

Application for Renewal of Registration - ACT Independent School



ACT
Government
Education and Training

About this form:

Use this form to apply for renewal of registration for an ACT Independent School

To complete the form online, please use the TAB button (left hand side of your keyboard) to navigate the fill-in fields.

If you need assistance in completing the form, please telephone the Liaison Unit on (02) 6205 9301.

Section A: The School

| | | | |
|------------------------------|---|----------|------|
| Name of school | BRINDABELLA CHRISTIAN COLLEGE | | |
| Address of school | 136 BRIGALOW STREET | | |
| Suburb | LYNEHAM | Postcode | 2602 |
| Name of additional campus | <input type="checkbox"/> Not applicable | | |
| Address of additional campus | | | |
| Name of third campus | <input type="checkbox"/> Not applicable | | |
| Address of third campus | | | |
| Current registration expires | Click here to enter a date. | | |

Section B: Characteristics of the school

| | | | | | |
|--|-------------------------------------|--------------------|-------------------------------------|---------------------------------|--|
| Day | <input checked="" type="checkbox"/> | Girls | <input type="checkbox"/> | Primary (Kindergarten – year 6) | <input checked="" type="checkbox"/> |
| Boarding | <input type="checkbox"/> | Boys | <input type="checkbox"/> | Secondary (year 7 – 12) | <input checked="" type="checkbox"/> |
| | | Co-educational | <input checked="" type="checkbox"/> | Other year grouping | <input type="checkbox"/> (Year groups) |
| Special School | <input type="checkbox"/> | | | (Year groups) | |
| Special Assistance School | <input type="checkbox"/> | | | (Year groups) | |
| Membership | | | | | |
| ACT Association of Independent Schools | <input checked="" type="checkbox"/> | Other | CHRISTIAN SCHOOLS AUSTRALIA | | |
| Affiliation | | | | | |
| Montessori | <input type="checkbox"/> | Religious | <input checked="" type="checkbox"/> | | |
| Steiner | <input type="checkbox"/> | Other | <input type="checkbox"/> | | |
| Registration/licences | | | | | |
| CRICOS | <input type="checkbox"/> | Before school care | <input type="checkbox"/> | | |
| Early learning centre | <input checked="" type="checkbox"/> | After school care | <input checked="" type="checkbox"/> | | |
| Preschool | <input checked="" type="checkbox"/> | Canteen | <input type="checkbox"/> | | |

| | | | | | |
|--|-------------------------------------|----------------------|--------------------------|---------|--------------------------|
| Curriculum | | | | | |
| Kindergarten – year 10 | | | | | |
| ACT Curriculum framework/Australian Curriculum | <input checked="" type="checkbox"/> | | | | |
| ACARA recognised curriculum - Bacalaureate | <input type="checkbox"/> | PYP | <input type="checkbox"/> | MYP | <input type="checkbox"/> |
| ACARA recognised alternative curriculum | <input type="checkbox"/> | Montessori | <input type="checkbox"/> | Steiner | <input type="checkbox"/> |
| Years 11 -12 | | | | | |
| ACT Board of Secondary School Studies | <input checked="" type="checkbox"/> | NSW Board of Studies | <input type="checkbox"/> | | |
| ACARA recognised curriculum - International Bacalaureate | <input type="checkbox"/> | | | | |

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|--|---|---------------|--------------------------|---------|-------------------------------------|
| Section C: Proprietor | | | | | |
| Proprietor's name | BRINDABELLA CHRISTIAN EDUCATION LIMITED | | | | |
| ABN | 21 100 229 669 | | | | |
| Proprietor's representative | | | | | |
| [REDACTED] | | | | | |
| Surname | [REDACTED] | Given Name | [REDACTED] | | |
| Work telephone number | 6247 4644 | Email address | Principal@bcc.act.edu.au | | |
| Postal address | PO Box 5103 LYNEHAM ACT 2602 | | | | |
| I confirm that the material provided in this application for registration renewal is true and accurate. | | | | | |
| Signature | [REDACTED] | | Date | 20/3/13 | |
| Contact person for the application | | | | | |
| Mr | <input type="checkbox"/> | Mrs | <input type="checkbox"/> | Miss | <input type="checkbox"/> |
| | <input type="checkbox"/> | Ms | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Position (e.g. Principal, Bursar) | | | | | |
| Surname | | | Given Name | | |
| Work telephone number | | | Email address | | |
| Postal address | | | | | |
| Or: as for proprietor's representative (as above) | | | | | <input checked="" type="checkbox"/> |

| |
|---|
| For further information please contact: |
| Manager, Liaison Unit ACT Education and Training Directorate phone: 02 6205 9301 email: NonGovSchools@act.gov.au |
| Return the application form to: |
| Manager, Liaison Unit ACT Education and Training Directorate by hand: Reception 220 Northbourne Avenue Braddon ACT by mail: GPO Box 158 Canberra ACT 2601 |

Application for Registration at Additional Campus



ACT
Government
Education and Training

About this form: Use this form to apply for registration of a registered school at an additional campus where the school that has been granted In-principle Approval (IPA) for the additional campus and IPA has not lapsed.

To complete the form online, please use the TAB button (left hand side of your keyboard) to navigate the fill-in fields. If you need assistance in completing the form, please telephone the Liaison Unit on (02) 6205 9301.

Section A: The School

| | | | |
|---|---------------------------------------|---|----------------------------|
| Name of school | BRINDABELLA CHRISTIAN COLLEGE | | |
| Address of school | 136 BRIGALOW STREET | | |
| Suburb | LYNEHAM | Postcode | 2602 |
| Name of additional campus | BRINDABELLA CHRISTIAN COLLEGE | | |
| Address of additional campus | 46 LHOTSKY STREET, CHARNWOOD ACT 2615 | | |
| Year levels to be operating at additional campus from opening day | KINDERGARTEN | | |
| Date in-principle approval was granted | Monday, 17 December 2012 | Proposed opening day of additional campus | Wednesday, 29 January 2014 |

Section B: Characteristics of the school (including at the additional campus)

| | | | | | |
|--|-------------------------------------|----------------|-------------------------------------|--|--|
| Day | <input checked="" type="checkbox"/> | Girls | <input type="checkbox"/> | Primary (Kindergarten – year 6) | <input checked="" type="checkbox"/> |
| Boarding | <input type="checkbox"/> | Boys | <input type="checkbox"/> | Secondary (year 7 – 12) | <input checked="" type="checkbox"/> |
| | | Co-educational | <input checked="" type="checkbox"/> | Other year grouping | <input type="checkbox"/> (Year groups) |
| Special School | | | <input type="checkbox"/> | (Year groups) | |
| Special Assistance School | | | <input type="checkbox"/> | (Year groups) | |
| System/ membership | | | | Catholic Education Office Canberra Goulburn | <input type="checkbox"/> |
| ACT Association of Independent Schools | <input checked="" type="checkbox"/> | | | Other <input checked="" type="checkbox"/> | CHRISTIAN SCHOOLS AUSTRALIA |
| Affiliation | | | | | |
| Montessori | <input type="checkbox"/> | Religious | <input checked="" type="checkbox"/> | | |
| Steiner | <input type="checkbox"/> | Other | <input type="checkbox"/> | | |
| Registration/licences | | | | | |
| CRICOS | <input type="checkbox"/> | | | Before school care | <input type="checkbox"/> |
| Early learning centre | <input checked="" type="checkbox"/> | | | After school care | <input type="checkbox"/> |
| Preschool | <input checked="" type="checkbox"/> | | | Canteen | <input type="checkbox"/> |

| | | | | | |
|---|-------------------------------------|----------------------|--------------------------|---------|--------------------------|
| Curriculum | | | | | |
| <i>Kindergarten – year 10</i> | | | | | |
| ACT Curriculum framework/Australian Curriculum | <input checked="" type="checkbox"/> | | | | |
| ACARA recognised curriculum - Baccalaureate | <input type="checkbox"/> | PYP | <input type="checkbox"/> | MYP | <input type="checkbox"/> |
| ACARA recognised alternative curriculum | <input type="checkbox"/> | Montessori | <input type="checkbox"/> | Steiner | <input type="checkbox"/> |
| <i>Years 11 -12</i> | | | | | |
| ACT Board of Secondary School Studies | <input type="checkbox"/> | NSW Board of Studies | | | <input type="checkbox"/> |
| ACARA recognised curriculum - International Baccalaureate | <input type="checkbox"/> | | | | |

| | | | | | |
|---|---|---------------|--------------------------|-------|-------------------------------------|
| Section C: Proprietor | | | | | |
| Proprietor's name | BRINDABELLA CHRISTIAN EDUCATION LIMITED | | | | |
| ABN | 21 100 229 669 | | | | |
| Proprietor's representative | | | | | |
| [Redacted] | | | | | |
| Surname | [Redacted] | Given Name | [Redacted] | | |
| Work telephone number | 6247 4644 | Email address | principal@bcc.act.edu.au | | |
| Postal address | PO BOX 5103 LYNEHAM ACT 2602 | | | | |
| I confirm that the material provided in this application for registration at an additional campus is true and accurate. | | | | | |
| Signature | [Redacted] | Date | 28/3/13 | | |
| Contact person for the application | | | | | |
| Mr | <input type="checkbox"/> | Mrs | <input type="checkbox"/> | Miss | <input type="checkbox"/> |
| | <input type="checkbox"/> | | <input type="checkbox"/> | Ms | <input type="checkbox"/> |
| | | | | Other | <input type="checkbox"/> |
| Position (e.g. Principal, Bursar) | | | | | |
| Surname | | | Given Name | | |
| Work telephone number | | | Email address | | |
| Postal address | | | | | |
| Or: as for proprietor's representative (as above) | | | | | <input checked="" type="checkbox"/> |

| | |
|---|---|
| For further information please contact: | |
| Manager, Liaison Unit ACT Education and Training Directorate phone: 02 6205 9301 email: NonGovSchools@act.gov.au | |
| Return the application form to: | Received by [Redacted] 28 MAR 2013 |
| Manager, Liaison Unit ACT Education and Training Directorate by hand: Reception 220 Northbourne Avenue Braddon ACT by mail: GPO Box 158 Canberra ACT 2601 | |

**Liaison Unit
ACT ETD**

From: Tooth, Lynda
To: [Hunter, Ian](#)
Subject: canberra time notice for 20 April 2013 amendment to website and
Date: Monday, 15 April 2013 11:48:00 AM
Attachments: [2013-02.docx](#)

Ian

Could I request

1: the following to be placed in the Community noticeboard for 20 April 2013 (with a link on front page of the website)

Call for written comment on application regarding the registration of an ACT Non-government School

After being granted in-principle approval to apply for registration at an additional campus (kindergarten – year 4) in 2013, written comments are now sought on an application by Brindabella Christian Education Ltd for the registration of **Brindabella Christian School at an additional campus** to be located at 46 Lhotsky Street Charnwood.

Details of the application are available at:

www.det.act.gov.au/school_education/non-government_education.

For more information email: NonGovSchools@act.gov.au or call: (02) 6205 9301.

Comments close: **5pm Friday 21 June 2012**

2: the following material replace the current sections on the website

- Minister's Decisions
- Calls for written comment – please include hyperlinked attachment 2013-02

Could a new section also be added:

- Notification of applications received (below)

At:

http://www.det.act.gov.au/school_education/act_non_government_schools

Minister's Decisions

The following applications for in-principle approval were approved by the Minister for Education and Training during 2012 to permit:

- Brindabella Christian Education Ltd to apply for registration of Brindabella Christian College Lyneham at an additional campus (kindergarten to year 4) in Charnwood; proposed opening date: 28 January 2014



Under section 98 of the *Education Act 2004* a person may, without charge, inspect a copy of the registration report to the Minister by an appointed panel; or on payment of the reasonable copying costs, obtain a copy of all or part of the report, by contacting the Manager, Liaison Unit Education and Training Directorate (details below).

Notification of applications received - 2013

The following applications for renewal of registration of ACT Non-government Schools have been received by the Education and Training Directorate:

- 
- Brindabella Christian College
- 



Calls for written comment

On applications regarding the development, expansion or registration of ACT Non-government Schools

| Date | Proposal | Further information | Comments close | Outcome |
|------------|---|---------------------|-----------------------------|---------|
| April 2013 | Application for Registration – Additional Campus for Brindabella Christian School Lyneham | 2013-02 | Comments close 21 June 2013 | ongoing |

regards
Lynda

Lynda Tooth | Manager Liaison Unit

The Liaison Unit manages the Education and Training Directorate's complaint handling services, Exemption Certificate and Distance Education approvals for ACT resident students, school attendance and participation policies and procedures, ACT Non-government School registration, home education registration for ACT resident students, and CRICOS registration for all ACT schools.

Phone: +61 2 6205 9301 | Email: lynda.tooth@act.gov.au

Information Communications and Governance Branch | Education and Training | ACT
Government

GPO Box 158 CANBERRA ACT 2601

Call for community comment 2013-02

Brindabella Christian College - registration at additional campus

Brindabella Christian College is an independent school owned by Brindabella Christian Education Limited.

The following table outlines the school's structure:

| Name | Status | Suburb | Year |
|-------------------------------|--------|---------|---------------------------------------|
| Brindabella Christian College | School | Lyneham | registered for kindergarten – year 12 |

On 17 December 2012, Brindabella Christian Education Limited received in-principle approval from the Minister for Education and Training (the Minister) to apply for registration at additional campus for kindergarten to year 4.

On 28 March 2013 Brindabella Christian Education Limited applied under section 88A of the *Education Act 2004* (the Act) for registration at additional campus. The location of the additional campus is: 46 Lhotsky Street Charnwood.

Under section 88B of the Act, a panel will now be appointed to report to the Minister on the application for registration at additional campus. If satisfied that the school meets the criteria of registration at an additional campus as listed in section 88B of the Act, the Minister must direct the Registrar of Non-government Schools to register the school at the additional campus.

Submission of written comments

In accordance with the 88A of the Act, the Education and Training Directorate published a notice of the making of the application for registration at an additional campus in a daily newspaper – the *Canberra Times* on 20 April 2013.

This notice stated that written comments may be made to the Minister for Education and Training within a stated period of at least 60 days after the day the notice is published.

Copies of the application will be available for inspection by members of the public during normal business hours on prior notice of at least one business day. Upon request a copy of the application may be provided to members of the community electronically.

It is noted that the school is NOT required to provide evidence of meeting the criteria of registration at the time of application for registration at an additional campus. Under the terms of the manual for *Registration of Non-government Schools in the ACT* (2013) evidence of compliance with the criteria of registration is provided to the appointed registration panel to inform the panel's report to the Minister.

All written comments should include the name and contact details (including telephone number) of the author. Persons providing written comments may be contacted by the Directorate to confirm their authorship of the submitted comment. Written comments will be provided to the Minister for Education and Training.

All enquiries and written comments should be addressed to:

The Manager, Liaison Unit Education and Training Directorate

Phone: (02) 6205 9301 **Email:** NonGovSchools@act.gov.au

Office address: 220 Northbourne Ave BRADDON ACT 2612

Mail: GPO Box 158 CANBERRA ACT 2601

Comments close: 5pm Friday 21 June 2013

Application for Registration at Additional Campus



ACT
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Education and Training

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| Name of additional campus | BRINDABELLA CHRISTIAN COLLEGE | | |
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| Year levels to be operating at additional campus from opening day | KINDERGARTEN | | |
| Date in-principle approval was granted | Monday, 17 December 2012 | Proposed opening day of additional campus | Wednesday, 29 January 2014 |

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| Boarding | <input type="checkbox"/> | Boys | <input type="checkbox"/> | Secondary (year 7 – 12) | <input checked="" type="checkbox"/> |
| | | Co-educational | <input checked="" type="checkbox"/> | Other year grouping | <input type="checkbox"/> (Year groups) |
| Special School | | | <input type="checkbox"/> | (Year groups) | |
| Special Assistance School | | | <input type="checkbox"/> | (Year groups) | |
| System/ membership | | | | Catholic Education Office Canberra Goulburn | <input type="checkbox"/> |
| ACT Association of Independent Schools | <input checked="" type="checkbox"/> | | | Other <input checked="" type="checkbox"/> | CHRISTIAN SCHOOLS AUSTRALIA |
| Affiliation | | | | | |
| Montessori | <input type="checkbox"/> | Religious | <input checked="" type="checkbox"/> | | |
| Steiner | <input type="checkbox"/> | Other | <input type="checkbox"/> | | |
| Registration/licences | | | | | |
| CRICOS | <input type="checkbox"/> | | | Before school care | <input type="checkbox"/> |
| Early learning centre | <input checked="" type="checkbox"/> | | | After school care | <input type="checkbox"/> |
| Preschool | <input checked="" type="checkbox"/> | | | Canteen | <input type="checkbox"/> |

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|---|-------------------------------------|----------------------|--------------------------|---------|--------------------------|
| Curriculum | | | | | |
| <i>Kindergarten – year 10</i> | | | | | |
| ACT Curriculum framework/Australian Curriculum | <input checked="" type="checkbox"/> | | | | |
| ACARA recognised curriculum - Baccalaureate | <input type="checkbox"/> | PYP | <input type="checkbox"/> | MYP | <input type="checkbox"/> |
| ACARA recognised alternative curriculum | <input type="checkbox"/> | Montessori | <input type="checkbox"/> | Steiner | <input type="checkbox"/> |
| <i>Years 11 -12</i> | | | | | |
| ACT Board of Secondary School Studies | <input type="checkbox"/> | NSW Board of Studies | | | <input type="checkbox"/> |
| ACARA recognised curriculum - International Baccalaureate | <input type="checkbox"/> | | | | |

| | | | | | |
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| Section C: Proprietor | | | | | |
| Proprietor's name | BRINDABELLA CHRISTIAN EDUCATION LIMITED | | | | |
| ABN | 21 100 229 669 | | | | |
| Proprietor's representative | | | | | |
| [Redacted] | | | | | |
| Surname | [Redacted] | Given Name | [Redacted] | | |
| Work telephone number | 6247 4644 | Email address | principal@bcc.act.edu.au | | |
| Postal address | PO BOX 5103 LYNEHAM ACT 2602 | | | | |
| I confirm that the material provided in this application for registration at an additional campus is true and accurate. | | | | | |
| Signature | [Redacted] | Date | 28/3/13 | | |
| Contact person for the application | | | | | |
| Mr | <input type="checkbox"/> | Mrs | <input type="checkbox"/> | Miss | <input type="checkbox"/> |
| | <input type="checkbox"/> | | <input type="checkbox"/> | Ms | <input type="checkbox"/> |
| | | | | Other | <input type="checkbox"/> |
| Position (e.g. Principal, Bursar) | | | | | |
| Surname | | Given Name | | | |
| Work telephone number | | Email address | | | |
| Postal address | | | | | |
| Or: as for proprietor's representative (as above) | | | | | <input checked="" type="checkbox"/> |

| | |
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| For further information please contact: | |
| Manager, Liaison Unit ACT Education and Training Directorate phone: 02 6205 9301 email: NonGovSchools@act.gov.au | |
| Return the application form to: | |
| Manager, Liaison Unit ACT Education and Training Directorate by hand: Reception 220 Northbourne Avenue Braddon ACT by mail: GPO Box 158 Canberra ACT 2601 | Received by  28 MAR 2013 |

Liaison Unit
ACT ETD

Panel Report

Renewal of Registration and Registration at an
Additional Campus

Brindabella Christian College
2013

This report outlines the findings made by the panel appointed to review applications by Brindabella Christian College for renewal of registration and registration at an additional campus.

PURPOSE

To provide a report to the Minister for Education and Training outlining the findings made by the panel that reviewed the applications by Brindabella Christian College for:

1. renewal of registration for kindergarten – year 12 at 136 Brigalow Street, Lyneham
2. registration at an additional campus for kindergarten – year 4 at 46 Lhotsky Street, Charnwood.

This report uses the criteria for registration at an additional campus and renewal of registration of a school as detailed in sections 88B and 97 of the *Education Act 2004* (the Act).

The panel's observations are detailed against the four domains of non-government education (Governance, Student Support Systems, Curriculum and Educational Programs, and Accommodation and Facilities).

BACKGROUND

Brindabella Christian College was established in 1980. In 2013 it is a single campus co-educational school owned by Brindabella Christian Education Limited.

Brindabella Christian College operates an early learning centre at both 136 Brigalow Street Lyneham and 46 Lhotsky Street Charnwood. The operations of the early learning centres are not covered by the registration processes governed under sections 88B and 97 of the Act.

Previous registration

Brindabella Christian College's registration was last renewed in 2008 until 31 December 2013 for kindergarten-year 10. In 2010 it was registered at additional educational levels (years 11 and 12) for the remainder of its registration period, that is 31 December 2013.

Application for registration at an additional campus

On 17 December 2012 Brindabella Christian College was granted in-principle approval to apply for registration at an additional campus in Charnwood for kindergarten to year 4 students.

The site of the proposed additional campus was formerly occupied by Charnwood High School until the site was acquired in 1996 by [REDACTED] for housing development. In 2000 a portion of the site was acquired by [REDACTED] under a 99 year lease. In 2013 the site houses Canberra Christian Life Centre, a dance studio, a medical centre, a community gym, and an early learning centre which is run by Brindabella Christian College.

An unused portion of the site is proposed to house an additional campus for Brindabella Christian College. This campus will initially cater for a kindergarten class in 2014 and sequentially grow to include years 1-4 students during the period 2015-18.

The lease granted for this site under the *ACT Land (Planning and Environment) Act 1991* permits the premises to be used for a range of purposes including as an educational establishment.

Student numbers

At the February 2013 census, Brindabella Christian College had an enrolment of 584 students:

kindergarten-year 6: 337

years 7-10: 200

years 11-12: 47

The anticipated maximum enrolment for the registration period 2014-18 at the main campus is 774 students:

kindergarten-year 6: 364

years 7-12: 410

The anticipated maximum enrolment for the registration period 2014-18 at the proposed additional campus is 238 students (kindergarten-year 4).

PANEL

| | |
|----------------|--|
| Murray Bruce | Panel Chair, and Principal, Gordon Primary School |
| Megan Parker | Finance and Corporate Support Branch, Education and Training Directorate (ETD) |
| Rebecca Hughes | Information, Communications and Governance Branch, ETD |
| [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] |
| Robin Morrell | Deputy Principal, Lyneham High School |
| [REDACTED] | [REDACTED] |

Dates of panel registration visit

Dates: 10-12 September 2013

Proposed additional panel registration visit

As the facilities at the additional campus were not finalised at the time of the registration visit, members of the panel have agreed to visit the Charnwood campus during January 2014 to:

1. receive the following documents that relate to the additional campus:
 - an updated Work Health Safety Audit – *Panel report section D.1*
 - a Certificate of Occupancy and Use – *Panel report section D.2*
2. confirm that the following matters are in place at the additional campus:
 - facilities and equipment – *Panel report sections C.1*
 - emergency procedures – *Panel report section D.6.a*
 - first aid facilities – *Panel report section D.6.b*
 - safety data sheets and risk assessments – *Panel report section D.6.c*
 - safety measures – *Panel report section D.6.d*

A. GOVERNANCE

A.1 The proprietor

Legislation: Under sections 88B and 97 of the Act, the proprietor of a non-government school seeking registration at an additional campus or renewal of registration must be or remain a corporation.

Under section 94 of the Act, the proprietor must develop and implement a complaints policy for the school; and investigate any complaint about the administration, management and operation of the school that, in the proprietors' opinion, is not a frivolous or vexatious complaint.

Registration requirement: The school must provide evidence that the proprietor of the school:

- remains a corporation
- has developed a grievance policy, and procedures and processes for managing grievances and investigating complaints
- has investigated any complaints about the administration, management and operation of the school that were deemed to be neither frivolous nor vexatious.

Panel finding: The panel was provided with evidence that demonstrated that the proprietor of the school, Brindabella Christian Education Limited, Australian Registered Body Number (ABN): 21 100 229 669 is a Registered Australian Body recognised by the Australian Securities and Investments Commission; this evidence was a copy of the certificate of incorporation. The proprietor's registration status was confirmed on the Australian Securities and Investment Commission (ASIC) register.

The panel was provided with evidence that the school's proprietor has developed a grievance policy and procedures and processes for managing grievances and investigating complaints.

A.2 Teaching staff

Legislation: Sections 88B and 97 of the Act requires schools seeking registration at an additional campus or renewal of registration to have teaching staff who are qualified to teach at the educational levels at which they are employed to teach.

Registration requirement: The school must provide evidence that all teaching staff are approved and registered by the *ACT Teacher Quality Institute* (TQI).

Panel finding: The panel was provided with evidence that all teaching staff employed at the school's main campus are registered or have been issued a permit to teach by the TQI and are qualified to teach at the levels for which they are employed.

The panel is confident that teaching staff employed to teach at the proposed additional campus will also meet the requirements of the TQI.

The panel was provided with evidence that the school has appropriate pre-employment policies and procedures.

A.3 Background checking of staff and volunteers

Registration requirement: The school must provide evidence that all staff and volunteers will meet the registration requirements of the *Working with Vulnerable People (Background Checking) Act 2011* by 7 November 2013.

Panel finding: The panel was provided with evidence that all staff and volunteers at both the main campus and the proposed additional campus are or will be registered in accordance with the requirements of the *Working with Vulnerable People (Background Checking) Act 2011*.

A.4 Financial viability

Legislation: Under sections 88B and 97 of the Act, a school seeking registration at an additional campus or renewal of registration must be financially viable.

Registration requirement: The school must provide evidence that it will remain financially viable for the period of registration.

Panel finding: Audited financial statements were provided for the last two calendar years. The school has provided sufficient evidence to demonstrate that the school and its additional campus are likely to remain financially viable for the period of further registration. Based on an assessment of the information provided, the school's financial plan appears to be based on sound assumptions and it is considered likely that the school will remain financially viable over the period of registration.

B. STUDENT SUPPORT SYSTEMS

Legislation: Under sections 88B and 97 of the Act, a school seeking registration at an additional campus or renewal of registration must have appropriate policies, facilities and equipment for the safety and welfare of its students.

B.1 Safety and welfare of students

Registration requirement: The school must provide evidence that it has appropriate policies, facilities and equipment for the safety and welfare of its students.

The school must provide evidence that its student welfare policies and procedures specifically address the needs of Aboriginal and Torres Strait Islander students and students with disabilities, both those enrolled and those potentially enrolled.

Panel finding: The panel was provided with evidence that the school has a number of documents that guide the safety and welfare of its students at the main campus.

These documents relate to:

- student welfare
- grievance/ reconciliation
- responsible use of computers
- Indigenous students
- ultra violet risk
- students with a disability
- uniform
- wet weather
- lock down
- anti-bullying
- communication and consultation.

The panel visited classrooms and interviewed a range of people including the executive team, teachers, pastoral care co-ordinators, students and parents. Interviews and classroom visits at the main campus validated the student welfare documentation.

The school provided documents that indicated their commitment to providing a safe and inclusive environment for students from Aboriginal and Torres Strait Islander backgrounds both those enrolled at the main campus and potentially enrolled at both the main campus and the proposed additional campus.

The panel noted that the school appropriately supports students living with a disability.

Additional campus

The panel was provided with a letter of intent indicating that the school will apply the existing student support policies and procedures to the students enrolled at the proposed additional campus.

Whilst the panel was not able to view the completed facilities at the proposed additional campus which would provide for the safety and welfare of kindergarten-year 4 students; the panel was provided with a comprehensive architectural plan indicating that the proposed refurbishments will be suitable when completed for kindergarten students in 2014 and subsequent year cohorts (years 1-4) in 2015-18.

The panel was provided with a letter of intent indicating that the school will provide equipment at the proposed additional campus equivalent to that which is provided at the main campus for the safety and welfare for kindergarten students in 2014 and subsequent year cohorts (years 1-4) in 2015-18.

B.2 Corporal punishment

Legislation: Under section 7 of the Act, corporal punishment is not allowed in ACT schools.

Registration requirement: The school must provide evidence that it does not engage in or support the use of corporal punishment.

Panel finding: The panel was provided with evidence that demonstrated that the school does not engage in or support the use of corporal punishment at the main campus.

The panel was provided with a letter of intent indicating that the school's pastoral practices at the proposed additional campus will be consistent with those of the main campus.

B.3 Enrolment

Legislation: Under sections 99 and 100 of the Act, a non-government school must keep a register of enrolments.

Registration requirement: The school must provide evidence that the full name of each student enrolled at the school is entered in the register of enrolments.

Panel finding: The panel was provided with evidence that demonstrated that the school maintains accurate records of enrolment at the main campus.

The panel was provided with a letter of intent indicating that the school's enrolment practices at the proposed additional campus will be consistent with those of the main campus.

B.4 School attendance

Legislation: Under sections 99 and 100 of the Act, a non-government school must keep a register of attendances.

Registration requirement: The school must provide evidence that:

- it maintains an accurate record of attendance or non-attendance of the students at the school on every day when the school is open for attendance
- it has policies and procedures that will ensure that accurate census data is submitted as required by the ACT and Commonwealth governments
- it has policies and procedures which encourage students to attend school regularly whilst of compulsory education age
- it has policies and procedures which follow up the non-attendance of students
- that it actively supports the intentions of the ACT Youth Commitment regarding the engagement of students in education and/or training whilst of compulsory education age.

Panel finding: The panel was provided with evidence that demonstrated that the school maintains accurate records of attendance.

The panel was provided with evidence that demonstrated that the school has policies and procedures which encourage students to attend school regularly whilst of compulsory education age (6-17 years). The panel was provided with evidence that demonstrated that the school has policies and procedures which follow up the non-attendance of students.

The panel was provided with a letter of intent indicating that the school's attendance monitoring practices at the proposed additional campus will be consistent with those of the main campus.

B.5a Suspension and exclusion of students

Legislation: Section 105 of the Act provides for the suspension or exclusion of students enrolled in a non-government school.

Registration requirement: The school must provide evidence that:

- the reasons for suspending or excluding students are consistent with the requirements of the Act
- students are not suspended for a period of longer than 20 days
- the suspension or exclusion processes are consistent with the requirements of the Act
- students suspended for 7 or more school days are given a reasonable opportunity to attend appropriate counselling
- the principal notifies the Registrar of non-government schools in writing of all exclusions.

Panel finding: The panel was provided with evidence that demonstrated that the school complies with the legislative requirements regarding suspension and exclusion of students. The panel was provided with a letter of intent indicating that the school's exclusion and suspension at the proposed additional campus will be consistent with those of the main campus.

The panel has since been provided with a letter stating that the school has amended the language in documents regarding suspension and exclusion to reflect the language of the ACT Education Act.

B.5b Transfer of students between schools

Legislation: Section 146A of the Act requires a principal of a school, including a non-government school, to comply with the procedures established for recording the transfer of students to and from the school by use of the Student Transfer Register.

Registration requirement: The school must provide evidence that it accurately records the enrolment, completion of schooling, or transfer to another school or home education, on the Student Transfer Register; and specifically:

- allocates enrolling students who have not attended another ACT school or been registered for home education a unique identifying number from the block of numbers provided to the school by the Education and Training Directorate
- uses the existing unique identifying number for enrolling students who have attended another ACT school or been registered for home education
- that enrolment records use the birth certificate name for each student
- the Student Transfer Register is updated within 10 school days of a child enrolling in or leaving a school, or transferring to another school.

Panel finding: The panel was provided with evidence that demonstrated that the school largely complies with the requirements for the use of the Student Transfer Register. The panel was provided with a letter of intent indicating that the school's practices will be followed at the proposed additional campus.

The panel noted that the Student Transfer Register is not generally updated within 10 school days of a child enrolling at or leaving the school.

The panel was subsequently presented the panel with written assurances that the Student Transfer Register procedures had been rectified.

C. CURRICULUM AND EDUCATIONAL PROGRAMS

C.1 Policies, facilities and equipment

Legislation: Under sections 88B and 97 of the Act, a school seeking registration at an additional campus or renewal of registration must have appropriate policies, facilities and equipment for the curriculum offered.

Registration requirement: The school must provide evidence that:

- it has appropriate policies, facilities and equipment for the curriculum offered by the school
- comply (where relevant) with the ACT Board of Senior Secondary Studies (BSSS) policies in regards to years 11 and 12
- provides appropriate professional development for staff.

Panel finding: The panel was provided with evidence that it has the appropriate policies, facilities and equipment for the kindergarten-year 12 curriculum offered by the school at the main campus.

The panel noted that the school has appropriate policies relating to curriculum and educational programs including:

- Assessment and Reporting Policy
- Communication and Consultation Policy
- Enrolment and Attendance Policy
- Homework, Research and Independent Study Policy
- Responsible Use of Computers Policy
- Student Welfare Policy
- Students with a Disability Policy.

The panel interviewed a range of curriculum co-ordinators and teachers and visited classrooms. Interviews and classroom visits validated the curricular documentation.

Years 11 and 12

The panel was provided with evidence that the school has implemented the relevant BSSS policies and procedures for years 11 and 12 students including:

- courses and unit content taught
- assessment and reporting
- scaling group meshing
- plagiarism
- late policies
- years 11 and 12 student handbook
- attendance
- management of misadventure.

The years 11 and 12 student timetables provided evidence of the school meeting the minimum requirements for hours taught per semester per line; including the requirements for a two semester minor course, a four semester major course and an eight semester double major course.

Additional campus

The panel was provided with a letter of intent indicating that the school will appropriately tailor its existing curricular policies and procedures to cater for the learning needs of kindergarten students in 2014 and subsequent year cohorts (years 1-4) in 2015-18.

Whilst the panel was not able to view the facilities and equipment at the proposed additional campus which would provide for the learning needs of kindergarten-year 4 students; the panel was provided with a plan indicating that the proposed refurbishments will be suitable when completed for kindergarten students in 2014 and subsequent year cohorts (years 1-4) in 2015-18.

The panel noted that an additional site visit by a panel sub-group will occur in January 2014 to provide assurances that all facilities and equipment will meet community expectations and registration criteria.

C.2 Curriculum

Legislation: Under sections 88B and 97 of the Act, a school seeking registration at an additional campus or renewal of registration must have a curriculum (including the framework of the curriculum and the principles on which the curriculum is based) that meets the curriculum requirements for students attending government schools.

C.2.a Australian Curriculum

Registration requirement: The school must provide evidence that it has implemented the Australian Curriculum in accordance with the ACT implementation plan.

Panel finding: The panel was provided with evidence that demonstrated that Phase One of the Australian Curriculum has already been implemented according to the implementation plan; and the seven general capabilities and three cross-curriculum priorities are embedded in the Phase One subjects at the main campus. The panel was provided with a letter of intent indicating that the school will similarly implement the Australian Curriculum at the proposed additional campus.

The panel was provided with evidence that demonstrated that the school had made appropriate preparations for the implementation of Phase Two subjects at the main campus. The panel was provided with a letter of intent indicating that the school will similarly implement Phase Two of the Australian Curriculum at the proposed additional campus.

C.2.b Every Chance to Learn P-10 ACT Curriculum Framework

Registration requirement: The school must provide evidence that it continues to implement *Every Chance to Learn P-10 ACT Curriculum Framework (ECTL)* from kindergarten-year 10 for all essential learning areas not covered by the Australian Curriculum.

Panel finding: The panel was provided with evidence that the school had implemented all the requirements of *Every Chance to Learn P-10 ACT Curriculum Framework* from kindergarten-year 10 for all essential learning areas not covered by the Australian Curriculum at the main campus.

The panel was provided with a letter of intent indicating that the school will similarly implement the ACT Curriculum Framework at the proposed additional campus.

C.2.c Other curriculum requirements

Registration requirement: The school must provide evidence that:

- it has implemented any other curriculum requirements that have been determined after cross-sectoral consultation
- literacy and numeracy skills are a priority for all kindergarten-year 6 students
- regular moderate to vigorous planned physical activity occurs for all kindergarten-year 10 students
- language education in one of the ACT's eight priority languages occurs for all year 3-year 8 students

- it meets BSSS requirements.

Panel findings:

Literacy and numeracy

The panel was provided with evidence that English literacy and numeracy skills are a priority from kindergarten-year 6 at the main campus. The panel was provided with a letter of intent indicating that the school will make literacy and numeracy a priority at the proposed additional campus for kindergarten-year 4 students.

Physical activity

The panel was provided with evidence that all students from kindergarten-year 10 at the main campus are engaged in regular moderate to vigorous physical activity as part of planned physical education and sport program.

The panel was provided with a letter of intent indicating that the school will make regular moderate to vigorous physical activity a part of planned physical education and sport program a priority for kindergarten-year 4 students at the proposed additional campus.

Language education

The panel was provided with evidence that all students from years 3-8 are provided with languages education in Mandarin at the main campus.

The panel was provided with a letter of intent indicating that all students in years 3-4 at the proposed additional campus will be provided with the same curriculum as for students at the main campus.

Years 11 and 12

The panel was provided with evidence that the years 11 and 12 program registers and subject line documentation were consistent with the curriculum requirements for students attending government schools.

C.3 Nature and content of the education

Legislation: Under sections 88B and 97 of the Act, a school seeking registration at an additional campus or renewal of registration must ensure the nature and content of the education offered is appropriate for the educational levels for which the school is registered.

Registration requirement: The school must provide evidence that:

- the nature and content of the education provided is appropriate for the educational levels at the school
- it offers a broad curriculum.

Panel finding: The panel was provided with evidence that the nature and content of the school's academic curriculum and co-curricular activities is appropriate for a school educating students from kindergarten-year 12 at the main campus. The school's co-curricular activities include:

- Active after school sports program
- inter-house program
- Rugby Union Academy

- Athletics Academy
- Jump Rope for Heart
- fencing
- netball
- mountain bike program
- Chick Wise program
- camp programs for
 - years 3 and 4
 - years 5-8
 - years 9-12.

The panel was not provided with advice as to the co-curricular activities for the proposed additional campus.

The panel noted that the school utilised the following programs:

- Trade Training Centre in Schools program
- Sydney Centre for Innovation and Learning – online distance education provider for years 11 and 12.

The panel was provided with evidence that the nature and content of the school's academic curriculum is appropriate for a school educating students in years 11 and 12.

C.4 Monitoring quality educational outcomes

Legislation: Under sections 88B and 97 of the Act, a school seeking registration at an additional campus or renewal of registration must have satisfactory processes to monitor quality educational outcomes.

Registration requirement: The school must provide evidence that it:

- monitors quality education outcomes
- measure student performance
- adhere to the requirements of the National Assessment Program – Literacy and Numeracy (NAPLAN) as outlined in the *Commonwealth Schools Assistance Act 2008*.

C.4a Monitoring

Panel finding: The panel was provided with evidence that the school monitors quality education outcomes, measures student performance, and adheres to the requirements of the National Assessment Program – Literacy and Numeracy (NAPLAN) as outlined in the *Commonwealth Schools Assistance Act 2008*.

The panel was provided with a letter of intent indicating that it will adhere to the NAPLAN requirements at the proposed additional campus.

Years 11 and 12

The panel was provided with evidence that BSSS policies, procedures and guidelines are in place; and that the school monitors quality education outcomes and measures student performance in accordance with BSSS requirements for years 11 and 12 students.

C.4b Reporting

Legislation: Under section 103 of the Act the principal of a non-government school must set up procedures for giving twice yearly reports to parents about students' academic progress and social development at the school.

Under section 40 of the *Schools Assistance Act 2008 Administrative Guidelines Commonwealth Programs for Non-government Schools 2009- 2013/14 – 2013 update* - a non-government school must provide reports to parents or carers of children from years 1-10 that meet the requirements of the *Schools Assistance Act 2008* and the Regulations.

Registration requirement: The school must provide evidence that reports:

- are provided twice yearly
- address academic progress and social development
- are readily understandable to those responsible for the student
- give an accurate and objective assessment of the student's progress and achievement
- include an assessment of the student's achievement against any available national standards
- include, for subjects studied, an assessment of the student's achievement
 - reported as A, B, C, D and E (or an equivalent five-point scale), clearly defined against specific learning standards
 - relative to the performance of the student's peer group at the school.

The school must also provide evidence that where a parent elects not to receive A-E reporting, this request was made in writing and a copy of all such written requests are on file.

Panel finding: The panel was provided with evidence that the school's twice yearly reports to parents comply with both ACT and Australian Government requirements.

The panel was provided with a letter of intent indicating that it will comply with ACT and Commonwealth reporting requirements for students attending the proposed additional campus.

C.4c Annual Reports

Legislation: Under section 43 of the *Schools Assistance Act 2008 Administrative Guidelines Commonwealth Programs for Non-government Schools 2009- 2013/14 – 2013 update* - a non-government school must make publicly available an annual report that meets the requirements of the *Schools Assistance Act 2008* and the Regulations.

Registration requirement: The school must provide evidence that the school's annual reports:

- are made publicly available within six months of the end of each program year

- are made publicly available on the internet, with provisions made for parents without internet access
- contain the following contextual information about the school, including the characteristics of the student body:
 - teacher standards and qualifications as mandated in the relevant jurisdiction
 - workforce composition, including Indigenous composition
 - student attendance at school, including:
 - rates of attendance for the whole school and for each year level
 - a description of how non-attendance is managed by the school
 - senior secondary outcomes, including the percentage of year 12 students:
 - undertaking vocational or trade training
 - attaining a year 12 certificate or equivalent vocational education and training (VET) qualification
 - student outcomes in standardised national literacy and numeracy testing
 - parent, student and teacher satisfaction with the school
 - post-school destinations
 - school income broken down by funding source.

Panel finding: The panel noted that the school's 2012 Annual Report mostly complies with Australian Government requirements.

The 2012 Annual Report did not include parent, student and teacher satisfaction with the school or post-school destinations.

The panel has since been provided with a letter stating that this issue will be rectified in the 2013 Annual Report.

D. ACCOMMODATION AND FACILITIES

Legislation: Under sections 88B and 97 of the Act a school seeking registration at an additional campus or renewal of registration must have appropriate policies, facilities and equipment for the curriculum offered and for the safety and welfare of its students.

D.1 Work, health and safety

Registration requirement: The school must provide evidence that it:

- is fully compliant with the *Work Health and Safety Act 2011* (WHS), Australian Standard 4801 (AS4801) and any other relevant code of practice or standard
- has developed the Workplace Health and Safety Management System Framework required under the WHS legislation.

Panel finding: The panel was provided with a Work Health Safety Audit by [REDACTED] dated 4 June 2013 which noted that the school's practices are satisfactory when considered against the requirements of the *Work, Health and Safety Act 2011 and the Work, Health and Safety Regulation 2011* at the main campus. The auditor noted some areas for improvement.

The panel noted that the auditor was certified and that all recommendations by the auditor regarding the main campus were addressed by the school prior to the panel visit.

This report confirmed that:

- the school is compliant with the Work Health and Safety Legislation and relevant ACT Codes of Practice. This evidence was apparent in policies viewed by the panel and was verified by visual inspection and discussion with staff and students at the main campus
- the school manages and minimises risks in accordance with the International Standard ISO 3100 Risk Management, AS/NZ 4801 and 4804. The panel found that the following policies support the school's management of risk:
 - first aid policy
 - work, health and safety policy and manual
 - bullying and harassment policy
 - sexual harassment policy
 - guide to management of workplace bullying
 - asbestos materials survey and management plan
 - lockdown policy
 - communications and consultation policy
 - critical incident management plan
 - immediate evacuation in an emergency procedure
 - excursion and first aid policy
 - emergency action guide
 - chemical/hazardous materials policy
 - maintenance manual.

The panel was provided with a letter of intent which indicated that a further Work Health Safety Audit would be carried out at the Charnwood site following the completion of the facilities.

The panel noted that an additional site visit by a panel sub-group will occur in January 2014 to provide assurances that all facilities and equipment will meet community expectations and registration criteria at the proposed additional campus.

D.2 Use of buildings

Registration requirement: The school must ensure that Certificates of Occupancy and Use are gained for all new buildings and where relevant major changes of use of existing buildings has occurred.

Panel finding: The panel noted that Certificates of Occupancy and Use were held for all buildings used by the school on the main campus.

The panel noted that the Certificates of Occupancy and Use for the proposed additional campus will be received at an additional site visit by a panel sub-group in January 2014.

D.3 Asbestos

Registration requirement: The school must meet the ACT asbestos requirements for non-residential buildings constructed before 31 December 2003:

- an A class licensed asbestos assessor has identified all asbestos in and around the school premises and assessed the risks associated with the identified asbestos
- an asbestos management plan and an asbestos register has been developed
- control measures to prevent exposure to airborne asbestos fibres have been established
- important information is communicated to all relevant people
- periodic reviews are undertaken.

Schools fully constructed (without asbestos) after 31 December 2003 are not required to meet the ACT asbestos requirements for non-residential buildings. Such schools should communicate their 'asbestos free' status to all relevant people, including tradespersons.

Panel finding: The panel was provided with an Asbestos Survey and Management Plan by [REDACTED] for both the main campus and the proposed additional campus.

This survey confirmed that asbestos is managed as per the ACT requirements for non-residential buildings at the main campus built both before and after 31 December 2003.

The panel noted that the survey's recommended actions for the proposed additional campus will be actioned prior to any planned demolition, refurbishment or maintenance.

D.4 Toilets

Registration requirement: The school must ensure that its toilet facilities meet the requirements of the *Building Code of Australia* for the anticipated student population and staff during the maximum period of the registration.

Panel finding: The panel noted that [REDACTED] had confirmed that the school's toilet facilities will meet the requirements of the Building Code of Australia for the anticipated student population and staff for 2014 at the main campus; and will meet the projected student and staff numbers for the remainder of the registration period due to additional facilities being planned for construction in 2015.

[REDACTED] confirmed that toilet facilities for the proposed additional campus will meet the Building Code of Australia requirements for 2014; and will then meet subsequent requirements for the remainder of the maximum period of registration (2014-18) due to further planned construction.

D.5 Storage and use of personal information

Registration requirement: The school must provide evidence that it meets the provisions of the *Privacy Act 1988*, utilise the National Privacy Principles (September 2001) and ensure there is secure storage for personal information.

Panel finding: The panel noted that the school is mostly aware of its obligations under the *Privacy Act 1988*, utilises the National Privacy Principles (September 2001) and ensures there is secure storage for personal information at both the main campus and the proposed additional campus.

The panel also noted that some unredacted documents were provided to the panel as evidence of compliance with other areas of compliance with registration criteria. This indicated that the school was not fully aware of its privacy obligations.

The panel has since been notified that the school's staff have been reminded of their obligation under the *Privacy Act 1988* and has put in place procedures to ensure compliance.

D.6 Community expectations

D.6.a Emergencies

Registration requirement: The school must provide evidence that it appropriately manages emergency situations, including evacuations and lockdowns.

Panel finding: The panel noted the following matters at the main campus:

- an Emergency Management Plan is in place
- emergency evacuation/lockdown drills are regularly undertaken
- up to date (age appropriate) emergency evacuation maps are posted throughout the school
- work safety training is undertaken by staff.

The panel noted that the above listed matters were not explicitly evident at the proposed additional campus nor was the panel provided with evidence of actions planned to address matters relating to emergencies at the additional campus. Following the panel registration visit, the Principal provided the panel chair with the following written assurance:

When construction of the proposed learning spaces at the Charnwood campus is complete, up-to-date (age appropriate) emergency evacuation maps will be posted throughout the areas leased by the College.

Emergency evacuation and lockdown drills will be undertaken regularly and staff will be trained in the management of these.

Staff at the Charnwood campus are subject to the same requirements regarding work safety training as those at the Lyneham campus.

As lessees of part of the Canberra Christian Life Centre (CCLC) building, Brindabella Christian College is currently in consultation with CCLC regarding the Emergency Management Plan as it applies to the entire building. The Brindabella Christian College Workplace Safety Committee will develop an Emergency Management Plan specific to the areas leased by the College at the conclusion of these consultations. This plan will be made available to the Registration Panel at the return visit to the campus in January 2014.

All appropriate procedures in relation to emergencies will be in place at the Charnwood Campus prior to its opening in January 2014.

D.6.b First aid

Registration requirement: The school must provide evidence that it caters for the first aid needs of staff and students.

Panel finding: The panel noted the following matters at the main campus:

- staff possess first aid certification
- appropriate first aid facilities are provided and records are kept
- first aid kits are regularly maintained, accessible, taken on excursions and located wherever chemicals are housed.

The panel noted that the above listed matters were not explicitly evident at the proposed additional campus nor was the panel provided with evidence of actions planned to address matters relating to first aid at the additional campus. Following the panel registration visit, the Principal provided the panel chair with the following written assurance:

All staff employed at both campuses of Brindabella Christian College are required to possess first aid certification. Staff are trained and undertake refresher training on an annual basis. Those staff who will be teaching at the Charnwood campus in 2014 possess first aid certification.

When construction of the Charnwood campus is complete, first aid facilities will be in place and records will be kept as per policies and procedures at the Lyneham campus. These will be available to the registration panel at the return visit in January 2014.

First aid kits will be accessible, regularly maintained, located wherever chemicals are housed within the leased areas of the building and will be taken on excursions as per policy and procedures already in place at the Lyneham campus.

D.6.c Chemicals and hazardous materials

Registration requirement: The school must provide evidence that it appropriately maintains and manages chemicals and hazardous materials.

Panel finding: The panel noted the following matters at the main campus:

- Safety Data Sheets are current and accessible
- chemicals that are classified as hazardous are risk assessed.

The panel noted that the above listed matters were not explicitly evident at the proposed additional campus nor was the panel provided with evidence of actions planned to address matters relating to chemicals and hazardous materials at the additional campus. Following the panel registration visit, the Principal provided the panel chair with the following written assurance:

When the construction of the Charnwood campus is complete and the resources for learning are in place, Safety Data Sheets will be current and accessible and any chemicals housed within the leased areas of the building that are classified as hazardous will be risk assessed. Data sheets and risk assessments will be made available to the registration panel at the return visit in January 2014.

D.6.d Safety

Registration requirement: The school must provide evidence that it appropriately manages safety.

Panel finding: The panel noted the following matters at the main campus:

- visitor sign-in procedures are in place

- safety management procedures are in place for school activities and facilities
- risk assessments are undertaken for school activities, facilities and equipment
- that the following facilities and equipment are certified as safe (where required by legislation or regulation) and regularly maintained:
 - emergency hardware
 - science laboratory equipment
 - design and technology/cooking facilities
 - playgrounds and playground equipment
 - sporting fields and sporting equipment
 - electrical equipment (including testing and tagging processes).

The panel noted that the above listed matters were not explicitly evident at the proposed additional campus nor was the panel provided with evidence of actions planned to address matters of safety at the additional campus. Following the panel registration visit, the Principal provided the panel chair with the following written assurance:

When the construction of the Charnwood campus is complete visitor sign in procedures will be implemented as per policy and procedures already in place at the Lyneham campus. A sign in book and relevant documentation will be made available to the registration panel at the return visit in January 2014.

Safety management procedures will be in place for school activities and facilities. These will be made available to the registration panel at the return visit in January 2014.

Brindabella Christian College requires that risk assessments are undertaken for all school activities, facilities and equipment. Those assessments pertaining to the Charnwood campus will be made available to the registration panel at the return visit in January 2014.

Before the Charnwood campus opens in 2014 any emergency hardware, science laboratory equipment, design technology/cooking facilities, playgrounds and playground equipment (currently under construction), sporting fields and sporting equipment and electrical equipment (including testing and tagging) will be required to be certified as safe and from the time of opening will be regularly maintained. Evidence pertaining to proposed safety measures at the Charnwood campus will be made available to the registration panel at the return visit in January 2014.

D.6.e Licences

Registration requirement: Where appropriate the school must provide evidence that it holds the appropriate licences for all regulated activities; i.e. before and after school care, preschool/early learning, canteens, and boarding.

Panel finding: The panel noted that the school holds the appropriate licences for the following matters at which operate at the main campus and/or the proposed additional campus:

- vacation and after school care (main campus)
- a preschool/an early learning centre (main campus and Charnwood campus).

SIGNATURES

I certify that this report is a true and accurate account of the findings of the registration panel convened under the *Education Act 2004* (sections 88B and 97) to report on applications by Brindabella Christian College for:

- i. registration of the school at an additional campus
- ii. renewal of registration.

Murray Bruce

Panel Chair

Date _____

I acknowledge receipt of this report from the registration panel convened to review the applications made by Brindabella Christian College for:

- i. registration of the school at an additional campus
- ii. renewal of registration.



Principal
Brindabella Christian College

Date _____



Brindabella Christian College - Charnwood Campus

46 Lhotsky Street, Charnwood

With respect to the ACT Government Review Panel's request for clarification of the arrangements surrounding the development of Brindabella Christian College's Charnwood Campus on the site known historically as the "Charnwood High School", the following historical references apply.

Following the introduction of Self Government in December of 1988 the then ACT Government closed Charnwood High School in the 1990's as a result of falling student numbers.

Whilst there was significant Government and Education Union research into the then declining student numbers in the Belconnen region during the 1990's the Toward 2020 initiatives of the ACT Government did not come into effect until 2006, many years later and consequently had absolutely no bearing on the decisions of the then Federal Government's position with respect to the future of the site. In particular any of the undertakings made by the ACT Government with respect to the ensuing school closures as a result of the Toward 2020 initiatives and their future use.

More specifically, on the 30th of June 1999 a private developer [REDACTED] acquired the site formally known as Charnwood High School under tender from the ACT Government; the agreed conditions involved the redevelopment of existing infrastructure into a licenced club with gaming facilities and an adjacent townhouse development.

Following ACTPLA development approvals the townhouse development was subsequently on-sold to a second private developer and in September of 2000 [REDACTED] purchased the remaining undeveloped site from [REDACTED]

As an element of the purchase [REDACTED] renegotiated the existing lease and purpose clauses with the ACT Government relinquishing uses surrounding the then proposed licenced club and gambling facilities in favour of a number of uses more closely aligned to the needs of the local community and more inline with [REDACTED] core objectives; this then included more specifically that of educational facilities.

WISDOM INTEGRITY SERVICE EXCELLENCE

PO BOX 5103 LYNEHAM ACT 2602 • 136 BRIGALOW STREET, LYNEHAM ACT 2602
bcc.act.edu.au • P. 02 6247 4644 • F. 02 6247 0287

The Board of [redacted] now see the redevelopment of the site by Brindabella Christian College into our second campus as closely aligned to their own purposes and within this context have now subleased the site to the College with the capacity to expand the lease and our use of it over a 25 year projected joint vision for the future.

Whilst the intention is to remain a long-term tenant, should [redacted] view it appropriate, within the sublease Brindabella Christian College posses a first right of refusal for the outright purchase of the site under the ACT Governments 99 Year lease arrangements. This is to ensure the longevity of commitment to this exciting venture and provide stability for our College parents, the local community of Charnwood and it's adjoining suburbs.

We trust that this gives a clearer position with respect to the history, purpose and future vision for the site, please do not hesitate to contact us if you have any further questions.

Yours Sincerely



Executive Principal
Brindabella Christian College



Board Chair
Brindabella Christian Education Limited

Supported by:



Board Chair and Director





3rd June 2013

Brindabella Christian College
136 Brigalow Street,
Lyneham ACT 2602

Attn:

**RE: BRINDABELLA CHRISTIAN COLLEGE
Post Dec 2003 construction on the Charnwood campus**

Charnwood campus is a site leased by the school from

I confirm as the design architect that the proposed fitout for the school will comply with the Building Code of Australia 2013.

* In addition had an asbestos survey and management Plan prepared by in October 2010.

Within the schools tenanted areas, all new fitout work will include the removal of any asbestos material that is likely to be disturbed either during the fitout or during the running of the school.

In addition, prior to any planned demolition, refurbishment or maintenance, it effect upon any in situ asbestos will be established by reference to the asbestos management plan.

All work to remove any asbestos will be done by ACT licensed Asbestos Removalist as per the Code of Practice for the safe removal of asbestos, 2nd edition (NOHSC:2022 (2005)).

Yours faithfully,



* This plan is on the USB provided at Registration

File path: D. Accomodation & Facilities
 ↓
 D.3 Asbestos
 ↓
 Charnwood
 ↓



12/9/13.



Asbestos Management Plan 2013

CANCELLED AND COMPUTER
CERTIFICATE OF TITLE ISSUED

ORIGINAL

Entered in Register Book Vol. 1596 Folio 7

- 4 JAN 2001



AUSTRALIAN CAPITAL TERRITORY
Andrew Taylor
Registrar-General

LAND (PLANNING AND ENVIRONMENT) ACT 1991

Australian Capital Territory (Planning and Land
Management) Act 1988 (C'th) ss 29, 30 & 31

On USB provided to Registration Panel

File Path

D: Accommodation &
Facilities

↓
D2: Use of Buildings

↓
Charnwood

↓
Charnwood Lease - appropriate facilities.

LESSEE

LEASE GRANTED pursuant to the Land (Planning and Environment) Act 1991
and the Regulations thereunder on the *twenty second* day of *December*
Two thousand WHEREBY THE AUSTRALIAN CAPITAL TERRITORY
EXECUTIVE ON BEHALF OF THE COMMONWEALTH OF
AUSTRALIA (hereinafter called "the Commonwealth") grants to [REDACTED]

LAND

[REDACTED] a company having its registered
office at [REDACTED] in the Australian Capital
Territory (hereinafter called "the Lessee") ALL THAT piece or parcel of land
situate in the Australian Capital Territory containing an area of 5.408 hectares or
thereabouts and being Block 3 Section 94 Division of Charnwood as delineated
on Deposited Plan Number 9385 in the Registrar-General's Office at Canberra in
the said Territory (hereinafter referred to as "the land") RESERVING unto the

TERM

Territory all minerals TO HOLD unto the Lessee for the term commencing on the
twenty second day of December Two thousand (hereinafter referred to as "the
date of the commencement of the lease") and terminating on the twenty ninth day
of June Two thousand ~~nine hundred~~ and ninety eight to be used by the Lessee for
the purpose set forth in sub-clause (e) of Clause 3 of this lease only YIELDING
AND PAYING THEREFOR rent in the amount and in the manner and at the times
hereinafter provided and UPON AND SUBJECT TO the covenants conditions and
agreements hereinafter contained.

For Land Inc. Lead Use-2000
6020716 90001 03/01/01

INTERPRETATION

1. IN THIS LEASE unless the contrary intention appears:

- (a) "aged care facility" means the use of the land for the provision of managed medical and recreational facilities for persons 55 years or over;
- (b) "ancillary" means associated with and directly related to but incidental and subordinate to the predominant use;
- (c) "Australian Capital Territory Executive" means the Executive established by section 36 of the Australian Capital Territory (Self-Government) Act 1988 (C'th);
- (d) "building" means any building or buildings, or structure or structures, as those terms are defined in s222 of the Land (Planning and Environment) Act 1991 which requires approval under Part 6 of that Act;
- (e) "caretaker's residence" means any dwelling used for the residence of a caretaker in connection with another land use including industry and commercial activity;
- (f) "child care centre" means the use of land for the purpose of supervising or caring for children of any age throughout a specified period of time in any one day which is registered under the Children's and Young People Act 1999 and which does not include residential care;
- (g) "community activity centre" means the use of land by a public authority or a body of persons associated for the purpose of providing for the social well being of the community;
- (h) "community theatre" means the use of land for a theatre cinema concert hall auditorium or theatrette run by non-profit organisations;
- (i) "craft workshop" means the use of land for the manufacture primarily by manual methods of craft articles such as leatherwork pottery woodwork hand woven goods and the like;
- (j) "cultural facility" means the use of land for the purpose of cultural activities to which the public normally has access but does not include a shop for art craft or sculpture dealer;
- (k) "educational establishment" means the use of land for the purpose of tuition or training whether or not for the purposes of gain and may include associated residential accommodation;

- (l) "gross floor area" means the sum of the area of all the floors of the building measured from the external faces of the exterior walls or from the centre lines of walls separating the building from any other building excluding an area used solely for rooftop fixed mechanical plant and/or basement carparking;
- (m) "health facility" means the use of land for providing health care services (including diagnosis preventative care and counselling) or medical or surgical treatment to out-patients only;
- (n) "indoor entertainment facility" means the use of land for entertainment where such use is primarily indoors;
- (o) "indoor recreation facility" means the use of land for sporting activities where such use is primarily indoors;
- (p) "Lessee" shall -
- (i) where the Lessee consists of one person be deemed to include the Lessee and the executors administrators and assigns of the Lessee;
 - (ii) where the Lessee consists of two or more persons be deemed to include in the case of a tenancy in common the persons and each of them and their and each of their executors administrators and assigns and in the case of a joint tenancy be deemed to include the said persons and each of them and their and each of their assigns and the executors administrators and assigns of the survivor of them; and
 - (iii) where the Lessee is a corporation be deemed to include such corporation its successors and assigns;
- (q) "outdoor recreation facility" means the use of land for a recreation facility serving the sporting needs of people where the activities are predominantly outdoors;
- (r) "place of assembly" means the use of land for gatherings of people to attend functions whether or not for the purpose of gain;
- (s) "place of worship" means the use of land for the primary purpose of religious worship and associated activities by a congregation religious group or members of the public whether or not the premises are also used for religious instruction tuition meetings training and other community activities;
- (t) "premises" means the land and any building or other improvements on the land;

- (u) "religious associated use" means use of land for the activities conducted by religious organisations other than for worship or for offices and may include residential accommodation for ministers of religion;
- (v) "restaurant" means the use of land for the primary purpose of providing food for consumption on the premises whether or not the premises are licensed under the Liquor Act 1975 and whether or not entertainment is provided;
- (w) "shop" means the use of the land for the purpose of selling exposing or offering the sale by retail or hire goods and personal services includes a department store personal service retail plant nursery supermarket and take-away food shop;
- (x) "Territory" means -
 - (i) when used in a geographical sense the Australian Capital Territory; and
 - (ii) when used in any other sense the body politic established by section 7 of the Australian Capital Territory (Self Government) Act 1988 (C'th);
- (y) "tourist facility" means the use of land for providing entertainment recreation cultural or similar facilities for use mainly by the general touring or holidaying public and may include a restaurant café bar service station tourist accommodation and the retail sale of arts and crafts souvenirs antiques and the like.

2. THE LESSEE COVENANTS WITH THE COMMONWEALTH as follows:

RENT

- (a) That the Lessee shall pay to the Territory rent at the rate of five cents per annum if and when demanded payable within one month of the date of any demand made by the Territory relating thereto and served on the Lessee;

MANNER OF
PAYMENT
OF RENT

- (b) That any rent or other moneys payable by the Lessee under this lease shall be paid to such person as may be authorised by the Territory for that purpose at Canberra in the said Territory without any deduction whatsoever.

3. THE LESSEE FURTHER COVENANTS WITH THE COMMONWEALTH as follows:

- | | |
|-----------------------------|---|
| DEVELOPMENT COVENANT | (a) That the Lessee shall undertake in accordance with the requirement of this clause the construction of required improvements building carparking lighting paving and landscaping at a cost not less than one million dollars (\$1,000,000); |
| COMMENCEMENT OF DEVELOPMENT | (b) That the Lessee shall by no later than the: |
| STAGE 1 | (i) twenty ninth day of June Two thousand and one or within such further time as may be approved in writing by the Territory for that purpose commence to enhance or provide the oval carparking lighting paving and landscaping on the land in accordance with plans and specifications prepared by the Lessee and previously submitted to and approved in writing by the Territory; and |
| STAGE 2 | (ii) twenty ninth day of June Two thousand and one or within such further time as may be approved in writing by the Territory for that purpose commence to refurbish the existing building and commence construction of a community activity centre and associated works in respect thereof in accordance with plans and specifications prepared by the Lessee and previously submitted to and approved in writing by the Territory; and |
| COMPLETION OF DEVELOPMENT | (e) That the Lessee shall by no later than the: |
| STAGE 1 | (i) twenty ninth day of June Two thousand and six or within such further time as may be approved in writing by the Territory complete the enhancement or provision of the oval carparking lighting paving and landscaping in accordance with the said plans and specifications and in accordance with every Statute Ordinance or Regulation applicable thereto; and |
| STAGE 2 | (ii) twenty ninth day of June Two thousand and two or within such further time as may be approved in writing by the Territory complete the refurbishment of a minimum of 50% of the existing building for the purposes of the lease including a community activity centre of not less than 500 square metres of gross floor area and complete construction of associated works in respect thereof in accordance with the said plans and specifications and in accordance with every Statute Ordinance or Regulation applicable thereto. |

INDEMNITY

- (d) That the Lessee shall indemnify and keep indemnified the Commonwealth the Territory their servants and agents from all actions claims suits and demands brought maintained or made against the Commonwealth the Territory their servants or agents by any person or body of persons arising out of the provision by the Lessee of the design and construction of the associated works until such works are completed and formally handed over to the Territory.

PURPOSE

- (e) To use the premises for any one or more of the following purposes only:

- (i) Aged Care Facility;
- (ii) Caretaker's Residence;
- (iii) Child Care Centre;
- (iv) Craft Workshop;
- (v) Community Activity Centre;
- (vi) Community Theatre;
- (vii) Cultural Facility;
- (viii) Educational Establishment;
- (ix) Health Facility;
- (x) Indoor Entertainment Facility;
- (xi) Indoor Recreational Facility;
- (xii) Outdoor Recreation Facility;
- (xiii) Oval;
- (xiv) Place of Assembly;
- (xv) Place of Worship;
- (xvi) Religious Associated Use;
- (xvii) Restaurant; and
- (xiii) Tourist Facility

AND ANCILLARY THERETO shop (excluding the sale of food other than take-away food) restricted to a maximum gross floor area of 250 square metres;

GROSS FLOOR AREA

- (f) That the:
- (i) maximum gross floor area of the existing building shall be retained and the total development on the premises shall not exceed a maximum of 9,750 square metres;
 - (ii) gross floor area of any community facility on the premises shall not be less than 500 square metres;
 - (iii) gross floor area of any caretaker's residence on the premises shall not exceed 100 square metres; and
 - (iv) gross floor area of any health facility on the premises shall not exceed 1,350 square metres;

- CARPARKING (g) That the Lessee shall provide and maintain an approved drained and sealed carparking area on the land sufficient to accommodate a minimum of 165 carparking spaces to a standard acceptable to the Territory in accordance with plans and specifications previously submitted to and approved in writing by the Territory;
- PAVING AND LANDSCAPING (h) That the Lessee shall provide and maintain paving and landscaping on the land to a standard acceptable to the Territory in accordance with plans and specifications prepared by the lessee and previously submitted to and approved in writing by the Territory;
- VEHICULAR ACCESS (i) That vehicular access to the premises shall only be permitted in accordance with Planning Control Plan No. 99/1035;
- SIGNS (j) That the Lessee shall not display or permit to be displayed on the premises any advertisement sign or hoarding without the previous consent in writing of the Territory;
- PRESERVATION OF TREES (k) That the Lessee shall not during the period allowed for the erection of the building remove trees identified for retention on the said land without the previous consent in writing of the Territory;
- BUILDING HEIGHT (l) That the building height shall not exceed two storeys;
- LIGHTING (m) That the Lessee shall illuminate and keep illuminated at its own expense all public access areas on the premises to the satisfaction of the Territory;
- DISABLED PERSONS ACCESS (n) That the Lessee shall provide and maintain facilities for the disabled to a standard acceptable to the Territory to ensure that people with mobility constraints are given full opportunity for access;
- SERVICE AREAS (o) That the Lessee shall screen and keep screened all service areas to the satisfaction of the Territory and shall ensure that all plant and machinery contained within the premises is suitably screened from public view;
- BUILDING SUBJECT TO APPROVAL (p) That the Lessee shall not without the previous approval in writing of the Territory erect any building, or make any structural alterations to any building, on the land;
- REPAIR (q) That the Lessee shall at all times during the said term maintain repair and keep in repair the premises to the satisfaction of the Territory;

FAILURE TO
REPAIR

- (r) If and whenever the Lessee is in breach of the Lessee's obligations to maintain repair and keep in repair the premises the Territory may by notice in writing to the Lessee specifying the repairs and maintenance needed require the Lessee to effect the necessary work in accordance with the notice. If the Territory is of the opinion that a building or some other improvement on the land is beyond reasonable repair the Territory may by notice in writing to the Lessee require the Lessee to remove the building or improvement and may require the Lessee to construct a new building or improvement in place of that removed within the time specified in the notice. If the Lessee does not carry out the required work within the time specified by the Territory any person or persons duly authorised by the Territory with such equipment as is necessary may enter the premises and carry out the necessary work and all costs and expenses incurred by the Territory in carrying out the work shall be paid by the Lessee to the Territory on demand and from the date of such demand until paid shall for all purposes of this lease be a debt due and payable to the Territory by the Lessee;

RIGHT OF
INSPECTION

- (s) Subject to the provisions of the Land (Planning and Environment) Act 1991 to permit any person or persons authorised by the Territory to enter and inspect the premises at all reasonable times and in any reasonable manner;

RATES AND
CHARGES

- (t) To pay all rates charges and other statutory outgoings assessed levied or payable in respect of the premises as and when the same fall due.

4. THE COMMONWEALTH COVENANTS WITH THE LESSEE as follows:

QUIET
ENJOYMENT

That the Lessee paying the rent and observing and performing the covenants and stipulations on the part of the Lessee to be observed and performed shall quietly enjoy the premises without interruption by the Territory or any person lawfully claiming from or under or in trust for the Territory.

5. IT IS MUTUALLY COVENANTED AND AGREED as follows:

TERMINATION

- (a) That if -
- (i) any rent or other moneys payable under this lease shall remain unpaid for three months next after the date appointed for payment thereof (whether such rent or other moneys shall have been formally demanded or not); or
- (ii) the development in accordance with sub-clause (b) of Clause 3 of this lease is not commenced within the period specified in the said sub-clause; or

- (iii) the development in accordance with sub-clause (c) of Clause 3 of this lease is not completed within the period specified in the said sub-clause; or
- (iv) after completion of the development as aforesaid the said land is at any time not used for a period of one year for the purpose for which this lease is granted; or
- (v) the Lessee shall fail to observe or perform any other of the covenants herein contained on the part of the Lessee to be observed or performed and shall have failed to remedy such breach within a period of six months from the date of service on the Lessee of a notice in writing from the Territory specifying the nature of such;

the Territory may terminate this lease but without prejudice to any claim which the Territory and or the Commonwealth may have against the Lessee in respect of any breach of the covenants on the part of the Lessee to be observed or performed;

ACCEPTANCE
OF RENT

- (b) That acceptance of rent or other moneys by the Territory during or after any period referred to in paragraph (i) or (ii) or (iii) or (iv) or (v) of sub-clause (a) of this clause shall not prevent or impede the exercise by the Territory of the powers conferred upon it by sub-clause (a) of this clause;

FURTHER LEASE

- (c) Subject to the provisions of the Land (Planning and Environment) Act 1991 the Lessee shall be entitled to a further lease of the land for such further term and at such rent and subject to such conditions as may then be provided or permitted by Statute Ordinance or Regulation;

NOTICES

- (d) That any notice requirement demand consent or other communication to be given to or served upon the Lessee under this lease shall be deemed to have been duly given or served if signed by or on behalf of the Territory and delivered to or sent in a prepaid letter addressed to the Lessee at the registered office of the Lessee in the said Territory BUT if for any reason the Lessee does not have a registered office in the said Territory then at the usual or last-known address of the Lessee or affixed in a conspicuous position on the premises;

EXERCISE OF
POWERS

- (e) Any and every right power and or remedy conferred on the Commonwealth the Territory or the respective Ministers hereunder or implied by law may be exercised on behalf of the Commonwealth the Territory or the respective Ministers as the case may be by:

- (i) the Australian Capital Territory Executive;
- (ii) the Minister for the time being administering the Land (Planning and Environment) Act 1991 or any Statute Ordinance or Regulation substituted therefor;
- (iii) an authority or person for the time being authorised by the Australian Capital Territory Executive or the Minister referred to in (i) or (ii) above or by law to exercise those powers or functions of the Territory the Commonwealth or the relevant Minister; or
- (iv) the person to whom the Minister referred to in (ii) above has delegated all his powers or functions under the said Land (Planning and Environment) Act 1991 or any Statute Ordinance or Regulation substituted therefor.

IN WITNESS whereof the Australian Capital Territory Executive on behalf of the Commonwealth and the Lessee have executed this Lease.

SIGNED SEALED AND DELIVERED)
 by **DULCE LANDER**)
 a person duly authorised by the)
 Australian Capital Territory Executive)
 for and on behalf of the Commonwealth)
 in the presence of)
 [Redacted])
RICHARD DAVID BARR



~~COMMISSIONER FOR DECLARATIONS~~

SIGNED SEALED AND DELIVERED)
 by [Redacted])
 by its attorney [Redacted])
 pursuant to power of attorney registered)
 number MD 48271 in the presence of:)

[Redacted]
 Signature of [Redacted]
 who hereby declares that he has
 no notice of revocation of the
 power of attorney registered
 number MD 48271

[Redacted]
 Signature of Witness

[Redacted]
 Name of Witness



Brindabella Christian College has introduced procedures to ensure that the transfer of students who have ceased their enrolment at College will be entered into the Transfer Register within the required time period of 10 days, effective immediately.

Brindabella Christian College has amended the language in documents regarding suspension & exclusion to reflect the language of the ACT Education Act (2004), effective immediately.

Brindabella Christian College has informed staff of their obligations under the Privacy Act and put in place procedures to ensure compliance with these obligations, effective from next staff meeting, Tuesday 17th September 2013.

The principal advises the registration panel that the matters raised (Parent/Teacher/Student satisfaction and Year 12 post school destination) will be rectified for the 2013 Annual Report.



Executive Principal

12 September 2013



Acting Principal Lyneham Campus



Statement of Intent

It is the intention that the student support practices and current WHS processes and practices currently in place at Brindabella Christian College, Lyneham Campus will apply at the Brindabella Christian College, Charnwood Campus from 2014.

Additionally, the curriculum currently in place at Brindabella Christian College, Lyneham Campus will apply at the Brindabella Christian College, Charnwood Campus from 2014. Chinese Mandarin will be the language offered at Charnwood. Any further development and implementation of Australian Curriculum will apply to both campuses.

Where appropriate, the co-curricular activities currently in place at the Lyneham Campus will occur at the Charnwood Campus which will be included in sporting carnivals, community events and community celebrations. Peripatetic Music lessons will offered. It is intended that Out Of School Hours Care be provided to Charnwood families through the Early Learning Centre which is licenced to provide this.

The Buddy Program currently in place at Lyneham will be duplicated at Charnwood in 2014 with the Kindergarten children becoming Buddies to the PK children in the Early Learning Centre. The program will expand as the campus grows.



Acting Principal, Lyneham Campus



Executive Principal

Date: 12 September 2013

Panel Report

Renewal of Registration and Registration at an
Additional Campus

Brindabella Christian College
2013

This report outlines the findings made by the panel appointed to review applications by Brindabella Christian College for renewal of registration and registration at an additional campus.

BRINDABELLA CHRISTIAN COLLEGE

PURPOSE

To provide a report to the Minister for Education and Training outlining the findings made by the panel that reviewed the applications by Brindabella Christian College for:

1. renewal of registration for kindergarten – year 12 at 136 Brigalow Street, Lyneham
2. registration at an additional campus for kindergarten – year 4 at 46 Lhotsky Street, Charnwood.

This report uses the criteria for registration at an additional campus and renewal of registration of a school as detailed in sections 88B and 97 of the *Education Act 2004* (the Act).

The panel's observations are detailed against the four domains of non-government education (Governance, Student Support Systems, Curriculum and Educational Programs, and Accommodation and Facilities).

At the February 2013 census, Brindabella Christian College had an enrolment of 584 students:

- kindergarten-year 6: 337
- years 7-12: 247

The anticipated maximum enrolment for the registration period 2014-18 at the main campus is 774 students:

- kindergarten-year 6: 364
- years 7-12: 410

The anticipated maximum enrolment for the registration period 2014-18 at the proposed additional campus is 238 students (kindergarten-year 4).

The panel notes that the school proposes to commence kindergarten at the additional campus in 2014 and sequentially grow the campus to cater for year 4 students by 2018.

PANEL

| | |
|----------------|--|
| Murray Bruce | Panel Chair, and Principal, Gordon Primary School |
| Megan Parker | Finance and Corporate Support Branch, Education and Training Directorate (ETD) |
| Rebecca Hughes | Information, Communications and Governance Branch, ETD |

Robin Morrell Deputy Principal, Lyneham High School

Dates of panel registration visit

Dates: 10-12 September 2013

BRINDABELLA CHRISTIAN COLLEGE

Supplementary panel visit

As the facilities at the additional campus were not finalised at the time of the registration visit, members of the panel propose to visit the Charnwood campus during January 2014 to confirm the additional campus has been assessed as safe by the Independent auditor and is appropriately resourced for the beginning of the 2014 school year.

The panel chair suggests that the registration certificate for the additional campus be issued after the Registrar of non-government schools has been advised of the panel's findings.

A. GOVERNANCE**A.1 The proprietor**

Legislation: Under sections 88B and 97 of the Act, the proprietor of a non-government school seeking registration at an additional campus or renewal of registration must be or remain a corporation.

Under section 94 of the Act, the proprietor must develop and implement a complaints policy for the school; and investigate any complaint about the administration, management and operation of the school that, in the proprietors' opinion, is not a frivolous or vexatious complaint.

Registration requirement: The school must provide evidence that the proprietor of the school:

- remains a corporation
- has developed a grievance policy, and procedures and processes for managing grievances and investigating complaints
- has investigated any complaints about the administration, management and operation of the school that were deemed to be neither frivolous nor vexatious.

Panel finding: The panel was provided with evidence that demonstrated that the proprietor of the school, Brindabella Christian Education Limited, Australian Registered Body Number (ABN): 21 100 229 669 is a Registered Australian Body recognised by the Australian Securities and Investments Commission; this evidence was a copy of the certificate of incorporation. The proprietor's registration status was confirmed on the Australian Securities and Investment Commission (ASIC) register.

The panel was provided with evidence that the school's proprietor has developed a grievance policy and procedures and processes for managing grievances and investigating complaints.

A.2 Teaching staff

Legislation: Sections 88B and 97 of the Act requires schools seeking registration at an additional campus or renewal of registration to have teaching staff who are qualified to teach at the educational levels at which they are employed to teach.

Registration requirement: The school must provide evidence that all teaching staff are approved and registered by the *ACT Teacher Quality Institute (TQI)*.

Panel finding: The panel was provided with evidence that all teaching staff employed at the school's main campus are registered or have been issued a permit to teach by the TQI and are qualified to teach at the levels for which they are employed.

BRINDABELLA CHRISTIAN COLLEGE

The panel is confident that teaching staff employed to teach at the proposed additional campus will also meet the requirements of the TQI.

The panel was provided with evidence that the school has appropriate pre-employment policies and procedures.

A.3 Background checking of staff and volunteers

Registration requirement: The school must provide evidence that all staff and volunteers will meet the registration requirements of the *Working with Vulnerable People (Background Checking) Act 2011* by 7 November 2013.

Panel finding: The panel was provided with evidence that all staff and volunteers at both the main campus and the proposed additional campus are or will be registered in accordance with the requirements of the *Working with Vulnerable People (Background Checking) Act 2011*.

A.4 Financial viability

Legislation: Under sections 88B and 97 of the Act, a school seeking registration at an additional campus or renewal of registration must be financially viable.

Registration requirement: The school must provide evidence that it will remain financially viable for the period of registration.

Panel finding: Audited financial statements were provided for the last two calendar years. The school has provided sufficient evidence to demonstrate that the school and its additional campus are likely to remain financially viable for the period of further registration. Based on an assessment of the information provided, the school's financial plan appears to be based on sound assumptions and it is considered likely that the school will remain financially viable over the period of registration.

B. STUDENT SUPPORT SYSTEMS

Legislation: Under sections 88B and 97 of the Act, a school seeking registration at an additional campus or renewal of registration must have appropriate policies, facilities and equipment for the safety and welfare of its students.

B.1 Safety and welfare of students

Registration requirement: The school must provide evidence that it has appropriate policies, facilities and equipment for the safety and welfare of its students.

The school must provide evidence that its student welfare policies and procedures specifically address the needs of Aboriginal and Torres Strait Islander students and students with disabilities, both those enrolled and those potentially enrolled.

Panel finding: The panel was provided with evidence that the school has a number of documents that guide the safety and welfare of its students at the main campus.

These documents relate to:

- student welfare
- grievance/ reconciliation
- responsible use of computers
- Indigenous students
- ultra violet risk
- students with a disability

BRINDABELLA CHRISTIAN COLLEGE

- uniform
- wet weather
- lock down
- anti-bullying
- communication and consultation.

The panel visited classrooms and interviewed a range of people including the executive team, teachers, pastoral care co-ordinators, students and parents. Interviews and classroom visits at the main campus validated the student welfare documentation.

The school provided documents that indicated their commitment to providing a safe and inclusive environment for students from Aboriginal and Torres Strait Islander backgrounds both those enrolled at the main campus and potentially enrolled at both the main campus and the proposed additional campus.

The panel noted that the school appropriately supports students living with a disability.

Additional campus

The panel was provided with a letter of Intent indicating that the school will apply the existing student support policies and procedures to the students enrolled at the proposed additional campus.

Whilst the panel was not able to view the completed facilities at the proposed additional campus which would provide for the safety and welfare of kindergarten-year 4 students; the panel was provided with a comprehensive architectural plan indicating that the proposed refurbishments will be suitable when completed for kindergarten students in 2014 and subsequent year cohorts (years 1-4) in 2015-18.

The panel was also provided with a letter of intent indicating that the school will provide equipment at the proposed additional campus equivalent to that which is provided at the main campus for the safety and welfare for kindergarten students in 2014 and subsequent year cohorts (years 1-4) in 2015-18.

As the facilities at the additional campus were not finalised at the time of the registration visit (10-12 September 2013), members of the panel propose to visit the Charnwood campus during January 2014 to confirm that the following matters are in place at the additional campus:

- facilities and equipment
- emergency procedures
- first aid facilities.

B.2 Corporal punishment

Legislation: Under section 7 of the Act, corporal punishment is not allowed in ACT schools.

Registration requirement: The school must provide evidence that it does not engage in or support the use of corporal punishment.

Panel finding: The panel was provided with evidence that demonstrated that the school does not engage in or support the use of corporal punishment at the main campus.

The panel was provided with a letter of intent indicating that the school's pastoral practices at the proposed additional campus will be consistent with those of the main campus.

BRINDABELLA CHRISTIAN COLLEGE

B.3 Enrolment

Legislation: Under sections 99 and 100 of the Act, a non-government school must keep a register of enrolments.

Registration requirement: The school must provide evidence that the full name of each student enrolled at the school is entered in the register of enrolments.

Panel finding: The panel was provided with evidence that demonstrated that the school maintains accurate records of enrolment at the main campus.

The panel was provided with a letter of intent indicating that the school's enrolment practices at the proposed additional campus will be consistent with those of the main campus.

B.4 School attendance

Legislation: Under sections 99 and 100 of the Act, a non-government school must keep a register of attendances.

Registration requirement: The school must provide evidence that:

- It maintains an accurate record of attendance or non-attendance of the students at the school on every day when the school is open for attendance
- It has policies and procedures that will ensure that accurate census data is submitted as required by the ACT and Commonwealth governments
- It has policies and procedures which encourage students to attend school regularly whilst of compulsory education age
- It has policies and procedures which follow up the non-attendance of students
- that it actively supports the intentions of the ACT Youth Commitment regarding the engagement of students in education and/or training whilst of compulsory education age.

Panel finding: The panel was provided with evidence that demonstrated that the school maintains accurate records of attendance.

The panel was provided with evidence that demonstrated that the school has policies and procedures which encourage students to attend school regularly whilst of compulsory education age (6-17 years). The panel was provided with evidence that demonstrated that the school has policies and procedures which follow up the non-attendance of students.

The panel was provided with a letter of intent indicating that the school's attendance monitoring practices at the proposed additional campus will be consistent with those of the main campus.

B.5a Suspension and exclusion of students

Legislation: Section 105 of the Act provides for the suspension or exclusion of students enrolled in a non-government school.

Registration requirement: The school must provide evidence that:

- the reasons for suspending or excluding students are consistent with the requirements of the Act
- students are not suspended for a period of longer than 20 days

BRINDABELLA CHRISTIAN COLLEGE

- the suspension or exclusion processes are consistent with the requirements of the Act
- students suspended for 7 or more school days are given a reasonable opportunity to attend appropriate counselling
- the principal notifies the Registrar of non-government schools in writing of all exclusions.

Panel finding: The panel was provided with evidence that demonstrated that the school complies with the legislative requirements regarding suspension and exclusion of students. The panel was provided with a letter of Intent indicating that the school's exclusion and suspension at the proposed additional campus will be consistent with those of the main campus.

The panel has since been provided with a letter stating that the school has amended the language in documents regarding suspension and exclusion to reflect the language of the ACT Education Act.

B.5b Transfer of students between schools

Legislation: Section 146A of the Act requires a principal of a school, including a non-government school, to comply with the procedures established for recording the transfer of students to and from the school by use of the Student Transfer Register.

Registration requirement: The school must provide evidence that it accurately records the enrolment, completion of schooling, or transfer to another school or home education, on the Student Transfer Register; and specifically:

- allocates enrolling students who have not attended another ACT school or been registered for home education a unique identifying number from the block of numbers provided to the school by the Education and Training Directorate
- uses the existing unique identifying number for enrolling students who have attended another ACT school or been registered for home education
- that enrolment records use the birth certificate name for each student
- the Student Transfer Register is updated within 10 school days of a child enrolling in or leaving a school, or transferring to another school.

Panel finding: The panel was provided with evidence that demonstrated that the school largely complies with the requirements for the use of the Student Transfer Register. The panel was provided with a letter of Intent indicating that the school's practices will be followed at the proposed additional campus.

The panel noted that the Student Transfer Register is not generally updated within 10 school days of a child enrolling at or leaving the school.

The panel was subsequently presented with written assurances that the Student Transfer Register procedures had been rectified.

C. CURRICULUM AND EDUCATIONAL PROGRAMS

C.1 Policies, facilities and equipment

Legislation: Under sections 88B and 97 of the Act, a school seeking registration at an additional campus or renewal of registration must have appropriate policies, facilities and equipment for the

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curriculum offered.

Registration requirement: The school must provide evidence that:

- It has appropriate policies, facilities and equipment for the curriculum offered by the school
- comply (where relevant) with the ACT Board of Senior Secondary Studies (BSSS) policies in regards to years 11 and 12
- provides appropriate professional development for staff.

Panel finding: The panel was provided with evidence that it has the appropriate policies, facilities and equipment for the kindergarten-year 12 curriculum offered by the school at the main campus.

The panel noted that the school has a range of curriculum policies including policies relating to:

- Assessment and Reporting
- Communication and Consultation
- Enrolment and Attendance
- Homework, Research and Independent Study
- Responsible Use of Computers
- Student Welfare
- Students with a Disability.

The panel interviewed a range of curriculum co-ordinators and teachers and visited classrooms. Interviews and classroom visits validated the curricular documentation.

Years 11 and 12

The panel was provided with evidence that the school has implemented the relevant BSSS policies and procedures for years 11 and 12 students including:

- courses and unit content taught
- assessment and reporting
- scaling group meshing
- plagiarism
- late policies
- years 11 and 12 student handbook
- attendance
- management of misadventure.

The years 11 and 12 student timetables provided evidence of the school meeting the minimum requirements for hours taught per semester per line; including the requirements for a two semester minor course, a four semester major course and an eight semester double major course.

Additional campus

The panel was provided with a letter of intent indicating that the school will appropriately tailor its existing curricular policies and procedures to cater for the learning needs of kindergarten students in 2014 and subsequent year cohorts (years 1-4) in 2015-18.

Whilst the panel was not able to view the facilities and equipment at the proposed additional campus which would provide for the learning needs of kindergarten-year 4 students; the panel was provided with a plan indicating that the proposed refurbishments will be suitable when completed for kindergarten students in 2014 and subsequent year cohorts (years 1-4) in 2015-18.

As the facilities at the additional campus were not finalised at the time of the registration visit, members of the panel propose to visit the Charnwood campus during January 2014 to confirm that appropriate facilities and equipment are in place at the additional campus for the delivery of the curriculum.

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C.2 Curriculum

Legislation: Under sections 88B and 97 of the Act, a school seeking registration at an additional campus or renewal of registration must have a curriculum (including the framework of the curriculum and the principles on which the curriculum is based) that meets the curriculum requirements for students attending government schools.

C.2.a Australian Curriculum

Registration requirement: The school must provide evidence that it has implemented the Australian Curriculum in accordance with the ACT Implementation plan.

Panel finding: The panel was provided with evidence that demonstrated that Phase One of the Australian Curriculum has already been implemented according to the implementation plan; and the seven general capabilities and three cross-curriculum priorities are embedded in the Phase One subjects at the main campus. The panel was provided with a letter of intent indicating that the school will similarly implement the Australian Curriculum at the proposed additional campus.

The panel was provided with evidence that demonstrated that the school had made appropriate preparations for the implementation of Phase Two subjects at the main campus. The panel was provided with a letter of intent indicating that the school will similarly implement Phase Two of the Australian Curriculum at the proposed additional campus.

C.2.b Every Chance to Learn P-10 ACT Curriculum Framework

Registration requirement: The school must provide evidence that it continues to implement *Every Chance to Learn P-10 ACT Curriculum Framework (ECTL)* from kindergarten-year 10 for all essential learning areas not covered by the Australian Curriculum.

Panel finding: The panel was provided with evidence that the school had implemented all the requirements of *Every Chance to Learn P-10 ACT Curriculum Framework* from kindergarten-year 10 for all essential learning areas not covered by the Australian Curriculum at the main campus.

The panel was provided with a letter of intent indicating that the school will similarly implement the ACT Curriculum Framework at the proposed additional campus.

C.2.c Other curriculum requirements

Registration requirement: The school must provide evidence that:

- It has implemented any other curriculum requirements that have been determined after cross-sectoral consultation
- literacy and numeracy skills are a priority for all kindergarten-year 6 students
- regular moderate to vigorous planned physical activity occurs for all kindergarten-year 10 students
- language education in one of the ACT's eight priority languages occurs for all year 3-year 8 students
- It meets BSSS requirements.

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Panel findings:***Literacy and numeracy***

The panel was provided with evidence that English literacy and numeracy skills are a priority from kindergarten-year 6 at the main campus. The panel was provided with a letter of intent indicating that the school will make literacy and numeracy a priority at the proposed additional campus for kindergarten-year 4 students.

Physical activity

The panel was provided with evidence that all students from kindergarten-year 10 at the main campus are engaged in regular moderate to vigorous physical activity as part of planned physical education and sport program.

The panel was provided with a letter of intent indicating that the school will make regular moderate to vigorous physical activity a part of planned physical education and sport program a priority for kindergarten-year 4 students at the proposed additional campus.

Language education

The panel was provided with evidence that all students from years 3-8 are provided with languages education in Mandarin at the main campus.

The panel was provided with a letter of intent indicating that all students in years 3-4 at the proposed additional campus will be provided with the same curriculum as for students at the main campus.

Years 11 and 12

The panel was provided with evidence that the years 11 and 12 program registers and subject line documentation were consistent with the curriculum requirements for students attending government schools.

C.3 Nature and content of the education

Legislation: Under sections 88B and 97 of the Act, a school seeking registration at an additional campus or renewal of registration must ensure the nature and content of the education offered is appropriate for the educational levels for which the school is registered.

Registration requirement: The school must provide evidence that:

- the nature and content of the education provided is appropriate for the educational levels at the school
- It offers a broad curriculum.

Panel finding: The panel was provided with evidence that the nature and content of the school's academic curriculum and co-curricular activities is appropriate for a school educating students from kindergarten-year 12 at the main campus. The school's co-curricular activities include:

- Active after school sports program
- Inter-house program
- Rugby Union Academy
- Athletics Academy
- Jump Rope for Heart
- fencing
- netball
- mountain bike program

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- Chick Wise program
 - years 5-8
- camp programs for
 - years 3 and 4
 - years 9-12.

The panel was not provided with advice as to the co-curricular activities for the proposed additional campus.

The panel noted that the school utilised the following programs:

- Trade Training Centre in Schools program
- Sydney Centre for Innovation and Learning – online distance education provider for years 11 and 12.

The panel was provided with evidence that the nature and content of the school's academic curriculum is appropriate for a school educating students in years 11 and 12.

C.4 Monitoring quality educational outcomes

Legislation: Under sections 88B and 97 of the Act, a school seeking registration at an additional campus or renewal of registration must have satisfactory processes to monitor quality educational outcomes.

Registration requirement: The school must provide evidence that it:

- monitors quality education outcomes
- measures student performance
- adheres to the requirements of the National Assessment Program – Literacy and Numeracy (NAPLAN) as outlined in the *Commonwealth Schools Assistance Act 2008*.

C.4a Monitoring

Panel finding: The panel was provided with evidence that the school monitors quality education outcomes, measures student performance, and adheres to the requirements of the National Assessment Program – Literacy and Numeracy (NAPLAN) as outlined in the *Commonwealth Schools Assistance Act 2008*.

The panel was provided with a letter of intent indicating that it will adhere to the NAPLAN requirements at the proposed additional campus.

Years 11 and 12

The panel was provided with evidence that BSSS policies, procedures and guidelines are in place; and that the school monitors quality education outcomes and measures student performance in accordance with BSSS requirements for years 11 and 12 students.

C.4b Reporting

Legislation: Under section 103 of the Act the principal of a non-government school must set up procedures for giving twice yearly reports to parents about students' academic progress and social development at the school.

Under section 40 of the *Schools Assistance Act 2008 Administrative Guidelines Commonwealth Programs for Non-government Schools 2009- 2013/14 – 2013 update* - a non-government school

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must provide reports to parents or carers of children from years 1-10 that meet the requirements of the *Schools Assistance Act 2008* and the Regulations.

Registration requirement: The school must provide evidence that reports:

- are provided twice yearly
- address academic progress and social development
- are readily understandable to those responsible for the student
- give an accurate and objective assessment of the student's progress and achievement
- include an assessment of the student's achievement against any available national standards
- include, for subjects studied, an assessment of the student's achievement
 - reported as A, B, C, D and E (or an equivalent five-point scale), clearly defined against specific learning standards
 - relative to the performance of the student's peer group at the school.

The school must also provide evidence that where a parent elects not to receive A-E reporting, this request was made in writing and a copy of all such written requests are on file.

Panel finding: The panel was provided with evidence that the school's twice yearly reports to parents comply with both ACT and Australian Government requirements.

The panel was provided with a letter of Intent indicating that it will comply with ACT and Commonwealth reporting requirements for students attending the proposed additional campus.

C.4c Annual Reports

Legislation: Under section 43 of the *Schools Assistance Act 2008 Administrative Guidelines Commonwealth Programs for Non-government Schools 2009- 2013/14 – 2013 update* - a non-government school must make publicly available an annual report that meets the requirements of the *Schools Assistance Act 2008* and the Regulations.

Registration requirement: The school must provide evidence that the school's annual reports:

- are made publicly available within six months of the end of each program year
- are made publicly available on the internet, with provisions made for parents without internet access
- contain the following contextual information about the school, including the characteristics of the student body:
 - teacher standards and qualifications as mandated in the relevant jurisdiction
 - workforce composition, including Indigenous composition
 - student attendance at school, including:
 - rates of attendance for the whole school and for each year level
 - a description of how non-attendance is managed by the school
 - senior secondary outcomes, including the percentage of year 12 students:
 - undertaking vocational or trade training

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- attaining a year 12 certificate or equivalent vocational education and training (VET) qualification
- student outcomes in standardised national literacy and numeracy testing
- parent, student and teacher satisfaction with the school
- post-school destinations
- school income broken down by funding source.

Panel finding: The panel noted that the school's 2012 Annual Report mostly complies with Australian Government requirements.

The 2012 Annual Report did not include parent, student and teacher satisfaction with the school or post-school destinations.

The panel has since been provided with a letter stating that this issue will be rectified in the 2013 Annual Report.

D. ACCOMMODATION AND FACILITIES

Legislation: Under sections 88B and 97 of the Act a school seeking registration at an additional campus or renewal of registration must have appropriate policies, facilities and equipment for the curriculum offered and for the safety and welfare of its students.

D.1 Work, health and safety

Registration requirement: The school must provide evidence that it:

- is fully compliant with the *Work Health and Safety Act 2011 (WHS)*, Australian Standard 4801 (AS4801) and any other relevant code of practice or standard
- has developed the Workplace Health and Safety Management System Framework required under the WHS legislation.

Panel finding: The panel was provided with a Work Health Safety Audit by [REDACTED] dated 4 June 2013 which noted that the school's practices are satisfactory when considered against the requirements of the *Work, Health and Safety Act 2011 and the Work, Health and Safety Regulation 2011* at the main campus. The auditor noted some areas for improvement.

The panel noted that the auditor was certified and that all recommendations by the auditor regarding the main campus were addressed by the school prior to the panel visit.

This report confirmed that:

- the school is compliant with the Work Health and Safety Legislation and relevant ACT Codes of Practice. This evidence was apparent in policies viewed by the panel and was verified by visual inspection and discussion with staff and students at the main campus
- the school manages and minimises risks in accordance with the International Standard ISO 3100 Risk Management, AS/NZ 4801 and 4804. The panel found that the following policies support the school's management of risk:
 - first aid policy
 - work, health and safety policy and manual
 - bullying and harassment policy
 - sexual harassment policy

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- guide to management of workplace bullying
- asbestos materials survey and management plan
- lockdown policy
- communications and consultation policy
- critical incident management plan
- Immediate evacuation in an emergency procedure
- excursion and first aid policy
- emergency action guide
- chemical/hazardous materials policy
- maintenance manual.

The panel was provided with a letter of Intent which indicated that a further Work Health Safety Audit would be carried out at the Charnwood site following the completion of the facilities.

The panel noted that an additional site visit by a panel sub-group will occur in January 2014 to provide assurances that all facilities and equipment will meet community expectations and registration criteria at the proposed additional campus.

As the facilities at the additional campus were not finalised at the time of the registration visit, members of the panel propose to visit the Charnwood campus during January 2014 to receive a copy of the updated Work Health Safety Audit for the additional campus.

D.2 Use of buildings

Registration requirement: The school must ensure that Certificates of Occupancy and Use are gained for all new buildings and where relevant major changes of use of existing buildings has occurred.

Panel finding: The panel noted that Certificates of Occupancy and Use were held for all buildings used by the school on the main campus.

As the facilities at the additional campus were not finalised at the time of the registration visit, members of the panel propose to visit the Charnwood campus during January 2014 to receive a copy of the Certificate of Occupancy and Use for the additional campus.

D.3 Asbestos

Registration requirement: The school must meet the ACT asbestos requirements for non-residential buildings constructed before 31 December 2003:

- an A class licensed asbestos assessor has identified all asbestos in and around the school premises and assessed the risks associated with the identified asbestos
- an asbestos management plan and an asbestos register has been developed
- control measures to prevent exposure to airborne asbestos fibres have been established
- important information is communicated to all relevant people
- periodic reviews are undertaken.

Schools fully constructed (without asbestos) after 31 December 2003 are not required to meet the ACT asbestos requirements for non-residential buildings. Such schools should communicate their 'asbestos free' status to all relevant people, including tradespersons.

Panel finding: The panel was provided with an Asbestos Survey and Management Plan by [REDACTED] or both the main campus and the proposed additional campus.

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This survey confirmed that asbestos is managed as per the ACT requirements for non-residential buildings at the main campus built both before and after 31 December 2003.

The panel noted that the survey's recommended actions for the proposed additional campus will be actioned prior to any planned demolition, refurbishment or maintenance.

D.4 Toilets

Registration requirement: The school must ensure that its toilet facilities meet the requirements of the *Building Code of Australia* for the anticipated student population and staff during the maximum period of the registration.

Panel finding: The panel noted that [REDACTED] had confirmed that the school's toilet facilities will meet the requirements of the Building Code of Australia for the anticipated student population and staff for 2014 at the main campus; and will meet the projected student and staff numbers for the remainder of the registration period due to additional facilities being planned for construction in 2015.

[REDACTED] confirmed that toilet facilities for the proposed additional campus will meet the Building Code of Australia requirements for 2014; and will then meet subsequent requirements for the remainder of the maximum period of registration (2014-18) due to further planned construction.

D.5 Storage and use of personal information

Registration requirement: The school must provide evidence that it meets the provisions of the *Privacy Act 1988*, utilise the National Privacy Principles (September 2001) and ensure there is secure storage for personal information.

Panel finding: The panel noted that the school is mostly aware of its obligations under the *Privacy Act 1988*, utilises the National Privacy Principles (September 2001) and ensures there is secure storage for personal information at both the main campus and the proposed additional campus.

The panel also noted that some unredacted documents were provided to the panel as evidence of compliance with other areas of compliance with registration criteria. This indicated that the school was not fully aware of its privacy obligations.

The panel has since been notified that the school's staff have been reminded of their obligation under the *Privacy Act 1988* and has put in place procedures to ensure compliance.

D.6 Community expectations**D.6.a Emergencies**

Registration requirement: The school must provide evidence that it appropriately manages emergency situations, including evacuations and lockdowns.

Panel finding: The panel noted the following matters at the main campus:

- an Emergency Management Plan is in place
- emergency evacuation/lockdown drills are regularly undertaken
- up to date (age appropriate) emergency evacuation maps are posted throughout the school
- work safety training is undertaken by staff.

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The panel noted that the above listed matters were not explicitly evident at the proposed additional campus nor was the panel provided with evidence of actions planned to address matters relating to emergencies at the additional campus. Following the panel registration visit, the Principal provided the panel chair with the following written assurance:

When construction of the proposed learning spaces at the Charnwood campus is complete, up-to-date (age appropriate) emergency evacuation maps will be posted throughout the areas leased by the College.

Emergency evacuation and lockdown drills will be undertaken regularly and staff will be trained in the management of these.

Staff at the Charnwood campus are subject to the same requirements regarding work safety training as those at the Lyneham campus.

As lessees of part of the [REDACTED] building, Brindabella Christian College is currently in consultation with [REDACTED] regarding the Emergency Management Plan as it applies to the entire building. The Brindabella Christian College Workplace Safety Committee will develop an Emergency Management Plan specific to the areas leased by the College at the conclusion of these consultations. This plan will be made available to the Registration Panel at the return visit to the campus in January 2014.

All appropriate procedures in relation to emergencies will be in place at the Charnwood Campus prior to its opening in January 2014.

As the facilities at the additional campus were not finalised at the time of the registration visit, members of the panel propose to visit the Charnwood campus during January 2014 to confirm that emergency procedures are in place at the additional campus.

D.6.b First aid

Registration requirement: The school must provide evidence that it caters for the first aid needs of staff and students.

Panel finding: The panel noted the following matters at the main campus:

- staff possess first aid certification
- appropriate first aid facilities are provided and records are kept
- first aid kits are regularly maintained, accessible, taken on excursions and located wherever chemicals are housed.

The panel noted that the above listed matters were not explicitly evident at the proposed additional campus nor was the panel provided with evidence of actions planned to address matters relating to first aid at the additional campus. Following the panel registration visit, the Principal provided the panel chair with the following written assurance:

All staff employed at both campuses of Brindabella Christian College are required to possess first aid certification. Staff are trained and undertake refresher training on an annual basis. Those staff who will be teaching at the Charnwood campus in 2014 possess first aid certification.

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When construction of the Charnwood campus is complete, first aid facilities will be in place and records will be kept as per policies and procedures at the Lyneham campus. These will be available to the registration panel at the return visit in January 2014.

First aid kits will be accessible, regularly maintained, located wherever chemicals are housed within the leased areas of the building and will be taken on excursions as per policy and procedures already in place at the Lyneham campus.

As the facilities at the additional campus were not finalised at the time of the registration visit, members of the panel propose to visit the Charnwood campus during January 2014 to confirm that first aid facilities are in place at the additional campus.

D.6.c Chemicals and hazardous materials

Registration requirement: The school must provide evidence that it appropriately maintains and manages chemicals and hazardous materials.

Panel finding: The panel noted the following matters at the main campus:

- Safety Data Sheets are current and accessible
- chemicals that are classified as hazardous are risk assessed.

The panel noted that the above listed matters were not explicitly evident at the proposed additional campus nor was the panel provided with evidence of actions planned to address matters relating to chemicals and hazardous materials at the additional campus. Following the panel registration visit, the Principal provided the panel chair with the following written assurance:

When the construction of the Charnwood campus is complete and the resources for learning are in place, Safety Data Sheets will be current and accessible and any chemicals housed within the leased areas of the building that are classified as hazardous will be risk assessed. Data sheets and risk assessments will be made available to the registration panel at the return visit in January 2014.

As the facilities at the additional campus were not finalised at the time of the registration visit, members of the panel propose to visit the Charnwood campus during January 2014 to confirm that safety data sheets and risk assessments are in place at the additional campus.

D.6.d Safety

Registration requirement: The school must provide evidence that it appropriately manages safety.

Panel finding: The panel noted the following matters at the main campus:

- visitor sign-in procedures are in place
- safety management procedures are in place for school activities and facilities
- risk assessments are undertaken for school activities, facilities and equipment
- that the following facilities and equipment are certified as safe (where required by legislation or regulation) and regularly maintained:
 - emergency hardware
 - science laboratory equipment

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- o design and technology/cooking facilities
- o playgrounds and playground equipment
- o sporting fields and sporting equipment
- o electrical equipment (including testing and tagging processes).

The panel noted that the above listed matters were not explicitly evident at the proposed additional campus nor was the panel provided with evidence of actions planned to address matters of safety at the additional campus. Following the panel registration visit, the Principal provided the panel chair with the following written assurance:

When the construction of the Charnwood campus is complete visit or sign in procedures will be implemented as per policy and procedures already in place at the Lyneham campus. A sign in book and relevant documentation will be made available to the registration panel at the return visit in January 2014.

Safety management procedures will be in place for school activities and facilities. These will be made available to the registration panel at the return visit in January 2014.

Brindabella Christian College requires that risk assessments are undertaken for all school activities, facilities and equipment. Those assessments pertaining to the Charnwood campus will be made available to the registration panel at the return visit in January 2014.

Before the Charnwood campus opens in 2014 any emergency hardware, science laboratory equipment, design technology/cooking facilities, playgrounds and playground equipment (currently under construction), sporting fields and sporting equipment and electrical equipment (including testing and tagging) will be required to be certified as safe and from the time of opening will be regularly maintained. Evidence pertaining to proposed safety measures at the Charnwood campus will be made available to the registration panel at the return visit in January 2014.

As the facilities at the additional campus were not finalised at the time of the registration visit, members of the panel propose to visit the Charnwood campus during January 2014 to confirm that safety measures are in place at the additional campus.

D.6.e Licences

Registration requirement: Where appropriate the school must provide evidence that it holds the appropriate licences for all regulated activities; i.e. before and after school care, preschool/early learning, canteens, and boarding.

Panel finding: The panel noted that the school holds the appropriate licences for the following matters at which operate at the main campus and/or the proposed additional campus:

- o vacation and after school care (main campus)
- o a preschool/an early learning centre (main campus and Charnwood campus).

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SIGNATURES

I certify that this report is a true and accurate account of the findings of the registration panel convened under the Education Act 2004 (sections 88B and 97) to report on applications by Brindabella Christian College for:

- i. registration of the school at an additional campus
- ii. renewal of registration.

[Redacted Signature]

Murray Bruce

Panel Chair

Date 25/11/13

I acknowledge receipt of this report from the registration panel convened to review the applications made by Brindabella Christian College for:

- i. registration of the school at an additional campus
- ii. renewal of registration.

[Redacted Signature]

Principal

Brindabella Christian College

Date 20/11/13

Panel Report - Addendum

Registration at an Additional Campus

Brindabella Christian College 2014

This report reports on the findings made by the panel appointed to review application by Brindabella Christian College for registration at an additional campus at a supplementary panel visit in January 2014.

PURPOSE

To provide a report to the Minister for Education and Training outlining the supplementary findings made by the panel that reviewed the application by Brindabella Christian College for registration at an additional campus for kindergarten – year 4 at 46 Lhotsky Street, Charnwood.

As an addendum to the Panel's initial report, this report should be read in conjunction with the panel report dated 25 November 2013.

As the facilities at the additional campus were not finalised at the time of the 2013 registration visit, members of the panel visited the Charnwood campus on 23 January 2014 to confirm that the additional campus had been assessed as safe by the independent auditor. The panel also sought to confirm that the campus was appropriately resourced for the beginning of the 2014 school year.

PANEL MEMBERS

Murray Bruce – Chair and Principal, Gordon Primary School

Robin Morrell – Deputy Principal, Lyneham High School

Rebecca Hughes – Governance and Assurance Branch, Education and Training Directorate

STUDENT SUPPORT SYSTEMS

Legislation: Under section 88B of the Act, a school seeking registration at an additional campus must have appropriate policies, facilities and equipment for the safety and welfare of its students.

B.1 Safety and welfare of students

Registration requirement: The school must provide evidence that it has appropriate policies, facilities and equipment for the safety and welfare of its students.

The school must provide evidence that its student welfare policies and procedures specifically address the needs of Aboriginal and Torres Strait Islander students and students with disabilities, both those enrolled and those potentially enrolled.

Panel finding: The panel was provided with evidence that the school will apply the existing student support policies and procedures to the students enrolled at the proposed additional campus.

At the supplementary visit the panel confirmed that the completed facilities and equipment at the additional campus would provide for the safety and welfare of kindergarten – year 4 students.

The panel confirmed that the following matters are in place at the additional campus:

- emergency procedures
- first aid facilities.

CURRICULUM AND EDUCATIONAL PROGRAMS

C.1 Policies, facilities and equipment

Legislation: Under section 88B of the Act, a school seeking registration at an additional campus or renewal of registration must have appropriate policies, facilities and equipment for the curriculum offered.

Registration requirement: The school must provide evidence that it has appropriate policies, facilities and equipment for the curriculum offered by the school at the additional campus.

Panel finding: The panel was provided with evidence that the school has the appropriate facilities and equipment at the proposed additional campus to provide for the learning needs of kindergarten students in 2014 and year 1 and 2 students with additional furniture and resources; and has made appropriate provision for facilities and equipment to cater for students as they transition to year 4 during the remainder of the school's current registration period.

ACCOMMODATION AND FACILITIES

Legislation: Under section 88B of the Act a school seeking registration at an additional campus must have appropriate policies, facilities and equipment for the curriculum offered and for the safety and welfare of its students.

D.1 Work, health and safety

Registration requirement: The school must provide evidence that it:

- is fully compliant with the *Work Health and Safety Act 2011* (WHS), Australian Standard 4801 (AS4801) and any other relevant code of practice or standard
- has developed the Workplace Health and Safety Management System Framework required under the WHS legislation.

Panel finding: The panel was provided with an updated Work Health Safety Audit by [REDACTED] of [REDACTED] which noted that the school's practices at the additional campus are satisfactory when considered against the requirements of the *Work, Health and Safety Act 2011* and the *Work, Health and Safety Regulation 2011*.

D.2 Use of buildings

Registration requirement: The school must ensure that Certificates of Occupancy and Use are gained for all new buildings and where relevant major changes of use of existing buildings has occurred.

Panel finding: The panel noted that Certificates of Occupancy and Use were held for all buildings used by the school at the additional campus.

D.6 Community expectations

D.6.a Emergencies

Registration requirement: The school must provide evidence that it appropriately manages emergency situations, including evacuations and lockdowns.

Panel finding: The panel noted:

- an Emergency Management Plan is in place at the additional campus
- emergency evacuation/lockdown drills are scheduled to be regularly undertaken at the additional campus
- up to date (age appropriate) emergency evacuation maps are posted throughout the additional campus
- work safety training is undertaken by staff at the additional campus.

D.6.b First aid

Registration requirement: The school must provide evidence that it caters for the first aid needs of staff and students.

Panel finding: The panel noted:

- staff at the additional campus possess first aid certification
- appropriate first aid facilities are provided at the additional campus and records are kept
- first aid kits are regularly maintained, accessible, taken on excursions and located wherever chemicals are housed.

D.6.c Chemicals and hazardous materials

Registration requirement: The school must provide evidence that it appropriately maintains and manages chemicals and hazardous materials.

Panel finding: The panel noted the following matters at the additional campus:

- Safety Data Sheets are current and accessible
- chemicals that are classified as hazardous are risk assessed.

D.6.d Safety

Registration requirement: The school must provide evidence that it appropriately manages safety.

Panel finding: The panel noted:

- visitor sign-in procedures are in place at the additional campus
- risk assessments are undertaken for school activities, facilities and equipment associated with the additional campus
- that the following facilities and equipment are certified as safe (where required by legislation or regulation) and regularly maintained associated with the additional campus:
 - emergency hardware
 - playgrounds and playground equipment
 - electrical equipment (including testing and tagging processes).

SIGNATURES

I certify that this report addendum is a true and accurate account of the findings of members of the registration panel convened under the *Education Act 2004* (section 88B) to report on an application by Brindabella Christian College for registration of the school at an additional campus.



Murray Bruce

Panel Chair

Date 23/1/14

I acknowledge receipt of this report addendum from the registration panel convened to review the application made by Brindabella Christian College for registration of the school at an additional campus.



Principal

Brindabella Christian College

Date 23/1/14

**ACT**
Government

Education and Training

ACT Non Government School

Certificate of Registration

Brindabella Christian College

Proprietor: Brindabella Christian Education Ltd

School address: 136 Brigalow Street, Lyneham ACT

Educational level: Kindergarten - year 12

Additional campus name: Brindabella Christian College - Charnwood campus

Additional campus address: 46 Lhotsky Street, Charnwood ACT

Additional campus year levels: Kindergarten - year 4

Second campus name: Nil

Second campus address:

Second campus year levels:

Registration period: 1 January 2014 - 31 December 2018


Joanne Garrison

Registrar of ACT Non-government schools

Date: 26 March 2014

| | | | |
|--|--|---|--|
|  | | Application for registration renewal of a registered ACT independent school, and registration of an additional campus at additional educational levels- 2018 | |
| Name of the school | | | |
| What is the name of the school? | | Brindabella Christian College (BCC) | |
| Current registration | | | |
| What is the period of the school's current registration? | | 1 January 2014 – 31 December 2018 | |
| Location of the school | | | |
| What is the school's address? | | 136 Brigalow Street LYNEHAM ACT Additional campus: 46 Lhotsky St CHARWOOD ACT | |
| Educational (year) levels | | | |
| For what educational (year) level/s is the school currently registered? | | Lyneham campus: kindergarten – year 12 Charnwood additional campus: kindergarten – year 4 | |
| For what educational (year) level/s is the school seeking registration? | | Lyneham campus: kindergarten – year 12 – registration renewal Charnwood additional campus: <ul style="list-style-type: none"> • kindergarten – year 4 – registration renewal AND • years 5 and 6 – registration at additional educational levels | |
| If registration at additional educational levels is sought, when was in-principle approval for this granted, and when will this approval lapse? | | The Minister for Education gave in –principle approval on 26/8/2016 for BCC to apply to register its Charnwood additional campus at years 5 and 6 as additional educational levels. This In–principle approval lapses 25/8/2018 i.e. 2 years after it was given. Further information regarding this is at Attachment A | |
| Principal of the school | | | |
| Who is the school's principal? | | [Redacted] | |
| ☎ 02 61907311 | | ✉ [Redacted]@bcc.act.edu.au | |
| I confirm that the required supporting documentation as outlined on pages 2 – 11 of this application will be submitted Day 1 Term 2 2018. I have also read the <i>Notification of collection of personal information</i> statement on page 12. | | | |
| Signature of the principal | | Date of signature | |
| [Redacted] | | 26.02.2018 | |
| Proprietor of the school | | | |
| Under sections 98 and 89 of the <i>Education Act 2004</i> the proprietor of a registered non-government school may apply for renewal of that registration and registration of additional educational level if IPA has not lapsed. | | | |
| Who is the school's proprietor? | | Brindabella Christian Education Limited | |
| Who is the proprietor's chairperson? | | [Redacted] | |
| ☎ [Redacted] | | ✉ [Redacted] | |
| I confirm that this application is made by the school's proprietor; and that I have read the <i>Notification of collection of personal information</i> statement | | | |
| Signature of the proprietor's chairperson | | Date of signature | |
| [Redacted] | | 26.2.18 | |

Please submit this application form to ✉ NonGovSchools@act.gov.au by 1 March 2018

For further information or to discuss alternative submission dates or alternative supporting documentation please contact the Manager, Liaison Unit Education Directorate ☎ (02) 6205 9301 or ✉ NonGovSchools@act.gov.au

Date application received by Manager, Liaison Unit Education Directorate: _____

ATTACHMENT A:

Formal Letter of withdrawal of Brindabella Christian College from the application for Registration of Brindabella Christian College Charnwood Campus at additional levels 5 and 6 dated 04/08/17 and intent to resubmit.

Peter Crimmins

From: [REDACTED]
Sent: Friday, 23 February 2018 11:50 AM
To: [REDACTED]
Subject: Fwd: BCEL Withdrawal of Application - Charnwood Years 5&6 Registration
Attachments: 03.11.2017 - Ms Lynda Tooth - BCC Charnwood Withdrawl.pdf

As discussed, see below:

Begin forwarded message:

From: [REDACTED]
Subject: BCEL Withdrawal of Application - Charnwood Years 5&6 Registration
Date: 3 November 2017 at 1:39:28 am AEDT
To: Lynda Tooth <Lynda.Tooth@act.gov.au>
Cc: [REDACTED]

Dear Lynda,

Please find attached the following letter as formal notification of the withdrawal of Brindabella Christian College from the Application for Registration of Brindabella Christian College's Charnwood Campus at additional Educational Levels 5&6 dated 4.08.2017

[REDACTED]

Brindabella Christian College
<http://www.bcc.act.edu.au>
Mobile: [REDACTED]

Begin forwarded message:

From: [REDACTED]
Subject: Re: BCC documents [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Date: 30 October 2017 at 5:54:22 pm AEDT
To: "Tooth, Lynda" <Lynda.Tooth@act.gov.au>

Hi Linda,

Thank you again. I know this is ours to sort out. Your advice has been invaluable.

Att Ms Lynda Tooth
Education Directorate
ACT Government
220 Northbourne Avenue
Braddon ACT 2612



3rd November 2017

Dear Ms Tooth,

It has come to the attention of the Board of Brindabella Christian Education Limited (BCEL) that the Application for Registration of Brindabella Christian College's Charnwood Campus at additional Educational Levels 5&6 dated and submitted on the 31.08.2017 contained incomplete and inaccurate data as submitted.

In addition the projected financial data as presented has not fully reflected the impact of the changes to the Federal Funding Model for Independent Education recently advised to all Independent Schools in Australia.

Please accept this letter as formal notification of the withdrawal of Brindabella Christian College from the Application for Registration of Brindabella Christian College's Charnwood Campus at additional Educational Levels 5&6 dated 4.08.2017, which we will then resubmit for consideration once all the data has been updated and verified. This is anticipated to be resubmitted in early 2018 within the required time restrictions for lodgement.

Thanking you in advance for the Departments understanding on this matter.



Brindabella Christian College

<http://www.bcc.act.edu.au>

Mobile: 

| | | | |
|--|--|--|--|
|  | | Application for registration renewal of a registered ACT independent school, and registration of an additional campus at additional educational levels- 2018 | |
| Name of the school | | | |
| What is the name of the school? | | Brindabella Christian College (BCC) | |
| Current registration | | | |
| What is the period of the school's current registration? | | 1 January 2014 – 31 December 2018 | |
| Location of the school | | | |
| What is the school's address? | | 136 Brigalow Street LYNEHAM ACT Additional campus: 46 Lhotsky St CHARWOOD ACT | |
| Educational (year) levels | | | |
| For what educational (year) level/s is the school currently registered? | | Lyneham campus: kindergarten – year 12 Charnwood additional campus: kindergarten – year 4 | |
| For what educational (year) level/s is the school seeking registration? | | Lyneham campus: kindergarten – year 12 – registration renewal Charnwood additional campus: <ul style="list-style-type: none"> • kindergarten – year 4 – registration renewal AND • years 5 and 6 – registration at additional educational levels | |
| If registration at additional educational levels is sought, when was in-principle approval for this granted, and when will this approval lapse? | | The Minister for Education gave in – principle approval on 26/8/2016 for BCC to apply to register its Charnwood additional campus at years 5 and 6 as additional educational levels. This In–principle approval lapses 25/8/2018 i.e. 2 years after it was given. Further information regarding this is at Attachment A | |
| Principal of the school | | | |
| Who is the school's principal? | | [Redacted] | |
| ☎ 02 61907311 | | ✉ [Redacted] @bcc.act.edu.au | |
| I confirm that the required supporting documentation as outlined on pages 2 – 11 of this application will be submitted Day 1 Term 2 2018. I have also read the <i>Notification of collection of personal information</i> statement on page 12. | | | |
| Signature of the principal | | Date of signature | |
| [Redacted] | | 26.02.2018 | |
| Proprietor of the school | | | |
| Under sections 98 and 89 of the <i>Education Act 2004</i> the proprietor of a registered non-government school may apply for renewal of that registration and registration of additional educational level if IPA has not lapsed. | | | |
| Who is the school's proprietor? | | Brindabella Christian Education Limited | |
| Who is the proprietor's chairperson? | | [Redacted] | |
| ☎ [Redacted] | | ✉ [Redacted] | |
| I confirm that this application is made by the school's proprietor and that I have read the <i>Notification of collection of personal information</i> statement. | | | |
| Signature of the proprietor's chairperson | | Date of signature | |
| [Redacted] | | 26.2.18 | |

Please submit this application form to ✉ NonGovSchools@act.gov.au by 1 March 2018

For further information or to discuss alternative submission dates or alternative supporting documentation please contact the Manager, Liaison Unit Education Directorate ☎ (02) 6205 9301 or ✉ NonGovSchools@act.gov.au

Date application received by Manager, Liaison Unit Education Directorate: 28/2/2018

ATTACHMENT A:

Formal Letter of withdrawal of Brindabella Christian College from the application for Registration of Brindabella Christian College Charnwood Campus at additional levels 5 and 6 dated 04/08/17 and intent to resubmit.

Att Ms Lynda Tooth
Education Directorate
ACT Government
220 Northbourne Avenue
Braddon ACT 2612



3rd November 2017

Dear Ms Tooth,

It has come to the attention of the Board of Brindabella Christian Education Limited (BCEL) that the Application for Registration of Brindabella Christian College's Charnwood Campus at additional Educational Levels 5&6 dated and submitted on the 31.08.2017 contained incomplete and inaccurate data as submitted.

In addition the projected financial data as presented has not fully reflected the impact of the changes to the Federal Funding Model for Independent Education recently advised to all Independent Schools in Australia.

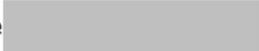
Please accept this letter as formal notification of the withdrawal of Brindabella Christian College from the Application for Registration of Brindabella Christian College's Charnwood Campus at additional Educational Levels 5&6 dated 4.08.2017, which we will then resubmit for consideration once all the data has been updated and verified. This is anticipated to be resubmitted in early 2018 within the required time restrictions for lodgement.

Thanking you in advance for the Departments understanding on this matter.



Brindabella Christian College

<http://www.bcc.act.edu.au>

Mobile 

From: [Tooth, Lynda](#)
To: [REDACTED]
Subject: Registration decision [SEC=UNCLASSIFIED]
Date: Wednesday, 21 November 2018 10:54:00 AM
Attachments: [Notice of Registration decision - BCC Reg Renewal and Reg Additional Ed Levels.pdf](#)



I am pleased to advise that the Minister has approved Brindabella Christian Education Ltd's application for the:

- Registration renewal of the school contingent on you providing to me evident that you will meet the BSSS mandatory subject hour requirements in 2019;
- Registration of the school at additional educational levels for the Charnwood campus with no conditions.

Once I have received your evidence of compliance with the BSSS requirements, I will be able to issue Registration Certificates that need to be displayed in the reception areas of both schools.

Please find attached a copy of the Minister's Notice of Decision.

Regards
Lynda

Lynda Tooth | Manager Complaints and Liaison Unit | Email: lynda.tooth@act.gov.au

The Liaison Unit manages the Education Directorate's complaint handling services, general enquiries, registration of ACT Non-government Schools and home education, distance education approvals, and CRICOS in all ACT schools.

Phone: +61 2 6205 8321

Governance and Community Liaison Branch | Education | ACT Government

GPO Box 158 CANBERRA ACT 2601

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Notice of Registration Decision

School: Brindabella Christian College

Proprietor: Brindabella Christian Education Limited

Current registration: Main Campus
 Campus designation: Lyneham
 Registered year levels: Kindergarten – year 12
 Registration period: 1 January 2014 – 31 December 2018

Additional Campus
 Campus designation: Charnwood
 Registered year levels: Kindergarten – year 12
 Registration period: 24 January 2014 – 31 December 2018

To the Registrar of Non Government Schools¹

Registration renewal – *Education Act 2004*, section (sn) 97

As I am satisfied that Brindabella Christian College meets all the criteria of registration renewal under the *Education Act 2004*, I direct you to register Brindabella Christian College:

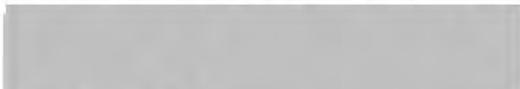
- for kindergarten to year 12 at 136 Brigalow Street Lyneham;
- for kindergarten to year 4 at 46 Lhotsky Street, Charnwood;
- for the maximum period of five years – that is until 31 December 2023

contingent on the Directorate receiving evidence of full compliance with the BSSS' mandatory subject hour requirements before the commencement of classes in 2019.


 Yvette   9/11/18
 Minister for Education and Early Childhood Development

Registration at additional educational levels – *Education Act 2004*, sn 89

As I am satisfied that Brindabella Christian College meets all the criteria of registration at additional educational levels under the *Education Act 2004* as it pertains to years 5 and 6 at the additional campus, I direct you to register Brindabella Christian College for years 5 and 6 at the school's additional campus (46 Lhotsky Street, Charnwood) for the school's next registration period.


 Yvette Berry MLA 19/11/18
 Minister for Education and Early Childhood Development

¹ **Option 1:** This Notice of Registration Decision option is to be used when the Minister is satisfied that the school's registration should be renewed for the maximum period of registration, that is five years; and when the Minister is satisfied that the school should be registered for additional educational levels.