

## Timeline – Brooke Grey

Case 00218435 – Legislative Assembly

Date/time	Description/Item	Annexure
Friday 12 August 2022 around 1pm -2pm	Meeting with Bob Alford, Meaghan O'Connor, Narelle Bowden re: complaint regarding COVID protocols at Legislative Assembly Meeting: Conference room Attendance at Legislative Assembly planned for approximately 3 - 3:30pm	Notes <a href="#">Attachment 1</a>
Friday 12 August 2022	Email at 11:38- Bob Alford (cc) addressed to Meaghan OConnor and Narelle Bowden	Email <a href="#">Attachment 2</a>
Friday 12 August 2022	At around 5:11-5:15pm – observed the deputy Commissioner & Commissioner at desks of Meaghan O'Connor and Ben Palmer with Bob Alford stating that she can not direct that a notice be issued	Recollection
Monday 15 August 2022	Meeting Monday morning at around 9-9:30am with Bob Alford, Ben Palmer, Nicole Calvert and Meaghan O'Connor.  Discussion: lifting of Prohibition Notice and if immediate risk still present to reissue -pending opinion of inspector. Wording of notice regarding face to face and inclusion of participants. Previous notice too board	Notes <a href="#">Attachment 3</a>
Monday 15 August 2022	Verbal briefing to Commissioner – Prohibition Notice lifted at around 10:15am by inspectors	Recollection No Notes
Tuesday 16 August 2022	Phone call to Meagan O'Connor – welfare check and update	Phone call register
Wednesday 17 August 2022	Phone call to Meagan O'Connor – any updates	Phone call register
Thursday 18 August	Phone Call to Meagon O'Connor – check and to catch up later in day	Phone Call Register
	Meeting at 3pm with Bob Alford, Meaghan O'Connor & Ben Palmer Discussion: Workplace visit regarding risk assessment & consultation requirements  Discussion with Commissioner, Deputy Commissioner & Jackii Sheppard – Workplace to be conducted on 19 August by both myself and Jackii Sheppard	Notes <a href="#">Attachment 4</a>

	Email from Commissioner at 3:42pm re: Letter to Speaker and request to deal with matter in Meaghan's absence	Email <u>Attachment 5</u>
	Email to speaker regarding Prohibition Notice and workplace visit at gam on 19 August 2022	Email <u>Attachment 6</u>
	Email to Speaker changing times to 10:30am	Email <u>Attachment 6</u>
Friday 19 August 2022	Workplace visit with Jackii Sheppard to Legislative Assembly Prohibition Notice lifted	Inspector notebook/s Workplace Visit Report <u>Attachment</u>

Attachment ①

12/13/22

Navelle Cox → Assisting delegations: Alysha, Boba Akrod, Navelle & Megghan

Office of the Speaker

\* Tom Duncan: clerk of speaker  
↳ Speaker of House

Speaker: - An Greene  
↳ \* Jy Bircus (Notre)

Noice: Rick Acost.

Atkinson:

3pm - 3:30pm 10h

Lead of Standing Ctee

James McGilligan: select Ctee estimates 2022 2023

Revs Estimate

Attachment (2)

2.

**From:** Alford, Robert  
**Sent:** Friday, 12 August 2022 11:38 AM  
**To:** O'Connor, Meaghan; Bowden, Narelle  
**Cc:** Grey, Brooke  
**Subject:** FW: Correspondence from Minister Gentleman  
**Attachments:** Correspondence from Minister Gentleman MLA - Select Committee on Estimates 2022-23.pdf; Signed letter to Mr Gentleman on COVID arrangements - 11 August 2022.pdf; Image (002).jpeg

**Importance:** High

OFFICIAL: Sensitive

Meaghan and Narelle

As discussed can you please investigate aspects of this complaint as received by the complainant in the below email to the WHS Commissioner.

Kind Regards

**Bob Alford** | Senior Director - Industry Compliance & Enforcement  
P: 02 6205 4261 | Mobile: 0434 851139 | E: [robert.alford@worksafe.act.gov.au](mailto:robert.alford@worksafe.act.gov.au)  
Office of the Work Health and Safety Commissioner  
GPO Box 158 Canberra ACT 2601

## WORKSAFEACT



**ACT**  
Government

*We acknowledge the traditional custodians of the ACT the Ngunnowal people, and their continuing connection to land and community. We pay our respects to them, and to the Elders both past and present.*



**From:** Agius, Jacqueline <[Jacqueline.Agius@worksafe.act.gov.au](mailto:Jacqueline.Agius@worksafe.act.gov.au)>  
**Sent:** Thursday, 11 August 2022 5:45 PM  
**To:** Alford, Robert <[Robert.Alford@worksafe.act.gov.au](mailto:Robert.Alford@worksafe.act.gov.au)>  
**Subject:** FW: Correspondence from Minister Gentleman  
**Importance:** High

OFFICIAL

Hi Bob

I am not sure why the attachments did not come through. They should come through now.

Cheers

Jacqueline Agius |Work Health and Safety Commissioner  
|Labour Hire Licence Commissioner  
Office of the Work Health and Safety Commissioner  
GPO Box 158 Canberra ACT 2601.

## WORKSAFEACT



I acknowledge the traditional custodians of the ACT the Ngunnawal people, and their continuing connection to land and community. I pay my respect to them, and to the Elders both past and present.

From: [REDACTED]  
Sent: Thursday, 11 August 2022 4:31 PM  
To: Agius, Jacqueline <Jacqueline.Agius@worksafe.act.gov.au>  
Cc: Grey, Amanda <Amanda.Grey@worksafe.act.gov.au>; [REDACTED]  
Subject: FW: Correspondence from Minister Gentleman  
Importance: High

Good afternoon Commissioner

The Minister is currently engaging with the Assembly Select Committee on Estimates regarding hearing arrangements. The committee, as outlined in their letter attached, is insisting on all witnesses appearing in person. We have significant concerns, as outlined in the Minister's response, about how the committee will meet WHS obligations in the current COVID situation. I've also attached the photo from a recent hearing that Minister refers to in his letter.

Would appreciate any further WHS advice you have on this matter.

Many thanks

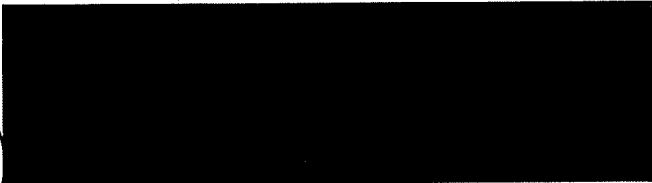


From: GENTLEMAN  
Sent: Thursday, 11 August 2022 2:40 PM  
To: LA Committee - Estimates <LACommitteeEstimates@parliament.act.gov.au>  
Cc: BURCH <BURCH@parliament.act.gov.au>  
Subject: RE: Correspondence from Minister Gentleman  
Importance: High

Good afternoon

Please find attached further correspondence from Minister Gentleman regarding estimates hearing arrangements.

Regards



From: LA Committee - Estimates <[LACommitteeEstimates@parliament.act.gov.au](mailto:LACommitteeEstimates@parliament.act.gov.au)>

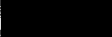
Sent: Thursday, 11 August 2022 12:34 PM

To: GENTLEMAN <[GENTLEMAN@act.gov.au](mailto:GENTLEMAN@act.gov.au)>



Subject: RE: Correspondence from Minister Gentleman

OFFICIAL

Good afternoon 

Please find attached the Chair's response to Minister Gentleman's letter.

Regards,

Dr David Monk

Senior Director, Committee Support

Office of the Legislative Assembly

02 620 50129

[david.monk@parliament.act.gov.au](mailto:david.monk@parliament.act.gov.au)

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

From: GENTLEMAN <[GENTLEMAN@act.gov.au](mailto:GENTLEMAN@act.gov.au)>

Sent: Thursday, 11 August 2022 12:20 PM

To: LA Committee - Estimates <[LACommitteeEstimates@parliament.act.gov.au](mailto:LACommitteeEstimates@parliament.act.gov.au)>

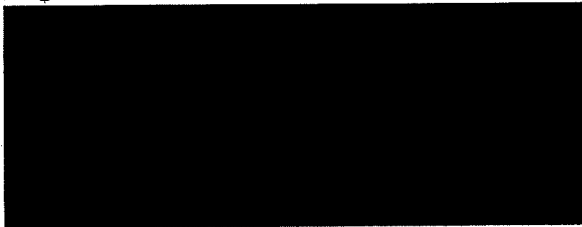
Subject: FW: Correspondence from Minister Gentleman

Importance: High

Good afternoon

I am following up on behalf of the Minister as we have not received a response to his letter sent on Monday. Given the urgency of this matter (hearings commence on Monday), when can we expect a response from the Chair confirming the hearing arrangements?

Regards



From: GENTLEMAN

Sent: Monday, 8 August 2022 3:16 PM

To: LA Committee - Estimates <[LACommitteeEstimates@parliament.act.gov.au](mailto:LACommitteeEstimates@parliament.act.gov.au)>

Cc: BURCH <[BURCH@parliament.act.gov.au](mailto:BURCH@parliament.act.gov.au)>

Subject: Correspondence from Minister Gentleman

Dear Committee

Please find attached correspondence from Minister Gentleman.

Kind regards

Office of Mick Gentleman MLA  
Minister for Planning and Land Management  
Minister for Police and Emergency Services  
Minister for Corrections  
Minister for Industrial Relations and Workplace Safety  
Manager of Government Business  
Member for Brindabella

P: +61 6 620 50218 | Legislative Assembly Building, London Circuit, Canberra, ACT 2601 | GPO Box 1020, Canberra, ACT 2601



**ACT**  
Government



CANBERRA

# Attachment 3

15/8/22

P/Notice (Meaghan O'Connor, Sab A/Lead, Sen Palmer)  
 Remove meetings → (little meetings) / blanket ban e  
 ricipants → face to face - workers & client warding  
 - P/N → to be lifted - review if risk immediate  
 - Advice → LLP: Mac Kennells

No uniforms  
 No protective  
 caps @ all times.

→ top to wear none.  
 dist. reactive →  
 → dangers.

work from home tomorrow.  
 evaluate car → broad on-call

(2pm) All staff.

J. Luke Smyth.



Attachment (4)

B: Alfred, Meghan O'Connor, Ben Palmer } @ 3pm 18/8/22

David Mark: Committee Support.

Risk Assess  
Consultation

Any updates/info provided.

Can I take Meghan??

10 committee @ hand

7-achmate morning

Resident/visiting privileges

Visit: Physiotherapy  
Advised JA - Jac & I  
will attend.

Quarant → REBU (informed)

19/8/2022

Physiotherapy visit → Meghan & Ben Palmer

8:25am

Advised Meghan that Jac & I will attend.

Today was → Prohibition Notice.

Attachment (5)

**Grey, Brooke**

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**From:** Agius, Jacqueline  
**Sent:** Thursday, 18 August 2022 3:42 PM  
**To:** Grey, Brooke  
**Subject:** FW: Letter for Commissioner Agius from Madam Speaker  
**Attachments:** Letter to Speaker - Update on Consultation.pdf; Combined feedback.pdf; OLA COVID-19 Risk Register V2.docx; Letter Commissioner Agius 180822.pdf

OFFICIAL

Hi Brooke

Noting that Meaghan is on leave could you please deal with this matter?

Stay safe

**Jacqueline Agius** |Work Health and Safety Commissioner  
|Labour Hire Licence Commissioner  
Office of the Work Health and Safety Commissioner  
GPO Box 158 Canberra ACT 2601

**WORKSAFEACT**



I acknowledge the traditional custodians of the ACT the Ngunnawal people, and their continuing connection to land and community. I pay my respect to them, and to the Elders both past and present.

**From:** Speaker <Speaker@parliament.act.gov.au>  
**Sent:** Thursday, 18 August 2022 3:35 PM  
**To:** Agius, Jacqueline <Jacqueline.Agius@worksafe.act.gov.au>; O'Connor, Meaghan <Meaghan.O'Connor@worksafe.act.gov.au>  
**Subject:** Letter for Commissioner Agius from Madam Speaker

Dear Commissioner,

Please find attached correspondence in relation to Prohibition Notices N-000005068 and N-000005078 served on the ACT Legislative Assembly.

Joy Burch MLA  
Speaker





**LEGISLATIVE ASSEMBLY**  
FOR THE AUSTRALIAN CAPITAL TERRITORY

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**SELECT COMMITTEE ON ESTIMATES 2022–2023**

Mr James Milligan MLA (Chair), Mr Andrew Braddock MLA (Deputy Chair),  
Dr Marisa Paterson MLA

Ms Joy Burch MLA  
Speaker  
Legislative Assembly for the ACT  
By email: [joy.burch@parliament.act.gov.au](mailto:joy.burch@parliament.act.gov.au)

Dear Madam Speaker,

**Select Committee on Estimates 2022–2023: Update on Consultation Undertaken**

I am writing to you in my capacity as the Chair of the Select Committee on Estimates 2022–2023 (Committee).

The Committee met today and resolved to update you on its work health and safety consultations with PCBUs to assist you in your correspondence with WorkSafe ACT.

You will be aware that, out of an abundance of caution, the Committee has written to invited Ministers, Officers of the Assembly, Statutory Office Holders, and yourself to consult on its plans to conduct hearings in the Assembly Chamber. The Committee has seen high levels of participation from its consultation, receiving positive and constructive feedback on hearing safety.

Minister Gentleman has responded representing all Ministers in their capacity as PCBUs. The Minister has provided input to the consultation process for consideration by the Committee. The Minister has requested that supporting officials be allowed to attend hearings online. The Committee will not consider this request until the Prohibition Notice has been lifted. This is because it is the Committee's priority to commence hearings with principal witnesses under its proposed model without the delay the minister's proposal would entail.


The Committee has also requested the Office of the Legislative Assembly to consult with the 26 PCBUs relevant to it and engage with its Health and Safety Committee for comments by affected workers.

A full list of those the Committee has consulted with directly is set out below:

- All ACT Government Ministers
- The Office of the Legislative Assembly
- The Clerk of the Legislative Assembly
- The Director of Public Prosecutions
- The ACT Human Rights Commissioner
- The Auditor-General
- The CEO of Legal Aid ACT
- The Commissioner for Sustainability and the Environment
- The Electoral Commissioner
- The Inspector of Correctional Services
- The ACT Ombudsman
- The Inspector of the Integrity Commission
- The Public Trustee and Guardian
- The Solicitor-General

The Committee has resolved to provide you with all available feedback it has received from these witnesses, which has been provided in a separate attachment along with the Committee's Risk Assessment.

Yours sincerely,



James Milligan MLA  
Chair  
18 August 2022

## Thompson, SamuelR

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**From:** Emy Yoneda <Emy.Yoneda@ombudsman.gov.au>  
**Sent:** Wednesday, 17 August 2022 1:56 PM  
**To:** LA Committee - Estimates  
**Cc:** ACT Ombo; Adele Morey  
**Subject:** RE: [External] Estimates Hearings - Letter from Chair [SEC=OFFICIAL]

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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### OFFICIAL

Hi Samuel

Thank you for your email.

We understand the reasons for the proposed arrangements and will cooperate with the Committee as required. We would like to request that officials be permitted to attend remotely via video conference to ensure the ACT Ombudsman is appropriately supported to answer the Committee's questions.

Could you please let me know if this is possible?

We have no further input into the COVID register.

Thank you

**Emy Yoneda**

Strategy Officer, ACT Strategy and Coordination | Program Delivery Branch

ACT OMBUDSMAN

OFFICE OF THE COMMONWEALTH OMBUDSMAN

Email: [emy.yoneda@ombudsman.gov.au](mailto:emy.yoneda@ombudsman.gov.au)

Website: [ombudsman.act.gov.au](http://ombudsman.act.gov.au)



OMBUDSMAN'S OFFICE  
THE ACT LEGISLATIVE ASSEMBLY

*Influencing systemic improvement in public administration*

*I acknowledge the Traditional Custodians of the ACT. I acknowledge & respect their continuing culture and the contribution they make to the life of this city & region.*

**From:** LA Committee - Estimates <LACommitteeEstimates@parliament.act.gov.au>  
**Sent:** Tuesday, 16 August 2022 7:32 PM  
**To:** Emy Yoneda <Emy.Yoneda@ombudsman.gov.au>  
**Cc:** ACT Ombo <actombo@ombudsman.gov.au>; LA Committee - Estimates <LACommitteeEstimates@parliament.act.gov.au>  
**Subject:** [External] Estimates Hearings - Letter from Chair

Dear ACT Ombudsman,

Please find attached a letter to you on behalf of the Chair of the Select Committee for Estimates 2022-23.

Regards,

**Samuel Thompson**

Committee Secretary | Committee Support Office | Parliamentary Support Branch  
P (02) 620 50435 | E [SamuelR.Thompson@parliament.act.gov.au](mailto:SamuelR.Thompson@parliament.act.gov.au)



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**Caution:** This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

*The Office of the Commonwealth Ombudsman acknowledges the traditional owners of country throughout Australia and their continuing connection to land, culture and community. We pay our respects to elders past and present.*

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**COMMONWEALTH OMBUDSMAN - IMPORTANT CONFIDENTIALITY NOTICE**

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- \* subject to client legal privilege or other privilege; or
- \* subject to a statutory or other requirement of confidentiality.

If you have received this message in error, please call 1300 362 072 to inform the sender so that future errors can be avoided.

## Thompson, SamuelR

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**From:** Commisso, Taylah  
**Sent:** Wednesday, 17 August 2022 7:31 PM  
**To:** LA Committee - Estimates  
**Cc:** Smith, Caroline  
**Subject:** RE: Estimates Hearings - Letter from Chair

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

OFFICIAL: Sensitive

Dear Mr Milligan MLA

The Auditor-General thanks you for your consultation and has no other comment on the proposed arrangements including the Risk Register.

Kind regards  
Taylah

**Taylah Commisso** | Executive Officer to the ACT Auditor-General

**Phone:** (02) 6207 4280 | **Email:** [taylah.commisso@act.gov.au](mailto:taylah.commisso@act.gov.au)  
**ACT Audit Office** | Auditor-General An Officer of the ACT Legislative Assembly  
Nara Centre, Level 4, 3 Constitution Avenue, Canberra | PO Box 275 Civic Square ACT 2608 | [www.audit.act.gov.au](http://www.audit.act.gov.au)

The ACT Audit Office acknowledges the Ngunnawal people as traditional custodians of the ACT and pays respect to the elders; past, present and future. The Office acknowledges and respects their continuing culture and the contribution they make to the life of this city and this region.



**Please consider the environment before printing this email**

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**From:** LA Committee - Estimates <LACommitteeEstimates@parliament.act.gov.au>  
**Sent:** Tuesday, 16 August 2022 7:33 PM  
**To:** Harris, MichaelL <MichaelL.Harris@act.gov.au>  
**Cc:** Commisso, Taylah <Taylah.Commisso@act.gov.au>  
**Subject:** Estimates Hearings - Letter from Chair

Dear Auditor-General,

Please find attached a letter to you on behalf of the Chair of the Select Committee for Estimates 2022-23.

Regards,

**Samuel Thompson**

Committee Secretary | Committee Support Office | Parliamentary Support Branch  
P (02) 620 50435 | E [SamuelR.Thompson@parliament.act.gov.au](mailto:SamuelR.Thompson@parliament.act.gov.au)



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Communications from the ACT Audit Office may contain protected information for the purposes of Part 5A of the Auditor-General Act 1996 (ACT).



## Thompson, SamuelR

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**From:** John Boersig <John.Boersig@legalaidact.org.au>  
**Sent:** Wednesday, 17 August 2022 1:33 PM  
**To:** LA Committee - Estimates  
**Subject:** RE: Estimates Hearings - Letter from Chair

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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Good afternoon.

We have our COVID protocols in place. It includes outreach and attendance at sites outside our office, which are not inconsistent with your risk register.

No further comment.

John

**John Boersig**  
Chief Executive Officer  
Executive

### **Legal Aid ACT**

2 Allsop Street Canberra 2601  
Phone: 02 6243 3455  
Fax: 02 6243 3423  
[John.Boersig@legalaidact.org.au](mailto:John.Boersig@legalaidact.org.au)  
[www.legalaidact.org.au](http://www.legalaidact.org.au)

*Legal Aid ACT respectfully acknowledges the traditional land owners whose land we are working on today and pay our respects to Elders past and present. We also acknowledge and pay our respects to the Aboriginal people who draw their ancestral lines from this land.*

Please consider the environment - do you really need to print this email?

**From:** LA Committee - Estimates <LACommitteeEstimates@parliament.act.gov.au>  
**Sent:** Tuesday, 16 August 2022 7:35 PM  
**To:** John Boersig <John.Boersig@legalaidact.org.au>  
**Cc:** LA Committee - Estimates <LACommitteeEstimates@parliament.act.gov.au>  
**Subject:** Estimates Hearings - Letter from Chair

Dear Dr Boersig,

Please find attached a letter to you on behalf of the Chair of the Select Committee for Estimates 2022-23.

Regards,

**Samuel Thompson**

Committee Secretary | Committee Support Office | Parliamentary Support Branch  
P (02) 620 50435 | E [SamuelR.Thompson@parliament.act.gov.au](mailto:SamuelR.Thompson@parliament.act.gov.au)



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**Thompson, SamuelR**

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**From:** Reichstein, Megan on behalf of Lewis, Sophie  
**Sent:** Wednesday, 17 August 2022 3:09 PM  
**To:** LA Committee - Estimates  
**Subject:** FW: Estimates Hearings - Letter from Chair  
**Attachments:** Commissioner for Sustainability - Consultation - 16 August 2022.pdf; OLA COVID-19 Risk Register V2.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

OFFICIAL

To: Mr James Milligan, MLA  
Chair, Select Committee on Estimates 2022-23

Dear Mr Milligan

Following receipt of your letter of 16 August 2022, I wish to confirm that I believe that comprehensive consideration has been given in relation to the COVID risks associated with witness appearances at Estimates, and that the necessary preventive procedures have been identified as described in the Risk Register.

I would preference online for simplicity but am not overly worried about COVID under these arrangements.

Kind regards  
Sophie



## ACT Office of the Director of Public Prosecutions

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Our Reference:  
Your Reference:

17 August 2022

Mr James Milligan MLA  
Chair  
ACT Legislative Assembly Select Committee on Estimates 2022-2023

Via email: [jacommitteeestimates@parliament.act.gov.au](mailto:jacommitteeestimates@parliament.act.gov.au)

Dear Mr Milligan

Thank you for your letter dated 16 August 2022 and attached Risk Register, in consultation of in-person appearances at Estimates hearings for 2022-2023.

I confirm that I have read the attached COVID-19 Risk Register, and I am confident that the COVID risks of in-person attendance are appropriately identified and mitigated. Accordingly, I would be happy to appear as a witness at Estimates hearings at the ACT Legislative Assembly in-person.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Shane Drumgold', with a stylized flourish at the end.

Shane Drumgold SC  
Director - ACT Director of Public Prosecutions

Mr James Milligan MLA (Chair)  
Select Committee on Estimates 2022-2023  
ACT Legislative Assembly  
GPO Box 1020  
CANBERRA ACT 2601

Via email: [SamuelR.Thompson@parliament.act.gov.au](mailto:SamuelR.Thompson@parliament.act.gov.au)

Dear Mr Milligan

**Select Committee on Estimates 2022-2023 – Hearing Consultation**

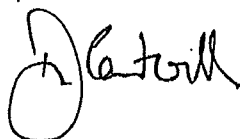
Thank you for your letter of 16 August 2022 seeking feedback about the proposed conduct of the upcoming Estimates hearings in light of WorkSafe ACT's Prohibition Notice.

I have reviewed the information contained in your letter as well as the identified risks and controls in the accompanying COVID-19 risk register. As an Independent Statutory Office Holder and witness at the hearings, I am comfortable that the measures you have outlined including limits on the number of witnesses and moving the hearings to the larger Legislative Assembly Chamber are all positive steps to ensure the ongoing safety and wellbeing of participants. As such, I have no issues of concern with the Committee's proposal.

I understand that the schedule of hearings will be updated in the coming days and as part of this consultation process, wish to advise that I am unavailable next Monday 22 August and Tuesday 23 August 2022 due to pre-existing commitments.

Thank you for the opportunity to provide input to the consultation process.

Yours sincerely



Damian Cantwell AM CSC  
Electoral Commissioner

17 August 2022

cc: [LACommitteeEstimates@parliament.act.gov.au](mailto:LACommitteeEstimates@parliament.act.gov.au)

## Thompson, SamuelR

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**From:** Watchirs, Helen  
**Sent:** Wednesday, 17 August 2022 3:47 PM  
**To:** LA Committee - Estimates  
**Cc:** Budavari, Rosemary; Acton, Jenny  
**Subject:** RE: Estimates Hearings - Letter from Chair

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

OFFICIAL

Hi Samuel

Thank you for letter from Chair of Estimates Committee, James Milligan MLA and offer to consult on your Risk Register.

In relation to the controls for the hazard of lack of mask wearing, we suggest that you clarify signage regarding good hygiene practices by including wording about masks being required unless the person is speaking, that there is a process to apply for an exemption from mask wearing for medical or other reasons, or to make alternative arrangements for remote participation if a person cannot wear a mask. Another control for this hazard would be to ensure that there are supplies of masks available at the entry to the LA building and hearing room.

Please note that my role includes President of the HRC – under s12(2) of the *Human Rights Commission Act 2005* the President is the Human Rights Commissioner.

Regards, Helen.

Dr Helen Watchirs OAM

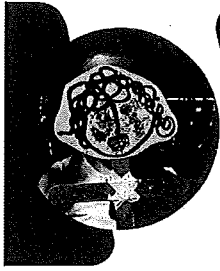
ACT President and Human Rights Commissioner  
Level 2, 11 Moore Street  
Canberra City ACT 2601

Tel (02) 6205 2222  
Fax (02) 6207 1034

*The ACT Human Rights Commission's website is at [www.hrc.act.gov.au](http://www.hrc.act.gov.au)*



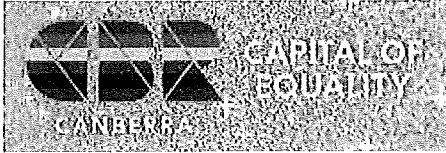
I acknowledge the traditional custodians of the ACT and their continuing connection to land and community. I pay my respects to them and their culture, and to their elders past, present, and future. Artwork by Lynnice Keen, Ngunnawal artist.



## Have your say about racism!

Do you know a child or young person with something to say about racism in the ACT?

They can scan the QR code or go to [actkids.act.gov.au](http://actkids.act.gov.au) to answer a short survey and share their views.



**From:** LA Committee - Estimates <[LACommitteeEstimates@parliament.act.gov.au](mailto:LACommitteeEstimates@parliament.act.gov.au)>  
**Sent:** Tuesday, August 16, 2022 7:30 PM  
**To:** Watchirs, Helen <[Helen.Watchirs@act.gov.au](mailto:Helen.Watchirs@act.gov.au)>  
**Subject:** Estimates Hearings - Letter from Chair

Dear Human Rights Commissioner,

Please find attached a letter to you on behalf of the Chair of the Select Committee for Estimates 2022-23.

Regards,

**Samuel Thompson**

Committee Secretary | Committee Support Office | Parliamentary Support Branch  
P (02) 620 50435 | E [SamuelR.Thompson@parliament.act.gov.au](mailto:SamuelR.Thompson@parliament.act.gov.au)



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## Thompson, SamuelR

---

**From:** McAllister, Neil  
**Sent:** Wednesday, 17 August 2022 7:57 AM  
**To:** LA Committee - Estimates  
**Subject:** RE: Estimates Hearings - Letter from Chair

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

OFFICIAL

Dear Samuel

Thank you for inviting to comment on this "issue". I have no concerns about the risk register but, for what it's worth, I have major concerns about the intervention of WorkSafe ACT in the workings of the Legislative Assembly. I have attended a number of estimates and annual report hearings and do not consider that the hearings room or adjacent waiting areas pose any greater COVID exposure risk than any other place where people gather (offices, shops, restaurants, bars, clubs, etc.). I visit a major hospital regularly and I can enter without vaccination proof (which I have) and am only required to wear a mask indoors.

I would have been very happy to appear in-person this week regardless of WorkSafe ACT's fear mongering.

Regards

Neil

---

**From:** LA Committee - Estimates <LACommitteeEstimates@parliament.act.gov.au>  
**Sent:** Tuesday, 16 August 2022 7:41 PM  
**To:** McAllister, Neil <Neil.McAllister@act.gov.au>  
**Cc:** LA Committee - Estimates <LACommitteeEstimates@parliament.act.gov.au>  
**Subject:** Estimates Hearings - Letter from Chair

Dear Mr McAllister,

Please find attached a letter to you on behalf of the Chair of the Select Committee for Estimates 2022-23.

Regards,

**Samuel Thompson**

Committee Secretary | Committee Support Office | Parliamentary Support Branch  
P (02) 620 50435 | E [SamuelR.Thompson@parliament.act.gov.au](mailto:SamuelR.Thompson@parliament.act.gov.au)



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**FROM THE OFFICE OF THE COMMISSIONER**

**Our Ref: (TRIM REF)**

Mr James Milligan MLA  
Chair,  
Select Committee on Estimates 2022-2023

By email:

Dear Mr Milligan,

**Select Committee on Estimates 2022-2023**


Thank you for your letter of 16 August about the sitting arrangements for the Committee's impending hearings.

Whilst I naturally defer to the Committee's views about who should be witnesses and, of course, will be attending myself, I have discussed the issue of their possible attendance with the Commission's CEO (Mr John Hoytink) and Chief Financial Officer (Mr Scott Hickey), having brought to their attention the Risk Register. Each has assured me that, if it could be useful, they would be happy to attend, taking the necessary safety precautions.

Having regard to the complexity in some respects of the Commission's budgetary position, it would be helpful to me if it were possible for Messrs Hoytink and Hickey to attend.

Please let me know if this can be achieved.

Yours sincerely,



**The Hon Michael F Adams QC  
Commissioner**

17 August 2022



**Mick Gentleman MLA**

Manager of Government Business  
Minister for Planning and Land Management  
Minister for Police and Emergency Services  
Minister for Corrections  
Minister for Industrial Relations and Workplace Safety

Member for Brindabella

---

James Milligan MLA

Chair

Select Committee on Estimates 2022-23

ACT Legislative Assembly

CANBERRA ACT 2601

By email: [LACommitteeEstimates@parliament.act.gov.au](mailto:LACommitteeEstimates@parliament.act.gov.au)

Dear Chair *JAMES*

Thank you for your letter about Select Committee of Estimates 2022-2023 - Hearing Consultation and for the opportunity to provide feedback on the arrangements in place to manage the Estimates Hearings 2022-2023 in a COVID safe manner.

I have consulted with, and am responding on behalf of all Ministers.

I can confirm that Ministers have advised they will be available to attend hearings in person commencing from Monday 22 August, subject to compliance with quarantine and isolation requirements as directed by ACT Health.

To assist the functionality of the Committee process and the effectiveness of questioning, Ministers request that facilities be available for relevant ACTPS officials to appear online at the Hearings. Ministers consider this step would comply with the Prohibition Notice currently in force, given there would be no transmission risk to participants appearing in this way.

Ministers also advise that to assist the Committee they would be able to conduct quick consultation with relevant Directors-General and Deputy Directors-General to attend in person, when the Committee considers this possible.

---

ACT Legislative Assembly London Circuit, GPO Box 1020, Canberra ACT 2601

+61 2 6205 0218 [gentleman@act.gov.au](mailto:gentleman@act.gov.au)

@GENTLEMANMick

MickGentleman

mick.gentleman

Ministers further request that the Committee Secretariat provide indicative times for sections within portfolios, to allow the efficient attendance of Directors-General or Deputy Directors-General in person (when the Committee considers that possible) and other officials online.


For example, two hours were originally set down for the hearings on Economic Development and Tourism. If the Committee Secretariat was able to advise if that comprises approximately one hour for each section, it would practically assist any required movement in and out of the hearing room. Similarly, the portfolios of Water, Energy and Emissions reduction could require significant physical or online movement of officials, so indicative time splits would assist this process.

In addition to the above, I seek confirmation of the intent of the reference to 'statutory office holders' in your correspondence. I seek clarification from the Committee that this is limited to Officers of the Assembly, and is not intended to capture public servants who also hold statutory office positions.

I also note that due to the delay in the commencement of Hearings, and the necessary rescheduling of the first week, that the Committee Secretariat be mindful of pre-existing Ministerial commitments and travel in the course of Government duties. Could the Committee Secretariat please consult with Ministers on their availability before settling on appearance times.

Thank you for the opportunity to provide this feedback to make our hearings safe and productive. As noted previously, the Government stands ready to assist you in any way it can.

Yours sincerely

  
Mick Gentleman MLA  
Manager of Government Business

17/8/2022

## Thompson, SamuelR

---

**From:** Taylor, Andrew  
**Sent:** Wednesday, 17 August 2022 12:10 PM  
**To:** LA Committee - Estimates  
**Cc:** Hughes, Callum; Toy, Kathryn; Connolly, Helen; Burn, Gregory  
**Subject:** RE: Estimates Hearings - Letter from Chair

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

UNOFFICIAL

Thanks...we have no comments and are OK to attend in person...

Cheers  
Andrew

### ANDREW TAYLOR PUBLIC TRUSTEE AND GUARDIAN



PUBLIC TRUSTEE AND GUARDIAN | PO BOX 221 CIVIC SQUARE ACT 2608  
☎ (02) 620 79800 | [www.ptg.act.gov.au](http://www.ptg.act.gov.au)  
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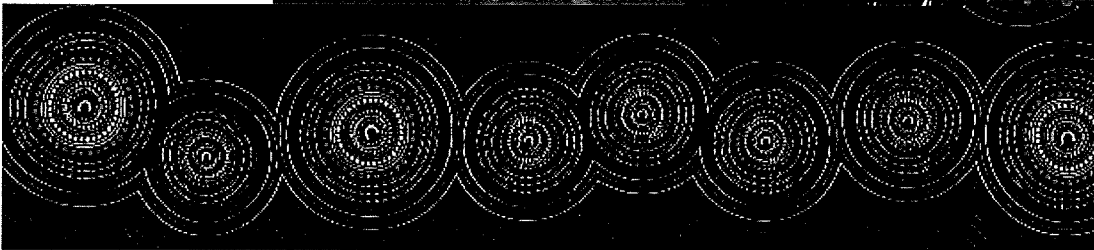
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RENEWAL: PUTTING RIGHTS INTO PRACTICE

20 - 21 October 2022



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We acknowledge the Traditional Custodians of the ACT, the Ngunnawal people  
We acknowledge and respect their continuing culture and the contribution they make  
to the life of this city and this region

Artwork by Ngarrindjeri artist Jordan Lovegrove

Due to an increase in the number of staff being impacted by illness, the Public Trustee and Guardian is currently experiencing critical staff shortages.

Whilst every effort is being made to action your requests, things are taking longer to resolve. We thank you for your patience.

**From:** LA Committee - Estimates <LACommitteeEstimates@parliament.act.gov.au>  
**Sent:** Wednesday, 17 August 2022 9:54 AM  
**To:** Taylor, Andrew <andrew.taylor@act.gov.au>  
**Cc:** Hughes, Callum <Callum.Hughes@act.gov.au>; LA Committee - Estimates <LACommitteeEstimates@parliament.act.gov.au>; Toy, Kathryn <Kathryn.Toy@act.gov.au>; Connolly, Helen <Helen.Connolly@act.gov.au>; Burn, Gregory <Gregory.Burn@act.gov.au>  
**Subject:** FW: Estimates Hearings - Letter from Chair

UNOFFICIAL

Dear Andrew

Thankyou for this advice, and acknowledging your intention to attend next Wednesday 24 August with Callum Hughes.

I take it from your response that you and Callum have no comments on the proposed arrangements and the risk register, but if you do please let us know by 5pm today.

Thanks for letting us know about your availability regarding the call back sessions again, we have advised the Committee on this.

Regards

**Kathleen de Kleuver**

Committee Secretary | Standing Committee on Justice and Community Safety  
Office of the Legislative Assembly for the ACT  
P (02) 620 70524 | E [LACCommitteeJCS@parliament.act.gov.au](mailto:LACCommitteeJCS@parliament.act.gov.au)



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**From:** Taylor, Andrew <[andrew.taylor@act.gov.au](mailto:andrew.taylor@act.gov.au)>

**Sent:** Wednesday, 17 August 2022 9:41 AM

**To:** de Kleuver, Kathleen <[Kathleen.deKleuver@parliament.act.gov.au](mailto:Kathleen.deKleuver@parliament.act.gov.au)>

**Cc:** Hughes, Callum <[Callum.Hughes@act.gov.au](mailto:Callum.Hughes@act.gov.au)>; Toy, Kathryn <[Kathryn.Toy@act.gov.au](mailto:Kathryn.Toy@act.gov.au)>; Connolly, Helen <[Helen.Connolly@act.gov.au](mailto:Helen.Connolly@act.gov.au)>; Burn, Gregory <[Gregory.Burn@act.gov.au](mailto:Gregory.Burn@act.gov.au)>

**Subject:** FW: Estimates Hearings - Letter from Chair

UNOFFICIAL

Hi again Kathleen

As Public Trustee and Guardian, I will attend the Wednesday hearing in person (along with Deputy PTG Callum Hughes) on Wednesday, 24 August 2022 from 12.15pm to 1.00pm, unless advised otherwise.

I will be interstate when the possible carryover sessions may be heard on Thursday 25th and Friday 26th and will not be accessing emails.

Can I please ask that, should the Committee require carryover sessions on the Thursday and/or Friday, you contact Callum Hughes at PTG on Mob 0402603 804 or by email to [callum.hughes@act.gov.au](mailto:callum.hughes@act.gov.au) who will coordinate attendance by the other witnesses who are on standby (all copied to this email).

I have attached the witness form I previously sent with details of witnesses for Wed/Thurs and Fri.

Cheers  
Andrew

**ANDREW TAYLOR**

**PUBLIC TRUSTEE AND GUARDIAN**



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**We acknowledge the Traditional Custodians of the ACT, the Ngunnawal people  
We acknowledge and respect their continuing culture and the contribution they make  
to the life of this city and this region**

Artwork by Ngarrindjeri artist Jordan Lovegrove

**Due to an increase in the number of staff being impacted by illness, the Public Trustee and Guardian is currently experiencing critical staff shortages.**

**Whilst every effort is being made to action your requests, things are taking longer to resolve. We thank you for your patience.**

**From:** LA Committee - Estimates <[LACommitteeEstimates@parliament.act.gov.au](mailto:LACommitteeEstimates@parliament.act.gov.au)>

**Sent:** Tuesday, 16 August 2022 7:46 PM

**To:** Taylor, Andrew <[andrew.taylor@act.gov.au](mailto:andrew.taylor@act.gov.au)>

**Cc:** LA Committee - Estimates <[LACommitteeEstimates@parliament.act.gov.au](mailto:LACommitteeEstimates@parliament.act.gov.au)>

**Subject:** Estimates Hearings - Letter from Chair

Dear Mr Taylor,

Please find attached a letter to you on behalf of the Chair of the Select Committee for Estimates 2022-23.

Regards,

**Samuel Thompson**

Committee Secretary | Committee Support Office | Parliamentary Support Branch

P (02) 620 50435 | E [SamuelR.Thompson@parliament.act.gov.au](mailto:SamuelR.Thompson@parliament.act.gov.au)



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**Solicitor-General for the  
Australian Capital Territory**

Our Reference

Contact  
Peter Garrison  
6207 0654  
[peter.garrison@act.gov.au](mailto:peter.garrison@act.gov.au)

17 August 2022

Mr James Milligan MLA  
Chair  
Select Committee on Estimates 2022-2023  
Legislative Assembly for the  
Australian Capital Territory  
GPO Box 1020  
CANBERRA ACT 2601

Via email: [committees@parliament.act.gov.au](mailto:committees@parliament.act.gov.au)

Dear Mr Milligan

**Select Committee on Estimates 2022-2023 – Hearing Consultation**

Thank you for your letter of 16 August 2022 and the attached Risk Register.

I am happy to attend a hearing of the Committee in person in accordance with the Committee's proposal. I have no comments on the Risk Register.

Yours sincerely

Peter Garrison AM SC  
Solicitor-General



Speaker

Mr James Milligan  
Chair, Select Committee on Estimates  
ACT Legislative Assembly  
By email: [lacommitteestimates@parliament.act.gov.au](mailto:lacommitteestimates@parliament.act.gov.au)

Dear Mr Milligan

**Select Committee on Estimates 2022-2023 – Hearing Consultation**

I refer to your letter of 16 August 2022, regarding consultation for the 2022-23 select committee on estimates.

Thank you for providing me with a copy of the committee's risk assessment. I am comfortable with the approach the committee has taken. I wish to advise that from Friday 19 August 2022, I will be absent from the country on CPA business returning on 01 September 2022.

I will be available to the committee from the afternoon of the 1 September.

Kind regards,

A handwritten signature in black ink, appearing to read 'Joy Burch'.

Joy Burch MLA  
Speaker

17 August 2022



# COVID-19 Risk Register: ACT Legislative Assembly

**Location:** ACT Legislative Assembly Building

**Date:** 16/08/2022

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?
Transmission of COVID-19 from staff or other attendees who are infected	Staff or other attendees catching COVID-19 (could result in serious illness or death).	Medium, new infections are declining and ACT community has a very high vaccination rate.	Moderate, while infections are declining consequences may be severe, especially if unvaccinated.	<p>Cleaning and disinfecting in accordance with guidance from Safe Work Australia and health authorities.</p> <p>Frequently touched surfaces including handrails, doors, phones, keyboard regularly cleaned.</p> <p>Desks are wiped clean with surface disinfectant each use.</p> <p>Physical distancing – room has markers to ensure workers and other attendees at least 1.5m apart. Room occupancy limits consistent with health directions are in place and signs around the precinct advising of these limits.</p> <p>Alcohol based hand sanitiser is provided at entry points to the building and available in all rooms.</p> <p>Posters on good hygiene practices including physical distancing are prominent in Assembly and hand washing facilities are available in all bathrooms.</p> <p>The Assembly Office has increased ventilation intake into the building through the roof from 30% to 50%.</p>
Staff or attendees attending workplace with COVID 19 or other flu like symptoms	Staff or attendees catching COVID-19 (could result in serious illness or death).	Medium, new infections are declining and ACT community has a very high vaccination rate.	Moderate, while infections are declining consequences may be severe, especially if unvaccinated.	<p>Cleaning and disinfecting in accordance with guidance from Safe Work Australia and health authorities.</p> <p>Frequently touched surfaces including handrails, doors, phones, keyboard regularly cleaned.</p> <p>Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they are feeling unwell.</p> <p>Signage is displayed at entry points to the building advising staff and building attendees of the importance of staying home when experiencing flu like symptoms.</p> <p>Posters on good hygiene practices including physical distancing are prominent in Assembly and hand washing facilities are available in all bathrooms.</p>

Issue?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and Review
available in the ng and paper ig is available in ns on hand available in all ; break rooms, ion that would isk of exposure, e made, including air take into the tem, om 30% to					
rints reminding he importance of g flu like			On-going	On-going	On-going
d of all attendees neframes of on that would isk of exposure, e made, including air intake into the em from 30% to all the case of			On-going	On-going	On-going
ordance with alia and Health ptoms of COVID- ome if they aren't rints reminding he importance of g flu like es and physical embly building			On-going	On-going	On-going

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?
				<p>and hand washing facilities are available in bathrooms.</p> <p>Soap and water for hand washing and a towel or air dryer for hand drying is available in all bathrooms with instructional signs for hand washing.</p> <p>If a witness has a health condition that may classify them as vulnerable to risk of infection, alternative arrangements can be made for them to attend remotely.</p> <p>The Office has increased fresh air intake in the building through the HVAC system to 50%.</p>
Persistent use of hand sanitiser	Dermatitis	Low, alcohol-based sanitiser has minimal impact and people are familiar with using sanitisers.	Low, people have been using hand sanitisers for a long period and are very familiar with it.	Staff or visitors can wash hands with water as an alternative to hand sanitiser.
Poor culture of adhering to social distance requirements	Staff or attendees catching COVID-19 (could result in serious illness or death).	Low, ACT community has a high knowledge and compliance record.	Low, staff and attendees have been adequately informed of requirements – generally a high level of knowledge and compliance in the community.	<p>Cleaning and disinfecting in accordance with guidance from Safe Work Australia and other authorities</p> <p>Signage is displayed at entry points for staff and building attendees of the importance of staying home when experiencing flu symptoms.</p> <p>Posters on good hygiene practices and social distancing are prominent in Assembly and hand washing facilities are available in all bathrooms.</p> <p>If a witness has a health condition that may classify them as vulnerable to risk of infection, alternative arrangements can be made for them to attend remotely.</p> <p>The Office has increased fresh air intake in the building through the HVAC system to 50%.</p>



## Speaker

Ms Jacqueline Agius  
Work Health and Safety Commissioner  
Worksafe ACT  
Canberra Nara Centre  
3 Constitution Avenue  
CANBERRA ACT 2601

By email: [jacqueline.agius@worksafe.act.gov.au](mailto:jacqueline.agius@worksafe.act.gov.au)

Dear Ms Agius

### **Prohibition Notice in relation to activities of the Select Committee on Estimates 2022-2023**

I am writing to you in relation to Prohibition Notices issued to me under section 195 of the Work Health and Safety Act 2011, on Friday, 12 and 15 August 2022. The latter notice purports to prohibit the Select Committee on Estimates 2022-2023 (the Committee) from holding in person hearings at the Legislative Assembly of the Australian Capital Territory until a risk assessment has been undertaken, adequate control measures are implemented in line with the Hierarchy of Control, and consultation has been undertaken with all affected workers.

The Committee has written to me today to advise that it has met the terms of your Prohibition Notice. See attached correspondence.

I ask that you now lift the Prohibition Notice without further delay, and I seek confirmation of the lifting of the notice by 12pm tomorrow, Friday 19 August 2022. This will allow the Committee to notify witnesses and proceed with the important business of scrutinising the budget, to commence from Monday, 22 August 2022.

Please note that I reserve the right to pursue legal action in relation to the issuing of the Prohibition Notice, as per my earlier correspondence.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Joy Burch'.

Joy Burch MLA  
Speaker  
18 August 2022

Attachment (6)

**Grey, Brooke**

---

**From:** Speaker  
**Sent:** Friday, 19 August 2022 8:11 AM  
**To:** Grey, Brooke; Agostino, Julia; Turner, Rachel; Duncan, Tom; Burch, Joy; Speaker  
**Cc:** Shepherd, Jackii  
**Subject:** RE: Letter for Commissioner Agius from Madam Speaker

10.30 is fine, Brooke.

---

**From:** Grey, Brooke <Brooke.Grey@worksafe.act.gov.au>  
**Sent:** Friday, 19 August 2022 8:02 AM  
**To:** Agostino, Julia <Julia.Agostino@parliament.act.gov.au>; Turner, Rachel <Rachel.Turner@parliament.act.gov.au>; Gonczarek, Melinda <Melinda.Gonczarek@parliament.act.gov.au>; Duncan, Tom <Tom.Duncan@parliament.act.gov.au>; Burch, Joy <Joy.Burch@parliament.act.gov.au>; Speaker <Speaker@parliament.act.gov.au>  
**Cc:** Shepherd, Jackii <Jackii.Shepherd@worksafe.act.gov.au>  
**Subject:** RE: Letter for Commissioner Agius from Madam Speaker

OFFICIAL

Good morning,

Thank you for your email. Due to workplace issues this morning, is it possible to meet at 10:30am in regards to the prohibition.

Jackii Shepherd and I will be in attendance.

Please advise

Thank you

Brooke Grey | Senior Director – Major Investigations and Psychosocial  
P: 02 6205 0753 | M: 0435 843 977 | E: [Brooke.Grey@worksafe.act.gov.au](mailto:Brooke.Grey@worksafe.act.gov.au)  
Office of the Work Health and Safety Commissioner  
GPO Box 158 Canberra ACT 2601

**WORKSAFEACT**



I acknowledge the traditional custodians of the ACT the Ngunnawal people, and their continuing connection to land and community. I pay my respect to them, and to the Elders both past and present.

---

**From:** Speaker <Speaker@parliament.act.gov.au>  
**Sent:** Thursday, 18 August 2022 6:33 PM  
**To:** Grey, Brooke <Brooke.Grey@worksafe.act.gov.au>; Palmer, Ben <Ben.Palmer@worksafe.act.gov.au>  
**Cc:** Agostino, Julia <Julia.Agostino@parliament.act.gov.au>; Turner, Rachel <Rachel.Turner@parliament.act.gov.au>; Gonczarek, Melinda <Melinda.Gonczarek@parliament.act.gov.au>; Duncan, Tom

<Tom.Duncan@parliament.act.gov.au>; Burch, Joy <Joy.Burch@parliament.act.gov.au>

**Subject:** RE: Letter for Commissioner Agius from Madam Speaker

Brooke,

Julia Agostino, Acting Clerk, Rachel Turner, Executive Manager, Business Support, and my Chief of Staff, Melinda Gonczarek, will be available to meet you at the public entrance at 9am.

Regards,

Joy Burch MLA  
Speaker

---

**From:** Grey, Brooke <Brooke.Grey@worksafe.act.gov.au>  
**Sent:** Thursday, 18 August 2022 4:23 PM  
**To:** Speaker <Speaker@parliament.act.gov.au>  
**Subject:** FW: Letter for Commissioner Agius from Madam Speaker  
**Importance:** High

OFFICIAL

Good afternoon Madam Speaker,

Thank you for your correspondence dated 18 August 2022 in relation to the Prohibition Notice issued by Inspector Meaghan O'Connor who is currently on leave. Please direct all correspondence to her manager Ben Palmer or alternatively to me.

Please note that the Commissioner does not direct, issue or assess compliance with any notice issued by a WorkSafe Inspector.

To assist with compliance, guidance, information and assistance can be obtained from WorkSafe. WorkSafe ACT will endeavour to facilitate your request to lift the notice by noon tomorrow but will require a workplace visit to be conducted.

We are able to attend the Assembly at 9am tomorrow.

Regards

Brooke Grey | Senior Director – Major Investigations and Psychosocial  
P: 02 6205 0753 | M: 0435 843 977 | E: [Brooke.Grey@worksafe.act.gov.au](mailto:Brooke.Grey@worksafe.act.gov.au)  
Office of the Work Health and Safety Commissioner  
GPO Box 158 Canberra ACT 2601

**WORKSAFEACT**



I acknowledge the traditional custodians of the ACT the Ngunnawal people, and their continuing connection to land and community. I pay my respect to them, and to the Elders both past and present.

---

**From:** Agius, Jacqueline <Jacqueline.Agius@worksafe.act.gov.au>  
**Sent:** Thursday, 18 August 2022 3:42 PM

Attachment ⑦



## WORK PLACE VISIT REPORT

### 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 2002, 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.



19/8/22

~~Tom Duncan - Clerk of  
the Legislative Assembly~~

- Julia Agushino - Acting  
Clerk

- Rachel Turner: Executive  
Majr, Business Support

Melinda Gonzalez  
Chief of Staff

Legislative Assembly @  
146 London Court.

Convention Act

Jackie Cleveland  
Selection Committee on  
8th March 2022-23

@ 10-20

Office - consultation -> CHOO

Alternative in writing ->

Control measures: implemented.

Physical distancing

Contribution: emailed ->

can't merge —

Good film: — Mike —  
Detailed report:

→ Small —

member requirement —

30-50% → Add: special

Small: — report require

overstake

Area: Pure Million

Barred area:

Report: member —

→ estimate committee why

small 10/4

Discussion: not require

is not assessment change

aspect of HC — elimination

@ beginning select first

Director of review 5/10/22

Team continuing part F2F.

Item: small → overtake

Feedback member report.

Detailed report requires / aspect.

Small R. River 19/8/2022

Under Air Quality Assessment

Nov 2021

