

# PROPERTY SERVICES INTERNAL CONTROL ISSUES AUDIT REGISTER SUMMARY

APPENDIX A

## EXISTING INTERNAL AUDIT RECOMMENDATIONS

Audit Report	Date of Issue	References	Recommendations / Agreed Management Actions				Priority of O/S Items		
			Total	Complete	Outstanding	O/S & Past Target Date	Urgent (1)	Important (2)	Routine (3)
Contract Services – Purchasing	Feb 2009	P1 to P2	2	-	2	1	-	1	1
NEW INTERNAL AUDIT RECOMMENDATIONS (PRESENTED AT PREVIOUS COMMITTEE)									
Not Applicable	-	-	-	-	-	-	-	-	-
<b>TOTALS</b>			<b>2</b>	<b>-</b>	<b>2</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>1</b>

# PROPERTY SERVICES INTERNAL CONTROL ISSUES AUDIT REGISTER

APPENDIX B

## INTERNAL AUDIT RECOMMENDATIONS

Audit & Date of Issue	REF	Recommendations	Priority	Initial Target Date	Agreed Mgt Response	Current Status	Officer (Revised Date)
<b>REVIEW OF CONTRACT SERVICES – PURCHASING ARRANGEMENTS</b>  <b>FEBRUARY 2009</b>	<b>P1</b>	The Company's terms and conditions be amended to include: - <ul style="list-style-type: none"> <li>• The Company's terms and conditions prevail over the suppliers;</li> <li>• The order must stipulate the quantity and description of the goods and services required;</li> <li>• All goods and services will be at the agreed quality;</li> <li>• The price shown is fixed and includes carriage.</li> </ul>	3	End of June 2009	Agreed.	Proposed changes to the Company's 'Term's and Conditions' have been drafted. These require approval by the Company Secretary and Director of Finance, ICT and Governance before being adopted.	Pete Smith – Procurement and Operational Support Manager  (December 2009)
<b>REVIEW OF CONTRACT SERVICES – SERVICE DELIVERY ARRANGEMENTS</b>  <b>FEBRUARY 2009</b>	<b>P2</b>	A van stock be completed and documented for the gas section operatives.	2	End of June 2009	Agreed	A full review will be completed as part of the Better Practice Review and linked to the Mobile Data Project. Also forms part of the Materials Management Report.	Pete Smith – Procurement and Operational Support Manager  (December 2009)