

**RECORD of COMPLIANCE AUDIT**

-AO asked NS if they need to report anything else, NS replied "we haven't had to", AO asked NS if they were aware they needed to notify us if there was an allegation that a child's health, safety or wellbeing was at risk, AO gave an example that a parent may allege supervision is inadequate compromising child safety, that needs to be reported, or if a parent alleges a educator is treating a child disrespectfully, and it had impacted a child's wellbeing, then we would need to be notified. NS responded "oh no that would never happen here" on 3/11/17.

**Hazards s167**

Emergency and evacuation procedures rehearsed every 3 months r 97 (WHS officer does them when NS tells them to)

Type: Lockdown checked on 3/11/17

Date last rehearsed: 20<sup>th</sup> Oct 2017 & 4<sup>th</sup> August 2015

Type: Fire evacuation on 3/11/17

Date last rehearsed: Took photo-Looks like it's a record of actual evacuations, not practice drills. Sighted planned future.

Health, safety and wellbeing	r 77-83	-Not checked on 3/11/17
*Health and hygiene practices		-30/11/17 appeared adequate.
*Safe food handling practices		
*Food and beverages		
*Sleep and rest		
*Tobacco and drug free environment		
Awareness of child protection law	r 84	-NS stated "All do cert 3, covered in cert 3" on 3/11/17 -NS then advised "Every couple of years edu do child protection and mandatory reporting training" on 3/11/17 -Policy also included in staff induction. on 3/11/17
Incidents, injury, trauma and illness	r 85-87	-NS stated families notified within 24 hours, usually on pick up, however may be called following morning if they didn't get accident report to sign previous day. on 3/11/17
*Notification to parents		30/11 sighted updated first aid and illness report. Photo taken.
*Incident, injury, trauma and illness record		
First aid kits	r 89	-NS stated One in every room. Not checked on 3/11/17 -30/11/17 did not check.
Medication Conditions	r 90-91	-NS advised no risk minimisation or communications plans on 3/11/17. <b>30/11 sighted, appear complete.</b>
*Medical management plans		-30/11/17: 7 chn with medical conditions. Sighted RMP's for all. Advised to put action plan of 7 <sup>th</sup> child in office on wall.
*Risk minimization plans		
Administration of medication	r 93	-Not checked on 3/11/17 -30/11/17 checked, appeared to have required information.
Safe premises and equipment	r 103	-Perimeter Fences in bad condition. Took photo on 3/11/17.
*Maintenance		-Ceiling seemed to have holes, one above NS desk. Hazard? on 3/11/17
*Access to chemicals / medication		-did not check chemical access/medication on 3/11/17. 30/11/17 checked, fine.

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		<p>There are large open holes in the ceilings of the office and preschool rooms with the roof cavity exposed and some electrical wiring exposed. This presents a risk of debris falling in or rodents entering the building. The NS also advised that recently the roof leaked through one of the holes onto a walkway and an educator slipped and had to have 3 weeks off work due to injuring herself.</p> <p>The service to follow up with ACT Property Group to advise that the ceiling needs urgent maintenance in order to provide a safe premises for children and adults attending the building.</p>
Fencing	r 104	<p>-Poor condition, and appeared low. Took photo. on 3/11/17</p> <p>The provider is advised to check the height of the perimeter fence meets the building code as some areas of ground are raised which reduces the fence height. The fence was recently damaged by tree falling on it. This area of the fence is now quite wobbly and is held together by wire and is not secure. The Service will need to include this area in a supervision plan until the fence is repaired. The service is to follow up with ACT Property Group to have the fence repaired.</p>
Hygiene *laundry / bathroom	r 106 r109	<p>-Not checked on 3/11/17</p> <p>-Bathrooms were renovated in July</p> <p>-30/11/17 appeared adequate.</p>
Space requirement *light *administrative space *natural environment *Shade	r 107-110  (r107-108 n/a FDC)	<p>All checked on 3/11/17.</p> <p>The service has some natural light in the indoor rooms.</p> <p>The service has a number if administration and staff areas.</p> <p>There is access to some natural materials outdoors and indoors and the service has a focus on increasing this</p> <p>The service provides some areas of shade through man made structures.</p>
Assessments of FDC residences Additional for FDC services	r116-117	N/A

**Harms s167**

Collection of children	r 99	<p>-Not checked on 3/11/17</p> <p>Discussed with NS, children released into care of known, authorized adults only.</p>
Excursions	r 100-102	<p>-Local on enrolment form checked on 3/11/17</p> <p>-Photo of risk assessment for local checked on 3/11/17</p> <p>-Individual excursions have separate form? Not checked 3/11. On 30/11/17 checked excursion form, appeared to meet requirements of regulation.</p>
Supervision of children	r 115 s 165	<p>-Despite being in 1:3 ratio in both infants room, 18 infants observed outside with 3 edus and 1 student, with 2 educators in each room inside with sleeping or 1 child. Both seniors indoors on 3/11/17.</p> <p>30/11/17</p> <p>Supervision appeared adequate, with exception of risky play rope swings without direct supervision. Recommend review of supervision re use of ropes in playground and a risk assessment needs to be completed by the service</p>



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Educator to child ratios	r 121-124 s 169	-Appeared to be meeting, although difficult to determine due to lack of accurate attendance records AND mixed age group AND NS being unavailable to discuss with me on 3/11/17. 30/11/17-ratio's met.
Qualifications		-Only checked one before realizing issues and deferred to checking health and safety on 3/11/17.
*General qualifications	r 126-128	-In terms of progress working towards, Edus inform NS of progress towards qualification verbally.
*ECT qualifications	r 130-135	-Recognition first do all diplomas and have contact with NS to advise of progress.
*First aid	r 136	-Cert 3 through JCE and NS supervisor marks off , (training plan records onsite for cert 3). -Sighted records to demonstrate progress towards Cert and Dip. -No documentation available for WT ECT on 3/11/17. <b>30/11/17 It's since been established that ECT is actually NOT working towards, but holds a Bach of Ed and a Diploma. Discussed Edu needs TQI to be counted as ECT in LDC.</b> -30/11/17 Awaiting confirmation of children in attendance before determining if qualification requirements were met.
Interactions with children	r 155-156 s 166	-18 infants and 3 edus outside. Then a fourth. Limited interactions on 3/11/17. -1 x Edu sitting outside with chn drinking water, Edu says to a baby, "go play, go play Emma, I don't want to hear it" on 3/11/17.  30/11/17 Interactions appeared warm and responsive. Educators were generally engaged with children across all rooms.
Attendance records	r 158-160	-? Couldn't sight as online and edus sign in. on 3/11/17 . 30/11 sighted hard copy records of sign in sheets.
Enrolment records	R 160-162	-Sighted x 2, appeared to contain required info.

**Children's grouping at the time of the audit**

Group	Age of children	Number of children	Number of educators	Required Ratio	Current Ratio
1. Babies 1 (Geckos)	0-18 months	13	4	1:4	1:4
2. Babies 2 (Joey)	0-18 months	12	4	1:4	1:3
3. Toddlers 1 (Possums)	2.5-3	20	4	1:5	1:5
4. Toddler 2 (Koalas)	2-3	16	4	1:5	1:5
5. Toddlers 3 (Wombats)	3	13	2	1:11	1:11
6. PS 1. Dingoes	2.5-3.5 (NS has since advised all chn in attendance were over 3 years)	25	3	1:11	1:11

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7.	PS 2. Crocodiles (NS said 21 chn)	3.5-school	22	4	1:11	1:11
8.	PS 3. Kookaburras	4-5	11	2	1:11	2:11

**CENTRE-BASED - Staffing at the time of the audit (Working directly with children)**

Group	Educator	Qualification / Institution	WT	Progress	WVVP	First aid	Anaphylaxis	Asthma
Dingoes	[REDACTED]	[REDACTED]						
Dingoes	[REDACTED]	[REDACTED]						
Dingoes	[REDACTED]	[REDACTED]						
Crocodiles	[REDACTED]	[REDACTED]		[REDACTED]				
Crocodiles	[REDACTED]	[REDACTED]		[REDACTED]				
Crocodiles	[REDACTED]	[REDACTED]		[REDACTED]				
Crocodiles	[REDACTED]	[REDACTED]		[REDACTED]				
Kookaburras	[REDACTED]	[REDACTED]						
Possoms	[REDACTED]	[REDACTED]						
Possoms	[REDACTED]	[REDACTED]						
Possoms	[REDACTED]	[REDACTED]						
Possoms	[REDACTED]	[REDACTED]						
Koalas	[REDACTED]	[REDACTED]						
Koalas	[REDACTED]	[REDACTED]		[REDACTED]				
Koalas	[REDACTED]	[REDACTED]		[REDACTED]				
Koalas	[REDACTED]	[REDACTED]		[REDACTED]				
Wombats	[REDACTED]	[REDACTED]						



**RECORD of COMPLIANCE AUDIT**

Wombats

Geckos

Geckos

Geckos

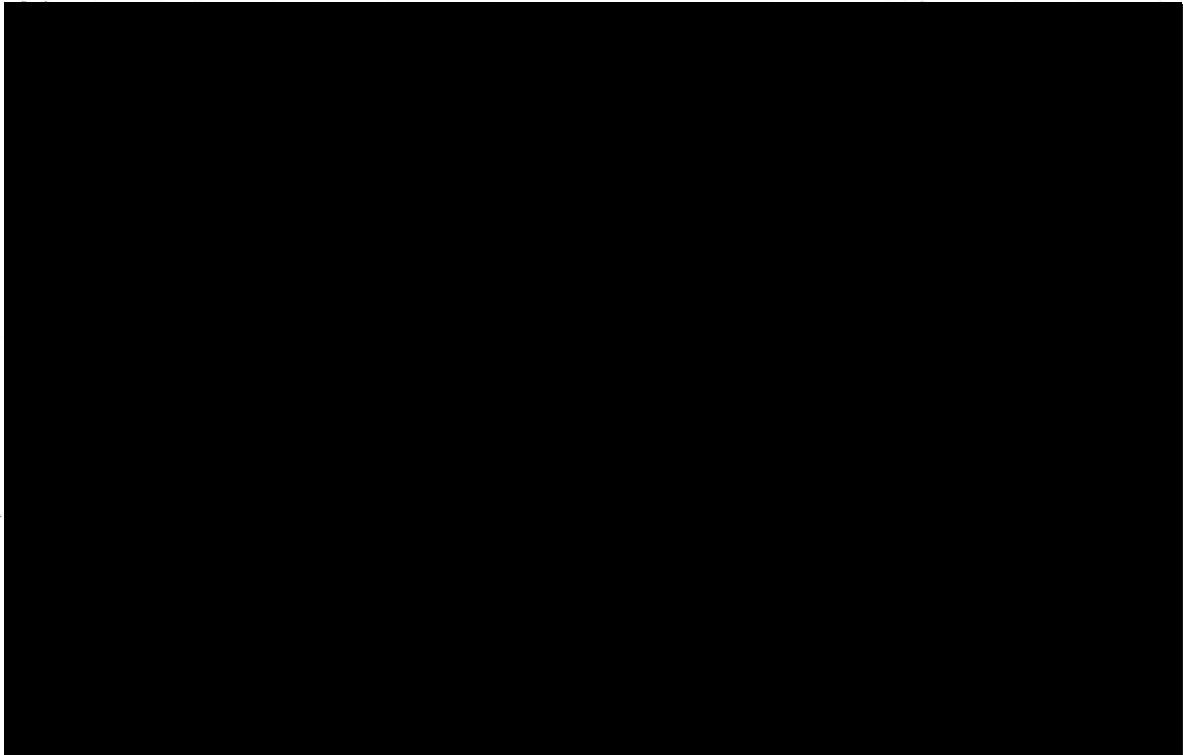
Geckos

Joeys (12)

Joeys

Joeys

Joeys



**Non-contact staff**

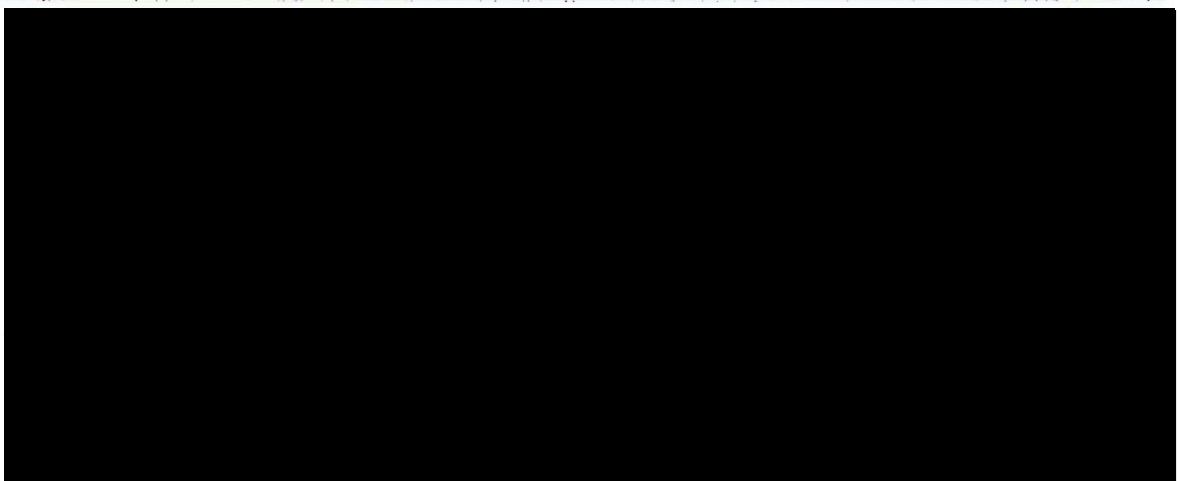
Director

Admin

Educational  
Leader

Kitchen

Kitchen



**RECORD of COMPLIANCE AUDIT****Detail of non-compliance identified**

Law / Reg	Details	Action required	Timeframe
Regulation 168	<p>On 3/11/17 The following policies unavailable at the audit:</p> <ul style="list-style-type: none"> <li>-water safety, including safety during any water-based activities</li> <li>-dealing with medical conditions in children, including the matters set out in regulation 90</li> <li>-providing a child safe environment</li> <li>-determining the responsible person present at the service</li> <li>-the participation of volunteers and students on practicum placements</li> <li>-interactions with children, including the matters set out in regulations 155 and 156</li> <li>-the acceptance and refusal of authorisations</li> <li>-payment of fees and provision of a statement of fees charged by the education and care service</li> </ul>	Develop required policies and make available in accordance with regulation 168.	<p>30/11/17- COMPLETED</p> <p>On 30/11/17 AO's Jessica Annerley and Leanne Fisher visited the service and sighted the completed policies.</p>
Section 162	<p>On 3/11/17 NS advised no system in place to record responsible person on premises other than prior rosters. Rosters list educator first names, no indication of who responsible person was at a particular time.</p>	Develop record of responsible person on premises in accordance with Section 162.	<p>30/11/17- COMPLETED</p> <p>On 30/11/17 AO's Jessica Annerley and Leanne Fisher visited the service and sighted the service timetable for identification of the responsible person on duty at any given time. It was discussed with the NS that the timetable, in conjunction with the staff sign in/out sheets would suffice for the purposes of recording the responsible person on premises.</p>
Regulation 145-154	<p>On 3/11/17 At the time of the visit, designation to the position of Nominated Supervisor and Educational Leader was not available.</p>	Develop designation to the positions in accordance with Regulation 145-154.	<p>30/11/17- COMPLETED</p> <p>On 30/11/17 AO's Jessica Annerley and Leanne Fisher</p>

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Regulation 149	On 30/11/17 a record of volunteers and students that included the information required in regulation 149 was not available.	Develop a record of volunteers and students that fulfills the requirements of regulation 149.	visited the service and sighted designations to the positions. 30/11/17-COMPLETED
Regulation 177-178	Incident and illness records were sighted and available, however they did not contain all the required information in accordance with <a href="#">regulation 87</a> .	Amend templates to contain required information in accordance with regulation 87.	The administration assistant immediately modified the volunteer and student records to comply with regulation 149. This was sighted as complete on 30/11/17. 30/11/17-COMPLETED
Children's attendance records were not available at the time of the visit. Lists of children in attendance were sighted in each room, however these did not contain the required information in accordance with <a href="#">regulation 158</a> .	Make chns attendance records available in accordance with regulation 158.	On 30/11/17 AO's Jessica Annerley and Leanne Fisher visited the service and sighted amended incident and illness records that contained all required information in accordance with regulation 87. 30/11/17-COMPLETED	
Regulation 173	-The provider approval was not displayed in accordance with section 172 of the <a href="#">Education and Care Services National Law</a>	Ensure information to be displayed in accordance with regulation 173 is on display.	30/11/17-INCOMPLETE



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	<p>-The service approval was not displayed in accordance with section 172 of the <u>Education and Care Services National Law</u></p> <p>-The nominated supervisor of the service was not displayed</p> <p>-The rating of the service was not displayed in accordance with regulation 173, d, (i) (ii)</p> <p>-The hours and days of operation was not displayed</p> <p>-The name and telephone number of the person to whom complaints may be addressed was not displayed</p> <p>-The name and position of the responsible person in charge of the service was not displayed</p> <p>-The name of the educational leader was not displayed</p> <p>-The current contact details of the Regulatory Authority were not displayed</p> <p>-A notice stating that a child who has been diagnosed at risk of anaphylaxis is enrolled at the service was not displayed</p>	<p>On 30/11/17 AO's Jessica Annerley and Leanne Fisher visited the service and sighted all information to be displayed, now on display, with the exception of the Provider and Service approval. Please make arrangements for the provider and service approvals to be displayed in accordance with the requirements of regulation 173.</p>	15/12/17
Regulation 80	The weekly menu was inconsistently displayed and available to families	Ensure weekly menu is displayed and accessible for all families.	30/11/17- COMPLETED
Regulation 97	<p>-Instructions for what must be done in the event of an emergency was inconsistently displayed</p> <p>-Lockdown Procedures were not displayed</p> <p>-Evidence that emergency and evacuation procedures are rehearsed every 3 months was not available at the time of the visit, (sighted actual evacuation records for false fire alarms, and lockdown records which demonstrated a</p>	<p>-Ensure procedures for emergency evacuation are consistently display.</p> <p>-Display lockdown procedure</p> <p>-Ensure emergency procedures are rehearsed each 3 months and a record of these are kept.</p>	30/11/17- INCOMPLETE
			<p>On 30/11/17 AO's Jessica Annerley and Leanne Fisher visited the service and sighted the menu displayed in accordance with regulation 80.</p>

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	rehearsal lockdown occurred on 20/10/17 & 04/08/15).	On 30/11/17 AO's Jessica Annerley and Leanne Fisher visited the service and sighted emergency and evacuation procedures consistently displayed, however, records were unavailable to demonstrate that emergency procedures had been practiced each 3 months.	15/12/17
Regulation 90-91	NS advised no risk minimization or communication plans have been developed for children with medical conditions.	Provide evidence that an evacuation and a lock down drill have been rehearsed and a schedule of drills to ensure these will be carried out in accordance with the regulation in 2018 has been developed.  Develop risk minimization and communication plans in accordance with regulation 90-91.	17/11/17- COMPLETED  On 30/11/17 AO's Jessica Annerley and Leanne Fisher visited the service and sighted risk minimization and communication plans for all children enrolled with medical conditions.
Regulation 167	A record of compliance was unavailable at the time of the visit.	Develop a record of compliance that meets the requirements of regulation 167 and provide evidence to the authorized officer via email.	15/12/17
Regulation 75	A program for the <i>Kookaburra's</i> was unavailable at the time of the visit. The Educational Leader advised that the <i>Kookaburra's</i> program is developed by and stored at the nearby Government Preschool.	Provide evidence that a copy of the program for the <i>Kookaburra's</i> children is available at the service in accordance with Regulation 75, and it meets the requirements of section 168 of the Education and Care Services Law.	15/12/17
Regulation 97	A risk assessment identifying the potential emergencies relevant to the service was not sighted at the visit.	Provide evidence that a risk assessment, in accordance with regulation 97, exists.	15/12/17
Regulation 103	The ceiling in the office and preschool room has large holes, leaving the roof cavity and electrical wiring exposed. The NS advised that debris and water enters the building through these holes creating hazards for children and adults in attendance.	Provide evidence that maintenance has occurred/is due to commence to address the hazard, providing a safe premises for children and adults attending the building.	15/12/17
Regulation 104	The perimeter fence is in poor condition, held together in sections by wire.	Provide evidence that maintenance has occurred/is due to commence to address	15/12/17



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Regulation 115	Children were observed accessing pieces of looped rope hanging from a tree branch in the playground with limited supervision. A risk assessment for this experience was not available.	the sections of the fence which are not secure.	Develop a risk assessment of the rope swings explicitly addressing supervision of the area when is use.	04/12/17- COMPLETED
Regulation 134	It was unclear if an Early Childhood Teacher is employed/has been employed, that meets the requirements of regulation 134.	Provide evidence how the service is meeting regulation 134.	A risk assessment was emailed to Jessica Annerley on 1/12/17.	15/12/17

Compliance action taken			
Action	Statutory / Non-statutory	Date sent	Date due

Emergency action issued Yes / No		
Law / Reg	Details	Action required

Prepared by:	Jessica Annerley
Reviewed by:	
Date:	



**Absalom, Gary**

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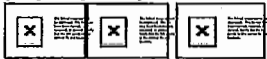
**From:** Annerley, Jessica  
**Sent:** Tuesday, 17 April 2018 9:47 AM  
**To:** Absalom, Gary  
**Subject:** Fwd: Information Require-5:00pm Monday 6th November 2017  
**Attachments:** image001.jpg; image002.gif; image005.jpg; image001.jpg; image002.gif; image006.jpg; image005.jpg; image001.jpg; image002.gif; image006.jpg

Kindest Regards

Jessica Annerley

Jessica Annerley | Authorised Officer, Quality Assurance Team | Email: [jessica.annerley@act.gov.au](mailto:jessica.annerley@act.gov.au)  
Phone [+61 2 62078092](tel:+61262078092) | Fax [02 62071128](tel:0262071128)  
Children's Education and Care Assurance | Early Childhood Policy and Regulation | Education | ACT Government  
Level 3, Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling | GPO [Box 158 Canberra ACT 2601](mailto:Box158@act.gov.au)  
[www.det.act.gov.au](http://www.det.act.gov.au) | [Facebook](#) | [Twitter](#) | [Pinterest](#) | [LinkedIn](#) | [Google+](#)

**I acknowledge the traditional custodians of the ACT and their continuing connection to land and community. I pay my respect to them and their culture, and to the elders both past and present.**



Begin forwarded message:

**From:** "Annerley, Jessica" <[Jessica.Annerley@act.gov.au](mailto:Jessica.Annerley@act.gov.au)>  
**Date:** 6 November 2017 at 5:10:20 pm AEDT  
**To:** [REDACTED] <[baringa@actweb.net](mailto:baringa@actweb.net)>  
**Subject:** RE: Information Require-5:00pm Monday 6th November 2017

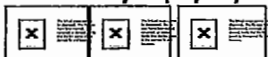
Thanks Judy

*Kindest Regards*

*Jessica Annerley*

Jessica Annerley | Authorised Officer, Quality Assurance Team | Email: [jessica.annerley@act.gov.au](mailto:jessica.annerley@act.gov.au)  
Phone +61 2 62078092 | Fax 02 62071128  
Children's Education and Care Assurance | Early Childhood Policy and Regulation | Education | ACT Government  
Level 3, Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling | GPO Box 158 Canberra ACT 2601  
[www.det.act.gov.au](http://www.det.act.gov.au) | [Facebook](#) | [Twitter](#) | [Pinterest](#) | [LinkedIn](#) | [Google+](#)

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**From:** [REDACTED] <mailto:baringa@actweb.net>  
**Sent:** Monday, 6 November 2017 4:58 PM  
**To:** Annerley, Jessica <[Jessica.Annerley@act.gov.au](mailto:Jessica.Annerley@act.gov.au)>  
**Subject:** RE: Information Require-5:00pm Monday 6th November 2017

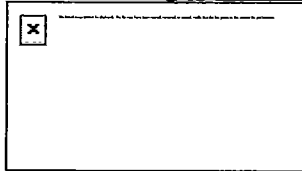
Please find sign in attached.

[Redacted]

Director  
Baringa Child Care Centre

[Redacted]

[www.baringachildcare.com](http://www.baringachildcare.com)



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**From:** Annerley, Jessica [<mailto:Jessica.Annerley@act.gov.au>]  
**Sent:** Monday, 6 November 2017 2:52 PM  
**To:** [Redacted]  
**Subject:** RE: Information Require-5:00pm Monday 6th November 2017

Thanks [Redacted] are you able to send through the children's attendance record for Friday 3<sup>rd</sup> November? In accordance with regulation 158, I am seeking:

The approved provider of an education and care service must ensure that a record of attendance is kept for the service that-

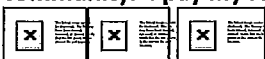
- (a) records the full name of each child attending the service; and
- (b) records the date and time each child arrives and departs; and
- (c) is signed by one of the following persons at the time that the child arrives and departs—
  - (i) the person who delivers the child to the education and care service premises or collects the child from the education and care service premises;
  - (ii) a nominated supervisor or an educator.

*kindest Regards*

*Jessica Annerley*

Jessica Annerley | Authorised Officer, Quality Assurance Team | Email: [jessica.annerley@act.gov.au](mailto:jessica.annerley@act.gov.au)  
Phone +61 2 62078092 | Fax 02 62071128  
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**I acknowledge the traditional custodians of the ACT and their continuing connection to land and community. I pay my respect to them and their culture, and to the elders both past and present.**



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**From:** [Redacted] [<mailto:baringa@actweb.net>]  
**Sent:** Monday, 6 November 2017 2:47 PM

To: Annerley, Jessica <Jessica.Annerley@act.gov.au>  
 Subject: RE: Information Require-5:00pm Monday 6th November 2017

Hi Jessica,

Please find the completed table below.

Let me know if you require any further information.

CENTRE-BASED - Staffing at the time of the audit (Working directly with children)								
Group	Educator	Qualification / Institution	WT	Progress	WWVP	First aid	Anaphylaxis	Asthma
<i>For Example</i>		<i>Name of Qualification and Training Institute</i>	<i>Indicate Yes/No if Working Towards Qualification</i>	<i>Indicate Progress if applicable</i>	<i>Indicate Yes/No that they hold WWVP, First Aid, Anaphylaxis &amp; Asthma</i>			
Snakes	Joe Bloggs	Diploma/Tafe NSW	Y	In Final Semester	Y	Y	Y	Y
Dingoes								
Dingoes								
Dingoes								
Crocodiles								
Crocodiles								
Crocodiles								
Kookaburras								
Possums								
Possums								
Possums								
Possums								



Koalas

Koalas

Koalas

Koalas

Wombats

Wombats

Geckos

Geckos

Geckos

Geckos

Joeys

Joeys

Joeys

Joeys

**Non-contact staff**

Director

Admin

Kitchen	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Kitchen	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Kitchen	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

[Redacted]  
 Director  
 Baringa Child Care Centre  
 [Redacted]  
[www.baringachildcare.com](http://www.baringachildcare.com)



**From:** Annerley, Jessica [<mailto:Jessica.Annerley@act.gov.au>]  
**Sent:** Monday, 6 November 2017 1:09 PM  
**To:** [baringa@actweb.net](mailto:baringa@actweb.net)  
**Subject:** Information Require-5:00pm Monday 6th November 2017  
**Importance:** High

Hi [Redacted]  
 Following on from my visit on Friday 3<sup>rd</sup> November 2017, could you please complete the following table, (and add surnames or first names where I didn't get them)? These are the staff I believe to be present in each room as I walked around. I understand there may have been an additional educator allocated to each room that day, however they were on a break when I walked through. I only require details for those educators actually present with children at the time of my visit, (for the purposes of a point in time, let's use 10:00am).

Could you please complete this and email me back by 5:00pm today, (Monday 6<sup>th</sup> November), as this would typically be information we would complete at the visit and is needed prior to determining what action will occur following the visit based on the non-compliance identified. Please let me know if you have any questions, require further information or time. Thankyou

**CENTRE-BASED - Staffing at the time of the audit (Working directly with children)**

Group	Educator	Qualification / Institution	WT	Progress	WWVP	First aid	Anaphylaxis
<i>For Example</i>		<i>Name of Qualification and Training Institute</i>	<i>Indicate Yes/No if Working</i>	<i>Indicate Progress if applicable</i>			<i>Indicate Yes, that they have WWVP, Fi</i>

			Towards Qualification	In Final Semester	Aid, Anaphylax & Asthma		
Snakes	Joe Bloggs	Diploma/Tafe NSW	Y		Y	Y	Y
Dingoes							
Dingoes							
Crocodiles							
Crocodiles							
Kookaburras							
Possums							
Possums							
Possums							
Koalas							
Koalas							
Koalas							
Wombats							
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Geckos							
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Joeys							
Joeys							
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Joeys							

**Non-contact staff**

Director	
Admin	Unknown

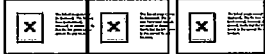
Admin	Unknown
Kitchen	<span style="background-color: black; color: black;">[REDACTED]</span>
Kitchen	Unknown
Kitchen	Unknown

*kindest Regards*

*Jessica Annerley*

Jessica Annerley | Authorised Officer, Quality Assurance Team | Email: [jessica.annerley@act.gov.au](mailto:jessica.annerley@act.gov.au)  
 Phone +61 2 62078092 | Fax 02 62071128  
 Children's Education and Care Assurance | Early Childhood Policy and Regulation | Education | ACT Government  
 Level 3, Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling | GPO Box 158 Canberra ACT 2601  
[www.det.act.gov.au](http://www.det.act.gov.au) | [Facebook](#) | [Twitter](#) | [Pinterest](#) | [LinkedIn](#) | [Google+](#)

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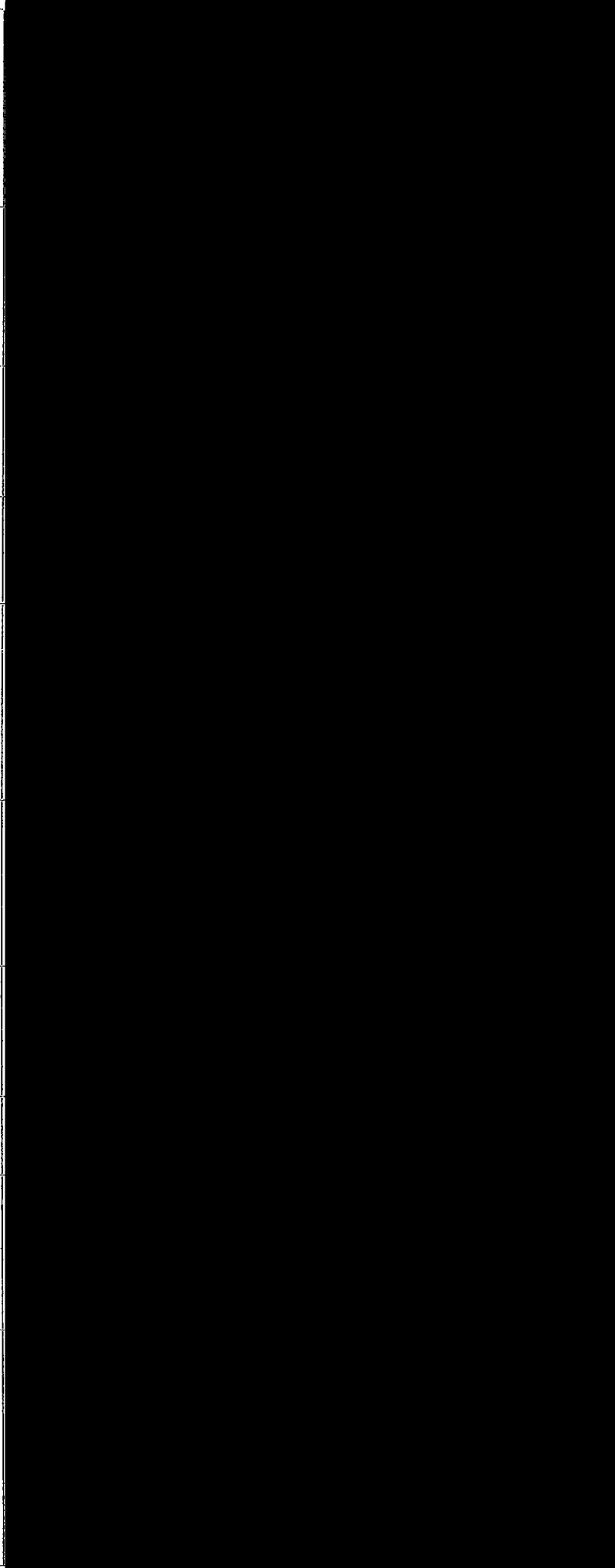
# Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Possums (18m to 2 1/2y)

Service(s) : All Services

Date : 03-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
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# Baringa Childcare Centre OC - Daily Attendance Sheet

Room(s) : Wombats (2½y to 3½y)

Service(s) : All Services

Date : 03-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
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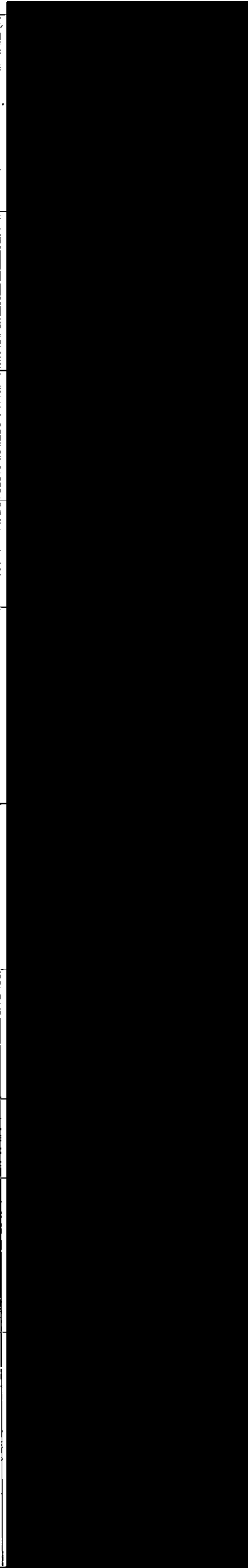
# Baringa Childcare Centre OC - Daily Attendance Sheet

Room(s) : Possums (18m to 2½y)

Service(s) : All Services

Date : 03-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
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# Baringa Childcare Centre OC - Daily Attendance Sheet

Room(s) : Kookaburras (4y - 5y)

Service(s) : All Services

Date : 03-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature



# Baringa Childcare Centre OC - Daily Attendance Sheet

Room(s) : Koalas (18m to 2½y)

Service(s) : All Services

Date : 03-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature



# Baringa Childcare Centre OC - Daily Attendance Sheet

Room(s) : Joeys (Birth to 18m)

Service(s) : All Services

Date : 03-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature



# Baringa Childcare Centre OC - Daily Attendance Sheet

Room(s) : Geckos (Birth to 18m)

Service(s) : All Services

Date : 03-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature





# Baringa Childcare Centre OC - Daily Attendance Sheet

Room(s) : Dingoos (2½y to 3½y)

Service(s) : All Services

Date : 03-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature



# Baringa Childcare Centre OC - Daily Attendance Sheet

Room(s) : Crocodiles (3y - 5y)

Service(s) : All Services

Date : 03-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature



# Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Wombats (2½y to 3½y)

Service(s) : All Services

Date : 03-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature



# Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Kookaburras (4y - 5y)

Service(s) : All Services

Date : 03-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature





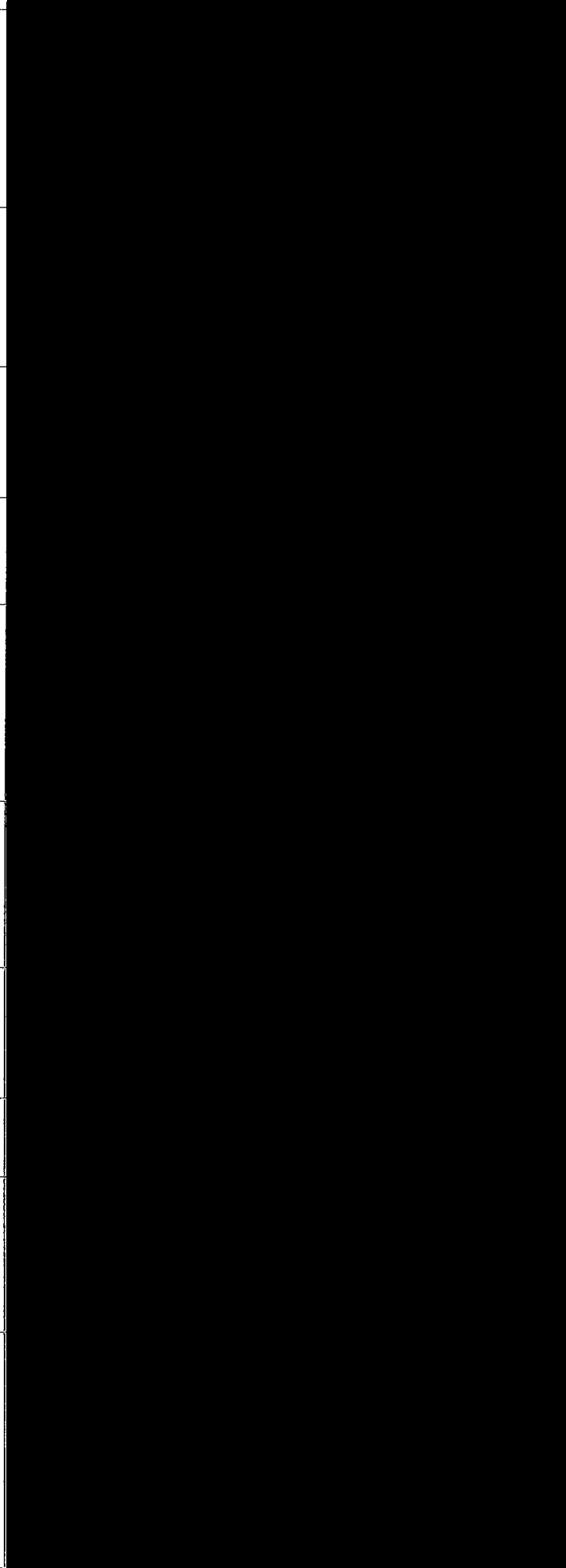
# Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Koalas (18m to 2½y)

Service(s) : All Services

Date : 03-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
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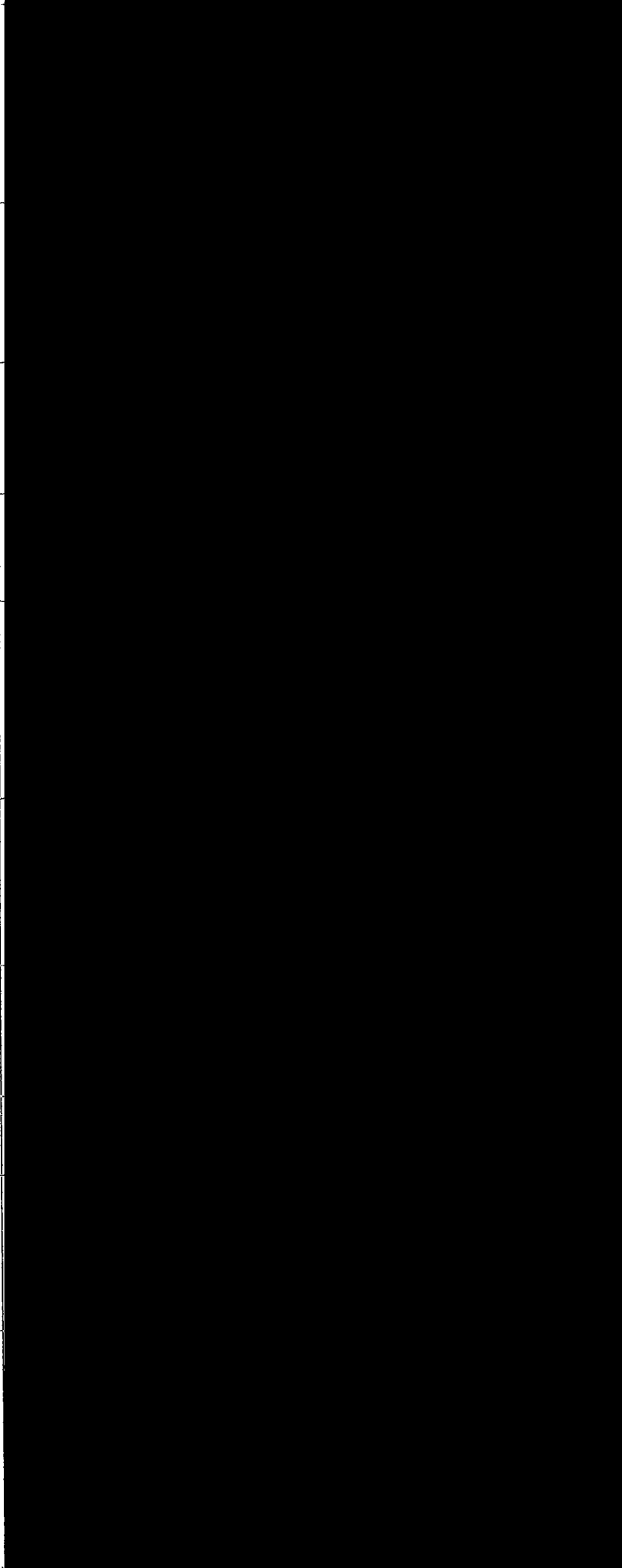
# Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Joeys (Birth to 18m)

Service(s) : All Services

Date : 03-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
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# Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Geckos (Birth to 18m)

Service(s) : All Services

Date : 03-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature



Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Dingoes (2½y to 3½y)

Service(s) : All Services

Date : 03-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature

C - Casual Bookings P - Permanent Bookings



Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Dingoes (2½y to 3½y)

Service(s) : All Services

Date : 03-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature

C - Casual Bookings P - Permanent Bookings



Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Crocodiles (3y – 5y)

Service(s) : All Services

Date : 03-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
[Redacted Content]									

C - Casual Bookings P - Permanent Bookings



Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Crocodiles (3y – 5y)

Service(s) : All Services

Date : 03-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature

C - Casual Bookings P - Permanent Bookings



**Annerley, Jessica**

---

**From:** [REDACTED] <baringa@actweb.net>  
**Sent:** Wednesday, 6 December 2017 9:33 AM  
**To:** Annerley, Jessica  
**Subject:** RE: Compliance Table  
**Attachments:** SKM\_C3110171206092800.pdf; SKM\_C3110171206092700.pdf

Hi Jessica,

Please find attached attendance records for the 30<sup>th</sup>.

[REDACTED]  
Director  
Baringa Child Care Centre  
[REDACTED]  
[www.baringachildcare.com](http://www.baringachildcare.com)



---

**From:** Annerley, Jessica [mailto:Jessica.Annerley@act.gov.au]  
**Sent:** Tuesday, 5 December 2017 3:57 PM  
**To:** [REDACTED]  
**Subject:** RE: Compliance Table

Thanks [REDACTED]

Could you please send through a copy of your sign in/out sheets for children in attendance on Thursday 30<sup>th</sup> November 2017?

*Kindest Regards*

*Jessica Annerley*

Jessica Annerley | Authorised Officer, Quality Assurance Team | Email: [jessica.annerley@act.gov.au](mailto:jessica.annerley@act.gov.au)  
Phone +61 2 62078092 | Fax 02 62071128  
Children's Education and Care Assurance | Early Childhood Policy and Regulation | Education | ACT Government  
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I acknowledge the traditional custodians of the ACT and their continuing connection to land and community. I pay my respect to them and their culture, and to the elders both past and present.



---

**From:** [REDACTED] [mailto:baringa1@iinet.net.au]  
**Sent:** Friday, 1 December 2017 8:50 AM  
**To:** Annerley, Jessica <Jessica.Annerley@act.gov.au>  
**Subject:** RE: Compliance Table

Hi Jessica,

I have had a look at the table and have left any amendments in that I have made in red.

[REDACTED]

[REDACTED]

Baringa Child Care Centre  
(02) 6258 8891

[REDACTED]

[www.baringachildcare.com](http://www.baringachildcare.com)



---

**From:** Annerley, Jessica [<mailto:Jessica.Annerley@act.gov.au>]

**Sent:** Thursday, 30 November 2017 4:59 PM

**To:** [REDACTED]

**Subject:** RE: Compliance Table

Hi [REDACTED]

Thanks for emailing this through. I will review and get back to you shortly if I have any questions.

Please find attached the staffing table from today. I have reviewed it based on the *Staff Qualifications* table you gave me in hard copy today. Could you please add in detail for the educators I don't have listed, (two rooms of educators deleted from my dysfunctional ipad, so sorry), and check if I have everything right? Please pay close attention to the qualifications, especially for anyone working towards a qualification to ensure it's reflected.

Could you please return this to me by close of business 1<sup>st</sup> December 2017?

*Jessica Annerley*

Jessica Annerley | Authorised Officer, Quality Assurance Team | Email: [jessica.annerley@act.gov.au](mailto:jessica.annerley@act.gov.au)

Phone +61 2 62078092 | Fax 02 62071128

Children's Education and Care Assurance | Early Childhood Policy and Regulation | Education | ACT Government  
Level 3, Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling | GPO Box 158 Canberra ACT 2601

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---

**From:** [REDACTED] [<mailto:baringa1@iinet.net.au>]

**Sent:** Thursday, 30 November 2017 4:00 PM

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

**Subject:** RE: Compliance Table

Hi Jessica,

We have done a risk assessment for the rope swing. It has been printed and filed in our folder.

Staff have been notified that the swing has to be supervised at all times, when in use.

I have attached an unsigned copy of the risk assessment.

[REDACTED]  
[REDACTED]  
Baringa Child Care Centre  
(02) 6258 8891  
0411 797 609  
[www.baringachildcare.com](http://www.baringachildcare.com)



---

**From:** Annerley, Jessica [mailto:Jessica.Annerley@act.gov.au]  
**Sent:** Thursday, 30 November 2017 3:43 PM  
**To:** [REDACTED]  
**Cc:** Fisher, Leanne  
**Subject:** Compliance Table

Hi Judy,  
Unfortunately [REDACTED] am unlikely to get the completed compliance table out to you this week.

Could you please address the supervision and risk assessment of the ropes hanging from the trees in the garden and provide evidence of what you have done by 9:00am Tuesday 5<sup>th</sup> December 2017? I will endeavour to get the remaining action items to you as quickly as possible, probably Wednesday next week.

Let me know if you have any questions/concerns, I will still be monitoring emails. Cheers, Jess.

*Kindest Regards*

*Jessica Annerley*

Jessica Annerley | Authorised Officer, Quality Assurance Team | Email: [jessica.annerley@act.gov.au](mailto:jessica.annerley@act.gov.au)  
Phone +61 2 62078092 | Fax 02 62071128  
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133

$$\text{Croc: } 12 + 5 + 6 = 23$$

$$\text{Koala: } 5 + 10 + 1 = 16$$

$$\text{Dingoes: } 13 + 11 = 24$$

$$\text{Wombats: } 2 + 11 = 13$$

$$\text{Kookaburra: } 11 = 11$$

$$\text{Gekkos: } 4 + 9 = 13$$

$$\text{Weys: } 4 + 9 = 13$$

$$\text{Poss: } 1 + 12 + 7 = 20$$

**RECORD of COMPLIANCE AUDIT**

**CENTRE-BASED - Staffing at the time of the audit (Working directly with children)**

Group	Educator	Qualification / Institution	WT	Progress	WWVP	First aid	Anaphylaxis	Asthma
Dingoes								
Dingoes								
Dingoes								
Crocodiles								
Crocodiles								
Crocodiles								
Crocodiles								
Kookaburras								
Possums								
Possums								
Possums								
Possums								
Koalas								
Koalas								
Koalas								
Koalas								
Wombats								
Wombats								
Geckos								

**RECORD of COMPLIANCE AUDIT**

Geckos	
Geckos	
Geckos	
Joeys (12)	
Joeys	
Joeys	
Joeys	
Joeys	

**Non-contact staff**

Director	
Admin	
Educational Leader	
Kitchen	
Kitchen	

Total 20 Req

7

8

7

22 - 11 Dip

\* 25 Ann 0-2' - 6-25' edu  
 36 Ann 2-3' - 1.2' edu  
 71 Ann 3-5' - 6-45'

~~12 Dip, 3 Cert~~  
 (4 dip, 3 cert)  
 (4 dip, 3 cert)  
 2 dip, 3 cert  
 10 cert

132





Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Possums (18m to 2 1/2y)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
[Redacted]									

C - Casual Bookings P - Permanent Bookings



Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Possums (18m to 2½y)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
[Redacted]									

C - Casual Bookings P - Permanent Bookings

12



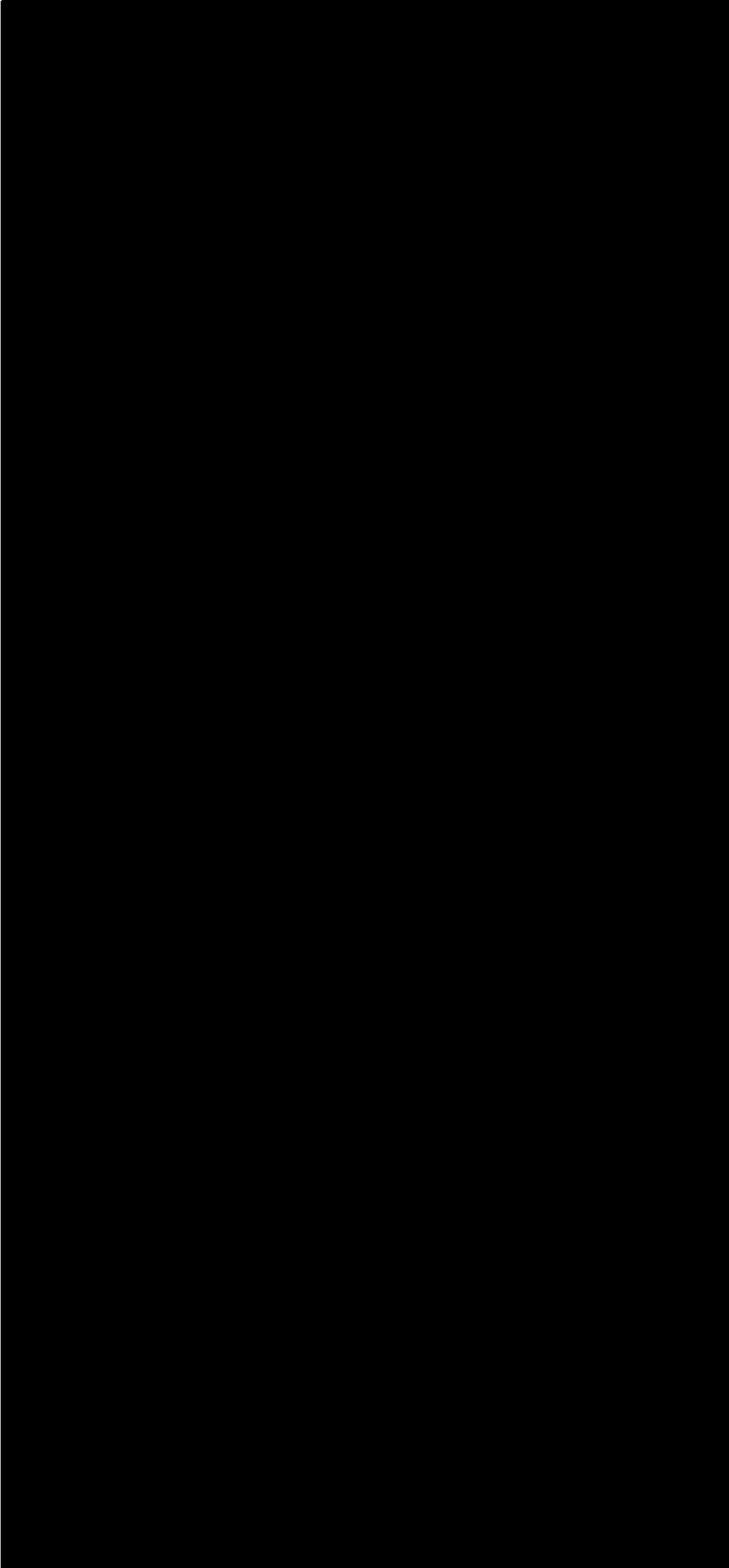
Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Koalas (18m to 2½y)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
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C - Casual Bookings P - Permanent Bookings

Handwritten initials 'RC'



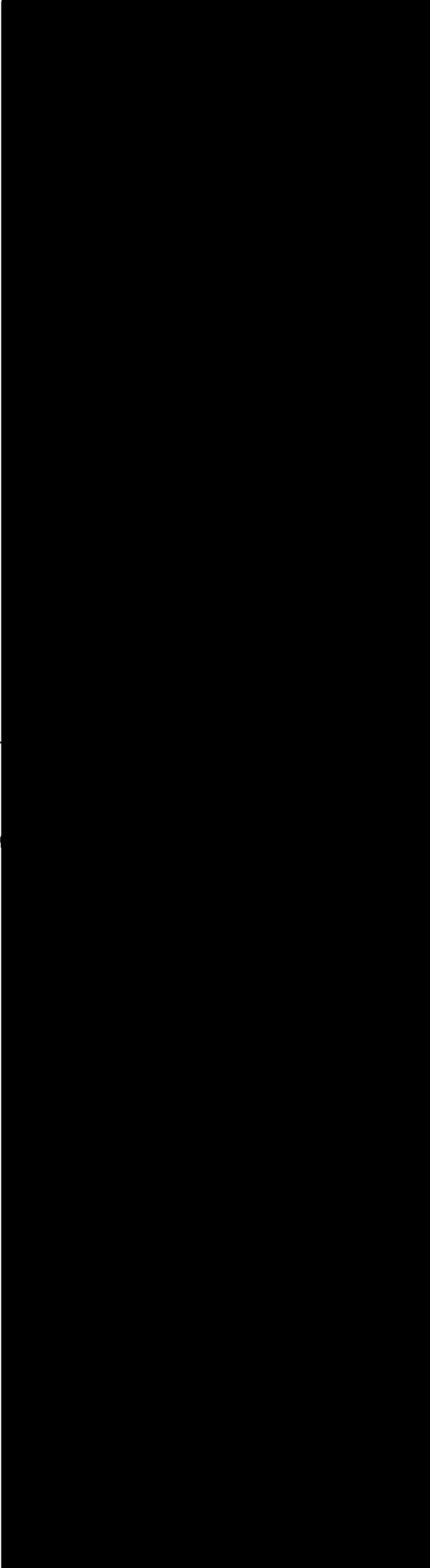
Baringa Childcare Centre OC - Daily Attendance Sheet

Room(s) : Possums (18m to 2½y)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
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C - Casual Bookings P - Permanent Bookings



Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Wombats (2½y to 3½y)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
[Redacted Content]									

C - Casual Bookings P - Permanent Bookings



Baringa Childcare Centre OC - Daily Attendance Sheet

Room(s) : Wombats (2½y to 3½y)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
[Redacted]									

2

C - Casual Bookings P - Permanent Bookings



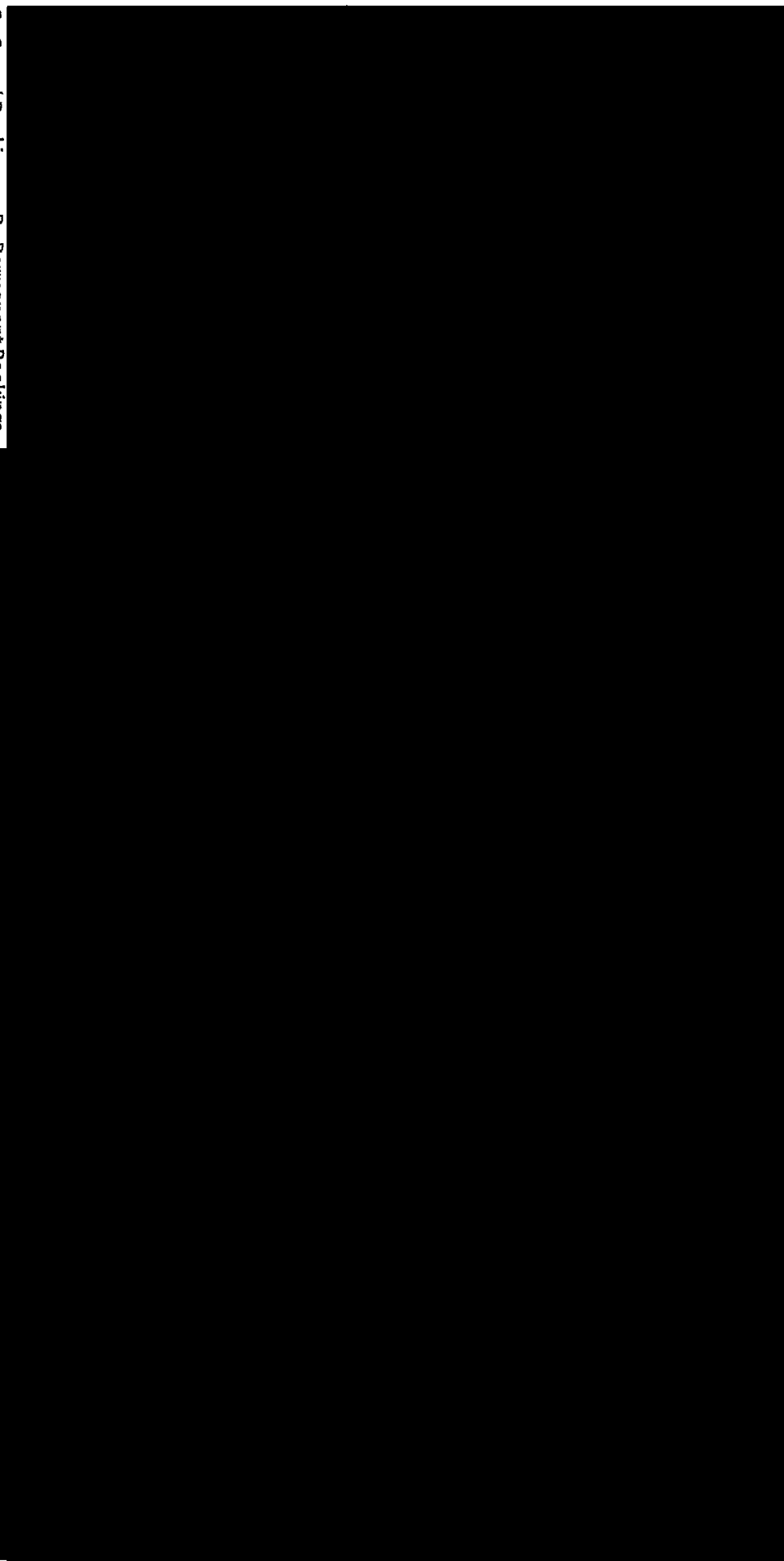
Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Dingoes (2½y to 3½y)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
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C - Casual Bookings P - Permanent Bookings

13





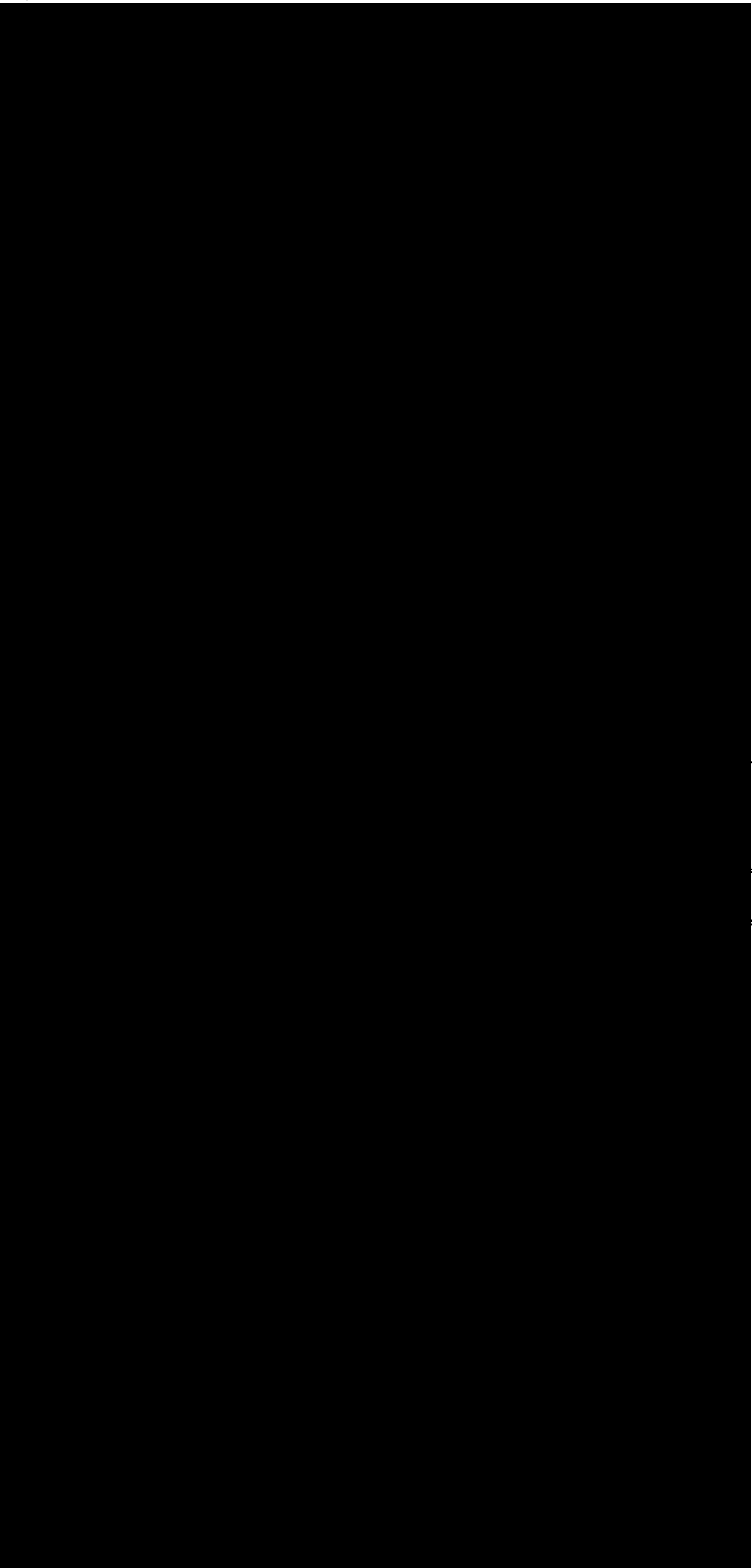
Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Dingoes (2½y to 3½y)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
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C - Casual Bookings P - Permanent Bookings



Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Joeys (Birth to 18m)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
[Redacted Content]									

C - Casual Bookings P - Permanent Bookings  
Page 1 of 1

9



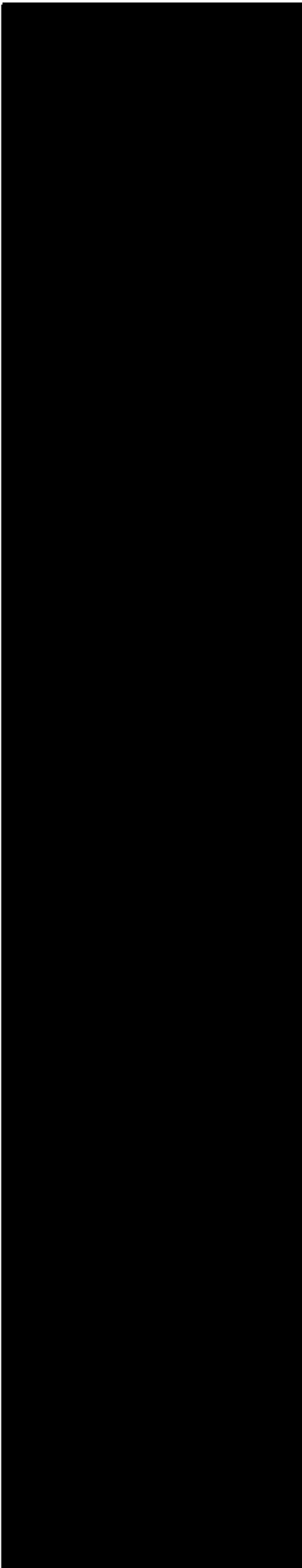
Baringa Childcare Centre OC - Daily Attendance Sheet

Room(s) : Joeys (Birth to 18m)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
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A

C - Casual Bookings P - Permanent Bookings

Page 1 of 1



Baringa Childcare Centre OC - Daily Attendance Sheet

Room(s) : Geckos (Birth to 18m)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
[Redacted Content]									

4

C - Casual Bookings P - Permanent Bookings Page 1 of 1



Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Geckos (Birth to 18m)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
[Redacted Content]									

C - Casual Bookings P - Permanent Bookings  
Page 1 of 1

9



# Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Koalas (18m to 2½y)

Service(s) : All Services

Date : 30-Nov-2017

Child Name

Schedule Time

Absent

Sign In Time

Sign In By

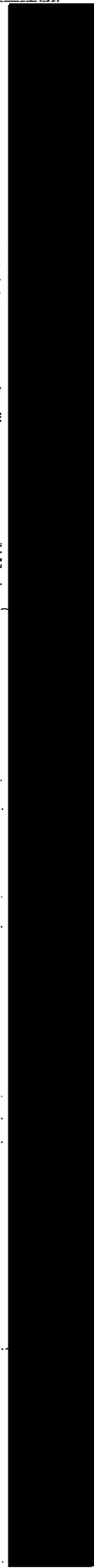
Signature

Expected Pickup Time

Sign Out Time

Sign Out By

Signature





# Baringa Childcare Centre OC - Daily Attendance Sheet

Room(s) : Koalas (1.8m to 2½y)      Service(s) : All Services      Date : 30-Nov-2017

Thurs

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature

5





# Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Crocodiles (3y - 5y)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
[Redacted Content]									

12



Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Kookaburras (4y - 5y)

Service(s) : All Services

Date : 30-Nov-2017

Expected Pickup	Sign Out	Sign Out By	Signature
[Redacted Content]			

11  
(2 started @ 3pm?)



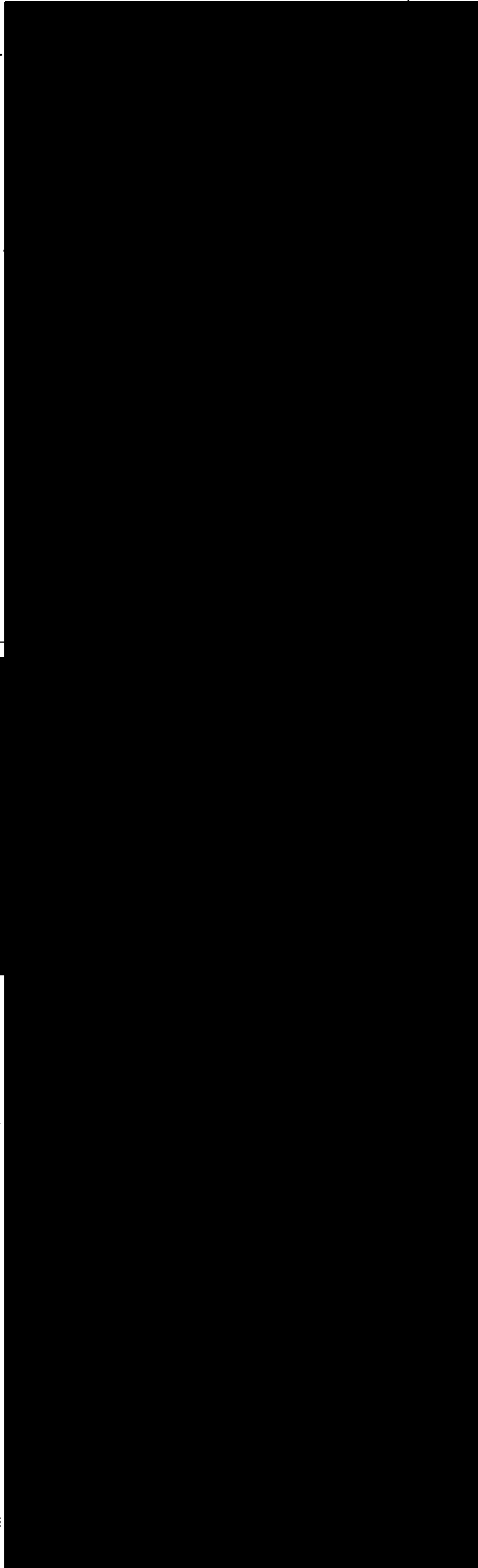
# Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Crocodiles (3y - 5y)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
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5



# Baringa Childcare Centre OC - Daily Attendance Sheet

Room(s) : Crocodiles (3y - 5y)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
[Redacted Content]									



Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Geckos (Birth to 18m)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
[Redacted Content]									

C - Casual Bookings

P - Permanent Bookings

Page 1 of 1



Baringa Childcare Centre OC - Daily Attendance Sheet

Room(s) : Geekos (Birth to 18m)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
[Redacted]									



Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Joeys (Birth to 18m)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
[Redacted Content]									

C - Casual Bookings P - Permanent Bookings

Page 1 of 1



Baringa Childcare Centre OC - Daily Attendance Sheet

Room(s) : Joeys (Birth to 18m)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
[Redacted Content]									





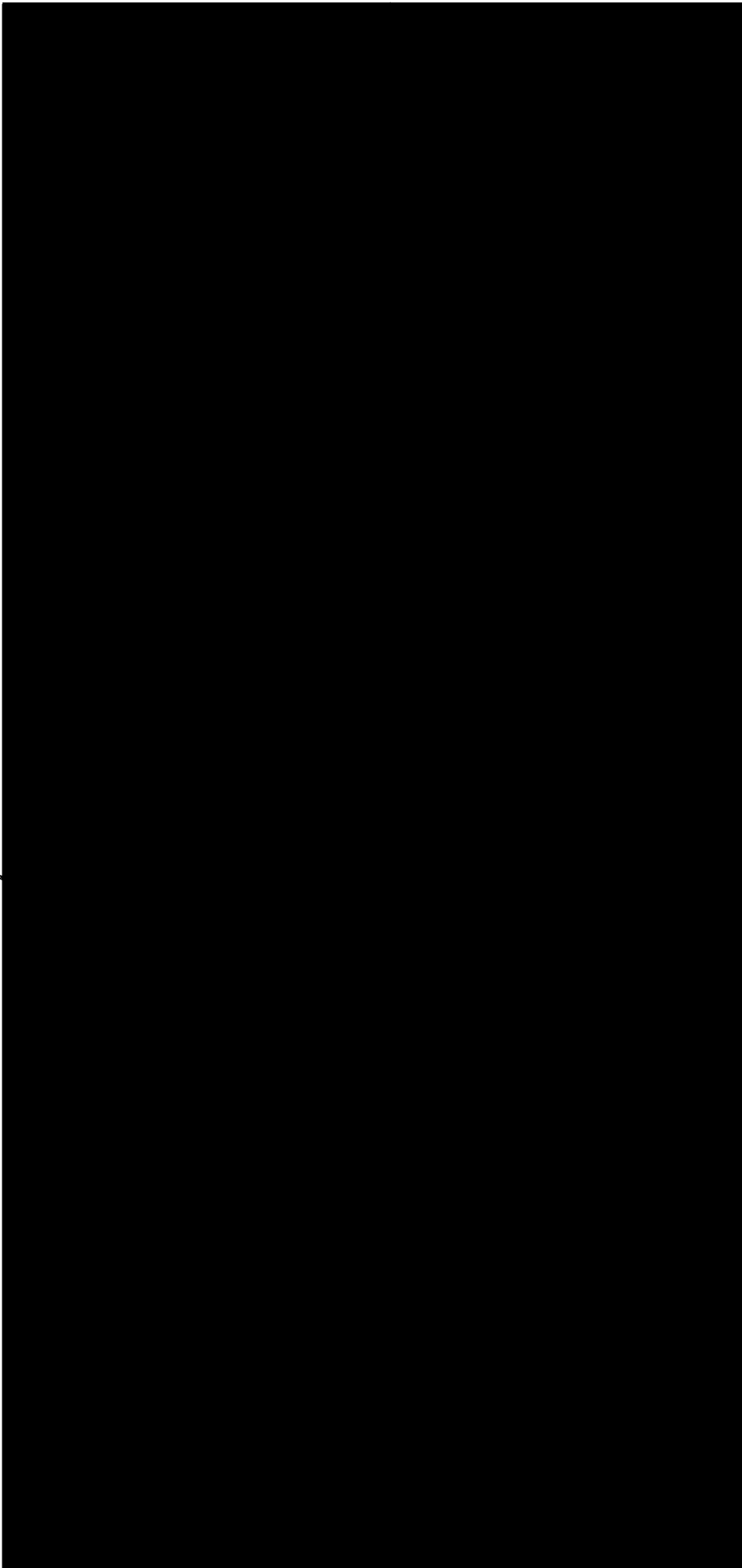
Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Possums (18m to 2½y)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
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C - Casual Bookings P - Permanent Bookings

Page 1 of 2



Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Possums (18m to 2 1/4y)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
[Redacted]									

C - Casual Bookings P - Permanent Bookings



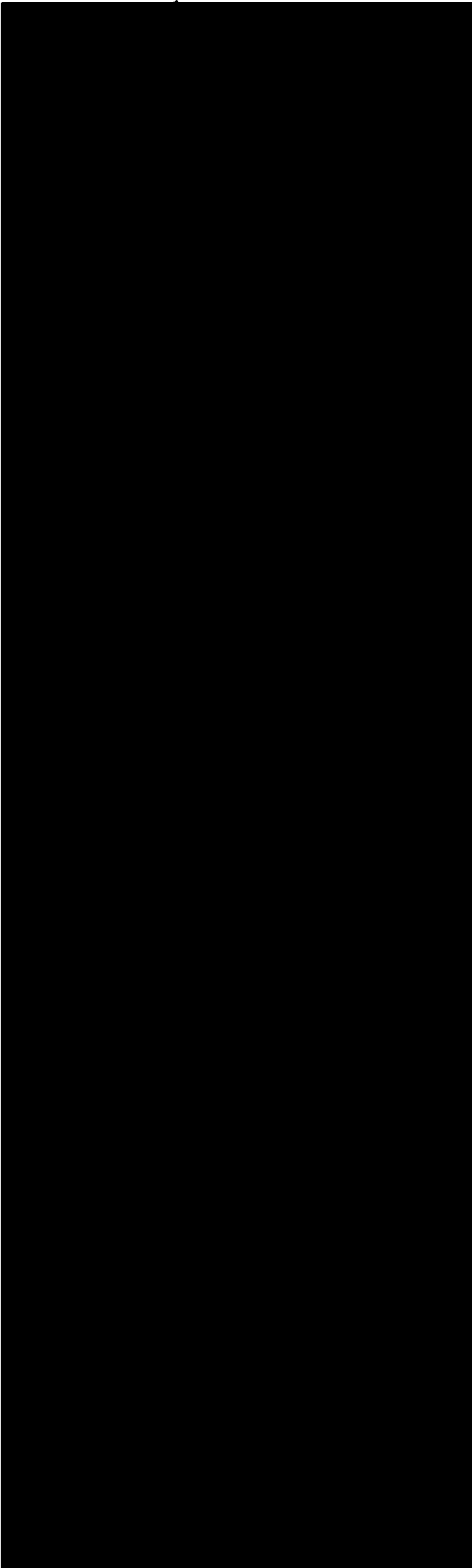
Baringa Childcare Centre OC - Daily Attendance Sheet

Room(s) : Possums (18m to 2½y)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
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C - Casual Bookings P - Permanent Bookings

Page 1 of 1

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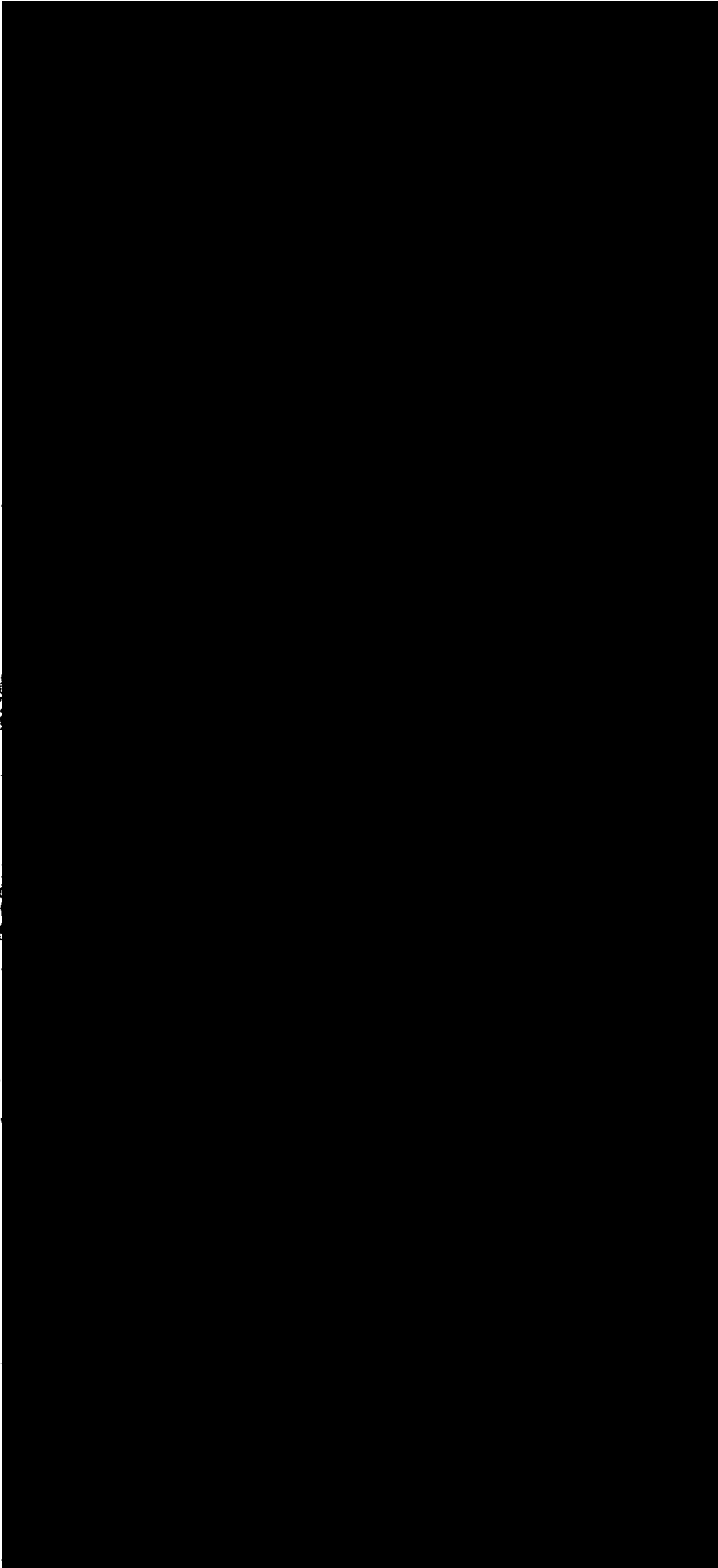
Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Koalas (18m to 2½y)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
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C - Casual Bookings P - Permanent Bookings



Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Koalas (18m to 2½y)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
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C - Casual Bookings P - Permanent Bookings



### Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Geckos (Birth to 18m)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
[Redacted Content]									



Baringa Childcare Centre OC - Daily Attendance Sheet

Room(s) : Geckos (Birth to 18m)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
[Redacted]									



Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Joeys (Birth to 18m)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
[Redacted Content]									

C - Casual Bookings P - Permanent Bookings

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Baringa Childcare Centre OC - Daily Attendance Sheet

Room(s) : Joeys (Birth to 18m)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
[Redacted Content]									



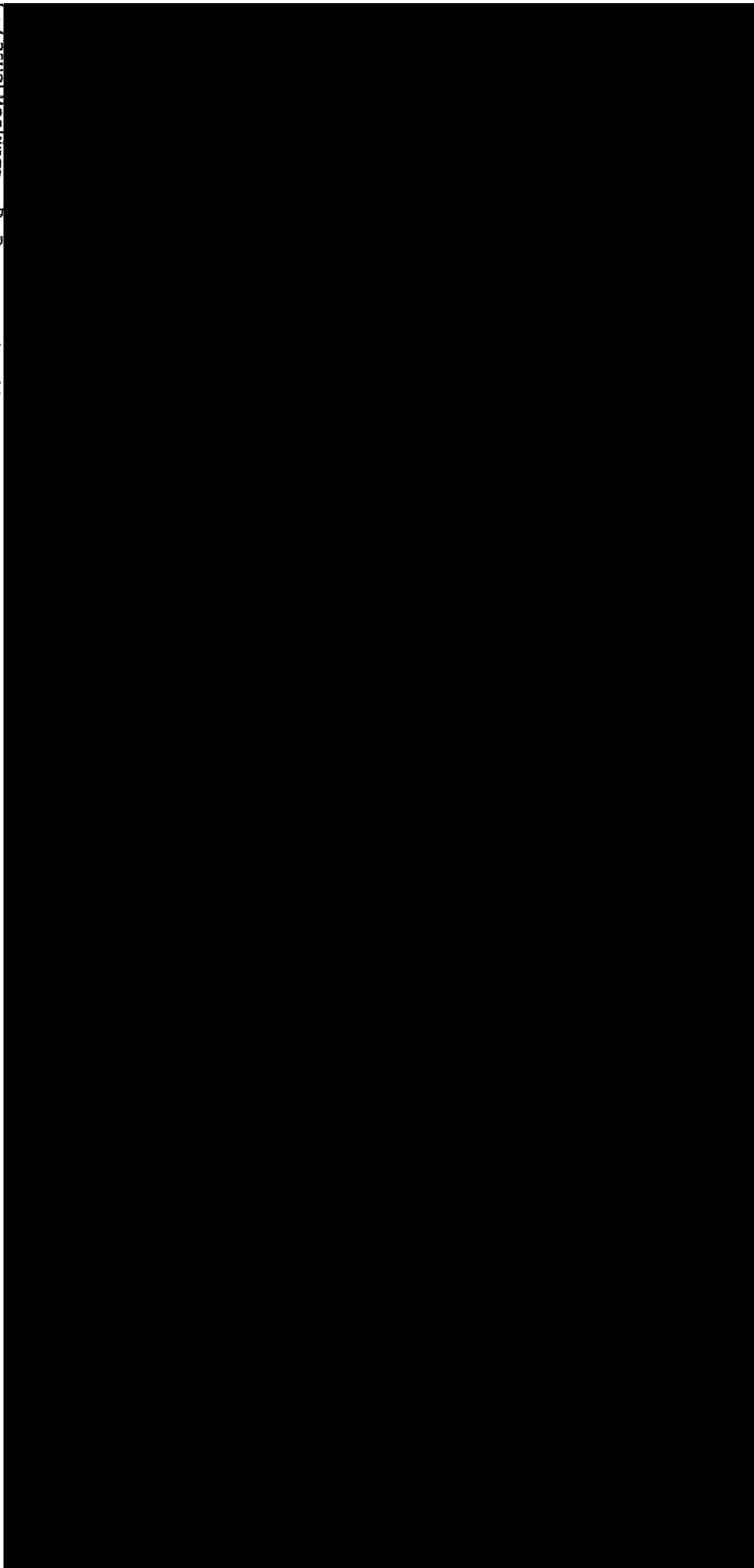
Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Possums (18m to 2½y)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
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C - Casual Bookings P - Permanent Bookings



Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Possums (18m to 2½y)

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Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup	Sign Out Time	Sign Out By	Signature
[Redacted]									

C - Casual Bookings P - Permanent Bookings



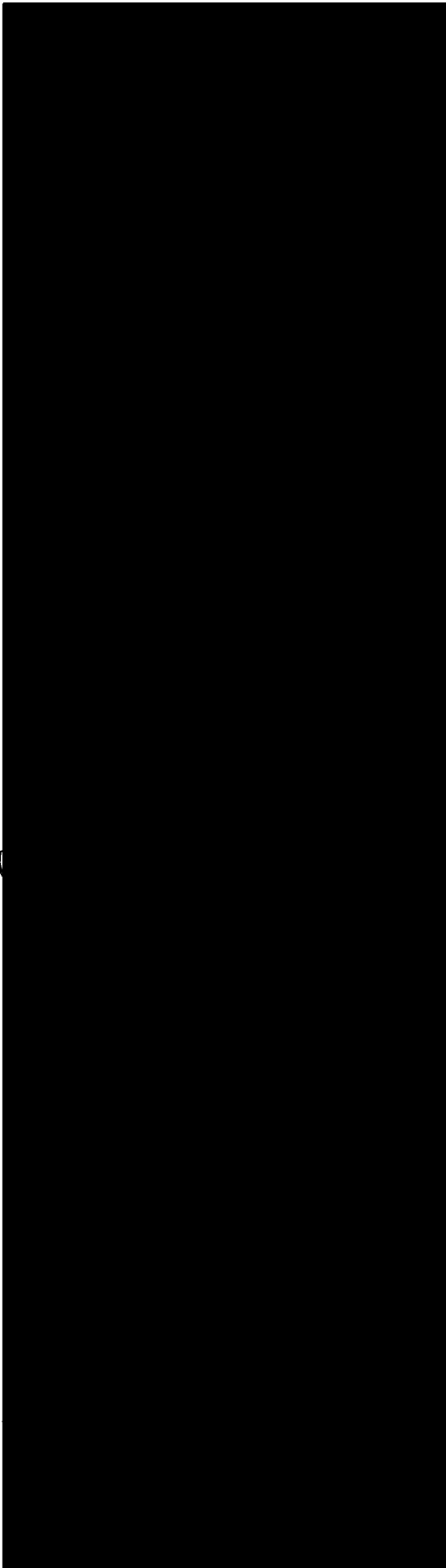
Baringa Childcare Centre OC - Daily Attendance Sheet

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C - Casual Bookings P - Permanent Bookings

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Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Koalas (18m to 2½y)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
[Redacted Content]									

C - Casual Bookings P - Permanent Bookings



# Baringa Childcare Centre LDC - Daily Attendance Sheet

Room(s) : Koalas (18m to 2½y)

Service(s) : All Services

Date : 30-Nov-2017

Child Name	Schedule Time	Absent	Sign In Time	Sign In By	Signature	Expected Pickup Time	Sign Out Time	Sign Out By	Signature
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C - Casual Bookings P - Permanent Bookings

**Fairburn, Janine**

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**From:** Annerley, Jessica  
**Sent:** Wednesday, 10 January 2018 2:40 PM  
**To:** [REDACTED]  
**Subject:** FW: Compliance Audit Action

Hi [REDACTED]

Following on from my email sent on 3 January 2018, (below), I have now received sufficient evidence to demonstrate that strategies are in place to minimise the risks and rectify the current building issues that were identified on 30 November 2017.

I have also sighted your record of service compliance as required by regulation 167.

With these final areas of non-compliance now addressed I am not waiting on anything further from you and will close this compliance audit. If anything changes with regard to the fencing and the ceiling, or should you have any questions please let me know. Can you also let me know once the fence panel has been replaced, and the ceiling fixed?

Thank you and best wishes,

*kindest regards*

*Jessica Annerley*

Jessica Annerley | Authorised Officer, Quality Assurance Team | Email: [jessica.annerley@act.gov.au](mailto:jessica.annerley@act.gov.au)  
 Phone +61 2 62078092 | Fax 02 62071128  
 Children's Education and Care Assurance | Early Childhood Policy and Regulation | Education | ACT Government  
 Level 3, Hedley Beare Centre for Teaching and Learning, Fremantle Drive, Stirling | GPO Box 158 Canberra ACT 2601  
[www.det.act.gov.au](http://www.det.act.gov.au) | [Facebook](#) | [Twitter](#) | [Pinterest](#) | [LinkedIn](#) | [Google+](#)

**I acknowledge the traditional custodians of the ACT and their continuing connection to land and community. I pay my respect to them and their culture, and to the elders both past and present.**




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**From:** Annerley, Jessica  
**Sent:** Wednesday, 3 January 2018 1:57 PM  
**To:** [REDACTED] <[baringa@actweb.net](mailto:baringa@actweb.net)>  
**Subject:** Compliance Audit Action

Hi [REDACTED]

I have just worked my way through the evidence you submitted in December to address the areas of non-compliance identified at the service. Thank you for sending these through to me as information became available.

Can you provide an update regarding:

- The fencing-how are you minimising the risk of children potentially going through, over or under it while you are waiting for the fence to be repaired? Have you received any confirmation as to when the fence will be repaired?
- The ceiling-how are you minimising the risk to children and adults in attendance while you are waiting for the ceiling to be repaired? I haven't been able to ascertain from the email correspondence if any interim maintenance measures have been taken to ensure that debris and water falling from the ceiling doesn't pose a hazard?

With regard to the other areas of non-compliance:

- Regulation 167-The template provided is blank, and does not contain all required information. Could you please revisit regulation 167, develop a system to record the information regulation 167 specifies and back date the record to reflect the services compliance history since the introduction of the Education and Care Services National Law and Regulations? Once this is complete can you please email to me by Friday 12 January 2018?

In relation to the other areas of non-compliance thank you for your prompt action.

Please let me know should you have any questions/concerns.

*kindest Regards*

*Jessica Annerley*

Jessica Annerley | Authorised Officer, Quality Assurance Team | Email: [jessica.annerley@act.gov.au](mailto:jessica.annerley@act.gov.au)

Phone +61 2 62078092 | Fax 02 62071128

Children's Education and Care Assurance | Early Childhood Policy and Regulation | Education | ACT Government  
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[www.det.act.gov.au](http://www.det.act.gov.au) | [Facebook](#) | [Twitter](#) | [Pinterest](#) | [LinkedIn](#) | [Google+](#)

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