

## Freedom of Information Request - Schedule

### SUBJECT: CONTAMINATED SAND IN SCHOOLS

**DATE OF REQUEST: 28/11/2025**

**FILE REFERENCE: FILE2025/39825**

**SCOPE:** *Records from 12 November to 20 November 2025 about contaminated sand in ACT public schools, specifically*

1. *Communications between the Directorate and the Minister for Education and Youth Affairs and/or the Minister's Office and staff*
2. *Identification of schools required to undertake remedial work, how the work was undertaken and prioritisation of schools for remedial work*

Record Number	Description	Record Date	Decision (Full release, Partial release, Non-release)	Reason for Decision
1	Email - P Steele to B James - APPROVED: URGENT CLEARANCE: Draft letter BM principals decorative sand  Attachment: Decorative sand recall BM Principal letter	20251113 1127	Full release	
2	Email - EDU, School Operations Incidents to D Mowbray and others - FOR URGENT ACTION: Contaminated coloured sand product - Kadink Decorative Sand	20251113 1142	Full release	
3	Document - Incident Action Plan	20251113 2000	Partial release	Schedules 2, 2.2(a)(ii) and 2.2(a)(xi)

4	Email - V Attridge to T Phillips - Attridge, Vanessa shared "Minister Talking Points" with you  Attachment: TALKING POINTS	20251113 2327	Full release	
5	Email - V Attridge to R Hobbs - FW: SAFETY ALERT: Asbestos contamination confirmed in coloured sand product  Attachments: A. CECA Alert Safety Alert - Contaminated Sand November 2025 B. FW FOR AWARENESS Independent Schools Safety Alert Asbestos contaminated confirmed in coloured sand product	20251113 2334	Partial release	Schedule 2, 2.2(a)(ii)
6	Email - Y Berry to R Hobbs and others - Re: SAFETY ALERT: Asbestos contamination confirmed in coloured sand product	20251114 0538	Full release	
7	Image - Unknown to Angela S - Messages re sand contamination	20251114 0625	Partial release	Schedule 2, 2.2(a)(ii) and outside of scope
8	Document - Situation Report - Contaminated Sand	20251114 0730	Full release	
9	Email - M Huxley to B James and others - Site closure approval and comms	20251114 0918	Full release	
10	Email - R Hobbs to Barr and others - MLA BRIEFING: public school closures	20251114 0921	Full release	
11	Email - Berry to K Gallagher and others - Full and partial closures of public schools today	20251114 0930	Full release	

12	Email - J Atkins to V Attridge - Specific WHS Advice - Dangerous Goods and Substances - Asbestos	20251114 1004	Full release	
13	Email - R Hobbs to V Attridge - Re: SAFETY ALERT: Asbestos contamination confirmed in coloured sand product	20251114 1206	Full release	
14	Email - V Attridge to R Hobbs; T Phillips - Attridge, Vanessa shared "web and socials" with you  Attachment: EDU WEBSITE - as at 1PM Friday 14 November 2025	20251114 1225	Full release	
15	Email - D Matthews to A Spence and others - FW: Forrest Primary School - incident response	20251114 1426	Partial release	Schedule 2, 2.2(a)(ii)
16	Report - IMT Situation Report - Contaminated Sand	20251114 1430	Full release	
17	Report - Situation Report - Contaminated Sand - Meeting 2	20251114 1530	Partial release	Schedule 2, 2.2(a)(ii)
18	Email - Education DLO to R Hobbs and others - Sand caveat brief	20251114 1624	Full release	
19	Email - D Matthews to K Laurent; T Allen - FW: Update on ACT public school closures on Friday 14 November 2025	20251114 1626	Partial release	Schedule 2, 2.2(a)(ii)
20	Email - A Bailey to EDU, EGMFIG - RE: Air Monitoring Results	20251114 1637	Partial release	Schedules 2, 2.2(a)(ii) and 2.2(a)(xi)
21	Image - Text messages re school closures	20251114 1724	Full release	Outside of scope
22	Report - Situation Report Form 05 - Contaminated Sand	20251115 0930	Full release	

23	Email - V Attridge to A Dance and others - FW: FOR APPROVAL  Attachment: Hazardous Materials Response - Contaminated Sand (ACM) - Update 1	20251115 1032	Full release	
24	Report - Situation Report Form - Contaminated Sand - Meeting 3	20251115 1715	Partial release	Schedule 2, 2.2(a)(ii)
25	Email - T Phillips to Y Berry and R Hobbs - FOR APPROVAL - Sunday comms package  Attachments: A. Comms action plan - sand B. Full school reopening C. Partial school reopening D. Remediation works continuing E. Website 10am Sunday F. Website and socials 4pm Sunday	20251115 1952	Full release	
26	Email - V Attridge to B James and A Spence - Re: FOR CONSIDERATION: Proposal - additional coloured sand products in schools	20251115 2121	Full release	
27	Questionnaire - Safety Alert - asbestos contamination confirmed in Kadink Decorative Sand  Attachment: Questionnaire results spreadsheet	20251116 0946	Partial release	Schedule 2, 2.2(a)(ii)
28	Email - A Dance to A Bailey and N Henderson-Smith - For review: DRAFT work instruction for visual inspection  Attachments: DRAFT work instruction for visual inspection	20251116 1123	Full release	

29	Report - Situation Report Form - Contaminated Sand - Meeting 4	20251116 1200	Full release	
30	Email - A Dance to A Bailey - DO NOT ENTER SPACE - POSTER  Attachments: A. DO NOT ENTER SPACE - POSTER B. PRODUCT FOR REMOVAL TYPE B	20251116 1502	Full release	
31	Email - A Dance to J Atkins - FW: DRAFT work instruction for visual inspection  Attachment: DRAFT work instruction for visual inspection	20251116 1629	Full release	
32	Email - A Dance to J Nakkan - FW: DO NOT ENTER SPACE - POSTER  Attachment: Do not open poster	20251116 1732	Full release	
33	Email - A Spence to K Laurent - RE: Record of meetings, decisions and actions	20251116 1755	Full release	
34	Email - D Grbic to J Nakkan - Re: School closures 17 November  Attachment: Weblink - Craft sand products in schools	20251116 1848	Full release	
35	Email - J Nakkan to N Henderson-Smith; M Colman - Re: Sand LHS	20251116 1946	Full release	
36	Questionnaire - Updated School Information - Sand Contamination - 17 November 2025  Attachment: Questionnaire results spreadsheet	20251117	Partial release	Schedule 2, 2.2(a)(xi)

37	Email - A Whitty to K Laurent and others - RE: FOR URGENT CLEARANCE: GOVERNMENT & STAKEHOLDER RELATIONS - Customer Service - MO REQUESTED CAVEAT BRIEF: contaminated sand products	20251117 0746	Full release	
38	Email - J Nakkam to P Morton and R Hooper - Where are the assessors and removalists today	20251117 0952	Full release	
39	Image - Text messages re school closures	20251117 1009	Full release	Outside of scope
40	Email - B Player to J Nakkam and others - FW: Garran coloured sand removal  Attachments: A. Image 356 B. Image 357 C. Image 358 D. Image 359 E. Image 360 F. Image 361	20251117 1446	Partial release	Schedules 2, 2.2(a)(ii) and 2.2(a)(xi)
41	Email - J Beaton to XXXX - RE: Garran coloured sand removal	20251117 1609	Partial release	Schedules 2, 2.2(a)(ii) and 2.2(a)(xi)

42	<p>Email - EDU, EGMPGC to D Matthews - RE: FOR URGENT CLEARANCE: GOVERNMENT &amp; STAKEHOLDER RELATIONS - Customer Service - MO REQUESTED CAVEAT BRIEF: contaminated sand products</p> <p>Attachments:  A. Attachment B Asbestos Regulation Comparison Table  B. Minister Brief Hazardous Materials Response Contaminated Sand (ACM)- Update 1  C. GOVERNMENT &amp; STAKEHOLDER RELATIONS - Customer Service - MO REQUESTED CAVEAT BRIEF: contaminated sand products</p>	20251117 1644	Full release	Signed brief is available at Record X (20251119 1024)
43	Email - P Steele to V Attridge; J Nakkan - FOR REVIEW - CRITERIA FOR ASSESSOR ALLOCATION	20251117 1748	Full release	
44	Report - Situation Report - Contaminated Sand - Meeting 6	20251117 1830	Full release	
45	Email - J Nakkan to A Bailey and others - FW: FOR REVIEW - CRITERIA FOR ASSESSOR ALLOCATION	20251117 1838	Full release	

46	<p>Email - EDU, Hazaedous Materials to J Nakkan - FW: Black Mountain and Cranleigh</p> <p>Attachments: A. KEF2816 - Cranleigh School - Starke Street, Holt ACT 2615 - 17 November 2025-Clearance Certificate B. KEF281617112025-AMR C. KEF2829 - Black Mountain School 34 Faunce Crescent O'Connor ACT 2602 - 17 November 2025-Clearance Certificate D. KEF282917112025-AMR</p>	20251117 1856	Partial release	Schedules 2, 2.2(a)(ii) and 2.2(a)(xi)
47	<p>Email - J Nakkan to EDU, Hazardous Materials- FW: Garran coloured sand removal</p> <p>Attachment: T-17005 - Garran Primary School Fibre Identification Cert of Analysis</p>	20251118 0925	Partial release	Schedules 2, 2.2(a)(ii) and 2.2(a)(xi)
48	<p>Email - A Mayers to A Dance - FW: URGENT: School Closure Update and School Leader Actions</p> <p>Attachments: A. Cleared - Safety Alert #16 Restricted areas for asbestos remediation work B. Letter to school hirers closed Tues 18 Nov C. OSHC reopens with school reopening Tues 18 Nov D. OSHC closed Tues 18 Nov E. Letter to school hirers open Tues 18 Nov</p>	20251118 0958	Full release	

49	Email - P Short to T Phillips - 12.30 comms  Attachments: A. School reopening after full closure - 19NOV B. WEBSITE 1230 TUES 18112025	20251118 1157	Full release	
50	Email - D Matthews to M Huxley - RE: Hawker College	20251118 1600	Full release	
51	Report - Situation Report - Contaminated Sand - Meeting 7	20251118 1700	Partial release	Schedule 2, 2.2(a)(ii)
52	Email - R Hobbs to Education DLO - Re: FOR ACTION: Contact Wesfarmers/Officeworks	20251118 1703	Partial release	Schedule 2, 2.2(a)(ii)s
53	Image - Text messages re school closures	20251119 1001	Partial release	Schedule 2, 2.2(a)(ii)
54	Email - A Dance to B James - Work instruction for visual inspection 191125  Attachment: Work instruction for visual inspection 191125	20251119 1017	Partial release	Schedule 2, 2.2(a)(ii)
55	Email - EDU, EGMFIG to V Attridge - For Information SIGNED_Minister Brief Hazardous Materials Response Contaminated Sand (ACM)- Update 1  Attachments: SIGNED_Minister Brief Hazardous Materials Response Contaminated Sand (ACM)- Update 1	20251119 1024	Partial release	Schedule 2, 2.2(a)(ii)
56	Email - P Short to T Phillips; R Hobbs - Talking points - malkara, cranleigh, learning continuity	20251119 1222	Full release	
57	Email - Education DLO to A Whitty and others - 12.23 on 19/11 advice re Malkara/Cranleigh	20251119 1224	Full release	

58	Email - A Dance - A message from Executive Group Manager, School Improvement, Mark Huxley - WHS advice - contaminated sand products	20251119 1417	Full release	
59	Email - P Short to T Phillips and others - RE: CORRECTION: Dotties for 3pm stand up	20251119 1450	Full release	
60	Email - A Dance to B James - FW: Coloured sand in schools  Attachments: A. Work instruction for visual inspection 191125 B. Warning poster (recalled product) C. Product for disposal (other sand product) D. A message from Executive Group Manager School Improvement Mark Huxley - WHS advice contaminated sand products.	20251119 1530	Partial release	Attachment A is provided at Record XX (20251119 1017)  Attachment B is provided at Record XX, Attachment A (20251116 1732)  Attachment C is provided at Record XX, Attachment B (20251116 1502)
61	Email - EDU, Work Health and Safety to E Deane - FW: Sand product recall advice for HSRs with all attachments  Attachments: A. Work instruction for visual inspection 191125 B. Warning poster (recalled product) C. Product for disposal (other sand product) D. A message from Executive Group Manager School Improvement Mark Huxley - WHS advice contaminated sand products.	20251119 1544	Partial release	Attachment A is provided at Record XX (20251119 1017)  Attachment B is provided at Record XX, Attachment A (20251116 1732)  Attachment C is provided at Record XX, Attachment B (20251116 1502)  Attachment D is provided at Record XX, Attachment D (20251119 1530)

62	Email - P Short to T Phillips and others - FYI: Parent message - safety procedures  Attachment: Parent comms - sand safety procedures	20251119 1545	Full release	
63	Email - B Sloane to T Phillips - FOR APPROVAL: ABC Radio question	20251119 1601	Partial release	Schedules 2, 2.2(a)(ii) and 2.2(a)(xi)
64	Email - A Whitty to Education DLO - MIN Statement - Sand	20251119 1654	Full release	
65	Report - Situation Report - Contaminated Sand - Meeting 8	20251119 1745	Full release	