

## Freedom of Information Schedule

### ██████████ – CALWELL HS - WORKSAFE

**Scope:** Records held by the ACT Government from the period 31 January 2022 to 7 April 2022 in relation to the incidents leading up to, and subsequent management of, the prohibition notice issued by Worksafe ACT in relation Calwell High School (notice number N-0000003584) issued on 31 March 2022 and associated Worksafe notices relating specifically to the provision and maintenance of safe systems of work at the school.

This includes all records of incidents of assault, abuse or violence and reports relating to fire and safety systems at Calwell school leading up to the Worksafe ACT inspection, correspondence between the Minister and the Directorate in relation to incidents leading up to the inspection, between the Minister, Directorate and the school relating to violence against staff and students, and correspondence between the school or directorate and parents.

**DATE OF REQUEST: 7 APRIL 2022 - FILE2022/3863**

Record Number	Description	Record Date	Decision (Full release, Partial release, Non-release)	Reason for Partial release or Non-release
1	Signal alert - Angela Spence to School Improvement Group – Calwell High School Lockdown alert - Signal Chat Screenshot - 2 - 4 Feb 2022	20220204 1212	Partial release	Schedule 2, 2.2(a)(ii)
2	Email – M Altenburg to School Operations – Calwell High School – Incident ██████████ ██████████ – Front Office Lockdown	20220204 1454	Partial release	Schedule 2, 2.2(a)(ii)

3	Email - School Operations to DGEDUoffice and others - Initial Incident Notification – Calwell High School – 4 Feb 2022	20220204 1659	Partial release	Schedule 2, 2.2(a)(ii)
4	Text Message - M Altenburg to S Norton – Notification to DSI, partial lockdown, student incident	20220209 1605	Partial release	Schedule 2, 2.2(a)(ii)
5	Email – N Dickie to School Operations and others – Calwell High School – Incident ██████████ – Partial Flex Lockdown	20220210 0913	Partial release	Schedule 2, 2.2(a)(ii)
6	Email – P Marton to School Operations – FW: Calwell High School – Incident ██████████ – Front Office Lockdown	20220210 1042	Partial release	Schedule 2, 2.2(a)(ii)
7	Email – Calwell High School to S Seton - Wellbeing Auto Notification: Physical Restraint _ Tuggeranong _ Calwell High School _ Incident_ #53353 Major	20220214 1527 10	Partial release	Schedule 2, 2.2(a)(ii)
8	Email – Calwell High School to S Seton - Wellbeing Auto Notification: Physical Restraint _ Tuggeranong _ Calwell High School _ Incident_ #53353 Major	20220214 1527 13	Partial release	Schedule 2, 2.2(a)(ii)
9	Signal alert – S Watson to School Improvement Group –Signal Chat Screenshot - 4 - 14 Feb 2022	20220214 1637	Full release	
10	Email - EGMSloffice to School Operations – RE: Initial Incident Notification – CALWELL HS – 14 Feb 22	20220215 1250	Partial release	Schedule 2, 2.2(a)(ii)
11	Email – M Altenberg to School Operations – RE: Incident Calwell High School Monday 14-2-2022	20220215 2018	Partial release	Schedule 2, 2.2(a)(ii)

12	Email – M Altenburg to S Norton – [REDACTED] details and word used	20220216 1405	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope
13	Email – M Altenburg to S Norton and others – Megan’s Version of this morning’s interaction and follow up  Attachment: Incident [REDACTED] 16-2-22	20220216 1631	Partial release	Schedule 2, 2.2(a)(ii)  The attachment is not released as it is a duplicate of the text contained in the email
14	Email - S Norton to S Seton  Attachment: Together 4 Youth background document	20220217 2146	Partial release	Schedule 2, 2.2(a)(ii)
15	Text Message - M Altenburg to S Norton – Notification to DSI, partial lockdown, student incident - 18 Feb - IMG_0934 - 2022	20220218 1147	Partial release	Schedule 2, 2.2(a)(ii)
16	Email – N Dickie to School Operations – Incident at Calwell High School 18 February (Partial Lockdown)	20220218 1537	Partial release	Schedule 2, 2.2(a)(ii)
17	Signal alert – S Norton to School Improvements – Signal Chat Screenshot - 5 - 18 Feb 2022	20220218	Partial release	Schedule 2, 2.2(a)(ii)
18	Email - M Altenburg to S Norton – FW: [REDACTED] [REDACTED]	20220222 1031	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope
19	Email - L Dempsey to S Norton – Re: Support at [REDACTED] Calwell HS	20220223 0908	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope
20	Email - S Seton to M Kalyvas – RE: SEL	20220223 0923	Partial release	Schedule 2, 2.2(a)(ii) and 2.2(a)(xi)

21	Email - S Seton to C Brown – RE: Additional Information from Calwell HS re: SEL and Together 4 Youth	20220223 1457	Full release	
22	Email - S Seton to T Kaur – RE: Wellbeing meetings - potential pilot sites	20220224 0812	Partial release	Outside of scope
23	Text Message - M Altenburg to S Norton – Notification to DSI of partial lockdown - 25 Feb - IMG_0935 - 2022	20220225 1112	Partial release	Schedule 2, 2.2(a)(ii)
24	Signal alert – S Norton to School Improvements – Signal Chat Screenshot - 6 - 25 Feb 2022	20220225 1125	Full release	
25	Email – M Altenburg to School Operations – Calwell High School Partial Lockdown Fri 25-2-22	20220225 1221	Partial release	Schedule 2, 2.2(a)(ii)
26	Signal alert – B James to School Improvement Group – Signal Chat Screenshot - 7 - 25 Feb 2022	20220225 1228	Partial release	Schedule 2, 2.2(a)(ii)
27	Email - School Operations to DGEDUoffice and others - Initial Incident Notification – CALWELL HIGH SCHOOL -24 Feb 22	20220225 1400	Partial release	Schedule 2, 2.2(a)(ii)
28	Email – M Altenburg to School Operations - Calwell High partial front office lockdown	20220228 1804	Partial release	Schedule 2, 2.2(a)(ii)
29	Email - School Operations to DGEDUoffice and others - Initial Incident Notification – CALWELL HIGH SCHOOL - 28 FEB 22	20220301 1137	Partial release	Schedule 2, 2.2(a)(ii)
30	Text Message - M Altenburg to S Norton – Notification to DSI of partial lockdown - 1 March - IMG_0936 - 2022	20220301 1413	Partial release	Schedule 2, 2.2(a)(ii)

31	Email – M Altenburg to School Operations - Calwell High Partial Lockdown Wellbeing area	20220301 2031	Partial release	Schedule 2, 2.2(a)(ii)
32	Email – M Altenburg to School Operations - Calwell High School Partial Lockdown Front Office 1/3/22	20220301 2108	Partial release	Schedule 2, 2.2(a)(ii)
33	Email – T Toogood to S Norton; T Brazier – Re: Meeting with [REDACTED] 330 tomorrow	20220302 0743	Partial release	Schedule 2, 2.2(a)(ii)
34	Email - School Operations to DGEDUoffice and others – Initial Incident Notification – CALWELL HIGH SCHOOL, PRESCHOOL – 1 March 2022	20220302 1346	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope
35	Email - B Fitzgibbon to T Brazier – Calwell High School - Lockdown data - 2017-2022  Attachment: Calwell High School – Lockdown data 2017-2022	20220302 1526	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope
36	Email – M Altenburg to S Norton – Fwd: [REDACTED]	20220302 1850	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope
37	Signal alerts – M Huxley to B James - Signal Chat Screenshot - 8 - 2 & 3 March 2022	20220303 0805	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope
38	Email – T Toogood to P Marton; M Altenburg – RE: [REDACTED]	20220303 1438	Partial release	Schedule 2, 2.2(a)(ii)

39	Email – T Toogood to S Norton – Calwell HS incident data  Attachments: A: Calwell Incident Report B: [REDACTED] Incident Report	20220316 1441	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope  Attachment B not released – outside of scope
40	Signal alert – M Huxley to B James - Signal Chat Screenshot - 10 - 16 March 2022	20220316 1544	Partial release	Schedule 2, 2.2(a)(ii)
41	Email – T Toogood to S Norton – RE: Calwell HS incident data	20220316 1708	Partial release	Outside of scope
42	Email – M Altenberg to School Operations – Calwell High School - partial lockdown	20220316 1713	Partial release	Schedule 2, 2.2(a)(ii)
43	Email – T Toogood to M Altenburg and others - Re: OVRA – [REDACTED]	20220317 1554	Partial release	Schedule 2, 2.2(a)(ii)
44	Email – M Altenberg to School Operations – Calwell High School Partial lockdown Thursday week 7	20220320 0901	Partial release	Schedule 2, 2.2(a)(ii)
45	Email – M Altenberg to School Operations – Calwell High School partial lockdown Thursday Week 7	20220320 0905	Partial release	Schedule 2, 2.2(a)(ii)
46	Email – M Altenburg to S Norton - How does this look for parent email?	20220320 1120	Partial release	Outside of scope
47	Email – M Altenburg to A Spence – Calwell High School Emergency Reboot - check needed	20220320 1434	Partial release	Outside of scope

48	Email - M Howard to S Norton and others - Complaints/Enquiry Data - Week 7 Term 1 - March 14 - March 20 2022  Attachment: Complaints and Feedback Covid Enquiries - Week 7 Term 1 - Mar 14 - March 20 2022	20220321 0918	Partial release	Outside of scope
49	Email – EDU Positive Behaviour Learning Team – RE: Calwell High PBL request for support and help with documents	20220321 1635	Full release	
50	Email - M Altenburg to M Walpole – RE: Support Request	20220322 1307	Partial release	Schedule 2, 2.2(a)(ii)
51	Email – M Tranda to D Ackland – Re: COVID-19 Central Relief Pool	20220323 1745	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope
52	Text Message - M Altenburg to S Norton – Notification to DSI full lockdown police attendance - 24 March - IMG_0938 - 2022	20220324 1315	Full release	
53	Text Message - M Altenburg to S Norton – Notification to DSI related to previous message 24 March - IMG_0933 - 2022	20220324	Partial release	Schedule 2, 2.2(a)(ii)
54	Email – T Scarlett to M Altenburg - Critical incident Calwell High School 24 March 2022  Attachment: Report Summary for Critical Incident - Lock Down Calwell High School - [REDACTED] 24 March 2022	20220324 1431	Partial release	Schedule 2, 2.2(a)(ii)

55	Email – S Norton to M Altenburg – comms for community	20220324 1454	Full release	
56	Email – M Altenburg to #Calwell High School Staff - Debrief opportunity 3:05pm today	20220324 1456	Full release	
57	Email – Calwell High School to M Altenburg - Calwell High School Lockdown 23-3-22	20220324 1500	Full release	
58	Email – M Altenburg to #Calwell High School Staff – Re: Lockdown over	20220324 1748	Partial release	Schedule 2, 2.2(a)(ii)
59	Email – N Dickie to [REDACTED] and others - Re: My information from today	20220324 1800	Partial release	Schedule 2, 2.2(a)(xii)
60	Email – S Seton to S Watson; B James – RE: Riskman	20220324 1913	Partial release	Schedule 2, 2.2(a)(ii)
61	Email – D Ackland to B Nicholls – RE: Covid 19 Pool update	20220325 0617	Partial release	Outside of scope
62	Email – N Dickie to [REDACTED] and others - RE: My account of what I have seen	20220325 0859	Partial release	Schedule 2, 2.2(a)(xii)
63	Email – L Houghton to M Altenburg and others – Incident 24/3	20220325 0900	Partial release	Schedule 2, 2.2(a)(xii)
64	Email - S Seton to K McMahon – Incident  Attachments: A: New Violence Incident Reported ID#130015 – Education Office for Schools Network – Tuggeranong Calwell B: New Violence Incident Reported ID#129982 – Education Office for Schools Network – Tuggeranong Calwell	20220325 1236	Partial release	Schedule 2, 2.2(a)(ii)



65	Email – N Dickie to M Altenburg - FW: [REDACTED] [REDACTED] 24 March 2022	20220325 1351	Non release	Schedule 2, 2.2(a)(xii)  The record is not released because it is a photo of a staff member's injuries
66	Email – N Dickie to M Altenburg - FW: [REDACTED] [REDACTED] 24 March 2022_2	20220325 1351	Non-release	Schedule 2, 2.2(a)(xii)  The record is not released because it is a photo of a staff member's injuries
67	Email – J Fisher to K Peisley – RE: HRBP People and Performance Dot Points for Caveat Brief – Calwell High	20220325 1430	Full release	
68	Email - S Seton to K Peisley; J Atkins – RE: In Confidence  Attachment: FILE2022 3275 Calwell High School Incident	20220325 1446	Partial release	Schedule 2, 2.2(a)(ii)
69	Email – N Dickie to M Altenburg – [REDACTED] follow up today	20220325 1507	Partial release	Schedule 2, 2.2(a)(ii)
70	Email – T Toogood to S Seton & S Watson - Re: For Priority Clearance S/G Caveat Briefing – Calwell HS incident – 24 March 2022	20220325 1541	Full release	
71	Email – S Norton to M Altenburg – comms to [REDACTED]	20220325 1558	Partial release	Schedule 2, 2.2(a)(ii)
72	Email - School Operations to DGEDUoffice and others - Initial Incident Notification – CALWELL HIGH SCHOOL – 24 March 2022	20220325 1623	Partial release	Schedule 2, 2.2(a)(ii)

73	Email – EDU, EBM P&P to EDU, EGMBSG – FW: SG CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022  Attachment: SCHOOL MANAGEMENT – Security – S G CAVEAT BRIEFING – Calwell High School Incident – 25 March 2022	20220325 1635	Full release	
74	Email – J Simmons to K Haire – RE: FOR CLEARANCE: S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022  Attachment: Caveat Brief FILE2022 3275 Serious Staff Assault at Calwell High School	20220327 1850	Partial release	Schedule 2, 2.2(a)(ii) and 2.2(a)(xv)
75	Email – D Ackland to D Matthews – FW: question re EDU Temporary Closure of Schools Policy  Attachment: Temporary-Closure-Schools-Procedure	20220328 1053	Full release	
76	Email – T Toogood to R Smith – RE: OVRA [REDACTED] Calwell High School	20220328 1414	Partial release	Schedule 2, 2.2(a)(ii)
77	Email - J Atkins to M Walpole; S Seton – RE: Calwell	20220328 1527	Full release	
78	Email - S Norton to T Marton; N Dickie - Wellbeing Strategy	20220329 1642	Full release	
79	Email – D Ackland to D Matthews; S Selfe – RE: Work safety concerns at Calwell High School	20220331 0829	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope

80	Email – DGEDUoffice to DGEDUoffice - FOR ADVICE: FILE22/3275 S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022	20220331 1000	Full release	Brief referred to is a duplicate of the attachment to Record 74
81	Email - T Toogood to EGMSI Office - RE: FOR ADVICE: FILE22/3275 S/G CAVEAT BRIEFING – Calwell High School Incident – 24 March 2022	20220331 1003	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope
82	Email – WorkSafe to K Haire – Prohibition Notice N-0000003584  Attachment: Prohibition Notice N-0000003584	20220331 1516	Full release	
83	Email - WorkSafe to K Haire – Improvement Notice N-0000003585  Attachment: Improvement Notice N-0000003585	20220331 1516	Full release	
84	Email – S Taylor to [REDACTED] - Calwell High School  Attachment: Calwell High School Map	20220331 1616	Partial release	Schedule 2, 2.2(a)(ii)
85	Email – EDU, EGMB SG to DGEDUOffice - FW: UPDATE: WorkSafe visit to Calwell HS 31/3/22	20220331 1749	Full release	
86	Signal alert – T Toogood to School Improvement Group - Signal Chat Screenshot - 12 - 31 March 2022	20220331 1818	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope
87	Email – T Allen to S Selfe – FW: Calwell High School	20220401 0906	Partial release	Schedule 2, 2.2(a)(ii) and Schedule 2, 2.2(a)(xi)

88	Email – D Ackland to D Matthews – RE: Fire Equipment  Attachments: A: Six images B: Email – [REDACTED] to S Selfe and others - Calwell High school Portable Fire Equipment – 31 March 2022	20220401 1053	Partial release	Schedule 2, 2.2(a)(xi)
89	Email – EGMSIoffice to M Huxley and others - FOR PRIORITY CLEARANCE: FILE22/3275 S/G UPODATE TO CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022  Attachment: SCHOOL MANAGEMENT – Security – S G CAVEAT BRIEFING- Calwell High School Incident – 24 March 2022 – 2022	20220401 1206	Partial release	Schedule 2, 2.2(a)(ii)  Attachment is provided at Record 74
90	Email – D Ackland to Katy Haire and others – FW: WorkSafe s155 Information Request  Attachments: A: s155 – Information Request – Calwell High School ElissaEast B: s155 – Information Request – Calwell High School TraceyScarlett	20220401 1307	Partial release	Schedule 2, 2.2(a)(ii)
91	Email – K Haire to D Ackland and others – FW: WorkSafe ACT – Prohibition Contact	20220401 1324	Full release	

92	Email – DGEDUoffice to DGEDUoffice and others – RE: WorkSafe ACT - Prohibition contact  Attachments: A: Improvement_Notice_N-0000003585 B: Prohibition Notice N-0000003584	20220401 1440	Partial release	Attachment A is provided at Record 83  Attachment B is provided at Record 82
93	Email – R Hobbs to M Huxley and others - RE: WorkSafe ACT - Prohibition contact	20220401 1556	Full release	
94	Email – DGEDUoffice to K Haire and others – UPDATE: FILE2022/3588 WorkSafe ACT – section155 Information Request – ACT Education Directorate  Attachment: GOVERNMENT & STAKEHOLDER RELATIONS – Policies & Procedures – WorkSafe Act Notice – Calwell High School	20220401 1605	Partial release	Schedule 2, 2.2(a)(ii)
95	Email – D Ackland to S Norton – data  Attachment: Calwell High absence data	20220401 1611	Full release	
96	Email – P Short to M Huxley; D Matthews – RE: URGENT CLEARANCE: Calwell HS Letter  Attachment: Parent letter Calwell High Years 7-8	20220401 1611	Partial release	Outside of scope
97	Email – D Ackland to DGEDUoffice – FW: URGENT CLEARANCE: DG response to Work Safe ACT  Attachment: Draft response to Work Safe ACT	20220401 1615	Full release	

98	Email – D Ackland to S Selfe – FW: WorkSafe ACT - Prohibition contact	20220401 1626	Full release	
99	Email – D Ackland to S Selfe – FW: WorkSafe ACT-section155 Information Request- ACT Education Directorate  Attachment: s155 Information Request – ACT Education Inspectorate	20220401 1627	Partial release	Attachment is provided at Record 94
100	Email – DGEDUoffice to K Haire - FOR CLEARANCE: DG response to WorkSafe ACT  Attachment: Director-General Response to Works ACT Notice	20220401 1631	Partial release	Attachment is not provided as final is provided at Record 101
101	Email – DGEDUoffice to K Haire and others – FW: Prohibition Notice N-0000003584  Attachment: Director-General Response to WorkSafe ACT Notice 31 March 2022	20220401 1647	Partial release	Schedule 2, 2.2(a)(ii)
102	Email – K Haire to J Simmons - RE: FOR CLEARANCE: S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022	20220401 1708	Partial release	Schedule 2, 2.2(a)(ii)
103	Email – J Simmons to P Short; M Huxley – Re: CLEARED: Calwell HS Letter  Attachment: Parent letter Calwell High Years 7-8	20220401 1730	Full release	
104	Email – D Ackland to M Huxley – RE: For review and feedback	20220401 1743	Full release	

105	Email – DGEDUoffice to K Haire - FOR NOTING: UPDATE FROM SCHOOL: FILE22/3275 S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022	20220401 1752	Partial release	Schedule 2, 2.2(a)(ii)
106	Email – DGEDUoffice to K Haire – Fwd: FOR URGENT ACTION: Work safety concerns at Calwell High School	20220401 1808	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope
107	Email – D Ackland to P Short and others – RE: FOR CLEARANCE: Calwell HS – reactive media TPs  Attachment: Media Talking Points Calwell High April 2022 v.1	20220401 1821	Partial release	Schedule 2, 2.2(a)(ii)
108	Email – K Haire to DDGEDUoffice – RE: CAVEAT BRIEF Calwell High School WorkSafe Visit  Attachment: REVIEWED CAVEAT BRIEF Calwell High School WorkSafe Visit	20220401 1823	Full release	
109	Email – D Ackland to M Huxley; D Matthews – Advice for displaying notices  Attachments: A: Improvement Notice N-0000003585 B: REC22 38628 Improvement Notice N- 0000003585	20220401 1833	Partial release	Attachment A is provided at Record 83  Attachment B is a duplicate of Attachment A
110	Email – DGEDUoffice to M Walker and others - For Information: Work safety concerns at Calwell High School	20220401 1852	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope

111	Parent letter Year 7 8 – Calwell High School – initial advice	20220401	Full release	
112	Excel Spread Sheet – School Records – Correspondence re: Fire Safety Systems	20220401	Partial release	Schedule 2, 2.2(a)(ii), 2.2(a)(xi) and 2.2(a)(xv)
113	Email – D Ackland to S Selfe – RE: Fire extinguishers	20220402 1035	Full release	
114	Email – D Ackland to S Selfe – RE: Follow Up	20220402 1035	Partial release	Schedule 2, 2.2(a)(ii)
115	Email – T Toogood to S Norton - Support Plan Data  Attachments: A: Calwell High School – Term 1-3 2021 Incidents and Suspensions B: HR Data for 14 Schools term 4 C: 211104 Transfer Vacancies	20220402 1620	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope  Attachment C is not provided as it is outside of scope
116	Email - J Atkins to S Seton – RE: Follow Up  Attachments: A: Fw Calwell High – OV supports 202122 [Attachment: OV Worker RA ACCESS Program – Term 4 2019] B: Calwell HS PBL support History [Attachments: i: Calwell HS notes from Murray W. ii: Calwell PBL support history. iii: Calwell HS Coaching Notes]	20220402 1732	Partial release	Schedule 2, 2.2(a)(ii), 2.2(a)(xii) and outside of scope
117	Email – D Ackland to K Marshall; S Norton – RE: staff numbers	20220402 1922	Full release	Attachment referred to is provided at Record 119



118	Email - J Atkins to S Seton – Fwd: Calwell High School – NSET/TST 2021/2022  Attachments: A: Riskman reports 2021 2022 Calwell HS B: NSET and TST Support - Calwell High School 2021 2022	20220402 1938	Partial release	Schedule 2, 2.2(a)(ii), 2.2(a)(xii) and outside of scope  Attachment A is not provided as it contains confidential information
119	Email - M Huxley to J Simmons; S Seton – Fwd: staff numbers  Attachments: A: Calwell High School staff data dot points B: Calwell High Summary Spreadsheet C: Copy of 2022_Term 1_Staffing V3	20220403 0739	Partial release	Schedule 2, 2.2(a)(ii)  Attachment C is not provided as it contains personal information
120	Email - S Seton to M Huxley; J Simmons – RE: Supports put in place  Attachments: A: Riskman reports 2021 – 2022 Calwell HS B: SE summary	20220403 0858	Partial release	Schedule 2, 2.2(a)(ii) and 2.2(a)(xii)  Attachment A is not provided as it contains confidential information  Attachment B is provided at Record 118
121	Email – D Ackland to S Selfe – FW: Update on staff wellbeing	20220403 1627	Partial release	Schedule 2, 2.2(a)(ii)
122	Email – D Ackland to M Tranda – RE: Follow up	20220403 1628	Partial release	Schedule 2, 2.2(a)(ii)

123	Email – J Simmons to K Haire and others – FW: CAVEAT BRIEF 2 Calwell High School WorkSafe Visit  Attachment: CAVEAT BRIEF 2 Calwell High School WorkSafe Visit	20220403 1628	Partial release	Schedule 2, 2.2(a)(ii)
124	Email – J Simmons to D Ackland – Update on staff wellbeing	20220403 1628	Partial release	Schedule 2, 2.2(a)(ii)
125	Email – D Ackland to M Huxley – Follow up	20220403 1629	Partial release	Outside of scope
126	Email – J Simmons to D Matthews and others – FW: Update on staff and students re incident at Calwell High School Incident- 24 March 2022	20220403 1659	Partial release	Schedule 2, 2.2(a)(ii)
127	Email – J Simmons to K Haire - Re: CAVEAT BRIEF 2 Calwell High School WorkSafe Visit  Attachment: CAVEAT BRIEF 2 Calwell High School WorkSafe Visit KH Comments	20220403 1719	Partial release	Schedule 2, 2.2(a)(ii)
128	Email – J Simmons to DGEDUoffice and others – Re: Calwell High Incident – WorkSafe Report Short and Long Term Management	20220403 1755	Full release	
129	Email – DDGEDUoffice to J Simmons and others – UPDATED: Calwell High Incident – WorkSafe Report Short and Long Term Management	20220403 1820	Full release	
130	Question Time Brief – 4 April REC22 39430 21. Calwell High School Worksafe Improvement Notices - QTB	20220404	Partial release	Outside of scope

131	Email – D Ackland to S Selfe – FW: Update on staff and students re incident at Calwell High School Incident – 24 March 2022	20220404 0646	Partial release	Schedule 2, 2.2(a)(ii)
132	Email – D Ackland to S Norton; K Marshall – Displaying WorkSafe ACT Notices  Attachments: A: REC22 38628 Improvement Notice N-0000003585 B: REC22 38626 Prohibition Notice N-0000003584	20220404 0653	Partial release	Attachment A is provided at Record 83  Attachment B is provided at Record 82
133	Email – J Simmons to R Hobbs; M Walker - RE: Update on staff and students re incident at Calwell High School Incident- 24 March 2022	20220404 0759	Partial release	Schedule 2, 2.2(a)(ii)
134	Email – S Taylor to T Allen – RE: Contact at Calwell High	20220404 0821	Partial release	Schedule 2, 2.2(a)(ii)
135	Email – S Seton to M Huxley – RE: Update on staff and students re incident at Calwell High School Incident- 24 March 2022  Attachment: Calwell HS DEP t1 2022	20220404 0851	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope  Attachment is not provided as it is outside of scope
136	Email – EDU, EBM P&P to D Ackland – RE: Calwell High	20220404 0921	Partial release	Schedule 2, 2.2(a)(xi)
137	Email – D Ackland to D Matthews – RE: MINSET dotties	20220404 0924	Full release	
138	Email - S Seton to T Kaur; J Atkins – RE: Urgent in confidence	20220404 0940	Full release	

139	Email – M Huxley to J Simmons; D Matthews – RE: MINSET dotties	20220404 1000	Full release	
140	Email – J Simmons to M Huxley and others – RE: MINSET dotties	20220404 1011	Full release	
141	Email - L Geelhoed to S Seton - CalwellHigh2021-2022Incidents  Attachment: CalwellHigh2021-2022Incidents	20220404 1015	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope  The attachment is withheld as processing is incomplete
142	Email – D Matthews to [REDACTED] – Re: Work safety concerns at Calwell High School	20220404 1104	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope  Attachment is provided at Record 83
143	Email – J Simmons to DDGEDUoffice – RE: CAVEAT BRIEF 2 Calwell High School WorkSafe Vist MH DDG comments and track changes  Attachment: CAVEAT BRIEF 2 Calwell High School WorkSafe Vist MH DDG comments and track changes	20220404 1123	Partial release	Schedule 2, 2.2(a)(ii)
144	Email – J Simmons to D Ackland and others – RE: Wellbeing response: Calwell HS	20220404 1212	Partial release	Schedule 2, 2.2(a)(ii)

145	Email - J Simmons to DDGoffice - FW CAVEAT BRIEF 2 Calwell High School WorkSafe Vist MH DDG comments and track changes  Attachments: A: Improvement_Notice_N-0000003585 B: REC22 38628 Improvement_Notice_N-0000003585 C: CAVEAT BRIEF 2 Calwell High School WorkSafe Vist DDG approved	20220404 1235	Partial release	Schedule 2, 2.2(a)(ii)  Attachment A is provided at Record 83  Attachment B is a duplicate of Attachment A
146	Email - J Simmons to DDGEDUoffice – FW: Work safety concerns at Calwell High School  Attachment: REC22 38626 Prohibition_Notice_N-0000003584	20220404 1236	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope
147	Email – DDGEDUoffice to K Haire – FOR NOTING: CAVEAT BRIEF 2 Calwell High School WorkSafe Visit  Attachment: SCHOOL MANAGEMENT – Security – S G CAVEAT BRIEFING – Calwell High School Incident – 24 March 2022	20220404 1343	Partial release	Attachment is provided at Attachment C to Record 145
148	Email – N Dickie to D Ackland; S Selfe – Fwd: WorkSafe s155 Information Request  Attachment: S155 – Information Request – Calwell High School ElissaEast (A33414281)	20220404 1607	Partial release	Schedule 2, 2.2(a)(ii)  Attachment is provided at Record 90

149	Email – M Walker to K Haire - FW: some key messages on Calwell (for refinement)	20220404 1610	Full release	
150	Email – L Larkin to J Simmons and others - RE: FOR URGENT URGENT CLEARANCE: Canberra Times MEDIA QUERY ASAP DEADLINE	20220404 1629	Full release	
151	Email – L Larkin to DDGEDUOffice; DGEDUoffice - FW: Canberra Times MEDIA QUERY Calwell High School	20220404 1647	Full release	
152	Email – J Simmons to D Ackland – FW: Proposed text for Jane	20220404 1655	Full release	
153	Email – M Huxley to D Matthews and others – FW: Works Safe School Visit	20220404 1701	Partial release	Schedule 2, 2.2(a)(ii)
154	Email – J Simmons to D Matthews and others - FW: AEU calls work safety regulator to keep members and students safe	20220404 1703	Partial release	Schedule 2, 2.2(a)(ii)
155	Email – M Huxley to D Matthews and others - FW: Your safety matters most	20220404 1708	Partial release	Schedule 2, 2.2(a)(ii)
156	Email – M Huxley to D Ackland; S Seton – Follow up	20220404 1748	Full release	
157	Caveat Brief – Visit from WorkSafe at Calwell High School – Caveat 2	20220404	Partial release	Schedule 2, 2.2(a)(ii)
158	Email – EDU Media to K Haire and others - Fwd: DRAFT FOR URGENT CLEARANCE: CALWELL HIGH Media talking points for tomorrow  Attachment: Media Talking Points Calwell High April 2022 FINAL	20220405 0625	Partial release	Schedule 2, 2.2(a)(ii)

159	Email – K Haire to J Simmons and others - FOR ACTION: Calwell High actions this morning for Minister	20220405 0743	Full release	
160	Email – P Short to K Haire and others - FW: [Media] Calwell High School enquiry	20220405 0839	Partial release	Schedule 2, 2.2(a)(ii)
161	Email – D Ackland to S Selfe – RE: Calwell HS Riskmans	20220405 0927	Partial release	Schedule 2, 2.2(a)(ii)
162	Email – D Matthews to A Parkinson; D Ackland – RE: Calwell High	20220405 1043	Partial release	Schedule 2, 2.2(a)(ii)
163	Email – L Momber to L Larkin; R Hobbs - RE: FOR CLEARANCE: Calwell High parent letter  Attachment: Draft parent letter Calwell High V.5	20220405 1052	Full release	
164	Email – N Dickie to [REDACTED] - Parent Letter re Yr 7 and 8 remote learning week 10  Attachment: Parent Letter Calwell High Years 7-8	20220405 1213	Partial release	Schedule 2, 2.2(a)(ii)
165	Email - R Foote to M Huxley and others – RE: Calwell HS Coordination Meeting - DRAFT actions and notes	20220405 1230	Partial release	Schedule 2, 2.2(a)(ii)
166	Email – L Larkin to M Huxley and others – RE: FOR YOUR CLEARANCE: Draft DG message for schools staff re Calwell and COVID-19  Attachment: Draft DG Message Calwell High School and Staff and Student Safety	20220405 1254	Full release	

167	Email – L Larkin to DGEDUoffice - Re: FOR CLEARANCE: Draft DG email to staff on Calwell and COVID-19 staffing impacts  Attachment: Draft DG Message Calwell High School v.2	20220405 1347	Full release	
168	Email – D Ackland to S Selfe – RE: Dotties	20220405 1354	Full release	
169	Email – K Haire to DGEDUoffice – Re: WorkSafe ACT Improvement Notices N-0000003620 and N-0000003618	20220405 1442	Full release	
170	Email - S Seton to T Toogood; R Godwin – Re: RISKMAN Data Calwell HS - 2020 to present	20220405 1453	Full release	
171	Email – C Pilicic to D Matthews and others – FW: WorkSafe ACT Improvement Notices N-0000003620 and N-0000003618  Attachments: A: Improvement_Notice_N-0000003618 B: Improvement_Notice_N-0000003620	20220405 1456	Full release	
172	Email – K Haire to M Walker; R Hobbs – Fwd: Improvement Notice N-0000003618  Attachment: Improvement Notice N-0000003618	20220405 1503	Partial release	Attachment is provided at Attachment A to Record 171



173	Email – K Haire to DGEDUoffice – RE: FOR APPROVAL: WorkSafe ACT Improvement Notices N-0000003620 and N-0000003618  Attachment: Caveat Brief SUB22/6784 – WorkSafe ACT Improvement Notices issued on 5 April 2022	20220405 1511	Partial release	Attachments referred to are provided at Record 171
174	Email – D Ackland to S Norton; K Marshall – Improvement Notices  Attachments: A: Improvement_Notice_N-0000003618 B: Improvement_Notice_N-0000003620	20220405 1516	Partial release	Attachments are provided at Record 171
175	Email – D Ackland to T Toogood – FW: Dotties	20220405 1524	Full release	
176	Email - T Toogood to L Larkin ReEComms for Calwell	20220405 1548	Full release	
177	Email – P Short to S Norton; M Huxley - Follow up parent letter – Calwell  Attachment: Parent letter Calwell High	20220405 1549	Full release	
178	Email – P Short to R Hobbs - RE: Draft parent letter Calwell High V.5 (002)	20220405 1550	Full release	
179	Email - S Seton to M Huxley; J Simmons – Fwd: Visit to Calwell High School today	20220405 1556	Full release	

180	Email – DGEDUoffice to K Haire – FYI: Draft parent letter Calwell High V.5 (002)  Attachment: Draft parent letter Calwell High V.5 (002)	20220405 1625	Full release	
181	Email – K Haire to Paul Short and others - RE: FOR ACTION: full list for LA today  Attachment: Question Time Brief - Calwell High School Worksafe Improvement Notices	20220405 1635	Partial release	Outside of scope
182	Email - S Seton to A Dance; J Atkins – RE: Visit to Calwell high school today	20220405 1658	Full release	
183	Email - DDGEDUoffice to DDGEDUoffice - FOR CLEARANCE: Calwell HS incident - updated Caveat Brief  Attachments: A: CAVEAT BRIEF update - Calwell High School Incident B: SCHOOL MANAGEMENT - Security - S G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022 - 2022	20220405 1726	Partial release	Schedule 2, 2.2(a)(ii)  Attachment B is an administrative reference and is not relevant to the request

184	Email - T Godwin to T Godwin – Calwell High School ACTIVE OVRAs  Attachments: A: Student 1. OVRA 8.3.22 B: Student 2. OVRA 24.5.21 C: Student 3. OVRA 30.11.21 D: Student 4. OVRA 20.10.21 E: Student 5. 20.10.21	20220405 1752	Partial release	Schedule 2, 2.2(a)(ii) and 2.2(a)(xii)  Attachments are not released – Schedule 2, 2.2(a)(ii) and 2.2(a)(xii)  Pages that are entirely redacted have been removed
185	Email – D Ackland to K Haire and others – RE: PINS – notification to AEU and CPSU	20220405 1842	Full release	
186	Email – D Ackland to M Moriarty and others – FW: Worksafe notification requirements – Calwell High	20220405 1914	Full release	
187	Email - S Seton to D Ackland; M Huxley – RE: Calwell Collapsed Classes and numbers Week 1 9	20220405 1955	Full release	
188	Email - S Seton to DDGEDUoffice – RE: FOR CLEARANCE: CHS Caveat brief 5 April16  Attachment: Caveat Brief SDD CHS 5.4.22 DDG comments (002) DDG questions	20220405 2025	Partial release	Schedule 2, 2.2(a)(ii)

189	Email - J Simmons to DDGEDUoffice – RE: HPE Content Manager Content: REC22/39984: WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit (1)  Attachment: WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit (1) DDG track changes	20220405 2120	Partial release	Schedule 2, 2.2(a)(ii)
190	Email - S Seton to S Norton; M Huxley – FW: Calwell HS Supports  Attachments: A: Calwell High School - Student Forum B: Recommendations - Final	20220406 0747	Full release	
191	Email – M Huxley to R Hobbs; Education DLO – RE: More detail on Calwell Supports	20220406 0813	Full release	
192	Email - J Simmons to M Huxley; DDGEDUoffice – RE: More detail on Calwell supports	20220406 0821	Full release	
193	Email – D Matthews to DDGEDUoffice and others – RE: HPE Content Manager Content: REC22/39984: WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit (1)  Attachment: CAVEAT BRIEF – WorkSafe visit and Notification for Calwell High School	20220406 0823	Partial release	Schedule 2, 2.2(a)(ii)

194	Email – D Ackland to S Seton; S Norton – Riskman data  Attachment: Riskman Register Calwell HS	20220406 0829	Partial release	Schedule 2, 2.2(a)(ii) and 2.2(a)(xii)  Attachment is not provided as it contains confidential information
195	Email - J Atkins to S Seton – RE: Info for MO  Attachment: Calwell HS Coaching Notes 2021 & 22	20220406 0914	Partial release	Schedule 2, 2.2(a)(ii)
196	Email – T Toogood to M Huxley – Details for MO  Attachment: Additional Details for MO	20220406 0934	Full release	
197	Email – K Haire to C Myers – RE: FOR URGENT APPROVAL: Text for Minister's Office  Attachment: TPs for Assembly 6 April 2022 v4 KH final	20220406 0940	Partial release	Outside of scope
198	Email – K Haire to DGEDUoffice - RE: FOR CLEARANCE: Work safety concerns at Calwell High School	20220406 0943	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope
199	Email – K Haire to [REDACTED] – RE: Work safety concerns at Calwell High School  Attachments: A: Improvement_Notice_N-0000003618 B: Improvement_Notice_N-0000003620	20220406 0949	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope  Attachments are provided at Record 171

200	Email – DGEDUoffice to [REDACTED] – WorkSafe ACT Improvement Notices - Calwell High School  Attachments: A: Improvement_Notice_N-0000003618 B: Improvement_Notice_N-0000003620	20220406 1010	Partial release	Schedule 2, 2.2(a)(ii)  Attachments are provided at Record 171
201	Email – K Haire to J Simmons and others – FW: Speech for motion 6 April 2022  Attachment: Speech for motion 6 April 2022	20220406 1027	Partial release	Outside of scope
202	Email – DGEDUoffice to K Haire - FOR NOTING: REC22/39984: WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit (1)  Attachment: WEEK 10 - Tuesday – CAVEAT BRIEF Calwell High School WorkSafe Visit (1)	20220406 1100	Partial release	Attachment is provided at Record 193
203	Email – DGEDUoffice to D Ackland and others - FOR NOTING: REC22/39984: WEEK 10 - Tuesday - CAVEAT BRIEF Calwell High School WorkSafe Visit (1)  Attachment: WEEK 10 - Tuesday – CAVEAT BRIEF Calwell High School WorkSafe Visit (1)	20220406 1102	Partial release	Attachment is provided at Record 193
204	Email – D Ackland to M Tranda – FW: Questions regarding [REDACTED] WHS	20220406 1105	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope
205	Email – R Foote to M Huxley and others – RE: Calwell HS Coordination Meeting – DRAFT actions and notes	20220406 1522	Partial release	Schedule 2, 2.2(a)(ii)

206	Email – D Ackland to B Sloane – RE: FOR INPUT AND APPROVAL: Questions regarding [REDACTED] [REDACTED] WHS	20220406 1534	Partial release	Schedule 2, 2.2(a)(ii) outside of scope
207	Email – J Simmons to K Haire and others - Actions from Meeting with MO re CHS	20220406 1640	Partial release	Outside of scope
208	Email – T Toogood to M Huxley and others - Calwell HS Caveat Brief – Wednesday Week 10  Attachment: Week 10- Wednesday – CAVEAT BRIEF Calwell High School WorkSafe visit (1)	20220406 1700	Partial release	Schedule 2, 2.2(a)(ii)
209	Email - S Seton to T Kaur – RE: Calwell High	20220406 1819	Partial release	Schedule 2, 2.2(a)(ii)
210	Caveat Brief – 6 April REC22 40655 WEEK 10 - Wednesday - CAVEAT BRIEF Calwell High School WorkSafe Visit	20220406	Partial release	Schedule 2, 2.2(a)(ii)
211	Email - M Walpole to T Godwin and others – RE: Worksafe response	20220407 0830	Partial release	Schedule 2, 2.2(a)(ii)
212	Email – M Huxley to J Simmons and others - RE: FOR ACTION: Actions for Thursday re CHS  Attachment: Key actions for today	20220407 0832	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope
213	Email - T Toogood to S Watson RE: FOR ACTION AND ADVICE: Fwd: Overview of issues across schools	20220407 0848	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope
214	Email – J Simmons to DDGEDUoffice – FW: Monitoring enrolment fluctuations	20220407 0901	Partial release	Schedule 2, 2.2(a)(ii)
215	Email - J Simmons to DDGEDUoffice and others - Priorities	20220407 0906	Full release	

216	Email – L Smyth to D Ackland and others – CPSU Calwell High School Visit	20220407 0926	Partial release	Schedule 2, 2.2(a)(ii)
217	Calwell High School- Student Triage Data	20220407 1030	Full release	
218	Email - P Sellas to S Seton and others – RE: Central Telehealth Reporting 07/04/2022	20220407 1046	Partial release	Outside of scope
219	Email – J Simmons to K Haire; J Clinch - RE: Draft agenda - what’s missing?	20220407 1052	Partial release	Outside of scope
220	Email – DGEDUoffice to K Haire - FOR NOTING: WEEK 10 - Wednesday - CAVEAT BRIEF Calwell High School WorkSafe Visit  Attachment: INFORMATION MANAGEMENT – Advice – CAVEAT BRIEF Calwell High School – Worksafe – April 2022	20220407 1055	Partial release	Schedule 2, 2.2(a)(ii)
221	Email - M Huxley to J Simmons and others - List of Schools for discussion  Attachment: Document1 (004)	20220407 1103	Partial release	Outside of scope
222	Email - T Godwin to G Abdilla; S Seton – RE: Calwell High School Response	20220407 1125	Partial release	Schedule 2, 2.2(a)(ii)
223	Email – J Clinch to S Seton and others - URGENT ACTION: QTBs for QT	20220407 1129	Partial release	Outside of scope
224	Email - P Short to K Haire and others – FYI - Media around school incident numbers	20220407 1130	Full release	



225	Email – S Watson to J Simmons and others – RE: Document1 (002)  Attachment: MINISTERIAL BRIEF – Safe and Successful Return to School in Term 2 – Calwell High School WorkSafe Prohibition Notice	20220407 1238	Full release	
226	Email - R Godwin to S Seton and others – RE: CHS students ILP offsite	20220407 1310	Partial release	Schedule 2, 2.2(a)(ii)
227	Email – D Matthews to A Parkinson; D Ackland – RE: Calwell High	20220407 1447	Partial release	Schedule 2, 2.2(a)(ii) and 2.2(a)(xi)
228	Email - T Toogood to M Huxley - Calwell HS Caveat Brief – Thursday Week 10  Attachment: WEEK 10 – Thursday – CAVEAT BRIEF Calwell High School WorkSafe Visit	20220407 1604	Partial release	Schedule 2, 2.2(a)(ii)
229	Email – K Haire to J Simmons: M Huxley - FW: Wellbeing check in with [REDACTED]	20220407 1756	Partial release	Schedule 2, 2.2(a)(ii)
230	Email – N Dickie to [REDACTED] – Re: P and C response  Attachment: P&C Response	20220407 1810	Partial release	Schedule 2, 2.2(a)(ii)
231	Email – K Haire to J Simmons - Confirming outcome from today's meeting: Calwell High School Week 1, Term 2	20220407 1811	Full release	
232	Email – G Cuddihy to L Manzoney – Request for legal advice and representation – WorkSafe notices issued to Calwell High School	20220407 2228	Non-release	Schedule 1, 1.2

233	Chronology Calwell HS Actions, Supports, Engagement	20220407	Partial release	Schedule 2, 2.2(a)(ii)
234	Chronology Document	20220407	Partial release	Schedule 2, 2.2(a)(ii)
	<b>Additional records</b>			
235	Email – A Parkinson to D Matthews – Re: Update: Worksafe visit to Calwell HS 31/3/22	20220331 1538	Partial release	Schedule 2, 2.2(a)(ii)
236	Email – EGMSIoffice to M Huxley and others – For Priority Clearance: FILE22/3275 S/G Update to CAVEAT Briefing – Clawell High School Incident – 24 March 2022  Attachment: SCHOOL MANAGEMENT – Security S G CAVEAT BRIEFING – Calwell High School Incident 24 March 2022	202204041 1206	Partial release	Schedule 2, 2.2(a)(ii)
237	Email – M Huxley to D Matthews – Re: Proposed text for Jane	20220401 1559	Full release	
238	Email – R Hobbs to D Matthews – For discussion	20220405 1328	Full release	
239	Caveat Brief – Visit from WorkSafe at Calwell High School - Caveat 2	20220405	Partial release	Schedule 2, 2.2(a)(ii)
240	Email – D Matthews to K Laurent; M Huxley – Re: For Consideration: Calwell IMT governance  Attachment: Calwell High School IMT Governance	20220406 0837	Full release	
241	Email – D Matthews to B Sloane – Re: For approval: Media Inquiry: Request for Comment	20220406 1521	Partial release	Schedule 2, 2.2(a)(ii)

242	Email – S Watson to D Matthews and others – For Comment – Calwall HS IMT response plan  Attachment: Calwall HS IMT response plan	20220406 1558	Full release	
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