

**Form 73A – Notice of WHS dispute**
INDUSTRIAL REGISTRAR

01 DEC 2025


QUEENSLAND
*Work Health and Safety Act 2011, s 102B***Information**

- Use this form to notify of a WHS dispute.
- Once filed, this notice must be **immediately** served on all other parties to the dispute.
- **This Notice will be published on the QIRC website pursuant to s 102B(3) of the *Work Health and Safety Act 2011*.**
- If a relevant union for a worker affected by the WHS matter not already named as a party wish to participate in the resolution of the dispute, they may notify the Industrial Registrar in writing.
- Please read this form carefully and complete all relevant sections.
- Documents which are longer than 30 pages in length must be provided to the Industrial Registry in hard copy before it will be accepted for filing.
- For further information on please refer to the website www.qirc.qld.gov.au or contact the Industrial Registry on 1300 592 987 or via email at qirc.registry@qirc.qld.gov.au.

NotificationNotice is hereby given of a dispute in accordance with s 102B of the *Work Health and Safety Act 2011*.Has a *Form 74 – Application for WHS review* been filed in relation ☐ No ☐ Yes [Matter No. WHS/____/____]
to the matter/s in dispute?**Notifier****Queensland Teachers' Union of Employees****AND****Respondent****State of Queensland (Department of Education)**If there are more parties to the WHS dispute, please complete a **Form 1 – Parties List** and file it together with this form.**1. Particulars of the party notifying of the dispute**

Name:	Queensland Teachers' Union of Employees		
Postal/Service address:	PO Box 1750		
	Suburb/Town	Milton LPO	Postcode 4064
Phone number:	07 3512 9000	Mobile number:	
Email address:	qtu@qtu.asn.au		
Name of contact person:	Kate Kermode		
Direct phone number:		Mobile number:	0400684697
Direct email address:	kkermode@qtu.asn.au		

2. Particulars of the other party to the dispute

Name:	State of Queensland (Department of Education)		
Postal/Service address:	PO Box 15033		
	Suburb/Town	City East QLD	Postcode 4002
Phone number:	137468	Mobile number:	
Email address:	Correspondence.DETE@qed.qld.gov.au		
Name of contact person:	Hayley Stevenson		
Direct phone number:		Mobile number:	0488755413
Direct email address:	Hayley.STEVENSON@qed.qld.gov.au		

3. Workplace where dispute exists

State Schools in Queensland

4. WHS matter subject of the disputeThis dispute (as defined in s 102A of the *Work Health and Safety Act 2011*) is in relation to:

[Please pick one or more of the options below]

☐	A work group determination matter.
☐	A work group variation matter.
☐	Access to information by a health and safety representative under s 70(1)(c) of the Act.
☐	The giving of a notice or information to a health and safety representative under s 70(1)(cb) or (cc) of the Act.
☐	A request by a health and safety representative for a person assisting the representative to have access to the workplace under s 70(1)(g) of the Act.
☐	A matter mentioned in s 72(2)(aa), (a) or (b), or s 72(4)(a), (b) or (c) of the Act relating to training for a health and safety representative.
☐	A health and safety committee matter.
☒	A matter about work health and safety that is an issue to which Part 5, Division 5 (Issue Resolution) of the Act applies.
☐	An issue about cessation of work under Part 5, Division 6 (Right to cease or direct cessation of unsafe work) of the Act.

Does this dispute relate to any of the following decisions made by an Inspector?

☐	s 54(5) – Negotiations regarding an agreement
☐	s 76(6B) – Regarding a health and safety committee

5. Compliance powers

Has an inspector been appointed to assist the parties reach an agreement or resolve the dispute?	☐ Yes	☒ No
If yes, was a decision made by an inspector to exercise, or not to exercise, compliance powers under Part 10 of the Act subject to review under Part 12 of the Act?	☐ Yes	☒ No

6. Issues in dispute

Please outline the issues in dispute between the parties:

[Please note that any details you provide will be published as part of this Notice]

Please attach a schedule if more room required

See Schedule A

7. Briefly state the relevant industrial instrument/s affected (e.g. award, agreement, determination) OR the industry in which the dispute arose and/or type of work being undertaken by those in dispute

Department of Education State School Teachers' Certified Agreement 2022
Teaching in State Education Award 2016

	Kate Kermode
Capacity:	Industrial officer - Queensland Teachers' Union
Date:	01/12/2025

Schedule A

ISSUES IN DISPUTE

Preliminary Matters

1. The workplace where the dispute exists Woodridge State High School (**WSHS**).
2. The Department of Education has further committed to co-locating planned new special schools with mainstream schools where possible. The Queensland Government has announced six new special schools. As more co-location sites are announced it is reasonably foreseeable that these workplace health and safety concerns will be present at the new co-located schools.

Background

3. In 2023, the Department of Education, supported by then South East Region Regional Director, John Norfolk, had been working through a solution for Logan City Special School (**LCSS**) that was over capacity and rapidly growing. The solution was to co-locate LCSS with WSHS. For this to occur there was a significant infrastructure program and changes to the ways of working for both schools. For the duration of 2024 Woodridge State School (**WSS**) was also impacted by the establishment of the co-located schools but was not part of the co-location after this time.
4. Prior to the co-location solution WSHS and WSS had worked with the principal of LCSS proactively to facilitate the temporary relocation of students from LCSS to WSS and WSHS. This commenced in Term 2 2023 at WSHS, followed by students being housed both at the WSS and WSHS for the entire year of 2024. This was a response from peers after inaction from the department.
5. In February 2024, to proactively address concerns related to the co-location of LCSS and WSHS, the three principals of WSHS, LCSS and WSS jointly emailed John Norfolk, South East Region, Regional Director, requested the oversight of a regional officer to assist to draft and finalise an agreement that would see a shared understanding of obligations and accountabilities outlined for each school. While the *Education (General*

Provisions) Act 2006 and Workplace Health and Safety Act 2011, teamed with Department of Education policy and procedure identify each of the responsibilities for students enrolled in the three schools and staff allocated to the three sites, the introduction of the additional sites saw a change in responsibilities and accountabilities.

6. On 3 October 2024 there was meeting to discuss workplace health and safety considerations for co-location of schools. This meeting was attended by principals of the three schools, school staff, representatives from the South East Region, representatives from central office, Department of Education and representatives from the Queensland Teachers' Union (QTU). The purpose of the meeting was to identify and clarify the workplace health and safety roles, responsibilities of principals on the co-located education sites during the building phase, during the period of co-location where LCSS students received educational instruction on WSHS and WSS sites and during the period of co-location for WSHS and LCSS- individual and separate centre code/sites.
7. On 30 October 2024 another meeting was attended by principals of the three schools, school staff, representatives from the South East Region, representatives from central office, Department of Education and representatives from the QTU regarding consultation and development of risk register. Development of this risk register meant significant work for school principals and in the end provided no clarity about responsibilities and accountabilities regarding WHS in co-located schools.
8. On 1 November 2024 the QTU spoke with John Norfolk, South East Region Regional Director regarding the urgent need for a workplace health and safety officer and for the region to fund this position. There was a discussion about why this position was needed. QTU followed up with John Norfolk twice regarding this conversation and a response was finally received on 8 November 2024 which did not address the issue related to the workplace health and safety officer. The QTU asked a clarifying question in response to the John Norfolk's email but got no response back.
9. On 26 November 2024, the QTU wrote to the Director General, Department of Education, Sharon Schimming regarding an urgent request for a Workplace Health and Safety Officer as well as raising concerns about the lack of safe systems of work in the co-located site of

LCSS and WSHS due to inadequate consultation, information, training and resourcing associated with the co-location.

10. A response was received by the Respondent on 10 December 2024 outlining a series of actions that had occurred, but the actions outlined had not addressed a permanent response to unsafe systems of work and only mentioned '*considering options to support the resourcing of a temporary health and safety officer position in the first two terms of 2025.*'
11. In response to the Respondent's letter date 10 December 2024 the QTU wrote to Assistant Director-General, Alan Jones asserting the need for the Department of Education to fund the resourcing of a temporary Health and Safety officer and the expectation that the Department meets its '*legislative obligations to plan and act to ensure adequate safety for students and employees*'.
12. On 6 January 2025 further correspondence was received from the Respondent indicating that the Director, Human Resources Business Partnering for South East Region, Mr Chris Hodgson, would be meeting with the Principal of WSHS regarding funding and additional Workplace Health and Safety Resources before school recommences in 2025. The correspondence also indicated that South East Regions, Senior Regional Health and Safety Consultant, Mr Garret Eastep would continue to support and prioritise service delivery to the two Woodridge schools in Term 1. Neither of these actions occurred without significant follow-up from both the QTU and principal of WSHS, Ms Kathleen Janecek.
13. On 10 February 2025, the QTU reached out to Ms Kym Shreeves, Acting Assistant, Director General – School Operations about the correspondence on 6 January 2025. Even though the QTU and the principal of WSHS had followed up about the undertakings in the correspondence from 6 January 2025 no progress had been made regarding the QTU concerns. Acknowledgement was made with regards to the correspondence from the QTU, but no contact occurred from Ms Kym Shreeves.
14. Ms Kathleen Janecek, principal of WSHS, emailed Shayne Galt on 4 June 2025 following on from a conversation with South East Regions, Senior Health and Safety Consultant, Mr Garret Eastep on 3 June 2025 regarding an action identified in the risk

register on 30 October 2024. The action was “*Further identification of hazards across sites to be undertaken by leadership. Engagement with DoE H&S consultants for further H&S support. Further engagement with and clarification of WH&S considerations from DoE consultants. Draft MOA to be sent for legal review.*” Mr Eastep indicated that he had discussed the action with Ms Galt and that due to the nature of the work, the memorandum of agreement, that this action was outside the scope of his work.

15. On 17 June 2025, Ms Galt indicated to the principal of WSHS that she “*had no luck tracking down this MOA. WH&S responsibilities cannot be changed through an MOA so I have ceased trying to track down this document and have emailed Legal asking them to clarify your WH&S obligations for the satellite school on your site. I will advise when I have an answer*”.
16. On 9 July 2025 the principal received further correspondence from Ms Galt indicated that the principal of WSHS email the Department of Education’s Legal Services section as they had not received a request for legal advice from Kim Kelly, Principal, Reviews, and therefore were not able to provide a response regarding WH&S without further background information and details of the existing co-location arrangement.
17. Following the above communication, the QTU requested that ‘co-location of schools’ be placed on the agenda for the Department of Education’s Peak Union Health, Safety and Wellbeing Committee meeting to be held on 23 June 2025. As part of the discussion Ms Hayley Stevenson, Assistant Director-General, Student Support, State Schools Strategy indicated that she would like to meet with the Unions and principals to get our perspectives on what worked, didn’t work and anything else that we thought was important to tell her in relation to the co-location of schools. The QTU suggested that the Unions meet separately to the principals so that the principal voices could be heard. Ms Stevenson’s office was to reach out to the principals to meet and this never occurred.
18. On 17 July 2025, the QTU emailed Ms Hayley Stevenson, Assistant Director-General, Student Support, State Schools Strategy to request to meet as per the discussion at the Department of Education’s Peak Union Health, Safety and Wellbeing Committee on 23 June 2025. At the meeting with Ms Hayley Steveson on 18 August 2025 the QTU again

raised the concerns specific to the co-location at WSHS as well as implications for future co-location sites. Ms Stevenson again indicated that she would meet with the three principals and involve the QTU in future discussions regarding co-location of schools. Neither of these actions occurred.

19. Due to lack of progress the Principal of WSHS organised a meeting with her School Supervisor, Joel Buchholz on Tuesday 9 September 2025. Ms Paige Bousen, QTU Workplace Health and Safety Organiser was present at this meeting. The discussion focussed on the workplace health and safety issues identified through the co-location of LCSS and WSHS.
20. On 13 October 2025, Ms Kathleen Janecek, principal of Woodridge SHS, emailed her school supervisor, Mr Joel Buchholz, seeking his support to facilitate a formal agreement between the WSHS campus and the co-located Special School. Ms Janecek indicated that this was not about transferring statutory duties, and that the Department of Education remains the person conducting the business or undertaking but about aligning operational responsibilities for shared infrastructure and risks. Ms Janecek indicated that this mattered because:
 - Regulators and internal systems of the Department of Education were treating the co-located site as a single entity for the purpose of compliance measures.
 - Shared assets such as the fire pump hose, hydrant ring, electrical substation, created overlapping duties that required documented co-ordination.
 - The WHS Act s.46 obliges that duty holders consult, cooperate, and coordinate where duties overlap.
21. Ms Janecek proposed that as a next step that a facilitated session is convened within 3 weeks with both principals, business managers and Department of Education Infrastructure. And that an attached briefing guide (Annexure 1) be used to guide discussion on governance, emergency planning, hazardous chemicals, electrical safety, psychosocial hazards, and dispute resolution. Whilst our understanding is that Mr Joel

Buchholz tried to gain traction with the South East Region and central office, there has been no facilitated discussion to date.

Principal Issues

22. The Respondent failed to comply with their primary duty of care under section 19 of the *Work Health and Safety Act 2011 (WHS Act)* by failing to ensure, so far as is reasonably practicable, the health and safety of members and others in the first instance in the co-located schools of Woodridge State High School and Logan City Special School.
23. In failing to facilitate the negotiation of a formal agreement between Logan City Special School and Woodridge State High School the Respondent has not ensured there is a safe system of work in place.
24. In failing to address the workplace health and safety issues raised through the co-location of Logan City Special School and Woodridge State High School it is reasonably foreseeable that the Respondent will not address these concerns in future co-located schools.
25. The WHS Act (s.46) expects joint planning and documented cooperation where duties overlap. Without a formal framework endorsed by the Department of Education, co-located sites face compliance and safety risks for systems that require integrated management. Through development of a framework compliance would be strengthened, risk reduced and clarity for schools on co-located sites.
26. Whilst the Respondent has met and spoken to the QTU about the issues related to the co-location of Logan City Special School and Woodridge State High School as well as these issues about the co-location of future sites this has not been consultation and therefore the Respondent has failed to consult with the affected workers or a party to the issue, the QTU, to discuss the workplace health and safety issues identified by the QTU.

Issue Resolution Procedure

27. On 11 November 2025, the QTU formally wrote to the Respondent under s 80(1) (e) of the WHS Act that the QTU seeks to be a party to the issue to notify them of the issue and

commence the issue resolution procedure. A copy of the correspondence is **attached** to this Schedule and marked 'Annexure 2'.

28. As of 27 November 2025, the QTU has not received any communication in response to the letter date 11 November 2025.

Resolution Sought

29. The QTU holds serious concerns about the Respondent's failure to engage with the QTU regarding their duties under the WHS Act. The QTU therefore seeks that the Respondent resolve the matter by:

- a) Urgently meeting with the QTU to discuss a safe system of work.
- b) Through consultation with the QTU and appropriate affected workers develop a framework for not only Logan City Special School and Woodridge State High School but for future co-located schools to ensure a safe system of work is in place regarding workplace health and safety matters.

Given the ongoing issues at Woodridge State High and Logan City Special School, and the likelihood of similar concerns at future co-located sites, we respectfully request that this matter be listed for conciliation before a member of the Commission at the earliest opportunity.

Co-location Safety Agreement - Supervisor Briefing

Background Information: Why a Formal Agreement is Required

This briefing requests consideration of a formal facilitation process between the Woodridge State High School and the co-located Logan City Special School Campus. The intent is collaborative: to ensure compliance, safety, and operational clarity for shared infrastructure and risks.

Under the Work Health and Safety Act 2011 (Qld), the Person Conducting a Business or Undertaking (PCBU) is the State of Queensland through the Department of Education. Principals are defined as workers under departmental guidelines and act within their scope of control and influence. Despite this, regulators and internal systems often treat one campus as the Officer in Charge for the entire site because of shared critical infrastructure. This creates accountability gaps that can only be addressed through structured coordination.

The law expects joint planning and documented cooperation where duties overlap (WHS Act s.46). Without a formal instrument endorsed by the Department, both campuses face compliance and safety risks for systems that require integrated management.

Legislative and Policy References:

- WHS Act 2011 (Qld): s.19 (Primary duty), s.27 (Officer due diligence), s.46 (Consult, cooperate, coordinate)
- WHS Regulation 2011: r.42 (First aid), r.43 (Emergency plans), Ch.7 (Hazardous chemicals)
- Building Fire Safety Regulation 2008: Occupier's Statement, maintenance of fire safety installations
- Departmental HSW Guideline: Principals are workers, duties within scope of influence
- PPR School Performance Procedure: Planning and compliance framework

Perceived Needs the Agreement Should Address

Purpose: Align legal duties with decision rights, budgets, and processes for shared infrastructure and risks across both campuses.

- **Scope & Assets:**

Define shared services and critical assets: fire pump/booster, hydrant ring, fire panels/interfaces, EWIS/alarms, electrical substation/switchrooms, shared egress/assembly areas, emergency information boxes, key safes, gate systems, access roads. Include as-built drawings and responsibility lines.

- **Legal Duty Framework:**

Confirm statutory duties remain with the Department (PCBU). Clarify that principals coordinate operational responsibilities and cost-sharing for shared plant.

- **Governance:**

Continue the existing Dual Site Health, Safety and Wellbeing meeting (already established and running termly) as the primary forum for shared risk management. Approve a RACI matrix (Responsible, Accountable, Consulted, Informed) to clarify roles for maintenance, emergency planning, and compliance reporting.

- **Emergency Planning & Drills:**

Emergency plans have already been consulted and developed separately; focus now on harmonising shared infrastructure protocols. Continue existing practice of lockdown/evacuation drills every semester (1 per term) and ensure coordination for shared areas and wardens.

- **Fire Safety Installations:**

Assign responsibility for AS 1851 maintenance of shared fire systems. Clarify Occupier's Statement (specifically fire pump house) process: annual BFSR compliance declaration confirming maintenance of prescribed fire safety installations.

- **Hazardous Chemicals:**

Maintain separate registers but agree on a single manifest location if thresholds are met. Define how accuracy of hazardous chemical records will be verified across both campuses. Specify who is responsible for delegated officer updates and how shared access will be managed (Chemwatch or equivalent).

- **Electrical Infrastructure:**

Create a joint electrical safety protocol for outages, isolations, contractor control, and fault escalation. Include a communication protocol for potential school closures due to electrical faults or outages.

- **First Aid, Facilities & Training:**

Confirm coverage for shared areas (ovals, carparks). Agree minimum first-aiders, kits, and communication protocols for co-site events.

- **Information Sharing & Reporting:**

Share notifiable incident reports (WHSQ/QFES), maintenance records, and audits. Ensure records are accessible to both campuses.

- **Change Control & Contractor Management:**

Require joint approval and risk assessment for works on shared systems. Negotiate which school manages shared zones for permit-to-work and contractor induction, ensuring clarity for all contractors.

- **Psychosocial Hazards**

Co-location changes have introduced psychosocial risks that require proactive management under the Psychosocial Code of Practice. Examples include:

- Environmental discomfort (e.g., odours or facility issues) affecting wellbeing.
- Increased interpersonal tension over shared resources such as parking and access.

Require defined systems and documented agreement of understanding for early identification and resolution of psychosocial risks, including clear communication protocols and escalation pathways. Provide additional support (e.g. BM upgrade or regional HR involvement) where conflict or complaints increase. Monitor and review psychosocial hazards regularly as part of WHS obligations.

- **Dispute Resolution:**

Tier 1: Principals meet within 5 business days. Tier 2: Escalate to Regional Director and DoE Infrastructure within 10 business days. Tier 3: Seek regulatory assistance if unresolved, with interim risk controls applied.

- **Review & Audit:**

Align annual review with the Occupier's Statement compliance cycle and emergency drill debriefs. Immediate review after incidents.

IN RESPONSE PLEASE QUOTE: kjr:pb:kla: co-location schools

11 November 2025

Ms Sharon Schimming
Director-General
Department of Education
PO Box 15033
City East Qld 4002

e: Correspondence.DETE@qed.qld.gov.au

Dear Ms Schimming

Re: Workplace health and safety issue - co-location of special schools and mainstream schools

The Queensland Teachers' Union (QTU) have raised workplace health and safety concerns related to the co-location of schools for over 12 months with the Department of Education. Whilst we originally raised issues specifically regarding the co-location of Logan City Special School and Woodridge State High School, we have also indicated that it is a foreseeable risk and that these issues will apply to all co-located schools. The QTU also provides notification pursuant to s 80(1)(e) of the *Work Health and Safety Act 2011* (Qld) that we seek to be a party to the issue.

Specifically, QTU members and officers have raised concerns about the lack of safe systems of work in co-located schools due to the lack of any type of instrument that allocates duties and responsibilities where there is shared infrastructure and risks. These concerns have been raised at both regional and central levels.

The QTU has raised these concerns through correspondence with yourself on 26 November 2024, as well as:

- a meeting to discuss WHS considerations for co-location of Logan City Special School, Woodridge SHS and Woodridge SS – 3 October 2024, 30 October 2024
- the Peak Union Health Safety and Wellbeing Committee Meeting – 23 June 2025
- a meeting with Hayley Stephenson Assistant Director-General Student Support Services – 18 August 2025
- a meeting with School Supervisor, Principal Woodridge SHS and Ms Paige Bousen – 9 September 2025

Even though these concerns have been raised, there continues to be no steps or clarity provided regarding the issues raised. This lack of clarity continues to provide an unsafe system of work with regards to the Woodridge State High School and Logan City Special School. As more co-location sites are announced it is reasonably foreseeable that these workplace health and safety concerns will be present at the new co-located schools.

The Queensland Teachers' Union seeks to commence discussions to resolve these issues, including reaching an agreement on what measures can be put in place to ensure, so far as is reasonably practicable, the health and safety of our members.

We seek your urgent reply by close of business 18 November 2025 and request that contact is made with Paige Bousen (Workplace Health and Safety Organiser) at organisers@qtu.asn.au or by phoning 0407 571 322.

We reserve our rights and the rights of our members in this matter.

Should you require any further information, please do not hesitate to contact Paige Bousen.

Yours sincerely



Kate Ruttiman
General Secretary

c.c. Paige Bousen – QTU Workplace Health and Safety Organiser