



ACT
Government

Chief Minister, Treasury and
Economic Development

FREEDOM OF INFORMATION REQUEST SCHEDULE

NAME	WHAT ARE THE PARAMETERS OF THE REQUEST	OBJECTIVE FILE NO
s41(1)	All documents relating to the improvement notice issued by WorkSafe on the ACT Education directorate on 8 September 2017 including any that name the Australian Education Union. You have requested documents including but limited to communication, documents, reports and emails between Commissioner Greg Jones, Investigator Bradley Cummins, Investigator Anton Majer, Deputy Director-General Dave Peffer, Chief Operating Officer David Snowden and any staff of the ACT Education Director including but not limited to Director-General Natalie Howson, Deputy Director-General Meredith Whitton, and Director Chris Hodgson between 4 September 2017 and 22 September 2017.	17-0113

Item No	Page Number	Description	Date	Status	Reason for Exemption	Online Release Status
1	1	Email	6/9/2017	Partial Release	Section 41(1) Personal Information Out of Scope	Yes
2	2-3	Email - FW: AEU enquiry	7/9/2017	Partial Release	Section 41(1) Personal Information Section 6(2) Health Records Out of Scope	Yes
3	4	Email - Health ACT Schools	7/9/2017	Full Release	n/a	Yes
4	5	Email - EDU First Aid and other procedures	7/9/2017	Full Release	n/a	Yes
5	6-9	Attachment – First Aid Policy Final – Published Jan 2017	01/2017	Full Release	n/a	Yes
6	10-18	Attachment – 4.0 First Aid General Procedure-review-Feb 2017	02/2017	Full Release	n/a	Yes
7	19-29	Attachment – 4.4 Diabetes Management Procedure	05/2015	Full Release	n/a	Yes
8	30-31	Attachment – Known Medical Condition Response Plan	undated	Full Release	n/a	Yes
9	32-43	Attachment – Administration of Student Medication and Complex Health Care Procedures	undated	Full Release	n/a	Yes
10	44	Email - ACT Education Directorate - Worksafe ACT matter	8/9/2017	Partial Release	Section 41(1) Personal Information	Yes

11	45	Email - Re: Proposed Education IN	8/9/2017	Full Release	n/a	Yes
12	46	Email - Oracle RightNow CX Cloud Service Notification	8/9/2017	Partial Release	Section 41(1) Personal Information	Yes
13	47	Email - Workplace Visit report, F6SRBC	8/9/2017	Full Release	n/a	Yes
14	48-53	Attachment – 99118220170908143940 (Workplace Visit report and Improvement Notice)	8/9/2017	Partial Release	Section 41(1) Personal Information	Yes
15	54	Email - Workplace Visit report, F6SRBC, WPV-05771-S9JJOS, ACT Government Education Directorate	8/9/2017	Partial Release	Section 41(1) Personal Information	Yes
		Attachment – see item 14				
16	55-56	Email - Fwd: Education Directorate Improvement Notice	8/9/2017	Partial Release	Section 41(1) Personal Information	Yes
17	57-58	Attachment – Briefing Note	8/9/2017	Partial Release	Section 41(1) Personal Information	Yes
		Other attachments – see item 14, 5, 7, 8 and 9				
18	59	Email - RE: Education Directorate Improvement Notice	8/9/2017	Partial Release	Section 41(1) Personal Information	Yes
19	60	Email - CONFIDENTIAL Education Directorate Improvement Notice	8/9/2017	Partial Release	Section 41(1) Personal Information	Yes
		Attachment – see item 17				
20	61-62	Email - Re: Education IN	8/9/2017	Partial Release	Section 41(1) Personal Information	Yes
21	63	Email - RE: Education Directorate Improvement Notice	11/9/2017	Partial Release	Section 41(1) Personal Information	Yes
22	64-65	Email - Re: Improvement Notice F6SRBC	11/9/2017	Partial Release	Section 41(1) Personal Information	Yes
23	66	Email - RE: Canberra Times: media inquiry	11/9/2017	Full Release	n/a	Yes
24	67	Email - Fwd: Canberra Times: media inquiry	11/9/2017	Full Release	n/a	Yes
25	68	Email - Re: Further to Canberra Times: media inquiry	11/9/2017	Full Release	n/a	Yes
26	69	Email - RE: From DGs	11/9/2017	Partial Release	Out of Scope	Yes

27	70	Email - Response to CT for review please	11/9/2017	Full Release	n/a	Yes
28	71-72	Attachment – Media response draft	11/9/2017	Full Release	n/a	Yes
29	73	Email - Draft worksafe response	11/9/2017	Full Release	n/a	Yes
30	74-75	Attachment - Media response draft	11/9/2017	Full Release	n/a	Yes
31	76	Email - RE: Worksafe responses to CT for clearance	11/9/2017	Partial Release	Section 41(1) Personal Information	Yes
32	77	Email - FW: Worksafe responses to CT for clearance	11/9/2017	Partial Release	Section 41(1) Personal Information	Yes
33	78-79	Attachment - Media response draft	11/9/2017	Full Release	n/a	Yes
34	80	Email - RE: FOR REVIEW (Brad, ASAP please): xx. Education Directorate	11/9/2017	Full Release	n/a	Yes
35	81	Email - Re: FOR REVIEW:xx. Education Directorate (A14086859)	12/9/2017	Partial Release	Section 41(1) Personal Information	Yes
36	82	Email - FW: FOR REVIEW (Brad, ASAP please): xx. Education Directorate	12/9/2017	Full Release	n/a	Yes
37	83	Attachment – Question Time Brief	undated	Full Release	n/a	Yes
38	84	Email - WorkSafe Response - Education Directorate Improvement Notice	12/9/2017	Full Release	n/a	Yes
39	85-86	Attachment – Media response Final	12/9/2017	Full Release	n/a	Yes
40	87	Email - RE: WorkSafe Response - Education Directorate Improvement Notice	12/9/2017	Full Release	n/a	Yes
41	88-89	Attachment – Media response Final	12/9/2017	Full Release	n/a	Yes
42	90	Email - RE: Question re Further to Canberra Times: media inquiry	12/9/2017	Full Release	n/a	Yes
43	91	Email - TPs for approval	12/9/2017	Full Release	n/a	Yes
44	92-93	Attachment – Talking points Draft	12/9/2017	Full Release	n/a	Yes
45	94	Email - FW: TPs for approval	12/9/2017	Full Release	n/a	Yes

		Attachment – see item 44				
46	95	Email - Talking points - Education Directorate - Improvement Notice	12/9/2017	Full Release	n/a	Yes
47	96-97	Attachment – Talking points Final	12/9/2017	Full Release	n/a	Yes
48	98-99	Email - FW: Advice	13/9/2017	Partial Release	Section 41(1) Personal Information	Yes
49	100	Email - RE: IMPORTANT INFO: Education Directorate Improvement Notice - AEU attendance today	13/9/2017	Partial Release	Section 41(1) Personal Information	Yes
50	101-103	Email - Fwd: Workplace Visit report, F6SRBC	13/9/2017	Partial Release	Section 41(1) Personal Information	Yes
51	104	Email - RE: IMPORTANT INFO: Education Directorate Improvement Notice - AEU attendance today	13/9/2017	Partial Release	Section 41(1) Personal Information	Yes
52	105-108	Email - RE: Education Directorate Improvement Notice	13/9/2017	Partial Release	Section 41(1) Personal Information	Yes
53	109	Email - FW: Workplace Visit report, F6SRBC	14/9/2017	Full Release	n/a	Yes
54	110-111	Email - Re: Education Directorate Improvement Notice	14/9/2017	Partial Release	Section 41(1) Personal Information	Yes
55	112-114	Email - Education Directorate Improvement Notice	14/9/2017	Partial Release	Section 41(1) Personal Information	Yes
		Attachments – see item 14, 17, 5, 7, 8 and 9				
56	115-116	Email - FW: Education Directorate Improvement Notice	14/9/2017	Partial Release	Section 41(1) Personal Information	Yes
57	117	Email - Re: Education Directorate Improvement Notice	14/9/2017	Full Release	n/a	Yes
58	118	Email - Improvement Notice Cancellation Letter	14/9/2017	Full Release	n/a	Yes
59	119	Attachment – Improvement Notice cancellation letter draft	14/9/2017	Full Release	n/a	Yes
60	120	Email - RE: Improvement Notice Cancellation Letter	14/9/2017	Full Release	n/a	Yes
61	121	Attachment – Improvement Notice cancellation letter draft	14/9/2017	Full Release	n/a	Yes
62	122	Email - FW: Workplace Visit report, F6SRBC	14/9/2017	Full Release	n/a	Yes

63	123	Attachment - Improvement Notice cancellation letter Final	14/9/2017	Full Release	n/a	Yes
64	124	Email - FW: WorkSafe Response - Education Directorate Improvement Notice	14/9/2017	Full Release	n/a	Yes
65	125	Email - RE: WorkSafe Response - Education Directorate Improvement Notice	14/9/2017	Full Release	n/a	Yes
66	126	Email - Media Response Education Directorate Update 14092017	14/9/2017	Full Release	n/a	Yes
67	127	Attachment – Media response update draft	14/9/2017	Full Release	n/a	Yes
68	128	Email - Updated TPs for Ministers on Education Notice for approval	14/9/2017	Full Release	n/a	Yes
69	129-130	Attachment – Updated talking points draft	14/9/2017	Full Release	n/a	Yes
70	131	Email - Media response for approval - Education Notice Update	14/9/2017	Full Release	n/a	Yes
71	132	Attachment – Media response update draft	14/9/2017	Full Release	n/a	Yes
72	133	Email - Media response for ok - Education	14/9/2017	Full Release	n/a	Yes
73	134	Attachment - Media response update draft	14/9/2017	Full Release	n/a	Yes
74	135	Email - FW: Media response - improvement notice	14/9/2017	Full Release	n/a	Yes
75	136	Attachment - Media response update draft	14/9/2017	Full Release	n/a	Yes
76	137	Email - RE: Media response - improvement notice	14/9/2017	Partial Release	Section 41(1) Personal Information	Yes
77	138	Email - RE: WorkSafe Response - Education Directorate Improvement Notice	14/9/2017	Full Release	n/a	Yes
78	139	Attachment - Media response update Final	14/9/2017	Full Release	n/a	Yes
79	140	Email - FW: Workplace Visit report, F6SRBC	19/9/2017	Partial Release	Section 41(1) Personal Information	Yes
		Attachments to previous email	Multiple	Exempt	Section 41(1) Personal Information Section 6(2) Health Records	No
80	141-144	Email - RE: Workplace Visit report, F6SRBC	20/9/2017	Partial Release	Section 41(1) Personal Information Section 6(2) Health Records	Yes

81	145-149	Attachment – Position statement	undated	Full Release	n/a	Yes
82	150-152	Email - RE: Canberra Times	21/9/2017	Full Release	n/a	Yes
Total No of Docs						
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