

# SECURITY SERVICES

## Security Card and Parking Permit Application Form

### INSTRUCTIONS:

The following persons are authorised to request a security card for an Applicant:

Category	Applicant
Caregivers	Caregivers working at SJG Murdoch Hospital or SJGHC caregivers working regularly at SJG Murdoch Hospital
Volunteers	Volunteers working at SJG Murdoch Hospital
Doctors	Medical practitioners accredited at SJG Murdoch Hospital
Contractors	Contractors working at SJG Murdoch Hospital, but not based at the hospital
Tenants / Providers	Tenants and service providers located at SJG Murdoch Hospital

The Applicant (you) needs to complete all fields of this form and attach a suitable photo of the Applicant in the ATTACH PHOTO HERE field. Once completed, please send the form to the respective security service (hyperlinks are at the bottom of the form).

Before we print the card, we must confirm the eligibility of the Applicant with data we receive from HR or similar sources. If the Applicant is not yet registered on the required databases (HR, Credentialing etc), there can be delays before the card can be printed.

The security card will automatically give the Applicant the access required for their role and department. If access to additional areas is required then please submit a MUR\_SEC\_003 Additional Security Access Request form after you have collected your card.

Once the card has been printed (usually within 1 business day), we will notify you via email including where the card can be picked up from. The Applicant (you) will need one form of photo identification (e.g. driver's license, passport, another existing SJOG identification card) to pick up the card.

### CONDITIONS FOR SECURITY CARD:

The Authorised Requestor, by submitting this form, confirms that they are the Authorised Requestor for the Applicant and that they have informed the Applicant of the following:

- Caregiver issued security cards remain the property of SJGHC and it has to be returned at the end of their employment.
- That the care and safekeeping of the security card is their responsibility. Any loss or severe damage to the security card needs to be reported to the respective security service immediately.
- That they cannot deface the card in anyway, including obscuring the name/photo or placing stickers on the card.
- That any replacement of their security card due to loss, defacing or severe damage (other than reasonably occurred while performing their duties) may incur a replacement fee [currently \$20.00, subject to change].
- Non-Caregiver employees pay a fee of \$30 for a security ID and are required to top up there card with credit in order to park at SJOG Murdoch.
- That security cards must be clearly visible while on duty.
- The issued parking permit sticker is to be displayed on the bottom right hand corner of you vehicle

### CONDITIONS FOR STAFF PARKING:

- Onsite parking will be provided for SJGHC campus staff.
- Security Office hours are between 2pm and 4pm Monday to Friday on 9428 8510.
- Vehicles may only park in the areas designated for staff. To enter and exit the Designated areas you are required to swipe your security card at the boom gates.
- The registration number of any vehicle used temporarily in place of authorised Vehicle must be made known to the Security Department.
- In the event of a permanent change of vehicle, notify Security Department of the replacement vehicle details.
- The car parks are regularly patrolled and monitored. Any parking violations will be acted upon. Continual breaches of car parking regulations could result in your parking privileges being removed along with suitable disciplinary action being taken.
- NOTE: The hospital does not accept liability for any loss or damage arising from the use of its parking privileges. Care should be taken to avoid leaving cars unlocked or items of value in vehicles.

File Name	MUR-SEC-001 Security-Parking Application.docx	
Date review	March 2023	
Owner	Manager Security and Parking	
Type	Customer Use	
Page	1	Pages 3

# MUR\_SEC\_001

APPLICANT DETAILS (who needs the card)	
<b>First Name</b>	
<b>Preferred Name</b>	
<b>Last Name</b>	
<b>Position Title</b> (Dr, Volunteer, VMO, RMO, Nurse, Admin etc.)	
<b>Employee Number</b> (SJGHC Caregivers only)	
<b>Ward/Department</b> (SJGHC Caregivers only)	
<b>Medical clinic / Wexford Suite Number</b> (Non- Caregivers only)	
<b>Email address</b>	
<b>Mobile Number</b>	
<b>Vehicle Registration Number</b>	
<b>Vehicle Make &amp; Model</b>	
<b>Vehicle Colour</b>	
<b>Manager Name</b> (not applicable for Doctors)	
<b>Manager Email</b> (not applicable for Doctors)	

**Note: All fields must be complete or application will not be processed.**

**Please Attach Photo to Email along with this application**

*The photo must comply with the minimum requirements mentioned in the Acceptable Identification Photo Requirements.*

*Unacceptable photos may result in delays to get your card printed.*

Security Department to Complete	
<b>DSO Name</b>	
<b>Permit Number</b>	
<b>Card Number</b>	
<b>Date</b>	

File Name	MUR-SEC-001 Security-Parking Application.docx
Date review	March 2023
Owner	Manager Security and Parking
Type	Customer Use
Page	2
Pages	3

**MUR\_SEC\_001**

 **Save**

Attach to email and send to your Manager who will approve your application and forward to the Security department for Processing.

 Send

**NB: DO NOT print this form. We need the original electronic version to be able to process your card application.**

**ACCEPTABLE IDENTIFICATION PHOTO REQUIREMENTS**

Requirement	Example
-------------	---------

1. Plain background (white, light grey, light beige are acceptable)
2. Head and shoulders only
3. No longer than 1 year old photo
4. Smiling permitted



**Application will be rejected if photo does not meet the appropriate requirements**



File Name	MUR-SEC-001 Security-Parking Application.docx			<b>MUR_SEC_001</b>
Date review	March 2023			
Owner	Manager Security and Parking			
Type	Customer Use			
Page	3	Pages	3	