

Fairburn, Janine

From: [REDACTED]
Sent: Tuesday, 14 May 2019 2:57 PM
To: Masterman, Tanya
Subject: Re: Brindabella Christian College Early Learning Centre
Attachments: Direct Complaint Form - Online Submission.pdf

I've attached the completed form.

Thanks.
[REDACTED]

On Tue, May 14, 2019 at 1:58 PM Masterman, Tanya <Tanya.Masterman@act.gov.au> wrote:

UNCLASSIFIED

[REDACTED]
Thank you very much for your call this afternoon. [REDACTED] we appreciate that you made the effort to call and let us know of your concerns.

As mentioned, here is our Direct Complaint form. I would be grateful if you could fill out as much detail as possible and return directly to me (not to the address on the form).

Yours sincerely

Tanya Masterman | Senior Investigator

Phone 02 6205 2012 | Email tanya.masterman@act.gov.au

Early Childhood Policy and Regulation | Education | ACT Government

Level 3, Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive, Stirling 2611

GPO Box 158 Canberra ACT 2601

www.education.act.gov.au

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient:
- please notify the sender and delete all copies of this transmission along with any attachments immediately.
- you should not copy or use it for any purpose, nor disclose its contents to any other person.



Instructions

This form should be used to lodge a complaint to the ACT Regulatory Authority in circumstances where your complaint alleges possible offences and/or engage a risk to the safety, health and wellbeing of children or a child attending an education and care service.

The completed form should be forwarded to complaintsCECA@act.gov.au

The Authority is obligated to protect personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles contained in the Privacy Amendment (Enhancing Privacy Protection) Act 2012. Information provided in this form would only be shared subject to the information sharing provisions under the relevant Legislation.

Direct Complaint Form - Online

Date completing form:	14 May 2019
Time completing form:	2:10
Your full name:	[REDACTED]
Contact details: (phone and email)	[REDACTED]
Service to which the complaint relates?	Brindabella Christian College, Early Learning Centre, Charnwood campus
Has the complaint been raised directly with the service? If yes what was the response? If <i>not</i> why?	[REDACTED]
Complainant's relationship to the service (how long have you had an association <i>parent/educator</i> for)?	[REDACTED]
Date/time of incident/ issue to which the complaint relates. If unknown, approximate timeframes?	14 of May 2019 between 9am - 12pm.
If delay in reporting, reasons for delay?	



Name of children (in full if possible) involved in the incident/ issue to which the complaint relates?	[Redacted]
Age of Children (DOB if possible and relevant?)	[Redacted]
Name of educator(s), staff member(s) or other persons involved?	[Redacted]
<p>Details of the incident/issue:</p> <p><i>Consider details such as:</i></p> <p><i>What happened?</i></p> <p><i>Where did it happen?</i></p> <p><i>Has it ever happened before?</i></p> <p><i>Has it happened to anyone else?</i></p> <p><i>Who was present?</i></p> <p><i>Who was involved?</i></p> <p><i>Have you discussed the incident/issue with anyone else?</i></p> <p><i>Has any action been taken?</i></p>	[Redacted]



Did you make any notes at the time, or send any emails? Are you prepared to provide a copy?	
If necessary would you be prepared to make a statement?	
Is there any other information (documents, memos, emails etc) that you may have that would substantiate the allegation(s)?	

Fairburn, Janine

From: Masterman, Tanya
Sent: Tuesday, 14 May 2019 3:10 PM
To: [REDACTED]
Subject: RE: Brindabella Christian College Early Learning Centre

UNCLASSIFIED

Thank you [REDACTED]. Your complaint will now proceed through our initial assessment processes and we will be in contact shortly.

Yours sincerely

Tanya Masterman | Senior Investigator
Phone 02 6205 2012 | Email tanya.masterman@act.gov.au
Early Childhood Policy and Regulation | Education | ACT Government
Level 3, Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive, Stirling 2611
PO Box 158 Canberra ACT 2601
www.education.act.gov.au

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient:
- please notify the sender and delete all copies of this transmission along with any attachments immediately.
- you should not copy or use it for any purpose, nor disclose its contents to any other person.

From: [REDACTED]
Sent: Tuesday, 14 May 2019 2:57 PM
To: Masterman, Tanya <Tanya.Masterman@act.gov.au>
Subject: Re: Brindabella Christian College Early Learning Centre

I've attached the completed form.

Thanks.
[REDACTED]

On Tue, May 14, 2019 at 1:58 PM Masterman, Tanya <Tanya.Masterman@act.gov.au> wrote:

UNCLASSIFIED

Dear [REDACTED]

Thank you very much for your call this afternoon. [REDACTED] we appreciate that you made the effort to call and let us know of your concerns.

As mentioned, here is our Direct Complaint form. I would be grateful if you could fill out as much detail as possible and return directly to me (not to the address on the form).

Yours sincerely

Tanya Masterman | Senior Investigator

Phone 02 6205 2012 | Email tanya.masterman@act.gov.au

Early Childhood Policy and Regulation | Education | ACT Government

Level 3, Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive, Stirling 2611

GPO Box 158 Canberra ACT 2601

www.education.act.gov.au

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient:
- please notify the sender and delete all copies of this transmission along with any attachments immediately.
you should not copy or use it for any purpose, nor disclose its contents to any other person.

Triage Assessment Record – Notification and Direct Compliant

Background:

Triage meeting date:	20 May 2019
Triage team members present at assessment:	JA, JM, JF, CB, TM
Provider (Name and Number):	Brindabella Christian College ELC Charnwood
Service (Name and Number):	Brindabella Christian Education Pty Ltd
Date of incident/ receipt of complaint:	N/A
Date of Notification to CECA:	N/A
Date of Direct Complaint:	13 May 2019
NQA ITS Reference:	COM-00043441

Statement of Allegation or Incident:

Allegations, raised [REDACTED] of inappropriate discipline and interactions, inclusive of force feeding, restraining of a child and threatening children by educators in the [REDACTED] room

Do we suspect an offence has or may be committed: X Yes No

Offence that may have been engaged and information relied on to determine:

(Information re determining factors)

S 166 – Offence to use inappropriate discipline – based on allegation that food was withheld as a behaviour management strategy

S 167 – Offence relating to the protection of children from harm and hazards – feeding child food contrary to parents request.

Action required:

Action	Yes/No	Factors considered in deciding action and key points for enquiries.
Risk Audit	No	
Investigation	Yes	Severity of allegation warrants investigation. Initial investigation task - take statement from complainant S215 Notice to Provider for prescribed documents

Referral to other agencies:

	CYPS		AFP		WWVP	
Factors considered in referral	N/A					

Assessment of risk:

Risk Rating	High	X	Medium		Low	
Factors considered in determining the risk rating	Provider is unaware of the allegations.					

Risk Factors:

Risk Factors	Harms	X	Hazards	X	Governance	X
	Educator (individual) – intentional neglect, harm or incompetence	X	Health, safety and wellbeing -health -hygiene -risk assessment and management	X	Policies and procedures	
	Supervision		Safe premises and equipment -maintenance -Access to chemicals and medication		Recruitment and induction processes Staff management	X
	Staffing levels/ ratios		Incident, injury, trauma and illness -notification to parents -Record		Maintain Documentation -Child assessment -Incident, injury and trauma -Medication -child attendance -Child enrolment	
	Staffing qualifications/ first aid		Fencing and security		Risk assessment/ Management	

Investigation use only:

Allocated to Lead Investigator:	
Lead Investigators acceptance including reasonable suspicion that offence may have been or may be being committed against the Law to enable investigation powers.	(Note acceptance and information relied on to form suspicion)

Fairburn, Janine

From: Masterman, Tanya
Sent: Thursday, 23 May 2019 8:06 AM
To: [REDACTED]
Subject: RE: Brindabella Christian College Early Learning Centre
Attachments: Section 215 Notice [REDACTED].pdf

UNCLASSIFIED

Dear [REDACTED]

Thank you for replying. I've scheduled the interview for 2.00pm.

I've attached a formal notice under section 215 of the *Education and Care Services National Law*, in accordance with our usual procedure. Please do not be concerned about the formal nature of the notice – it contains important protections for educators when giving evidence to the Regulatory Authority.

I will meet you in our foyer at 2.00pm tomorrow. I'm not sure if you've been to the Hedley Beare Centre before, but there is plenty of free parking.

Yours sincerely

Tanya Masterman | Senior Investigator
Phone 02 6205 2012 | Email tanya.masterman@act.gov.au
Early Childhood Policy and Regulation | Education | ACT Government
Level 3, Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive, Stirling 2611
GPO Box 158 Canberra ACT 2601
www.education.act.gov.au

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient:
- please notify the sender and delete all copies of this transmission along with any attachments immediately.
- you should not copy or use it for any purpose, nor disclose its contents to any other person.

om [REDACTED]

Sent: Wednesday, 22 May 2019 10:30 AM
To: Masterman, Tanya <Tanya.Masterman@act.gov.au>
Subject: Re: Brindabella Christian College Early Learning Centre

Hi, [REDACTED]

Sent from my iPhone

On 22 May 2019, at 8:46 am, Masterman, Tanya <Tanya.Masterman@act.gov.au> wrote:

UNCLASSIFIED

Hi [REDACTED]

I'm afraid I'm tied up all day tomorrow, but how about Friday?

I'm about to go into a meeting, so will try and call you when I am finished.

Yours sincerely

Tanya Masterman | Senior Investigator
Phone 02 6205 2012 | Email tanya.masterman@act.gov.au
Early Childhood Policy and Regulation | Education | ACT Government
Level 3, Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive, Stirling 2611
GPO Box 158 Canberra ACT 2601
www.education.act.gov.au

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient:
- please notify the sender and delete all copies of this transmission along with any attachments immediately.
- you should not copy or use it for any purpose, nor disclose its contents to any other person.

From: [REDACTED]
Sent: Wednesday, 22 May 2019 8:33 AM
To: Masterman, Tanya <Tanya.Masterman@act.gov.au>
Subject: Re: Brindabella Christian College Early Learning Centre

Hi, sorry you haven't been able to reach me by phone. Would tomorrow be okay ?

Sent from my iPhone

On 21 May 2019, at 12:07 pm, Masterman, Tanya <Tanya.Masterman@act.gov.au> wrote:

UNCLASSIFIED

Dea [REDACTED]

I tried to call you, but it went to voicemail so thought I would email instead.

Yesterday, our management committee decided that a formal investigation would be conducted into the concerns raised by you.

I would like to make a time to meet with you to prepare a formal statement. At that time I will explain our investigative process to you.

We usually interview witnesses at our office in Stirling and you are very welcome to bring someone with you – a friend or relative.

Given the seriousness of the allegations, I'd like to have that meeting either late this week or next week. Could you please give me some indication of your availability?

Yours sincerely

Tanya Masterman | Senior Investigator
Phone 02 6205 2012 | Email tanya.masterman@act.gov.au
Early Childhood Policy and Regulation | Education | ACT Government
Level 3, Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive, Stirling 2611
GPO Box 158 Canberra ACT 2601
www.education.act.gov.au

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient:
- please notify the sender and delete all copies of this transmission along with any attachments immediately.
- you should not copy or use it for any purpose, nor disclose its contents to any other person.



[REDACTED]

Email: [REDACTED]

Dear [REDACTED]

**Notice under Section 215 of the *Education and Care Services National Law (ACT) Act 2011* –
Power of Regulatory Authority to obtain information, documents and evidence
by notice from specified person**

This is a notice issued under section 215 of the *Education and Care Services National Law (ACT) Act 2011* (National Law). I have been delegated the powers of the Regulatory Authority under section 215 of the National Law.

Based on evidence I have available to me I am satisfied that there are grounds to suspect that offences have, or may have, been committed at Brindabella Christian College ELC – Charnwood SE-00011290 that warrant this notification to be issued.

I believe that you can provide me with information and/or give evidence relevant to a matter currently under investigation.

In order to assist our investigation, and for the purpose of discussing what you may know of the incident and any other associated matters, I require you to attend before me at:

Location: Office of Children's Education and Care Assurance (CECA)
Hedley Beare Centre for Teaching and Learning
51 Fremantle Drive, STIRLING ACT 2611

Date: Friday 24 May 2019

Time: 2:00pm

A typed statement will be prepared during the interview and you will be provided with a copy once the investigation is complete.

You may bring a support person to the interview. Any support person should not be anyone who may be involved in the investigation – such as anyone from the service or provider. Please also advise whether you require an interpreter to assist you.

Please be aware that a disclosure of information or provision of documents to the Regulatory Authority pursuant to a request made under section 215 (2) of the National Law is defined as a protected disclosure.

Required Warnings under National Law

Please note there are offences for failing to comply with this notice and/or providing false and misleading information:

Pursuant to section 217 of the National Law, a person must not refuse or fail to comply with a requirement under section 215 or 216 to the extent that the person is capable of complying with that requirement.

Penalty: \$8000 in the case of an individual.

Penalty: \$40,000 in any other case.

Pursuant to section 218 of the National law, a person must not obstruct or hinder the Regulatory Authority in exercising a power under section 215 or 216.

Penalty: \$8000 in the case of an individual.

\$40,000 in any other case.

Pursuant to section 219 of the National Law, a person is not excused from complying with a notice or requirement under section 215 or 216 on the ground that complying with the notice or requirement may result in information being provided that might tend to incriminate the person.

Pursuant to section 295 a person must not give the Regulatory Authority or an authorised officer under this Law any information or documents that the person knows is false or misleading.

Penalty: \$6000 in the case of an individual.


\$30,000 in any other case.

Other relevant excerpts of the National Law have been attached to this Notice for your convenience. You can access the complete National Law and Regulations at <http://www.acecqa.gov.au/national-law>.

Please confirm your attendance at the interview and provide details of your support person (if any), by contacting me on (02) 6205 2012.

If you have any queries, concerns or would like clarification in relation to this notice, please contact me.

Yours sincerely


Anya Masterman
Senior Investigator
Children's Education and Care Assurance
Early Childhood Regulation
Education Directorate

23 May 2019

Education and Care Services National Law (ACT) Act 2011

Section 215: Power of Regulatory Authority to obtain information, documents and evidence by notice

- (1) This section applies if the Regulatory Authority reasonably suspects that an offence has or may have been committed against this Law.
- (2) The Regulatory Authority may, by written notice, require a specified person—
- (a) to provide to the Regulatory Authority, in writing signed by that person or, if the person is not an individual, by a competent officer of that person, within the time and in the manner specified in the notice, any relevant information that is specified in the notice; or
 - (b) to produce to the Regulatory Authority, or to a person specified in the notice acting on the Regulatory Authority's behalf, in accordance with the notice, any relevant document referred to in the notice; or
 - (c) to appear before the Regulatory Authority, or a person specified in the notice acting on the Regulatory Authority's behalf, at a time and place specified in the notice to give any evidence or to produce any relevant document specified in the notice.
- (3) The notice must—
- (a) warn the person that failure or refusal to comply with the notice would constitute an offence; and
 - (b) warn the person about the effect of sections 217, 218 and 219.
- (4) The Regulatory Authority or the person specified in the notice acting on the Regulatory Authority's behalf may require the evidence referred to in subsection (2)(c) to be given on oath or affirmation and for that purpose may administer an oath or affirmation.
- (5) The person may give evidence under subsection (2)(c) by telephone or video conference or other electronic means unless the Regulatory Authority, on reasonable grounds, requires the person to give that evidence in person.
- (6) In this section, *specified person* has the meaning given in section 206(4).

Protection from reprisal

296 Definitions

In this Division—*protected disclosure* means a disclosure of information or provision of documents to the Regulatory Authority—

- (a) pursuant to a request under this Law; or
- (b) where the person making the disclosure has a reasonable belief that—
 - (i) an offence against this Law has been or is being committed; or
 - (ii) the safety, health or wellbeing of a child or children being educated and cared for by an education and care service is at risk;

serious detrimental action includes dismissal, involuntary transfer, loss of promotion and demotion.

297 Protection from reprisal

(1) A person must not take serious detrimental action against a person in reprisal for a protected disclosure.

Penalty: \$10 000 in the case of an individual.
 \$50 000 in any other case.

(2) A person takes serious detrimental action in reprisal for a protected disclosure if—

(a) the person takes or threatens to take the action because—

(i) a person has made, or intends to make, a protected disclosure; or

(ii) the person believes that a person has made or intends to make the protected disclosure; or

(b) the person incites or permits another person to take or threaten to take the action for either of those reasons.

(3) In determining whether a person takes serious detrimental action in reprisal, it is irrelevant whether or not a reason referred to in subsection (2) is the only or dominant reason as long as it is a substantial reason.

298 Proceedings for damages for reprisal

(1) A person who takes serious detrimental action against a person in reprisal for a protected disclosure is liable in damages to that person.

(2) The damages may be recovered in proceedings as for a tort in any court of competent jurisdiction.

(3) Any remedy that may be granted by a court with respect to a tort, including exemplary damages, may be granted by a court in proceedings under this section.

(4) The right of a person to bring proceedings for damages does not affect any other right or remedy available to the person arising from the serious detrimental action.

Fairburn, Janine

From: Masterman, Tanya
Sent: Thursday, 23 May 2019 10:52 AM
To: bcc@bcc.act.edu.au
Subject: Brindabella Christian College Early Learning Centre Charnwood - Section 215 Notice from Regulatory Authority
Attachments: Section 215 NOTICE to Provider.pdf

UNCLASSIFIED

Dear 

I am an Authorised Officer under the *Education and Care Services National Law*. The ACT Regulatory Authority has received a complaint indicating that the health, safety and wellbeing of children may have been compromised at the above Service on 14 May 2019.

Please find attached a notice under section 215 of the *National Law*, requiring production of documents by close of business on Tuesday 28 May 2019.

Please contact me if you have any queries about the attached notice.

Yours sincerely

Tanya Masterman | Senior Investigator
Phone 02 6205 2012 | Email tanya.masterman@act.gov.au
Early Childhood Policy and Regulation | Education | ACT Government
Level 3, Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive, Stirling 2611
GPO Box 158 Canberra ACT 2601
www.education.act.gov.au

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient:
- please notify the sender and delete all copies of this transmission along with any attachments immediately.
- you should not copy or use it for any purpose, nor disclose its contents to any other person.



[REDACTED]
 Person with Management or Control
 Brindabella Christian Education Ltd
 T/A Brindabella Christian College Early Learning Centre Charnwood

Email: bcc@bcc.act.edu.au

Dear [REDACTED]

**Notice under Section 215 of the *Education and Care Services National Law (ACT) Act 2011* –
 Power of Regulatory Authority to obtain information, documents and evidence by notice
 from specified person**

This is a notice issued under section 215 of the *Education and Care Services National Law (ACT) Act 2011* (National Law). I have been delegated the powers of the Regulatory Authority under section 215 of the National Law.

Based on evidence I have available to me I am satisfied that there are reasonable grounds to suspect that offences have, or may have, been committed at Brindabella Christian College Early Learning Centre Charnwood SE-00011290 (the Service) operated by Brindabella Christian Education Ltd PR-00005809 (the Provider), that warrant this notification to be issued.

I require you to produce to me the following information or documents:

- 1) Child attendance records for all children who attended the Service on 14 May 2019, as required by Regulation 158, including details of how the children are grouped in their rooms;
- 2) Working Directly with Children records for 14 May 2019, as required by Regulation 151;
- 3) Educator/staff records for all educators working at the Service on 14 May 2019, as required by Regulation 147;
- 4) Record of responsible person/s at the Service on 14 May 2019, as required by Regulation 150;
- 5) In addition to staff and nominated supervisor records we require their personal emails, personal telephone contact details and a copy of their Working with Vulnerable People (WWVP) registration cards;
- 6) Policies and procedures in relation to:
 - a) Sleep and rest for children (Regulation 168(2)(a)(v));
 - b) Staffing (Regulation 168(2)(i));
 - c) Interactions with Children (Regulation 168(2)(j)).

This information and documents should be provided, in writing, and signed, to Senior Investigator Tanya Masterman by close of business (COB) Tuesday 28 May 2019.

Information can be sent by email to tanya.masterman@act.gov.au or by post to:

Tanya Masterman, Senior Investigator
Children's Education and Care Assurance
PO Box 158
CANBERRA, ACT 2601.

Documentation and information can be provided by either hard copy documents, or electronically via email or USB device.

Required Warnings under National Law

Please note there are offences for failing to comply with this notice and/or providing false and misleading information:

Pursuant to section 217 of the National Law, a person must not refuse or fail to comply with a requirement under section 215 or 216 to the extent that the person is capable of complying with that requirement.

Penalty: \$8000 in the case of an individual.

Penalty: \$40,000 in any other case.

Pursuant to section 218 of the National law, a person must not obstruct or hinder the Regulatory Authority in exercising a power under section 215 or 216.

Penalty: \$8000 in the case of an individual.

\$40,000 in any other case.

Pursuant to section 219 of the National Law, a person is not excused from complying with a notice or requirement under section 215 or 216 on the ground that complying with the notice or requirement may result in information being provided that might tend to incriminate the person.

Pursuant to section 295 a person must not give the Regulatory Authority or an authorised officer under this Law any information or documents that the person knows is false or misleading.

Penalty: \$6000 in the case of an individual.

\$30,000 in any other case.

Other relevant excerpts of the National Law have been attached to this Notice for your convenience. You can access the complete National Law and Regulations at <http://www.acecqa.gov.au/national-law>.

Please contact me on (02) 6205 2012 if you have any questions or require any clarification about this notice.

Yours sincerely



Tanya Masterman
Senior Investigator
Children's Education and Care Assurance
Early Childhood Regulation
Education Directorate
23 May 2019

Education and Care Services National Law (ACT) Act 2011

Section 215: Power of Regulatory Authority to obtain information, documents and evidence by notice

- (1) This section applies if the Regulatory Authority reasonably suspects that an offence has or may have been committed against this Law.
- (2) The Regulatory Authority may, by written notice, require a specified person—
 - (a) to provide to the Regulatory Authority, in writing signed by that person or, if the person is not an individual, by a competent officer of that person, within the time and in the manner specified in the notice, any relevant information that is specified in the notice; or
 - (b) to produce to the Regulatory Authority, or to a person specified in the notice acting on the Regulatory Authority's behalf, in accordance with the notice, any relevant document referred to in the notice; or
 - (c) to appear before the Regulatory Authority, or a person specified in the notice acting on the Regulatory Authority's behalf, at a time and place specified in the notice to give any evidence or to produce any relevant document specified in the notice.
- (3) The notice must—
 - (a) warn the person that failure or refusal to comply with the notice would constitute an offence; and
 - (b) warn the person about the effect of sections 217, 218 and 219.
- (4) The Regulatory Authority or the person specified in the notice acting on the Regulatory Authority's behalf may require the evidence referred to in subsection (2)(c) to be given on oath or affirmation and for that purpose may administer an oath or affirmation.
- (5) The person may give evidence under subsection (2)(c) by telephone or video conference or other electronic means unless the Regulatory Authority, on reasonable grounds, requires the person to give that evidence in person.
- (6) In this section, *specified person* has the meaning given in section 206(4).

Fairburn, Janine

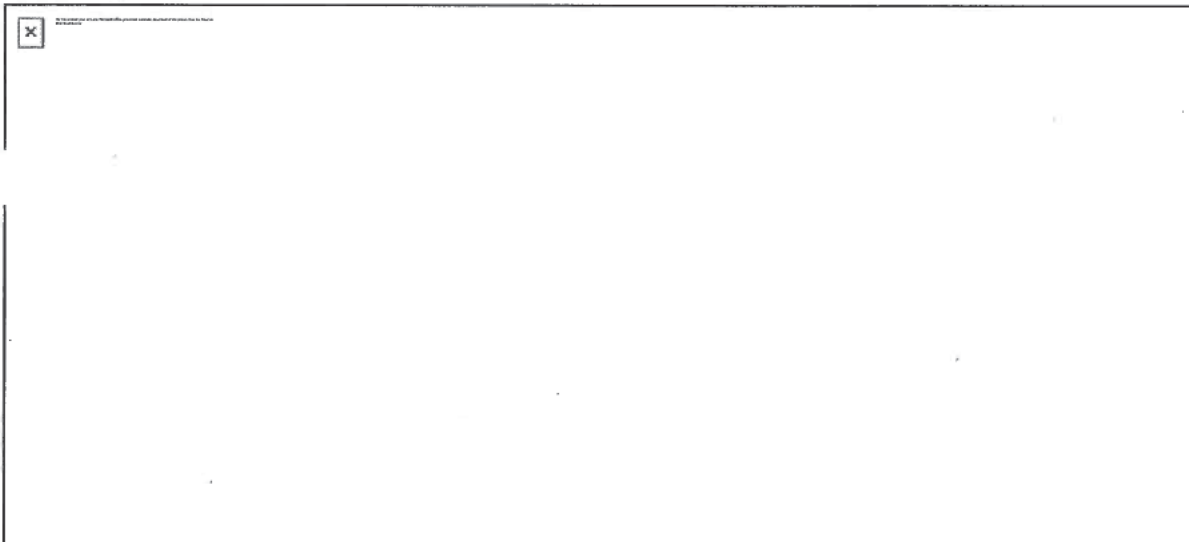
From: Brindabella Christian College <bcc@bcc.act.edu.au>
Sent: Thursday, 23 May 2019 10:52 AM
To: Masterman, Tanya
Subject: Automatic reply: Brindabella Christian College Early Learning Centre Charnwood - Section 215 Notice from Regulatory Authority

Thank you for contacting Brindabella Christian College, if your enquiry regards a specific area of the school please email the following address:

- Junior School Lyneham - rebeccajefferys@bcc.act.edu.au
- Junior School Charnwood - RichardGallagher@bcc.act.edu.au
- Middle School Lyneham - AngusWijnberg@bcc.act.edu.au
- Senior School Lyneham - PaulThompson@bcc.act.edu.au
- Sport - ChristineHarch@bcc.act.edu.au
- Performing Arts - JessRoberts@bcc.act.edu.au
- Early Learning Centre - Tammybrown@bcc.act.edu.au
- Careers Advisor - Careers@bcc.act.edu.au
- OSHC Lyneham - OSHClyneham@bcc.act.edu.au
- OSHC Charnwood - OSHCCharnwood@bcc.act.edu.au
- Finance - Finance@bcc.act.edu.au
- Enrolments - Enrolments@bcc.act.edu.au
- Matters for the Principal - Principal@bcc.act.edu.au
- IT Support - itsupport@bcc.act.edu.au

To notify the school that your child is absent please call 02 6248 7940. For enrolments please call 02 6180 8831. For all other enquiries please call reception on 02 6247 4644.

Kind regards,
BCC Admin Team



The contents of this email are confidential and are intended only to be read or used by the named addressee. Any unauthorised use of the contents is expressly prohibited. If you receive this email in error, please notify the administrator on +61 2 6247 4644 and immediately delete it from your system. You must not disclose, copy or use any part of this email if you are not the intended recipient

Fairburn, Janine

From: Brindabella Christian College <bcc@bcc.act.edu.au>
To: Masterman, Tanya
Sent: Thursday, 23 May 2019 11:14 AM
Subject: Read: Brindabella Christian College Early Learning Centre Charnwood - Section 215 Notice from Regulatory Authority

Your message

To: Brindabella Christian College
Subject: Brindabella Christian College Early Learning Centre Charnwood - Section 215 Notice from Regulatory Authority
Sent: Thursday, May 23, 2019 10:52:18 AM (UTC+10:00) Canberra, Melbourne, Sydney

was read on Thursday, May 23, 2019 11:13:25 AM (UTC+10:00) Canberra, Melbourne, Sydney.

Fairburn, Janine

From: [REDACTED]
Sent: Thursday, 23 May 2019 12:05 PM
To: Masterman, Tanya
Cc: [REDACTED]
Subject: Fwd: Brindabella Christian College Early Learning Centre Charnwood - Section 215 Notice from Regulatory Authority

Dear Ms Masterman,

Thank you for your advice and request. [REDACTED] will prepare the response. Please always direct your correspondence to [REDACTED] as our Nominated Supervisor, cc myself.

Regards [REDACTED]



Sent from my iPhone

Begin forwarded message:

From: Brindabella Christian College <bcc@bcc.act.edu.au>
Date: 23 May 2019 at 11:13:41 am AEST
To: [REDACTED]
Subject: FW: Brindabella Christian College Early Learning Centre Charnwood - Section 215 Notice from Regulatory Authority

FYI



From: Masterman, Tanya <Tanya.Masterman@act.gov.au>
Sent: Thursday, 23 May 2019 10:52 AM
To: Brindabella Christian College <bcc@bcc.act.edu.au>
Subject: Brindabella Christian College Early Learning Centre Charnwood - Section 215 Notice from Regulatory Authority

UNCLASSIFIED

Dear [REDACTED]

I am an Authorised Officer under the *Education and Care Services National Law*. The ACT Regulatory Authority has received a complaint indicating that the health, safety and wellbeing of children may have been compromised at the above Service on 14 May 2019.

Please find attached a notice under section 215 of the *National Law*, requiring production of documents by close of business on Tuesday 28 May 2019.

Please contact me if you have any queries about the attached notice.

Yours sincerely

Tanya Masterman | Senior Investigator

Phone 02 6205 2012 | Email tanya.masterman@act.gov.au

Early Childhood Policy and Regulation | Education | ACT Government

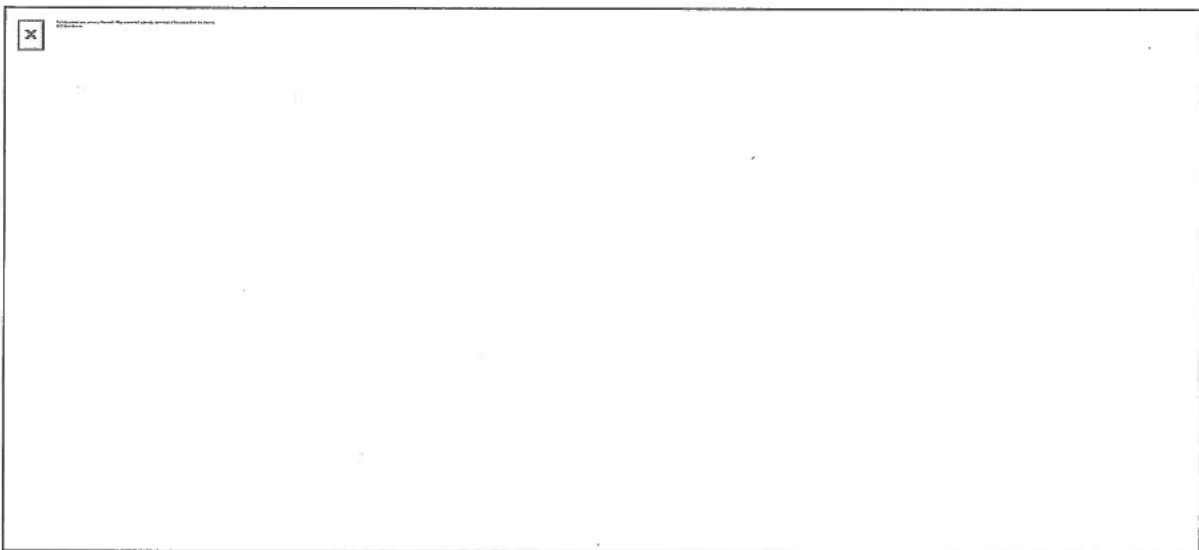
Level 3, Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive, Stirling 2611

GPO Box 158 Canberra ACT 2601

www.education.act.gov.au

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient:

- please notify the sender and delete all copies of this transmission along with any attachments immediately.
- you should not copy or use it for any purpose, nor disclose its contents to any other person.



The contents of this email are confidential and are intended only to be read or used by the named addressee. Any unauthorised use of the contents is expressly prohibited. If you receive this email in error, please notify the administrator on +61 2 6247 4644 and immediately delete it from your system. You must not disclose, copy or use any part of this email if you are not the intended recipient

Fairburn, Janine

From: [REDACTED]
Sent: Friday, 24 May 2019 6:47 PM
To: Masterman, Tanya
Subject: Re: Brindabella Christian College Early Learning Centre Charnwood - Section 215 Notice from Regulatory Authority

Hi Tanya,

Totally get it. Sending details to me when necessary will be fine.

Have an awesome weekend.

Regards [REDACTED]



Sent from my iPhone

On 24 May 2019, at 7:42 am, Masterman, Tanya <Tanya.Masterman@act.gov.au> wrote:

UNCLASSIFIED

Thank you [REDACTED]

Regarding your request, I can cc some correspondence to [REDACTED] but that will not always be appropriate. It depends on the circumstances [REDACTED] is not a Person with Management and Control and correspondence or notices to the Provider cannot be addressed to [REDACTED]. The notice was sent to you as the primary contact listed on the NQA ITS portal. If there is another Person with Management and Control who is a more appropriate contact for this sector, it may be advisable to change the primary contact details.

Yours sincerely

Tanya Masterman | Senior Investigator
Phone 02 6205 2012 | Email tanya.masterman@act.gov.au
Early Childhood Policy and Regulation | Education | ACT Government
Level 3, Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive, Stirling 2611
GPO Box 158 Canberra ACT 2601
www.education.act.gov.au

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient:
- please notify the sender and delete all copies of this transmission along with any attachments immediately.
- you should not copy or use it for any purpose, nor disclose its contents to any other person.

Fairburn, Janine

From: [REDACTED]@bcc.act.edu.au>
Sent: Tuesday, 28 May 2019 11:26 AM
To: Masterman, Tanya
Cc: [REDACTED]
Subject: Brindabella Christian College ELC Charnwood Campus 25 Notice
Attachments: Section 215 NOtice to Provider.pdf; Back page WWVp [REDACTED].jpg; Backup of Children in Attendance Report 14-5-2019 report (003).xlk; Backup of Copy of Children in Attendance Report 14-5-2019 report (003).xlk; Charnwood Staff Register 2019 updated 23-5-2019.xlsx; Children in Attendance Report 14-5-2019 report (003).xlsx; Clocking_Report_14-05-2019.xlsx; Copy of Children in Attendance Report 14-5-2019 report (003).xlsx; ELC Staff Handbook Reviewed 2018-2019.docx; Interactions with Children Policy Reviewed 2018.docx; Sleep & Relaxation ELC Policy Reviewed 2018.docx; Staff Code of Conduct Policy Reviewed 2018.docx; Working with children log 13-17 may2019.pdf; Wwvp back 2.pdf; Wwvp back copy 2019 ELC 2019 Charnwood.pdf; Wwvp Card [REDACTED].pdf; Wwvp front card copy ELC 2019 Charnwood.pdf; Wwvp Gellert copy.pdf; WWVP Tammy Brown.jpg

Dear Tanya,

Please see attached documentation relating to 215 Notice issued on Thursday 23 May 2019. Please do not hesitate to contact me should you require any further information.

Regards

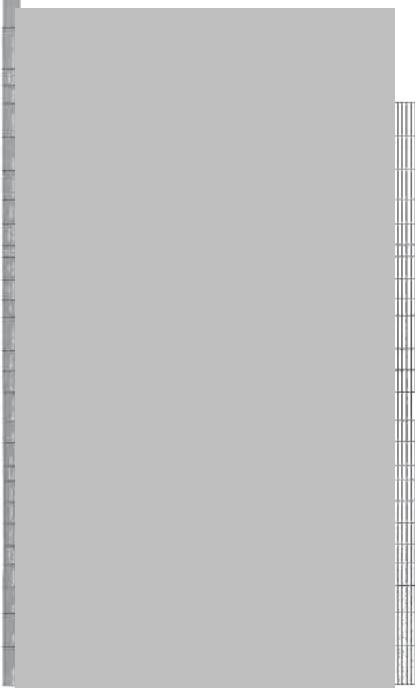


Issued by the Commissioner for Fair Trading
Australian Capital Territory, Australia
Under the Working with Vulnerable People (Background Checking) Act 2011

If found please return to:
Access Canberra
GPO Box 158
Canberra ACT 2601

Centre	Roll Name	Parent/Child Last Name	Parent/Child First Name	Child Middle Name	Fee Name	Time In	Time Out	Time In 2	Time Out 2	Signed In By - Contact	Signed Out By - Contact	Signed In 2 By - Contact	Signed Out 2 By - Contact	Roll Date	Signed Abs	Abs Time
	T2 Mon, Tues, Wed				Normal	07:37 AM	05:12 PM							14/05/2019		
	T2 Mon, Tues, Wed				Normal	07:46 AM	03:43 PM							14/05/2019		
	T2 Mon, Tues, Wed				Normal	07:52 AM	05:33 PM							14/05/2019		
	T2 Mon, Tues, Wed				Normal	07:56 AM	02:31 PM							14/05/2019		
	T2 Mon, Tues, Wed				Normal	08:00 AM	04:34 PM							14/05/2019		
	T2 Mon, Tues, Wed				Normal	08:30 AM	03:16 PM							14/05/2019		
	T2 Mon, Tues, Wed				Normal	08:31 AM	04:38 PM							14/05/2019		
	T2 Mon, Tues, Wed				Standard Absence	08:45 AM	05:13 PM							14/05/2019		14/05/2019

Room	Time	Number	Staff
Combined	7.30am		
	7.35am		
	7.40am		
	7.45am		
	7.50am		
	7.55am		
	8.00am		
	8.05am		
	8.10am		
	8.15am		
	8.20am		
	8.25am		
	8.30am		





Clocking Report:
14/05/2019 - 02/06/2019

EMPLOYEE NAME

EMP F NAME	EMP #	DATE	IN	OUT	TOTAL	NICKNAME	DEPARTMENT NAME	NOTES	IN LOCATION	OUT LOCATION
		14/05/2019	7:03 AM	8:18 PM	13:15					
		14/05/2019	8:39 AM	1:33 PM	4:54					
		14/05/2019	9:19 AM	-----						
		14/05/2019	9:25 AM	4:16 PM	6:51			CECA Update to NOS meeting		
		14/05/2019	7:15 AM	3:53 PM	8:38					
		14/05/2019	8:13 AM	4:36 PM	8:23					
		14/05/2019	8:45 AM	5:47 PM	9:02					
		14/05/2019	8:25 AM	4:46 PM	8:21					
		14/05/2019	6:58 AM	2:58 PM	8:00					
		14/05/2019	8:52 AM	5:10 PM	8:18					
		14/05/2019	9:50 AM	1:00 PM	3:10					
		14/05/2019	1:18 PM	1:33 PM	0:15			CECA meeting		
		14/05/2019	4:45 PM	5:55 PM	1:10					
		14/05/2019	9:29 AM	5:21 PM	9:31					
		14/05/2019	7:50 AM	5:21 PM	8:24					
		14/05/2019	8:52 AM	3:06 PM	6:14					
		14/05/2019	7:28 AM	4:04 PM	8:36					
		14/05/2019	7:57 AM	4:33 PM	8:36					
		14/05/2019	9:43 AM	6:04 PM	8:21					
		14/05/2019	10:47 AM	5:58 PM	7:11					
		14/05/2019	7:22 AM	5:35 PM	10:13					
		14/05/2019	9:01 AM	4:59 PM	7:58					
		14/05/2019	8:45 AM	5:30 PM	8:45					
		14/05/2019	7:14 AM	9:21 AM	2:07					
		14/05/2019	2:25 PM	6:01 PM	3:36					
		14/05/2019	7:18 AM	9:32 AM	2:14					
		14/05/2019	9:24 AM	5:51 PM	8:27					
		14/05/2019	9:51 AM	6:00 PM	8:09					
		14/05/2019	9:29 AM	-----						
		14/05/2019	10:01 AM	6:00 PM	7:59					
		14/05/2019	8:38 AM	5:31 PM	8:53					



BRINDABELLA

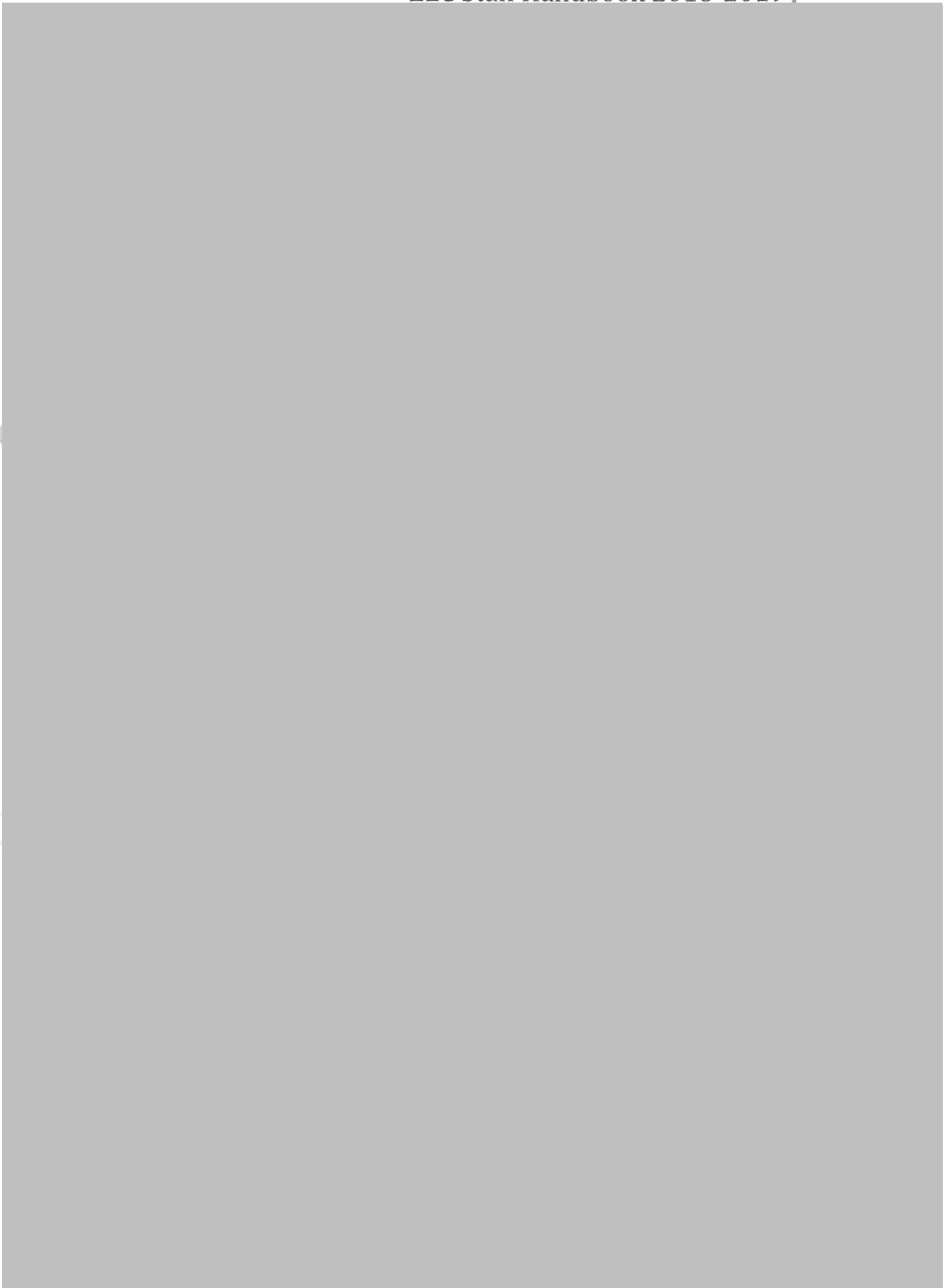
CHRISTIAN COLLEGE

CANBERRA

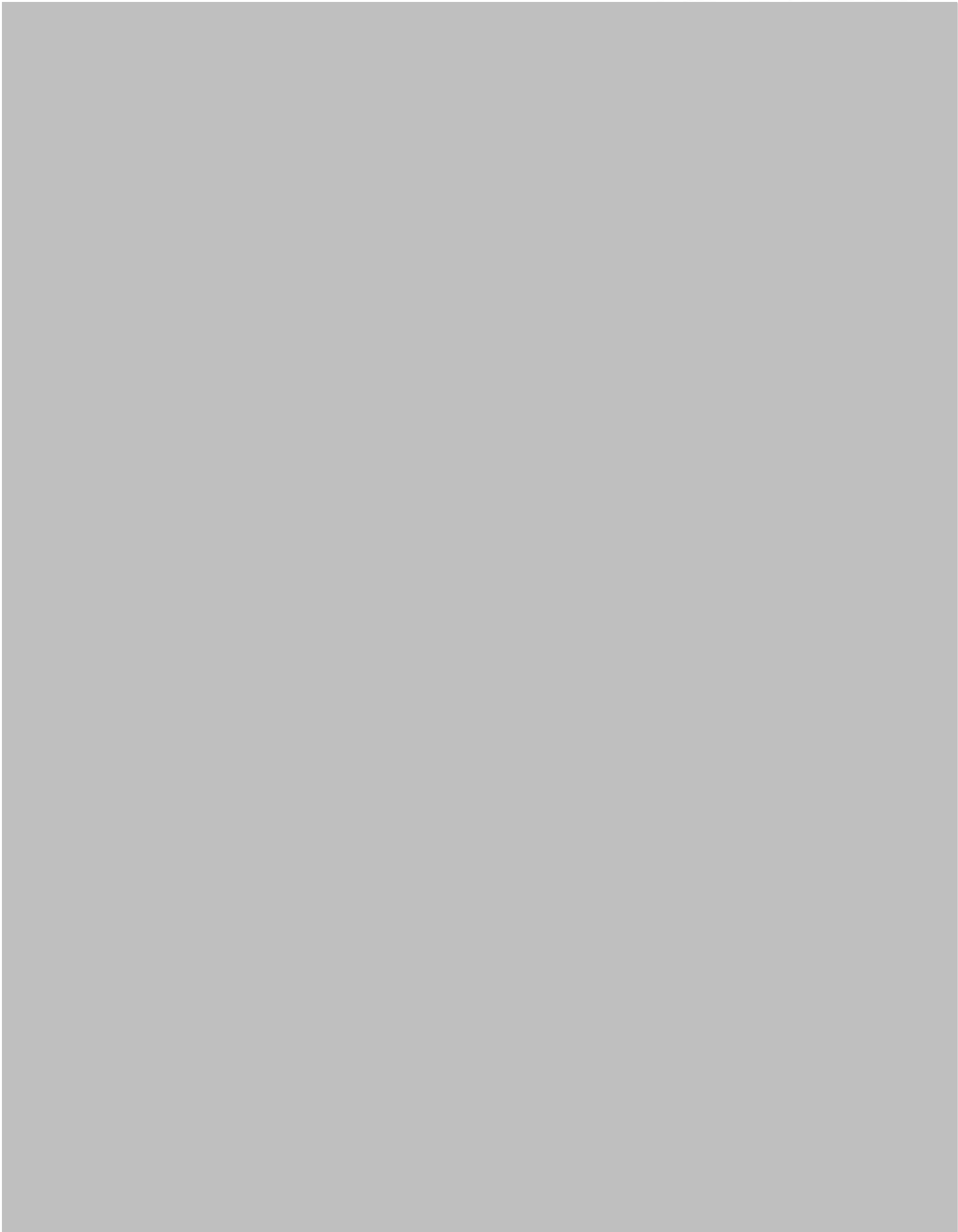
BRINDABELLA
CHRISTIAN
COLLEGE

ELC STAFF HANDBOOK 2018-2019

ELC Staff Handbook 2018-2019



ELC Staff Handbook 2018-2019



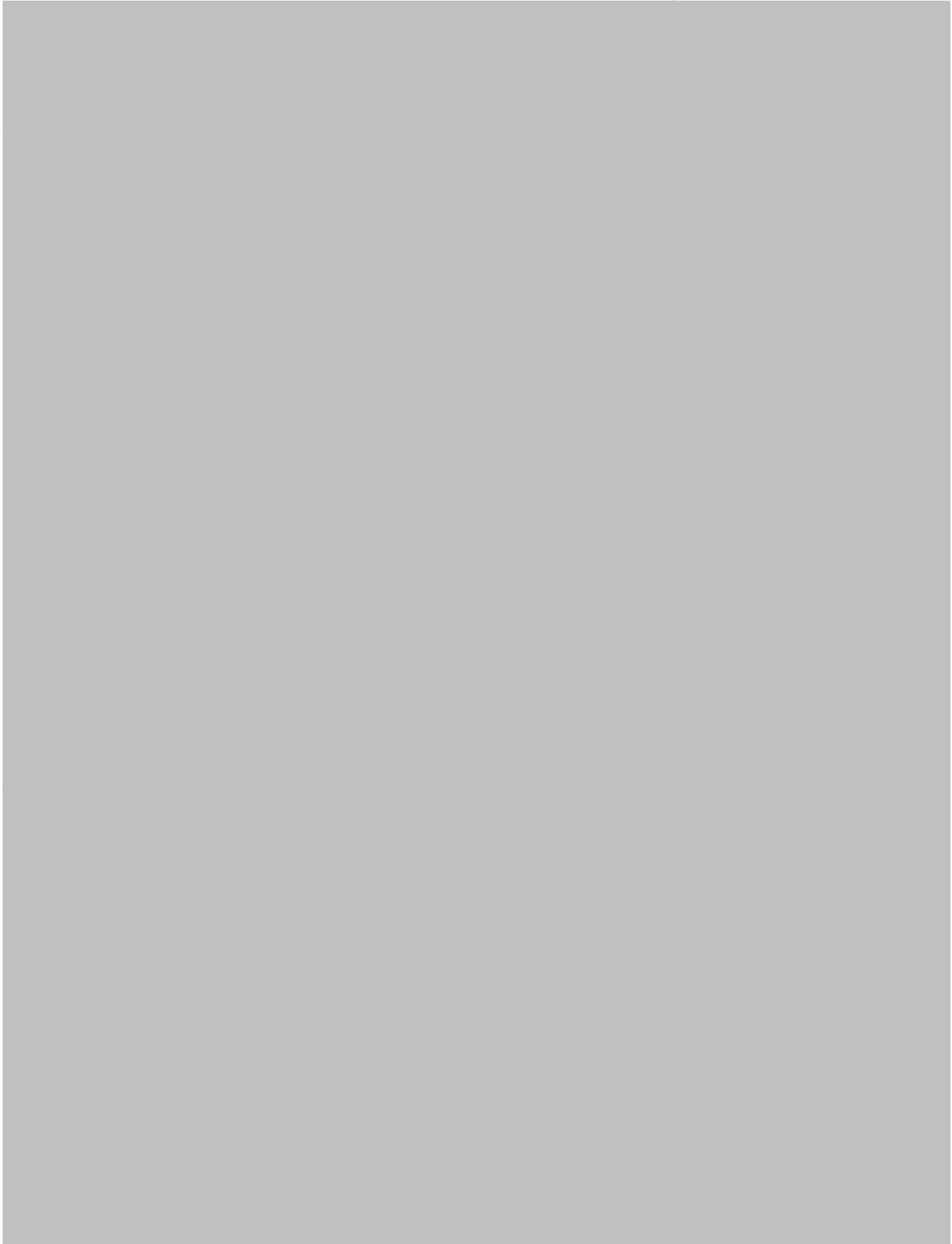
ELC Staff Handbook 2018-2019



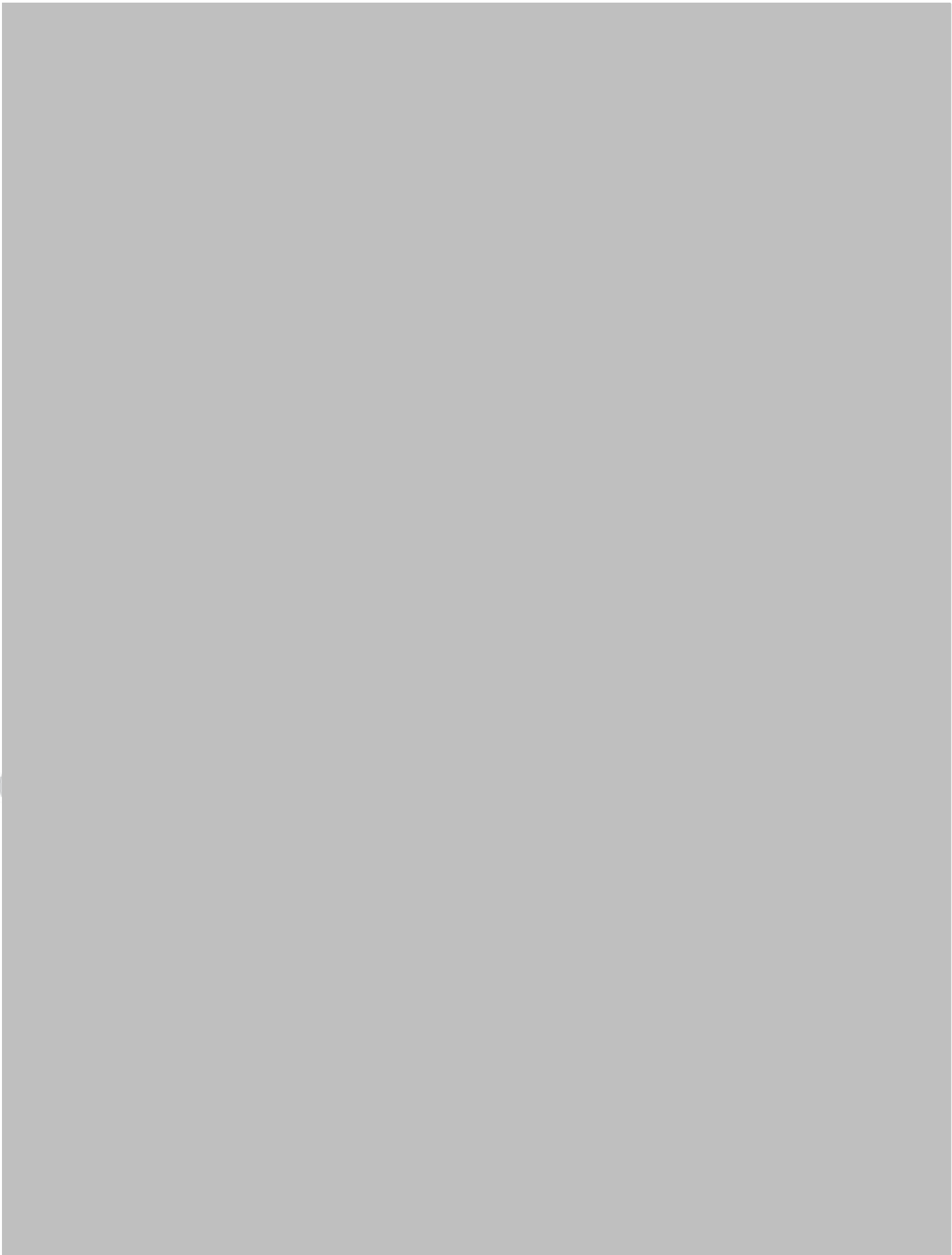
ELC Staff Handbook 2018-2019



ELC Staff Handbook 2018-2019



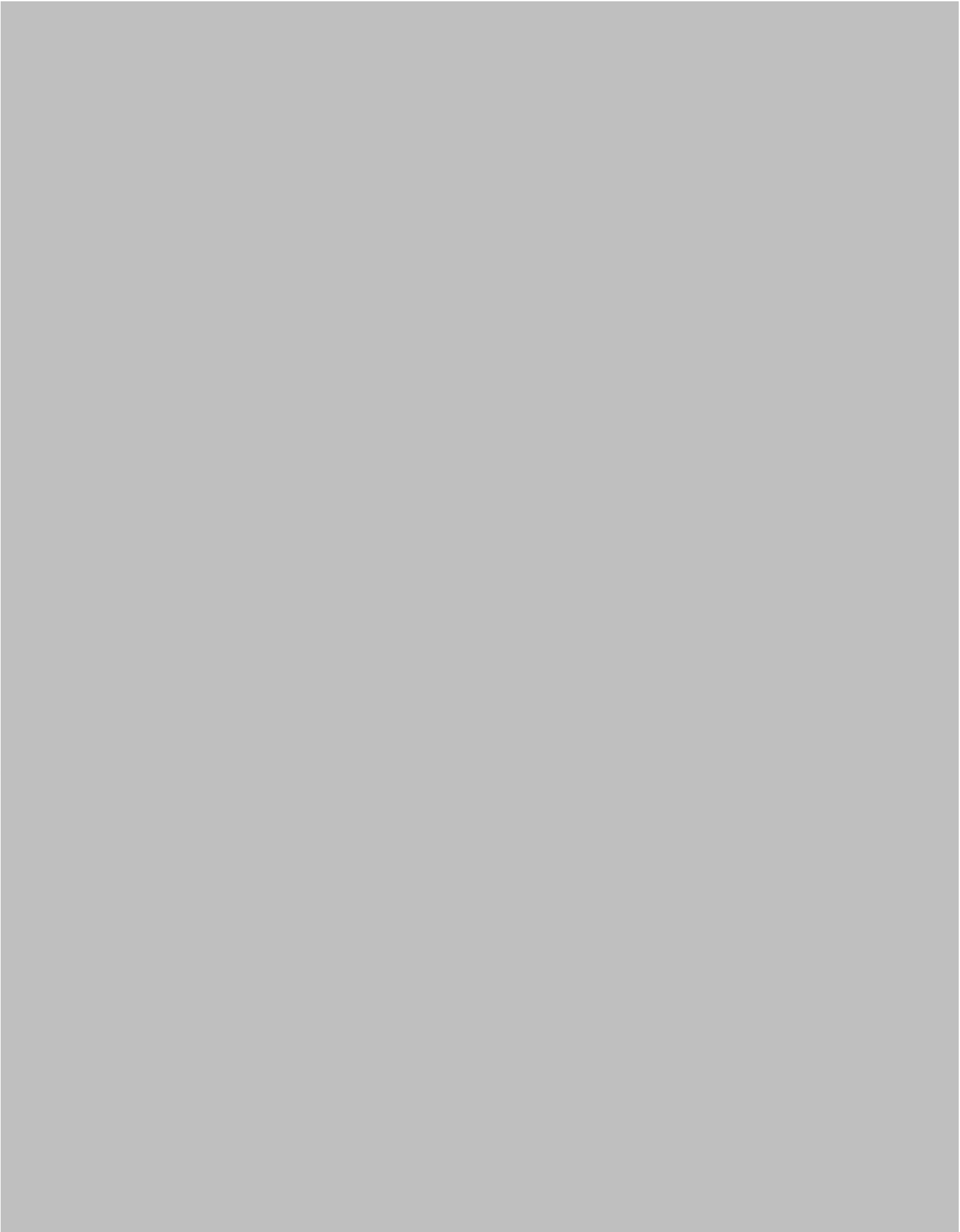
ELC Staff Handbook 2018-2019



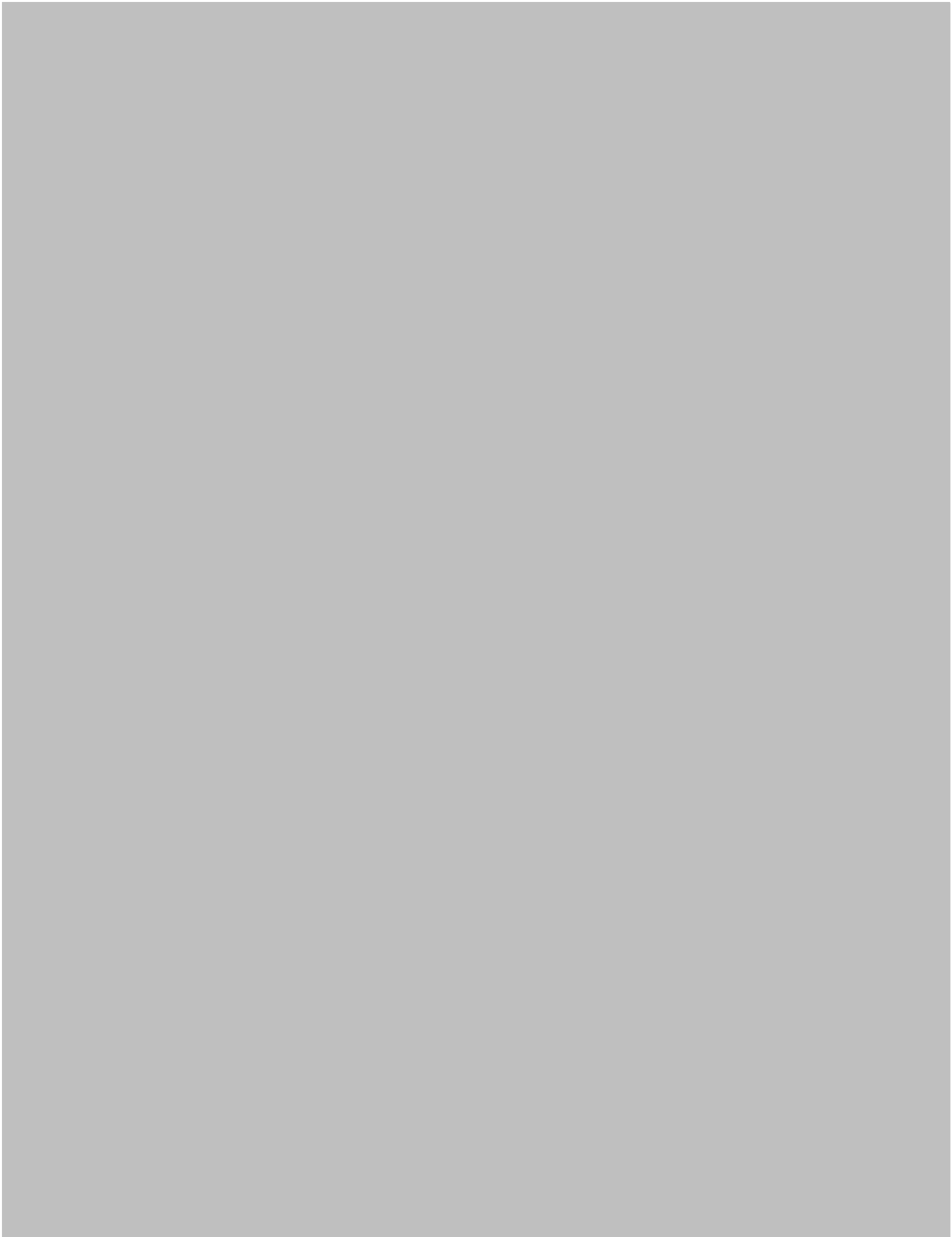
ELC Staff Handbook 2018-2019



ELC Staff Handbook 2018-2019



ELC Staff Handbook 2018-2019

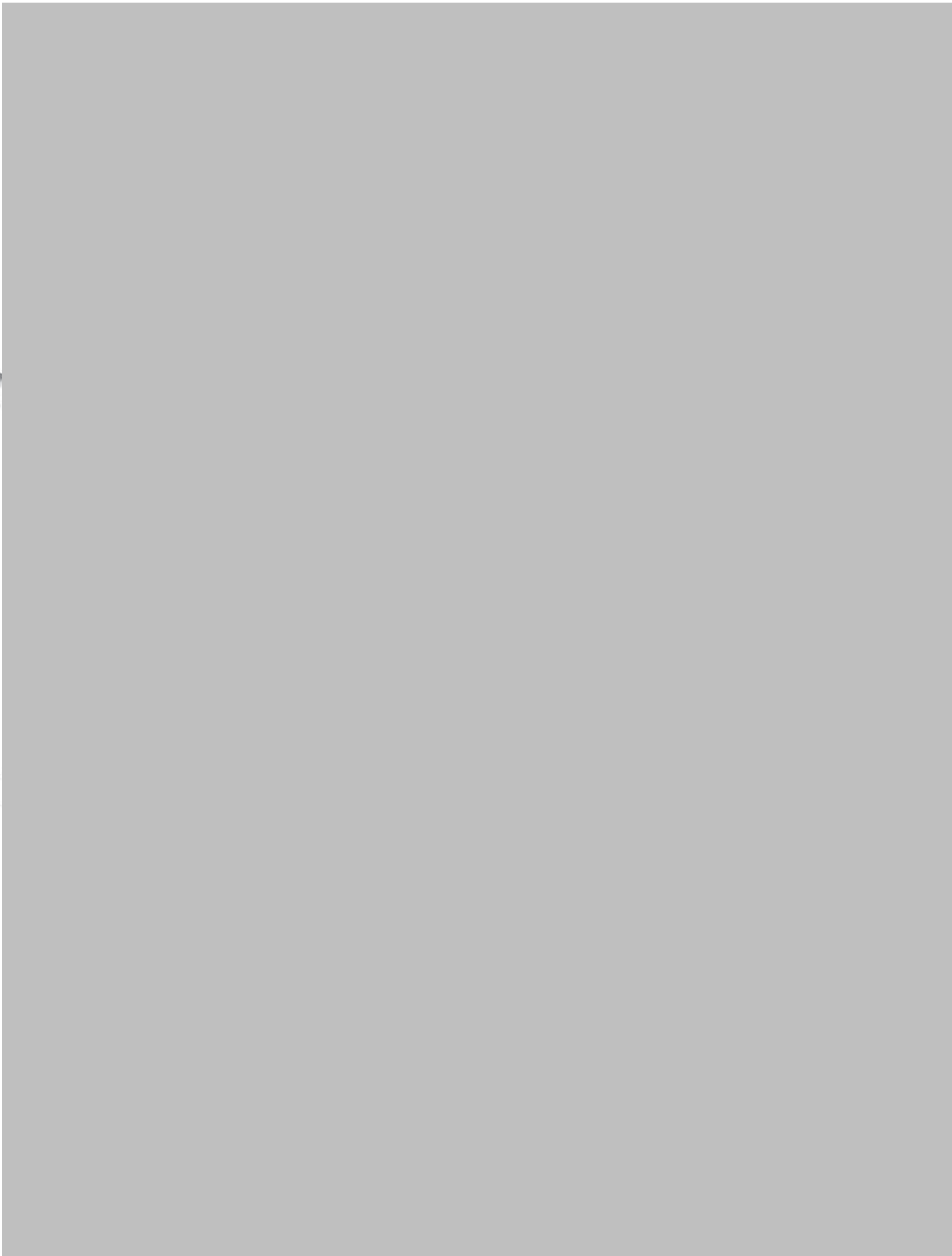




ELC Staff Handbook 2018-2019

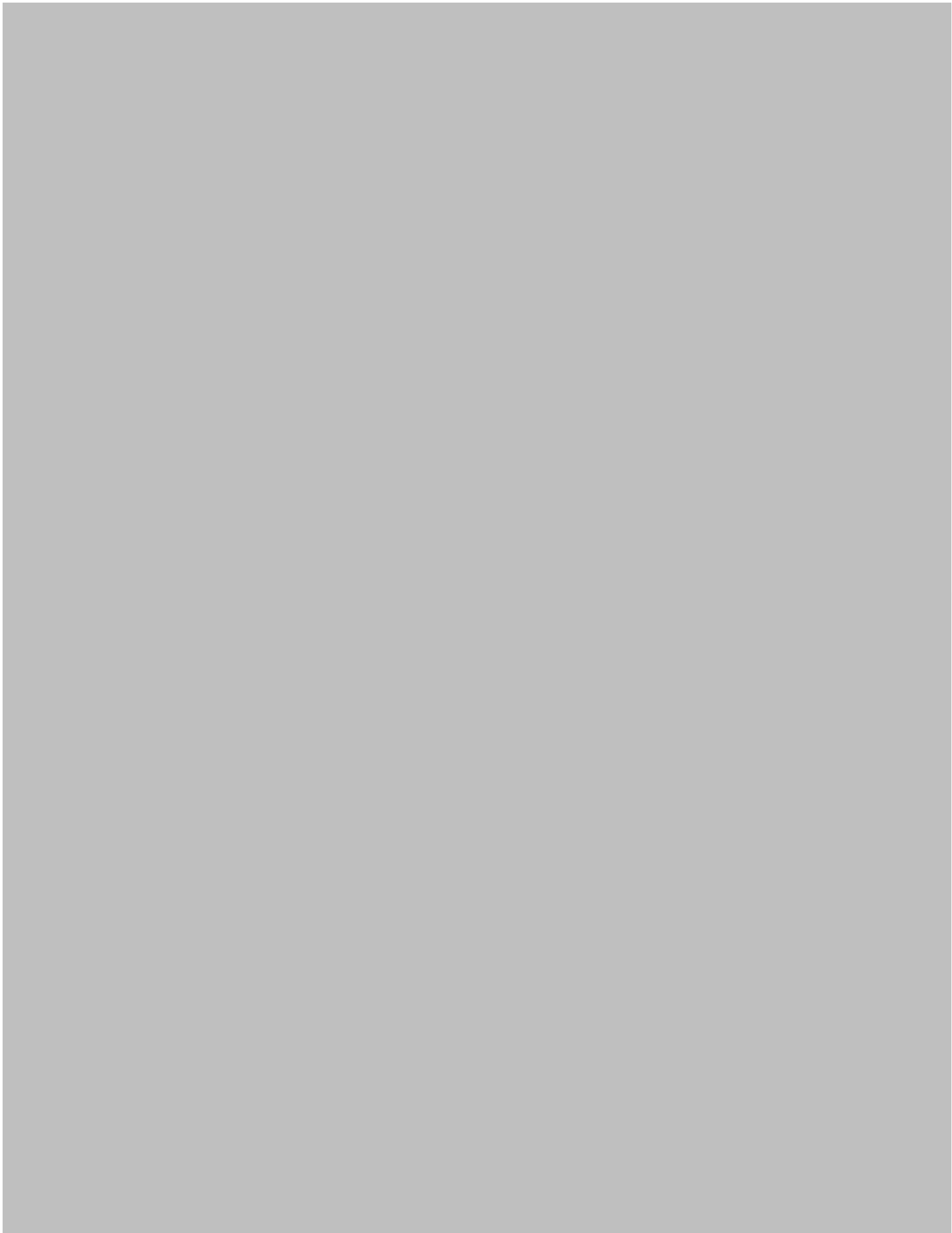


ELC Staff Handbook 2018-2019

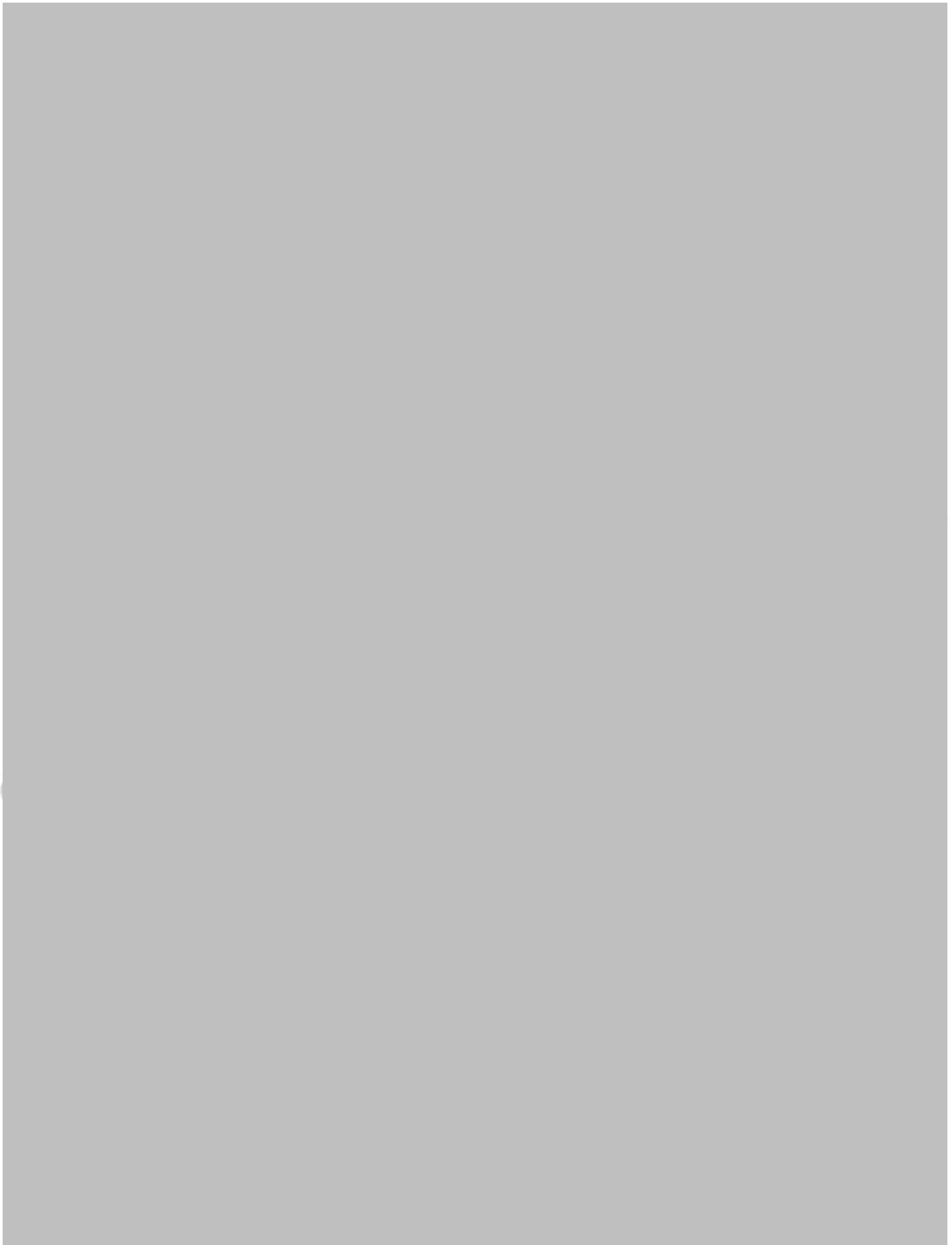




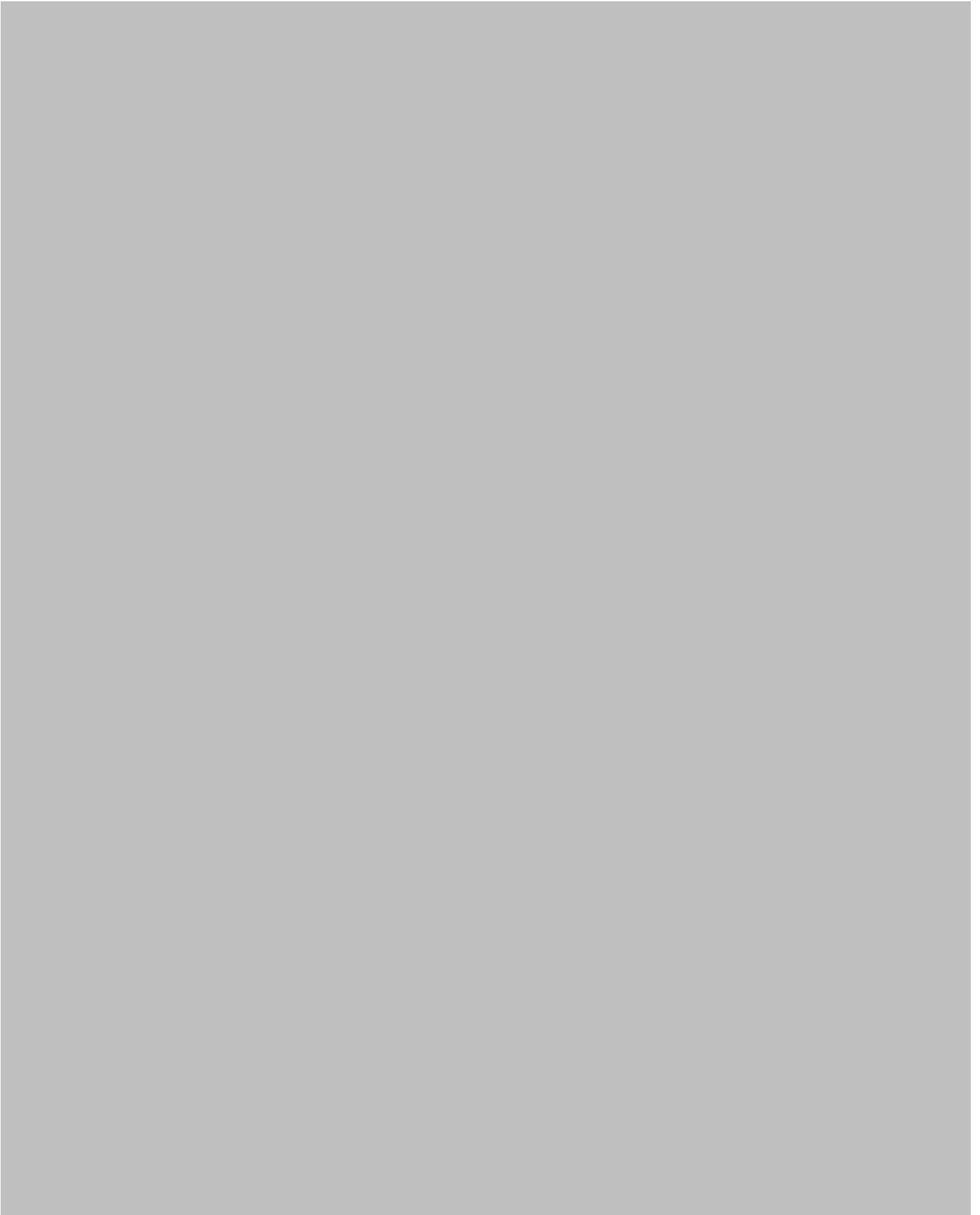
ELC Staff Handbook 2018-2019



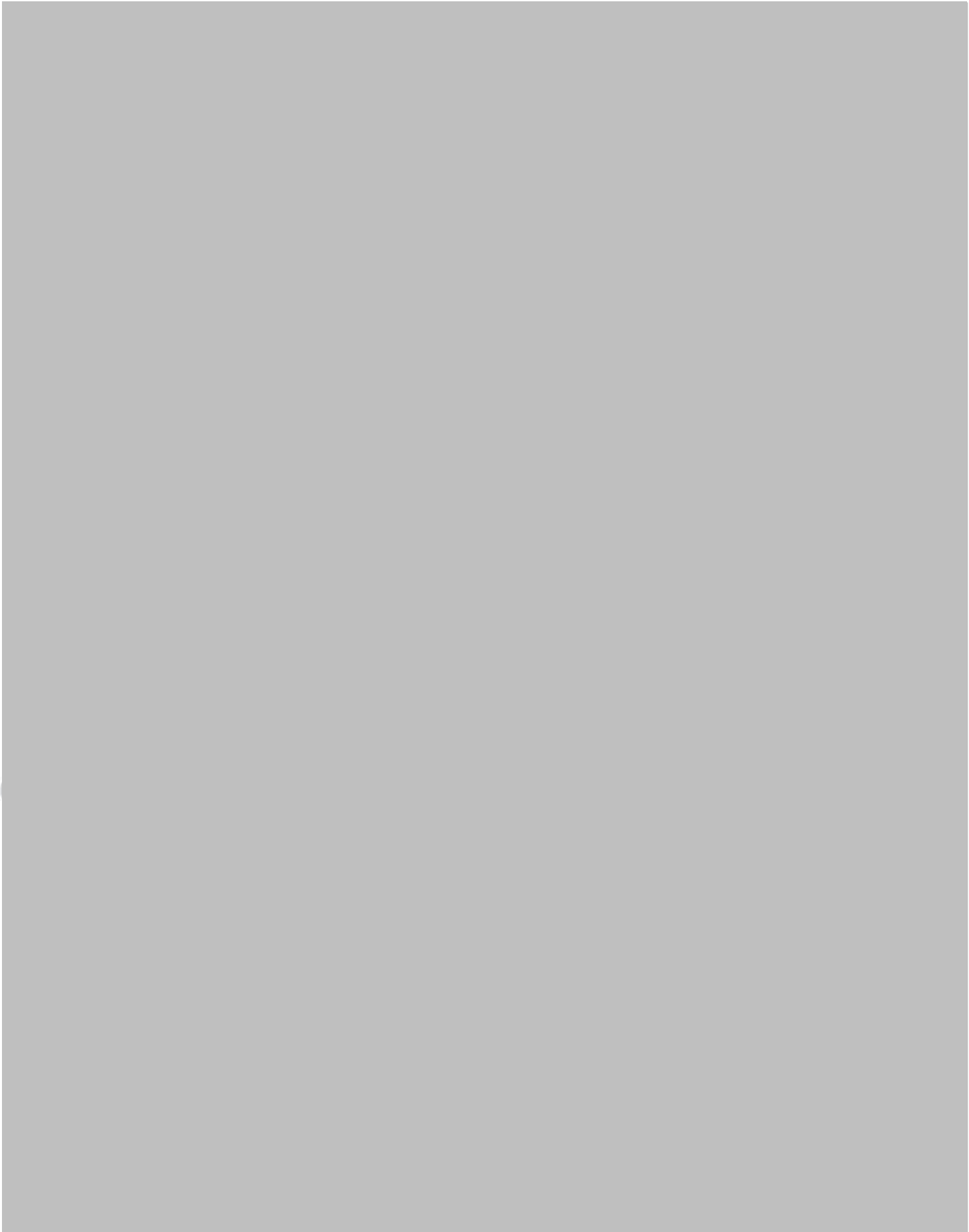
ELC Staff Handbook 2018-2019



ELC Staff Handbook 2018-2019



ELC Staff Handbook 2018-2019



ELC Staff Handbook 2018-2019



ELC Staff Handbook 2018-2019



ELC Staff Handbook 2018-2019





BRINDABELLA
CHRISTIAN COLLEGE

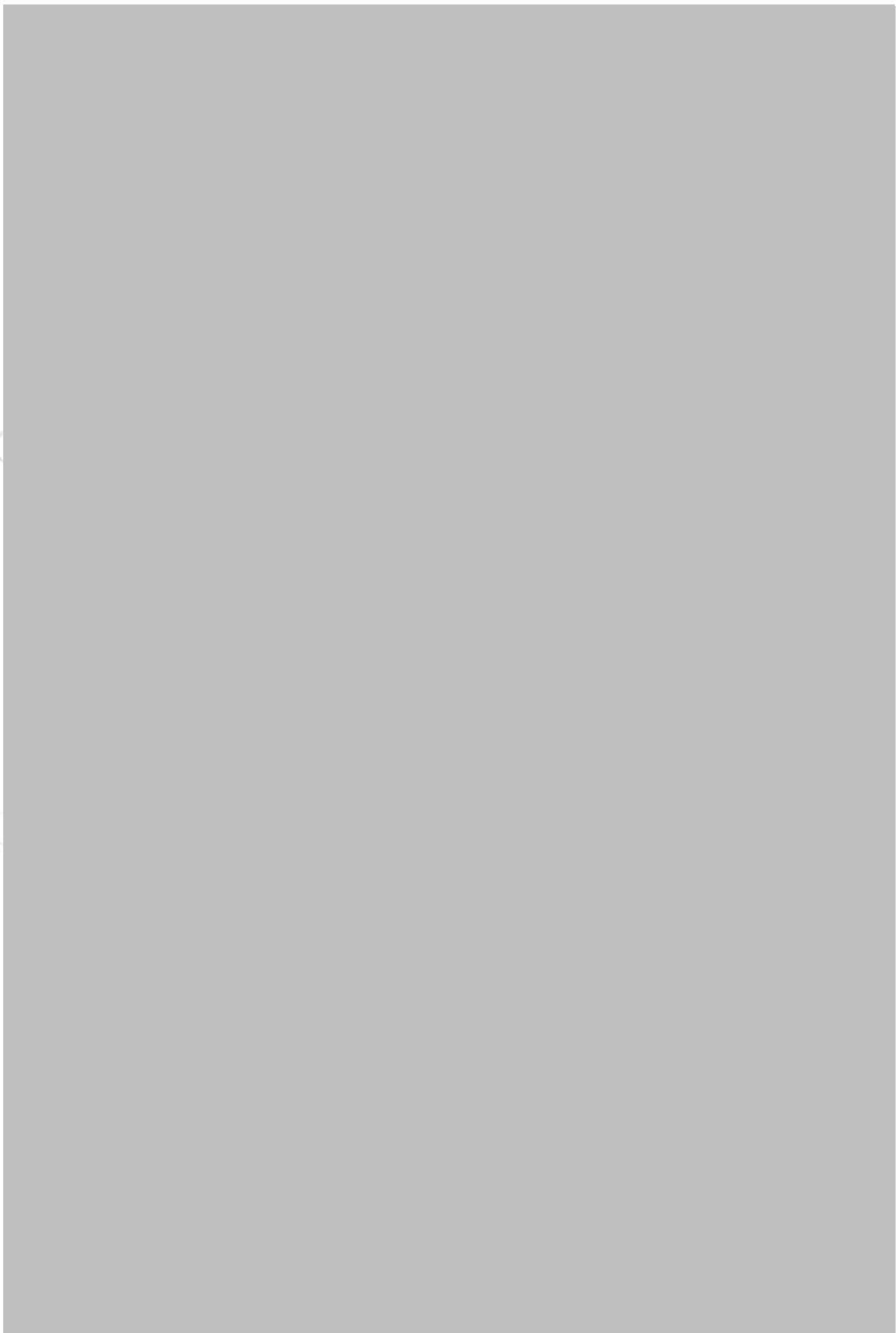
CANBERRA

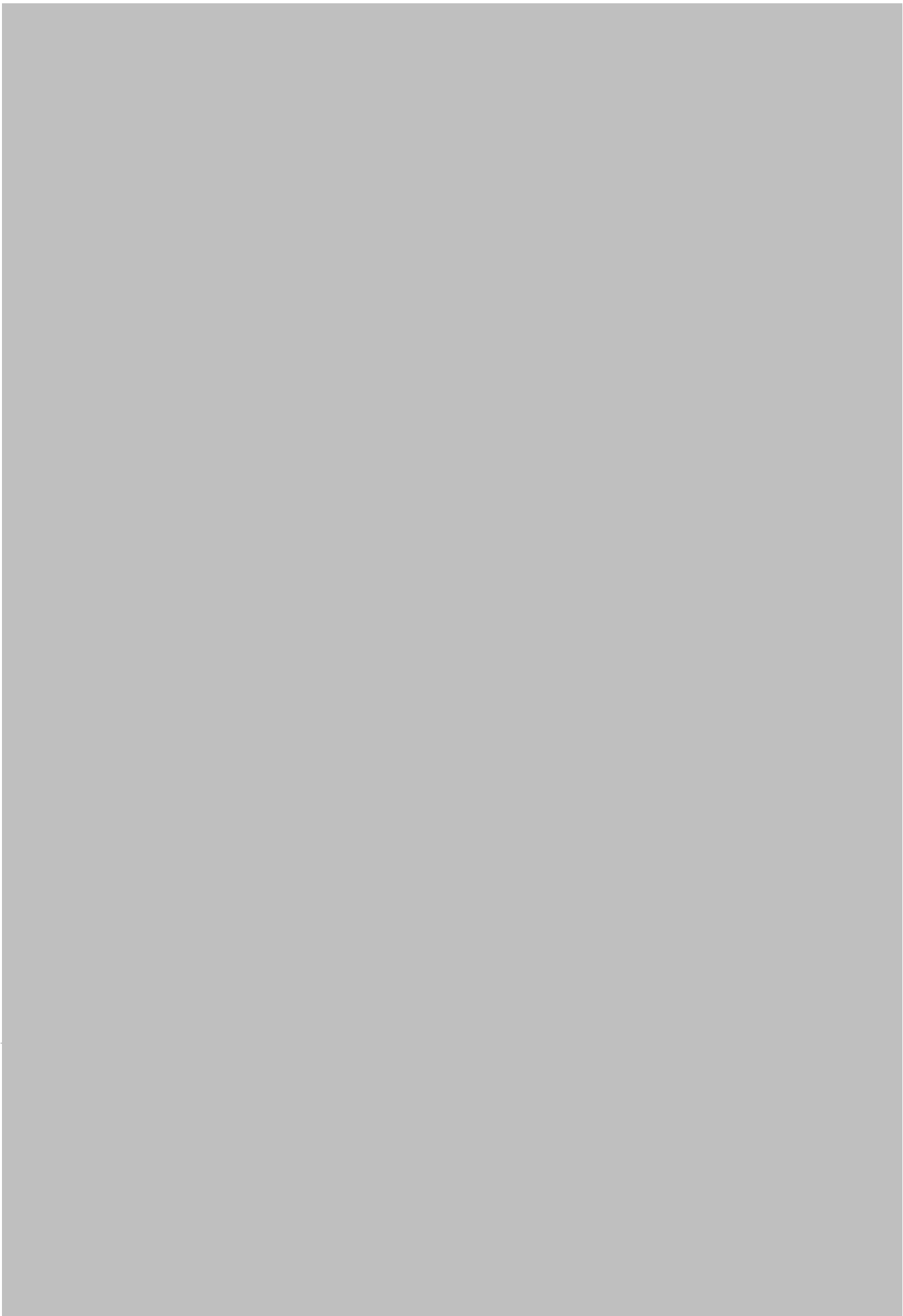
BRINDABELLA
CHRISTIAN
COLLEGE

Interactions with
Children Policy

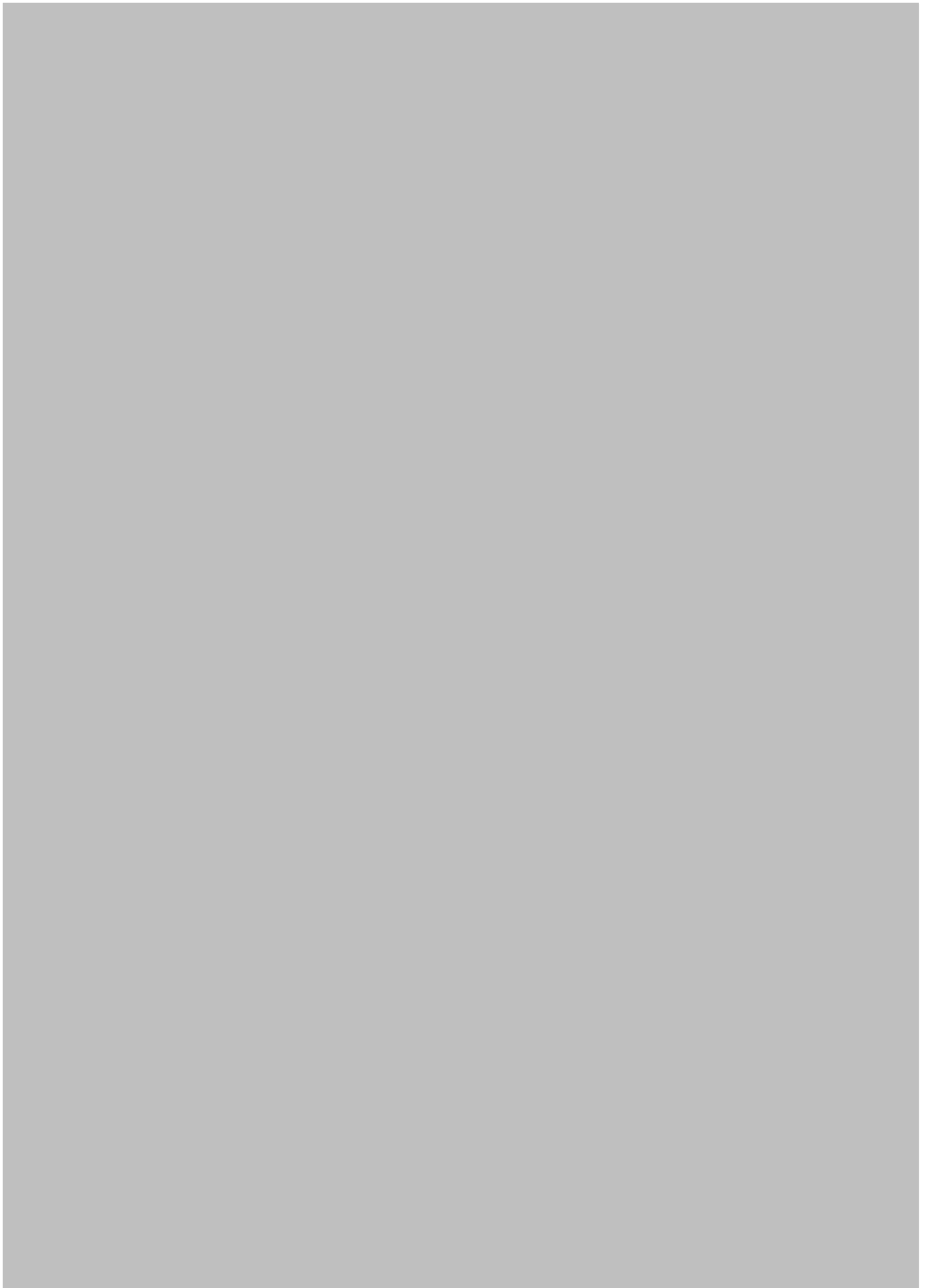
Updated August 2018 | due to be revised August 2019













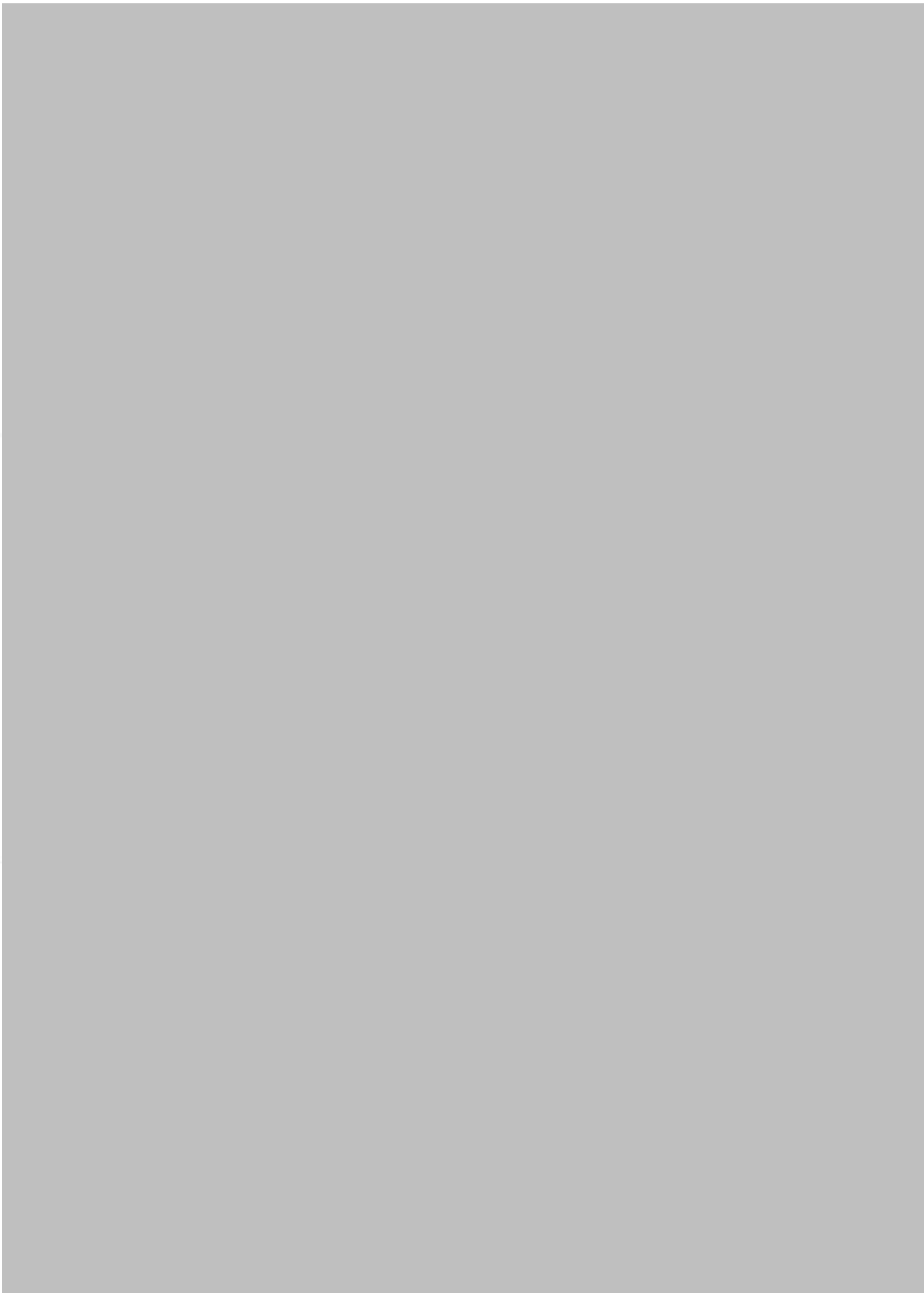
BRINDABELLA
CHRISTIAN COLLEGE

CANBERRA

BRINDABELLA
CHRISTIAN
COLLEGE

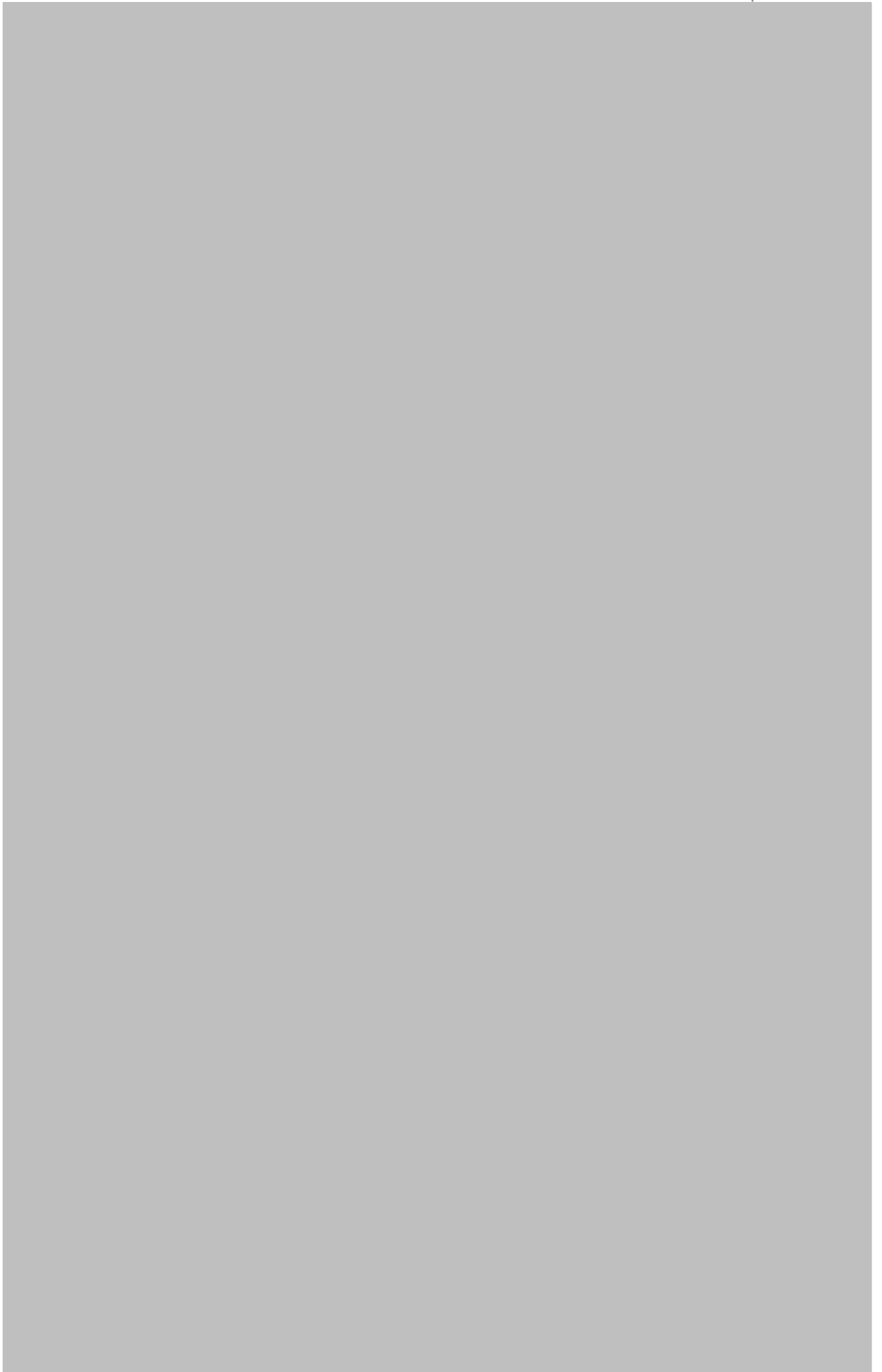
Sleeping and Rest Requirements
Policy

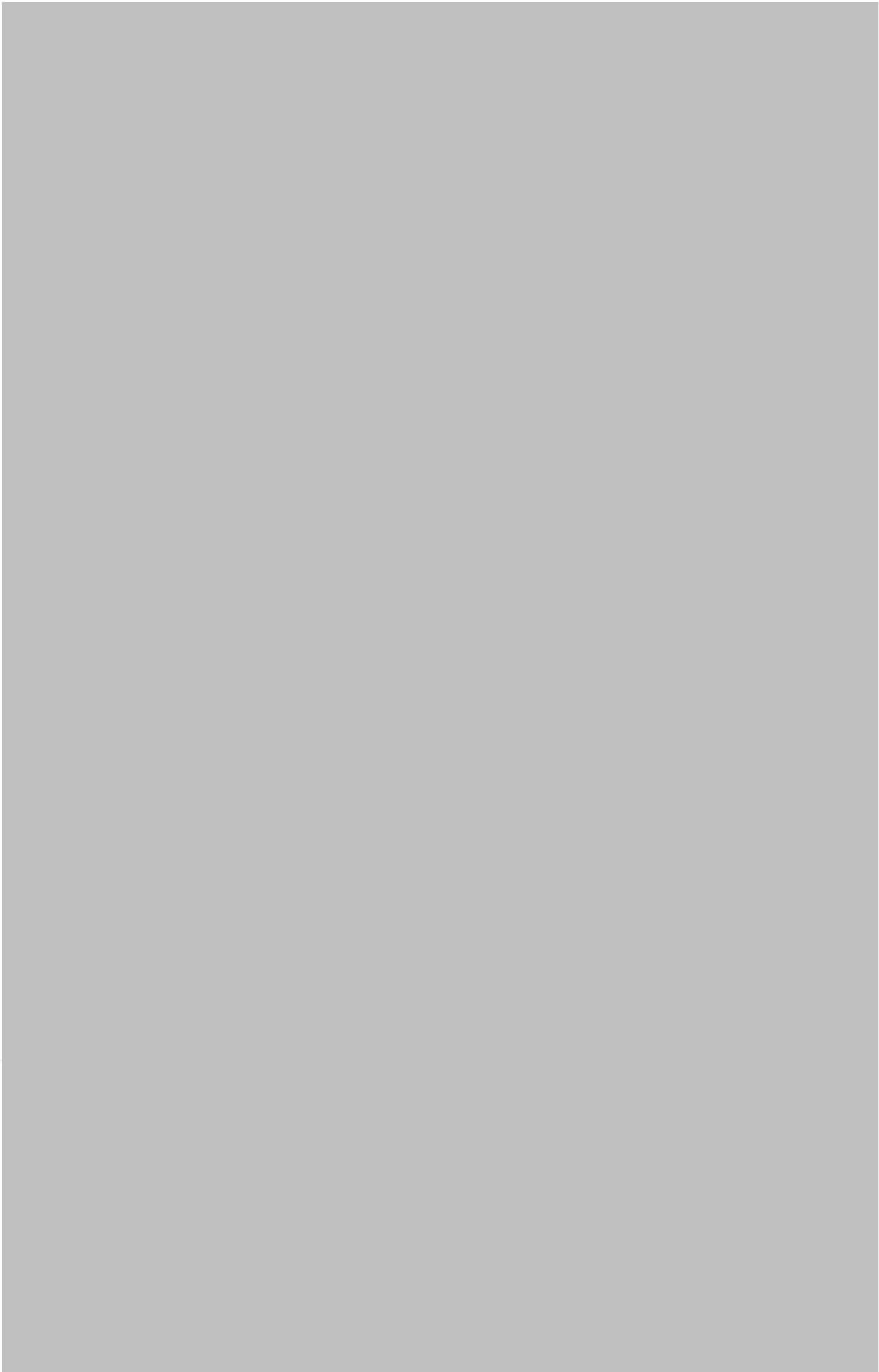
Updated August 2018 | due to be revised August 2021

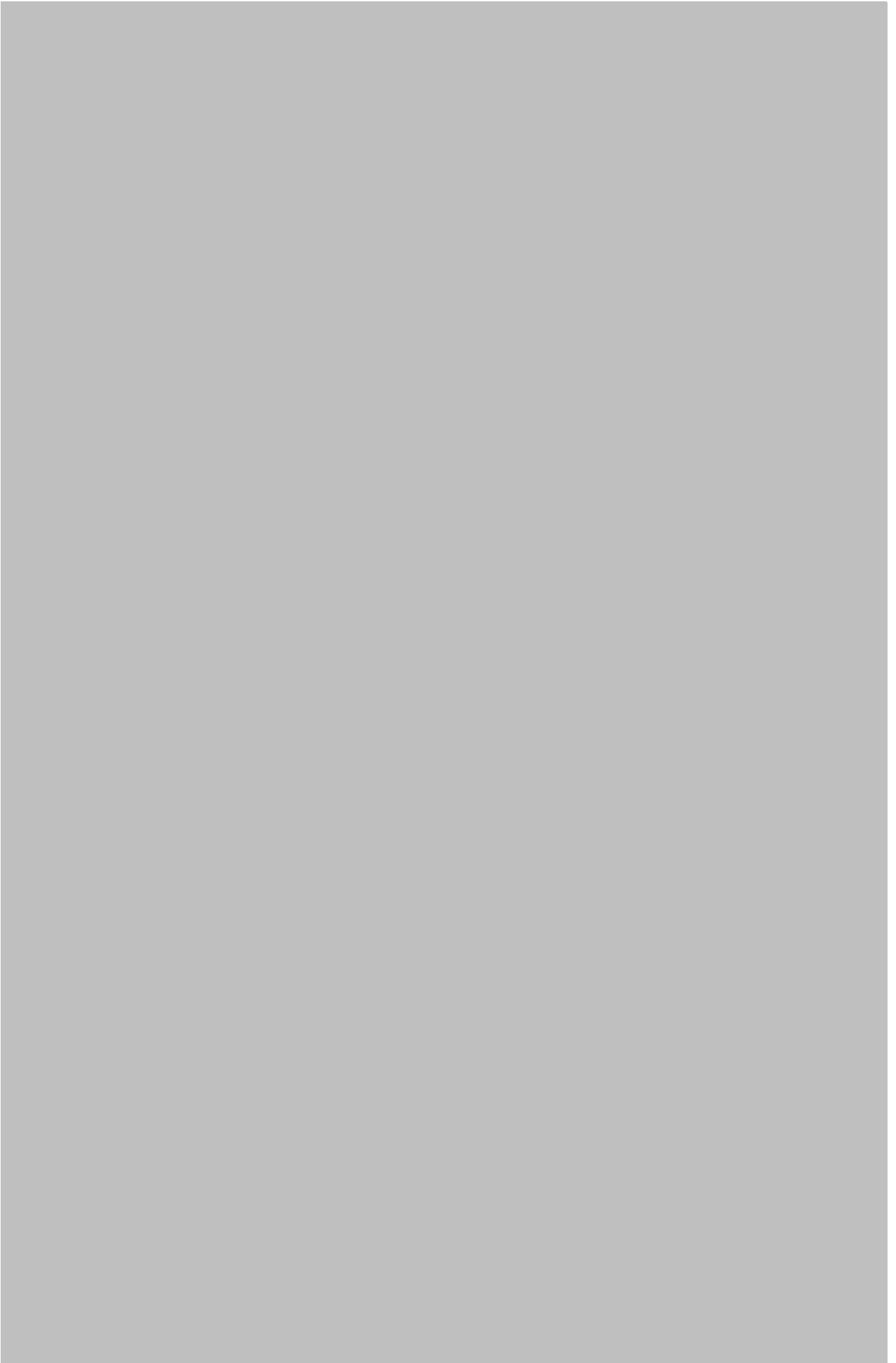
















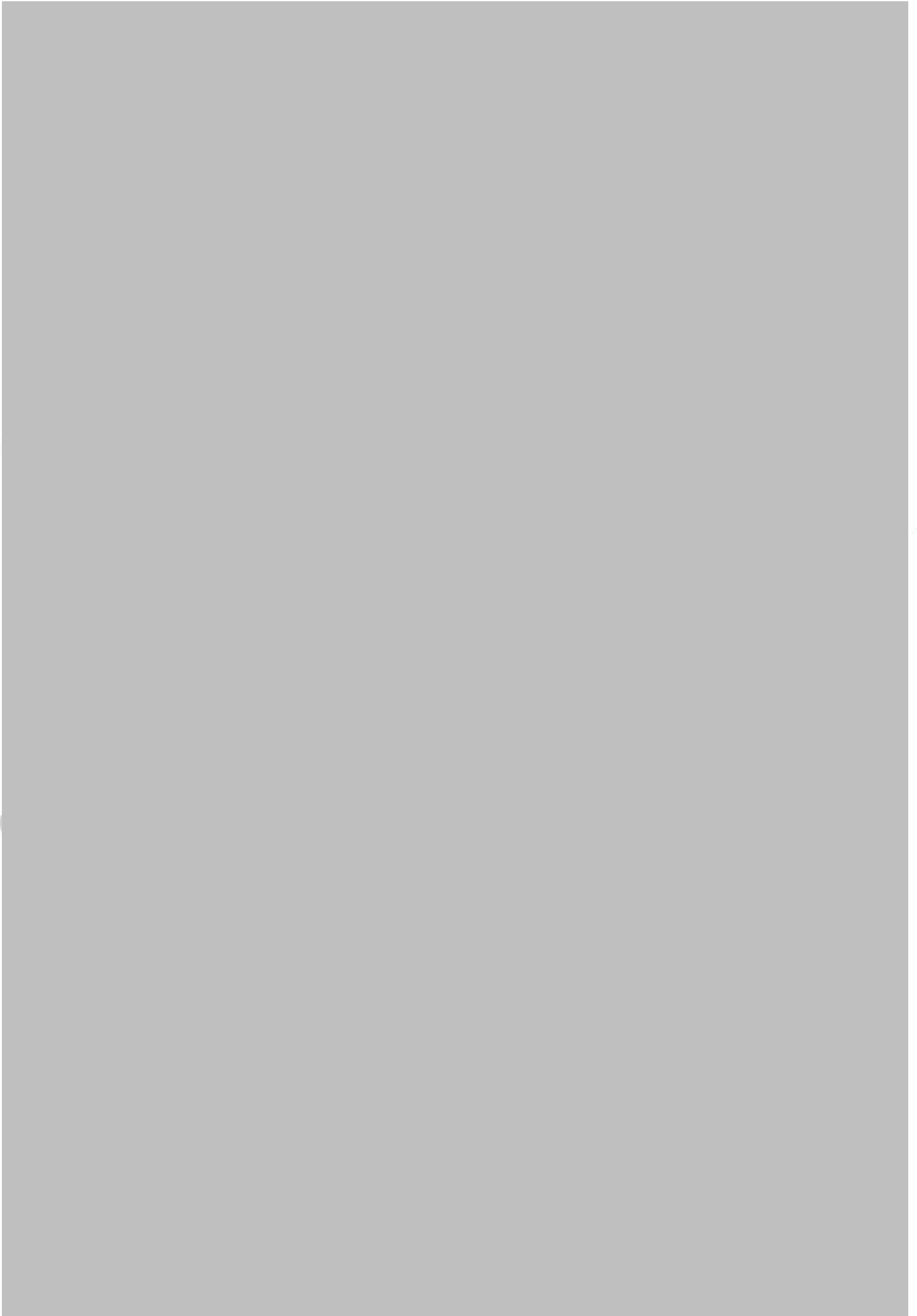
BRINDABELLA
CHRISTIAN COLLEGE

CANBERRA

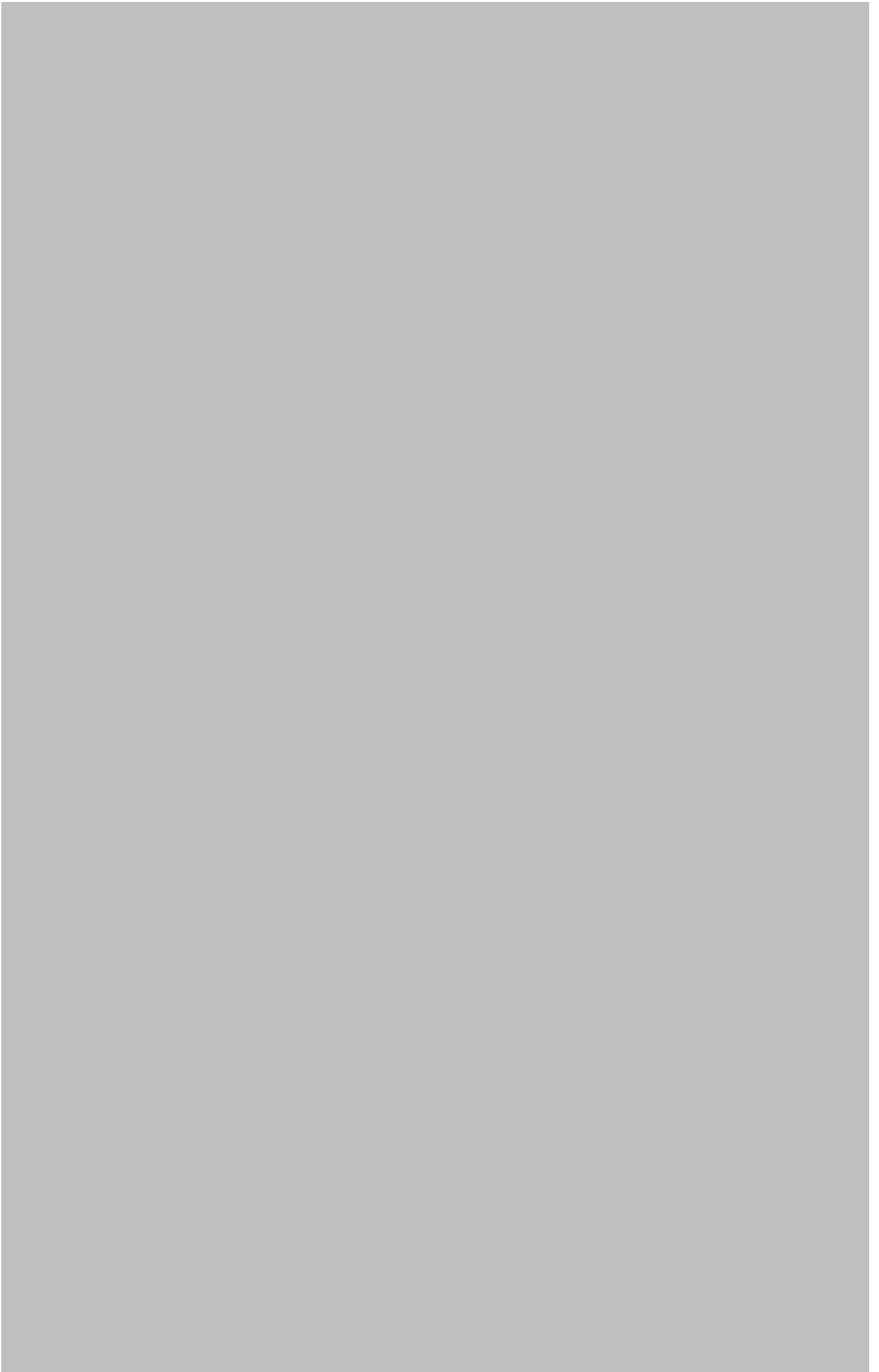
BRINDABELLA
CHRISTIAN
COLLEGE

STAFF CODE OF CONDUCT
POLICY

Updated August 2018 | due to be revised August 2019

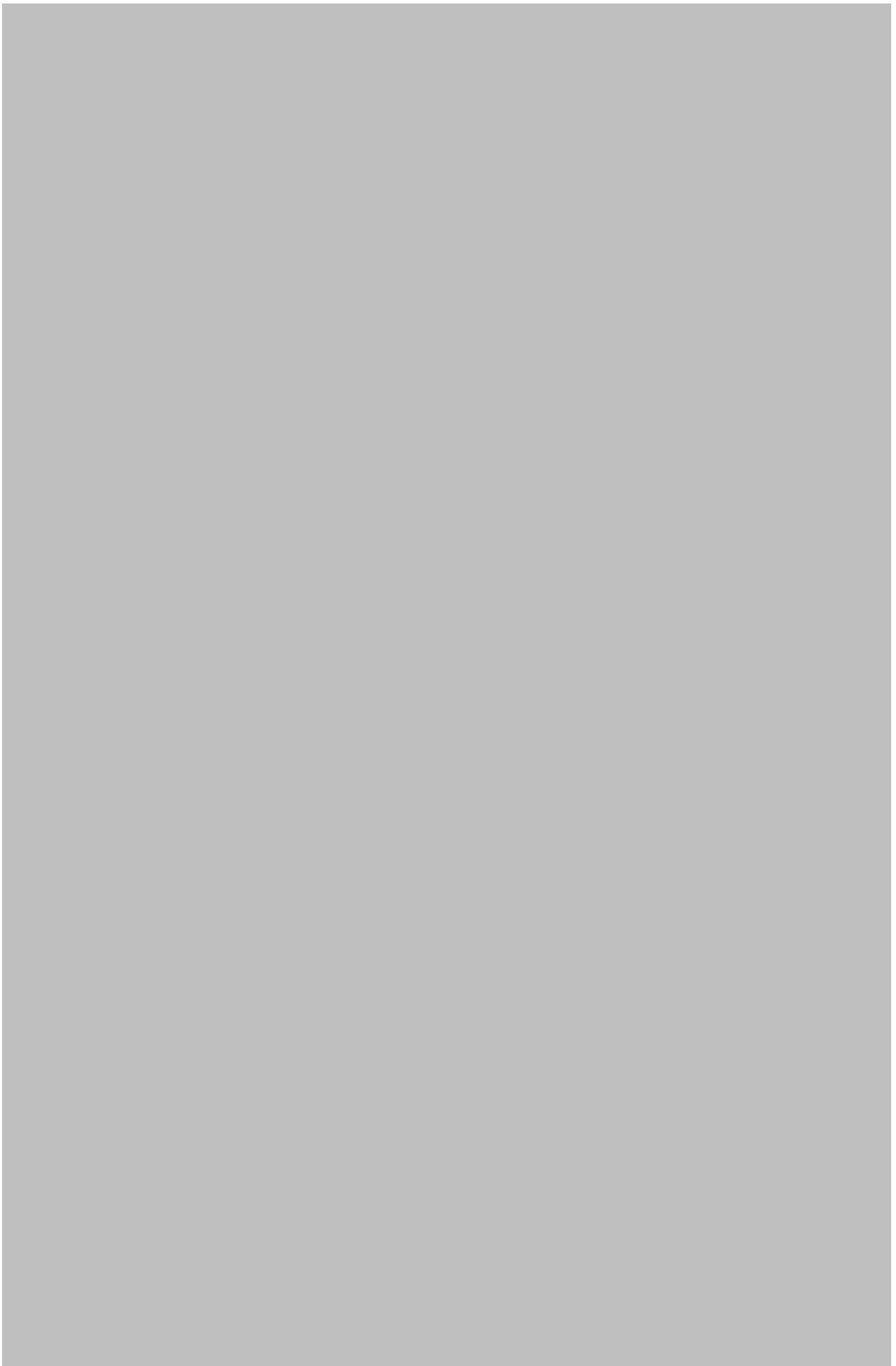


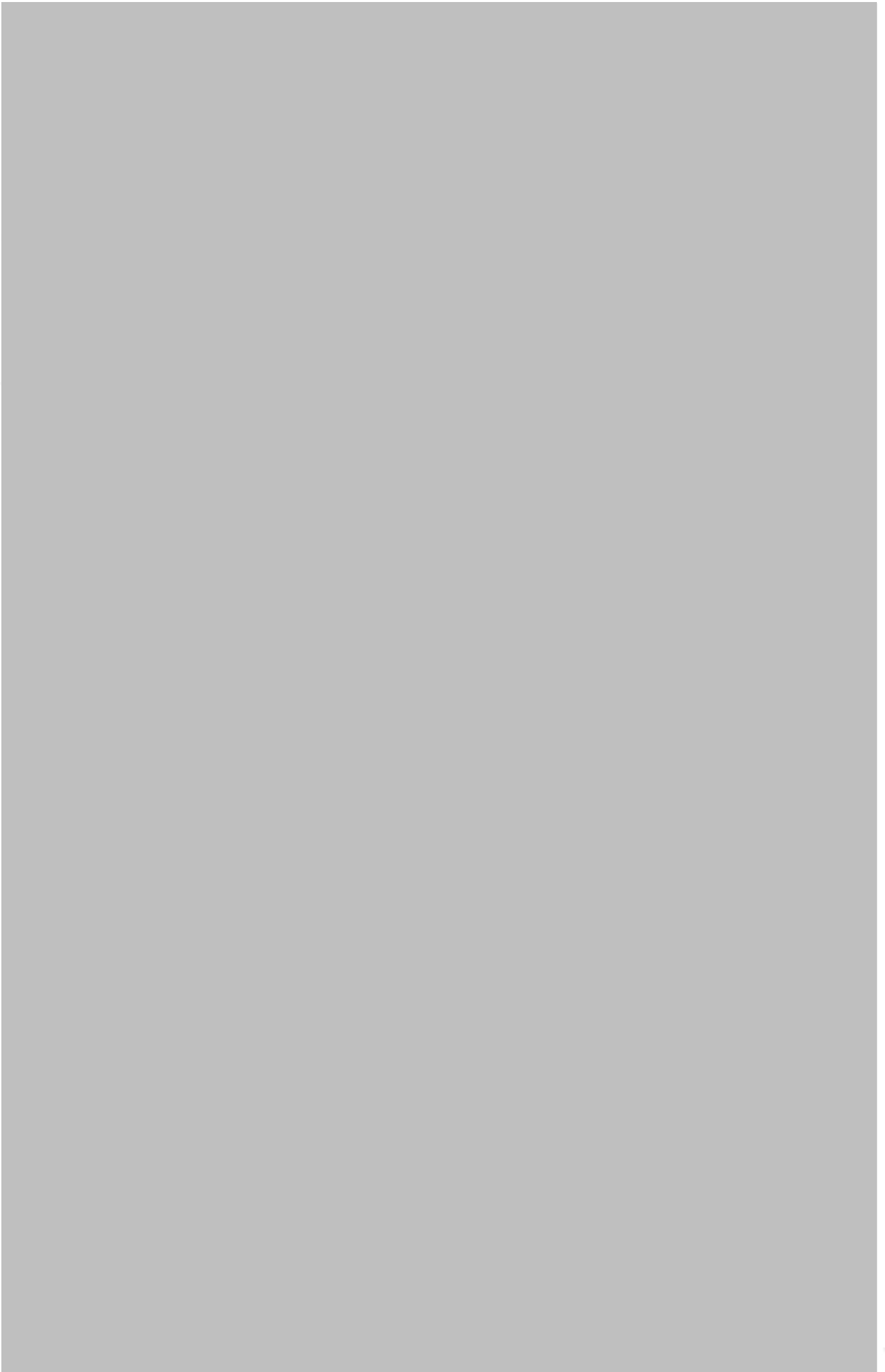


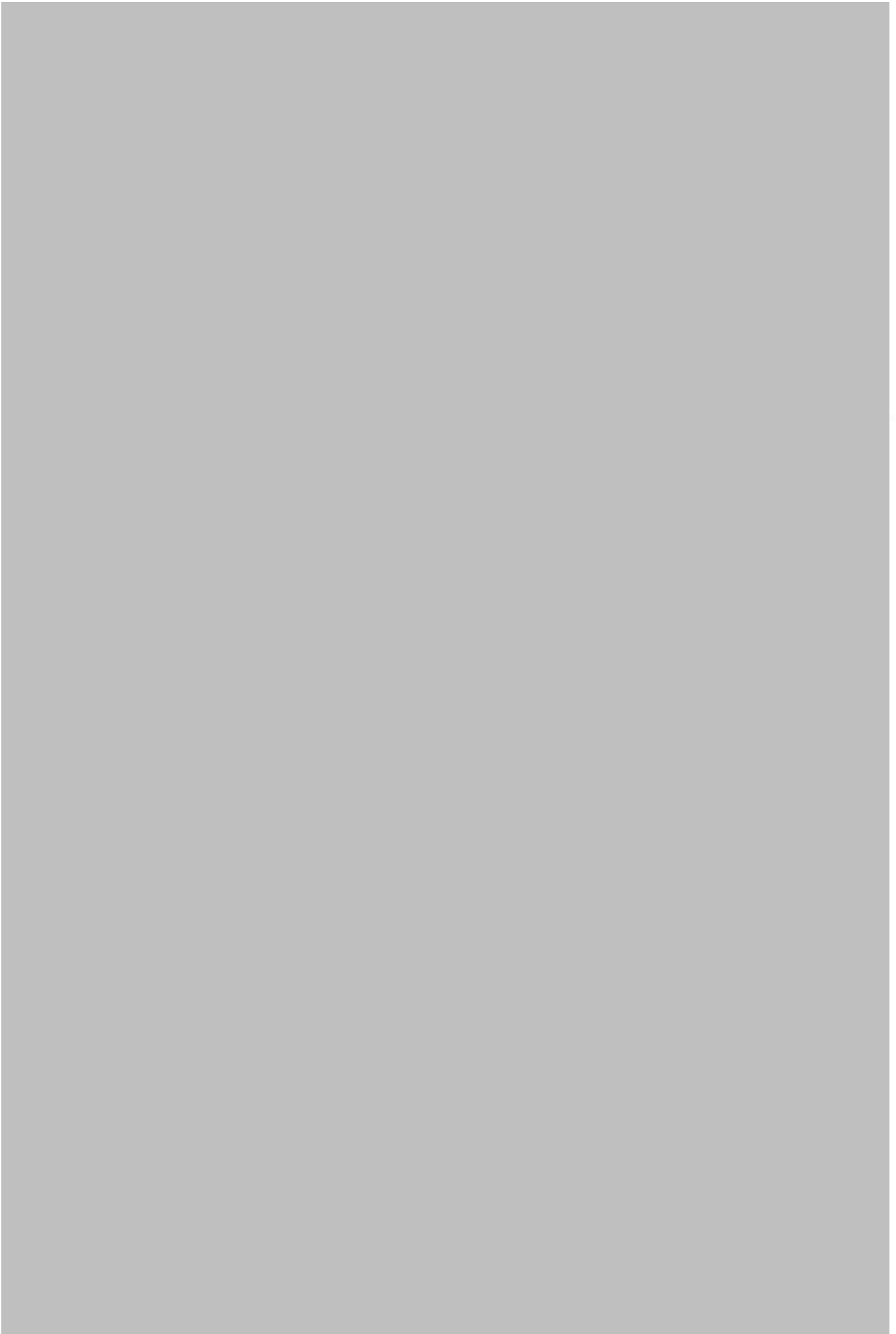




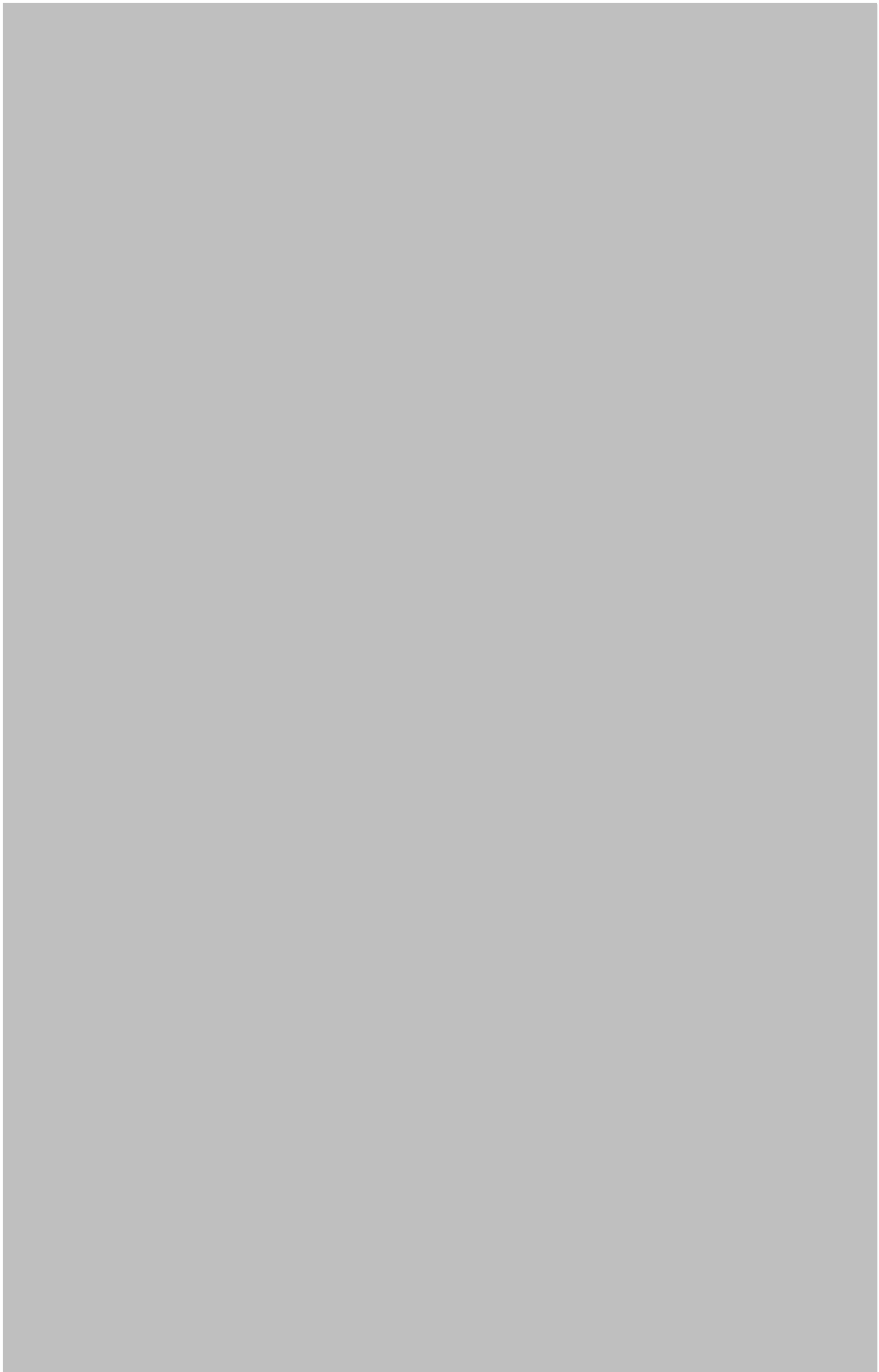
















Charnwood ELC Team Room Sign on

Room: [Redacted] Week Start: 13/5/19 Week End: 17/5/19

Room: [Redacted] Week Start: 13/5/19 Week End: 17/5/19

Room: [Redacted] Week Start: 13/5/19 Week End: 17/5/19

Room: [Redacted] Week Start: 13/5/19 Week End: 17/5/19

Name:	Qualifications:				Signature:		Comments
	In	Out	In	Out	In	Out	
Monday	7:10	10:00	10:15	12:00	[Redacted]	[Redacted]	
Tuesday	7:10	10:00	10:15	12:00	[Redacted]	[Redacted]	
Wednesday	7:10	10:00	10:15	12:30	[Redacted]	[Redacted]	
Thursday	7:10	10:00	10:15	12:30	[Redacted]	[Redacted]	
Friday	7:05	10:00	10:15	12:30	[Redacted]	[Redacted]	

Name:	Qualifications:				Signature:		Comments
	In	Out	In	Out	In	Out	
Monday	9:30	11:30	11:45	1:30	[Redacted]	[Redacted]	
Tuesday	9:35	10:30	10:45	1:30	[Redacted]	[Redacted]	
Wednesday	9:50	10:30	10:45	1:20	[Redacted]	[Redacted]	
Thursday	9:15	10:45	11:00	1:35	[Redacted]	[Redacted]	
Friday	7:20			1:30	[Redacted]	[Redacted]	

Name:	Qualifications:				Signature:		Comments
	In	Out	In	Out	In	Out	
Monday					[Redacted]	[Redacted]	
Tuesday					[Redacted]	[Redacted]	
Wednesday					[Redacted]	[Redacted]	
Thursday					[Redacted]	[Redacted]	
Friday					[Redacted]	[Redacted]	

Name:	Qualifications:				Signature:		Comments
	In	Out	In	Out	In	Out	
Monday	9:00	10:20	10:35	12:30	[Redacted]	[Redacted]	
Tuesday					[Redacted]	[Redacted]	
Wednesday	9:00	10:20	10:35	12:30	[Redacted]	[Redacted]	
Thursday					[Redacted]	[Redacted]	
Friday	8:31	10:16	10:30	12:30	[Redacted]	[Redacted]	

Charnwood ELC Team Room Sign on

Room: [Redacted]

Week Start: 13/5/19

Week End: 17/5/19

BRINDA BELLA
BOUTIQUE

Name:	Qualifications:		Signature:		Comments			
	In	Out	In	Out				
Monday	8:00	10:10	10:25	11:55	12:55	4:30	[Redacted]	[Redacted]
Tuesday	8:00	10:00	10:15	12:10	1:10	4:30	[Redacted]	[Redacted]
Wednesday	8:00	10:15	10:30	12:00	1:00	4:30	[Redacted]	[Redacted]
Thursday	8:45	10:30	10:40	12:00	1:00	4:30	[Redacted]	[Redacted]
Friday	8:00	11:45	12:45	4:30			[Redacted]	[Redacted]

Name:	Qualifications:		Signature:		Comments			
	In	Out	In	Out				
Monday	9:00	10:55	11:10	1:05	1:35	3:00	[Redacted]	[Redacted]
Tuesday	8:55	10:45	11:00	1:10	1:40	3:00	[Redacted]	[Redacted]
Wednesday							[Redacted]	[Redacted]
Thursday							[Redacted]	[Redacted]
Friday							[Redacted]	[Redacted]

Name:	Qualifications:		Signature:		Comments			
	In	Out	In	Out				
Monday	9:00	10:30	10:35	1:45	2:45	5:30	[Redacted]	[Redacted]
Tuesday	8:45	10:30	10:45	1:30	2:30	5:30	[Redacted]	5:30
Wednesday	9:00	10:45	11:00	2:00	3:00	6:00	[Redacted]	[Redacted]
Thursday	9:00	11:00	11:15	1:45	2:45	5:30	[Redacted]	[Redacted]
Friday	9:40	10:45	11:00	2:55	7:55	5:30	[Redacted]	[Redacted]

Name:	Qualifications:		Signature:		Comments			
	In	Out	In	Out				
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

Charwood ELC Team Room Sign on

Room: [Redacted] Week Start: 13/05/19 Week End: 17/05/19

Name:	Qualifications:				Signature:		Comments
	In	Out	In	Out	In	Out	
[Redacted]							
Monday	8:15	2:00	2:30	4:30			
Tuesday	8:20	1:40	2:10	4:40			
Wednesday	8:20	1:45	2:15	4:30			
Thursday	8:15	1:20	1:55	4:30			
Friday	8:25						

Name:	Qualifications:				Signature:		Comments
	In	Out	In	Out	In	Out	
[Redacted]							
Monday							
Tuesday							
Wednesday							
Thursday	8:27	1:00	1:43	4:35			
Friday	8:28	1:45	1:15	4:35			

Name:	Qualifications:				Signature:		Comments
	In	Out	In	Out	In	Out	
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

Name:	Qualifications:				Signature:		Comments
	In	Out	In	Out	In	Out	
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

Charnwood ELC Team Room Sign on

Room: [Redacted] Week Start: 13/5/19. Week End: 17/5/19



Name	In		Out		Qualifications:		Signature:		Comments
	In	Out	In	Out	In	Out	In	Out	
Monday	7:30	10:25	10:40	12:05	1:00	11:05	[Redacted]	[Redacted]	
Tuesday	7:28	10:30	10:45	12:20	1:10	11:00	[Redacted]	[Redacted]	
Wednesday	7:22	10:00	10:15	12:00	1:00	11:00	[Redacted]	[Redacted]	
Thursday	7:20	10:00	10:15	12:00	1:00	11:00	[Redacted]	[Redacted]	
Friday	9:20	1:00	2:00	6:00			[Redacted]	[Redacted]	

Name:	In		Out		Qualifications:		Signature:		Comments
	In	Out	In	Out	In	Out	In	Out	
Monday	9:20	10:45	10:45	1:00	2:00	6:00	[Redacted]	[Redacted]	
Tuesday							[Redacted]	[Redacted]	
Wednesday	9:20	10:15	10:20	12:00	11:00	6:00	[Redacted]	[Redacted]	
Thursday							[Redacted]	[Redacted]	
Friday	9:20	10:20	10:45	12:15	11:15	6:00	[Redacted]	[Redacted]	

Name:	In		Out		Qualifications:		Signature:		Comments
	In	Out	In	Out	In	Out	In	Out	
Monday	9:30	11:00	11:15	2:00	3:00	6pm	[Redacted]	[Redacted]	
Tuesday	9:30	11:00	11:15	2:05	3:00	6pm	[Redacted]	[Redacted]	
Wednesday	9:40	11:00	11:15	2:00	3:00	6pm	[Redacted]	[Redacted]	
Thursday	9:30	11:00	11:15	2:00	3:00	6pm	[Redacted]	[Redacted]	
Friday	9:30	10:45	11:00	2:00	3:00	6pm	[Redacted]	[Redacted]	

Name:	In		Out		Qualifications:		Signature:		Comments
	In	Out	In	Out	In	Out	In	Out	
Monday		11	12				[Redacted]	[Redacted]	
Tuesday	8:38	10:20	10:35	1:00	2:00	5:30	[Redacted]	[Redacted]	
Wednesday	9:00	10:40	10:25	11:00	11:00	5:30	[Redacted]	[Redacted]	
Thursday	9:00	10:20	10:35	1:00	1:00	2:00	[Redacted]	[Redacted]	
Friday		11	12				[Redacted]	[Redacted]	

Issued by the Commissioner for Fair Trading
Australian Capital Territory, Australia
Under the Working with Vulnerable People (Background Checking) Act 2011

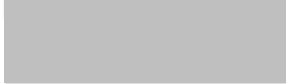
If found please return to:
Access Canberra
GPO Box 158
Canberra ACT 2601

Issued by the Commissioner for Fair Trading
Australian Capital Territory, Australia
Under the Working with Vulnerable People (Background Checking) Act 2011



Report found, lost, stolen or changes of address detail to Access Canberra on 132281

Issued by the Commissioner for Fair Trading
Australian Capital Territory, Australia
Under the Working with Vulnerable People (Background Checking) Act 2011



Issued by the Commissioner for Fair Trading
Australian Capital Territory, Australia
Under the Working with Vulnerable People (Background Checking) Act 2011

Report found, lost, stolen or changes of address detail to Access Canberra on 132281

If found please return to:
Access Canberra
GPO Box 158
Canberra ACT 2801

Issued by the Commissioner for Fair Trading
Australian Capital Territory, Australia
Under the Working with Vulnerable People (Background Checking) Act 2011

Issued by the Commissioner for Fair Trading
Australian Capital Territory, Australia
Under the Working with Vulnerable People (Background Checking) Act 2011

If found please return to:
Access Canberra
GPO Box 158
Canberra ACT 2801

If found please return to:
Access Canberra
GPO Box 158
Canberra ACT 2801

Issued by the Commissioner for Fair Trading
Australian Capital Territory, Australia
Under the Working with Vulnerable People (Background Checking) Act 2011

Issued by the Commissioner for Fair Trading
Australian Capital Territory, Australia
Under the Working with Vulnerable People (Background Checking) Act 2011



If found please return to:
Access Canberra
GPO Box 158
Canberra ACT 2801

Report found, lost, stolen or changes of address detail to Access Canberra on 132281

Issued by the Commissioner for Fair Trading
Australian Capital Territory, Australia
Under the Working with Vulnerable People (Background Checking) Act 2011

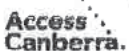
Issued by the Commissioner for Fair Trading
Australian Capital Territory, Australia
Under the Working with Vulnerable People (Background Checking) Act 2011

If found please return to:
Access Canberra
GPO Box 158
Canberra ACT 2801

If found please return to:
Access Canberra
GPO Box 158
Canberra ACT 2801

Issued by the Commissioner for Fair Trading
Australian Capital Territory, Australia
Under the Working with Vulnerable People (Background Checking) Act 2011

Issued by the Commissioner for Fair Trading
Australian Capital Territory, Australia
Under the Working with Vulnerable People (Background Checking) Act 2011





 **ACT**
Government
WORKING WITH VULNERABLE PEOPLE
GENERAL REGISTRATION
AUSTRALIAN CAPITAL TERRITORY


[Redacted content]

WORKING WITH VULNERABLE PEOPLE
GENERAL REGISTRATION
AUSTRALIAN CAPITAL TERRITORY 

[Redacted content]

WORKING WITH VULNERABLE PEOPLE
GENERAL REGISTRATION
AUSTRALIAN CAPITAL TERRITORY 

[Redacted content]

WORKING WITH VULNERABLE PEOPLE
GENERAL REGISTRATION
AUSTRALIAN CAPITAL TERRITORY 


[Redacted content]

WORKING WITH VULNERABLE PEOPLE
GENERAL REGISTRATION
AUSTRALIAN CAPITAL TERRITORY 

[Redacted content]

 **ACT**
Government
WORKING WITH VULNERABLE PEOPLE
GENERAL REGISTRATION
AUSTRALIAN CAPITAL TERRITORY

[Redacted content]

WORKING WITH VULNERABLE PEOPLE
GENERAL REGISTRATION
AUSTRALIAN CAPITAL TERRITORY 

[Redacted content]

WORKING WITH VULNERABLE PEOPLE
GENERAL REGISTRATION
AUSTRALIAN CAPITAL TERRITORY 

[Redacted content]

WORKING WITH VULNERABLE PEOPLE
GENERAL REGISTRATION
AUSTRALIAN CAPITAL TERRITORY 

[Redacted content]

 **ACT**
Government
WORKING WITH VULNERABLE PEOPLE
GENERAL REGISTRATION
AUSTRALIAN CAPITAL TERRITORY

[Redacted content]



Issued by the Commissioner for Fair Trading
Australian Capital Territory, Australia

Under the Working with Vulnerable People (Background Checking) Act 2011

If found please return to
Access Canberra
GPO Box 155
Canberra ACT 2601



Fairburn, Janine

From: Masterman, Tanya
Sent: Wednesday, 29 May 2019 10:07 AM
To: [REDACTED]
Subject: RE: Brindabella Christian College ELC Charnwood Campus 25 Notice

UNCLASSIFIED

Dear [REDACTED]

Thank you for your response. I note that there were [REDACTED] children in [REDACTED] on 14 May 2019 (all having arrived by 8:45) and working directly with children records provided do not indicate anyone providing break cover.

Could you please clarify?

Yours sincerely

Tanya Masterman | Senior Investigator
Phone 02 6205 2012 | Email tanya.masterman@act.gov.au
Early Childhood Policy and Regulation | Education | ACT Government
Level 3, Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive, Stirling 2611
GPO Box 158 Canberra ACT 2601
www.education.act.gov.au

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient:
- please notify the sender and delete all copies of this transmission along with any attachments immediately.
- you should not copy or use it for any purpose, nor disclose its contents to any other person.

From: [REDACTED]@bcc.act.edu.au>
Sent: Tuesday, 28 May 2019 11:26 AM
To: Masterman, Tanya <Tanya.Masterman@act.gov.au>
Cc: [REDACTED]@bcc.act.edu.au>; [REDACTED]@bcc.act.edu.au>
Subject: Brindabella Christian College ELC Charnwood Campus 25 Notice

Dear Tanya,

Please see attached documentation relating to 215 Notice issued on Thursday 23 May 2019.
Please do not hesitate to contact me should you require any further information.

Regards

Fairburn, Janine

From: Masterman, Tanya
Sent: Thursday, 30 May 2019 9:01 AM
To: [REDACTED]@bcc.act.edu.au
Subject: Brindabella Christian College ELC Charnwood - Email from ACT Regulatory Authority

UNCLASSIFIED Sensitive

Dear [REDACTED]

I am an Authorised Officer for the ACT Regulatory Authority under the *Education and Care Services National Law*.

We are currently conducting a formal investigation into a complaint concerning certain educators in the Early Learning Centre.

From information gathered, it appears that there is a [REDACTED] from the school who [REDACTED] children in the [REDACTED] on 14 May 2019 and I understand that is a regular occurrence.

The [REDACTED] is a **specified person** under section 206(4) of the *Education and Care Services National Law*, but their details were not provided with the staff records, presumably because they are employed by the school rather than the Early Learning Centre. Could you please provide their name and an email address so I can make arrangements to conduct an interview.

Yours sincerely

Tanya Masterman | Senior Investigator
Phone 02 6205 2012 | Email tanya.masterman@act.gov.au
Early Childhood Policy and Regulation | Education | ACT Government
Level 3, Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive, Stirling 2611
GPO Box 158 Canberra ACT 2601
www.education.act.gov.au

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient:
- please notify the sender and delete all copies of this transmission along with any attachments immediately.
- you should not copy or use it for any purpose, nor disclose its contents to any other person.

Fairburn, Janine

From: Masterman, Tanya
Sent: Thursday, 30 May 2019 10:23 AM
To: [REDACTED]
Subject: Brindabella Christian College ELC - Notice for Witness Interview with ACT Regulatory Authority
Attachments: Section 215 Notice [REDACTED]

UNCLASSIFIED

Dear [REDACTED]

I am an Authorised Officer for the ACT Regulatory Authority under the *Education and Care Services National Law*.

We are currently conducting an investigation into alleged incidents at Brindabella Christian College Early Learning Centre Charnwood and believe you may be able to provide relevant information as a witness.

Please do not be concerned – there is no suggestion that you have done anything wrong.

Please find attached a notice under s 215 of the *National Law*, requiring your attendance at our office for an interview at 11:00am on Monday 3 June 2019

It is very difficult for us to be flexible with times at the moment, but please contact me as soon as possible if you are unable to attend at that time and I will attempt to reschedule to a mutually convenient date and time.

You are very welcome to bring a support person with you if you wish to, as long as that person has no connection with Brindabella Christian College.

Yours sincerely

Tanya Masterman | Senior Investigator

Phone 02 6205 2012 | Email tanya.masterman@act.gov.au

Early Childhood Policy and Regulation | Education | ACT Government

Level 3, Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive, Stirling 2611

GPO Box 158 Canberra ACT 2601

www.education.act.gov.au

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient:

- please notify the sender and delete all copies of this transmission along with any attachments immediately.
- you should not copy or use it for any purpose, nor disclose its contents to any other person.



[Redacted]

Email: [Redacted]

Dear [Redacted]

**Notice under Section 215 of the *Education and Care Services National Law (ACT) Act 2011* –
Power of Regulatory Authority to obtain information, documents and evidence
by notice from specified person**

This is a notice issued under section 215 of the *Education and Care Services National Law (National Law)*. I have been delegated the powers of the Regulatory Authority under section 215 of the National Law.

Based on evidence I have available to me I am satisfied that there are grounds to suspect that offences have, or may have, been committed at Brindabella Christian College Early Learning Centre Charnwood SE-00011290 that warrant this notification to be issued.

I believe that you can provide me with information and/or give evidence relevant to a matter currently under investigation.

In order to assist our investigation, and for the purpose of discussing what you may know of the incident and any other associated matters, I require you to attend before me at:

Location: Office of Children's Education and Care Assurance (CECA)
Hedley Beare Centre for Teaching and Learning
51 Fremantle Drive, STIRLING ACT 2611

Date: Monday 3 June 2019

Time: 11:00am

A typed statement will be prepared during the interview and you will be provided with a copy once the investigation is complete.

You may bring a support person to the interview. Any support person should not be anyone who may be involved in the investigation - such as anyone from the service or provider. Please also advise whether you require an interpreter to assist you.

Please be aware that a disclosure of information or provision of documents to the Regulatory Authority pursuant to a request made under section 215(2) of the National Law is defined as a protected disclosure.

[Redacted]

Required Warnings under National Law

Please note there are offences for failing to comply with this notice and/or providing false and misleading information:

Pursuant to section 217 of the National Law, a person must not refuse or fail to comply with a requirement under section 215 or 216 to the extent that the person is capable of complying with that requirement.

Penalty: \$8000 in the case of an individual.

Penalty: \$40,000 in any other case.

Pursuant to section 218 of the National law, a person must not obstruct or hinder the Regulatory Authority in exercising a power under section 215 or 216.

Penalty: \$8000 in the case of an individual.

\$40,000 in any other case.

Pursuant to section 219 of the National Law, a person is not excused from complying with a notice or requirement under section 215 or 216 on the ground that complying with the notice or requirement may result in information being provided that might tend to incriminate the person.

Pursuant to section 295 a person must not give the Regulatory Authority or an authorised officer under this Law any information or documents that the person knows is false or misleading.


Penalty: \$6000 in the case of an individual.

\$30,000 in any other case.

Other relevant excerpts of the National Law have been attached to this Notice for your convenience. You can access the complete National Law and Regulations at <http://www.acecqa.gov.au/national-law>.

Please confirm your attendance at the interview and provide details of your support person (if any), by contacting me on (02) 6205 2012.

If you have any queries, concerns or would like clarification in relation to this notice, please contact me.


Tanya Masterman
Senior Investigator
Children's Education and Care Assurance
Early Childhood Regulation
Education Directorate

30 May 2019

Education and Care Services National Law

Section 215: Power of Regulatory Authority to obtain information, documents and evidence by notice

- (1) This section applies if the Regulatory Authority reasonably suspects that an offence has or may have been committed against this Law.
- (2) The Regulatory Authority may, by written notice, require a specified person—
- (a) to provide to the Regulatory Authority, in writing signed by that person or, if the person is not an individual, by a competent officer of that person, within the time and in the manner specified in the notice, any relevant information that is specified in the notice; or
 - (b) to produce to the Regulatory Authority, or to a person specified in the notice acting on the Regulatory Authority's behalf, in accordance with the notice, any relevant document referred to in the notice; or
 - (c) to appear before the Regulatory Authority, or a person specified in the notice acting on the Regulatory Authority's behalf, at a time and place specified in the notice to give any evidence or to produce any relevant document specified in the notice.
- (3) The notice must—
- (a) warn the person that failure or refusal to comply with the notice would constitute an offence; and
 - (b) warn the person about the effect of sections 217, 218 and 219.
- (4) The Regulatory Authority or the person specified in the notice acting on the Regulatory Authority's behalf may require the evidence referred to in subsection (2)(c) to be given on oath or affirmation and for that purpose may administer an oath or affirmation.
- (5) The person may give evidence under subsection (2)(c) by telephone or video conference or other electronic means unless the Regulatory Authority, on reasonable grounds, requires the person to give that evidence in person.
- (6) In this section, *specified person* has the meaning given in section 206(4).

Protection from reprisal

296 Definitions

- In this Division—*protected disclosure* means a disclosure of information or provision of documents to the Regulatory Authority—
- (a) pursuant to a request under this Law; or
 - (b) where the person making the disclosure has a reasonable belief that—
 - (i) an offence against this Law has been or is being committed; or
 - (ii) the safety, health or wellbeing of a child or children being educated and cared for by an education and care service is at risk;

serious detrimental action includes dismissal, involuntary transfer, loss of promotion and demotion.

297 Protection from reprisal

(1) A person must not take serious detrimental action against a person in reprisal for a protected disclosure.

Penalty: \$10 000 in the case of an individual.
 \$50 000 in any other case.

(2) A person takes serious detrimental action in reprisal for a protected disclosure if—

(a) the person takes or threatens to take the action because—

(i) a person has made, or intends to make, a protected disclosure; or

(ii) the person believes that a person has made or intends to make the protected disclosure; or

(b) the person incites or permits another person to take or threaten to take the action for either of those reasons.

(3) In determining whether a person takes serious detrimental action in reprisal, it is irrelevant whether or not a reason referred to in subsection (2) is the only or dominant reason as long as it is a substantial reason.

298 Proceedings for damages for reprisal

(1) A person who takes serious detrimental action against a person in reprisal for a protected disclosure is liable in damages to that person.

(2) The damages may be recovered in proceedings as for a tort in any court of competent jurisdiction.

(3) Any remedy that may be granted by a court with respect to a tort, including exemplary damages, may be granted by a court in proceedings under this section.

(4) The right of a person to bring proceedings for damages does not affect any other right or remedy available to the person arising from the serious detrimental action.

Fairburn, Janine

From: [REDACTED]@bcc.act.edu.au>
Sent: Thursday, 30 May 2019 2:03 PM
To: Masterman, Tanya
Cc: Lisa Willis; Rachel McClure
Subject: FW: Brindabella Christian College ELC Charnwood - Email from ACT Regulatory Authority
Attachments: lynehamprinters@bcc.act.edu.au_20190530_124458.pdf

Dear Tanya

Thank you for your inquiry.

I have looked into the request and can advise that [REDACTED] takes the ELC class in the [REDACTED] school area of the building. Please see attached sheet – signature bottom line [REDACTED]

[REDACTED] can be contacted at [REDACTED]@bcc.act.edu.au

Regards



From: "Masterman, Tanya" <Tanya.Masterman@act.gov.au>
Date: 30 May 2019 at 9:01:16 am AEST
To: [REDACTED]@bcc.act.edu.au" [REDACTED]@bcc.act.edu.au>
Subject: Brindabella Christian College ELC Charnwood - Email from ACT Regulatory Authority

UNCLASSIFIED Sensitive

Dear [REDACTED]

I am an Authorised Officer for the ACT Regulatory Authority under the *Education and Care Services National Law*.

We are currently conducting a formal investigation into a complaint concerning certain educators in the Early Learning Centre.

From information gathered, it appears that there is a [REDACTED] from the school who [REDACTED] children in the [REDACTED] on 14 May 2019 and I understand that is a regular occurrence.

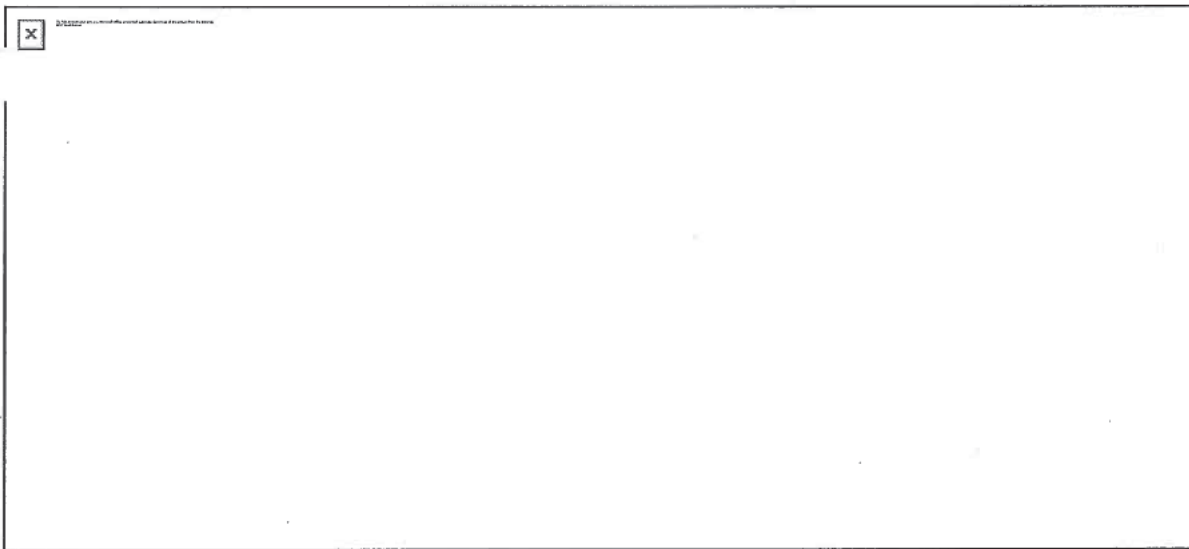
[REDACTED] is a **specified person** under section 206(4) of the *Education and Care Services National Law*, but their details were not provided with the staff records, presumably because they are

employed by the school rather than the Early Learning Centre. Could you please provide their name and an email address so I can make arrangements to conduct an interview.

Yours sincerely

Tanya Masterman | Senior Investigator
Phone 02 6205 2012 | Email tanya.masterman@act.gov.au
Early Childhood Policy and Regulation | Education | ACT Government
Level 3, Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive, Stirling 2611
GPO Box 158 Canberra ACT 2601
www.education.act.gov.au

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient:
- please notify the sender and delete all copies of this transmission along with any attachments immediately.
- you should not copy or use it for any purpose, nor disclose its contents to any other person.



The contents of this email are confidential and are intended only to be read or used by the named addressee. Any unauthorised use of the contents is expressly prohibited. If you receive this email in error, please notify the administrator on +61 2 6247 4644 and immediately delete it from your system. You must not close, copy or use any part of this email if you are not the intended recipient