



LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

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**PARLIAMENT HOUSE  
INDUCTION MANUAL  
AND SITE RULES  
FOR CONTRACTORS**

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**November 2015**

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## **1. DEFINITIONS**

**Contractor** - Any person who carries out contract, construction or maintenance work in Parliament House and its precinct, including an employee of a contractor or sub-contractor, licensee, contractor, sub-contractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company and volunteers.

**Plant** - Includes any machinery, equipment, appliance, container, implement or tool, and any component or anything fitted or connected to those objects.

**Parliament House** – means the Parliamentary precinct and land controlled by the Department of the Legislative Assembly which is Lot Numbers 3940, 5796, 5797 and 5798 Town of Darwin being Parliament House and its immediate environs, including the parliamentary forecourt, Liberty Square, former Supreme Court site and Parliament House car parks.

**Services** - means elevators and lifts; mechanical and air-conditioning; fire prevention; plumbing and hydraulics; electrical and lighting; carpentry, joinery and painting; locksmith and hardware; diesel generators; sound and vision equipment; radio and satellite equipment; legionella testing; roller doors and sliding gates; gas fittings and equipment; sewer and grease traps; and electronic security.

## **2. INTRODUCTION**

These Rules are designed to assist contractors operate effectively and safely within Parliament House.

It is a condition of entry to Parliament House that contractors read, understand and comply with these Rules.

All contractors will be under the direct supervision of the Director Property Management or his/her delegate while they are working in the parliamentary precinct.

## **3. PRIOR TO COMMENCING WORK**

Approval from the Director Property Management or his/her delegate is required for contractors prior to the commencement of any work in the parliamentary precinct.

## **4. METHOD OF WORK PLAN**

A Method of Work Plan for large projects may be required. If required, the contractor will be advised by the Director Property Management. The Plan must be discussed with and approved by the Director Property Management or his/her delegate prior to the commencement of any work.

## **5. HOURS OF ACCESS**

Business hours are 0800-1630 hours Monday to Friday.

Access outside of the usual hours is inevitable for some works. Access can be arranged, and may involve an escort, through the Director Property Management or his/her delegate.

## **6. SECURITY**

Contractors who provide services at Parliament House are required to ensure that they have appropriate qualifications and certification, including relevant visas or work permits and a current, valid Police Criminal History Check or National Police Certificate. A criminal history check or certificate is current and valid if it is less than 12 months old. A criminal history check/certificate for each employee undertaking contract work in the parliamentary precinct must be provided to the Manager of Security before a contractor is granted access to Parliament House.

If a contract worker has not resided in Australia for the previous 12 months, a Police Criminal History Check from the country of previous residency must be supplied to the Manager of Security at the contractor's expense. In the alternative, the contract worker's employer is responsible for vouching for his or her good character and is liable for any misconduct.

In the case of contractors employed for more than 12 months at Parliament House an annual Statutory Declaration to the effect that there has been no change in workers' criminal history may be substituted for an annual Police Criminal History Check or National Police Certificate at the discretion of the Manager of Security.

An employee of a contractor who has been convicted of a criminal offence during the contract period must advise the Manager of Security of any such conviction. The ability of the contractor to remain working at Parliament House will be at the discretion of the Manager of Security.

Contract workers who fail to meet these security requirements may be denied access to the parliamentary precinct.

Contractors will be subject to security screening of individuals, vehicles, tools and equipment. Any person who fails to submit to security screening will be denied entry to Parliament House and may be detained until the arrival of police.

Contract workers may be required to cloak items such as mobile telephones, cameras, radios and/or electronic devices with Security.

Under the powers given to authorised persons under the *Legislative Assembly (Security) Act* contract workers may be subject to random security checks.

## **7. IDENTIFICATION, ACCESS CARDS AND KEYS**

Workers engaged in work in the parliamentary precinct are required to wear their Parliament House security access pass at all times while on site. Access cards and keys will be issued by Security staff on the advice of the Director Property Management or his/her delegate.

All access passes and keys must be returned to Security staff before leaving Parliament House each day.

Arrangements can be made for longer term custody of access passes and keys for long—term contracts or works.

## **8. CONDITIONS RELATING TO THE ISSUE OF ACCESS CARD and/or KEY**

By signing page 10 you agree that you will not allow another person under any circumstances to use your access card / key.

The condition of use of the access card is that you only access the areas assigned to your access card and to your official designated work area within Parliament House. Requests for additional access or a variation must be approved.

Lost or stolen access cards or keys must be reported to the Security Services Unit immediately, telephone 89461425. A new access card may be issued at a cost to your employer.

All security items issued to you are returned to the Security Services Unit on departure of Parliament House.

## **9. RESTRICTED AREAS**

Some areas in the parliamentary precinct are restricted. Entry to these areas requires the approval of the Director Property Management or his/her delegate.

## **10. FIRE SAFETY**

Contractors must not obstruct fire-fighting/prevention equipment or fire exits and must ensure that fire escape routes are free from obstruction at all times.

## **11. EVACUATION PROCEDURES**

In the event that an evacuation is required, contractors must follow the instructions of the Chief Warden or Floor Warden.

Evacuation routes and assembly points appear on signs throughout Parliament House.

## **12. CYCLONE AND EMERGENCY PROCEDURES**

Contractors must familiarise themselves with the Parliament House Cyclone Preparedness Plan and Parliament House Emergency Procedures. A copy is available from the Manager of Security.

Contractors must ensure that unfinished work, equipment, boarding, materials and other movable items are secured or stored.

## **13. CHILDREN AND PETS**

Contractors may not be accompanied by children or pet animals while working in the parliamentary precinct.

Animals trained to assist humans such as guide and hearing dogs are permitted general entry into Parliament House. Prior written authorisation of the Speaker is required for any other animal to enter Parliament House.

## **14. CONFIDENTIALITY**

Contractors who are exposed to confidential or sensitive information may not disclose such information to any third party.

By signing page 10, you agree and acknowledge that you will:

- a) Not use any confidential information other than for the purposes of delivering the contracted service.
- b) Not disclose any confidential information other than to those personnel, to whom it is necessary for the purposes of delivering the contracted services.

- c) Not reproduce any confidential information in any medium or format except where required for the purpose of delivering contracted services.

Failure to comply with the obligations under this section may result in legal action.

#### **15. PARKING AND TRUCK HEIGHT**

Car parking and/or entry into Parliament House must be arranged prior to arrival.

Permits, where required, must be displayed on the dashboard of the relevant vehicle(s) at all times.

Entry to the rear security controlled car park via the rear gate is strictly controlled. Entry must be approved prior to entry.

Trucks or vehicles higher than 3.2 meters are prohibited from entering the loading dock area.

#### **16. BUILDING MANAGEMENT SYSTEM (BMS)**

The majority of plant and equipment in the parliamentary precinct is controlled and/or monitored by a centralised Building Management System (BMS) which detects abnormal plant conditions and, if necessary, activates alarms.

Contractors must not use or touch plant or equipment including air-conditioning plant, without the prior approval of the Director Property Management or his/her delegate.

#### **17. ISOLATION OF SERVICES**

Services must not be isolated without the prior approval of the Director Property Management or his/her delegate.

Any services which are isolated must be correctly tagged with the name of the person engaged in the isolation, the date, time and anticipated period of isolation.

#### **18. SECURITY OF WORKER MATERIAL AND EQUIPMENT**

No material and/or equipment must be left unattended in the parliamentary precinct without the approval of the Director Property Management or his/her delegate.

Storage of flammable materials in the parliamentary precinct is not permitted.

All chemicals and hazardous material must display appropriate signage and/or accompanying material safety data sheets (MSDS).

#### **19. INCONVENIENCE TO BUILDING OCCUPANTS AND THE PUBLIC**

Contractors should attempt at all times to minimise inconvenience to building occupants and members of the public.

#### **20. REMOVAL OF RUBBISH**

Contractors must remove all rubbish/debris associated with their work site and Parliament House.

#### **21. USE OF PARLIAMENT HOUSE EQUIPMENT**

Use of Parliament House equipment is not permitted without the prior approval of the Director Property Management or his/her delegate.

## **22. WORK HEALTH AND SAFETY**

WHS laws apply to workers and employees in the parliamentary precinct. The following specific rules should be noted:

A Hot Work Permit is required before commencing any flame cutting, arc or gas welding.

- Welding operations are not permitted inside Parliament House.
- A fire door must not be wedged or chocked open.
- No door to a vertical rising duct may be left open unattended.
- All electric hand tools, lights and similar items must have earth leakage protection and display a current, valid test and tag.
- Ladders must be taken down when not in use.
- Appropriate safety barriers and signage must be erected around work areas.
- Sharps disposal containers are held at Security.

## **23. SMOKE DETECTION AND FIRE ALARM SYSTEM**

Any work which may produce smoke, fumes, dust or heat requires the isolation of the Very Early Smoke Detection Apparatus (VESDA) and Fire Alarm system. Approval of the Director Property Management or his/her delegate is required for any such work and isolation of systems.

VESDA and fire alarm systems must be reactivated immediately work has been completed.

## **24. ACCESS TO UPPER LEVELS AND PLANT ROOM**

Lift number 5 (the goods lift) is the only elevator to be used for transport of material and/or plant to the upper levels of Parliament House and the Plant Room.

## **25. ACCESS TO LIFTS IN PARLIAMENT HOUSE**

Contractors may use other lifts in Parliament House for moving between floors; however access to these lifts is reserved strictly for Members of the Assembly during the ringing of the bells on sitting days.

## **26. CEILING TILES AND HATCHES**

Ceiling tiles removed and hatches opened must be replaced or closed when unattended.

Ceiling tiles which are broken during the course of contract work must be replaced.

Contractors will be liable for any damage to ceiling tiles and/or hatches arising from their negligence.

## **27. DRILLING AND/OR CORING**

Contractors must arrange for inspection of areas where drilling or coring of walls, floors or ceilings have taken place by the Director Property Management or his/her delegate who will ensure that holes have been sealed with an approved fire-resistant sealant.

## **28. EXCAVATION AND TRENCHES**

Trenches or pits must be appropriately flagged for safety reasons.



A qualified Work Health and Safety Officer paid for by the contractor must inspect an excavation at least once per day to ensure conditions are safe. A record of the inspection must be lodged with the Director Property Management or his/her delegate.

No plant or equipment may be placed or operated near the edge of an excavation.

### **29. ASBESTOS REGISTER**

Is available to any contractor upon request and retained in the Control Room.

### **30. TELEPHONES**

Unauthorised use of Parliament House telephones by contractors is strictly prohibited.

Parliament House telephones may be used for contacting Security or the Director Property Management or his/her delegate.

### **31. MISCONDUCT**

Any contractor who engages in inappropriate conduct will be immediately removed from the site. Examples of misconduct include but are not limited to:

- Unauthorised removal of or interference with any protective device or the unauthorised operation of a machine, plant or equipment.
- Damage to, misuse of or interference with fire-fighting equipment
- Unauthorised removal or defacing of any label, sign or warning device.
- Misuse of chemicals, flammable or hazardous substances or toxic material.
- Smoking in smoke-free areas.
- Interfering with evidence following an accident.
- Being under the influence of alcohol or drugs.

### **32. SMOKING POLICY**

Except for dedicated non-public areas on Levels 4 and 5, Parliament House is a smoke-free building.

## CONTRACTOR SECURITY ACCESS PASS CHECK LISTS

The following check list **MUST** be completed **PRIOR** to issuing of a security access pass to Parliament House.

Surname		Given name	
Company Name and Address		Company contact person and number	
Project / Work Name			
Access <b>start</b> date .....Access <b>cease</b> date.....			
<b>COMPLIANCE</b>			

I have read and understand the Parliament House Facilities and Induction Manual and agree to comply with it at all times when undertaking works in the parliamentary precinct.

Contractor Signature	Date
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### OFFICE USE ONLY

BPM - REQUESTING ACCESS PRIOR TO COMMENCEMENT	Yes	No	N/A
Criminal History Check / POLICE clearance			
Photocopy of current ID (insert details)			
Employment status FULL TIME / PART TIME / CASUAL			
Working visa sighted			
<b>ESCORTED</b> - escort been arranged YES / NO			
<b>UNESCORTED</b> - the worker been appropriately Work Health & Safety Inducted YES / NO			
<b>BUSINESS HOURS</b> (8am until 4.30pm) <b>AFTER-HOURS</b> access approved by Deputy Clerk YES / NO			
<b>Specific Area / Unit approvals required:</b>	<b>YES</b>	<b>NO</b>	<b>Access level Details:</b>
<ul style="list-style-type: none"> <li>Level 6 – Plant Room</li> <li>Level 5 – Office of Chief Minister</li> <li>Level 4 - Opposition</li> <li>Level 3 – Office of the Clerk</li> <li>Level 3 - Parliamentary Counsel</li> <li>Level 2 - Speakers Office area / MLA Offices</li> <li>Level 5 - MLA office spaces</li> <li>Level 2 - The Chamber (including Lobbies)</li> <li>Security Unit areas</li> </ul>			
<b>BPM OFFICER</b> Name.....Signature.....date:.....			
<b>SECURITY TEAM ACTION</b>			
Photo Access Pass issued YES / NO. Pass number:..... Contractor Pass issued YES / NO			
Pass to be kept in KEYWATCH YES / NO.			
Pass to be kept in control room YES / NO.			
Issuing Officer Name ..... Signature.....date:.....			

TRIM to : PROPERTY MANAGEMENT – SECURITY – Access – Contractors