

GOVERNMENT DEPARTMENTS AND AGENCIES, KEY AND CARD ENTRY, PROCEDURES

2316. Mrs C.L. Edwardes to the Minister for State Development

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 C.M. BROWN replied:

I am advised:

- (a)
  - Kununurra
  - Mount Magnet
  - Meekatharra
  - Southern Cross
  - Norseman
  - Leonora
  - Coolgardie
  - Karratha
  - Kalgoorlie
  - Kalgoorlie Core Library
  - Carlisle Complex (Key Entry)
  - (i) 104
  - (ii) At the time of departure, the officer in charge takes the key back from the staff member who is leaving
  - (iii) When the individual office was established.
- (b)
  - Mineral House
  - Atrium
  - Dumas House
  - Carlisle Complex (Card Entry)
  - (i) 1390
  - (ii) Automated termination notification from Human Resources to Facilities Services Branch who disable and retrieve card.
  - (iii) Mineral House - March 2002  
Atrium - March 2002  
Dumas House - February 2003  
Carlisle Complex (Card Entry) - February 2003