

Ministry of Finance, Treasury Board Staff

An Audit of Mid-Size Capital Procurement in Post-Secondary Institutions Released May, 2016

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Initial PAC Meeting- 23/11/16

Rec. #	OAG Recommendations	Action Planned	Target Date	Assessment of Progress by Entity ¹	Action Taken ²
1.	<p>RECOMMENDATION 1: <i>We recommend that Treasury Board Staff should define the key capital project documents that must be retained, where they should be kept, who should retain them, and for how long.</i></p>	<p>Finance agrees that it is important to ensure that key capital project documents, including project submissions and business plans, should be stored in a manner that allows for efficient and timely retrieval since these documents are used to inform and confirm decisions about major capital projects.</p> <p>As such, as part of the update to the Capital Asset Management Framework, Finance will provide direction concerning the retention of key capital project documents to address the report's recommendation in this area.</p>	2016/17	Partially Implemented	<p>Treasury Board Staff is undertaking an update of the Capital Asset Management Framework (CAMF) with the support of the Deputy Ministers and Industry Infrastructure Forum (DMIIF).</p> <p>The draft procurement chapter of CAMF is currently under review by stakeholders. Supporting tools are being developed to be released with the updated procurement chapter, including a documentation checklist. This documentation checklist will identify the key capital project documents that must be retained, where they should be kept, who should retain them, and for how long.</p>

Prepared by: Treasury Board Staff

¹The Select Standing Committee on Public Accounts (PAC) will request an update (i.e Assessment of Progress and Actions Taken column completed) on a yearly basis from the audited organization until all recommendations are fully implemented or otherwise addressed to the satisfaction of the PAC.

² This action plan and their subsequent updates have not been audited by the OAG. However, at a future date that Office may undertake work to determine whether the entity has accurately represented their progress in addressing the recommendations. The results of that work will be reported in a separate report prepared by the OAG.

Please provide your email response to:

Attention: Bruce Ralston, Chair of the Select Standing Committee on Public Accounts

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