

# 100 DAY PLAN FOR ESTABLISHING THE OFFICE OF THE AUDITOR GENERAL

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# STRUCTURE

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- Day 100 Objectives
- 3 Time Frames
  - Immediate Priorities – Days 1 – 30
  - Intermediate Priorities – Days 31 – 60
  - Tertiary Priorities – Days 61 – 100
- 3 Areas of Focus
  - Human Resources
  - Structural Necessities
  - Knowledge of Business

# OBJECTIVES FOR DAY 100

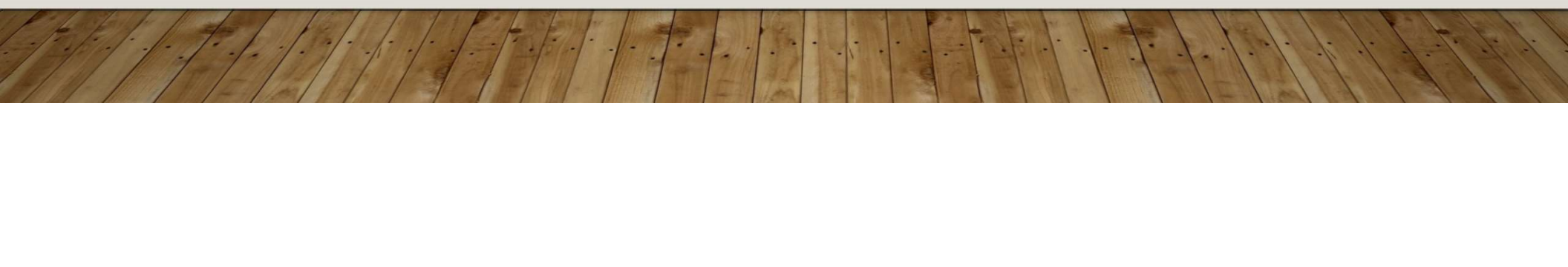
**Operational Objective – Ready to commence audit work**

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## **Building Blocks**

- Key staff in place
- Budget for period ending December 31, 2022
- AG Administrative Policies & Procedures – as needed
- Audit Manual and Audit Templates in place
- AG has met with all members of Council, CoV Senior Management, IA Dept, Board Chairs
- OAG Advisory Committee in place
- Stakeholder meetings underway and ongoing

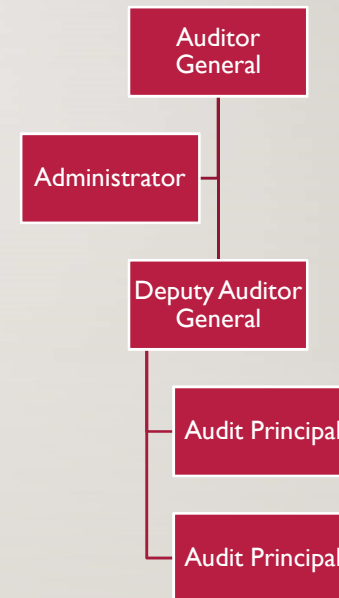
## **Main Deliverable**

- CoV Initial 3 year Audit Plan
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# IMMEDIATE PRIORITIES – DAYS 1 – 30

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- Human Resources
  - Initial structure
  - Job descriptions – Deputy Auditor General, Audit Principal, Manager, Auditor and Administrator
  - Commence recruitment for Deputy Auditor General, Audit Principals and Administrator



# IMMEDIATE PRIORITIES – DAYS 1 – 30

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- Structural Necessities
  - Develop Budget
  - Space – temporary vs. long-term
  - Administrative Policies and Procedures – CoV as starting point, modified or added to if/where necessary (bylaw 5.7, 5.8)
  - Information Technology – computers + peripherals, telephone
    - Procurement and installation commenced in collaboration with CoV IT Dept

# IMMEDIATE PRIORITIES – DAYS 1 – 30

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- Knowledge of Business
  - Standards decision – CAS – register with CPA BC as a practicing office
  - Commence meetings with Council, CoV Program Management, IA Dept, Legal, FOI
  - Recruit AG Advisory Committee
  - “Time spent in recce is seldom wasted” – read, read, read

# INTERMEDIATE PRIORITIES – DAYS 31 – 60

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- Human Resources
  - Hire Deputy Auditor General
  - Hire Administrator
  - Commence hiring Audit Principals
  - Develop competency framework

# INTERMEDIATE PRIORITIES – DAYS 31 – 60

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- Structural Necessities
  - Complete IT installation
  - Secure long-term space



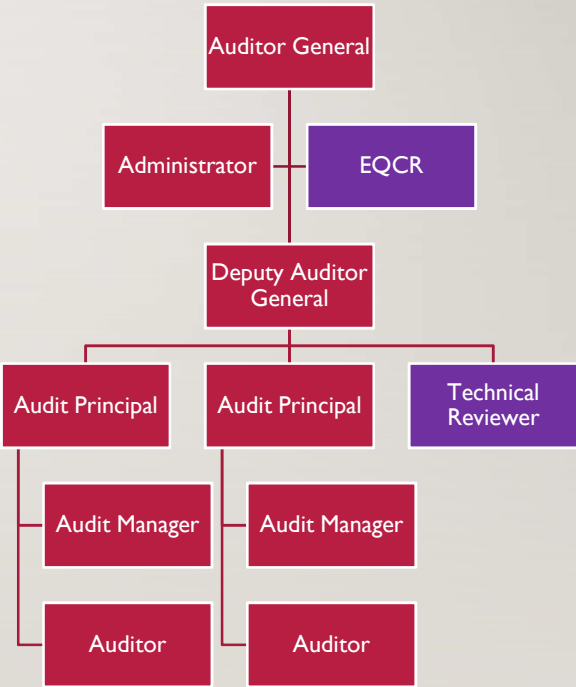
# INTERMEDIATE PRIORITIES – DAYS 31 – 60

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- Knowledge of Business
  - Meet with Advisory Committee
  - Draft OAG Audit Manual
  - Draft OAG Policies & Procedures, as needed
  - External Audit orientation with Council

# TERTIARY PRIORITIES – DAYS 61 – 100

- Human Resources
  - Operational structure
  - Hire Audit Principals
  - Commence manager and auditor recruitment
  - Training TBD based on staff needs



# TERTIARY PRIORITIES – DAYS 61 – 100

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- Structural Necessities
  - RFQ for Engagement Quality Control Review (EQCR) and Technical Review contractors
  - Draft Audit Templates
- Knowledge of Business
  - Commence meetings with stakeholders (e.g. First Nations, Chamber, DVBIA, CPABC, etc.)
  - Present Initial 3 Year Audit Plan to Council  
*(prior to January 30, 2022, per AG By-law s. 3.9)*

# FINAL THOUGHTS

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- What's not here
- Top 3 key risks
  1. People
  2. People
  3. People
- Status update – Day 9

# THE FIRST 100 DAYS

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QUESTIONS?