GOVERNMENT DEPARTMENTS AND AGENCIES, KEY AND CARD ENTRY, PROCEDURES

2324.   Mrs C.L. Edwardes to the Minister representing the Minister for Racing and Gaming; Government Enterprises

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 E.S. RIPPER replied:

GOLD CORPORATION

(a)   (i)   Not applicable

(ii)   Not applicable

(iii)   Not applicable

(b)   (i)   203 cards are currently issued to staff for site entry

(ii)   A Staff Departure Form is issued to departing staff by the Personnel Department which has to be signed off by the Security Department stating that access cards and any office keys issued have been returned. The form is then returned to the Personnel Department to allow final salary payment to be made.

(iii)   Approximately 1996.

GOVERNMENT EMPLOYEES SUPERANNUATION BOARD

(a)   (i)   Not applicable
(ii)   Not applicable
(iii)   Not applicable

(b)   (i)   310
(ii)   Building access management procedure.
(iii)   June 1992

INSURANCE COMMISSION OF WA

(a)   (i)   Not Applicable
(ii)   Not Applicable
(iii)   Not Applicable

(b)   (i)   452 building access cards have been issued.
(ii)   When a card holder departs permanently the Supervisor/Manager is required, as part of a separation checklist, to retrieve the card on their last day with the Insurance Commission of Western Australia.
(iii)   These procedures were instituted during 1998-1999.

LOTTERYWEST

(a)   Lotterywest does not require its staff to use key entry.

(i)   Not applicable
(ii)   Not applicable
(iii)   Not applicable

(b)   Lotterywest uses an ID/swipe card system to provide staff with tiered access to its premises, and has a security policy that requires all staff to wear their ID/swipe passes at all times.

(i)   At the present time, there are one hundred and eighty one passes on issue to employed personnel.

(ii)   The security system holds a default expiry date which is updated every three years. Security passes for all permanent staff appointments expire on this date.

All personnel employed on a fixed term contract (including directors and the Chief Executive Officer) have their contract expiry date as the expiry date of their security pass. When these passes are prepared, a reminder is entered into the system to provide sufficient time to check whether the contract is being extended or renewed. This is a security backup to the "Staff Movement Advice" issued by the Human Resource section to notify staff movements to all personnel with "check-out" responsibilities.

The date of resignation of any permanent staff member is also advised by means of the "Staff Movement Advice" and that staff member's pass has its expiry date amended to the indicated exit date.

In addition to a Staff Movement Form a "Staff Exit Form" is used as a final "exit" checklist. This procedure attests to the fact that all exit processes have been carried out, and that all computer access has been denied, and that any keys, passes, parking permits, phones, vehicles, lap-top computers etc have been handed back before departure and before final payment is made.

(iii)   Procedures outlined in (ii) above have been in place since 1998, when they superseded similar procedures implemented in 1992 when the building was first occupied.

In July this year the "Staff Exit Form" was introduced more specifically to ensure all computer system access was denied when a staff member left Lotterywest. This procedure further strengthened the existing building security procedures.

RACING AND GAMING DEPARTMENT OF

(a)   (i)   106 keys have been issued;
        (ii)   keys are returned as part of the Exit procedures; and
        (iii)   1997.

(b)   (i)-(iii)   Not applicable.

Burswood Park Board

(a)   (i)   5 keys have been issued;
        (ii)   keys are returned as part of the Exit interview procedures; and
        (iii)   1999.

(b)   (i)-(iii)   Not applicable.

Totalisator Agency Board

(a)   (i)-(iii)   Not applicable.

(b)   (i)   350 cards have been issued;
        (ii)   Cards are returned as part of the Exit interview procedures; and
        (iii)   1998.

Western Australian Greyhound Racing Authority

(a)   (i)   112 have been issued;
        (ii)   as part of the Exit interview procedures; and
        (iii)   1998.

(b)   (i)-(iii)   Not applicable.

WATER CORPORATION

(a)   (i)   The Water Corporation has a range of key hierarchies and profiles to suit various types of assets and sites. Operational branches and regions are responsible for the purchase, issue and control of keys for those staff and contractors who require access. Key registers are managed at a local level as part of the access control process.

(ii)   Termination procedure for staff and contractors include the recovery of keys and other issued equipment.

(iii)   Updated key profiles were introduced widely across the Corporation in 2000. Termination procedures have been in place for many years, and are updated as the need arises. The current version was issued in March 2002.

(b)   (i)   Staff access cards for buildings were introduced in 1986. Since then, cards now incorporate photo identification, which is used on all Corporation office sites. The Corporation has just over 4,500 cards issued to staff, contractors and tenants.

(ii)   The cards are returned as part of an exit interview and invalidated. The cards incorporate a computerised expiry and access authorisation level. Furthermore, the identification card is reissued every four years

(iii)   Procedures surrounding identification/access cards have been progressively instituted since 1986. Termination procedures have been in place for many years and are updated as the need arises. The current version was issued in March 2002.