Winnipeg

Report to Audit Committee
Status of Audit Recommendations
Quarterly Report Card - Summary
2016 – Quarter 3

To be leaders in building public trust in our civic government

Audit Department

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Status of Audit Recommendations
Quarterly Report Card – 2016 Quarter 3

What is the Quarterly Report Card?

The Audit Department's work does not end when an audit report is presented to City Council. The most important component of an audit recommendation is its implementation. The Public Service provides a response to each audit recommendation in the Audit Report along with an action plan. The subsequent implementation of the audit recommendations in accordance with the action plans is the responsibility of the Public Service. The Audit Department has traditionally provided Audit Committee with an update on the status of the implementation of outstanding audit recommendations in its annual report.

In 2006, the *Status of Audit Recommendations Quarterly Report Card* was introduced at the request of Audit Committee. The *Quarterly Report Card* is produced at the end of March, June, September and December and is presented at the next Audit Committee. The *Quarterly Report Card* presents management's representations as to the status of recommendations implemented, in progress or not to be implemented. Documentation supporting the implementation of recommendations is reviewed by the Audit Department to confirm implementation has occurred. For recommendations in progress, an implementation strategy and timeframe is provided. For recommendations not to be implemented, an explanation is provided.

How is the Quarterly Report Card produced?

The Audit Department provides a template of outstanding audit recommendations to the Department Director responsible for implementing the recommendation. The templates are forwarded to the Audit Department for review and compilation. The Audit Department summarizes the results and prepares a brief overview for Audit Committee. We review the supporting documentation to confirm that recommendations have been implemented. The completed *Quarterly Report Card* is presented to Audit Committee by the City Auditor along with any observations he may have.

Quarterly Report Cards are typically completed for five years following the issue date of an audit report, which may be extended as circumstances warrant. After the reporting period, the Audit Department prepares a final report to Audit Committee that provides a summary of recommendations implemented, in progress and not to be implemented. Included is a complete history of status updates relating to those recommendations not implemented. After presentation of this final report, the status of audit recommendations will no longer be tracked by the Audit Department. If there are significant concerns that cannot be satisfactorily addressed by the Public Service, the Audit Committee may propose a new audit of the subject entity.

Status of Audit Recommendations
2016 Quarter 3

AUDIT REPORTS	RECOMMENDATIONS				TARGET DATE FOR COMPLETION			
	Total	Complete	Not to be Implemented	Percent Complete	4th Qtr 2016	1st Qtr 2017	2nd Qtr 2017 or later	Target Date Unknown
Capital Projects Management, 2009	6	4	2					
	23	22		96%	1			
Traffic Signals Branch Performance Audit, 2011	19	14	1	79%	1		3	
Operational Review of the Winnipeg Parking Authority, 2011	27	24	2	96%			1	
Animal Services By-law Enforcement Audit, 2011	13	10	1	85%			2	
Review of the Winnipeg Public Library Services, 2012	9	7	1	89%			1	
Review of the Hired Equipment Process, 2012	9	4		44%	4		1	
Safety Review of Aquatics Services, 2013	15	13	1	93%			1	
Non-Monetary Real Estate Grants Audit, 2013	12	11		92%			1	
311 Contact Centre Audit, 2014	13	12		92%	1			
Waverley West Arterial Road Project Audit, 2014	6	5		83%			1	
Community By-law Enforcement Services Audit, 2015	6	3	1	67%		1	1	
Emergency Mechanical Services Branch Audit, 2016	15	4		27%			11	
TOTAL	173	133	9	83%	7	1	23	

3rd Quarter 2016 Commitments

AUDIT REPORTS	3rd Qtr Target for Implementation	Complete	NEW TARGET	
			Recommendation	Date
Non-Monetary Real Estate Grants Audit, 2013	1	1	#6	-
311 Contact Centre Audit, 2014	1	-	#13	2016 Qtr 4
TOTAL Number of Recommendations	2	1		

This table summarizes the status of the two recommendations targeted for review in the 3rd Quarter of 2016.

Recommendations Implemented 2016 Qtr 3 *

Non-Monetary Real Estate Grants Audit, 2013

#6 We recommend that the Manager of Real Estate work with the Director of PP&D to prepare a report for the consideration of Council making delegated authority usage reporting for WHHI transactions an annual requirement, report the usage in the annual report of non-monetary real estate grants, and document the process in the Division's policies and procedures manual, conditional upon Council's reissuance of the delegated authority.

Emergency Mechanical Services Branch Audit, 2016

#4 We recommend that the Director of EMSB, in consultation with the WFPS Manager of Finance, reinstate annual inventory counts at the Branch.
Risk assessment – Medium

#6 We recommend that the Mechanic job description be updated to include the requirement for EVT certification upon recruitment, or the pursuit and achievement thereof within a specified timeframe.
Risk assessment - Medium

#7 We recommend that the Director of EMSB job description be updated to clarify the minimum management and administration education required to qualify for the position, and what the acceptable equivalency for the education would be.
Risk assessment - High

#8 We recommend that the Winnipeg Fire Paramedics Service create a job description for the Supervisor of EMSB position.
Risk assessment – Medium

* Some of these recommendations were implemented prior to Q3 2016; however this is the first formal follow-up on the Emergency Mechanical Services Branch Audit.

Recommendations Not To Be Implemented 2016 Qtr 3

None

Audit Observations

Two recommendations were targeted for implementation in the 3rd Quarter of 2016 and one recommendation was implemented.

As at September 30, 2016, 133 of the 173 recommendations (82%) contained in this Report Card have been completed and there are 31 recommendations in progress.

The Public Service has reported that 7 of the 31 recommendations in progress should be implemented by December 31, 2016. The status of the recommendations in progress will be the focus of our next report card.

October, 2016