

Provincial Update on the Auditor General Recommendations  
 Department of Labour & Advanced Education  
 November 2011

Monthly reports are prepared and posted on the LAE website at  
<http://www.gov.ns.ca/lae/publicsafety/OFMProgress.asp>.

**Recommendations assigned to Department of Labour & Advanced Education (LAE).**

<b>Labour and Advanced Education</b>	<b>Complete</b>	<b>Work In Progress</b>	<b>Action no Longer Required</b>	<b>Do not Intend to Implement</b>	<b>Total Recommendations</b>
<b>May 2011</b>					
Chapter 6: Office of the Fire Marshal	6	19	-	-	25
<b>Total</b>	<b>6</b>	<b>19</b>	<b>-</b>	<b>-</b>	<b>25</b>
Percentage	24%	76%	0%	0%	100%

**Recommendations in Detail:**

<b>Month &amp; Year</b>	<b>Chapter</b>	<b>Recommendation</b>	<b>Status</b>	<b>Brief summary of actions taken</b>
May 2011	6	6.1	Work in progress	LAE has assigned a Project Director to conduct an analysis of operations including inspection/investigation activities and an identification and assessment of risks. A high level working plan has been developed which incorporates activities related to implementing each of the recommendations and work is underway.
May 2011	6	6.2	Work in progress	A local IT consultant firm has conducted a needs assessment and developed an IT system strategy for the Office of the Fire Marshall (OFM). More detailed project planning will occur and timelines for major deliverables will be determined for this recommendation. An interim process will be established to ensure that information needs for operational management are met.
May 2011	6	6.3	Complete	The OFM is has developed an inventory of all buildings requiring inspection and inspection

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				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 2011	6	6.4	Complete	Completed at time of Auditor General report release.
May 2011	6	6.5	Complete	The Fire Marshal has reviewed performance standards with Deputy Fire Marshals for 2011/12. Standards will be updated as new policy and procedures are developed.
May 2011	6	6.6	Complete	The OFM has implemented a system to regularly monitor performance. A performance planning process has begun 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	Work in progress	The OFM plans to align its quality assurance process to other practices within LAE (e.g., Occupational Health and Safety (OHS)). There will be consultation, refinement, tools and training required.
May 2011	6	6.8	Work in progress	The OFM will develop a detailed project plan (resources requirements, accountability, time line etc) for the recommendations related to their work with municipalities (recommendation 6.8 - 6.11). A working group will be established with stakeholders.
May 2011	6	6.9	Work in progress	See 6.8

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May 2011	6	6.10	Work in progress	See 6.8
May 2011	6	6.11	Work in progress	See 6.8
May 2011	6	6.12	Work in progress	<p>a) The OFM has met with various government departments and reviewed other legislative requirements that require inspections by the OFM.</p> <p>b) The OFM will develop a risk evaluation framework to prioritize the inspection of properties and an escalation process will be included.</p>
May 2011	6	6.13	Work in progress	The OFM will review the legislative responsibilities related to "public schools" under the Act and work with the Department of Education regarding school audits by the OFM.
May 2011	6	6.14	Work in progress	(See 6.12b) The OFM will also develop procedures to provide support for key operational activities including the appropriate reporting method.
May 2011	6	6.15	Work in progress	The OFM will be preparing a detailed project management plan for all recommendations related to policies and procedures (6.15 - 6.18, 6.21, 6.23). This recommendation will link with 6.14.
May 2011	6	6.16	Work in progress	See 6.15
May 2011	6	6.17	Work in progress	See 6.15

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May 2011	6	6.18	Work in progress	See 6.15
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 was drafted for use over the summer. Feedback has been received and revisions made. Copies are currently being made for use. A procedure has also been developed.
May 2011	6	6.21	Work in progress	See 6.15
May 2011	6	6.22	Work in progress	The OFM will develop and implement an orientation training policy based on best practices and existing programs within Labour & Advanced Education.
May 2011	6	6.23	Work in progress	See 6.15
May 2011	6	6.24	Work in progress	The Project Director issues weekly progress reports to update the Minister on current/planned activities.
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.