



BRADY AUSTRALIA
64065

From: [REDACTED]
To: [Selfe, Sophie](#); [Lee, Roy](#); [REDACTED]
Subject: Calwell High School Portable Fire Equipment
Date: Thursday, 31 March 2022 4:15:53 PM

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 Sophie,

As a result of the concerns raised today regarding the portable fire equipment at Calwell High School, we wish to report as follows:

1. There were a number of missing fire extinguishers throughout the school. These were replaced /reinstalled in their appropriate locations.
2. Fire extinguisher cabinets have been substantially damaged and parts missing. For the purpose of this exercise all cabinets were checked for accessibility to the fire equipment. Cabinets that were locked or inaccessible were adjusted to provide easy access without any tools or keys.

Should you require any further information please feel free to contact me.

Kind regards

[REDACTED]

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

OFFICIAL: Sensitive

Hi all

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

Regards

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

P 02 6207 6632 | Email: EGMSIoffice@act.gov.au
 Education Directorate | ACT Government
 GPO Box 158 Canberra ACT 2601 | www.act.gov.au

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

Thanks Tim.

Robert – Can you update caveat with the below.

Thanks

Mark

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

OFFICIAL: Sensitive

Hi Mark,

The school has advised:

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

Kind regards,

Tim Toogood
 Director School Operations
 Phone: 0468514690 Email: tim.toogood@act.gov.au

School Improvement Branch | Education | ACT Government
Hedley Beare Centre for Teaching and Learning Stirling |GPO Box 158
Canberra ACT 2601
www.education.act.gov.au | Facebook | Twitter | Instagram | LinkedIn | Google+



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

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

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

Cheers
 Mark

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

OFFICIAL: Sensitive

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

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

P 02 6207 6632 | Email: EGMSIOffice@act.gov.au
 Education Directorate| ACT Government
 GPO Box 158 Canberra ACT 2601| www.act.gov.au

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

OFFICIAL: Sensitive

Hi,

The school have updated:

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

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

Kind regards,

Tim Toogood
Director School Operations

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

Importance: High

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

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

OFFICIAL: Sensitive

Drop copy for you info

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

OFFICIAL: Sensitive

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

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

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

Importance: High

OFFICIAL: Sensitive

Hi Laura,

Please progress to Kate with priority

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

Kim Peisley (she/her) | Executive Officer

Executive Branch Manager, Student Engagement- Sam Seton

Executive Branch Manager, Complex Case Management- Jessie Atkins

Microsoft Teams | Email: kim.peisley@act.gov.au

Student Engagement | Education | ACT Government

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

GPO Box 158 Canberra ACT 2601

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

From: [Ackland, Daniel](#)
To: [Haire, Katy](#); [Simmons, Jane](#); [Huxley, Mark](#); [Matthews, David](#)
Cc: [DGEDUoffice](#)
Subject: FW: WorkSafe s155 Information Request
Date: Friday, 1 April 2022 1:07:00 PM
Attachments: [image001.png](#)
[image002.png](#)
[s155 - Information Request- Calwell High School ElissaEast.pdf](#)
[s155 Information Request- Calwell High School TraceyScarlett.pdf](#)

OFFICIAL

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

From: Selfe, Sophie <Sophie.Selfe@act.gov.au>
Sent: Friday, 1 April 2022 1:07 PM
To: Ackland, Daniel <Daniel.Ackland@act.gov.au>
Subject: FW: WorkSafe s155 Information Request

OFFICIAL

Please see attached Section 155 notices which were sent directly to the officers they were speaking to.

Kind regards,
Soph

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

Phone: 02 6207 0290 | Email: sophie.selfe@act.gov.au
People, Safety and Conduct | People and Performance Branch | Education | ACT Government
Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive Stirling ACT 2611 | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Google+](#)

From: Marton, Patricia <Patricia.Marton@ed.act.edu.au>
Sent: Friday, 1 April 2022 1:01 PM
To: Selfe, Sophie <Sophie.Selfe@act.gov.au>
Subject: FW: WorkSafe s155 Information Request

OFFICIAL

From: Dickie, Natalie <Natalie.Dickie@ed.act.edu.au>
Sent: Friday, 1 April 2022 12:59 PM
To: Marton, Patricia <Patricia.Marton@ed.act.edu.au>

Subject: Fwd: WorkSafe s155 Information Request

OFFICIAL

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From: Dickie, Natalie <Natalie.Dickie@ed.act.edu.au>
Sent: Friday, April 1, 2022 12:57:24 PM
To: Toogood, Tim (ACTGOV) <Tim.Toogood@act.gov.au>
Subject: Fwd: WorkSafe s155 Information Request

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From: East, Elissa <Elissa.East@ed.act.edu.au>
Sent: Friday, April 1, 2022 12:56:00 PM
To: Dickie, Natalie <Natalie.Dickie@ed.act.edu.au>
Subject: FW: WorkSafe s155 Information Request

OFFICIAL

Regards

Elissa East | Business Manager

Calwell High School | Education Directorate | ACT Government
111 Casey Crescent Calwell ACT 2905 | <http://www.calwellhs.act.edu.au/>
☎: (02) 6142 1932



RESPECT | SELF-DISCIPLINE | ACHIEVEMENT | COURAGE



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



Let's think consciously about our environment - only print this email if it is absolutely necessary

From: O'Connor, Meaghan <Meaghan.O'Connor@worksafe.act.gov.au>
Sent: Thursday, 31 March 2022 2:21 PM
To: East, Elissa <Elissa.East@ed.act.edu.au>
Subject: WorkSafe s155 Information Request

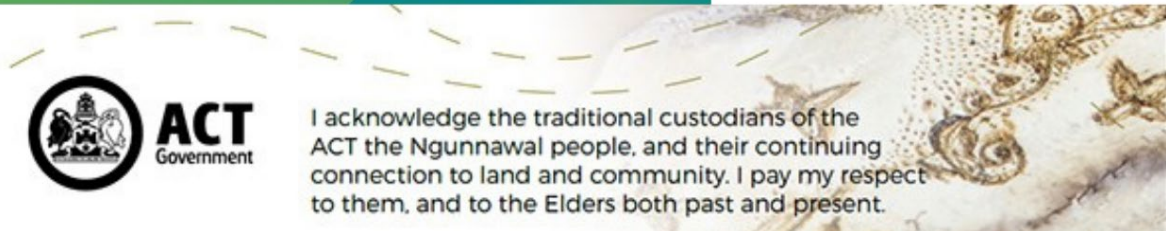
OFFICIAL

Good afternoon Elissa,

Thank you for your time today. As discussed, please see the attached s155 Information Request. Please note that the information is required by **08/04/2022**, however if you are able to get it to me sooner that would be great.

Kind regards,

Meaghan O'Connor | Inspector - Psychosocial
P: 0481 475 356 | E: meaghan.o'connor@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601





Work Health and Safety Act 2011

Section 155

NOTICE TO GIVE INFORMATION TO WORKSAFE ACT

To: Elissa East (Business Manager)

Calwell High School
111 Casey Crescent,
Calwell, ACT, 2905

I, Inspector Meaghan O'CONNOR, pursuant to section 155 of the *Work Health and Safety Act 2011*, have reasonable grounds to believe that you are capable of producing documents in relation to a possible contravention of the *Work Health and Safety Act 2011* namely as a result of a complaint in relation to psychosocial hazards, alleged to have occurred at 111 Casey Crescent, Calwell, in the Australian Capital Territory.

I require you to produce the documents set out in the attached schedule to me via return email at meaghan.o'connor@worksafe.act.gov.au on or before 08 April 2022.

Signed 

Authorised delegate of WorkSafe ACT (Position: 52634)

Date: 31 March 2022

This warning and information forms part of the Notice under Section 155 of the *Work Health and Safety Act 2011*.

WARNING

A person who refuses or fails to comply with this Notice without a reasonable excuse, may be liable to prosecution and, if found guilty, liable to a maximum penalty of \$10,000 for individuals and \$50,000 for a body corporate.

Under section 172 of the *Work Health and Safety Act* (the WHS Act), a person is not excused from answering a question or providing information or a document on the grounds of self-incrimination or on the grounds that it may expose that person to a penalty. However, any information provided by an individual is not admissible as evidence in criminal or civil proceedings against that individual other than proceedings arising out of the false or misleading nature of the answer, information or document.

Privilege

This Notice does not affect, and nothing in the WHS Act requires, a person to produce a document that would disclose information, or otherwise provide information, that is subject to legal professional privilege – see section 269 of the WHS Act.

If this Notice requires a person to appear personally, the person may attend with a legal practitioner.

It is an offence under section 268 of the *Work Health and Safety Act 2011* to give false and misleading information and/or produce a document that is known to be false or misleading. Maximum penalty of \$10,000 for individuals and \$50,000 for a body corporate.

Schedule – Required Documents

The information/documents you are required to produce, specifically for 111 Casey Crescent, Calwell in the Australia Capital Territory (the site), pursuant to this written requirement are:

- i. All emails you have sent or received in relation to fire plans/fire fighting equipment in relation to Calwell High School.



Work Health and Safety Act 2011

Section 155

NOTICE TO GIVE INFORMATION TO WORKSAFE ACT

To: Tracey Scarlett (Staffing Officer)

Calwell High School
111 Casey Crescent,
Calwell, ACT, 2905

I, Inspector Meaghan O'CONNOR, pursuant to section 155 of the *Work Health and Safety Act 2011*, have reasonable grounds to believe that you are capable of producing documents in relation to a possible contravention of the *Work Health and Safety Act 2011* namely as a result of a complaint in relation to psychosocial hazards, alleged to have occurred at 111 Casey Crescent, Calwell, in the Australian Capital Territory.

I require you to produce the documents set out in the attached schedule to me via return email at meaghan.o'connor@worksafe.act.gov.au on or before 01 April 2022.

Signed 

Authorised delegate of WorkSafe ACT (Position: 52634)

Date: 31 March 2022

This warning and information forms part of the Notice under Section 155 of the *Work Health and Safety Act 2011*.

WARNING

A person who refuses or fails to comply with this Notice without a reasonable excuse, may be liable to prosecution and, if found guilty, liable to a maximum penalty of \$10,000 for individuals and \$50,000 for a body corporate.

Under section 172 of the *Work Health and Safety Act* (the WHS Act), a person is not excused from answering a question or providing information or a document on the grounds of self-incrimination or on the grounds that it may expose that person to a penalty. However, any information provided by an individual is not admissible as evidence in criminal or civil proceedings against that individual other than proceedings arising out of the false or misleading nature of the answer, information or document.

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This Notice does not affect, and nothing in the WHS Act requires, a person to produce a document that would disclose information, or otherwise provide information, that is subject to legal professional privilege – see section 269 of the WHS Act.

If this Notice requires a person to appear personally, the person may attend with a legal practitioner.

It is an offence under section 268 of the *Work Health and Safety Act 2011* to give false and misleading information and/or produce a document that is known to be false or misleading. Maximum penalty of \$10,000 for individuals and \$50,000 for a body corporate.

Schedule – Required Documents

The information/documents you are required to produce, specifically for 111 Casey Crescent, Calwell in the Australia Capital Territory (the site), pursuant to this written requirement are:

- i. The spreadsheet document used to capture and record information relating to staffing levels and class collapses/dispersals at Calwell High School, namely '2022 Term 1 Staffing V2'.
- ii. A summary of the staff shortages versus the minimal staffing requirements each day at Calwell High School for the past 6 (six) weeks.

From: [Haire_Katy](#)
To: [Matthews_David](#); [Simmons_Jane](#); [Huxley_Mark](#)
Cc: [Ackland_Daniel](#); [DGEDUoffice](#)
Subject: FW: WorkSafe ACT - Prohibition contact
Date: Friday, 1 April 2022 1:24:13 PM

OFFICIAL

Please see below

Note that no notice has been received on my email.

Please follow up

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

From: Palmer, Ben <Ben.Palmer@worksafe.act.gov.au>
Sent: Friday, 1 April 2022 1:23 PM
To: Haire, Katy <Katy.Haire@act.gov.au>
Cc: O'Connor, Meaghan <Meaghan.O'Connor@worksafe.act.gov.au>
Subject: WorkSafe ACT - Prohibition contact

Good afternoon Katy,

This email is to confirm that the information relating to the prohibition notice N-0000003584 is to be sent through to Inspector Meaghan O'Connor (cc'd), as Inspector Jeff Beaver has passed carriage of the Calwell High school case to Meaghan.

Kind regards

Ben

Ben Palmer | Acting – Senior Psychosocial Inspector
P: 02 6205 3710 | M: 0402975853 E: ben.palmer@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601

WORKSAFEACT

I acknowledge the traditional custodians of the ACT the Ngunnawal people, and their continuing connection to land and community. I pay my respect to them, and to the Elders both past and present.

From: [Reyes, Kristine](#) on behalf of [DGEDUoffice](#)
To: [DGEDUoffice](#); [Simmons, Jane](#); [Matthews, David](#); [Huxley, Mark](#); [Ackland, Daniel](#)
Cc: [Haire, Katy](#)
Subject: RE: WorkSafe ACT - Prohibition contact
Date: Friday, 1 April 2022 2:40:25 PM
Attachments: [Improvement Notice N-000003585.msg](#)
[Prohibition Notice N-000003584.msg](#)

Dear All

Resending with formal notices (Improvement Notice and Prohibition Notice) attached for completeness.

KR

From: Reyes, Kristine <Kristine.Reyes@act.gov.au> **On Behalf Of** DGEDUoffice
Sent: Friday, 1 April 2022 2:36 PM
To: Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>
Cc: DGEDUoffice <DGEDUoffice@act.gov.au>; Haire, Katy <Katy.Haire@act.gov.au>
Subject: FW: WorkSafe ACT - Prohibition contact

Hi All

Please find attached Prohibition Notice from WorkSafe ACT – I will schedule another catch up with the group this afternoon on next steps.

Cheers

KR

From: Palmer, Ben <Ben.Palmer@worksafe.act.gov.au>
Sent: Friday, 1 April 2022 2:33 PM
To: Haire, Katy <Katy.Haire@act.gov.au>
Subject: RE: WorkSafe ACT - Prohibition contact

Good afternoon Katy,

Thank you for your email and confirming that you had not received the notice. It may have gone to your Junk mail, if you wouldn't mind checking so that we know if our system has sent the email or not.

However, please also see attached, the Prohibition Notice from Inspector Jeffery Beavery.

Kind Regards

Ben

Ben Palmer | Acting – Senior Psychosocial Inspector
P: 02 6205 3710 | M: 0402975853 E: ben.palmer@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601

WORKSAFEACT



I acknowledge the traditional custodians of the ACT the Ngunnawal people, and their continuing connection to land and community. I pay my respect to them, and to the Elders both past and present.

From: Haire, Katy <Katy.Haire@act.gov.au>
Sent: Friday, 1 April 2022 2:18 PM
To: Palmer, Ben <Ben.Palmer@worksafe.act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>
Cc: O'Connor, Meaghan <Meaghan.O'Connor@worksafe.act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>
Subject: RE: WorkSafe ACT - Prohibition contact

OFFICIAL

Dear Ben

Thank you for your email. I confirm that I have not received a notice from Inspector Beaver nor any other Worksafe officer today.

I would be grateful for your assistance in providing me with any notice or other material that requires our attention on these important matters.

Best wishes

Katy Haire | Director-General **Education Directorate** | ACT Government

T: +61 2 6205 9158 | E: katy.haire@act.gov.au

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

From: Palmer, Ben <Ben.Palmer@worksafe.act.gov.au>

Sent: Friday, 1 April 2022 2:08 PM

To: DGEDUoffice <DGEDUoffice@act.gov.au>

Cc: Haire, Katy <Katy.Haire@act.gov.au>; O'Connor, Meaghan <Meaghan.O'Connor@worksafe.act.gov.au>

Subject: RE: WorkSafe ACT - Prohibition contact

Good afternoon Kristine,

Thank you for your email.

I believe the notice was sent to Katy by Inspector Beaver.

Please request this information from Katy if required.

Kind regards

Ben

Ben Palmer | Acting – Senior Psychosocial Inspector

P: 02 6205 3710 | M: 0402975853 E: ben.palmer@worksafe.act.gov.au

Office of the Work Health and Safety Commissioner

GPO Box 158 Canberra ACT 2601

WORKSAFEACT



ACT
Government

I acknowledge the traditional custodians of the ACT the Ngunnawal people, and their continuing connection to land and community. I pay my respect to them, and to the Elders both past and present.

From: Reyes, Kristine <Kristine.Reyes@act.gov.au> **On Behalf Of** DGEDUoffice

Sent: Friday, 1 April 2022 1:34 PM

To: Palmer, Ben <Ben.Palmer@worksafe.act.gov.au>

Cc: DGEDUoffice <DGEDUoffice@act.gov.au>; O'Connor, Meaghan <Meaghan.O'Connor@worksafe.act.gov.au>

Subject: FW: WorkSafe ACT - Prohibition contact

Importance: High

Good afternoon Ben

This is to acknowledge that we have received your email noting that there is no prohibition notice attached to your correspondence.

I just wanted to confirm if this has been sent separately to Katy or to a different Education Directorate representative. And it would be appreciated if a copy of the notice can be provided to the DG Office.

Please do not hesitate to contact me to discuss further if needed.

Regards

Kristine Reyes | Senior Director, Office of the Director-General

Phone: +61 2 620 59145 | Email: Kristine.Reyes@act.gov.au

Education Directorate | ACT Government
220 London Circuit Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601
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From: Palmer, Ben <Ben.Palmer@worksafe.act.gov.au>
Sent: Friday, 1 April 2022 1:23 PM
To: Haire, Katy <Katy.Haire@act.gov.au>
Cc: O'Connor, Meaghan <Meaghan.O'Connor@worksafe.act.gov.au>
Subject: WorkSafe ACT - Prohibition contact

Good afternoon Katy,

This email is to confirm that the information relating to the prohibition notice N-0000003584 is to be sent through to Inspector Meaghan O'Connor (cc'd), as Inspector Jeff Beaver has passed carriage of the Calwell High school case to Meaghan.

Kind regards

Ben

Ben Palmer | Acting – Senior Psychosocial Inspector
P: 02 6205 3710 | M: 0402975853 E: ben.palmer@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601

WORKSAFEACT



I acknowledge the traditional custodians of the ACT the Ngunnawal people, and their continuing connection to land and community. I pay my respect to them, and to the Elders both past and present.

From: [Hobbs, Rebecca](#)
To: [Huxley, Mark](#); [Haire, Katy](#); [Matthews, David](#); [Simmons, Jane](#)
Cc: [DGEDUoffice](#); [DDGEDUoffice](#); [Education DLO](#); [Walker, Melanie](#); [Momber, Louise](#)
Subject: RE: WorkSafe ACT - Prohibition contact
Date: Friday, 1 April 2022 3:56:18 PM

Hi everyone

Given the serious nature of this, the Minister has requested an urgent briefing. I'll put a teams meeting in the diary for 4.15pm.

Thank you

Bec

From: Huxley, Mark <Mark.Huxley@act.gov.au>
Sent: Friday, 1 April 2022 3:40 PM
To: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Subject: FW: WorkSafe ACT - Prohibition contact

Hi Bec,

As discussed.

Regards

Mark

From: [Reyes, Kristine](#) on behalf of [DGEDUoffice](#)
To: [Haire, Katy](#); [Simmons, Jane](#); [Matthews, David](#); [Huxley, Mark](#); [Ackland, Daniel](#); [Short, Paul](#)
Cc: [DGEDUoffice](#)
Subject: UPDATE: FILE2022/3588 WorkSafe ACT- section155 Information Request- ACT Education Directorate
Date: Friday, 1 April 2022 4:05:46 PM
Attachments: [GOVERNMENT & STAKEHOLDER RELATIONS - Policies & Procedures - WorkSafe ACT Notice - Calwell High School.tr5 image001.png](#)

Dear All

DGO has set up the attached TRIM container for this matter and all correspondences have now been saved.

Can you kindly please use this container for briefings and Corros for version control and records management.

Thanks
KR

From: Reyes, Kristine <Kristine.Reyes@act.gov.au> **On Behalf Of** Haire, Katy
Sent: Friday, 1 April 2022 3:52 PM
To: Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>
Cc: DGEDUoffice <DGEDUoffice@act.gov.au>
Subject: FW: WorkSafe ACT- section155 Information Request- ACT Education Directorate

Dear All

Please find attached additional S155 received from WorkSafe related to OV.

Thanks
KR

From: O'Connor, Meaghan <Meaghan.O'Connor@worksafe.act.gov.au>
Sent: Friday, 1 April 2022 3:20 PM
To: Haire, Katy <Katy.Haire@act.gov.au>
Cc: Palmer, Ben <Ben.Palmer@worksafe.act.gov.au>
Subject: WorkSafe ACT- section155 Information Request- ACT Education Directorate

OFFICIAL

Good afternoon Ms Haire,

Please see attached Section155 Information Request in relation to Calwell High School.
Please note that compliance with this notice is due by **Wednesday 13th April 2022 at 1400**.

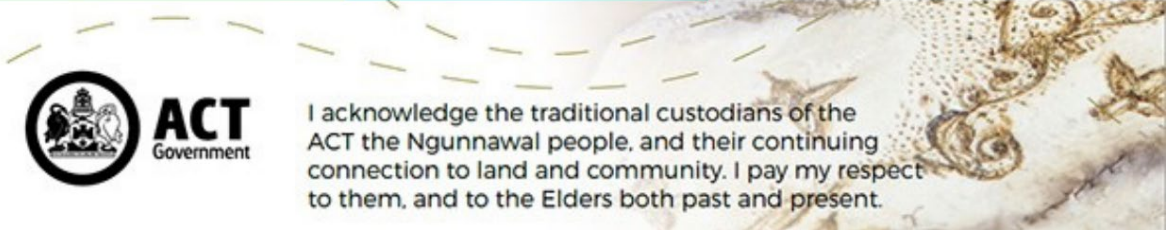
Thank you for your assistance with this matter.
Kind regards,

Meaghan O'Connor | Inspector - Psychosocial
P: 0481 475 356 | E: meaghan.o'connor@worksafe.act.gov.au

Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601



WORKSAFEACT



REQUIREMENT TO GIVE INFORMATION AND PROVIDE DOCUMENTS

(Section 155(2)(a) and (b) of the *Work Health and Safety Act 2011*)

I am the responsible officer of the ACT Education Directorate

Re: The inquiry into the incident involving Occupational Violence at Calwell High School on Thursday 24/03/2022

WorkSafe ACT File reference number: INV/E - INV/I-2022-4

I am a delegate of the regulator for the *Work Health and Safety Act 2011* (the Act).

I have reasonable grounds to believe that the ACT Education Directorate, is capable of giving information, providing documents, or giving evidence in relation to a possible contravention of the Act and/or the *Work Health and Safety Regulation 2011* (the Regulation), or to assist the regulator to monitor or enforce compliance with the Act or Regulation.

In regard to the information I require, the person responding to the below questions are required to be a competent officer of the corporation which includes a director or company secretary:

- (a) provide me the information of which the ACT Education Directorate has knowledge as set out in the attached Schedule 1. The information must be provided in writing. Each document page must be signed and dated by an authorised officer of the company. It must be provided within the time and in the manner specified in this notice; and
- (b) produce the documents which the ACT Education Directorate has knowledge of, as set out in the attached Schedule 2 in accordance with this notice.

I must inform you that:

1. this requirement is made under section 155 of the Act;
2. failure to comply with this requirement without reasonable excuse is an offence. The maximum penalty for this offence for an individual is \$10,000 and for a body corporate, \$50,000;
3. if your attendance is required, you may attend with a legal practitioner;
4. the effect of section 172 of the Act is that, in the event that the privilege against self-incrimination is available to you, you are not excused from providing information or a document on the ground that the information or document may tend to incriminate you or expose you to a penalty. However, the information, document or thing obtained, directly or indirectly, because of the production of the document is not admissible in evidence against you in a civil or criminal proceeding, other than a proceeding for an offence arising out of the false or misleading nature of the information or document; and

5. Section 269 of the Act does not require you to produce a document that would disclose information, or otherwise provide information, that is the subject of legal professional privilege.

The time within which the information is to be provided and the documents produced is by Wednesday 13th April 2022 at 1400.

The manner in which the information is to be provided and the documents produced is electronically via email to meaghan.o'connor@worksafe.act.gov.au

If you have any questions, you may contact me via email
meaghan.o'connor@worksafe.act.gov.au



Inspector Meaghan O'Connor

Delegate Position: 52634

Delegate of the regulator for the *Work Health and Safety Act 2011*

Date: 01/04/2022

Schedule 1: Information required to be given in relation to Calwell High School:

- Any and all information regarding internal enquiries or investigations into the incident of occupational violence that occurred on Thursday 24/03/2022 at Calwell High School (including a timeline of events, supports provided to persons identified as being impacted directly or indirectly by the incident, measures utilised to resolve the incident, control measures utilised to manage the risk of ongoing violence between the involved parties).
- Full names and position titles of workers who were involved in, or witness to, the incident of occupational violence that occurred on Thursday 24/03/2022.
- The total number of students for each Year cohort, currently enrolled at Calwell High School.
- The total number of students for each Year cohort, who require additional supports or interventions (including but not limited to behavioural and learning supports) currently enrolled at Calwell High School.
- Any and all information regarding incidences of violence, harrasment or bullying that have occurred and/or been reported at Calwell High School from 1st January 2022 until today 1st April 2022 (including but not limited to incidences relating to student on student violence, student self harm, student to teacher conflict, student to teacher violence, student to teacher harassment)
- Any and all information relating to workers compensation claims raised or accepted relating to worker incidents at Calwell High School.
- Any and all information relating to worker employment changes. Information should provide an overview of the number of workers who have left Calwell High school (through termination, resignation or transfer/placement relocation) from 01 Jan 2021 – 31 March 2022.
- Any and all information relating to work related absence of workers from Calwell High School. Specifically, information should provide an overview of worker absence taken as a result of stress, sickness, or injury from 01 Jan 2021 to 31 March 2022.
- Any and all information of processes in place, related to the management of workers and the required workload.
- Please confirm the consultation processes in place for work health and safety matters at Calwell High School as of the 31 March 2022.
- Please provide a copy of all current workers training records as of 31st March 2022 (including but not limited to induction records).

Schedule 2: Documentation required to be in relation to Calwell High School:

- A copy of the Organisational Chart for Calwell High School.
- A copy of all active Risk Assessments applicable to Calwell High School as of the date of WorkSafe ACT inspection, 31/03/2022.
- A copy of any and all written policies and procedures regarding inappropriate behaviours at Calwell High School, in relation to workers and others, including code of conduct, occupational violence, harassment, sexual harassment, and bullying.

- A copy of any and all written policies and procedures regarding Work Health and Safety.
- A copy of a map displaying the layout of the school buildings and grounds.
- A copy of the School induction process for workers.



Inspector Meaghan O'Connor

Delegate Position: 52634

Delegate of the regulator for the *Work Health and Safety Act 2011*

Date: 01/04/2022

From: [Ackland, Daniel](#)
To: [Norton, Sue](#)
Subject: data
Date: Friday, 1 April 2022 4:11:00 PM
Attachments: [Calwell High absence data.xlsx](#)

OFFICIAL

Hi Sue,

Can you please check this data against yours at the school level.

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

Date	FTE	Number of absences	number of relief staff	total vacancy	Overall % vacancy
01-Apr	36	8	4	4	11.1
31-Mar	36	7	4	3	8.3
30-Mar	36	9	1	8	22.2
29-Mar	36	4	1	3	8.3
28-Mar	36	7	1	6	16.7
25-Mar	36	3	3	0	0.0
24-Mar	36	3	3	0	0.0
23-Mar	36	4	3	1	2.8
22-Mar	36	4	3	1	2.8
21-Mar	36	2	1	1	2.8
18-Mar	36	6	3	3	8.3
17-Mar	36	9	2	7	19.4
16-Mar	36	7	3	4	11.1
15-Mar	36	6	1	5	13.9
11-Mar	36	6	1	5	13.9
10-Mar	36	5	2	3	8.3
09-Mar	36	8	3	5	13.9
08-Mar	36	9	3	6	16.7
07-Mar	36	6	2	4	11.1
04-Mar	36	4	3	1	2.8
03-Mar	36	3	2	1	2.8
02-Mar	36	2	1	1	2.8
01-Mar	36	4	3	1	2.8
28-Feb	36	6	1	5	13.9
25-Feb	36	6	0	6	16.7
24-Feb	36	2	2	0	0.0
23-Feb	36	2	1	1	2.8
22-Feb	36	1	1	0	0.0
21-Feb	36	3	2	1	2.8

From: [Short, Paul](#)
To: [Huxley, Mark](#); [Matthews, David](#)
Cc: [Larkin, Lyn](#); [Ackland, Daniel](#); [EDU, EGMSG](#)
Subject: RE: URGENT CLEARANCE: Calwell HS letter
Date: Friday, 1 April 2022 4:11:01 PM
Attachments: [Parent Letter Calwell High Years 7-8.docx](#)
Importance: High

OFFICIAL: Sensitive

Thanks Mark – update and attached for Jane’s approval.

Cheers,
Paul

From: Huxley, Mark <Mark.Huxley@act.gov.au>
Sent: Friday, 1 April 2022 4:08 PM
To: Matthews, David <David.Matthews@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>
Cc: Larkin, Lyn <Lyn.Larkin@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; EDU, EGMSG <EGMSG.EDU@act.gov.au>
Subject: RE: URGENT CLEARANCE: Calwell HS letter

Happy with David addition.

Paul – Please send collated to me and I will approve via Jane.

Cheers

Mark

From: Matthews, David <David.Matthews@act.gov.au>
Sent: Friday, 1 April 2022 4:04 PM
To: Short, Paul <Paul.Short@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>
Cc: Larkin, Lyn <Lyn.Larkin@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; EDU, EGMSG <EGMSG.EDU@act.gov.au>
Subject: RE: URGENT CLEARANCE: Calwell HS letter

OFFICIAL: Sensitive

I’m happy with this. Do we need to add in additional wording – suggestion in yellow:

In recent weeks we have experienced limited teacher availability primarily due to staff isolating with COVID-19 or as household contacts, and other operational challenges associated with maintaining a safe leaving environment for all students.

Regards
Dave Matthews

From: Short, Paul <Paul.Short@act.gov.au>
Sent: Friday, 1 April 2022 3:35 PM
To: Matthews, David <David.Matthews@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>
Cc: Larkin, Lyn <Lyn.Larkin@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; EDU, EGMBBSG <EGMBBSG.EDU@act.gov.au>
Subject: URGENT CLEARANCE: Calwell HS letter
Importance: High

OFFICIAL: Sensitive

Hi David and Mark

See draft parent letter attached for Calwell HS year 7/8 parents. For your review and clearance please ahead of me providing to Jane.

This is based on the letter we did earlier in the week for [REDACTED].

[@Huxley, Mark](#) we will need the school to add some details on the remote learning para (yellow highlight).

We also need to confirm if the Birrigai excursions can proceed. I've included them for now.

Cheers,
Paul

Paul Short

Executive Branch Manager, Communications, Engagement & Government Support

Education Directorate | ACT Government

Phone: 02 620 72809 | Mobile: 0408 368 746

www.education.act.gov.au

Draft parent letter Years 7-8 Calwell High - remote learning week 10

Dear parents and carers

I'd like to thank all of our families, students and staff for the way you've supported one another throughout term 1. As with all parts of the ACT community, we have been challenged by the impact of COVID-19 on our school operations.

In recent weeks we have experienced limited teacher availability primarily due to staff isolating with COVID-19 or as household contacts, and other operational challenges associated with maintaining a safe learning environment for all students.

We have unfortunately reached a point where our school is unable to run our normal face to face learning programs for Years 7 and 8 for the last week of term – Monday 4 to Friday 8 April 2022.

Students will be able access their usual learning program via google classroom (insert further details of how remote learning will work).

Children of essential workers and vulnerable children will still be able to attend school and be supervised while accessing the same remote learning program. Where possible we encourage you to support your child to access their remote learning from home. Please confirm via email to XXXX (insert email address) if your child will still be attending school during this remote learning period.

Birrigai excursions – our planned excursions to Birrigai will still go ahead for Year 7 on Monday 4 April and Year 8 on Tuesday 5 April.

We apologise for the inconvenience this temporary remote learning period will cause our families and thank you for your understanding.

Your patience and kindness is appreciated. Please contact our front office staff via phone or email (insert details) if you have any questions, but be mindful that they are dealing with a large number of queries at this time and it may take time for them to respond.

Regards

Megan Altenburg

Principal

From: [Ackland, Daniel](#)
To: [DGEDUoffice](#)
Cc: [EGMSIoffice](#)
Subject: FW: URGENT CLEARANCE: DG response to Work Safe ACT
Date: Friday, 1 April 2022 4:15:00 PM
Attachments: [draft response to Work Safe ACT.docx](#)

OFFICIAL: Sensitive

Hi Kristine,

Please see attached

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

From: Matthews, David <David.Matthews@act.gov.au>
Sent: Friday, 1 April 2022 4:12 PM
To: Ackland, Daniel <Daniel.Ackland@act.gov.au>
Cc: EDU, EGMBMSG <EGMBMSG.EDU@act.gov.au>
Subject: RE: URGENT CLEARANCE: DG response to Work Safe ACT

OFFICIAL: Sensitive

Looks good.

Thanks
Dave Matthews

From: Ackland, Daniel <Daniel.Ackland@act.gov.au>
Sent: Friday, 1 April 2022 4:10 PM
To: Matthews, David <David.Matthews@act.gov.au>
Cc: EDU, EGMBMSG <EGMBMSG.EDU@act.gov.au>
Subject: URGENT CLEARANCE: DG response to Work Safe ACT

OFFICIAL: Sensitive

Hi Dave,

Please see attached for your consideration

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



Ms Meaghan O'Connor
Inspector, WorkSafe ACT
Meaghan.O'Connor@worksafe.act.gov.au

Dear Ms O'Connor,

Thank you for your letter of 31 March 2022 about Prohibition Notice N-0000003584.

The Directorate is committed to ensuring the safety of all staff and students in its employ and care and is committed to working with Work Safe ACT to implement necessary actions to ensure your concerns are satisfied. Described below are the actions the Directorate is intending to implement to satisfy the specific directions as listed in the Prohibition Notice.

- Effective 4 April 2022 – and until Work Safe ACT are satisfied that it is no longer required – year 7 and 8 students will engage in remote learning curriculum. Noting – vulnerable children, children of emergency workers and all children in the Learning Support Unit will continue to be able to access on-site learning.
- The already arranged school excursions for these year levels to Birrigai on 4 April 2022, 5 April 2022 and 6 April 2022 will proceed as permitted in accordance with the provisions of the Prohibition Notice.
- The Directorate will provide Work Safe ACT all relevant policies, data and information to evidence decision making with respect to Calwell High School's current operational position.
- The Directorate will provide Work Safe ACT documentation relevant to the management of occupational violence.

The People and Performance, Student Engagement and School Improvement branches will continue to work closely with the staff and leadership of Calwell High School to support the resolution of these concerns and ensure as so far as is reasonably practicable the safe learning environment for all students and staff.

Yours sincerely

Katy Haire
Director-General
1 April 2022

From: [Ackland, Daniel](#)
To: [Selfe, Sophie](#)
Subject: FW: WorkSafe ACT - Prohibition contact
Date: Friday, 1 April 2022 4:26:00 PM

OFFICIAL: Sensitive

Advice for below

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

From: Short, Paul <Paul.Short@act.gov.au>
Sent: Friday, 1 April 2022 4:13 PM
To: Ackland, Daniel <Daniel.Ackland@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>
Subject: FW: WorkSafe ACT - Prohibition contact

OFFICIAL: Sensitive

Sure you're all over this, but fyi looks like we will need to display the notices at Calwell High asap.

Display of Notices

A person to whom a notice is issued must, as soon as possible, display a copy of the notice in a prominent place at or near the workplace, or part of the workplace, at which work is being carried out that is affected by the notice (s 210(1)). A person must not intentionally remove, destroy, damage or deface a notice displayed under s 210(1) while the notice is in force (s 210(2)). The maximum penalty for failing to comply with these provisions is \$5,000 for an individual or \$25,000 for a corporation

Cheers,
 Paul

From: Larkin, Lyn <Lyn.Larkin@act.gov.au>
Sent: Friday, 1 April 2022 4:10 PM
To: Short, Paul <Paul.Short@act.gov.au>
Subject: RE: WorkSafe ACT - Prohibition contact

OFFICIAL: Sensitive

Hi Paul so notice says:

Display of Notices

A person to whom a notice is issued must, as soon as possible, display a copy of the notice in a prominent place at or near the workplace, or part of the workplace, at which work is being carried out that is affected by the notice (s 210(1)). A person must not intentionally remove, destroy, damage or deface a notice displayed under s 210(1) while the notice is in force (s 210(2)). The maximum penalty for failing to comply with these provisions is \$5,000 for an individual or \$25,000 for a corporation

From: Short, Paul <Paul.Short@act.gov.au>
Sent: Friday, 1 April 2022 2:59 PM
To: Larkin, Lyn <Lyn.Larkin@act.gov.au>
Subject: FW: WorkSafe ACT - Prohibition contact
Importance: High

OFFICIAL: Sensitive

From 4 April 2022, the Year 7 and Year 8 student cohorts are prohibited from being on the school premises unless for the purposes of a pre-arranged school excursion which did not involve them remaining on school premises.

This Notice excludes vulnerable children, children of emergency workers, and all children involved in the Learning Support Unit. This Notice is to remain in force until such time as the ACT Education Directorate:

- Demonstrates, and provides evidence of, Calwell High School's ability to comply with the ACT Education Directorate's Class Size Policy;
- Evidence and information as to why, noting class collapses and staff shortages at Calwell High School, the ACT Education Directorate has not moved that school into Level 4 of its COVID-19 Planning for staff shortages;
- Evidence to demonstrate the risk of occupational violence towards teachers and staff at Calwell High School had been reviewed and migrated as far as is reasonably practicable.

Cheers,
Paul

From: Reyes, Kristine <Kristine.Reyes@act.gov.au> **On Behalf Of** DGEDUoffice
Sent: Friday, 1 April 2022 2:49 PM
To: Short, Paul <Paul.Short@act.gov.au>
Subject: FW: WorkSafe ACT - Prohibition contact

From: Reyes, Kristine <Kristine.Reyes@act.gov.au> **On Behalf Of** DGEDUoffice
Sent: Friday, 1 April 2022 2:40 PM
To: DGEDUoffice <DGEDUoffice@act.gov.au>; Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>
Cc: Haire, Katy <Katy.Haire@act.gov.au>
Subject: RE: WorkSafe ACT - Prohibition contact

Dear All

Resending with formal notices (Improvement Notice and Prohibition Notice) attached for completeness.

KR

From: Reyes, Kristine <Kristine.Reyes@act.gov.au> **On Behalf Of** DGEDUoffice
Sent: Friday, 1 April 2022 2:36 PM
To: Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>
Cc: DGEDUoffice <DGEDUoffice@act.gov.au>; Haire, Katy <Katy.Haire@act.gov.au>
Subject: FW: WorkSafe ACT - Prohibition contact

Hi All

Please find attached Prohibition Notice from WorkSafe ACT – I will schedule another catch up with the group this afternoon on next steps.

Cheers
KR

From: Palmer, Ben <Ben.Palmer@worksafe.act.gov.au>
Sent: Friday, 1 April 2022 2:33 PM
To: Haire, Katy <Katy.Haire@act.gov.au>
Subject: RE: WorkSafe ACT - Prohibition contact

Good afternoon Katy,

Thank you for your email and confirming that you had not received the notice. It may have gone to your Junk mail, if you wouldn't mind checking so that we know if our system has sent the email or not.

However, please also see attached, the Prohibition Notice from Inspector Jeffery Beavery.

Kind Regards

Ben

Ben Palmer | Acting – Senior Psychosocial Inspector
P: 02 6205 3710 | M: 0402975853 E: ben.palmer@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601

WORKSAFEACT



ACT
Government

I acknowledge the traditional custodians of the ACT the Ngunnawal people, and their continuing connection to land and community. I pay my respect to them, and to the Elders both past and present.

From: Haire, Katy <Katy.Haire@act.gov.au>
Sent: Friday, 1 April 2022 2:18 PM
To: Palmer, Ben <Ben.Palmer@worksafe.act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>
Cc: O'Connor, Meaghan <Meaghan.O'Connor@worksafe.act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>
Subject: RE: WorkSafe ACT - Prohibition contact

OFFICIAL

Dear Ben

Thank you for your email. I confirm that I have not received a notice from Inspector Beaver nor any other Worksafe officer today.

I would be grateful for your assistance in providing me with any notice or other material that requires our attention on these important matters.

Best wishes

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

From: Palmer, Ben <Ben.Palmer@worksafe.act.gov.au>
Sent: Friday, 1 April 2022 2:08 PM
To: DGEDUoffice <DGEDUoffice@act.gov.au>
Cc: Haire, Katy <Katy.Haire@act.gov.au>; O'Connor, Meaghan <Meaghan.O'Connor@worksafe.act.gov.au>
Subject: RE: WorkSafe ACT - Prohibition contact

Good afternoon Kristine,

Thank you for your email.

I believe the notice was sent to Katy by Inspector Beaver.

Please request this information from Katy if required.

Kind regards

Ben

Ben Palmer | Acting – Senior Psychosocial Inspector
 P: 02 6205 3710 | M: 0402975853 E: ben.palmer@worksafe.act.gov.au
 Office of the Work Health and Safety Commissioner
 GPO Box 158 Canberra ACT 2601

WORKSAFEACT



ACT
Government

I acknowledge the traditional custodians of the ACT the Ngunnawal people, and their continuing connection to land and community. I pay my respect to them, and to the Elders both past and present.

From: Reyes, Kristine <Kristine.Reyes@act.gov.au> **On Behalf Of** DGEDUoffice
Sent: Friday, 1 April 2022 1:34 PM

To: Palmer, Ben <Ben.Palmer@worksafe.act.gov.au>
Cc: DGEDUoffice <DGEDUoffice@act.gov.au>; O'Connor, Meaghan <Meaghan.O'Connor@worksafe.act.gov.au>
Subject: FW: WorkSafe ACT - Prohibition contact
Importance: High

Good afternoon Ben

This is to acknowledge that we have received your email noting that there is no prohibition notice attached to your correspondence.

I just wanted to confirm if this has been sent separately to Katy or to a different Education Directorate representative. And it would be appreciated if a copy of the notice can be provided to the DG Office.

Please do not hesitate to contact me to discuss further if needed.

Regards

Kristine Reyes | Senior Director, Office of the Director-General

Phone: +61 2 620 59145 | Email: Kristine.Reyes@act.gov.au
Education Directorate | ACT Government
220 London Circuit Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

From: Palmer, Ben <Ben.Palmer@worksafe.act.gov.au>
Sent: Friday, 1 April 2022 1:23 PM
To: Haire, Katy <Katy.Haire@act.gov.au>
Cc: O'Connor, Meaghan <Meaghan.O'Connor@worksafe.act.gov.au>
Subject: WorkSafe ACT - Prohibition contact

Good afternoon Katy,

This email is to confirm that the information relating to the prohibition notice N-0000003584 is to be sent through to Inspector Meaghan O'Connor (cc'd), as Inspector Jeff Beaver has passed carriage of the Calwell High school case to Meaghan.

Kind regards

Ben

Ben Palmer | Acting – Senior Psychosocial Inspector
P: 02 6205 3710 | M: 0402975853 E: ben.palmer@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601

WORKSAFEACT



I acknowledge the traditional custodians of the ACT the Ngunnawal people, and their continuing connection to land and community. I pay my respect to them, and to the Elders both past and present.

From: [Ackland, Daniel](#)
To: [Selfe, Sophie](#)
Subject: FW: WorkSafe ACT- section155 Information Request- ACT Education Directorate
Date: Friday, 1 April 2022 4:27:00 PM
Attachments: [s155 Information Request- ACT Education Inspectorate.pdf](#)
[image001.png](#)

OFFICIAL

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

From: Reyes, Kristine <Kristine.Reyes@act.gov.au> **On Behalf Of** Haire, Katy
Sent: Friday, 1 April 2022 3:52 PM
To: Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>
Cc: DGEDUoffice <DGEDUoffice@act.gov.au>
Subject: FW: WorkSafe ACT- section155 Information Request- ACT Education Directorate

Dear All

Please find attached additional S155 received from WorkSafe related to OV.

Thanks
KR

From: O'Connor, Meaghan <Meaghan.O'Connor@worksafe.act.gov.au>
Sent: Friday, 1 April 2022 3:20 PM
To: Haire, Katy <Katy.Haire@act.gov.au>
Cc: Palmer, Ben <Ben.Palmer@worksafe.act.gov.au>
Subject: WorkSafe ACT- section155 Information Request- ACT Education Directorate

OFFICIAL

Good afternoon Ms Haire,

Please see attached Section155 Information Request in relation to Calwell High School.
Please note that compliance with this notice is due by **Wednesday 13th April 2022 at 1400**.

Thank you for your assistance with this matter.
Kind regards,

Meaghan O'Connor | Inspector - Psychosocial
P: 0481 475 356 | E: meaghan.o'connor@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601

**PUT SAFETY FIRST
AT YOUR WORKSITE
GET HOME SAFE**



ACT
Government

Suburban Land
Agency

WORKSAFEACT



ACT
Government

I acknowledge the traditional custodians of the ACT the Ngunnawal people, and their continuing connection to land and community. I pay my respect to them, and to the Elders both past and present.

From: [Reyes, Kristine](#) on behalf of [DGEDUoffice](#)
To: [Haire, Katy](#)
Subject: FOR CLEARANCE: DG response to WorkSafe ACT
Date: Friday, 1 April 2022 4:31:38 PM
Attachments: [Director-General Response to WorkSafe ACT Notices.tr5](#)

Hi K

For your approval with minor amendments.

KR

From: Ackland, Daniel <Daniel.Ackland@act.gov.au>
Sent: Friday, 1 April 2022 4:16 PM
To: DGEDUoffice <DGEDUoffice@act.gov.au>
Cc: EGMSIoffice <EGMSIoffice@act.gov.au>
Subject: FW: URGENT CLEARANCE: DG response to Work Safe ACT

OFFICIAL: Sensitive

Hi Kristine,

Please see attached

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

From: Matthews, David <David.Matthews@act.gov.au>
Sent: Friday, 1 April 2022 4:12 PM
To: Ackland, Daniel <Daniel.Ackland@act.gov.au>
Cc: EDU, EGMBMSG <EGMBMSG.EDU@act.gov.au>
Subject: RE: URGENT CLEARANCE: DG response to Work Safe ACT

OFFICIAL: Sensitive

Looks good.

Thanks
Dave Matthews

From: Ackland, Daniel <Daniel.Ackland@act.gov.au>
Sent: Friday, 1 April 2022 4:10 PM
To: Matthews, David <David.Matthews@act.gov.au>
Cc: EDU, EGMBMSG <EGMBMSG.EDU@act.gov.au>
Subject: URGENT CLEARANCE: DG response to Work Safe ACT

OFFICIAL: Sensitive

Hi Dave,

Please see attached for your consideration

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

From: [Reyes, Kristine](#) on behalf of [DGEDUoffice](#)
To: [Haire, Katy](#); [Simmons, Jane](#); [Matthews, David](#); [Huxley, Mark](#); [Ackland, Daniel](#); [Short, Paul](#)
Cc: [DGEDUoffice](#)
Subject: FW: Prohibition Notice N-0000003584
Date: Friday, 1 April 2022 4:47:20 PM
Attachments: [Director-General Response to WorkSafe ACT Notice 31 March 2022.pdf](#)
[Director-General Response to WorkSafe ACT Notices.tr5](#)

Dear All

For your information – this has been saved in TRIM.

KR

From: Reyes, Kristine <Kristine.Reyes@act.gov.au> **On Behalf Of** DGEDUoffice
Sent: Friday, 1 April 2022 4:45 PM
To: O'Connor, Meaghan <Meaghan.O'Connor@worksafe.act.gov.au>
Cc: DGEDUoffice <DGEDUoffice@act.gov.au>; WorkSafe <WorkSafe@worksafe.act.gov.au>
Subject: RE: Prohibition Notice N-0000003584

Dear Ms O'Connor

Please find attached letter from Ms Katy Haire, Director-General Education Directorate in response to the WorkSafe ACT correspondence on 31 March 2022.

Should you need anything further, please do not hesitate to contact me.

Regards

Kristine Reyes | Senior Director, Office of the Director-General

Phone: +61 2 620 59145 | Email: Kristine.Reyes@act.gov.au

Education Directorate | ACT Government

220 London Circuit Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601

www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

From: WorkSafe ACT <worksafe@act.gov.au>
Sent: Thursday, 31 March 2022 3:16 PM
To: Haire, Katy <Katy.Haire@act.gov.au>
Cc: Beaver, Jeffrey <Jeffrey.Beaver@worksafe.act.gov.au>
Subject: Prohibition Notice N-0000003584

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,
Please see attached PDFs to view a copy of your Notice.

Inspection number: 00116525

Lead Inspector: Jeffrey Beaver

Company Name: Calwell High School

Notice Number: N-0000003584

For any further information please contact WorkSafe on:

Telephone: (02) 6207 3000

Facsimile: (02) 6205 0336

Email: worksafe@act.gov.au



Ms Meaghan O'Connor
Inspector, WorkSafe ACT
Meaghan.O'Connor@worksafe.act.gov.au

Dear Ms O'Connor

WorkSafe ACT Prohibition Notice Calwell High School (N-000003584)


Thank you for your letter of 31 March 2022 providing the Education Directorate the Prohibition Notice (Notice) issued by WorkSafe ACT following the attendance at Calwell High School.

The Directorate is committed to ensuring the safety of all staff and students in its employ and care and is committed to working with WorkSafe ACT to implement necessary actions to ensure your concerns are satisfied. In complying with the directions outlined in the Notice, the Directorate will undertake the following actions from Monday, 4 April 2022 until WorkSafe ACT are satisfied that these actions are no longer required:

- Transition Year 7 and 8 students from on campus to remote learning curriculum noting that vulnerable children, children of emergency workers and all children in the Learning Support Unit will continue to remain attending the school for on campus learning.
- School excursions to Birrigai that have been scheduled for relevant year levels on 4 April 2022, 5 April 2022 and 6 April 2022 will continue to proceed in accordance with the provisions of the Notice.
- The Directorate will provide WorkSafe ACT all relevant policies, data and information to support evidence-based decision making with respect to Calwell High School's current operational requirements and circumstances.
- The Directorate will provide WorkSafe ACT relevant documentation as requested in the management of occupational violence in Calwell High School.

The Education Support Office will continue to work closely with the school leadership team and staff members of the school to support the resolution of these concerns and ensure the safe learning environment for all students and staff so far as is reasonably practicable.

Yours sincerely



Katy Haire
Director-General
1 April 2022

From: [Haire, Katy](#)
To: [Simmons, Jane](#)
Cc: [DGEDUoffice](#)
Subject: RE: FOR CLEARANCE: S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022
Date: Friday, 1 April 2022 5:08:41 PM

OFFICIAL: Sensitive

Daniel has just confirmed to DM that it was not a notifiable incident so Worksafe was not notified.

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

From: Haire, Katy
Sent: Friday, 1 April 2022 4:32 PM
To: Simmons, Jane <Jane.Simmons@act.gov.au>
Cc: DGEDUoffice <DGEDUoffice@act.gov.au>
Subject: FW: FOR CLEARANCE: S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022

OFFICIAL: Sensitive

Jane - See reference to checking Worksafe requirements in my message below – can you ask Mark/Team to confirm that this was followed up on Monday?

Thanks

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

From: Haire, Katy
Sent: Sunday, 27 March 2022 4:09 PM
To: Simmons, Jane <Jane.Simmons@act.gov.au>
Subject: RE: FOR CLEARANCE: S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022

OFFICIAL: Sensitive

Thanks Jane. I can't see Mark's markup in the Word document you've forwarded to me – apologies if that's a capability issue on my part.

The caveat brief is not clear enough about which staff members have been injured affected/injured; [REDACTED] should be included in here as well as any [REDACTED]

additional information about the injured staff member. Also need to ensure that Worksafe requirements are completed – I imagine that this will meet the threshold as I assume the injured staff member went to hospital?

We also need any information about the current welfare of all/any injured staff. Can it also include what arrangements are in place to support the Acting Principal and staff at the school tomorrow and for the rest of the term?

I agree that this is a very disturbing incident and that we both needed to know about it a lot sooner and I endorse your proposal to review processes tomorrow. For something like this I would expect a phone call from Mark on the day it occurs – noting that it appears he did not know about it until Friday in this instance.

Thank you, KH

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

From: Simmons, Jane <Jane.Simmons@act.gov.au>
Sent: Sunday, 27 March 2022 3:08 PM
To: Haire, Katy <Katy.Haire@act.gov.au>
Subject: FW: FOR CLEARANCE: S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022

Hi Katy

See attached but noting it will be going into TRIM but out of TRIM so you can see before tomorrow. TRIM isn't allowing me access either.

I have left Marks comments in FYI and have also requested an update tomorrow on the Staff's wellbeing.

In short, the DSI was advised on Thursday there was an incident but not details. The serious and details was not known until Friday early afternoon. In my mind the DSI should have followed up as to what the incident was. That didn't occur.

I have said to Mark and Kate we need to review processes as the timing of information coming to us was not satisfactory. [REDACTED] I will follow up tomorrow but I do think we need to review processes. Will talk tomorrow why and a solution.

Note the MO were made aware at around the same time I contacted you.

Jane

From: Simmons, Jane
Sent: Sunday, 27 March 2022 3:02 PM
To: Huxley, Mark <Mark.Huxley@act.gov.au>; McMahon, Kate <Kate.McMahon@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>
Cc: EGMSIoffice <EGMSIoffice@act.gov.au>; Watson, Sarah <Sarah.Watson@act.gov.au>
Subject: RE: FOR CLEARANCE: S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022

Good afternoon everyone (and not assuming everyone is reading emails on a Sunday)

Thanks Mark and I agree.

I think we also need to look at processes for such complex and serious issues as well and to ensure everyone who needs to has input.

Can we please have an update on the wellbeing of staff tomorrow?

Included is the brief with track changes accepted

[@DDGEDUoffice](mailto:DDGEDUoffice) can we put into TRIM tomorrow please but I will send to the DG out of Trim for visibility now.

Jane

From: Huxley, Mark <Mark.Huxley@act.gov.au>
Sent: Sunday, 27 March 2022 11:57 AM
To: Simmons, Jane <Jane.Simmons@act.gov.au>; McMahon, Kate <Kate.McMahon@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>
Cc: EGMSIoffice <EGMSIoffice@act.gov.au>; Watson, Sarah <Sarah.Watson@act.gov.au>
Subject: RE: FOR CLEARANCE: S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022

Hi Jane,

Kate and Sam did a great job coordinating the caveat brief with Sue. I have made some additions and left in track changes in relation to the differentiated support plan Calwell HS has in place as it is directly relevant to this event. (TRIM wont let me access the document so I have attached for consideration).

As discussed, the complexity of the situation and the variance in individual accounts meant that school ops took longer than normal to put the incident notice up. It aligns now to the information in the caveat brief. The other complicating factor was the [REDACTED] account of the situation and the additional supports put in place on Friday [REDACTED]. This delayed the relaying of information to school operations.

In acknowledgment of the delays in the incident report, I provided a verbal update to yourself and also to Bec Hobbs in the Ministers office on Friday. We will review the process in responding as an initial written incident notice (holding email with details to follow) late Thursday or early

Friday would have been appropriate whilst the details were sorted through for the full incident report.

Happy to discuss further.

Cheers

Mark

From: [Simmons, Jane](#)
To: [Short, Paul](#); [Huxley, Mark](#)
Cc: [DGEDUoffice](#); [Haire, Katy](#); [Matthews, David](#); [Ackland, Daniel](#); [Larkin, Lyn](#); [EGMSlooffice](#)
Subject: Re: CLEARED: Calwell HS letter
Date: Friday, 1 April 2022 5:30:50 PM

Thanks Paul
Confirming staff letter needs to go first

Jane

Get [Outlook for iOS](#)

From: Short, Paul <Paul.Short@act.gov.au>
Sent: Friday, April 1, 2022 5:29:10 PM
To: Huxley, Mark <Mark.Huxley@act.gov.au>
Cc: DGEDUoffice <DGEDUoffice@act.gov.au>; Haire, Katy <Katy.Haire@act.gov.au>; Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; Larkin, Lyn <Lyn.Larkin@act.gov.au>; EGMSlooffice <EGMSlooffice@act.gov.au>
Subject: CLEARED: Calwell HS letter

OFFICIAL

Hi Mark – as discussed, please see attached the cleared parent letter for action with Calwell HS.

MO made a couple of small wording changes which have been accepted in this version. School will need to add details where highlighted.

Can you please confirm back with us once sent.

Cheers,
Paul

From: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>
Sent: Friday, 1 April 2022 5:19 PM
To: Short, Paul <Paul.Short@act.gov.au>
Cc: Walthati, Harini <Harini.Walthati@act.gov.au>; Walker, Melanie <Melanie.Walker@act.gov.au>; Momber, Louise <Louise.Momber@act.gov.au>; Paviour, Mark <Mark.Paviour@act.gov.au>; Larkin, Lyn <Lyn.Larkin@act.gov.au>
Subject: RE: URGENT CLEARANCE: Calwell HS letter

Hi Paul

Cleared with edits in tracked

Bec

From: Momber, Louise <Louise.Momber@act.gov.au>
Sent: Friday, 1 April 2022 4:39 PM

To: Walker, Melanie <Melanie.Walker@act.gov.au>
Cc: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>; Walthati, Harini <Harini.Walthati@act.gov.au>
Subject: FW: URGENT CLEARANCE: Calwell HS letter
Importance: High

Here's the letter to be cleared

From: Short, Paul <Paul.Short@act.gov.au>
Sent: Friday, 1 April 2022 4:38 PM
To: Momber, Louise <Louise.Momber@act.gov.au>
Cc: Larkin, Lyn <Lyn.Larkin@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>
Subject: URGENT CLEARANCE: Calwell HS letter
Importance: High

OFFICIAL

H Louise – please see attached for urgent MO clearance a letter for Calwell HS yrs 7&8 parents.

There are some details highlighted yellow which the school will fill out before sending.

Cheers,
Paul

Paul Short
Executive Branch Manager, Communications, Engagement & Government Support
Education Directorate | ACT Government
Phone: 02 620 72809 | Mobile: 0408 368 746
www.education.act.gov.au

Parent letter Years 7-8 Calwell High - remote learning in week 10

Dear parents and carers

I'd like to thank all of our families, students and staff for the way you've supported one another throughout term 1. As with all parts of the ACT community, we have been challenged by the impact of COVID-19 on our school operations.

In recent weeks we have experienced limited teacher availability primarily due to staff isolating with COVID-19 or as household contacts, and other challenges associated with maintaining a safe learning environment for all students and staff.

We have unfortunately reached a point where our school is unable to run our normal face to face learning programs for Years 7 and 8 for the last week of term – Monday 4 to Friday 8 April 2022.

Students will be able access their learning program via google classroom (insert further details of how remote learning will work).

Children of essential workers and vulnerable children will still be able to attend school and be supervised while accessing the same remote learning program. Where possible we encourage you to support your child to access their remote learning from home. Please confirm via email to XXXX (insert email address) if your child will still be attending school during this remote learning period.

Birrigai excursions – our planned excursions to Birrigai will still go ahead for Year 7 on Monday 4 April and Year 8 on Tuesday 5 April.

We apologise for the inconvenience this temporary remote learning period will cause our families and thank you for your understanding.

Your patience and kindness is appreciated. Please contact our front office staff via phone or email (insert details) if you have any questions, but be mindful that they are dealing with a large number of queries at this time and it may take time for them to respond.

Regards

Megan Altenburg

Principal

From: [Ackland, Daniel](#)
To: [Huxley, Mark](#)
Subject: RE: For review and feedback
Date: Friday, 1 April 2022 5:43:00 PM

OFFICIAL

Hi Mark,

I made a very minor amendment to the title of WorkSafe ACT.

My only other question is whether or not we needed to provide specific advice around what this means for their working arrangements for next week?

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

From: Huxley, Mark <Mark.Huxley@act.gov.au>
Sent: Friday, 1 April 2022 5:40 PM
To: Ackland, Daniel <Daniel.Ackland@act.gov.au>
Subject: For review and feedback

Hi Daniel,

Proposed letter to staff:

Colleagues,

Thank you for all of your efforts and work in supporting students and each other in what has been a busy start to 2022. As we work our way through the impact of staff availability, the recent sub branch concerns and the WorkSafe ACT visit, we want to prioritise the time to assess the operations of the site and wellbeing of all involved. To enable us to undertake this work we are looking at moving year 7 and 8 to remote learning for the final week of term. Both year 7 and 8 will be able to attend the scheduled excursions currently planned, but will be in remote learning on the other days. We understand the late decision and we will work with you early next week on transitioning additional leaning material online. There is no expectation that this occurs across the weekend. Please have a break.

We will be sending communications out to our community this evening advising them of the move to remote for year 7 and 8 and will have more information available for you early next week on next steps.

Regards

Principal

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

From: [DGEDUoffice](#)
To: [Haire, Katy](#)
Subject: FOR NOTING: UPDATE FROM SCHOOL: FILE22/3275 S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022
Date: Friday, 1 April 2022 5:52:20 PM

OFFICIAL: Sensitive

Hi Katy,

Please see below update in relation to this incident for your information.

Kind regards,
Courtney

From: EGMSlooffice <EGMSlooffice@act.gov.au>
Sent: Thursday, 31 March 2022 10:17 AM
To: DDGEDUoffice <DDGEDUoffice@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>
Subject: UPDATE FROM SCHOOL: FILE22/3275 S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022

OFFICIAL: Sensitive

Hi Jolene and Kristine

Please see below updated information from the school in relation to this incident.

Regards

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

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

OFFICIAL: Sensitive

Hi,

The school have updated:

- All staff members involved have returned to school, and ongoing support is being offered through EAP. [REDACTED]
- [REDACTED] has not returned to school [REDACTED], no suspension issued, school supporting family with [REDACTED] safe return to school
- [REDACTED] still serving 15 day suspension – Principal has contacted [REDACTED] [REDACTED] all are okay, [REDACTED] [REDACTED]
- [REDACTED] returning to school following suspension today (31/03/22), contact with family [REDACTED]

Kind regards,

Tim Toogood

Director School Operations

Phone: 0468514690 Email: tim.toogood@act.gov.au

School Improvement Branch | Education | ACT Government

Hedley Beare Centre for Teaching and Learning Stirling | GPO Box 158

Canberra ACT 2601

www.education.act.gov.au | Facebook | Twitter | Instagram | LinkedIn | Google+



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

From: EGMSlooffice <EGMSlooffice@act.gov.au>

Sent: Wednesday, 30 March 2022 4:18 PM

To: School Operations <SchoolOperations@act.gov.au>

Cc: Toogood, Tim <Tim.Toogood@act.gov.au>

Subject: FW: FOR ADVICE: FILE22/3275 S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022

OFFICIAL: Sensitive

Please see below request for an update from DG

From: DGEDUoffice <DGEDUoffice@act.gov.au>

Sent: Wednesday, 30 March 2022 4:13 PM

To: EGMSDD <EGMSDD@act.gov.au>; EGMSlooffice <EGMSlooffice@act.gov.au>

Cc: DGEDUoffice <DGEDUoffice@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>

Subject: FOR ADVICE: FILE22/3275 S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022

OFFICIAL: Sensitive

Good afternoon all,

Please see below request from DG for an update on the welfare and wellbeing of all staff and students involved in this incident.

Can you please provide this as soon as the information is available?

Kind regards,
Courtney

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

Phone: 6207 8330 | Mobile: 0466 244 210 | Email: courtney.pilicic@act.gov.au

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

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From: Haire, Katy <Katy.Haire@act.gov.au>

Sent: Tuesday, 29 March 2022 2:37 PM

To: DGEDUoffice <DGEDUoffice@act.gov.au>

Subject: RE: FOR INFORMATION: FILE22/3275 S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022

OFFICIAL: Sensitive

Can I please have an update on the welfare and wellbeing of all staff and students involved?

Also I note that the DDG has instituted processes to ensure that caveats on serious matters such as this are progressed faster and more efficiently in future.

Note: The version I received on Sunday was still a draft (I provided feedback directly to Jane on it) and was not provided to me for clearance.

Katy Haire | Director-General Education Directorate | ACT Government

T: +61 2 6205 9158 | E: katy.haire@act.gov.au

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

From: Reyes, Kristine <Kristine.Reyes@act.gov.au> **On Behalf Of** DGEDUoffice

Sent: Tuesday, 29 March 2022 11:48 AM

To: Haire, Katy <Katy.Haire@act.gov.au>

Subject: FOR INFORMATION: FILE22/3275 S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022

Importance: High

Hi K

For your noting.

KR

From: Reyes, Kristine <Kristine.Reyes@act.gov.au> **On Behalf Of** DGEDUoffice

Sent: Tuesday, 29 March 2022 11:20 AM

To: DDGEDUoffice <DDGEDUoffice@act.gov.au>

Cc: DGEDUoffice <DGEDUoffice@act.gov.au>

Subject: FW: FOR PRIORITY CLEARANCE]: FILE22/3275 S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022

Importance: High

Hi Jolene

Caveat brief on incidents can progress to MO with DDG clearance and only requires drop copy to DGO.

Thanks

KR

From: Clinch, Jolene <Jolene.Clinch@act.gov.au> **On Behalf Of** DDGEDUoffice

Sent: Tuesday, 29 March 2022 11:09 AM

To: DGEDUoffice <DGEDUoffice@act.gov.au>

Cc: DDGEDUoffice <DDGEDUoffice@act.gov.au>

Subject: FOR PRIORITY CLEARANCE]: FILE22/3275 S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022

Importance: High

OFFICIAL: Sensitive

Hi Team

Please find attached the Caveat brief on the incident at Calwell High late last week. This was sent to DG on Sunday night by DDG, just forwarding formally now.

Thank you

Jolene

From: Clinch, Jolene **On Behalf Of** DDGEDUoffice

Sent: Monday, 28 March 2022 9:15 AM

To: EGMSDD <EGMSDD@act.gov.au>

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

Subject: FW: [FOR PRIORITY CLEARANCE]: FILE22/3275 S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022

Importance: High

OFFICIAL: Sensitive

Hi Team

This TRIM container has been updated with a version updated by Mark Huxley and approved by the DDG last night.

Kind regards
Jolene

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

OFFICIAL: Sensitive

Good morning,

Please find attached for DDG clearance.

Drop copy – EGMSI, EBM P&P, SE

Thank you,
Tahlia

From: EDU Student Engagement Director's Office <EDUDSEOffice@act.gov.au>
Sent: Friday, 25 March 2022 3:10 PM
To: EGMSDD <EGMSDD@act.gov.au>; McMahon, Kate <Kate.McMahon@act.gov.au>
Cc: EDU Student Engagement Director's Office <EDUDSEOffice@act.gov.au>; Seton, Sam <Sam.Seton@act.gov.au>; Atkins, Jessie <Jessie.Atkins@act.gov.au>
Subject: FOR PRIORITY CLEARANCE: S/G CAVEAT BRIEFING- Calwell High School Incident- 24 March 2022
Importance: High

OFFICIAL: Sensitive

Hi Laura,

Please progress to Kate with priority

Clearance Advice	
TRIM No	FILE22/3275
Clearance due date /Critical Date	25 March 2022
Critical date reason (if applicable)	Incident Caveat Briefing for priority clearance
Context/Background information for clearance	Staff members have been involved in an incident at Calwell High School resulting in the serious assault of one staff

	<p>member and student</p> <p>Student is to be suspended for 15 days</p> <p>P&P providing support as necessary.</p>
Additional Comments	Please provide drop copies to EGM SI and EBM P&P upon EGM SDD clearance and progression to DDG

Kim Peisley (she/her) | Executive Officer

Executive Branch Manager, Student Engagement- Sam Seton

Executive Branch Manager, Complex Case Management- Jessie Atkins

Microsoft Teams | Email: kim.peisley@act.gov.au

Student Engagement | Education | ACT Government

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

GPO Box 158 Canberra ACT 2601

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

From: [Reyes, Kristine](#) on behalf of [DGEDUoffice](#)
To: [Haire, Katy](#)
Subject: Fwd: FOR URGENT ACTION: Work safety concerns at Calwell High School
Date: Friday, 1 April 2022 6:08:19 PM
Attachments: [image001.png](#)

Hi K

For your approval.

KR

Get [Outlook for iOS](#)

From: Ackland, Daniel <Daniel.Ackland@act.gov.au>
Sent: Friday, April 1, 2022 6:04 pm
To: DGEDUoffice <DGEDUoffice@act.gov.au>
Cc: Matthews, David <David.Matthews@act.gov.au>; EDU, EGMBSEG <EGMBSEG.EDU@act.gov.au>
Subject: FW: FOR URGENT ACTION: Work safety concerns at Calwell High School

OFFICIAL

Hi Kristine,

Please see final version approved by Dave

Dear [REDACTED],

Thank you for your email and in particular acknowledging our ongoing commitment to maintaining the safety of our staff and students.

I would specifically like to acknowledge your representations from the Calwell High School sub branch and the issues that have been raised. The Directorate has been engaging with the school leadership on these issues both prior and subsequent to your correspondence. We take these issues very seriously. As you are aware the Directorate has received notices from WorkSafe ACT regarding Calwell High School. I can assure you that the Directorate will meet its obligations under these notices and engage with WorkSafe ACT and the AEU as we work through the issues that have been raised. I can advise that a decision has been made for years 7 and 8 students at Calwell High School to transition to remote learning for week 10 of term 1. In addition the Directorate will continue to engage with our people and provide staff with wellbeing supports during this challenging period.

We would welcome ongoing dialogue with the AEU on these issues early next week and I would encourage you to make contact with David Matthews or Daniel Ackland should you wish to discuss these issues in the meantime.

[REDACTED]

The Directorate is committed to ongoing dialogue and action in conjunction with AEU on these important issues.

Kind Regards
Katy Haire

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

From: Ackland, Daniel
Sent: Thursday, 31 March 2022 12:59 PM
To: Matthews, David <David.Matthews@act.gov.au>; EDU, EGMBSG <EGMBSG.EDU@act.gov.au>
Subject: FW: FOR URGENT ACTION: Work safety concerns at Calwell High School
Importance: High

OFFICIAL

Hi Dave,

DRAFT response to below request from DGO for your approval:

Dear [REDACTED],

Thank you for your email and in particular acknowledging our ongoing commitment to maintaining the safety of our staff and students. I note that you met with my colleagues yesterday at 11am to talk through the Directorates immediate plans to reduce the pressure on schools. Our ongoing commitment is to continue to maintain this dialogue with you and to continue to look at ways we can reduce the current pressure schools are facing.

I note there was a Work Safe ACT representative on site at Calwell High School this morning. I await any further advice from this visit.

I welcome any further conversations on Calwell High School you may want to have once this advice is received.

Thank you

Daniel Ackland | Executive Branch Manager, People and Performance
Phone: 02 620 51820 | Mobile: 0481 298 383 | Email: Daniel.Ackland@act.gov.au
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www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

From: Reyes, Kristine <Kristine.Reyes@act.gov.au> **On Behalf Of** DGEDUoffice
Sent: Thursday, 31 March 2022 11:48 AM
To: Ackland, Daniel <Daniel.Ackland@act.gov.au>; EDU, EGMSG <EGMSG.EDU@act.gov.au>
Cc: DGEDUoffice <DGEDUoffice@act.gov.au>; Simmons, Jane <Jane.Simmons@act.gov.au>;
Huxley, Mark <Mark.Huxley@act.gov.au>
Subject: FOR URGENT ACTION: Work safety concerns at Calwell High School
Importance: High

Hi Daniel

Please find email below from the AEU in relation to work safety motion raised by the Calwell HS sub-branch.

Can you kindly draft a response to [REDACTED] from Katy please – it is our intent to respond as soon as is possible and a holding response will be sufficient in order to meet this urgent timeline.

Should you have further advice on this matter to Katy please also let me know so I can brief her.

Cheers
KR

[@EDU, EGMSG](#) – drop copy to you as I have already discussed this with DM.

From: [REDACTED]
Sent: Wednesday, 30 March 2022 7:25 PM
To: Haire, Katy <Katy.Haire@act.gov.au>
Cc: Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; [REDACTED]
[REDACTED]
[REDACTED]
Subject: Work safety concerns at Calwell High School

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 Katy

Apologies for the late email. We would have followed up tomorrow by phone, [REDACTED] [REDACTED]. [REDACTED] have operational carriage of this matter for the AEU.

Yesterday afternoon our members at Calwell High School met to discuss the recent pressures that their school has been under. This included serious work safety concerns and ongoing staffing problems. At their meeting, they unanimously passed a motion that:

The Calwell High School sub-branch seeks the urgent assistance of Work Safe ACT and the AEU branch office to make our workplace safe.

The ACT Education Directorate has failed to maintain the staffing levels it promised to the school in June 2021, and the school is unable to secure relief teachers to cover ongoing absences.

Serious and recurring staff absences have resulted in the frequent collapsing of classes, and this is exacerbating serious instances of occupational violence and dramatically undermining the health and wellbeing of staff and students. Collapsed classes routinely breach enterprise agreement limits and with up to 60 students in a single class, the composition of students is not able to be controlled compounding the dangers and the risks.

The sub-branch notes that a staff member has been physically injured because of a recent occupational violence incident, and that the ongoing student defiance, violence and mobbing behaviours are contributing to staff feeling unsafe.

Calwell High School sub-branch is aware of the extensive teacher shortage across the ACT, and the staff shortage matrix which the Education Directorate is supposed to be using to make our workplaces safe. Calwell High School has been accessing the Level 3 measures in the matrix, but these have been unable to be delivered consistently. The school has not yet accessed the level 4 measures in the matrix (including school closure measures), and this is exposing staff and students to dangerous ongoing threats to their health and safety.

The sub-branch requests that the school's senior executive continue discussions with the Education Directorate to secure additional staff to resolve the current situation.

In accordance with the request of our members, today we have raised their concerns with Worksafe ACT. We have also advised our members to continue logging work safety concerns via Riskman and behaviour incidents via SAS. We have been provided with a number of reports made by our members over recent weeks that detail significant work safety concerns. We have not provided those reports because they will identify the members who made them.

Further, we note with disappointment that these staffing concerns have re-emerged after we resolved a formal dispute about staffing and teaching hours under the dispute resolution provisions of the Teaching Staff Enterprise Agreement in July 2021. Our members now report that the measures we agreed to in resolution of that dispute have not been honoured by their

employer. While we will investigate and consider how best to approach the industrial concerns raised by this situation, our most immediate concern and highest priority is the safety of staff and students at the school.

While the sub-branch has not directly asked us to raise these matters with the Education Directorate, we know that you are committed to ensuring the safety of staff and students in our schools and request your assistance in ensuring that the situation at Calwell is made safe. We note that the ACT Government has committed, through the Teaching Staff Enterprise Agreement, to ensure that the highest levels of health and safety are maintained for all employees. We want to work with the Education Directorate to ensure that this is the case for all AEU members in ACT Public Schools.

We seek your assistance to resolve the work safety concerns of AEU members at Calwell High School and to prevent similar work safety concerns from arising at other school sites.

Regards

[REDACTED]
Australian Education Union – ACT Branch
40 Brisbane Avenue, Barton ACT 2600
PO Box 3042, Manuka ACT 2603
Ph: (02) 6272 7900 | Mob: [REDACTED]



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

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

From: [Ackland, Daniel](#)
To: [Short, Paul](#); [Matthews, David](#); [Huxley, Mark](#)
Cc: [Larkin, Lyn](#)
Subject: RE: FOR CLEARANCE: Calwell HS - reactive media TPs
Date: Friday, 1 April 2022 6:21:00 PM
Attachments: [Media Talking Points Calwell High April 2022 v.1.docx](#)

OFFICIAL

Hi Paul,

All looks good my end except the one comment I have made in doc.

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

From: Short, Paul <Paul.Short@act.gov.au>
Sent: Friday, 1 April 2022 6:06 PM
To: Matthews, David <David.Matthews@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>;
Ackland, Daniel <Daniel.Ackland@act.gov.au>
Cc: Larkin, Lyn <Lyn.Larkin@act.gov.au>
Subject: FOR CLEARANCE: Calwell HS - reactive media TPs
Importance: High

OFFICIAL

Hi all

Seeking your collective input and clearance on the attached media TPs before sending to Jane for clearance.

We've brought together existing lines on relevant topics, and added some lines from the worksafe and parent letters.

We will also need to add in details from the caveat brief. It will be really important for us to demonstrate a strong and serious response.

Cheers,
Paul

Paul Short
Executive Branch Manager, Communications, Engagement & Government Support
Education Directorate | ACT Government
Phone: 02 620 72809 | Mobile: 0408 368 746
www.education.act.gov.au

Media Talking Points – Calwell High School April 2022

Worksafe prohibition notice

- The Directorate is committed to ensuring the safety of all staff and students in its employ and care and is committed to working with WorkSafe ACT to implement necessary actions to ensure their concerns are satisfied.
- The Directorate is complying with the directions outlined in the Prohibition Notice issued on 31 March, 2022.
- The Education Directorate will continue to work closely with the Calwell High leadership team and staff members of the school to support the resolution of these concerns and ensure the safe learning environment for all students and staff so far as is reasonably practicable.

Remote learning for years 7-8

- In recent weeks Calwell High school has experienced limited teacher availability primarily due to staff isolating with COVID-19 or as household contacts, and other operational challenges associated with maintaining a safe learning environment for all students and staff.
- Unfortunately, the school has reached a point it is unable to run normal face to face learning programs for Years 7 and 8 for the last week of term – Monday 4 to Friday 8 April 2022.
- Students will be able access their usual learning program via google classroom.
- Children of essential workers and vulnerable children will still be able to attend school and be supervised while accessing the same remote learning program.
- Planned school excursions to Birrigai that have been scheduled for relevant year levels on 4 April 2022, 5 April 2022 and 6 April 2022 and will continue to proceed in accordance with the provisions of the Prohibition Notice.
- The school has written to families to let them know about the move to remote learning for years 7 and 8 and has apologised for any inconvenience.

What we are doing to address issues at Calwell High School

The Directorate has put significant supports in place to assist Calwell High School in the past week.

This includes:

- Step out what we are doing [add details from caveat brief]
- Ensuring student-staffing ratios are within agreed limits.
- Ensuring staff are working within agreed face to face teaching loads.
- Introducing additional safe and supportive schools measures with a focus on improving student behaviours.
- [REDACTED]
- We are supporting staff who have been involved in recent incidents.

Commented [AD1]: We may need to consider wording here, as it is specific to agreed exceptional circumstances as per the matrix. Whilst the dot point you have is exactly accurate, noting the Worksafe ACT wording, it may not be how staff are feeling? Not sure how we would nuance this? If at all? Happy to chat further over teams if I haven't articulated my concerns clearly

Occupational violence in schools

- The ACT Government believes that any form of violence in our workplaces is unacceptable. That's why ACT public schools have focussed strongly on building a positive reporting culture around the reporting of occupational violence, as well as putting in place supports for

teachers and school leaders to prevent occupational violence and respond appropriately when it does occur.

- The Education Directorate takes incidents seriously and has formal mechanisms in place to reduce the risk of occupational violence against staff and support the work health and safety of our entire workforce.
- We care greatly about all our teachers and school staff. We continue to work very closely with our teaching workforce, through our school principals, to ensure that all our school staff, including principals, feel supported with their work health and safety, and general wellbeing.
- The Directorate has a Principal Health and Wellbeing Plan. The plan is a commitment to ensure principals have a safe, healthy and positive workplace, and aims to increase the focus on the mental and physical wellbeing and instigate cultural change more broadly.
- The Education Directorate is focused on supporting our principals and school communities. The health and wellbeing of principals is a priority, and the government takes its obligation in this area seriously.

Managing challenging behaviour

- Supports are in place to help schools respond to complex and challenging behaviour, and violence. Schools work with students, parents and carers on these issues, to tailor an appropriate response when incidents occur.
- The Occupational Violence and Complex Case Management team includes allied health professionals, work health and safety officers and data analysts. This team works in partnership with school psychologists and human resources specialists to support our schools with the complex issues related to occupational violence. In addition to this team, there is a Directorate-wide focus on the issue of occupational violence, and a recognition that all areas of the Directorate hold a responsibility when it comes to addressing occupational violence matters.

Safe and supportive schools

- The Directorate's Safe and Supportive Schools policy, procedures and support documents provide guidance to schools to ensure they have processes and policies in place to address bullying, harassment, violence and to respond to complex behaviours of concern. The code of conduct outlines acceptable behaviour of students, staff, parents and visitors to ACT public schools.
- The ACT Education Safe and Supportive Schools materials are intended to guide schools and their wider communities to:
 - build the self awareness, self management, social awareness and social management capabilities of students to engage in respectful relationships as well as applying restorative and disciplinary measures
 - support teachers to meet the social and emotional needs of students in the school environment
 - foster an engaging school environment
 - consult the school community in the development of school processes and procedures
 - ensure schools are organised in ways that provide a duty of care
 - value diversity and promote positive social behaviour
 - support students requiring intensive, individualised behavioural support in an appropriate and timely manner.

Inclusion

- Every child and young person deserves a great education and a place at a great public school no matter their background or complexities in their life.
- The ACT Government has invested heavily in developing safe and inclusive environments such as; sensory spaces, outdoor courtyards and playgrounds - across Canberra's public schools. Sensory spaces help make sure students have a safe place to reduce anxiety and regulate their sensory needs in times when they might be feeling overwhelmed. These areas can include quiet spaces with bean bags, noise cancelling headphones and tents through to sensory gardens in which students can seek sensory input from the natural environment.
- This investment also includes; classroom modifications to support sensory play and accommodate appropriate withdrawal spaces and the establishment of spaces for small group learning. These areas have been carefully designed and established in collaboration with schools and allied health experts to ensure they are safe, appropriate and meet the needs of students.

From: [Haire, Katy](#)
To: [DDGEDUoffice](#)
Cc: [EDU_Director-General Office](#)
Subject: RE: CAVEAT BRIEF Calwell High School WorkSafe Visit
Date: Friday, 1 April 2022 6:23:35 PM
Attachments: [image001.png](#)

OFFICIAL: Sensitive

Thanks Jolene – I have sent on to David and Daniel.
 Can you please include them as part of any further distribution and circulation over the weekend?

Thanks again KH

Katy Haire | Director-General **Education Directorate** | ACT Government

T: +61 2 6205 9158 | E: katy.haire@act.gov.au

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

From: Clinch, Jolene <Jolene.Clinch@act.gov.au> **On Behalf Of** DDGEDUoffice

Sent: Friday, 1 April 2022 6:16 PM

To: Hobbs, Rebecca <Rebecca.Hobbs@act.gov.au>

Cc: DDGEDUoffice <DDGEDUoffice@act.gov.au>; EGMSlooffice <EGMSlooffice@act.gov.au>;

Huxley, Mark <Mark.Huxley@act.gov.au>; Simmons, Jane <Jane.Simmons@act.gov.au>;

EDUMCR <EDUMCR@act.gov.au>; Education DLO <EDUDLO@act.gov.au>; DGEDUoffice

<DGEDUoffice@act.gov.au>; Haire, Katy <Katy.Haire@act.gov.au>

Subject: CAVEAT BRIEF Calwell High School WorkSafe Visit

Importance: High

OFFICIAL: Sensitive

Hi Bec

Sending this to you directly due to the timing. Please find attached caveat brief on Calwell High for the Minister's Office's information.

Kind regards

Jolene

Jolene Clinch | Executive Officer to Jane Simmons, Deputy Director-General

Education Directorate | ACT Government

Level 4, 220 London Circuit, Canberra City, Canberra City | GPO Box 158, Canberra ACT 2601 |

www.act.gov.au



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

From: Simmons, Jane <Jane.Simmons@act.gov.au>

Sent: Friday, 1 April 2022 6:05 PM

To: Huxley, Mark <Mark.Huxley@act.gov.au>

Cc: DDGEDUoffice <DDGEDUoffice@act.gov.au>; EGMSlooffice <EGMSlooffice@act.gov.au>

Subject: Re: REVIEWED CAVEAT BRIEF Calwell High School WorkSafe Visit

Approved

Jane

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From: Huxley, Mark <Mark.Huxley@act.gov.au>

Sent: Friday, April 1, 2022 6:01:11 PM

To: Simmons, Jane <Jane.Simmons@act.gov.au>

Cc: DDGEDUoffice <DDGEDUoffice@act.gov.au>; EGMSlooffice <EGMSlooffice@act.gov.au>

Subject: REVIEWED CAVEAT BRIEF Calwell High School WorkSafe Visit

Hi Jane,

Caveat for consideration. Includes input from Sophie Selfe.

Cheers

Mark

Caveat Brief

To: Minister for Education and Youth Affairs
Subject: Visit from WorkSafe at Calwell High School
Date: 31 March 2022

Details of WorkSafe visit at Calwell High School

- At 9.30am Thursday 31st March, 2 officers from WorkSafe attended Calwell High School
- It is believed that this visit was linked to a recent AEU Sub-branch motion at the school requesting such a visit occur.
- The two WorkSafe Officers stayed for approximately 80 minutes and met with 4 or 5 staff including the Acting Principal, staffing officer, Business Manager, an LSA and teaching staff .
- The school business manager then took the two WorkSafe officers on a tour of the building. During this tour the fire alarm was activated. The business manager left the two WorkSafe officers and ran to the front office to monitor the fire alarm. No evacuation was required
- The two WorkSafe officers then met alone outside to discuss their observations. They then met with Sophie Selfe, Director Work Health and Safety.
- At 11.02am WorkSafe issued a verbal Improvement Notice to Sophie Selfe that required unimpeded access to fire suppression equipment by the close of business 31/03/2022 and that failure to comply would result in the entire school be subject to a Prohibition Notice with regards to fire suppression equipment
- Evidence of compliance was provided at 16.58pm
- Both WorkSafe officers then met with Sue Norton, DSI and Sophie Selfe and discussed the 2 written notices that would be issued
- The two WorkSafe officers advised the notices would relate to
 - An Improvement Notice relating access to fire suppression equipment and a;
 - Prohibition Notice relating to staffing levels
- Following this meeting both WorkSafe officers left the school at approximately 12:30pm
- Prohibition Notice sent by WorkSafe to the Directorate late on 31/03/2022.
- The Prohibition Notice detailed observations and discussions whilst onsite pertaining to staff shortages and instances of occupational violence
- The Prohibition Notice stipulates that Year 7 and 8 are prohibited from being on the school premises until such time that we demonstrate why the Directorate has not moved Calwell High School to Level 4 of its COVID Planning for staff shortages and demonstrated the risk of occupational violence towards teachers and staff has been reduced as far as reasonably practicable.
- A response was provided by the Directorate at 4:30pm on the 01/04/2022.

- The initial Prohibition Notice was not received immediately due to mailbox filtering.
- The Directorate will continue to comply with the WorkSafe Prohibition Notice and will ensure additional supports and risk assessments are in place for teachers and staff at Calwell High School.
- A letter is being sent on Friday evening 1/4/22 advising the school community of the changed arrangements for year 7 and 8 next week.
- Given the serious nature of the concerns raised by WorkSafe ACT, the Directorate has stood up a response coordination team to evaluate the supports provided to the school, conduct additional risk assessments and supports, and coordinate the response to WorkSafe ACT.
- We will provide regular updates to your office as work progresses.

Signatory Name:

01 April 2022

From: [Ackland, Daniel](#)
To: [Huxley, Mark](#); [Matthews, David](#)
Subject: Advice for displaying notices
Date: Friday, 1 April 2022 6:33:00 PM
Attachments: [Improvement Notice N-0000003585.pdf](#)
[REC22 38628 Improvement Notice N-0000003585.PDF](#)

OFFICIAL: Sensitive

Hi Mark and Dave,

For your approval:

- I send Sue and Kate an email with the two attached notices
- In the email I include the following advice:
 - Sue/Kate: need to display both notices in a prominent location. It is our advice that you consider an area that is suitable noting the sensitive nature of the content of these documents may mean you consider placing them in an area not accessible to students. This may include an area such as the staff room. They need to be placed in an area of the staff room (if that is indeed where you nominate) that is prominent for staff to see.

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

From: [DGEDUoffice](#)
To: [Walker, Melanie](#); [Hobbs, Rebecca](#); [Momber, Louise](#)
Cc: [DGEDUoffice](#)
Subject: For Information: Work safety concerns at Calwell High School
Date: Friday, 1 April 2022 6:52:43 PM
Attachments: [image001.png](#)
Importance: High

OFFICIAL

Hi Mel, Bec and Louise,

Please see below Katy's response to the AEU for your information.

Kind regards,

Courtney

From: Pilicic, Courtney <Courtney.Pilicic@act.gov.au> **On Behalf Of** Haire, Katy

Sent: Friday, 1 April 2022 6:20 PM

To: [REDACTED]

Cc: Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David

<David.Matthews@act.gov.au>; [REDACTED]

[REDACTED]
 [REDACTED] Ackland, Daniel <Daniel.Ackland@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>; DGEDUoffice <DGEDUoffice@act.gov.au>; Short, Paul <Paul.Short@act.gov.au>

Subject: RE: Work safety concerns at Calwell High School

Importance: High

OFFICIAL

Dear [REDACTED],

Thank you for your email and in particular acknowledging our ongoing commitment to maintaining the safety of our staff and students. I would specifically like to acknowledge your representations from the Calwell High School sub branch and the issues that have been raised. The Directorate has been engaging with the school leadership on these issues both prior and subsequent to your correspondence. We take these issues very seriously. As you are aware the Directorate has received notices from WorkSafe ACT regarding Calwell High School. I can assure you that the Directorate will meet its obligations under these notices and engage with WorkSafe ACT and the AEU as we work through the issues that have been raised. I can advise that a decision has been made for Years 7 and 8 students at Calwell High School to transition to remote learning for Week 10 of Term 1. In addition the Directorate will continue to engage with our people and provide staff with wellbeing supports during this challenging period. We would welcome ongoing dialogue with the AEU on these issues early next week and I would encourage you to make contact with David Matthews or Daniel Ackland should you wish to discuss these issues in the meantime.

[REDACTED]
 [REDACTED]
 The Directorate is committed to ongoing dialogue and action in conjunction with AEU on these important issues.

Best wishes

Katy

Katy Haire | Director-General **Education Directorate** | ACT Government
 T: +61 2 6205 9158 | E: katy.haire@act.gov.au

GPO Box 158 Canberra ACT 2601 | www.education.act.gov.au

From: [REDACTED]

Sent: Wednesday, 30 March 2022 7:25 PM

To: Haire, Katy <Katy.Haire@act.gov.au>

Cc: Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>; [REDACTED]

Subject: Work safety concerns at Calwell High School

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 Katy

Apologies for the late email. We would have followed up tomorrow by phone, [REDACTED] have operational carriage of this matter for the AEU.

Yesterday afternoon our members at Calwell High School met to discuss the recent pressures that their school has been under. This included serious work safety concerns and ongoing staffing problems. At their meeting, they unanimously passed a motion that:

The Calwell High School sub-branch seeks the urgent assistance of Work Safe ACT and the AEU branch office to make our workplace safe.

The ACT Education Directorate has failed to maintain the staffing levels it promised to the school in June 2021, and the school is unable to secure relief teachers to cover ongoing absences.

Serious and recurring staff absences have resulted in the frequent collapsing of classes, and this is exacerbating serious instances of occupational violence and dramatically undermining the health and wellbeing of staff and students. Collapsed classes routinely breach enterprise agreement limits and with up to 60 students in a single class, the composition of students is not able to be controlled compounding the dangers and the risks.

The sub-branch notes that a staff member has been physically injured because of a recent occupational violence incident, and that the ongoing student defiance, violence and mobbing behaviours are contributing to staff feeling unsafe.

Calwell High School sub-branch is aware of the extensive teacher shortage across the ACT, and the staff shortage matrix which the Education Directorate is supposed to be using to make our workplaces safe. Calwell High School has been accessing the Level 3 measures in the matrix, but these have been unable to be delivered consistently. The school has not yet accessed the level 4 measures in the matrix (including school closure measures), and this is exposing staff and students to dangerous ongoing threats to their health and safety.

The sub-branch requests that the school's senior executive continue discussions with the Education Directorate to secure additional staff to resolve the current situation.

In accordance with the request of our members, today we have raised their concerns with Worksafe ACT. We have also advised our members to continue logging work safety concerns via Riskman and behaviour incidents via SAS. We have been provided with a number of reports made by our members over recent weeks that detail significant work safety concerns. We have not provided those reports because they will identify the members who made them. Further, we note with disappointment that these staffing concerns have re-emerged after we resolved a formal dispute about staffing and teaching hours under the dispute resolution provisions of the Teaching Staff Enterprise Agreement in July 2021. Our members now report

that the measures we agreed to in resolution of that dispute have not been honoured by their employer. While we will investigate and consider how best to approach the industrial concerns raised by this situation, our most immediate concern and highest priority is the safety of staff and students at the school.

While the sub-branch has not directly asked us to raise these matters with the Education Directorate, we know that you are committed to ensuring the safety of staff and students in our schools and request your assistance in ensuring that the situation at Calwell is made safe. We note that the ACT Government has committed, through the Teaching Staff Enterprise Agreement, to ensure that the highest levels of health and safety are maintained for all employees. We want to work with the Education Directorate to ensure that this is the case for all AEU members in ACT Public Schools.

We seek your assistance to resolve the work safety concerns of AEU members at Calwell High School and to prevent similar work safety concerns from arising at other school sites.

Regards

[Redacted]

Australian Education Union – ACT Branch

40 Brisbane Avenue, Barton ACT 2600

PO Box 3042, Manuka ACT 2603

Ph: (02) 6272 7900 | Mob: [Redacted]



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

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Dear parents and carers

I'd like to thank all of our families, students and staff for the way you've supported one another throughout term 1. As with all parts of the ACT community, we have been challenged by the impact of COVID-19 on our school operations.

In recent weeks we have experienced limited teacher availability primarily due to staff isolating with COVID-19 or as household contacts, and other challenges associated with maintaining a safe learning environment for all students and staff.

We have unfortunately reached a point where our school is unable to run our normal face to face learning programs for Years 7 and 8 for the last week of term – Monday 4 to Friday 8 April 2022.

The remote learning program will be communicated to students on Google Classroom. Teachers will be uploading a weekly program on Google classrooms at the beginning of week 10 and will provide clear instructions regarding learning material and activities. Students are encouraged to use the beginning of the week to complete any existing learning tasks on the Google Classroom.

Children of essential workers and vulnerable children will still be able to attend school and be supervised while accessing the same remote learning program. Where possible we encourage you to support your child to access their remote learning from home. Please confirm via email to info@calwellhs.act.edu.au if your child will still be attending school during this remote learning period.

Our planned excursions will go ahead next week and below is an overview of the week for each year level.

	Year 7	Year 8
Monday	Big Day Out At Birrigai	Remote Learning
Tuesday	Remote Learning	Big Day Out At Birrigai
Wednesday	Remote Learning	BFIRM Adventure Day
Thursday	Remote Learning	Remote Learning
Friday	Remote Learning	Remote Learning

We apologise for the inconvenience this temporary remote learning period will cause our families and thank you for your understanding.

Your patience and kindness is appreciated. Please contact our front office staff via phone or email info@calwellhs.act.edu.au if you have any questions, but please be mindful that they are dealing with a large number of queries at this time and it may take time for them to respond.

Regards

Natalie Dickie

Acting Principal

Date	Time	Writer	Emal / Phone / Vast	Attachments	Audience	Replied	Summary	Content
28/10/2021		Elisa East			ACTPG ICW - R&M	None	Fst a sed conce ns about F e Ext ngu she s and students b eak ng the cab nets to access the F e Ext ngu she s. Th s was g ven a P o ty class f cat on and wo k O de of 188197.	<p>F om East, El isa El isa.East@ed.act.edu.au> Sent: Thu sday, 28 October 2021 1:22 PM To: ACTPG_actpg@act.gov.au> Cc: Altenbu g, Megan (ACTEDU) Megan.Altenu b@ed.act.edu.au> Watts, John (ACTEDU) John.Watts@ed.act.edu.au> G aham, Cathy Cathy.G aham@act.gov.au> W lsene , Dan el a Dan el a W lsene @act.gov.au> Subject: Calwell H gh School - F e Ext ngu she s</p> <p>Hello P ope ty g oup,</p> <p>Calwell H gh School has had some F e Ext ngu she s placed n the school to eplace some f e hoses. We a e th led w th th s. The new Ext ngu she s a e n cab nets w th a b eak glass gn and a key once glass b oken to open.</p> <p>Afte 4 days of students back th s b eak glass gn has been taken as a da ly equest. We a e hop ng we could get a supply of keys and glass panels so we can eplace them as soon as they a e b oken so the students can t e of th s game.</p> <p>Also seve al of the ext ngu she s have been placed ns de cab nets we would l ke to lock and we e wonder ng f they could be moved next to athe ns de cab nets.</p> <p>Rega ds</p>
09/11/2021		Elisa East			ACTPG ICW - R&M	15/11/2021	Conce ns that the b eak glass n the F e Ext ngu she s was be ng used by student [redacted]	<p>F om East, El isa El isa.East@ed.act.edu.au> Sent: Tuesday, 9 November 2021 10:44 AM To: ACTPG_actpg@act.gov.au> Cc: W lsene , Dan el a Dan el a W lsene @act.gov.au> Subject: Wo k O de No. 188197 - Calwell H gh School - u gent.</p> <p>Hello,</p> <p>I ema led about the glass n the F e Ext ngu she s last week. We had asked fo eplacement glass as the students we e b eak ng the glass n the cab nets. We ed sed th s s now a b gge ssue as the students have eal sed they can emove them and one of the students used th s glass to [redacted] yeste day. My p nc pal has equested that all of these sma l glass squa es be emoved to stop any fu the attempts. My BSO has done th s, but the keys a e now exposed. We need to come up w th a solut on u gently.</p> <p>Rega ds</p>
10/11/2021		ICW			WHS	11/11/2021	ICW ema l ng HSW fo adv ce	<p>El isa East</p> <p>Good Afte noon John,</p> <p>Please see below ema l f om El isa at Calwell H gh School. She has p ev ouly asked fo the glass to be eplaced on the F e Ext ngu she s, howeve as pe below, th s has become a b gge p oblem.</p> <p>Fo m what I unde stand ACTPG don t have any othe solut ons fo the keys othe than them be ng held by the Bus ness Manage , BSO and F e Wa den/s.</p> <p>I don t have the expe t se he e, wonder ng f you could shed some mo e l ght and p ove de El isa w th fu the adv ce? Can you please keep me updated on th s.</p> <p>Thanks,</p> <p>Dan el a W lsene A/G Tugge among Netwo k Off ce Inf ast uctu e Cap tal Wo ks Educat on ACT Govern ment MOB: 0435 530 264 E: Dan el a W lsene @act.gov.au 220 London C ut GPO Box 158 Canbe a ACT 2601 www.det.act.gov.au</p>
11/11/2021		John Coll ts (WHS)			ICW	12/11/2021	We can lock the boxes to avo d vandal sm f t s effected n ou EMP.	<p>F om Coll ts, John John.Co lts@act.gov.au> Sent: Thu sday, 11 November 2021 3:02 PM To: W lsene , Dan el a Dan el a W lsene @act.gov.au> Subject: RE: Wo k O de No. 188197 - Calwell H gh School - u gent.</p> <p>OFFICIAL</p> <p>H Dan el a</p> <p>F om what I can gathe f e ext ngu she s can be locked (to avo d vandal sm). If th s s the case and the keys need to be emoved, f om a WHS pe spect ve the e must be a documented p ocess developed wh eby al staff a e awa e of the m nde of the keys (Bus ness Manage /F e Wa den) and locat on of the keys n case of a f e me gency. Th s nfo mat on should also be ncluded n the School Em e gency Management Plan and Em e gency Contacts Poste .</p> <p>To asce tan the exact leg slat ve equ ements Calwell H gh School should have a d scuss on w th the se v ce p ovd ng the annual f e ext ngu she s checks o ACT Em e gency Se v ces.</p> <p>Rega ds</p> <p>John</p> <p>John Co lts - Wo k Health Safety -- Southe n Reg on Ph: 62051736 Mob: 0431010610 Ema l: john.co lts@act.gov.au People, Safety and Conduct People and Pe fo mance B anch Educat on D ecto ate ACT Govern ment Level 4 Hedley Bea e Cent e (HBC1) F emantle D ve, St l ng 2611 ACT</p>
12/11/2021		ICW			Elisa East	15/11/2021		<p>I have eceved an ema l back f om WH&S e the F e Ext ngu she s. I am go ng to d scuss w th F ona and I w l let you know.</p> <p>Dan el a W lsene A/G Tugge among Netwo k Off ce Inf ast uctu e Cap tal Wo ks Educat on ACT Govern ment MOB: 0435 530 264 E: Dan el a W lsene @act.gov.au 220 London C ut GPO Box 158 Canbe a ACT 2601 www.det.act.gov.au</p>
15/11/2021		ICW			Elisa East	15/11/2021	Fo w d adv ce f om HSW	<p>I wanted to flag w th you the below adv ce wh ch cam back f om the WH&S team last week n ega ds to the f e ext ngu she s and the b eak glass.</p> <p>I have asked Stas f reth to check w th P yacols and to see f they can come up w th a bette solut on. If not, you may need to sta th nk ng about go ng down the path as ment oned below, I have ment oned pe haps the locks could a e keyed to the same key and all staff could have key out.</p> <p>I w l let you know when I hea back.</p> <p>Thanks,</p> <p>Dan el a W lsene A/G Tugge among Netwo k Off ce Inf ast uctu e Cap tal Wo ks Educat on ACT Govern ment MOB: 0435 530 264 E: Dan el a W lsene @act.gov.au 220 London C ut GPO Box 158 Canbe a ACT 2601 www.det.act.gov.au</p>
15/11/2021		Elisa East			ICW	15/11/2021	Ask ng Adv ce about keys	<p>F om East, El isa El isa.East@ed.act.edu.au> Sent: Monday, 15 November 2021 1:25 PM To: W lsene , Dan el a Dan el a W lsene @act.gov.au> Subject: RE: Wo k O de No. 188197 - Calwell H gh School - u gent.</p> <p>All the keys a e the same. My BSO has col lected them. Do you wat me to ssue one to each staff membe ?</p> <p>Rega ds</p>
15/11/2021		ICW			Elisa East	na	ICW says ng ou dec s on about keys	<p>El isa East</p> <p>H El isa,</p> <p>Th s w l be a school management ssun. If you dec de t would wo k best fo all staff to have a key that s f ne, howeve you also need to have th s amended n you School em e gency management plan and evacuat on poste s, as adv sed by John Co lts below.</p> <p>Thanks,</p>
08/12/2021		Elisa East			ICW	08/12/2021	Ask ng fo adv ce about F e cab net dest uct on, ICW epl ed and sa d would come out and nspect but neve tu ned up	<p>Dan el a W lsene F om East, El isa El isa.East@ed.act.edu.au> Sent: Wednesday, 8 December 2021 9:23 AM To: W lsene , Dan el a Dan el a W lsene @act.gov.au> Coll ts, John John.Co lts@act.gov.au> Subject: RE: Wo k O de No. 188197 - Calwell H gh School - u gent.</p> <p>H Dan el a,</p> <p>The boxes fo these f e ext ngu she s a e gett ng dest oyed (not made fo teenage angst st engh). So some a e st l n unlocked ex st ng cab nets (wh e the f e hoses we e) we e wonder ng f the boxes they a e a e locked and only f e w dens have the keys -- can we lock these cab nets w th the same padlock key?</p> <p>Rega ds</p> <p>El isa East</p>
08/12/2021		Elisa East			ICW	none	T y ng to a ange ICW nspect on but neve tu ned up	<p>I am out f om 11:30</p> <p>F om W lsene , Dan el a Dan el a W lsene @act.gov.au> Sent: Wednesday, 8 December 2021 3:12 PM To: East, El isa El isa.East@ed.act.edu.au> Subject: Re: Wo k O de No. 188197 - Calwell H gh School - u gent.</p> <p>No p oblems, what t me a e you out f om? l l y and eschedule my day a l tle b t.</p> <p>F om East, El isa El isa.East@ed.act.edu.au> Sent: Wednesday, December 8, 2021 2:56:17 PM To: W lsene , Dan el a Dan el a W lsene @act.gov.au> Coll ts, John John.Co lts@act.gov.au> Subject: RE: Wo k O de No. 188197 - Calwell H gh School - u gent.</p> <p>H Dan el a,</p> <p>So y l am out tomo ow afte noon [redacted] Almost eve y othe day I am he e.</p> <p>El isa</p> <p>F om W lsene , Dan el a Dan el a W lsene @act.gov.au> Sent: Wednesday, 8 December 2021 2:33 PM To: East, El isa El isa.East@ed.act.edu.au> Coll ts, John (ACTGOV) John.Co lts@act.gov.au> Subject: RE: Wo k O de No. 188197 - Calwell H gh School - u gent.</p> <p>H El isa,</p> <p>I w l be out at Calwell PS tomo ow afte noon. Can I pop n qu ckly afte wa ds and have a look?</p>

08/03/2022

ICW Email

Eve yone f om meet ng

M notes of meet ng sent out w th nte m plan. Was d sapped noted that f st l ne thanked eve yone fo attend ng at sho t not ce when t was 6 weeks s nce f had sent n the n t al equest and 4 months s nce f had f st a sed the ssue

H all,

Thank you all fo you t me at th s mo n g s meet ng, espec ally at sho t not ce.

As d scussed n the meet ng the below p oves a summa y of the ag ed nte m st ategy and act on tems as a tempo a y sk m t get on measu eunt l f a e eng nee de pe mance solut on developed and suppo ted by ACTRF/ u f f elevant stakeholders

We note that th s was ag eed as the most app ate measu e that could fea s bly be implemented on such sho t t me f ame, and also may not m gate all s s such as f e, theft of vandal sm.

Inte m f e Safety St ategy

Ext ngu she s a e to be checked and ef led as necessa y ASAP

Ext ngu she s a e to be locked n PFE enclosu es n acco dance w th the follow ng

o f ng ble panels: removed

o f nclosu es a e pe m tted to be locked

o ll elevant teache s and staff must be p oved w th keys to the enclosu es and nfo med that the cab nets a e locked

The nte m st ategy w ll be val fo a pe od of 4 weeks

o e detect on and ala m system s not to be isolated du ng th s pe od unless app oved by the app op ate autho ty

o No hot wo ks o s gn f cant const uct on wo ks to occu du ng th s pe od

o All nts to must be av lable and access ble du ng th s pe od

o All staff a e to be not ed and e t a need as necessa y to locate, access and ope ate the f e ext ngu she s

o Good housekeep ng p ocedu es a e ecommended to m m se the sk of a f e n t at ng

o Bene al he ghtened awa eness and g lance n the event of a f e, nclud ng mmed ately cal ng 000.

f anyone has any comments ega d ng the st ategy above, please let me know ASAP.

Pe fo mance solut on (pe manent solut on)

Ext ngu she s a e to be p oved n locked a eas such as staff ooms, locked class ooms, wo kshops and cook ng a eas, wh ch a e only access ble to a need teache s/staff who a e p oved w th keys to access them.

o A a ng of teache s and staff must nclude the locat on of ext ngu she s, the use and that they a e n locked a eas.

Thank u

I have also ncluded some notes below f om the meet ng w th some act on tems.

In ega ds to the nte m st ategy wh ch you have wo qu ckly put togethe (thank you) El ssa and he BSO have phoned me to d scuss the conce ns about the f e ext ngu she s be eplac ed back n the PFE enclosu es n the nte m. I have asked El ssa to put togethe he p oposed nte m solut on and send th oug h fo ev e.

Attendees: Dan ela W Isene (ICW), F ona K dman (ICW), El ssa East (CHS), B endan Coss (RFS), Sa ah Coope (BCA).

Date: 08/03/2022

1. Bte m Solut on

El ssa to a ange fo f e ext ngu she s to be ef led and put back nto place, lock f e ext ngu she s and ssue staff w th a key.

A B ext ngu she s to be e nstated w th n the next 24 hou s

B Consultants to conf m f e ext ngu she s n locked cab nets n cu ent locat on su table

C School to p oved conf mat on when wo ks completed

D BSO: f f nance al ass stance equ ed school to go th oug h st ateg c f nance.

E School ag eed to ef ll as equ ed unt l new plan/st ategy n place

F BSO: to p epa an nte m st ategy as soon as poss ble

G BSO: to conf m w t cu ent d aw ng by El ssa can be used to suppo t th s.

2. School to update F e me gency Plan and Evacuot on Plan as matte of u gency as adv sed by F e B gade

Dan ela to p oved School w th n t school Management Manual fo El ssa to check a eas of espns b l y costs.

3. B e B gade and School to ev ew and suppo t the nte m st ategy.

4. Long te m st ategy

A BSO: fo mance solut on to be looked at and epo f nal sat on due w th n 4 weeks (app ox. 5/04/2022)

B School to conf m how many staff a e cu ently f e W den t ed and how many a e n each staff oom

H Dan ela,

Not much to add f om my pe spect ve unt l the Inte m and Long Te m St ategy a e f nal sed.

1. Bte m St ategy (S) - Noted.

2. Bvan Plans - Noted.

3. ACTRF w ll ev ew IS as a matte of o ty when oved. Add t onal comments may be p oved on ev ew.

4. Long Te m St ategy - ACTRF w ll a se w th Sa ah and. Subm ted FEB/FER w ll be ev ewed as a matte of o ty, add t onal comments may be p oved on ev ew.

5. Happy to a se w th El ssa n sepa ate ema l ega d ng nduct on of spu ou al as and nfo mat on fees and cha ges. Please ema l ACTRF eeng nee @act govau

6. Noted.

Happy to d scuss any po nts as needed.

K rd Rega ds,

B endan

Hello Dan ela,

This was the u gent equest fo f e ext ngu she s sent at 11:39 and acknowledged at 12:15 by P ope ty G osp. Be ng u gent t needs to be f sed w th n 4 hou s but we have had no one tu n up.

We also have not had the plumbes tu n up fo ou wate leak.

My BSO has checked the ed f e ext ngu she boxes and ma ked on the map those that a e b oken and cannot be used/locked.

We bel eve the only way to safely get f e ext ngu she s out n the sho t te m a e n the old f e hose cab nets (locked) o staff ooms - even f not hung on the walls. As we cannot lock these cab nets the nte m solut on w ll not wo k.

We cannot supply padlocks fo eve y cab net that a e keyed the same - and ssue to staff as th s s ve y expens ve and ha d to f nd n a sho t pe od of me, that a e of a qual ty to stop students b oak ng them.

We can get enough fo the f e hose cupboa ds o staff ooms.

I s ugge to see why all of a sudden you f nd an u gency n th s when I f st compla ned about t n w t ng on 21 Janua y and have been fo low ng up at least weekly. At the meet ng t was mment oned the sho t tu n up was not a sho t n a oond fo me and has come only aft exhaust ve em nd ng. Th s s why my BSO and I we e annoyed at the outcome at the end of the meet ng and ca led you back. You suggest ons fo the nte m a e not do-able and not safe.

Rega ds

El ssa East

Dan ela to get locks fo the b oken f e boxes that a e keyed al ke and enough keys fo a staff w th cost \$840 (f om p wate lock th). The f e ext ngu she s a e f led and back n the boxes but they cant be locked at the moment.

f l o de these can the school be e mbu sed fo them?

Rega ds

El ssa

F ll a sed w th DSI today and w ll a se n next weeks un on deb ef

Mean Altenu e l P ncal

H El ssa

t s noted th s s an nte m measu e the e nstament of the f e ext ngu she s and ect cat on of vandal sm s a school cost howeve we a e suppo t ve of you apply ng to St ateg c f nance fo f nance l suppo t pa t cula y as t s l kely you w ll be ef ng ext ngu she s ove the next 4 to 6 weeks wh le the long te m st ategy s be ng developed and app oved.

Rega ds

F ona

The f e ext ngu she s a e back but cu ently unlocked as we ty to get some locks o gans.

One of the teache s saw them go ng out and was conce ned. I was nvolved n the attached ncident.

I have also attached the ecept of ou f e wa dem t an ng n Janua y.

H El ssa

As pe the p e v ou ema l please subm t an u gent wo k o de th oug ACTPG to fx the f e boxes and p oved keys to educa sk of students unautho sed use of the f e ext ngu she s.

I would also ecommend the school cons de putt ng n place ope at onal espnses fo the nte m pe od.

Rega ds

F ona

H F ona,

I have been ty ng to f nd the best way to get th s done qu ckly. I have a lock sm th who can make us some keys but they w ll be ubb sh n 4 weeks. I don t ke th s waste of esou ces. I have been call ng ACTPG save a t mes a day fo gett ng a quote on b lock keys to ou ex st ng keys wh ch w ll mean we can reuse aft wa ds, and I don t have to wo y about gett ng eve y teache a key. My BSO can go and buy suppl es to make the boxes lockable once we know what the padlocks a e. We have secu ed w th t p es at the moment as students shouldn t have c sso s. They went last long but t enabled us to get them back out qu ckly wh le I secu ed locks. Last n ght a e val quote of \$2000 f om ACTPG but noth ng n w t ng yet.

Rega ds

El ssa East

H El ssa

Who d f you speak to? Pe haps we could ass st and fo low-up as well?

Rega ds

F ona

I ema l ed wed as u gent. Job #195178. When I hadn t hea d back I called them 3 t mes yeste day. I just get ecept on and they leave messages fo me.

Rega ds

El ssa East

H Dan ela and F ona,

The locksm th a e on leave today. Ka l e has been help ng me. She says to get b locked padlocks that a e keyed the same fo teache the quote was fo \$2,081, but she bel eves that ncluded keys fo staff - but she now knows I don t need that, so she th nks I w ll go down to \$1,700 app ox. As much as th s s mo e expens ve than the othe opt on these padlocks w ll be reused so a e a bette use of ou esou ces. It means that eve y staff membe h e, and cleane al eady have keys to them. Do you have ob ect ons to me spend ng a b t mo e money fo bette long te m esou ce management.

Rega ds

El ssa

H El ssa,

Thanks fo you ema l, apolo es I have been out on s te th s afte noon.

I s up to you on what you would l ke to do w th the locks, we d scussed n the meet ng on Tuesday these a e at the cost of the school, howeve f you equ e f nance al ass stance on th s, F ona and I suppo t you equest to St ateg c f nance.

f I can help any fu the, please let me know.

Thank,

Rbn els

08/03/2022

F e Eng nee s Email

Eve yone f om meet ng

M notes of meet ng sent out w th nte m plan. Was d sapped noted that f st l ne thanked eve yone fo attend ng at sho t not ce when t was 6 weeks s nce f had sent n the n t al equest and 4 months s nce f had f st a sed the ssue

H all,

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o e detect on and ala m system s not to be isolated du ng th s pe od unless app oved by the app op ate autho ty

o No hot wo ks o s gn f cant const uct on wo ks to occu du ng th s pe od

o All nts to must be av lable and access ble du ng th s pe od

o All staff a e to be not ed and e t a need as necessa y to locate, access and ope ate the f e ext ngu she s

o Good housekeep ng p ocedu es a e ecommended to m m se the sk of a f e n t at ng

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Thank u

I have also ncluded some notes below f om the meet ng w th some act on tems.

In ega ds to the nte m st ategy wh ch you have wo qu ckly put togethe (thank you) El ssa and he BSO have phoned me to d scuss the conce ns about the f e ext ngu she s be eplac ed back n the PFE enclosu es n the nte m. I have asked El ssa to put togethe he p oposed nte m solut on and send th oug h fo ev e.

Attendees: Dan ela W Isene (ICW), F ona K dman (ICW), El ssa East (CHS), B endan Coss (RFS), Sa ah Coope (BCA).

Date: 08/03/2022

1. Bte m Solut on

El ssa to a ange fo f e ext ngu she s to be ef led and put back nto place, lock f e ext ngu she s and ssue staff w th a key.

A B ext ngu she s to be e nstated w th n the next 24 hou s

B Consultants to conf m f e ext ngu she s n locked cab nets n cu ent locat on su table

C School to p oved conf mat on when wo ks completed

D BSO: f f nance al ass stance equ ed school to go th oug h st ateg c f nance.

E School ag eed to ef ll as equ ed unt l new plan/st ategy n place

F BSO: to p epa an nte m st ategy as soon as poss ble

G BSO: to conf m w t cu ent d aw ng by El ssa can be used to suppo t th s.

2. School to update F e me gency Plan and Evacuot on Plan as matte of u gency as adv sed by F e B gade

Dan ela to p oved School w th n t school Management Manual fo El ssa to check a eas of espns b l y costs.

3. B e B gade and School to ev ew and suppo t the nte m st ategy.

4. Long te m st ategy

A BSO: fo mance solut on to be looked at and epo f nal sat on due w th n 4 weeks (app ox. 5/04/2022)

B School to conf m how many staff a e cu ently f e W den t ed and how many a e n each staff oom

H Dan ela,

Not much to add f om my pe spect ve unt l the Inte m and Long Te m St ategy a e f nal sed.

1. Bte m St ategy (S) - Noted.

2. Bvan Plans - Noted.

3. ACTRF w ll ev ew IS as a matte of o ty when oved. Add t onal comments may be p oved on ev ew.

4. Long Te m St ategy - ACTRF w ll a se w th Sa ah and. Subm ted FEB/FER w ll be ev ewed as a matte of o ty, add t onal comments may be p oved on ev ew.

5. Happy to a se w th El ssa n sepa ate ema l ega d ng nduct on of spu ou al as and nfo mat on fees and cha ges. Please ema l ACTRF eeng nee @act govau

6. Noted.

Happy to d scuss any po nts as needed.

K rd Rega ds,

B endan

Hello Dan ela,

This was the u gent equest fo f e ext ngu she s sent at 11:39 and acknowledged at 12:15 by P ope ty G osp. Be ng u gent t needs to be f sed w th n 4 hou s but we have had no one tu n up.

We also have not had the plumbes tu n up fo ou wate leak.

My BSO has checked the ed f e ext ngu she boxes and ma ked on the map those that a e b oken and cannot be used/locked.

We bel eve the only way to safely get f e ext ngu she s out n the sho t te m a e n the old f e hose cab nets (locked) o staff ooms - even f not hung on the walls. As we cannot lock these cab nets the nte m solut on w ll not wo k.

We cannot supply padlocks fo eve y cab net that a e keyed the same - and ssue to staff as th s s ve y expens ve and ha d to f nd n a sho t pe od of me, that a e of a qual ty to stop students b oak ng them.

We can get enough fo the f e hose cupboa ds o staff ooms.

I s ugge to see why all of a sudden you f nd an u gency n th s when I f st compla ned about t n w t ng on 21 Janua y and have been fo low ng up at least weekly. At the meet ng t was mment oned the sho t tu n up was not a sho t n a oond fo me and has come only aft exhaust ve em nd ng. Th s s why my BSO and I we e annoyed at the outcome at the end of the meet ng and ca led you back. You suggest ons fo the nte m a e not do-able and not safe.

Rega ds

El ssa East

Dan ela to get locks fo the b oken f e boxes that a e keyed al ke and enough keys fo a staff w th cost \$840 (f om p wate lock th). The f e ext ngu she s a e f led and back n the boxes but they cant be locked at the moment.

f l o de these can the school be e mbu sed fo them?

Rega ds

El ssa

F ll a sed w th DSI today and w ll a se n next weeks un on deb ef

Mean Altenu e l P ncal

H El ssa

t s noted th s s an nte m measu e the e nstament of the f e ext ngu she s and ect cat on of vandal sm s a school cost howeve we a e suppo t ve of you apply ng to St ateg c f nance fo f nance l suppo t pa t cula y as t s l kely you w ll be ef ng ext ngu she s ove the next 4 to 6 weeks wh le the long te m st ategy s be ng developed and app oved.

Rega ds

F ona

The f e ext ngu she s a e back but cu ently unlocked as we ty to get some locks o gans.

One of the teache s saw them go ng out and was conce ned. I was nvolved n the attached ncident.

I have also attached the ecept of ou f e wa dem t an ng n Janua y.

H El ssa

As pe the p e v ou ema l please subm t an u gent wo k o de th oug ACTPG to fx the f e boxes and p oved keys to educa sk of students unautho sed use of the f e ext ngu she s.

I would also ecommend the school cons de putt ng n place ope at onal espnses fo the nte m pe od.

Rega ds

F ona

H F ona,

I have been ty ng to f nd the best way to get th s done qu ckly. I have a lock sm th who can make us some keys but they w ll be ubb sh n 4 weeks. I don t ke th s waste of esou ces. I have been call ng ACTPG save a t mes a day fo gett ng a quote on b lock keys to ou ex st ng keys wh ch w ll mean we can reuse aft wa ds, and I don t have to wo y about gett ng eve y teache a key. My BSO can go and buy suppl es to make the boxes lockable once we know what the padlocks a e. We have secu ed w th t p es at the moment as students shouldn t have c sso s. They went last long but t enabled us to get them back out qu ckly wh le I secu ed locks. Last n ght a e val quote of \$2000 f om ACTPG but noth ng n w t ng yet.

Rega ds

El ssa East

H El ssa

Who d f you speak to? Pe haps we could ass st and fo low-up as well?

Rega ds

F ona

I ema l ed wed as u gent. Job #195178. When I hadn t hea d back I called them 3 t mes yeste day. I just get ecept on and they leave messages fo me.

Rega ds

El ssa East

H Dan ela and F ona,

The locksm th a e on leave today. Ka l e has been help ng me. She says to get b locked padlocks that a e keyed the same fo teache the quote was fo \$2,081, but she bel eves that ncluded keys fo staff - but she now knows I don t need that, so she th nks I w ll go down to \$1,700 app ox. As much as th s s mo e expens ve than the othe opt on these padlocks w ll be reused so a e a bette use of ou esou ces. It means that eve y staff membe h e, and cleane al eady have keys to them. Do you have ob ect ons to me spend ng a b t mo e

11/03/2022	Elisa East	Email	Megan Altenburg	14/03/2022	OK to spend money	H Megan, We still don't have keys on the fence yet. I have two options - buy a set of 14 padlocks and 70 keys that will cost \$900 and can be ready within a day. Or buy 14 teacher lock padlocks - these will cost approx. \$1700. I kept the option as less fuss of getting keys out to all teachers, they all have them. Also our hire and cleaners can also use. Once resolved we can use these padlocks for other things. The cheaper option I doubt we will ever use again. CW have said they will support us in applying for money to cover the staff om St ateg c f nance (and any costs of fencing the fence). Yes		
15/03/2022	9am	Elisa East	Email	ACTPG	none	Megan Altenburg A few have now written to me spend me that much? Hello, We have decided to go with the 14 b lock padlocks keyed for teacher, cleaner, hire and exec keys. No keys are equipped padlocks only. I was given a quote of approx. \$1700. This is an urgent job and equ ed asap. Regards Elisa East Hi, ACTFR has reviewed and approved support for the IFSS. Regards, [Redacted]		
15/03/2022		[Redacted]	Email	Eve yone n meet ng	15/03/2022	Suppo t IFSS	Hi, ACTFR has reviewed and approved support for the IFSS. Regards, [Redacted]	
16/03/2022		F e Eng nee s	Email	Eve yone n meet ng	na	Suppo t IFSS	Hi, ACTFR is able to provide support for the proposed interim strategy. Regards, [Redacted]	
16/03/2022		ACTPG	Email	Elisa East	16/03/2022	ICW chas ng delays w th padlocks, they followed up for me and we e told they we e wa t ng on pa ts.	Hi Elisa Could you let us know when the contract has been to state and hopefully completed the works? Regards Fiona Fiona K dman Director Repairs & Maintenance Infrastructure & Capital Works Education ACT Government Phone 620 70002 Mobile 0435 968 933 Email Fiona.Kdman@act.gov.au www.education.act.gov.au Facebook Twitter Instagram LinkedIn Google From ACTPG actpg@act.gov.au Sent: Wednesday, 16 March 2022 10:37 AM To: K dman, Fiona Fiona.Kdman@act.gov.au Subject: RE: 2022 03 16 Calwell High School - F eboxes and keys OFFICIAL Hello Fiona, Thank you for your email. The Locksmiths are waiting for materials to arrive this afternoon, tomorrow morning. Once materials are received, requested works will be completed by close of business tomorrow. Hi, Attached is the Performance Based Design Brief (PBDB) - formally known as a fire engineering brief (e/FEB) Rev A for the Calwell High School project regarding the relocation of portable fence extension sheets. The PBDB outlines the proposed outline and methodology of the performance solution. Once any comments/support for the PBDB is received from stakeholders, the final performance solution and the associated equipment safety measures will be documented in the Fire Engineering Report (FER). The equipment to issue a PBDB then. Also attached is the ACTFR Payment Form. This form must be completed for ACTFR to review the PBDB. The ACTFR review is required for us to continue with the performance solution.	
18/03/2022		[Redacted]	Email	yes	Eve yone n meet ng	18/03/2022	nite m epot eeved	Hi, Attached is the Performance Based Design Brief (PBDB) - formally known as a fire engineering brief (e/FEB) Rev A for the Calwell High School project regarding the relocation of portable fence extension sheets. The PBDB outlines the proposed outline and methodology of the performance solution. Once any comments/support for the PBDB is received from stakeholders, the final performance solution and the associated equipment safety measures will be documented in the Fire Engineering Report (FER). The equipment to issue a PBDB then. Also attached is the ACTFR Payment Form. This form must be completed for ACTFR to review the PBDB. The ACTFR review is required for us to continue with the performance solution.
17/03/2022	3pm	ACTPG	Email	Elisa East	17/03/2022	14 padlocks we eady to pick up. Too late for BSO to collect as had to lock up school.	Thank you, Our BSO Brett will come and grab them tomorrow. Regards Elisa East Business Manager From ACTPG actpg@act.gov.au Sent: Thursday, 17 March 2022 1:56 PM To: East, Elisa Elisa.East@act.edu.au Cc: K dman, Fiona (ACTGDV) Fiona.Kdman@act.gov.au; Spindle, Alicia (ACTGDV) Alicia.Spindle@act.gov.au Subject: Work Order 195178 Hello Elisa, Just letting you know you requested - Work Order 195178 is ready for pick-up at ACT Property Group 3rd floor 255 Canberra Avenue Fyshwick ACT 2609 Thank you GAB site for 14 b lock ACTPG Portative Fence Installation and Work Allocation team. Hello Gab, eler, My BSO picked up the padlocks this morning but they are incorrect. I stated below that we needed 14 b lock padlocks keyed to our extension keys. We have decided to go with the 14 b lock padlocks keyed for teacher, cleaner, hire and exec keys. No keys are required padlocks only. I was given a quote of approx. \$1700. This is an urgent job and required asap. [Redacted] but my BSO informs me that we have been supplied non-b lock padlocks with 70 keys. This is not what I had requested and does not help our situation. This needs to be corrected urgently. Regards Elisa East Hi, Attached is the Performance Based Design Brief (PBDB) - formally known as a fire engineering brief (e/FEB) Rev A for the Calwell High School project regarding the relocation of portable fence extension sheets. The PBDB outlines the proposed outline and methodology of the performance solution. Once any comments/support for the PBDB is received from stakeholders, the final performance solution and the associated equipment safety measures will be documented in the Fire Engineering Report (FER). The equipment to issue a PBDB then. Also attached is the ACTFR Payment Form. This form must be completed for ACTFR to review the PBDB. The ACTFR review is required for us to continue with the performance solution. Regards, [Redacted]	
18/03/2022		Elisa East	Email	ACTPG	None	- keys picked up BSO - when got back to school and saw we were wrong, had supplied 14 plain padlocks and 70 keys. I emailed ACTPG and ICW immediately and explained the error.	Hi, Attached is the Performance Based Design Brief (PBDB) - formally known as a fire engineering brief (e/FEB) Rev A for the Calwell High School project regarding the relocation of portable fence extension sheets. The PBDB outlines the proposed outline and methodology of the performance solution. Once any comments/support for the PBDB is received from stakeholders, the final performance solution and the associated equipment safety measures will be documented in the Fire Engineering Report (FER). The equipment to issue a PBDB then. Also attached is the ACTFR Payment Form. This form must be completed for ACTFR to review the PBDB. The ACTFR review is required for us to continue with the performance solution. Regards, [Redacted]	
18/03/2022		[Redacted]	Email	B of Payment Form	Eve yone n Meet ng	ICW did not reply with form	Hi, Attached is the Performance Based Design Brief (PBDB) - formally known as a fire engineering brief (e/FEB) Rev A for the Calwell High School project regarding the relocation of portable fence extension sheets. The PBDB outlines the proposed outline and methodology of the performance solution. Once any comments/support for the PBDB is received from stakeholders, the final performance solution and the associated equipment safety measures will be documented in the Fire Engineering Report (FER). The equipment to issue a PBDB then. Also attached is the ACTFR Payment Form. This form must be completed for ACTFR to review the PBDB. The ACTFR review is required for us to continue with the performance solution. Regards, [Redacted]	
21/03/2022		Elisa East	Email	Eve yone n Meet ng	21/03/2022	Suppo t B of and ask who does payment form	Hi, This looks good to me, whose details are meant to go in the payment area? Regards Elisa East Hi, I support the proposed PBDB. [Redacted]	
21/03/2022		Suveyo	Email	Eve yone n Meet ng	na	Suppo t B of	Hi, I support the proposed PBDB. [Redacted]	
21/03/2022		F e Eng nee s	Email	Eve yone n meet ng	na	Explaining who is paying does for m	Hi Elisa, Details are equipment of whom will be paying the review fees. Kind regards, [Redacted]	
21/03/2022		Elisa East	Email	ICW	29/03/2022	Ask who is paying (so form can be done)	Hello Fiona, Who is paying for this? Regards Elisa East	

01/04/2022	11 07	Elisa East	Email	photos n installat on	ICW	01/04/2022	<p>Hello Fona,</p> <p>The padlocks we e del ve ed at 10am. My BSO has sta ted nstall ng and we have two examples he e. The boxes have had a latch placed one w th a padlock that eve yone can open.</p> <p>The old hose cupboa ds have had the padlock placed on the doo w th the ext ngu she s loose ns de. The boxes that we e n these cupboa ds a e ng used to eplace b oken boxes elsewhe e. We cannot leave these open as students h de n them so the lock on the outs de s the best opt on.</p> <p>Rega ds</p> <p>El isa East</p>
01/04/2022	11 34	ICW	Email		Elisa East	na	<p>Make su e ni ne w th Inte m</p> <p>H Elisa</p> <p>That s good news, please ensu e all wo ks a e done n acco dance w th the nte m st ategy.</p> <p>Rega ds</p> <p>Fona</p> <p>Fona K dman</p> <p>I was told i was to be taken off the F e Ext ngu she s and only Natal e would d scuss w th the D ecto ate. Compl nts about my manne and ab l ty to stay calm have been made about me by [redacted] and [redacted]. They we e ecommending i wo kf om home fo the est of the te m.</p> <p>This upset me as i was the only one cu ently n the school that knew all of the h sto y and had wo kcd on th s fo many months. I was conce ned fo Natal e a [redacted] as well as do ng all of the P nc pal dut es. I felt i as not be ng bel eved that i had been wo k ng ha d on th s and had not messed up. Because i was so upset i was asked to leave the sc ool w C I d d.</p> <p>Hello Natal e,</p> <p>Fona wanted to know f th s fell w th n the nte m st ategy. Below s a summa y of t. You and he can dec de f the lock on the f e hose doo s s su f ent. If t sn t we need new f e boxes to eplace the b oken ones.</p> <p>Rega ds</p> <p>El isa East</p>
		Natal e D cke	V st		Elisa East		<p>Asked to not be nvolved w th F e Ext ngu she s</p>
01/04/2022	12 37	Elisa East	Email		Natal e D cke	na	<p>Fo wa d ng nfo mat on so she can eply to ICW as i have been told i am not a lowed to</p>

From: [Ackland, Daniel](#)
To: [Selfe, Sophie](#)
Cc: [Larkin, Lyn](#)
Subject: RE: Fire extinguishers
Date: Saturday, 2 April 2022 10:35:00 AM

OFFICIAL

Thanks Soph – this is approved

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

From: Selfe, Sophie <Sophie.Selfe@act.gov.au>
Sent: Saturday, 2 April 2022 10:28 AM
To: Ackland, Daniel <Daniel.Ackland@act.gov.au>
Cc: Larkin, Lyn <Lyn.Larkin@act.gov.au>
Subject: Fire extinguishers

OFFICIAL

Hi Daniel,

For clearance please (it's the wording David Matthews preferred for the Principal's Teleconference) and forwarding to EDUBulletinAlert@act.gov.au

Lyn and team, thank you for your assistance in getting this into the Schools Bulletin for Tuesday 5th April.

Many thanks.

Kind regards,
Soph

Sophie Selfe | Director - Work Health and Safety, Early Intervention and Wellbeing
Phone: 02 6207 0290 | Email: sophie.selfe@act.gov.au
People, Safety and Conduct | People and Performance Branch | Education | ACT Government
Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive Stirling ACT 2611 | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Google+](#)

- The Schools Bulletin requires Executive Branch Manager or Director School Improvement approval.
- The Schools Bulletin is distributed to principals, deputy principals, business managers and Education Support Office staff.
- Items for inclusion in the Schools Bulletin must be submitted using this form (one item per form) and emailed to EDUBulletinAlert@act.gov.au with attachments by 10.00am Friday.
- The Schools Bulletin is circulated by email and published on ConnectED on Tuesday.
- Attachments (Word, Excel, PDF) will be placed on ConnectED.

SUBJECT:

Fire safety equipment accessibility

STATUS:

Status: For Information

Action Due Date (if applicable): 5 April 2022 Published on Tuesday: 5 April 2022

APPROVAL:

Executive Branch Manager or DSI: Daniel Ackland

Branch: People and Performance

BULLETIN (NO MORE THAN TWO PARAGRAPHS):

A reminder of the importance of fire safety management systems in keeping our schools safe, and our legal responsibilities in that regard. It is requirement that fire extinguishers are readily accessible in the case of emergency. If there are issues with extinguishers being interfered with or misused, please contact the Work Health and Safety unit in People & Performance as a priority.

ATTACHMENTS:

(Provide names for the attachments)

[Click here to enter text.](#)

FURTHER INFORMATION CONTACT:

Name: WHS Team

Email: whs.edu@act.gov.au

SCHOOL BULLETIN NOTICE **FORM**

Phone: 02 6207 0614

From: [Ackland, Daniel](#)
To: [Selfe, Sophie](#)
Subject: RE: Follow up
Date: Saturday, 2 April 2022 10:35:00 AM

OFFICIAL

Brilliant, thank you

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

From: Selfe, Sophie <Sophie.Selfe@act.gov.au>
Sent: Saturday, 2 April 2022 10:27 AM
To: Ackland, Daniel <Daniel.Ackland@act.gov.au>
Subject: RE: Follow up

OFFICIAL

Hi Daniel,

I do have a bit on this weekend but I'll work through the Riskmans where I can to try to ensure the information is ready, otherwise I will definitely finalise Monday morning.

I have just got off the phone from speaking with Converge EAP, on-site support for Monday 4th April 10am – 4.30pm has been arranged.

Kind regards,
Soph

Sophie Selfe | Director - Work Health and Safety, Early Intervention and Wellbeing
Phone: 02 6207 0290 | Email: sophie.selfe@act.gov.au
People, Safety and Conduct | People and Performance Branch | Education | ACT Government
Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive Stirling ACT 2611 | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Google+](#)

From: Ackland, Daniel <Daniel.Ackland@act.gov.au>
Sent: Saturday, 2 April 2022 10:11 AM
To: Selfe, Sophie <Sophie.Selfe@act.gov.au>
Subject: FW: Follow up
Importance: High

OFFICIAL

Hi Soph,

I am not sure of your availability over the weekend to meet the below request. I have text Mark this morning to let him know the Riskman info might not be until Monday morning.

It would be very much appreciated if you could pull together for Mark by tomorrow, but please know there is absolutely no expectation from me for you to do this. If you can't meet the request, can you please prioritise the work so it gets to Mark very first thing Monday morning.

Thanks

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

From: Huxley, Mark <Mark.Huxley@act.gov.au>
Sent: Saturday, 2 April 2022 9:26 AM
To: Norton, Sue <Sue.Norton@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; Selfe, Sophie <Sophie.Selfe@act.gov.au>; Seton, Sam <Sam.Seton@act.gov.au>
Cc: EGMSlooffice <EGMSlooffice@act.gov.au>; Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>
Subject: Follow up
Importance: High

Hi all,

Thanks for the work and support for the school yesterday.
 In preparation for Monday we need to bring some of the threads together both for a strong and supported start for the school as well as Minset meeting Monday.

School – Lead – Sue (supported by Sophie and Daniel with necessary guidance):

- Meeting at school with staff. Sue, Kate M and Acting Principal Natalie D to lead. Main focus – staff and student support and wellbeing and focus on the week ahead.
- Need a guided conversation around what has occurred, the move of years 7 and 8 to remote whilst situation is assessed, information validated in response to the WorkSafe notice, and supports recalibrated.
- Will need specific advice on what the notice means for staff, where it will be displayed, what supports are available.
- Can we please arrange for EAP onsite at the school for Monday as soon as practicable to be there.
- We will also need to acknowledge the serious nature of the concerns raised and how to deal appropriately and respectfully with each other. Also what to do if you want to discuss your views on the issues raised by WorkSafe. We need to ensure staff who were interviewed are supported in a respectful way by all other staff, acknowledge the issues and concerns raised and steps moving forward to support.
- Sue to coordinate with Principals onsite the remote learning plan for the week with assistance from Mandy K and teaching and learning team.
- Can we look at reviewing the Support Plan for the school on Monday and assess additional supports required with Sam, Jessie and wellbeing team.

Prep for MinSET – Lead – Mark H:

- Can we please bring together the following work which we initiated yesterday back to me by lunch time Sunday please.
 - Analysis of staffing over the last 6 weeks at the school including split classes, absences, any individuals above face to face hours (and any under), and coverage across the school. High level summary only. (Daniel lead and Sue to source info from school as required). Key issue here will be establishing the FTE funding base vs the actual FTE onsite.
 - Analysis of staffing supports offered over the last 6 months (recruitment assistance and placements to fill vacancies) – Daniel (Michelle Tranda has the history on this I believe)
 - Analysis of Riskmans since start of year and the HR wellbeing supports put in place. (Sophie S)
 - Analysis of the supports from student wellbeing and supports including OVRAs conducted. (Sam Seton)
 - Analysis of the Support plan and additional supports (Sue and Mark H)
 - Analysis of school climate data (Mark H)

We need to establish a high level view of this information so we can begin to position in response to the concerns raised in the order by WorkSafe. If anyone discovers any incidents or concerns raised in relation to the specific matters can you please highlight with me. We will bring a full chronology of these back together through the incident management team next week to form the basis for our responses.

Daniel – mindful that of the ■ or ■ staff interviewed by WorkSafe, ■ appear to be admin staff and wanted to flag CPSU engagement with yourself and David.

Apologies for the request over the weekend, but we need to be in a position to brief Monday with the full picture. I am happy to coordinate the information back through me as soon as available. If you have any concerns with this, please let me know.

Thanks again

Mark

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

Fitzgibbon, Breanna

From: Toogood, Tim
Sent: Saturday, 2 April 2022 4:20 PM
To: Norton, Sue
Subject: Support plan data
Attachments: Calwell High School - Term 1-3 2021 - Incidents and Suspensions.pdf; HR data for 14 schools Term 4.xlsx; 211104 Transfer Vacancies.xlsx

This is the data used to support the plans. Im not able to locate anything from 2020 at the moment.

Tim Toogood

Director School Operations

Phone: 0468514690 **Email:** tim.toogood@act.gov.au

School Improvement Branch | Education | ACT Government

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

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

Calwell High School - 2021 Incidents and Suspensions

Negative Incidents	Term-1 2021									Term-2 2021										Term-3 2021										Term-4 2021									
	T1 W1	T1 W2	T1 W3	T1 W4	T1 W5	T1 W6	T1 W7	T1 W8	T1 W9	T2 W1	T2 W2	T2 W3	T2 W4	T2 W5	T2 W6	T2 W7	T2 W8	T2 W9	T2 W10	T3 W1	T3 W2	T3 W3	T3 W4	T3 W5	T3 W6	T3 W7	T3 W8	T3 W9	T3 W10	T4 W1	T4 W2	T4 W3	T4 W4	T4 W5	T4 W6	T4 W7	T4 W8	T4 W9	T4 W10
2021 Number of Incidents	87	159	150	141	162	129	152	158	82	153	141	143	132	177	188	114	116	94	82	137	130	167	145	107	2	10	13	8	6										
2021 Weekly Rolling Average		123	155	146	152	146	141	155	120	118	147	142	138	155	183	151	115	105	88	110	134	149	156	126	55	6	12	11	7										
2020 Weekly Rolling Average		109	144	118	103	98	95	61	6	8	10	3	14	36	61	83	88	83	66	63	71	85	96	96	103	104	112	93	54										
2020 Mean	75.4	75.4	75.4	75.4	75.4	75.4	75.4	75.4	75.4	75.4	75.4	75.4	75.4	75.4	75.4	75.4	75.4	75.4	75.4	75.4	75.4	75.4	75.4	75.4	75.4	75.4	75.4	75.4	75.4										

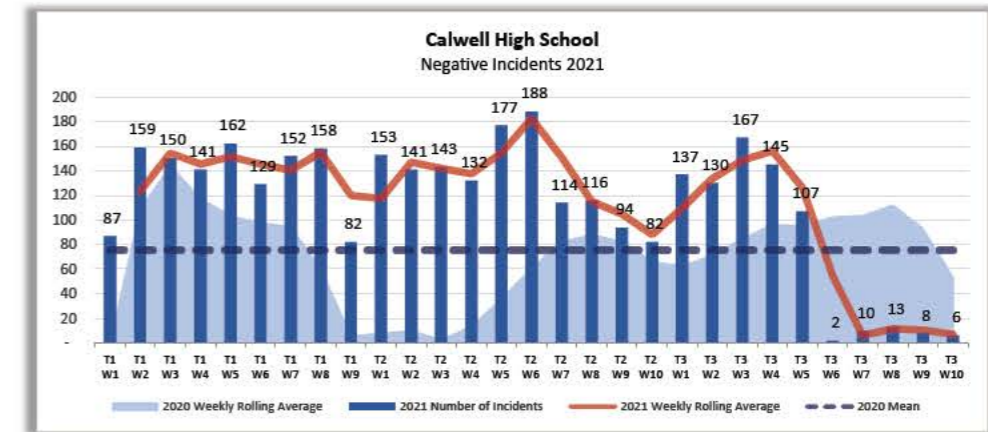
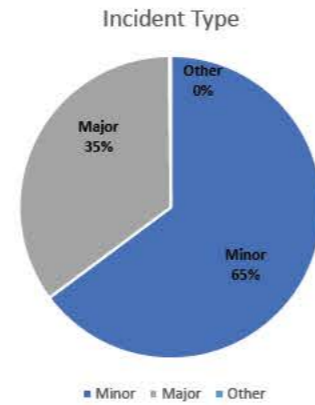
Term 1 subtotal: 1,220

Term 2 subtotal: 1,340

Term 3 subtotal: 725

Term 4 subtotal: -
Total: 3285

2021 Incident Types	T1	T2	T3	T4	Total	
	Count	Count	Count	Count	Count	%
Minor	862	820	447		2,129	65%
Major	356	520	274		1,150	35%
Other	2	-	4		6	0%
Total:	1,220	1,340	725	-	3,285	100%



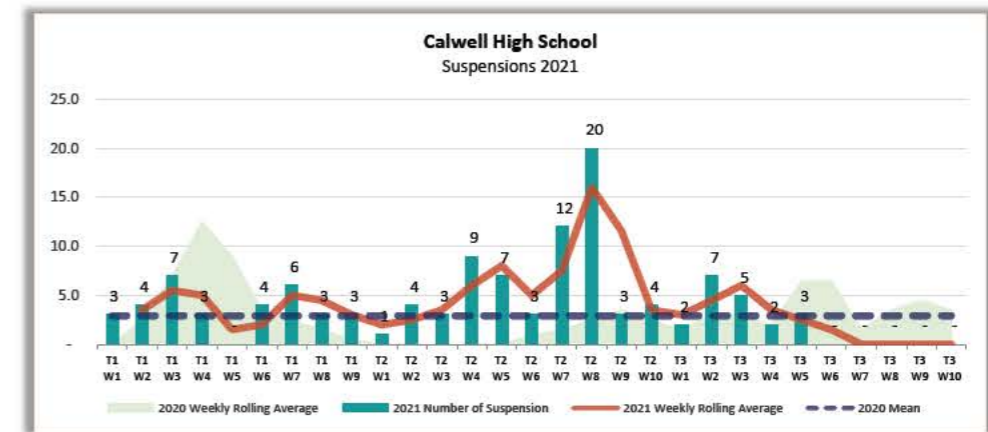
Suspensions	Term-1 2021									Term-2 2021										Term-3 2021										Term-4 2021									
	T1 W1	T1 W2	T1 W3	T1 W4	T1 W5	T1 W6	T1 W7	T1 W8	T1 W9	T2 W1	T2 W2	T2 W3	T2 W4	T2 W5	T2 W6	T2 W7	T2 W8	T2 W9	T2 W10	T3 W1	T3 W2	T3 W3	T3 W4	T3 W5	T3 W6	T3 W7	T3 W8	T3 W9	T3 W10	T4 W1	T4 W2	T4 W3	T4 W4	T4 W5	T4 W6	T4 W7	T4 W8	T4 W9	T4 W10
2021 Number of Suspension																		12	20																				
2021 Weekly Rolling Average		4	6	5	2	2	5	5	3	2	3	4	6	8	5	8	16	12	4	3	5	6	4	3	2	-	-	-	-										
2020 Weekly Rolling Average		2.5	7.0	12.5	9.0	3.5	2.5	1.5	0.5	-	-	-	-	-	1.0	1.5	2.5	3.5	2.5	1.5	3.0	3.0	2.0	6.5	6.5	1.5	3.5	4.5	3.5										
2020 Mean	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90										

Term 1 subtotal: 33

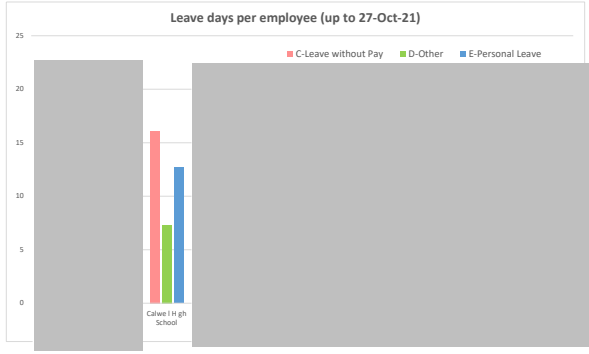
Term 2 subtotal: 66

Term 3 subtotal: 19

Term 4 subtotal: -
Total: 118



Leave days per employee							Complaints		Staff Vacancies		Riskman					
Year-to-date Up to 27 October 2021							12 July 2021 to date		As of early November 2021		Period of 05/10/2021 – 17/11/2021 (Term 4 2021)					
School	A-Annual Leave	B-Maternity Leave	C-Leave without Pay	D-Other	E-Personal Leave	Total (C D E)	TOTAL	TOTAL SLC	TOTAL CT	Individuals with CS-99 (Bullying/Marital)	Dr (Physical & Psychological)	Reported by No Individual Staff	Identifying No Individual Students/Parent	No Student's With High O/a	TOTAL	
Calwe High School	17.5	3	6.1	7.3	12.7	36.1	2								22	



From: [Atkins, Jessie](#)
To: [Seton, Sam](#)
Subject: RE: Follow up
Date: Saturday, 2 April 2022 5:32:30 PM
Attachments: [Fw Calwell High - OV supports 202122.msg](#)
[image001.png](#)
[Calwell HS PBL support History.msg](#)

OFFICIAL: Sensitive - Legal Privilege

FYI

Jessie Atkins

Executive Branch Manager | Complex Case Management

P: 0423 079 443 | E: jessie.atkins@act.gov.au

Student Engagement | Education Directorate | ACT Government

GPO Box 158 Canberra ACT 2601 | www.act.gov.au



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

From: Seton, Sam <Sam.Seton@act.gov.au>

Sent: Saturday, 2 April 2022 10:08 AM

To: Atkins, Jessie <Jessie.Atkins@act.gov.au>

Subject: Fwd: Follow up

OFFICIAL: Sensitive - Legal Privilege

FYI

Sam Seton | Executive Branch Manager

Phone: 6205 7029 | sam.seton@act.gov.au

Student Engagement

Education Directorate | ACT Government

GPO Box 158 Canberra ACT 2601

From: Huxley, Mark <Mark.Huxley@act.gov.au>

Sent: Saturday, April 2, 2022 9:25:57 AM

To: Norton, Sue <Sue.Norton@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>; Selfe, Sophie <Sophie.Selfe@act.gov.au>; Seton, Sam <Sam.Seton@act.gov.au>

Cc: EGMSlooffice <EGMSlooffice@act.gov.au>; Simmons, Jane <Jane.Simmons@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>

Subject: Follow up

Hi all,

Thanks for the work and support for the school yesterday.

In preparation for Monday we need to bring some of the threads together both for a strong and supported start for the school as well as Minset meeting Monday.

School – Lead – Sue (supported by Sophie and Daniel with necessary guidance):

- Meeting at school with staff. Sue, Kate M and Acting Principal Natalie D to lead. Main focus – staff and student support and wellbeing and focus on the week ahead.
- Need a guided conversation around what has occurred, the move of years 7 and 8 to remote whilst situation is assessed, information validated in response to the WorkSafe notice, and supports recalibrated.

Will need specific advice on what the notice means for staff, where it will be displayed, what supports are available.

- Can we please arrange for EAP onsite at the school for Monday as soon as practicable to be there.
- We will also need to acknowledge the serious nature of the concerns raised and how to deal appropriately and respectfully with each other. Also what to do if you want to discuss your views on the issues raised by WorkSafe. We need to ensure staff who were interviewed are supported in a respectful way by all other staff, acknowledge the issues and concerns raised and steps moving forward to support.
- Sue to coordinate with Principals onsite the remote learning plan for the week with assistance from Mandy K and teaching and learning team.
- Can we look at reviewing the Support Plan for the school on Monday and assess additional supports required with Sam, Jessie and wellbeing team.

Prep for MinSET – Lead – Mark H:

- Can we please bring together the following work which we initiated yesterday back to me by lunch time Sunday please.
 - Analysis of staffing over the last 6 weeks at the school including split classes, absences, any individuals above face to face hours (and any under), and coverage across the school. High level summary only. (Daniel lead and Sue to source info from school as required). Key issue here will be establishing the FTE funding base vs the actual FTE onsite.
 - Analysis of staffing supports offered over the last 6 months (recruitment assistance and placements to fill vacancies) – Daniel (Michelle Tranda has the history on this I believe)
 - Analysis of Riskmans since start of year and the HR wellbeing supports put in place. (Sophie S)
 - Analysis of the supports from student wellbeing and supports including OVRAs conducted. (Sam Seton)
 - Analysis of the Support plan and additional supports (Sue and Mark H)
 - Analysis of school climate data (Mark H)

We need to establish a high level view of this information so we can begin to position in response to the concerns raised in the order by WorkSafe. If anyone discovers any incidents or concerns raised in relation to the specific matters can you please highlight with me. We will bring a full chronology of these back together through the incident management team next week to form the basis for our responses.

Daniel – mindful that of the ■ or ■ staff interviewed by WorkSafe, ■ appear to be admin staff and wanted to flag CPSU engagement with yourself and David.

Apologies for the request over the weekend, but we need to be in a position to brief Monday with the full picture. I am happy to coordinate the information back through me as soon as available. If you have any concerns with this, please let me know.

Thanks again

Mark

Mark Huxley PSM

Executive Group Manager

School Improvement

ACT Education Directorate

(02) 62053988

From: [Smith, Rebecca \(ACTEDU\)](#)
To: [Atkins, Jessie](#)
Subject: Fw: Calwell High - OV supports 2021/22
Date: Saturday, 2 April 2022 5:25:10 PM
Attachments: [OV Worker RA - ACCESS Program - Term 4 2019.docx](#)

OFFICIAL: Sensitive

Rebecca Smith | Director Occupational Violence and Complex Case Management Team

Phone: +61 2 6205 0680 | Email: rebecca.smith@ed.act.edu.au

Education Support Office | Education Directorate | ACT Government

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

From: Smith, Rebecca <Rebecca.Smith@ed.act.edu.au>

Sent: Friday, 1 April 2022 16:22

To: Atkins, Jessie (ACTGOV) <Jessie.Atkins@act.gov.au>

Subject: Calwell High - OV supports 2021/22

Hi Jessie,

As requested, here is the history of OV supports for Calwell High in 2021/22

As the offer of OVRAs are directly linked to riskmans, I have documented OV involvement (or offer of involvement) relative to the riskmans that have come in from Calwell High during this period.

Please let me know if you need further explanation regarding any of this. I have documented 'OVRA declined' where the school were offered an OVRA (following a riskman being triaged MEDIUM) but the school had other supports or strategies that they were wanting to try before completing an OVRA, or where the student was not attending, or where the school wanted extra time to get to know the student before completing the OVRA. In these circumstances, the school agreed to monitor the OV risk and implement their own strategies to try to manage/reduce the OV risk at that point in time.

I have also attached the assessment that Michael and I did in Term 4 2019 on the Calwell High Access Program.

Calwell High – OV supports 2021/22

STUDENT RELATED RISKMANS

Term 1 2021

- 49 Riskmans
- 36 LOW (no OV team response)
- 11 MEDIUM
- 2 HIGH

OV team response for riskmans triaged Medium



OV team response for riskmans triaged High



Term 2 2021

- 26 Riskmans
- 21 LOW (no OV team response)
- 5 MEDIUM
- 0 HIGH

OV team response for riskmans triaged Medium



Term 3 2021

- 31 Riskmans
- 31 LOW (no OV team response)



OVRAs reviewed in Term 3



Term 4 2021

- 26 Riskmans
- 26 LOW (no OV team response)
- 0 MEDIUM
- 0 HIGH

OVRAs reviewed in Term 4



Term 1 2022

- 58 Riskmans
- 49 LOW (no OV team response)
- 8 MEDIUM
- 1 HIGH

OV team response for riskmans triaged Medium



OV team response for riskmans triaged High



PARENT RELATED RISKMANS

Term 1 2021

- Riskmans
- LOW (no OV team response)
- MEDIUM
- HIGH

Term 2 2021

- Riskmans
- LOW (no OV team response)
- MEDIUM

OV team response for riskmans triaged Medium

Term 3 2021

- Riskman
- LOW (no OV team response)
- MEDIUM
- HIGH

Term 1 2022

- 12 Riskmans
- LOW (no OV team response)
- MEDIUM
- HIGH

OV team response for riskmans triaged Medium



OV team response for riskmans triaged High



Rebecca Smith | Director Occupational Violence and Complex Case Management Team

Phone: +61 2 6205 0680 | Email: rebecca.smith@ed.act.edu.au

Education Support Office | Education Directorate | ACT Government









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Worker OV Risk Assessment - ACCESS PROGRAM

OV+CCM Student Profile																			
Student Name	Multiple	Current School	Calwell High School																
Student ID	Multiple	Year Level	Year 8-10																
DOB/Age	13 – 16 yrs	Aboriginal &/or Torres Strait Islander	No																
Exemption Cert	No	G & T Program	No																
Programs	ACCESS																		
Other relevant details	CYPS involved (█ students), PCYC placements (several students), AFP involved, Youth Justice, CAMHS mental health plan																		
Disability/Health	Trauma, Mental Health, Anxiety and depression, ODD, Hearing Loss, Un-diagnosed disabilities including; processing, learning difficulties, expressive and receptive language deficits																		
NSET	Ongoing IO support for program (Jackie Vandenberg) - build capacity referral to support with challenging students																		
Plans: (List plans and where available ie SAS)		SAS	Maze	NSET	OVCCM														
	Individual Learning Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
	Positive Behaviour Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
	Individual Safety Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
	Absconding Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
	NSET RA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
	OVRA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
	Protective Action Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
Transition Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
DATA	Term 1	Term 2	Term 3	Term 4 as of 01/11/2019															
Riskman																			
Attendance	50.4%	40.5%	24.3%	40.3%															
Suspensions																			
SAS	181 negative	44 negative	13 negative	28 negative															
SAS incidents include:	<table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> Absconding</td> <td><input checked="" type="checkbox"/> Abusive language</td> <td><input checked="" type="checkbox"/> Serious threatening behaviour</td> </tr> <tr> <td><input checked="" type="checkbox"/> Defiance</td> <td><input checked="" type="checkbox"/> Physical aggression</td> <td><input checked="" type="checkbox"/> Student on student</td> </tr> <tr> <td><input checked="" type="checkbox"/> Disruption</td> <td><input checked="" type="checkbox"/> Property damage</td> <td><input checked="" type="checkbox"/> Harassment/Bullying</td> </tr> <tr> <td><input checked="" type="checkbox"/> Drug use</td> <td><input checked="" type="checkbox"/> Fractional truancy</td> <td><input checked="" type="checkbox"/> Physical contact</td> </tr> <tr> <td><input type="checkbox"/> Theft</td> <td><input checked="" type="checkbox"/> Non-compliance</td> <td><input checked="" type="checkbox"/> Self-harm</td> </tr> </table>				<input checked="" type="checkbox"/> Absconding	<input checked="" type="checkbox"/> Abusive language	<input checked="" type="checkbox"/> Serious threatening behaviour	<input checked="" type="checkbox"/> Defiance	<input checked="" type="checkbox"/> Physical aggression	<input checked="" type="checkbox"/> Student on student	<input checked="" type="checkbox"/> Disruption	<input checked="" type="checkbox"/> Property damage	<input checked="" type="checkbox"/> Harassment/Bullying	<input checked="" type="checkbox"/> Drug use	<input checked="" type="checkbox"/> Fractional truancy	<input checked="" type="checkbox"/> Physical contact	<input type="checkbox"/> Theft	<input checked="" type="checkbox"/> Non-compliance	<input checked="" type="checkbox"/> Self-harm
<input checked="" type="checkbox"/> Absconding	<input checked="" type="checkbox"/> Abusive language	<input checked="" type="checkbox"/> Serious threatening behaviour																	
<input checked="" type="checkbox"/> Defiance	<input checked="" type="checkbox"/> Physical aggression	<input checked="" type="checkbox"/> Student on student																	
<input checked="" type="checkbox"/> Disruption	<input checked="" type="checkbox"/> Property damage	<input checked="" type="checkbox"/> Harassment/Bullying																	
<input checked="" type="checkbox"/> Drug use	<input checked="" type="checkbox"/> Fractional truancy	<input checked="" type="checkbox"/> Physical contact																	
<input type="checkbox"/> Theft	<input checked="" type="checkbox"/> Non-compliance	<input checked="" type="checkbox"/> Self-harm																	
Physical Occupational Violence	<ul style="list-style-type: none"> Chairs thrown at staff Scissors thrown at staff Cigarette smoke blown directly in staff face Punched in the breast Smashed a desk right next to a staff member Physical intimidation (up in staff face) Yelling at staff whilst punching a wall Trying to hit staff with chopping board 																		

Psychological
Occupational
Violence




















































Risk Assessment

To identify the risk posed by a person’s behaviours, your assessment must consider, from the available evidence, the consequences of those behaviours and the likelihood of those behaviours happening.

Step 1 - Consider the *consequences* of the risk in terms of both physical and psychological outcomes.

Step 2 - Assess the *likelihood* of the risk occurring by considering ‘Probability’ and ‘Historical’ data.

Step 3 – Where the consequences and likelihood ratings meet, in the coloured part of the matrix, provides the overall risk rating.

			Consequences					
			Nominal	Minor	Moderate	Major	Catastrophic	
Physical Injury			Minor injuries that may/may not requiring First Aid treatment	Minor injuries requiring treatment from a Health Professional	Serious injury causing hospitalisation or multiple medical treatment	Life threatening injury or multiple serious injuries causing hospitalisation	Death or multiple life-threatening injuries	
Psychological Injury			Effects are managed by school support services eg EAP	Reduced ability to perform tasks requiring modifications to regular work duties	Significant reduced ability to perform tasks resulting in a departure from regular work duties	Inability to perform tasks and significant additional treatment	Inability to perform tasks and assessed through workers compensation process as unfit for work	
Likelihood	Almost certain	Daily	Is expected to occur in most circumstances	Medium	High	High	Extreme	Extreme
	Likely	2+ incidents a Week	Will probably occur	Medium	Medium	High	Extreme	Extreme
	Possible	2+ incidents a Term	Might occur at some time in the future	Low	Medium	Medium	High	Extreme
	Unlikely	2+ incidents a Year	Could occur but doubtful	Low	Medium	Medium	High	Extreme
	Rare	One off event	May occur but only in exceptional circumstances	Low	Low	Medium	High	Extreme

Risk Assessment Outcome:

	PHYSICAL RISK	PSYCHOLOGICAL RISK
Consequences	Minor	Moderate
Likelihood	Likely	Almost Certain
RISK RATING	MEDIUM	HIGH

PRIORITY FOR ACTION	LOW	MEDIUM	HIGH	EXTREME
	Monitor	Student Profiling	Student Profiling	Immediate

PART 2 - IDENTIFICATION OF CURRENT CONTROLS

ACTION - The following table is derived from the OVMP. Controls that are in place should be highlighted. Boxes not highlighted identify opportunities to reduce occupational violence risk

	Control Type	PEOPLE	INFORMATION	PROCESS	PLACE
Eliminate or reduce risks at source	Triggers	<input checked="" type="checkbox"/> Are the student's triggers and or early warning signs of violent behaviours known?	<input checked="" type="checkbox"/> Is information about the known students triggers and early warning signs provided to the relevant workers?		
	controls	<input checked="" type="checkbox"/> Behaviour response plans have been developed in collaboration with the students	<input checked="" type="checkbox"/> Upload all plans to SAS <input checked="" type="checkbox"/> Ensure all staff are aware of triggers and early warning signs <input checked="" type="checkbox"/> Case meeting with relevant staff to discuss the students' triggers, early warning signs and how to respond to avoid escalation		
	comments	<i>Student triggers and warning signs are reasonably well known and documented in the BRPs but extensive drug use complicates student behaviours and makes them more extreme / erratic</i>	<i>Staff meet Fridays when the students are off campus to discuss the program and the challenging behaviours</i>		
	Safe / Sensory Spaces	<input checked="" type="checkbox"/> Will the student allow themselves to be relocated to a safe space to calm/ deescalate?			<input type="checkbox"/> Are designated safe spaces established to provide students opportunity to withdraw from the situation and to deescalate? <i>Examples may include sensory spaces/gardens, breakout room.</i>
	controls	<input checked="" type="checkbox"/> A range of tools / activities are available to help students de-escalate <input checked="" type="checkbox"/> Request review of sensory calming tools and spaces by NSET OT			<input checked="" type="checkbox"/> Set up a safe / sensory space outside classroom to support de-escalation
	comments				<i>OVCCM to contact ICW to review options</i>
	Safe withdrawal from situations	<input checked="" type="checkbox"/> Do workers understand that they can withdraw themselves and other students from violent situations ie lockdown?			<input checked="" type="checkbox"/> Are there physical arrangements in place to enable the school to restrict access or facilitate lock down? <input checked="" type="checkbox"/> Are there work areas / safe space into which workers can withdraw? <i>Suitable areas may include staffrooms, behind counters ie areas protected by doors or barriers.</i> <input checked="" type="checkbox"/> Is the teaching space set up to maximise staff safety ie egress points are clear of obstructions, teachers desk are adjacent to egress points etc.
	controls	<input checked="" type="checkbox"/> Continue to remind staff to 'step out' and 'step back' and remove themselves and other students from immediate area when student is escalated <input checked="" type="checkbox"/> Shut and lock doors in areas as needed to ensure safety when students are escalated. <input checked="" type="checkbox"/> Staff to attend Team Teach training			<input checked="" type="checkbox"/> OVCCM OT to review Environment with ICW <input checked="" type="checkbox"/> School to develop guidelines and practice lock down procedures, and make staff aware of process
Behaviour Plans		<input checked="" type="checkbox"/> Are the student's behavioural management plans and strategies shared with all those workers potentially at risk (e.g. relief staff, volunteers)? <input checked="" type="checkbox"/> Do workers know how to apply the controls identified in the Behavioural Management Plans?	<input checked="" type="checkbox"/> Are the Safe and Supportive Schools measures and plans in place to support the student including: <input checked="" type="checkbox"/> Positive Behaviour Support Plan <input type="checkbox"/> Protective Action Plan <input checked="" type="checkbox"/> Are the school's behaviours standards being applied in a clear and transparent way including the EDU Suspension policy as necessary?		

Worker OV Risk Assessment

	controls		<input checked="" type="checkbox"/> All workers potentially at risk have access to PBSP <input checked="" type="checkbox"/> Continue support from school psychologist <input checked="" type="checkbox"/> Ensure LSAs and any staff that do not know the students well, have current information regarding plans and strategies	<input checked="" type="checkbox"/> Continue use of formal suspensions as needed to ensure staff safety and to enable staff to plan/modify program and controls and review incidents against the behaviour plans <input checked="" type="checkbox"/> ACCESS needs to be shut down for a period of time to enable staff to re-establish the school's behaviours standards.	
	Behaviour Management		<input checked="" type="checkbox"/> Have clear behaviour standards been established with the student?	<input checked="" type="checkbox"/> Has the school developed intake processes for the student to identify and minimise risks ie: <ul style="list-style-type: none"> • Daily check-in • Re-entry post suspension • Transitions between lessons, breaks etc <input checked="" type="checkbox"/> differentiated learning ie small group and individual programs provided for this student	
	controls		<input checked="" type="checkbox"/> Clear behaviour standards have been established with all students <input checked="" type="checkbox"/> Continue to support the student's development of safe and appropriate behaviours using visuals and scripts when they are calm <input checked="" type="checkbox"/> Review these with student during every re-entry meeting post suspension	<input checked="" type="checkbox"/> Additional staffing support <input checked="" type="checkbox"/> Daily check-in <input checked="" type="checkbox"/> Alternative learning space <input checked="" type="checkbox"/> Alternative programs offsite <input checked="" type="checkbox"/> Review safety of ACCESS students having breaks with the rest of the student population <input checked="" type="checkbox"/> Ongoing ILP reviews to ensure program is meeting education needs of students	
	Comments		<i>Behaviour standards need to be in a signed contract for each student</i>		
	External Support			<input checked="" type="checkbox"/> Are clear protocols in place with local police including; responses to absconding and occupational violence plans? <input checked="" type="checkbox"/> Is a school-based student welfare team in place to support this student? <input checked="" type="checkbox"/> Is an interagency care team required / established to support students e.g. CYPS, police CARHU etc?	
	controls			<input checked="" type="checkbox"/> Significant external services/organisations involved with these students. Establish regular meeting times and communication of information <input checked="" type="checkbox"/> Internal supports include; psychologist, nurse, youth worker. Engagement with these supports needs to be in student contracts.	
	comments			<i>Police were called for the first time last week and responded immediately with 4 officers</i>	
Minimise Risk	De-escalation	<input checked="" type="checkbox"/> Are defusing strategies and techniques in place and known to calm the student? <input checked="" type="checkbox"/> Discuss with the student what causes their distress and use this to inform defusing plans			
	controls	<input checked="" type="checkbox"/> All students have been supported to identify green, orange and red behaviours and what actions could help them return to green <input checked="" type="checkbox"/> Defusing strategies are documented in the BRPs <input checked="" type="checkbox"/> all staff are to be made aware of what causes distress, and what calms each student; and be consistent in implementing defusing strategies			

Worker OV Risk Assessment

	Whole School Approach	<input checked="" type="checkbox"/> Does the school deliver Social, Emotional Learning program for students?	<input checked="" type="checkbox"/> Are workers consulted about occupational violence issues on a regular basis ie team meetings, case by case management? <input checked="" type="checkbox"/> Have clear processes for post incident action been established ie <ul style="list-style-type: none"> • Make site safe • Provide first aid / medical intervention • Offer respite for affected workers • Provide time for affected workers to report in Riskman and SAS? <input checked="" type="checkbox"/> Do the critical incident response plans address occupational violence?	<input checked="" type="checkbox"/> Have the school leadership team and workers undertaken the OV risk management training? <input checked="" type="checkbox"/> Have the relevant workers undertaken training in prevention and intervention strategies including <ul style="list-style-type: none"> • 'Safe and Supportive Schools' process • trauma informed practice • de-escalation techniques, • difficult conversations, etc <input checked="" type="checkbox"/> Is training provided in the application of the school's critical incident / emergency management plans?	<input checked="" type="checkbox"/> Are group meetings used for complex discussions? <input checked="" type="checkbox"/> Are colleagues close by if needed? <input checked="" type="checkbox"/> Does the work area layout allow for clear visibility and lines of sight? <input checked="" type="checkbox"/> Are there adequate and reliable security, alarms and communications to activate emergency management plans? <input type="checkbox"/> Are personal alarms or contact protocols in place for staff working in isolated location or working alone to summon assistance? <input type="checkbox"/> Is signage installed on controlled spaces or restricted areas?
	<i>controls</i>	<input checked="" type="checkbox"/> Staff to continue to model emotional regulation and verbalise emotions for whole class	<input checked="" type="checkbox"/> Ensure adequate meeting times for staff to discuss current OV issues (currently Fridays) <input checked="" type="checkbox"/> Ensure post incident processes are known by all staff	<input checked="" type="checkbox"/> Review and practice 'exit plans' and messages to other students <input checked="" type="checkbox"/> Review training needs for ACCESS staff	<input checked="" type="checkbox"/> Use mobile phones to contact executive if extra supports are needed <input checked="" type="checkbox"/> Increase staffing in the program to reduce isolation
	Relationship building	<input checked="" type="checkbox"/> Does the student have a positive relationship with any individual teachers? Use this to inform defusing plans. <input type="checkbox"/> Are the students' parents supporting the school strategies to manage the behaviours? <input checked="" type="checkbox"/> Does the school proactively engage with its community to set its expectations of student / family behaviours?			
	<i>Controls</i>	<input checked="" type="checkbox"/> All students in the program have a positive relationship with at least one staff member. Schedule 'Relationship building time' for teacher/student <input checked="" type="checkbox"/> Ensure duties are shared between staff members to reduce psychological strain <input checked="" type="checkbox"/> Set regular meetings/ communication with parents as able			
	Data and Reporting		<input checked="" type="checkbox"/> Are workers encouraged to report and data analyse student data ie Riskman and SAS		
	<i>Controls</i>		<input checked="" type="checkbox"/> Riskman Training with whole staff completed		
Response and Recovery		<input checked="" type="checkbox"/> Is debriefing, support, counselling, respite and other services provided for workers following an incident	<input checked="" type="checkbox"/> Are the results of the incident investigation and any additional controls recorded in the Riskman report?	<input checked="" type="checkbox"/> Is training, coaching, mentoring provided for affected teachers in classroom management <input type="checkbox"/> Is a Functional Behavioural Assessment or behavioural observation required for this student?	
	<i>Controls</i>	<input checked="" type="checkbox"/> Encourage use of EAP <input checked="" type="checkbox"/> Continue providing staff opportunity to debrief with executive. Allocate increased SLC support to the program including programming and case management supports <input checked="" type="checkbox"/> Provide time out to staff as needed to enable respite. Review class preferences/options for 2020 with current ACCESS staff.	<input checked="" type="checkbox"/> Provide time for staff to complete Riskman and SAS	<input checked="" type="checkbox"/> Continued behaviour observations with support from executive, school psychologist and NSET as needed to ensure triggers, warning signs and de-escalation strategies are as well understood as possible.	

Worker OV Risk Assessment

PART 3 - TREATMENT PLAN

ACTION – OPPORTUNITIES IDENTIFIED IN PART 2 ARE TRANSFERRED TO THE TREATMENT PLAN, ASSIGNED BY THE MANAGER / SUPERVISOR TO AN APPROPRIATE PERSON TO IMPLEMENT.

Student: ACCESS program

School: Calwell High School

Date of OVRA: 05/11/2019

Expected date of review 13/12/2019

Treatment Plan						
Category of Risk	Risk Management Controls What additional controls need to be added to reduce Inherent Risk Rating	Person responsible	OVRA	OVRA – Review		
			05/11/2019	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.
	IMMEDIATE ACTIONS:					
	Within a week					
	ACCESS will be shut down for 3 weeks starting November 11 th . During this time staff will be working to re-build the program and interview students to establish new expectations and sign contracts for participation in the new program. During the 3 weeks, all current ACCESS students will be provided work to complete at home. The following students [redacted] will also be offered the opportunity to meet with the school to determine suitability, expectations and required supports for partial or full participation in mainstream classes during the 3 weeks. All grade 10 students will be supported to connect with their 2020 college placement and commence transition [redacted] require OVRAS (scheduled 11/11/2019) prior to returning to school.		Review	Choose an item.	Choose an item.	Choose an item.
	[redacted] also requires an OVRA (scheduled 11/11/2019)		Review	Choose an item.	Choose an item.	Choose an item.
	Commence review/rebuild of ACCESS program on 11/11/2019. Proposed start date for new version of ACCESS – December 2 nd 2019.		Review	Choose an item.	Choose an item.	Choose an item.
	Review behaviour standards with students during post-suspension re-entry. Unsafe or aggressive behaviours will result in further suspension.		Review	Choose an item.	Choose an item.	Choose an item.
	Within three weeks					
	Clear behaviour standards have been established with all students. Review these with student prior to re-entry, including signing of behaviour contracts. All students re-entering ACCESS must have a behaviour contract signed by the student and a parent/guardian		Review	Choose an item.	Choose an item.	Choose an item.
	Continue to ensure a range of tools / activities are available to help students de-escalate. Request review of sensory calming tools and spaces by NSET OT. Ensure access to safe / sensory spaces outside classroom to support de-escalation. OVCCM to contact ICW to review options.		Review	Choose an item.	Choose an item.	Choose an item.
	Student triggers and warning signs are well known and documented in behaviour response plans that have been developed in collaboration with the students but extensive drug use complicates student behaviours. Upload all plans to SAS to ensure all potentially impacted staff have access. Establish regular meeting times to with relevant staff to discuss students' triggers, early warning signs and how to respond to avoid escalation.		Review	Choose an item.	Choose an item.	Choose an item.
	Review safety of ACCESS students having breaks with the rest of the student population. Adjust break times as needed to ensure safety of all.		Review	Choose an item.	Choose an item.	Choose an item.
	Ongoing ILP reviews to ensure program is meeting education needs of students		Review	Choose an item.	Choose an item.	Choose an item.
	Explore additional options for alternative programs offsite		Review	Choose an item.	Choose an item.	Choose an item.
	Continue use of mobile phones to contact executive if extra supports are needed		Review	Choose an item.	Choose an item.	Choose an item.
	Allocate increased SLC support to the program including programming and case management supports. Additional staffing in the program will also help to reduce isolation of ACCESS staff. Ensure duties are shared between staff members to reduce psychological impact.		Review	Choose an item.	Choose an item.	Choose an item.
	Medium term					
	Connect with other CES programs, including Joseph Lloyd (Muliyan)		Review	Choose an item.	Choose an item.	Choose an item.

Worker OV Risk Assessment

	Defusing strategies are documented in the BRPs. All students have been supported to identify green, orange and red behaviours and what actions could help them return to green. Staff to continue to support student development of safe and appropriate behaviours using visuals and scripts when students are calm		Review	Choose an item.	Choose an item.	Choose an item.
	Continue to remind staff to 'step out' and 'step back' and remove themselves and other students from immediate area when student is escalated. Shut and lock doors in areas as needed to ensure safety when students are escalated. Develop guidelines and practice lock down procedures. Ensure all staff and students are aware of exit plans.		Review	Choose an item.	Choose an item.	Choose an item.
	Continue ACCESS program support from school psychologist, school nurse, youth worker, NSET		Review	Choose an item.	Choose an item.	Choose an item.
	Continue use of formal suspensions as needed to ensure staff safety and to enable staff to plan/modify program and controls and review incidents against the behaviour plans		Review	Choose an item.	Choose an item.	Choose an item.
	Significant external services/organisations involved with these students. Establish regular meeting times and communication of information. Police were called for the first time last week and responded immediately with 4 officers. Continue to develop relationship with police.		Review	Choose an item.	Choose an item.	Choose an item.
	Internal supports include; psychologist, nurse, youth worker. Willingness to engage with these supports needs to be in student contracts.		Review	Choose an item.	Choose an item.	Choose an item.
	Ensure post incident processes are known by all staff including respite and reporting.		Review	Choose an item.	Choose an item.	Choose an item.
	Review training needs for ACCESS staff including team teach and Berry Street. Ensure all staff have received adequate training for managing students with complex needs.		Review	Choose an item.	Choose an item.	Choose an item.
	Provide time out to staff as needed to enable respite. Review class preferences/options for 2020 with current ACCESS staff.		Review	Choose an item.	Choose an item.	Choose an item.
	Provide time for staff to complete Riskman and SAS		Review	Choose an item.	Choose an item.	Choose an item.
	Set regular meetings/ communication with parents as able		Review	Choose an item.	Choose an item.	Choose an item.

Name		Date
Authority for Controlled Tolerance of Risk	Megan Altenburg (Principal)	05/11/2019
Occupational Violence and Complex Case Management Team	Rebecca Smith, Michael Hilton	05/11/2019
Staff members directly impacted	Name: <input type="text"/> <input checked="" type="checkbox"/> Attended the meeting	05/11/2019

From: [EDU Student Engagement Director's Office](#)
To: [Atkins, Jessie](#)
Cc: [EDU Student Engagement Director's Office](#)
Subject: Calwell HS PBL support History
Date: Friday, 1 April 2022 4:09:22 PM
Attachments: [Calwell HS notes from Murray W.docx](#)
[Calwell PBL support history.docx](#)
[image001.png](#)
[Calwell HS Coaching Notes.docx](#)

OFFICIAL: Sensitive

Hi Jessie,

Murray has pulled the information on Calwell as requested.

Would you like a briefing pulled together next week?

Cheers,

Kim

Kim Peisley (she/her)| Executive Officer
Executive Branch Manager, Student Engagement- Sam Seton
Executive Branch Manager, Complex Case Management- Jessie Atkins

Microsoft Teams | Email: kim.peisley@act.gov.au

Student Engagement| Education | ACT Government

Hedley Beare Centre for Teaching & Learning| 51 Fremantle Drive Stirling ACT 2611 |
GPO Box 158 Canberra ACT 2601

www.education.act.gov.au | Facebook | Twitter | Instagram | LinkedIn

From: Walpole, Murray <Murray.Walpole@act.gov.au>
Sent: Friday, 1 April 2022 3:41 PM
To: EDU Student Engagement Director's Office <EDUDSEOffice@act.gov.au>
Subject: Calwell HS PBL support History

OFFICIAL: Sensitive

Hi Jessie

Attached is the timeline showing the history of support given to the school from 2020 to present in brief form.

I've also attached the more detailed school case notes as we have atm. I haven't been able to contact Rose [REDACTED] [REDACTED]. Or those who have left the team.

Also attached is any correspondence I've had related to the school.

I know you don't need these at this time but they may help you.

Anything else you need just let me know.

Murray Walpole

Senior Director | Student Engagement & School Support

P: 0490 042 421 | E: murray.walpole@act.gov.au

Student Engagement | Education Directorate | ACT Government

GPO Box 158 Canberra ACT 2601 | www.act.gov.au

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

Date	Communication	Minutes and Actions
21/3/22	Phone call	<p>Murray & Sue Norton</p> <ul style="list-style-type: none"> • Called Sue Norton as requested from Sam Seton to get background information from Sue regarding Calwell HS to reply to Megan's email asking for assistance. <p>Sue</p> <ul style="list-style-type: none"> • Background... • Calwell a lighthouse school for PBL in 2017/18 • PBL 'lost its freshness' in 2019 • Permissive behaviours Eg drug deals and sales on school grounds • 2nd day for [redacted] a drug deal went wrong in [redacted] class • Low confidence within the school • Support (acceleration plan) in place • Then covid stopped things • Staffing issues • Sue stated these needs... • Wellbeing support for staff • Alignment of SASS policies with PBL (something that had been started but not finished) • Pedagogy and quality teaching needs to be a priority <p>Murray</p> <ul style="list-style-type: none"> • Explained PBLs role as a multi tiered system of support and how it looks at data, systems and practices within a school • PBL can assist with support at a universal level both with behaviour and classroom teaching and management • Is not a quick fix but with some features already in place some positive change should happen quickly • Suggested a TFI evaluation be carried out to determine the schools needs • Suggested a meeting the following Monday with us and the Principal and DPs
28/03/22	Regular catchup meeting	<p>Attendees: Murray Walpole, Sam Seton, Jessie Atkins</p> <ul style="list-style-type: none"> • Information was given on an incident that had happened on Fri afternoon at the school [redacted].

28/03/2022	Meeting	<p>Attendees: Murray Walpole (Sen Director PBL), Michael Wensing (Director PBL), Sue Norton (DSI), Trish and Natalie (DP), Megan (Principal) was an apology [REDACTED]</p> <ul style="list-style-type: none"> • Sue acknowledged that the PBL systems were strong in 2016, but they fell off over the years. • Murray shared the PBL triangle tool based on 2021. Evident that there are too many students requiring tier 2 and 3 interventions and that is unmanageable for staff. Student in Tier 1 60%, Tier 2 17%, Tier 3 23% • Murray identified the need to improve positive verbal acknowledgment practices and embed a simple and effective system. Discussion of the formation of a small (3 people) universal tier team that will meet with Murray and Michael in week 2 of stand down. • Student refusal to engage in learning is high, identified need to work on pedagogy. 33% new educators. Essential skills training is taking place in a coaching format with SLCs, some knowledge required on function of behaviour. • Natalie identified the GROW class -targetted SEL intervention and that a tailor made SEL program is in place, and continually being evaluated and developed at a universal level for all students. • <p>Follow up email 29/03/2022 from Sue summarising actions</p> <ul style="list-style-type: none"> • Prepare a one page strategic plan for the introduction of reframing positive acknowledgement. • Meet with the wellbeing team during the second week of stand down with Murray and Michael and look at the data to establish the 'why' and the 'how' to increase students in the green. • Prepare presentation for staff in week 1 about reframing positive acknowledgement • Staff to decide whether they will use ticket system as a reminder to staff to focus on positive acknowledgement • Develop a school wide approach to the priority (eg. One of the expectations – possibly respect/speaking respectfully) area and how this will be communicated to students and
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		<p>acknowledged</p> <ul style="list-style-type: none">• Pastoral care (Aspire) to focus on the priority – how will we gain a common understanding for all staff to deliver the message?• Community comms to be developed to inform community of the priority being focused on.
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Calwell PBL Support History

- Sam Danaher external coach up to end 2019
- Marie Amaro seconded into school T1-T3 2020. No need for ext coach at this time.
- Bron Motion then managed/ext coach until March 2021 (new PBL ext coach Andrew Jaconson shadowed her)
- 19 March 2021 Bron and Andrew meet with Megan. School decides to stop current PBL implementation and start again without PBL assistance. Megan asks for the team to make contact in Week 4 T2
- No evidence of this contact. Phone call?
- Bron leaves team in May (T2) 2021
- Sam assigned as ext coach Calwell again in T3 2021
- Sam emails Calwell/Megan on the 2nd August 2021 to ask if he can support the team in any way. Megan said they were focussed on staffing and asked if Sam could contact her again in Term 4.
- Lockdown begins end T3 2021, PBL team directed to have no contact with schools.
- Megan emails PBL inbox on 21st of March 2022 asking for 'supports with regards to further developing our processes into a document to share with the community'
- Murray Walpole on 21st March 2022 is asked by Sam Seton to call Sue Norton DSI and from that call Murray sets up a meeting with PBL, Sue and the school.
- Meeting occurs on the 28th March where a plan to move forward with re-instating PBL universal supports is put in place starting with creation of a PBL team within the school. Training is slated for the second week of stand down. The school is to contact the PBL team with a date and time.

Calwell HS External Coaching Notes

School & Team Details

	Current	Previous
Principal	Megan Altenburg	
Deputy Principal	Natalie Dickie & Trish Marton	
Internal Coach	N/A	
External Coach	Sam Danaher	Bron Motion & Andrew Jacobson (Term 1 2021)
PBL Team Members	Name	Role
	No team since 2018	
PBL Expectations	Unknown	
School Values	Unknown	
SEL Programs	Unknown	
Other School Foci	Unknown	
Year started PBL	2017	

Key Data Assessments

Year	SAS	SET	C.Room SAS	BOQ	School
2017-2021	HERE	HERE	N/A	N/A	TBC
Summary/ Handover Comment					

Presentations Summary

Tier 1					
Executive presentation	Staff presentation	Universal Non-Classroom Systems	Universal Non-Classroom Systems UPLOAD	Universal Classroom Systems	Universal Classroom Systems UPLOAD
2016	2016	27/6/2016	N/A	4/9/2017	N/A

Universal Non-Classroom Essential Features

Action Plan	EF 1	EF 2	EF 3	EF 4	EF 5	EF 6	EF 7
Shared Google Drive HERE	Common Language, Vision and experience	Leadership and school wide support	Clarifying Expected Behaviours	Teaching and practicing Expected behaviours	Encouraging Expected behaviours	Discouraging Expected behaviours	Ongoing monitoring and evaluation (Data)
Summary/ Handover Comment							
Action plan	ECP1	ECP2	ECP3	ECP4	ECP5	ECP6	ECP7
	Relationships	Environmental Management	Classroom expectations and rules	Procedures and routines	Encouraging expected behaviours	Responding to problem behaviour	Active supervision
Summary/ Handover							

Comment	
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Coaching Notes

Communication Key:

IC	TM	EC			
Internal coach	Team Meeting	External coach			

Date	Communication	Minutes and Actions
		•
28/03/2022	Meeting	<p>Attendees: Murray Walpole (Sen Director PBL), Michael Wensing (Director PBL), Sue Norton (DSI), Trish and Natalie (DP), Megan (Principal) was an apology [REDACTED]</p> <ul style="list-style-type: none"> • Sue acknowledged that the PBL systems were strong in 2016, but they fell off over the years. • Murray shared the PBL triangle tool based on 2021. Evident that there are too many students requiring tier 2 and 3 interventions and that is unmanageable for staff. Student in Tier 1 60%, Tier 2 17%, Tier 3 23% • Murray identified the need to improve positive verbal acknowledgment practices and embed a simple and effective system. Discussion of the formation of a small (3 people) universal tier team that will meet with Murray and Michael in week 2 of stand down. • Student refusal to engage in learning is high, identified need to work on pedagogy. 33% new educators. Essential skills training is taking place in a coaching format with SLCs, some knowledge required on function of behaviour. • Natalie identified the GROW class -targetted SEL intervention and that a tailor made SEL program is in place, and continually being evaluated and developed at a universal level for all students. <p>Follow up email 29/03/2022 from Sue summarising actions</p> <ul style="list-style-type: none"> • Prepare a one page strategic plan for the introduction of reframing positive acknowledgement. • Meet with the wellbeing team during the second week of stand down with Murray and Michael and look at the data to establish the 'why' and the 'how' to increase students in the green. • Prepare presentation for staff in week 1 about reframing positive acknowledgement • Staff to decide whether they will use ticket system as a reminder to staff to focus on positive acknowledgement • Develop a school wide approach to the priority (eg. One of the expectations – possibly respect/speaking respectfully) area and how this will be communicated to students and acknowledged • Pastoral care (Aspire) to focus on the priority – how will we gain a

		<p>common understanding for all staff to deliver the message?</p> <ul style="list-style-type: none"> Community comms to be developed to inform community of the priority being focused on.
21/03/2022 22/03/2022	Email	<ul style="list-style-type: none"> Email from Megan (Principal) to EDUPBL inbox requesting 'supports with regards to further developing our processes into a document to share with the community.' Michael forwarded to Sam to arrange meeting. Request from Sam Seton to Murray to support Calwell directly. Sam requested not to arrange meeting. Murray arranged meeting for Mon 28th March.
2021		
12/08/2021	COVID Lockdown	
02/8/21		<ul style="list-style-type: none"> Principal asked EC to make contact again in early term 4. Currently working very hard in the staffing space.
19/3/21	Principal Meeting	<ul style="list-style-type: none"> Bronwyn and Andrew met with Megan Altenburg (Principal) Following senior leadership changes and post COVID year school has decided to stop current PBL processes and restart Tier 1 implementation New school values have been created and shared with school and community - senior executive want to embed before linking with PBL as there is a current perception that current messaging re: values is confusing Megan has asked that the team make contact in Wk 4 Term 2 to coordinate the next PBL discussion.
2020		
Late March 2020		<ul style="list-style-type: none"> Marie Amaro was asked to go to Calwell HS to work within Calwell HS. Sam handed the external coach role to Marie Amaro.
COVID Lockdown		
4/3/2020	Email from DSI	<p>Hi Sam</p> <p>Thank you for your inquiry and readiness to complete assessment at Calwell HS in regard to PBL implementation progress. As Shaun mentioned we are currently putting a comprehensive support plan together with lines of inquiry into many aspects of student wellbeing including PBL. I will speak to Bronwyn and contact you in the next week about next steps.</p> <p>Kind Regards</p> <p>Sue</p>
3/3/2020	Email to IC	<p>Email sent asking if IC wanted to meet or for EC to attend a team meeting.</p> <p>Email replied stating</p> <p>Thanks for your email.</p> <p>The ESO is in the process of putting in a support plan for the school in response to a range of things. I encourage you to speak to Sue Norton and Mel Howard about how assistance re PBL implementation support services will occur in the context on that plan.</p>

		A few weeks after this email
7/2/2020	IC meeting	Discussed reboot of PBL with new team leader Shaun Haidon (DP) First steps Identify new team members, send new team members to upload training if required Start regular team meetings Complete the School-wide evaluation, due next month. Discussed implementing revised matrix.

From: [Ackland, Daniel](#)
To: [Marshall, Kate](#); [Norton, Sue](#)
Subject: RE: staff numbers
Date: Saturday, 2 April 2022 7:22:00 PM

OFFICIAL

Thanks Kate, this is great and very much appreciated.

Daniel Ackland | Executive Branch Manager, People and Performance
Phone: 02 620 51820 | Mobile: 0481 298 383 | Email: Daniel.Ackland@act.gov.au
People and Performance | Education | ACT Government
51 Fremantle Drive, Stirling, ACT 2611 | GPO Box 158 Canberra ACT 2601
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From: Marshall, Kate <Kate.Marshall@ed.act.edu.au>
Sent: Saturday, 2 April 2022 6:53 PM
To: Norton, Sue <Sue.Norton@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>
Subject: RE: staff numbers

OFFICIAL

Hi Sue and Daniel

Personally, I wouldn't worry about the smaller amounts of time. I'd be surprised if any schools accounted for this in their daily reporting to ESO for two reasons; 1st the time of day the figures are due to ESO means it's really only what you know about before the school day starts. 2nd to make the task manageable for staff most schools would have a total number of teachers expected each day and do a quick take-away knowing how many teachers are on the daily relief sent to all staff.

Please let me know if you need further information

If you refer to the Calwell High Summary Spreadsheet I have pulled together, I have collected various data points. Can you please confirm that column I is correct (and just double check the rest is aligned with the data you have your end). We probably also need information for column I for week 4-6. Kate only sent me weeks 7-9.

- Column I looks correct given the data kept locally.
- Staff are sure there were no class collapses in weeks 1-6 so I'm confident you have all the data for term 1 to date.
- The only caveat you could add would be something to the effect that if staff have made decisions within faculty to collapse 2 small classes and not provided that information to the Staffing Officer there will be no record. That said, I cannot imagine this decision ever happening if the two classes in question were not very, very small. Teachers simply wouldn't volunteer to do this off their own back if the numbers were more than a handful.

The updated staffing spreadsheet to send to WorkSafe attached. There are 4 tabs – 2 are exactly as they already have and 2 have been updated to show what they have asked for i.e.: face to

face teaching hours:

- Total Minutes – original working document that tracked everything teachers do including non-teaching activities
- Total Minutes F2F only – cleaned version of Total Minutes that only includes face to face teaching hours for IBR (In-Built-Relief) purposes
- T1 V1 Original – original working document that shows how the team planned to spend their time, before staffing shortages occurred
- T1 V1 F2F Allocation – face to face teaching only (the result of removing ETPP/coaching allocation see point below 4)

The changes made from the original sheets that WorkSafe has already received (Total Minutes & T1 V1 Original) to the final ones (Total Minutes F2F only & T1 V1 F2F Allocation) are:

1. Removing play ground duties from the boxes high lighted in blue on the original sheet (30 min blocks) as these are not teaching duties. The school tracks this to ensure an overall balance in staff duties but does not track if staff volunteered to take a duty or was asked to.
2. Removing pink colour coding. This tracks who (SLC) was responsible for implementing the collapsing (i.e. first 5-10 mins of lesson to take students from one room to another and settle them with the teacher)
3. Removing green colour coding. This tracks the teacher who took the collapsed class with their own. Please refer to Calwell High Summary - Column I to see the number of these collapsed classes that exceeded class size policy
4. Removing times SLCs observe a class as this is part of their role as a supervisor. The school tracks these times to manage SLC overall workload but again these are not face to face hours with the associate prep and planning. There is an adjustment on both the minutes tab that remove coaching hours SLC are expected to complete (T1 V1 Kate - Column N - titled ETPP) and . ETPP times were added by the principal to demonstrate SLC did have time to coach their staff given their reduced overall face to face teaching load. In times of moderate to high workloads, SLCs knew the principal encouraged coaching/lesson observations to be the first thing they stopped doing.

Of the total 41 employees CHS employs:

- *We currently have 2 staff in 'the red' as far as their face-to-face teaching hours for the term. One employee is over by 2:15mins and the other is approximately 4 hours over*
- *We have 10 teachers who are balanced*
- *We have 29 teachers in 'the black' with some teachers having as many as 10 hours still available.*

I think there is only one staff member who is in the red by 2:15hr for the term. The second staff member has an allocation/line allowance of 7 hours for EALD to use at their discretion each week and would not have completed this duty in addition to the IBR they were given.

10 teachers who are balance – Agree

29 teachers in the black - Agree

Let me know if you need anything else or what to talk. Sometimes a 5 min phone call is faster than emails.

Cheers
Kate

From: Norton, Sue <Sue.Norton@act.gov.au>
Sent: Saturday, 2 April 2022 1:59 PM
To: Marshall, Kate <Kate.Marshall@ed.act.edu.au>
Subject: Fwd: staff numbers

Thanks for taking a look.
Sue

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From: Ackland, Daniel <Daniel.Ackland@act.gov.au>
Sent: Saturday, April 2, 2022 11:20 am
To: Norton, Sue <Sue.Norton@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>
Subject: staff numbers

OFFICIAL

Hi Sue,

I have reconciled the numbers I have centrally, versus the local spreadsheet supplied by the school. All looks good, although the local spreadsheet also indicates additional personal leave has been taken in some instances for an hour here or there which isn't reflected in total absence data. Not sure if you felt we should include in the absence data spreadsheet?

If you refer to the Calwell High Summary Spreadsheet I have pulled together, I have collected various data points. Can you please confirm that column I is correct (and just double check the rest is aligned with the data you have your end). We probably also need information for column I for week 4-6. Kate only sent me weeks 7-9.

The one spreadsheet that was sent to me that I cannot make sense of is the term 1 staffing spreadsheet. Just confirming the numbers you gave in our meeting yesterday are correct (and are they aligned with the spreadsheet – noting this spreadsheet was already given to WorkSafe ACT):

Of the total 41 employees CHS employs:

- We currently have 2 staff in 'the red' as far as their face-to-face teaching hours for the term. One employee is over by 2:15mins and the other is approximately 4 hours over
- We have 10 teachers who are balanced
- We have 29 teachers in 'the black' with some teachers having as many as 10 hours still available.

Once all this is confirmed your end, I will pull together a high-level summary for Mark based on the data captured in the Calwell High Summary Spreadsheet.

I can also confirm Sophie has arranged Converge EAP, on-site support for Monday 4th April 10am – 4.30pm [@Huxley, Mark](#) .

Thanks, I will be offline for the majority of today but will be back on this evening, so will answer any further questions then.

Daniel Ackland | Executive Branch Manager, People and Performance
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From: [Atkins, Jessie](#)
To: [Seton, Sam](#)
Subject: Fwd: Calwell High School - NSET/TST 2021/2022
Date: Saturday, 2 April 2022 7:38:58 PM
Attachments: [image001.png](#)
[Riskman reports 2021 2022 Calwell HS.xls](#)
[NSET and TST Support - Calwell High School 2021 2022.docx](#)

FYI

Jessie Atkins
Executive Branch Manager, Complex Case Management
ACT Education Directorate
Ph: 0423 079 443

Sent from my iPhone - please forgive any typos!

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From: Godwin, Tamara <Tamara.Godwin@act.gov.au>
Sent: Saturday, April 2, 2022 7:37:10 PM
To: Atkins, Jessie <Jessie.Atkins@act.gov.au>
Cc: Dempsey, Lisa (ACTEDU) <Lisa.Dempsey@ed.act.edu.au>
Subject: Calwell High School - NSET/TST 2021/2022

OFFICIAL: Sensitive

Hi Jessie,

Please find attached a timeline of NSET and TST support provided to Calwell High School for the period of 20/01/2021 – 01/04/2022 (noting Covid19 move to remote learning impacted Term 3 and partial Term 4 2021).

There may also be missing information due to the way NSET consultation notes were kept during that period and not identified in student case notes and consequently SharePoint.

Riskman reports have been exported into an Excel spreadsheet and incident numbers and narrative highlighted.

I have also included Riskman reports that aren't marked OV as they include staff impacted by student behaviours such as self-harm and suicidal ideation.

Please let me know if there is anything else I can do to assist with this matter.

Kind regards,

Tammy Godwin

Executive Officer | Complex Case Management Team | Student Engagement

Phone: 620 74595 | Email: Tamara.godwin@act.gov.au

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

Calwell High School

NSET (Network Student Engagement Team) and TST (Targeted Support Team)

Support Jan 2021 – Dec 2021 (Covid19 lockdown 16.08.2021 - 29.10.2021)

DATE	TEAM/ROLE	ENGAGEMENT/SUPPORT
20.01.2021	NSET SW	
02.02.2021	NSET SLP	
02.02.2021	NSET IO	
03.02.2021	NSET SW	
05.02.2021	NSET SW	
10.02.2021	NSET SW	
10.02.2021	NSET SW	
12.02.2021	NSET SW	
17.02.2021	NSET SW	
18.02.2021	NSET IO	
19.02.2021	NSET SW	
22.02.2021	NSET SW	
25.02.2021	NSET SW	
26.02.2021	NSET IO	
19.02.2021	NSET IO	
01.03.2021	NSET SW	
04.03.2021	NSET SW	
09.03.2021	NSET SW	
09.03.2021	NSET OT	

12.03.2021	NSET IO
12.03.2021	NSET SW
12.03.2021	NSET SW
26.03.2021	NSET SW
12.03.2021	NSET IO
16.03.2021	NSET IO
17.03.2021	NSET IO
23.03.2021	NSET OT
29.03.2021	NSET SLP
12.04.2021	NSET OT
20.04.2021	NSET SW
29.04.2021	NSET SLP
03.05.2021	NSET IO
06.05.2021	NSET SLP
14.05.2021	NSET SW
18.05.2021	NSET OT
27.05.2021	NSET IO
01.06.2021	NSET IO
07.06.2021	NSET OT
17.06.2021	NSET SW
27.01.2021	NSET Director
Term 1 2022	TST Director

From: [Huxley, Mark](#)
To: [Simmons, Jane](#); [Seton, Sam](#)
Subject: Fwd: staff numbers
Date: Sunday, 3 April 2022 7:39:55 AM
Attachments: [Calwell High School staff data dot points.docx](#)
[Calwell High Summary Spreadsheet.xlsx](#)
[Copy of 2022 Term 1 Staffing V3.xlsx](#)

Staffing assessment for conversation later.

Cheers

Mark

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From: Ackland, Daniel <Daniel.Ackland@act.gov.au>
Sent: Saturday, April 2, 2022 8:13:32 PM
To: Huxley, Mark <Mark.Huxley@act.gov.au>
Cc: Norton, Sue <Sue.Norton@act.gov.au>; Marshall, Kate (ACTEDU) <Kate.Marshall@ed.act.edu.au>; Matthews, David <David.Matthews@act.gov.au>
Subject: FW: staff numbers

OFFICIAL

Hi Mark,

Kate has confirmed that the previous data I sent through was accurate at a school level, and has also provided an updated staffing spreadsheet for data specific to face-to-face hours.

I have also attached high level summary dot points and a final version of the summary spreadsheet.

Let me know if you needed anything further on this item.

Thanks

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From: Marshall, Kate <Kate.Marshall@ed.act.edu.au>
Sent: Saturday, 2 April 2022 6:53 PM
To: Norton, Sue <Sue.Norton@act.gov.au>; Ackland, Daniel <Daniel.Ackland@act.gov.au>
Subject: RE: staff numbers

OFFICIAL

Hi Sue and Daniel

Personally, I wouldn't worry about the smaller amounts of time. I'd be surprised if any schools accounted for this in their daily reporting to ESO for two reasons; 1st the time of day the figures are due to ESO means it's really only what you know about before the school day starts. 2nd to make the task manageable for staff most schools would have a total number of teachers expected each day and do a quick take-away knowing how many teachers are on the daily relief sent to all staff.

Please let me know if you need further information

If you refer to the Calwell High Summary Spreadsheet I have pulled together, I have collected various data points. Can you please confirm that column I is correct (and just double check the rest is aligned with the data you have your end). We probably also need information for column I

for week 4-6. Kate only sent me weeks 7-9.

- Column I looks correct given the data kept locally.
- Staff are sure there were no class collapses in weeks 1-6 so I'm confident you have all the data for term 1 to date.
- The only caveat you could add would be something to the effect that if staff have made decisions within faculty to collapse 2 small classes and not provided that information to the Staffing Officer there will be no record. That said, I cannot imagine this decision ever happening if the two classes in question were not very, very small. Teachers simply wouldn't volunteer to do this off their own back if the numbers were more than a handful.

The updated staffing spreadsheet to send to WorkSafe attached. There are 4 tabs – 2 are exactly as they already have and 2 have been updated to show what they have asked for i.e.: face to face teaching hours:

- Total Minutes – original working document that tracked everything teachers do including non-teaching activities
- Total Minutes F2F only – cleaned version of Total Minutes that only includes face to face teaching hours for IBR (In-Built-Relief) purposes
- T1 V1 Original – original working document that shows how the team planned to spend their time, before staffing shortages occurred
- T1 V1 F2F Allocation – face to face teaching only (the result of removing ETPP/coaching allocation see point below 4)

The changes made from the original sheets that WorkSafe has already received (Total Minutes & T1 V1 Original) to the final ones (Total Minutes F2F only & T1 V1 F2F Allocation) are:

1. Removing play ground duties from the boxes high lighted in blue on the original sheet (30 min blocks) as these are not teaching duties. The school tracks this to ensure an overall balance in staff duties but does not track if staff volunteered to take a duty or was asked to.
2. Removing pink colour coding. This tracks who (SLC) was responsible for implementing the collapsing (i.e. first 5-10 mins of lesson to take students from one room to another and settle them with the teacher)
3. Removing green colour coding. This tracks the teacher who took the collapsed class with their own. Please refer to Calwell High Summary - Column I to see the number of these collapsed classes that exceeded class size policy
4. Removing times SLCs observe a class as this is part of their role as a supervisor. The school tracks these times to manage SLC overall workload but again these are not face to face hours with the associate prep and planning. There is an adjustment on both the minutes tab that remove coaching hours SLC are expected to complete (T1 V1 Kate - Column N - titled ETPP) and . ETPP times were added by the principal to demonstrate SLC did have time to coach their staff given their reduced overall face to face teaching load. In times of moderate to high workloads, SLCs knew the principal encouraged coaching/lesson observations to be the first thing they stopped doing.

Of the total 41 employees CHS employs:

- *We currently have 2 staff in 'the red' as far as their face-to-face teaching hours for the term. One employee is over by 2:15mins and the other is approximately 4 hours over*
- *We have 10 teachers who are balanced*
- *We have 29 teachers in 'the black' with some teachers having as many as 10 hours still available.*

I think there is only one staff member who is in the red by 2:15hr for the term. The second staff member has an allocation/line allowance of 7 hours for EALD to use at their discretion each week and would not have completed this duty in addition to the IBR they were given.

10 teachers who are balance – Agree

29 teachers in the black - Agree

Let me know if you need anything else or what to talk. Sometimes a 5 min phone call is faster than emails.

Cheers

Kate

From: Norton, Sue <Sue.Norton@act.gov.au>

Sent: Saturday, 2 April 2022 1:59 PM

To: Marshall, Kate <Kate.Marshall@ed.act.edu.au>

Subject: Fwd: staff numbers

Thanks for taking a look.

Sue

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From: Ackland, Daniel <Daniel.Ackland@act.gov.au>

Sent: Saturday, April 2, 2022 11:20 am

To: Norton, Sue <Sue.Norton@act.gov.au>; Huxley, Mark <Mark.Huxley@act.gov.au>

Subject: staff numbers

OFFICIAL

Hi Sue,

I have reconciled the numbers I have centrally, versus the local spreadsheet supplied by the school. All looks good, although the local spreadsheet also indicates additional personal leave has been taken in some instances for an hour here or there which isn't reflected in total absence data. Not sure if you felt we should include in the absence data spreadsheet?

If you refer to the Calwell High Summary Spreadsheet I have pulled together, I have collected various data points. Can you please confirm that column I is correct (and just double check the rest is aligned with the data you have your end). We probably also need information for column I for week 4-6. Kate only sent me weeks 7-9.

The one spreadsheet that was sent to me that I cannot make sense of is the term 1 staffing spreadsheet. Just confirming the numbers you gave in our meeting yesterday are correct (and are they aligned with the spreadsheet – noting this spreadsheet was already given to WorkSafe ACT):

Of the total 41 employees CHS employs:

- We currently have 2 staff in 'the red' as far as their face-to-face teaching hours for the term. One employee is over by 2:15mins and the other is approximately 4 hours over
- We have 10 teachers who are balanced
- We have 29 teachers in 'the black' with some teachers having as many as 10 hours still available.

Once all this is confirmed your end, I will pull together a high-level summary for Mark based on the data captured in the Calwell High Summary Spreadsheet.

I can also confirm Sophie has arranged Converge EAP, on-site support for Monday 4th April 10am – 4.30pm [@Huxley, Mark](#).

Thanks, I will be offline for the majority of today but will be back on this evening, so will answer any further questions then.

Daniel Ackland | Executive Branch Manager, People and Performance

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Overview of Calwell High School staffing – 36 FTE

- Of the past 29 school days (6 weeks), CHS has been level 1 on 14 days and level 2 on 15 days.
- Of the 15 days it was level 2 it received central relief staff on 14 occasions.
 - The only day CHS did not receive central support whilst in level 2 was on 18 March. On this day CHS had three locally arranged relief, leaving 3 vacancies total (8.3%).
- Of the past 29 school days (6 weeks), CHS has gone above the class size policy on 5 separate days.
 - Of these, three were on days identified as level 2
 - two of these days CHS received central relief staff.
 - The two days CHS went above class size policy and did not either self-triage or ESO-triage as level 2 was on 28 March and 30 March.
 - As per the agreed *COVID-19 Planning for staff shortages matrix*, the Directorate and the AEU have agreed the Policy can be broken in line with the exceptional circumstances outlined in the matrix.
- Of the past 29 school days (6 weeks) CHS largest absence was on 30 March with eight total vacancies (22.2%).
- Of the past 29 school days (6 weeks) CHS has had 28 days less than 20% total absence of which 17 days were less than 10% total absence.
- On the day of the incident (24/3) CHS had zero total vacancies.
- Of each of the days in the week of the incident CHS had the following vacancies:
 - 21/3 - 1 total vacancy
 - 22/3 - 1 total vacancy
 - 23/3 - 1 total vacancy
 - **24/3 - 0 total vacancy**
 - 25/3 - 0 total vacancy
- Of each of the four days CHS was a level 2 in the week of the incident it received central relief staff.
- Of the 41 total teaching staff CHS employs, [REDACTED] a year-to-date cumulative total face-to-face teaching hours which exceeds face-to-face teaching hours.
 - [REDACTED] exceeded the cumulative total face-to-face teaching hours by [REDACTED]
- Of the 41 total teaching staff CHS employs, ten staff members have a balanced year-to-date cumulative total face-to-face teaching hours.
- Of the 41 total teaching staff CHS employs, 30 staff members are under the year-to-date cumulative total face-to-face teaching hours.

Date	FTE	Number of absences	number of relief staff	total vacancy	Overall % vacancy	School Matrix level	Was a central relief staff member assigned?	Number of over class size policy classes
01-Apr	36	8	4	4	11.1	2	Y	
31-Mar	36	7	4	3	8.3	2	Y	2
30-Mar	36	9	1	8	22.2	1		3
29-Mar	36	4	1	3	8.3	1		
28-Mar	36	7	1	6	16.7	1		4
25-Mar	36	3	3	0	0.0	2	Y	
24-Mar	36	3	3	0	0.0	2	Y	
23-Mar	36	4	3	1	2.8	2	Y	
22-Mar	36	4	3	1	2.8	2	Y	
21-Mar	36	2	1	1	2.8	1		
18-Mar	36	6	3	3	8.3	2	N	1
17-Mar	36	9	2	7	19.4	2	Y	5
16-Mar	36	7	3	4	11.1	1		
15-Mar	36	6	1	5	13.9	1		
11-Mar	36	6	1	5	13.9	1		
10-Mar	36	5	2	3	8.3	2	Y	
09-Mar	36	8	3	5	13.9	2	Y	
08-Mar	36	9	3	6	16.7	2	Y	
07-Mar	36	6	2	4	11.1	1		
04-Mar	36	4	3	1	2.8	2	Y	
03-Mar	36	3	2	1	2.8	2	Y	
02-Mar	36	2	1	1	2.8	1		
01-Mar	36	4	3	1	2.8	2	Y	
28-Feb	36	6	1	5	13.9	1		
25-Feb	36	6	0	6	16.7	1		
24-Feb	36	2	2	0	0.0	2	Y	
23-Feb	36	2	1	1	2.8	1		
22-Feb	36	1	1	0	0.0	1		
21-Feb	36	3	2	1	2.8	1		

From: [Seton, Sam](#)
To: [Huxley, Mark](#); [Simmons, Jane](#)
Subject: RE: Supports put in place
Date: Sunday, 3 April 2022 8:58:00 AM
Attachments: [Riskman reports 2021 2022 Calwell HS.xls](#)
[SE summary .docx](#)
[image001.png](#)

OFFICIAL

Hi

Summary from SE attached. Have include Riskman reports as well

Kind regards

Sam Seton | Executive Branch Manager

Phone 02 62057196 | sam.seton@act.gov.au

Student Engagement

Education Directorate| **ACT Government**

GPO Box 158 Canberra ACT 2601| www.act.gov.au



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

From: Huxley, Mark <Mark.Huxley@act.gov.au>

Sent: Sunday, 3 April 2022 7:46 AM

To: Simmons, Jane <Jane.Simmons@act.gov.au>; Seton, Sam <Sam.Seton@act.gov.au>

Subject: Fwd: Supports put in place

OFFICIAL

Hi Jane,

Initial background from Sue. We are updating the support plan to reflect the significant additional assistance put in place. This will be done this arvo.

Sam - can we give some consideration as to what areas we might strengthen and put on the table moving forward from here.

Thanks

Mark

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From: Norton, Sue <Sue.Norton@act.gov.au>

Sent: Saturday, 2 April 2022, 9:50 pm

To: Huxley, Mark <Mark.Huxley@act.gov.au>

Subject: FW: Supports put in place

Hi Mark

Please take a look at this draft, let me know if this is what you were requiring. I will be refining and adding to this in the morning. Any feedback would be great.

Thanks

Sue

Megan Altenburg was appointed and commenced principal of Calwell HS in term 4, 2019. [REDACTED]

A support plan was implemented in 2020 and significant additional resources were provided to the school. DSI and director school operations met with principal weekly.

1. Align school procedures and practices to EDU Safe and Supportive Schools Policy

- Develop case management processes
 - Establish behaviour management processes
 - Communicate to the school community defining the school processes for student management
 - DSI met with EGM SE and SI about providing immediate supports – discussion around PBL, staff wellbeing, school leadership wellbeing, student support
 - ESO confirmed ESO support – PBL and NSET staff to be relocated to Calwell school
2. Review and reimplement PBL (semester 1 2020)

- PBL coach appointed to the school 3 days a week for semester 1, PBL goals and framework scoped
- PBL coach observations and assessments commenced (week 6, term 1 2020)
- Ongoing weekly meetings shared PBL goals and appropriate pathways
- PBL focus at staff meetings
- Team Teach delivered at staff meetings (2020)

3. Access Program Delivery (for Tier 3 students) (semester 1 2020)

- NSET staff member deployed to the school to support SLC to develop a new framework and implement for the Tier 3 students

4. Staff Supports

Strengthening leadership

- DP from Lake Tuggeranong College appointed to provide immediate support. (term 1 2020) He carried out an audit of the current reality about student management holding focus groups with students, teachers and community
- Principal from Lake Tuggeranong College was appointed as a coach for the newly appointed principal
- ESO Recruited and placed a Team Teach coach at Calwell HS to support the development of structures and processes for behaviour management as well as Professional Learning for staff (term 1,2,3,4 2020)
- Instructional mentor deployed temporarily to develop case management process (term 2 2020)
- Two substantive DP's appointed (one in 2020 and another in 2021)
- Two SLC's for the student services appointed (term 4 2021)
- SOGB appointed in term 3 2021 for 12 months to redesign the student wellbeing model (this is in progress)
- Calwell HS highlighted as a priority school in the 2021 transfer round and

commenced 2022 slightly overstaffed.

- Scoping Roles and Responsibilities for the leadership team (in progress)

Staff wellbeing program

- External provider to the school to support staff wellbeing – on ongoing program/individual, whole staff (term 2/3 2020)
- EAP on site to support staff

5. Student Supports

- Case management established and implemented very successfully
- Strengthened student wellbeing supports
- External agencies engaged
- NSET engaged to support the school in meeting student needs, supporting the school (2020/2021)

6. ICW (during 2020/2021)

- A safe and supportive environment for staff and students
- Front office area refurbished and safety measures implemented
- Student services redesigned and refurbished
- Sick bay area renovated
- Small group program spaces redesigned and refurbished
- Access program space updated

2022

- A personal coach from the PCM program was appointed to the principal in week 0 2022
- Professional Learning in week 0 stand down was targeted – restorative practices, support plans and a full day of trauma informed practice
- School Operations analysed data in week 7 and DSI met with the principal to discuss the increase in incidents, it was agreed a reset of expectations was required with staff, students and community
- Senior Director of PBL Murray Warpole was engaged to meet with the leadership team, looking at data – the focus was for the PBL team to support the development of a focus on positive acknowledgements to increase the students sitting in the green zone
- School Operations Director has been supporting the school to manage, communicate and meet with complex families