

GOVERNMENT DEPARTMENTS AND AGENCIES, KEY AND CARD ENTRY, PROCEDURES

2322. Mrs C.L. Edwardes to the Minister representing the Minister for Heritage

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?

Dr J.M. EDWARDS replied:

- (a) The Heritage Council staff only use key entry access for entry outside normal hours.
Access to individual floors is restricted to staff by numbered door code locks.
 - (i) 24 key have been issued.
 - (ii) A key register is maintained for all keys issued and returned. Ceasing staff as part of Human Resource Procedures, 'Exit Clearance Form', are required to return any keys in their possession.
 - (iii) Procedures for the return of keys have been in place since the Heritage Council's inception.
- (b) (i)-(iii) N/A