

An Agreement made between:

**Speaker of the Legislative Assembly for the Australian Capital Territory
and
Chief Minister for the Australian Capital Territory**

**Control and management of the Executive area of the Legislative Assembly building, pursuant to section 8 of
the *Legislative Assembly Precincts Act 2001***

Under section 7 of the *Legislative Assembly Precincts Act 2001* (the Precincts Act), the authority for the control and management of the Assembly precincts is vested with the Speaker of the Legislative Assembly for the Australian Capital Territory. Under section 8 of the Precincts Act, the Speaker's functions under section 7 must be exercised in relation to the Executive area in accordance with any limitations and conditions agreed to in writing between the Speaker and the Chief Minister.

It is agreed as follows:

1. Executive Area

- 1.1 This agreement applies exclusively to the area of the Legislative Assembly that is, from time to time, occupied by the member elected by the Legislative Assembly as Chief Minister, and those other members appointed as ministers, and their staff. The area includes the office suites allocated, the Cabinet Room, the Executive Meeting Room and two Executive bathrooms, but does not include the corridors or other general areas. The agreement also applies to the area occupied by the Executive media unit.
- 1.2 At the time of this agreement, the "Executive area" is as shown at Attachment A.
- 1.3 This agreement has no application to the car parking arrangements for members of the Executive.

2. Protective Security

- 2.1 Some elements of the protective security arrangements for the Executive are the responsibility of the Executive and other elements are the responsibility of the Office of the Legislative Assembly (the Office). The division of these responsibilities reflects that:
 - a) the Executive is responsible for the security of the information it holds;
 - b) the Executive is responsible for vetting staff that it employs;
 - c) the Office is responsible for the physical security of the Assembly precincts, including:
 - access control systems and screening procedures at the two entrances;
 - the building access pass policy and procedures;
 - the operation of closed circuit television (CCTV) cameras and the management of recorded images;
 - the management of a contract for after-hours security patrols within and around the

- Assembly Building; and
 - the maintenance of keys/locks for all lockable doors in the building; and
- d) the Executive is responsible for physical security within ministers' suites.

3. Access to the Cabinet Room

- 3.1 The lock and key system used throughout the Assembly Building includes a separate lock and key for the Cabinet Room. The master keys issued to a small number of Office staff and contractors (such as cleaners) do not provide access to the Cabinet Room.
- 3.2 Only two keys exist for the Cabinet Room. One has been issued to the Executive but, as a backup, the second key is held in the Office's electronic key safe which can only be accessed via swipe card access by the following staff:
- the Chief Minister's Executive Officer;
 - the Office's Manager, Security and Building Services; and
 - the Office's Principal Attendant.

4. Removal of People

- 4.1 In any situation where a member of the Executive, or one of their staff, considers that it is appropriate for a person or persons to be removed from the Executive area by virtue of the Speaker's functions under section 9 of the Precincts Act, immediate contact should be made with the Office's Manager, Security and Building Services or Executive Manager, Business Support.

5. Emergency Response and Management

- 5.1 The response to, and management of, emergencies within the Executive area such as fire, threats of explosive devices, toxic fumes and evacuation of staff shall be in accordance with arrangements and procedures agreed by the Assembly Building's Emergency Planning Committee, which includes a representative of the Executive.
- 5.2 Members of the Executive, and their staff, are expected to fully comply with the authority of the building's Emergency Control Organisation in the event of an emergency situation, as well as on those occasions when evacuation drills are conducted.

6. Other services

- 6.1 The Speaker agrees to provide the following services to the Executive area:
- building operations, including repairs and maintenance of the offices and relevant building systems (e.g. heating, ventilation and cooling);
 - cleaning and waste removal (excludes the removal of confidential waste);
 - artworks and curatorial services;
 - internal reticulation of sound and vision for Assembly proceedings and of proceedings of public hearings of Assembly committees, as well as a range of locally transmitted

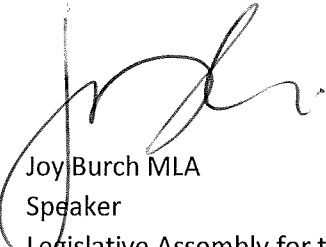
television and radio station broadcasts (the Executive is responsible for the provision of its own television equipment but should seek advice from the Office about the purchase of any equipment to ensure compatibility with the reticulation system); and

- mail delivery services, including sorting and delivering mail and newspapers (excludes collection from offices and franking).

6.2 The funding for minor new works shall be agreed between representatives of the Executive and the Office on a case by case basis, and shall only be undertaken with the approval of the Speaker.

7. Disagreement Resolution

7.1 The Speaker, in consultation with the Chief Minister, shall resolve any disagreement in relation to interpretation of this agreement.



Joy Burch MLA
Speaker
Legislative Assembly for the ACT

23 January 2018



Andrew Barr MLA
Chief Minister
Legislative Assembly for the ACT

5 February 2018