

GOVERNMENT DEPARTMENTS AND AGENCIES, KEY AND CARD ENTRY, PROCEDURES

2314. Mrs C.L. Edwardes to the Minister for Police and Emergency Services; Justice; Community Safety

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?

Mrs M.H. ROBERTS replied:

Western Australia Police Service

The Western Australia Police Service advise:

- (a)-(b) (i) The Western Australia Police Service occupies in excess of 200 facilities, all of which have key and/or proximity card entry. Staff are issued keys based on operational need. Officers in Charge of police stations, business units and specialist areas are responsible for maintaining key/proximity card registers. The Police Service Business Area Management Review, conducted annually, ensures all registers are maintained and up to date.
- (ii) The Police Service's Operations Manual contains procedures covering the return of keys on the permanent departure of staff.
- (iii) These procedures have been in operation for many years and are periodically reviewed and updated.

Fire and Emergency Services Authority

The Fire and Emergency Services Authority advise:

- (a) (i) This information is not recorded. Key control is the responsibility of each section/region.
- (ii) Procedures are incorporated in FESA's termination process.
- (iii) 1 January 1999
- (b) (i) Cards are issued to all employees.
- (ii) These procedures are incorporated in FESA's termination process.
- (iii) 1 January 1999

Office of Road Safety

The Office of Road Safety advise:

- (a) (i) Nil
- (ii)-(iii) Not applicable
- (b) (i) 20
- (ii) When a staff member permanently leaves the Office of Road Safety a checklist is required to be completed which details all security passes which are to be returned and acknowledged by the accepting officer.
- (iii) These procedures have been in place for over 5 years.

Office of Crime Prevention

The Office of Crime Prevention advise that their security requirements are governed by the security procedures of the Department of Premier and Cabinet as outlined in the Premier's response to Question 2309 answered on 16 December 2003.

Department of Justice

The Department of Justice advise:

Head Office – 141 St Georges Terrace

- (a) (i) 1822
- (ii) The return of keys is part of the “Cessation of Employee Advice” form.
- (iii) December 2001
- (b) (i) Nil
- (ii)-(iii) Not applicable

Prisons Division – Off-site premises

- (a) (i) Nil
- (ii)-(iii) Not applicable.
- (Note - Staff employed in Western Australian prisons collect keys on a daily basis upon arrival at the prison. Staff are required to return these keys prior to leaving the prison premises each day. However, these are not entry keys.)
- (b) (i) 51
- (ii) Staff return their entry cards to their respective Manager who in turn advises and returns the card to the building’s security officer for cancellation of authorised access.
- (iii) July 1997

Aboriginal Policy & Services Branch – Off-site premises

- (a) (i) 44
- (ii) Aboriginal Visitors Scheme (AVS) - Staff return keys to the Manager on cessation of employment.
Aboriginal Alternative Dispute Resolution Service (AADRS) – A register is maintained where keys are signed for on cessation of employment.
- (iii) AVS – 1994
AADRS – April 2003
- (b) (i) Nil
- (ii)-(iii) Not applicable.

Public Trust Office – Off-site premises

- (a) (i) Nil
- (ii)-(iii) Not applicable.
- (b) (i) 139
- (ii) Staff Exit Interview
- (iii) 1999

Office of the Public Advocate – Off-site premises

- (a) (i) 23
- (ii) Manager, Corporate Services obtains the DKS key from the staff member upon termination of their position.
- (iii) March 1995
- (b) (i) Nil
- (ii)-(iii) Not applicable.

Court Services – Off-site premises

- (a) (i) 340
- (ii) The relevant manager carries out routine exit procedures where an exit checklist form is completed.

- (iii) August 2002
- (b) (i) 609
- (ii) The relevant manager carries out routine exit procedures where an exit checklist form is completed.
- (iii) Exit procedures covering the return of access cards have been in place in various forms for many years (apart from at 12 St Georges Terrace, which have been in place since 22 September 2003). The Department of Justice last reviewed its exit procedures in August 2002.

Community and Juvenile Justice – Off-site premises

- (a) (i) 456
- (ii) The return of keys is part of the “Cessation of Employee Advice” form.
- (iii) Since 2001
- (b) (i) 352
- (ii) The return of keys is part of the “Cessation of Employee Advice” form.
- (iii) Since 2001

(Note: The Rangeview Remand Centre and Banksia Hill Detention Centre have in total 222 sets of keys and 252 cards. Keys and cards are issued daily to staff and collected at the end of each working day. These are not entry keys through the main gates but to access entry to the Internal Centre building.)

The Office of the Inspector of Custodial Services

The Office of the Inspector of Custodial Services advise:

- (a)-(b) (i) 27
- (ii) Exit interviews are conducted which ensure keys are returned. An annual audit operates as an additional check ensuring that keys have been returned.
- (iii) 2000