



SE-00012555

Ewin Centre Children Services Inc
Ewin Early Learning Centre Inc
PO Box 379
KUNUNURRA WA 6743

Dear Sir/Madam

**Request by authorised officer for information documents and evidence
Section 206(2), *Education and Care Services National Law (Western Australia)*¹**

On 23 June 2022 authorised officers, Anna Peace and Lorraine Beugelaar visited Ewin Early Learning Centre Inc (1 Chestnut Avenue, KUNUNURRA WA 6743). Amanda Ireland was present at the service during the visit.

The purpose of the visit was to conduct a proactive spot check.

During the visit a number of issues were noted that require action. These aspects are referred to in this letter as 'non-compliance matters'.

A table is attached which sets out:

- non-compliance matters observed during the visit
- relevant provisions the *Education and Care Services National Law (Western Australia)* (the National Law) and/or the Education and Care Services National Regulations 2012 (WA) (the National Regulations) relating to the non-compliance matters
- Action required by the approved provider to rectify each non-compliance.

The column in the attached table which is headed 'Action taken' allows you to record the action you have taken in relation to each non-compliance matter. Please attach evidence which shows that the non-compliance matter has been rectified, for example, photocopies of:

- staff rosters;
- staff qualifications;
- records of purchase of equipment or payment for work;
- photographs of work completed or information displayed;
- progress of work;
- risk assessments;
- authorisation for excursions;
- evidence of training.

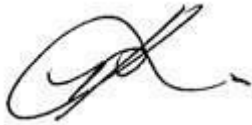
Please ensure that a copy of the completed signed table is returned to this office by 14 July 2022. Refusal to comply with this request is an offence under section 208(b) of the National Law.

¹ This is the Schedule of the *Education and Care Services National Law (WA) Act 2012*, per section 4 of the Act.

As the approved provider, it is your responsibility to ensure that your service meets all of the requirements of the National Law and the National Regulations at all times.

Should you have any questions about this letter, please contact Anna Peace, A/Senior Assessment Officer, at the Education and Care Regulatory Unit on (08) 6277 3889 or 1800 199 383.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P. D'Cress', with a stylized flourish at the end.

Peter D'Cress
Team Leader Assessments
Education and Care Regulatory Unit

30 June 2022

Enc. Attachment A

Attachment A

Name of education and care service: Ewin Early Learning Centre Inc

Name of authorised officer: Anna Peace and Lorraine Beugelaar

Reference to legislation	Nature of non-compliance	Action required	Date due	Action taken
Regulation 97 – Emergency and evacuation procedures	During the visit, it was identified that the emergency rehearsal had not been completed within the last three months.	The approved provider must ensure the emergency and evacuation procedures are rehearsed every 3 months. Please provide the regulatory authority evidence of emergency and evacuation rehearsals, including a schedule for ongoing completion.	14 July 2022	
Regulation 103 – Premises, furniture and equipment to be safe, clean and in good repair	At the time of the visit, the following was not safe, clean and in good repair: <ul style="list-style-type: none">- lifting lino flooring in the children’s bathrooms.	The approved provider is required to ensure the service is safe, clean and in good repair. Please provide the Regulatory Authority photographic evidence that these matters have been addressed.	14 July 2022	

Details of the person completing this table:

Name: _____

Position (nominated supervisor, approved provider): _____

Signature: _____

Date: _____