

Provincial Update on Auditor General Recommendations
Department of Labour & Advanced Education
AS AT OCTOBER 31, 2012

Since 2009, the Office of the Auditor General (OAG) has made 26 recommendations to the Department of Labour & Advanced Education, in efforts to improve government for the people of Nova Scotia. The Department has made every effort to address these recommendations. Of the 26 recommendations made, 13 have already been completed, and 13 are in progress.

Recommendations assigned to Department of Labour & Advanced Education:

Recommendations by Chapter	Complete	Work in Progress	Action no Longer Required	Do not intend to Implement	Total Recommendations
May 2011					
Chapter 6: Office of the Fire Marshal	12	13	-	-	25
January 2012					
Chapter 2: Results of Financial Audits and Reviews	1	-	-	-	1
Total	13	13	-	-	26
Percentages	50%	50%	0%	0%	100%

Recommendations in Detail:

Month & Year	Chapter	Recommendation	Status	Brief summary of actions taken
May 2011	6	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 2011	6	6.2	Work in progress	A local IT consultant firm has been working with the OFM since Feb 2012. The OFM has received the IT consultant's recommendations

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Recommendations in Detail:

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				and they are currently being reviewed.
May 2011	6	6.3	Complete	An inventory of all buildings requiring inspections by the OFM has been completed (the list was compiled June 1, 2011).
May 2011	6	6.4	Complete	Completed at time of Auditor General report release.
May 2011	6	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 2011	6	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 2011	6	6.7	Complete	The Project Director has initiated conversations with the Safety Branch Steering Committee and this item will be included in the Branch review.
May 2011	6	6.8	Work in progress	The OFM is developing a "phased in" plan to be used by municipalities to define minimum standards of inspection. The OFM has begun work in collaboration with the working group. The OFM has presented the proposed phased-

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Recommendations in Detail:

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				in approach to UNSM.
May 2011	6	6.9	Work in progress	The OFM will identify the type of monitoring and reporting that will be needed to determine if the municipalities have been compliant with the Fire Safety Act; current Regulations will be reviewed (See 6.8).
May 2011	6	6.10	Work in progress	Once the system is identified as set out above, the OFM will develop appropriate policies and procedures (See 6.8).
May 2011	6	6.11	Work in progress	See 6.8
May 2011	6	6.12	Work in progress	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. Most government departments have changed the legislative requirements for annual inspections to now reflect inspection frequencies that are outlined in the framework.
May 2011	6	6.13	Work in progress	The OFM has outlined various steps to achieve their inspection responsibilities including a priority inspection plan for elementary schools. The OFM has completed the inspection of elementary schools and has commenced inspecting the middle and senior schools. This will be completed over the next few months.
May 2011	6	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.

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May 2011	6	6.15	Completed	Policies will be drafted as work is reviewed under 6.14. Policy for inspections process has been completed.
May 2011	6	6.16	Work in progress	The OFM will be developing a policy agenda for all policies and procedures required including the AGs recommendations.
May 2011	6	6.17	Work in progress	See 6.16
May 2011	6	6.18	Work in progress	See 6.16
May 2011	6	6.19	Complete	Inspection guidelines were rolled out to the Deputy Fire Marshals in October and are in use.
May 2011	6	6.20	Complete	An inspection checklist and policy have been prepared which have been in use by Deputy Fire Marshall's (DFMs) since fall (2011). Copies of the checklist are now provided to owners upon inspection and the relevant inspection information is entered into DFM by staff.
May 2011	6	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 2011	6	6.22	Complete	The OFM has developed an orientation training matrix for new Deputy Fire Marshals with general and specific components as well as a policy.
May 2011	6	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

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				includes Plans Review.
May 2011	6	6.24	Work in progress	The Project Director issues monthly progress reports to update the Minister on current/planned activities. Quarterly reports are shared with the senior officials within LAE, CNS and the Premier's office and posted on the LAE website.
May 2011	6	6.25	Work in progress	The OFM will conduct a risk assessment of fire safety education requirements to prioritize needs and develop an appropriate education plan. The OFM will work with training and education staff within LAE.
January 2012	2	2.6	Complete	The Department of Education reversed the entries in question and implemented OAG recommendation for 2011-12.