

# Security awareness and declaration for contractors

## Legislation:

*Crimes (Administration of Sentences) Act 1999 sections 253A to 253G*

It is an offence to bring or attempt to introduce the following into a place of detention without lawful authority:

- any alcohol
- certain poison as listed in the Poisons and Therapeutic Goods Act 1966
- any prohibited drug or prohibited plant
- a syringe/needle or anything designed for the use or intended to be used as part of a syringe.

It is also an offence to possess an offensive weapon or instrument (e.g. a firearm or a knife) in a correctional centre or correctional complex without reasonable excuse.

Further, it is also an offence to do or attempt to do the following without lawful authority:

- enter any correctional centre or correctional complex
- communicate with any inmate
- deliver anything to an inmate
- bring anything (e.g. money, letter or other document, clothing or any article, mobile phone or other eSIM enabled device) into any correctional centre or convey anything out of , or receive anything for conveyance out of, any correctional centre or correctional complex
- loiter about or near any correctional centre or correctional complex
- hide or leave anything anywhere (either inside or outside a correctional centre or correctional complex) for the purpose of its being found or received by an inmate.

## General requirements for contractors:

### Safe keeping of all equipment and materials

A contractor **must ensure all** tools, equipment and materials are properly secured whilst absent from the site. **No materials** that may be used for alternative purposes are to be left on site (e.g. ramset cartridges, ladders, bolt-cutters, ropes).

### Permission to inspect site

A representative of the Department or other authorised person will be allowed to inspect the worksite at any time.

### Entry and exit protocol

Prior to entering a correctional centre, a contractor must provide acceptable ID (usually photo drivers licence, proof of age card, passport etc.); sign the visitors book at the main gate and sign out when departing the facility. Upon arrival at the gate, the contractor may be required to produce an entry permit.

### Security of ladders and cables

As these items may provide easy access for an inmate to escape, they should not be left unattended but locked in a secure area or removed from the site.

### Reporting of accidents and incidents

All accidents and injuries **must** be reported by completing the "Accident/Injury 48 Hour Notification for offender/non-employee". The officer in charge will arrange or provide access to these documents.

### Reporting of missing tools and/or materials

Should any tool/s and/or materials disappear or become unaccounted for, the contractor is to report the matter to the officer in charge as soon as possible.

### Reporting of improper approaches by inmates

If an inmate approaches a contractor with the intention of seeking his/her involvement in conveying any letter, document, clothing, or article into or out of a correctional centre, the contractor must report the matter to the officer in charge.

### Requirement to advise use of hazardous substances (including explosive power tools)

If the contracted task requires the use of hazardous substances or explosive power tools, all safety precautions are to be taken in accordance with the appropriate Australian Standards. Prior to entering a correctional centre or complex, the contractor is required to advise the gate officer of any explosive power tools and/or hazardous substances to be taken onto the site (as stated on the entry permit).

### Requirement to inform staff and/or sub-contractors

Contractors are required to inform their staff or any sub-contractor who may be required to perform work in a correctional centre/court cell complex on behalf of the principal contractor, of the above mentioned legislative and general requirements for entry into a correctional centre/court cell complex.

I \_\_\_\_\_ declare that I have read the above conditions regarding entry into a NSW correctional centre.

I also declare that I will report (to the nearest available custodial officer) any matter, incident behaviour or improper approach by an inmate that may affect the security of the correctional centre or present a threat to any office, inmate, visitor or fellow worker.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(e.g. 01-Jan-2018)

**Note: This document must be retained on the contractor register and a signed copy given to the contractor.**