



**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY**

**Parliament House Induction Manual  
and Site Rules for Contractors**

April 2023



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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, a licensee, contractor, sub-contractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company or volunteer.

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

**Parliament House:** the parliamentary precinct and land controlled by the Department of the Legislative Assembly, which is Lot Numbers 5796, 5797 and 5798 Town of Darwin, being Parliament House and its immediate environs, including the parliamentary forecourt, Liberty Square and the above ground car park, located next to the security gatehouse.

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

## 2. Introduction

These rules are administered by the Department of the Legislative Assembly, which has responsibility for the maintenance of Parliament House.

The rules are designed to assist contractors to 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. By signing the Contractor's Declaration you agree that you will abide by these rules.

All contractors will be under the direct supervision of the Director of Building and Property Management or his/her delegate while they are working in the parliamentary precinct during business hours, and the Security Site Manager after business hours

## 3. Prior to commencing work

All contractors must apply for approval to work on site by following the directions set out in the SECURITY section below.

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

## 4. Hours of access

Hours of access to undertake work must be discussed and approved by the Director of Building and Property Management and his/her delegate prior to work commencing. Contractors who attend Parliament House without having hours of access approved will not be permitted entry.

## 5. Security

All contractors who provide services in the parliamentary precinct must sign and return a copy of the Contractor's Declaration. Contractors must also provide valid photographic identification to be granted permission to work within the precinct.

Contractors who will need to access to non-public areas of Parliament House must provide a National Police Certificate to the Director of Building and Property Management to be granted access to Parliament House. A National Police Certificate is valid if it is less than 12 months old.

If a contractor has not resided in Australia for the previous 12 months, a criminal history check from the country of previous residency must be supplied.

All documents must be provided along with a signed copy of the Contractor's Declaration at least two business days before work is due to commence. Documents are to be submitted by email to [LA.buildingmanagement@nt.gov.au](mailto:LA.buildingmanagement@nt.gov.au).

The Department of the Legislative Assembly reserves the right to refuse access, and no discussion will be entered into where access is refused.

If access is approved, contractors will be notified and will be advised to contact Parliament House Security to arrange a time to attend Parliament House to have their photograph taken so that a security pass can be issued.

All contractors must have a security pass. Contractors without a security pass cannot be escorted by a contractor who has a pass.

A contractor who is convicted of a criminal offence during the contract period must advise the Director of Building and Property Management of the conviction. Whether the contractor can continue to work in the parliamentary precinct will be determined by the Director of Building and Property Management.

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 store items such as mobile telephones, cameras, radios and/or electronic devices with Security.

Contractors must follow the direction of Parliament House Security Officers at all times.

## 6. Identification, access cards and keys

Workers engaged in work in non-public areas of Parliament House 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 of Building and Property Management.

On arrival, all contractors must report to Security at the level 2 reception desk or at the Control Room on level 1, where access passes and keys can be collected. Any contractor who does not have current clearance to work in the parliamentary precinct will be asked to leave the site.

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

By signing the Contractor's Declaration you agree that you will not allow another person, under any circumstances, to use your access card or key.

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

Lost or stolen access cards or keys must be reported to the Security Services Unit immediately by telephoning 8946 1425. A new access card may be issued at a cost to your employer.

Access passes that are not collected within two weeks of being approved will be cancelled. Contractors will then need to reapply for an access pass following the process described above.

Access passes for ongoing maintenance contracts are issued for 12 months, after which time the Director of Building and Property Management will determine whether the pass is to be extended.

## **7. Fire safety**

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

## **8. Evacuation and cyclone 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.

In the case of a cyclone, contractors must ensure that unfinished work, equipment, boarding, materials and other movable items are secured and stored.

Copies of the Department of the Legislative Assembly's emergency and cyclone plans are available in the Security Control Room on level 1.

## **9. Children and pets**

Contractors may not be accompanied by children or pet animals while working in Parliament House. Animals trained to assist humans, such as guide and hearing dogs, are permitted general entry into Parliament House.

## **10. Confidentiality**

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

By signing the Contractor's Declaration, 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.

### **11. Parking and truck height**

Contractors are to attend at the rear gate of Parliament House, accessed via the Esplanade, where they will be advised if a park is available for them. If no car parks are available contractors must find their own parking off site.

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

### **12. Parliament house plant and equipment**

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

### **13. Isolation of services**

Services must not be isolated without the prior approval of the Director of Building and 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.

### **14. Security of material and equipment**

No material and/or equipment must be left unattended in the parliamentary precinct where it may present a hazard to occupants and visitors to the building. No area of the precinct may be used for storage of material or equipment without prior approval of the Director of Building and Property Management or his/her delegate.

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

### **15. Chemicals and hazardous materials**

All chemicals and hazardous material must display appropriate signage, and safety data sheets (SDS) must be available in close proximity to where the chemicals are handled.

Appropriate personal protective equipment (PPE) must be worn by contractors handling chemicals or other hazardous materials.

When chemicals for the air conditioning system are being replenished in the chiller room on level 1, the doors of the chiller room must be closed to prevent odour spreading in the case of a chemical spill.

### **16. Inconvenience to building occupants and the public**

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

### **17. Removal of rubbish**

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

### **18. Work health and safety**

All contractors must comply with all relevant Workplace Health and Safety (WHS) legislation and policies. A copy of the Department of the Legislative Assembly's WHS policy is available in the Security Control Room on level 1.

### **19. Hot work**

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

Welding operations are not permitted inside Parliament House.

### **20. 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 of Building and 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 after work has been completed.

### **21. Access to lifts in parliament house**

Lift number 5 (the goods lift) is the only elevator to be used to transport material or plant around the building.

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

### **22. 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.

### **23. Drilling and/or coring**

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

### **24. Asbestos register**

No Asbestos Containing Material (ACM) has been detected at Parliament House.

The Parliament House asbestos register is available on the Northern Territory Government Asbestos Register Search page at <https://ntg.octfol.io>.

### **25. Telephones**

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

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

### **26. Smoking policy**

Smoking is not permitted within the parliamentary precinct.

### **27. 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 the parliamentary precinct
- Interfering with evidence following an accident
- Being under the influence of alcohol or drugs
- Failing to comply with the directions of a Security Officer.





# DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

## Contractor's Declaration

This form must be completed and returned to [LA.buildingmanagement@nt.gov.au](mailto:LA.buildingmanagement@nt.gov.au) at least 2 business days prior to the planned commencement date for works at Parliament House.

Last name		First name	
Company name		Company contact person name	
		Company contact person number	
Project name			
Access start date:..... Access end date:.....			

Tick box to confirm below documents are attached	
Criminal History Check/Police Clearance (obtained within the last 12 months)	<input type="checkbox"/>
Copy of current photographic ID (in colour)	<input type="checkbox"/>

Compliance
I have read and understand the Parliament House Induction Manual and Site Rules and agree to comply with it at all times when working in the parliamentary precinct.
Contractor Signature:..... Date:.....

**OFFICE USE ONLY**

Prior to commencement Building and Property Management team action	Yes	No
Criminal History Check/Police Clearance (obtained within the last 12 months)?	<input type="checkbox"/>	<input type="checkbox"/>
Copy of current and colour photographic ID provided?	<input type="checkbox"/>	<input type="checkbox"/>
Is access permitted via secure car park gate?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Non-public areas to be accessed:</b>   		
<b>Times access is permitted</b> (for example, 8am to 5pm Monday to Friday)   		
<b>BPM Officer</b> Name:  Signature:..... Date:.....		

Security team action		Yes	No
Photo access pass issued? If yes, pass number:.....		<input type="checkbox"/>	<input type="checkbox"/>
Contractor pass issued?		<input type="checkbox"/>	<input type="checkbox"/>
Pass to be kept in keywatch?		<input type="checkbox"/>	<input type="checkbox"/>
Pass to be kept in Control Room?		<input type="checkbox"/>	<input type="checkbox"/>
Issuing officer name:  Signature:..... Date:.....			
Issuing officer to complete		Auditing officer to complete	
ID confirmed and area access details entered		Entry Verified	<input type="checkbox"/>
Key Profile		Entry Verified	<input type="checkbox"/>
Access card number assigned		Entry Verified	<input type="checkbox"/>
Key assigned or N/A		Entry Verified	<input type="checkbox"/> or N/A
Car park bay # or N/A		Entry Verified	<input type="checkbox"/> or N/A
Card Issuing Officer name:  Signature:.....  Date:.....		Card Audit Officer name:  Signature:.....  Date:.....	

**TRM to: Property Management – Security – Access – Contractors**