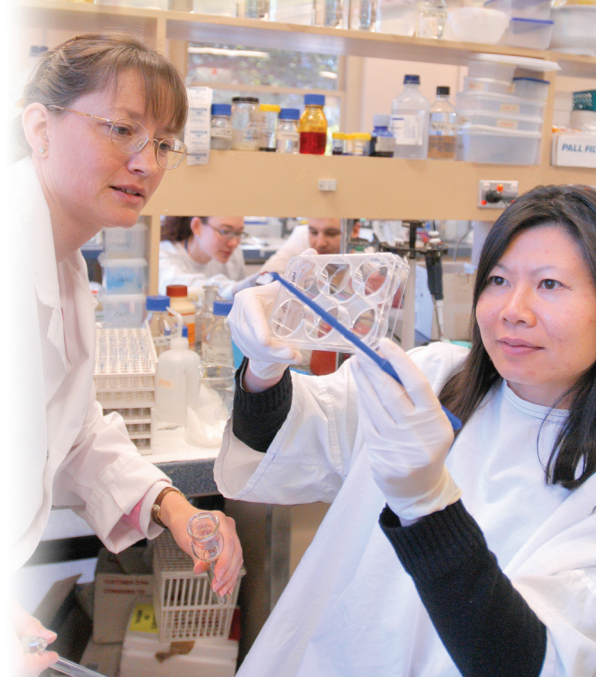


Workforce Welcome and Relocation Manual



NORTHERN SYDNEY
CENTRAL COAST
NSW HEALTH

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Welcome to NSCCH

Northern Sydney Central Coast Area Health Service offers great career opportunity and a superb place to live. Please take your time to look through this booklet and learn as much as you can about NSCCH and the Northern Sydney and Central Coast Regions.

We hope this booklet and the NSCCH Careers Website <http://www.nscchahs.health.nsw.gov.au/employment/careers.html> will assist you to make the transition into the workplace and our communities.

This booklet, in collaboration with the NSCCH employment website has been developed to assist employees moving from interstate or overseas relocate to the area.

We have compiled information from many sources in an attempt to provide current information that will assist new staff as they transition to the area, either temporarily on a working visa or permanently.



Due to the complexity of some of the topics covered, only basic information may have been provided. However, efforts have been made to provide details on where to get further information including websites and contacts should you need this.



Section 1 – Introduction to NSCCH

About NSW Health

The NSW Department of Health is responsible for ensuring that the people of NSW are provided with the best possible health care. The Department monitors the NSW public health system and supports the NSW Minister for health in his/her statutory role. For more information about the NSW Department of Health Organisation Structure, please visit

<http://www.health.nsw.gov.au/aboutus/structure.asp>

Public health organisations include the following:

- 8 Area Health Services
- the Ambulance Service of NSW
- the Children's Hospital at Westmead
- Justice Health
- Clinical Excellence Commission

These organisations plan, deliver and coordinate local health services. They are responsible for providing services such as public and community health, public hospitals, psychiatric hospitals, emergency transport, acute care, rehabilitation, counselling, and many community support programs (www.health.nsw.gov.au)

Code of Conduct

The NSW Health Code of Conduct outlines the standards expected of staff within NSW Health in relation to their conduct in employment. It applies to all staff including permanent, temporary, casual, termed appointment of honorary capacity in public hospitals, community health centres, affiliated health organisations, Dental Schools and clinics, Public Health Units, NSW Ambulance Service, NSW Dept of Health, Public Health System Support Division and Chief Executive and Board governed Statutory Health Corporations.

For a copy of the NSW Health Code of Conduct, please click below:

[Code of Conduct](#)



About NSCCH

At NSCCH, we look after the health of more than a million people – from Sydney Harbour in the south and Lake Macquarie in the north. As an employee of NSCCH, you are a part of a large team of 16,000 medical and nursing staff, scientists and researchers, allied health professionals, students, administrators and hotel and maintenance staff.

NSCCH provides health care across Northern Sydney and the Central Coast in the following areas;

- Tertiary referral, district, mental health community and rehabilitation hospitals
- Nursing homes
- Community health centres
- Home settings

Purpose and Goals of NSCCH

NSCCH is committed to improving the health and well-being of our patients and communities through health care, partnerships, education and research. The goals underpinning this broad objective are consistent with those promulgated by NSW health in the statement “Strategic Directions for Health”.

Goals

1. To keep people healthy

- More people adopt healthy lifestyles
- Prevention and early detection of health problems
- A healthy start to life

2. To provide the health care people need

- Emergency care without delay
- Shorter waiting times for booked non-emergency care
- Fair access to health services

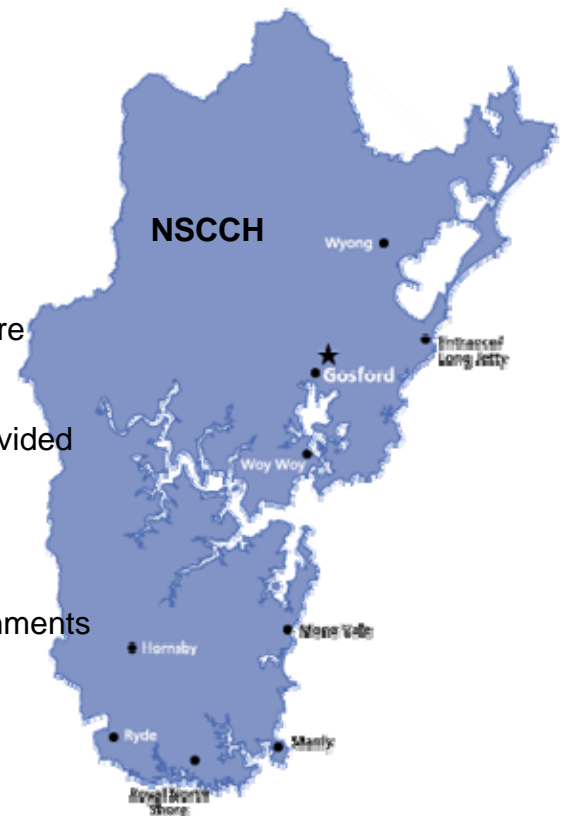
3. To deliver high quality health services

- Consumers satisfied with all aspects of services provided
- High quality clinical treatment
- Care in the right setting

4. To manage health services well

- Sound resource and financial management
- Skilled, motivated staff working in innovative environments
- Strong corporate and clinical governance
- Profile, structure, purpose and goals

(Employee Induction Handbook 13/11/2009 – Version 6)



Demographics

Population

An estimated 1,124,250 people lived in the health area in 2006. This represents 16.4 per cent of the estimated population of NSW and 19.1 per cent of the population are aged 75 years or more. This age range is significant because older age groups need considerably more health care than the general population.

By the year 2011, it is estimated that the population will have grown to more than 1,162,210. The '75 years and over' population in NSCCH will have grown to more than 20 per cent of the New South Wales population in that age group. It is expected that there will be 28.8 per cent more people in the '85 and over' age group in 2011 than there were in 2001. The other age group expected to grow the most over the period to 2011 is the 'late working age-early retirement' group aged between 60 and 69 years. It is expected that by 2011 there will be 15,700 more people age 60-64 years (25%) and 9,600 more people aged 65-69 years (19.4% increase).

Multicultural Profile

The Central Coast Health Service has a different multicultural profile from the remainder of NSCCH. Central Coast Health Service has only 4.5 per cent of its population born in a non-English speaking country. In the remainder of NSCCH 18% of residents were born outside English speaking countries. The country of birth data are also reflected in the language preferences of residents. In the metropolitan health services, 76% of the population speaks only English. In the Central Coast Health Service 92 per cent of the population reported only speaking English at the 2001 Census.

Cantonese, Italian, Mandarin, Korean, Japanese, Arabic, Greek, German, Spanish, Tagalog and Persian are the most reported languages other than English spoken in NSCCH. Ryde and Willoughby were the local government areas with the highest proportion of residents who reported speaking a language other than English.

Health Status of residents

The mortality rate for NSCCH residents is significantly lower than for the whole of NSW, indicating a better health status. In 2003, there were 8,101 deaths among NSCCH residents. Cardiovascular disease was the most common overall cause of death among NSCCH residents in 2003 accounting for 40.2% of all deaths. This profile remains current. Cancers were the second most common cause of death in 2003, being attributed as the cause of death of 27.1% of deaths. For males, the main sites were the lungs, prostate and colon. For females, the main sites were breast, lungs and colon. This profile remains current.

Section 3 – Moving to the Region

If you're planning to move yourself or your whole family to NSW to work with NSCCH, you will need to find out about key services like housing, transport and work.

The more time you put into planning, the easier it will be to relocate to the area. Please ensure you give yourself plenty of time to make the required arrangements prior to moving to the area.

A definite MUST READ when planning a move to NSW is the "Living In NSW Booklet" which can be found at:

<http://www.business.nsw.gov.au/investment/living> .

This Booklet has a wide range of information that will help you when moving to NSW.

Other Useful Information:

<http://www.nsw.gov.au/life-events/moving-house>

The Lifestyle in Northern Sydney and the Central Coast

If you want the best quality of life for yourself and your family, then you have moved the right place. NSCCH provides plentiful opportunities to achieve this, offering a high quality of life, outstanding employment prospects, high quality education and health care. This region is also blessed with fine weather, friendly people and a stunning and diverse natural environment.

Central Coast Useful Links

<http://www.gosford.org>

<http://www.wyongshire.org>

<http://www.theentrance.org/index.html>

<http://www.terrigan.org>

[Arts and Culture - FusionArts](#)

[What's On - Central Coast](#)



Northern Sydney Useful Links:

[Northern Beaches](#) - www.wherewelive.com.au

[Manly](#) – www.manlyaustralia.com.au

[City Of Sydney](#) – www.cityofsydney.nsw.gov.au

[Hornsby](#) – www.hornsby.nsw.gov.au

[National Parks - Sydney and Surrounds](#)

<http://www.environment.nsw.gov.au/parks/regionsydney.htm>



Salary Packaging

Salary packaging is a fringe benefit system whereby a portion of an employee's gross salary (up to \$9095) can be claimed. The Department of Health (DOH) has offered the scheme to staff provided that benefits are shared equally between the Area Health Service and the employee on a 50/50 basis. There is also an annual administration fee apportioned fortnightly.

Under Salary Packaging, you may be eligible for a **Relocation Allowance for Sponsored Personnel** or **Living Away From Home Allowance**

For more information please visit the NSCCH intranet via the link below or phone the Salary Packaging office on the contact numbers below.

[Salary Packaging](#)

Salary Packaging Contacts

Central Coast			
Phone	Internal Mail	External Mail	Fax No.
4320 3664 4320 2790 4320 3786 4320 2049	Salary Packaging Unit, Level 3 HSB Gosford	Central Coast Health Salary Packaging Unit, C/O Finance Department PO Box 361 GOSFORD 2250	02 43203877
Northern Sydney Sector			
Phone	Internal Mail	External Mail	Fax No.
9887 5686	Salary Packaging Unit, C/- Finance Department Macquarie Hospital	Northern Sydney Health Salary Packaging Unit, C/O Finance Department PO Box 169 NORTH RYDE NSW 2113	02-9887 5459

Local Councils

Councils work for their communities in a range of ways including:

- **PROVIDING** a wide range of services and facilities, and giving support to many others
- **PROTECTING** the community, making sure their environment is safe and clean
- **PREVENTING** things that would harm the community, such as disease, noise and pollution
- **PLANNING** for the future of the community
- **REPRESENTING** the needs and desires of local communities to other governments and other organisations.

The council websites provide extensive information about their communities. The local councils within the NSCCH are list below with there website addresses.

Central Coast

[Gosford City Council](http://www.gosford.nsw.gov.au) - <http://www.gosford.nsw.gov.au>

[Wyong Shire Council](http://www.wyong.nsw.gov.au) - <http://www.wyong.nsw.gov.au>

Northern Sydney

[City of Ryde](http://www.ryde.nsw.gov.au) - <http://www.ryde.nsw.gov.au>

[Manly Council](http://www.manly.nsw.gov.au) - <http://www.manly.nsw.gov.au>

[Pittwater Council \(Mona Vale\)](http://www.pittwater.nsw.gov.au) - <http://www.pittwater.nsw.gov.au>

[Hornsby Shire Council](http://www.hornsby.nsw.gov.au) - <http://www.hornsby.nsw.gov.au>

[Lane Cove Council](http://www.lanecove.nsw.gov.au) - <http://www.lanecove.nsw.gov.au>

[Mosman Council](http://www.mosman.nsw.gov.au) - <http://www.mosman.nsw.gov.au>

[Willoughby Council](http://www.willoughby.nsw.gov.au) - <http://www.willoughby.nsw.gov.au>

[City Of Sydney](http://cityofsydney.nsw.gov.au) - <http://cityofsydney.nsw.gov.au>

[Hunters Hill Council](http://www.huntershill.nsw.gov.au) - <http://www.huntershill.nsw.gov.au>

[Ku-ring-gai Council](http://www.kmc.nsw.gov.au/www/html/7-home-page.asp) - <http://www.kmc.nsw.gov.au/www/html/7-home-page.asp>

[Warringah Council](http://www.warringah.nsw.gov.au/home/index.aspx) - <http://www.warringah.nsw.gov.au/home/index.aspx>

Finding Accommodation

Finding accommodation can be a stressful time when relocating to the region. Currently in the Northern Sydney and Central Coast area there is a rental shortage and it can be difficult to find a suitable property. It is recommended that you begin your search as early as possible as most real estates advertise their properties well in advance.

For a comprehensive listing of local rental properties visit:

<http://www.realestate.com.au/> or www.domain.com.au

It is important that you or someone you trust view the property before committing to a rental lease. Most real estate agents will not rent you a place without you first viewing the accommodation. Prior to moving, you should arrange to visit the local area to look for where you want to live. You should consider such things as:

- Distance from the hospital
- Transport options – walking/cycling distance, public transport
- Distance from schools, childcare
- Social activities available – sporting clubs, night life, beaches, cycle ways, open spaces etc

When moving to the area from overseas, you should arrange to spend approximately 1 month in temporary accommodation while you are looking for longer term accommodation.

Short Term Accommodation

Some hospitals are able to provide basic short term accommodation. Please speak to your manager about the short term accommodation options available at your hospital or consult the table below.

Hospital	Contact Person	Details
Gosford	Phil Herden pherden@nscchahs.health.nsw.gov.au	\$50/week, Single rooms, shared facilities, kitchen, TV room, laundry. Maximum stay 3mths
Hornsby	Department Manager	Discuss with your manager
Royal North Shore	Nil onsite accommodation available	Nil onsite accommodation available
Ryde Hospital	Helen Partington Ph. 0298587670 or 0298587740	\$20/night or \$57/week. Single rooms, shared facilities, kitchen, TV room, laundry.

Macquarie Hospital	Mary Jaskierski Ph. 02 98878783 (6am-2.30pm) MJaskierski@nscchahs.health.nsw.gov.au	\$50/week, Single rooms, shared facilities, kitchen, TV room. Maximum stay-negotiable
Manly Hospital	Nil onsite accommodation available	Nil onsite accommodation available
Mona Vale Hospital	Sue Younger (02) 9998 0389 (Wed-Friday only) syounger@nscchahs.health.nsw.gov.au	\$56.73/week, Single rooms, shared facilities, kitchen, TV room. Maximum stay - 3 months

NOTE: The information in the above table is general and may change at any time. Please confirm details with the contact person.

Share accommodation

NSCCH staff commonly advertises accommodation on the intranet at:
<http://forum.ccahs.health.nsw.gov.au:8081/BulletinBoard/>

These websites may be able to assist in finding share accommodation:

<http://au.easyroommate.com/>
<http://www.shareaccommodation.org/>
<http://sydney.gumtree.com.au/>

Homestays

Are you wanting to experience the Australian way of life first hand, and willing to try new things? Homestay is a great way to learn about Australian culture and to practice your English, while making life long friendships with an Australian family. If you are an easy going person who enjoys meeting new people and can easily adapt to new environments, then why not try Homestay?

There are a variety of private organisations that provide Homestay opportunities. If you are interested in pursuing this as an option, further information can be found on their websites below:

www.auzziefamilies.com
www.homestayagency.com
www.homestaypeople.com.au

Getting Around

Public Transport

The Central Coast and Northern Sydney Regions offer a variety of Public Transport options for getting to and from work or for just having a look around the region. Busses, trains and Ferries are all an option in this region. The links below will provide some useful information on how to access these transport facilities.

Central Coast	Northern Sydney
<p>Central Coast Transport - http://www.thecentralcoast.com.au/gettingaround.html</p> <p>Cityrail Timetable http://www.cityrail.info</p>	<p>See Council Websites on page 8 of this document</p> <p>Cityrail Timetable http://www.cityrail.info</p>

Cycling/Walking

You should consider cycling or walking to work as parking is often difficult and you can save considerable amounts of money on transport costs such as fares, purchasing a car, vehicle registration etc. Most hospitals have cycle paths and places to secure your bicycle on and around the hospital grounds. Talk to your manager to see whether these facilities are available at your workplace.

Buying a Car

If you do need to purchase a car, they can be purchased from new or second car dealers or private sellers. The cost of a car depends on the type (model) and how old it is. Car dealers and private sellers often advertise in local papers, so it is a good idea to look through these as well.

Some useful websites when searching for a vehicle include:

www.drive.com.au

www.carsales.com.au

www.autotrader.com.au

www.autoweb.com.au

<http://www.redbookasiapacific.com/au/home.php>

[NRMA Car Buyers Checklist](#)



Novated Lease

Novated leasing is another form of financing a car. The principle of a novated lease is that the car is privately purchased, used and maintained by the staff member. It is purchased under a financial lease. The word novated means that NSCCH agrees to pay for all the costs of the car out of a staff member's pre-tax salary while ever they are employed and the lease is current.

Further information on Novated Lease: Salary Packaging Ph: 9887 5686

Information for Families

Local Councils offer an array of services for children and young people in their communities. The council websites also provide details on various recreational activities, parks, reserves and playgrounds that are available in their areas.

Child Care – The Care for Kids website can help you to find child care facilities in your region – www.careforkids.com.au

Public Schools – Information on finding and enrolling your children at a Public School can be found here: <http://www.schools.nsw.edu.au/>

Private Schools – Information on Private schools in the region can be found here: <http://www.privateschoolsdirectory.com.au/>

Vacation Care – This service is for the exclusive use of the children of current NSCCH employees. The service aims to provide quality care for those children, attending school, 5-12 years during school holiday periods. Go to the NSW Health website for more details:

www.health.nsw.gov.au/jobs/childcare/staffservices.asp

Other Useful Links

[Play Groups NSW](http://www.playgroupnsw.com.au/nsw/go/home) - www.playgroupnsw.com.au/nsw/go/home

[What's On - Central Coast](http://www.whatsoncentralcoast.com.au) – www.whatsoncentralcoast.com.au

[Healthy Kids NSW](http://www.healthykids.nsw.gov.au) – www.healthykids.nsw.gov.au

Staying Active

Australians are living longer than ever before. To ensure we get the most out of life, it is important to look after ourselves so we remain healthy and happy for as long as possible.

There are plenty of opportunities around the Northern Sydney and Central Coast Regions to get out and be active. There are excellent facilities for cycling, walking, swimming and joining competitive and social sporting teams.

The Local Councils provide a lot of information about sporting facilities, walking tracks, cycle paths and local swimming pools in their area

Here are some useful links to websites that may help you to get involved and Stay active:

[NSCCH Health Promotions Unit](http://www.healthpromotion.com.au) – www.healthpromotion.com.au

[Get healthy NSW](http://www.gethealthynsw.com.au) – www.gethealthynsw.com.au

Places of Worship

In Australia, people are free to practice and follow their own beliefs and religion. Cultural and religious diversity is an important part of life in Australia. You will find many churches, temples, synagogues, mosques and other places of worship in Sydney and on the Central Coast. You can find places of worship listed alphabetically by denomination on the [White Pages online](http://www.whitepages.com.au) – www.whitepages.com.au

The predominant religion amongst Australians is Christianity, with the three largest denominations being Anglican, Roman Catholic and the Uniting Church. Smaller denominations include Lutheran, Jehovah's Witness, Seventh Day Adventist and Baptist churches. Other religions in Australia include Judaism, Islam, Buddhism, Hinduism, and Taoism.

A number of major religions and their Australian websites are listed below:

Anglican Church of Australia	www.anglican.org.au
Buddhism	www.buddhanet.net
Catholic Church in Australia	www.sydney.catholic.org.au
Hinduism	www.hindunet.com.au
Islam	www.islam-australia.com.au
Judaism	www.jewishaustralia.com
Presbyterian Church	http://www.pcns.org.au
Seventh Day Adventist	www.adventist.org.au
Sikhism	www.sikh.net/Gurdwara/World/GWAusi.htm
Uniting Church in Australia	www.nsw.uca.org.au

Personal Health Care

Doctors or general practitioners (GPs) are located in every town and centre to treat everyday illnesses and refer patients to specialists for additional treatment if necessary. GPs are listed under 'Medical Practitioner' in the Yellow Pages telephone directory - [Yellow Pages online](#).

It is recommended that all people have a regular GP. Due to the shortage of GP's, it is a little harder to find one of these but the key is persistence. We would encourage you to ring a number of practices to outline your situation and to not be discouraged if turned away a couple of times. Asking friends and colleagues to recommend a GP or a practice is also worth doing.

Some areas have after hours GP facilities. Speak to your local GP practice about after hours practices in your area.

RNSH runs a GP clinic for NSCCH employees. To make an appointment, please phone 99268549

Private health Insurance

Staff on temporary visa's are not covered by Medicare and will need to take out their own private health insurance for the duration of their appointment.

If you haven't yet applied for permanent residency in Australia or if you come here on a temporary visa, you must purchase health insurance cover to protect yourself and your family for any unforeseen medical expenses.

Information on Australian private health insurance for overseas visitors is available on the Private Health Insurance Administration Council website: www.phiac.gov.au

International Medical Assistance Network (IMAN)

Logon to: www.aushealth.com

This company specialises in health insurance for overseas visitors on 457 visa's. This website has a lot of information and advice as well as quotations and the relevant application forms.

Specific Information for Overseas Applicants

If you are moving to the region from overseas you should ensure you read the following:

“**Beginning Life in Australia – Welcome to New South Wales**” which can be downloaded here:

http://www.immi.gov.au/living-in-australia/settle-in-australia/beginning-life/_pdf/nsw/eng.pdf

You should also spend some time looking through the information at The Department of Immigration and Citizenship website which provides extensive information about living in Australia - <http://www.immi.gov.au/living-in-australia/>

International Medical Graduates

NSCCH has developed an International Medical Graduates (IMG) Orientation Handbook to support IMGs in the workplace. It introduces you to NSW Health and what it means to be a doctor in this state, as well as offering an overview of life in Australia.

Your JMO Manager should be able to provide you with a copy of the handbook.

Other Useful Internet sites:

[Department of Immigration and Multicultural Affairs \(DIMA\)](http://www.immi.gov.au) – (<http://www.immi.gov.au>)

[Medicare - Australia Health Care System](http://www.immi.gov.au) – (<http://www.immi.gov.au>)

[Australian Taxation Office](http://www.ato.gov.au) – (<http://www.ato.gov.au>)

<http://www.nsw.gov.au/life-events/moving-house>

Section 3 - Other Useful Information

The NSW Medical Registration Board

Once you have arrived in Australia you must present in person to the Medical Board in Sydney before commencing work. You must take all relevant and requested information with you and have cash or a credit card to pay them. Foreign currency and traveller's cheques will NOT be accepted.

The NSW Medical Board is located at:

Punt Road
Gladesville NSW 2111

Phone: (+61) 2 9879 2200

From Sydney Airport you can either get a taxi to the Medical Board or catch the train to Central Station and then bus numbers 500 or 501 to Gladesville Hospital.

From there it is a quick walk to the N.S.W Medical Board Office. For more information on the location of the N.S.W Medical Board visit www.nswmb.org.au, or for more information on Sydney's public transport links visit www.131500.com.au



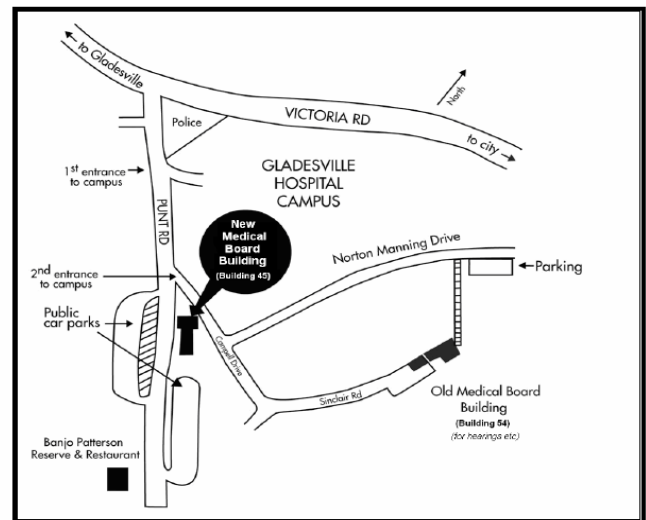
NEW SOUTH WALES MEDICAL BOARD

MAP OF LOCATION

Public Transport

There are buses operating from the city to the Gladesville Hospital Grounds - via Victoria Road.

Bus routes 500, 507, 510, 515, 518, 520 operate from Circular Quay via Town Hall.
Bus route 501 operates from Town Hall via Central Station.



NSW Medical Board, PO Box 104, Gladesville NSW 1675, AUSTRALIA,
Ph (02) 9879 2200, Fax (02) 9816 5307

Australian Health Practitioner Regulation Agency

To be eligible for employment as a nurse or midwife in New South Wales you must be registered with the [Australian Health Practitioner Regulation Agency](#), (AHPRA) telephone +61 2 1300 419 495. AHPRA will assess overseas nursing and midwifery qualifications for eligibility for registration in NSW. Hospitals require evidence of current registration as a nurse or midwife in New South Wales before they make a job offer.

Overseas nurses and midwives (with the exception of those holding New Zealand passports) must also hold a visa that permits work. The [Department of Immigration and Citizenship](#) provides information about entry to Australia. The NSW Department of Health may be able to assist with sponsorship for employment in a NSW public hospital.

Allied Health Professional Organisations

Organisation	Website
Audiological Society of Australia	www.audiology.asn.au
Australian Association of Social Workers	www.aasw.asn.au
Australian and New Zealand Society of Nuclear Medicine	www.anzsnm.org.au
Australian Institute of Radiography	www.air.asn.au
Australian Orthotic Prosthetic Association	www.aopa.org.au
Australian Physiotherapy Association	www.physiotherapy.asn.au
Australian Podiatry Association (NSW)	www.podiatry.asn.au
Australian Psychological Society	www.psychology.org.au
Australian Sonographers Association	www.a-s-a.com.au
Dieticians Association of Australia	www.daa.asn.au
Occupational Therapy Australia NSW	www.otnsw.com.au
Orthoptic Association of Australia	www.orthoptics.org.au
Society of Hospital Pharmacists of Australia	www.shpa.org.au
Speech Pathology Australia	www.speechpathologyaustralia.org.au

Contact Us:

The Metropolitan Careers Program

The Metropolitan Careers Program is available to assist Managers and staff support new employees relocate and integrate into NSCCH.

If you require further assistance in relocating to the Northern Sydney and Central Coast Regions please speak to your manager or contact the Metropolitan Careers Facilitator, Jennie McGhie on 0414 192 268 or email JMcghie@nscchs.health.nsw.gov.au

Acknowledgements

Information contained in this document has been sourced from a variety of locations, including:

Greater West Area Health Service – Overseas Orientation Booklet

([http://www.gwahs.nsw.gov.au/CountryCareers/index.php?select=Information for Overseas Recruits](http://www.gwahs.nsw.gov.au/CountryCareers/index.php?select=Information_for_Overseas_Recruits))

Hunter New England Health Service – Relocation Manual and Arrival Manual

(<http://www.hnehealth.nsw.gov.au/recruitment/lifestyle>)

Northern Sydney Central Coast Health – International Medical Graduates Orientation Manual - 2008

Northern Sydney Central Coast Health – Employee Induction Handbook – Version 6

Disclaimer

<http://www.health.nsw.gov.au/utilities/disclaimer.asp>