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Ineffective staff exit controls leave entities vulnerable to risk

The Auditor General today tabled in Parliament the [Staff Exit Controls](#) report.

The audit found that to varying degrees the Department of Planning, Lands and Heritage, Department of Finance and Department of Local Government, Sport and Cultural Industries were not effectively or efficiently managing the exit of staff to minimise security, asset and financial risks.

Auditor General Ms Caroline Spencer said none of the 3 entities consistently met all the key criteria of an effective and efficient staff exit management process, although the Department of Finance was generally better.

'At all 3 entities access to premises and IT systems were not cancelled within 24 hours of staff leaving or, in some cases, at all.

'Entities need to have controls in place to make sure that when staff leave, their access to buildings and information systems is cancelled and all assets issued to them are returned.

'If these controls are absent or ineffective, entities increase the risk of unauthorised access to buildings and information, and the risk of losing sensitive and confidential information, and public assets and money,' Ms Spencer said.

Entities were also not effectively or efficiently managing the recovery of salary overpayments.

Across the 3 entities, 20 staff had left owing around \$53,500 and, in some cases, entities had no arrangements to recover the money.

Ms Spencer said previous OAG financial and information systems audits have raised concerns over former employees having systems access after they leave an entity and the failure to complete staff exit checklists.

'I am pleased that the 3 entities are now acting on my recommendations.

'The risks and challenges identified in the report are not confined to those entities, so I urge all public sector entities to look at the findings, recommendations and better practice guide and ensure that they have effective staff exit controls in place,' Ms Spencer said.

The report contains a better practice guide which provides an overview of the key requirements entities should consider in their staff exit process.

Report resources

- [PDF version](#)
- [summary video](#)