

# Local Procedure



**Health**  
Hunter New England  
Local Health District

## WALLSEND CAMPUS - BUILDING, VEHICLE AND PERSONAL SECURITY

<b>Sites where Local Procedure applies</b>	Wallsend Campus
<b>This Local Procedure applies to:</b>	
1. Adults	Yes
2. Children up to 16 years	Yes
3. Neonates – less than 29 days	No
<b>Target audience</b>	All HNELHD Staff, as well as clients, visitors and contractors who access HNELHD Wallsend Campus
<b>Description</b>	

[Go to Procedure](#)

<b>Keywords</b>	Wallsend, Campus, Building, Vehicle, Personal, Security, GNS, CACS
<b>Document registration number</b>	<b>GNS CACS 19_051</b>
<b>Replaces existing document?</b>	Yes
<b>Registration number and dates of superseded documents</b>	<b>GNS CACS 16_061</b> <b>GNS CACS 16_022</b> – Wallsend Campus, Building Vehicle and Personal Security

### Related Legislation, Australian Standard, NSW Ministry of Health Policy Directive or Procedure, National Safety and Quality Health Service Standard (NSQHSS) and/or other, HNE Health Document, Professional Procedure, Code of Practice or Ethics:

- NSW Health Protecting People and Property: NSW Health Policy and Standards for Security Risk Management in NSW Health Agencies June 2013 (includes updates Oct 2018)  
<https://www.health.nsw.gov.au/policies/manuals/Documents/prot-people-prop.pdf>
- NSW Health PD2020\_047 Incident Management  
[https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2020\\_047.pdf](https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2020_047.pdf)
- NSW Health Policy Directive PD2017\_043 - Violence Prevention & Management Training Framework for NSW Health Organisations  
[https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2017\\_043.pdf](https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2017_043.pdf)
- NSW Health Policy Directive PD2015\_001 Preventing and Managing Violence in the NSW Health Workplace – A Zero Tolerance Approach  
[https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2015\\_001.pdf](https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2015_001.pdf)
- NSW Ministry of Health Policy Directive PD2013\_006 - Injury Management and Return to Work  
[https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2013\\_006.pdf](https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2013_006.pdf)
- NSW Health PD2018\_013 - Work Health and Safety : Better Practice Procedures  
[https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2018\\_013.pdf](https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2018_013.pdf)
- NSW Health Policy Directive PD2018\_038 Security Improvement Audits (including Security Improvement Audit Tool)  
[https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2018\\_038.pdf](https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2018_038.pdf)
- HNELHD Pol 20\_01 Work Health and Safety Policy  
[http://intranet.hne.health.nsw.gov.au/\\_data/assets/pdf\\_file/0017/330641/HNELHD\\_Pol\\_20\\_01\\_Work\\_Health\\_and\\_Safety\\_Policy.pdf](http://intranet.hne.health.nsw.gov.au/_data/assets/pdf_file/0017/330641/HNELHD_Pol_20_01_Work_Health_and_Safety_Policy.pdf)

- HNELHD Policy Pol 14\_05 – Security  
[http://intranet.hne.health.nsw.gov.au/\\_data/assets/pdf\\_file/0006/126384/HNELHD\\_Pol\\_14\\_05\\_Security.pdf](http://intranet.hne.health.nsw.gov.au/_data/assets/pdf_file/0006/126384/HNELHD_Pol_14_05_Security.pdf)
- CACS-GNS 19\_018 - Camera Surveillance  
[http://intranet.hne.health.nsw.gov.au/\\_data/assets/pdf\\_file/0017/200663/Camera\\_Surveillance\\_CACS-GNS\\_19-018.doc.pdf](http://intranet.hne.health.nsw.gov.au/_data/assets/pdf_file/0017/200663/Camera_Surveillance_CACS-GNS_19-018.doc.pdf)
- CACS-GNS Responding to Alarms After Hours

<b>Prerequisites (if required)</b>	All staff will have knowledge and understanding of their rights and responsibilities in regard to safety and security under the Work Health & Safety Act 2011 as well as relevant NSW Health and HNEAHS policies
<b>Local Procedure note</b>	This document reflects what is currently regarded as safe and appropriate practice. However, in any clinical situation there may be many factors that cannot be covered by a single document and therefore does not replace the need for the application of clinical judgement in respect to each individual patient/client/resident.
<b>Position responsible for the Local Procedure and authorised by</b>	Louise Lazic, General Manager, Community & Aged Care Services, Greater Newcastle Sector
<b>Contact person</b>	Chris Catchpole, Senior Manager Community Services / Director Allied Health
<b>Contact details</b>	02 492 46359
<b>Date authorised</b>	April 2022
<b>This document contains advice on therapeutics</b>	No
<b>Issue date</b>	April 2022
<b>Review date</b>	April 2025

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## **RISK STATEMENT**

Failure to comply with the Wallsend Campus Building Vehicle and Personal Security Procedure may result in harm or damage to property or harm or injury to staff, residents, visitors or contractors.

These risks are minimised by:

1. Training and educating staff about their responsibilities to ensure the safety and security of themselves and the workplace.
2. Locking and securing buildings when the last staff member leaves for the day.
3. Locking and parking all Fleet vehicles in the designated car parks after use.
4. Limiting entry to Wallsend Campus only to authorised people after hours.
5. Reporting any security incidents on the Incident Management System.
6. Repairing any damage in a timely manner.

**Risk Category: Safety and Security**

## **ABBREVIATIONS & GLOSSARY**

<b>Abbreviation / Word</b>	<b>Definition</b>
AFM Online	Asset and Facility Management Online
CACS	Community and Aged Care Services
GNS	Greater Newcastle Sector
HNELHD	Hunter New England Local Health District
IMS+	Incident Management System
JHH	John Hunter Hospital
WACF	Wallsend Aged Care Facility

## **PROCEDURE**

**This procedure requires mandatory compliance.**

### **1. SECURITY AWARENESS AND RESPONSIBILITIES**

#### **MANAGERS**

Are responsible for:

- Ensuring that staff working at Wallsend Campus are provided with an Orientation which details duress response procedures, security arrangements and lockdown procedures relating to their service.
- Ensuring staff are wearing their HNELHD Identification badges while at work.
- Authorising staff to obtain keys or swipe cards from their Line Manager (see Appendix 1).
- Monitoring of staff wearing mobile duress alarms when attending clinical duties.

- Following up and investigating any security incidents involving their staff or the building.
- Reporting any suspicious activity or thefts of equipment to the Security Officer and Wallsend Maintenance Supervisor so the Police can be notified.

## **ALL STAFF**

Are responsible for:

- Complying with this Security Procedure and ensuring that security doors remain locked at all times.
- Wearing HNELHD Identification badge while at work.
- Ensuring that keys or swipe cards issued to them are kept in a secure place.
- Returning keys or swipe cards issued to them on resignation or transfer from Wallsend.
- Reporting to their relevant Line Manager any unauthorised access to the facility; damage to property, access to HNELHD computers and / or unaccounted for items.
- Wearing mobile duress alarms when seeing clients or patients where fixed duress alarms are not located in clinic or consultation rooms.
- Responding to all duress alarms and assisting other staff in managing incidents.
- Reporting any property/security/hazard incidents, injuries or near misses via IIMS. e.g. theft of belongings or equipment, damage to equipment or cars parked on Campus, trespassing in buildings by person/s who are not wearing a HNELHD Identification badge.
- Attending any required training relating to Personal Security or Violence Prevention and Management or duress response procedures.
- Ensuring all personal valuables and belongings are locked away when not within the staff member's possession.
- Logging off from a HNELHD computer when not in use.
- Ensuring their personal computer passwords are changed regularly and not given to other people.
- Ensuring swipe cards or code numbers are not given to another person to use.

## **VISITING STAFF**

Are responsible for:

- Signing the Visitors Book for the service they are visiting on arrival and signing out on departure.
- Reporting any security incidents to their manager via an IIMS notification.

## **CONTRACT SECURITY OFFICERS**

Are responsible for:

- Locking and unlocking the Wallsend Campus perimeter gates.
- Responding to an intruder alarm if directed to by Wallsend Campus Facility Manager on call.

## **MAINTENANCE DEPARTMENT**

Are responsible for:

- Ensuring that the security systems are operational.

- Ensuring shrubbery is pruned away from external lighting and buildings to reduce the risk to staff.
- Ensuring that twigs and branches are regularly removed from the grounds of Wallsend.

## **CONTRACTORS**

Are responsible for:

- Signing in on arrival and signing out on departure in the Contractors Book kept in the Maintenance Department.
- Following contractor management procedures detailed in the HNELHD Policy Compliance Procedure – Contractor Management PD2015\_050:PCP 13.

## **VISITORS TO WALLSEND AGED CARE FACILITY**

Are responsible for:

- Signing in when entering WACF in the Visitors Book located in the front foyer and signing out of the facility on departure.

## **2. OPENING UP AND LOCK DOWN PROCEDURES**

Occupied buildings at Wallsend Campus are open from Monday to Friday except for Wallsend Aged Care Facility.

- **Booth Building** – Front entry to building is opened at 7:45 and locked by Hunter Population Health Reception staff at 17:00. Access is controlled by swipe card for staff and visitors must report to Reception.
- **First Steps Parenting Centre** – Accessible only for staff by key entry. Intercom is located at the front entry door to control access to families and visitors.
- **Harker Building** – Front entry door near the children’s playground automatically opens at 7:30 and locks at 17:00. Entry to secure areas is by pin code or swipe card entry.
- **Maintenance Workshops** - Accessible only to Maintenance staff from 7:00 to 15:30 by key.
- **Neal House** – Open from 8:00 to 17:00. Accessible to staff of Community Options, Diabetes Service and Hunter Population Health by key only.
- **Walker Building** – Open from 8:00 to 17:00 by key access. Intercom at front door of Community Option Service (not Aboriginal Health Unit) to control visitors.
- **Wallsend Clinic** – Opened at 7:30 and closed at 17:00 by staff. Entry to secure areas is by swipe card.
- **Wattle Grove Day Centre** – Open from 7:30 to 16:00. Secured by key only access at all times.
- **Western Newcastle Community Health Centre** – Building is opened by key. Access is controlled by swipe card entry to secure areas.
- **1 Bean St** – Accessible only to staff by key entry.
- **4 Bean St** – Accessible only to staff by key entry.
- **10 Nash St** – Accessible only to staff by key entry.

## **3. WALLSEND AGED CARE FACILITY**

Wallsend Aged Care Facility is a 98 bed aged care facility delivering care to residents twenty-four hours per day.

### 3.1. ACCESS PROCEDURE

- The front entry door and ambulance bay entry to Wallsend Aged Care Facility are locked.
- Any staff and visitors wanting to access the facility use the front entry door or Ambulance Bay intercom to gain entry to the wards by pressing the button for the ward they wish to visit.
- The front entry has a CCTV surveillance camera and staff of WACF will permit entry only after verification of identity is provided.
- All persons need to press the intercom button to gain entry to the facility.



### 4. KEY AND ACCESS CARD CONTROL PROCEDURES

- All new staff are to complete the Wallsend Campus Key and Access Card Request Form (see Appendix 1) and obtain signed approval by the Department Head and relevant Business/ Account Manager.
- When signed approval has been obtained the completed form needs to be sent to the Maintenance Department, in the Works Office, Wallsend Campus. The key/s will be issued to the staff member by the Maintenance Department,
- The staff member is to sign the Wallsend Campus Key and Access Card Request Form, witnessed by a staff member from the Maintenance Department to acknowledge that they have received the key/s.
- When a staff member no longer works for or resigns from the Department located at Wallsend Campus, the key/s and/or access card is be returned by the staff member to their Line /Service Manager who will return the key/s and/or access card to the Maintenance Department.
- If the keys are to be issued to another staff member the Line Manager will assist the staff member to complete the Key access form and forward the completed form to the Maintenance Department for the reallocations of the keys from one staff member to another to ensure that the key register is kept up to date.
- The Line /Services Manager and the Maintenance Department must be notified if key/s or access cards are lost immediately following the loss and a ims+ report completed.

## **5. KEY AND ACCESS CARD CONTROL PROCEDURES FOR POPULATION HEALTH**

- All new staff are to complete the Population Health Key and Access Card Request Form (see Appendix 2) and obtain signed approval by the Department Head and relevant Business/ Account Manager.
- Population Health staff have their own processes including approval and issuing of Access Cards via the Business Manager of Administrative Services and do not require the involvement of the Maintenance Department.
- Population Health will issue cards & return cards for their staff only.

## **6. ACCESS CODE PADS**

- If a building is fitted with an Access Code Pad, it is the responsibility of the Department Manager to change the code to the Access Code Pad every six months or sooner if circumstances warrant the code to be changed.
- Disused access codes must not be reused for 12 months.

## **7. CAMPUS SERVICES LOCK DOWN PROCEDURE:**

All staff are to ensure that their immediate work environment is secure at the end of the day by attendance to the following process. Those processes include but are not limited to:

- All windows are closed and locked and all blinds are fully closed.
- Filing cabinets are closed and locked as appropriate.
- Any cash is to be placed in a locked cash box and then locked in the safe.
- All room keys, access cards and vehicle keys are to be stored in a locked cupboard / drawer.
- All client / patient information, i.e. health care records, are to be stored in compactus/filing cabinets and the compactus/filing cabinets are to be locked before the last Administrative Assistant leaves the building.
- Mobile phones are to be taken home or stored appropriately by relevant staff and are not to be left where they visible from outside of the building or in HNELHD vehicles.
- Staff and equipment areas are to be checked and locked securely.
- All staff when leaving any building are required to ensure that the door they use as an exit firmly closes.
- If any doors &/or locks are found to be faulty or broken, the staff member is to report the fault to the Maintenance Department by submitting an AFM Online request. The Maintenance Department will then take steps to secure the door in a manner which will prevent access.
- If the fault is detected after hours the staff member will take all reasonable steps to secure the door and report the fault to the Maintenance Department by submitting an AFM Online request.

- If any building has an intruder alarm then this is to be activated by the last staff member leaving the building.
- All perimeter door locks are to be checked by staff to ensure they are secure. At the same time a visual inspection of all windows is to be carried out and windows are to be closed if left unsecured.
- Any suspicious activity in or around the building during working hours should be reported to the staff member's Line Manager who will notify Police if required. It must be also reported on an ims+ report.

## **8. WALLSEND CAMPUS LOCKDOWN**

- Lockdown of the Wallsend Campus will occur between the hours of:
  - Monday to Sunday from 20:00 hours until 06:00 hours.
- During this period all external security gates will be locked by the appointed Security contractor.
- The Security contractor will complete an external round of Wallsend Campus and all observed unsecured windows and doors after lockdown are to be immediately reported to the Maintenance Supervisor.

## **9. AFTER HOURS ACCESS TO WALLSEND CAMPUS**

- Any staff member or delivery drivers who require regular access the Wallsend Campus after lockdown are to provide their contact details to the Wallsend Maintenance Supervisor, with supporting approval from their manager (see Appendix 3).
- All programmed mobile phone numbers can access the site during lockdown by dialling Mb: 0407 272 784.
- Staff or delivery drivers requiring access can pull over in Bean St or Shields Lane to call the main gate access number on Mb: 0407 272 784. They can then proceed to the main gate which will open automatically to allow entry to the Wallsend Campus.
- An intercom is located on the right hand side of the Shields Lane entrance gate. Staff, visitors or delivery drivers can request access to the site after-hours via this intercom by pressing the # key on the intercom contacting the RN in charge at WACF.

## **10. MOTION ACTIVATED CAMERAS**

- Motion Activated Cameras have been placed at strategic locations across the Wallsend Campus.
- If any of these cameras are triggered, the SMC will be notified and a picture of the image will be sent to the JHH Security generic email address. A SMS will be sent to JHH Security Mobile alerting them of the email to view the camera image.
- JHH Security Officer will assess the image and an escalation process will commence:
  - JHH Senior Security Officer
  - Security contractor
  - Police if required
- If no HNELHD contact is available and a risk is identified the Police will be notified by the SMC.



## **11. SECURITY IN THE EVENT OF A PERSONAL THREAT OR SUSPICIOUS ACTIVITY**

- If staff feel unsafe or threatened they should retreat to the designated safe haven for their building and contact NSW Police.
- NSW Police should be contacted when suspicious persons / behaviours have been identified or HNELHD property has been damaged. If property has been damaged an ims+ report needs to be completed and Wallsend Campus management notified.
- All staff members should have the Emergency number for Wallsend Campus 0-000 on their landline telephones and Emergency Procedures flipcharts. Where appropriate, they should also be entered into the contact list in their mobile telephones.

## **12. STAFF WORKING AFTER HOURS (i.e. before 8:00 and after 17:00):**

- Car spaces are reserved for staff on afternoon shift at Wallsend Aged Care Facility in Car park No. 2.
- If no car spaces are available in Car park No. 2, staff are to park in Car Park No. 4.
- If any staff have parked their car in Car park No 4 or off campus they are to move their car to Car Park 2 during their shift at the earliest time possible and in the company of another staff member.

## **13. ACCESS TO BUILDINGS OUT OF HOURS (i.e. before 8:00 and after 17:00):**

- Buildings on Wallsend Campus that are not routinely occupied after hours are not to be accessed by staff without the permission of their Line Manager.
- HNELHD Identification will be required to be worn when buildings are accessed out of hours.

## **14. PERSONAL THREAT**

- If there is threat to personal safety staff must follow Code Black - Personal Threat procedures in the HNELHD Emergency Procedures Flip Chart.
- Mobile duress alarms are required to be worn by all clinical staff seeing patients.
- Staff are to always use verbal de-escalation strategies to manage aggressive incidents.
- Staff are to retreat to a Safe zone for their personal safety e.g. room behind a locked or swipe card only access door which has a phone or mobile phone for communication purposes.

## **15. RESPONSE TO AN ACTIVATION OF A DURESS ALARM**

- Each service located on the Wallsend Campus will manage their own duress/code black response.
- When a fixed or mobile alarm is activated, it will register with the external Security Monitoring Centre who will contact the service via phone to report a duress activation in the building and to check if Police are required.
- If Police are required, staff will either
  - Request police assistance (if it is safe to do so) or
  - Not provide SMC with the Password (Security). This will then prompt SMC to call the Police.

- The staff member while still on the phone to SMC will:
  - Determine the location of the duress activation.
  - Summons the Code Black/Duress Response Team.
- If no phone contact is made with the service the SMC will contact the Police to attend the facility.
- If a code black response is required staff are to follow their service Code Black procedure.

## **16. PROCESS FOR DURESS ALARM TESTING**

- Each Service will test their own fixed and mobile duress alarms weekly and will record the results on the duress testing sheet. All faults are to be reported to the Maintenance Department to have them repaired.
- Prior to testing, staff will need to contact the Security Monitoring Centre and inform them that testing is about to occur and provide the building password to the operator. The SMC will then put the Duress Alarm system on TEST.
- When duress testing has been completed, staff will need to contact the SMC and inform them that testing is complete. The system will then be taken off the testing mode. SMC will inform staff of the results of the testing and if there are any faults or concerns.
- Wallsend Maintenance Department checks that alarms have been tested and then resets the system.
- Issues concerning the improper function of the Duress Alarm System is actioned by the Maintenance Department.
- If any alarms are found not to be operating the relevant Department Manager will be notified by the Maintenance Department.
- If repairs are required, AFM Online requests are raised by the Maintenance Department and the Security Monitoring Centre are advised of repairs.
- Staff are to refer to their services duress alarm testing procedure.

## **17. CCTV SURVEILLANCE**

- There are CCTV cameras at Wallsend Campus surveilling Car parks 1 and 2 and entries to WACF.
- There are several remote motion detection cameras in various locations around the campus which operate after hours.
- Staff are to be notified during Orientation that CCTV surveillance occurs on Wallsend Campus.
- Activities are recorded for 28 days.
- If CCTV footage is required by Police or other parties a request must be made by completing the HNELHD Application form to obtain CCTV footage and approved of by the CACS-GNS General Manager as per CACS-GNS Local Guideline & Procedure CACS-GNS 19\_018 - Camera Surveillance.

## **18. CASH HANDLING:**

- Two staff members are to perform cash escorts when money is being transported by staff from the collection point to the Cashier located in CACS GNS Finance Department.
- If cash is being collected by an external Security company for banking, the process must occur in a secure area.
- Staff are to refer to and follow their services cash handling procedure.

#### **19. FLEET VEHICLES**

- All HNELHD vehicles left on site will be locked and parked in the designated secure car parking areas by the staff member using vehicle.
- No equipment is to be left visible within the vehicle but should be secured in the boot. Fuel cards are not to be left in sight. They can be stored in the glove box. Vehicle Keys are to be returned to individual Service Reception areas as appropriate.
- If a staff member is taking the vehicle home all items including fuel cards and keys are to be taken and stored at the staff member's home and not left in the vehicle.

#### **20. STAFF TRAINING:**

- It is the responsibility of the Service Managers at Wallsend Campus to educate and orientate new staff members to the site to the security arrangements and procedures specific to the risks of their department.
- Staff must attend online or face to face Aggression Minimisation training which relates to their job description and client or resident base.

#### **21. SECURITY AUDITS:**

- Security Audits are attended biannually as per the NSW Health Protecting People and Property Guide.
- Any actions required will be implemented and monitored by CACS-GNS Facility Management.

**APPENDICES:**

**Appendix 1.** Wallsend Campus Key and Access Card Control Form

**Appendix 2.** Population Health Key and Access Card Request Form

**REFERENCES:**

HNELHD Emergency Procedures Flipchart

NSW Ministry of Health Protecting People and Property: NSW Health Policy and Standards for Security Risk Management June 2013

NSW Ministry of Health Policy Directive PD2018\_038 Security Improvement Audits (including Security Improvement Audit Tool)

Wallsend Campus Security Safe Work Practices

Work Health and Safety Act 2011

<http://www.legislation.nsw.gov.au/fragview/inforce/act+10+2011+whole+0+N?tocnav=y>

Work Health and Safety Regulation 2017

<https://www.legislation.nsw.gov.au/#/view/regulation/2017/404>

**FEEDBACK**

Any feedback on this document should be sent to the Contact Officer listed on the front page.

**Appendix 1: Wallsend Campus Key and Access Card Control Form**

**EQUEST FORM - RETURN COMPLETED REQUEST FORM TO MAINTENANCE DEPT, WALLSEND CAMPUS**

<b>KEY REQUEST NO:</b>			
<b>ACCESS CARD REQUEST NO:</b>			
Last Name (Please Print)			
First Name			
Staff member Number			
Position			
Department			
Building/Location (Booth, Harker etc.)			
Contact Number			
Room Number			
Number of Keys			
Key Number (Quote Key No. only off an existing key, otherwise provide Room No. only)			
Key Type (please tick)	Door	Locker	Cupboard
Signed:			
Date:			

**DEPARTMENT HEAD AUTHORISATION**

Name (Please print)			
Position			
Cost Code (must include Cost Centre and Program)		----- / ----- Cost Centre Program	
Signature:			
Contact No.:			

**BUSINESS MANAGER AUTHORISATION**

Name (Please print)			
Signature:			

**MAINTENANCE DEPARTMENT AUTHORISATION TO CUT KEYS**

This is to certify that this Key and Access Card Request has been sighted and processed through the Maintenance Department, Wallsend.

Name (Please print)			
Signature:			
Date:            /        /			

**ISSUING KEY OR ACCESS CARD RECEIPT**

I (Print name) _____ hereby acknowledge receiving key/s or access card	
Signature: _____ Date: ____/____/____	
Witness: (Please print)	Signature:

Appendix 2 – Population Health Application Form for Security Access Card & Office Keys

Hunter New England Local Health District  
Hunter New England Population Health



**APPLICATION FORM FOR SECURITY ACCESS CARD  
AND OFFICE KEYS**

Name: .....

Project/Program: .....

Site based: .....

Contract end date (if not permanent):.....

Cost centre: .....

Site required for access (tick applicable):

- Wallsend Booth building                     [ ]
- Wallsend Harker building                 [ ]

**Chubb Cards:**

I understand that this access card is free of charge and if it is lost or damaged and unable to be found or repaired, then I agree to pay for its replacement at \$25.00 or subsequent replacements of \$35.00.

Cards and keys will be replaced by the Business & Administrative Services Manager free of charge if they are faulty, if they simply no longer work and there have been no visible signs of damage

For staff who already have swipe access cards, no change to system except if they lose or damage the card, they will forfeit the \$15 deposit forfeit and will pay \$10 for the first replacement and \$35 for any subsequent replacement cards requested.

On resignation or leave > three months, the access card is to be returned and deposit returned if applicable.

**Keys:**

I understand that this office key is issued free of charge and if it is lost or damaged and unable to be found or repaired, then I agree to pay for its replacement at the key company charges.

Keys will be replaced by the Business & Administrative Services Manager free of charge if they are faulty, if they simply no longer work and there have been no visible signs of damage

On resignation or leave > three months, the key is to be returned.

.....  
Name    Signature    Date

Office use only:	Card number	.....
	Issue date	.....
Issuer:	Name	.....
	Signature	.....

Hunter New England Local Health District  
ABN 83 598 010 203  
  
Hunter New England Population Health  
Locked Bag 10  
Wallsend NSW 2287  
Phone (02) 4924 6477 Fax (02) 4924 6490  
Email PHEnquiries@hnehealth.nsw.gov.au  
www.hnehealth.nsw.gov.au/hnep

Appendix 3: Wallsend Campus After Hours Access Request Form



WALLSEND CAMPUS AFTER HOURS ACCESS REQUEST FORM

**RETURN COMPLETED REQUEST FORM TO MAINTENANCE DEPARTMENT**

**WALLSEND CAMPUS**

ACCESS REQUEST NO:	
Last Name (Please Print)	
First Name	
Employee Number	
Position	
Department	
Building/Location (Booth, WNCHC, Harker, WACF etc.)	
Mobile Phone Contact Number	
Signed:	
Date:	

**MANAGER AUTHORISATION**

Name (Please print)	
Position	
Signature:	
Contact No.:	

**MAINTENANCE DEPARTMENT TO RECORD DETAILS ON DATABASE**

Maintenance Department will supply BSMS with the staff member's mobile phone number to enable activation of the intercom controlled automatic gate to Wallsend Campus.

(Print name) _____ has supplied BSMS with the staff member's mobile phone number
Signature: _____ Date: ___/___/___

**MANAGER NOTIFICATION TO REMOVE CONTACT DETAILS FROM LIST WHEN ACCESS IS NO LONGER REQUIRED.**

(Print name) _____ no longer requires access to Wallsend Campus after hours	
Signature: _____ Date: ___/___/___	
Staff member: (Please print)	Signature: