



ACT
Government

Chief Minister, Treasury and
Economic Development

Freedom of Information Disclosure Log Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

Application Details	
Ref. No.	CMTEDDFOI 2024-231
Date of Application	22 July 2024
Date of Decision	16 September 2024
Processing time (in working days)	40
Fees	N/A
Decision on Access	Partial Release
Information Requested (summary)	Information regarding an Improvement Notice issued by WorkSafe ACT to Dickson College/ACT Education on the proper establishment of work groups and the vacation on the HSR role at the school in September 2022.
Publication Details	
Original application	<input checked="" type="checkbox"/> Published <input type="checkbox"/> N/A
Decision notice	<input checked="" type="checkbox"/> Published <input type="checkbox"/> N/A
Documents and schedule	<input checked="" type="checkbox"/> Published <input type="checkbox"/> N/A
Decision made by Ombudsman	N/A
Additional information identified by Ombudsman	N/A
Decision made by ACAT	N/A
Additional information identified by ACAT	N/A

From: [REDACTED]
To: [CMTEDD.FOI](#)
Subject: Re: CMTEDDFOI 2024-231 Freedom of Information request
Date: Thursday, 25 July 2024 9:34:30 AM

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hello

Thank you, yes that seems correct.

Thanks

[REDACTED]

On 25 Jul 2024, at 09:32, CMTEDD FOI <CMTEDDFOI@act.gov.au> wrote:

OFFICIAL

Good mornin [REDACTED]

Thank you for your email.

Can you please confirm the following scope:

•“... any documents WorkSafe ACT have in relation to the investigation of, and decision to, issue an improvement notice to ACT Education/Dickson College in September 2022 re the establishment of work groups and HSR elections. Particularly any documents from meetings prior to the notice being issued. This would include all meeting notes, file notes, communications such as emails, text messages etc both internally and externally. This would extend to all meeting held between WorkSafe ACT and ACT Education/Dickson College re Dickson College from 1 June 2022 to 31 December 2022.”

If you wish to discuss this please call me on 6207 7754.

Kind regards

Sue

Sue | Freedom of Information Coordinator | Information Access Team
Phone: 02 6207 7754 | Email: CMTEDDFOI@act.gov.au
Corporate | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 1, 220 London Circuit, Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | act.gov.au

From: [REDACTED]

Sent: Wednesday, July 24, 2024 7:50 PM

To: CMTEDD FOI <CMTEDDFOI@act.gov.au>

Subject: Re: CMTEDDFOI 2024-231 Freedom of Information request

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Sue

The scope would be any documents WorkSafe ACT have in relation to the investigation of, and decision to, issue an improvement notice to ACT Education/Dickson College in September 2022 re the establishment of work groups and HSR elections. Particularly any documents from meetings prior to the notice being issued.

[REDACTED] that during a meeting/s held on approx 2/3 August 2022 ACT Education raised in person with WorkSafe ACT investigators that there may be an issue with how the school HSR was elected. However Worksafe's Improvement Notice of 6 September claims that WorkSafe "independently" thought to look at this on 6 September and issue a notice on 12 September. This seems very odd.

This would include all meeting notes, file notes, communications such as emails, text messages etc both internally and externally. This would extend to all meeting held between WorkSafe ACT and ACT Education/Dickson College re Dickson College from 1 June 2022 to 31 December 2022.

Thank you

[REDACTED]

On 23 Jul 2024, at 14:34, CMTEDD FOI <CMTEDDFOI@act.gov.au> wrote:

OFFICIAL

Good afternoon

Thank you for lodging a Freedom of Information (FOI) request. I tried to call you this afternoon but was only able to leave a voicemail. I was hoping to speak with you to clarify the request of your application.

Can you please call me on 6207 7754 to talk through your request. I will then follow up with an email to confirm exactly what you are after.

Kind regards

Sue

Sue I Freedom of Information Coordinator | Information Access Team

Phone: 02 6207 7754 | Email: CMTEDDFOI@act.gov.au

Corporate | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 1, 220 London Circuit, Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | act.gov.au

From: no-reply@act.gov.au <no-reply@act.gov.au>

Sent: Monday, July 22, 2024 12:41 PM

To: CMTEDD FOI <CMTEDDFOI@act.gov.au>

Subject: CMTEDDFOI 2024-231 Freedom of Information request

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Please find online enquiry details below. Please ensure this enquiry is responded to within fourteen working days.

Your details

All fields are optional, however an email address OR full postal address must be provided for us to process your request. An email address and telephone contact number will assist us to contact you quickly if we need to discuss your request.

Title:

First Name:

Last Name:

Business/Organisatio

Address:

Suburb:

Postcode:

State/Territory:

Phone/mobile:

Email address:

Request for information

(Please provide as much detail as possible, for example subject matter and relevant dates, and also provide details of documents that you are not interested in.)

I'm seeking information regarding an Improvement Notice issued by WorkSafe ACT to Dickson College/ACT Education re the proper establishment of work groups and the vacation on the HSR role at the school in September 2022 [REDACTED]

Under the Freedom of Information Act 2016 I want to access the following document/s (*required field):

[REDACTED] The notice says WorkSafe ACT independently decide to review the work groups in September 2022, however [REDACTED] it was initially brought to WorkSafe's attention by ACT Education on 3 August 2022 in a meeting. Can you please confirm that it was ACT Education that initially raised the matter (through the 3 August meeting notes or otherwise prior to the notice being issued - emails, system notes around the notice etc) with WorkSafe, prior to the September 2022 notice being issued. It has no impact on WorkSafe ACT to disclose how they became aware of the potential breach and need for improvement, but it is vitally important re other action to know if it was initially raised by ACT Education (as has been reported by those present in a meeting on 3 August 2022 between ACT Education staff and WorkSafe ACT).

I do not want to access the following documents in relation to my request::

Thank you.
Freedom of Information Coordinator

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.



ACT
Government

Chief Minister, Treasury and
Economic Development

Our ref: CMTEDDDFOI 2024-231



FREEDOM OF INFORMATION REQUEST – NOTICE OF DECISION

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 22 July 2024.

Specifically, you have sought access to the following information:

“I’m seeking information regarding an Improvement Notice issued by WorkSafe ACT to Dickson College/ACT Education re the proper establishment of work groups and the vacation on the HSR role at the school in September 2022. [REDACTED]

[REDACTED] *The notice says WorkSafe ACT independently decide to review the work groups in September 2022, however [REDACTED] t was initially brought to WorkSafe’s attention by ACT Education on 3 August 2022 in a meeting. Can you please confirm that it was ACT Education that initially raised the matter (through the 3 August meeting notes or otherwise prior to the notice being issued - emails, system notes around the notice etc) with WorkSafe, prior to the September 2022 notice being issued. It has no impact on WorkSafe ACT to disclose how they became aware of the potential breach and need for improvement, but it is vitally important re other action to know if it was initially raised by ACT Education (as has been reported by those present in a meeting on 3 August 2022 between ACT Education staff and WorkSafe ACT).”*

On 25 July 2024, you have clarified the scope of the request to:

“... any documents WorkSafe ACT have in relation to the investigation of, and decision to, issue an improvement notice to ACT Education/Dickson College in September 2022 re the establishment of work groups and HSR elections. Particularly any documents from meetings prior to the notice being issued. This would include all meeting notes, file notes, communications such as emails, text messages etc both internally and externally. This would extend to all meeting held between WorkSafe ACT and ACT Education/Dickson College re Dickson College from 1 June 2022 to 31 December 2022.”

On 27 August 2024, you have further clarified and agreed to the reduced scope below:

Include all documents, meeting notes, file notes, communications such as emails, text messages etc both internally and externally from meetings prior to the

*improvement notice in September 2022 re the establishment of work groups and HSR elections being issued between WorkSafe ACT and ACT Education/Dickson College **only** re Dickson College which extends up to 1 June 2022 to 31 December 2022. This excludes complaints lodged against Dickson College i.e. personal information of complainants, evidence sent by complainants and correspondence between WorkSafe ACT.*

Additionally, you said:

“I would need to see any documents that directly relate to the establishment of work groups and HSR elections, even if they are contained in personal complaints (subject to redactions etc). It is unlikely many personal complaints would be directly related to the establishment of work groups and HSR elections (because no one cared except for management level staff from ACT Education and WorkSafe inspectors) but if any exist they would be relevant (only if they actually exist).”

Authority

I am an Information Officer appointed by the CMTEDD Director-General under section 18 of the Act to deal with access applications made under Part 5 of the Act.

Timeframes

In accordance with section 40 of the Act, CMTEDD is required to provide a decision on your access application within 30 days.

As this matter required third party consultation, the decision due date was extended by 15 working days, in accordance with section 40(2) of the Act.

Therefore, a decision is due by **23 September 2024**.

Decision on access

Searches of CMTEDD records have identified five documents within the scope of your request.

I have decided to grant **partial access** to four documents and **full access** to one document. Information within the documents that is out of scope of your request has been redacted.

The records identified as relevant to your application are listed in the schedule enclosed at **Attachment A**. This provides a description of each document that falls within the scope of your request and the access decision for each of those documents.

Release of documents

The information being released to you is provided at **Attachment B**.

Statement of Reasons

In accordance with section 54(2) of the Act a statement of reasons outlining my decisions is below. In reaching my access decisions, I have taken the following into account:

- the Act
- the information that falls within the scope of your request
- third party views

- *Human Rights Act 2004*

As a decision maker, I am required to determine whether the information within scope is in the public interest to release. To make this decision, I am required to:

- assess whether the information would be contrary to public interest to disclose as per **Schedule 1** of the Act.
- perform the public interest test as set out in section 17 of the Act by balancing the factors favouring disclosure and factors favouring non-disclosure in **Schedule 2** of the Act.

There are no **Schedule 1** factors relevant to the information in scope of your request.

Public Interest Test

The Act has a presumption in favour of disclosure. As a decision maker I am required to decide where, on balance, public interest lies. As part of this process, I must consider factors favouring disclosure and nondisclosure.

In *Hogan v Hinch* (2011) 243 CLR 506, [31] French CJ stated that when ‘used in a statute, the term [public interest] derives its content from “the subject matter and the scope and purpose” of the enactment in which it appears’. Section 17(1) of the Act sets out the test, to be applied to determine whether disclosure of information would be contrary to the public interest. These factors are found in subsection 17(2) and Schedule 2 of the Act.

Schedule 2: Factors to be considered when deciding the public interest.

Taking into consideration the information contained in the documents found to be within the scope of your request, I have identified that the following public interest factors are relevant to determine if release of the information contained within these documents is within the ‘public interest’.

Factors favouring disclosure (Section 2.1)

- *Section 2.1(a)(iii) - inform the community of the government’s operations, including the policies, guidelines and codes of conduct followed by the government in its dealings with members of the community.*
- *Section 2.1(a)(viii) - reveal the reason for a government decision and any background or contextual information that informed the decision.*
- *Section 2.1(a)(xiv) - contribute to the administration of justice for a person.*

I have placed substantial weight on the above factors favouring disclosure. The release of this information will provide you with contextual information and background on the decision made by WorkSafe ACT as stated on the Improvement Notice for Dickson College. The information being provided can reasonably inform you about the policies and guidelines that WorkSafe ACT followed when dealing with complaints.

I am satisfied that these factors favouring disclosure carry some weight. However, these factors are to be balanced against the factors favouring nondisclosure.

Factors favouring nondisclosure (Section 2.2)

- *Section 2.2(a)(ii) - prejudice the protection of an individual’s right to privacy or any other right under the Human Rights Act 2004.*

Having reviewed the documents, release of information concerning individuals working within the ACT Public Service is generally not considered to prejudice the protection of an individual's right to privacy. However, where personal information may be used for home and work purposes, this information is redacted, as it is for other individuals, as it could or would reasonably be expected to prejudice an individual's right to privacy under the *Human Rights Act 2004*.

Having applied the test outlined in section 17 of the Act and deciding that release of personal information contained in the documents is not in the public interest to release, I have chosen to redact this specific information in accordance with section 50(2). Noting the pro-disclosure intent of the Act, I am satisfied that redacting only the information that I believe is not in the public interest to release will ensure that the intent of the Act is met and will provide you with access to the majority of the information held by CMTEDD within the scope of your request.

Charges

Processing charges are not applicable for this request because the number of pages released to you is below the charging threshold of 50.

Online publishing – Disclosure Log

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a [disclosure log](#).

Your original access application and my decision will be published on the CMTEDD disclosure log. Your personal contact details will not be published.

Ombudsman Review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is provided to you, or a longer period allowed by the Ombudsman.

We recommend using this form [Applying for an Ombudsman Review](#) to ensure you provide all of the required information. Alternatively, you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601

Via email: actfoi@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact the Information Access Team by telephone on 6207 7754 or email CMTEDDFOI@act.gov.au.

Yours sincerely



Katharine Stuart
Information Officer
Chief Minister, Treasury and Economic Development Directorate

16 September 2024



ACT
Government

Chief Minister, Treasury and
Economic Development

FREEDOM OF INFORMATION REQUEST SCHEDULE

WHAT ARE THE PARAMETERS OF THE REQUEST	Reference NO.
<p>“Include all documents, meeting notes, file notes, communications such as emails, text messages etc both internally and externally from meetings prior to the improvement notice in September 2022 re the establishment of work groups and HSR elections being issued between WorkSafe ACT and ACT Education/Dickson College only re Dickson College which extends up to 1 June 2022 to 31 December 2022. This excludes complaints lodged against Dickson College i.e. personal information of complainants, evidence sent by complainants and correspondence between WorkSafe ACT</p> <p>....any documents that directly relate to the establishment of work groups and HSR elections even if they are contained in personal complaints...”</p>	CMTEDDFOI 2024-231

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
1	1-2	Dickson College WPV contemporaneous notes MO copy		Full	Sch 2 s2.2 (a)(ii), Out of scope	Yes
2	3-6	ACT Edu Directorate Dickson College acknowledgement of receipt of IN copy	09/09/2022	Full		Yes
3	7-12	ACT Education Directorate Response to Improvement Notice N-0000005507 copy	28/10/2022	Full	Out of scope	Yes
4	13-17	Dickson College FW Provision of Information to Support ACT Education Directorate's Response to Prohibition Notice 5509 copy	03/11/2022	Partial	Sch 2 s2.2 (a)(ii), Out of scope	Yes
5	18	WPV 6 Sep contemp notes -BP-PG 2 copy		Full	Out of scope	Yes

Total No of Docs
5

Out of Scope

Work Groups → In process, trying to set it up. A few ~~more~~ ^{no} weeks ago Sch 2.2(a)(ii) came in & talked about WHS responsibilities, role of HSR's, WHS committees, multiple workgroups for a site our size (ie. teaching & non-teaching (?)). Has received a nomination for non-teaching work group. fortnightly meetings already w/ HSR, BM & Principal.
Staff communication for consultation w/ workers → got feedback, went out again

Previous HSR retired, early in year AEU sub-branch called emergency meeting on Day 0 this year, sub-branch ran over time, execs had to leave for meeting w/ Principal. HSR determined in meeting. No minutes taken. A bit shady. Not all members able to participate in meeting (11 members)

55 teachers, not all are members of AEU, about 40 (including HSR's).

Motions also came out of meeting

HSR has taken training, no longer in attendance

(compensational injury + doctors cert to not attend F&F until 30 November 2022) working from home 2 days per week.

HSR functions - Given 1hr/week release + additional release for 5 day training + additional as required, HSR works 3 days/week (3 classes + over an hour worth of spare time - released from in-built relief to do HSR work)

Meetings - fortnightly w/ Principal, a couple other meetings w/ sub-branch office bearers.

Standard safety checks done annually → been consulting HSR on segregation/allocation process (SLC's conduct for their areas, Business Manager conduct for all other areas)

Working on latest one, Alex would have that

★ check previous on system/with Alex

Building register → HSR has access, fortnightly meeting with HSR includes update on issues at school known by Principal + issues ^{can be} raised by HSR

x2 displays

'HSR, SASCO's, REDCO'

'Key Workplace Health & safety contacts'

- HSR, first-aid, fire wardens, REDCO's

SASCO's have done training.

Meeting on Day 0 go through 'whos who', send out weekly comms to staff.

SASCO role/function → thinks time is built into role, both work in disability support program (teaching load looks a little different - case management model)

From: "Reyes, Kristine" <Kristine.Reyes@act.gov.au> on behalf of "Haire, Katy" <Katy.Haire@act.gov.au>
Sent: 09/09/2022 4:47 PM
To: "WorkSafe" <WorkSafe@worksafe.act.gov.au>; "O'Connor, Meaghan" <Meaghan.O'Connor@worksafe.act.gov.au>
Cc: "EDU, Director-General Office" <EDUDirectorGeneralOffice@act.gov.au>
Subject: RE: Improvement Notice N-0000005384
Attachments: Improvement_Notice_N-0000005384.pdf

OFFICIAL

Hi Meaghan

Thank you for your email.

This is to confirm that the attached Improvement Notice has been received and we will respond to you as soon as is possible.

Best wishes
Katy

Katy Haire (*she/her*) | Director-General **Education Directorate** | ACT Government
T: +61 2 6205 9158 | E: katy.haire@act.gov.au
GPO [Box 158 Canberra ACT 2601](#) | www.education.act.gov.au

From: WorkSafe ACT <worksafe@act.gov.au>
Sent: Friday, 9 September 2022 4:25 PM
To: Haire, Katy <Katy.Haire@act.gov.au>
Cc: O'Connor, Meaghan <Meaghan.O'Connor@worksafe.act.gov.au>
Subject: Improvement Notice N-0000005384

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe. [Learn why this is important](#)

Hi,
Please see attached

PDFs to view a copy of your Notice.

Inspection number: 00133570
Lead Inspector: Meaghan O'Connor
Company Name: ACT Education Directorate
Notice Number: N-0000005384

For any further information please contact WorkSafe on:
Telephone: (02) 6207 3000
Facsimile: (02) 6205 0336
Email: worksafe@act.gov.au

IMPROVEMENT NOTICE

This is an Improvement Notice issued under section 191 of the Work Health and Safety Act 2011

Information

Notice number N-0000005384

Issued By: Meaghan O'Connor ID number: P50341

To whom this notice is issued

Directorate Name: ACT Education Directorate Head of Directorate: Katy Haire

Site/workplace: 148 Phillip Avenue Dickson ACT 2602

Location within address of workplace:

Served on: Katy Haire Method of service: Email Date of issue: 09/09/2022

Due date to remedy the contravention or likely contravention: 30/09/2022

Description

The inspector believes the person:

- a) is contravening a provision of this Act; or
- b) has contravened a provision in circumstances that make it likely that the contravention will continue to be repeated; and

The provision that the inspector believes is being or has been contravened is **WHS Acts** Section number - **19**

Briefly, how the provision is being, or has been, contravened:

ACT Education Directorate trading as Dickson College were conducting education related services at 148 Phillip Avenue, Dickson, ACT 2602 on 6th September 2022.

Inspectors spoke with workers of the management team and enquired into the way in which Health and Safety Representatives (HSRs) are elected at Dickson College. It was confirmed that the current HSR was elected via a members-only committee within the school, which does not encompass the whole Dickson College workforce, and was not a negotiated work group. Inspectors confirmed the workplace is currently establishing work groups and additional HSR/s.

Section 19 of the Work Health and Safety Act states: A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the provision and maintenance of safe systems of work.

ACT Education Directorate (trading as Dickson College) has failed in the provision and maintenance of safe system/s of work in relation to the determination of work groups and the election of HSRs.

In not complying with the legislative requirements set out within the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011, the views of workers in relation to the determination and variation of work groups have not been taken into account, and workers have not been provided with reasonable opportunity to elect their health and safety representative. Poor organisational justice can lead to low role clarity, workplace conflict and increase occurrences of workplace bullying.

The workplace could have followed the information set out within the Work Health and Safety Act 2011 in relation to the determination of work group/s and the negotiations for agreement for work group/s. The workplace also could have followed the minimum procedural requirements for the election of a health and safety representative for a work group.

This Notice may include directions concerning the measures to be taken to remedy the contravention or prevent the likely contravention, or matters or activities causing the contravention or likely contravention to which this notices relates.

The inspector directs you to:

So far as is reasonably practicable, comply with the following directions: by the compliance due date

1. Confirm you have received this notice via email to Meaghan.O'Connor@worksafe.act.gov.au
2. In establishing the work group/s and HSR/s, the workplace is to ensure that the minimum requirements for these tasks as set out in the Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011. Consult with workers during this process.
3. Once step 2 has been complied with, provide evidence via email to Meaghan.O'Connor@worksafe.act.gov.au

The inspector recommends that you:

Review the following:

Work Health and Safety Consultation Cooperation and Coordination Code of Practice) Approval 2018 - available on ACT Legislation Register

Work Health and Safety Act 2011 -Division 5.3 Health and safety representatives Subdivision 5.3.1 Request for election of health and safety representatives, Subdivision 5.3.2 Determination of work groups, Subdivision 5.3.4 Election of health and safety representatives

Work Health and Safety Regulation 2011 - Division 2.1.2 Health and safety representatives, Division 2.1.1 Work groups

See over for important information on your rights and responsibilities.

Improvement Notice issued under section 191 of the Work Health and Safety Act 2011 - further information

If you have any questions you may contact the inspector who issued this notice.

Display of Notices

A person to whom a notice is issued must, as soon as possible, display a copy of the notice in a prominent place at or near the workplace, or part of the workplace, at which work is being carried out that is affected by the notice (s 210(1)). A person must not intentionally remove, destroy, damage or deface a notice displayed under s 210(1) while the notice is in force (s 210(2)). The maximum penalty for failing to comply with these provisions is \$5,000 for an individual or \$25,000 for a corporation.

Compliance with direction or notice

The person to whom an improvement notice is issued must comply with the notice within the period specified in the notice.

Maximum penalty:

(a) in the case of an individual—\$50 000; or

(b) in the case of a body corporate—\$250 000

Contents of Notice

This Notice may state one or more of the following: (a) a workplace, or part of a workplace, at which the activity is not to be carried out; (b) anything that is not to be used in connection with the activity; (c) any procedure that is not to be followed in connection with the activity (s196(3)).

Directions and recommendations

A direction may refer to a code of practice and may offer the person a choice of ways in which to remedy the contravention (s 204). A Improvement notice may include recommendations. It is not an offence to fail to comply with recommendations in a notice (s205).

Changes to notice by inspector

An inspector may make minor changes to a notice for clarification, to correct errors or references, or to reflect changes of address or other circumstances (s206).

Privacy statement

WorkSafe ACT may obtain personal information about you in connection with this notice. The information may be collected and stored using the powers, and to carry out functions or activities, under the *Work Health and Safety Act 2011* and related work safety laws. Under that Act, the information can be disclosed to other ACT Government agencies or non-government organisations, and other Australian work safety enforcement agencies. WorkSafe ACT is obliged to handle your information openly, transparently and in accordance with the Territory Privacy Principles set out in the *Information Privacy Act 2014*. For more information about how WorkSafe ACT will collect, use, share, and store your personal information and how you can access and correct the information, please see the Privacy Statement at www.act.gov.au/privacy.

Review of this Work Health and Safety Act notice

If you have any questions or need more information you may contact the inspector who issued this notice, or email worksafe@act.gov.au.

You, or another person whose interests are affected by the decision, may apply for an internal review of the decision to issue this notice.

A review may be sought within 14 days, or in the case of an improvement notice within the compliance date period specified in the notice, whichever is lesser. You may also make an application for the reviewer to stay the operation of the Improvement notice.

Please ensure you include the notice number in your application for a review, together with the applicant's name and address, and the reason you are seeking the review.

An application for a review can be made in writing to: The Work Health and Safety Commissioner WorkSafe ACT, GPO Box 158 Canberra City ACT 2601 or by email:

worksafe@act.gov.au

You may then seek a review of an internal reviewer's decision in the ACT Civil and Administrative Tribunal (ACAT). Information about that process can be found at

www.acat.act.gov.au.

The decision to issue this notice is also reviewable under the *Administrative Decisions (Judicial Review) Act 1989* on application to the ACT Supreme Court. Further, a person may make a complaint to the ACT Ombudsman about the issue of this notice.

WorkSafe ACT contact details

PO Box 158, Canberra ACT 2601

Email: [Worksafe @act.gov.au](mailto:Worksafe@act.gov.au)

Phone: (02) 6207 3000

Fax:(02) 6205 0336.

Translating and Interpreting Service

Phone: 131 450

From: "Halder, Briody" <Briody.Halder@act.gov.au> on behalf of "EDU, Safe at School" <safeatschool@act.gov.au>
Sent: 28/10/2022 11:41 AM
To: "O'Connor, Meaghan" <Meaghan.O'Connor@worksafe.act.gov.au>
Cc: "EDU, Director-General Office" <EDUDirectorGeneralOffice@act.gov.au>; "DDGEDUoffice" <DDGEDUoffice@act.gov.au>; "McMahon, Kate" <Kate.McMahon@act.gov.au>; "EDU, Safe at School" <safeatschool@act.gov.au>
Subject: ACT Education Directorate Response to Improvement Notice N-0000005507
Attachments: ACT Education Directorate Response to Improvement Notice N-0000005507.pdf

OFFICIAL

Hi Meaghan,

Please see attached letter and evidence in response to Improvement Notice N-0000005507.

Thank you,

Briody Halder | Executive Support Officer

T: +61 2 620 75195 | E: briody.halder@act.gov.au

Safe at School | Education Directorate | ACT Government

GPO Box 158, Canberra ACT 2601

www.education.act.gov.au

I acknowledge the Traditional Custodians of the ACT, the Ngunnawal people. I acknowledge and respect their continuing culture and the contribution they make to the life of the city and this region.

I pay my respect to them, and the Elders past, present and emerging.



Annex of Attachments
ACT Education Directorate Response to WorkSafe ACT
Improvement Notice N-0000005507

*To navigate this annex, you make click on the document name and you will be taken directly to the attachment.
You may use the Return to Summary at the bottom of each page to return to this index*

Attachment	Document	Related Direction
1	Photographs of current evacuation diagrams	1
2	Training Presentation	2
3	Meeting Minutes	2
4	All staff email	2

Staff Meeting
Week 12 Term 4
2022

The logo for Dickson College, featuring a stylized 'dc' in white lowercase letters on a dark blue background. A red square is positioned above the 'c', and a light blue circle is partially visible to the right of the 'c'.

dc

DICKSON COLLEGE

excellence opportunity community

Principal's Report

- Cluster Celebration may need to relocate to DC due to weather and the state of the grounds at Corroboree Park. Thanks Robert for leading the organising committee.
- Deputy HSR consultation: Congratulations and thank you Kylie Foiran
- Playground duty reminders. It's that time of year for keeping a close eye on the carpark.
- AST 2nd sitting today and tomorrow. Thanks Chris for all your hard work and organisation.
- 60th Anniversary of Dickson High School
- Improvement Notices: induction, evacuation diagrams, risk registers & workplace committees
- CSAP Consultation – will pop it in the buzz and meet with AEU sub-branch exec after next week's union meeting, but SLCs also have it.

MINUTES

Meeting	Staff meeting
Date	Term 4 – Week 12 Tuesday 18 October
Time	4.10pm
Location	Library
Attendees	See attached
Chair	Victoria
Minutes	Trudy Bush

Item	Discussion	Action
1. Acknowledgement of Country	Vanessa Akister	
2. Principal's Report - Victoria	<p>Out of Scope</p> <ul style="list-style-type: none">• Consultation process with the teacher workgroup regarding the appointment of a Deputy HSR Representative has been finalised. Workgroup confirmed that the person ranked 2nd in recent HSR election is to be appointed. Kylie Foria has been appointed the Deputy	

HSR for the teacher workgroup and will be the point of contact for the teacher workgroup whilst HSR for the workgroup is on leave. Kyelee Mackintosh is the non-teaching HSR representative.

Out of Scope

From: "McMahon, Kate" <Kate.McMahon@act.gov.au>
Sent: 03/11/2022 4:38 PM
To: "O'Connor, Meaghan" <Meaghan.O'Connor@worksafe.act.gov.au>
Cc: "EDU, Safe at School" <safeatschool@act.gov.au>; "EDU, Director-General Office" <EDUDirectorGeneralOffice@act.gov.au>; "DDGEDUoffice" <DDGEDUoffice@act.gov.au>
Subject: FW: Provision of Information to Support ACT Education Directorate's Response to Prohibition Notice 5509
Attachments: Agenda Exec meeting Wk 14 - T4.docx, Minutes - Exec meeting.docx, All Staff Meeting Agenda.docx, All Staff Meeting Minutes.docx, Week 14 Presentation .pptx, Induction Checklist V2 - tracking changes.docx, Dickson College Induction Processes - Teaching Staff V3 - tracking changes.docx, Dickson College Induction Processes - Non-Teaching Staff V2.docx
Importance: High

OFFICIAL

Dear Meaghan

Thank you for your cooperation in allowing the Education Directorate additional time to compile further information to support its response to the directions in Improvement Notice 5509.

As outlined in our original response to this Improvement Notice, Dickson College has undertake the consultation, training and provided information to staff about the new induction processes at the school. On 31 October 2022, a school executive staff meeting was held where the updated induction processes were presented. Executive staff were presented with updated documents following staff consultation. Roles and responsibilities were outlined at the meeting. Executive staff were also advised that the new induction processes would be tabled at the all staff meeting on the same day. Also on 31 October 2022, an all staff meeting was held where the finalised induction process was presented to staff. A training session on the induction process was completing during the meeting.

I have attached for your consideration the following artefacts that support the consultation, training and information as outlined above:

1. Executive Meeting Agenda – 31 October 2022
2. Executive Meeting Minutes - 31 October 2022
3. All Staff Meeting Agenda – 31 October 2022
4. All Staff Meeting Slides – 31 October 2022
5. All Staff Meeting Minutes – 31 October 2022
6. Updated Induction Checklist
7. Updated Induction Process (teaching staff)
8. Induction Process (non-teaching staff with nil changes requested)

Thank you for your interest in the health and safety of staff of the Directorate and I look forward to your reply about the status of this notice.

Your sincerely

Kate

Kate McMahon

Executive Group Manager, Safe at School

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MINUTES



Meeting	Executive Team Meeting
Date	Term 4 – Week 14 Monday 31 October 2022
Time	4.10pm
Location	Yumalundi Room
Attendees	Victoria Margrain, Caitlin Horan, Yani Tian, Josephine Kim, Rod Harding, Alex Tibbetts, Vanessa Akister, Claire Sandrey, Anne-Maree Wigney, Chris Hammerer, Christiane Roth, Jenny Cowel. Apologies: Caitlin Hanby, Anne-Maree Wigney, Claire Sandrey, Chris Hammerer, Craig Edwards
Chair	Rod Harding
Minutes	Alex Tibbetts

Item	Discussion	Action
Acknowledgement of Country –	Rod	
Business arising from last meeting – Rod		
Principal’s report – Victoria	Out of Scope	

Out of Scope

Assigning Mentors – Victoria

- Victoria requested Executive team members thoughts on how best the college can assign mentors within the college regarding the specific needs of a new staff member – mentor chosen specifically to meet the individual’s requirements.
- Currently completed for new educators, probationary teachers, contract teachers and teachers new to the college sector.
- Feedback raised that teachers are expecting a time allocation to complete the role if required.
- Victoria confirmed that Experienced Teachers hold professional responsibilities under the ACT Government’s ‘Expectations of Performance and Professional Responsibilities’ including support for new educators (Experienced Teacher 1) and coaching and mentoring of new educators (Experienced Teachers 2).
- Raised that it would be beneficial to source feedback directly from each faculty to create formalised process.
- Further discussion to be had at the Executive planning day in week 15.

All Execs – to collate feedback regarding mentoring structures and report back to Victoria to be further discussed during Executive planning day in week 15.

WHS - Alex

Out of Scope

MINUTES



Meeting	Staff meeting
Date	Term 4 – Week 14 Tuesday 31 October
Time	4.10pm
Location	Library
Attendees	See attached
Chair	Victoria Margrain
Minutes	Alex Tibbetts

Item	Discussion	Action
1. Acknowledgement of Country	Claire Sandrey	
2. Principal's Report - Victoria	Out of Scope	

- Victoria will circulate the school and WHS risk registers for consultation and feedback Wednesday 02/11/2022.

Out of Scope

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Out of Scope

⑨ Directorate involved few weeks ago - HSR roles etc
HIS committees,

- Already had jointly meetings - HSR + excise.

→ Staff couns - Work groups - feedback, 1 nomination

→ Previous HSR retired for → able staff catch.

→ Subbranch meeting elected a HSR - current.

* 40 of 55 workers part of NEU subbranch.

→ Current HSR - elected last subbranch meeting - work groups
Still being formed.

10. HSR has done training - WC, At-Doe Centre
WFA 2 days a week - Not on site.