

SA Water access card upgrade 2022-23

What we're doing

Between October 2022 and December 2024, we are installing a new access system for all facilities to replace our current system to ensure we meet our future security requirements. This change requires all our people, contractors and sub-contractors to update their profile photo for their new access card. The photo will only update on your access card, not your SharePoint profile picture.

The new system will operate in the same way as our current system, requiring a single swipe to enter a facility, open an automatic gate and three swipes to arm the facility.



Creating your new access card

To ensure consistency across all access cards, and ensure immediate recognition for security, it is important everyone creates a new up to date ID photo following the guidelines below.

To upload your photo and details, please fill out the [New Access Card form](#) by Friday 30 Sep 2022.

Creating an acceptable ID photo

Acceptable



Unacceptable



Side on camera



Hair obscuring face



Overexposed



Busy background,
wearing glasses

Please provide a recent photo taken within the past six months. Out of date photos can be a security risk.

Background

A white background for all photos.

Head coverings

If you usually cover your head for religious reasons, you can wear the covering in your access card photo.

(more info on next page)

Religious head coverings have to be plain, without patterns (even small patterns), and be worn in a way that shows your face from the bottom of the chin to the top of the forehead. The edges of your face on either side also need to be visible.

Jewellery and piercings

Jewellery can't obscure any part of your face, especially the area around your eyes, mouth and nose. Avoid reflection from rings or studs.

Glasses

Glasses are not allowed in access card photos.

If you cannot remove your glasses for medical reasons, the frames can't obscure your eyes and there must be no reflection from the lenses.

Hearing aids

If you usually wear hearing aids, you can wear them in your access card photo.