

GOVERNMENT DEPARTMENTS AND AGENCIES, KEY AND CARD ENTRY, PROCEDURES

2319. Mrs C.L. Edwardes to the Minister for Tourism; Small Business; Sport and Recreation; Peel and the South West

For all departments and agencies under the Minister's control -

- (a) which require staff to use a key entry -
 - (i) how many keys are issued for each department or agency;
 - (ii) what procedures are in place for the return of a key on the permanent departure of a staff member; and
 - (iii) when were these procedures instituted;
- (b) which require staff to use a card entry -
 - (i) how many cards are issued for each department or agency;
 - (ii) what procedures are in place for the return of a card on the permanent departure of a staff member; and
 - (iii) when were these procedures instituted?

Mr R.C. KUCERA replied:

WESTERN AUSTRALIAN TOURISM COMMISSION

- (a)
 - (i) 237
 - (ii) The Western Australian Tourism Commission has a key register and the return of access keys is part of the organisation's standard termination procedures.
 - (iii) The actual date for the institution of these procedures is unknown, however they have been in place for some time.
- (b) (i)–(iii) Not applicable.

ROTTNEST ISLAND AUTHORITY

- (a)
 - (i) 73
 - (ii) The Rottne Island Authority has a key register and the return of access keys is part of the organisation's standard termination procedures.
 - (iii) May 2001
- (b) (i)–(iii) Not applicable

SMALL BUSINESS DEVELOPMENT CORPORATION

- (a)
 - (i) 41
 - (ii) The Small Business Development Corporation has a key register and the return of access keys is part of the organisation's standard termination procedures.
 - (iii) February 1997
- (b)
 - (i) 23
 - (ii) The Small Business Development Corporation has a card register and the return of access cards is part of the organisation's standard termination procedures.
 - (iii) February 1997

DEPARTMENT OF SPORT & RECREATION

- (a)
 - (i) 61
 - (ii) The Department of Sport and Recreation has a key register and the return of access keys is part of the organisation's standard termination procedures.
 - (iii) Approximately five years
- (b) (i)–(iii) Not applicable

WESTERN AUSTRALIAN SPORTS CENTRE TRUST

- (a)
 - (i) Approximately 34

- (ii) The Western Australian Sports Centre Trust has a key register and the return of access keys is part of the organisation's standard termination procedures.
- (iii) 1998
- (b) (i)-(iii) Not applicable

WA INSTITUTE OF SPORT

- (a) Not applicable
- (b) (i) Approximately 50
- (ii) The WA Institute of Sport has a key register and the return of access keys is part of the organisation's standard termination procedures.
- (iii) 2003

PEEL DEVELOPMENT COMMISSION

- (a) (i) 15
- (ii) The keys are retrieved during the last day of work.
- (iii) 1993
- (b) (i)-(iii) Not Applicable

SOUTH WEST DEVELOPMENT COMMISSION

- (a) (i) 17 mill keys for after hours entry into the building and to use the lifts to the 9th floor, and 14 front door keys.
- (ii) The Business Unit Manager is responsible for retrieving keys from staff ceasing to be employees of the Commission.
- (iii) The procedures were instituted in September 1999.
- (b) (i)-(iii) Not applicable.