

GOVERNMENT DEPARTMENTS AND AGENCIES, KEY AND CARD ENTRY, PROCEDURES

2317. Mrs C.L. Edwardes to the Minister for Education and Training

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 A.J. CARPENTER replied:

DEPARTMENT OF EDUCATION SERVICES

- (a) The Curriculum Council office operates a key pad, hence staff are not required to use a key for entry, however keys are provided to some staff for other than the main entrance.
 - (i) 46
 - (ii) A key register is maintained showing the names of staff allocated keys. When an employee leaves the organisation keys are returned and the register endorsed accordingly.
 - (iii) Implemented in 1990 at the time of occupying our current premise.
- (b) A card entry is not used.
 - (i)-(ii) N/A

DEPARTMENT OF EDUCATION AND TRAINING

- (a) (i)-(iii) The policy for School Security contains the procedures and guidelines for the issuing and controlling of keys in schools. It is the responsibility of the site manager to abide by this policy and control the issuing of keys. The policy states that the number of keys issued is kept to a minimum and is carefully recorded and tracked. Exit procedures are also stated. This policy was last updated in 2002.

In district office buildings, keys are issued on a needs basis to senior managers and limited other staff. The current audit procedures for district offices requires a register to be kept and exit procedures adhered to. Each TAFE college has its own procedures in place.
- (b) (i) Key cards for the Department of Education and Training's building at 151 Royal Street are the responsibility of the managing agent. Currently there are 1693 active cards on issue.
- (ii) Exit procedures are available on the Department's intranet. It is responsibility of managers to ensure exit procedures are adhered to.
- (iii) 14 October 1998 and updated in 2002.