



March 21, 2012

City of Saskatoon – City Clerk’s Office
Attention: Secretary – Audit Committee
222-3rd Avenue North
Saskatoon, Saskatchewan S7K 0J5

Audit Report – Safeguarding Civic Facilities – Physical Access

The 2011-2012 Corporate Audit Plan included provision to conduct an assurance audit of the safeguards regarding physical access to civic facilities. This process had not been subject to internal audit in the past.

The Maintenance Support Section of the Facilities Branch is responsible for administering the systems that allow individuals to physically access civic facilities, with few exceptions¹. Access to civic facilities is controlled through photo ID/ proximity access cards, keys and alarm systems.

Access privileges are determined at the program/department level and are communicated to Facilities Branch for programming (i.e., access cards, alarm systems) or issuance (i.e., keys). Changes to existing access systems (e.g., convert from keys to access cards, install access card reader at a door, etc.) must be funded by the program/department.

The overall objective of the audit was to determine whether adequate systems, practices and controls are in place to ensure physical access to civic facilities is limited to authorized individuals.

Management is currently working on implementation of the recommendations.

Respectfully submitted,

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¹ For the Saskatoon Police Service (SPS), the Facilities Branch administers their keys but the SPS administers its own proximity access cards. TCU Place and Credit Union Centre each manage their own physical access systems.