



Trespass Notice Procedure

Procedure Number
WCDHB-PG-0075

Version Nos:
5

1. Purpose

This Procedure outlines the process for the issuing of a Trespass Notice against an individual by the West Coast District Health Board (WCDHB).

2. Application

This Procedure is to be followed by all WCDHB staff members.

3. Definitions

There are no definitions associated with this Procedure.

4. Responsibilities

For the purposes of this Procedure:

All Staff Members are required to:

- abide by the requirements of this Procedure.

5. Resources Required

This Procedure requires:

- i) Trespass Notice Template

6. Process

1.01 The WCDHB undertakes to provide a safe and secure environment for patients and staff, and to protect WCDHB property.

1.02 A Trespass Notice can be issued to a person who:

- i) has committed a crime against WCDHB; and/or
- ii) has indicated they may commit a crime against WCDHB; and/or
- iii) is endangering personnel, patients or WCDHB property; and/or
- iv) remains on WCDHB property after lawfully being requested to leave; and/or
- v) leaves when requested by WCDHB staff but returns later, and is still considered a danger to staff, patients and/or equipment.

1.03 In practice, Trespass Notices are to be issued only in **serious** instances of the above, such as the actual occurrence of an assault, major theft or serious willful damage, the presence of someone with a weapon, or, in these situations, when de-escalation techniques have failed and the threat remains.

1.04 Trespass Notices can only be initiated by the following authorised WCDHB personnel:

- i) Chief Executive Officer, (or a representative in their absence); and/or
- ii) General Managers, (or a representative in their absence); and/or
- iii) Operational and Service Managers in consultation with the relevant General Managers (or a representative in their absence); and/or
- iv) Other senior staff acting as agents of the above outside normal working hours.

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- 1.05 If other WCDHB staff members require a Trespass Notice to be issued, the action needs to be authorised by one of the above WCHB personnel.
- 1.06 A Trespass Notice issued by the WCDHB is valid for 2 years.
- 1.07 The WCDHB Trespass Notice template is to be used (and is available from the Forms page on the WCDHB Intranet).
- 1.08 The WCDHB authorised personnel shall immediately contact the Police, through the Telephone Operators, to issue the Trespass Notice.
- 1.09 If a person on whom a Trespass Notice has been served requires treatment by WCDHB services, such as an outpatients appointment or in an emergency situation, they will be given access **with appropriate security measures in place**, such as having an orderly on hand. This may also apply when the recipient of the Trespass Notice wishes to visit immediate family in hospital, and this is deemed necessary by medical and nursing staff, in consultation with the relevant General Manager.

7. Precautions And Considerations

- ➔ Trespass Notices are to be issued only in serious circumstance
- ➔ Trespass Notices can only be initiated by authorised WCDHB personnel
- ➔ A Trespass Notice issued by the WCDHB is valid for 2 years.

8. References

Trespass Act (1980)

9. Related Documents

WCDHB Trespass Notice Template

Revision History	Version:	5
	Developed By:	Risk and Quality Manager
	Authorised By:	Chief Executive Officer
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