



**PROVINCIAL UPDATE ON AUDITOR GENERAL RECOMMENDATIONS:  
Department of Labour & Advanced Education**

**Introduction**

The **Department of Labour & Advanced Education (LAE)** has 2 Auditor General chapters from April 2009 to February 2013 with a total of 26 recommendations. With 54% of these recommendations complete, LAE has made the implementation of the remaining recommendations a priority for the Department. LAE recognizes the importance of the work of the Auditor General and values its policy advice as one more contributing factor to a more efficient and effective public sector.

**Recommendations by Chapter:**

Month & Year	Chapter	Chapter Title	Complete	Work In Progress	Action No Longer Required	Do Not Intend To Implement	Total Recommendations
May-11	Chapter 6	Office of the Fire Marshall	13	12	-	-	25
Jan-12	Chapter 2	Financial Audits and Reviews	1	-	-	-	1
<b>Total</b>			<b>14</b>	<b>12</b>	<b>-</b>	<b>-</b>	<b>26</b>
<b>Percentage</b>			<b>54%</b>	<b>46%</b>			<b>100%</b>

**Brief Summary of Recommendations:**

Month & Year	Chapter & (Rec. #)	Status	Brief Summary of Status
May-11	Chapter 6 (1)	Complete	LAE assigned a Project Director in May 2011 to conduct an analysis of operations including inspection/ investigation activities and an identification and assessment of risks. A working plan was developed and approved which incorporates activities related to implementing each of the AG's recommendations. A number of those recommendations are complete as noted below and work underway on the other recommendations is highlighted.
May-11	Chapter 6 (2)	Work in Progress	A local IT consultant firm has been working with us since Feb 2012. The OFM is implementing phase one of the database upgrade.
May-11	Chapter 6 (3)	Complete	The OFM is has developed an inventory of all buildings requiring inspection and inspection activities are being entered into the system. The OFM will consider business requirements related to validation, conversion and reconciliation as they examine IT systems.
May-11	Chapter 6 (4)	Complete	Completed at time of Auditor General report release.

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May-11	Chapter 6 (5)	Complete	The Fire Marshal has developed and implemented performance standards which have been reviewed with Deputy Fire Marshals for 2011/12. (Recognizing that the process needs to continue on an annual basis - standards may need to be further updated as part of the regular performance review process and/or resulting from new policy and procedures that are developed resulting from the AG's report).
May-11	Chapter 6 (6)	Complete	The OFM has implemented a system to regularly monitor performance. A performance planning process was put into place for 2011/12. The Acting Fire Marshal has met with each of the Deputy Fire Marshals to review targets and expectations. Further meetings will occur later this year.
May-11	Chapter 6 (7)	Complete	This recommendation was completed Summer 2012.
May-11	Chapter 6 (8)	Work in Progress	The OFM has begun work in collaboration with the working group.
May-11	Chapter 6 (9)	Work in Progress	See 6.8
May-11	Chapter 6 (10)	Work in Progress	See 6.8
May-11	Chapter 6 (11)	Work in Progress	See 6.8
May-11	Chapter 6 (12)	Complete	The OFM has conducted a review of all legislation requiring inspection and met with various government departments. The OFM has also developed a risk evaluation framework.
May-11	Chapter 6 (13)	Work in Progress	The OFM has outlined various steps to achieve their inspection responsibilities, including inspecting schools. The first cycle will be completed by Summer 2014.
May-11	Chapter 6 (14)	Complete	The OFM has developed a Risk Framework to assist with defining serious fire deficiencies and based on an analysis of severity of impact/injury and likelihood of occurrence.
May-11	Chapter 6 (15)	Complete	Policy for inspections process has been completed.
May-11	Chapter 6 (16)	Work in Progress	The OFM will be developing a policy agenda for all policies and procedures required, including the AG recommendations.
May-11	Chapter 6 (17)	Work in Progress	The OFM will implement time lines that require reported deficiencies to be completed following inspections.
May-11	Chapter 6 (18)	Work in Progress	The OFM has implemented policies and procedures for follow up inspections.
May-11	Chapter 6 (19)	Complete	Inspection guidelines were rolled out to the Deputy Fire Marshals in October 2012 and are in use.



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May-11	Chapter 6 (20)	Complete	An inspection checklist was drafted for use over the summer 2011. Feedback has been received and revisions made. Copies are currently being made for use. A procedure has also been developed.
May-11	Chapter 6 (21)	Complete	The OFM has developed a process and a procedure to document, track, and follow up on complaints received by the OFM.
May-11	Chapter 6 (22)	Complete	The OFM has developed an orientation training matrix for new DFMS with general and specific components as well as a policy.
May-11	Chapter 6 (23)	Work in Progress	As noted above in 6.2, a local IT firm is working with the OFM in terms of the business and technical requirements for the OFM, which includes Plans Review.
May-11	Chapter 6 (24)	Work in Progress	As of April 1, 2013 the OFM is continuing to make completing the AG recommendations a priority (recognizing that some recommendations ie; 6.8 are ongoing and will be implemented over the longer term).
May-11	Chapter 6 (25)	Work in Progress	The OFM will be implementing a fire safety education plan and will build upon existing education and training programs.
Jun-12	Chapter 2 (6)	Complete	Continue to apply recommendation on a go forward basis.