

GOVERNMENT DEPARTMENTS AND AGENCIES, KEY AND CARD ENTRY, PROCEDURES

2323. Mrs C.L. Edwardes to the Minister representing the Minister for Housing and Works; Land Information
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?

Ms A.J. MacTIERNAN replied:

HOUSING AND WORKS

- (a)
 - (i) The Department of Housing and Works has in excess of 200 keys.
 - (ii) A procedure is in place to recover keys from exiting employees.
 - (iii) The current procedure has been in place since 1999.
- (b)
 - (i) The Department of Housing and Works has 1098 cards as at 9 December 2003.
 - (ii) A procedure is in place to recover cards from exiting employees.
 - (iii) The current procedure has been in place since 1999.

LAND INFORMATION

- (a) (i-iii) Not applicable.
- (b)
 - (i) At time of responding, there were 750 cards issued to staff for the Department of Land Information (DLI) Midland building and 220 issued for the Mount Street Building (Valuation Services).
 - (ii) DLI's Human Resource Branch informs the Operations Coordination Centre of a staff member's termination date. On the applicable day, the respective card's access to the building is deactivated via the online security system. The physical return of the deactivated card is the responsibility of the respective staff member and his/her manager, in accordance with an internal "Property Return Checklist".

DLI is presently reviewing existing practices.
 - (iii) These procedures were instituted in 1993.

STATE SUPPLY COMMISSION

- a)
 - (i) 18
 - (ii) The State Supply Commission is a quality endorsed agency and has a Management System in place for all of its operational and staff processes and procedures.

This is strictly adhered to by all staff members.

Accordingly, before a staff member permanently departs from the agency, a Staff Exit Form which contains a list of items including the return of security identifications and keys must be completed and signed off by the staff member and his/her Director/Manager and all property returned to the Manager, Business Services.
 - (iii) The above procedures were instituted in 1998.
- b)
 - (i) Not applicable
 - (ii) Not applicable
 - (iii) Not applicable

