

SOUTH AUSTRALIAN STATE EMERGENCY SERVICE

# ANNUAL REPORT 2013 - 2014

BUILDING SAFE AND RESILIENT COMMUNITIES





# SOUTH AUSTRALIAN STATE EMERGENCY SERVICE **ANNUAL REPORT 2013-14**

30 September 2014

Principal Address  
Level 8, 60 Waymouth Street  
ADELAIDE SA 5000

Postal Address  
GPO Box 2706  
ADELAIDE SA 5001

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For copies of this report please contact  
SES Administration  
Telephone: [08] 8463 4171  
Facsimile: [08] 8410 3115

Website: [www.ses.sa.gov.au](http://www.ses.sa.gov.au)



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

***Minimising loss of life, injuries and damage from  
emergencies and natural disasters.***

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# LETTER OF TRANSMISSION



30 September 2014

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

Dear Mr Place

I am pleased to present the Annual Report of the South Australian State Emergency Service (SASES) for the year ending 30 June 2014, 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 SASES during the 2013-14 financial year. These initiatives contribute to the aims of the SASES Strategic Directions Framework and also address the emergency services' priorities in South Australia's Strategic Plan.

Yours sincerely

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

**Chris Beattie**

Chief Officer

# OVERVIEW CHIEF OFFICER'S REVIEW

Over the course of the year the SASES continued to progress its strategic agenda and business plans in what was perhaps the toughest and most significant operational period in the service's history. Over the twelve months to 30 June 2014, the service received a record 10,296 calls for assistance from the South Australian community. This represents an increase of over 80 per cent on the 5,690 call outs we received in 2012-13 and is consistent with the upward trend in the number of requests for assistance the SASES has received over the last decade.

Unsurprisingly, the majority (6,281) of the agency's turnouts over the year were in response to calls for help in relation to fallen trees and associated property and infrastructure impacts. Tireless SES volunteers also responded to 1,446 storm damage emergencies, 836 flood-related call outs, 324 road crash rescues, 323 animal rescues and provided substantial personnel support to 48 land searches. SES units with a marine capability also had a busy year with 151 marine search and rescues performed along South Australia's coast. This effort was augmented with 570 marine rescues

being performed by flotilla from the state's six Volunteer Marine Rescue (VMR) associations. This represents an enormous amount of work and commitment from both SES and VMR volunteers to ensure the safety of South Australia's community.

During January and February of 2014, the service was particularly stretched, contending with three heatwaves, several significant storms and a major flooding event, while providing operational support to a number of bushfire campaigns (Rockleigh, Eden Valley, Riverland Complex, and Bangor) as well as personnel to support recovery operations for fire affected communities.

During the course of the year SASES also participated in a number of interstate deployments to provide assistance to NSW in response to the Blue Mountain bushfires in October 2013 and to support the Commonwealth Government in March and April 2014 in its search mission for missing flight MH370.

It was against this backdrop of heightened operational activity that the service remained heavily committed

***"During January and February of 2014, the service was particularly stretched contending with three heatwaves, several significant storms and a major flooding event, while providing operational support to a number of bushfire campaigns (Rockleigh, Eden Valley, Riverland Complex, and Bangor) as well as personnel to support recovery operations for fire affected communities."***

to engaging and collaborating with its emergency management partners at all levels. The SASES *Community FloodSafe* program continues to grow and this year the agency formally partnered with 14 local government councils and the Mount Lofty Natural Resource Management Board which allowed the delivery of some 120 individual community presentations and activities across a significant number of flood risk areas.

At the zone level, SES personnel provided executive, planning and emergency management support to the State's zone emergency management committees and zone emergency centre committees. Of particular importance was the co-facilitation of zone emergency risk assessments for extreme storms and heatwaves. These efforts were recognised in December 2013 when the service was announced as a joint State Winner in the national Resilient Australia Awards for its leadership in this area.

Highlights at the strategic level included the facilitation of a desktop exercise for key Cabinet Ministers which included a tour of the Keswick Brownhill Creek catchment and the agency's commitment and input to a number of important national-, state- and sector-level directions, inquiries and reviews. All required significant and sustained effort in the development of submissions and the provision of evidence from SES headquarters, district staff, volunteers and the SES Volunteers Association.

Of significance was the service's input into and the subsequent completion and release of the Hon. Paul Holloway's review of the *Fire and Emergency Services Act 2005*; the release of the final report from the inquiry by the Parliament of South Australia's Select Committee on community safety and emergency services in South Australia; the development of a new national fire and emergency services strategic plan and release of the *Strategic Directions for Fire and Emergency Services in Australia and New Zealand 2014-16*; the agency's contribution to the independent review of shared services in the fire and emergency services sector conducted by Ernst & Young; and the service's support for and input into the sector reform project being led by the Minister for Emergency Services, the Hon. Tony Piccolo MP, which was initiated late in the financial year.

Throughout the year, the SASES maintained its commitment to a zero harm vision for staff and volunteers and it was pleasing that there were no recorded notifiable incidents in 2013-14 and that the number of new workers compensation claims reduced by 13 compared to the previous year. An external assessment of the service's workplace health, safety and injury management practices by Deloitte rated the agency's performance as 'fair' and identified 15 areas for improvement which will be actioned throughout 2014-15.

Investment totalling \$3.545m was committed to the improvement of SASES unit premises, emergency vehicles, communication systems and rescue equipment and substantial progress was made towards the construction of a new facility for the Whyalla SES Unit. In addition, key investments for the marine rescue capabilities resulted in delivery of two new rescue vessels.

Throughout the year our training reforms continued to be implemented, resulting in an increase in the number of accredited trainers and nationally recognised training courses offered. Over 360 courses were delivered and our ability to deliver online training was bolstered with the recruitment of a flexible learning coordinator and the release of eight new online web-based courses. The training team was restructured with the appointment of three Capability Coordinators and a number of training packages were reviewed, updated and mapped to national competencies within the Public Safety Training Package. It was particularly pleasing to see a significant increase in the number of vocational qualifications being obtained with 47 members completing Certificate III Public Safety (SES rescue), 14 members completing a Diploma of Management and 35 members completing Certificate IV in Training and Assessment.

The service was tremendously proud of the SES Tea Tree Gully Unit which won the SASES State Rescue Challenge in 2013, earning them the right to represent the state in the National Disaster Rescue Competition in Victoria where they finished a very credible third.

A comprehensive review of incident management systems and processes commenced in October 2013 and development of the SES Intelligence and Information Management System (SESIIMS) crisis management software system has progressed. New operational procedures have now been established for unit, regional and state duty officers and for the activation and operational management of the State Control Centre.

A detailed report was produced on the results of the 'Pulse Survey' undertaken in mid-2013 during which extensive consultation was undertaken on the report; the resulting actions that arose have been incorporated into relevant 2014-15 plans.

In summary, I am very pleased to report that SASES has responded well to an increased operational tempo throughout 2013-14 while improving health and safety standards, improving training outcomes, and progressing key strategic activities in areas such as leadership, community preparedness, operational preparedness and business excellence.



**Chris Beattie**

Chief Officer

30 September 2014



# OVERVIEW RESOURCES EMPLOYED

## People

SASES currently consists of 67 units (54 units are based in rural areas) and approximately 1,711 volunteers. SASES also provides support for Volunteer Marine Rescue (VMR) organisations, their 14 flotillas and approximately 580 operational volunteers strategically located along South Australia's coastline.

Volunteer activities are supported by 43 paid staff (42.7 FTEs).

## Equipment and Facilities

SASES utilises a range of vehicles, vessels, equipment and facilities to support the activities of its human resources. The transition of the light vehicle fleet from leased to agency owned and managed will be completed by the end of the 2013-14 financial year.

Vehicles & vessels	Owned	Leased	Total
Quick Response Vehicles	75	12	87
Staff Vehicles	18	3	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	44	-	44
Trailers (inc Boat Trailers)	191	-	191
<b>TOTAL</b>	<b>419</b>	<b>15</b>	<b>434</b>

### Phones

Satellite	13
Mobile	264
Landline	183
<b>TOTAL</b>	<b>460</b>

### Radios

GRN	771
HF	45
UHF	112
VHF	56
<b>TOTAL</b>	<b>984</b>

### Facilities

Owned	17
Leased - commercial	3
Leased - no cost	44
<b>TOTAL</b>	<b>64</b>

*SASES values our people & communities;  
building trust & respect;  
being accountable;  
and being professional*





# ABOUT OUR AGENCY **OUR ROLE**

The South Australian State Emergency Service (SASES) 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 SASES 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);

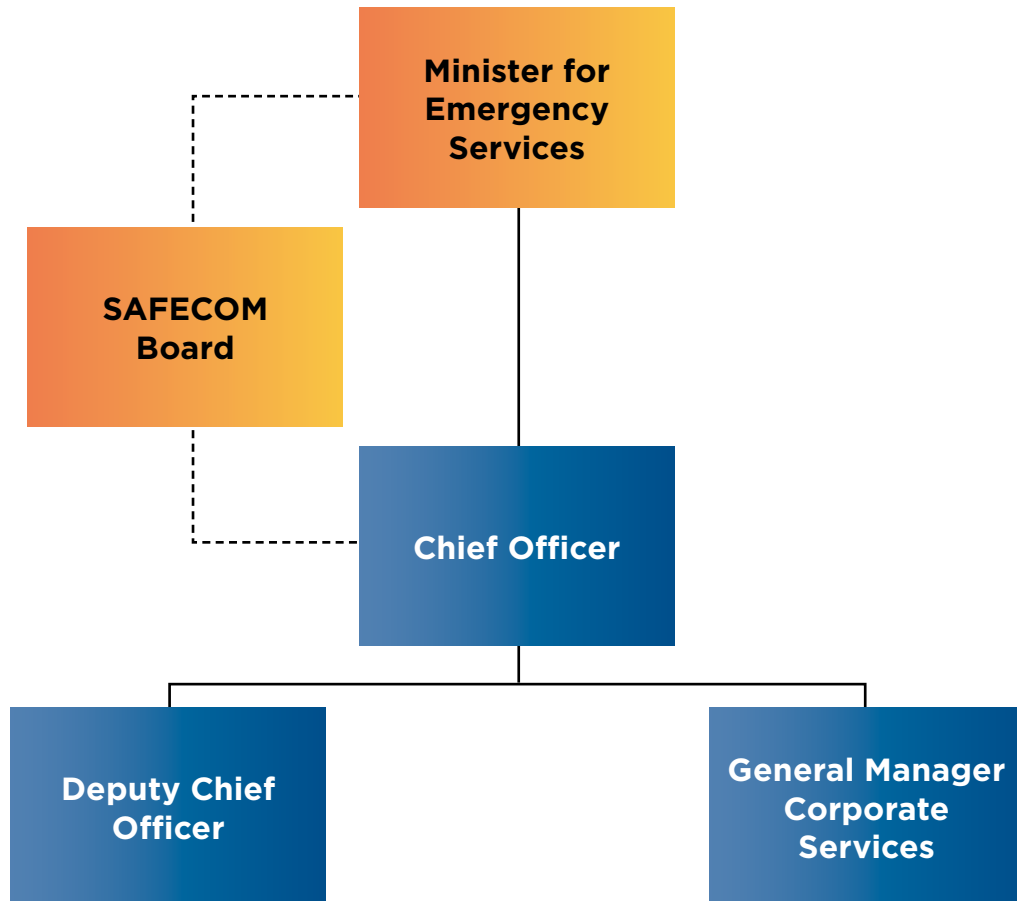
- Assisting in carrying out prevention, preparedness, response and recovery operations under the *Emergency Management Act 2004*;
- Undertaking general rescue activities including road crash, vertical rescue, land search, swift water rescue, marine search and rescue, confined space rescue, structural collapse and animal rescue;
- Undertaking community education (FloodSafe, StormSafe and HeatSafe); and
- Contributing to emergency management (state emergency planning, training and executive support to zone emergency management committees).

SASES is one of three emergency service organisations that collectively form the SA Fire and Emergency Services Sector. SASES strategic directions support the focus areas and priorities outlined within the SA Fire and Emergency Services Sector Strategic Plan 2010-2015.





# OUR STRUCTURE



- > SES regional district and unit operations
- > State emergency management planning
- > Volunteer services
- > Occupational health and safety
- > Injury management
- > Employee assistance

- > Operational support and logistics
- > Training and organisational development
- > Administration
- > Finance and business support
- > Information and communication technology
- > Assets and procurement
- > Policy and projects
- > Audit and risk management

# ABOUT OUR AGENCY

## OUR PLANS

These responsibilities align closely with the second of the seven strategic priorities of the government's "Safe communities, healthy neighbourhoods". Furthermore, the activities of SASES 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

As an agency responsible for approximately 1,750 people (staff and volunteers) SASES also has a part to play in the achievement of a number of other South Australia's Strategic Plan targets including T13 Work/life balance; T21 Safety at work; T52 Women; and T91 Non-school qualifications.

## OUR PRIORITIES

Service delivery for the SASES 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 risks 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** – Providing 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 SASES 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 2014-15 will revolve around enhancing incident management capabilities, rolling out the new SASES capability framework, addressing priority health and safety areas, and implementing a values-based leadership program.









# OUR ACHIEVEMENTS 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

SASES staff contributed approximately 100 days attending national emergency management forums/ workshops and 230 days throughout the year attending state, sector and regional emergency management committees/ working groups. Involvement and input to 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 SASES has participated in is included in APPENDIX 4.

SASES led the process for undertaking emergency risk assessments for extreme weather, storm and heat for the 11 ZEMCs and at the state level. SASES was the State Winner of a national Resilient Australia Award presented in Canberra on 5 December 2013 in recognition of this effort.

SASES also participated in five Flood Reform Working Groups. These groups were established by the State Flood Reform Task Force under the auspices of the State Emergency Management Committee.

At a strategic level there was a substantial commitment and input to a number of important national-, state- and sector-level directions, inquiries and reviews. These all required significant and sustained effort in the development of various submissions, and for some the provision of evidence by staff and the SES Volunteers Association. Reviews and reforms of particular significance included:

> **The Hon. Paul Holloway's review of the *Fire and Emergency Services Act 2005*.** Finalised in August 2013, Mr Holloway's report contained 38 recommendations that were primarily focussed on the operation of the Act and the major challenge of the future governance of emergency services within South Australia. His report stated that there is a fundamental disconnect between the resources allocated to SAFECOM for shared services and the resources which would provide the optimum level of shared services for the sector and recommended, amongst other things, that the MFS, CFS and SES be incorporated into a departmental structure under the direction of a single Chief Executive. Of relevance to the SES, his report also called for a review of shared services and made a number of recommendations to strengthen arrangements for the SES, including arrangements for the appointment of officers within the service, the establishment of a statutory command structure and the removal of a legacy requirement to hold for public meetings before dissolving an SES unit. His report also acknowledged a need to improve protections and powers for Volunteer Marine Rescue members and recommended they be closer aligned to the SES as affiliated organisations.



> **The Parliament of South Australia's Select Committee on Community Safety and Emergency Services in South Australia.** The Committee had been established to inquire into and report on Community Safety and Emergency Services in South Australia and its final report, tabled in Parliament on 26 November 2013, made 14 recommendations spanning issues such as funding, the operation of the emergency services levy, presumptive legislation for volunteer firefighters, volunteer charters, volunteerism, local government and emergency management, and warnings.

> **Strategic Directions for Fire and Emergency Services in Australia and New Zealand.** These new directions support a national vision of integrated fire and emergency service agencies supporting resilient communities and were developed by member agencies of the Australasian Fire and Emergency Service Authorities Council. The directions were endorsed by the Council of Australian Government's Standing Council on Police and Emergency Management on November 2013 and provide for common national principles for fire and emergency services, and five strategic directions for all agencies focussing on supporting resilient communities through risk reduction, providing a trusted response, providing credible and timely information, maintaining effective governance and resource management and utilisation of research to improve sector performance and to shape culture.

> **The Independent review of shared services in the fire and emergency services sector.** This review was commissioned in response to the second recommendation from the Holloway review. The review involved interviews, surveys, technical analysis and comparative benchmarking and the final report was finalised in May 2014. The key recommendation arising from this review was that there needs to be further resources invested into corporate services for the sector, particularly in the areas of Volunteer Support, HR, WHS, Assets and Procurement, records management, insurance, media, risk management and internal audit. The report also found that opportunities exist for wider sharing of services extending to operational support services such as Assets and Logistics, Training and Community Education. In addition, it recommended a number of significant reforms to streamline management in SAFECOM to improve cost effectiveness, address governance concerns by establishing an independent board member as the presiding member of the SAFECOM Board, and improve performance, focus and accountability.

> **Sector Reforms.** The announcement and commencement of a reform agenda for the fire and emergency services sector by the Hon. Tony Piccolo, Minister for Emergency Services in June 2014. The reform process, which will continue through 2014-15 was prompted by the Holloway review of the *Fire and Emergency Services Act (2005)* and is aimed at exploring opportunities for enhancing the way emergency service agencies work together whilst still providing a high level frontline response.



## Strong and effective partnerships with our communities and stakeholders

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

SASES was a major contributor in meetings of the Australian Council of State Emergency Services (ACSES) and the Australasian Fire and Emergency Service Authorities Council (AFAC) and associated forums throughout the year. Support was provided for steering committees of several national emergency management and resilience projects, including the national review of warnings and information systems and the work of the Standardisation of Bureau of Meteorology Services Taskforce.

SASES continued to invest in its strategic partnerships with the six Volunteer Marine Rescue (VMR) associations, as well as key stakeholders such as SAPOL, Australian Maritime Safety Authority (AMSA) and the SA Department of Planning, Transport and Infrastructure (DPTI) 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 (SASESVA)** – a key stakeholder providing a conduit for volunteer members to raise matters of importance with SASES staff and to government
- **Unit Managers' Advisory Groups** – one group in each region that meets 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

SASES 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

In terms of safety and wellbeing, SASES 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 WHS activities was monitored through fortnightly meetings with the SAFECOM Health, Safety & Welfare Manager and the Senior OHS Advisor.

The SASES Health & Safety Committee, which includes staff and volunteer representatives, as well as relevant staff members, continued to meet throughout the year. Key discussions of this committee during the year included:

- > Health & Safety Representative training
- > Disposable Personal Protective Clothing
- > Appropriate storage facilities for flammable liquids
- > Vehicle safety awareness (related to building impacts) for non-RCR units
- > Identified and agreed the top operational hazards/risks

In December 2013, SASES issued a Safety Alert and placed a ban on the use of quad bikes (also called ATVs) by all SASES staff and volunteers for both operations and training purposes.

There were no recorded notifiable incidents in 2013-14 under Section 35 of the Work Health and Safety Act 2012. The number of new workplace injury claims reduced by 13 compared with the low figure of just three in 2012-13. The cost of workers compensation claims has trended up in 2013-14 in most areas. The sharp increase in costs for income maintenance is directly attributed to data entry delays resulting from ongoing human resourcing deficiencies within the SAFECOM Injury Management Team. The majority of Cabinet targets have been met with further educational work being conducted with SASES volunteers to ensure they submit workers compensation paperwork in a timely manner. This will then improve rehabilitation safety targets as well as assist in determining claims under provisional liability within seven calendar days.

Significant changes occurred during the year to the processes around the audit of WHS frameworks and systems within SASES. Until this year, SASES had been subject to periodic WorkCover SA audits. In January 2014 the Public Sector Workforce Relations engaged Deloitte Touche Tohmatsu to undertake a program of assessments of public sector self-insured agencies aimed at examining the effectiveness of agency work health and safety and injury management practices to achieve continuous improvement. The subsequent report rated SASES as 'fair'. A total of 15 detailed findings will be actioned through 2014-15.

SASES also participated in cross sector initiatives related to extreme heat focussing on empowering and supporting communities from culturally and linguistically diverse backgrounds.

## A culture of leadership supports the Service directions, priorities and strategies

SASES has implemented a number of initiatives to ensure that there is an effective two-way process between SASES members, staff and executive as part of its service-wide communications strategy. A total of 63 formal publications were distributed to SASES staff and volunteers throughout the year.

Current channels to disseminate information and receive feedback include, but are not limited to:

- > Chain of Command
- > News@SES newsletters
- > Chief Officer's Updates
- > Monthly e-newsletters covering:
  - Equipment and Facilities
  - Safety and Technical
  - Training
  - EM News
- > Volunteer Portal
- > Feedback@SES email
- > Information pages (using the pager network)
- > SES Twitter and SES Training Twitter feeds
- > Articles in the quarterly SASESVA magazine Frontline
- > Formal agency executive unit visits and meetings
- > Informal face-to-face meetings at units
- > Open forums held at the annual Unit Managers Forum
- > Regular meetings between the Chief Officer and SASESVA
- > Reports from Unit Managers' Advisory Groups to Executive Advisory Group
- > Various Technical Advisory Groups
- > Informal and formal grievance processes

SASES volunteer email addresses, created in the previous period with the introduction of the Volunteer Portal, have been progressively adopted by volunteers over the year. Consistent email addresses should provide a reliable communications channel with all SASES members.

During the 2013-14 year, there were 60 visits to units by executive staff members and 733 visits by Managers.

# OUR ACHIEVEMENTS **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

SASES staff provided executive support to all 11 Zone Emergency Management Committees (ZEMC) across the state and a total of 66 meetings of ZEMC were held throughout the year. In collaboration with the Bureau of Meteorology and SAFECOM Emergency Management, SASES 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 56 risk assessments being developed or reviewed, with contribution from a range of stakeholders across and between levels of government and the private sector.

SASES led a whole-of-government extreme heat consultative committee which met in August 2013 to undertake pre-season planning and again in May 2014 for a debrief.

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

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

SASES 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 SASES FloodSafe program is a partnership between the South Australian Government and local government

organisations. It uses SASES 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 14 local government councils during 2013-14; an increase of two councils over the previous year. Councils financially supporting the program were:

<b>Adelaide</b>	<b>Barossa</b>	<b>Onkaparinga</b>
<b>Holdfast Bay</b>	<b>Port Adelaide/Enfield</b>	<b>West Torrens</b>
<b>Marion</b>	<b>Unley</b>	<b>Mallala</b>
<b>Mitcham</b>	<b>Adelaide Hills</b>	<b>Salisbury</b>
<b>Gawler</b>	<b>Light</b>	

Funding was also provided by the Adelaide Mount Lofty Natural Resource Management Board. The program delivered 120 presentations and activities in many areas throughout the state, involving an estimated 3,360 hours of volunteer time.

In addition, swift water rescue awareness sessions were presented to local government councils and FloodSafe steering committee members.

In July 2013, SASES facilitated a desktop flood exercise for key Cabinet Ministers. The exercise included a bus trip where Ministers toured the Keswick Brownhill Creek catchment, including the dam site and probable impact areas.

## South Australian communities are undertaking measures to be resilient

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

# 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 2013-14, SASES spent \$3.545m 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.
- > Purchase of three medium truck cab chassis for the commencement of the truck replacement program.
- > Completion of a new facility for the Mount Barker SASES Unit in September 2013. The new facility was formally opened by the Minister for Emergency Services on 9 November 2013.
- > Completion and handover of stage one of a facility upgrade for Whyalla SASES Unit in March 2014. Stage two – comprising a training room and operations area – is expected to be completed later in 2014.
- > Purchase of new property for the Kangaroo Island SASES Unit.
- > Finalisation of plans for the new development of the Enfield SASES Unit due for completion in mid 2015-16.
- > The purchase of two sets of SASES road crash rescue equipment.
- > The roll-out of smart mobile phones state-wide.
- > Further upgrades to the SA Government Radio Network (GRN) digital equipment.
- > The development of E-Connect Moodle to allow for e-learning for staff and volunteers.

New works initiated include:

- > Negotiations for the purchase of land and buildings currently leased for the Loxton SASES Unit.
- > Scoping of a program to replace roller door shutters for a number of SASES units.
- > Minor works on the new facility for Kangaroo Island SASES Unit.

Key developmental work for the Volunteer Marine Rescue in 2013-14 included:

- > Modifications to the Training Administration System (TAS) to enable recording of membership of Volunteer Marine Rescue associations. This will enable SASES to integrate health and safety education and training into the Volunteer Marine Rescue training framework.
- > Delivery of two new marine rescue vessels and facilitation of the delivery of two new rescue vessels for the Australian Volunteer Coast Guard, North Haven Flotilla and the Cowell Sea Rescue Squadron. In addition, safety audits were conducted on all Volunteer Marine Rescue buildings and rescue vessels.



## Highly skilled and trained volunteers and staff

The SASES progressed its strategic plan for training by increasing the range of training available for volunteers and introducing a more flexible and responsive training environment. Key outcomes to date include increasing the number of accredited trainers in relevant operational and non-operational areas and increasing the range of nationally recognised training courses offered.

The SASES training section was restructured in early 2014. Central to this was the appointment of three Capability Coordinators who are responsible for the development of curriculum and training resources and monitoring current SASES capacity to ensure that there are enough trainer/assessors in each skill area across the state.

Highlights of training provided to volunteers and staff during 2013-2014 include:

- A total of 360 training courses were delivered throughout the year (at state, district and unit levels), involving the combined participation of 3073 members.
- A further 120 volunteers received swiftwater rescue training throughout the year, bringing the total number trained in this capability to over 700.
- Previously non-accredited rescue and storm courses were reviewed and mapped against national standards; curriculum and related resources developed for the new accredited Rescue Operations and Storm and Water Damage Operations courses; and trainer/assessor capacity increased. Roll-out of new training courses has commenced.
- Curriculum and training resources were developed for the Vertical Rescue Access and USAR Cat 1 courses; trainer/assessor capacity increased and training subsequently rolled out in several districts.
- Curriculum and resources were developed for the Drive Vehicles Under Operational Conditions course, including a 30-minute video featuring members and vehicles from the Murray Bridge and Tea Tree Gully SASES Units. Delivery of the course is expected to commence later in 2014.
- Forty-seven members completed Certificate III in Public Safety (SASES Rescue).
- Key State Control Centre roles were reviewed and a comprehensive training program developed to ensure there are sufficient people with the required skills across all functions; and the Introduction to Incident Management course was updated to reflect changes in AIIMS Version 4.

- Face-to-face and online courses, covering Emergency Management Arrangements in SA, were developed and are progressively being rolled out within SASES and to other key stakeholders.
- Three volunteers and 11 staff members completed a Diploma of Management.
- Seven staff and 28 volunteer members gained a full Certificate IV in Training and Assessment; and 30 volunteers undertook the Enterprise Trainer & Assessor Skill Set.
- Work was undertaken to further develop the online learning hub (Moodle).
- Two SASES courses – Induction to SASES and Safety Induction – and six new generic WHS courses were uploaded to the online learning hub.

The SASES State Rescue Challenge was held on 17-18 August 2013 at the SAMFS State Training facility with nine teams from across the state competing. Tea Tree Gully Unit won the challenge and earned the right to represent the state in the National Disaster Rescue Competition held at the Country Fire Authority Training College in Victoria on 21-22 September 2013. Tea Tree Gully Unit finished third.

Exercise Team Spirit was conducted at the State Emergency Centre on 24 October 2013 with the scenario being a spill of hazardous chemicals in Whyalla.

The SASES Unit Managers' Forum was held at the SA Police Academy on 26-27 October 2013 with 102 volunteers, staff and guests attending. The program addressed a range of issues related to unit management; and members were also given the opportunity to consider the impact of climate change, with thought-provoking presentations from three keynote speakers. Extremely positive feedback on the weekend was received from attendees.

The second VMR Forum was held on 28-29 June 2014 at West Beach covering issues such as the Single National Maritime Jurisdiction, marine search and rescue coordination in SA, the new radio framework, marine weather forecasting and the latest advances in marine navigation technology. The forum was well supported by the sector, with over 70 people attending, and received excellent feedback.

The annual VMR State Exercise Program was conducted over the period November 2013 to March 2014 at North Haven, Wirrina, Port Vincent and Cowell under the auspices of the State Marine Rescue Committee. This program ensured every VMR flotilla and coastal SASES 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, the search and rescue authority (SAPOL) and stakeholder agencies.



## Modern and appropriate training and operational doctrine

One of the year's priorities for service was the implementation and operationalisation of the SASES Capability Framework which forms an integral component of the SASES Service Delivery Project. Under this framework individual capabilities or functions have been grouped into areas to allow the agency to define:

- Capability statements
- Role statements for each capability area
- Deliverables for each area such as training standards, equipping standards and service provision
- Alignment with SASES legislative and organisational service delivery requirements
- Arrangements to facilitate, manage and coordinate the capability, including defining and establishing new roles of Capability Custodian, Capability Coordinator, Capability Subject Matter Experts and Capability Reference Groups.

A doctrinal framework was prepared for SASES across the various functional areas, which will streamline policies and procedures. Organisational policies and procedures are currently being validated with a focus on enhancing operational management processes.

The training doctrine is progressively being reviewed, with changes being made in several areas:

- Introduction of a staged model for skill development, with experienced members (local instructors) able to train members in a range of basic skills at the unit level as part of a broader training strategy;
- Implementation of a revised non-accredited training course for new members, enabling them to actively participate sooner in unit response activities (under supervision);
- Introduction of self-paced and online learning opportunities to increase flexibility;
- Implementation of a process to recognise existing skills and prior learning (RPL);
- The progressive review and revision of training and assessment strategies and related training resources to ensure appropriate methodologies employed; and
- Introduction of new trainer/assessor roles and a simplified procedure for endorsement.



# OUR ACHIEVEMENTS 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

SASES response capability for 2013-14 consisted of about 1,711 volunteers working through 67 units across SA. These volunteers responded to a total of 10,296 incidents throughout the year, involving in excess of 114,000 volunteer hours.

Category of response	Number of tasks	Number of hours
Storm	6,734	55,610
Flood	1,012	4,966
Cyclone	-	-
Road Crash Rescue	791	8,665
Vertical Rescue	23	342
Land Search	187	5,361
Emergency Service Organisation Support	249	12,379
Community Support	283	5,064
Earthquake	-	-
Marine Search	151	4,907
Tsunami	-	-
Other	607	7,536
Community Education	106	3,409
Community First Response	7	136
Incident Management	-	-
Communication Support	146	6,035
<b>TOTAL</b>	<b>10,296</b>	<b>114,410</b>

During the year, in excess of 440 marine taskings were attended by VMR associations (in addition to the taskings attended by SASES marine units, reported above) with the majority occurring in coastal locations due to vessel breakdown.

Operational response highlights for the year include:

- Response to numerous severe weather events across the state including:
  - An extreme weather event impacting the metropolitan area, Mount Lofty ranges and Fleurieu Peninsula in July 2013 that resulted in 750 calls for assistance
  - Sustained operational response during extreme heat, storm and then flooding that impacted SA over January – February 2014 with units responding to over 2,600 incidents, including several rescues of motorists driving into flooded waterways.
- Provision of emergency response capability for several major events, including Clipsal 500, Royal Adelaide Show, Big Day Out, Adelaide Christmas Pageant and 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 SASES issued regular Heat Watch messages in accordance with identified triggers and established protocols; and one Emergency Alert was issued during February 2014 for the Clare Valley area due to the potential risk of flooding.

The skills and abilities of South Australia's SASES volunteers were again called upon by interstate counterparts to assist with significant emergency incidents. In 2013-14, SASES participated in two interstate deployments:

- Assistance with bushfires in NSW for 5 days in October 2013
- Air Observers deployment to WA in March/April 2014 searching for missing flight MH370

## Effective and reliable incident management framework

A comprehensive review of SASES incident management systems commenced in October 2013. The review included analysis of systems, processes, structures and training for incident management and state control activities in SASES. Strategies were identified for development and implementation of the incident management capability in the service and a number of outcomes were achieved including:

- Established a new State Control Centre structure for state level activations including position statements for each role.
- Developed a SASES Incident Management Manual including guidelines for:
  - incident management equipment, facilities and resources
  - management structures for command, control and coordination at unit level, including defined roles and responsibilities
  - roles and responsibilities of SASES Operations and Support Units
  - triggers for incident escalation and activation of local and state control centres and incident management teams
  - agreed terminology
  - incident management position development pathways
  - information collection, analysis and dissemination processes
  - relevant training and development for personnel in incident management positions
- Commenced development of relevant training courses and modules for incident management.

The WebEoC incident management software which was purchased in the 2012-13 financial year has been further developed with testing of the SACAD interface completed (with AGD granting access to the live CAD data in early April) and development of the initial operational boards nearing completion. The WebEoC software, now known as SESIIMS, is currently being used internally and will be rolled out externally within the next 12 months.

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 SASES 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 SAPOL.

Through the National Volunteer Marine Search and Rescue Committee, consultation continues with AMSA surrounding the impact upon VMR and SASES marine services with respect to vessel construction standards and training competencies, due to the introduction of national marine safety legislation.

In partnership with the Department of Planning, Transport and Infrastructure and Flinders Ports, the South Australian Sea Rescue Squadron makes a significant contribution towards the daily monitoring of the 'Coast Radio Adelaide' emergency marine VHF network, which covers coastal waters to 30 nautical miles to seaward (including both South Australian Gulfs), from the head of the Great Australian Bight to the Victorian border. Utilising latest technological advances in communications through Radio Over Internet Protocol (ROIP), the network enables mariners transiting these waters to receive safety messages and warnings, as well as raise an emergency alarm or seek assistance from authorities. The service has been responsible for saving a number of lives and assets since its inception.

A number of significant and prolonged marine search operations were conducted under the coordination of SAPOL, with debriefs validating call-out and response arrangements, as well as the suitability of training and equipment to undertake tasks.

SASES also provided assistance to SAPOL with 140 land search and rescue taskings; and SASES volunteers and staff supported SAPOL in the excavation of mine shafts in both Coober Pedy and the Mid North of South Australia. This work is demanding and arduous and requires specialist skills in both mine rescue and confined space techniques.

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

- Rockleigh in December 2013
- Eden Valley in January 2014
- Riverland complex in January and February 2014
- Bangor during January and February 2014

SASES worked with several different agencies through the extreme weather events during the period December 2013 to February 2014. SASES, CFS, MFS, Department of Environment, Water and Natural Resources, and Local Government worked together through the extreme storm events over that period; and during the heat waves in January and February 2014, SASES led a multi-agency response which included Department of Health, SA Ambulance, Department for Manufacturing, Innovation, Trade, Resources and Energy and other agencies.



# OUR ACHIEVEMENTS **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 recovery*

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

SASES continued to work with the State Recovery Committee and State Recovery Office to develop plans to transition smoothly from emergency response activities to recovery, and to review the management and coordination of spontaneous volunteers.

At the local level, SASES assisted the state's 11 ZEMCs to establish recovery plans involving SASES units, local government authorities and communities. SASES was also an active participant in the development and trial of the state's rapid damage assessment tools. These tools were utilised effectively following significant fires in the Murray Mallee, Barossa and Flinders Ranges.

## **SASES staff and volunteers are supported to effectively recover from incidents**

The Stress Prevention and Management (SPAM) program and the staff Employee Assistance Program (EAP) continues to deliver services to staff and volunteers who are experiencing issues in their lives which may or may not impact their paid work or volunteer work, but can eventually impact one's health and wellbeing. SASES members can access the program for work related or personal challenges that may affect them and their immediate families.

These programs are managed by the SAFECOM Welfare Coordinator and are outsourced to a team of psychologists and mental health professionals who offer short-term interventions and referral when necessary. Individual counselling, family counselling, deployment support, critical incident stress group interventions, Pre-Incident Training (PIT) sessions and telephone follow-up are the services offered to members, as well as Psychological First Aid by the highly trained peer support team. More peers are being recruited to join the team, and will attend training in November 2014.





This year the program has also offered conflict resolution services in support of the work done by the District Officers and senior managers. The volunteer portal has been updated to include the recently produced SPAM DVD and four short videos which outline practical strategies to use in relevant situations such as Managing Conflict, Managing Stress, Anxiety and Depression and Managing People at the scene of an incident. The site also has links to relevant websites and fact sheets that give brief information on certain topics. The latest SPAM brochure and poster have been distributed to all units and workplaces and promotes the use of the SPAM Help Line which diverts to the on-call coordinator. The number to call is (08) 8211 9612.

The EAP providers have issued the following data:

Event	Total	Total Attendance
Group Interventions	2	25
Pre-Incident Training Sessions	10	62
Individual Counselling Sessions - Volunteers	79.3 hours	56
Individual Counselling Sessions - paid Staff	18.5 hours	11

Uncertainties associated with the recently announced sector reform may result in increased utilisation of these services in 2014-15.

## 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.

SASES prepared a business continuity plan some years ago to guide its actions in a situation where an emergency challenges the organisation's ability to function effectively. This plan is overdue for updating and testing. Policies, procedures and processes are also being reviewed progressively to ensure that they incorporate lessons learned from recent experiences. SASES business continuity arrangements for State Control Centre operations were strengthened through the acquisition of the Netley facility in 2012-13. This facility is an excellent platform for enhancing organisational resilience into the future.

SASES 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 as will increase training in key incident management roles such as logistics. Plans have been developed for this training to occur in the third quarter of 2014.

SASES 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.



# OUR ACHIEVEMENTS **BUSINESS EXCELLENCE**

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

## A sustainable volunteer base that is satisfied and motivated

SASES had 1,711 volunteer members as at 30 June 2014; an increase of 31 over the previous year. Approximately 204 people separated from SASES and 235 joined during the year. This reflects a 'turnover' rate of about 12% of the total membership each year.

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

The 2013-14 SASES Workforce Plan adopted a more holistic approach by including analysis and planning for the volunteer component of the SASES workforce. Analysis and recommendations were organised around workforce numbers, workforce composition and workforce satisfaction. Many of the actions outlined in the plan were undertaken and completed during the year, however some have carried over into 2014-15.

Organisational culture was measured through distribution of a 'Pulse Survey' to all volunteers and staff in mid-2013. A comprehensive report was produced and used as a basis for consultation with both staff and volunteers. Actions from the consultative processes have been incorporated into the 2014-15 Workforce Plan and Annual Business Plan.

Headline results from the survey showed general improvement over comparative questions asked in 2006:

Question	Response	Volunteers	Staff
Committed to long-term involvement with SASES	Fully committed or committed	78%	96%
Likelihood of recommending SASES volunteering	Very likely or likely	84%	84%
Likelihood of recommending SASES employment	Very likely or likely	n/a	92%
Overall satisfaction with SASES	Very satisfied or satisfied	65%	88%
Overall satisfaction with their unit	Very satisfied or satisfied	78%	n/a
State of SASES compared with 5 years ago	Much improved or improved	60%	94%

The SAFECOM Volunteer Services Branch (VSB) supports emergency service volunteers through providing practical assistance and advice on the recruitment, retention and recognition of volunteers and the delivery of non-operational training.





# OUR ACHIEVEMENTS **BUSINESS EXCELLENCE** cont.

Significant achievements during the year included:

- > Facilitation of unit health checks and recruitment planning sessions to provide volunteers with the skills they need and support them in recruiting new members
- > Launch of a new training course called Leading and Managing Emergency Services Teams
- > Facilitation of ANZAC Youth Vigil involving young people from CFS and SASES
- > Facilitation of Volunteer and Employer Recognition and Support Program events in Port Augusta and Murray Bridge
- > Coordination of exit survey process for SASES
- > Undertaking National Criminal History Checks for new SASES volunteers and staff.

The SASESVA continued to work closely with volunteers, often acting on their behalf as the intermediary with the service, whether it is a concern or clarification of information. Issues of concern during the year included:

- > The Holloway Review
- > Training and lack of resources
- > Apprehension about the sector reform and impact on volunteers and staff
- > Fatigue and morale, reflected in the increased workload due to extreme weather events experienced over the last year
- > Funding for SASES

- > SASES support to volunteers and reflecting on ratio of staff to volunteers
- > Retention of our volunteers as a priority over recruitment and concern about some resignations.

A representative or in some instances representatives from the SASESVA sat on selection panels for all staff appointments during the year, attended the SAFECOM Board, Sector Advisory Committee, Executive Advisory Group, SASES state-wide WH&S committee, Honours and Awards committee and many committees or reference groups to ensure volunteer input, or convey concerns or reservations and messages.

Other support roles undertaken by the association during 2013-14 included:

- > Providing support to SASES units to obtain grant funding
- > Provision of advice and/or support in relation to concerns and grievances
- > Providing support to volunteers and units
- > Worked with CFSVA re top up insurance for volunteers
- > Obtained continued support from the Police Credit Union for the Keith Lane Award
- > Produced Frontline as a key communication tool for SASES
- > Kept volunteers informed via the association website
- > Worked with DEWNR re provision of passes for National Parks for volunteers
- > Negotiated DEFCON cards for volunteers.

The 2013 SASES Awards Dinner was held in October with 140 SASES volunteers and staff attending. The Minister for Emergency Services also attended and presented various awards. A full list of honours and awards presented throughout the year is contained in Appendix 6.

SASES continued to support its staff and volunteers involvement in extracurricular activities to improve teamwork and general health and wellbeing. Activities supported included teams in two True Grit programs and individual and team participation in the SASES Games. SASES had a 36% increase in the number of participants in the SASES Games in March-April 2014, with volunteer and staff members competing in 13 different sports, winning a total of 28 medals.

## Effective and efficient management of 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 2013-14 \$'000	Budget 2013-14 \$'000	Variance \$'000
Revenue	15,281	15,247	34
Expenditure	14,914	13,788	(1,126)
<b>Net Surplus</b>	<b>367</b>	<b>1,459</b>	<b>(1,092)</b>

Expenditure includes the recognition of a revaluation decrement on non-current assets and a loss on disposal of non-current assets. Excluding these items, an unfavourable variance of \$0.515m was reported. The overspend is mainly due to the major incident costs for the Kingston Tornado, extreme heatwave events in January/February 2014 and the assistance provided to CFS for the Bangor Fires. Also, there were significant additional employee entitlements and general supplies and services expenditure incurred due to an 80% increase in call outs from last financial year. The full audited financial statements are contained in APPENDIX 2.

SASES reviewed a number of key governance documents throughout the year including its corporate risk register and financial management compliance program. The agency also reviewed and updated its key performance indicator framework and a timetable for monitoring and reporting was developed.

An all-of-staff planning day was held to capture ideas and help gain consensus on the highest priority workforce and business plan actions for 2014-15.

## Modern, dynamic and flexible organisation meeting community needs

The High Performance Framework (HPF) is a systematic approach to organisational performance management and continuous improvement for the South Australian public sector. In November 2013, SASES undertook the four step evidence-based agency assessment to test current SASES practice with the HPF requirements. Results from the review were generally consistent with the organisation's existing understanding of its strengths and weaknesses, but did reinforce a number of opportunities for further improvement. Consequential strategies and actions have been incorporated into the management system as part of the continuous improvement process.

SASES markedly increased its use of the increasingly popular social networking and micro-blogging service Twitter during 2013-14, exceeding the aim of at least one tweet each day by issuing 479 for the year. Many of the tweets provided important safety messages, particularly during extreme weather events. SASES now has more than 5,700 followers on Twitter.

The *Fire and Emergency Services Act 2005* was reviewed during the year by the Hon. Paul Holloway. A key recommendation was that SAMFS, SACFS, SASES and SAFECOM be incorporated into a single departmental structure under the direction of a Chief Executive. The current Minister for Emergency Services has commenced a state-wide consultation process on the most appropriate approach to sector reform.



# OUR DIRECTIONS AND CHALLENGES



Our fundamental strategic directions over the remaining year 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.

At the strategic-level the national emphasis on building community resilience to natural disasters continues to be driven through implementation of the National Disaster Resilience Strategy at both state and federal levels. This strategy recognises that an integrated, coordinated and cooperative effort is needed to enhance Australia's capacity to prepare for, withstand, and recover from disasters. While the national strategy focuses on priority areas to build disaster resilient communities, it also recognises that disaster resilience is a shared responsibility for individuals, households, businesses and communities, as well as for governments and emergency services.



***“ While the national strategy focuses on priority areas to build disaster resilient communities, it also recognises that disaster resilience is a shared responsibility for individuals, households, businesses and communities, as well as for governments and emergency services.”***





Strategic issues and priorities stemming from recent interstate operational experiences are also of relevance including the increasing confluence of significant events, across multiple hazards. All jurisdictions are increasingly reliant on interstate resources for major events and there is a burgeoning demand on products and services delivered by the Bureau of Meteorology to support operations and the delivery of warnings.

In parallel with the national priorities, the SASES will need to address state priorities which include contributing to the current sector reform process and positioning the agency for change. The two key drivers for sector reform are the need to respond to the review of the *Fire and Emergency Services Act (2005)*, conducted last year by the Hon. Paul Holloway, and the need to streamline the way we work to improve the sector's financial sustainability.

Another state priority will be the need for SASES to continue to work with partner agencies to consider and address the many recommendations stemming from the commissions of inquiry into the 2011 Queensland floods and Victorian floods. Throughout the coming year, the South Australian Flood Reform Taskforce will continue to identify opportunities for improvement in the way floods are managed in South Australia and SASES must be flexible, adaptable and responsive.

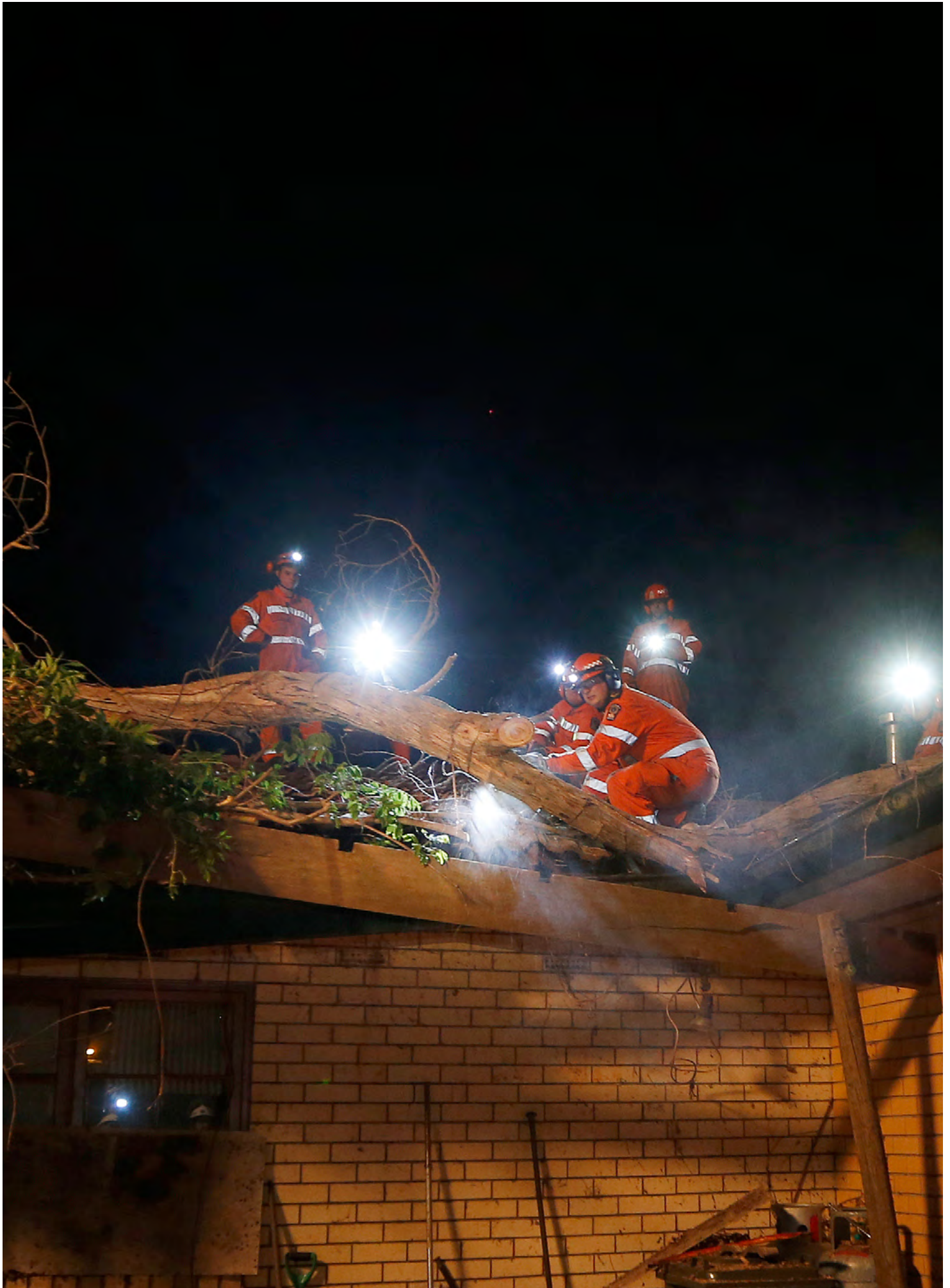
Internally, SASES has four clear priorities. They are:

- To roll out the new SASES Capability Framework
- To finalise implementation of the new learning and development framework
- To enhance incident management framework capabilities
- To implement a values-based leadership program.

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.

Underlying these directions and strategies is the challenge to maintain and develop the SASES 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.

Further information on SASES directions and plans can be found in the SASES Strategic Directions 2011-2015 and SASES Annual Business Plan 2014-2015 both available at [www.ses.sa.gov.au](http://www.ses.sa.gov.au) under Corporate Publications.







# APPENDICES



# APPENDIX 1 MANAGEMENT OF HUMAN RESOURCES

## Employee Numbers, Gender and Status

### Total number of employees

2013-14	
Persons	43
FTEs	42.7

### Number of persons on leave without pay

2013-14	
On leave without pay at 30 June 2014	0

### Employee gender balance

2013-14		
Gender	% Persons	% FTE
Male	55.81	56.21
Female	44.19	43.79

### Number of employees by salary bracket

2013-14			
Salary Bracket	Male	Female	Total
\$0 - \$54,799	0	4	4
\$54,800 - \$69,699	1	6	7
\$69,700 - \$89,199	13	7	20
\$89,200 - \$112,599	8	2	10
\$112,600+	2	0	2
<b>Total</b>	<b>24</b>	<b>19</b>	<b>43</b>

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

2013-14	
Separated from the agency	3
Recruited to the agency	6
Recruited to the agency AND active/paid at June 2014	6

### Status of employees in current position

FTEs					
Gender	Ongoing	Short-term contract	Long-term contract	Casual	Total
Male	21	1	2	0	24
Female	16.7	0	2	0	18.7
<b>Total</b>	<b>37.7</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>42.7</b>
Persons					
Gender	Ongoing	Short-term contract	Long-term contract	Casual	Total
Male	21	1	2	0	24
Female	17	0	2	0	19
<b>Total</b>	<b>38</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>43</b>

## Executives

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

	Ongoing		Term Tenured		Term Untenured		Other (inc. casual)		Total				
Classn.	Male		Male		Male		Male		Male	%		%	Total
EXECCOA	0	0	0	0	1	0	0	0	1	50	0	-	1
EXECOB	0	0	0	0	1	0	0	0	1	50	0	-	1
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>100</b>	<b>0</b>	<b>-</b>	<b>2</b>

## Leave Management

### Average days leave per full time equivalent employee

	2010-11	2011-12	2012-13	2013-14
Sick leave	12.57	10.4	9.07	5.20
Family carers leave	0.83	0.70	0.22	0.55
Miscellaneous special leave	0.37	0.82	0.05	0.48

## Workforce Diversity

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

Salary Bracket	Aboriginal employees	Total employees	% Aboriginal employees	Target*
\$0 - \$54,799	0	4	0	2
\$54,800 - \$69,699	0	7	0	2
\$69,700 - \$89,199	0	20	0	2
\$89,200 - \$112,599	0	10	0	2
\$112,600+	0	2	0	2
<b>Total</b>	<b>0</b>	<b>43</b>	<b>0</b>	<b>2</b>

### Number of employees by age bracket and gender

Age Bracket	Male	Female	Total	% of Total	2014 Workforce Benchmark
15 - 19	0	0	0	0	5.5
20 - 24	0	0	0	0	9.7
25 - 29	2	0	2	4.65	11.2
30 - 34	1	2	3	6.98	10.7
35 - 39	1	0	1	2.33	9.6
40 - 44	3	3	6	13.95	11.4
45 - 49	6	3	9	20.93	11.1
50 - 54	4	4	8	18.60	11.4
55 - 59	4	5	9	20.93	9.1
60 - 64	3	1	4	9.30	6.7
65+	0	1	1	2.33	3.6
<b>Total</b>	<b>24</b>	<b>19</b>	<b>43</b>	<b>100.00</b>	<b>100</b>

Benchmarks from ABS Publication Basic Community Profile (SA) Cat No. 2001.0, 2011 census

## Workforce Diversity (cont.)

### Cultural and linguistic diversity

	Male	Female	Total	% of Agency	% of SA Community
Number of employees born overseas	6	3	9	20.93	22.1
Number of employees who speak language(s) other than English at home	1	0	1	2.33	14.4

### 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	0	0	0	0
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	22	19	41
Compressed weeks	0	0	0
Part-time	0	1	1
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

SASES 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
Exec levels	0
ASO 7	4
ASO 6	3
ASO 5	4
ASO 4	1
ASO 3	1
ASO 2	1
Volunteers	4

## Employment Opportunity Programs

SASES 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 WHS Act Part 3	0
Number of notices served pursuant to WHS Act s90, s191 and s195 (provisional improvement, improvement and prohibition notices)	0

### Agency gross<sup>1</sup> workers compensation expenditure for 2013-14 compared with 2012-13

Expenditure	2013-14 (\$)	2012-13 (\$)	Variation (\$) + (-)	% Change + (-)
Income Maintenance	54,043	5,535	48,508	876
Lump Sum Settlements Redemptions-Sect 42	Nil	Nil	0	Nil
Lump Sum Settlements Permanent Disability-Sect 43	Nil	Nil	0	Nil
Medical/Hospital Costs combined	33,420	27,078	6,342	23
Other	2,951	18,224	-15,273	-84
<b>Total Claims Expenditure</b>	<b>90,414</b>	<b>50,837</b>	<b>39,577</b>	<b>78</b>

Note 1 – Before third party recovery


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

## Occupational Health, Safety and Injury Management (cont.)

### Meeting safety performance targets

	Base: 2009-10	Performance: 12 months to end of June 2014			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	16	13	3	12
3 New workplace injury claims frequency rate	N/A1	-	-	-	-
4 Lost time injury frequency rate*	N/A1	-	-	-	-
5 New psychological injury claims frequency rate	0	0	0	0	0
<b>6 Rehabilitation and return to work</b>					
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%	0.00%	60.00%	-60.00%	60.00%
<b>7 Claim determination</b>					
7a Claims determined for provisional in seven calendar days	N/A	40.00%	100%	-60.00	N/A
7b Claims determined in 10 business days	100.00%	72.73%	75.00%	-2.27%	75.00%
7c Claims still to be determined after three months	0.00%	18.18%	3.00%	15.18%	3.00%
<b>8 Income maintenance payments for recent injuries</b>					
8a 2010-11 injuries (at 24 months development)	N/A	\$16,947	\$18,710	-\$1,763	N/A
8b 2011-12 injuries (at 12 months development)	N/A	\$14,754	\$9,416	\$5,339	N/A

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



# APPENDIX 2 **FINANCIAL PERFORMANCE**

*Audited Financial Statements*

**South Australian State Emergency Service**

**Annual Financial Statements**

**For the Year Ended 30 June 2014**



## INDEPENDENT AUDITOR'S REPORT



Government of South Australia  
Auditor-General's Department

Level 9  
State Administration Centre  
200 Victoria Square  
Adelaide SA 5000  
DX 56208  
Victoria Square  
Tel +618 8226 9640  
Fax +618 8226 9688  
ABN 53 327 061 410  
auditgensa@audit.sa.gov.au  
www.audit.sa.gov.au

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

As required by section 31(1)(b) of the *Public Finance and Audit Act 1987* and subsection 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 2014. The financial report comprises:

- a Statement of Comprehensive Income for the year ended 30 June 2014
- a Statement of Financial Position as at 30 June 2014
- a Statement of Changes in Equity for the year ended 30 June 2014
- a Statement of Cash Flows for the year ended 30 June 2014
- notes, comprising a summary of significant accounting policies and other explanatory information
- a Certificate from the Chief Officer and the Business Manager.

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

The 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 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 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 2014, 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**  
29 September 2014

## 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 2014 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.



Chris Beattie  
Chief Officer  
South Australian State Emergency Service

19 September 2014



Iolanda Calabrese  
Business Manager  
South Australian State Emergency Service

19 September 2014



# Statement of Comprehensive Income

## South Australian State Emergency Service

### Statement of Comprehensive Income

For the Year Ended 30 June 2014

	Note	2014 \$'000	2013 \$'000
<b>Expenses</b>			
Employee benefits expenses	5	4,691	3,542
Supplies and services	6	7,353	7,028
Grants and subsidies	7	79	79
Depreciation and amortisation expense	8	2,214	2,266
Other expenses	9	478	-
Net loss from disposal of non-current assets	10	99	7
<b>Total expenses</b>		<b>14,914</b>	<b>12,922</b>
<b>Income</b>			
Revenues from fees and charges	11	-	32
Grants and contributions	12	145	20
Interest revenues	13	39	35
Other income	14	286	222
<b>Total income</b>		<b>470</b>	<b>309</b>
<b>Net cost of providing services</b>		<b>14,444</b>	<b>12,613</b>
<b>Revenues from / payments to SA Government</b>			
Revenues from SA Government	15	14,811	14,949
<b>Net result</b>		<b>367</b>	<b>2,336</b>
<b>Other comprehensive income</b>			
<i>Items that will not be reclassified to net result</i>			
Changes in asset revaluation surplus	19	(1,764)	-
<b>Total other comprehensive income</b>		<b>(1,764)</b>	<b>-</b>
<b>Total comprehensive result</b>		<b>(1,397)</b>	<b>2,336</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*

**South Australian State Emergency Service**  
**Statement of Financial Position**  
**As at 30 June 2014**

	Note	2014 \$'000	2013 \$'000
<b>Current assets</b>			
Cash and cash equivalents	16	1,436	2,481
Receivables	17	306	286
Other financial assets	18	334	112
<b>Total current assets</b>		<b>2,076</b>	<b>2,879</b>
<b>Non-current assets</b>			
Property, plant and equipment	19	34,042	35,059
Intangible assets	20	-	6
<b>Total non-current assets</b>		<b>34,042</b>	<b>35,065</b>
<b>Total assets</b>		<b>36,118</b>	<b>37,944</b>
<b>Current liabilities</b>			
Payables	22	943	1,686
Employee benefits	23	694	469
Provisions	24	144	109
<b>Total current liabilities</b>		<b>1,781</b>	<b>2,264</b>
<b>Non-current liabilities</b>			
Payables	22	45	40
Employee benefits	23	484	422
Provisions	24	558	571
<b>Total non-current liabilities</b>		<b>1,087</b>	<b>1,033</b>
<b>Total liabilities</b>		<b>2,868</b>	<b>3,297</b>
<b>Net assets</b>		<b>33,250</b>	<b>34,647</b>
<b>Equity</b>			
Asset revaluation surplus	25	5,152	6,916
Retained earnings	26	28,098	27,731
<b>Total equity</b>		<b>33,250</b>	<b>34,647</b>
The total equity is attributable to the SA Government as owner			
Unrecognised contractual commitments	27		
Contingent assets and liabilities	28		

*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 2014

	Note	Asset Revaluation Surplus \$'000	Retained Earnings \$'000	Total \$'000
Balance at 30 June 2012		6,916	25,395	32,311
Net result for 2012-13		-	2,336	2,336
Balance at 30 June 2013	25	<u>6,916</u>	<u>27,731</u>	<u>34,647</u>
		<u>6,916</u>	<u>27,731</u>	<u>34,647</u>
Net result for 2013-14		-	367	367
Loss on revaluation of property, plant and equipment during 2013-14	19	<u>(1,764)</u>	<u>-</u>	<u>(1,764)</u>
Balance at 30 June 2014	25	<u>5,152</u>	<u>28,098</u>	<u>33,250</u>

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

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



## South Australian State Emergency Service

### Statement of Cash Flows

For the Year Ended 30 June 2014

	Note	2014 \$'000	2013 \$'000
<b>Cash flows from operating activities</b>			
<b>Cash outflows</b>			
Employee benefit payments		(4,357)	(3,662)
Supplies and services payments		(8,323)	(8,166)
Grants and subsidies payments		(79)	(79)
<b>Cash used in operations</b>		<b>(12,759)</b>	<b>(11,907)</b>
<b>Cash inflows</b>			
Fees and charges		-	32
Receipts from grants and contributions		145	20
Interest received		41	33
GST recovered from the Australian Taxation Office		883	962
Other receipts		276	246
<b>Cash generated from operations</b>		<b>1,345</b>	<b>1,293</b>
<b>Cash flows from SA Government</b>			
Contributions from Community Emergency Services Fund	15	14,606	14,665
Other receipts from SA Government	15	205	284
<b>Cash generated from SA Government</b>		<b>14,811</b>	<b>14,949</b>
<b>Net cash provided by operating activities</b>	26	<b>3,397</b>	<b>4,335</b>
<b>Cash flows from investing activities</b>			
<b>Cash outflows</b>			
Purchase of property, plant and equipment		(4,234)	(3,206)
(Purchase)/Sale of investments		(222)	123
<b>Cash used in investing activities</b>		<b>(4,456)</b>	<b>(3,083)</b>
<b>Cash inflows</b>			
Proceeds from sale of property, plant and equipment		14	17
<b>Cash generated from investing activities</b>		<b>14</b>	<b>17</b>
<b>Net cash used in investing activities</b>		<b>(4,442)</b>	<b>(3,066)</b>
<b>Net (decrease)/increase in cash and cash equivalents</b>		<b>(1,045)</b>	<b>1,269</b>
<b>Cash and cash equivalents at the beginning of the period</b>		<b>2,481</b>	<b>1,212</b>
<b>Cash and cash equivalents at the end of the period</b>	16	<b>1,436</b>	<b>2,481</b>

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

## South Australian State Emergency Service

### Note Index

For the Year Ended 30 June 2014

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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 2014

### 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 the 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.

The 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 the SES for the reporting period ending 30 June 2014. Refer to Note 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 the SES's accounting policies. The areas involving a higher degree of judgment or where assumptions and estimates are significant to the financial statements 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. The SES has elected not to utilise this threshold i.e. 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) employee targeted voluntary separation package information;
  - (d) 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

The 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 2014 and the comparative information presented.

#### (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

The SES 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 SES's own objectives.

Transactions and balances relating to the trust assets are not recognised as the SES'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.



# 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 2014

### (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 has 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

The SES is not subject to income tax. The 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 the SES obtains control over the funding. Control over funding is normally obtained upon receipt.

#### *Grants and contributions*

Grants and contributions are recognised as an asset and income when the CFS obtains control of revenues or obtains the right to receive the revenues and income recognition criteria are met (i.e. the amount can be reliably measured and the flow of resources is probable).

#### *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, unit fundraising and other minor revenues.

### (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 for all Government managed funds.

#### *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.

#### *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.

**South Australian State Emergency Service**  
**Notes to and forming part of the Financial Statements**  
**For the Year Ended 30 June 2014**

**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 is 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)
Buildings	40
Vehicles	15
Communications equipment	10
Computer equipment	5
Plant and equipment	10
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 SES 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 the SES will not be able to collect the debt. Bad debts are written off when identified.

**Other financial assets**

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

**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 fair value. On an ongoing basis, revaluations are made in accordance with related policies whereby independent valuations are obtained every six 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.



# 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 2014

### *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 the SES has been unable to attribute this expenditure to the intangible asset rather than to the SES as a whole.

### *Fair Value measurement*

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants, in the principal or most advantageous market, at the measurement date.

The SES classifies fair value measurement using the following fair value hierarchy that reflects the significance of the inputs used in making the measurements, based on the data and assumptions used in the most recent revaluation.

- \* Level 1 - traded in active markets and is based on unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at measurement date.

- \* Level 2 - not traded in active market and are derived from inputs (inputs other than quoted prices included within level 1) that are observable for the asset, either directly or indirectly.

- \* Level 3 - not traded in active market and are derived from unobservable inputs.

### *Non-financial assets*

In determining fair value, SES has taken into account the characteristic of the asset (eg condition and location of the asset and any restrictions on the sale or use of the asset); and the asset's highest and best use (that is physically possible, legally permissible, financially feasible).

SES current use is the highest and best use of the asset unless other factors suggest an alternative use is feasible. As SES did not identify any factors to suggest an alternative use, fair value measurement was based on current use.

Refer to Notes 19 and 21 for disclosure regarding fair value measurement techniques and inputs used to develop fair value measurements for non-financial assets.

### *Financial assets*

SES does not recognise any financial assets at fair value.

### **(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.

The 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 and externally managed superannuation schemes.

#### *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.

##### Salaries and wages, annual leave, skills and experience retention leave and sick leave

The liability for salary and wages is 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.

##### 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.

The unconditional portion of the long service leave provision is classified as current as SES does not have an unconditional right to defer settlement of the liability for at least 12 months after reporting date. The unconditional portion of long service leave relates to an unconditional legal entitlement to payment arising after ten years of service.



# 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 2014

### 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 2014 provided by a consulting actuary engaged through the Department of the Premier and Cabinet. The provision is for the estimated cost of ongoing payments to employees as required under current legislation.

The SES is responsible for the payment of workers compensation claims.

### (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 2013-14.

In accordance with the new AASB 13 *Fair Value Measurement* which became effective for the first time in 2013-14 the SES has:

- \* Reviewed its fair value valuation techniques (both internal estimates and independent appraisal) for non-financial assets to ensure they are consistent with the standard. Previously, the SES has used the cost approach or the market approach to determine fair value. The SES will continue to measure its non-financial assets using either the cost or market approach. The application of AASB 13 has not had a material impact on the fair value measurements; and

- \* included additional disclosures where required to assist users in assessing the valuation techniques and inputs used to ascertain fair value measurements used for asset and liability measurements.

Fair value hierarchy and other information is provided in Notes 19, 20 and 21.

Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet effective, have not been adopted by the SES for the period ending 30 June 2014. The SES has assessed the impact of the new and amended standards and interpretations and considers there will be minimal impact on the accounting policies or the financial statements of the SES.

### 4 Activities of the South Australian State Emergency Service

In achieving its objectives, the SES provides these services classified under one activity titled 'state emergency service'.

# 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 2014

5 Employee benefits expenses	2014	2013
	\$'000	\$'000
Salaries and wages	3,422	2,778
Annual leave	323	259
Skills and experience retention leave	14	9
Long service leave	146	105
Employment on-costs - superannuation	379	314
Payroll tax	186	149
Targeted voluntary separation packages (refer below)	63	-
Workers compensation costs	104	(106)
Other employment related expenses	54	34
<b>Total: Employee benefits expenses</b>	<b>4,691</b>	<b>3,542</b>

Targeted voluntary separation packages (TVSPs)	2014	2013
	\$'000	\$'000
Amounts paid during the reporting period to separated employees:		
TVSPs	63	-
Leave paid to those employees	32	-
	95	-
Recovery from the Department of Treasury and Finance	(63)	-
Net cost to agency	32	-

Number of employees who received a TVSP during the reporting period 1 -

### Employee remuneration

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

	2014	2013
	No. of employees	No. of employees
\$138 000 – \$141 499*	n/a	-
\$141 500 – \$151 499	1	1
\$151 500 – \$161 499	1	1
\$181 500 – \$191 499	1	-
\$231 500 – \$241 499	1	-
\$251 500 – \$261 499	-	1
<b>Total number of employees</b>	<b>4</b>	<b>3</b>

\* This band has been included for the purposes of reporting comparative figures based on the executive base level rate for 2012-13.

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 \$0.727million (\$0.561 million).

6 Supplies and services	2014	2013
	\$'000	\$'000
Accommodation	27	27
Auditor's remuneration	26	26
Communications	300	255
Computing costs	365	419
Consultancy, contractors and legal fees	470	590
Consumables	431	343
Energy	167	153
Government radio network	1,068	1,939
Insurance premiums	98	97
Minor plant and equipment	419	257
Operating lease costs	633	677
Operational costs	244	132
Repairs and maintenance	801	701
Shared Services SA payments	3	-
Travel and training	704	867
Uniforms and protective clothing	416	286
Other expenses	281	259
<b>Total: Supplies and services</b>	<b>7,353</b>	<b>7,028</b>

### Consultants

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

	2014	2013	2014	2013
	Number	Number	\$'000	\$'000
Below \$10 000	-	3	-	11
<b>Total paid/payable to consultants engaged</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>11</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 2014

### Provisions

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<b>Total number of employees</b>	<b>4</b>	<b>3</b>

\* This band has been included for the purposes of reporting comparative figures based on the executive base level rate for 2012-13.

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	2014	2013	2014	2013
	Number	Number	\$'000	\$'000
Below \$10 000	-	3	-	11
<b>Total paid/payable to consultants engaged</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>11</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 2014

<b>Auditor's remuneration</b>		
	<b>2014</b>	<b>2013</b>
	\$'000	\$'000
Audit fees paid/payable to the Auditor-General's Department relating to the audit of financial statements	26	26
<b>Total: Audit fees</b>	<b>26</b>	<b>26</b>
<b>Other Services</b>		
No other services were provided by the Auditor-General's Department.		
<b>Supplies and services provided by entities within the SA Government</b>		
The following supplies and services (included in the supplies and services expense amounts shown above) were provided by entities within the SA Government:		
	<b>2014</b>	<b>2013</b>
	\$'000	\$'000
Accommodation	16	16
Auditor's remuneration	26	26
Communications	34	23
Computing costs	97	40
Consultancy, contractors and legal fees	92	139
Consumables	-	21
Energy	50	27
Government radio network	1,968	1,939
Insurance premiums	79	80
Minor plant and equipment	7	-
Operating lease costs	451	403
Operational costs	3	1
Repairs and maintenance	60	34
Shared Services SA payments	3	-
Travel and training	24	40
Other expenses	88	87
<b>Total: Supplies and services provided by entities within the SA Government</b>	<b>2,998</b>	<b>2,876</b>
<b>7 Grants and subsidies</b>	<b>2014</b>	<b>2013</b>
	\$'000	\$'000
Grants and subsidies	79	79
<b>Total: Grants and subsidies</b>	<b>79</b>	<b>79</b>
All grant and subsidies are provided to Non SA Government recipients.		
<b>8 Depreciation and amortisation expense</b>	<b>2014</b>	<b>2013</b>
	\$'000	\$'000
<b>Depreciation</b>		
Buildings	708	730
Vehicles	1,107	1,126
Computers	4	7
Plant and equipment	194	211
Communications	195	186
<b>Total: Depreciation</b>	<b>2,208</b>	<b>2,260</b>
<b>Amortisation</b>		
Software	6	6
<b>Total: Amortisation</b>	<b>6</b>	<b>6</b>
<b>Total: Depreciation and amortisation</b>	<b>2,214</b>	<b>2,266</b>
<b>9 Other expenses</b>	<b>2014</b>	<b>2013</b>
	\$'000	\$'000
Assets revaluation decrement	478	-
<b>Total: Other expenses</b>	<b>478</b>	<b>-</b>
<b>10 Net loss from disposal of non-current assets</b>	<b>2014</b>	<b>2013</b>
	\$'000	\$'000
<b>Land and buildings</b>		
Proceeds from disposal	-	-
Less: Net book value of assets disposed	(101)	-
<b>Net gain/(loss) from disposal of land and buildings</b>	<b>(101)</b>	<b>-</b>
<b>Vehicles</b>		
Proceeds from disposal	14	17
Less: Net book value of assets disposed	(12)	(24)
<b>Net gain/(loss) from disposal of vehicles</b>	<b>2</b>	<b>(7)</b>
<b>Total: Assets</b>		
Total proceeds from disposal	14	17
Less: Total value of assets disposed	(113)	(24)
<b>Total: Net loss from disposal of non-current assets</b>	<b>(99)</b>	<b>(7)</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 2014

<b>11 Revenues from fees and charges</b>	<b>2014</b>	<b>2013</b>
	\$'000	\$'000
Other recoveries	-	32
<b>Total: Revenues from fees and charges</b>	<b>-</b>	<b>32</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:

	<b>2014</b>	<b>2013</b>
	\$'000	\$'000
Other recoveries	-	32
<b>Total: Fees and charges received/receivable from entities within the SA Government</b>	<b>-</b>	<b>32</b>

<b>12 Grants and contributions</b>	<b>2014</b>	<b>2013</b>
	\$'000	\$'000
Private industry and local government	100	-
State Government	45	20
<b>Total: Grants and contributions</b>	<b>145</b>	<b>20</b>

### Grants and contributions received/receivable from entities within the SA Government

The following grants and contributions (included in the grants and contributions revenues shown above) were received/receivable from entities within the SA

	<b>2014</b>	<b>2013</b>
	\$'000	\$'000
Administered entities	-	-
Other entities within the SA Government	45	20
<b>Total: Grants and contributions received/receivable from entities within the SA Government</b>	<b>45</b>	<b>20</b>

Private industry and local government grants and contributions consists of a project grant received in 2013-14 for the Development of National Guidelines and Training Packages for Emergency Response Teams in Remote Indigenous Communities. State Government grants and contributions consists of a grant received to support the 2013-14 Community Flood Safe Program and funding to support the operation of the Water Safety Committee.

<b>13 Interest revenues</b>	<b>2014</b>	<b>2013</b>
	\$'000	\$'000
Interest on deposit accounts - from entities within the SA Government	39	35
<b>Total: Interest revenues</b>	<b>39</b>	<b>35</b>

<b>14 Other income</b>	<b>2014</b>	<b>2013</b>
	\$'000	\$'000
Donations	29	-
Unit fundraising	91	65
Insurance recoveries	-	17
Other	166	140
<b>Total: Other income</b>	<b>286</b>	<b>222</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:

	<b>2014</b>	<b>2013</b>
	\$'000	\$'000
Other	7	-
<b>Total: Other income received/receivable from entities within the SA Government</b>	<b>7</b>	<b>-</b>

<b>15 Revenues from SA Government</b>	<b>2014</b>	<b>2013</b>
	\$'000	\$'000
Revenues from SA Government	-	-
Contributions from Community Emergency Services Fund	14,606	14,665
Other revenues from SA Government	205	284
<b>Total: Revenues from SA Government</b>	<b>14,811</b>	<b>14,949</b>

Total revenues from SA Government consists of \$10.838m (2013: \$11.599m) for operational funding, \$3.960m (2013: \$3.337m) 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.



# 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 2014

16 Cash and cash equivalents	2014 \$'000	2013 \$'000
Cash on hand	1	2
Deposits with the Treasurer	516	1,459
Cash at bank (Non SA Government)	135	134
Cash at bank (Non SA Government) - Units	681	671
Short-term deposits (Non SA Government) - Units	57	198
Short-term deposits	46	17
Total: Cash and cash equivalents	<u>1,436</u>	<u>2,481</u>

### 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	2014 \$'000	2013 \$'000
Current		
Receivables	60	19
Accrued revenues	2	4
GST input tax recoverable	244	263
Total: Receivables current	<u>306</u>	<u>286</u>

### 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:

	2014 \$'000	2013 \$'000
Accrued revenues	2	4
Total: Receivables current from entities within the SA Government	<u>2</u>	<u>4</u>

### 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 30.

18 Other financial assets	2014 \$'000	2013 \$'000
Medium term deposits - Units	334	112
Total: Other financial assets	<u>334</u>	<u>112</u>

Maturity analysis of receivables and categorisation of financial instruments and risk exposure information  
Refer to Note 30.

19 Property, plant and equipment	2014 \$'000	2013 \$'000
Land		
At valuation	3,546	2,807
Total: Land	<u>3,546</u>	<u>2,807</u>
Buildings		
At valuation	15,770	15,851
At cost (deemed fair value)	28	2,556
Less: Accumulated depreciation	(325)	(1,087)
Total: Buildings	<u>15,473</u>	<u>17,320</u>
Vehicles		
At valuation	9,520	9,491
At cost (deemed fair value)	418	2,532
Less: Accumulated depreciation	(508)	(1,647)
Total: Vehicles	<u>9,428</u>	<u>10,376</u>

# 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 2014

Communications equipment		
At valuation	1,089	1,344
At cost (deemed fair value)	306	387
Less: Accumulated depreciation	(87)	(275)
Total: Communications equipment	1,308	1,456
Computer equipment		
At valuation	2	10
At cost (deemed fair value)	-	27
Less: Accumulated depreciation	-	(8)
Total: Computer equipment	2	29
Plant and equipment		
At valuation	899	1,021
At cost (deemed fair value)	13	641
Less: Accumulated depreciation	(72)	(304)
Total: Plant and equipment	840	1,358
Capital work in progress		
At cost (deemed fair value)	3,445	1,713
Total: Capital work in progress	3,445	1,713
Total: Property, plant and equipment	34,042	35,059

### Valuation of assets

At 1 January 2014 Independent valuations for land, buildings, vehicles, communication, computer, plant and equipment assets were undertaken by Liquid Pacific, Mr M Burns, MRICS, AAPI (CPV). The fair value of all vehicles, communications, computer and plant and equipment items was determined by identifying a market buying price, estimated as written down modern equivalent replacement cost. The fair value of land and buildings was based on recent market transactions for similar land and buildings in the area taking into account zoning and restricted use.

As at 30 June 2014 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.

### Impairment

There were no indications of impairment for property, plant and equipment as at 30 June 2014.

### Movement reconciliation of property, plant and equipment

	Land	Buildings	Vehicles	Comms. Equipment	Computer Equipment	Plant & equipment	Work in progress	2014 Sub-total	2013 Sub-total
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>2014</b>									
Carrying amount at the beginning of the period	2,807	17,320	10,376	1,456	29	1,358	1,713	35,059	
Acquisitions	-	27	25	-	-	13	3,480	3,545	
Transfers to/(from) Capital WIP	495	561	389	306	(1)	(1)	(1,748)	1	
Depreciation expense	-	(708)	(1,107)	(195)	(4)	(194)	-	(2,208)	
Net revaluation increment/(decrement)	260	(1,642)	(243)	-	-	(139)	-	(1,764)	
Disposals	(16)	(85)	(12)	-	-	-	-	(113)	
Net revaluation decrement expensed	-	-	-	(259)	(22)	(197)	-	(478)	
Carrying amount at the end of the period	3,546	15,473	9,428	1,308	2	840	3,445	34,042	
<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 WIP	-	2,535	1,948	300	27	375	(5,186)	(1)	
Depreciation expense	-	(730)	(1,126)	(186)	(7)	(211)	-	(2,260)	
Disposals	-	-	(24)	-	-	-	-	(24)	
Carrying amount at the end of the period	2,807	17,320	10,376	1,456	29	1,358	1,713		35,059

## 20 Intangible assets

	2014	2013
	\$'000	\$'000
Computer software	328	328
Less: Accumulated amortisation	(328)	(322)
Total: Intangible assets	-	6

### Movement reconciliation of intangible assets

	2014	2013
	\$'000	\$'000
Carrying amount at the beginning of the period	6	12
Amortisation expense	(6)	(6)
Carrying amount at the end of the period	-	6

### 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

There were no indications of impairment of intangible assets at 30 June 2014.

# 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 2014

### 21 Fair value measurement

#### Fair Value Hierarchy

The fair value of non-financial assets must be estimated for recognition and measurement or for disclosure purpose. The SES categorises non-financial assets measured at fair value into hierarchy bases on the level of inputs used in measurement.

Fair value measurements recognised in the balance sheet are categorised into the following levels at 30 June 2014

The SES had no valuations categorised into level 1

Fair value measurements at 30 June 2014

	2014 \$'000	Level 2 \$'000	Level 3 \$'000
<b>Recurring fair value measurements</b>			
Land (note 19)	3,546	1,249	2,297
Buildings (note 19)	15,473	2,723	12,750
Vehicles (note 19)	9,428	415	9,013
Communication equipment (note 19)	1,308	305	1,003
Computer equipment (note 19)	2	-	2
Plant and equipment (note 19)	840	13	827
<b>Total recurring fair value measurements</b>	<b>30,597</b>	<b>4,705</b>	<b>25,892</b>

Comparative information for non-financial assets has not been provided as permitted by the transitional provisions of the new standard.

There were no transfers of assets between level 1 and 2 fair value hierarchy levels in 2014. The SES's policy is to recognise transfers into and out of fair value hierarchy levels as at the end of the reporting period.

Refer to APF III Asset Accounting Framework for guidance in determining the applicable fair value hierarchy disclosure level

#### Valuation techniques and inputs

Valuation techniques used to derive level 2 and 3 fair values are at note 19. There were no changes in the valuation techniques during 2014.

Land which restricted use is considered within Input Level 3

Buildings specialised are classified as Input Level 3

As with all assets in this valuation, the Market Price has been estimated by the written-down Replacement Cost of a modern equivalent or reproduced comparable asset, not the replacement cost of existing asset on a like with like material basis.

Quantitative information about fair value measurement using significant unobservable inputs (level 3)

Description	Fair value \$'000	Valuation Technique	Unobservable Inputs	Range		
				\$	\$/m <sup>2</sup>	Years
Land	2,297	Market Approach <sup>1</sup>	Adjusted Market Price		1-150	-
Buildings	12,750	Depreciated Replacement Cost <sup>2</sup>	Current market replacement cost		450-2,000	40
Other plant and equipment	10,845	Depreciated Replacement Cost <sup>3</sup>	Current market replacement cost	1,868-522,399		5-15

<sup>1</sup> Fair value of land with restricted use was determined using an adjusted market price of surrounding un-restricted land.

<sup>2</sup> Due to the highly specialised nature of the assets, fair value was determined using depreciated replacement cost approach. Key assumption were the use of the properties and specialised nature of the improvements either by virtue of the type of improvement, location or scale.

<sup>3</sup> Due to no quoted market price available for this asset class in an active and liquid market, fair value has been estimated by written-down replacement cost.

The following table is a reconciliation of fair value measurements using significant unobservable inputs (level 3)

#### Reconciliation of fair value measurement - Level 3

	Land \$'000	Buildings \$'000	Vehicles \$'000	Comms \$'000	Computer equipment \$'000	Plant & equipment \$'000	Total \$'000
Opening balance at the beginning of the period	1,865	14,117	10,374	1,466	28	1,358	29,198
Acquisitions	-	-	-	-	-	-	-
Capitalised subsequent expenditure	-	-	-	-	-	-	-
Revaluation increment/(decrement)	448	(690)	(243)	(259)	(22)	(336)	(1,102)
Depreciation	-	(592)	(1,108)	(194)	(4)	(195)	(2,091)
Disposals	(16)	(86)	(12)	-	-	-	(114)
Closing balance at the end of the period	2,297	12,750	9,013	1,003	2	827	25,892



# 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 2014

### 22 Payables

Current payables	2014	2013
	\$'000	\$'000
Accrued expenses	160	108
Creditors	675	1,492
Fringe benefits tax payable	13	11
Employment on-costs	95	75
<b>Total: Current payables</b>	<b>943</b>	<b>1,686</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:

	2014	2013
	\$'000	\$'000
Accrued expenses	47	27
Creditors	191	63
FBT Payable	13	11
Employment on-costs	38	38
<b>Total: Current payables to entities within the SA Government</b>	<b>289</b>	<b>139</b>

#### Non-current payables

	2014	2013
	\$'000	\$'000
Employment on-costs	45	40
<b>Total: Non-current payables</b>	<b>45</b>	<b>40</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:

	2014	2013
	\$'000	\$'000
Employment on-costs	25	23
<b>Total: Non-current payables to entities within the SA Government</b>	<b>25</b>	<b>23</b>

#### Employment on-costs

The actuarial assessment performed by the Department of Treasury and Finance, has resulted in the percentage of the proportion of long service leave taken as leave to remain at the 2013 rate of 40%, and the average factor for the calculation of employer superannuation cost on-cost has increased to 10.3% from 2013 (10.2%). These rates are used in the employment on-cost calculation. The net financial effect of the changes in the current financial year is a increase in the employment on-cost of \$0.025m and employee benefit expense of \$0.025m. 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 30.

### 23 Employee benefits

Employee benefits current	2014	2013
	\$'000	\$'000
Accrued salaries and wages	58	4
Annual leave	394	296
Skills and experience retention leave	19	9
Long service leave	223	160
<b>Total: Employee benefits current</b>	<b>694</b>	<b>469</b>
 Employee benefits non-current		
Long service leave	484	422
<b>Total: Employee benefits non-current</b>	<b>484</b>	<b>422</b>

AASB 119 contains the calculation methodology for long service leave liability. The actuarial assessment performed by the Department of Treasury and Finance has provided a set level of liability for the measurement of long service leave.

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 remained the same rate for 2014 at 3.5%.

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.

# 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 2014

24 Provisions	2014 \$'000	2013 \$'000
<b>Current liabilities</b>		
Provision for workers compensation	144	109
<b>Total: Provisions current</b>	<b>144</b>	<b>109</b>
<b>Non-current liabilities</b>		
Provision for workers compensation	558	571
<b>Total: Provisions non-current</b>	<b>558</b>	<b>571</b>
<b>Total: Provisions</b>	<b>702</b>	<b>680</b>
<b>Provision movement</b>		
Carrying amount at the beginning of the period	680	842
Additional provisions recognised / (released)	105	(106)
Reductions arising from payments	(83)	(56)
Carrying amount at the end of the period	<b>702</b>	<b>680</b>

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

25 Equity	2014 \$'000	2013 \$'000
Accumulated surplus	28,098	27,731
Asset revaluation surplus	5,152	6,916
<b>Total equity</b>	<b>33,250</b>	<b>34,647</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.

26 Cash flow reconciliation	2014 \$'000	2013 \$'000
<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	1,435	2,481
Balance as per the Statement of Cash Flows	1,435	2,481
<b>Reconciliation of net cash provided by operating activities to net cost of providing services</b>		
Net cash provided by operating activities	3,397	4,335
Less revenues from SA Government	(14,811)	(14,949)
<b>Add/(less) non-cash items</b>		
Depreciation and amortisation	(2,214)	(2,266)
Assets revaluation decrement recognised in Statement of Comprehensive Income	(478)	-
Net loss from disposal of non-current assets	(99)	(7)
<b>Movement in assets and liabilities</b>		
(Decrease)/Increase in receivables	20	11
Decrease/(Increase) in payables	50	141
(Increase)/decrease in employee benefits	(287)	(39)
Decrease/(Increase) in provisions	(22)	162
<b>Net cost of providing services</b>	<b>(14,444)</b>	<b>(12,612)</b>

27 Unrecognised contractual commitments	2014 \$'000	2013 \$'000
<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	314	433
Later than one year but not later than five years	1,054	55
Later than five years	1,113	-
<b>Total: Operating lease commitments</b>	<b>2,481</b>	<b>488</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. 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	588	55
Later than one year but not later than five years	-	-
Later than five years	-	-
<b>Total: Capital commitments</b>	<b>588</b>	<b>55</b>
Prior capital commitments were for property.		

# 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 2014

### Expenditure commitments - remuneration

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	442	416
Later than one year but not later than five years	168	596
Later than five years	-	-
Total: Remuneration commitments	610	1,012

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

### Expenditure commitments - other

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	38	214
Later than one year but not later than five years	118	156
Later than five years	-	-
Total: Other commitments	156	370

Contractual commitments relate to information technology contract.

## 28 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 contingent liability arising from litigation against SES and the Crown. The quantum of potential financial impact is assessed as being less than \$150 000.

## 29 Events after the reporting period

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

## 30 Financial instruments / financial risk management

### Table 30.1 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	2014		2013	
		Carrying amount	Fair value	Carrying amount	Fair value
		£'000	£'000	£'000	£'000
<b>Financial assets</b>					
Cash and cash equivalents	16	1,436	1,436	2,481	2,481
Receivables (1) (2)	17	62	62	23	23
Other financial assets	18	334	334	112	112
<b>Financial liabilities</b>					
Payables	22	809	809	1,574	1,574

(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.

### Fair value

SES does not recognise any financial assets or financial liabilities at fair value, but does disclose fair value in the notes. All of the resulting fair value estimates are included in level 2 as all significant inputs required are observable.

\* The carrying value less impairment provisions of receivables and payables is a reasonable approximation of their fair values due to the short-term nature of these. Refer to Notes 2, 17 and 22



# 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 2014

### 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 30.1 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 30.2 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
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>2014</b>					
Not impaired					
Receivables	46	-	-	16	62
Other financial assets	334	-	-	-	334
<b>2013</b>					
Not impaired					
Receivables	7	-	-	16	23
Other financial assets	112	-	-	-	112

**Table 30.3 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
	\$'000	\$'000	\$'000
<b>2014</b>			
Financial assets			
Cash and cash equivalents	1,436	1,436	-
Receivables	62	62	-
Other financial assets	334	334	-
<b>Total financial assets</b>	<b>1,832</b>	<b>1,832</b>	<b>-</b>
Financial liabilities			
Payables	809	809	-
<b>Total financial liabilities</b>	<b>809</b>	<b>809</b>	<b>-</b>
<b>2013</b>			
Financial assets			
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>
Financial liabilities			
Payables	1,574	1,574	-
<b>Total financial liabilities</b>	<b>1,574</b>	<b>1,574</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 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.

**South Australian State Emergency Service**  
**Notes to and forming part of the Financial Statements**  
**For the Year Ended 30 June 2014**

**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.

**31 Trust Funds**

	2014	2013
	\$'000	\$'000
Cash at Bank	289	154
	<u>289</u>	<u>154</u>

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. In 2013-14, total income earned by the Council was \$0.126 million and expenses incurred totalled \$0.015 million.

# APPENDIX 2

## FINANCIAL PERFORMANCE

### Contractual Arrangements

SASES 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

	Number of accounts paid	% of accounts paid (by number)	Value in \$A of accounts paid	% of accounts paid (by value)
Paid by due date	695	97.75%	\$1 970 865	99.73%
Paid late, but paid within 30 days of due date	145	1.97%	\$4 246	0.21%
Paid more than 30 days from due date	2	0.28%	\$1 096	0.06%

### Fraud

#### Fraud

Nature of Fraud	Number of instances	Strategies to control and prevent
Suspected theft of property - petroleum products	1	Referred to SAPOL, currently being investigated

### Consultants

#### Consultants

Consultant	Purpose of	Number	Total \$
Value below \$10,000			
Nil			
<b>Subtotal</b>		0	0
Value \$10,000 - \$50,000			
nil			
<b>Subtotal</b>		0	0
Value above \$50,000			
nil			
<b>Subtotal</b>		0	0
<b>Total</b>		0	0

### Overseas Travel

#### Overseas Travel

Number of employees		Reason for Travel	Total cost to agency
nil	nil		nil



# APPENDIX 3

## FURTHER MANDATORY REPORTING REQUIREMENTS

### Carers Recognition Act 2005

Not applicable

### Disability Access and Inclusion 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 SASES are coordinated through SAFECOM (and DPTI where appropriate) 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 SASES is contained in the 'Overview' and 'Our Organisation' sections of this report.

#### Public access to information

The public may access information about the SASES 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
- publicly accessible web sites

#### 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 \$32.25. A fee reduction may be granted in certain circumstances.(refer Freedom of Information (Fees and Charges) Regulations 2003)

#### Number of requests made in 2013-14

SASES received one new FOI requests in 2013-14.

#### Agency policy documents

SASES 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.

SASES 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)

# FURTHER MANDATORY REPORTING REQUIREMENTS

cont.

- 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

SASES 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 CO <sub>2</sub> )	Business Measure (target)
Base Year 2000-2001	848	204	100%
Base Year 2000-2001	848 000MJ		
Target 2013-2014	Information not available		
Actual 2013-2014	Information not available		
Final Target for 2020	254 400MJ		

## 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  
ACSES – National Equipment Working Party  
ACSES – Communications Group  
ACSES – Learning and Development Group  
ACSES – Performance Indicators Working Group  
AFAC – Australasian Fire Authorities Council  
AFAC – Collaborative Purchasing Group  
AFAC – Data Management Working Group  
AFAC – Community Safety Working Group  
AFAC – Learning & Development Group  
AFAC – SES Operations Group  
AFAC – Urban Search and Rescue Group  
AFAC AIIMS Review Working Group  
AFAC Alternative Energy Group  
AFAC Fit for Task Group  
ANZEMC  
ANZEMC CDSC  
ANZEMC ISG  
Australian Tsunami Working Group  
Emergency Management Spatial Information Network  
National Emergency Management Volunteer Forum  
National Emergency Warnings Review Steering Committee  
National Security Lessons and Knowledge Management Group  
National Search and Rescue Council  
National Volunteer Marine Search and Rescue Committee  
NEMC – National Emergency Management Committee  
NEMC – Capability Development Sub-Committee  
NEMC – NDSR Implementation Steering Group  
Productivity Commission – RoGS Emergency Management Working Group  
Public Safety Industry Advisory Committee

### State

Central Exercise Writing Team (CEWT)  
Community Emergency Information Warning Systems (State)  
Emergency and Major Events Coordination Committee  
Emergency Management Council  
Emergency Management Spatial Information Network South Australia  
Emergency Services Leadership Council  
Emergency Services Operations Coordination Committee  
Engineering Functional Service Committee  
Extreme Heat Advisory Group  
Extreme Heat & CALD Communities Working Group  
Firewatch Committee  
Flood Hazard Advisory Group  
Flood Reform Taskforce  
FloodSafe Steering Committee  
Flood Taskforce Working Group 1  
Flood Taskforce Working Group 2  
Flood Taskforce Working Group 3  
Flood Taskforce Working Group 4  
Flood Taskforce Working Group 5  
Flood Warning Consultative Committee  
Interagency Incident Management Steering Group  
Performance Standards for Self-Insured Steering Committee  
Public Information Functional Services Liaison Officers group  
Risk Communication to CALD Communities in SA  
Road Safety Communications Coordination Group  
SA Call Receipt & Despatch Executive  
SA Government Radio Network Board  
SA Marine Weather Consultative Committee  
SA Water Safety Coordinating Committee  
SACAD Executive  
SEMC NDRS ISG  
SEMC Local Government Emergency Management Project Group  
State CBRN Committee  
State CBRN Training Committee  
State Committee of the National Plan to Combat Pollution of the Sea by Oil and Other Noxious and Hazardous Substances  
State Emergency Management Committee (SEMC)  
State Emergency Management Telecommunications Advisory Group  
State Emergency Management Training Committee  
State Emergency Information Call Centre Committee (SEICCC)  
State Hazard Leader Committee  
State Human Disease Committee  
State Marine Communications Management Committee  
State Mitigation Advisory Group (SMAG)  
State Recovery Advisory Group (SRAG)  
State Recovery Committee (SRC)

## Sector

Chief Officers' Forum  
 Dep Chief Officers' Forum  
 ESS WH&S Leadership Forum  
 SAFECOM Audit and Risk Management Committee  
 SAFECOM Board  
 SAFECOM Board Finance Committee  
 SAFECOM Building Projects Review Committee  
 SAFECOM Call Receipt and Despatch Group  
 SAFECOM E-emergency E-Connect Project Steering Committee/Board  
 SAFECOM Information Communications Technology Governance Board  
 SAFECOM Learning and Development Committee  
 SAFECOM Performance Standards for Self Insurers – Improvement Ref Group  
 SAFECOM SACAD Management Group  
 SAFECOM SACAD Implementation Group  
 SAFECOM Volunteer Employer Reference Group  
 SAFECOM VSB Governance Group  
 SAFECOM Sector Advisory Committee  
 SASES Games Governance Committee  
 SASES Executive Meeting  
 SASES Executive Advisory Group  
 SASES Governance Review and Reporting Group  
 SASES Incident Management Reference Group  
 SASES Managers' Meeting  
 SASES WH&S Committee  
 SASES Strategic Recruitment Strategy Pilot Program  
 SES/SAFECOM CO/CE Forum  
 SASES UMAG - Flinders Gulf, Eyre, Outback  
 SASES UMAG - Hills Fleurieu  
 SASES UMAG - Mid North and Yorke  
 SASES UMAG - Northern Adelaide  
 SASES UMAG - Riverland  
 SASES UMAG - Southern Adelaide  
 SASES UMAG - South East  
 SASES Work In Progress Meeting  
 Sector Incident Management Reference Group  
 ZEMC Executive Officers' Meeting

## 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  
 Mt Gambier Combined ESO Facility Management Committee  
 Oakbank Races Emergency Management Committee  
 Parafield Airport Emergency Management Committee  
 Patawalonga Flood Committee  
 Patawalonga Lake System Advisory Group  
 Port Pirie Flood Levee Management  
 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  
 ZECC Yorke and Mid North



# APPENDIX 5

## SASES REGIONS, DISTRICTS AND UNITS

### SOUTH REGION

**Commander: Derren Halleday**

#### SOUTHERN ADELAIDE

**District Officer: Peter Nygaard**

Community Engagement Unit  
Metro South  
Mount Barker  
Noarlunga  
Prospect  
State Ops and Support  
Sturt  
Western Adelaide

#### NORTHERN ADELAIDE

**District Officer: Wayne Palmer**

Campbelltown  
Central Ops and Support  
Dog Operations  
Eastern Suburbs  
Edinburgh  
Enfield  
Onkaparinga  
Tea Tree Gully

#### SOUTH EAST

**District Officer: Jodi Green**

Bordertown  
Keith  
Kingston  
Millicent  
Mount Gambier  
(South East) Ops and Support

#### RIVERLAND

**District Officer: Danny Wood**

Barmera  
Berri  
Blanchetown  
Kapunda  
Loxton  
Renmark  
(Riverland) Ops and Support

#### HILLS/FLEURIEU

**District Officer: Terri Purvis**

Kangaroo Island  
Meningie  
Murray Bridge  
South Coast  
Strathalbyn  
Yankalilla

### NORTH REGION

**Commander: Trevor Arnold**

#### MID NORTH

**District Officer: Sue Gage**

Burra  
Clare  
Hallett  
Laura  
Saddleworth  
Spalding

#### FLINDERS/GULF

**District Officer: Mark Tuckwell**

Parachilna/Angorichina CRT  
Booleroo Centre  
Cleve  
Hawker  
Kimba  
Port Augusta  
Quorn  
Whyalla  
Wirrealpa CRT

#### YORKE

**District Officer: Ben Birbeck**

Bute  
Maitland  
North Ops and Support  
Port Broughton  
Port Pirie  
Snowtown  
Warooka

#### OUTBACK

**District Officer: Craig Brassington**

Andamooka  
Beverley CRT  
Coober Pedy  
Innamincka CRT  
Leigh Creek  
Marla CRT  
Mintabie  
Roxby Downs

#### EYRE

**District Officer: Andrew Clarke**

Ceduna  
Cummins  
Nullarbor CRT  
Port Lincoln  
Streaky Bay  
Tumby Bay  
West Ops and Support  
Wudinna

# APPENDIX 6 HONOURS AND AWARD RECIPIENTS

## Emergency Services Medal

The national Emergency Services Medal (ESM), which recognises distinguished service, was presented to one SES volunteer member and two staff members in 2014:

### Australia Day 2014

Terri Purvis	District Officer	Hills-Fleurieu District
John Edge	Yankalilla Unit	South Region

### Queen's Birthday 2014

Danny Wood	District Officer	Riverland District
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## 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 2013, three awards were presented to SES members:

### SA Emergency Services Medal

Scott Turner	Manager Policy & Projects	State Headquarters
Robert Suba	Volunteer	South Coast Unit

### Ministerial Commendation

David O'Shannessy	Unit Manager	Sturt Unit
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## 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. Clasps are awarded to members of ESOs for each additional consecutive 10-year period. The following medals and clasps were awarded during 2013-14:

National Medal		
Name	Unit	Region
Christopher James Ainsworth	Community Engagement	South

Gregory John Baker	Cleve	North
Robert Keith Bowley	Edinburgh	South
David Ronald Brumfield	Cleve	North
Justin Shaun Brumfield	Cleve	North
Bruce Cameron Cant	Warooka	North
Michael Caruana	Eastern Suburbs	South
Corinne Cherie Cousins	Yankalilla	South
James Doube	Strathalbyn	South
Eric Peter Elliott	Streaky Bay	North
Mark Robert Elliott	Streaky Bay	North
Ewan McGregor Ferguson	Campbelltown	South
Grant Murray Green	Campbelltown	South
Jodi Donna Green	District Officer, South-East	South
David Francis Hall	State Operations & Support	South
David Nicholas Hughes	Quorn	North
Jamie William Koennecke	Warooka	North
Anthony John Moyle	Edinburgh	South
Louise Anne Nietschke	Kapunda	South
Graeme Leslie Olsen	Kangaroo Island	South
Aaron Daniel Pettingill	Mount Gambier & District	South
David Craig Rogers	Community Engagement	South
Christopher James Shaw	Sturt	South

James Trevlyn Smith	Streaky Bay	North
Marie Claire Stern	Kapunda	South
Ian Howard Timms	Warooka	North
Cheryl Wendy Williams	Burra	North
<b>1st Clasp</b>		
<b>Name</b>	<b>Unit</b>	<b>Region</b>
Maxwell John Coulson	Port Lincoln	North
Laurence Mark Day	Noarlunga	South
John Raymond Farrent	Barmera	South
Trevor Ronald Fuss	West Operations & Support	North
Rodney Donald Gurney	Strathalbyn	South
David Nicholas Hughes	Quorn	North
Brian McCourt	Hawker	North
Peter Robert Morelli	Barmera	South
Donald Charles Murdock	Warooka	North
Andrew Thomas Murrie	Clare	North
Terri Esther Purvis ESM	District Officer, Hills-Fleurieu	South
Salvatore Rapisarda	Barmera	South
James Trevlyn Smith	Streaky Bay	North
John Joseph Spronk	Barmera	South
<b>2nd Clasp</b>		
<b>Name</b>	<b>Unit</b>	<b>Region</b>
Roger Desmond Beames	Clare	North
Neil Alan Gibson	Clare	North
William Stuart Lambert ESM	Barmera	South
Mark Thomas Tuckwell	District Officer, Flinders-Gulf	North
Philip Lawrence Wheaton	Streaky Bay	North
<b>3rd Clasp</b>		
<b>Name</b>	<b>Unit</b>	<b>Region</b>
Arno Wouter Attema	Enfield & Community Engagement	South
Louise Reynolds ESM	South Coast	South

## SASES Long Service Medal

Name	Unit	Region
Emma Lee Allen	Hawker	North
Steven Allen	Hawker	North
Thomas Edward Aubrey	South-East Operations & Support	South
Shane Barnes	Sturt	South
Gregory Stephen Barrington	South-East Operations & Support	South
Mark Bedson	Ceduna	North
Ben Birbeck	District Officer, Yorke	North
Michael John Brennand	Mount Gambier & District	South
Mary Stella Camilleri	Executive Assistant to Chief Officer	State HQ
David Alexander Campbell	Eastern Suburbs	South
Kenneth Cocks	Sturt	South
Emma Joy Codrington	Ceduna	North
Joy Margaret Codrington	Ceduna	North
Peter Codrington	Ceduna	North
Kerin Coulter	State Operations & Support	South
Keith Desmond Coventry	Cummins	North
Steven Keith Daniel	Port Broughton	North
Jamie Bernard Davenport	Laura	North
Joseph Densley	Kingston SE	South
Brian Anthony Dew	Ceduna	North
James Doube	Strathalbyn	South
John Drew	South-East Operations & Support	South
John Edge ESM	Yankalilla	South
Marleen June Elston	Clare	North
John Raymond Farrent	Barmera	South
Hayden Feder	Western Adelaide	South
Janelle Greaves-Klemm	Laura	North
Douglas Noel Greenhalgh	Campbelltown	South
Judith Hackett	Kapunda	South
Richard Hammond	Strathalbyn	South
Rodney Lipson Hancock	Kingston SE	South

# HONOURS AND AWARDS RECIPIENTS cont.

Scott Bradley Hocking	Port Pirie	North
David Nicholas Hughes	Quorn	North
Ruth Jaquet	Hallett	North
Ronald Kevin Johnson AFSM	South-East Operations & Support	South
Trevor Dean Kammerman	Ceduna	North
Wendy Alma Koennecke	Warooka	North
Terrence Edward Lloyd	Streaky Bay	North
Anthony John Lose	Campbelltown	South
Andrew Charles MacMichael	Noarlunga	South
Christine Nona Matthews	Renmark	South
Jeffrey Noel Matthews	Renmark	South
Sindy Gay McCourt	Hawker	North
Dean Wayne McFarlane	State Operations & Support	South
Brendon McInnis	Hawker	North
David Michael O'Shannessy	Sturt	South
Sandra Jean Preston	State Operations & Support	South
Charles Prime	South-East Operations & Support	South
Steven Gregory Roach	Bute	North
Danny Ronan	Ceduna	North
Marianne Rossi	Western Adelaide	South
Christopher John Routley	Port Broughton	North
Terence Anthony Savage	Yankalilla	South
Melinda Louise Schutz	Kapunda	South
Desmond Schwarz	South-East Operations & Support	South
Diane Lynne Scott	Kingston SE	South

David Ernest Stacpoole	South-East Operations & Support	South
Colin Wayne Stanford	Campbelltown	South
Robert Donald Stevenson	State Emergency Management Planning Officer	State HQ
Christopher Hugh Stockman	Ceduna	North
Jillian Marie Stockman	Ceduna	North
Jamie Swain	Ceduna	North
Lynette Frances Trenorden	Hallett	North
John True	Strathalbyn	South
Norbert Trupp	South-East Operations & Support	South
Colin Bruce Walladge	Keith	South
Scott Adrian Watson	Laura	North
James Scott Witcher	Kingston SE	South
Philip Keith Wilkin	Prospect	South
Perry Alan Will	Ceduna	North
Chantal Rachael Woolman	Tea Tree Gully	South
Geoffrey Yeend	Cummins	North
Alexander Joseph Zahra	Noarlunga	South



# APPENDIX 7

## LIST OF ACRONYMS

ACSES	Australian Council of State Emergency Services
AFAC	Australasian Fire Authorities Council
AGD	Attorney General's Department
AIIMS	Australasian Inter-Service Incident Management System
AMSA	Australian Maritime Safety Authority
ANZEMC	Australia-New Zealand Emergency Management Committee
ATV	All-terrain vehicle
BoM	Bureau of Meteorology
CAD	Computer aided dispatch
CALD	Cultural and linguistic diversity
CBRN	Chemical, biological, radiological and nuclear
CDSC	Capability development sub committee
CERM	Community Emergency Risk Management
CEU	Community Engagement Unit
CEWT	Central event writing team
CFS	Country Fire Service
CFSVA	Country Fire Service Volunteers Association
DEWNR	Department of Environment, Water and Natural Resources
DPTI	Department of Planning, Transport and Infrastructure
EAP	Employee Assistance Program
EM	Emergency management
ESM	Emergency services medal
ESO	Emergency services organisation
FTE	Full time equivalent
FOI	Freedom of information
GHG	Greenhouse gas
GJ	Gigajoule
GOGO	Greening of government operations
GRN	Government Radio Network
HF	High frequency
HPF	High performance framework
IMT	Incident management team
KPI	Key performance indicator
MFS	Metropolitan Fire Service
NEMC	National Emergency Management Committee

NERAG	National Emergency Risk Assessment Guidelines
NSW	New South Wales
OHS	Occupational Health & Safety
PIT	Pre-incident training
PPE	Personal protective equipment
RCR	Road crash rescue
ROIP	Radio over internet protocol
RPL	Recognition of prior learning
SAAS	SA Ambulance Service
SACAD	SA Computer Aided Despatch
SACFS	SA Country Fire Service
SAFECOM	SA Fire & Emergency Commission
SAPES	SA Police & Emergency Services
SAPOL	SA Police
SASES	SA State Emergency Service
SASESVA	SA State Emergency Service Volunteers' Association
SASP	SA strategic plan
SEMC	State emergency management committee
SES	State Emergency Service
SESIIMS	SES incident and information management system
SPAM	Stress Prevention & Management Program
SWP	Safe Work Practice
TAS	Training administration system
UHF	Ultra high frequency
UMAG	Unit managers' advisory group
USAR	Urban search and rescue
VERSP	Volunteer & Employer Recognition & Support Program
VHF	Very high frequency
VMR	Volunteer Marine Rescue
VSB	Volunteer Support Branch
WHS	Work health & safety
ZEMC	Zone Emergency Management Com

