

**From:** [Turner, Rachel](#)  
**To:** [REDACTED]  
**Subject:** FREEDOM OF INFORMATION REQUEST – NOTICE OF DECISIONS  
**Date:** Monday, 29 September 2025 9:03:26 AM  
**Attachments:** [REDACTED]

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OFFICIAL: Sensitive - Personal Privacy

29 September 2025  
Our reference: OLA-0156

Dear [REDACTED]

**FREEDOM OF INFORMATION REQUEST – NOTICE OF DECISIONS**

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act) received by the Office of the Legislative Assembly (OLA) on 1 August 2025.

Specifically, you sought access to the following:

I seek information held by the Office of the Legislative Assembly, from Monday 21<sup>st</sup> October 2024 to the present day (Friday 1<sup>st</sup> August 2025):

1. Any correspondence between the offices of any Members of the Legislative Assembly to the **Office of the Legislative Assembly, Clerk of the Assembly** and **Director of the Office of the Clerk**, regarding [REDACTED]
2. Any complaints received by the **Office of the Legislative Assembly, Clerk of the Assembly** and **Director of the Office of the Clerk** about [REDACTED], from any MLAs, any MLA staff or Legislative Assembly staff.
3. Any concerns, questions or allegations received by the **Office of the Legislative Assembly, Clerk of the Assembly** and **Director of the Office of the Clerk** – or that those statutory offices have become aware of – regarding [REDACTED], by any MLAs, any MLA staffers or Legislative Assembly staff.

**Authority**

I am an Information Officer appointed by the Clerk of the Legislative Assembly of the Australian Capital Territory 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 working 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 3 October 2025.

### ***Decision on Access***

A search of our records has been undertaken, and a total of 19 documents have been found to be within scope of your application.

I have decided to grant partial release to 12 documents.

I have refused access to seven documents.

Three attachments were found to be in the public domain and have not been provided.

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 scope of your request and the access decision for each of these 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 into account:

- the Act
- the information that falls within scope of your request
- third party consultation
- *Standing orders and continuing resolutions of the Legislative Assembly for the Australian Capital Territory as at 2 September 2025*
- ACT Ombudsman Freedom of Information Guidelines

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.

**Schedule 1: Information disclosure of which is taken to be contrary to the public interest**

My reasons for deciding not to grant access to the identified documents and components of these documents are as follows:

- *Section- 1.1(c) - Information disclosure of which would be in contempt of court or Legislative Assembly etc: information the disclosure of which would, apart from this Act and any immunity of the Crown:  
1.1(c) infringe the privileges of:  
(i) the Legislative Assembly*

***Public Interest Test***

The Act has a presumption in favour of disclosure. As a decision maker I am required to decide where, on balance, the public interests lie. As part of this process, I must consider factors favouring disclosure and non-disclosure.

Section 17(1) of the Act sets for completing the public interest test. As part of this process, I must identify all relevant factors in schedule 1 of the Act. If no factor in schedule 1 is found relevant, I must then consider the factors listed in schedule 2 of the Act and determine, on balance where the public interest lies.

**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)(ii) – contribute to positive and informed debate on important issues or matters of public interest*

Having considered the factors identified as relevant in this matter, I consider that release of some of the information contained in these documents may contribute to proactive discussions about matters of public interest in relationship to Members of the Legislative Assembly's accountability/transparency.

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.*
- *Section 2.2(a)(xv) - prejudice the management function of an agency or the conduct of industrial relations by an agency.*
- *Section 2.2(b)(v) - is about unsubstantiated allegations of misconduct or unlawful,*

*negligent or improper conduct and disclosure of the information could prejudice the fair treatment of an individual.*

Some information within scope has been found to be workings of an Assembly process. This would include disclosure of information protected by parliamentary privilege, which attaches to words spoken and acts done in the course of, or for the purpose of or incidental to, the transacting of business of parliament.

Having reviewed the information found, I consider that the protection of an individual's right to privacy, Schedule 2.2(a)(ii) is a significant concern. In my consideration of factors favouring non-disclosure of information within the records, I have identified the personal information and opinions of parties who are not employees of the Territory. I have considered that the information has been provided to OLA with the expectation that it is handled in accordance with our published privacy policy. I consider that this information is not readily available to the public and has not otherwise been disclosed by OLA. I have redacted the contact details of an OLA staff member as they are also not in the public domain.

I have placed significant weight on Schedule 2.2(a)(xv) noting that human resource processes such as this heavily rely on participants being able to trust that their information is managed appropriately and discreetly. I believe providing some of these documents or information contained within them could diminish the expectation of confidentiality around investigation of these processes. I have been particularly mindful that whilst you have stated the name of the individual this does not necessarily mean that it is in the public interest to release this information without carefully considering the deterring effect that release of this type of information could have on other human resource investigations and employee's willingness to engage in them.

I have placed equal weight on Schedule 2, 2.2(b)(v) of the Act which supports nondisclosure if the information is about unsubstantiated allegations of improper conduct and disclosure could prejudice the fair treatment of an individual. I note that while [REDACTED] [REDACTED] [REDACTED] it is not up to OLA to deny or acknowledge what, if anything has been received without breaching confidentiality and personal privacy.

Having applied the test outlined in section 17 of the Act and deciding that release of personal information contained in the documents as part of the human resources processes is not in the public interest to release, nor any information that may contain unsubstantiated allegations, I have chosen to redact or exempt this specific information in accordance with section 50(2). Noting the pro-disclosure intent of the Act, I am satisfied that redacting or exempting 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 as much access to information held by OLA within the scope of your request as possible.

### ***Publicly available information***

Three attachments were not provided as these documents are publicly available:

- [Respect-in-the-Workplace-Policy.pdf](#)
- [Work Health and Safety \(Managing Psychosocial Hazards at Work Code of Practice\)](#)

[Approval 2023 | Notifiable instruments](#)

- [Protocols for investigating complaints against members - February 2022](#)

### **Disclosure log**

Please note that section 28 of the Act requires publication of access applications and any information subsequently released on our disclosure log: [Freedom of information - ACT Legislative Assembly](#).

This means that if access to the information is granted, it will also be made publicly available on our website, unless the access application is an application for your or another's personal, business or professional information.

### **Review rights**

You may apply to the ACT Ombudsman to review my decision under section 73 of the Act. An application for review must be made in writing within 20 working days of receipt of this decision notice.

You may submit a request for review of my decision to the ACT Ombudsman by writing in one of the following ways:

Email (preferred): [actfoi@ombudsman.gov.au](mailto:actfoi@ombudsman.gov.au)

Post:                               The ACT Ombudsman  
  GPO Box 442  
  CANBERRA ACT 2601

More information about ACT Ombudsman review is available on the ACT Ombudsman website: [FOI Complaints and Reviews | ACT Ombudsman](#)

Yours sincerely

### **Rachel Turner**

Executive Manager, Business Support | Office of the Legislative Assembly

Phone: (02) 6205 0181 | Mobile: [REDACTED]

Email: [rachel.turner@parliament.act.gov.au](mailto:rachel.turner@parliament.act.gov.au)

GPO Box 1020 Canberra ACT 2601

[www.parliament.act.gov.au](http://www.parliament.act.gov.au)



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advice to support, strengthen and  
promote the institution  
of parliament in the ACT.

## Schedule of documents

Ref: OLA25-0156

Document reference number	Page number	Date	Description	Decision	Category or Factor
1	1	11 February 2025	Email correspondence: Follow up notes from conversation	Partial release	2.2(a)(ii)(xv) 2.2(b)(v)
	-		<b>Attachment:</b> [REDACTED] <i>Notes re staff meeting and other issues.docx</i>	Exempt	2.2(a)(ii)(xv) 2.2(b)(v)
2	2-7	12 February 2025	Email correspondence: RE: Follow up notes from conversation	Partial release	2.2(a)(ii)(xv) 2.2(b)(v)
3	8	12 February 2025	Email correspondence: Staff concerns [REDACTED]	Partial release	2.2(a)(ii)(xv)
4	9-10	18 February 2025	Email correspondence: RE: Follow up notes from conversation	Partial release	2.2(a)(ii)(xv) 2.2(b)(v)
5	11-14	18 March 2025	Email Correspondence: RE:	Partial release?	2.2(a)(ii)(xv) 2.2(b)(v)
6	15-17	9 April 2025	Email correspondence: RE: Request for meeting	Partial release	2.2(a)(ii)(xv) 2.2(b)(v)
7	18-20	15 April 2025	Email correspondence: PCBU Information	Partial release	2.2(a)(ii)(xv) 2.2(b)(v)
	-		<b>Attachment:</b> <i>Respect-in-the-Workplace-Policy.pdf</i>	Not provided	Available on website
	-		<b>Attachment:</b> <i>2023-482.docx</i> [Work Health and Safety (Managing Psychosocial Hazards at Work Code of Practice) Approval 2023   Notifiable instruments]	Not provided	Available on ACT Legislative Register:
8	21-22	6 May 2025	Email correspondence: RE: Catch up	Partial release	2.2(a)(ii)(xv) 2.2(b)(v)
9	23	16 June 2025	Email correspondence: Documents	Partial release	2.2(a)(ii)(xv) 2.2(b)(v)
10	-	23 June 2025	Email correspondence: Meeting today	Exempt	2.2(a)(ii)(xv) 2.2(b)(v)
	-		<b>Attachment:</b> <i>Meeting 23 June</i>	Exempt	2.2(a)(ii)(xv) 2.2(b)(v)

Document reference number	Page number	Date	Description	Decision	Category or Factor
11	24-25	23 June 2025	Email correspondence: RE: Seeking Advice on Lodging a Formal Complaint	Partial release	2.2(a)(ii)(xv) 2.2(b)(v)
12	-	23 June 2025	Email correspondence: Formal Complaint against [REDACTED]	Exempt	2.2(a)(ii)(xv) 2.2(b)(v)
	-		<b>Attachment:</b> <i>Formal Complaint against [REDACTED]</i>	Exempt	2.2(a)(ii)(xv) 2.2(b)(v)
13	-	25 June 2025	Email correspondence: Information	Exempt	2.2(a)(ii)(xv) 2.2(b)(v)
	-		<b>Attachment:</b> <i>[draft] complaint</i>	Exempt	2.2(a)(ii)(xv) 2.2(b)(v)
	-		<b>Attachment:</b> Protocols for investigating complaints against members - February 2022	Not provided	Available on website
14	-	25 June 2025	Email correspondence: RE: Meeting today	Exempt	2.2(a)(ii)(xv) 2.2(b)(v)
15	-	25 June 2025	Email correspondence: [REDACTED]	Exempt	1.1(c)(i) 2.2(a)(ii)(xv) 2.2(b)(v)
	-		<b>Attachment:</b> <i>Complaint against [REDACTED]</i>	Exempt	1.1(c)(i) 2.2(a)(ii)(xv) 2.2(b)(v)
16	-	25 June 2025	Email correspondence: RE Information	Exempt	2.2(a)(ii)(xv) 2.2(b)(v)
	-		<b>Attachment:</b> <i>[Draft] complaint V2</i>	Exempt	2.2(a)(ii)(xv) 2.2(b)(v)
17	-	26 June 2025	Email correspondence: FW: Contact Details	Exempt	1.1(c)(i) 2.2(a)(ii)(xv) 2.2(b)(v)
18	26	14 July 2025	Email correspondence: Action: Overdue timesheets	Partial release	2.2(a)(ii)(xv)
	27-33		<b>Attachment:</b> <i>LAMS Timesheet and Leave Policy</i>	Release	N/A
19	34-35	14 July 2025	Email correspondence: RE: Action: Overdue timesheets	Partial release	2.2(a)(ii)

**From:** [redacted]  
**To:** [Walsh, AmyL](#)  
**Cc:** [redacted]  
**Subject:** Follow up notes from conversation  
**Date:** Tuesday, 11 February 2025 5:14:11 PM  
**Attachments:** [redacted]

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Hi Amy

Again, thank you for your time the other week. I very much appreciated you making yourself available to speak to me [redacted].

As discussed, please find attached [redacted]  
[redacted]  
[redacted]



**From:** [REDACTED]  
**To:** [Walsh, AmyL](#)  
**Subject:** RE: Follow up notes from conversation  
**Date:** Wednesday, 12 February 2025 10:56:48 AM  
**Attachments:** [REDACTED]

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Wonderful – thanks Amy!

See you Monday



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**From:** Walsh, AmyL [REDACTED]  
**Sent:** Wednesday, 12 February 2025 10:55 AM  
**To:** [REDACTED]  
**Subject:** RE: Follow up notes from conversation

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Hi [REDACTED]

The ground floor is just a lobby, you take the lift or stairs to the first floor and you will see the Legislative Assembly signage. Your pass should give you access but if not, call me on the phone by the door on the number below and I will come and let you in. Once inside the door it is down the corridor on the left. The library is just inside the door – they are all very friendly and can point you in the right direction.

Thanks,

**Amy Walsh**Manager, HR and Entitlements | Business Support Branch  
[REDACTED]

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**From:** [REDACTED]  
**Sent:** Wednesday, 12 February 2025 10:51 AM  
**To:** Walsh, AmyL [REDACTED]  
**Subject:** RE: Follow up notes from conversation

OFFICIAL: Sensitive - Personal Privacy

Thanks Amy

I've actually not been in the North building before – do I just go to the ground floor?

Ta

[REDACTED]

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**From:** Walsh, AmyL [REDACTED]  
**Sent:** Wednesday, 12 February 2025 10:48 AM  
**To:** [REDACTED]  
**Subject:** RE: Follow up notes from conversation

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Done

I included a teams link just in case, otherwise feel free to pop over to my office.

Thanks,

**Amy Walsh**

Manager, HR and Entitlements | Business Support Branch

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**From:** [REDACTED]  
**Sent:** Wednesday, 12 February 2025 10:41 AM  
**To:** Walsh, AmyL [REDACTED]  
**Subject:** RE: Follow up notes from conversation

OFFICIAL: Sensitive - Personal Privacy

Thanks Amy – could we do [REDACTED] ?

Kind regards

[REDACTED]

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**From:** Walsh, AmyL [REDACTED]  
**Sent:** Wednesday, 12 February 2025 10:37 AM  
**To:** [REDACTED]  
**Subject:** RE: Follow up notes from conversation

OFFICIAL: Sensitive - Personal Privacy

Hi [REDACTED]

I sure do – [REDACTED] [REDACTED] is fairly empty at the moment. Let me know a time that suits you and I will send you a calendar invitation.

Best wishes,

**Amy Walsh**

Manager, HR and Entitlements | Business Support Branch

[Redacted]

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**From:** [Redacted]

**Sent:** Wednesday, 12 February 2025 10:27 AM

**To:** Walsh, AmyL [Redacted]

**Subject:** RE: Follow up notes from conversation

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Thanks so much Amy

I'd really appreciate a face to face catch up if that was possible. I'm going to work from home [Redacted] but will be back in the office on [Redacted]. Would you have some available time on [Redacted] [Redacted] [Redacted]

Kind regards



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**From:** Walsh, AmyL [Redacted]

**Sent:** Wednesday, 12 February 2025 8:56 AM

**To:** [Redacted]

**Cc:** [Redacted]

**Subject:** RE: Follow up notes from conversation

OFFICIAL: Sensitive - Personal Privacy

Good morning [redacted]

[redacted]  
[redacted]  
[redacted]

[redacted]

[redacted]. Please feel free to contact me any time if you would like to talk. Most weeks I am in the office (North building, if you would like to meet in person relatively anonymously) Mon-Wed, and I am available on Teams Thu-Fri.

Kind regards,

**Amy Walsh**  
Manager, HR and Entitlements | Business Support Branch

[redacted]

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**From:** [redacted]  
**Sent:** Tuesday, 11 February 2025 5:14 PM  
**To:** Walsh, AmyL [redacted]  
**Cc:** [redacted]  
**Subject:** Follow up notes from conversation

Hi Amy

Again, thank you for you time the other week. [redacted]  
[redacted]

[redacted]



**From:** [Redacted]  
**To:** [Walsh, AmyL](#)  
**Subject:** Staff concerns [Redacted]  
**Date:** Wednesday, 12 February 2025 5:25:58 PM

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Hi Amy,

I understand a number of my colleagues over here have been raising concerns about a senior member of staff here. I have some insights into that issue and wonder if you might have time for a short chat.

Regards

[Redacted]

[Redacted]

**From:** [REDACTED]  
**To:** [Walsh, AmyL](#)  
**Subject:** RE: Follow up notes from conversation  
**Date:** Tuesday, 18 February 2025 11:16:19 AM  
**Attachments:** [REDACTED]

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Dear Amy,

Thank you for being such a good support for [REDACTED] I have offered [REDACTED] as much support as I can and have assured [REDACTED] I will back [REDACTED] in whatever option [REDACTED] wishes to take.

As you can understand, I find myself in a very difficult position currently in what I can do to support [REDACTED] but I know [REDACTED] has been very grateful for your support and advice.

Best,

[REDACTED]





**From:** [redacted]  
**To:** [Walsh, AmyL](#)  
**Subject:** RE:  
**Date:** Tuesday, 18 March 2025 12:18:23 PM  
**Attachments:** [redacted]

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OFFICIAL

Hi Amy,

Thank you so much! I really appreciate it. I'll see you then, and I'll give you a call if I need any help finding you.

Looking forward to our chat!

Hope you have a lovely day.

[redacted]

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**From:** Walsh, AmyL [redacted]  
**Sent:** Tuesday, 18 March 2025 12:13 PM  
**To:** [redacted]  
**Subject:** RE:

OFFICIAL

Hi [redacted]

Perfect, I have sent you an invite. I left the location blank. If you need help finding me in the North building give me a call and I will meet you to show you the way.

Thanks,

**Amy Walsh**  
Manager, HR and Entitlements | Business Support Branch  
[redacted]

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**From:** [redacted]  
**Sent:** Tuesday, 18 March 2025 12:11 PM  
**To:** Walsh, AmyL [redacted]  
**Subject:** RE:

OFFICIAL

Hi Amy,

Thank you so much for letting me know your availability—I really appreciate your time!

[REDACTED] works perfectly. How about [REDACTED]

Many thanks,

[REDACTED]

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**From:** Walsh, AmyL [REDACTED]  
**Sent:** Monday, 17 March 2025 3:17 PM  
**To:** [REDACTED]  
**Subject:** RE:

OFFICIAL

Hi [REDACTED],

Happy to chat [REDACTED] I am free [REDACTED] all day, and [REDACTED]  
[REDACTED] Let me know a day and time that suits you and I will send you a calendar invitation. Do you want to come to my office in the North building [REDACTED]

Thanks,

**Amy Walsh**

Manager, HR and Entitlements | Business Support Branch

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Monday, 17 March 2025 9:20 AM  
**To:** Walsh, AmyL [REDACTED]  
**Subject:** RE:

OFFICIAL

Hi Amy,

Happy Monday.

It was so lovely meeting you and the rest of your wonderful team!

[REDACTED]

I'd love the opportunity to come in and chat with you [REDACTED] if that works for you. Please let me know what suits you best!

Looking forward to catching up.

Wishing you a wonderful week.

Kind regards,



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**From:** Walsh, AmyL [REDACTED]

**Sent:** Wednesday, 12 March 2025 3:29 PM

**To:** [REDACTED]

**Subject:** RE:

OFFICIAL

Hi [REDACTED],

It was lovely to meet you in person. Let me know if you need any more info on our policies or EBA.

Kind regards,

**Amy Walsh**

Manager, HR and Entitlements | Business Support Branch

[REDACTED]

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**From:** Walsh, AmyL

**Sent:** Wednesday, 12 March 2025 3:08 PM

**To:** [REDACTED]

**Subject:**

[Work Health and Safety \(WHS\)](#)

**Amy Walsh**

Manager, HR and Entitlements | Business Support Branch  
[REDACTED]



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**From:** [Redacted]  
**To:** [Walsh, AmyL](#)  
**Subject:** RE: Request for meeting  
**Date:** Wednesday, 9 April 2025 12:01:07 PM  
**Attachments:** [Redacted]

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OFFICIAL

Thanks Amy, see you then.



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**From:** Walsh, AmyL [Redacted]  
**Sent:** Wednesday, 9 April 2025 11:15 AM  
**To:** [Redacted]  
**Subject:** RE: Request for meeting

OFFICIAL

Hi [Redacted]



Thanks,

**Amy Walsh**  
Manager, HR and Entitlements | Business Support Branch



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**From:** [Redacted]  
**Sent:** Wednesday, 9 April 2025 11:13 AM

**To:** Walsh, AmyL [redacted]  
**Subject:** RE: Request for meeting

OFFICIAL

Hi Amy



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**From:** Walsh, AmyL [redacted]  
**Sent:** Wednesday, 9 April 2025 11:11 AM  
**To:** [redacted]  
**Subject:** RE: Request for meeting

OFFICIAL

Hi [redacted],

It would be great to catch up. [redacted]  
[redacted]

Kind regards,

**Amy Walsh**  
Manager, HR and Entitlements | Business Support Branch  
[redacted]

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**From:** [REDACTED]  
**Sent:** Wednesday, 9 April 2025 10:54 AM  
**To:** Walsh, AmyL [REDACTED]  
**Subject:** Request for meeting

Hi Amy

I hope you are well.

I was wanting to make a time to come over and have another chat to you at some point.



**From:** [Walsh, AmyL](#)  
**To:** [REDACTED]  
**Subject:** PCBU information  
**Date:** Tuesday, 15 April 2025 11:32:00 AM  
**Attachments:** [Respect in the Workplace Policy.pdf](#)  
[image001.jpg](#)  
[2023-482.DOCX](#)

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Good morning [REDACTED]

I am writing to provide you with information regarding your rights, responsibilities and obligations as a PCBU following our conversation last week. [REDACTED]

[REDACTED] due to concerns you have for your staff.

There are processes you can follow that are outlined in the Respect in the Workplace Policy (attached), and this is a great place to start for background information. This includes descriptions of behaviours that are not acceptable in a workplace, and information on reporting pathways.

Please remember that due to the nature of the employment framework for Legislative Assembly Members' Staff, while I am happy to provide information, support, and guidance, I cannot take any action on behalf of either you or your workers, except in very limited circumstances. However, if a formal report is made, there are mechanisms to deal with it. For example, if someone was to go on record saying people had been actively discouraged from seeking guidance from HR on employment matters, that would be of concern to us and would need to be investigated.

The *Work Health and Safety Act 2011* (Commonwealth) defines a PCBU as a Person Conducting a Business or Undertaking that has a primary duty of care to workers. Each MLA is a PCBU with responsibility for their own staff.

### **19 Primary duty of care**

(1) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of:

- (a) workers engaged, or caused to be engaged by the person; and
- (b) workers whose activities in carrying out work are influenced or directed by the person;

while the workers are at work in the business or undertaking.

(2) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

The Office of the Legislative Assembly has tools available to help PCBUs ensure they are meeting their obligations under the WHS Act. The Health & Safety Risk Register is available on the Intranet and shows identified risks and current controls – please see the section on

Risk Management here: [Work Health and Safety \(WHS\)](#).

The ACT *Work Health and Safety (Managing Psychosocial Hazards at Work Code of Practice) Approval 2023* is available on the Legislation Register and contains a lot of useful and relevant information, and provides practical guidance on how to manage psychosocial health and safety risks at work. I will provide a summary as it is quite long, but if you would like to view the legislation in full you can find it here:

<https://www.legislation.act.gov.au/View/ni/2023-482/current/html/2023-482.html>

I have also attached a Word copy as I find it easier to navigate than the html version.

As noted in the foreword, 'Following an approved code of practice will assist the duty holder to achieve compliance with the health and safety duties in the WHS Act and WHS Regulation, in relation to the subject matter of the code of practice.'

The *Work Health and Safety ACT 2011* defines 'health' as both physical and psychological health. This means that where the WHS Act imposes a duty in relation to 'health', PCBU's must **manage risks** to both physical and psychological health, so far as is reasonably practicable. A PCBU must eliminate psychosocial risks in the workplace, or if that is not reasonably practicable, minimise these risks so far as is reasonably practicable.

There are four steps to risk management:

1. Identify hazards
2. Assess risks
3. Control risks
4. Review control measures

All of these steps must be supported by consultation. A PCBU must consult, so far as is reasonably practicable, with workers who carry out work for the business or undertaking and who are (or are likely to be) directly affected by a WHS matter. Health and Safety Representatives should be involved in consultation – for reference the HSRs for your work group are [redacted] (worker representative) and [redacted] (management representative). You may wish to involve only one of them at this point. Workers can identify tasks or aspects of their work that cause or expose them to psychosocial hazards and may have practical suggestions or potential solutions to address those hazards. Common psychosocial hazards are listed in the Code of Practice.

Once you have identified psychosocial hazards in your workplace, the next step is to assess the risks they create. This will help you determine what is reasonably practicable in managing the risks. Eliminating risks is the most effective control measure and PCBU's **must always consider elimination** before anything else. For psychosocial risks, eliminating means completely removing the psychosocial hazard and associated risks through good work design.

There is a template at the end of the Code of Practice that you can use to assess risks, if that is helpful for you. If you have any questions about anything in either this email or the Code of Practice I would be happy to make a time to speak with you.

Kind regards,  
Amy

**Amy Walsh**

Manager, HR and Entitlements | Business Support Branch

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**The Office of the Legislative Assembly:**

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**From:** [REDACTED]  
**To:** [Walsh, AmyL](#)  
**Subject:** RE: Catch up  
**Date:** Tuesday, 6 May 2025 4:48:16 PM  
**Attachments:** [REDACTED]

---

OFFICIAL

Mine was fine – I didn't feel a thing

[REDACTED]

Ta

[REDACTED]

---

**From:** Walsh, AmyL [REDACTED]  
**Sent:** Tuesday, 6 May 2025 4:20 PM  
**To:** [REDACTED]  
**Subject:** RE: Catch up

OFFICIAL

Hi [REDACTED]

Yes it was nice to see you! Hope your arm is feeling ok after the jab. Mine is not too bad.

Happy to work around your schedule. My days in the office are Mon-Wed each week – which day works best for you?

Kind regards,

**Amy Walsh**

Manager, HR and Entitlements | Business Support Branch

[Redacted]

---

**From:** [Redacted]

**Sent:** Tuesday, 6 May 2025 4:08 PM

**To:** Walsh, AmyL [Redacted]

**Subject:** Catch up

Hi Amy

Lovely to see you yesterday.

As I mentioned, I'd be keen to have a catch up [Redacted] if possible?



**From:** [Walsh, AmyL](#)  
**To:** [REDACTED]  
**Subject:** Documents  
**Date:** Monday, 16 June 2025 10:57:00 AM  
**Attachments:** [Respect in the Workplace Policy.pdf](#)  
[Psychosocial Code of Practice.PDF](#)  
[image001.jpg](#)

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Good morning [REDACTED]

Thank you for the call. Please see attached the documents we discussed:

- Respect in the Workplace Policy
- Psychosocial Code of Practice

You'll see the responsibilities of PCBUs outlined in Appendix A of the Respect in the Workplace Policy. The Psychosocial Code of Practice is quite long but does contain some useful information for identifying and eliminating risks to maintain a safe and healthy workplace.

Please let me know if you have any further questions.

Kind regards,

**Amy Walsh**

Manager, HR and Entitlements | Business Support Branch

[REDACTED]



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**From:** [Redacted]  
**To:** [Walsh, AmyL](#)  
**Subject:** RE: Seeking Advice on Lodging a Formal Complaint  
**Date:** Monday, 23 June 2025 11:59:56 AM  
**Attachments:** [Redacted]

---

Thank you so much Amy.

[Redacted]

---

**From:** Walsh, AmyL [Redacted]  
**Sent:** Monday, 23 June 2025 11:59 AM  
**To:** [Redacted]  
**Subject:** RE: Seeking Advice on Lodging a Formal Complaint

OFFICIAL

Hi, yes that time is fine. See you then.

Thanks,

**Amy Walsh**  
Manager, HR and Entitlements | Business Support Branch

[Redacted]

---

**From:** [Redacted]  
**Sent:** Monday, 23 June 2025 11:51 AM  
**To:** Walsh, AmyL [Redacted]  
**Subject:** RE: Seeking Advice on Lodging a Formal Complaint

Hi Amy,

[Redacted]

---

**From:** Walsh, AmyL [Redacted]  
**Sent:** Monday, 23 June 2025 11:29 AM  
**To:** [Redacted]  
**Subject:** RE: Seeking Advice on Lodging a Formal Complaint

OFFICIAL

Hi [REDACTED]

Of course, happy to talk with you both. Let me know a time that suits you – my calendar is [REDACTED] If you are happy to come to the North building we can chat in my office or I can book a meeting room.

Kind regards,

**Amy Walsh**

Manager, HR and Entitlements | Business Support Branch  
[REDACTED]

---

**From:** [REDACTED]


**Sent:** Monday, 23 June 2025 10:54 AM

**To:** Walsh, AmyL [REDACTED]

**Subject:** Seeking Advice on Lodging a Formal Complaint

Hi Amy,

Hope you're well and had a great weekend.



**From:** [Turner, Rachel](#)  
**To:** [REDACTED]  
**Cc:** [OLA HR and Entitlements](#); [Duncan, Tom](#)  
**Subject:** Action: Overdue timesheets  
**Date:** Monday, 14 July 2025 12:57:00 PM  
**Attachments:** [LAMS Timesheet and Leave Policy.pdf](#)  
[image001.png](#)

---

Dear [REDACTED]

I am writing to you in relation to [REDACTED] significantly overdue timesheets which [REDACTED] has **not submitted since January 2025**. [REDACTED] has been previously advised verbally and in writing in May and July in relation to this issue. Non-compliance with the maintenance of accurate and complete records can give rise to potential reputational and fraud and corruption risks for MLAs and their staff

The attached timesheet policy specifies that members' staff are required to record the time of commencing and ceasing duty for each day and these records must be certified by the employing member, or other nominated supervisor, and lodged with the relevant corporate area in a timely fashion. A failure to submit timesheets may give rise to the risk of potential breaches against the Code of Conduct of for Staff.

A failure on a Members behalf to diligently check and validate timesheets may give rise to the risk of potential breaches against the Members' Code of Conduct or even enliven provisions of the Integrity Commission Act. For instance, in the event that a staff member was being paid by the Territory for work that had not been performed, this could amount to a fraud against the Territory.

Timesheet matters have previously been examined by the ACT Integrity Commission and the Auditor-General.

Could you or [REDACTED] please advise urgently when this will be corrected? Unfortunately, if this situation is not rectified urgently further action may need to be pursued.

Kind regards

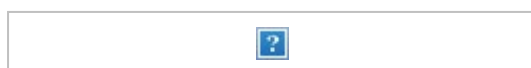
Rachel

**Rachel Turner**

Acting Clerk

Office of the Legislative Assembly

T 02 6205 0181 | M [REDACTED] | E [rachel.turner@parliament.act.gov.au](mailto:rachel.turner@parliament.act.gov.au)



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Office of the  
Legislative Assembly

# Timesheet and leave policy for members' staff

OLARIS	OLA22/0222
Version approved	July 2023
Updated	May 2024
Next review	July 2026

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## 1. Background and purpose

- 1.1. The Legislative Assembly Members' Staff Enterprise Agreement (the EA) requires the employer to keep records relating to employees' work, including records about attendance and pay in accordance with the requirements of the *Fair Work Act 2009*, Fair Work Regulations and the *Territory Records Act 2002*.
- 1.2. Employees (members' staff) are required to record the time of commencing and ceasing duty for each and these records must be certified by the employing member, or other nominated supervisor, and lodged with the relevant corporate area in a timely fashion.<sup>1</sup>
- 1.3. Non-compliance with the maintenance of accurate and complete records can give rise to potential reputational and fraud and corruption risks for MLAs and their staff. These are matters that have been examined by the ACT Integrity Commission and the Auditor-General.
- 1.4. This policy sets out relevant compliance requirements to continuously maintain and submit timesheets, obligations in the lead up to and following an election, and the process that the Office adopts to escalate occasions of non-compliance.

## 2. Authority

- 2.1 This policy has been endorsed by the Speaker, the Standing Committee on Administration and Procedure, and approved by the Clerk as part of the Office's obligation to maintain adequate internal controls under s 31 of the *Financial Management Act 1996*.

## 3. Application

- 3.1 This policy applies to non-executive members, their staff and the Office's HR and Entitlements area. All non-executive members and their staff are strongly encouraged to familiarise themselves with this policy.

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<sup>1</sup> in the case of staff of non-executive members, the HR and Entitlements area of the Office of the Legislative Assembly is the 'relevant corporate area'.

## 4. Legislative requirements and obligations

### Employee responsibilities

- 4.1 As per the EA, members' staff must record the time that they commence and cease duty each day. To record time worked and/or leave taken, staff must complete and submit a weekly timesheet (and any associated leave applications) through the HROnline self-service portal to their employing member or manager for approval.
- 4.2 The onus is on individual staff members to submit accurate and complete timesheets that record actual times of attendance for arrival and departure, including any absences during the day (lunch breaks, appointments etc.). Time Off In Lieu (TOIL) entitlements are only calculated and updated in the HROnline system after a timesheet has been approved by the member/manager.
- 4.3 Providing false or inaccurate information on timesheets may constitute a breach of the code of conduct<sup>2</sup> or a fraud against the Territory.
- 4.4 For assistance on completing timesheets and leave applications in HROnline, please refer to the following guides or contact HR and Entitlements area:
- [How to Guide – Timesheet Dashboard](#)
  - [Submitting a timesheet](#) [Video Length: 5m 34s]

### Members' responsibilities

- 4.5 Members must ensure that their staff submit accurate timesheets and leave applications.
- 4.6 To satisfy their employment obligations, members are required to review and approve timesheets and applications regularly. MLAs should be aware that by approving a staff member's timesheet, the MLA (or the nominated supervisor in the MLA's office) is attesting that the timesheet accurately reflects the hours that have worked by the staff member.
- 4.7 A failure to diligently check and validate timesheets or leave applications before approving them gives rise to the risk of potential breaches against the Members' Code of Conduct,<sup>3</sup> the Code of Conduct for Staff, or may even enliven provisions of the Integrity Commission Act. For instance, in the event that a staff member was being paid by the Territory for work that had not been performed, this could amount to a fraud against the Territory.

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<sup>2</sup> Legislative Assembly (Members' Staff) Code Of Conduct For Staff Of Non-Executive Members Determination 2015 (the Code of Conduct for Staff).

<sup>3</sup> Continuing resolution 5—*Code of conduct for all members of the Legislative Assembly for the Australian Capital Territory*. It is a requirement under the code that members 'at all times act with integrity, honesty and diligence' and 'act only in the interests of, and with respect for, the people of the Australian Capital Territory and in conformity with all laws applicable in the Territory'.

- 4.8 MLAs (or the nominated supervisor in the MLA's office) will receive an email notification to log into the HROnline system when a staff member has submitted a timesheet or leave application for approval.
- 4.9 For more information, please refer to the [Managers' video tutorial](#) [Length: 4m 21s].

## 5. Frequency of submission

- 5.1 Timesheets should be submitted by staff to members or nominated supervisors each week.

## 6. Election period

- 6.1 As a general matter of principle, the use of staffing or other Territory resources by MLAs is restricted to purposes that form part of their official parliamentary and electorate related duties.
- 6.2 In the period leading up to the election - *defined as 1 January of an election year to caretaker period* - members must take particular care to ensure that their staff do not perform work, at the expense of the Territory, that is directed towards party political, electioneering, or campaigning purposes (e.g. doorknocking, distributing campaign materials that solicit votes, donations or volunteers etc).
- 6.3 Staff are permitted to support their member in activities that form part of the members electorate related duties. (e.g. undertaking surveys on local issues through a range of communication channels.)
- 6.4 Upon commencement of the caretaker period, members will need to ensure staff do not perform any work, at the expense of the Territory, that is directed towards party political electioneering and electorate related duties that should not be undertaken while the Assembly is operating under caretaker conventions.
- 6.5 The use of Territory resources, through the payment of staff salaries or by accessing Assembly facilities, to support the campaign efforts of individual members or political parties may engage relevant provisions of the Code of Conduct for Members, the Integrity Commission Act, and the Code of Conduct for Staff.

## Members' staff who contest a Territory election

- 6.6 While there is no requirement for a staff member of an MLA to resign from their position when campaigning for their own election,<sup>4</sup> the staff member should not remain on duty working for the MLA and should instead take some form of approved leave (staff can elect to take any kind of leave to which they are entitled).<sup>5</sup>
- 6.7 This approach avoids any perception that the staff member is the beneficiary of Territory funding (through their salary) or use of other Territory resources to advance their candidacy to be an MLA.

## Members' staff who assist with campaigns

- 6.8 For the same reason, members' staff undertaking a campaign role in support of a candidate or political party should be on a form approved leave. The LAMS Enterprise Agreement makes provision for members to grant staff annual leave, time off in lieu, or leave without pay in such instances.

## Timesheet requirements leading up to an election

- 6.9 Members obligations to approve their staff timesheets and leave applications in HROnline continue throughout the lead up to the election.
- 6.10 It is imperative that staff continue to complete and submit in a timely manner accurate timesheets that record actual times of attendance and ensure that to record absences (and approved leave) during any time periods during which they have participated in campaign or election related activities.
- 6.11 When approving a timesheet, the members (or nominated supervisor) must be satisfied that the timesheet accurately reflects the hours worked by the employee on duties associated with the official roles and functions of the member and that appropriate leave or time off in lieu is recorded for periods of times where the staff member has participated in campaign or election related activities.

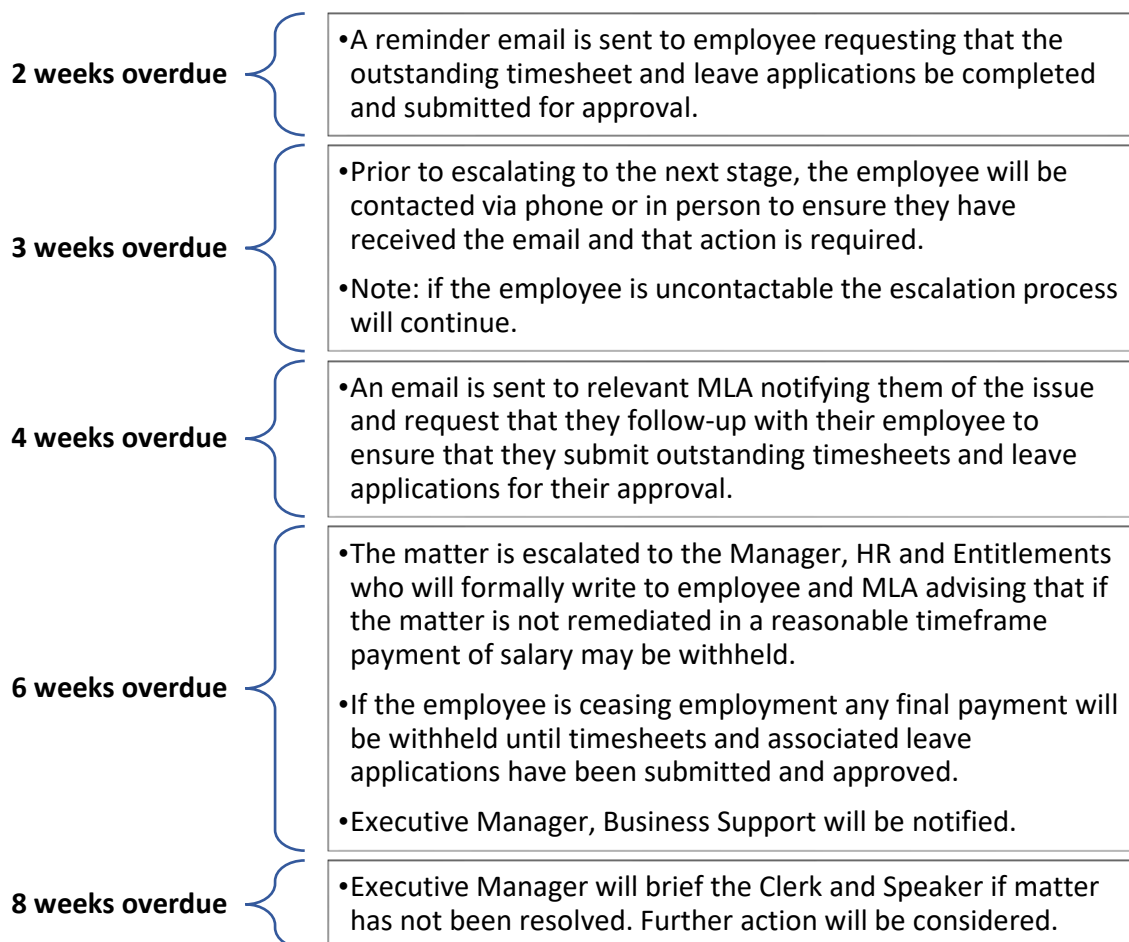
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<sup>4</sup> Note on eligibility: under s 103 of the *Electoral Act 1992*, a person is not eligible to be an MLA (though they are not prohibited from nominating for election) if, inter alia, the person is employed by the Territory, the Commonwealth, a State or another Territory. To avoid jeopardising their eligibility, any staff member who is elected as an MLA must take great care to ensure they have resigned prior to the day on which the official declaration of the election result after election day.

<sup>5</sup> The LAMS Enterprise Agreement makes provision for members to grant staff up to three months campaign leave for staff who are standing for election to the ACT Legislative Assembly, Commonwealth or State House of Parliament, or other approved legislative or advisory body. The leave is without pay and does not affect other entitlements.

## 7. Escalation process for unsubmitted timesheets

- 7.1 The HR and Entitlements area reports on the status of timesheets to identify those timesheets which may need following up due to an error, have not been completed or have not been submitted for approval. The report can also be used to identify any timesheets which have been submitted but not yet approved by the member/nominated supervisor.
- 7.2 The following escalation process that was endorsed by the Assembly’s Administration and Procedure Committee on 20 July 2023 is followed by the Office’s HR and Entitlements area to ensure members and their staff meet their attendance reporting obligations.



**From:** [Turner, Rachel](#)  
**To:** [REDACTED]  
**Cc:** [OLA HR and Entitlements](#); [Duncan, Tom](#)  
**Subject:** RE: Action: Overdue timesheets  
**Date:** Monday, 14 July 2025 1:13:00 PM  
**Attachments:** [image001.png](#)

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Thanks appreciate the update.

Unfortunately I'm not in a position to share detail of ACT Integrity Commission matters.

**Rachel Turner**

Executive Manager | Business Support

Office of the Legislative Assembly

T 02 6205 0181 | M [REDACTED] | E [rachel.turner@parliament.act.gov.au](mailto:rachel.turner@parliament.act.gov.au)



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**From:** [REDACTED]  
**Sent:** Monday, 14 July 2025 1:06 PM  
**To:** Turner, Rachel <[Rachel.Turner@parliament.act.gov.au](mailto:Rachel.Turner@parliament.act.gov.au)>; [REDACTED]  
[REDACTED]  
**Cc:** OLA HR and Entitlements <[OLAHREntitlements@parliament.act.gov.au](mailto:OLAHREntitlements@parliament.act.gov.au)>; Duncan, Tom <[Tom.Duncan@parliament.act.gov.au](mailto:Tom.Duncan@parliament.act.gov.au)>  
**Subject:** RE: Action: Overdue timesheets

Hi Rachel,

[REDACTED] and I actually discussed this recently and it'll be resolved later this week.

Could you pass on information about the Integrity Commission's examination of Assembly timesheets? I'd be fascinated to learn more.

Cheers,

[REDACTED]

---

**From:** Turner, Rachel <[Rachel.Turner@parliament.act.gov.au](mailto:Rachel.Turner@parliament.act.gov.au)>  
**Sent:** Monday, 14 July 2025 12:57 PM  
**To:** [REDACTED]  
[REDACTED]  
**Cc:** OLA HR and Entitlements <[OLAHREntitlements@parliament.act.gov.au](mailto:OLAHREntitlements@parliament.act.gov.au)>; Duncan, Tom <[Tom.Duncan@parliament.act.gov.au](mailto:Tom.Duncan@parliament.act.gov.au)>  
**Subject:** Action: Overdue timesheets

OFFICIAL

Dear [REDACTED]

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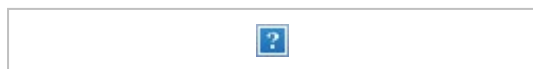
Kind regards  
Rachel

**Rachel Turner**

Acting Clerk

Office of the Legislative Assembly

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