



**SOUTH AUSTRALIAN  
STATE EMERGENCY  
SERVICE**

# **ANNUAL REPORT**

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**BUILDING SAFE  
AND RESILIENT  
COMMUNITIES**





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**SOUTH AUSTRALIAN STATE EMERGENCY SERVICE**  
Annual Report 2012-13

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# Letter of Transmittal



30 October 2013

Mr David Place  
Chief Executive  
SAFECOM  
Level 6, 60 Waymouth Street  
ADELAIDE SA 5000

Dear Sir

I am pleased to present the Annual Report of the South Australian State Emergency Service (SES) for the year ending 30 June 2013, which was prepared pursuant to Division 6 [121] of the *Fire and Emergency Services Act 2005*.

The report highlights significant achievements and progress in working toward a vision of being a reliable and trusted volunteer-based organisation building safer and more resilient communities.

It also outlines a range of initiatives undertaken by SES during the 2012-13 financial year. These initiatives contribute to the aims of the SES Strategic Directions Framework and also address the emergency services priorities in South Australia's Strategic Plan.

Yours faithfully

A handwritten signature in black ink that reads 'Chris Beattie'.

**Chris Beattie**

Chief Officer

SA STATE EMERGENCY SERVICE





## OUR ORGANISATION

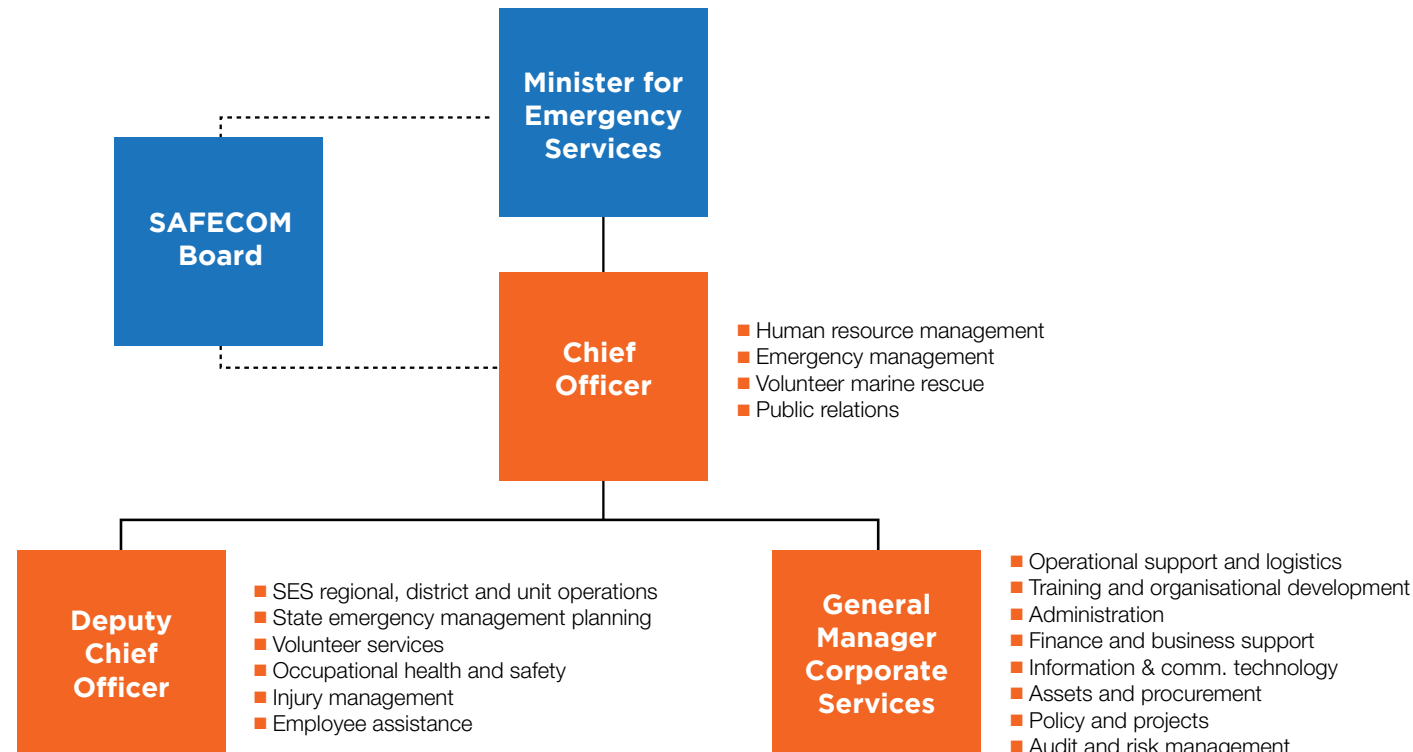
The South Australian State Emergency Service is a community-based volunteer organisation established by the *Fire and Emergency Services Act 2005* to provide an emergency response service across the state.

### The main functions of SES include:

- Exercising responsibilities as a functional service and control agency for flood and extreme weather and hazard leader for extreme weather.
- Responding to floods and storms.
- Assisting Police, Health, Metropolitan Fire Service (MFS) and Country Fire Service (CFS) in dealing with any emergency (e.g. aerial observation, evidence search, and operational and logistics support including lighting, shelter, bushfire response staging area management)
- Assisting in carrying out prevention, preparedness, response and recovery operations under the *Emergency Management Act 2004*.

- Undertaking general rescue activities including road crash, vertical rescue, land search, swiftwater rescue, marine search and rescue, confined space rescue, structural collapse, animal rescue
- Undertaking community education (FloodSafe)
- Contributing to emergency management (state emergency planning, training and executive support to Zone Emergency Management Committees)

## OUR STRUCTURE



2012-13 was a very successful year for the SES. In what was a period of significant change, the service, working with local government and other partner agencies, continued to provide strong community response capabilities and build on its operational preparedness for emergency events.

Throughout this period, our committed volunteers continued to support safety in the community, responding to thousands of requests for assistance for road crashes, land searches, vertical rescues, swiftwater rescues, animal rescues, floods, storms and marine emergencies.

As control agency and hazard leader for extreme weather, SES has worked with Zone Emergency Management Committees (ZEMCs) and other relevant stakeholders to progress comprehensive risk assessments at zone level for flooding, extreme storm and extreme heat events.

Communication and training continues to be a focus for SES and, in April 2013, the SES Volunteer Portal was launched, replacing the old 'Members Only' intranet. All volunteers have been issued with a new SES email address and user name to log on. The SES has invested significant resources to provide a suite of online training courses for members to work through in their own time in the comfort of their own surroundings.

New and modern facilities was a focus for 2012-13, with the Community Engagement Unit, State Operations Coordination Unit and Western Adelaide Unit moving to a new and much needed site at the former Fleet SA site at Netley. The facility was opened by the Minister for Emergency Services in April 2013.

The importance of member satisfaction was recognised with a Pulse Survey distributed to all SES volunteers and staff in May 2013 to follow-up a survey conducted in 2006. Further analysis of the results is required, however the preliminary results are encouraging.

A focussed training program and recruitment campaign also were implemented throughout the year. SES has established a volunteer recruiting position within each of the 10 SES districts to assist units with recruitment campaigns, attending field events, and accessing data and research material relevant to recruiting. The volunteer recruiters will work closely with the unit, SAFECOM Volunteer Services Branch and the SES Community Engagement Unit.

In the first two quarters of this financial year, SES undertook a rigorous review of its KPI framework and associated reporting templates with a view to being able to generate more meaningful information in a more timely way and with less effort. This has largely been a process of refocusing existing effort and developing complementary processes rather than applying more effort.

**Throughout this period, our committed volunteers continued to support safety in the community, responding to thousands of requests for assistance for road crashes, land searches, vertical rescues, swiftwater rescues, animal rescues, floods, storms and marine emergencies.**



The review approach involved a fundamental rethink of what measures would be the best indicators of progress against the six key focus areas of the sector strategic plan. This resulted in identification of a number of new KPIs and the need to develop new measurement systems.

The extent of the resulting change is reflected in the number of aspects where there is no past year information available. This means that the targets established for this year may require progressive revision. There are also a number of areas where SES is currently unable to measure results. It is important that

these measures are retained, as SES believes these aspects should be measured. New measurement systems will be established over time to address the current gaps.

In summary, consultation and communication was a significant focus this financial year and, in reinforcing the government's commitment to consulting with volunteers, the SES Volunteers Charter was reviewed and formally launched by the Minister for Emergency Services in April 2013.

**Chris Beattie**

Chief Officer  
SA STATE EMERGENCY SERVICE

The following is a list of SES highlights from the year arranged under the six focus areas for our goals, outcomes and actions:

LEADERSHIP

- SES provided a valuable contribution to national and state emergency management reform through input and submissions to a number of inquiries, task forces, reviews and discussion papers
- SES staff attended a total of 361 national, state and sector EM forums/workshops
- Strong and effective partnerships with our communities and stakeholders were maintained through continued close involvement with the Australian Council of SES (ACSES) and Australasian Fire Authorities Council (AFAC), close working arrangements with SA Police in relation to undertaking marine rescue and strengthening relationships with other sector agencies such as CFS and MFS, and with local government organisations
- The number and cost of workplace health and safety incidents were significantly lower in 2012-13 than recent years

PREVENTION AND COMMUNITY PREPAREDNESS

- Completion of 11 zone extreme weather heat and extreme weather storm risk assessment workshops in conjunction with the BoM and SAFECOM Emergency Management
- Completion of state extreme weather heat and extreme weather storm risk assessment workshops
- Establishment of the SES Community Engagement Unit and the move of this unit to new premises at Netley
- Provision of executive officers for all eleven emergency management zones and zone committees
- Leadership of a whole-of-government extreme heat consultative committee
- Appointment of a new Emergency Management Officer in SES
- Expansion of the FloodSafe program

OPERATIONAL PREPAREDNESS

- Expenditure of \$3.7m on the purchase of property, plant and equipment including:
  - Purchase of light motor vehicle fleet replacements in place of leasing
  - Commencement of medium truck replacement program
  - Completion of a number of small building projects improving facilities for volunteers, including Mount Barker, Western Adelaide and Community Engagement Units
  - Finalisation of the plans for the new development of the Whyalla Unit
- Completion of the E-Connect program providing improved volunteer access to broadband, email and training resources
- Launch of a new volunteer portal
- Release of a strategic plan for training to increase the range of training available for volunteers and introduce a more flexible and responsive training environment

- Adoption of the new Learning and Development Framework 2012-15
- Acquisition of new software to improve incident management capability (WebEOC)
- Training of approximately 250 volunteers in swiftwater rescue, bringing the total number trained in this capability to over 600. In addition, this training was presented to approximately 100 employees from eight local government councils.
- Coordination of the multi-agency response VMR State Exercise Program

RESPONSE

- SES attended approximately 5,690 incidents
- Contributed approximately 72,000 volunteer hours
- Commenced a review of SES standards of emergency response
- Issued approximately 45,000 targeted emergency public information warning messages to areas in the north of the state during January 2013 using Emergency Alert location-based technology
- Participated in an interstate deployment involving air observers supporting maritime searches off the coast of north-west Australia
- Provided assistance to the CFS during a number of significant fires
- VMR associations and SES marine units undertook in excess of 427 marine rescues

RECOVERY

- Continued to work with the State Recovery Committee and State Recovery Office to develop plans to transition smoothly from emergency response activities to recovery
- Continued to provide the Stress Prevention and Management program (SPAM) for volunteers and Employee Assistance Program (EAP) for staff
- Developed a new DVD demonstrating some of the stresses associated with road crash rescue, land search and vertical rescue
- Enhanced business continuity arrangements for State Control Centre operations through the acquisition and refurbishment of the Netley facility.

BUSINESS EXCELLENCE

- Established a strategic project to undertake targeted recruitment activity using volunteer recruiters
- Undertook a 'Pulse Survey' of staff and volunteers. Preliminary results generally better than previous survey
- SASESVA continued to provide a valuable intermediary service
- Launched a new volunteer portal
- Reviewed a number of key governance documents, including corporate risk register, financial management compliance program and key performance indicator framework
- Increased use of social networking

PEOPLE

The SES is a community-based volunteer organisation established by the *Fire and Emergency Services Act 2005* to provide an emergency response service across the state. SES units are particularly active in providing response service for floods, storms, rescues and road accidents.

SES currently consists of 67 units (54 units are based in rural areas) and approximately 1680 volunteers. The SES also provides support for volunteer marine rescue organisations, their 14 flotillas and approximately 580 operational volunteer marine rescue volunteers strategically located along South Australia's coastline.



VEHICLES

The SES currently manages the bulk of its vehicle fleet and is quickly transitioning from a leased light vehicle fleet to an agency owned and managed one as a result of a submission and subsequent decision from the Sustainability Commission 2010. This transition will be completed by the end of the 2013-14 financial year.

|                              | Owned | Leased | Total |
|------------------------------|-------|--------|-------|
| Quick Response Vehicles      | 75    | 12     | 87    |
| Staff Vehicles               | 10    | 11     | 21    |
| Motor Bikes / ATVs           | 22    |        | 22    |
| Boats                        | 13    |        | 13    |
| Comms Vehicles               | 9     |        | 9     |
| State Support Plant          | 11    |        | 11    |
| General Rescue Vehicles      | 36    |        | 36    |
| RCR Rescue Vehicles          | 46    |        | 46    |
| Trailers (inc Boat Trailers) | 196   |        | 196   |
| TOTAL                        | 418   | 23     | 441   |

LAND AND BUILDINGS

|                     |    |
|---------------------|----|
| Owned               | 17 |
| Licensed            | 4  |
| Leased              | 30 |
| Dedicated           | 5  |
| Exchange of letters | 4  |
| Commercial lease    | 8  |
| TOTAL               | 68 |

COMMUNICATIONS

| Phones    |     |
|-----------|-----|
| Satellite | 13  |
| Mobile    | 261 |
| Landline  | 183 |
| TOTAL     | 457 |

| Radios |     |
|--------|-----|
| GRN    | 682 |
| HF     | 45  |
| UHF    | 112 |
| VHF    | 56  |
| TOTAL  | 895 |



OUR WORK

SASES Vision

A reliable and trusted volunteer-based organisation building safe and resilient communities

SASES Mission

To minimise loss of life, injuries and damage from emergencies and natural disasters

SASES Values

Our People & Communities

Our staff, volunteers and the communities they service are at the heart of the organisation. We value our people for their knowledge and ideas. Through providing a safe work environment, working collaboratively with our stakeholders, promoting equity and diversity and fostering a spirit of teamwork, we will value and develop our people and communities.

Building Trust & Respect

We build trust by being timely, responsive and reliable. We build respect by conducting our business with integrity and honesty. We treat others as we would wish to be treated and challenge when we see something is wrong.

Being Accountable

We are accountable, transparent and ethical. We will communicate well and drive down the level of decision making. We will do what we say we will do to meet expectations and we only promise what we can deliver.

Being Professional

We strive for business excellence and high performance. We take pride in our work and we value the contribution of others. We succeed by encouraging and generating new ideas. We trust our people to deliver. We take measured risks and encourage creative thinking.



SASES Operating Principles

We will provide a safe and healthy working environment

We will ensure that all SASES personnel are trained, supported and equipped to do their job well

Our decisions are based on knowledge and an understanding of risks

Our resources will be directed towards reducing loss of life, injuries and damage from floods, storms, extreme heat and other emergencies

OUR PLANS

These responsibilities align closely with the second of the seven strategic priorities of government "Safe communities, healthy neighbourhoods". Furthermore, the activities of SES contribute in a significant way to the following goals and targets in South Australia's Strategic Plan:

| Vision/Goal  | Target  |
|--|---|
| We are prepared for natural disasters  |   |
| We are safe and protected at work and on the roads                                   | T22 Road safety   |
| People in our community support and care for each other, especially in times of need | T23 Social participation                                      |
| We value and support our volunteers and carers                                       | T24 Volunteering  |
| Governments demonstrate strong leadership working with and for the community         | T32 Customer and client satisfaction with government services |
| South Australia plans and delivers the right infrastructure                          | T56 Strategic infrastructure                                  |
| We adapt to the long-term physical changes that climate change presents              | T62 Climate change adaptation                                 |

SES is one of three emergency service organisations that collectively form the SA Fire and Emergency Services Sector. The SES strategic directions support the focus areas and priorities outlined within the SA Fire and Emergency Services Sector Strategic Plan 2010-15.

OUR PRIORITIES

Service delivery for the SA Fire and Emergency Services Sector is structured across six key focus areas. These areas form the foundation for planning, implementing, monitoring and reporting on strategies and initiatives. The goals for each area are:

- **Leadership** – Driving best practice emergency management based on community needs and shared goals
- **Prevention and Community Preparedness** – Communities and governments recognise and understand their risks and can take action to reduce their risk from emergencies and disasters
- **Operational Preparedness** – Prepared to the highest standard for all extreme weather and flooding emergencies and rescues
- **Response** - Providing timely and effective response to communities experiencing extreme weather and flooding emergencies and rescues and operational support to police and other emergency service organisations
- **Recovery** – Provide effective recovery services to communities who have experienced extreme weather or flooding emergencies, and our people involved in response and recovery operations, to ensure future readiness
- **Business Excellence** – A high performing, service focussed, volunteer-based organisation

The SES Business Plan outlines how the agency will work in partnership with our key stakeholders and the community to build resilience and reduce the impacts of emergencies and disasters. The key priorities for 2013-14 will revolve around implementing the new incident management systems and frameworks, and consolidating the revised workforce structure. Changes to the workforce structure will require the ongoing development of revised business and operational policies, processes and procedures to reflect the new district model.





LEADERSHIP

To have a common direction and shared vision of best practice emergency management based on community needs.

Leaders in state-wide and national emergency management reform

SES contributed to 58 national and 303 state, sector and regional committees and working groups throughout the year. Involvement and input into these groups is critical to the establishment of consistent and workable policy and ongoing reform in emergency management. A complete list of committees and working groups that SES has participated in is included in APPENDIX 4.

SES led the process for undertaking emergency risk assessments for extreme weather, storm and heat for 11 zone emergency management committees and at the state level.

SES also participated in the State Flood Reform Task Force established under the auspices of the State Emergency Management Committee, contributed to the review and updating of the State Emergency Management Plan, and made significant contributions and submissions to the review of the *Fire and Emergency Services Act 2005* undertaken by the Hon Paul Holloway MP.

At the national level, SES led the preparation of a state submission to the Federal Senate Inquiry into recent trends in and preparedness for extreme weather events, and contributed to review and analysis of the Victorian Emergency Management Reform White Paper.

SES also secured funding to undertake a national program to improve emergency management capability in remote area communities.

Strong and effective partnerships with our communities and stakeholders

SES continued to pursue opportunities to integrate services with partner organisations.

SASES was a major contributor in ACSES and AFAC meetings and associated forums throughout the year.

Support was provided for steering committees of several national emergency management and resilience projects, including the community resilience indicators project and development of a household vulnerability and resilience assessment tool.

SES continued to develop strategic partnerships with the six Volunteer Marine Rescue VMR associations, as well as key stakeholders such as the South Australia Police, Australian Maritime Safety Authority and the SA Department of Planning, Transport and Infrastructure in relation to marine rescue matters.

Engagement between staff and volunteers was supported through the following consultative mechanisms:

- South Australian State Emergency Service Volunteers' Association – a key stakeholder providing a conduit for volunteer members to raise matters of importance with SES staff and to government
- Unit Managers' Advisory Groups – one group in each region that meet every four to six weeks, either face to face or by teleconference to discuss matters of mutual relevance

- Technical Advisory Groups – a collaboration between staff and volunteers tasked to review and make recommendations about technical matters affecting key functional and operational areas of the organisation
- Executive Advisory Group – a group of representatives from each region convened by the Deputy Chief Officer to identify and endorse strategic direction, business planning priorities and advise on matters of corporate governance
- Governance Reporting & Review Group – chaired by the Chief or Deputy Chief Officer to monitor and direct all strategic governance and management of the agency.

SES also increased the number of formal partnerships with local government authorities under the FloodSafe program.

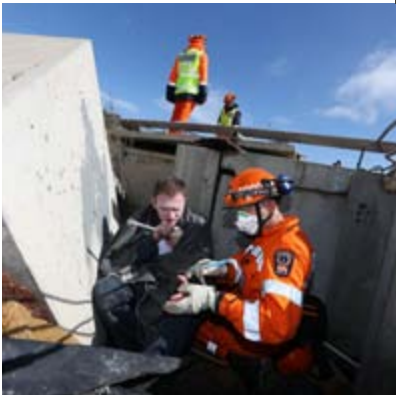
An organisation with demonstrated commitments to its people, safety and wellbeing

Significant organisational changes outlined in the SASES Workforce Plan were implemented during the year. Support for volunteer operations was bolstered through the recruitment to a number of positions including coordinator, rescue systems and safety; emergency management officer; and project officers supporting volunteer recruitment, volunteer marine rescue committees; and training.

In terms of safety and wellbeing, SES maintained its commitment to a zero harm vision for its staff and volunteers and a commitment to 100% return to work when injuries occur. The progress and success of the OH&S activities was monitored through fortnightly meetings with the SAFECOM Manager Health, Safety & Welfare and the Senior OHS Advisor. Updated standards for personal protective equipment (PPE) and clothing were developed and implemented and new standards implemented for responding to emergencies where there are damaged photovoltaic arrays.

Eleven nominations were received from volunteers to participate on the SES State Health & Safety Committee. Two volunteers were selected from each region and the Deputy Chief Officer, Manager Training and the Manager Operations & Logistics Support were nominated as management delegates to the committee.

There have been no recorded notifiable incidents either under the old Occupational Health, Safety and Welfare Regulations Division 6.6 or Section 35 of the Work Health and Safety Act 2012. The number of new workplace injury claims reduced by 77% compared with 2011-12 (from 13 to 3). The costs of all categories of workers compensation expenditure were lower in 2012-13 than 2011-12, resulting in a 55% reduction in total claims expenditure (\$50 837 in 2012-13 compared with \$112 676 in 2011-12).



The majority of health and safety targets have been met with only two areas in rehabilitation requiring further improvement.

A partnership plan was developed with WorkCover to support the SES in achieving conformance with the performance standards 1, 2 & 3 and progress to the 'developing' level of the natural consequences model. A new strategic framework for managing Work Health Safety and Injury Management (WHS&IM) has been developed and supported by the Chief Officer and the SAFECOM Board.

SES had the opportunity to make a major contribution to a new national awareness program assisting the emergency services and other sectors to recognise dementia in the community.

SES also participated in a number of programs focussed on empowering and supporting communities from culturally and linguistically diverse backgrounds resulting in the recruitment of new members from a range of migrant communities across metropolitan Adelaide and the Riverland in particular

The annual Unit Managers' Forum was conducted late in 2012 and was supported with a greater number of participants and units represented than in previous years.

A range of leadership and management training courses was delivered to SES volunteers and staff at certificate and diploma levels throughout the year.

PREVENTION & COMMUNITY PREPAREDNESS

For all South Australian communities and governments to recognise and understand their risks and to take action to reduce the likelihood and consequences from emergencies and disasters



Sound knowledge and understanding of the risks disasters pose to our communities

SES staff provided executive officer level support to all 11 Zone Emergency Management Committees (ZEMCs) across the state. In collaboration with the

Bureau of Meteorology and SAFECOM Emergency Management, SES conducted risk assessment workshops based on the National Emergency Risk Assessment Guidelines (NERAG) for extreme weather storm and extreme weather heat in all 11 emergency management zones and at the state level. This resulted in a total of 24 risk assessments being completed, with contribution from a range of stakeholders across and between levels of government and the private sector.

SES led a whole-of-government extreme heat consultative committee where information about contemporary research on extreme heat and its impacts on health was shared.

SES has also provided ongoing support for the Community Emergency Risk Management (CERM) plan development within a number of local councils.

Individuals and communities are aware of their hazard risks and are adequately prepared

SES played a key part in educating the community to enable them to protect themselves, thereby increasing their resilience and reducing their vulnerability to disasters.

The Community Engagement Unit was launched in August 2012 with three main roles:

- Community education incorporating the FloodSafe, StormSafe and (later) HeatSafe programs
- Provision of SES volunteer recruitment and retention advice and support to SES units
- Provision of support for SES promotions and public relations.

The SES FloodSafe program is a partnership between the South Australian Government and local government organisations. It uses SES volunteers to engage with, and assist, high-flood-risk communities to understand their risks and to increase their level of resilience to flooding.

The FloodSafe program attracted funding from 12 local government councils during 2012-13; an increase of one council over the previous year. Councils financially supporting the program were:

|              |                       |               |
|--------------|-----------------------|---------------|
| Adelaide     | Barossa               | Onkaparinga   |
| Holdfast Bay | Port Adelaide/Enfield | West Torrens  |
| Marion       | Unley                 | Mallala       |
| Mitcham      | Adelaide Hills        | Charles Sturt |

Funding was also provided by the Adelaide Mount Lofty Natural Resource Management Board.

The program delivered 100 presentations and activities across 32 council areas throughout 2012-13. This involved an estimated 2,330 hours of volunteer time on site, excluding travel time between base and sites.

South Australian communities are undertaking measures to be resilient

Considerable effort was also applied towards development of zone emergency management plans and the documentation of zone risk treatment strategies.

SES also provided advice in response to development application planning processes and assessments.



## OPERATIONAL PREPAREDNESS

### To be prepared to the highest standard for all extreme weather and flooding emergencies and rescue operations

*Well equipped with modern assets, infrastructure, equipment and technology enabling best practice service delivery*

During 2012-13, SES spent \$3.7m on the purchase of property, plant and equipment. Significant investments included:

- Purchase of light motor vehicle fleet replacements in place of leasing. This will provide significant long-term savings, due to reduction in fit-out costs, and better utilisation of available funding. The conversion from leased to owned vehicles will continue over the next few years
- Purchase of three medium truck cab chassis for the commencement of the truck replacement program
- Completion of a number of small building projects improving facilities for volunteers. These included:
  - Purchase and upgrade of new accommodation for the Mount Barker Unit
  - Refurbishing new leased buildings at Netley to accommodate the Western Adelaide and Community Engagement units along with State Headquarters storage facilities
  - Finalisation of plans for the new development of the Whyalla SES due for completion in the early part of 2014-15
- Upgrading of the asset management database
- Commencement of a replacement plan for all SES road crash equipment
- Completion of rollout of SA Government Radio Network (GRN) digital equipment to the majority of units
- Completion of a state-wide program to replace pagers
- Introduction of the SA Computer Aided Dispatch system (SACAD) significantly improving agency interoperability
- Procurement of a computer-based incident and information management system to assist in the management of incidents.

The SES incident monitor website was initiated and SES response plans for priority 2 and 3 taskings were reviewed and updated in line with volunteer and community expectations.

The E-Connect program, providing improved volunteer access broadband, email and training resources, was completed and a new volunteer portal was launched.

### Highly skilled and trained volunteers and staff

The SES released a strategic plan for training that will increase the range of training available for volunteers and introduce a more flexible and responsive training environment. Key outcomes of the plan are to have sufficient people accredited in relevant operational and non-operational areas to meet the needs of their communities, and to achieve timely skill development that minimises inconvenience to volunteers.

SES is progressively implementing the range of identified training reforms and increasing the range of nationally recognised training courses offered. SES was reaccredited during the year to deliver nationally recognised training.

The SES pool of volunteers willing and able to deliver training has reduced significantly in recent years. The reduction in numbers is mainly due to work/family needs, as well as the level of commitment required to deliver training and maintain accreditation. Success in securing a level of external funding will assist in supplementing training resources.

Approximately 250 volunteers received swiftwater rescue training throughout the year. This brings the total number trained in this capability to over 600. In addition, swiftwater rescue theory was presented to approximately 100 employees from eight local government councils.

The VMR State Exercise Program, coordinated by the SES, ensured every VMR flotilla and coastal SES marine unit was exercised during the year in a multi-agency response scenario. This program has been integral in ensuring operational preparedness and coordination between volunteer organisations and the search and rescue authority.





RESPONSE

To provide timely and effective response to communities experiencing extreme weather and flooding emergencies and rescue and operational support to Police and other emergency service organisations

All emergencies are responded to in a timely, appropriate manner that achieves effective outcomes

SES response capability for 2012-13 consisted of about 1,680 volunteers working in 67 units across SA. These volunteers responded to a total of 5,690 incidents throughout the year, involving 72,000 volunteer hours.

Operational response highlights for the year include:

- Response to numerous severe weather events across the state
- Implementation of Local Operations Management Plans (LOMPs) to enhance unit resilience and planning
- Review of Standards of Emergency Response was initiated as well as a new project to develop an SES capability development and sustainment framework
- Revision of operational response plans for priority 2 and priority 3 emergencies were implemented within the SACAD environment addressing concerns raised by SES and CFS volunteers about duplicating response
- Upgrades to a number of units' accommodation and facilities
- Provision of emergency response capability for several major events including Clipsal 500, the Royal Adelaide Show, Big Day Out, Adelaide Christmas Pageant and the ANZAC day parades
- Attendance at a large number and variety of incidents ranging from localised storm and flood response, vertical rescue from cliffs and structures, land search, road crash rescue and building impacts.

During the November to March period, the SES issued regular Heat Watch messages in accordance with identified triggers and established protocols. During January 2013, the Emergency Alert location-based technology was used to issue a Heat Warning message (Watch and Act) to areas in the north of the state. Approximately 45,000 targeted emergency public information warning messages were issued.

The skills and abilities of South Australia's SES volunteers were again called upon by interstate counterparts to assist with significant emergency incidents.

5,690 incidents72,000 volunteer hours

In 2012-13, SES participated in one interstate deployment involving air observers supporting maritime searches of the coast of north-west Australia. SES volunteers were based at Christmas Island for a period of four days in support of the Australian Maritime Safety Authority.

| Category of response   | Number of responses |
|--|---------------------|
| Emergency repairs to homes and other structures damaged by storms, floods or vehicle impact        | 1 273               |
| Assisting police and other agencies with search and reconnaissance                                 | 132                 |
| Assisting residents and other agencies   | 209                 |
| Extricating people and other assistance as a result of motor vehicle accidents (road crash rescue) | 685                 |
| Vertical or confined space rescues (cliffs, grain silos etc)                                       | 25                  |
| Other rescues  | 364                 |
| Other  | 2 982               |

During the year, in excess of 427 marine rescues were effected by SES and VMR associations.

Effective and reliable incident management framework

SES Capability Reference Groups (CRG) were established during the year to assist in the task of defining the capabilities, equipment, resourcing and training required for SES to provide a minimum benchmark standard of delivery at unit and state levels.

SES also purchased the incident management software WebEoC and began development of an incident management framework and associated doctrine. The framework will identify the systems, training and operational management activities required to improve local and state-wide incident management capability within SES.

An updated functional service plan was developed in line with the requirements of the Emergency Management Act 2004. The plan outlines a system of operations, reporting and operational activities to coordinate incident management teams across the state, district/region and local levels.

SES also completed a review and update of the State Control Centre guidelines during the year and unit procedures and operational arrangements were reviewed and updated for the management of requests for assistance.

Functional service liaison officer support was provided to the MFS communications centre, State Emergency Centre and CFS incident management teams for a number of events.

Working collaboratively with Police and other emergency services organisations to effectively manage emergencies and disasters

In South Australia, six independently incorporated Volunteer Marine Rescue (VMR) associations (representing 14 flotillas) and 14 SES units with a marine capability are strategically located throughout coastal and inland waters providing the primary response to marine

incidents and emergencies, under the coordination of the South Australia Police.

Key developmental work for this year included modifications to the Training Administration System (TAS) to provide the capability to record membership of Volunteer Marine Rescue Associations. This will enable SES to integrate health and safety education and training into the Volunteer Marine Rescue training framework. During this financial year, SES delivered three new marine rescue vessels and facilitated the delivery of two new rescue vessels for the Australian Volunteer Coast Guard, North Haven Flotilla and the Cowell Sea Rescue Squadron.

Key achievements for 2012-13 included conducting the inaugural Volunteers in Marine Rescue Conference. Major multi-agency exercises were conducted at West Beach, Victor Harbor, Port Victoria and Port Lincoln. VMR also prepared a feasibility study regarding the establishment of a marine rescue capability in the lower south east and conducted workplace safety audits on all Volunteer Marine Rescue buildings and vessels.

SES volunteers and staff also provided assistance to the CFS in a number of significant fires. This assistance included setting up and managing base camps, managing staging areas and a range of other logistical support activities at a number of campaign fires including:

- A number of fires in the North West and North East Pastoral districts in August 2012
- Fires at Tulka and Coomunga, both near Port Lincoln, in November 2012
- Scrub fire at Cherryville in May 2013

RECOVERY

To provide effective support and recovery services to ensure the wellbeing and future readiness of our members and to allow the seamless transition of disaster impacted communities to recover

Post-incident support

Communities impacted by extreme weather and flooding are supported to effectively recover

SES continued to work with the State Recovery Committee and State Recovery Office to develop plans to transition smoothly from emergency response activities to recovery. A memorandum of understanding outlining SES commitment to assist the State Recovery Office in managing a coordinated volunteer program during recovery remained in force during this year.

At the local level, SES supported all of the State's Zone Emergency Management Committees (ZEMCs) through provision of executive officers. All committees were encouraged to include planning for recovery as an integral part of their zone emergency management plans.

SES staff and volunteers are supported to effectively recover from incidents

The Stress Prevention and Management program (SPAM) and the staff Employee Assistance Program (EAP) continued to be delivered to staff and volunteers and have proven to be a valuable support

service to members seeking assistance with challenging issues that face them and/or their families. A new DVD was launched at the Unit Managers Forum in October 2013. This was produced with the help of volunteers and demonstrates Road Crash Rescue, a Land Search and a Vertical Rescue. New SPAM posters and brochures have also been produced and distributed.

The volunteer Emergency Services Peer Support Team continued to provide frontline support to volunteers following critical incidents. The team increased by a further two SES members during the year bringing the total to 21. Training for the team continued with members progressing through a two-year program to complete a nationally accredited course: Certificate III in Community Services Work. This course involved on-the-job training as well as classroom practical sessions and theory.

Counselling hours for both staff and volunteers decreased significantly during the past twelve months as a result of a lower number of critical incidents and interstate deployments. Uncertainties associated with the implementation of structural and general organisational changes within the SES initiated in the previous two financial years appear to have reduced.

Statistical Information:

| Event  | Total      | Total Attendance |
|--|------------|------------------|
| Group Interventions                          | 2          | 17               |
| Pre-Incident Training Sessions               | 12         | 70               |
| Individual Counselling Sessions - Volunteers | 68.5 hours | 34               |
| Individual Counselling Sessions – paid Staff | 58.3 hours | 26               |

Our organisation is able to recover from the impact of emergencies to be ready for future events

Organisational resilience is achieved when systems and processes appropriately support people and resources. Each part of this equation is strained during emergency response.

SES has a business continuity plan in place to guide its actions in a situation where an emergency challenges the organisation's ability to function effectively. Policies, procedures and processes are also being reviewed progressively to ensure that they incorporate lessons learned from recent experiences. SES business continuity arrangements for State Control Centre operations were enhanced through the acquisition of the Netley facility. This facility is an excellent platform from which enhanced organisational resilience will be developed into the future.

SES needs to apply greater control over resource allocation during emergencies so that there is a better understanding of what has been allocated and consumed, and what remains available. This would provide a stronger basis for seeking additional funding for major abnormal events. The new incident management system, when operational, will assist in this process.

SES has also identified the need to learn as much as possible from all major incidents through undertaking formal debriefing sessions and undertaking post-impact assessments.



BUSINESS EXCELLENCE

To be a high performing, service focussed, volunteer-based organisation

A sustainable volunteer base that is satisfied and motivated

SES had 1,680 volunteer members as at 30 June 2013; an increase of 52 over the previous year. Approximately 245 people separated from SES and 297 joined during the year. This reflects a 'refresh' rate of about 17% of the total membership each year.

While the overall number of volunteers in SES increased marginally over the year, there remain many locations where additional volunteers are required to meet operational demands. A strategic project was established, jointly funded from the Natural Disaster Resilience Program and state funds, to undertake targeted recruitment activities using volunteer recruiters. This project will support the efforts of the Community Engagement Unit and local unit management committees to recruit extra members.



Progressive savings targets applied to the South Australian Fire and Emergency Services Commission (SAFECOM) over the past five years have resulted in a substantial decline in corporate support to SES. This includes heavy reductions in strategic services, general corporate services and critical operational support activities such as the Volunteer Services Branch.

In response to these issues and other challenges, SES undertook a workforce and structural review of staffing arrangements in June 2011. The 2011-12 Workforce Plan described a new structure for SES which reduced the layers of management, reduced the number of administrative regions, adopted ten new districts and centralised administrative, business and finance support functions.

During 2012, position descriptions for new roles identified within the revised SES structure were developed and appointments made for the new positions, including two Regional Commander and 10 District Officers.

The Community Engagement Unit (CEU) and the Workplace Health Safety (WHS) Support Team were launched during the year to grow volunteer capabilities and capacity in priority areas. The CEU will also provide the platform for enhanced community education and engagement programs and will support a new volunteer-based public relations and media support team. The WHS Support Team will provide training and volunteer resources to support the service's WHS program and drive safety reform within the SES.

Organisational culture was measured through distribution of a 'Pulse Survey' to all volunteers and staff. The survey closed in June 2013 and results will be used to inform SES planning for 2013-14 and beyond. Preliminary results showed:

| Question                                    | Response                     | Volunteers | Staff |
|---|------------------------------|------------|-------|
| Committed to long-term involvement with SES | Fully committed or committed | 77%        | 100%  |
| Likelihood of recommending SES volunteering | Very likely or likely        | 85%        | 87%   |
| Likelihood of recommending SES employment   | Very likely or likely        | n/a        | 96%   |
| Overall satisfaction with SES               | Very satisfied or satisfied  | 68%        | 91%   |
| Overall satisfaction with their unit        | Very satisfied or satisfied  | 80%        | n/a   |
| State of SES compared with 5 years ago      | Much improved or improved    | 61%        | 100%  |

These results demonstrate general improvement over comparative questions asked in 2006.

The SASESVA continued to provide a valuable intermediary service between the agency and volunteers. Key issues of concern for members throughout the year included:

- Training
- The flow-on effects of the continued erosion of SAFECOM
- Apprehension about the SES organisational restructure
- Funding for SES
- SES staffing levels
- Retention and recruitment of volunteers

A representative from the SASESVA sat on selection panels for all staff appointments for the year, and attended the SAFECOM Board, Sector Advisory Committee, the Executive Advisory Group, E Connect Program, Training Review, Awards Panel and many other sub-committees to ensure that volunteer input and messages were conveyed.

Other support initiatives undertaken by the association during 2012-13 included:

- Providing support to SES through attending careers expos and university visits
- Coordinating the exit survey process
- Providing support to volunteers to access grant funding
- Updating the child protection policy to ensure compliance
- Provision of advice through data reporting
- Review of the service level agreement between SES and VSB

A new Volunteer Portal was launched and all volunteers were issued with a new SES email address and user name. The portal is a critical step towards making important information more accessible, delivering new online training materials and communicating more effectively with volunteers.

Effectively and efficiently managing physical, financial and human resources

The following table provides a summary of the agency's financial performance compared with its revised budget for the year.

|             | Actual<br>2012-13<br>\$'000 | Budget<br>2012-13<br>\$'000 | Variance<br>\$'000 |
|-------------|-----------------------------|-----------------------------|--------------------|
| Revenue     | 15 258                      | 15 220                      | 38                 |
| Expenditure | 12 922                      | 13 519                      | 597                |
| Net Surplus | 2 336                       | 1 701                       | 635                |

The underspend in operating expenditure was mainly due to a reclassification of expenditure between capital and operating. The capital program was overspent in 2012-13 as expenditure for two significant projects (Incident Management System and E-Learning) was budgeted under operating. The underspend in operating expenditure was also due to the revaluation of workers compensation liability, based on an actuarial valuation. The full audited financial statements are contained in APPENDIX 2.

SES reviewed a number of key governance documents throughout the year, including its corporate risk register and financial management compliance program. It also reviewed and updated its key performance indicator framework and a timetable for monitoring and reporting was developed. The Volunteer Unit Finance Manual was reviewed, updated and reissued

Modern, dynamic and flexible organisation meeting community needs

During 2012-13, SES undertook a major revamp of its website to improve usability and readability. A monthly program of newsletters was developed to improve the scope and regularity of communication across the organisation. EM News is a newsletter designed to highlight emergency management issues among SA stakeholder groups.

SES markedly increased its use of popular social networking and micro-blogging service Twitter during 2012-13, with the aim of issuing at least one tweet each day. Most of the tweets provided important safety messages, particularly during extreme weather events. SES now has more than 2,200 followers on Twitter.





# Our Directions and Challenges

Our fundamental strategic directions over the remaining two years of the current strategic plan highlight the need to be responsive to organisational and community risks, while remaining focused on rescue and operational response services and emergency management outcomes that contribute to a safe and resilient community. This will require a focus on reducing the impacts from flooding, storms and extreme weather, enhancing emergency management capabilities and improving levels of community resilience. The agency will strive for continuous improvement of systems and resource management to ensure that our people have the necessary tools and support to deliver quality services.

Contextually, SES must recognise that there has been a slight shift in expectations of emergency services with the adoption of a new National Disaster Resilience Strategy. This strategy promotes the need for an integrated, coordinated and cooperative effort involving individuals, households, businesses and communities, as well as governments and emergency service organisations to enhance Australia's capacity to effectively prepare for, withstand and recover from disasters.

Significant effort will be applied to fine tuning existing volunteer recruitment efforts to target particular units, roles and under-represented groups (e.g. women and people from non-English speaking backgrounds).

SES needs to prioritise volunteer recruitment efforts to units/districts in the greatest need and develop succession plans for key paid and volunteer positions. SES will encourage organised succession within SES units through showcasing successful examples across the organisation.

New regulations under the Workers Rehabilitation and Compensation Act were gazetted to deem SES and VMR members "prescribed volunteers" for the purposes of the Act, bringing them in line with their Country Fire Service counterparts.

Looking forward, SES has four clear priorities. They are:

- To implement the SES Capability Framework
- To continue to implement the new learning and development framework for the service
- To further develop the incident management framework and new system purchased in 2013
- To continue to develop strategies to address volunteer membership requirements.

At the same time, the service will need to continue to deliver its core business services in a safe, efficient and effective manner. This will involve continuing a number of other important functions, such as maintaining our leadership role at the national, state and local levels; maintaining relationships with key stakeholders; connecting and engaging with our communities; effectively responding to incidents; providing recovery services; and efficiently and effectively managing our physical, financial and human resources.

Planning ahead for SES is made more complicated through the uncertain impacts of changing climate patterns. There is evidence to suggest that the number and magnitude of extreme weather events are increasing significantly every year. This has obvious implications for the capacity and resilience of SES when severe events occur.

Underlying all of these directions and strategies is the challenge to maintain and develop the SES workforce (both volunteers and staff) as a capable and sustainable organisation in times of increasing demand but financial constraint. This will require priority attention to matters of leadership, training/development and resourcing.



**There is evidence to suggest that the number and magnitude of extreme weather events are increasing significantly every year. This has obvious implications for the capacity and resilience of SES when severe events occur.**



## APPENDICES



# APPENDIX 1 – Management of Human Resources

## EMPLOYEE NUMBERS, GENDER AND STATUS

### Total number of employees

|         | 2012-13 |
|---------|---------|
| Persons | 38      |
| FTEs    | 38      |

### Employee gender balance

| 2012-13 |           |       |
|---------|-----------|-------|
| Gender  | % Persons | % FTE |
| Male    | 55.26     | 55.26 |
| Female  | 44.74     | 44.74 |

### Number of persons separated from or recruited to SES

|  | 2012-13 |
|--|---------|
| Separated from the agency                            | 5       |
| Recruited to the agency                              | 9       |
| Recruited to the agency AND active/paid at June 2012 | 9       |

### Number of persons on leave without pay

|                                      | 2012-13 |
|--------------------------------------|---------|
| On leave without pay at 30 June 2012 | 1       |

### Number of employees by salary bracket

| 2012-13              |      |        |       |
|----------------------|------|--------|-------|
| Salary Bracket       | Male | Female | Total |
| \$0 – \$53 199       | 0    | 4      | 4     |
| \$53 200 - \$67 699  | 2    | 7      | 9     |
| \$67 700 - \$86 599  | 9    | 6      | 15    |
| \$86 600 - \$109 299 | 8    | 0      | 8     |
| \$109 300+           | 2    | 0      | 2     |
| Total                | 21   | 17     | 38    |

## EXECUTIVES

### Number of executives by gender, classification and status

|         | Ongoing |        | Term Tenured |        | Term Untenured |        | Other (inc casual) |        | Total |     |        |   |       |
|---------|---------|--------|--------------|--------|----------------|--------|--------------------|--------|-------|-----|--------|---|-------|
| Classn. | Male    | Female | Male         | Female | Male           | Female | Male               | Female | Male  | %   | Female | % | Total |
| EXECO A | 0       | 0      | 0            | 0      | 1              | 0      | 0                  | 0      | 1     | 50  | 0      | - | 1     |
| EXECO B | 0       | 0      | 0            | 0      | 1              | 0      | 0                  | 0      | 1     | 50  | 0      | - | 1     |
| Total   | 0       | 0      | 0            | 0      | 2              | 0      | 0                  | 0      | 2     | 100 | 0      | - | 2     |

### Status of employees in current position

|        | FTEs    |                     |                    |        |       |
|--------|---------|---------------------|--------------------|--------|-------|
| Gender | Ongoing | Short-term contract | Long-term contract | Casual | Total |
| Male   | 19      | 1                   | 1                  | 0      | 21    |
| Female | 16      | 1                   | 0                  | 0      | 17    |
| Total  | 35      | 2                   | 1                  | 0      | 38    |

|        | Persons |                     |                    |        |       |
|--------|---------|---------------------|--------------------|--------|-------|
| Gender | Ongoing | Short-term contract | Long-term contract | Casual | Total |
| Male   | 19      | 1                   | 1                  | 0      | 21    |
| Female | 16      | 1                   | 0                  | 0      | 17    |
| Total  | 35      | 2                   | 1                  | 0      | 38    |



FTE ratio  
**55.26%**  
males  
**44.74%**  
females

## LEAVE MANAGEMENT

|                             | 2012-13 |
|-----------------------------|---------|
| Sick leave                  | 344.78  |
| Family carers leave         | 8.35    |
| Miscellaneous special leave | 1.97    |

## WORKFORCE DIVERSITY

### Number of Aboriginal and/or Torres Strait Islander employees

| Salary Bracket       | Aboriginal employees | Total employees | % Aboriginal employees |
|----------------------|----------------------|-----------------|------------------------|
| \$0 – \$53 199       | 0                    | 4               | 0                      |
| \$53 200 - \$67,699  | 0                    | 9               | 0                      |
| \$65 700 – \$86 599  | 0                    | 15              | 0                      |
| \$86 600 - \$109 299 | 0                    | 8               | 0                      |
| \$109 300+           | 0                    | 2               | 0                      |
| Total                | 0                    | 38              | 0                      |

### Number of employees by age bracket and gender

| Age Bracket | Male | Female | Total | % of Total |
|-------------|------|--------|-------|------------|
| 15 – 19     | 0    | 0      | 0     | 0          |
| 20 – 24     | 1    | 0      | 1     | 2.63       |
| 25 – 29     | 1    | 0      | 1     | 2.63       |
| 30 – 34     | 0    | 1      | 1     | 2.63       |
| 35 – 39     | 1    | 1      | 2     | 5.26       |
| 40 – 44     | 4    | 1      | 5     | 13.16      |
| 45 – 49     | 5    | 3      | 8     | 21.05      |
| 50 – 54     | 2    | 3      | 5     | 13.16      |
| 55 – 59     | 4    | 7      | 11    | 28.95      |
| 60 – 64     | 3    | 1      | 4     | 10.53      |
| 65+         | 0    | 0      | 0     | 0          |
| Total       | 21   | 17     | 38    | 100        |

### Cultural and linguistic diversity

|  | Male | Female | Total | % of Agency | % of SA Community |
|--|------|--------|-------|-------------|-------------------|
| Number of employees born overseas                                    | 4    | 4      | 8     | 21.05       | 20.3              |
| Number of employees who speak language(s) other than English at home | 0    | 0      | 0     | 0           | 16.6              |

### Total number of employees with disabilities (according to Commonwealth DDA definition)

| Male | Female | Total | % of Agency |
|------|--------|-------|-------------|
| 0    | 0      | 0     | 0           |

### Types of disabilities (where specified)

| Disability                                | Male | Female | Total | % of Agency |
|---|------|--------|-------|-------------|
| Disability requiring workplace adaptation | 1    | 0      | 1     | 3.2         |
| Physical                                  | 0    | 0      | 0     | 0           |
| Intellectual                              | 0    | 0      | 0     | 0           |
| Sensory                                   | 0    | 0      | 0     | 0           |
| Psychological/psychiatric                 | 0    | 0      | 0     | 0           |

## VOLUNTARY FLEXIBLE WORKING ARRANGEMENTS

### Number of employees using voluntary flexible working arrangements by gender

|                   | Male | Female | Total |
|-------------------|------|--------|-------|
| Purchased leave   | 0    | 0      | 0     |
| Flexitime         | 19   | 17     | 36    |
| Compressed weeks  | 0    | 0      | 0     |
| Part-time         | 0    | 0      | 0     |
| Job share         | 0    | 0      | 0     |
| Working from home | 0    | 0      | 0     |





PERFORMANCE DEVELOPMENT

Documented review of individual performance management

|                                    | % of workforce |
|------------------------------------|----------------|
| A review within the last 12 months | n/a            |
| A review older than 12 months      | n/a            |
| No review                          | n/a            |

SES has a performance management process in place. Details of the number and frequency of reviews undertaken are not captured centrally at this time

LEADERSHIP AND MANAGEMENT DEVELOPMENT

Leadership and management training expenditure

|   | Total Cost    | % of Total salary expenditure |
|---|---------------|-------------------------------|
| Total training and development expenditure              | Not available | Not available                 |
| Total leadership and management development expenditure | Not available | Not available                 |

Training information is not currently maintained at sufficient detail to extract this information.

ACCREDITED TRAINING PACKAGES

Accredited training packages by classification

| Classification | Number of accredited training packages |
|----------------|--|
|                | Not available                          |

EMPLOYMENT OPPORTUNITY PROGRAMS

SES does not manage any employment opportunity programs for the public sector broadly, or on its own behalf.

OCCUPATIONAL HEALTH, SAFETY AND INJURY MANAGEMENT

OH&S legislative requirements

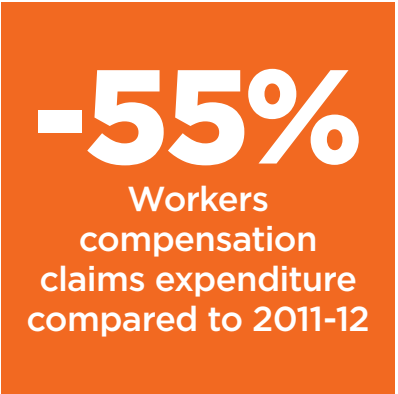
|  |   |
|--|---|
| Number of notifiable occurrences pursuant to OHS&W Regulations   | 0 |
| Number of notifiable injuries pursuant to OHS&W Regulations division 6.6.                                      | 0 |
| Number of notices served pursuant to OHS&W Act s35, s39 and s40 (default, improvement and prohibition notices) | 0 |

Agency gross<sup>1</sup> workers compensation expenditure for 2012-13 compared with 2011-12<sup>2</sup>

| Expenditure  | 2012-13 (\$) | 2011-12 (\$) | Variation (\$ + (-)) | % Change + (-) |
|--|--------------|--------------|----------------------|----------------|
| Income Maintenance                                 | 23 341       | 50 020       | -26 679              | -53%           |
| Lump Sum Settlements Redemptions- Sect 42          | Nil          | Nil          | Nil                  | Nil            |
| Lump Sum Settlements Permanent Disability- Sect 43 | Nil          | 98 676       | -98 676              | Undefined      |
| Medical/ Hospital Costs combined                   | 27 078       | 56 191       | -29 113              | -52%           |
| Other  | 418          | 6 465        | -6 047               | -94%           |
| Total Claims Expenditure                           | 50 837       | 112 676      | -61 840              | -55%           |

Note 1 – Before third party recovery

Note 2 – Information available from SIMS (for detailed advice on data extraction contact Public Sector Workforce Relations)



Meeting safety performance targets

|   | Base: 2009-10    | Performance: 12 months to end of June 2013 |                           |            | Final Target |
|---|------------------|--|---------------------------|------------|--------------|
|   | Numbers or %     | Actual                                     | Notional Quarterly Target | Variation  | Numbers or % |
| 1 Workforce fatalities                                      | 0                | 0  | 0                         | 0          | 0            |
| 2 New workplace injury claims                               | 16               | 3  | 13.6                      | -10.6      | 12           |
| 3 New workplace injury claims frequency rate                | N/A <sup>1</sup> |  |                           |            |              |
| 4 Lost time injury frequency rate*                          | N/A <sup>1</sup> |  |                           |            |              |
| 5 New psychological injury claims frequency rate            | 0                | 0  | 0                         | 0          | 0            |
| 6 Rehabilitation and return to work                         |                  |  |                           |            |              |
| 6a Early assessment within 2 days                           | 6.25%            | 0.00%                                      | 80.00%                    | -80.00%    | 80.00%       |
| 6b Early intervention within 5 days                         | 33.33%           | 100.00%                                    | 90.00%                    | 10.00%     | 90.00%       |
| 6c Days lost<= 10 days                                      | 36.36%           | 50.00%                                     | 60.00%                    | -10.00%    | 60.00%       |
| 7 Claim determination                                       |                  |  |                           |            |              |
| 7a Claims determined for provisional in seven calendar days | N/A              | N/A  | N/A                       | N/A        | N/A          |
| 7b Claims determined in 10 business days                    | 100.00%          | 100.00%                                    | 75.00%                    | 25.00%     | 75.00%       |
| 7c Claims still to be determined after three months         | 0.00%            | 0.00%                                      | 3.00%                     | -3.00%     | 3.00%        |
| 8 Income maintenance payments for recent injuries           |                  |  |                           |            |              |
| 8a 2010-11 injuries (at 24 months development)              | N/A              | \$4 771                                    | \$109 104                 | -\$104 333 | N/A          |
| 8b 2011-12 injuries (at 12 months development)              | N/A              | \$16 947                                   | \$17 237                  | -\$320     | N/A          |

Note 1 – Due to the nature of volunteering activities, this data is not able to be calculated



## AUDITED FINANCIAL STATEMENTS

### INDEPENDENT AUDITOR'S REPORT



Government of South Australia  
Auditor-General's Department

9th Floor  
State Administration Centre  
200 Victoria Square  
Adelaide SA 5000  
DX 56208  
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Fax +618 8226 9688  
ABN 53 327 061 410  
audgenr@audit.sa.gov.au  
www.audit.sa.gov.au

#### To the Acting Chief Officer South Australian State Emergency Service

As required by section 31(1)(b) of the *Public Finance and Audit Act 1987* and section 120(2) of the *Fire and Emergency Services Act 2005*, I have audited the accompanying financial report of the South Australian State Emergency Service for the financial year ended 30 June 2013. The financial report comprises:

- a Statement of Comprehensive Income for the year ended 30 June 2013
- a Statement of Financial Position as at 30 June 2013
- a Statement of Changes in Equity for the year ended 30 June 2013
- a Statement of Cash Flows for the year ended 30 June 2013
- notes, comprising a summary of significant accounting policies and other explanatory information
- a Certificate from the Acting Chief Officer and the Business Manager.

#### The Acting Chief Officer's Responsibility for the Financial Report

The Acting Chief Officer is responsible for the preparation of the financial report that gives a true and fair view in accordance with the Treasurer's Instructions promulgated under the provisions of the *Public Finance and Audit Act 1987* and Australian Accounting Standards, and for such internal control as the Acting Chief Officer determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on the audit. The audit was conducted in accordance with the requirements of the *Public Finance and Audit Act 1987* and Australian Auditing Standards. The auditing standards require that the auditor comply with relevant ethical requirements and that the auditor plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Acting Chief Officer, as well as the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

#### Opinion

In my opinion, the financial report gives a true and fair view of the financial position of the South Australian State Emergency Service as at 30 June 2013, its financial performance and its cash flows for the year then ended in accordance with the Treasurer's Instructions promulgated under the provisions of the *Public Finance and Audit Act 1987* and Australian Accounting Standards.

S O'Neill  
AUDITOR-GENERAL  
30 September 2013



### South Australian State Emergency Service

#### Certification of the Financial Statements

We certify that the attached general purpose financial statements for the South Australian State Emergency Service:

- complies with relevant Treasurer's instructions issued under Section 41 of the *Public Finance and Audit Act 1987*, and relevant Australian accounting standards;
- are in accordance with the accounts and records of the South Australian State Emergency Service; and
- presents a true and fair view of the financial position of the South Australian State Emergency Service as at 30 June 2013 and the results of its operation and cash flows for the financial year.

We certify that the internal controls employed by the South Australian State Emergency Service for the financial year over its financial statements and its preparation of the general purpose financial statements have been effective throughout the reporting period.

  
Dermot Barry  
A/Chief Officer  
South Australian State Emergency Service

20<sup>th</sup> September 2013

  
Iolanda Calabrese  
Business Manager  
South Australian State Emergency Service

20<sup>th</sup> September 2013

### South Australian State Emergency Service ANNUAL FINANCIAL STATEMENTS For the Year Ended 30 June 2013



## STATEMENT OF COMPREHENSIVE INCOME

### South Australian State Emergency Service Statement of Comprehensive Income For the Year Ended 30 June 2013

|  | Note | 2013<br>\$'000 | 2012<br>\$'000 |
|--|------|----------------|----------------|
| <b>Expenses</b>  |      |                |                |
| Employee benefits expenses                               | 5    | 3,542          | 3,328          |
| Supplies and services                                    | 6    | 7,028          | 6,931          |
| Grants and subsidies                                     | 7    | 79             | 79             |
| Depreciation and amortisation expense                    | 8    | 2,266          | 1,970          |
| Other expenses   | 9    | -              | 96             |
| Net loss from disposal of non-current assets             | 10   | 7              | 08             |
| <b>Total expenses</b>                                    |      | <b>12,922</b>  | <b>12,472</b>  |
| <b>Income</b>  |      |                |                |
| Revenues from fees and charges                           | 11   | 52             | 2              |
| Interest revenues  | 12   | 35             | 37             |
| Resources received free of charge                        | 13   | -              | 644            |
| Other income   | 14   | 222            | 334            |
| <b>Total income</b>                                      |      | <b>309</b>     | <b>1,017</b>   |
| <b>Net cost of providing services</b>                    |      | <b>12,613</b>  | <b>11,455</b>  |
| <b>Revenues from / payments to SA Government</b>         |      |                |                |
| Revenues from SA Government                              | 15   | 14,949         | 13,436         |
| <b>Net result</b>  |      | <b>2,336</b>   | <b>1,981</b>   |
| <b>Other comprehensive income</b>                        |      |                |                |
| <i>Items that will not be reclassified to net result</i> |      |                |                |
| Changes in asset revaluation surplus                     | 19   | -              | 1,402          |
| <b>Total other comprehensive income</b>                  |      | <b>-</b>       | <b>1,402</b>   |
| <b>Total comprehensive result</b>                        |      | <b>2,336</b>   | <b>3,383</b>   |

The net result and total comprehensive result are attributable to the SA Government as owner

The above statement should be read in conjunction with the accompanying notes

## STATEMENT OF FINANCIAL POSITION

### South Australian State Emergency Service Statement of Financial Position As at 30 June 2013

|  | Note | 2013<br>\$'000 | 2012<br>\$'000 |
|--|------|----------------|----------------|
| <b>Current assets</b>  |      |                |                |
| Cash and cash equivalents                                      | 16   | 2,481          | 1,212          |
| Receivables  | 17   | 286            | 275            |
| Other financial assets   | 18   | 112            | 235            |
| <b>Total current assets</b>                                    |      | <b>2,879</b>   | <b>1,722</b>   |
| <b>Non-current assets</b>                                      |      |                |                |
| Property, plant and equipment                                  | 19   | 35,059         | 33,641         |
| Intangible assets  | 20   | 6              | 12             |
| <b>Total non-current assets</b>                                |      | <b>35,065</b>  | <b>33,653</b>  |
| <b>Total assets</b>  |      | <b>37,944</b>  | <b>35,375</b>  |
| <b>Current liabilities</b>                                     |      |                |                |
| Payables   | 21   | 1,686          | 1,321          |
| Employee benefits  | 22   | 469            | 332            |
| Provisions   | 23   | 109            | 209            |
| <b>Total current liabilities</b>                               |      | <b>2,264</b>   | <b>1,862</b>   |
| <b>Non-current liabilities</b>                                 |      |                |                |
| Payables   | 21   | 40             | 49             |
| Employee benefits  | 22   | 422            | 520            |
| Provisions   | 23   | 571            | 633            |
| <b>Total non-current liabilities</b>                           |      | <b>1,033</b>   | <b>1,202</b>   |
| <b>Total liabilities</b>                                       |      | <b>3,297</b>   | <b>3,064</b>   |
| <b>Net assets</b>  |      | <b>34,647</b>  | <b>32,311</b>  |
| <b>Equity</b>  |      |                |                |
| Asset revaluation surplus                                      | 24   | 6,916          | 6,916          |
| Retained earnings  | 24   | 27,731         | 25,395         |
| <b>Total equity</b>  |      | <b>34,647</b>  | <b>32,311</b>  |
| The total equity is attributable to the SA Government as owner |      |                |                |
| Unrecognised contractual commitments                           | 26   |                |                |
| Contingent assets and liabilities                              | 27   |                |                |

The above statement should be read in conjunction with the accompanying notes



## STATEMENT OF CHANGES IN EQUITY

### South Australian State Emergency Service Statement of Changes in Equity For the Year Ended 30 June 2013

|   | Note      | Asset<br>Revaluation<br>Surplus<br>\$'000 | Retained<br>Earnings<br>\$'000 | Total<br>\$'000 |
|---|-----------|---|--------------------------------|-----------------|
| Balance at 30 June 2011   |           | 5,514                                     | 23,414                         | 28,928          |
| Net result for 2011-12  |           | -   | 1,653                          | 1,653           |
| Gain on revaluation of property, plant and equipment during 2011-12 | 19        | 1,402                                     | -                              | 1,402           |
| <b>Balance at 30 June 2012</b>                                      | <b>24</b> | <b>6,916</b>                              | <b>25,067</b>                  | <b>31,983</b>   |
| Changes in accounting policy  |           |   |                                |                 |
| Prior period error  | 3         | -   | 328                            | 328             |
| Restated balance at 30 June 2012                                    |           | 6,916                                     | 25,395                         | 32,311          |
| Net result for 2012-13  |           | -   | 2,336                          | 2,336           |
| <b>Balance at 30 June 2013</b>                                      | <b>24</b> | <b>6,916</b>                              | <b>27,731</b>                  | <b>34,647</b>   |

All changes in equity are attributable to the SA Government as owner

*The above statement should be read in conjunction with the accompanying notes*

## STATEMENT OF CASH FLOWS

### South Australian State Emergency Service Statement of Cash Flows For the Year Ended 30 June 2013

|   | Note      | 2013<br>\$'000  | 2012<br>\$'000  |
|---|-----------|-----------------|-----------------|
| <b>Cash flows from operating activities</b>                     |           |                 |                 |
| <b>Cash outflows</b>  |           |                 |                 |
| Employee benefit payments                                       |           | (3,662)         | (3,620)         |
| Supplies and services payments                                  |           | (8,166)         | (8,519)         |
| Grants and subsidies payments                                   |           | (79)            | (79)            |
| <b>Cash used in operations</b>                                  |           | <b>(11,907)</b> | <b>(12,218)</b> |
| <b>Cash inflows</b>   |           |                 |                 |
| Fees and charges  |           | 52              | 2               |
| Interest received   |           | 33              | 39              |
| GST recovered from the Australian Taxation Office               |           | 962             | 929             |
| Other receipts  |           | 246             | 459             |
| <b>Cash generated from operations</b>                           |           | <b>1,293</b>    | <b>1,429</b>    |
| <b>Cash flows from SA Government</b>                            |           |                 |                 |
| Contributions from Community Emergency Services Fund            | 15        | 14,665          | 13,423          |
| Other receipts from SA Government                               | 15        | 204             | 13              |
| <b>Cash generated from SA Government</b>                        |           | <b>14,949</b>   | <b>13,436</b>   |
| <b>Net cash provided by operating activities</b>                | <b>25</b> | <b>4,335</b>    | <b>2,647</b>    |
| <b>Cash flows from investing activities</b>                     |           |                 |                 |
| <b>Cash outflows</b>  |           |                 |                 |
| Purchase of property, plant and equipment                       |           | (3,206)         | (3,372)         |
| Purchase of investments   |           | 123             | 21              |
| <b>Cash used in investing activities</b>                        |           | <b>(3,083)</b>  | <b>(3,351)</b>  |
| <b>Cash inflows</b>   |           |                 |                 |
| Proceeds from sale of property, plant and equipment             |           | 17              | -               |
| <b>Cash generated from investing activities</b>                 |           | <b>17</b>       | <b>-</b>        |
| <b>Net cash used in investing activities</b>                    |           | <b>(3,066)</b>  | <b>(3,351)</b>  |
| <b>Net increase/(decrease) in cash and cash equivalents</b>     |           | <b>1,269</b>    | <b>(704)</b>    |
| <b>Cash and cash equivalents at the beginning of the period</b> |           | <b>1,212</b>    | <b>1,916</b>    |
| <b>Cash and cash equivalents at the end of the period</b>       | <b>10</b> | <b>2,481</b>    | <b>1,212</b>    |

*The above statement should be read in conjunction with the accompanying notes*



## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

### South Australian State Emergency Service

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For the Year Ended 30 June 2013

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## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

### South Australian State Emergency Service Notes to and forming part of the Financial Statements For the Year Ended 30 June 2013

#### 1 Objectives and funding

##### Objectives

The South Australian State Emergency Service (SES) was established on 1 October 2005 under the *Fire and Emergency Services Act 2005* (the Act) with the following objectives:

- to assist the Commissioner of Police, South Australian Metropolitan Fire Service and South Australian Country Fire Service in dealing with any emergency;
- to assist the State Co-ordinator, in accordance with the State Emergency Management Plan, in carrying out prevention, preparedness, response or recovery operations under the *Emergency Management Act 2004*;
- to deal with any emergency where the emergency is caused by flood or storm damage, or where there is no other body or person with lawful authority to assume control of operations for dealing with the emergency;
- to deal with any emergency until such time as any body or person that has the lawful authority to assume control of operations for dealing with the emergency has assumed control;
- to respond to emergency calls and where appropriate, provide assistance in any situation of need whether or not the situation constitutes an emergency;
- to undertake rescues.

##### Funding arrangements

Funding of SES is primarily derived from the Community Emergency Services Fund (the Fund), in accordance with the *Emergency Services Funding Act 1998*.

Funds generated by Units through fund raising activities are held locally for expenditure in the local community. These funds are recognised as part of the 'other income' within the SES's financial statements.

#### 2 Summary of significant accounting policies

##### (a) Statement of compliance

The SES has prepared these financial statements in compliance with section 23 of the *Public Finance and Audit Act 1987* (PFAA).

The financial statements are general purpose financial statements. The accounts have been prepared in accordance with relevant Australian Accounting Standards and comply with Treasurer's Instructions and Accounting Policy Statements promulgated under the provision of the PFAA.

SES has applied Australian Accounting Standards that are applicable to not-for-profit entities as the SES is a not-for-profit entity.

Australian Accounting Standards and interpretations that have recently been issued or amended but are not yet effective have not been adopted by SES for the reporting period ending 30 June 2013. Refer Note to 3.

##### (b) Basis of preparation

The preparation of the financial statements requires:

- the use of certain accounting estimates and requires management to exercise its judgment in the process of applying SES's accounting policies. The areas involving a higher degree of judgment or where assumptions and estimates are significant to the financial statements, these are outlined in the applicable notes;
- accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events are reported; and
- compliance with Accounting Policy Statements issued pursuant to section 41 of the PFAA. In the interest of public accountability and transparency the Accounting Policy Statements require the following note disclosures, which have been included in this financial report:
  - (a) revenues, expenses, financial assets and liabilities where the counterparty/transaction is with an entity within the SA Government as at reporting date, classified according to their nature. A threshold of \$100 000 for separate identification of these items may be utilised. SES has elected not to utilise this threshold in all revenue, expense, financial assets and liabilities relating to SA Government have been separately disclosed;
  - (b) expenses incurred as a result of engaging consultants;
  - (c) employees whose normal remuneration is equal to or greater than the base executive remuneration level (within \$10 000 bandwidths) and the aggregate of the remuneration paid or payable or otherwise made available, directly or indirectly by the entity to those employees; and

SES's Statement of Comprehensive Income, Statement of Financial Position and Statement of Changes in Equity have been prepared on an accrual basis and are in accordance with historical cost convention, except for certain assets that were valued in accordance with the valuation policy applicable.

The Statement of Cash Flows has been prepared on a cash basis.

The financial statements have been prepared based on a twelve month period and presented in Australian currency.

The accounting policies set out below have been applied in preparing the financial statements for the year ended 30 June 2013 and the comparative information presented.



## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

### South Australian State Emergency Service Notes to and forming part of the Financial Statements For the Year Ended 30 June 2013

#### (c) Reporting entity

The SES is established under the *Fire and Emergency Services Act, 2005* (the Act). Under the Act, the SES is a separate body corporate acting on behalf of the Crown and part of the consolidated Emergency Services sector.

The financial statements include all the controlled activities of the SES.

#### (d) Trust funds

From December 2012 the agency administers, but does not control, certain activities on behalf of the Australian Council of State and Territory Emergency Services. It is accountable for the transactions relating to those trust activities but does not have the discretion, for example, to deploy the resources for the achievement of the agency's own objectives.

Transactions and balances relating to the trust assets are not recognised as the agency's income, expenses, assets and liabilities, but are disclosed in the accompanying schedules as 'Trust Funds'.

The accrual basis of accounting and applicable accounting standards have been adopted.

#### (e) Comparative information

The presentation and classification of items in the financial statements are consistent with prior periods except where specific accounting standards and/or accounting policy statements have required a change.

Where presentation or classification of items in the financial statements have been amended, comparative figures have been adjusted to conform to changes in presentation or classification in these financial statements unless impracticable.

The restated comparative amounts do not replace the original financial statements for the preceding period.

#### (f) Rounding

All amounts in the financial statements and accompanying notes have been rounded to the nearest thousand dollars (\$'000).

#### (g) Taxation

SES is not subject to income tax. SES is liable for payroll tax, fringe benefits tax (FBT) and goods and services tax (GST).

Income, expenses and assets are recognised net of the amount of GST except:

- when the GST incurred on a purchase of goods or services is not recoverable from the Australian Taxation Office, in which case GST is recognised as part of the cost of acquisition of the asset or as part of the expense item applicable; and
- receivables and payables, which are stated with the amount of GST included.

The net amount of GST recoverable from, or payable to, the Australian Taxation Office is included as part of receivables or payables in the Statement of Financial Position.

Cash flows are included in the Statement of Cash Flows on a gross basis and the GST component of cash flows arising from investing and financing activities, which is recoverable from, or payable to, the Australian Taxation Office is classified as part of operating cash flows.

Unrecognised contractual commitments and contingencies are disclosed net of the amount of GST recoverable from, or payable to the Australian Taxation Office. If GST is not payable to, or recoverable from the Australian Taxation Office, the commitments and contingencies are disclosed on a gross basis.

#### (h) Events after the reporting period

Adjustments are made to amounts recognised in the financial statements, where an event occurs after 30 June and before the date the financial statements are authorised for issue, where those events provides information about conditions that existed at 30 June.

Note disclosure is made about events between 30 June and the date the financial statements are authorised for issue where the events relate to a condition which arose after 30 June and which may have a material impact on the results of subsequent years.

#### (i) Income

Income is recognised to the extent that it is probable that the flow of economic benefits to the SES will occur and can be reliably measured.

Income has been aggregated according to its nature and has not been offset unless required or permitted by a specific accounting standard, or where offsetting reflects the substance of the transaction or other event.

The following are specific recognition criteria:

##### Revenues from SA Government

Contributions from the Fund and other receipts from SA Government are recognised as income when SES obtains control over the funding. Control over funding is normally obtained upon receipt.

##### Resources received free of charge

Resources received free of charge are recorded as revenue in the Statement of Comprehensive Income at their fair value. Contributions of services are recognised only when a fair value can be determined reliably and the services would be purchased if they had not been donated.

##### Fees and charges

Revenues from fees and charges are derived from the provision of goods and services to other SA Government agencies and to the public. This revenue is recognised upon delivery of the service to the clients or by reference to the stage of completion.

##### Other income

Other income consists of donations received and other minor revenues.

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

### South Australian State Emergency Service Notes to and forming part of the Financial Statements For the Year Ended 30 June 2013

#### (j) Expenses

Expenses are recognised to the extent that it is probable that the flow of economic benefits from the SES will occur and can be reliably measured. Expenses have been aggregated according to their nature and have not been offset unless required or permitted by a specific accounting standard, or where offsetting reflects the substance of the transaction or other event.

The following are specific recognition criteria:

##### Employee benefits expenses

Employee benefits expenses include all costs related to employment including wages and salaries, non-monetary benefits and salaries and leave entitlements. These are recognised when incurred.

##### Superannuation

The amount charged to the Statement of Comprehensive Income represents the contributions made by the SES to the superannuation plan in respect of current services of current SES staff. The Department of Treasury and Finance centrally recognises the superannuation liability in the whole-of-government financial statements.

##### Net loss on non-current assets

Expenses from the disposal of non-current assets are recognised when the control of the asset has passed to the buyer and determined by comparing proceeds with carrying amount. When revalued assets are sold, the revaluation surplus is transferred to retained earnings.

Any loss on disposal is recognised at the date control of the asset is passed to the buyer and is determined after deducting the cost of the asset from the proceeds at that time.

##### Depreciation and amortisation

All non-current assets, having a limited useful life, are systematically depreciated/amortised over their useful lives in a manner that reflects the consumption of their service potential. Amortisation is used in relation to intangible assets such as software, while depreciation is applied to tangible assets such as property, plant and equipment.

Assets' residual values, useful lives and amortisation methods are reviewed and adjusted if appropriate, on an annual basis.

Changes in the expected useful life or the expected pattern of consumption of future economic benefits embodied in the asset are accounted for prospectively by changing the time period or method, as appropriate, which is a change in accounting estimate.

Land and non-current assets held for sale are not depreciated.

Depreciation/amortisation is calculated on a straight-line basis over the estimated useful life of the following classes of assets as follows:

| Class of asset           | Useful life (years) |
|--------------------------|---------------------|
| Communications equipment | 10                  |
| Vehicles                 | 15                  |
| Plant and equipment      | 10                  |
| Computer equipment       | 5                   |
| Buildings                | 40                  |
| Intangibles              | 5                   |

##### Grants and Subsidies

For contributions payable, the contribution will be recognised as a liability and expense when the entity has a present obligation to pay the contribution and the expense recognition criteria are met.

All contributions paid by the department have been contributions with unconditional stipulations attached.

#### (k) Current and non-current classification

Assets and liabilities are characterised as either current or non-current in nature. Assets and liabilities that are sold, consumed or realised as part of the normal operating cycle even when they are not expected to be realised within twelve months after the reporting date have been classified as current assets or current liabilities. All other assets and liabilities are classified as non-current.

Where asset and liability line items combine amounts expected to be realised within twelve months and more than twelve months, the SES has separately disclosed the amounts expected to be recovered or settled after more than twelve months.

#### (l) Assets

Assets have been classified according to their nature and have not been offset unless required or permitted by a specific accounting standard, or where offsetting reflects the substance of the transaction or other event.

##### Cash and cash equivalents

Cash and cash equivalents in the Statement of Financial Position includes cash at bank and on hand and short-term highly liquid investments with maturities of three months or less that are readily converted to cash and which are subject to insignificant risk of changes in value.

For the purposes of the Statement of Cash Flows, cash and cash equivalents consist of cash and cash equivalents as defined above.

Cash is measured at nominal value.

##### Receivables

Receivables include amounts receivable from goods and services, GST input tax credits recoverable, prepayments and other accruals.

Receivables arise in the normal course of selling goods and services to other government agencies and to the public. Receivables are generally settled within 30 days after the issue of an invoice or the goods/services have been provided under a contractual arrangement.

Collectability of receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that SES will not be able to collect the debt. Bad debts are written off when identified.

##### Other financial assets

SES measures other financial assets at cost. All assets in this category are either short or medium term cash deposits.



## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

### South Australian State Emergency Service Notes to and forming part of the Financial Statements For the Year Ended 30 June 2013

#### Non-current assets

##### Acquisition and recognition

Non-current assets are initially recorded at cost or at the value of any liabilities assumed, plus any incidental cost involved with the acquisition. Non-current assets are subsequently measured at fair value less accumulated depreciation. Where assets are acquired at no value, or minimal value, they are recorded at their fair value in the Statement of Financial Position.

In accordance with Accounting Policy Framework III APS 2.15 all non-current tangible assets with a value of \$10 000 or greater are capitalised.

##### Revaluation of non-current assets

All non-current tangible assets are valued at written down current cost (a proxy for fair value). On an ongoing basis, revaluations are made in accordance with related policies whereby independent valuations are obtained every five years and carrying amounts are adjusted accordingly. If at any time management considers that the carrying amount of an asset materially differs from its fair value, the asset is revalued regardless of when the last valuation took place. Non-current tangible assets that are acquired between revaluations are held at cost until the next valuation, where they are revalued to fair value.

Any revaluation increment is credited to the asset revaluation surplus, except to the extent that it reverses a revaluation decrease of the same asset class previously recognised as an expense, in which case the increase is recognised as income. Any revaluation decrease is recognised as an expense, except to the extent that it offsets a previous revaluation increase for the same asset class, in which case the decrease is debited directly to the asset revaluation surplus to the extent of the credit balance existing in revaluations surplus for that asset class.

Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amounts of the assets and the net amounts are restated to the revalued amounts of the asset.

Upon disposal or derecognition, any revaluation surplus relating to that asset is transferred to retained earnings.

##### Impairment

All non-current tangible and intangible assets are tested for indication of impairment at each reporting date. Where there is an indication of impairment, the recoverable amount is estimated. An amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

For revalued assets, an impairment loss is offset against the respective asset revaluation surplus.

#### Intangible assets

An intangible asset is an identifiable non-monetary asset without physical substance. Intangible assets are measured at cost. Following initial recognition, intangible assets are carried at cost less any accumulated amortisation and any accumulated impairment losses.

The useful lives of intangible assets are assessed to be either finite or indefinite. The SES only has intangible assets with finite lives. The amortisation period and the amortisation method for intangible assets is reviewed on an annual basis.

The acquisition of or internal development of software is capitalised only when the expenditure meets the definition criteria (identifiability, control and the existence of future economic benefits) and recognition criteria (probability of future economic benefits and cost can be reliably measured) and when the amount of expenditure is greater than or equal to \$10 000.

All research and development costs that do not meet the capitalisation criteria outlined in AASB 138 are expensed.

Subsequent expenditure on intangible assets has not been capitalised. This is because SES has been unable to attribute this expenditure to the intangible asset rather than to SES as a whole.

#### (m) Liabilities

Liabilities have been classified according to their nature and have not been offset unless required or permitted by a specific accounting standard, or where offsetting reflects the substance of the transaction or other event.

##### Payables

Payables include creditors, accrued expenses and employment on-costs.

Creditors represent the amounts owing for goods and services received prior to the end of the reporting period that are unpaid at the end of the reporting period. Creditors include all unpaid invoices received relating to the normal operations of the SES.

Accrued expenses represent goods and services provided by other parties during the period that are unpaid at the end of the reporting period and where an invoice has not been received.

All payables are measured at their nominal amount, are unsecured and are normally settled within 30 days from the date of the invoice or date the invoice is first received.

Employee benefits on-costs include superannuation contributions, WorkCover levies and payroll tax in respect to outstanding liabilities for salaries and wages, long service leave, annual leave and skills and experience retention leave.

SES makes contributions to several State Government and externally managed superannuation schemes. These contributions are treated as an expense when they occur. There is no liability for payments to beneficiaries as they have been assumed by the respective superannuation schemes. The only liability outstanding at reporting date relates to any contributions due but not yet paid to the South Australian Superannuation Board.

##### Employee benefits

These benefits accrue for employees as a result of services provided up to the reporting date that remain unpaid. Long-term employee benefits are measured at present value and short-term employee benefits are measured at nominal amounts.

##### Wages, salaries, annual leave, skills and experience retention leave and sick leave

The liability for salary and wages are measured as the amount unpaid at the reporting date at remuneration rates current at reporting date.

The annual leave liability and the skills and experience retention leave liability is expected to be payable within twelve months and is measured at the undiscounted amount expected to be paid. In the unusual event where salary and wages, annual leave and skills and experience retention liability are payable later than twelve months, the liability will be measured at present value.

No provision has been made for sick leave as all sick leave is non-vesting and the average sick leave taken in future years by employees is estimated to be less than the annual entitlement of sick leave.

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

### South Australian State Emergency Service Notes to and forming part of the Financial Statements For the Year Ended 30 June 2013

#### Long service leave

The liability for long service leave is measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method.

The estimated liability for long service leave is based on actuarial assumptions over expected future salary and wages levels, experience of employee departure and periods of service. These assumptions are based on employee data over the police and emergency services sector across government. Expected future payments are discounted using market yields at the end of the reporting period on government bonds with durations that match, as closely as possible, the estimated future cash outflows.

#### Provisions

Provisions are recognised when the SES has a present obligation as a result of a past event, it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

When the SES expects some or all of a provision to be reimbursed, the reimbursement is recognised as a separate asset but only when the reimbursement is virtually certain. The expense relating to any provision is presented in the Statement of Comprehensive Income net of any reimbursement.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the reporting date. If the effect of the time value of money is material, provisions are discounted for the time value of money and the risks specific to the liability.

The workers compensation provision is an actuarial estimate of the outstanding liability as at 30 June 2012 provided by a consulting actuary engaged through the Public Sector Workforce Relations Division of the Department of the Premier and Cabinet. The provision is for the estimated cost of ongoing payments to employees as required under current legislation.

SES is responsible for the payment of workers compensation claims.

#### Operating leases

Operating lease payments are recognised as an expense in the Statement of Comprehensive Income on a straight-line basis over the lease term. The straight-line basis is representative of the pattern of benefits derived from the leased assets.

#### (n) Unrecognised contractual commitments and contingent assets and liabilities

Commitments include those operating, capital and outsourcing arrangements arising from contractual or statutory sources and are disclosed at their nominal value.

Contingent assets and contingent liabilities are not recognised in the Statement of Financial Position, but are disclosed by way of a note and, if quantifiable, are measured at nominal value.

Unrecognised contractual commitments and contingencies are disclosed net of the amount of GST recoverable from, or payable to the Australian Taxation Office. If GST is not payable to, or recoverable from the Australian Taxation Office, the commitments and contingencies are disclosed on a gross basis.

#### 3 New and revised accounting standards and policies

The SES did not voluntarily change any of its accounting policies during 2012-13.

Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet effective, have not been adopted by SES for the period ending 30 June 2013. SES has assessed the impact of the new and amended standards and interpretations and considers there will be no impact on the accounting policies or the financial statements of SES.

There was one prior period adjustment for 2011-12.

This related to the overstatement of the Provision for Long Service Leave liability and associated expenses in 2012, by an amount of \$328m. The error was due to the 2011-12 Long Service Leave entitlements being calculated on working days rather than calendar days.

An adjustment was processed in 2013 and comparative balances have been restated resulting in the following specific impacts for 2012:

- employee benefit expenses reduced by \$328,000
- the total comprehensive result increased by \$328,000
- current payables decreased by \$3,000
- current employee benefits decreased by \$35,000
- non-current payables decreased by \$25,000
- non-current employee benefits decreased by \$265,000

Restated 2012 comparative balances are detailed in the Statements of Comprehensive Income and notes 5, 21 and 22

In achieving its objectives, the SES provides these services classified under one activity titled 'state emergency service'. Consequently no disaggregated disclosures have been prepared.



## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

### South Australian State Emergency Service Notes to and forming part of the Financial Statements For the Year Ended 30 June 2013

#### 5 Employee benefits expenses

|  | 2013         | 2012         |
|--|--------------|--------------|
|  | \$'000       | \$'000       |
| Salaries and wages                       | 2,778        | 2,510        |
| Annual leave                             | 259          | 162          |
| Skills and experience retention leave    | 9            | -            |
| Long service leave                       | 105          | 101          |
| Employment on-costs - superannuation     | 314          | 262          |
| Employment on-costs - other              | 149          | 131          |
| Workers compensation costs               | (106)        | (22)         |
| Other employment related expenses        | 34           | 94           |
| <b>Total: Employee benefits expenses</b> | <b>3,542</b> | <b>3,328</b> |

#### Employee remuneration

The number of employees whose remuneration received or receivable falls within the following bands:

|                                  | 2013             | 2012             |
|----------------------------------|------------------|------------------|
|                                  | No. of employees | No. of employees |
| \$134 000 – \$137 999*           | n/a              | 1                |
| \$148 000 – \$157 999            | 2                | 1                |
| \$158 000 – \$167 999            | -                | 1                |
| \$188 000 – \$197 999            | -                | 1                |
| \$249 000 – \$257 999            | 1                | -                |
| <b>Total number of employees</b> | <b>3</b>         | <b>4</b>         |

\* This band has been included for the purposes of reporting comparative figures based on the executive base level rate for 2011-12.

The table includes all employees who received remuneration equal to or greater than the base executive remuneration level during the year. Remuneration of employees reflects all costs of employment including salaries and wages, payments in lieu of leave, superannuation contributions, salary sacrifice benefits and fringe benefits and any fringe benefits tax paid or payable in respect of those benefits. The total remuneration received by these employees for the year was \$0.561 million (\$0.645 million).

#### 6 Supplies and services

|   | 2013         | 2012         |
|---|--------------|--------------|
|   | \$'000       | \$'000       |
| Accommodation                           | 27           | 24           |
| Auditor's remuneration                  | 26           | 28           |
| Communications                          | 255          | 261          |
| Computing costs                         | 419          | 252          |
| Consultancy, contractors and legal fees | 590          | 482          |
| Consumables                             | 343          | 369          |
| Energy                                  | 153          | 136          |
| Government radio network                | 1,939        | 1,920        |
| Insurance premiums                      | 97           | 94           |
| Minor plant and equipment               | 257          | 309          |
| Operating lease costs                   | 677          | 1,009        |
| Repairs and maintenance                 | 701          | 691          |
| Travel and training                     | 867          | 654          |
| Uniforms and protective clothing        | 286          | 265          |
| Operational costs                       | 132          | 199          |
| Other expenses                          | 259          | 220          |
| <b>Total: Supplies and services</b>     | <b>7,028</b> | <b>6,931</b> |

#### Consultants

The number and dollar amount of consultancies paid/payable (included in Consultants expense shown above) fall within the following bands:

|  | 2013     | 2012     | 2013      | 2012      |
|--|----------|----------|-----------|-----------|
|  | Number   | Number   | \$'000    | \$'000    |
| Below \$10 000                                   | 3        | 1        | 11        | 3         |
| Between \$10 000 and \$50 000                    | -        | 1        | -         | 22        |
| <b>Total paid/payable to consultants engaged</b> | <b>3</b> | <b>2</b> | <b>11</b> | <b>25</b> |

#### Auditor's remuneration

|   | 2013      | 2012      |
|---|-----------|-----------|
|   | \$'000    | \$'000    |
| Audit fees paid/payable to the Auditor-General's Department relating to the audit of financial statements | 26        | 28        |
| <b>Total: Audit fees</b>  | <b>26</b> | <b>28</b> |

#### Other Services

No other services were provided by the Auditor-General's Department.

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

### South Australian State Emergency Service Notes to and forming part of the Financial Statements For the Year Ended 30 June 2013

#### Supplies and services provided by entities within the SA Government

The following supplies and services (included in the supplies and services expense amounts shown above) were provided by entities within the SA Government:

|   | 2013         | 2012         |
|---|--------------|--------------|
|   | \$'000       | \$'000       |
| Accommodation   | 16           | 14           |
| Auditor's remuneration  | 26           | 28           |
| Communications  | 23           | 39           |
| Computing costs   | 40           | 49           |
| Consultancy, contractors and legal fees   | 139          | 11           |
| Consumables   | 21           | 67           |
| Energy  | 27           | 29           |
| Government radio network  | 1,939        | 1,920        |
| Insurance premiums  | 80           | 72           |
| Minor plant and equipment   | -            | 5            |
| Operating lease costs   | 403          | 801          |
| Repairs and maintenance   | 34           | 50           |
| Travel and training   | 40           | 30           |
| Operational costs   | 1            | 2            |
| Other expenses  | 87           | 67           |
| <b>Total: Supplies and services provided by entities within the SA Government</b> | <b>2,876</b> | <b>3,206</b> |

#### 7 Grants and subsidies

##### Grants and subsidies

##### Total: Grants and subsidies

All grant and subsidies are provided to Non SA Government recipients.

|                                    | 2013      | 2012      |
|------------------------------------|-----------|-----------|
|                                    | \$'000    | \$'000    |
| Grants and subsidies               | 79        | 79        |
| <b>Total: Grants and subsidies</b> | <b>79</b> | <b>79</b> |

#### 8 Depreciation and amortisation expense

|   | 2013         | 2012         |
|---|--------------|--------------|
|   | \$'000       | \$'000       |
| <b>Depreciation</b>                         |              |              |
| Buildings                                   | 730          | 674          |
| Vehicles                                    | 1,126        | 925          |
| Computers                                   | 7            | 2            |
| Plant and equipment                         | 211          | 176          |
| Communications                              | 186          | 178          |
| <b>Total: Depreciation</b>                  | <b>2,260</b> | <b>1,955</b> |
| <b>Amortisation</b>                         |              |              |
| Software                                    | 6            | 15           |
| <b>Total: Amortisation</b>                  | <b>6</b>     | <b>15</b>    |
| <b>Total: Depreciation and amortisation</b> | <b>2,266</b> | <b>1,970</b> |

#### 9 Other expenses

##### Assets revaluation decrement

##### Total: Other expenses

|                              | 2013     | 2012      |
|------------------------------|----------|-----------|
|                              | \$'000   | \$'000    |
| Assets revaluation decrement | -        | 96        |
| <b>Total: Other expenses</b> | <b>-</b> | <b>96</b> |

#### 10 Net loss from disposal of non-current assets

|  | 2013       | 2012        |
|--|------------|-------------|
|  | \$'000     | \$'000      |
| <b>Land and buildings</b>                                  |            |             |
| Proceeds from disposal                                     | -          | -           |
| Less: Net book value of assets disposed                    | -          | (68)        |
| <b>Net gain/(loss) from disposal of land and buildings</b> | <b>-</b>   | <b>(68)</b> |
| <b>Vehicles</b>  |            |             |
| Proceeds from disposal                                     | 17         | -           |
| Less: Net book value of assets disposed                    | (24)       | -           |
| <b>Net gain/(loss) from disposal of vehicles</b>           | <b>(7)</b> | <b>-</b>    |
| <b>Total: Assets</b>                                       |            |             |
| Total proceeds from disposal                               | 17         | -           |
| Less: Total value of assets disposed                       | (24)       | (68)        |
| <b>Total: Net loss from disposal of non-current assets</b> | <b>(7)</b> | <b>(68)</b> |



## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

### South Australian State Emergency Service Notes to and forming part of the Financial Statements For the Year Ended 30 June 2013

#### 11 Revenues from fees and charges

|  | 2013      | 2012     |
|--|-----------|----------|
|  | \$'000    | \$'000   |
| Salary recoveries                            | 19        | 2        |
| Other recoveries                             | 33        | -        |
| <b>Total: Revenues from fees and charges</b> | <b>52</b> | <b>2</b> |

#### Fees and charges received/receivable from entities within the SA Government

The following fees and charges (included in the fees and charges revenues shown above) were received/receivable from entities within the SA Government:

|   | 2013      | 2012     |
|---|-----------|----------|
|   | \$'000    | \$'000   |
| Salary recoveries   | -         | 1        |
| Other recoveries  | 33        | -        |
| <b>Total: Fees and charges received/receivable from entities within the SA Government</b> | <b>33</b> | <b>1</b> |

#### 12 Interest revenues

|   | 2013      | 2012      |
|---|-----------|-----------|
|   | \$'000    | \$'000    |
| Interest on deposit accounts - from entities within the SA Government | 35        | 37        |
| <b>Total: Interest revenues</b>                                       | <b>35</b> | <b>37</b> |

#### 13 Resources received free of charge

|  | 2013     | 2012       |
|--|----------|------------|
|  | \$'000   | \$'000     |
| Asset contributions from local government councils and other organisations | -        | 644        |
| <b>Total: Resources received free of charge</b>                            | <b>-</b> | <b>644</b> |

Since 1999 negotiations have been undertaken to identify and transition land, buildings, minor plant and equipment and motor vehicles from local government, community organisations and other sources into the ownership or the care and control of the Minister for Emergency Services (the Minister). During 2011-12, one property has been transitioned into the control of the Minister (valued at fair value of \$0.400m) and properties transferred from Country Fire Service (valued at fair value of \$0.244m).

#### Resources received free of charge from entities within the SA Government

The following resources received free of charge (included in the resources received free of charge revenues shown above) were received/receivable from:

|  | 2013     | 2012       |
|--|----------|------------|
|  | \$'000   | \$'000     |
| Asset contributions from local government councils and other organisations             | -        | 244        |
| <b>Total: Resources received free of charge from entities within the SA Government</b> | <b>-</b> | <b>244</b> |

#### 14 Other income

|                             | 2013       | 2012       |
|-----------------------------|------------|------------|
|                             | \$'000     | \$'000     |
| Donations                   | -          | 1          |
| Volunteer units fundraising | 65         | 9          |
| Insurance recoveries        | 17         | 15         |
| Other                       | 140        | 309        |
| <b>Total: Other income</b>  | <b>222</b> | <b>334</b> |

#### Other income received/receivable from entities within the SA Government

The following other income (included in the other income revenues shown above) was received/receivable from entities within the SA Government:

|   | 2013     | 2012       |
|---|----------|------------|
|   | \$'000   | \$'000     |
| Other   | -        | 108        |
| <b>Total: Other income received/receivable from entities within the SA Government</b> | <b>-</b> | <b>108</b> |

#### 15 Revenues from SA Government

|  | 2013          | 2012          |
|--|---------------|---------------|
|  | \$'000        | \$'000        |
| Revenues from SA Government                          |               |               |
| Contributions from Community Emergency Services Fund | 14,665        | 13,423        |
| Other revenues from SA Government                    | 284           | 13            |
| <b>Total: Revenues from SA Government</b>            | <b>14,949</b> | <b>13,436</b> |

Total revenues from SA Government consists of \$11,599m (2012: \$10,254m) for operational funding, \$3,337m (2012: \$3,169m) for capital projects and \$0.013m (2012: \$0.013m) Volunteer Marine Rescue Council funding. For details on the expenditure associated with the operational funding and capital funding refer to Note 5, 6, 7, 19 and 20. There was no material variation between the amount appropriated and the expenditure associated with this appropriation.

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

### South Australian State Emergency Service Notes to and forming part of the Financial Statements For the Year Ended 30 June 2013

#### 16 Cash and cash equivalents

|   | 2013         | 2012         |
|---|--------------|--------------|
|   | \$'000       | \$'000       |
| Cash on hand  | 2            | 2            |
| Deposits with the Treasurer                               | 1,459        | 376          |
| Cash at bank (Non SA Government)                          | 134          | 136          |
| Cash at bank (Non SA Government) - Volunteer units        | 671          | 658          |
| Short-term deposits (Non SA Government) - Volunteer units | 198          | 23           |
| Short-term deposits                                       | 17           | 17           |
| <b>Total: Cash and cash equivalents</b>                   | <b>2,481</b> | <b>1,212</b> |

#### Short term deposits

Short-term deposits are made for varying periods of between one day and three months. The deposits are lodged with various financial institutions at their respective short-term deposit rates.

#### Interest rate risk

Cash on hand is non-interest bearing. Deposit at call and with the Treasurer earn a floating interest rate, based on daily deposit rates. The carrying amount of cash and cash equivalents represents fair value.

#### 17 Receivables

|                                    | 2013       | 2012       |
|------------------------------------|------------|------------|
|                                    | \$'000     | \$'000     |
| <b>Current</b>                     |            |            |
| Receivables                        | 19         | 20         |
| Less: Allowance for doubtful debts | -          | -          |
|                                    | 19         | 20         |
| Accrued revenues                   | 4          | 3          |
| GST input tax recoverable          | 263        | 252        |
| <b>Total: Receivables current</b>  | <b>286</b> | <b>275</b> |

#### Current receivables from entities within the SA Government

The following receivables (included in the receivables shown above) were receivable from entities within the SA Government:

|  | 2013     | 2012     |
|--|----------|----------|
|  | \$'000   | \$'000   |
| Receivables  | -        | -        |
| Less: Allowance for doubtful debts                                       | -        | -        |
|  | -        | -        |
| Accrued revenues   | 4        | 3        |
| Prepaid salaries and wages   | -        | -        |
| <b>Total: Receivables current from entities within the SA Government</b> | <b>4</b> | <b>3</b> |

#### Interest rate and credit risk

Receivables are raised for all goods and services provided for which payment has not been received. Receivables are normally settled within 30 days. Receivables, prepayments and accrued revenues are non-interest bearing. Other than as recognised in the provision for doubtful debts, it is not anticipated that counterparties will fail to discharge their obligations. The carrying amount of receivables approximates net fair value due to being receivable on demand. There is no concentration of credit risk.

#### Maturity analysis of receivables and categorisation of financial instruments and risk exposure information

Refer to Note 29.

#### 18 Other financial assets

|  | 2013       | 2012       |
|--|------------|------------|
|  | \$'000     | \$'000     |
| Medium term deposits - Volunteer units | 112        | 235        |
| <b>Total: Other financial assets</b>   | <b>112</b> | <b>235</b> |

#### Maturity analysis of receivables and categorisation of financial instruments and risk exposure information

Refer to Note 29.

#### 19 Property, plant and equipment

|                                | 2013          | 2012          |
|--------------------------------|---------------|---------------|
|                                | \$'000        | \$'000        |
| <b>Land</b>                    |               |               |
| At valuation                   |               |               |
| At cost (deemed fair value)    | 2,807         | 2,807         |
| Less: Accumulated depreciation | -             | -             |
| <b>Total: Land</b>             | <b>2,807</b>  | <b>2,807</b>  |
| <b>Buildings</b>               |               |               |
| At valuation                   |               |               |
| At cost (deemed fair value)    | 15,851        | 15,853        |
| Less: Accumulated depreciation | 2,556         | 19            |
|                                | (1,087)       | (357)         |
| <b>Total: Buildings</b>        | <b>17,320</b> | <b>15,515</b> |
| <b>Vehicles</b>                |               |               |
| At valuation                   |               |               |
| At cost (deemed fair value)    | 9,491         | 9,518         |
| Less: Accumulated depreciation | 2,532         | 585           |
|                                | (1,647)       | (525)         |
| <b>Total: Vehicles</b>         | <b>10,376</b> | <b>9,678</b>  |



## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

### South Australian State Emergency Service Notes to and forming part of the Financial Statements For the Year Ended 30 June 2013

|   |               |               |
|---|---------------|---------------|
| <b>Communications equipment</b>             |               |               |
| At valuation                                | 1,344         | 1,344         |
| At cost (deemed fair value)                 | 387           | 87            |
| Less: Accumulated depreciation              | (275)         | (80)          |
| <b>Total: Communications equipment</b>      | <b>1,456</b>  | <b>1,342</b>  |
| <b>Computer equipment</b>                   |               |               |
| At valuation                                | 10            | 10            |
| At cost (deemed fair value)                 | 27            | -             |
| Less: Accumulated depreciation              | (8)           | (1)           |
| <b>Total: Computer equipment</b>            | <b>29</b>     | <b>9</b>      |
| <b>Plant and equipment</b>                  |               |               |
| At valuation                                | 1,021         | 1,020         |
| At cost (deemed fair value)                 | 641           | 267           |
| Less: Accumulated depreciation              | (304)         | (93)          |
| <b>Total: Plant and equipment</b>           | <b>1,358</b>  | <b>1,194</b>  |
| <b>Capital work in progress</b>             |               |               |
| At cost (deemed fair value)                 | 1,713         | 3,196         |
| <b>Total: Capital work in progress</b>      | <b>1,713</b>  | <b>3,196</b>  |
| <b>Total: Property, plant and equipment</b> | <b>35,059</b> | <b>33,641</b> |

#### Valuation of assets

At 1 January 2012 independent valuations for land, buildings, vehicles, communication, computer plant and equipment were undertaken by Liquid Pacific Mr M Burns MRICS, AAPI (CPV). All assets were valued using fair value on the basis of open market values for existing use or at written down current cost which is considered to be fair value.

As at 30 June 2013 in accordance with SAFECOM policy, a review of the valuations were undertaken by a suitability qualified officer of SAFECOM which indicated that there was no material difference between the fair value and carrying amount of the assets. Consequently it was determined no revaluation adjustment were required at this time.

#### Resources received free of charge

Refer to Note 13.

#### Impairment

There were no indications of impairment for property, plant and equipment as at 30 June 2013.

#### Movement reconciliation of property, plant and equipment

|   | Land         | Buildings     | Vehicles      | Comm. Equipment | Computer Equipment | Plant & equipment | Work in progress | 2013 Sub-total | 2012 Sub-total |
|---|--------------|---------------|---------------|-----------------|--------------------|-------------------|------------------|----------------|----------------|
| <b>2013</b>                                     |              |               |               |                 |                    |                   |                  |                |                |
| Carrying amount at the beginning of the period  | 2,807        | 15,515        | 9,578         | 1,342           | 9                  | 1,194             | 3,196            | 33,641         |                |
| Acquisitions                                    | -            | -             | -             | -               | -                  | -                 | 3,703            | 3,703          |                |
| Transfers to/(from) capital work in progress    | -            | 2,535         | 1,948         | 300             | 27                 | 375               | (5,186)          | (1)            |                |
| Depreciation expense                            | -            | (730)         | (1,126)       | (186)           | (7)                | (211)             | -                | (2,260)        |                |
| Disposals                                       | -            | -             | (24)          | -               | -                  | -                 | -                | (24)           |                |
| <b>Carrying amount at the end of the period</b> | <b>2,807</b> | <b>17,320</b> | <b>10,376</b> | <b>1,456</b>    | <b>29</b>          | <b>1,358</b>      | <b>1,713</b>     | <b>35,059</b>  |                |
| <b>2012</b>                                     |              |               |               |                 |                    |                   |                  |                |                |
| Carrying amount at the beginning of the period  | 2,793        | 15,872        | 8,371         | 1,529           | 11                 | 985               | 783              |                | 30,344         |
| Acquisitions                                    | -            | -             | -             | -               | -                  | -                 | 3,370            | 3,370          |                |
| Transfers to/(from) capital work in progress    | -            | 18            | 585           | 87              | -                  | 267               | (957)            | -              |                |
| Depreciation expense                            | -            | (674)         | (925)         | (176)           | (2)                | (176)             | -                | (1,955)        |                |
| Net revaluation increment                       | (323)        | 60            | 1,547         | -               | -                  | 118               | -                | 1,402          |                |
| Assets received for nil consideration           | 403          | 241           | -             | -               | -                  | -                 | -                | 644            |                |
| Disposals                                       | (66)         | (2)           | -             | -               | -                  | -                 | -                | (68)           |                |
| Other adjustments                               | -            | -             | -             | (96)            | -                  | -                 | -                | (96)           |                |
| <b>Carrying amount at the end of the period</b> | <b>2,807</b> | <b>15,515</b> | <b>9,578</b>  | <b>1,342</b>    | <b>9</b>           | <b>1,194</b>      | <b>3,196</b>     |                | <b>33,641</b>  |

#### 20 Intangible assets

|                                 |          |           |
|---------------------------------|----------|-----------|
| Computer software               | 326      | 326       |
| Less: Accumulated amortisation  | (322)    | (316)     |
| <b>Total: Intangible assets</b> | <b>6</b> | <b>12</b> |

#### Movement reconciliation of intangible assets

|   |          |           |
|---|----------|-----------|
| Carrying amount at the beginning of the period  | 12       | 27        |
| Amortisation expense                            | (6)      | (15)      |
| <b>Carrying amount at the end of the period</b> | <b>6</b> | <b>12</b> |

#### Asset details and amortisation

Intangible assets detailed above relate to computer software externally acquired. All computer software is amortised over a straight line basis with a total useful life of five years.

#### Impairment

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

### South Australian State Emergency Service Notes to and forming part of the Financial Statements For the Year Ended 30 June 2013

There were no indications of impairment of intangible assets at 30 June 2013.

#### 21 Payables

|                                |               |               |
|--------------------------------|---------------|---------------|
| <b>Current payables</b>        | <b>2013</b>   | <b>2012</b>   |
|                                | <b>\$'000</b> | <b>\$'000</b> |
| Accrued expenses               | 108           | 136           |
| Creditors                      | 1,492         | 1,099         |
| Fringe benefits tax payable    | 11            | 23            |
| Employment on-costs            | 75            | 63            |
| <b>Total: Current payables</b> | <b>1,686</b>  | <b>1,321</b>  |

#### Current payables to entities within the SA Government

The following payables (included in the payables shown above) were payable to entities within the SA Government:

|   |               |               |
|---|---------------|---------------|
| <b>Current payables to entities within the SA Government</b>        | <b>2013</b>   | <b>2012</b>   |
|   | <b>\$'000</b> | <b>\$'000</b> |
| Accrued expenses  | 27            | 22            |
| Creditors   | 63            | 154           |
| FBT Payable   | 11            | 23            |
| Employment on-costs   | 38            | 33            |
| <b>Total: Current payables to entities within the SA Government</b> | <b>139</b>    | <b>232</b>    |

#### Non-current payables

Employment on-costs

|                                    |               |               |
|------------------------------------|---------------|---------------|
| <b>Non-current payables</b>        | <b>2013</b>   | <b>2012</b>   |
|                                    | <b>\$'000</b> | <b>\$'000</b> |
| Employment on-costs                | 40            | 49            |
| <b>Total: Non-current payables</b> | <b>40</b>     | <b>49</b>     |

#### Non-current payables to entities within the SA Government

The following payables (included in the payables shown above) were payable to entities within the SA Government:

|   |               |               |
|---|---------------|---------------|
| <b>Non-current payables to entities within the SA Government</b>        | <b>2013</b>   | <b>2012</b>   |
|   | <b>\$'000</b> | <b>\$'000</b> |
| Employment on-costs   | 23            | 28            |
| <b>Total: Non-current payables to entities within the SA Government</b> | <b>23</b>     | <b>28</b>     |

#### Employment on-costs

As a result of an actuarial assessment performed by the Department of Treasury and Finance, the percentage of the proportion of long service leave taken as leave has remained at the 2012 rate of 40%, and the average factor for the calculation of employer superannuation cost on-cost has changed to 10.2% (2012: 10.3%). These rates are used in the employment on-cost calculation. The net financial effect of the changes in the current financial year is a decrease in the employment on-cost of \$0.002m and employee benefit expense of \$0.002m. The estimated impact on future periods is not expected to be materially different to the effect on the current period as shown above.

#### Interest rate and credit risk

Creditors and accruals are raised for all amounts billed but unpaid. Sundry creditors are normally settled within 30 days. Employment on-costs are settled when the respective employee benefit that they relate to is discharged. All payables are non-interest bearing. The carrying amount of payables represents fair value due to the amounts being payable on demand.

#### Maturity analysis of payables and categorisation of financial instruments and risk exposure information

Refer to Note 29.



## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

### South Australian State Emergency Service Notes to and forming part of the Financial Statements For the Year Ended 30 June 2013

#### 22 Employee benefits

|   | 2013<br>\$m | 2012<br>\$m |
|---|-------------|-------------|
| <b>Employee benefits current</b>            |             |             |
| Accrued salaries and wages                  | 4           | 1           |
| Annual leave                                | 296         | 261         |
| Skills and experience retention leave       | 9           | -           |
| Long service leave                          | 160         | 70          |
| <b>Total: Employee benefits current</b>     | <b>469</b>  | <b>332</b>  |
| <b>Employee benefits non-current</b>        |             |             |
| Long service leave                          | 422         | 520         |
| <b>Total: Employee benefits non-current</b> | <b>422</b>  | <b>520</b>  |

AASB 119 contains the calculation methodology for long service leave liability. This year, an actuarial assessment performed by the Department of Treasury and Finance was used to calculate the liability rather than using a short hand measurement technique for the calculation of the liability.

AASB 119 requires the use of the yield on long term Commonwealth Government bonds as the discount rate in the measurement of the long service leave liability. The yield on long term Commonwealth Government bonds has increased from 2012 (2.75%) to 2013 (3.5%).

This increase in the bond yield, which is used as the rate to discount future long service leave cash flows, would result in a decrease in the reported long service leave liability, however this has been offset by increase associated with the actuarial assessment.

The net financial effect of the changes in methodology and actuarial assumptions in the current financial year is a decrease in the long service leave liability of \$0.030m and employee benefit expense of \$0.030m. The impact on future periods is impracticable to estimate as the long service leave liability is calculated using a number of assumptions – a key assumption is the long term discount rate.

The actuarial assessment performed by the Department of Treasury and Finance left the salary inflation rate at 4%. As a result, there is no net financial effect resulting from changes in the salary inflation rate.

#### 23 Provisions

|  | 2013<br>\$m | 2012<br>\$m |
|--|-------------|-------------|
| <b>Current liabilities</b>                     |             |             |
| Provision for workers compensation             | 109         | 209         |
| <b>Total: Provisions current</b>               | <b>109</b>  | <b>209</b>  |
| <b>Non-current liabilities</b>                 |             |             |
| Provision for workers compensation             | 571         | 633         |
| <b>Total: Provisions non-current</b>           | <b>571</b>  | <b>633</b>  |
| <b>Total: Provisions</b>                       | <b>680</b>  | <b>842</b>  |
| <b>Provision movement</b>                      |             |             |
| Carrying amount at the beginning of the period | 842         | 1,074       |
| Additional provisions recognised / (released)  | (106)       | (21)        |
| Reductions arising from payments               | (56)        | (211)       |
| Carrying amount at the end of the period       | 680         | 842         |

SES has reported a liability to reflect unsettled workers compensation claims. The workers compensation provision is based on an actuarial assessment performed by the Public Sector Workforce Relations Division of the Department of the Premier and Cabinet.

#### 24 Equity

|                           | 2013<br>\$m   | 2012<br>\$m   |
|---------------------------|---------------|---------------|
| Retained earnings         | 27,731        | 25,395        |
| Asset revaluation surplus | 6,916         | 6,916         |
| <b>Total equity</b>       | <b>34,647</b> | <b>32,311</b> |

The asset revaluation surplus is used to record increments and decrements in the fair value of land, buildings and plant and equipment to the extent that they offset one another. Relevant amounts are transferred to retained earnings when an asset is derecognised.

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

### South Australian State Emergency Service Notes to and forming part of the Financial Statements For the Year Ended 30 June 2013

#### 25 Cash flow reconciliation

|  | 2013<br>\$m     | 2012<br>\$m     |
|--|-----------------|-----------------|
| <b>Reconciliation of cash and cash equivalents at the end of the reporting period</b>                |                 |                 |
| Cash and cash equivalents disclosed in the Statement of Financial Position                           | 2,481           | 1,212           |
| Balance as per the Statement of Cash Flows   | 2,481           | 1,212           |
| <b>Reconciliation of net cash provided by operating activities to net cost of providing services</b> |                 |                 |
| <b>Net cash provided by operating activities</b>   | <b>4,335</b>    | <b>2,647</b>    |
| Less revenues from SA Government   | (14,949)        | (13,436)        |
| <b>Add/(less) non-cash items</b>   |                 |                 |
| Depreciation and amortisation  | (2,266)         | (1,970)         |
| Assets received free of charge   | -               | 644             |
| Assets revaluation decrement recognised in Statement of Comprehensive Income                         | -               | (96)            |
| Net loss from disposal of non-current assets   | (7)             | (68)            |
| <b>Movement in assets and liabilities</b>  |                 |                 |
| (Decrease)/increase in receivables   | 11              | (114)           |
| Decrease/(increase) in payables  | 141             | 657             |
| (Increase)/decrease in employee benefits   | (30)            | 40              |
| Decrease/(increase) in provisions  | 162             | 232             |
| <b>Net cost of providing services</b>  | <b>(12,612)</b> | <b>(11,456)</b> |

#### 26 Unrecognised contractual commitments

|  | 2013<br>\$m | 2012<br>\$m |
|--|-------------|-------------|
| <b>Operating lease commitments</b>   |             |             |
| The total value of future non-cancellable operating lease commitments not provided for and payable as at the end of the reporting period are detailed below. These amounts have not been brought to account in the financial statements. |             |             |
| Within one year  | 433         | 410         |
| Later than one year but not later than five years  | 55          | 306         |
| <b>Total: Operating lease commitments</b>  | <b>488</b>  | <b>716</b>  |

The above-mentioned operating lease payments are not recognised in the financial statements as liabilities. These non-cancellable leases relate to vehicle and property leases, with rental payable monthly in arrears. Contingent rental provisions within the lease agreements require the minimum lease payments to be increased annually based on consumer price index movement.

|   |           |          |
|---|-----------|----------|
| <b>Capital commitments</b>  |           |          |
| The total value of capital commitments not provided for and payable as at the end of the reporting period are detailed below. These amounts have not been brought to account in the financial statements. |           |          |
| Within one year   | 55        | -        |
| <b>Total: Capital commitments</b>   | <b>55</b> | <b>-</b> |

Prior capital commitments were for property.

|   |              |            |
|---|--------------|------------|
| <b>Expenditure commitments - remuneration</b>   |              |            |
| Commitments for the payment of salaries and other remuneration under fixed-term employment contracts in existence at the reporting date but not recognised as liabilities are payable as follows: |              |            |
| Within one year   | 416          | 204        |
| Later than one year but not later than five years   | 596          | 505        |
| <b>Total: Remuneration commitments</b>  | <b>1,012</b> | <b>709</b> |

Amounts disclosed include commitments arising from executive contracts. SES does not offer fixed-term remuneration contracts greater than five years.

|   |            |            |
|---|------------|------------|
| <b>Expenditure commitments - other</b>  |            |            |
| The total value of other commitments not provided for and payable as at the end of the reporting period are detailed below. These amounts have not been brought to account in the financial statements. |            |            |
| Within one year   | 214        | 344        |
| Later than one year but not later than five years   | 156        | 181        |
| <b>Total: Other commitments</b>   | <b>370</b> | <b>525</b> |

Contractual commitments relate to computer rollout and broadband connection.

#### 27 Contingent assets and liabilities

**Contingent assets**  
In 2009/10 SES made prepayments for capital works projects of \$170 720 for works that did not materialise. Recovery of the prepayment has been sought. SES is aware of a possible contingent asset in relation to the recovery of costs associated with a defective asset. The financial impact cannot be determined at this stage.

**Contingent liabilities**  
SES has a potential contingent liability in the form of possible litigation, however, the outcome or financial impact cannot be reliably determined at this stage.



## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

### South Australian State Emergency Service Notes to and forming part of the Financial Statements For the Year Ended 30 June 2013

#### 28 Events after the reporting period

There were no events after the reporting period affecting the financial statements.

#### 29 Financial instruments / financial risk management

##### Table 29.1 Categorisation of financial instruments

Details of the significant accounting policies and methods adopted including the criteria for recognition, the basis of measurement, and the basis on which income and expenses are recognised with respect to each class of financial asset, financial liability and equity instrument are disclosed in Note 2 Summary of significant accounting policies.

| Category of financial assets and financial liabilities / Statement of Financial Position line item | Note | 2013            |            | 2012            |            |
|--|------|-----------------|------------|-----------------|------------|
|  |      | Carrying amount | Fair value | Carrying amount | Fair value |
| <b>Financial assets</b>  |      |                 |            |                 |            |
| Cash and cash equivalents  | 16   | 2,481           | 2,481      | 1,212           | 1,212      |
| Receivables (1) (2)  | 17   | 23              | 23         | 23              | 23         |
| Other financial assets   | 18   | 112             | 112        | 235             | 235        |
| <b>Financial liabilities</b>   |      |                 |            |                 |            |
| Payables   | 21   | 1,574           | 1,574      | 1,213           | 1,213      |

(1) Receivable and payable amounts disclosed here exclude amounts relating to statutory receivables and payables. In government, certain rights to receive or pay cash may not be contractual and therefore in these situations, the requirements will not apply. Where rights or obligations have their source in legislation such as levy receivables/payables, tax equivalents, commonwealth tax, audit receivables/payables etc they would be excluded from the disclosure. The standard defines contract as enforceable by law. All amounts recorded are carried at cost.

(2) Receivables amount disclosed here excludes prepayments. Prepayments are presented in Note 17 as trade and other receivables in accordance with paragraph 78(b) of AASB 101. However, prepayments are not financial assets as defined in AASB 132 as the future economic benefit of these assets is the receipt of goods and services rather than the right to receive cash or another financial asset.

##### Credit risk

Credit risk arises when there is the possibility of SES's debtors defaulting on their contractual obligations resulting in financial loss to the department. The SES measures credit risk on a fair value basis and monitors risk on a regular basis.

The carrying amount of financial assets as detailed in table 29.1 represents SES's maximum exposure to credit risk.

No collateral is held as security and no credit enhancements relate to financial assets held by SES.

SES has minimal concentration of credit risk. SES has policies and procedures in place to ensure that transactions occur with customers with appropriate credit history. SES does not engage in high risk hedging for its financial assets.

Allowances for impairment of financial assets are calculated on past experience and current and expected changes in credit rating. Currently SES does not hold any collateral as security for any of its financial assets. Other than receivables, there is no evidence to indicate that financial assets are impaired. Refer to Note 17 for information on the allowance for impairment in relation to receivables.

##### Table 29.2 Ageing analysis of financial assets

The following table discloses the ageing of financial assets, past due, including impaired assets past due.

| Financial assets item    | Current (Not overdue) | Overdue for < 30 days | Overdue for 30-60 days | Overdue for > 60 days | Total |
|--------------------------|-----------------------|-----------------------|------------------------|-----------------------|-------|
| <b>2013</b>              |                       |                       |                        |                       |       |
| Not impaired             |                       |                       |                        |                       |       |
| Receivables              | 7                     | -                     | -                      | 16                    | 23    |
| Other financial assets   | 112                   | -                     | -                      | -                     | 112   |
| Impaired                 |                       |                       |                        |                       |       |
| Receivables              | -                     | -                     | -                      | -                     | -     |
| <b>2012</b>              |                       |                       |                        |                       |       |
| Not impaired             |                       |                       |                        |                       |       |
| Receivables              | 8                     | -                     | -                      | 15                    | 23    |
| Other financial assets   | 235                   | -                     | -                      | -                     | 235   |
| Impaired                 |                       |                       |                        |                       |       |
| Receivables              | -                     | -                     | -                      | -                     | -     |
| Allowance for impairment | -                     | -                     | -                      | -                     | -     |

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

### South Australian State Emergency Service Notes to and forming part of the Financial Statements For the Year Ended 30 June 2013

##### Table 29.3 Maturity analysis of financial assets and liabilities

The following table discloses the maturity analysis of financial assets and financial liabilities.

| Financial statements item          | Contractual maturities |              |           |
|------------------------------------|------------------------|--------------|-----------|
|                                    | Carrying amount        | < 1 year     | 1-5 years |
|                                    | 2013                   | 2013         | 2013      |
| <b>2013</b>                        |                        |              |           |
| <b>Financial assets</b>            |                        |              |           |
| Cash and cash equivalents          | 2,481                  | 2,481        | -         |
| Receivables                        | 23                     | 23           | -         |
| Other financial assets             | 112                    | 112          | -         |
| <b>Total financial assets</b>      | <b>2,616</b>           | <b>2,616</b> | <b>-</b>  |
| <b>Financial liabilities</b>       |                        |              |           |
| Payables                           | 1,574                  | 1,574        | -         |
| <b>Total financial liabilities</b> | <b>1,574</b>           | <b>1,574</b> | <b>-</b>  |
| <b>2012</b>                        |                        |              |           |
| <b>Financial assets</b>            |                        |              |           |
| Cash and cash equivalents          | 1,212                  | 1,212        | -         |
| Receivables                        | 23                     | 23           | -         |
| Other financial assets             | 235                    | 235          | -         |
| <b>Total financial assets</b>      | <b>1,470</b>           | <b>1,470</b> | <b>-</b>  |
| <b>Financial liabilities</b>       |                        |              |           |
| Payables                           | 1,213                  | 1,213        | -         |
| <b>Total financial liabilities</b> | <b>1,213</b>           | <b>1,213</b> | <b>-</b>  |

The financial assets and liabilities of SES are all current with maturity within the next 12 months, except employee on-costs (within payables) which are not practical to split the maturity band years.

##### Liquidity risk

Liquidity risk arises where SES is unable to meet its financial obligations as they are due to be settled. SES is funded principally from contributions from the Community Emergency Services Fund. The SES and SAFECOM works with the manager of the Community Emergency Services Fund to determine cash flows associated with its Government approved program of work and with the Department of Treasury and Finance to ensure funding is provided through SA Government budgetary processes to meet the expected cash flows. SES's settles undisputed accounts within 30 days from the date of the invoice or date the invoice is first received. In the event of a dispute, payment is made 30 days from resolution.

SES's exposure to liquidity risk is insignificant based on past experience and current assessment of risk.

The carrying amount of financial liabilities recorded in the above table 'Categorisation of financial instruments' represent SES's maximum exposure to financial liabilities.

##### Market risk

The SES has non-interest bearing assets (cash on hand and receivables) and liabilities (payables) and interest bearing assets (cash at bank and investments). The SES's exposure to market risk and cash flow interest risk is minimal. There is minimal exposure to foreign currency or other price risks.

A sensitivity analysis has not been undertaken for the interest rate risk of SES as it has been determined that the possible impact on profit and loss or total equity from fluctuations in interest rates is immaterial.

##### Sensitivity disclosure analysis

A sensitivity analysis has not been undertaken for the interest rate risk of SES as it has been determined that the possible impact on profit and loss or total equity from fluctuations in interest rates is immaterial.

#### 30 Trust Funds

Cash at Bank

|  | 2013       | 2012     |
|--|------------|----------|
|  | 2013       | 2012     |
|  | 154        | -        |
|  | <b>154</b> | <b>-</b> |

The trust funds represent funds held by the Australian Council of State Emergency Services. The funds will be utilised to meet expenses incurred by each of the State Emergency Services Headquarters in Australia. The SES will administer these funds until they are fully expended.



# APPENDIX 2 – Financial Performance

## CONTRACTUAL ARRANGEMENTS

SES is not currently party to any contractual arrangements where the total value of the contract exceeds \$4 million (GST inclusive).

## ACCOUNTS PAYABLE PERFORMANCE

### Accounts Payment Performance

| Particulars                                    | Number of accounts paid | % of accounts paid (by number) | Value in \$A of accounts paid | % of accounts paid (by value) |
|--|-------------------------|--------------------------------|-------------------------------|-------------------------------|
| Paid by due date                               | 726                     | 98.51                          | 1 295 134                     | 99.98                         |
| Paid late, but paid within 30 days of due date | 5                       | 0.68                           | 8 865                         | 0.68                          |
| Paid more than 30 days from due date           | 6                       | 0.81                           | 8 561                         | 0.62                          |

## FRAUD

### Fraud

| Nature of Fraud | Number of instances | Strategies to control and prevent |
|-----------------|---------------------|-----------------------------------|
| Nil             | nil                 | n/a                               |

## CONSULTANTS

### Consultants

| Consultant                | Purpose of consultancy | Number | Total \$ |
|---------------------------|------------------------|--------|----------|
| Value below \$10 000      |                        |        |          |
| Various                   | Various                |        |          |
| Subtotal                  |                        | 3      | 10 690   |
| Value \$10 000 - \$50 000 |                        |        |          |
| nil                       |                        |        |          |
| Subtotal                  |                        | 0      | 0        |
| Value above \$50 000      |                        |        |          |
| nil                       |                        |        |          |
| Subtotal                  |                        | 0      | 0        |
| Total                     |                        | 3      | 10 690   |

## OVERSEAS TRAVEL

### Overseas Travel

| Number of employees | Destination/s | Reason for Travel | Total cost to agency |
|---------------------|---------------|-------------------|----------------------|
| nil                 | nil           |                   | nil                  |





# APPENDIX 3 – Further Mandatory Reporting Requirements

## CARERS RECOGNITION ACT 2005

Not applicable

## DISABILITY ACTION PLANS

Not available

## ASBESTOS MANAGEMENT IN GOVERNMENT BUILDINGS

Not available

## URBAN DESIGN CHARTER

The South Australian Urban Design Charter aims to promote the benefits of good urban design, embed the principles into government processes and record the Government of South Australia’s commitment to good urban design.

All design and building works undertaken on behalf of SES are coordinated through SAFECOM and take account of the principles within the charter.

## FREEDOM OF INFORMATION – INFORMATION STATEMENTS

This statement is provided pursuant to section 9(2) of the Freedom of Information (FOI) Act 1991 which states that an agency must, at intervals of not more than 12 months, make an up-to-date information statement to be published in a manner prescribed by regulation.

**Structure and functions of the SA State Emergency Service**

Information concerning the structure and functions of SES is contained in the ‘Introduction and Overview’ section of this report under the heading of ‘Our Organisation’.

**Public access to information**

The public may access information about the SES through a range of sources, including the following:

- annual reports
- policies and procedures
- agency-generated ministerial briefings
- agendas, minutes and reports of internal committee meetings
- incident reports
- memoranda
- strategic, business and management plans
- various information brochures and fact sheets on organisational operations
- volunteer magazine

### Contact arrangements:

Requests under the FOI Act for access to documents in the possession of the agency should be directed in writing to:

The Freedom of Information Officer  
SA State Emergency Service  
GPO Box 2706  
ADELAIDE SA 5001

Applications made under the Freedom of Information Act 1991 for access to documents must be in writing and be accompanied by the application fee of \$31.50. A fee reduction may be granted in certain circumstances (refer Freedom of Information (Fees and Charges) Regulations 2003).

### Number of requests made in 2012-13

SES received five new FOI requests in 2012-13.

### Agency policy documents

SES operates within the broader South Australian emergency services sector. Sector wide policy is maintained by SAFECOM and includes a range of policy documents under headings of financial management; procurement; expenditure/liability; revenue; assets; information management; risk management; human resource management; OH&S and injury management; and performance development.

SES also maintains a number of agency-specific policies including:

- SASES Administration
- SASES Records Management
- SASES Release of Incident Report Information
- SASES Insurance Arrangements
- SASES Out of Pocket Expenses for Volunteers Policy
- SASES Policy & Procedure Framework
- SASES Social Media Policy
- SASES Staff as Volunteers
- SASES Selection Panel for Recruitment and Selection of Staff
- SASES Grievance Resolution Policy (Volunteers)
- SASES Email Policy
- SASES Information Security Policy
- SASES Internet Access and Usage Policy
- SASES Training Administration System Confidentiality & Security Policy
- SES Occupational Health Safety and Welfare Injury Management Policy
- SASES Visitors to SASES Premises Policy
- SASES Accident Investigation Policy

## WHISTLEBLOWERS PROTECTION ACT 1993

SES has appointed a responsible officer for the purposes of the Whistleblowers Protection Act 1993 pursuant to Section 7 of the Public Sector Act 2009. There have been no instances of disclosure of public interest information to a responsible officer of the agency under the act during 2012-13.

## ENERGY EFFICIENCY ACTION PLAN REPORTS

Performance against Annual Energy Efficiency Targets

|                     | Energy Use (GJ)           | GHG Emissions (tonnes CO2) | Business Measure (target) |
|---------------------|---------------------------|----------------------------|---------------------------|
| Base Year 2000-2001 | 848                       | 204                        | 100%                      |
| Target 2012-2013    | 652                       | 157                        | 77%                       |
| Actual 2012-2013    | Information not available | Information not available  |                           |
| Target 2013-2014    | 636                       | 153                        | 75%                       |

## GREENING OF GOVERNMENT OPERATIONS (GOGO) FRAMEWORK

Information not available

## REGIONAL IMPACT ASSESSMENT STATEMENTS

No regional impact assessment statements were required or undertaken during the year.



# APPENDIX 4 – Committees & Working Group participation

## NATIONAL

|   |   |
|---|---|
| ACSES – Australian Council of SES   | AFAC / ACSES Operations Group                           |
| ACSES – National Equipment Working Party  | AFAC AIIMS Review Working Group                         |
| ACSES – National Public Communications Committee  | AFAC Alternative Energy (18 months remaining)           |
| ACSES – National SES Learning and Development (formerly Education and Training Committee) | AFAC Fit for Task (18 months remaining)                 |
| ACSES – Performance Indicators Working Group  | Australian Tsunami Working Group                        |
| AFAC – Australasian Fire Authorities Council  | Industry Skills Australia – Industry Advisory Committee |
| AFAC – Collaborative Purchasing Group   | National Volunteer Marine Search and Rescue Committee   |
| AFAC – Learning & Development Group   | NEMC - Capability Development Sub-Committee             |
| AFAC - SES Community Safety Working Group   | NEMC - National Emergency Management Committee          |
| AFAC – Urban Search and Rescue Group  | NEMC – NDSR Implementation Steering Group               |

## STATE

|   |  |
|---|--|
| Central Exercise Writing Team                                       | by Oil and Other Noxious and Hazardous Substances            |
| Community Information Warning Systems (State)                       | State Emergency Management Committee                         |
| Emergency and Major Events Coordination Committee                   | State Emergency Management Telecommunications Advisory Group |
| Emergency Management Council  | State Emergency Management Training Committee                |
| Emergency Services Leadership Council                               | State Emergency Information Call Centre Committee            |
| Emergency Services Operations Coordination Committee                | State Hazard Leader Committee                                |
| Engineering Functional Service Committee                            | State Human Disease Committee                                |
| Extreme Heat Advisory Group   | State Marine Communications Management Committee             |
| Firewatch Committee   | State Marine Rescue Committee                                |
| Flood Hazard Advisory Group   | State Mitigation Advisory Group                              |
| Flood Reform Taskforce  | State Recovery Committee                                     |
| Flood Warning Consultative Committee                                | State Rescue Helicopter Committee                            |
| Interagency Incident Management Steering Group                      | State Response Advisory Group                                |
| NDRS SA implementation working group                                | State Road Crash Rescue Working Party                        |
| Performance Standards for Self-Insured Steering Committee           | State Search and Rescue Committee                            |
| SA Call Receipt & Despatch Executive                                | State Total Apparel Management Contract Committee            |
| SA Government Radio Network Board                                   | State Urban Search and Rescue Committee                      |
| SA Marine Weather Consultative Committee                            | Volunteer Marine Rescue Council of South Australia           |
| SA Water Safety Coordinating Committee                              | Volunteer Marine Rescue OHS&W Committee                      |
| SACAD Executive   | Volunteer Marine Rescue Technical and Training Committee     |
| State CBRN Committee  | Zone Emergency Management Implementation Group               |
| State CBRN Training Committee                                       |  |
| State Committee of the National Plan to Combat Pollution of the Sea |  |

## SECTOR

|  |   |
|--|---|
| Centre for Lessons Learned                                     | SAFECOM Learning and Development Committee                              |
| Chief Officers' Forum  | SAFECOM Performance Standards for Self Insurers – Improvement Ref Group |
| Deputy Chief Officers' Forum                                   | SAFECOM SACAD Management Group  |
| SAFECOM Audit and Risk Management Committee                    | SAFECOM SACAD Implementation Group                                      |
| SAFECOM Board  | SAFECOM Volunteer Employer Reference Group                              |
| SAFECOM Board Finance Committee                                | SAFECOM VSB Governance Group  |
| SAFECOM Building Project Control Agency                        | SAPES Games Governance Committee  |
| SAFECOM Call Receipt and Despatch Group                        | SASES Executive Advisory Group  |
| SAFECOM E-mergency E-Connect Project Steering Committee/ Board | SASES OH&S Committee  |
| SAFECOM Information Communications Technology Governance Board | Sector Advisory Committee   |
|  | Sector Incident Management Reference Group                              |

## REGIONAL OR DISTRICT

|   |
|---|
| Adelaide Airport Emergency Management Committee           |
| Adelaide City Council CERM Steering Committee             |
| Central Border Fire and Emergency Coordination Committee  |
| City of Charles Sturt Emergency Response Plan Committee   |
| Clipsal 500 Emergency Management Committee                |
| Kangaroo Island Emergency Management Committee            |
| Limestone Coast ZEC                                       |
| Oakbank Races Emergency Management Committee              |
| Parafield Airport Emergency Management Committee          |
| Patawalonga Flood Committee                               |
| Patawalonga Lake System Advisory Group                    |
| Port Lincoln Port Security Committee                      |
| Port Pirie Flood Working Group                            |
| Royal Adelaide Showground Emergency Management Committee  |
| Southern Border Fire and Emergency Coordination Committee |
| Thevenard Port Security Committee                         |
| ZEMC Adelaide Hills, Fleurieu and KI                      |
| ZEMC Barossa  |
| ZEMC Eastern Adelaide                                     |
| ZEMC Eyre and Western                                     |
| ZEMC Far North  |
| ZEMC Limestone Coast                                      |
| ZEMC Murray & Mallee                                      |
| ZEMC Northern Adelaide                                    |
| ZEMC Southern Adelaide                                    |
| ZEMC Western Adelaide                                     |
| ZEMC Yorke and Mid North                                  |



APPENDIX 5 – SASES Regions, Districts and Units

| SOUTH REGION                    | NORTH REGION                      |
|---------------------------------|-----------------------------------|
| Commander: Derren Halleday      | Commander: Trevor Arnold          |
| <b>SOUTHERN ADELAIDE</b>        | <b>MID NORTH</b>                  |
| District Officer: Peter Nygaard | District Officer: Sue Gage        |
| Community Engagement Unit       | Burra                             |
| Metro South                     | Clare                             |
| Mount Barker                    | Hallett                           |
| Noarlunga                       | Laura                             |
| Prospect                        | Saddleworth                       |
| State Ops Coordination          | Spalding                          |
| Sturt                           |                                   |
| Western Adelaide                |                                   |
| <b>NORTHERN ADELAIDE</b>        | <b>FLINDERS/GULF</b>              |
| District Officer: Wayne Palmer  | District Officer: Mark Tuckwell   |
| Campbelltown                    | Parachilna/Angorichina CRT        |
| Central Ops Coordination        | Booleroo Centre                   |
| Dog Operations                  | Cleve                             |
| Eastern Suburbs                 | Hawker                            |
| Edinburgh                       | Kimba                             |
| Enfield                         | Port Augusta                      |
| Onkaparinga                     | Quorn                             |
| Tea Tree Gully                  | Whyalla                           |
|                                 | Wirrealpa CRT                     |
| <b>SOUTH EAST</b>               | <b>YORKE</b>                      |
| District Officer: Jodi Green    | District Officer: Ben Birbeck     |
| Bordertown                      | Bute                              |
| Keith                           | Maitland                          |
| Kingston                        | North Ops Coordination            |
| Millicent                       | Port Broughton                    |
| Mount Gambier                   | Port Pirie                        |
| (South East) Ops Coord          | Snowtown                          |
|                                 | Warooka                           |
| <b>RIVERLAND</b>                | <b>OUTBACK</b>                    |
| District Officer: Danny Wood    | District Officer: Andrew Clarke   |
| Bamera                          | Andamooka                         |
| Berri                           | Beverley CRT                      |
| Blanchetown                     | Cooper Pedy                       |
| Kapunda                         | Innaminka CRT                     |
| Loxton                          | Leigh Creek                       |
| Renmark                         | Marla CRT                         |
| (Riverland) Ops Coord           | Mintabie                          |
|                                 | Roxby Downs                       |
| <b>HILLS/FLEURIEU</b>           | <b>EYRE</b>                       |
| District Officer: Terri Purvis  | District Officer: Robert Charlton |
| Kangaroo Island                 | Ceduna                            |
| Meningie                        | Cummins                           |
| Murray Bridge                   | Nullarbor CRT                     |
| South Coast                     | Port Lincoln                      |
| Strathalbyn                     | Streaky Bay                       |
| Yankalilla                      | Tumby Bay                         |
|                                 | West Ops Coordination             |
|                                 | Wudinna                           |

APPENDIX 6 – Honours and Award Recipients

EMERGENCY SERVICES MEDAL

The national Emergency Services Medal (ESM), which recognises distinguished service, was presented to three SES volunteer members in 2013:

|                       |                 |                  |                               |
|-----------------------|-----------------|------------------|-------------------------------|
| Australia Day 2013    | Trevor Bond     | Volunteer        | Tea Tree Gully Unit           |
| Queen’s Birthday 2013 | Trevor Heitmann | Volunteer        | Murray Bridge & District Unit |
|                       | Susan Gage      | District Officer | Mid North District            |

SOUTH AUSTRALIAN EMERGENCY SERVICES MEDAL AND MINISTERIAL COMMENDATION

Each year, the Minister for Emergency Services awards South Australian Emergency Services Medals and Commendations to recognise outstanding and/or courageous service to the community. In 2012, six awards were presented to SES members:

SA Emergency Services Medal

|                  |                        |                          |
|------------------|------------------------|--------------------------|
| John Edge        | Volunteer              | Yankalilla Unit          |
| Axel Larsen      | Unit Manager           | Saddleworth Unit         |
| Robert Stevenson | State Planning Officer | SES State Headquarters   |
| Brenton Witcher  | Unit Manager           | Kingston South East Unit |

Ministerial Commendation

|                 |                     |                              |
|-----------------|---------------------|------------------------------|
| Ray Owen        | Unit Manager        | Port Augusta/Port Pirie Unit |
| Beverley Bedson | Deputy Unit Manager | Ceduna Unit                  |

NATIONAL MEDAL AND CLASPS

The National Medal recognises 15 years of effective and diligent service by members of emergency service organisations (ESOs) that help the community during times of crisis. In addition, clasps are awarded to members of ESOs for each consecutive 10-year period. The following medals and clasps were awarded during 2012-13:

| Name                   | Unit                  | Region |
|------------------------|-----------------------|--------|
| Medal                  |                       |        |
| Cynthia Marie Price    | Snowtown              | North  |
| Christopher James Shaw | Sturt                 | South  |
| John Edwin Scott       | Spalding              | North  |
| Terry Ian Sanders      | Booleroo Centre       | North  |
| Brian James Richards   | Booleroo Centre       | North  |
| Louise Anne Nietschke  | Kapunda               | North  |
| Leslie Sandra Larsen   | Saddleworth           | North  |
| David Kevin Hill       | Booleroo Centre       | North  |
| Andrew Thomas Cootes   | Spalding              | North  |
| Stefan Bilka           | Andamooka             | North  |
| Garry Kenneth Smith    | Tumby Bay             | North  |
| Leonie Carmel Hankin   | West Ops Coordination | North  |
| Bruce David Pinyon     | Renmark               | South  |
| Graeme Leslie Olsen    | Kangaroo Island       | South  |
| William John Job       | Millicent             | South  |
| Michael Wayne Fix      | Strathalbyn           | South  |
| Kaylene Joy Willson    | Staff                 | SHQ    |
| Faith Church           | Staff                 | SHQ    |
| Mary Stella Camilleri  | Staff                 | SHQ    |
| Leanne Margaret Jones  | Renmark               | South  |
| Sue Dorothe Gage       | Staff / Laura         | North  |
| Shane Matthew Kidd     | Sturt                 | South  |

| Name                 | Unit                  | Region |
|----------------------|-----------------------|--------|
| 1st Clasp            |                       |        |
| Anthony George Brown | West Ops Coordination | North  |
| Hayden Deane Wallis  | Snowtown              | North  |
| Cynthia Marie Price  | Snowtown              | North  |
| Rodney Donald Gurney | Strathalbyn           | South  |
| Adrian Fleet         | Campbelltown          | South  |



SASES LIFE MEMBERSHIP AWARDS

Life membership is presented to all SASES members, both registered volunteers and staff, who have completed 35 years or more of aggregated active and diligent service.

| Name           | Unit    | Region |
|----------------|---------|--------|
| Peter Rawnsley | Whyalla | North  |
| Donald Skinner | Ceduna  | North  |

SASES LONG SERVICE MEDAL AND BARS

The SASES Long Service Medal recognises 10 years of continuous and diligent service completed entirely within SES. Recipients are subsequently recognised with a bar for every 10 years of service thereafter.

| Name                       | Unit                             | Region |
|----------------------------|----------------------------------|--------|
| Medal                      |                                  |        |
| Michael Roy Chambers       | Kapunda/Saddleshworth & District | South  |
| Michelle Degna Collins     | Millicent                        | South  |
| Gordon Hateley             | Millicent                        | South  |
| Matthew Thomas Hill        | Metro South                      | South  |
| Ian Hunt                   | Yankalilla                       | South  |
| Ernest Albert Irwin        | Pt Lincoln / WOC                 | North  |
| Ron Jackson                | Snowtown                         | North  |
| Timothy John Jasson        | Tea Tree Gully                   | South  |
| Deidra Nicole Klemm        | Laura                            | North  |
| Anthony John Moyle         | Edinburgh                        | South  |
| Cynthia Marie Price        | Snowtown                         | North  |
| Adam Scott                 | Spalding                         | North  |
| Matthew Skeldon            | Tea Tree Gully                   | South  |
| Graham Slape               | Mount Gambier & District         | South  |
| Benjamin Craig Sommerville | Spalding                         | North  |
| Timothy Hammat             | Spalding                         | North  |
| Joylene Kaye Swinger       | South Coast                      | South  |
| Bernadette Ann Semler      | Spalding                         | North  |
| Ian Howard Timms           | Warooka                          | North  |
| David John Coshall         | South Coast                      | South  |
| Kylie Anne Davis           | Murray Bridge                    | South  |
| Andrew White               | Spalding                         | North  |
| David John White           | Spalding                         | North  |
| Stefanie Louise Zakrzewski | Tea Tree Gully                   | South  |

| Name                   | Unit  | Region |
|------------------------|---|--------|
| 20 Year Bar            |   |        |
| Gregory John Baker     | Cleve                                       | North  |
| David Ronald Brumfield | Cleve                                       | North  |
| Jodi Donna Green       | Murray Bridge & District Officer South East | South  |
| Axel Larsen            | Saddleshworth & District                    | North  |
| Karl-Aksel Larsen      | Saddleshworth & District                    | North  |
| Shane Terry Leedham    | Enfield / Community Engagement Unit         | South  |
| Lynette Jean Little    | Enfield / Community Engagement Unit & Staff | South  |
| Kym Paterson           | Bute  | North  |
| Cynthia Marie Price    | Snowtown                                    | North  |
| Ian David Rowe         | Warooka                                     | North  |
| Colin Dean Spink       | Millicent                                   | South  |
| Gavin John Tunks       | Port Augusta                                | North  |
| Monica Josephine Tunks | Port Augusta                                | North  |
| Richard Mark Williams  | Spalding                                    | North  |
| Nigel Scott Woods      | Tea Tree Gully                              | South  |
| Andrew Lynton Woolman  | Tea Tree Gully                              | South  |

|                           |                        |       |
|---------------------------|------------------------|-------|
| 30 Year Bar               |                        |       |
| Craig Brassington         | Tea Tree Gully / Staff | South |
| Paul Bruce Muir           | South Coast            | South |
| Barry John Price          | Leigh Creek            | North |
| Judith Mary Sommerville   | Spalding               | North |
| Pauline Claire Stephenson | Spalding               | North |
| Nancy Betty White         | Spalding               | North |

|                          |          |       |
|--------------------------|----------|-------|
| 40 Year Bar              |          |       |
| Stuart Gregory Barrett   | Warooka  | North |
| Trevor Anthony Boulton   | Spalding | North |
| Eric Malcolm Sommerville | Spalding | North |
| Peter Ross White         | Spalding | North |

THE KEITH LANE AWARD

The Keith Lane Memorial Award recipient is selected by the SASES Volunteers' Association and is judged on "outstanding contribution by an individual member". In 2012, Bob Bowley of Edinburgh Unit was presented with the award.

|         |   |
|---------|---|
| ACSES   | Australian Council of SES                             |
| AFAC    | Australasian Fire Authorities Council                 |
| AIIMS   | Australasian Inter-Service Incident Management System |
| ATV     | All-terrain vehicle                                   |
| BoM     | Bureau of Meteorology                                 |
| CBRN    | Chemical, biological, radiological and nuclear        |
| CDSC    | Capability development sub committee                  |
| CERM    | Community Emergency Risk Management                   |
| CEU     | Community Engagement Unit                             |
| CFS     | Country Fire Service                                  |
| DPTI    | Department of Planning, Transport and Infrastructure  |
| EAP     | Employee Assistance Program                           |
| EM      | Emergency management                                  |
| ESO     | Emergency services organisation                       |
| FTE     | Full time equivalent                                  |
| FOI     | Freedom of information                                |
| GHG     | Greenhouse gas  |
| GJ      | Gigajoule   |
| GRN     | Government Radio Network                              |
| HF      | High frequency  |
| IMT     | Incident management team                              |
| KPI     | Key performance indicator                             |
| LOMP    | Local operations management plan                      |
| MFS     | Metropolitan Fire Service                             |
| NEMC    | National Emergency Management Committee               |
| NERAG   | National Emergency Risk Assessment Guidelines         |
| OHS     | Occupational Health & Safety                          |
| PPE     | Personal protective equipment                         |
| RCR     | Road crash rescue                                     |
| SAAS    | SA Ambulance Service                                  |
| SACAD   | SA Computer Aided Despatch                            |
| SACFS   | SA Country Fire Service                               |
| SAFECOM | SA Fire & Emergency Commission                        |
| SAPES   | SA Police & Emergency Services                        |
| SASES   | SA State Emergency Service                            |
| SASESVA | SA State Emergency Service                            |
| SPAM    | Stress Prevention & Management Program                |
| SWP     | Safe Work Practice                                    |
| UHF     | Ultra high frequency                                  |
| VERSP   | Volunteer & Employer Recognition & Support Program    |
| VHF     | Very high frequency                                   |
| VMR     | Volunteer Marine Rescue                               |
| VSF     | Volunteer Services Branch                             |
| ZEMC    | Zone Emergency Management Committee                   |



