
COURTS AND TRIBUNALS INDUCTION MANUAL AND SITE RULES FOR CONTRACTORS

February 2021



The Northern Territory of Australia

CONTENTS

DEFINITIONS.....	3
INTRODUCTION.....	3
PRIOR TO COMMENCING WORK	3
HOURS OF ACCESS	3
SECURITY	3
IDENTIFICATION, ACCESS CARDS AND KEYS	4
FIRE SAFETY.....	5
EVACUATION AND CYCLONE PROCEDURES.....	5
CONFIDENTIALITY	5
PARKING.....	6
ISOLATION OF SERVICES	6
SECURITY OF MATERIAL AND EQUIPMENT.....	6
CHEMICALS AND HAZARDOUS MATERIALS	6
INCONVENIENCE TO BUILDING OCCUPANTS AND THE PUBLIC.....	6
REMOVAL OF RUBBISH	6
WORK HEALTH AND SAFETY	6
SMOKE DETECTION AND FIRE ALARM SYSTEM	6
CEILING TILES AND HATCHES	7
NOISE POLLUTION.....	7
TELEPHONES	7
SMOKING POLICY	7
MISCONDUCT.....	7
CONTRACTOR'S DECLARATION	8



The Northern Territory of Australia

DEFINITIONS

Contractor: any person who carries out contract, construction or maintenance work in Courts and Tribunals and their precincts, including an employee of a contractor or sub-contractor, a licensee, 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.

Courts and Tribunals: any Court or Tribunal and its precinct in the Northern Territory of Australia and their immediate environs.

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; roller doors and sliding gates; gas fittings and equipment; sewer and grease traps; and electronic security.

INTRODUCTION

These rules are designed to assist contractors to operate effectively and safely within any Courts and Tribunals.

It is a condition of entry to any Court or Tribunal that contractors read, understand and comply with these rules. By signing page 8 of this document you agree that you will abide by these rules.

All contractors will be under the direct supervision of the relevant Registrar/Manager of the applicable court or tribunal building or their delegate while they are working in the relevant building.

PRIOR TO COMMENCING WORK

Approval from the Registrar/Manager of the applicable court or tribunal building or their delegate is required for contractors prior to the commencement of any work in any Court or Tribunal or its precinct.

HOURS OF ACCESS

Hours of access to undertake work must be discussed and approved by the relevant Registrar/Manager of the applicable court or tribunal building or their delegate prior to work commencing.

SECURITY

All contractors who provide services in any Court or Tribunal precinct must provide valid photographic identification prior to being granted permission to work within the precinct.

Contractors who will need to access to non-public areas of any Court or Tribunal must provide an NT Safe National Police Certificate to the relevant Registrar/Manager of the applicable



The Northern Territory of Australia

court or tribunal building or their delegate to be granted access to any Court or Tribunal building. A National Police Certificate is valid if it is less than 12 months old.

All contractors who provide services to any Children's Court must provide a valid Ochre Card prior to being granted permission to work within that precinct.

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.

If access is approved, contractors will be notified and will be advised to contact the relevant Court or Tribunal to arrange a time to attend to undertake any induction process required prior to commencement. Inductions will be valid for the life of that contract.

Criminal history checks must be provided along with a signed copy of page 8 of this document at least two business days before work is due to commence for any new contractors attending any Court or Tribunal site.

In the case of contractors who work within Courts and Tribunals for more than 12 months, an annual Statutory Declaration to the effect that there has been no change in the contractors' criminal history must be provided to the relevant Registrar/Manager of the applicable court or tribunal building or their delegate for access rights to the precinct to be extended.

A contractor with any ongoing criminal matters before any Court during the contract period is required to disclose those matters to the Department of Infrastructure and Planning (DIPL). Whether the contractor can continue to work in Courts and Tribunals precincts will be determined by the relevant Registrar/Manager of the applicable court or tribunal building or their delegate.

A contractor who is convicted of a criminal offence during the contract period must advise the Department of Infrastructure and Planning (DIPL) of the conviction. Whether the contractor can continue to work in Courts and Tribunals precincts will be determined by the relevant Registrar/Manager of the applicable court or tribunal building or their delegate.

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 any Courts and Tribunals.

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

A contractor must always be escorted by a staff member or security guard when in Judges' chambers, even for a brief period.

IDENTIFICATION, ACCESS CARDS AND KEYS

Workers engaged in work in non-public areas of any Court or Tribunal are required to wear their Visitors security access pass at all times while on site. Access cards and keys will either be issued by the Registrar of the Court or Security staff on the advice of the relevant Registrar/Manager of the applicable court or tribunal building or their delegate.

On arrival, all contractors must report to Security, where access passes and keys can be collected. At sites where the Registrar of the Court holds all passes and keys, Security will



The Northern Territory of Australia

coordinate with the contractor and the Registrar, Any contractor who does not have current clearance to work on these sites will be asked to leave.

All access passes and keys must be returned to either the Registrar of the Court or Security staff before leaving site each day.

By signing page 8 of this document you agree that you will not allow another person, under any circumstances, to use your access card or key/s.

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 Courts and Tribunals. Requests for additional access or a variation must be approved.

Lost or stolen access cards or keys must be reported to Security immediately.

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.

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 all Courts and Tribunal buildings.

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 Courts and Tribunals emergency and cyclone plans are available with Security or from the relevant Registrar/manager of the applicable court or tribunal building or their delegate.

CONFIDENTIALITY

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

By signing page 8 of this document, 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.



The Northern Territory of Australia

PARKING

Contractors should discuss parking requirements with the relevant Registrar/Manager of the applicable court or tribunal building or their delegate for each site if necessary.

ISOLATION OF SERVICES

Services must not be isolated without the prior approval of the relevant Registrar/Manager of the applicable court or tribunal building or their delegate or their 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.

SECURITY OF MATERIAL AND EQUIPMENT

No material and/or equipment must be left unattended in any Court or Tribunal precinct where it may present a hazard to occupants and visitors to the building.

Storage of flammable materials in Courts and Tribunals is discouraged. Should this be required, Security and the relevant Registrar/manager or their delegate must be consulted. Items will need to be clearly marked and stored appropriately.

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 any chiller room, the doors of the chiller room must be closed to prevent odour spreading in the case of a chemical spill.

INCONVENIENCE TO BUILDING OCCUPANTS AND THE PUBLIC

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

REMOVAL OF RUBBISH

Contractors must remove all rubbish/debris associated with their work any Court or Tribunal building.

WORK HEALTH AND SAFETY

All contractors must comply with all relevant Workplace Health and Safety (WHS) legislation and policies.

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 relevant



The Northern Territory of Australia

Registrar/Manager of the applicable court or tribunal building or their delegate 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.

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.

NOISE POLLUTION

Contractors must conduct all noisy works outside of business hours unless otherwise approved by the relevant Registrar/Manager of the applicable Court or Tribunal building or their delegate.

TELEPHONES

Unauthorised use of Courts and Tribunals telephones by contractors is strictly prohibited.

SMOKING POLICY

Smoking is not permitted within the any Courts and Tribunals precinct unless otherwise sign posted.

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 any Court or Tribunal precinct unless otherwise sign posted
- interfering with evidence following an accident
- being under the influence of alcohol or drugs



The Northern Territory of Australia

CONTRACTOR'S DECLARATION

The following form **MUST** be completed and returned at least two business days **PRIOR** to commencing work at any Court or Tribunal

Surname		Given name	
Company Name and Address		Company contact person and number	
Project Name			
Access start date:Access end date.....			

COMPLIANCE

I have read and understand the Courts and Tribunals 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

	Yes	No	N/A
NT Safe Criminal History Check / POLICE clearance			
Ochre Card sighted (TCG only)			
Photocopy of current photographic ID (insert details)			

Non-public area/s to be accessed:

COURTS/TRIBUNALS OFFICER

Name.....Signature.....Date.....