

## Gonczarek, Melinda

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**From:** WorkSafe ACT <worksafe@act.gov.au>  
**Sent:** Tuesday, 16 August 2022 4:33 PM  
**To:** BURCH  
**Cc:** O'Connor, Meaghan  
**Subject:** Work Place Visit 00130871  
**Attachments:** Work\_Place\_Visit\_Report\_00130871.pdf

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Hi,  
Please see attached PDFs to view a copy of your Work Order.

**Inspection number:** 00130871  
**Lead Inspector:** Meaghan O'Connor  
**Company Name:** Australian Capital Territory

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

**Initial Information**

Inspection Number: 00130871  
Lead inspector: Meaghan O'Connor Inspector ID: P50341  
Is there any accompanying inspectors: Yes

Ben Palmer P12937

Type of visit: Reactive  
Date visit commenced: 14/08/2022  
Legislation visit conducted under: WHS  
Purpose of visit: COVID- 19

**Entity information**

Type of entity: Other  
Name of individual or registered company: Australian Capital Territory  
Trading as: Legislative Assembly for the Australian Capital Territory  
ACN:  
ABN: 0  
Industry Group: Government  
Address: 196 London Circuit, Canberra, ACT

Contact Name: Joy Burch  
Contact Number:  
Contact Email: burch@parliament.act.gov.au

**Details of visit**

Address: 196 London Circuit Canberra ACT 2601  
Notification of entry to (as required by s164): PCBU  
Were any potential breaches of the legislation identified? Yes

Section 19 of the Work Health and Safety Act 2011.

**Inspector notes:**

At 9:35am on 15/08/2022, WorkSafe ACT Inspectors Meaghan O'Connor, Nicole Calvert and Ben Palmer, attended the Legislative Assembly of the Australian Capital Territory (located at 196 London Circuit, Canberra ACT 2601) for the purpose of conducting a workplace visit in relation to an issued Prohibition Notice. Upon arrival, Inspectors identified themselves as being from WorkSafe ACT, and advised that WorkSafe ACT had received advice there were concerns around the wording of the Prohibition Notice.

During the Workplace Visit, Inspectors met with:  
Tom Duncan- Clerk of the Legislative Assembly  
Marcus Clough- Manager of Security and Building Services  
Melinda Gonczarek- MLA, Speakers Chief of Staff  
David Skinner- Senior Director Office of the Clerk

Enquiries were undertaken in relation to whether a risk assessment and consultation process had been undertaken since the Prohibition Notice had been issued.

Inspectors confirmed that the intent of the notice was to prohibit face-to-face hearings until as such time that the directions of the Prohibition Notice had been complied with. Inspectors advised that the current Prohibition Notice would be withdrawn, and a new Prohibition Notice in line with the intent of the original notice would be issued.

The workplace visit concluded at 10:21am this same day.

*Disclaimer: The issues identified during this inspection are only indicative of compliance with the Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011, the Dangerous Substances Act 2004 and the Workers Compensation Act 1951 on the date of the inspection. If compliance is identified during this inspection, it does not remove the obligation of any person to comply with any further requirement of the above mentioned Acts and Regulations.*

#### **Previous action**

Previous notice/s issued (either written or verbal)? No

#### **Contacts**

Lead inspector email address: meaghan.o'connor@worksafe.act.gov.au

#### **Recipient/s of this form**

Email: burch@parliament.act.gov.au

Email 2:

Privacy Notice: The information collected for the purpose of the Work Health and Safety Act 2011 and is in accordance with the Information Privacy Act 2014. WorkSafe ACT prevents any unreasonable intrusion into person's privacy in accordance with the Privacy Act 1988 (C'Wlth) and Information Privacy Act 2014. WorkSafe ACT provides identifiable information which can be disclosed to other law enforcement agencies and authorised organisation that have legal authority to request information under prescribed circumstances.

**Initial Information**

Inspection Number: 00130733  
Lead inspector: Meaghan O'Connor      Inspector ID: P50341  
Is there any accompanying inspectors: Yes

Nicole Calvert P57948

Type of visit: Reactive  
Date visit commenced: 12/08/2022  
Legislation visit conducted under: WHS  
Purpose of visit: COVID- 19

**Entity information**

Type of entity: Directorate  
Name of individual or registered company: ACT Legislative Assembly  
Trading as:  
ACN:  
ABN:  
Industry Group: Government  
Address: Legislative Assembly Building, London Circuit, Canberra, ACT 2601 | GPO Box 1020, Canberra, ACT 2601

Contact Name: Joy Burch  
Contact Number:  
Contact Email: burch@parliament.act.gov.au

**Details of visit**

Address: 196 London Circuit Canberra ACT 2601  
Notification of entry to (as required by s164): PCBU  
Were any potential breaches of the legislation identified? Yes

Section 19 of the Work Health and Safety Act 2011

**Inspector notes:**

At 1:56pm on 12/08/2022, WorkSafe ACT Inspectors Meaghan O'Connor and Nicole Calvert attended the Legislative Assembly of the Australian Capital Territory (located at 196 London Circuit, Canberra ACT 2601) for the purpose of conducting a workplace visit in relation to a concern regarding the biological hazard COVID-19. Upon arrival, Inspectors identified themselves as being from WorkSafe ACT, and advised that WorkSafe ACT had received a complaint regarding alleged inadequate risk management of COVID-19 in the workplace.

During the Workplace Visit, Inspectors met with:  
Tom Duncan- Clerk of the Legislative Assembly  
Marcus Clough- Manager of Security and Building Services  
Andrew Braddock- MLA and Deputy Chair of The Select Committee on Estimates 2022-23

Enquiries were undertaken in relation to whether a risk assessment and consultation process had been undertaken in relation to the planned activity, 'The Select Committee on Estimates 2022-23 Hearings', and for committee meetings and hearings generally.

Inspectors were provided with a copy of the following documents:

\* COVID Safe Plan - 10th Assembly

\* Email correspondence addressed to Ms Emma Davidson MLA sent on 28 July 2022 re: Estimates 2022-23 Hearings

\* Email correspondence addressed to Ms Emma Davidson MLA sent on 1 July 2022 re: Scheduling Estimates for the 2022-23 ACT Budget

The workplace visit concluded at 3:57pm this same day.

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#### **Previous action**

Previous notice/s issued (either written or verbal)? No

#### **Contacts**

Lead inspector email address: meaghan.o'connor@worksafe.act.gov.au

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