

GOVERNMENT DEPARTMENTS AND AGENCIES, KEY AND CARD ENTRY, PROCEDURES

2318. Mrs C.L. Edwardes to the Minister for Community Development, Women's Interests, Seniors and Youth; Disability Services; Culture and the Arts

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 S.M. McHALE replied:

Disability Services Commission

- (a)
 - (i) 1090 Keys are issued.
 - (ii) The return of keys is part of the "Employee Exit Interview" checklist which managers are required to complete upon the permanent departure of a staff member.
 - (iii) These procedures have been in place for many years and are reviewed and updated on an annual basis, or more frequently as required.
- (b)
 - (i) 607 Cards are issued.
 - (ii) The return of cards is part of the "Employee Exit Interview" checklist which managers are required to complete upon the permanent departure of a staff member.
 - (iii) procedures have been in place for many years and are reviewed and updated on an annual basis, or more frequently as required.

Department of Culture and the Arts

- (a)
 - (i) 95
 - (ii) Keys are to be returned to Business Services and signed for on permanent departure of staff member
 - (iii) 1998
- (b)
 - (i) Not applicable
 - (ii) Not applicable
 - (iii) Not applicable

State Library of Western Australia and State Records Office

- (a)
 - (i) 79
 - (ii) Function manager advises staff member of requirement to return key on departure, procedure currently under review
 - (iii) December 2001
- (b)
 - (i) 499
 - (ii) Function manager advises staff member of requirement to return card on departure, procedure currently under review
 - (iii) November 1998

This return includes keys and cards for the State Records Office. The State Records Office is located in the Alexander Library Building.

Art Gallery of Western Australia

- (a)
 - (i) None
 - (ii) Not applicable
 - (iii) Not applicable
- (b)
 - (i) 7
 - (ii) Security are notified of resignations and repossess the card
 - (iii) 1998

Western Australian Museum

- (a)
 - (i) 279
 - (ii) On finishing employment staff are required to hand over all Museum property to their manager or administrative officer, including the entry key
 - (iii) As far as can be ascertained procedures of this form have been in place since 1891
- (b)
 - (i) 199
 - (ii) On finishing employment staff are required to hand over all Museum property to their manager or administrative officer, including the entry card
 - (iii) Entry cards were introduced to the Perth Site in 1998, the New Maritime Museum in 2002 and the Geraldton Museum in 2001. Procedures have been in place in each site since the introduction of entry cards

ScreenWest

- (a)
 - (i) 10
 - (ii) Keys are to be returned to Business Services and signed for on permanent departure of staff member
 - (iii) 1998
- (b)
 - (i) Not applicable
 - (ii) Not applicable
 - (iii) Not applicable

Perth Theatre Trust

- (a)
 - (i) 5
 - (ii) Keys are to be returned to Business Services and signed for on permanent departure of staff member
 - (iii) 1998
- (b)
 - (i) Not applicable
 - (ii) Not applicable
 - (iii) Not applicable

DEPARTMENT FOR COMMUNITY DEVELOPMENT

For the Department and associated policy offices under the Minister's control there exists in excess of 150 separate locations. Given the level of detail being requested, the collection of information for all locations is not possible within the available time frame

Information is however available for offices located in the Metropolitan area for both the issue of keys and entry cards.

- (a)
 - (i) The number of keys issued in the Metropolitan area total 141.
 - (ii) Upon the resignation or retirement of officers a "Cessation of Employee Advice" form is completed. Attached to the form is a checklist that is completed on the last day of the employee's employment. This identifies a range of items, which is to be returned and marked off on the checklist. Items listed include all keys (car and building), I/D cards and authority cards. The checklist makes provision for a declaration to be made by the departing officer that all equipment and items have been returned. The officer's supervisor also signs the checklist.
 - (iii) These procedures have been in place for a number of years.
- (b)
 - (i) The number of entry cards issued in the Metropolitan area total 711.

- (ii) Please refer to (a)(ii) above.
- (iii) Please refer to (a)(ii) above.