

## **NTPFES SITE RULES**

### **SPECIFIC SITE CONDITIONS**

#### **NT POLICE FIRE AND EMERGENCY SERVICES ASSETS**

Attention is drawn to the Northern Territory Police, Fire and Emergency Services (NTPFES) publication titled: "Instructions and Procedures - Security – Annexure A" ('Site Rules') which is available from the Facilities Manager, NTPFES Facilities Management Branch Telephone: 8922 3301.

Tenderers shall become familiar with the rules that apply to work to be carried out in a NTPFES facility, prior to submitting a Tender. These rules include the requirement to provide the results of a criminal history check using the form *PF166 Authority to Release Criminal History and Information Holdings, Including Spent Conviction*.

If so required in the clause titled "Permission to Visit Site", inspection of the Site is to be made only at the designated time and date stated and in conjunction with the OIC of the NTPFES facility.

Failure of the Tenderer to inspect the Site (if required to do so) or failure to be familiar with the Site Rules will result in their Tender being declared ineligible for further consideration.

The Tenderer if awarded the Contract will be required to comply with the Site Rules pay all associated fees and to ensure that their employees and sub-contractors undertaking work within a NTPFES facility are made aware of the Site Rules, their application and that they comply with the Site Rules.

### **ANNEXURE A**

#### **NTPFES Security Instruction and Procedure (Site Rules)**

##### **SCREENING OF VISITORS AND EMPLOYEES**

All visitors and contractors shall provide the results of a criminal history check using the form *PF166 Authority to Release Criminal History and Information Holdings, Including Spent Conviction* from the Northern Territory Police Force for all persons requiring entry to the various NTPFES facilities in connection with the Services under the contract not less than five (5) working days prior to any individual first being engaged at any NTPFES site. A new criminal history check using the form *PF166 Authority to Release Criminal History and Information Holdings, Including Spent Conviction* shall be obtained annually.

On the application form the visitor or contractor shall direct the Criminal History and Information Holdings, Including Spent Convictions results to the NTPFES Facilities Manager.

Applications for a criminal history check using the form *PF166 Authority to Release Criminal History and Information Holdings, Including Spent Conviction* may be made at any Northern Territory Police Station. Applicants are required to sign an indemnity (within the document) against the NT Police Force before the application can be processed. These criminal history checks are at cost to the applicant.

The Northern Territory Police, Fire and Emergency Services (NTPFES) may by notice in writing, and without being bound to give any reason, direct that certain

persons shall not be used for the purposes of the contract and the contractor shall immediately comply with such direction.

Pursuant to the preceding paragraph, NTPFES shall not be liable to any person for any claim for damage or otherwise arising out of any such direction.

**CONDUCT OF CONTRACTOR'S EMPLOYEES AND SUB-CONTRACTORS**

The Contractor shall employ and ensure that their sub-contractors employed in connection providing the Services are only such persons as are of good character, suitably qualified, enrolled or registered, skilled and experienced in their respective scopes of practice. The Contractor shall be responsible for the good and proper conduct of the persons engaged by them and employed in the performance of the Services.

Any person sourced by the Contractor must comply with relevant NTPFES policies and procedures in particular the Security Instruction and Procedures which requires a criminal history check to be undertaken prior to obtaining access to NTPFES facilities.

NTPFES may require the instant dismissal from the Services of any persons employed by the Contractor in connection with the Services who, in the opinion of NTPFES, misconducts themselves or is incompetent or negligent in the performance of their duties, and the Contractor shall immediately comply with such a requirement. The Contractor shall not again employ a person so dismissed on or in connection with the Services without the prior approval of NTPFES.