

Gonczarek, Melinda

From: WorkSafe ACT <worksafe@act.gov.au>
Sent: Friday, 19 August 2022 11:51 AM
To: BURCH; Speaker
Cc: Grey, Brooke
Subject: Work Place Visit 00131332
Attachments: Work_Place_Visit_Report_00131332.pdf

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe. [Learn why this is important](#)

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

Inspection number: 00131332
Lead Inspector: Brooke Grey
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: 00131332

Lead inspector: Brooke Grey Inspector ID: P53115

Is there any accompanying inspectors: Yes

Jackii Shepherd P48222

Type of visit: Reactive

Date visit commenced: 19/08/2022

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

Notification of entry to (as required by s164): Other

Were any potential breaches of the legislation identified? No

Inspector notes:

At 10:20am on 19 August 2022, Inspectors Jackii Shepherd and Brooke Grey attended the Legislative Assembly of the Australian Capital Territory, 196 London Circuit, Canberra ACT 2061 for the purpose of conducting a workplace visit in relation to Prohibition Notice N-000005078 issued on 15 August 2022. The Prohibition Notice required a risk assessment, control measures in line with the hierarchy of control and consultation to be undertaken for committee hearings at the Legislative Assembly where participants were required to attend in person. The Prohibition Notice did not restrict or prohibit the virtual/remote conduct of the committee hearings including the Estimates Hearings 2022-23.

Inspectors met with the following persons –

- Julia Agostino, Acting Clerk
- Rachel Turner, Executive Manager, Business Support
- Melinda Gonczarek, Chief of Staff (Speaker)

We observed a risk register which encompassed a risk assessment with reference to the hierarchy of control and note reference to virtual meetings/ remote attendance at the Estimates Hearing 2022-23 as a control measure. A copy of the ventilation report titled "Indoor Air Quality Assessment November 2021" was provided by Rachel Turner via email dated 19 August 2022.

We observed signage throughout the workplace requiring physical distancing and room limits, hand washing and mask wearing

We note that consultation was undertaken with proposed attendees of the Estimates Hearing 2022-23 and feedback provided by respective director generals who are required to consult with their respective staff members who may be attending the Estimates Hearing 2022-23. We discussed the requirement for feedback provided by the respondents to be taken into consideration by the Committee. We were advised that the Committee deliberated on the feedback from invited witnesses (ministers, officers of the Assembly and statutory office holders) and took it into consideration.

Based upon our observations, the risk associated with Prohibition Notice N-000005078 has been remedied as far as reasonably practicable.

The workplace visit concluded at 10:45am.

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)? Yes

Type of notice: Prohibition

Contacts

Lead inspector email address: brooke.grey@worksafe.act.gov.au

Recipient/s of this form

Email: burch@parliament.act.gov.au

Email 2: speaker@parliament.act.gov.au

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'With) 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.