

GOVERNMENT DEPARTMENTS AND AGENCIES, KEY AND CARD ENTRY, PROCEDURES

2320. Mrs C.L. Edwardes to the Parliamentary Secretary to the Minister for Agriculture, Forestry and Fisheries; the Midwest, Wheatbelt and Great Southern

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 F.M. LOGAN replied:

Department of Agriculture

- (a)
 - (i) 700 keys
 - (ii) The agency has a staff exit process, controlled by policy and procedures. This controlled cessation process requires keys to be returned with a signed staff declaration, which is checked and signed off by the relevant supervisor, prior to final termination payments being made.
 - (iii) The cessation process was introduced in 2000, and is still currently in use.
- (b)
 - (i) 1177 proximity wands or swipe cards
 - (ii) Refer (a)(ii) above.
 - (iii) Refer (a)(iii) above.

Department of Fisheries

For the Department of Fisheries:

- (a) Staff in the District and Regional Offices
 - (i) Approximately 100 depending on individual contracts.
 - (ii) Human Resources notifies Regional Managers of staff terminating their employment with the Department. Regional Managers then arrange for the return of keys prior to the staff member leaving.
 - (iii) Approximately 18 months ago.
- (b) Staff in Head Office, the Western Australian Marine Research Laboratory and Regional Managers.
 - (i) Approximately 230 depending on individual contracts.
 - (ii) For Head Office - Human Resources notifies the Management Services Officer of staff terminating their employment with the Department. The Management Services Officer then arranges the return of the entry cards. For the Western Australian Marine Research Laboratory - Human Resources notifies the Administration Officer of staff terminating their employment with the Department. The Administration Officer then arranges the return of the entry cards.
 - (iii) Approximately 18 months ago.

Forest Products Commission

- (a) After hours access to the Forest Products Commission's (FPC) Rivervale office is by key and mill key.

- (i) 66 (1 December 2003)
- (ii) The exit interview process.
- (iii) The procedures were instituted on the date of the FPC's inception on 16 November 2000.
- (b) (i)-(iii) Not applicable.

Midwest Development Commission

- (a)
 - (i) 30 (two for each staff member, office door & car park entry)
 - (ii) A key/card register that staff sign on receiving keys and also sign when keys are returned
 - (iii) 14th January 1995
- (b)
 - (i) 15 (one for each staff member)
 - (ii) A key/card register that staff sign on receiving keys and also sign when keys are returned
 - (iii) 14th January 1995

Wheatbelt Development Commission

- (a)
 - (i) Keys are issued to each staff member – currently 15 staff.
 - (ii) Key allocations are recorded in a register, and departing staff are required to register the return of keys.
 - (iii) These procedures were implemented in 1996
- (b) (i)-(iii) Not applicable

Great Southern Development Commission

- (a)
 - (i) Keys are issued to each staff member. In all, 14 GSDC officers and 4 supernumery staff have been issued with keys.
 - (ii) Return of keys upon the permanent departure of an officer is effected at the exit interview stage. Each officer's personal file is notated with any Commission property which must be returned upon departure such as office key, cabcharge card, credit card and mobile phone.
 - (iii) These procedures were instituted in 1987.
- (b) (i)-(iii) Not applicable.