanie.Walker@act.gov.au)>  
**Sent:** Thursday, 20 January 2022 2:27 PM  
**To:** Education DLO <[EDUDLO@act.gov.au](mailto:EDUDLO@act.gov.au)>  
**Cc:** Momber, Louise <[Louise.Momber@act.gov.au](mailto:Louise.Momber@act.gov.au)>  
**Subject:** RE: For Advice Please: Request from Minister for update on Return to School budget announcements

Oh mate – that's hard.

But at this stage CM and DCM are likely to be announcing back-to-school final plans tomorrow – so probably at least some preliminary comments (if we can't have full detail) against each by tomorrow morning...

Trying to anticipate media questions ahead of time.

If this changes I'll let you know!

**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  
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Phone: +61 2 6205 0233 | Email: [berry@act.gov.au](mailto:berry@act.gov.au)  
[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:** Metherell, Skye <[Skye.Metherell@act.gov.au](mailto:Skye.Metherell@act.gov.au)> **On Behalf Of** Education DLO  
**Sent:** Thursday, 20 January 2022 2:23 PM  
**To:** Walker, Melanie <[Melanie.Walker@act.gov.au](mailto:Melanie.Walker@act.gov.au)>

**Subject:** For Advice Please: Request from Minister for update on Return to School budget announcements

OFFICIAL

Hi Mel,

I have been asked to check on timing with the 2 below tasks, apologies I know your busy but it would be good to give the teams prepping this an idea of timeframes if you could please let me know when Minister Berry would like these? Hope it hasn't been too crazy today with the SEMC papers!

1. Minister Berry has asked for an update on action and outcomes from the Back to School budget decisions that included improved ventilation, [REDACTED], etc etc. She is keen for as much detail on what has been done as possible especially on improving ventilation but across the whole package.
2. Please provide advice on ventilation options in the cold weather – when windows being open and outdoor learning are no longer feasible.

Thanks,  
Skye

## Request from Minister's Staff

Title: Return to School Budget Announcements

TRIM number: FOL22/201

Request: Questions included below

Request date: 20 January 2022

Response due to Minister's staff: 21 January 2022

Response format: Dot points

If this information has already been provided to the Minister's office, or is available in a factsheet, please let the DLO know before actioning this request Extension: 50291.

Cleared by: Deputy Director-General

---

## Directorate's Response

1. Update on actions and outcomes from the Back to School budget decisions that included improved ventilation, [REDACTED], etc etc. Provide as much detail on what has been done as possible especially on improving ventilation but across the whole package.

[REDACTED]

### Improved ventilation and shade structures

- Almost \$3 million of ventilation works have been carried out or under procurement. The initial packages of work focused on opening up windows and HVAC changes to increase fresh air supply, but the focus has now moved to longer term solutions to prepare for the cooler months.

[REDACTED]

[REDACTED]

**2. Please provide advice on ventilation options in the cold weather – when windows being open and outdoor learning are no longer feasible.**

**Ventilation in schools**

- In October 2021 the ACT Government committed to investing in supports for schools and early childhood education and care services to support the safe return of students and staff to on campus learning.
- The Education Directorate has developed an Indoor Air Quality (IAQ) Plan for every public school.
- The Directorate has identified long term strategies to meet school ventilation requirements for the colder months.
- A key strategy will be to install heat recovery and energy ventilation systems that provide warm conditioned outdoor air and complement existing heating systems and replace recirculating split systems.
- The directorate has been pre- purchasing these units as supplies are in high demand and supply in being disrupted by COVID.
- These will be installed at priority sites prior to the commencement of winter.
- The ACT Government will continue to follow the advice of health experts to ensure the safety of all schools and early childhood education and care services and will consider any future costs as they arise.

**From:** [Steele, Peter](#)  
**To:** [Parkinson, Andrew](#); [Larkin, Lyn](#)  
**Cc:** [Matthews, David](#); [EDUCOVID](#)  
**Subject:** RE: Ventilation / [REDACTED] TP with AP edits  
**Date:** Sunday, 23 January 2022 7:04:12 PM  
**Attachments:** [Dot Points - Back to School Budget TPs - PS .docx](#)

---

## OFFICIAL

Thanks Andrew – have slotted into the attached.

David unless you have any other comments these will be sent off.

Peter Steele  
**COVID Coordination Team – ACT EDU**  
0423 390 998

---

**From:** Parkinson, Andrew <[Andrew.Parkinson@act.gov.au](mailto:Andrew.Parkinson@act.gov.au)>  
**Sent:** Sunday, 23 January 2022 6:57 PM  
**To:** Steele, Peter <[Peter.Steele@act.gov.au](mailto:Peter.Steele@act.gov.au)>; Larkin, Lyn <[Lyn.Larkin@act.gov.au](mailto:Lyn.Larkin@act.gov.au)>  
**Cc:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>; EDUCOVID <[EDUCOVID@act.gov.au](mailto:EDUCOVID@act.gov.au)>  
**Subject:** Re: Ventilation / [REDACTED] TP with AP edits

Working on iPad so can't edit the word doc so can you please insert the following:

IAQP's are being updated based on work undertaken tower the past months and the current (omicron) health advice. The updated IAQP's will be uploaded to school websites.

---

Andrew Parkinson | Executive Branch Manager  
Infrastructure & Capital Works | Education Directorate | ACT Government  
Phone 02 6205 4593 | Mobile 0478 301 085

---

**From:** Steele, Peter <[Peter.Steele@act.gov.au](mailto:Peter.Steele@act.gov.au)>  
**Sent:** Sunday, January 23, 2022 3:34 pm  
**To:** Parkinson, Andrew; Larkin, Lyn  
**Cc:** Matthews, David; EDUCOVID  
**Subject:** Fwd: Ventilation / [REDACTED] TP with AP edits

Andrew - Jane has asked can you please confirm for these FAQs:

A point on the review and refresh of IAQPs

And confirming that our advice is still consistent with public health advice pertaining to Omicron.

Of note NSW and VIC advice is now public and the position on ventilation has not changed. A point on the updating of IAQPs is most important.



[@Larkin, Lyn](#) FYI

Sent from iOS

---

**From:** Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>  
**Sent:** Sunday, January 23, 2022 2:22:15 PM  
**To:** Steele, Peter <[Peter.Steele@act.gov.au](mailto:Peter.Steele@act.gov.au)>; EDUCOVID <[EDUCOVID@act.gov.au](mailto:EDUCOVID@act.gov.au)>  
**Subject:** FW: Ventilation / [REDACTED] TP with AP edits

Ni Pete

My only comment is that there is nothing here to say plans are being updated and will upload on the school website. I think that's important

Jane

---

**From:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>  
**Sent:** Sunday, 23 January 2022 1:24 PM  
**To:** Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>; Steele, Peter <[Peter.Steele@act.gov.au](mailto:Peter.Steele@act.gov.au)>; EDUCOVID <[EDUCOVID@act.gov.au](mailto:EDUCOVID@act.gov.au)>; Larkin, Lyn <[Lyn.Larkin@act.gov.au](mailto:Lyn.Larkin@act.gov.au)>  
**Cc:** Haire, Katy <[Katy.Haire@act.gov.au](mailto:Katy.Haire@act.gov.au)>; EDU, EGMSG <[EGMSG.EDU@act.gov.au](mailto:EGMSG.EDU@act.gov.au)>; EDUCOVID <[EDUCOVID@act.gov.au](mailto:EDUCOVID@act.gov.au)>; Parkinson, Andrew <[Andrew.Parkinson@act.gov.au](mailto:Andrew.Parkinson@act.gov.au)>  
**Subject:** FW: Ventilation / [REDACTED] TP with AP edits

OFFICIAL

Approved wording on ventilation, [REDACTED].

Regards  
Dave Matthews

---

**From:** Parkinson, Andrew <[Andrew.Parkinson@act.gov.au](mailto:Andrew.Parkinson@act.gov.au)>  
**Sent:** Sunday, 23 January 2022 10:23 AM  
**To:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>  
**Subject:** Ventilation / [REDACTED] TP with AP edits

OFFICIAL

as requested,

---

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*

## Request from Minister's Staff

Title: Return to School Budget Announcements

TRIM number: FOL22/201

Request: Questions included below

Request date: 20 January 2022

Response due to Minister's staff: 21 January 2022

Response format: Dot points

If this information has already been provided to the Minister's office, or is available in a factsheet, please let the DLO know before actioning this request Extension: 50291.

Cleared by: Deputy Director-General

---

## Directorate's Response

1. Update on actions and outcomes from the Back to School budget decisions that included improved ventilation, [REDACTED] etc etc. Provide as much detail on what has been done as possible especially on improving ventilation but across the whole package.

[REDACTED]

### Improved ventilation and shade structures

- Almost \$3 million of ventilation works have been carried out or under procurement. The initial packages of work focused on opening up windows and HVAC changes to increase fresh air supply, but the focus has now moved to longer term solutions to prepare for the cooler months.

- [REDACTED]

[REDACTED]

**2. Please provide advice on ventilation options in the cold weather – when windows being open and outdoor learning are no longer feasible.**

**Ventilation in schools**

- In October 2021 the ACT Government committed to investing in supports for schools and early childhood education and care services to support the safe return of students and staff to on campus learning.
- The Education Directorate has developed an Indoor Air Quality (IAQ) Plan for every public school.
- For Term 1 2022, Indoor Air Quality Plans will be updated based on the works undertaken over the past months and ensure alignment to the current health advice (including omicron). Updated IAQ plans will be uploaded to school websites.
- The Directorate has identified long term strategies to meet school ventilation requirements for the colder months.
- A key strategy will be to install heat recovery and energy ventilation systems that provide warm conditioned outdoor air and complement existing heating systems and replace recirculating split systems.
- The directorate has been pre- purchasing these units as supplies are in high demand and supply in being disrupted by COVID.
- These will be installed at priority sites prior to the commencement of winter.
- The ACT Government will continue to follow the advice of health experts to ensure the safety of all schools and early childhood education and care services and will consider any future costs as they arise.

**From:** [Steele, Peter](#)  
**To:** [Education DLO](#); [Larkin, Lyn](#); [EDUCOVID](#); [EDU Media](#)  
**Cc:** [DGEDUoffice](#); [EDU, EGMBBSG](#)  
**Subject:** RE: URGENT: FOR ACTION: Due COB today - request from Minister for update on Return to School budget announcements  
**Date:** Monday, 24 January 2022 10:34:02 AM  
**Attachments:** [Dot Points - Back to School Budget TPs - PS .docx](#)

---

OFFICIAL

Hi Skye,

The attached has been cleared by Jane Simmons and David Matthews.

Pete

Peter Steele  
**COVID Coordination Team – ACT EDU**  
0423 390 998

---

**From:** Metherell, Skye <[Skye.Metherell@act.gov.au](mailto:Skye.Metherell@act.gov.au)> **On Behalf Of** Education DLO  
**Sent:** Monday, 24 January 2022 8:38 AM  
**To:** Larkin, Lyn <[Lyn.Larkin@act.gov.au](mailto:Lyn.Larkin@act.gov.au)>; EDUCOVID <[EDUCOVID@act.gov.au](mailto:EDUCOVID@act.gov.au)>; Steele, Peter <[Peter.Steele@act.gov.au](mailto:Peter.Steele@act.gov.au)>; EDU Media <[EDU.Media@act.gov.au](mailto:EDU.Media@act.gov.au)>  
**Cc:** DGEDUoffice <[DGEDUoffice@act.gov.au](mailto:DGEDUoffice@act.gov.au)>; EDU, EGMBBSG <[EGMBBSG.EDU@act.gov.au](mailto:EGMBBSG.EDU@act.gov.au)>; Education DLO <[EDUDLO@act.gov.au](mailto:EDUDLO@act.gov.au)>  
**Subject:** RE: URGENT: FOR ACTION: Due COB today - request from Minister for update on Return to School budget announcements  
**Importance:** High

OFFICIAL

Good morning Peter and Lyn,

Hope you both had a good weekend. Just following up this information for the MO, can you please confirm if this was provided over the weekend and if not when it may come through as Ministers Office are keen to receive?

Thanks,  
Skye

---

**From:** Metherell, Skye <[Skye.Metherell@act.gov.au](mailto:Skye.Metherell@act.gov.au)> **On Behalf Of** Education DLO  
**Sent:** Friday, 21 January 2022 8:31 AM  
**To:** Larkin, Lyn <[Lyn.Larkin@act.gov.au](mailto:Lyn.Larkin@act.gov.au)>; Education DLO <[EDUDLO@act.gov.au](mailto:EDUDLO@act.gov.au)>; Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>; EDUCOVID <[EDUCOVID@act.gov.au](mailto:EDUCOVID@act.gov.au)>; Steele, Peter <[Peter.Steele@act.gov.au](mailto:Peter.Steele@act.gov.au)>; EDU Media <[EDU.Media@act.gov.au](mailto:EDU.Media@act.gov.au)>  
**Cc:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>; Le, Thao <[Thao.Le@act.gov.au](mailto:Thao.Le@act.gov.au)>; DGEDUoffice <[DGEDUoffice@act.gov.au](mailto:DGEDUoffice@act.gov.au)>; Haire, Katy <[Katy.Haire@act.gov.au](mailto:Katy.Haire@act.gov.au)>; EDU, EGMBBSG <[EGMBBSG.EDU@act.gov.au](mailto:EGMBBSG.EDU@act.gov.au)>  
**Subject:** URGENT: FOR ACTION: Due COB today - request from Minister for update on Return to

School budget announcements

OFFICIAL

Good morning Everyone,

Happy Friday! The COS has advised that there will not be an announcement today so we have a little more time to prepare this however has suggested it would be good to have these over the weekend.

Can we please work towards providing these to MO by COB today.

If you have any queries please don't hesitate to ask.

Thanks,  
Skye

---

**From:** Larkin, Lyn <[Lyn.Larkin@act.gov.au](mailto:Lyn.Larkin@act.gov.au)>  
**Sent:** Thursday, 20 January 2022 2:47 PM  
**To:** Education DLO <[EDUDLO@act.gov.au](mailto:EDUDLO@act.gov.au)>; Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>; EDUCOVID <[EDUCOVID@act.gov.au](mailto:EDUCOVID@act.gov.au)>; Steele, Peter <[Peter.Steele@act.gov.au](mailto:Peter.Steele@act.gov.au)>; EDU Media <[EDU.Media@act.gov.au](mailto:EDU.Media@act.gov.au)>  
**Cc:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>; Le, Thao <[Thao.Le@act.gov.au](mailto:Thao.Le@act.gov.au)>; DGEDUoffice <[DGEDUoffice@act.gov.au](mailto:DGEDUoffice@act.gov.au)>; Haire, Katy <[Katy.Haire@act.gov.au](mailto:Katy.Haire@act.gov.au)>; EDU, EGMBSG <[EGMBSG.EDU@act.gov.au](mailto:EGMBSG.EDU@act.gov.au)>  
**Subject:** RE: URGENT: FOR ACTION: request from Minister for update on Return to School budget announcements

OFFICIAL

Thanks Skye, we will help out wherever we can on these TPs. Chatting to my team now so we can work with the ICW folk on this.

Regards  
Lyn

---

**From:** Metherell, Skye <[Skye.Metherell@act.gov.au](mailto:Skye.Metherell@act.gov.au)> **On Behalf Of** Education DLO  
**Sent:** Thursday, 20 January 2022 2:37 PM  
**To:** Education DLO <[EDUDLO@act.gov.au](mailto:EDUDLO@act.gov.au)>; Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>; EDUCOVID <[EDUCOVID@act.gov.au](mailto:EDUCOVID@act.gov.au)>; Steele, Peter <[Peter.Steele@act.gov.au](mailto:Peter.Steele@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)>  
**Cc:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>; Le, Thao <[Thao.Le@act.gov.au](mailto:Thao.Le@act.gov.au)>; DGEDUoffice <[DGEDUoffice@act.gov.au](mailto:DGEDUoffice@act.gov.au)>; Haire, Katy <[Katy.Haire@act.gov.au](mailto:Katy.Haire@act.gov.au)>; EDU, EGMBSG <[EGMBSG.EDU@act.gov.au](mailto:EGMBSG.EDU@act.gov.au)>  
**Subject:** RE: URGENT: FOR ACTION: request from Minister for update on Return to School budget announcements

OFFICIAL

Apologies - just looping Media into this email as well

---

**From:** Metherell, Skye <[Skye.Metherell@act.gov.au](mailto:Skye.Metherell@act.gov.au)> **On Behalf Of** Education DLO  
**Sent:** Thursday, 20 January 2022 2:31 PM  
**To:** Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>; EDUCOVID <[EDUCOVID@act.gov.au](mailto:EDUCOVID@act.gov.au)>; Steele, Peter <[Peter.Steele@act.gov.au](mailto:Peter.Steele@act.gov.au)>  
**Cc:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>; Le, Thao <[Thao.Le@act.gov.au](mailto:Thao.Le@act.gov.au)>; DGEDUoffice <[DGEDUoffice@act.gov.au](mailto:DGEDUoffice@act.gov.au)>; Haire, Katy <[Katy.Haire@act.gov.au](mailto:Katy.Haire@act.gov.au)>; Education DLO <[EDUDLO@act.gov.au](mailto:EDUDLO@act.gov.au)>; EDU, EGMBSG <[EGMBSG.EDU@act.gov.au](mailto:EGMBSG.EDU@act.gov.au)>  
**Subject:** URGENT: FOR ACTION: request from Minister for update on Return to School budget announcements  
**Importance:** High

OFFICIAL

Good afternoon everyone,

I've just received advice from COS that as CM and DCM are likely to be announcing back-to-school final plans tomorrow they would like at least some preliminary comments (if we can't give full detail) against each point below by tomorrow morning as they are wanting to anticipate media questions.

I understand there's a lot going on today, COVID team may you please let me know if any issues with this timing so I can communicate back with COS?

If you have any queries please don't hesitate to ask.

Thanks,  
Skye

---

**From:** Haire, Katy <[Katy.Haire@act.gov.au](mailto:Katy.Haire@act.gov.au)>  
**Sent:** Tuesday, 18 January 2022 7:15 PM  
**To:** Simmons, Jane <[Jane.Simmons@act.gov.au](mailto:Jane.Simmons@act.gov.au)>; EDUCOVID <[EDUCOVID@act.gov.au](mailto:EDUCOVID@act.gov.au)>; Steele, Peter <[Peter.Steele@act.gov.au](mailto:Peter.Steele@act.gov.au)>  
**Cc:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>; Le, Thao <[Thao.Le@act.gov.au](mailto:Thao.Le@act.gov.au)>; DGEDUoffice <[DGEDUoffice@act.gov.au](mailto:DGEDUoffice@act.gov.au)>; Education DLO <[EDUDLO@act.gov.au](mailto:EDUDLO@act.gov.au)>  
**Subject:** FOR TASKING: request from Minister for update on Return to School budget announcements

OFFICIAL

Hi team

Please task these requests out tomorrow:

1. Minister Berry has asked for an update on action and outcomes from the Back to School budget decisions that included improved ventilation, [REDACTED], etc etc. She is keen for as much detail on what has been done as possible especially on improving

ventilation but across the whole package. Please ask Skye to confirm timing but definitely needed before the first week of school.

2. Please provide advice on ventilation options in the cold weather – when windows being open and outdoor learning are no longer feasible. Please check timing with Skye – not needed as soon as first request.

Thanks KH



## Request from Minister's Staff

Title: Return to School Budget Announcements

TRIM number: FOL22/201

Request: Questions included below

Request date: 20 January 2022

Response due to Minister's staff: 21 January 2022

Response format: Dot points

If this information has already been provided to the Minister's office, or is available in a factsheet, please let the DLO know before actioning this request Extension: 50291.

Cleared by: Deputy Director-General

---

## Directorate's Response

1. Update on actions and outcomes from the Back to School budget decisions that included improved ventilation, [REDACTED], etc etc. Provide as much detail on what has been done as possible especially on improving ventilation but across the whole package.

[REDACTED]

### Improved ventilation [REDACTED]

- Almost \$3 million of ventilation works have been carried out or under procurement. The initial packages of work focused on opening up windows and HVAC changes to increase fresh air supply, but the focus has now moved to longer term solutions to prepare for the cooler months.

- [REDACTED]
- [REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]

[REDACTED]

[REDACTED]

**2. Please provide advice on ventilation options in the cold weather – when windows being open and outdoor learning are no longer feasible.**

**Ventilation in schools**

- In October 2021 the ACT Government committed to investing in supports for schools and early childhood education and care services to support the safe return of students and staff to on campus learning.
- The Education Directorate has developed an Indoor Air Quality (IAQ) Plan for every public school.
- For Term 1 2022, Indoor Air Quality Plans will be updated based on the works undertaken over the past months and ensure alignment to the current health advice (including omicron). Updated IAQ plans will be uploaded to school websites.
- The Directorate has identified long term strategies to meet school ventilation requirements for the colder months.
- A key strategy will be to install heat recovery and energy ventilation systems that provide warm conditioned outdoor air and complement existing heating systems and replace recirculating split systems.
- The directorate has been pre- purchasing these units as supplies are in high demand and supply in being disrupted by COVID.
- These will be installed at priority sites prior to the commencement of winter.
- The ACT Government will continue to follow the advice of health experts to ensure the safety of all schools and early childhood education and care services and will consider any future costs as they arise.

**From:** [Matthews, David](#)  
**To:** [Sloane, Brenton](#)  
**Cc:** [EDU Media](#); [Larkin, Lyn](#); [Short, Paul](#); [EDU, EGMSG](#)  
**Subject:** RE: FOR APPROVAL: Follow up questions  
**Date:** Monday, 24 January 2022 4:30:41 PM

---

OFFICIAL

Approved (there is a small typo in the third line).

Dave Matthews

---

**From:** Sloane, Brenton <Brenton.Sloane@act.gov.au>  
**Sent:** Monday, 24 January 2022 4:22 PM  
**To:** Matthews, David <David.Matthews@act.gov.au>  
**Cc:** EDU Media <EDU.Media@act.gov.au>; Larkin, Lyn <Lyn.Larkin@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>; EDU, EGMSG <EGMSG.EDU@act.gov.au>  
**Subject:** FOR APPROVAL: Follow up questions

OFFICIAL

Hello David,

In line with the below media enquiry, please see my suggested response to this enquiry.

This response has been cleared by Andrew Parkinson. Can you please advise if you approve?:

In October 2021 the ACT Government committed to investing in schools and early childhood education and care services to support the safe return of students and staff to on campus learning. Since this announcement, almost \$3 million worth of ventilation works have been carried out or are under procurement. The initial packages of work focused on opening up windows and HVAC changes to increase fresh air supply, but the focus has now moved to longer term solutions to prepare for the cooler months.

A key longer-term strategy will be to install heat recovery and energy ventilation systems that provide warm conditioned outdoor air and complement existing heating systems and replace recirculating split systems. The Directorate has already been pre-purchasing these units, which will be installed at priority sites prior to the commencement of winter.

[Redacted content]

The ACT Government will continue to follow the advice of health experts to ensure the safety of all schools and early childhood education and care services and will consider any future costs as

they arise.

If you approve, I will seek clearance through Jane Simmons and the MO on this.

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)

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---

**From:** [REDACTED]

**Sent:** Monday, 24 January 2022 3:33 PM

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

**Subject:** Follow up questions

**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 Brenton and team,

I have a few specific questions about the covid-safety plan for schools:

[REDACTED]

- I understand there was some work at school sites relating to indoor air quality. Which sites had this work done and what kind of work was done?

Not sure how well-placed you are to answer these today. An answer asap or by midday tomorrow would be ideal.

Thanks,

[REDACTED]



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This record is not released in accordance with Section 17 of the *Freedom of Information Act 2016*, Schedule 1, 1.6 and outside of the scope of the request.

**From:** [Matthews, David](#)  
**To:** [EDU, EGMBSG](#)  
**Subject:** FW: FOR CLEARANCE: Assembly Briefs (Sitting Period 8-10 February 2022) - 10. Ventilation in Schools in response to COVID-19  
**Date:** Friday, 28 January 2022 3:35:21 PM  
**Attachments:** [image001.png](#)  
[10. Ventilation in Schools in response to COVID-19.tr5](#)  
[10. Ventilation in Schools in response to COVID-19.DOCX](#)  
**Sensitivity:** Confidential

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OFFICIAL

Approved, but can we re-order the so the HEPA filter portable Co2 filters content is at end of talking points section.

Dave Matthews

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**From:** Pilicic, Courtney <[Courtney.Pilicic@act.gov.au](mailto:Courtney.Pilicic@act.gov.au)> **On Behalf Of** EDU, EGMBSG  
**Sent:** Friday, 28 January 2022 1:35 PM  
**To:** Matthews, David <[David.Matthews@act.gov.au](mailto:David.Matthews@act.gov.au)>  
**Cc:** EDU, EGMBSG <[EGMBSG.EDU@act.gov.au](mailto:EGMBSG.EDU@act.gov.au)>  
**Subject:** FOR CLEARANCE: Assembly Briefs (Sitting Period 8-10 February 2022) - 10. Ventilation in Schools in response to COVID-19  
**Sensitivity:** Confidential

OFFICIAL

OFFICIAL

Good afternoon David,

Please see attached Assembly Brief for your clearance.

DUE to MO 4 Feb.

Kind regards,  
Courtney

---

**From:** Stewart, Eil <[Eil.Stewart@act.gov.au](mailto:Eil.Stewart@act.gov.au)> **On Behalf Of** ICW EBM Office  
**Sent:** Friday, 28 January 2022 10:02 AM  
**To:** EDU, EGMBSG <[EGMBSG.EDU@act.gov.au](mailto:EGMBSG.EDU@act.gov.au)>  
**Cc:** ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>  
**Subject:** FW: FOR CLEARANCE: Assembly Briefs (Sitting Period 8-10 February 2022) DUE 27 JAN  
**Sensitivity:** Confidential

OFFICIAL

OFFICIAL

Good morning

ICW assembly briefs x3 are cleared and attached:

**Date due to EGM | COB 28 January 2022**

Ell

---

**From:** Parkinson, Andrew <[Andrew.Parkinson@act.gov.au](mailto:Andrew.Parkinson@act.gov.au)>  
**Sent:** Friday, 28 January 2022 9:45 AM  
**To:** ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>  
**Subject:** Fw: FOR CLEARANCE BY 3PM FRI: Assembly Briefs (Sitting Period 8-10 February 2022)  
DUE 27 JAN  
**Sensitivity:** Confidential

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all 3 are cleared to EGM

---

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:** Stewart, Ell <[Ell.Stewart@act.gov.au](mailto:Ell.Stewart@act.gov.au)> on behalf of ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>  
**Sent:** Thursday, 27 January 2022 10:57  
**To:** Mitchell, BethL <[BethL.Mitchell@act.gov.au](mailto:BethL.Mitchell@act.gov.au)>; Parkinson, Andrew <[Andrew.Parkinson@act.gov.au](mailto:Andrew.Parkinson@act.gov.au)>  
**Cc:** ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>  
**Subject:** FOR CLEARANCE BY 3PM FRI: Assembly Briefs (Sitting Period 8-10 February 2022) DUE 27 JAN

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Thanks Beth



Andrew, please clear the three ICW assembly briefs (links attached) by 3pm tomorrow

Ell

---

**From:** Mitchell, BethL <[BethL.Mitchell@act.gov.au](mailto:BethL.Mitchell@act.gov.au)>  
**Sent:** Thursday, 27 January 2022 10:37 AM  
**To:** Hunter, Stuart <[Stuart.Hunter@act.gov.au](mailto:Stuart.Hunter@act.gov.au)>; ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>; Yapp, Phillip <[Phillip.Yapp@act.gov.au](mailto:Phillip.Yapp@act.gov.au)>  
**Cc:** Ryan, JohnW <[JohnW.Ryan@act.gov.au](mailto:JohnW.Ryan@act.gov.au)>; Parkinson, Andrew <[Andrew.Parkinson@act.gov.au](mailto:Andrew.Parkinson@act.gov.au)>  
**Subject:** RE: REMINDER: FOR ACTION: Assembly Briefs (Sitting Period 8-10 February 2022) DUE 27 JAN  
**Sensitivity:** Confidential

OFFICIAL

Hi Ell,

The Assembly Brief for Ventilation in School has been updated for clearance.

Regards,

Beth Mitchell | Director – Asset Strategies, Sustainability and Environment

Phone: +61 2 6207 8364 | Fax: +61 2 6205 9333 | Email: [bethl.mitchell@act.gov.au](mailto:bethl.mitchell@act.gov.au)  
Infrastructure and Capital Works | Education | ACT Government  
Level 4 220 London Circuit | GPO Box 158 Canberra ACT 2601 | [www.det.act.gov.au](http://www.det.act.gov.au)

---

**From:** Hunter, Stuart <[Stuart.Hunter@act.gov.au](mailto:Stuart.Hunter@act.gov.au)>  
**Sent:** Thursday, 27 January 2022 9:46 AM  
**To:** ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>; Mitchell, BethL <[BethL.Mitchell@act.gov.au](mailto:BethL.Mitchell@act.gov.au)>; Yapp, Phillip <[Phillip.Yapp@act.gov.au](mailto:Phillip.Yapp@act.gov.au)>  
**Cc:** Ryan, JohnW <[JohnW.Ryan@act.gov.au](mailto:JohnW.Ryan@act.gov.au)>  
**Subject:** RE: REMINDER: FOR ACTION: Assembly Briefs (Sitting Period 8-10 February 2022) DUE 27 JAN  
**Sensitivity:** Confidential

OFFICIAL

Hi Ell,

The Assembly Brief for [REDACTED] has been updated for clearance.

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:** Stewart, Ell **On Behalf Of** ICW EBM Office  
**Sent:** Wednesday, 19 January 2022 10:15 AM  
**To:** Mitchell, BethL <[BethL.Mitchell@act.gov.au](mailto:BethL.Mitchell@act.gov.au)>; Yapp, Phillip <[Phillip.Yapp@act.gov.au](mailto:Phillip.Yapp@act.gov.au)>; Kidman, Fiona <[Fiona.Kidman@act.gov.au](mailto:Fiona.Kidman@act.gov.au)>; Hunter, Stuart <[Stuart.Hunter@act.gov.au](mailto:Stuart.Hunter@act.gov.au)>  
**Cc:** Parkinson, Andrew <[Andrew.Parkinson@act.gov.au](mailto:Andrew.Parkinson@act.gov.au)>; ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>  
**Subject:** FW: FOR ACTION: Assembly Briefs (Sitting Period 8-10 February 2022) DUE 27 JAN  
**Sensitivity:** Confidential

OFFICIAL

Good morning

Please update the assembly briefs in TRIM for EBM clearance by **12PM THU 27 JAN**:

**#10. Ventilation in schools in response to COVID-19**

Thanks all

Ell

**From:** Nott, Georgia <[Georgia.Nott@act.gov.au](mailto:Georgia.Nott@act.gov.au)> **On Behalf Of** EDU Cabinet Liaison Officer  
**Sent:** Tuesday, 18 January 2022 3:32 PM  
**To:** EDU, EBM P&P <[ebmpp.edu@act.gov.au](mailto:ebmpp.edu@act.gov.au)>; ICW EBM Office <[ICWEBMOffice@act.gov.au](mailto:ICWEBMOffice@act.gov.au)>; CFO EDU Office <[CFOEDUOffice@act.gov.au](mailto:CFOEDUOffice@act.gov.au)>; EDU Media <[EDU.Media@act.gov.au](mailto:EDU.Media@act.gov.au)>; Ackland, Daniel <[Daniel.Ackland@act.gov.au](mailto:Daniel.Ackland@act.gov.au)>; Parkinson, Andrew <[Andrew.Parkinson@act.gov.au](mailto:Andrew.Parkinson@act.gov.au)>; Le, Thao <[Thao.Le@act.gov.au](mailto:Thao.Le@act.gov.au)>; Short, Paul <[Paul.Short@act.gov.au](mailto:Paul.Short@act.gov.au)>  
**Cc:** EDU, EGMBSG <[EGMBSG.EDU@act.gov.au](mailto:EGMBSG.EDU@act.gov.au)>; EDU Cabinet Liaison Officer <[EDUCabinet@act.gov.au](mailto:EDUCabinet@act.gov.au)>; Page, Vicki <[Vicki.Page@act.gov.au](mailto:Vicki.Page@act.gov.au)>; Burn, Emma <[Emma.Burn@act.gov.au](mailto:Emma.Burn@act.gov.au)>  
**Subject:** FOR ACTION: Assembly Briefs (Sitting Period 8-10 February 2022)  
**Sensitivity:** Confidential

Good afternoon

Please see below and attached for action.

Title/Question	Assembly Briefs for Sitting Period 8-10 February 2022
Action	1. Draft/Update Assembly Briefs as required (* = New briefs identified)

	2. If no are updates required, please email <a href="mailto:educabinet@act.gov.au">educabinet@act.gov.au</a> and we will complete action tree/notes
Responsibility	<b>P&amp;P: 05, 12 (and liaise with USS re: updating 06)</b> <b>ICW: 01* &amp; 09</b> <b>SF&amp;P: 10</b> <b>CEGS: 02*</b>
Response type	Assembly Brief
TRIM	FOL22/125
<b>Date due to EGM</b>	<b>COB 28 January 2022</b>
Date Due to MO	4 February 2022
Clearance	Please refer to the Executive Clearance Protocol document for appropriate clearance levels/drop copy requirements: <a href="#">here</a>
Comment	Please contact <a href="mailto:educabinet@act.gov.au">educabinet@act.gov.au</a> if you have any questions.  Please note: TRIM Action Trees will be established by COB today.

Kind regards –

**Georgia Nott | Assembly Liaison Officer | Ministerial & Corporate Reporting**

Phone: +61 2 620 77111 | Email: [georgia.nott@act.gov.au](mailto:georgia.nott@act.gov.au)

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**Portfolio/s:** Education and Youth Affairs**VENTILATION IN SCHOOLS****Talking Points**

- Improving air quality in ACT public schools is a priority to enable onsite learning and teaching in accordance with COVID-19 Health Advice.
- All learning spaces (about 3500) across the school network have been checked to ensure adequate ventilation.
- Every school has its own **Indoor Air Quality Plan** which lists actions undertaken by EDU (e.g. HVAC systems change) and actions for schools to undertake each day to improve air quality. The Indoor Air Quality Plans have been updated for the start of the 2022. Where required, the Plans provide information of actions undertaken over the summer break. The Plans can be found on each school's website.
- Ventilation is one component of a multilayered approach that has been implemented to prevent transmission of COVID-19 in schools.
- The routine use of portable HEPA filters and portable carbon dioxide (CO<sub>2</sub>) monitors across all ACT schools is not supported at this time, as the evidence for the additional public health benefit of these units over other public health measures and maximising fresh air is currently limited.
- EDU will continue to be guided by ACT Health and AHPPC advice and the evolving evidence on the specific benefit of these devices in addition to other public health measures in a school setting.
- In line with expert advice, ventilation is being maximised by opening windows in classrooms, adjusting HVAC systems and turning on exhaust fans in rooms that have them. The message to the community from schools is, *If you would like to make a contribution to your school, please speak with your principal about which types of donations would be most welcome.*
- IAQ actions are being prioritised at preschools due to the potential vulnerability of this cohort.
- Supply chain delays and stock availability has delayed the commencement of works at some schools
- UV-C light units have been installed in air conditioning systems at priority sites where mechanical ventilation does not introduce fresh air. UV-C lights installed in Heating, Ventilation and Air Conditioning systems have been used extensively in health settings to inactivate viruses as they pass the light unit. Units are installed inside the casing of the air conditioning systems. Units have been selected that do not produce ozone to ensure the safety of students.
- Winter ventilation systems are currently being scoped for sites where ventilation is predominantly via opening of windows. Solutions include Heat and Energy Recovery Ventilation (ERV and HRV). These units allow fresh air to be provided while windows

Cleared as complete and accurate: 28/01/2022  
Cleared for public release by: Executive Branch Manager  
Contact Officer name: Andrew Parkinson  
Lead Directorate: Education  
TRIM Ref: FOL22/125

## QUESTION TIME BRIEF

are closed. The units are a feature of all new schools. The first retrofit will commence at Macquarie Primary School the week commencing 27 January 2022.

- \$2.1 million of priority works committed at 27 January 2022.
- \$1.7 million of ventilation works are out for quote/tender at 27 January 2022.

### Key Information

- An important part of ACT public schools' return to on campus learning is to ensure that there is proper ventilation in line with Health advice for managing COVID-19.
- It's important to note that ventilation is part of the broader suite of controls to reduce the risk of COVID-19 transmission in school settings including vaccination, physical distancing, good hygiene, cleaning and mask use, and should not be considered in isolation of other mitigation strategies.
- The CHO, AHPPC, World Health Organisation and Safe Work Australia recommend ensuring fresh air ventilation is optimised in all settings, including through adjusting mechanical systems to increase fresh (external) air supply and reduce air recirculation, and use of natural ventilation such as opening windows and doors.
- EDU has developed an Indoor Air Quality (IAQ) framework to assess the IAQ of all public schools commencing with ACT public colleges.
- All public school learning areas have been assessed under the IAQ framework with immediate actions implemented to optimise fresh air flow. There are 3500 learning areas in ACT public schools (including approx. 3000 classrooms).
- Every school has had an IAQ Plan (see example at end of brief) completed under the framework for the return to on-campus learning – this includes a list of actions already undertaken by EDU (including increasing fresh air ventilation via HVAC systems) and actions for schools to undertake each day (including opening windows to promote natural ventilation and turning on exhaust fans). These school actions will be carried out by non-teaching staff like Building Services Officers.
- Site specific IAQ plans were provided to all ACT public colleges on 1 October 2021.
- Site specific IAQ plans were provided to all ACT public schools on 22 October 2021.
- From this work, EDU is confident that fresh air flow can be increased in all public school classrooms to improve ventilation.
- IAQ Plans for all school sites have been updated to include actions undertaken in term 4 and over the summer break.
- Cooler classroom temperatures during cool weather and warmer classroom temperatures during hotter weather are expected to result from increasing fresh air to learning environments.
- Higher energy bills are anticipated to result from the increase in fresh air as a greater volume of air needs to be heated or cooled.

## QUESTION TIME BRIEF

- EDU is investigating technologies to improve air quality in classrooms including modern ventilation systems for toilets and bathrooms and air purification systems and securing the supply of these where appropriate.
- EDU is monitoring air quality in learning spaces to further refine the strategy to provide the best ventilation for ACT public schools including pre-schools.
- Where access to natural ventilation is limited and where mechanical ventilation can not be provided in the short term, germicidal UVC light units are being installed to existing air conditioners. These units are safe and are used to reduce transmission of viruses and bacteria in health settings. The units have been implemented predominantly in preschools.
- Heat Recovery Ventilation (HRV) systems have been purchased to provide a long term energy efficient solution to ventilation of learning environments. These are scheduled to arrive in January 2022. The units are specifically designed for classrooms and control fresh air automatically in response to CO<sub>2</sub> levels.
- \$2.6 million of additional funding has been allocated to undertake short term actions across the public school portfolio to maximise fresh air in learning spaces in term 4.
- a further \$2.6 million of additional funding has been allocated to undertake additional actions to maximise fresh air in learning spaces in term 1 and 2 of 2022.

### Background Information

- ACT public schools are very well placed as there has been an extensive program of work underway to improve school ventilation since the 2019-2020 bushfires.
- EDU has been progressively upgrading building controls in 65 schools in order to have better control of the air intake sources for the Heating, Ventilation and Cooling (HVAC) systems.
- Many schools have building controls with CO<sub>2</sub> sensors which provides a proxy for ventilation in a room. CO<sub>2</sub> monitoring will be expanded across schools in 2022.
- In 2018, EDU commenced a program of installing CO<sub>2</sub> sensors in schools. To date, more than 326 CO<sub>2</sub> sensors with remote monitoring and management systems have been installed across 40 public schools. Additional CO<sub>2</sub> sensors are being installed at approximately 25 ACT public schools with suitable building control systems. This will mean 73 per cent (65 of 89) schools will soon have CO<sub>2</sub> sensors to the monitor and manage indoor air quality.
- Not all classrooms are connected to large HVAC systems with CO<sub>2</sub> sensors, however these rooms typically have external natural ventilation and split system air conditioning units so that fresh air can be introduced and air flow maintained.
- Longer term, EDU will look to introduce additional mechanical ventilation in spaces that require it. This may include installation of new building control/management systems with CO<sub>2</sub> sensors that can remotely monitor and control HVAC systems and windows as well as installing supplemental ventilation such as modern exhaust fans in bathrooms and toilets.

Cleared as complete and accurate: 28/01/2022  
Cleared for public release by: Executive Branch Manager  
Contact Officer name: Andrew Parkinson  
Lead Directorate: Education  
TRIM Ref: FOL22/125

Cleared as complete and accurate: 28/01/2022  
Cleared for public release by: Executive Branch Manager  
Contact Officer name: Andrew Parkinson  
Lead Directorate: Education  
TRIM Ref: FOL22/125

<b>Canberra High School Indoor Air Quality Plan</b>	
<b>Background:</b>	<p>As part of the return to on campus learning in Term 4 2021, ACT Health has advised that schools optimise fresh air circulation as one of the controls to reduce the risk of COVID-19 transmission in schools.</p> <p>The risk of COVID-19 transmission is higher in crowded and poorly ventilated spaces where people spend long periods of time together in close proximity. Good ventilation is one part of a suite of controls to minimise transmission in schools, like vaccination, physical distancing, student cohorting, good hygiene, cleaning and mask use.</p> <p>This Plan identifies actions that have been undertaken at your school by the Education Directorate and provides additional measures for the school to undertake to optimise the fresh air ventilation in the school in Term 4.</p>
<b>Health Advice:</b>	<p>The Chief Health Officer, the <a href="#">Australian Health Protection Principal Committee</a>, <a href="#">World Health Organisation</a> and <a href="#">Safe Work Australia</a> all recommend good indoor air quality to reduce the chance of COVID-19 transmission.</p>
<b>Advice:</b>	<p>The ventilation systems at Canberra High School have now been assessed by the Directorate in accordance with the WHO guidance.</p> <p>Fresh air ventilation will be achieved through a mix of natural (opening windows and doors) and mechanical (cooling and ventilation systems).</p> <p>The settings for the Heating, Ventilation and Air Conditioning systems have been reset to achieve good fresh air supply and <u>should not be altered by the school</u>.</p> <p>Increasing the fresh air to classrooms may increase energy costs. Classrooms are also likely to experience lower room temperatures during cooler weather and higher room temperatures in warmer weather.</p> <p><b>Learning and teaching spaces with fresh air ventilation from either natural or mechanical systems meet the COVID-19 Health Advice. The school is to prioritise the use of these spaces for indoor teaching and learning along with outdoor spaces.</b></p>



# QUESTION TIME BRIEF

<p>Daily actions to be undertaken by the school in Term 4:</p>	<p>Additional daily measures the school will undertake include:</p> <ul style="list-style-type: none"> <li>• Opening windows and doors in teaching spaces and other shared spaces of the school to supplement fresh air. Windows above ground level are to be opened only where window restriction is in place to ensure student safety. In line with the National Construction Code, window opening is to be 125mm or less.</li> <li>• Improving air circulation through use of ceiling fans and split system air-conditioning units, only when windows are open.</li> <li>• Ensure bathroom, kitchen and any other exhaust fans are on and operating at full capacity while the school or program is operating and for some time before and after occupancy.</li> </ul>
<p>Actions undertaken:</p>	<p>The following actions have been undertaken by the Directorate and its service providers to increase fresh air ventilation in the indoor teaching and learning spaces at the school:</p> <ul style="list-style-type: none"> <li>• air handling units have been programmed to supply additional fresh air via the mechanical ventilation systems</li> <li>• evaporative cooling in the school will provide full fresh air when operating in either cooling or fan mode. When not in operation, fresh air is to be provided by opening windows</li> <li>• contractors will continue work to audit and enhance the operation of the ventilation systems.</li> </ul>
<p>Support or further advice:</p>	<p>For further advice, schools can contact their ICW Network Officer or email <a href="mailto:ACT.Education@act.gov.au">ACT.Education@act.gov.au</a></p>