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Notification of a Critical Incident

(Completed by Executive Officer in consultation with Principal or delegate)

Incident #	IN14012		
Status of incident (Critical/Non-Critical)	Critical Incident: File ref: 2014/00406		
Type of incident (violence, fire/smoke, etc)	accident or injury	If other provide further details:	
Network	North Gungahlin Network		
School	[REDACTED]		
Date of incident	[REDACTED] February 2014		
Time of Incident			
Principal	[REDACTED]		
Reporting Officer's name & position	Nance O'Brien Executive Officer		
What occurred? (Dot point order of events succinctly)	• On [REDACTED] February 2014, at the [REDACTED] School swimming carnival [REDACTED] • [REDACTED] there were staff from the school supervising the students. • [REDACTED] • The teacher and pool staff administered first aid. • The parents and ambulance were called [REDACTED] • [REDACTED] • [REDACTED] • The Principal has advised the school has completed all the appropriate paperwork and has followed the procedures outlined in the swimming policy. • The school will be providing updates as information becomes available. UPDATE: • [REDACTED] • The Director-General has requested an investigation of the critical incident to be undertaken to check the implementation of policy and procedure, the response to the incident and the follow up.		
Any injuries?	Yes ☐ No ☒	Details: The student has been reported well.	
Police involvement?	Yes ☐ No ☒	Details:	
Other emergency services? If yes, which service?	Yes ☒ No ☐	Details: The Ambulance attended the incident.	
Has counselling been organised /provided?	Yes ☒ No ☐	Details: Counselling has been offered to staff and students.	

Parents contacted? Yes ☒ No ☐	Details: The parents were contacted immediately
School's Network Leader	Judy Hamilton
Date cleared	February 2014
Method of clearance:	verbally
Date to SPA and ETD Media & Communications	February 2014
Senior Policy Advisor to complete	
Deputy Director-General clearance (signature)	
Date cleared	
Incident Status Confirmed Yes ☐ No ☐	
Further Distribution to:	
For critical incidents only - date sent to Minister's Office	

Notification of a Critical Incident

(Completed by Executive Officer in consultation with Principal or delegate)

Incident #	IN14 023	
Status of Incident (Critical/Non-Critical)	Critical Incident: File ref: 2013/01419	
Type of Incident (violence, fire/smoke, etc)	internal fire/smoke:explosion electrical fault	If other provide further details:
Network	Tuggeranong Network	
School	Gowrie Primary School	
Date of Incident	06/05/2014	
Time of Incident	2:00pm	
Principal	Meegan Stuart	
Reporting Officer's name & position	Meegan Stuart Principal	
What occurred? (Dot point order of events succinctly)	• On Tuesday 6 May 2014, an electrical incident occurred with a member of staff. • The staff member was immediately provided with medical assistance and [REDACTED] • The Directorate convened an Emergency Response Management Team, lead by the Director of Governance and Assurance. • Initial investigations were conducted by ACTEW AGL and, in conjunction with the Emergency Response Management Team, the decision was made to close the school site for Wednesday 7 May to allow investigators to identify and rectify the causes. • An alternate education program for students on Wednesday 7 May was identified and all families were notified by phone. UPDATE Thursday 8 May 2014 • The Emergency Response Management Team met and following advice from the regulator, the decision was made to keep the school closed for Thursday 8 May and Friday.	
Any injuries?	Yes ☒ No ☐	Details: [REDACTED]
Police involvement?	Yes ☐ No ☒	Details:
Other emergency services? If yes, which service?	Yes ☒ No ☐	Details: ACT Ambulance
Has counselling been organised /provided?	Yes ☒ No ☐	Details: Senior psychologists and representatives from Davidson Trahaire
Parents contacted?	Yes ☒ No ☐	Details: All parents were notified by phone.
Schools Network Leader	Stephen Gwilliam	
Date cleared	07/05/2014	
Method of clearance:	verbal	
Date to SPA and ETD Media & Communications		
Senior Policy Advisor to complete		

Deputy Director-General clearance (signature)	
Date cleared	
Incident Status Confirmed Yes ☐ No ☐	
Further Distribution to:	
For critical incidents only - date sent to Minister's Office	

Notification of a Critical Incident

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Incident #	IN14 025	
Status of incident (Critical/Non-Critical)	Critical Incident: File ref: 2013/01419	
Type of incident (violence, fire/smoke, etc)	Other	If other provide further details: Student difficulty in water
Network	South Weston Network	
School	[REDACTED]	
Date of incident	[REDACTED] 05/2014	
Time of Incident	[REDACTED]	
Principal	[REDACTED]	
Reporting Officer's name & position	[REDACTED] Principal	
What occurred? (Dot point order of events succinctly)	- During a school activity [REDACTED] this morning, a student [REDACTED] got into difficulty. - Emergency services assisted [REDACTED] - The student was then released into the parent's care. - Appropriate processes were followed in responding to this incident. The student did not sustain any injuries.	
Any injuries?	Yes ☐ No ☒	Details:
Police involvement?	Yes ☒ No ☐	Details:
Other emergency services? If yes, which service?	Yes ☒ No ☐	Details: ACT Ambulance
Has counselling been organised /provided?	Yes ☐ No ☒	Details:
Parents contacted?	Yes ☒ No ☐	Details: [REDACTED]
Schools Network Leader Date cleared Method of clearance:	Anne Huard [REDACTED] 05/2014 verbal	
Date to SPA and ETD Media & Communications		
Senior Policy Advisor to complete		
Deputy Director-General clearance (signature)		
Date cleared		
Incident Status Confirmed	Yes ☐ No ☐	
Further Distribution to:		
For critical incidents only - date sent to Minister's Office		

Notification of a Critical Incident

(Completed by Executive Officer in consultation with Principal or delegate)

Incident #	IN14 030		
Status of incident (Critical/Non-Critical)	Critical Incident: File ref: 2013/01419		
Type of incident (violence, fire/smoke, etc)	lockdown, evacuation or temporary closure	If other provide further details:	
Network	Tuggeranong Network		
School	[REDACTED]		
Date of incident	[REDACTED] June 2014		
Time of Incident	[REDACTED]		
Principal	[REDACTED]		
Reporting Officer's name & position	[REDACTED] Principal		
What occurred? (Dot point order of events succinctly)	• [REDACTED] today [REDACTED] intruders entered school grounds [REDACTED] • [REDACTED] • The police were contacted and the intruders left the school grounds immediately. • The intruders returned a short while later and the principal initiated lockdown procedures. • The police arrived and apprehended the intruders. • The school was in lockdown for 20 minutes. • [REDACTED] • Executive staff went from class to class to debrief staff and students.		
Any injuries?	Yes ☒ No ☐	Details: [REDACTED]	
Police involvement?	Yes ☒ No ☐	Details: Police incident number [REDACTED]	
Other emergency services? If yes, which service?	Yes ☐ No ☒	Details:	
Has counselling been organised /provided?	Yes ☐ No ☒	Details:	
Parents contacted?	Yes ☒ No ☐	Details: A community letter was constructed in consultation with ETD Media and Communications.	
Schools Network Leader	Stephen Gwilliam		
Date cleared	[REDACTED] June 2014		
Method of clearance:	verbal		
Date to SPA and ETD Media & Communications			
Senior Policy Advisor to complete			
Deputy Director-General clearance (signature)			
Date cleared			

Incident Status Confirmed	Yes ☐ No ☐	
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Notification of a Critical Incident

(Completed by Executive Officer in consultation with Principal or delegate)

Incident #	IN14031	
Status of incident (Critical/Non-Critical)	Critical Incident: File ref: 2014/00406	
Type of incident (violence, fire/smoke, etc)		If other provide further details:
Network		
School		
Date of incident	2014	
Time of Incident		
Principal		
Reporting Officer's name & position	Executive Officer	
What occurred? (Dot point order of events succinctly)	- On 2014, the school was informed - Additional and ongoing support from senior psychologists has been provided to the school from 2014.	
Any injuries?	Yes ☐ No ☐	Details: N/A
Police involvement?	Yes ☐ No ☐	Details: N/A
Other emergency services? If yes, which service?	Yes ☐ No ☐	Details: N/A
Has counselling been organised /provided?	Yes ☒ No ☐	Details: The school has received significant support and additional counselling has been provided to the school.
Parents contacted?	Yes ☒ No ☐	Details:
Schools Network Leader Date cleared Method of clearance:	2014 verbal	
Date to SPA and ETD Media & Communications Senior Policy Advisor to complete		
Deputy Director-General clearance (signature)		
Date cleared		
Incident Status Confirmed	Yes ☐ No ☐	
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Notification of a Critical Incident

(Completed by Executive Officer in consultation with Principal or delegate)

Incident #	IN14 034	
Status of incident (Critical/Non-Critical)	Critical Incident: File ref: 2013/01419	
Type of incident (violence, fire/smoke, etc)		If other provide further details:
Network		
School		
Date of incident	2014	
Time of Incident		
Principal		
Reporting Officer's name & position	Principal	
What occurred? (Dot point order of events succinctly)	- On 2014, the school was informed - Additional and ongoing support from the psychologist has been provided to the school from 2014. - EAP support has been offered to staff and the School Network Leader is in attendance.	
Any injuries?	Yes ☐ No ☐	Details: N/A
Police involvement?	Yes ☐ No ☐	Details: N/A
Other emergency services? If yes, which service?.	Yes ☐ No ☐	Details: N/A
Has counselling been organised /provided?	Yes ☒ No ☐	Details: The psychologist from has been directed to provide additional support as required by the principal.
Parents contacted?	Yes ☒ No ☐	Details:
Schools Network Leader		
Date cleared	2014	
Method of clearance:	verbal	
Date to SPA and ETD Media & Communications		
Senior Policy Advisor to complete		
Deputy Director-General clearance (signature)		
Date cleared		
Incident Status Confirmed	Yes ☐ No ☐	
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Notification of a Critical Incident

(Completed by Executive Officer in consultation with Principal or delegate)

Incident #	IN14037	
Status of incident (Critical/Non-Critical)	Critical Incident: File ref: 2014/00406	
Type of incident (violence, fire/smoke, etc)	internal fire/smoke:explosion electrical fault	If other provide further details:
Network	Belconnen Network	
School	Belconnen High School	
Date of incident	Monday 18 August 2014	
Time of Incident	11:00am	
Principal	Dave McCarthy	
Reporting Officer's name & position	Diana Whymark Deputy Principal	
What occurred? (Dot point order of events succinctly)	- At 11am on Monday 18 August, an electrical fire started in a storeroom at Belconnen High School. - The fire evacuation system was triggered and staff and students were evacuated safely. - ACT Fire and Rescue attended and the fire was extinguished. - ACTEW, ACTPLA and Directorate staff attended to provide support. - Classes resumed as normal on Tuesday 19 August.	
Any injuries? Yes ☐ No ☒ Details:		
Police involvement? Yes ☐ No ☒ Details:		
Other emergency services? Yes ☒ No ☐ Details: ACT Fire and Rescue If yes, which service?		
Has counselling been organised /provided? Yes ☐ No ☒ Details:		
Parents contacted? Yes ☒ No ☐ Details: The school sent an email to parents informing them of the incident.		
Schools Network Leader Date cleared Method of clearance:		Anne Huard 19/08/2014 Verbal
Date to SPA and ETD Media & Communications Senior Policy Advisor to complete		
Deputy Director-General clearance (signature)		
Date cleared		
Incident Status Confirmed Yes ☐ No ☐		
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Notification of a Critical Incident

(Completed by Executive Officer in consultation with Principal or delegate)

Incident #	IN14039		
Status of Incident (Critical/Non-Critical)	Critical Incident: File ref: 2014/00406		
Type of incident (violence, fire/smoke, etc)	serious medical, physical or psychological injury	If other provide further details:	
Network	Tuggeranong Network		
School	[REDACTED]		
Date of incident	[REDACTED] 09/2014		
Time of Incident	[REDACTED]		
Principal	[REDACTED]		
Reporting Officer's name & position	[REDACTED] principal		
What occurred? (Dot point order of events succinctly)	• At [REDACTED] today a [REDACTED] student was accidentally bumped [REDACTED] in the classroom. • [REDACTED] • [REDACTED] began immediate first-aid whilst the ambulance and the student's parents were called. • [REDACTED] • The ambulance arrived [REDACTED] • [REDACTED]		
Any injuries?	Yes ☐ No ☒	Details:	
Police involvement?	Yes ☐ No ☒	Details:	
Other emergency services? If yes, which service?	Yes ☒ No ☐	Details: ACT Ambulance	
Has counselling been organised /provided?	Yes ☒ No ☐	Details: staff involved have been offered counselling	
Parents contacted?	Yes ☒ No ☐	Details: The mother of the student was notified [REDACTED]	
Schools Network Leader	Wayne Prowse		
Date cleared	[REDACTED] 09/2014		
Method of clearance:	verbal		
Date to SPA and ETD Media & Communications			
Senior Policy Advisor to complete			
Deputy Director-General clearance (signature)			
Date cleared			
Incident Status Confirmed	Yes ☐ No ☐		
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Notification of a Critical Incident

(Completed by Executive Officer in consultation with Principal or delegate)

Incident #	IN14055		
Status of incident (Critical/Non-Critical)	Critical Incident: File ref: 2014/00406		
Type of incident (violence, fire/smoke, etc)	violence or serious physical assault	If other provide further details:	
Network	South Weston Network		
School	[REDACTED]		
Date of incident	[REDACTED] 11/2014		
Time of Incident	[REDACTED]		
Principal	[REDACTED]		
Reporting Officer's name & position	[REDACTED] Principal		
What occurred? (Dot point order of events succinctly)	- The Office for Schools was advised [REDACTED] today that [REDACTED] was in lock down as a result of an altercation at the school. - The initial altercation was between [REDACTED] students. - Following the first altercation, a further [REDACTED] students [REDACTED] - A lock down was put in place and all students remained in their classrooms. - Police were called. - Parents for all students were contacted [REDACTED] - The lockdown was lifted at [REDACTED] - Police from Tuggeranong attended.		
Any injuries?	Yes ☐ No ☒	Details:	
Police involvement?	Yes ☒ No ☐	Details: Incident Number [REDACTED]	
Other emergency services? If yes, which service?	Yes ☐ No ☒	Details:	
Has counselling been organised /provided?	Yes ☐ No ☒	Details:	
Parents contacted?	Yes ☒ No ☐	Details: All parents have been advised [REDACTED]	
Schools Network Leader	Wayne Prowse		
Date cleared	[REDACTED] 11/2014		
Method of clearance:	verbal		
Date to SPA and ETD Media & Communications			
Senior Policy Advisor to complete			
Deputy Director-General clearance (signature)			
Date cleared			
Incident Status Confirmed	Yes ☐ No ☐		
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Notification of a Critical Incident

(Completed by Executive Officer in consultation with Principal or delegate)

Incident #	IN14057	
Status of Incident (Critical/Non-Critical)	Critical Incident: File ref: 2014/00406	
Type of incident (violence, fire/smoke, etc)	violence or serious physical assault	If other provide further details:
Network	Belconnen Network	
School	[REDACTED]	
Date of incident	[REDACTED] 11/2014	
Time of Incident	[REDACTED]	
Principal	[REDACTED]	
Reporting Officer's name & position	[REDACTED] Principal	
What occurred? (Dot point order of events succinctly)	- On [REDACTED] November 2014 [REDACTED] was put into lock down as a result of an incident at the school. - The incident followed a disagreement between [REDACTED] students [REDACTED] [REDACTED] [REDACTED] - When teachers investigated the [REDACTED] disagreement, [REDACTED] [REDACTED] - A lock down was put in place and all students remained in their classrooms. - The lock down was for 25 minutes. - The student's parents and police were contacted. - Police attended [REDACTED] [REDACTED] [REDACTED] - A note was sent home to all families informing them of the lockdown and offering additional counselling and support if required.	
Any injuries?	Yes ☐ No ☒	Details:
Police involvement?	Yes ☒ No ☐	Details: Incident Number [REDACTED]
Other emergency services? If yes, which service?	Yes ☐ No ☒	Details:
Has counselling been organised /provided?	Yes ☒ No ☐	Details: Counselling was provided following the incident
Parents contacted?	Yes ☒ No ☐	Details: A note went home to all families informing them of the incident and offering additional support if required.
Schools Network Leader Date cleared Method of clearance:	Anne Huard [REDACTED] 11/2014 verbal	
Date to SPA and ETD Media & Communications		
Senior Policy Advisor to complete		
Deputy Director-General clearance (signature) Date cleared		
Incident Status Confirmed	Yes ☐ No ☐	Page 1

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