



PARLIAMENT OF AUSTRALIA

DEPARTMENT OF PARLIAMENTARY SERVICES

Parliament House

Site Book

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Department of Parliamentary Services

Parliament House, CANBERRA ACT 2600

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Amendments

Amendments to this manual will be managed via an annual review.

Glossary

- 1 Contractor is a person or firm that undertakes a contract to provide materials or labour to perform a service or do a job.
- 2 Contract Manager is the manager of contracts made with customers, vendors, partners, or employees.
- 3 Project Manager is the person in overall charge of the planning and execution of a particular project.
- 4 Permit is an official document giving someone authorisation to do something.
- 5 Commercial Client is a non-government client.
- 6 Contracted Event Manager plans and manages large events.
- 7 Escorted are non-DPS employees without permanent passes who will need to be escorted in private areas of the building.

Preamble

- 8 The purpose of this Site Book is to provide staff and contractors with information about:
 - (a) Access within Parliament House
 - (b) Permit and work procedures
 - (c) Code of conduct
 - (d) Safety matters, including emergency evacuation procedures.
- 9 The abbreviation 'DPS' is defined as the Department of Parliamentary Services. Residual references to Joint House Department or JHD should be read as referring to DPS. The term 'contractor' shall include consultants, sub-consultants, sub-contractors, licensees and their staff and construction/project managers when they are appointed by DPS. The term 'staff' shall include all building occupants. The term 'contract manager' refers to the DPS employee who is responsible for the management of the project or contract.
- 10 In particular, this Site Book will assist contractors, commercial clients and contracted event managers who are engaged to work within Parliament House. The Site Book will form part of the contract when it is prescribed as such in a formal instrument of agreement. Otherwise, the instructions and procedures contained in this document are supplementary to the terms and conditions of any contractual arrangement.
- 11 Noncompliance may leave the contractor, commercial clients and contracted event managers subject to a stop-work order, including liability for any costs incurred.

12 The contractor, commercial clients and contracted event managers are responsible for ensuring all employees, sub-contractors or sub-consultants who are under their control comply with these instructions and procedures.

13 All laws and legislation enforceable in the Australian Capital Territory shall be observed. The contractor, commercial clients and contracted event managers shall observe and comply with the provisions of the ACT and Commonwealth *Work Health and Safety Act 2011*, paying particular attention to safe working practices.

14 A series of DPS Work Health and Safety (WHS) papers are available on the DPS intranet. Contractors are to contact the DPS contract manager to discuss any relevant WHS policies that may apply.

15 Any confidential information seen or heard while working in Parliament House is to remain confidential and must not be disclosed to others.

16 The utmost care and protection of all finishes, installations, furniture, artwork and fittings must be taken while on site. Under no circumstances shall an artwork be touched or removed. Contractors, commercial clients and contracted event managers may be held liable for any loss or damage incurred while having access to a particular area or space.

17 While working in Parliament House, it is expected that attire and general appearance will be neat and tidy and appropriate for the task.

18 Contractors are reminded that smoking is not permitted inside Parliament House or within the basement car parks or a number of internal courtyards. Refer Attachment G, *Smoking Zones in Parliament House*. **Please note that smoking areas around Parliament House are currently under review.**

19 **Further information or clarification may be obtained from DPS contract managers.**

Working safely in Parliament House

20 All occupants of Parliament House are responsible for using safe working methods and maintaining a safe working environment. A person must not work in unsafe conditions and any concerns must be raised with the DPS contract manager. All hazards, incidents or near misses must be reported to the DPS contract manager.

21 Safe working methods to avoid hazards must be observed. The consequences of being injured by not carrying out work safely far outweigh other considerations.

22 Before starting work in a particular area contractors must always check the location of telephones, fire extinguishers, emergency exits and confirm the number of supervisors and employees on site.

23 Emergency telephone extensions are as follows:



ALL EMERGENCIES	7117
Nurses' Centre	5314
Maintenance services Help desk	5045
Security	5999
Information technology Help desk	2020

Access to Parliament House

Before starting any works

24 Contractors, commercial clients and contracted event managers must contact the DPS contract manager or delegate to arrange an inspection of the work site at least 48 hours prior to works commencing.

25 All contractors, commercial clients and contracted event managers are to have successfully completed the DPS WHS contractor Induction program, which can be arranged through the DPS contract/project manager.

Passes

26 Parliamentary Security and the Australian Federal Police Uniformed Protection (AFP-UP) control access to Parliament House. To gain entry to carry out works within the building or the Parliamentary precinct, contractors will require a security pass or will need to be escorted. There are two categories of security passes available to contractors:

- (a) Contractor photographic passes are issued to contractors who have a day-to-day requirement to conduct activities in Parliament House. These passes provide unrestricted access to designated parts of the building as appropriate to the contracted activities. In special cases, contractors may be authorised to sign in sub-contractors who will be issued an 'Escorted' pass.
- (b) 'Escorted' temporary passes, are issued on a daily basis to contractors, commercial clients and contracted event managers for short-term activities in the building. The contractor, commercial clients and contracted event managers must be signed in by an authorised pass holder, which includes a contractor who has been granted special approval. A person issued with an escorted pass must present photographic ID to Parliamentary Security Staff when being signed in and must be physically accompanied at all times by a person with a photographic pass.

27 Passes must be worn so they are visible at all times. Refer Attachment B, *Display of Passes*.

28 To obtain a contractor photographic pass, the applicant must complete a Pass Application and National Police History Check (NPHC) request form. Both forms are available from the DPS contract manager or contracts and licences officer and must be returned when completed. The NPHC application must include 100 points of identification, either original documents or certified true copies.

29 The average processing time for a contractor photographic pass is approximately 10 days. Delays may be experienced if the application forms are not completed accurately or the correct documents provided. Contractors who fail to receive a satisfactory NPHC will not be issued with a contractor photographic pass and will require special permission from the Director of Security to be signed in on a temporary basis.

Photographic passes

30 Photographic passes will be issued only to persons requiring access for periods of more than one week. Persons requiring access for shorter periods will need to be signed in each day by an authorised pass holder.

Note: Photographic passes are issued at the Pass Office by appointment only. Appointments can be made by telephoning (02) 6277 5989. The Pass Office is generally open between the hours of 9:00 am and 4:45 pm, Monday to Friday, excluding public holidays.

Security controls

31 Security patrols are conducted regularly throughout Parliament House and the surrounding precinct. Contractors must comply with any directions from Security Staff and may be requested to provide documents authorising them access to an area.

32 All items brought into the building are subject to Security screening. All bulky items must be brought through the Loading Dock as there are restrictions on the size of objects permitted through the other Security entrances (refer paragraph 139). Carry bags and toolboxes may need to be inspected to allow proper screening. Contractors may be required to establish proof of ownership of any goods or materials in their possession prior to leaving the building.

33 Entry to secure areas of the building can be arranged through the DPS contract manager. In some instances a security officer may have to provide access to locked areas or escort personnel while works are completed.

34 A security clearance may be required to work in some areas of the building. In these instances contractors, commercial clients and contracted event managers will need to provide personal details or proof of an existing current clearance to the DPS contract manager prior to the commencement of works.

Parking

35 Parking restrictions are in force in the public underground car park and parking is prohibited on Parliamentary Drive. Electronic pass holders may park in the House of Representatives or Senate private car parks.

36 Contractors, commercial clients and contracted event managers are advised to discuss parking requirements with the DPS contract manager. After hours, contractors may park in the public underground car park and use the 24 hour entrance (Point 1) to enter and exit the building. Point 1 is located adjacent to the public underground car park lift (lift 12) Refer Attachment D, *Lift Locations*.

Keys

37 On occasions there will be a need to issue keys to contractors for specific projects. Usually these will be issued to the Senior Site Supervisor by the DPS key custodian, either as a personal issue or via swipe access to an electronic key cabinet. The responsibility for security of the key and the area it opens remains the personal responsibility of the individual. Keys are not to be transferred to a third party without written permission from the DPS project manager and reissue by the DPS key custodian. Any lost keys will normally attract a re-keying fee, which, depending on the lock and number of keys issued, could be in excess of \$500.

Permit and work approval procedures

38 DPS has procedures that apply to work being carried out by staff and contractors. Approval prior to commencement of work is required for the following activities:

- (a) Authority to work in a designated area
- (b) Isolation permit
- (c) Hot Work permit
- (d) Authority to dig or core in a designated area
- (e) Alarm isolation
- (f) Confined spaces entry permit
- (g) Work at heights permit.

39 The DPS contract manager or delegate will provide copies of the above permits to the contractor. The contractor is to complete the required permits in conjunction with the DPS contract manager or delegate in accordance with the following procedures.

Authority to work in a designated area

40 To carry out works within Parliament House and surrounding precinct an *Authority to Work in a Designated Area* (ATW) is required. When approved, a true copy of the authority is to be clearly displayed at the work site.

Notice periods

41 Working hours for all contractors are as per the ATW.

42 If work outside of 6:00 am to 6:00 pm is required, the ATW must stipulate the hours that access is required. *DPS WHS Procedure – Working remotely or in isolation* may also be relevant.

43 All permit applications and ATW requests are to be completed and submitted to the DPS contract manager or delegate a minimum of three working days before access is required or work starts.

Isolation permit

44 It is the responsibility of all staff and contractors performing work within Parliament House to ensure the safety of themselves as well as other occupants of the building. To enable the safe conduct of maintenance and construction work, all services, plant and equipment to be worked on are to be isolated to the satisfaction of DPS. This procedure is to be read in conjunction with *WHS – Procedure – Electrical safety – isolation and tagging*.

45 The DPS Building Services Branch, through the Electrical and Mechanical sections, undertake all plant and equipment isolations at no cost to contractors performing work in Parliament House, provided the following procedures are followed:

- (a) For isolations required after normal working hours, including weekends, 10 working days notice is required, or the contractor may be liable for all costs associated with the isolation
- (b) On exception, more urgent isolations can be processed by DPS, but the contractor may be liable for all costs associated with the isolation
- (c) For complex isolations, DPS Building Services Branch will assist in this identification process. In such cases, a meeting between the contractor and DPS Building Services Branch must be arranged with no less than five working days prior to the submission of isolation permits to discuss isolations with DPS maintenance teams and the Contract Manager.

46 Simple isolations are considered to have minimal impact on building operation and occupants. For example, an isolation for a lighting or power circuit that is localised and does not impact on other users of the area or will cause minimal disruption to occupants.

Complex isolations include, but are not limited to;

- Life support services including UPS and essential supplies to plant/equipment, lifts and fire
- Interruptions to Special Suites
- Chamber areas and surrounds
- Public areas
- Security infrastructure
- IT infrastructure
- Works impacting significant area of the building and/or occupants including electrical, HVAC, Hydraulic, Lifts, Gas and Fire
- Works outside normal operational working hours 6:00 am to 6:00 pm, weekends and public holidays

Whole of building utilities:

- Electricity
- Gas
- Water
- Sewage and stormwater

47 Prior to isolation, the contractor must identify the plant (valves, circuits, switchboards etc), building areas and services to be isolated, and any areas and services that will be affected by the isolations. This includes obtaining the relevant 'As-constructed' drawings from the DPS project manager via Building Information.

48 The *Isolation permit* form is to be completed as follows:

- (a) Section 1 of the *Isolation permit* form is to be completed by the contractor who requires the isolation of any service or item of equipment. All information in regard to type of equipment, time of isolation and durations must be provided in the first instance. Please note that permits are legal WHS documents, and they must be submitted without any pen amendments. All details and descriptions are to be typed preferably to ensure the documents are legible and easily understood.
- (b) Section 2 is to be completed by the DPS or nominated Contract Manager, who is to obtain agreement from the relevant client to conduct work in the affected areas prior to the granting of the *Isolation permit*
- (c) Section 3 is to be completed by the relevant DPS officer approving the isolation, who will then contact the contract manager who requires the isolation to confirm requirements associated with the task
- (d) Section 4 is to be completed by the relevant DPS officer or nominated Service Provider who is carrying out the isolation. This person will carry out the isolation and ensure tags are placed on the isolated equipment. They will then explain to the contractor any safety requirements for carrying out the job and will complete the equipment handover
- (e) Section 5 is to be completed by the contractor who signs for the isolation, provided the contractor is satisfied that the isolation allows them to carry out their work safely. For electrical isolations, the contractor shall be a licensed electrician
- (f) Section 6 is to be completed by the contractor, who, on completion of the work, signs off the isolation and contacts the relevant DPS officer to allow for reinstatement. At this time the contractor will present any results of tests carried out that will allow the DPS officer to put the equipment back into service. For electrical isolations, the contractor shall be a licensed electrician
- (g) Section 7 is to be completed after the DPS officer or nominated service provider reconnects the equipment/services, provided that they are satisfied that the work carried out has been completed and necessary tests have been carried out

- (h) Section 8 is to be completed by the DPS contract manager or delegate, who is to sign off the permit from the register.

Isolation permit associated with fire systems

49 All isolations associated with smoke detectors, VESDA units and sprinklers will be conducted by the DPS fire maintenance contractor through the DPS Fire Maintenance Contract Manager and by the established *Isolation permit* procedures documented above.

50 It is the responsibility of the contractor requesting the isolation to ensure that Staff working in the area to be isolated have at their immediate disposal the appropriate equipment that relates to a fire risk in the area and appropriate inspections and procedures are executed when leaving the work site. The Isolation permit submitted to the DPS Fire Maintenance Contract Manager is to display a current purchase order at the appropriate section of the *Isolation permit* form.

51 Part of the fire isolation is a current risk assessment of the works undertaken for the fire isolation. Additional information on fire systems is contained in paragraph 133 through to 137.

Hot work permit

52 Hot work is any action that incorporates the release of heat, hot particles or flame to a level that may cause combustion. Hot work includes, but is not limited to, the following work: electric arc welding, oxyacetylene cutting and welding, low-pressure gas or natural gas soldering or heating of components, grinding and friction cutting.

53 A *Hot work permit* is required for all hot work that is to be performed external to a designated hot work area.

54 Procedure:

- (a) The contractor is to obtain a *Hot work permit* form from the DPS fire maintenance contract manager or delegate
- (b) The form is to be completed by the person/parties performing the hot work
- (c) All relevant safety precautions and tests must be considered and implemented and noted on the permit
- (d) Each person who will be performing the hot work must be included in the space provided
- (e) The permit is then to be returned to the DPS contract manager or delegate, who will obtain approval from an Authorising Officer
- (f) The *Hot work permit* must be displayed at the area where hot work is being performed
- (g) On completion of the work the form is to be returned to the DPS contract manager or delegate for review and filing.
- (h) **No work shall be performed without approval**

Authority to dig or core in a designated area

55 To enable the safe conduct of maintenance and construction works that require excavation or coring of the structure, an *Authority to dig or core in a designated area* is required.

56 Prior to completing the *Authority to dig or Core in a designated area* form, the contractor must identify any services and structural elements that are within the vicinity of the works. This includes obtaining the relevant 'As-constructed' drawings from the DPS project manager via Building Information.

57 For structural works, the *Authority to dig or core in a designated area* must be accompanied by a structural engineer's advice that the structural integrity of the building will not be compromised by the dig or core.

Alarm isolation permit

58 All alarm isolations associated with security systems and BMS will be conducted by DPS Security and Assistant Director Building Management Services through the relevant Contract Manager or delegate.

59 Prior to isolation, the contractor must identify the points or services to be isolated and any areas and services that will be affected by the isolations. This includes obtaining the relevant 'As-constructed' drawings from the DPS Building Information section.

60 Both the *Isolation permit* form and the *Alarm isolation permit* form are to be obtained from the DPS contract manager or delegate and completed by the contractor who requires the isolation.

Confined spaces entry permit

61 Entry to confined spaces is only to be carried out under DPS Confined Space Entry Permit and is restricted to suitable qualified persons holding current qualification in Confined Space Entry/rescue.

62 The [Work Health and Safety \(Confined Spaces\) Code of Practice Regulation 2015](#) defines a confined space as:

an enclosed or partially enclosed space that:

- *is not designed or intended primarily to be occupied by a person; and*
- *is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and*
- *is or is likely to be a risk to health and safety from:*
 - *an atmosphere that does not have a safe oxygen level, or*
 - *contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or*
 - *harmful concentrations of any airborne contaminants, or*
 - *engulfment.*

63 DPS has a list of currently identified confined spaces, available from the BMS Help desk on extn. 5045, via email: dpsmainthelpdesk@aph.gov.au or the DPS contract manager.

Note: this list does not necessarily cover all confined spaces as they may arise from changes to the work area or be due to the work being performed. As a result, it is critical that a risk assessment is conducted prior to entry of any space that may fall within the definition of a confined space.

64 Access to a confined space is restricted to trained personnel only. A confined space must not be entered without an entry permit.

65 Refer to *DPS WHS Procedure – Working in a Confined Space* for permits and procedures. Compliance with the policy is essential.

Work at heights permit

66 A number of areas within the Parliamentary Precinct have been designated as requiring a permit for working at heights. These locations are available from the DPS contract manager or delegate.

67 Procedure:

- (a) The requesting officer is to obtain a *Work at heights permit* form from the DPS contract manager or delegate
- (b) The form is to be completed by the person performing the work
- (c) All relevant safety precautions and tests must be considered and implemented and the permit form noted accordingly
- (d) Each person who will be performing the work must be listed in the space provided
- (e) The form is then to be returned to the DPS contract manager or delegate, who will obtain approval from an authorising officer
- (f) The *Work at heights permit* must be displayed at the area where work is being performed
- (g) On completion of the work the permit must be returned to the DPS contract manager or delegate and/or relevant maintenance service area for review and filing.
- (h) **No work shall be performed without approval**

Powered tools and equipment

68 The use of internal combustion engines to drive powered tools and equipment, unless operated with a catalytic converter, are not permitted within Parliament House. The preference is for LPG or pneumatic powered tools and equipment.

69 **High-velocity power actuated tools shall not be used in Parliament House under any circumstances.**

70 Permission may be granted to use other tools that have the capacity to fire a projectile. The contractor **must** apply for approval through the DPS project manager.

Work within the building

General

- 71 Contractors are reminded of their obligations and responsibilities under the [Work Health and Safety \(Construction Work\) Code of Practice 2015](#) to comply with the [Work Health and Safety Act 2011](#), Work Health Safety Regulations and all other relevant WHS codes and statutory requirements.
- 72 Contractors shall allow entry to the work site by DPS Staff with prior notice through the DPS contract manager or delegate or other safety personnel as authorised. All personnel who have authority to be on site must have a current White Card and be available to produce the card when requested.
- 73 Contractors shall take all practicable precautions to minimise noise and dust resulting from works and commercial/event set ups.
- 74 Dust generation in particular needs to be managed. A work-method statement is required prior to the commencement of dust-generating works and is to be submitted to the appropriate DPS representative.
- 75 Periodic inspections and assessments of the work site will be conducted to ensure that dust-minimisation activities are maintained.
- 76 The cutting and sanding of solid timber or MDF must be carried out only with equipment that is fitted with a proper dust-extraction system and in a designated cutting room. If large volumes are to be cut and sanded then this activity needs to be undertaken in a workshop with a suitable extraction system.
- 77 Contractors shall on a daily basis dispose of solid, liquid and gaseous contaminants in accordance with all statutory and contractual requirements.
- 78 Contractors are advised that all corridors within Parliament House form part of the required exits from the building and therefore are not to be used as storage or work areas. If work entails sealing off an area, the area must be protected by safety barriers and have signage with contact names.

Code of conduct

- 79 No work is to be undertaken under the influence of drugs or alcohol.
- 80 Behaviour that is liable to place persons or property at risk is forbidden.
- 81 Accident-prevention measures implemented at Parliament House must not be interfered with or rendered less effective.
- 82 Documents within the area must not be touched, inspected or read.
- 83 Facilities in suites, such as toilets, photocopiers, tea-making facilities, phones and radios, must not be used.

84 Photographs must not be taken without written permission.

85 No office or suite must be left open when unattended. Any area left unattended must be secured. If the office or suite that is left unattended has doors to be left open, e.g. for repairs or to allow paint to dry, security staff are to be notified before the contractor leaves and the ATW is to be notated accordingly.

86 Under no circumstances shall any DPS computer or electrical equipment, be used, unplugged or switched off.

87 Lunch rooms or the staff dining room shall be used for meal breaks.

88 All areas shall be left in a neat, tidy and safe condition.

89 If difficulties occur with occupants of the area, contractors, commercial clients and contracted event managers must refer the matter to the DPS contract manager or delegate.

Bullying and harassment

90 Contractors, commercial clients and contracted event managers are expected to be treated with, and in turn must treat other occupants of Parliament House with, respect and courtesy and without bullying or harassment. Harassment is defined as repeated behaviour that is unwelcome and unsolicited; is offensive, intimidating, humiliating or threatening. If a person is harassed for a 'prohibited reason' such as their disability, race, age or sex, the harassment may be unlawful. Bullying is defined as repeated unreasonable behaviour that could reasonably be considered to be humiliating, intimidating, threatening or demeaning to a person, where that behaviour creates a risk to health and safety. Refer to the *DPS Policy for Preventing and responding to workplace bullying*.

Care and protection of the building fabric and furniture

91 If the removal of furniture or equipment is part of the contract, care is to be taken not to damage the furniture or the surrounding building fabric.

92 Any fixed furniture and equipment that cannot be removed is to be protected with clean plastic sheeting for dust protection unless specified otherwise.

93 When contractors, commercial clients and contracted event managers are working above furniture that cannot be removed, the furniture items must be protected with clean plastic sheeting and furniture blankets, with, if necessary, 12-mm-thick MDF sheeting on top. This furniture protection must also be used when removing ceiling tiles from a run of tiles that extend across to an item of furniture but may not be directly above the furniture itself.

94 The cleanliness of hands and clothing must be considered before touching any furniture or building fabric.

95 Do not stand on or place materials on furniture.

96 Do not place any materials against walls.

97 Temporary storage of furniture to facilitate building works must be approved by the relevant authority (eg. DPS, Senate Services, Sergeant at Arms Office) prior to any move taking place.

Care and protection of floor finishes/coverings

98 If trolleys are used for the delivery of goods and materials, tools, and equipment, they must have wide rubber wheels (pneumatic).

99 The floor finish/covering of all work and storage areas must be protected with carpet or bush blankets, with, if necessary, 18-mm-thick plywood sheeting on top or as directed by the DPS contract manager or delegate prior to commencing work.

100 When using an elevated work platform or scaffolding, Contractors need to comply to Australian Standards.

Removal of ceiling tiles

101 When removing or handling ceiling tiles, hands must be clean, or clean white cotton gloves must be worn.

102 When access into a ceiling space is required, ceiling tiles must be removed, not left in the ceiling space, and stored in a safe place that does not obstruct general or fire access.

103 There are two types of metal ceiling tiles:

- a) The original ceiling tile. It must be noted that every third tile within the metal tile grid system has been secured and is not to be removed.
- b) The new design that has no pop rivets but may have a round-donut white sticker.

104 Ceiling tiles that have been removed are to be protected against damage by placing them on bubble wrap or underlay. If they are stacked, a layer of bubble wrap or underlay is to be placed between them.

105 Tiles that have items of equipment mounted on them, such as smoke detectors, emergency lights and mobile phone aerials, are to be replaced in the same location.

106 Ceiling tiles are to be cleaned and replaced at the completion of work each day, with the acoustic backing correctly in position.

Artworks

107 Work within three metres of an artwork is not permitted under any circumstances. The three metre exclusion zone must be identified by physical barriers, to be placed by DPS Art Collection and Exhibitions. Building work that generates a high level of airborne particle (steam, dust, smoke, spray, etc.) or vibration may have an impact on the artwork even if it is performed outside the three metre exclusion zone. Art Collection and Exhibitions must be notified when this type of activity is within 10 metres of an artwork. To arrange removal or protection of artworks, contact the DPS contract manager or delegate, who will liaise with DPS Art Collection and Exhibitions.

108 Special conditions apply to areas with major site-specific artworks; such as the Great Hall and Forecourt and for activities that generate a high-level of dust and airborne pollutants.

109 Further information and directions, including appropriate periods of notice are specified in Attachment A.

110 Under no circumstances shall an artwork be touched or removed by any person other than a member of DPS Art Collection and Exhibitions.

111 An authority to work approved by the Director, Art Collection and Exhibitions is required for any work that requires access to Art Store, office, workshop or Exhibition areas, including the Presiding Officers Exhibition Area, the Magna Carta display area, or Members' Hall.

Hazardous chemicals

112 The policy for the management of Hazardous Substances and Dangerous Goods, including chemicals and poisons, is specified in *DPS WHS Procedure—Managing risks of hazardous chemicals*.

113 The contractor is fully responsible for the management, storage, use and environmentally safe disposal of all chemicals, poisons and other hazardous substances that they or their sub-contractors are authorised to bring onto the Parliament House site. The contractor is to:

- (a) Hold minimum quantities on site
- (b) Use an environmentally friendly product if one is available on the market
- (c) Use products that are the least hazardous to persons
- (d) Store all materials in approved containers segregated according to their Dangerous Goods classification
- (e) Use only appropriately trained, experienced and licensed (if applicable) staff
- (f) Use only industry established and accepted work practices
- (g) Maintain, on site, a register of all chemicals, poisons and other hazardous substances that are to be used; as a minimum, the register is to contain the following information:
 - (i) a Safety Data Sheet (SDS) for each item
 - (ii) quantities and location of each item
 - (iii) a record of staff training
 - (iv) a record of risk assessments performed
- (h) Provide a copy of all SDSs to the DPS contract manager or delegate, who will provide copies to the Materials Master Records Officer and the DPS WHS Unit.

High voltage

114 All high voltage substations are labelled. Entry to a high voltage substation can be obtained only through DPS Maintenance Electrical Services. A person qualified in high voltage safety must be present during any period of access.

Light and power

115 Live electrical work is not permitted without the written permission of the Assistant Director or delegate, DPS Maintenance Electrical Services.

116 All electrical work, including the removal and installation of electrical cabling, must be performed by qualified electricians. All electrical works shall comply with the **DPS Standard Specifications**, AS/NZS Standards, as well as local supply and regulatory requirements.

117 Commercial grade fibreglass ladders or equivalent are to be used for all electrical work. The use of aluminium ladders is prohibited.

118 All temporary installations shall comply with the requirement of *AS/NZS 3012:2010 – Electrical Installations – Construction and demolition sites* and ACT Access requirements in regard to certification and compliance with all safety and electrical works requirements.

119 A copy of the test reports and Certificates of Electrical Safety shall be provided to the following; DPS contract manager or Delegate, Electrical Services.

120 A copy of marked up as-installed drawing and electrical schedules is to be provided for all Electrical works and is to be provided the parties indicated above.

121 At no time is any powered tool to be connected directly to the building's electrical socket outlets, unless the socket outlet is clearly identified as having R.C.D protection; or powered. Powered tools shall only be connected to the building's permanent wiring by one of the methods specified in *AS/NZS 3012:2010 – Electrical Installations – Construction and demolition sites*. Double adaptors (ADD) are not to be used in Parliament House. Power boards must be for temporary use only and shall contain in-built overlaid protection.

122 Three-phase outlets are located in certain basement plant rooms. Use of these is subject to approval by the DPS contract manager.

Tagging of equipment

123 Contractors shall be responsible for their own electrical safety and shall ensure that all leads, sockets, plugs and equipment are in good, safe working condition and have the appropriate tool check tag attached in accordance with *AS/NZS 3012:2010 – Electrical Installations – Construction and demolition sites*. DPS Maintenance Electrical Services will **not** undertake inspection or tagging of contractors equipment.

Operation of vehicles and mobile equipment

124 The operation of any vehicles or mobile equipment within Parliament House and its precinct are to be in accordance with *WHS – Procedure – Safe operation of vehicles at Parliament House*.

125 Contractors, commercial clients and contracted event managers and their staff must be certified and have a licence with them to operate elevated work platforms.

126 Appropriate personal protective equipment must be worn at all times.

Accidents and incidents

127 During sitting periods registered nurses from the Nurses' Centre administer first aid. After hours and during non-sitting weeks, first aid is provided by the Parliamentary Security Service. First aid boxes are located throughout Parliament House; locations are available from the Nurses' Centre.

128 If an incident occurs whilst working within Parliament House or its precinct, these steps are to be followed:

- (a) Involved persons are to complete a *Parliament House incident report* form
- (b) Involved persons are to advise the DPS contract manager or delegate of the incident as soon as possible after the event
- (c) Contact the Parliamentary Security Operation Room on ext. 5999 and a First Aid Officer will be dispatched to assist you. If the accident occurs during a sitting week the involved persons are to report to the Nurses' Centre at the earliest opportunity and complete a *Parliament House incident report* form
- (d) The incident must be reported to the contractors, commercial clients and contracted event managers supervisor in addition to the contractors company policies and procedures
- (e) Parliamentary security or the Nurses' Centre will notify the DPS contract manager or delegate, who will be advised that they need to complete Part D of the *Parliament House incident report* form.

129 An incident is defined as any event that:

- (a) Results in injury or disease
- (b) Endangers the health and/or safety of a person, including near misses
- (c) Results in death
- (d) Causes damage to plant or property.

130 Do not disturb the site of a serious incident or move any equipment unless necessary to make the site safe or attend to injured persons. Comcare may need to investigate the site of a serious accident.

Environmental incidents

131 An environmental incident is any event that resulted in or had the potential to result in a significant adverse change to the environment.

132 Environmental incidents must be reported to the DPS contract manager or the BMS Help desk on extn. 5045 if it is an emergency.

133 The contractor, in conjunction with the DPS contract manager or delegate, must complete an *Environmental incident* form as required by the DPS environmental incident reporting procedures.

Noise

134 High noise areas in the building are labelled. Contractors must always use appropriate personal protective equipment and limit exposure in these areas and when working with or near equipment that creates noise.

Using machinery

135 Machinery work must be performed in a workshop wherever possible.

136 Contractors must ensure that all persons are kept at a reasonably safe distance from the point of operation of any tool while it is being used. Power-driven belts, chain drives, fly wheels, gears etc. must always be adequately guarded for the contractor's own protection. Any unguarded machinery must be reported to the Site Supervisor, Foreman or DPS contract manager.

Manual handling

137 Hazardous manual tasks are tasks that are likely to be a risk to health and safety. They include both 'manual handling' tasks and 'musculoskeletal disorders', such as sprains and strains, muscular and vascular disorders as a result of hand-arm vibration, nerve injuries or compression, and joint and bone injuries. They must be examined and assessed for risk in accordance with the Work Health and Safety (Hazardous Manual Tasks) Code of Practice 2015. Hazardous manual tasks must be undertaken only by persons who have been trained to perform the tasks in a safe manner.

Fraud control

138 The DPS policy on the control of fraud is included as Attachment F. All staff, contractors and consultants must abide to this policy.

139 DPS Staff, contractors and consultants who become aware of a potential fraud must report it through one of the following channels:

- Fraud Report phone number: (02) 6277 2504 (anonymity is available), or
- Fraud Report email address: dps-fraudcontrol@aph.gov.au

Fire system components

140 Components such as fire doors, smoke detectors and fire sprinklers form part of the building's fire detection and suppression system. Tampering with any of these components is an offence under the [Emergencies Act 2004 \(ACT\)](#). Under no circumstances are fire or smoke doors to be chocked open or smoke detectors covered. All requests for access to fire system components for isolations, maintenance, repairs or modifications must be made via DPS approved channels which include consultation with the Chief Warden.

Fire hose reels

141 The fire hose reel and hydrant systems are an integral part of the fire suppression system of Parliament House. The use of fire hose reels for non-fire-related requirements is not permitted. Following a fire-related use, all hoses are to be rewound in even layers, the nozzle re-engaged correctly in the interlock, the valve shut off and the hose depressurised by opening the discharge nozzle in a vertical position. The nozzle shall then be closed.

142 Any damage is to be reported immediately to the DPS contract manager or the DPS Maintenance Services Help desk on ext. 5045 and the location and damage detailed. Additionally, a report must be supplied to the Chief Warden.

Fire stopping

143 The firewalls within Parliament House are there to protect the occupants and to prevent the transmission of fire from one isolated fire zone to another.

144 Any firewall that is penetrated by wires, ducts or pipes must be correctly reinstated to the integrity of that firewall by approved fire stopping to both sides of the penetration. Contractors must refer to the *Building Code of Australia*, Section C3.15 and the ACT Appendix.

Delivery, removal and storage of materials, tools and equipment

145 All goods, materials, tools, equipment and debris must be delivered and removed through the loading dock. Refer to Attachment C.

Access to the loading dock

146 Access to the loading dock is via a service road that connects the loading dock to the junction of Brisbane Avenue and State Circle.

Opening of the loading dock

147 The loading dock and distribution service is available from 7:00 am to 3:45 pm, Monday to Friday. Requests for after-hours opening will incur a fee and are to be directed to the DPS contract manager or delegate.

Goods handling procedures

148 Loading dock and distribution services are provided by DPS for all occupants of Parliament House. Logistics staff do not handle delivered items, on and off the x-ray machine, or on and off trailers or pallets, that is the responsibility of those doing the delivery or the recipient of the goods. Trailers or pallets are provided for transportation, which then becomes the responsibility of Logistics staff to move to the designated logistics delivery points within Parliament House. Trailers that are provided are expected to be unloaded within a reasonable time frame. Trailers are not to be used for storage of goods/equipment long term or overnight, without the consent of the Logistics team.

Pre-delivery advice

149 All deliveries to the Parliament House loading dock must be scheduled. Appointments must be made by 5:00 pm on the preceding working day; same-day delivery appointments may not be

accepted. Vehicles that arrive at the Brisbane Avenue vehicle barrier without prior arrangements being made could be denied access or delayed while the legitimacy of the delivery is verified.

150 Arrangements to schedule a delivery to the Parliament House loading dock can be made by emailing loadingdock@aph.gov.au and providing the following information:

1. Day and date
2. Delivery or collection time
3. Delivery company name
4. Driver's details
5. Vehicle registration
6. Vehicle make
7. Vehicle colour
8. Description of goods
9. Delivery location point in APH basement
10. APH contact name and number

For security reasons, please be aware that a minimum of 24 hours' notice is required prior to delivery or collection of goods, or vehicles may be refused entry.

151 Contractors, commercial clients and contracted event managers must ensure that drivers of their delivery vehicles are aware that:

- (a) They will be required to:
 - (i) Stop at the stop sign and proceed only if the security check zone is clear
 - (ii) Stop in the security check zone and wait for their vehicle details to be checked
 - (iii) Wait for the barrier to open before proceeding and note that they must give way to vehicles leaving the site
 - (iv) If the barrier does not open in one minute, use the intercom system to contact Parliament House security staff
- (b) Only one vehicle can pass through the barrier at a time and the gate will be closed after each entering vehicle
- (c) Tailgating is not permitted and will be treated as a security breach.

152 To assist in scheduling the bulk delivery of goods or large volume through the loading dock, e.g. furniture, heavy machinery, palletised goods, timber or sheet metal, five days notice is required. The loading dock Supervisor will ensure that priority is given to the receipt and distribution of goods when advance notice has been given for bulk deliveries. Receipt and distribution of goods without prior notice will be processed behind that of any priority deliveries and will be attended to on a first in first out basis.

153 The contractor shall advise the DPS contract manager or delegate of bulk deliveries and the DPS contract manager or delegate will submit the *Request for Movement of Equipment* to the Loading Dock Supervisor. Refer to Attachment C [STO 20].

Receipt and distribution of goods

154 Loading dock staff are to accept goods on assessment, i.e. the number of packages and/or containers, compared with the delivery documentation. Loading dock staff will not open packages to check the quantity or condition of contents.

155 Any discrepancies or damage to goods or packaging is to be highlighted to the delivery driver and details of the discrepancy or damage are to be annotated on the drivers copy of the delivery documentation.

Rejection of incorrectly addressed goods

156 It is the responsibility of the contractor, commercial clients and contracted event Managers to ensure that all goods are correctly addressed. Loading dock staff are empowered to reject any deliveries when the intended recipient cannot be ascertained from the delivery documentation, package markings or delivery advice.

Cleaning up and removal of debris

157 The contractor, commercial clients and contracted event managers shall clean up and remove all rubbish and surplus materials at the end of each working day. Rubbish shall be separated into builders refuse, recyclable materials (paper, cans etc) and food scraps. Heavy penalties will be imposed for contamination of waste receptacles. Waste must be placed in the correct receptacles (as labelled). All recyclable material is to be recycled rather than being sent to landfill.

158 For construction works, the contractor shall provide suitable containers for removal of rubbish and surplus materials and shall empty the containers off site, with rubbish to be disposed of in an environmentally friendly manner. The contractor shall remove all containers promptly from the site at the completion of the works. In some cases the contractor will need to provide their own forklift and driver. The driver is to be inducted by the loading dock prior to any movements.

159 The contractor shall ensure that nothing left in the area will cause disruption or inconvenience or pose any fire or safety risk to occupants of Parliament House.

Use of lifts for transporting tools and/or materials

160 Attachment D shows the location of all goods and passenger lifts and the floors serviced by these lifts.

161 Occupants and contractors are to use, as far as possible, only the designated goods lifts for transporting equipment, tools and materials. Passenger lifts, which are easily recognised because they have timber-panelled interiors, shall not be used unless specific prior permission from the DPS contract manager or delegate is obtained, excepting lifts 25 and 27. Passenger lifts, including lifts 25 and 27, may only be used to carry goods when protective covers are put in place.

162 Under these measures the following applies:

- (a) Heavy duty goods Lift 17 shall be used whenever possible. Delivery of materials via the heavy duty goods lift to the first floor between the hours of 9:00 am and 5:30 pm requires 48 hours' notice.
- (b) Senate Wing: Goods and passenger lifts 3 and 9 shall be used. Covers are not required. Passenger lifts 1, 2, 10 and 11 must not be used for transporting goods.
- (c) House of Representatives Wing: Goods and passenger lifts 34 and 40 shall be used. Covers are not required. Passenger lifts 32, 33, 41 and 42 must not be used for transporting goods.
- (d) Ministerial Wing: Passenger lifts 25 and 27 may be used for goods when covers are fitted. The covers shall be stored on the wall adjacent to the lifts at basement level for lifts 25 and 27 only. The covers shall be placed back in their storage location at the completion of the movement task so as not to remain in place in the car for long periods. Passenger lifts 26, 28, 29 and 31 must not be used for transporting goods.
- (e) Library: Lift 30 is not available for general goods. The Parliamentary Library maintains exclusive use of lift 30 for stack security purposes.
- (f) Kitchens: Lifts 15, 16, 18 and 19 are not available for general goods as they are primarily for kitchen-related use.

Plant room storage of material and equipment

163 To assist in the management of plant rooms, contractors are advised that if they require an area for storage of materials or equipment:

- (a) They are to request the DPS contract manager or delegate to seek approval of the DPS Assistant Director or Coordinator Mechanical Maintenance Services to use a plant room for temporary storage of material associated with a project
- (b) If approval is granted, an agreed area will be identified and marked out with tape (striped yellow and black) and cordoned off. The area is to be kept in a neat and tidy state with all rubbish and excess material to be removed on a regular basis, i.e. at least weekly
- (c) A project sign is to be provided to identify the contractor and DPS contract manager or delegate who is responsible for the storage of the materials and the approximate time the storage area is required
- (d) The area is to be kept clean and tidy; all access and egress is to be clear and material stored safely
- (e) Agreed areas are to be used for storage only and plant rooms are not to be used as a work site
- (f) Plant rooms must be locked when not occupied

- (g) Failure to comply with the above requirements will result in a loss of plant room use, and the material will be removed from site.

Work within landscaped areas

General

164 The area of work and required tree protection is to be identified by the contractor and DPS contract manager or delegate before commencement of work. The area of work must be fenced off by the contractor with fencing pickets and plastic webbing.

165 Any damage to the landscape that is caused by the contractor will be rectified at the contractors expense by DPS Landscape Services.

166 Care shall be exercised when using water, especially when under high pressure. Run-off water is to be directed away from lawns and gardens via plastic sheeting to drains.

167 No waste products are to be disposed onto the lawns or garden beds or into the sewer or stormwater drains, e.g. chemicals, solids, concrete, cement or boiling waste.

168 Any damage to the landscape or general infrastructure is to be reported immediately to the DPS contract manager or delegate.

169 Contractors are not to begin any excavation work in the landscape, either by hand or by machine, without prior approval from Landscape Services and an approved *Authority to Dig or Core in Designated Area*.

170 At the end of each working day all rubbish is to be removed from the garden beds.

171 DPS Landscape Services will not provide any tools or equipment to contractors.

Care and protection of turf areas

172 Any mobile equipment or machinery that is required to travel across a turf area must be four-wheel drive. If motorised, the vehicle must have tyres suitable for turf use and have low-pressure tyres with a low ground weight to reduce compaction, and they must be non-lugged with a tread.

173 Any machinery that does not meet the above requirements and is required to move across turf areas shall be driven over a layer of 18-mm-thick plywood sheets (2400 mm x 1200 mm) laid on the turf.

174 All sheets must be removed from the turf each night and relayed when required. Avoid using the same path constantly.

175 Any damage to turf areas will be repaired by DPS Landscape Services at the contractor's expense.

Tree and shrub protection

176 No trees or shrubs are to be pruned, and all necessary care shall be taken to avoid damage to trees.

177 The contractor shall provide temporary protection to trees that are nominated by the DPS contract manager or delegate. The protection shall consist of 75 x 25 timber battens placed around the tree and held in place by four strands of fencing wire with a plastic 'safety webbing' fence placed 500 mm from the tree trunk.

Irrigation

178 If the irrigation system is to be interrupted for more than one day then specific approval must be given by DPS Landscape Services.

179 All modifications to the irrigation system pipe work or wiring shall be inspected by the DPS contract manager or delegate and DPS Landscape Services prior to backfilling of trenches.

180 Any damage to the irrigation system by the contractor will be repaired by DPS Landscape Services at the contractor's expense.

Access and delivery of equipment and materials

181 All access to internal courtyards will be by prior arrangement with the DPS contract manager or delegate.

182 If glazed links are to be used for the delivery of equipment and materials, then all surfaces shall be protected with felt and 18-mm-thick plywood sheets.

183 Towing of any large equipment and materials up to the courtyards from Parliament Drive by DPS Landscape Services requires seven days notice.

184 DPS Landscape Services will be available to assist between 6:30 am and 2:00 pm during summer and between 7:30 am and 2:30 pm during winter, Monday to Friday.

185 Delivery of equipment and materials to courtyards will not be permitted during rain, if conditions are too wet or if it is frosty on the turf. DPS Landscape Services will make the decision on the day.

186 DPS Landscape Services staff will not assist in loading or unloading of equipment and materials. The contractors are to provide their own resources.

187 Equipment and materials shall not be stored within the gardens unless prior arrangements have been made with the DPS contract manager or delegate.

Photography policy

188 The Rules for Media Related Activity in Parliament House and its Precincts, issued by the Presiding Officers in November 2012 (revised November 2016), provide a framework for media-

related activity within Parliament House and its precincts and apply to all building occupants and visitors. This applies to site photography.

189 Approval is to be sought through the DPS Project Officer. The rules and relevant forms are available via http://www.aph.gov.au/About_Parliament/Media_Rules_and_Filming_Applications

190 All requests are to be submitted by completing the *Application to Film & Photograph* form, Attachment E.

Emergency evacuation procedures

Background

191 All contractors must attend a Parliament House Site Induction session, which will cover evacuation procedures. The induction may be given by the DPS Contract Manger or delegate.

192 Parliament House is divided into 49 fire zones separated by fire doors. A sprinkler system, smoke detector and other detectors protect these zones.

193 Wardens and Deputy Wardens supervise evacuations from the building. The Wardens are entrusted with ensuring a quick and safe evacuation of their area during an emergency. They are identified in an emergency by red or yellow safety helmets with matching vests. Parliamentary Security Officers may also assist in evacuations.

194 Contractors, commercial clients and contracted event managers working in Parliament House must know the location of the emergency exits in the zones where they will be working.

195 The fire emergency exits from the building are not to be used for routine access to and from the building. They must be kept clear of obstructions at all times and not used for the storage of materials. See section 96, *Emergencies Act 2004* (ACT).

Action in the event of emergency

196 Should a contractor encounter an emergency situation in the building, they must immediately advise the Parliamentary security operations room on extn. 7117, or by phoning (02) 6277 7117 if using a mobile phone.

Evacuation procedure

197 In the event of a fire or other emergency evacuation, an alert by alarm signals will be broadcast over the public address system; they are:

- (a) Alert - an intermittent, monotone 'beep' 'beep'
- (b) Evacuate - a continuous loop of oscillating 'whoop' 'whoop'.

198 When the 'alert' alarm is sounded, building occupants must:

- (a) Gather their personal belongings
- (b) Switch-off and/or isolate all equipment etc

(c) Tradespersons on site must make the site safe.

199 When the 'evacuation' alarm is sounded, building occupants must:

(a) Move into the corridor

(b) Close but not lock the door

(c) Follow the directions of the Wardens or the green EXIT signs to a safe area (do not use lifts)

(d) Go to the designated assembly area and await further instructions or evacuate to an alternative area as directed. Please follow the directions of wardens and/or Parliamentary security officers.

200 Parliament House routinely conducts emergency evacuation exercises and all occupants including contractors are required to participate.

Parliament House Art Collection Information

1 The Parliament House Art Collection is a major national art collection and a national heritage treasure with a value in excess of AUD\$85 million.

2 The Collection includes art works in a variety of media, including paintings, sculptures, works on paper, glass, ceramic and textiles. These are unique and irreplaceable national heritage items. It also includes commissioned art works that form an integral part of the building and its fabric. This includes works such as the Great Hall tapestry and the Forecourt Mosaic, and as such, it is **essential** that they are protected from all risks of damage and deterioration.

3 Contractors

(a) Must not:

- (i) remove, re-hang or touch **any** art works from the Parliament House Art Collection;
- (ii) work within a three (3) metre radius of any art work in any direction;
- (iii) leave tools or materials within a three (3) metre radius of any art work; or
- (iv) clean tools, brushes etc, or use chemicals within a three (3) metre radius of any art work.

(b) Must:

- (i) where possible give 14 days' written notice to DPS Art Collection and Exhibitions if a work/s needs to be removed or protected to enable the contractor to carry out their work. This request must be emailed by the DPS contract manager to art@aph.gov.au and must include maps of areas impacted and an accurate description of planned work. ;
- (ii) report any accidental damage incurred or observed to the contractors immediate DPS supervisor, who will contact the Director, Art Collection and Exhibitions. **Do not touch** the art work after the damage has occurred; and
- (iii) ensure that the three (3) metre exclusion zone must be identified by physical barriers, to be placed by Art Collection and Exhibitions.
- (iv) notify Art Collection and Exhibitions of any changes to the planned and approved work schedule, and must not commence work in any area prior to the agreed precautions being set up.

Contractors, Commercial Clients and Event Managers must be aware that building work or commercial event set up that involves the use of power tools may have an impact on the artwork even if it is performed outside the 3m exclusion zone (for example, impact from vibration or dust and

debris generated from drilling). To arrange removal or protection of artworks, contact the DPS contract manager, who will liaise with DPS Art Collection and Exhibitions.

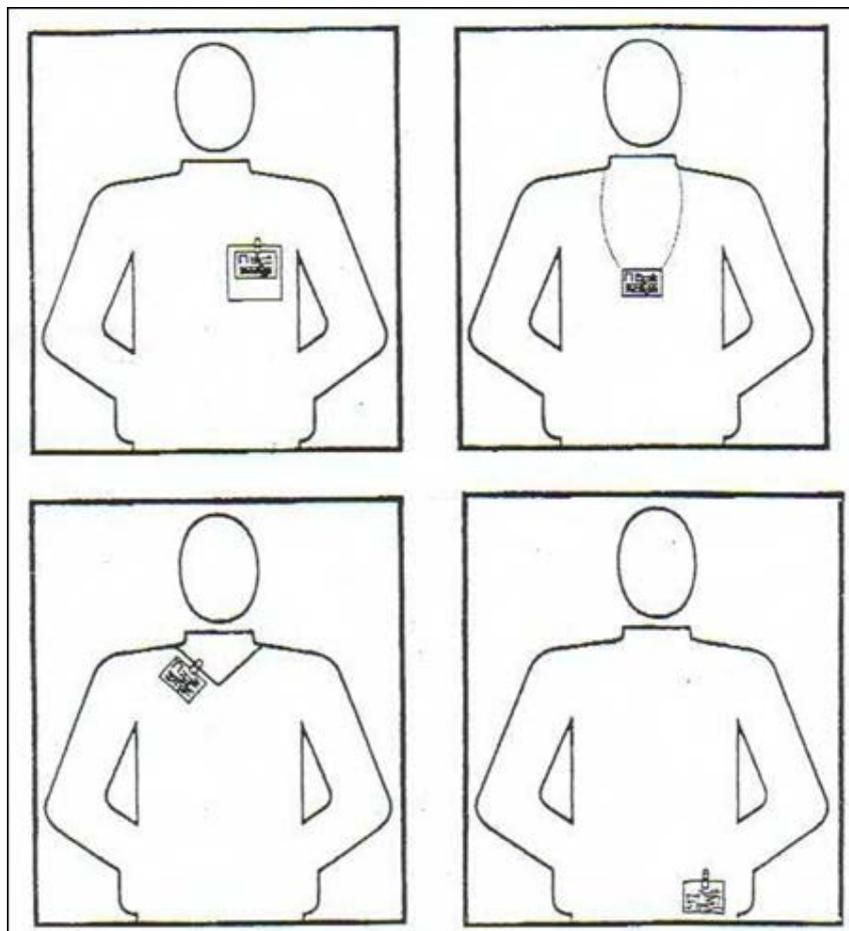
Emergency contact details for DPS Art Collection and Exhibitions are: Director extn. 5123; Assistant Director extn. 5329; Collection Manager extn. 5303; or the Program Manager extn. 5327.

For non-urgent queries please email: art@aph.gov.au

Display of Security Passes

Wearing of Parliament House Passes

- 1 Access to the private (non-public) areas of Parliament House is controlled by officers of the Parliamentary Security Service.
- 2 Persons within the private areas of the building are required to display their security pass at all times (see diagrams overleaf).
- 3 Passholders are reminded of the other conditions on which a pass is issued.
 - The pass must be presented for inspection on request.
 - The pass must not be altered in any way.
 - The pass must not be transferred.
 - While the pass remains in his/her custody, the passholder must protect the pass against loss, theft or damage.
 - The loss or theft of a pass must be reported to the Pass Office as soon as possible.



**Request for the Movement of Equipment through Loading Dock
Project Loading Dock Delivery Form**

The following information **must** be emailed to **DPS Project Officer** at least **24** hours prior to the Delivery/pickup to be processed or the vehicle could be turned away:

Date:	Delivery Time: 00:00	Pick-up Time: 00 : 00
Project Location:	Project Name:	Project Number:

Delivery Company:
Drivers Name:
Vehicle Type/Colour:
Vehicle Rego:
Materials Being Delivered:
Delivery Instructions:

DPS Contact Name:	Contact No:	Mobile:
Contractor Contact Name:	Contact No:	Mobile:

MANDATORY POLICY FOR ALL DELIVERIES:

- Vehicles enter and exit via access road off Brisbane Ave
- Deliveries should arrive at the designated time. Late deliveries may need to be rescheduled
- Delivery vehicles are not permitted to park in the loading dock area after unloading

Note: The maximum size of materials/equipment that can be transported through the basement area is 4 metres (length) X 1.9 metres (width) X 2.3 metres (height). Consideration must be given to the project location and access requirements.

Enquiries only: Loading Dock Booking Office –(02) 6277 5500 Email: loadingdock@aph.gov.au

Lift Locations

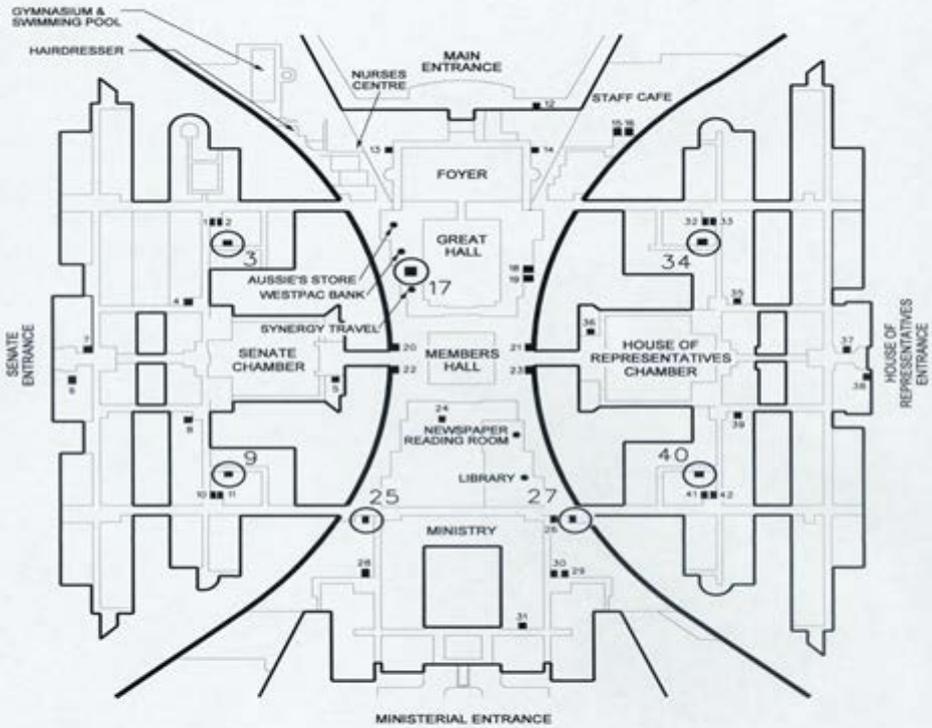
LIFT LOCATIONS & FLOORS SERVICED

Car No.	Area	Location	Floors Serviced										Max Loading	Description		
			cp3	cp2	cp1	B	G	1	2	M	R2	RF				
1	1B	Senate Wing				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						21pax	General Passenger Lift
2	1B	Senate Wing				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						26pax	General Passenger Lift
3	1B	Senate Wing Goods				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						21pax	> Preferred for Goods use
4	1B	Senate Wing					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						24pax	General Passenger Lift
5	2B	Senate Galleries					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						24pax	Senators only during divisions
6	2A	Senate Car park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>								24pax	General Passenger Lift
7	2A	Senate Entry					<input type="checkbox"/>	<input type="checkbox"/>							24 pax	General Passenger Lift
8	3B	Senate Wing					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						24pax	General Passenger Lift
9	3B	Senate Wing Goods				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						21pax	> Preferred for Goods use
10	3B	Senate Wing				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						21pax	General Passenger Lift
11	3B	Senate Wing				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						26pax	General Passenger Lift
12	4B	Public Car park			<input type="checkbox"/>		<input type="checkbox"/>								24pax	Public use
13	4B	Main Foyer				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							26pax	2 way Public use
14	4B	Main Foyer				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							26pax	Public use
15	4C	Kitchens				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							26pax	Primarily Kitchen use
16	4C	Kitchens				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							26pax	2 way primarily Kitchen use
17	5	Great Hall Goods Lift				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>			4000kg	> Heavy Duty Goods Lift 2 way Preferred for Goods use
18	5	Great Hall Kitchens				<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			26pax	2 way primarily Kitchen use
19	5	Great Hall Kitchens				<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			26pax	2 way primarily Kitchen use
20	6	Members Hall				<input type="checkbox"/>			<input type="checkbox"/>		29pax	2 way General Passenger Lift				
21	6	Members Hall				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		29pax	2 way General Passenger Lift
22	6	Members Hall					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		29pax	2 way General Passenger Lift
23	6	Members Hall					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		29pax	2 way General Passenger Lift
24	7	Main Committee				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>						21pax	Public use
25	8A	Ministerial Wing				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						21pax	> General Passenger Lift Avail for Goods use, protection mandatory

26	8E	Ministerial Wing				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			21pax	General Passenger Lift.
27	8E	Ministerial Wing				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			26pax	> General Passenger Lift. Avail for Goods use, protection mandatory
28	8A	Ministerial Wing					<input type="checkbox"/>	<input type="checkbox"/>				21pax	Executive lift
29	8E	Ministerial Wing					<input type="checkbox"/>	<input type="checkbox"/>				21pax	Executive lift
30	8E	Library Goods Lift				<input type="checkbox"/>			<input type="checkbox"/>			26pax	Library excl use by card reader
31	8F	Ministerial Car park				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				21pax	Executive car park access
32	10B	Reps Wing				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			26pax	General Passenger Lift
33	10B	Reps Wing				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			21pax	General Passenger Lift
34	10B	Reps Wing Goods				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			21pax	> Preferred for Goods use
35	10B	Reps Wing					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			24pax	General Passenger Lift
36	11B	Reps Galleries					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			24pax	Members only during divisions
37	11A	Reps Entry					<input type="checkbox"/>	<input type="checkbox"/>				24pax	General Passenger Lift
38	11A	Reps Car park		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>					21pax	General Passenger Lift
39	12B	Reps Wing					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			24pax	General Passenger Lift
40	12B	Reps Wing Goods				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			21pax	> Preferred for Goods use
41	12B	Reps Wing				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			26pax	General Passenger Lift
42	12B	Reps Wing				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			21pax	General Passenger Lift

Legend

RF	Roof top	<input type="checkbox"/>	Heavy duty goods
R2	Kitchen & Members Club Dining Room	<input type="checkbox"/>	Goods /passenger
M	Mezzanine & Prayer Room	<input type="checkbox"/>	Passenger
2	Second Floor		
1	First Floor	<input type="checkbox"/>	Service keyed as not available this floor (subject to change)
G	Ground Floor		
B	Basement	Note	Allow 70 kg per person for loading
cp1	Underground Car Park Level 1		
cp2	Underground Car Park Level 2		
cp3	Underground Car Park Level 3		



**PARLIAMENT HOUSE
LIFT LOCATIONS**

PLEASE NOTE:
CIRCLED LIFTS ONLY ARE TO BE
USED FOR CARRIAGE OF
EQUIPMENT AND/OR TOOLS.
LIFTS 25 & 27 REQUIRE PROTECTION
TO BE IN PLACE WHEN USED FOR
THE CARRIAGE OF EQUIPMENT
AND/OR TOOLS

Photography Policy

APPLICATION TO FILM & PHOTOGRAPH

16/000

Please complete and return in a typed Word Doc format
All requests will be acknowledged within 3 working days

I have read and understand the [Rules for Media Related Activity in Parliament House and its Precincts](#) prior to submitting this form

ORGANISATION NAME	
EVENT NAME	
EVENT DATE	
TIME START - FINISH	
EVENT CONTACT NAME/PH/EMAIL	
DESCRIPTION OF REQUEST/EVENT	
LOCATION OF FILMING OR PHOTOGRAPHY	
PURPOSE OF FILMING/PHOTOGRAPHY(INCLUDING ANY PUBLICATION/PRINTING OF IMAGERY)	
NUMBER OF PEOPLE INVOLVED	
EQUIPMENT TO BE USED	
RESTRICTIONS:	

SPECIAL CONDITIONS

- When filming or photography is approved for internal areas of Parliament House, you must enter the building through the Main Front Public Entrance. All your Filming and photography equipment must be security screened prior to entry.
- Report to the Security Team Leader prior to commencing your filming or photography by phoning (02) 6277 3299.
- Where the terms 'film' or 'filming' appear in this application and the Guidelines, they encompass video recording, other filming technologies and still photography including the use of digital technology.
- No filming of security area/operations;
- Filming must be kept away from the entry area and not impede access to/from the building.
- The privacy of Members of Parliament, staff and visitors to the building should be protected and the specific permission of any person being filmed should be sought.
- Filming should not interfere with the operations of the Parliament and/or the people who work in the building.
- No filming is to be conducted in Private areas unless prior approval has been granted
- Security facilities and arrangement must not be filmed (i.e. the screening processes at entrances).
- Equipment must not be placed on the mosaic pavement on the Forecourt.
- Approval given subject to filming/photography being confined to the function, its participants and identified area only.
- Cameras must be handheld or on a handheld pole, no tripods will be allowed to be set up for use in the Marble Foyer. No extra large Filming equipment including satellite dishes are permitted to be set up in the Marble Foyer these will only be permitted to be set up and used in the (AAA) area.

OFFICIAL USE ONLY:

APPROVED/NOT APPROVED

Approval granted in accordance with: [Rules for Media Related Activity in Parliament House and its Precincts](#)

Departmental Contact Point:

DPS Events

Department of Parliamentary Services

email: events@aph.gov.au

Tel: (02) 6277 5532

Fraud Control

Fraud Control Policy

The Department of Parliamentary Services (DPS) does not tolerate dishonest or fraudulent behaviour and is committed to deterring, preventing, detecting and investigating such behaviour in this agency.

DPS recognises that fraud risk management is an integral part of good management practice and is committed to establishing an organisational culture that ensures fraud risk management is embedded in departmental activities and business processes.

The aim of this Fraud Policy is to:

- protect public resources, including money, information and property, and;
- protect the integrity and good reputation of the department and the Commonwealth.

Fraud prevention is the responsibility of all DPS staff. DPS staff play a vital role in reducing the department's exposure to fraudulent activity by behaving in an ethical way consistent with the Parliamentary Service Code of Conduct contained in the *Parliamentary Service Act 1999* and by reporting any incidents of suspected fraud. All staff should report suspicions of fraud to DPS Fraud Report, by phone or email.

It is the responsibility of management to ensure that mechanisms are in place that minimise the opportunity for fraud and dishonesty within their area of control. Managers are responsible for implementing any actions required by the DPS Risk Management Policy and Framework and conducting risk assessments within their areas.

This Fraud Policy is in line with the Commonwealth's *Public Governance, Performance and Accountability Act 2013* (PGPA Act), Public Governance, Performance and Accountability Fraud Rule 2014 (PGPA Rule) and the Commonwealth Fraud Control Policy and Resource Management Guide No. 201.

The department will prevent and deter fraudulent behaviour by:

- maintaining an effective system of internal controls to protect public money, information and property;
- ensuring DPS officials are aware of their obligations through fraud awareness training;
- conducting periodic fraud risk assessment reviews to identify emerging opportunities for fraud and implementing prevention and minimisation procedures in day to day operations;
- having procedures for reporting and investigating allegations of dishonest and/or fraudulent behaviour;
- assuring confidentiality with regard to receiving reports and handling investigations;
- referring allegations of serious wrongdoing or misconduct under the *Public Interest Disclosure Act 2013* to the appropriate authorised officer;
- maintaining efficient and effective arrangements to investigate fraud;
- reacting appropriately to situations by referring offenders to the Australian Federal Police and other state and territory law enforcement agencies where necessary;
- investigating fraud in accordance with the Australian Government Investigations Standards;

- seeking civil, administrative or disciplinary remedies such as those available under the *Parliamentary Service Act 1999*, and;
- pursuing all means open to DPS to recover losses caused by illegal activity, irrespective of whether a prosecution is undertaken, including the use of proceeds of crime legislation and civil recovery action.

Smoking zones

