

## Gonczarek, Melinda

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**From:** Duncan, Tom  
**Sent:** Monday, 15 August 2022 5:01 PM  
**To:** Northam, Madeline (CPSU)  
**Cc:** Brenton Higgins (CPSU ACT); BURCH; Brooke Muscat (CPSU ACT); #LA, Members; Turner, Rachel  
**Subject:** RE: Urgent CPSU correspondence - response required COB  
**Attachments:** 20220815170049386.pdf; CPSU MN to TD.pdf

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Please see attached letter.

**Tom Duncan**

Clerk of the Legislative Assembly

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**From:** Madeline Northam <Madeline.Northam@cpsu.org.au>  
**Sent:** Monday, 15 August 2022 1:10 PM  
**To:** Duncan, Tom <Tom.Duncan@parliament.act.gov.au>  
**Cc:** Brenton Higgins (CPSU ACT) <Brenton.Higgins@cpsu.org.au>; BURCH <BURCH@parliament.act.gov.au>; Brooke Muscat (CPSU ACT) <brooke.muscat@cpsu.org.au>  
**Subject:** Urgent CPSU correspondence - response required COB  
**Importance:** High

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Good afternoon Mr Duncan

Please find attached urgent correspondence from the Community and Public Sector Union. The union requires a response by COB today.

Regards  
Maddy Northam  
CPSU Regional Secretary

OFFICIAL

LEGISLATIVE ASSEMBLY  
FOR THE AUSTRALIAN CAPITAL TERRITORY



Ms Madeline Northam  
ACT Regional Branch Secretary  
Community and Public Sector Union  
1/40 Brisbane Avenue  
BARTON ACT 2601

Dear Ms Northam

I write in relation to your letter of earlier today and would like it noted that I outright reject any suggestion that I do not take the health and safety of my employees seriously.

As per your request, I confirm as Clerk of the ACT Legislative Assembly that the *Work Health and Safety Act 2011* (the ACT) and its subordinate laws and instruments applies to the Assembly and all workers. Accordingly the Office of the Assembly (Office) and I take my responsibilities under the ACT very seriously.

The Office has an effective and engaged Legislative Assembly Health and Safety Committee (the Committee) which is established as the consultative and communicative forum responsible for overseeing the requirements of the WHS Act as they relate to the Legislative Assembly and the Office of the Legislative Assembly. The committee is the primary communication channel for Assembly workers, through workplace and management representatives, regarding workplace health and safety matters. The committee meets quarterly, the CPSU is an invited representative and the COVID safe plan is a standing agenda item.

The Office has in place an Assembly COVID-19 Plan which includes a comprehensive risk register and as noted above is regularly considered by the Health & Safety Committee, the Executive Management Committee of the Office and the Assembly's Administration and Procedure Committee.

We have a Legislative Assembly Work Health and Safety Risk Register which contains all work health and safety risks identified by the Committee in connection with the Assembly workplace. The register assists through collective identification, assessment, treatment, monitoring and review that WHS risks are either eliminated or minimised 'so far as is reasonably practicable'.

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Late last year the Office participated in the COVID-19 Assurance Program and received an assessment report from CMTEDD Executive Officer to Deputy-Director General – Dr Damian West confirming the Assembly meets the requirements of the program and had tailored responses in place that aligned with ACT Whole of Government policies.

As you may be aware the Assembly has 25 other Persons Conducting a Business or Undertaking (PCBU) and as your letter notes you are representing employees of both the Office of the Legislative Assembly and the Legislative Assembly Members Staff I have copied your letter and my response to all PCBUs within the precinct.



Tom Duncan  
Clerk of the Legislative Assembly

18 August 2022

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