

GOVERNMENT DEPARTMENTS AND AGENCIES, KEY AND CARD ENTRY, PROCEDURES

2310. Mrs C.L. Edwardes to the Deputy Premier; Treasurer; Minister for Energy

For all departments and agencies under the Deputy Premier'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 E.S. RIPPER replied:

Office of Native Title

- (a)
  - (i) All staff (currently 17) in the Office of Native Title (ONT) have MIL Keys issued to them. Keys are issued by the Executive Government and Security Services Branch (EGSS), in the Department of Premier and Cabinet, who maintain a register of all keys issued.
  - (ii) Procedures for the issue and return of keys to ONT staff are set out in guidelines provided by the EGSS of the DPC.
  - (iii) Not applicable.
- (b)
  - (i) Not applicable.
  - (ii) Not applicable.
  - (iii) Not applicable.

Western Power Corporation

- (a)-(b) Western Power places an extremely high priority on appropriate access to buildings, depots and plant both for reasons of safety and security, as such all buildings require some form of security pass/key to gain entry.

Western Power has in place policies and procedures that restrict site access while allowing a level of freedom of entry for staff that require expedient site access to carry out their duties appropriately and without constraint.

Personnel records of all Western Power staff detail access authorities that have been granted and the means by which this access may be gained. Generally, access to secure areas is obtained by metal key, mil key (electronic) or by proximity card (electronic).

Western Power has many hundreds of other small sites and plant to which access is gained by key by staff in the process of carrying out their daily duties. For the purpose of this response Western Power will detail only access to major sites and depots which require proximity card or Mil key access is required.

If the member identifies an issue regarding the security of a specific Western Power site Western Power will undertake to provide the information sought.

- (b)
  - (i) The following list outlines security measures taken to restrict access to Western Power's major sites and the number of staff who are able to gain access to these sites.  
  
Site Electronic Access  
Western Power Head Office 1659 – Wellington St Perth.  
Kwinana Power Station 1451  
Muja Power Station 593  
Network & Systems Operations 100 Control Centres  
Regional Branch Kewdale 159 Depot  
Jandakot Depot 180

Balcatta Depot 220

- (a) (ii)&
- (b) (ii) Contractors/consultants have expiry dates on their electronic access cards, these are followed up with the relevant manager prior to completion of the contract to ensure the cards are returned.  
  
A standard exit interview is held with employees who are about to cease employment, at which time the employee will return all Western Power equipment including keys and security passes.  
  
As a back up, a monthly report is generated with names checked against the system. If anyone has left, the access card is voided and the person is contacted and requested to return the card.

- (a) (iii)&
- (b) (iii) These procedures were implemented over various periods since 1988.

Department of Treasury and Finance

- (a) (i) 785 - those staff members requiring access to the three different buildings have multiple keys;
- (ii) the department has a staff exit process in place;
- (iii) the existing procedures have been in place for at least three years;
- (b) not applicable.

Office of the Auditor General

- (a) (i) 107 – one mil key is issued to each staff member
- (ii) The Contracts and Facilities Officer arranges the return of all keys, including mil keys before staff depart from the Office.
- (iii) These procedures have been in place for more than 10 years.
- (b) (i-iii) Not applicable

Office of Gas Access Regulation

- (a) (i) 9 keys
- (ii) Exit interview procedure
- (iii) February 1999
- (b) (i-iii) Not applicable

WA Treasury Corporation

- (a) Not Applicable
- (b) (i) 58
- (ii) Built into procedures for staff departures and returned at staff exit interview.
- (iii) From date of occupancy of current tenancy in September 1994.

Office of Energy

- (a) Out of hours access to the Office of Energy's premises requires a mil key. Normal working hours access to the premises does not require a mil key, although some internal areas are restricted and require mil key access.
  - (i) a mil key is issued to each staff member, some consultants and contractors (such as cleaners etc). There are currently 89 mil keys issued;
  - (ii) recovery of the mil key is initiated when advice is received from the Human Resources section that a staff member is ceasing employment or at the cessation of a contract; and
  - (iii) these procedures were instituted in November 1999.
- (b) (i)-(iii) Not applicable