

GOVERNMENT DEPARTMENTS AND AGENCIES, KEY AND CARD ENTRY, PROCEDURES

2311. Mrs C.L. Edwardes to the Attorney General; Minister for Health; Electoral Affairs

For all departments and agencies under the Attorney General'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 J.A. McGINTY replied:

CROWN SOLICITOR'S OFFICE

- (a)
  - (i) 192;
  - (ii) Collection of the key is part of the Employee Exit process;
  - (iii) 1991 (inception of the key system);
- (b) Not applicable.

DEPARTMENT OF HEALTH

- (a)
  - (i) The Department of Health including all Health Services has in excess of 3603 keys
  - (ii) Procedures are in place to recover keys from exiting employees.
  - (iii) The procedures have been instituted at varying times across the Department and Health Services.
- (b)
  - (i) The Department of Health including all Health Services has in excess of 25 584 cards.
  - (ii) Procedures are in place to recover cards from exiting employees.
  - (iii) The procedures have been instituted at varying times across the Department and Health Services.

DIRECTOR OF PUBLIC PROSECUTIONS

- (a)
  - (i) 197 active keys;
  - (ii) keys are collected prior to departure if key cannot be collected access is cancelled;
  - (iii) 2000;
- (b) not applicable

EQUAL OPPORTUNITY COMMISSION

- (a) The Commissioner for Equal Opportunity requires all staff to use a key to gain access to the tenancy.
  - (i) There have been 29 keys issued to staff
  - (ii) All keys lost or missing are deactivated immediately. Staff leaving the agency have their keys deactivated and collected prior to cessation. Managers retrieve the keys and return to Corporate Services for future re-issue. All transactions are documented and filed for future record.
  - (iii) These procedures were implemented in 1999.
- (b) Not applicable to the Commissioner for Equal Opportunity.

OFFICE OF THE INFORMATION COMMISSIONER

- (a) (i) All 11 staff of this office have been issued with an entry key.
- (ii) The key is returned to the Administrative Assistant at the end of the employee's last day of employment. The key name is then changed to remove the employee's name. If the employee does not return the key (which has never happened), the key will be cancelled and not recognised by the building security system.
- (iii) When the office set up operations in its current location in November 1993.
- (b) Not applicable.

OFFICE OF HEALTH REVIEW

- (a) Not applicable.
- (b) (i) 13.
- (ii) The Office of Health Review would forward a written notification in writing to the building manager, requesting cancellation of non-current staff members from the security card's listing. The card is returned by the departing officer to the Office Administrator.
- (iii) Since December 2000 when the Office of Health Review was relocated to the current office building.

W.A. ELECTORAL COMMISSION

- (a) (i) 60.
- (ii) Recorded on exit interview procedures. Keep under control of the Manager, Corporate Services.
- (iii) 1998.
- (b) Not applicable.