

GOVERNMENT DEPARTMENTS AND AGENCIES, KEY AND CARD ENTRY, PROCEDURES

2315. Mrs C.L. Edwardes to the Minister for Planning and Infrastructure

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?

Ms A.J. MacTIERNAN replied:

Ministerial Office

- a) Key entry
 - (i) 30 mil keys
 - (ii) Upon the permanent departure of a staff member, the mil key is forwarded from the staff member to the Executive Officer who forwards it to Dumas House security personnel, who then cancel the mil key.
 - (iii) Dumas House Management had the mil key security system in place prior to the election in February 2001. The Minister and her staff adopted this system immediately after the election.
- b) Card entry

Not applicable.

Main Roads WA

- (a)-(b) Insofar as Main Roads is concerned the attached spreadsheet provides details on the allocation of key and card access for each of its offices.

Main Roads has had procedures in place for over 10 years which includes an employee/contract personnel checklist to ensure all security cards, devices and other property is handed in and accounted for on cessation of engagement.

	Don Aitken Centre	Traffic Operations Centre	Heavy Vehicle Operations	Pavements Engineering	Great Southern Region (Albany)	South West Region (Bunbury)	Gascoyne Region (Carnarvon)
Keys	n/a	n/a	n/a	40	18	32	21
*Procedures in place	n/a	n/a	n/a	yes	yes	Yes	yes
Cards	1089	40	106	43	3	n/a	2
* Procedures in place	yes	yes	yes	yes	yes	n/a	yes
Keys	Mid West Region (Geraldton)	Goldfields-Esperance Region (Kalgoorlie)	Kimberley Region (Derby, Kununurra)	Wheatbelt South Region (Narrogin)	Wheatbelt North Region (Northam)	Pilbara Region (South Hedland)	TOTAL
*Procedures in place	15	49	25	20	23	21	269
	yes	yes	yes	yes	yes	yes	
Cards							
* Procedures in	n/a	n/a	n/a	n/a	n/a	n/a	1283

place							
	n/a	n/a	n/a	n/a	n/a	n/a	

Midland Redevelopment Authority

- (a) Midland Redevelopment Authority
 - (i) 7
 - (ii) A key register is maintained and entry keys are returned during the exit interview.
 - (iii) 13 March 2000
- (b) N/A
 - (i) N/A
 - (ii) N/A
 - (iii) N/A

Albany Port Authority

- a) Key entry
 - (i) 6
 - (ii) Upon the permanent departure of a staff member, the key is returned to Finance Manager.
 - (iii) The procedure has been in place for over 15 years.
- b) Card entry
Not applicable.

Broome Port Authority

- a) Key entry
 - (i) 271 keys to the Broome jetty gate are issued, of which 239 keys are issued to port customers and 32 issued to staff.
9 keys to the Broome Port offices are issued.
5 keys to the Broome Port maintenance yard are issued
5 keys to the Broome Port maintenance shed are issued.
5 keys to the Broome Port cargo shed are issued.
5 keys to the Broome Port electrical compound are issued.
 - (ii) keys are recovered from staff members as a routine part of the Port's discharge procedure.
 - (iii) the above procedure was instituted in 1998.
- b) Card entry
Not applicable.

Bunbury Port Authority

- a.
 - (i) 9
 - (ii) Required to be returned and verified by Port Superintendent.
Keys are not able to be copied and key numbers kept on office register.
 - (iii) The question we assume relates to the office and the key register procedure was implemented with new keys issued when the new office was constructed in March 2001.

In relation to the port area, where there are a number of lessees and the security card access was implemented in March 1998 (Berth 1 and 5), November 1998 (Berth 8) when security gates were installed. On issue we have 662 swipe cards. Cards are registered on a computer register and deactivated if not returned by companies when activity ceases. Attempts are made to recover cards. If cards are not returned they are deactivated immediately.
- b. N/a
 - (i) N/a
 - (ii) N/a
 - (iii) N/a

Dampier Port Authority

- (A) Not Applicable
- (B) Not Applicable

Esperance Port Authority

- a) 10 administration staff have keys and security code for entry to office.
 - (i) 10
 - (ii) Keys are returned in accordance employee exit policy.
 - (iii) 1990.
- b) all port employees are issued with a security card for entrance into Port Operational area
 - (i) 100
 - (ii) in accordance with Ports employee exit policy
 - (iii) 1996.

Fremantle Port Authority

- (a)
 - (i) Nil
 - (ii) Not applicable
 - (iii) Not applicable
- (b)
 - (i) 469 (includes staff, tenants and visitors)
 - (ii) Equipment recovery checklist which triggers the cancellation of electronic building access cards and the return of security cards.
 - (iii) 2001

Geraldton Port Authority

- (a) Key Entry
 - i) 17 keys issued. Keys cannot be cut without authorisation. Also alarm system in place with Pin number protection.
 - ii) Keys are signed for on a key register. When a Person leaves employment their key is returned and noted on the key register.
 - iii) Updated and reviewed in October 2003.
- (b) Card Entry
 - Not Applicable

Port Hedland Port Authority

- a) Key entry
 - (i) 24 BiLock keys.
 - (ii) Upon the permanent departure of a staff member the BiLock key is returned to the Administration Officer and the key register is updated to record its return.
 - (iii) The Port Hedland Port Authority has had a key register to control the issue and return of keys since its inception in 1971. The BiLock security key system was introduced approximately twelve years ago.
- b) Card entry
 - Not applicable.

Department of Planning and Infrastructure

- a) Key Entry
 - (i) 262 Keys (state-wide)
 - (ii) The staff exit process identifies staff that are leaving the Department. Through this process, their managers, and/or the building's security manager, ensure that keys are returned.
 - (iii) 2000
- b) Card Entry

(i)	1,759 access cards (state-wide)
(ii)	The staff exit process identifies staff that are leaving the Department. Through this process, their managers, and/or the building's security manager, ensure that cards are returned for cancellation.
(iii)	2000
LandCorp	
(a)	Nil
(i)	N/A
(ii)	N/A
(iii)	N/A
(b)	NIL
(i)	N/A
(ii)	N/A
(iii)	N/A

Note: During office hours reception desk is manned on 3rd floor and key pad entry is needed to 4th floor. After-hours a key is needed to access the building and then key pad entry system to access both floors. 62 after-hours building access keys have been issued by building security which are handed in at exit interview. System was implemented in 1999.

Public Transport Authority

Insofar as the Public Transport Authority is concerned:

(a)	(i)-(iii)				Date
		Keys - Location Procedure	Quantity	Return Procedure	
		Instituted			
		Public Transport Centre known	124	Exit Interview	Not
		Claisebrook Depot Maintenance Building	30	Exit Interview	1991
		Rail car access City Station known	400	Exit Interview	1991
		General line keys known	372	Exit Interview	Not
		Albany Regional office known	2503	Exit Interview	Not
		Bunbury regional office known	7	Exit interview	Not
		Kalgoorlie regional office known	16	Exit Interview	Not
		Northam regional office known	3	Exit Interview	Not
		known	3	Exit Interview	Not
(b)	(i)-(iii)	Card Entry Procedure	Quantity	Return Procedure	
		Instituted			
		Public Transport Centre	529	Exit interview	1999
		Claisebrook Depot & City Station car park	444	Exit Interview	1991
		City Station	284		

Armada Redevelopment Authority

- (A) Not Applicable
(B) Not Applicable

Subiaco Redevelopment Authority

- a) Key entry
 - (i) 20
 - (ii) Exit interview
 - (iii) At inception of Authority
- b) Card entry
 - Not applicable.

East Perth Redevelopment Authority

- a) Key entry
 - (i) 24
 - (ii) Exit interview
 - (iii) At inception of Authority
- b) Card entry
 - Not applicable.