## GOVERNMENT DEPARTMENTS AND AGENCIES, KEY AND CARD ENTRY PROCEDURES

2321.	Mrs C.L. Edwardes to the Minister representing the Minister for Local Government and Regional Development; the Kimberley, Pilbara and Gascoyne; Goldfields-Esperance

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 J.C. KOBELKE replied:

(a)	The Department of Local Government and Regional Development

(i)	One for each staff member, permanent and temporary.

(ii)	On the departure of staff, a Human Resources Officer completes a termination checklist. The return of keys is on this checklist.

(iii)	Process has been in place for a number of years. Commencement date not known.

(b)	(i)-(iii)	N/A

(a)	The Kimberley Development Commission

(i)	24

(ii)	On the departure of staff, exit interviews are conducted involving the return of keys.

(iii)	Process has been in place for a number of years. Commencement date not known.

(b)	(i)-(iii)	N/A

(a)	The Pilbara Development Commission

(i)	Port Hedland Office 9, Roebourne Office 1, Karratha Office 4

(ii)	On the departure of staff, exit interviews are conducted involving the return of keys, which are then cross checked against the induction chart on staff file.

(iii)	Protocol was reviewed and changed in January 2003.

(b)	(i)-(iii)	N/A

(a)	The Gascoyne Development Commission

(i)	12

(ii)	A register is kept of all keys allocated, their return is checked off on the departure of staff.

(iii)	These procedures have been in place since keys were initially given out to staff. Commencement date not known.

(b)	(i)-(iii)	N/A

(a)	The Goldfields Esperance Development Commission

(i)	Kalgoorlie Office 10, Esperance Office 3, Leonora Office 1

(ii)	On the departure of staff, exit interviews are conducted involving a checklist of items to be returned. One of these items is keys.

(iii)	1998

(b)	(i)-(iii)	N/A