



# **The South Australian Fire and Emergency Services Commission**

## **Annual Report 2011-12**



# **The South Australian Fire and Emergency Services Commission Annual Report**

South Australian Fire and Emergency Services Commission  
Annual Report 2011-12

31 October 2012  
ABN: 954 378 639 49

Principal Address:  
Level 6, 60 Waymouth Street  
Adelaide  
South Australia 5000

Postal Address:  
GPO Box 2706  
Adelaide SA 5001

Telephone: (08) 8463 4056  
Facsimile: (08) 8463 4054

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

# Contents

Letter of Transmittal.....	4
From the Chief Executive .....	5
The Emergency Services Sector .....	6
Our Strategic Direction .....	8
Our Values.....	9
Highlights of 2011-12.....	10
SAFECOM Organisational Structure .....	14
Executive Services .....	15
Volunteer Strategy and Support .....	17
Projects.....	20
Community Resilience & Emergency Management.....	22
Human Resources Management .....	27
Information Management Services .....	31
Finance, Assets and Procurement.....	32
Appendix 1 - Financial Statements .....	36
Appendix 2 - SAFECOM Workforce Statistics .....	78
Appendix 3 - Freedom of Information .....	82
Appendix 4 - Abbreviations.....	83

# Letter of Transmittal

31 October 2012

Hon Jennifer Rankine MP  
Minister for Emergency Services  
Parliament House  
North Terrace  
ADELAIDE SA 5000

Dear Minister

It is my pleasure on behalf of the South Australian Fire and Emergency Services Commission (SAFECOM) to submit for your information and presentation to Parliament, the 2011-12 South Australian Fire and Emergency Services Commission Annual Report.

Pursuant to section 22 of the *Fire and Emergency Services Act 2005* this report is required to be provided to you on or before 31 October 2012, and include the audited statements of accounts.

The report summarises the activities and achievements of SAFECOM and the emergency services sector for the period 1 July 2011 to 30 June 2012.

Yours sincerely



**DAVID PLACE**  
**Chief Executive**  
**SAFECOM**

## From the Chief Executive



The past year has been one of change and opportunity for SAFECOM and the emergency services sector. As a result, SAFECOM has continued to review the way we do business, and restructured our workforce to provide contemporary services to the emergency services sector as well as across all tiers of Government.

There have been a number of significant achievements by the SAFECOM team over the 2011-12 financial year which are a testament to the hard work and commitment of many staff.

These achievements include:

- The emergency services sector responded to over 32,000 incidents.
- The new South Australian Computer Aided Dispatch (SACAD) system went into operation during the year. This \$33 million investment provides integrated MFS, CFS and SES responses to incidents, provides greater system capacity during periods of peak demand, and replaced ageing systems used by each of the three emergency communication centres.
- Expenditure of over \$11 million on fire and rescue vehicles, and completion of approximately \$5 million of building works, including new fire stations for the MFS and CFS.
- Procurement of Government Radio Network (GRN) radios across the sector at a cost of \$2.7 million and CFS road crash rescue equipment of \$0.4 million.
- Emergency Alert version 2 was implemented, enabling emergency messages to be broadcast via mobile and landline telephones based on billing address.
- Under the National Partnership Agreement, prioritised state-level risk assessments were submitted to the Commonwealth for bushfire, flood, earthquake and riverbank collapse.

The sector continues to work to the *Sector Strategic Plan 2010-15* in the areas of leadership, prevention and community preparedness, operational preparedness, response, recovery and business excellence.

The success of the emergency services sector is due to the high level of skill, experience and commitment shown on a daily basis by every staff member across SAFECOM, CFS, SES and MFS. I would like to take this opportunity to thank each of these staff members for their hard work and I would also like to thank the Minister, the Hon Jennifer Rankine MP for her work in supporting the emergency services sector.

A handwritten signature in dark ink, appearing to read 'D Place'.

**DAVID PLACE**  
**Chief Executive**  
**SAFECOM**

# The Emergency Services Sector

The South Australian fire and emergency services sector comprises:

- **SA Fire and Emergency Services Commission (SAFECOM)**, established in 2005 to support the emergency services agencies.
- SAFECOM works with the agencies to:
  - ensure governance and accountability of the sector through common, strategically aligned goals,
  - provide consolidated and integrated support services,
  - maintain a balanced focus on prevention, preparedness, response and recovery services,
  - pursue opportunities for efficiencies and reforms and reinvest savings from within the sector, and
  - enhance participation and support of volunteers within local communities.

SAFECOM is managed by the SAFECOM Board which comprises the Chief Executive of SAFECOM (presiding member), the Chief Officers of the three emergency services agencies, a representative of the United Firefighters Union, representatives of the SES and CFS volunteer associations and two independent members appointed by the Minister.

- **SA Country Fire Service (CFS)** is a community-based fire and emergency service organisation, dedicated to protecting life, property and the environment in rural and semi-urban South Australia.

CFS volunteers attend around 8,000 incidents annually including bushfires, road crash rescue, hazardous materials spills, and structure and motor vehicle fires, and provide support to the MFS and SES. In addition, CFS performs an important role with local government in fuel removal and bushfire prevention, and in community bushfire and fire safety education.

CFS currently has 13,778 volunteers situated at 423 brigades across the state.

- **SA Metropolitan Fire Service (MFS)** is a modern urban fire and rescue emergency service established in 1862 to protect life, property and the environment from the effects of fire and other dangers, including road crash rescues, gas leaks, chemical spills, structural collapses, animal rescues and other emergencies.

MFS attends in excess of 20,000 emergency incidents annually. MFS supports other emergency services agencies including CFS, SES and the Police in emergency response and recovery activities.

MFS employs 1,159 personnel situated in 36 fire stations, with 20 metropolitan stations strategically located throughout the greater Adelaide area and 16 fire stations protecting major regional centres across the state.

- **SA State Emergency Service (SES)** is a community-based volunteer emergency service that provides assistance during emergencies and disasters, and helps the community to be prepared for emergency incidents.

During 2011-12, SES responded to 4,891 incidents and provided approximately 125,000 operational hours. SES volunteers responded to incidents such as vehicle accidents, searches, cliff rescues, flood and storm damage and other incidents that required rescue or search services.

SES currently has 1,674 volunteers situated at 65 units across the state.

## Our Strategic Direction

With the extensive collaboration of all sector agencies, the *South Australian Fire and Emergency Services Sector Strategic Plan 2010-15* was developed during 2009-10. The plan identifies the strategies the sector is pursuing to achieve under its shared vision of *'working together to build safer and more resilient communities'*.

Sector service delivery is structured across six key focus areas: leadership, prevention and community preparedness, operational preparedness, response, recovery and business excellence. The table below shows the sector's goals and major strategies, some of which have already been achieved, and some of which are currently being worked on:

Major strategies we will pursue over the next five years to achieve our vision and improve the way we provide services to the community across our six key focus areas are:		
Key Focus Area	Goal	Major Strategies
Leadership	Develop and implement a common direction and shared goals based on community need	<ul style="list-style-type: none"> <li>• Develop new performance measures so that we know we are providing quality services to the community</li> <li>• Improve the integration of our services to ensure the most effective and efficient use of resources</li> </ul>
Prevention and Community Preparedness	Minimise the likelihood and consequences of emergencies through regulation, community support and education	<ul style="list-style-type: none"> <li>• Identify the risks associated with fire and other emergencies</li> <li>• Develop a Charter with the community defining community safety targets and report our results</li> <li>• Foster and increase community preparedness and reduce the number of preventable incidents</li> </ul>
Operational Preparedness	Be prepared to the highest standards so we can provide excellent emergency services to our communities	<ul style="list-style-type: none"> <li>• Increase collaborative training across the sector</li> <li>• Develop and implement a sector asset management plan</li> <li>• Standardise (where possible) policies, procedures, equipment and appliances</li> </ul>
Response	Provide response services that minimise the effects of emergencies on our communities	<ul style="list-style-type: none"> <li>• Develop common response standards and performance measures</li> <li>• Work collaboratively as a sector to provide the most appropriate response</li> </ul> <p>Extend joint planning for specific risks, including those in remote areas</p>
Recovery	Provide recovery services that help restore social, economic and environmental value	<ul style="list-style-type: none"> <li>• Determine our future role in recovery and then build partnerships with other providers of recovery services to ensure we work together</li> <li>• Provide services that help communities recover from emergencies</li> </ul>
Business Excellence	Excel in service delivery, innovation, effectiveness and efficiency	<ul style="list-style-type: none"> <li>• Ensure we manage risk and safety in all aspects of our business</li> <li>• Develop a volunteer workforce plan</li> <li>• Implement a health, safety and welfare improvement plan</li> </ul>



## Our Values

The following values guide our behaviour and underpin our relationships:

We value	We demonstrate this by
<b>Our People</b>	<ul style="list-style-type: none"> <li>• Recognising our volunteers and career staff as our greatest asset, valuing their diversity</li> <li>• Ensuring a safe place of work</li> <li>• Valuing the cultures and traditions of the emergency services</li> <li>• Meeting personal development and career aspirations</li> <li>• Treating our people as family</li> </ul>
<b>Community Engagement</b>	<ul style="list-style-type: none"> <li>• Embracing community safety issues and needs</li> <li>• Fostering the community spirit of volunteerism</li> <li>• Ensuring service is community focussed</li> <li>• Ensuring equitable service delivery</li> <li>• Valuing life, property and the environment</li> <li>• Working with diverse communities to help them protect what they value</li> </ul>
<b>Leadership and Teamwork</b>	<ul style="list-style-type: none"> <li>• Leading by example</li> <li>• Collaborating and developing partnerships</li> <li>• Being supportive during times of change</li> </ul>
<b>Integrity, Honesty and Ethical Behaviour</b>	<ul style="list-style-type: none"> <li>• Respecting and trusting each other</li> <li>• Promoting open and honest communication</li> <li>• Displaying ethical behaviour</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Applying business excellence principles</li> <li>• Striving to be the best at what we do</li> <li>• Promoting and rewarding innovation, safety and efficiency</li> <li>• Promoting a team-based performance culture</li> <li>• Being responsive to reform and change</li> </ul>
<b>Governance and Accountability</b>	<ul style="list-style-type: none"> <li>• Identifying and articulating our responsibilities and relationships</li> <li>• Defining who is responsible for what, to whom, and by when</li> <li>• Planning, evaluating, auditing and reviewing our service delivery</li> <li>• Managing our corporate risks</li> <li>• Complying with government accountability and governance requirements</li> </ul>

## Highlights of 2011-12

This year we celebrated the 150<sup>th</sup> anniversary of the establishment of MFS through an Act of Parliament. A number of activities were undertaken during the year and additional celebrations will continue until November 2012.

The 150<sup>th</sup> anniversary activities also provide an opportunity to remember the 10 firefighters who have lost their lives protecting the South Australian community since MFS was established.

### Leadership

- The SAFECOM Board continued to meet during 2011-12 to provide strategic governance and advice to the emergency services sector.
- SAFECOM participated in the National Strategy for Disaster Resilience, Standing Council for Police and Emergency Management, the National Emergency Management Council and the State Emergency Management Committee, including chairing a number of subcommittees.
- In late 2011, the State Bushfire Coordination Committee tabled the final recommendations of the *Bushfire Task Force* to both the National Emergency Management Committee and the State Emergency Management Committee.
- The Bushfire Task Force examined 55 recommendations arising from the *Perth Hills Bushfire February 2011 Review*, and prepared a status report from a South Australian perspective for the State Emergency Management Committee.
- The CFS Youth Advisory Council continued its active involvement in leadership and decision-making, including participation in the Chief Officers Advisory Council.
- Fifteen SES cadets proudly and professionally participated in another ANZAC Eve Youth Vigil on 25 April 2012.

### Prevention and Community Preparedness

- SAFECOM led negotiations with the APY Regional Operations Centre to establish a practical series of goals for the emergency services sector in the APY Lands. CFS and SES commenced generation of options to extend emergency service delivery in the Lands and address a range of emergency management issues.
- SAFECOM worked with the Australian Emergency Management Institute to develop the course *Introduction to the National Emergency Risk Assessment Guidelines*. This course has assisted hazard leaders, zone emergency management project officers and zone emergency management committees with state risk assessment processes.
- SES established the Community Engagement Unit on 10 May 2012, based at the Adelaide Airport. Rather than having an operational focus, the new unit has a community engagement, education and awareness focus. Initially, the new unit will build on the excellent work undertaken by the SES *FloodSafe*

team and then broaden its activities into other areas, including public relations activities and helping SES units with volunteer recruitment and retention. Members of this new unit have been drawn from existing SES units and the broader community.

- The 2011-12 PREPARE.ACT.SURVIVE campaign focussed on the identification and recognition of bushfire prone areas and bushfire planning.
- CFS developed and promoted a hierarchy of bushfire safer places that have been established across South Australia.
- CFS successfully completed a specific bushfire awareness and preparedness campaign in outback areas in the far north of the state, in response to the elevated bushfire risk from vegetation growth following high rainfalls.
- MFS delivered over 780 educational tours, visits and fire safety presentations during 2011-12. The audience for these presentations ranged from young primary school students to aged care residents. These events provide the opportunity to highlight fire dangers and promote safer behaviours that reduce the likelihood of accidental fires and road accidents.
- The MFS Road Accident Program was presented to 148 schools and 15,891 students across the State during 2011-12.
- During 2011-12 the MFS Juvenile Firelighters Intervention Program achieved a recidivist rate of less than 5%.

## Operational Preparedness

- Development and implementation of the State Emergency Risk Assessment System (SERAS) continued in 2011-12. Under the National Partnership Agreement, prioritised state-level risk assessments were submitted to the Commonwealth for bushfire, flood, earthquake and riverbank collapse.
- The new South Australian Computer Aided Dispatch (SACAD) system went into operation during the year. This \$33 million investment provides integrated MFS, CFS and SES responses to incidents, provides greater system capacity during periods of peak demand, and replaced ageing systems used by each of the three emergency communication centres. SACAD has improved the sector's ability to provide the nearest, fastest and most appropriate response to all incidents.
- In a national first, the MFS drove the adoption of a nationally recognised qualification for its emergency communications operators, by developing and implementing the Certificate III in Public Safety (Emergency Communications Centre Operations) from the Public Safety Training Package during the implementation of SACAD. This program is expected to further increase the capability of MFS communication centre staff, whilst at the same time providing a clear career pathway.
- Volunteer Marine Rescue (VMR) conducted five marine exercises during the year – one in each VMR district. These multi-agency exercises involve deployment and coordination of marine rescue vessels operated by VMR associations and SES. They are primarily used to evaluate and validate operational preparedness of the VMR and SES marine units and confirm

interoperability of systems, techniques and practices with other emergency services agencies such as SAPOL and SAAS.

- SES conducted a very successful joint training exercise “Rhino Crash” with the Australian Army in the Adelaide Hills on 25-26 May 2012. This was a great opportunity for SES to practice interoperability and joint response arrangements in the context of an escalated disaster scenario.
- 2011-12 saw the implementation of a new vehicle management system that manages the ‘whole of life’ fault reporting and servicing requirements for the MFS heavy fleet. This system is now being rolled out to manage the lifecycle of all MFS equipment, using a combination of barcoding and radio frequency identification.
- MFS reviewed its stakeholder engagement practices and implemented an extensive consultation process to ensure fit for purpose infrastructure, plant; vehicles, equipment and clothing are supplied to the right people, in the right place and at the right time. This included the successful introduction of two new incident command vehicles, two general purpose pumps, a pump rescue vehicle and the development of a new heavy technical rescue vehicle.

## Response

- During 2011-12, MFS responded to over 20,000 incidents, CFS to more than 20,000 incidents, and SES to almost 5,000 incidents.
- Three major fires were attended by the MFS during 2011-12: OneSteel Whyalla, Wallaroo Grain Facility and Wingfield.
- Several large bushfires were managed by CFS in the far north and west of South Australia as well as significant bushfires at Paney, Gladstone, Woolundunga, Wilpena and Blewitt Springs.
- SES responded to severe weather events in the mid Murray (Waikerie, Cadell and Morgan) and a variety of other incidents ranging from vertical rescue from cliffs and structures, land search, road crash rescue and building impacts.
- SES teams were dispatched to assist with Victorian flood operations (including deployment of sandbagging machines) and to Western Australia’s south western region after extreme storms in June 2012.

### **Petrochemical Fire: Wingfield, March 2012**

- On 13 March 2012, the MFS responded to a major fire at Wingfield. This fire originated in the Mulhern Petrochemical recycling plant and involved millions of litres of petrochemicals of all grades. The fuel produced extraordinary levels of radiant heat and resulted in a number of explosions.
- At the height of the fire, up to eighteen adjacent properties were at risk. More than 200 MFS firefighters were deployed to combat the blaze.
- CFS firefighters and equipment were responded to the incident and 10 MFS stations were backfilled and crewed by CFS volunteers and appliances for significant periods.

- CFS aviation assets were dispatched to directly attack the fire from above – the first time this had been done in an urban area in Australia.

### **Interstate Deployment: Northern Territory, September/October 2011**

- The MFS provided personnel to support the Northern Territory Incident Management Team during the major bushfire of 2011. This support lasted one week during the peak of the fire and contributed to the establishment of an effective planning function within the Incident Management Team.
- CFS deployed 125 volunteer firefighters to assist with the response.

### **Recovery**

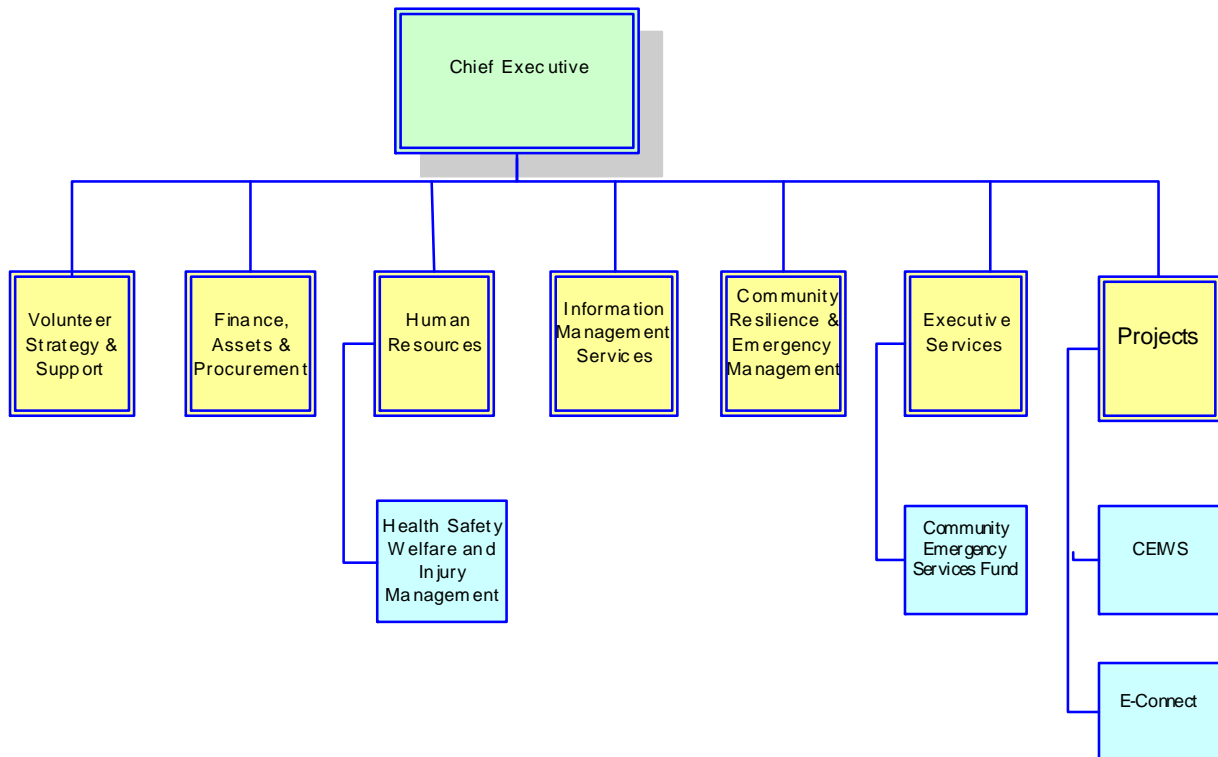
- A total of 41 projects were approved for Natural Disaster Resilience Program funding, and 8 projects for Emergency Management Volunteer Support funding. The total value of these approved projects was \$4.7 million.
- The Wingfield petrochemical fire posed significant risks to the adjacent wetlands and broader Port River environs. The MFS liaised with the Environmental Protection Agency and local government on strategies to reclaim the petrochemical using extractors and dispersants and monitored the smoke plume for the duration of the incident.

### **Business Excellence**

- On 20<sup>th</sup> November 2012, South Australia became the first jurisdiction to send emergency warning messages to mobile phones located within a targeted warning area. In this one incident alone, the system sent out over 14,199 landline messages, 18,773 SMS messages to mobile phones based on billing address and 12,815 messages to Telstra-enabled mobile phones currently located within the area.
- Volunteer and Employer Recognition Support Program (VERSP) events were held in Roxby Downs, Echunga, and Warooka. A total of 480 volunteers attended these events and 100 certificates were presented to self-employed volunteers and employers of volunteers.
- The use of social media was explored to aid in the recruitment of volunteers and the provision of information to the public during an emergency.
- The CFS '*Firey Women*' workshops, targeting women in rural communities, won the state award and were highly commended in the national category of the Australian Safer Communities Awards. The program also received acclaim internationally in New Zealand and the United States of America. This initiative aims to improve the bushfire safety of rural women.
- SAFECOM project managers worked closely with personnel from CFS, MFS and SES to deliver over 100 capital projects valued at approximately \$22.4 million. The sector-wide capital program included the procurement of fire appliances (\$11.7 million) and the construction and upgrade of stations and units (\$5.5 million).

# SAFECOM Organisational Structure

The organisational structure in 2011-12 was as follows:



## Executive Services

The Office of the Chief Executive provides executive services which include high level strategic policy advice, project support, governance, legislative compliance, ministerial liaison, correspondence coordination and cross-sector collaboration.

Key stakeholders include the Minister's office, sector agencies, SAFECOM business units, local government, private and not-for-profit organisations, other state government agencies and the Commonwealth Government.

The office represents the State Government at peak emergency management forums at a national level and provides a strong link between all three tiers of government and the South Australian emergency services sector. The office takes an inclusive approach with people in the sector, particularly in regard to leadership and support of the SAFECOM Board and committees and liaison with the volunteer associations and unions.

## South Australian Water Safety Committee

In February 2009, SAFECOM assumed administrative responsibility for the South Australian Water Safety Committee (SAWSC).

The SAWSC comprises key stakeholders from Government and non-Government organisations. It is committed to providing a coordinated approach to reducing the risk of drowning in South Australia.

During 2012, the Australian Water Safety Council released the *Australian Water Safety Strategy 2012–2015*, which continues to address the goal, set in 2008, of achieving a 50% reduction in drowning deaths by the year 2020. Following a mid term review, the strategy identifies three main drivers to achieve that goal:

1. Taking a Life Stages Approach
  - Reduce drowning deaths in children ages 0-14
  - Reduce drowning deaths in young people aged 15-24
  - Reduce drowning deaths in people aged 55+
2. Targeting High Risk Locations
  - Reduce drowning deaths in inland waterways
  - Reduce surf beach drowning deaths
  - Reduce drowning deaths by strengthening the aquatic industry
3. Focusing on Key Drowning Challenges
  - Reduce alcohol and drug related drowning deaths
  - Reduce drowning deaths attributed to watercraft and recreational aquatic activities
  - Reduce drowning deaths in high risk populations
  - Reduce the impact of disaster and extreme weather on drowning deaths

During 2011-12 the SAWSC and its subcommittees maintained a focus on the following areas:

- swimming pool fencing legislation

- consistent coastal signage
- wearing of personal flotation devices by mariners
- retaining qualified instructors and lifeguards in regional and remote areas of the state.

In November 2011 the SAWSC conducted a summer water safety promotion, which was held in Rundle Mall and included static displays from a wide cross-section of agencies involved in water safety.

## **Community Emergency Services Fund**

The Community Emergency Services Fund (CESF) was established pursuant to the *Emergency Services Funding Act 1998*. It is an administered item of SAFECOM and is an independently held fund.

Funds collected through the Emergency Services Levy, concessions to pensioners, remissions to property owners, levy payments on Government property and interest are paid into the CESF. The collection of the levy falls within the portfolio responsibilities of the Treasurer.

The CESF provides funding to the core emergency services and for the provision of emergency services.



## Volunteer Strategy and Support

The Volunteer Services Branch (VSB) provides practical assistance and advice on the recruitment, retention and recognition of volunteers and the delivery of non-operational training. In addition, the VSB performs data reporting, participates in research, assists in employer and volunteer recognition, provides legislative advice and delivers youth programs.

The branch underwent a restructure in 2011. It now consists of six staff located within SAFECOM headquarters in Adelaide. A governance group was established, consisting of the VSB Manager and the Deputy Chief Officers of the CFS and SES. This group fosters communication and input from the agencies into the work carried out by VSB and adds a greater strategic focus to VSB activities.

### Non-Operational Training

VSB offered 5 non-operational training packages to CFS and SES volunteers in 2011-12: Cadet Leader training, Mandatory Notification, Workplace Dignity, Effective Communication Skills and Health Check. This year, 47 training sessions were held and 595 volunteers were provided with training.

### Anzac Eve Youth Vigil

Twenty-three young people from the CFS and SES joined members of various other youth volunteer organisations at the ANZAC Eve Youth Vigil, held at the South Australian State War Memorial on North Terrace.

The young people were exceptional representatives for the formal ANZAC Eve ceremonies. This included laying tributes to the fallen, meeting His Excellency Rear Admiral Kevin Scarce AC CSC RANR, Governor of South Australia, educating touring dignitaries on the symbolism of the monuments, standing guard and delivering speeches to the assembled guests.

### CFS Youth Advisory Council

The CFS Youth Advisory Council consists of ten people, six of those representing the CFS regions, one representing the Volunteers Association and one acting as a mentor for the committee. The CFS Deputy Chief Officer and the VSB Youth Development Officer attend the committee. The CFS is helping to build the skills of these young people to enable them to become leaders of tomorrow.

The Youth Advisory Council:

- provides a youth perspective on issues
- is actively involved and plays an important role in leadership and decision making (including membership of the Chief Officers Advisory Council); and
- raises issues that have been identified as important to young people in the CFS

## Recruitment and Retention of Emergency Service Volunteers

VSB continued working on its recruitment and retention strategy by extending its range of promotional material. Materials have been developed to assist current volunteers with some of their administrative requirements and are used in training and administration forums. VSB has also developed material to recognise supportive employers of emergency service volunteers. This range of retention material complements our recruitment material.

VSB has two recruitment trailers for brigades and units to use at field days, open days or any other type of recruitment activity. These trailers have a TV and DVD player, generator and display boards.

Volunteer and Employer Recognition and Support Program (VERSP) events have continued this year, with events being held in Roxby Downs, Echunga and Warooka. Over 480 volunteers attended these events and 100 certificates of recognition were provided to self-employed volunteers and employers of volunteers. In addition, VSB continued to host mini-VERSPs at individual brigades or units.

## Other VSB Achievements

- Provided support to the SES and CFS in recruiting volunteers through attendance at field days, career expos and university visits.
- Coordinated the exit survey process for the CFS and SES.
- Developed a draft administration manual for the CFS.
- Provided support to volunteers to access grant funding.
- Explored the use of social media to aid in the recruitment of volunteers.
- Undertook an audit of the recruitment and retention processes to promote best practice principles.
- Provided advice and executive officer functions to a range of committees including the E-Connect and State Cadet committees.

## Statistics

- National criminal history checks are conducted on new members and cadet leaders, and are repeated every two years for cadet leaders. During 2011-12, 1,699 national criminal history checks were completed and of these, 78% were finalised within 5 working days and a further 11% were finalised between 5-10 working days.
- 1,011 recruitment referrals were made via the recruitment hotline and website.

## Volunteer Numbers

### CFS

Region	Firefighters		Operational Support		Cadets		Total	
	Jun-11	Jun-12	Jun-11	Jun-12	Jun-11	Jun-12	Jun-11	Jun-12
DEWNR	308	324	178	174	-	-	486	498
S/Ops	25	24	5	2	-	-	30	26
1	2,339	2,346	819	722	300	281	3,458	3,349
2	2,116	2,047	509	409	309	278	2,934	2,734
3	1,188	1,148	235	205	116	85	1,539	1,438
4	1,439	1,367	419	299	186	189	2,044	1,855
5	1,816	1,778	370	324	66	64	2,252	2,166
6	1,414	1,344	354	313	72	55	1,840	1,712
<b>Total</b>	<b>10,645</b>	<b>10,378</b>	<b>2,889</b>	<b>2,448</b>	<b>1,049</b>	<b>952</b>	<b>14,583</b>	<b>13,778</b>

### SES

Region	General Operations		Support Operations		Cadets		Total	
	Jun-11	Jun-12	Jun-11	Jun-12	Jun-11	Jun-12	Jun-11	Jun-12
North	N/A	443	N/A	183	N/A	31	N/A	657
South	N/A	679	N/A	316	N/A	22	N/A	1017
<b>Total</b>	<b>1,123</b>	<b>1,122</b>	<b>513</b>	<b>499</b>	<b>65</b>	<b>53</b>	<b>1,701</b>	<b>1,674</b>

\* N/A represents change in organisational structure of SES from four regions (North, South, East and West) to two regions (North and South).

VSB is working to address the decline in volunteer numbers through a renewed focus on recruitment and retention of volunteers. This includes playing a greater role in targeting brigades and units in recruitment campaigns and creating an awareness of the different operational and non-operational roles within the emergency services.

Whilst a number of brigades and units are actively seeking new volunteers, there are those which are at capacity. When a large scale incident occurs, the CFS and SES are able to transport volunteers and equipment to locations where they are needed.

# Projects

## E-emergency Connect

The E-emergency Connect project was initiated in April 2011 to capitalise on the opportunities presented by the National Broadband Network to assist regional and remote volunteers and staff.

The online learning platform, and subsequent online training content developed under the project, introduces a further option in the flexible delivery of training. CFS, SES and Safety Induction are examples of online courses being developed under the project that will now be able to be accessed by volunteers anytime from any internet connection. The induction training is designed to provide a consistent welcome, coherent discussion on roles and responsibilities and promotion of the agencies to all new volunteers.

In addition to the induction training and other online courses under development, the learning management platform allows for each agency to build expertise in future development of online content, whether to deliver supporting training material (such as trainer notes), to deliver the theoretical component of a skills training course or to deliver fully accredited training. The platform and training material also provides opportunities for other agencies or community groups, including MFS, to share in the online learning, should the sector determine that this is beneficial.

The planning and procurement phases of E-emergency Connect are now coming to a close, with roll out of the network and infrastructure components to commence in 2012-13.

## Community Emergency Information Warning Systems (CEIWS) Program

The CEIWS program incorporates three projects:

- Alert SA,
- State Emergency Information Call Centre Capability (SEICCC),
- CEIWS Project

### Alert SA

The Alert SA social media website was publicly launched in March 2012 by the Minister for Emergency Services. The website was established to provide a single point of reference for the public to view all social media (twitter and facebook) messages from the emergency services agencies.

In addition, in 2011-12 an Interactive Voice Response (IVR) phone system was implemented for the State Recovery Office. The IVR provides public inbound callers with recorded information about disasters and recovery efforts. This ensures consistent information is given to the public, in addition to alleviating pressure on emergency call centres during emergencies. Alert SA has also implemented IVR systems for SES, CFS, MFS and SAPOL.

Emergency Alert Version 2 was implemented during 2011-12. Emergency Alert broadcasts emergency messages to mobile and landline telephones based on billing

address. Version 3 will be rolled out from late 2012 and will send messages to members of the public based on their location as well as their service address.

### **State Emergency Information Call Centre Capability (SEICCC)**

In 2011-12, the SEICCC project was established.

SEICCC provides vital emergency information to the community via a call centre facility, during both response and recovery phases. Call taking can occur on a 24 hour basis, with additional support available during business hours from State Government call centre locations.

There are currently 96 staff across government who are trained to support SEICCC call taking.

### **Community Emergency Information Warning Systems (CEIWS) Project**

The CEIWS project examines community emergency information and warning systems across the sector. In 2011-12 it focussed on existing systems and operational frameworks.

The CEIWS project produced reports outlining the current state of existing systems and operational frameworks across the sector. The reports provided a number of recommendations to address identified gaps, risks and opportunities.

On 7th September 2012 the CEIWS Program Board approved an agreed sub-set of inter-agency recommendations tabled in these reports, consisting of four action items:

**Item 1** – Determine a common data set that can be used as a ‘common language’ across the sector.

**Item 2** – Specify the requirements for an integrated information management environment to enable sharing of the common data set across the sector.

**Item 3** – Develop templates for common documentation.

**Item 4** – Develop ‘best practice’ regarding the use of communication tools.

These four items are current under development.

# Community Resilience & Emergency Management

Pursuant to Section 8 of the *Fire and Emergency Services Act 2005*, SAFECOM is required to:

*“...undertake a leadership role from a strategic perspective with respect to emergency management within the State and to maintain an appropriate level of liaison with other bodies responsible for the management of emergencies in the State.”*

The focus of the Emergency Management Office is to promote and facilitate connections across the emergency management sector and to contribute to intergovernmental forums and national policies and strategies.

## National Strategy for Disaster Resilience (NSDR)

The past decade has seen a transformation in Australia’s thinking, from response and reaction to cost-effective and evidence-based disaster mitigation and preparedness. The *National Strategy for Disaster Resilience* (NSDR), endorsed by COAG in February 2011, further recognises that disaster resilience is not solely the domain of emergency management agencies; rather it is a shared responsibility across the whole community. The focus on resilience calls for an integrated nationwide effort encompassing partnerships and shared responsibility, a better understanding of the risk environment and disaster impacts, and an adaptive and empowered community that acts on this understanding.

The NSDR Implementation Steering Group coordinates implementation of the Strategy in South Australia. The steering group has developed a South Australian implementation plan that maps and tracks the agreed national and State actions to progress the National Strategy. During 2011-12, SAFECOM received Natural Disaster Resilience Program funding to further develop and implement the State plan.

## National Partnership Agreement on Natural Disaster Resilience

The National Partnership Agreement on Natural Disaster Resilience is a four-year cost share funding agreement between the Commonwealth Government and States and Territories. The National Partnership Agreement establishes the Natural Disaster Resilience Program (NDRP) grant funding to support initiatives that improve resilience and self-reliance in the face of disasters. The ultimate aim is to reduce the cost and impact of emergency management hazards.

## Natural Disaster Resilience Program (NDRP)

The NDRP provides annual funding to state and local government, non-government organisations, volunteer agencies and small to medium business enterprises. This provides funding for projects that enhance disaster resilience, and/or enhance recruitment, training and retention of emergency management volunteers.

The Emergency Management Office administers the program to ensure that funding criteria aligns with the strategic objectives of the NSDR and the *National Emergency Management Volunteer Action Plan*.

In 2011-12, a total of 41 projects were approved for NDRP funding, and 8 projects for emergency management volunteer support funding. The total value of all approved projects was \$4.7 million, comprising \$1.82 million Commonwealth funds, \$1.02 million State Cabinet funds, and \$1.86 million contribution by funded agencies. In addition to facilitating the assessment of funding submissions, the Emergency Management Office provides advice and support to agencies undertaking approved projects. SAFECOM reports on South Australia's performance against the *National Partnership Agreement* on an annual basis.

## Recognition of Innovation

The Australian Safer Communities Awards Program is sponsored by the Commonwealth Attorney-General's Department. In South Australia, the SAFECOM Emergency Management Office coordinates and manages the program and a state selection panel adjudicates over nominations for the awards. The awards recognise best practice and innovation by organisations and individuals to help to build safer communities across Australia.

An award ceremony was held on 7 November 2011 at the Adelaide Oval Function Centre. Seven projects received commendations, with one state winner award presented to the CFS for the "Firey Women" initiative.

Recipients of Australian Safer Communities Awards from each jurisdiction are also nominated for the annual National Australian Safer Communities Awards, presented by the Attorney-General in Canberra. The CFS won a national commendation for the "Firey Women" initiative.

## Standing Council on Police and Emergency Management (SCPEM)

The Minister for Emergency Services is a member of the SCPEM. The Standing Council provides national leadership on emergency management of all hazards and disaster resilience, including overseeing implementation of the NSDR.

The Emergency Management Office maintains strategic oversight of SCPEM issues, providing regular briefings and updates to support the Minister's participation on the Standing Council.

## National Emergency Management Committee (NEMC)

The NEMC is a committee of senior officials who collectively support the SCPEM on issues relating to emergency management. The Chief Executive SAFECOM is a member of the NEMC, with the additional South Australian member being from the Department of Premier and Cabinet. The Council provides strategic leadership of nationwide emergency management policy, including implementation of the NSDR.

The Chief Executive of SAFECOM is chair of the NEMC Risk Assessment, Measurement and Mitigation subcommittee. SAFECOM has been instrumental in leading the development of the National Emergency Risk Assessment Guidelines for the Subcommittee, as endorsed by SCPEM in November 2011.

The Emergency Management Office provides representation to the NEMC Community Engagement subcommittee, which supports strategic nationwide community engagement initiatives for the NSDR.



## State Emergency Management Committee (SEMC)

The Chief Executive, SAFECOM is a member of the State Emergency Management Committee. The SEMC provides leadership and maintains oversight of emergency management planning in the state.

The SEMC has established three advisory groups to provide advice to, and to carry out functions on behalf of, SEMC. These are:

- State Response Advisory Group
- State Recovery Committee, and
- State Mitigation Advisory Group.

### State Mitigation Advisory Group (SMAG)

The Chief Executive of SAFECOM is chair of the SMAG. This provides an assurance role in relation to all aspects of emergency mitigation in South Australia. It includes oversight of state hazard plans and zone emergency management plans.

During the reporting period, SMAG conducted two meetings. Members and stakeholders contributed to a range of activities including;

- continued development of the State Emergency Risk Assessment System (SERAS) and Zone Emergency Risk Management System (ZERMS).
- discussion on mitigation-related issues in the context of the review of the *Emergency Management Act*.

SMAG has commenced a review of its terms of reference to include consideration of the NSDR.

SAFECOM is leading the following programs that support the SMAG terms of reference:

### State Emergency Risk Assessment System (SERAS)

Development and implementation of State Emergency Risk Assessment System (SERAS) continued during 2011-12. SERAS is a state significant emergency management project that was established by SEMC to meet the requirements of the *National Partnership Agreement for Disaster Resilience*.

Under the Agreement, South Australia submitted prioritised state-level risk assessments for earthquake, flood and riverbank collapse to the Commonwealth by 31 December 2011, and the state level bushfire risk assessment in February 2012.

The Emergency Management Office worked with the Australian Emergency Management Institute to develop and deliver the course *Introduction to the National Emergency Risk Assessment Guidelines*. This course has assisted hazard leaders, zone emergency management project officers and the SES staff serving as ZEMC executive officers, with state risk assessment processes.

The National Emergency Risk Assessment Guidelines (NERAG) were endorsed by the SCPEM in November 2011.

### Zone Emergency Management Implementation Group (ZEMIG)

ZEMIG progresses strategic emergency risk management priorities at zone level.



ZEMIG continues to support zone committees in meeting their obligations, under the *State Emergency Management Plan*, through advice and support.

Zone emergency management committees are now responsible for undertaking zone-level planning to support the State Emergency Management Plan. The committees use an all hazards approach, incorporating planning, prevention, response and recovery. Zone emergency management committees oversee regional emergency risk assessments that are compliant with the NERAG as part of the approved state-wide emergency risk management process.

Consistent with *ISO 31000:2009 Risk Management – Principles and Guidelines*, Zone emergency management committees will progressively;

- identify and evaluate options,
- develop risk reduction plans, and,
- develop a zone emergency management plan, and sub-plans, as required.

### **Zone Emergency Risk Management System (ZERMS)**

The ZERMS project will establish a sustainable zone emergency risk management system that includes:

- continued support and development of ZEMCs to develop ongoing emergency risk management capability at the zone level;
- a zone emergency risk management framework that incorporates use of the NERAG;
- production of a range of outputs including consistent and comparable zone risk treatment plans and zone emergency management plans, and a monitoring and continuous improvement process;
- a broadening of the focus of Zone Emergency Management Committees from planning to a more strategic risk governance and assurance role.

SEMC approved the allocation of \$485,000 from NDRP in 2011-12 to establish a team of six zone emergency management project officers to support the implementation of ZERMS across the 11 state emergency management zones.

During 2011-12, the ZERMS team commenced NERAG-compliant risk assessments for priority hazards in each zone. The ZERMS team engaged with relevant stakeholders in each zone and is supported by hazard leaders in this process.

SAFECOM has worked with the Australian Emergency Management Institute to develop a NERAG introductory course to support ZERMS initiatives. Two courses were subsequently delivered to approximately 40 South Australian emergency management sector personnel.

Scoping for an integrated SA emergency risk management system has commenced. The system will bring together the various components of state risk assessment including SERAS and ZERMS.

## Remote Indigenous Safety

Work has continued to address emergency management-related issues in the APY Lands. This includes implementation of initiatives based on the national *Keeping our Mob Safe* framework.

Under the *National Partnership Agreement on Remote Service Delivery*, signed in January 2009, the Anangu Pitjantjatjara Yankinjatjarra (APY) Lands were identified as South Australian priority communities.

The agreement required the development of local implementation plans to guide future government investment in the priority communities.

SAFECOM led negotiations with the APY Regional Operations Centre (ROC) to establish practical goals for the emergency services sector in the Lands. CFS and SES then commenced identification of options to improve community resilience.

## Zone Emergency Management Symposium

SAFECOM convened the second annual Zone Emergency Management Symposium; this was held on 1 December 2011. It was attended by approximately 100 representatives, including members of zone emergency management committees, local government and state emergency management agencies.

## Additional Emergency Management Representation

In addition to the above, the Emergency Management Office provided representation on the following external committees and project groups during the reporting period:

- Advisory group for the 'Models and Tools to Measure Community Resilience Project' (Torrens Resilience Institute)
- APY Safer Communities Building Block Working Group (Department of Families, Housing Community Services and Indigenous Affairs)
- Flood Enquiries Taskforce (SEMC)
- SA Deployment Working Group (Department of Health)
- Risk Assessment Measurement and Mitigation Sub-Committee (National Emergency Management Committee)
- Australian Emergency Management Institute Advisory Group (Commonwealth Attorney-General's Department)
- State Disaster Victim Identification Committee (SAPOL)

## Logistics Functional Service

The Logistics Functional Service (LFS) provides supply and catering services for the emergency services and the community during major incidents, major emergencies and disasters. In 2011-12, the LFS participated in 2 exercises:

- "Team Spirit", a flood scenario exercise - October 2011
- "Operation Balloon", a disaster victim identification exercise - May 2012.

# Human Resources Management

## Human Resources (HR)

The Human Resources (HR) team continues to support the emergency services sector, providing advice about recruitment, classification assessment, grievance processes, employment conditions and entitlements.

### Recruitment

The high number of new employees kept HR busy during the reporting period. HR implemented an online selection training program across the sector, in addition to new templates and proformas which simplify recruitment processes. This has reduced the necessity for HR to be representative on selection panels, however the branch continued to provide advice and guidance as required to ensure meritorious and equitable processes at all times.

All recruitment processes are undertaken in line with current public sector guidelines, which focus on ensuring that our workforce reflects the diversity of the community. Women, people from culturally diverse backgrounds, Aboriginal and Torres Strait Islanders are encouraged to apply.

### Employment Conditions

Negotiations for employees under the *SA Government Wages Parity (Salaried) Enterprise Agreement* commenced in November 2011 and are continuing.

The *SA Metropolitan Fire Service Enterprise Agreement* was ratified on 29 January 2012 and successfully implemented across the MFS. Of particular note were changes to MFS superannuation contributions, as well as the decision to pay retained firefighters fortnightly (previously monthly).

### Whistle Blowers Act

There were no occasions where the public interest has been disclosed to a responsible officer of the agency under the *Whistleblowers Protection Act 1993*.

## Occupational Health, Safety, Welfare and Injury Management (OHSW&IM)

### Safety Culture

SAFECOM is committed to a zero harm vision for its staff and volunteers. Where an injury does occur, SAFECOM is committed to 100% return to work.

The Chief Executive is committed to leadership in safety and wellbeing to influence and set an example for others. The Chief Executive monitors the progress and success of the OHSW&IM activities through meetings with the Manager for Health Safety and Welfare, as well as regular Board reports.

SAFECOM's consultative structure included an occupational health, safety and welfare committee which worked cooperatively to develop the strategic system, resolve health and safety issues, and to assist in the provision of a safe and healthy work culture.

SAFECOM continued to support emergency services organisations with their ongoing implementation of occupational health and safety programs.

## Safety Performance

There were no notifiable injuries or occurrences, or notices served pursuant to the *Occupational Health Safety and Welfare Act 1986* and associated Regulations, for 2011-12.

## Welfare and Support

HR has continued to provide an employee assistance program for staff and their immediate families. In addition, the HR welfare consultant assists managers with conflict management issues and other people-related issues in the workplace.

SAFECOM statistical information:

Number of counselling hours provided to staff: 74.5

Number of consultations in 12 month period: 38

SAFECOM's volunteer Peer Support Team continued to provide frontline support to fellow volunteers during 2011-12.

## Workers Compensation

During the year, there were no notifiable injuries or occurrences or notices served pursuant to the *Occupational Health Safety and Welfare Act 1986* and associated regulations.

## Occupational Health & Safety Performance

### OHS Notices and Corrective Action

	SAFECOM	Consolidated
Number of notifiable occurrences pursuant to OHS&W Regulations Part 7 Division 6	0	3
Number of notifiable injuries pursuant to OHS&W Regulations division 6.6	0	5
Number of notices served pursuant to OHS&W Act s35, s39 and s40 (default, improvement and prohibition notices)	0	0

### Agency Gross Workers Compensation Expenditure<sup>1</sup>

SAFECOM Expenditure	2011-12 (\$)	2010-11 (\$)	Variation (\$)+ (-)	% Change + (-)
Income Maintenance	0	858	-858	-100%
Lump Sum Settlements Redemptions - Sect 42	0	1,500	-1,500	-100%
Lump Sum Settlements Permanent Disability - Sect 43	0	0	0	0%
Medical/Hospital Costs combined	691	2,988	-2,297	-77%
Other	5,604	161	5,443	3381%
<b>Total Claims Expenditure</b>	<b>6,295</b>	<b>5,507</b>	<b>788</b>	<b>14%</b>

<sup>1</sup>before 3rd party recovery

<b>Consolidated Expenditure</b>	<b>2011-12 (\$)</b>	<b>2010-11 (\$)</b>	<b>Variation (\$)+ (-)</b>	<b>% Change + (-)</b>
Income Maintenance	1,474,448	1,107,273	367,175	33%
Lump Sum Settlements Redemptions - Sect 42	330,059	172,298	157,761	92%
Lump Sum Settlements Permanent Disability - Sect 43	72,235	212,994	-140,759	-66%
Medical/Hospital Costs combined	931,570	893,280	38,290	4%
Other	204,711	149,285	55,426	37%
<b>Total Claims Expenditure</b>	<b>3,013,023</b>	<b>2,535,129</b>	<b>477,894</b>	<b>19%</b>

## Safety Targets

<b>SAFECOM</b>		<b>Base: 2009-10</b>	<b>Performance: 12 months to end of June 2012</b>			<b>Final Target</b>
		<b>Numbers or %</b>	<b>Actual</b>	<b>Notional Quarterly Target</b>	<b>Variation</b>	<b>Numbers or %</b>
1	Workplace Fatalities	0	0	0	0	0
2	New Workplace Injury Claims	0	1	0	1	0
3	New Workplace Injury Claims Frequency Rate	N/A	N/A	N/A	N/A	N/A
4	Lost Time Injury Frequency Rate ***	N/A	N/A	N/A	N/A	N/A
5	New Psychological Injury Claims Frequency Rate	0	0	0	0	0
6	Rehabilitation and Return to Work:					
6a.	Early Assessment within 2 days	N/A	0.00%	80%	N/A	N/A
6b.	Early Intervention within 5 days	N/A	0.00%	90%	N/A	N/A
6c.	Days Lost <= 10 days	N/A	N/A	N/A	N/A	N/A
7	Claim Determination:					
7a.	Claims determined for provisional in 7 calendar days	N/A	100%	100%	N/A	N/A
7b.	Claims determined in 10 business days	N/A	0.00%	75%	N/A	N/A
7c.	Claims still to be determined after 3 months	N/A	100%	3%	N/A	N/A
8	Income Maintenance Payments for Recent Injuries:					
	2010/11 Injuries (at 12 months development)	N/A	\$ 858	\$ -	\$ 858	N/A
	2011/12 Injuries (at 12 months development)	N/A	\$ -	\$ -	\$ -	N/A

Consolidated		Base: 2009-10  Numbers or %	Performance: 12 months to end of June 2012			Final Target  Numbers or %
			Actual	Notional Quarterly Target	Variation	
1	Workplace Fatalities	0	0	0	0	0
2	New Workplace Injury Claims	197	161	177	-16	148
3	New Workplace Injury Claims Frequency Rate	N/A	N/A	N/A	N/A	N/A
4	Lost Time Injury Frequency Rate ***	N/A	N/A	N/A	N/A	N/A
5	New Psychological Injury Claims Frequency Rate	N/A	N/A	N/A	N/A	N/A
6	Rehabilitation and Return to Work:					
6a.	Early Assessment within 2 days	10%	11%	80%	-69%	80%
6b.	Early Intervention within 5 days	35%	40%	90%	-50%	90%
6c.	Days Lost <= 10 days	59%	63%	60%	3%	60%
7	Claim Determination:					
7a.	Claims determined for provisional in 7 calendar days	6%	65%	100%	-35%	100%
7b.	Claims determined in 10 business days	89%	87%	75%	12%	75%
7c.	Claims still to be determined after 3 months	2%	5%	3%	2%	3%
8	Income Maintenance Payments for Recent Injuries:					
	2010/11 Injuries (at 12 months development)	N/A	\$ 769,426	\$ 752,188	\$ 17,238	N/A
	2011/12 Injuries (at 12 months development)	N/A	\$ 407,128	\$ 448,900	-\$ 41,772	N/A

\* Except for Target 8, which is YTD.

For Targets 5, 6c, 7a and 7b, performance is measured up to the previous quarter to allow reporting lag.

\*\* Based on cumulative reduction from base at a constant quarterly figure.

\*\*\* Lost Time Injury Frequency Rate for new lost-time injury/disease for each one million hours worked.  
This frequency rate is calculated for benchmarking and is used by the WorkCover Corporation.

Lost Time Injury frequency rate (new claims):  
Numbers of new cases of lost-time injury/disease for year x 1,000,000 Number of hours worked in the year.

\*\*\*\* Information available from Self-Insurers Management System (SIPS Target Report )  
for detailed advice on data extraction contact Public Sector Workforce Relations (PSWR)

## Information Management Services

Information Management Services (IMS) provides support and maintenance of information technology and the records management system to the emergency services sector.

Throughout the year, the IMS team responded to over 5,500 calls for assistance. In addition, the team provided on-site support at two major bushfires (Woolundunga and Wirrabara), enabling critical information technology for the incident management teams.

### Highlights and Achievements for 2011-12

- A service level agreement to document service provision to our clients was completed and endorsed by the SAFECOM ICT Governance and Strategy Board. The document will be increasingly important as the team structure changes to provide support for CFS and SES volunteers through the delivery of Emergency Connect infrastructure and services.
- IMS team members were pivotal in the successful implementation of South Australian Computer Aided Dispatch System (SACAD) into the MFS communications centre and CFS airdesk.
- The IMS team continued to provide support and resources to the Emergency Connect program. The successful implementation of the program and integration of support for CFS and SES volunteers with existing systems and processes was a very significant undertaking for the IMS team.
- The records management team continued to provide training and assistance across the sector for the Objective records management system and provided records management advice and assistance for physical records.
- The IMS team worked with MFS to launch their redesigned web site to support the 150th year celebrations.
- Over 80 desktops were replaced across the sector through the asset replacement program.
- The development phase of the *Windows 7 Standard Operating Environment* was completed and funding for the implementation was approved to start during the 2012-13 financial year.
- Ten new servers were purchased. These will be deployed in conjunction with the Windows 7 desktops to allow a complete migration from Novell Netware to Microsoft Windows Server.
- The *IMS Strategic Plan (2012-2015)* was developed to outline the strategies, risks and action plans for the team for the next three years.

## Finance, Assets and Procurement

The Finance, Assets and Procurement section provides high quality advice and services to support and contribute to effective financial management within the emergency services sector.

This is achieved through:

- budget planning
- financial reporting
- financial management
- high level strategic financial advice
- liaison with Shared Services SA to manage accounting services
- management of major projects, and
- asset management

Achievements in 2011-12 include:

- provided support and advice to emergency service organisations in the delivery of capital projects
- provided business management support to emergency services organisations
- managed the financial management compliance program across emergency services organisations
- reviewed components of the *Financial Management Toolkit* to improve internal controls
- coordinated 2011-12 Budget sector statements, emergency services organisations budget submissions and undertook quarterly budget reviews
- participated in the collection and analysis of building condition audit data for CFS and SES.

### Capital

During 2011-12, SAFECOM project managers worked closely with agency personnel from CFS, MFS and SES to deliver over 100 capital projects valued at about \$22.6 million. The sector-wide capital program related primarily to the procurement of fire appliances (\$11.7 million) and the construction and/or upgrade of stations and units (\$5.5 million).

#### Land and Buildings

Approximately \$5.5 million was spent on land and building projects during 2011-12. Some of the highlights include starting the Glen Osmond MFS station, the upgrade or completion of CFS fire sheds and stations at Marrabel, Balgowan, Rudall and Crystal Brook and SES facilities at Burra, Tumby Bay and Campbelltown.

#### Vehicles and Appliances

Approximately \$11.7 million was spent on vehicles and appliances during 2011-12. This relates primarily to the delivery of 19 CFS fire appliances (mainly '34' pumper appliances) and three MFS general purpose pumps.



## Plant, Equipment, Communications, and Information Technology

Approximately \$4.2 million was spent on plant, equipment, communications and information technology during 2011-12. Some of the highlights include the procurement of Government Radio Network (GRN) radios across the sector at a cost of \$2.7 million and CFS road crash rescue equipment of \$0.4m.

## Procurement

SAFECOM continues to work closely with the Australasian Fire and Emergency Service Authorities Council (AFAC) Collaborative Purchasing Initiative to expand the fire appliance panel contract. Over the last year, a review has been undertaken of quality accredited suppliers. The number of accredited suppliers remains at 32.

## Consultants

The sector considers all alternatives, including the use of cross-government expertise, prior to appointing a consultant.

Consultancy costs incurred by the sector in 2011-12 were grouped into the following ranges:

Range	Number of consultants	Total Expenditure \$
Below \$10,000	3	12,090
\$10,000 – \$50,000	3	84,172
Above \$50,000	-	-
<b>Total</b>	<b>6</b>	<b>96,262</b>

The following tables provide a detailed breakdown of consultancies engaged by each agency in 2011-12:

### SAFECOM

Consultant	Summary of Services	Total Expenditure \$
Deloitte	Review of 2011 budgetary savings	39,950
UXC Consulting Pty Ltd	Update of the automatic vehicle location (AVL) / mobile data terminals (MDT) business case	9,590
<b>Total</b>		<b>49,540</b>

### MFS

Consultant	Summary of Services	Total Expenditure \$
GM Consulting	Research and preparation of report: <i>Project Gallantry – Opportunities for Cost Recovery</i>	1,750
Tim Ridgway	Psychological assessment and feedback	750
<b>Total</b>		<b>2,500</b>

## SES

Consultant	Summary of Services	Total Expenditure \$
Consilius	Development SES workforce plan	10,430
Consilius	Development of SES strategic directions	3,160
Consilius	Development of State Emergency Management Committee project plans	8,080
Consilius	Development of project report for SES Chief Officer	3,360
<b>Total</b>		<b>25,030</b>

## CFS

Consultant	Summary of Services	Total Expenditure \$
Noetic Solutions Pty Ltd	Development of CFS doctrine (policies and procedures that govern CFS operations).	19,192
<b>Total</b>		<b>19,192</b>

## Account Payment Performance

All agencies are required to report monthly on the number and value of creditors accounts paid and the extent to which the accounts have been paid in accordance with Treasurer's Instruction 11.

The following table details SAFECOM's payment performance in 2011-12:

Particulars	Number of accounts paid	% of accounts paid (by number)	Value of accounts paid in \$A	% of accounts paid (by value)
Paid by the due date*	1,693	87.18%	\$8,918,150	70.06%
Paid late but paid within 30 days of due date	162	8.34%	\$2,948,791	23.16%
Paid more than 30 days from due date	87	4.48%	\$862,680	6.78%
<b>Total</b>	<b>1,942</b>	<b>100%</b>	<b>12,729,621</b>	<b>100%</b>

\*The due date is defined as per Treasurer's Instruction 11.7. Unless there is a discount or a written agreement between the public authority and the creditor, payment should be within 30 days of the date of the invoice or claim.

SAFECOM measures performance with reference to the date of invoice, and not the date the invoice is received. Performance is closely monitored to ensure that the accepted best practice benchmark of accounts being paid by their due date is met.

## Public Sector Fraud

SAFECOM has a fraud policy and is committed to maintaining a working environment free of fraud and corrupt behaviour. No incidents of fraud were reported within SAFECOM during the reporting period.

## Overseas Travel

In 2011-12, the total overseas travel expenses incurred by the emergency services sector were \$50,411.

## MFS

Employee/s	Destination/s	Purpose of Travel	Total Cost \$
1	UK	Attendance at IFE International Conference to review retained staffing and response models used in the UK, and to review emergency service delivery standards.	6,786
1	USA	Attendance at 2012 <i>Wildland Urban Interface</i> conference, meet with LA fire departments and Type 1 and Type 2 IMT teams and attendance at 2012 <i>Human Dimensions of Wildland Fires</i> conference.	10,565
1	UK	Attendance at the IFE International Conference and meetings with fire services.	10,271
<b>Total</b>			<b>27,622</b>

## CFS

Employee/s	Destination/s	Purpose of Travel	Total Cost \$
2	USA	Presenting at International Association of Wildland Fire 3rd <i>Human Dimensions of Wildland Fire</i> conference and visit to fire adapted communities in California and Colorado.	12,672
1	USA	Attendance at Fire Department Instructors Conference and meetings with fire agencies and suppliers regarding wildland personal protective equipment.	6,000
1	France	Study tour	4,117
<b>Total</b>			<b>22,789</b>

No representatives from SAFECOM or SES travelled overseas during the 2011-12 financial year.

## Environmental Impact

As part of a continuous improvement approach for constructions, SAFECOM directly considers the potential environmental impacts at both the local level and broadly across the state for each new building construction project, to ensure maximum energy efficiency is achieved. The main elements considered are site layout, window location, selected building materials, natural ventilation, natural lighting and water reticulation, to ensure compliance with Section J of the *Building Code of Australia*, which outlines the energy efficiency requirements for non-residential buildings.

Each project is specifically service engineered, including heat load calculations which aid in determining mechanical air flow minimum requirements as well as a thermal star rating.

Additional environmental and efficiency designs are being investigated which will consider incorporating modern technology such as LED lighting, solar power and higher rating insulating materials for all new projects.

# Appendix 1 - Financial Statements



**Government of South Australia**  
Auditor-General's Department

*Our ref: A12/367*

28 September 2012

Mr D Place  
Chief Executive  
South Australian Fire and Emergency Service Commission  
GPO Box 2706  
ADELAIDE SA 5001

9th Floor  
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  
audgensa@audit.sa.gov.au  
www.audit.sa.gov.au

Dear Mr Place

## **The audit of the South Australian Fire and Emergency Services Commission for the year ended 30 June 2012**

The South Australian Fire and Emergency Services Commission (SAFECOM) audit for the year ended 30 June 2012 is complete. The audit includes the following emergency service organisations (ESOs):

- South Australian Country Fire Service (SACFS)
- South Australian Metropolitan Fire Service (SAMFS)
- South Australian State Emergency Service (SASES).

The scope of the audit covered the principal areas of the financial operations of SAFECOM and ESOs and included the test review of systems and processes and internal controls and financial transactions.

The notable areas of audit coverage included:

- expenditure
- payroll and employee entitlements
- revenue, including Commonwealth grants
- cash and receivables
- non-current assets, including asset valuation and capital works in progress
- financial accounting
- corporate governance and risk management
- budgetary control
- financial management compliance programs.

The audit included a follow up of previous audit findings. This included a specific assessment of internal controls related to capital works in progress and capitalisation of completed assets covering procurement, asset valuation and record keeping practices to support asset transactions and management reporting. Previous internal audit recommendations were considered as part of this review.

The audit also covered the operations of the Community Emergency Services Fund.

The audit coverage and its conduct is directed to meeting statutory audit responsibilities under the *Public Finance and Audit Act 1987* and also the requirements of Australian Auditing Standards.

In essence, two important outcomes result from the annual audit process, notably:

- The issue of the Independent Auditor's Report (IAR) on the integrity of SAFECOM's financial statements.
- The issue during the year or at the time of financial statement preparation and audit or close thereto, of audit management letter(s) advising of system, process and control matters and recommendation for improvement.

In this regard, returned herewith are the financial statements of SAFECOM together with the IAR, which is unmodified.

My Annual Report to Parliament indicates that an unmodified IAR has been issued on SAFECOM's financial statements.

In addition, during the year audit management letters were forwarded to SAFECOM, detailing findings and recommendations from the audits of the areas reviewed. The findings and recommendations relate to weaknesses noted in financial systems and processes and associated internal controls, and/or improvements needed in these areas. Responses to the letters and matters raised were received and will be followed up in the 2012-13 annual audit.

My Annual Report to Parliament includes summary commentary for SAFECOM and ESOs on the matters raised and responses received, and specifically indicates those matters that were assessed as not meeting a sufficient standard of financial management, accounting and control.

Finally, I would like to express my appreciation to the management and staff in providing assistance during the year to my officers in the conduct of the annual audit.

Yours sincerely



S O'Neill  
**AUDITOR-GENERAL**

enc





9th Floor  
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  
audgensa@audit.sa.gov.au  
www.audit.sa.gov.au

**To the Presiding Member****South Australian Fire and Emergency Services Commission**

As required by section 31(1)(b) of the *Public Finance and Audit Act 1987* and section 21(2) of the *Fire and Emergency Services Act 2005*, I have audited the accompanying financial report of the South Australian Fire and Emergency Services Commission for the financial year ended 30 June 2012. The financial report comprises:

- a Statement of Comprehensive Income for the year ended 30 June 2012
- a Statement of Financial Position as at 30 June 2012
- a Statement of Changes in Equity for the year ended 30 June 2012
- a Statement of Cash Flows for the year ended 30 June 2012
- notes, comprising a summary of significant accounting policies and other explanatory information
- a Statement of Administered Comprehensive Income for the year ended 30 June 2012
- a Statement of Administered Financial Position as at 30 June 2012
- a Statement of Administered Changes in Equity for the year ended 30 June 2012
- a Statement of Administered Cash Flows for the year ended 30 June 2012
- notes, comprising a summary of significant accounting policies and other explanatory information for administered items
- a Certificate from the Presiding Member, the Chief Executive and the Manager Financial Services.

The financial report comprises the South Australian Fire and Emergency Services Commission and the entities it controlled at the year's end or from time to time during the financial year.

**Members of the South Australian Fire and Emergency Services Commission's Responsibility for the Financial Report**

The Members of the South Australian Fire and Emergency Services Commission are 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 members of the South Australian Fire and Emergency Services Commission determines is necessary to enable the preparation of 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 members of the South Australian Fire and Emergency Services Commission, 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 Fire and Emergency Services Commission and its controlled entities at 30 June 2012, their financial performance and their 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**  
28 September 2012

# South Australian Fire and Emergency Services Commission

## Certification of the Financial Statements

We certify that the attached general purpose financial statements for the South Australian Fire and Emergency Services Commission (SAFECOM):

- 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 Fire and Emergency Services Commission; and
- presents a true and fair view of the financial position of the South Australian Fire and Emergency Services Commission as at 30 June 2011 and the results of its operation and cash flows for the financial year.

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



David Place  
Presiding Officer

South Australian Fire and  
Emergency Services Commission  
Board

21 September 2012



David Place  
Chief Executive

South Australian Fire and  
Emergency Services Commission

21 September 2012



Neville Stephenson  
Manager Financial Services

South Australian Fire and  
Emergency Services Commission

21 September 2012



**South Australian Fire and Emergency Services Commission  
(SAFECON)**

**Annual Financial Statements  
(SAFECON Consolidated and SAFECON Entity)**

**For the Year Ended 30 June 2012**

---

**South Australian Fire and Emergency Services Commission**

**Statement of Comprehensive Income**

**For the Year Ended 30 June 2012**

	Note	Consolidated		SAFECOM Entity	
		2012	2011	2012	2011
		\$'000	\$'000	\$'000	\$'000
<b>Expenses</b>					
Employee benefits expenses	5	127,587	121,406	10,395	9,225
Supplies and services	6	66,478	63,042	5,177	5,260
Depreciation and amortisation expense	7	19,530	20,066	303	322
Grants and subsidies	8	2,714	2,550	2,002	1,939
Net loss from disposal of non-current assets	9	10	133	-	-
Other Expenses	10	1,534	-	340	-
<b>Total expenses</b>		<b>217,853</b>	<b>207,197</b>	<b>18,217</b>	<b>16,746</b>
<b>Income</b>					
Revenues from fees and charges	11	5,549	4,654	490	550
Commonwealth revenues	12	6,946	7,777	3,615	4,687
Interest revenues	13	1,693	2,104	544	477
Resources received free of charge	14	529	22	-	-
Other income	15	1,539	2,149	211	109
<b>Total income</b>		<b>16,256</b>	<b>16,706</b>	<b>4,860</b>	<b>5,823</b>
<b>Net cost of providing services</b>		<b>201,597</b>	<b>190,491</b>	<b>13,357</b>	<b>10,923</b>
<b>Revenues from / payments to SA Government</b>					
Revenues from SA Government	16	196,486	190,994	14,812	17,153
Payments to SA Government	16	-	1,174	-	-
<b>Total revenues from / payments to SA Government</b>		<b>196,486</b>	<b>189,820</b>	<b>14,812</b>	<b>17,153</b>
<b>Net result</b>		<b>(5,111)</b>	<b>(671)</b>	<b>1,455</b>	<b>6,230</b>
<b>Other comprehensive income</b>					
Net income or expenses relating to non-current assets held for sale		(65)	-	-	-
Changes in asset revaluation surplus	21	(5,093)	-	(24)	-
<b>Total comprehensive result</b>		<b>(10,269)</b>	<b>(671)</b>	<b>1,431</b>	<b>6,230</b>

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

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

**South Australian Fire and Emergency Services Commission**  
**Statement of Financial Position**  
**As at 30 June 2012**

		Consolidated		SAFECOM Entity	
	Note	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000
<b>Current assets</b>					
Cash and cash equivalents	17	43,377	46,000	13,662	12,540
Receivables	18	3,703	4,540	949	1,474
Other financial assets	19	2,371	2,157	-	-
Non-current assets held for sale	20	1,246	1,195	-	-
<b>Total current assets</b>		<b>50,697</b>	<b>53,892</b>	<b>14,611</b>	<b>14,014</b>
<b>Non-current assets</b>					
Property, plant and equipment	21	325,644	330,475	1,567	2,696
Intangible assets	22	2,107	818	2,006	584
<b>Total non-current assets</b>		<b>327,751</b>	<b>331,293</b>	<b>3,573</b>	<b>3,280</b>
<b>Total assets</b>		<b>378,448</b>	<b>385,185</b>	<b>18,184</b>	<b>17,294</b>
<b>Current liabilities</b>					
Payables	23	12,752	13,551	1,200	1,571
Employee benefits	24	15,037	13,495	936	1,006
Provisions	25	2,298	2,800	41	92
<b>Total current liabilities</b>		<b>30,087</b>	<b>29,846</b>	<b>2,177</b>	<b>2,669</b>
<b>Non-current liabilities</b>					
Payables	23	2,540	1,882	219	199
Employee benefits	24	27,049	21,333	2,350	2,272
Provisions	25	8,177	11,260	172	319
<b>Total non-current liabilities</b>		<b>37,766</b>	<b>34,475</b>	<b>2,741</b>	<b>2,790</b>
<b>Total liabilities</b>		<b>67,853</b>	<b>64,321</b>	<b>4,918</b>	<b>5,459</b>
<b>Net assets</b>		<b>310,595</b>	<b>320,864</b>	<b>13,266</b>	<b>11,835</b>
<b>Equity</b>					
Asset revaluation surplus	26	68,924	74,082	-	24
Retained earnings	26	241,671	246,782	13,266	11,811
<b>Total equity</b>		<b>310,595</b>	<b>320,864</b>	<b>13,266</b>	<b>11,835</b>
The total equity is attributable to the SA Government as owner					
Unrecognised contractual commitments	28				
Contingent assets and liabilities	29				

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

**South Australian Fire and Emergency Services Commission**

**Statement of Changes in Equity**

**For the Year Ended 30 June 2012**

	Note	Consolidated			SAFECOM Entity		
		Asset Revaluation Surplus	Retained Earnings	Total	Asset Revaluation Surplus	Retained Earnings	Total
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Balance at 30 June 2010</b>		<b>74,082</b>	<b>247,453</b>	<b>321,535</b>	<b>24</b>	<b>5,581</b>	<b>5,605</b>
Net result for 2010/11		-	(671)	(671)	-	6,230	6,230
<b>Total comprehensive result for 2010/11</b>		<b>-</b>	<b>(671)</b>	<b>(671)</b>	<b>-</b>	<b>6,230</b>	<b>6,230</b>
<b>Balance at 30 June 2011</b>	26	<b>74,082</b>	<b>246,782</b>	<b>320,864</b>	<b>24</b>	<b>11,811</b>	<b>11,835</b>
Net result for 2011/12		-	(5,111)	(5,111)	-	1,455	1,455
Net income or expenses relating to non-current assets held for sale		(65)	-	(65)	-	-	-
Loss on revaluation of property, plant and equipment during 2011/12		(5,093)	-	(5,093)	(24)	-	(24)
<b>Total comprehensive result for 2011/12</b>		<b>(5,158)</b>	<b>(5,111)</b>	<b>(10,269)</b>	<b>(24)</b>	<b>1,455</b>	<b>1,431</b>
<b>Balance at 30 June 2012</b>	26	<b>68,924</b>	<b>241,671</b>	<b>310,595</b>	<b>-</b>	<b>13,266</b>	<b>13,266</b>

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

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

**South Australian Fire and Emergency Services Commission**

**Statement of Cash Flows**

**For the Year Ended 30 June 2012**

	Note	<b>Consolidated</b>		<b>SAFECOM Entity</b>	
		<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
		\$'000	\$'000	\$'000	\$'000
<b>Cash flows from operating activities</b>					
<b>Cash outflows</b>					
Employee benefit payments		(123,145)	(119,031)	(10,566)	(9,916)
Supplies and services payments		(77,026)	(71,010)	(7,748)	(7,355)
Grants and subsidies payments		(2,714)	(2,550)	(2,002)	(1,939)
GST paid to the Australian Taxation Office		(273)	(284)	(183)	-
Payments for paid Parental Leave Scheme		(13)	-	-	-
<b>Cash used in operations</b>		<b>(203,171)</b>	<b>(192,875)</b>	<b>(20,499)</b>	<b>(19,210)</b>
<b>Cash inflows</b>					
Fees and charges		6,940	5,575	603	400
Receipts from Commonwealth		6,946	8,102	3,615	4,626
Interest received		1,748	2,071	553	453
GST recovered from the Australian Taxation Office		9,220	8,905	2,178	2,308
Receipts for paid Parental Leave Scheme		26	-	11	-
Other receipts		1,390	3,254	590	179
<b>Cash generated from operations</b>		<b>26,270</b>	<b>27,907</b>	<b>7,550</b>	<b>7,966</b>
<b>Cash flows from SA Government</b>					
Contributions from Community Emergency Services Fund	16	193,972	186,960	13,369	16,372
Other receipts from SA Government	16	2,733	3,815	1,662	562
Payments to SA Government:	16	-	(1,174)	-	-
<b>Cash generated from SA Government</b>		<b>196,705</b>	<b>189,601</b>	<b>15,031</b>	<b>16,934</b>
<b>Net cash provided by operating activities</b>	27	<b>19,804</b>	<b>24,633</b>	<b>2,082</b>	<b>5,690</b>
<b>Cash flows from investing activities</b>					
<b>Cash outflows</b>					
Purchase of property, plant and equipment		(22,600)	(23,507)	(960)	(1,563)
Purchase of investments		(214)	(129)	-	-
<b>Cash used in investing activities</b>		<b>(22,814)</b>	<b>(23,636)</b>	<b>(960)</b>	<b>(1,563)</b>
<b>Cash inflows</b>					
Proceeds from sale of property, plant and equipment		387	1,608	-	-
<b>Cash generated from investing activities</b>		<b>387</b>	<b>1,608</b>	<b>-</b>	<b>-</b>
<b>Net cash used in investing activities</b>		<b>(22,427)</b>	<b>(22,028)</b>	<b>(960)</b>	<b>(1,563)</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>(2,623)</b>	<b>2,605</b>	<b>1,122</b>	<b>4,127</b>
<b>Cash and cash equivalents at the beginning of the period</b>		<b>46,000</b>	<b>43,395</b>	<b>12,540</b>	<b>8,413</b>
<b>Cash and cash equivalents at the end of the period</b>	17	<b>43,377</b>	<b>46,000</b>	<b>13,662</b>	<b>12,540</b>

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

# South Australian Fire and Emergency Services Commission

## Note Index

For the Year Ended 30 June 2012

### Note Contents

#### Objectives and policies notes

- 1 Establishment, objectives and funding arrangements
- 2 Summary of significant accounting policies
- 3 New and revised accounting standards and policies
- 4 Activities of SAFECOM

#### Expense notes

- 5 Employee benefits expenses
- 6 Supplies and services
- 7 Depreciation and amortisation expense
- 8 Grants and subsidies
- 9 Net loss from disposal of non-current assets
- 10 Other Expenses

#### Income notes

- 11 Revenues from fees and charges
- 12 Commonwealth revenues
- 13 Interest revenues
- 14 Resources received free of charge
- 15 Other income
- 16 Revenues from / payments to SA Government

#### Asset notes

- 17 Cash and cash equivalents
- 18 Receivables
- 19 Other financial
- 20 Non-current assets held for sale
- 21 Property, plant and equipment
- 22 Intangible assets

#### Liability notes

- 23 Payables
- 24 Employee benefits
- 25 Provisions

#### Equity notes

- 26 Equity

#### Other notes

- 27 Cash flow reconciliation
- 28 Unrecognised contractual commitments
- 29 Contingent assets and liabilities
- 30 Remuneration of board and committee members
- 31 Events after the reporting period
- 32 Financial instruments / financial risk management

#### Administered items

- Statement of Administered Comprehensive Income
- Statement of Administered Financial Position
- Statement of Administered Changes in Equity
- Statement of Administered Cash Flows
- Notes to and forming part of the Administered Financial Statements
- Schedule of Expenses and Income Attributable to Administered Activities

**South Australian Fire and Emergency Services Commission**  
**Notes to and forming part of the Financial Statements**  
**For the Year Ended 30 June 2012**

**1 Establishment, objectives and funding arrangements**

**Establishment**

The *Fire and Emergency Services Act 2005* (the Act) was assented to on 14 July 2005. The Act establishes the South Australian Fire and Emergency Services Commission (SAFECOM) which came into operation on 1 October 2005 replacing the Emergency Services Administrative Unit (ESAU), which was dissolved from 31 December 2005. Note, the Act was reviewed in accordance with the review provisions contained in the Act and an amended version of the Act was proclaimed on 1 November, 2009.

The Act provides for the continuation of the South Australian Metropolitan Fire Services (SAMFS), the South Australian Country Fire Service (SACFS) and the South Australian State Emergency Services (SASES). The SAMFS and the SACFS were previously in existence as separate entities, whereas the SASES was a division of ESAU. The SASES is now a separate body corporate. The *Country Fires Act 1989*, the *South Australian Metropolitan Fire Service Act 1936* and the *State Emergency Services Act 1987* were repealed upon the proclamation of the new Act.

The Act also defines the Emergency Services sector as consisting of the:

- South Australian Fire and Emergency Services Commission
- South Australian State Emergency Services
- South Australian Country Fire Service
- South Australian Metropolitan Fire Service

The Act requires that consolidated statements of accounts be prepared for the emergency services sector.

**Objectives**

SAFECOM has the following objectives:

- to develop and maintain a strategic and policy framework as well as sound corporate governance across the emergency services sector;
- to provide adequate support services to the emergency services organisations and to ensure the effective allocation of resources within the emergency services sector;
- to ensure relevant statutory compliance by the emergency services organisations;
- to build a safer community through integrated emergency service delivery;
- to undertake a leadership role in the emergency management; and
- to report regularly to the Minister about relevant issues.

**Funding arrangements**

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

**2 Summary of significant accounting policies**

**(a) Statement of compliance**

SAFECOM 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.

SAFECOM has applied Australian Accounting Standards that are applicable to not-for-profit entities as SAFECOM 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 SAFECOM for the reporting period ending 30 June 2012. Refer 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 SAFECOM's accounting policies. The areas involving a higher degree of judgment or where assumptions and estimates are significant to the financial statements, these are outlined in the applicable notes;
- accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events are reported; and
- compliance with Accounting Policy Statements issued pursuant to section 41 of the PFAA. In the interest of public accountability and transparency the Accounting Policy Statements require the following note disclosures, which have been included in this financial report:

(a) revenues, expenses, financial assets and liabilities where the counterparty/transaction is with an entity within the SA Government as at reporting date, classified according to their nature. A threshold of \$100 000 for separate identification of these items may be utilised. SAFECOM has elected to utilise this threshold in relation to transactions applicable to revenue and expense items. The threshold has not been applied to financial assets and financial liabilities, ie all financial assets and financial liabilities relating to SA Government have been separately disclosed;

(b) expenses incurred as a result of engaging consultants, as reported in the Statement of Comprehensive Income;

(c) employee targeted voluntary separation package information;

2

**South Australian Fire and Emergency Services Commission**  
**Notes to and forming part of the Financial Statements**  
**For the Year Ended 30 June 2012**

- (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
- (e) board/committee member and remuneration information, where a board/committee member is entitled to receive income from membership other than a direct out-of-pocket reimbursement.

SAFECOM'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 2012 and the comparative information presented.

**(c) Principles of consolidation**

The financial statements incorporate the assets and liabilities of all entities controlled by SAFECOM and forming the emergency services sector as at 30 June 2012 and the results of all controlled entities for the year then ended. The effects of all transactions between entities in the consolidated entity are eliminated in full.

**(d) Reporting entity**

SAFECOM is an administrative unit of the Crown, established under the *Fire and Emergency Services Act, 2005*.

The financial statements and accompanying notes include all the controlled activities of SAFECOM. Transactions and balances relating to administered resources are not recognised as departmental income, expense, assets and liabilities. As administered items are significant in relation to SAFECOM's overall financial performance and position, they are disclosed in the administered financial statements at the back of the controlled General Purpose Financial Statements. Except as otherwise disclosed, administered items are accounted for on the same basis and using the same accounting policies as for SAFECOM items.

**(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**

SAFECOM is not subject to income tax. SAFECOM 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.

GST receivables/payables associated with administered items transactions are included in SAFECOM statements.

**(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 SAFECOM 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:



**South Australian Fire and Emergency Services Commission**  
**Notes to and forming part of the Financial Statements**  
**For the Year Ended 30 June 2012**

*Revenues from SA Government*

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

*Commonwealth revenues*

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

Generally, SAFECOM has obtained control or the right to receive for:

- Contributions with unconditional stipulations - this will be when the agreement becomes enforceable i.e. the earlier of when the receiving entity has formally been advised that the contribution (e.g. grant application) has been approved; agreement/contract is executed; and/or the contribution is received.
- Contributions with conditional stipulations - this will be when the enforceable stipulations specified in the agreement occur or are satisfied; that is income would be recognised for contributions received or receivable under the agreement.

All contributions received by SAFECOM have been contributions with unconditional stipulations attached and have been recognised as an asset and income upon receipt

*Resources received free of charge*

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

*Fees and charges*

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

*Other income*

Other income consists of donations received, fundraising revenue and other minor revenues.

**(j) Expenses**

Expenses are recognised to the extent that it is probable that the flow of economic benefits from SAFECOM 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 leave entitlements. These are recognised when incurred.

*Superannuation*

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

*Payments to SA Government*

Payments to the SA Government include the return of surplus cash from the proceeds for the sale of surplus Land and Buildings and are paid directly to the Consolidated Account.

*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 Fire and Emergency Services Commission**  
**Notes to and forming part of the Financial Statements**  
**For the Year Ended 30 June 2012**

**Depreciation and amortisation**

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

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

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

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

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

<b>Class of asset</b>	<b>Consolidated Useful life (years)</b>	<b>SAFECOM Entity Useful life (years)</b>
Communications equipment	10	10
Vehicles	15-20	15
Plant and equipment	10	10
Computer equipment	5	5
Buildings	40-50	40
Intangibles	5	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 SAFECOM 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, SAFECOM 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. An allowance for doubtful debts is raised when there is objective evidence that SAFECOM will not be able to collect the debt. Bad debts are written off when identified.

**Other financial assets**

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

**Non-current assets held for sale**

Non-current assets are classified as held for sale and stated at the lower of their carrying amount and fair value less costs to sell if their carrying amount will be recovered principally through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale is expected to be completed one year from the date of classification.

Non-current assets classified as held for sale are presented separately from the other assets in the Statement of Financial Position.

**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.

**South Australian Fire and Emergency Services Commission**  
**Notes to and forming part of the Financial Statements**  
**For the Year Ended 30 June 2012**

**Revaluation of non-current assets**

All non-current tangible assets are valued at written down current cost (a proxy for fair value). On an ongoing basis, revaluations are made in accordance with related policies whereby independent valuations are obtained every five years and carrying amounts are adjusted accordingly.

If at any time management considers that the carrying amount of an asset materially differs from its fair value, the asset is revalued regardless of when the last valuation took place. Non-current tangible assets that are acquired between revaluations are held at cost until the next valuation, where they are revalued to fair value.

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

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

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

**Impairment**

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

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

**Intangible assets**

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

The useful lives of intangible assets are assessed to be either finite or indefinite. SAFECOM 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 SAFECOM has been unable to attribute this expenditure to the intangible asset rather than to SAFECOM as a whole.

**(m) Liabilities**

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

**Payables**

Payables include creditors, accrued expenses, employment on-costs and paid parental leave scheme payable.

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 SAFECOM.

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.

The paid parental leave scheme payable represents amounts which SAFECOM has received from the Commonwealth Government to forward onto eligible employees via SAFECOM's standard payroll processes. That is, SAFECOM is acting as a conduit through which the payment to eligible employees is made on behalf of the Family Assistance Office.

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 benefit on-costs include superannuation contributions, WorkCover levies and payroll tax with respect to outstanding liabilities for salaries and wages, long service leave and annual leave.

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

**Employee benefits**

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

**Wages, salaries, annual leave and sick leave**

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

The annual leave liability 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 and annual leave 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.

**South Australian Fire and Emergency Services Commission**  
**Notes to and forming part of the Financial Statements**  
**For the Year Ended 30 June 2012**

**Long service leave**

An actuarial assessment of long service leave liability undertaken by the Department of Treasury and Finance based on a significant sample of employees throughout the South Australian public sector determined that the liability measured using a short hand method was not materially different from the liability measured using a present value of expected future payments.

Based on this actuarial assessment, the short hand method was used to measure the long service leave liability for 2012. Refer to Note 24.

This calculation is consistent with the SAFECOM's experience of employee retention and leave taken.

**Provisions**

Provisions are recognised when SAFECOM 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 SAFECOM 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 2011 provided by a consulting actuary engaged through the Public Sector Workforce Relations Division of the Department of the Premier and Cabinet. The provision is for the estimated cost of ongoing payments to employees as required under current legislation.

SAFECOM is responsible for the payment of workers compensation claims.

**Operating leases**

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

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

Commitments include 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**

SAFECOM did not voluntarily change any of its accounting policies during 2011-12.

Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet effective, have not been adopted by SAFECOM for the period ending 30 June 2012. SAFECOM has assessed the impact of the new and amended standards and interpretations and considers there will be no impact on the accounting policies or the financial statements of SAFECOM.

**4 Activities of SAFECOM**

In achieving its objectives, SAFECOM provides strategic and corporate support services to the SACFS, SAMFS and SASES. These services are classified under one program titled "Fire and emergency services strategic and business support".

**South Australian Fire and Emergency Services Commission**

**Notes to and forming part of the Financial Statements**

**For the Year Ended 30 June 2012**

**5 Employee benefits expenses**

	<b>Consolidated</b>		<b>SAFECOM Entity</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	<small>\$'000</small>	<small>\$'000</small>	<small>\$'000</small>	<small>\$'000</small>
Salaries and wages	87,991	84,753	6,046	6,945
Annual leave	10,663	10,120	538	536
Long service leave	10,377	5,930	1,144	209
Employment on-costs - superannuation	10,883	10,265	670	763
Payroll tax	5,774	5,414	394	397
Targeted voluntary separation packages (refer below)	1,720	1,154	1,720	422
Workers compensation costs	(781)	3,068	(191)	(133)
Other employment related expenses	960	702	74	86
<b>Total: Employee benefits expenses</b>	<b>127,587</b>	<b>121,406</b>	<b>10,395</b>	<b>9,225</b>

**Targeted voluntary separation packages (TVSPs) and early terminations**

	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	<small>\$'000</small>	<small>\$'000</small>	<small>\$'000</small>	<small>\$'000</small>
Amounts paid to these employees:				
TVSPs	1,720	1,154	1,720	422
Early terminations	312	131	312	131
Annual leave and long service leave paid during the reporting period	1,136	421	1,136	153
	3,168	1,706	3,168	706
Recovery from the Department of Treasury and Finance	(1,443)	(1,302)	(1,443)	(562)
Net cost to agency	1,725	404	1,725	144

Number of employees who received a TVSP or early termination during the reporting period	13	8	13	5
--	----	---	----	---

**Employee remuneration**

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

	<b>Consolidated</b>		<b>SAFECOM Entity</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	<small>No. of employees</small>	<small>No. of employees</small>	<small>No. of employees</small>	<small>No. of employees</small>
\$130 700 – \$133 999*	n/a	10	n/a	-
\$134 000 – \$143 999	26	21	1	-
\$144 000 – \$153 999	7	7	-	-
\$154 000 – \$163 999	6	2	-	-
\$164 000 – \$173 999	2	1	-	-
\$174 000 – \$183 999	-	1	-	-
\$184 000 – \$193 999	1	2	-	1
\$194 000 – \$203 999	1	1	-	-
\$204 000 – \$213 999	1	2	-	-
\$214 000 – \$223 999	1	1	-	1
\$224 000 – \$233 999	-	1	-	-
\$234 000 – \$243 999	2	-	-	-
\$244 000 – \$253 999	1	-	-	-
\$264 000 – \$273 999	1	2	-	1
\$274 000 – \$283 999 # ^	1	1	1	1
\$284 000 – \$293 999 # ^	1	1	1	-
\$294 000 – \$303 999	1	-	-	-
\$344 000 – \$353 999 # ^	1	-	1	-
\$364 000 – \$373 999 # ^	1	-	1	-
\$374 000 – \$383 999 # ^	1	-	1	-
\$404 000 – \$413 999 # ^	1	-	1	-
\$424 000 – \$433 999 # ^	1	-	1	-
\$434 000 – \$443 999	-	1	-	-
\$514 000 – \$523 999	-	1	-	-
<b>Total number of employees</b>	<b>57</b>	<b>55</b>	<b>8</b>	<b>4</b>

\* This band has been included for the purposes of reporting comparative figures based on the executive base level rate for 2010/11.

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, superannuation contributions, fringe benefits tax and any other salary sacrifice benefits. The total remuneration received by these employees for the year was SAFECOM entity \$2.637m (\$0.962m) and SAFECOM Consolidated \$10.573m (\$9.431m).

#^ The number of employees reported in the bandings above includes 6 SAFECOM and 6 Consolidated (2011: 1 SAFECOM and 3 Consolidated) who received a payment for the early termination of an executive contract.

**South Australian Fire and Emergency Services Commission**

**Notes to and forming part of the Financial Statements**

**For the Year Ended 30 June 2012**

**6 Supplies and services**

	<b>Consolidated</b>		<b>SAFECOM Entity</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	\$'000	\$'000	\$'000	\$'000
Accommodation	316	294	-	-
Aerial support costs	8,122	6,095	-	-
Auditor's remuneration	194	198	111	116
Communications	2,482	2,620	538	553
Computing costs	2,757	2,774	583	636
Consultancy, contractor and legal fees	4,815	3,917	1,294	1,001
Consumables	3,560	3,617	90	127
Energy	1,390	1,202	12	18
Government radio network	13,671	13,647	-	-
Minor plant and equipment	2,935	3,038	16	27
Operating lease costs	5,143	5,283	576	716
Operational costs	1,614	1,031	26	32
Repairs and maintenance	7,236	7,663	86	149
Shared Services SA payments	1,248	1,252	1,240	1,252
Travel and training	3,548	3,173	292	267
Uniforms and protective clothing	2,579	2,501	2	5
Other expenses	4,868	4,737	311	361
<b>Total: Supplies and services</b>	<b>66,478</b>	<b>63,042</b>	<b>5,177</b>	<b>5,260</b>

**Consultants**

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

	<b>Consolidated</b>		<b>SAFECOM Entity</b>		<b>Consolidated</b>		<b>SAFECOM Entity</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	No. of consultants	No. of consultants	No. of consultants	No. of consultants	\$'000	\$'000	\$'000	\$'000
Below \$10 000	4	3	1	-	16	17	10	-
Between \$10 000 and \$50 000	3	4	1	1	81	120	40	39
<b>Total paid/payable</b>	<b>7</b>	<b>7</b>	<b>2</b>	<b>1</b>	<b>97</b>	<b>137</b>	<b>50</b>	<b>39</b>

**Auditor's remuneration**

Audit fees paid/payable to the Auditor-General's  
Department relating to the audit of financial statements  
**Total: Audit fees**

	<b>Consolidated</b>		<b>SAFECOM Entity</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	\$'000	\$'000	\$'000	\$'000
	194	198	111	116
<b>Total: Audit fees</b>	<b>194</b>	<b>198</b>	<b>111</b>	<b>116</b>

**Other Services**

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

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

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

	<b>Consolidated</b>		<b>SAFECOM Entity</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	\$'000	\$'000	\$'000	\$'000
Accommodation	277	234	-	-
Aerial support costs	95	51	-	-
Auditor's remuneration	194	198	111	116
Communications	146	167	58	76
Computing costs	437	388	80	52
Consultancy, contractor & legal Fees	254	451	141	287
Consumables	431	430	18	2
Energy	52	44	12	17
Government radio network	13,671	13,647	-	-
Minor plant & equipment	16	5	1	-
Operating lease costs	4,073	4,166	576	657
Operational costs	8	3	-	-
Repairs and maintenance	315	670	58	124
Shared Services SA payments	1,240	1,252	1,240	1,252
Travel and training	255	49	21	3
Uniforms and protective clothing	5	5	-	-
Other expenses	1,251	718	20	17
<b>Total: Supplies and services provided by entities within the SA Government</b>	<b>22,720</b>	<b>22,478</b>	<b>2,336</b>	<b>2,603</b>

South Australian Fire and Emergency Services Commission

Notes to and forming part of the Financial Statements

For the Year Ended 30 June 2012

7 Depreciation and amortisation expense

	Consolidated		SAFECOM Entity	
	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000
<b>Depreciation</b>				
Buildings	5,624	5,616	5	9
Vehicles	10,682	10,157	-	-
Computers	124	209	118	132
Plant	832	743	27	-
Communications	1,982	2,993	-	-
Total: Depreciation	19,244	19,718	150	141
<b>Amortisation</b>				
Software	286	348	153	181
Total: Amortisation	286	348	153	181
<b>Total Depreciation and amortisation</b>	<b>19,530</b>	<b>20,066</b>	<b>303</b>	<b>322</b>

8 Grants and subsidies

	Consolidated		SAFECOM Entity	
	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000
Grants and subsidies	2,714	2,550	2,002	1,939
<b>Total: Grants and subsidies</b>	<b>2,714</b>	<b>2,550</b>	<b>2,002</b>	<b>1,939</b>
<b>Grants and subsidies paid/payable to entities within the SA Government</b>				
Grants and subsidies	398	264	398	264
<b>Total: Grants and subsidies - SA Government entities</b>	<b>398</b>	<b>264</b>	<b>398</b>	<b>264</b>

9 Net loss from disposal of non-current assets

	Consolidated		SAFECOM Entity	
	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000
<b>Land and buildings</b>				
Proceeds from disposal	-	1,171	-	-
Less: Net book value of assets disposed	(61)	(1,174)	-	-
Less: Costs of disposal	(3)	-	-	-
Net gain/(loss) from disposal of land and buildings	(64)	(3)	-	-
<b>Vehicles</b>				
Proceeds from disposal	353	437	-	-
Less: Net book value of assets disposed	(302)	(567)	-	-
Net gain/(loss) from disposal of vehicles	51	(130)	-	-
<b>Plant and equipment</b>				
Proceeds from disposal	34	-	-	-
Less: Net book value of assets disposed	(31)	-	-	-
Net gain/(loss) from disposal of plant and equipment	3	-	-	-
<b>Total</b>				
Total proceeds from disposal	387	1,608	-	-
Less: Total value of assets disposed	(394)	(1,741)	-	-
Less: Total costs of disposal	(3)	-	-	-
<b>Total: Net loss from disposal of non-current assets</b>	<b>(10)</b>	<b>(133)</b>	<b>-</b>	<b>-</b>

10 Other Expenses

	Consolidated		SAFECOM Entity	
	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000
Assets revaluation decrement	1,534	-	340	-
<b>Total: Other Expenses</b>	<b>1,534</b>	<b>-</b>	<b>340</b>	<b>-</b>

South Australian Fire and Emergency Services Commission

Notes to and forming part of the Financial Statements

For the Year Ended 30 June 2012

11 Revenues from fees and charges

	Consolidated		SAFECOM Entity	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Fire alarm attendance fees	2,243	1,512	-	-
Fire safety fees	405	381	-	-
Fire alarm monitoring fees	1,866	1,667	-	-
Incident cost recoveries	158	-	-	-
Training and other recoveries	343	394	-	-
Salary recoveries	534	656	490	550
Other recoveries	-	44	-	-
<b>Total: Revenues from fees and charges</b>	<b>5,549</b>	<b>4,654</b>	<b>490</b>	<b>550</b>

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

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

	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Fire alarm attendance fees	499	317	-	-
Fire safety fees	22	13	-	-
Fire alarm monitoring fees	231	164	-	-
Training and other recoveries	193	67	-	-
Salary recoveries	491	563	489	548
Other recoveries	-	40	-	-
<b>Total: Fees and charges received/receivable from entities within the SA Government</b>	<b>1,436</b>	<b>1,164</b>	<b>489</b>	<b>548</b>

12 Commonwealth revenues

	Consolidated		SAFECOM Entity	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Grants and contributions	6,946	7,777	3,615	4,687
<b>Total: Commonwealth revenues</b>	<b>6,946</b>	<b>7,777</b>	<b>3,615</b>	<b>4,687</b>

Commonwealth grant funding for SAFECOM relates mainly to the Natural Disaster Resilience Program, and other emergency management grants and include contributions towards aerial fire fighting costs, provision of fire and emergency services to Commonwealth properties and other emergency programs and projects.

Contributions which have conditions of expenditure still to be met as at reporting date were \$9.028m (2011: \$7.063m). These contributions relate to Natural Disaster Resilience Program, Natural Disaster Mitigation Program and Bushfire Mitigation Program.

Restrictions attached to these contributions include completion of quarterly funding reports and final program acquittal.

13 Interest revenues

	Consolidated		SAFECOM Entity	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Interest on deposit accounts - from entities within the SA Government	1,693	2,104	544	477
<b>Total: Interest revenues</b>	<b>1,693</b>	<b>2,104</b>	<b>544</b>	<b>477</b>

14 Resources received free of charge

	Consolidated		SAFECOM Entity	
	2012	2011	2012	2011
	\$'000	\$'000	\$'000	\$'000
Asset contributions from local government councils and other organisations	529	22	-	-
<b>Total: Resources received free of charge</b>	<b>529</b>	<b>22</b>	<b>-</b>	<b>-</b>

Since 1999 negotiations have been undertaken to identify and transition land, buildings, minor plant and equipment and motor vehicles from local government, community organisations and other sources into the ownership or the care and control of the Minister for Emergency Services (the Minister). During 2011-12, several properties have been transitioned into the control of the Minister (valued at fair value of \$0.529m).



**South Australian Fire and Emergency Services Commission**

**Notes to and forming part of the Financial Statements**

**For the Year Ended 30 June 2012**

**15 Other income**

	<b>Consolidated</b>		<b>SAFECOM Entity</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	\$'000	\$'000	\$'000	\$'000
Donations	1	22	-	-
Groups/brigades fundraising revenue	202	117	-	-
Rent received	173	157	-	-
Insurance recoveries	20	280	-	-
Other	1,143	1,573	211	109
<b>Total: Other income</b>	<b>1,539</b>	<b>2,149</b>	<b>211</b>	<b>109</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>Consolidated</b>		<b>SAFECOM Entity</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	\$'000	\$'000	\$'000	\$'000
Rent received	33	38	-	-
Insurance recoveries	-	263	-	-
Other	451	314	206	48
<b>Total: Other income received/receivable from entities within the SA Government</b>	<b>484</b>	<b>615</b>	<b>206</b>	<b>48</b>

**16 Revenues from / payments to SA Government**

	<b>Consolidated</b>		<b>SAFECOM Entity</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	\$'000	\$'000	\$'000	\$'000
<b>Revenues from SA Government</b>				
Contributions from Community Emergency Services Fund	193,972	186,960	13,369	16,372
Other revenues from SA Government	2,514	4,034	1,443	781
<b>Total: Revenues from SA Government</b>	<b>196,486</b>	<b>190,994</b>	<b>14,812</b>	<b>17,153</b>

**Payments to SA Government**

Payment to Consolidated Account of proceeds for sale of surplus land and buildings

	-	1,174	-	-
<b>Total: Payments to SA Government</b>	<b>-</b>	<b>1,174</b>	<b>-</b>	<b>-</b>

Total revenues from Government for SAFECOM entity consists of \$12.832m (2011: \$16.425m) for operational funding and \$0.537m (2011: \$0.728m) for capital projects.

Total revenues from Government for SAFECOM consolidated consists of \$169.106m (2011: \$169.862m) for operational funding and \$24.866m (2011: \$21.132m) for capital projects.

For details on the expenditure associated with the operational funding and capital funding refer to Note 5 to 6, 8 to 9 and 21 to 22. There was no material variation between the amount appropriated and the expenditure associated with this appropriation.

**17 Cash and cash equivalents**

	<b>Consolidated</b>		<b>SAFECOM Entity</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	\$'000	\$'000	\$'000	\$'000
Cash on hand	20	22	2	2
Deposits with the Treasurer	39,219	41,697	13,660	12,538
Cash at bank (Non SA Government)	553	596	-	-
Cash at bank (Non SA Government) - Groups/Brigades	3,298	3,375	-	-
Short-term deposits (Non SA Government) - Groups/Brigades	270	293	-	-
Short term deposits	17	17	-	-
<b>Total: Cash and cash equivalents</b>	<b>43,377</b>	<b>46,000</b>	<b>13,662</b>	<b>12,540</b>

**Short Term Deposits**

Short-term deposits are made for varying periods of between one day and three months and 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.

**South Australian Fire and Emergency Services Commission**

**Notes to and forming part of the Financial Statements**

**For the Year Ended 30 June 2012**

**18 Receivables**

	Consolidated		SAFECOM Entity	
	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000
<b>Current</b>				
Receivables	1,383	1,231	123	342
Less: Allowance for doubtful debts	(349)	(64)	(122)	-
	1,034	1,167	1	342
Accrued revenues	712	899	542	574
Prepaid salaries and wages	-	90	-	39
GST input tax recoverable	1,957	2,384	406	519
<b>Total: Receivables</b>	<b>3,703</b>	<b>4,540</b>	<b>949</b>	<b>1,474</b>

**Receivables from entities within the SA Government**

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

	Consolidated		SAFECOM Entity	
	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000
<b>Current</b>				
Receivables	261	381	122	222
Less: Allowance for doubtful debts	-	-	-	-
	261	381	122	222
Accrued revenues	659	700	542	574
Prepaid salaries and wages	-	8	-	3
<b>Total: Receivables from entities within the SA Government</b>	<b>920</b>	<b>1,089</b>	<b>664</b>	<b>799</b>

**Movement in the allowance for doubtful debts**

The allowance for doubtful debts (allowance for impairment loss) is recognised when there is objective evidence (ie calculated on past experience and current and expected changes in client credit rating) that a receivable is impaired.

An allowance for impairment loss has been recognised in 'other expenses' in the Statement of Comprehensive Income for specific debtors and debtors assessed on a collective basis for which such evidence exists.

**Movements in the allowance for doubtful debts (impairment loss)**

	Consolidated		SAFECOM Entity	
	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000
Carrying amount at the beginning of the period	(64)	(939)	-	-
Amounts written off	-	1	-	-
(Increase)/decrease in the allowance	(285)	874	(122)	-
<b>Carrying amount at the end of the period</b>	<b>(349)</b>	<b>(64)</b>	<b>(122)</b>	<b>-</b>

**Interest rate and credit risk**

Receivables are raised for all goods and services provided for which payment has not been received. Receivables are normally settled within 30 days. Receivables, prepayments and accrued revenues are non-interest bearing. Other than as recognised in the allowance 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 32

**19 Other financial assets**

	Consolidated		SAFECOM Entity	
	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000
<b>Current</b>				
Medium Term Deposits - Groups/Brigades	2,371	2,157	-	-
<b>Total: Other financial assets current</b>	<b>2,371</b>	<b>2,157</b>	<b>-</b>	<b>-</b>

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

Refer to Note 32

**South Australian Fire and Emergency Services Commission**

**Notes to and forming part of the Financial Statements**

**For the Year Ended 30 June 2012**

**20 Non-current assets held for sale**

	<b>Consolidated</b>		<b>SAFECOM Entity</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
Building	4	-	-	-
Land	1,242	1,195	-	-
<b>Total non-current assets held for sale</b>	<b>1,246</b>	<b>1,195</b>	<b>-</b>	<b>-</b>

During 2010/11 MFS closed operation at Burra and this resulted in the facility becoming surplus. Due to construction of a new MFS site at Port Lincoln the old site has also become surplus and both properties are expected to be sold during 2012/2013.

A tender to sell surplus CFS land at Port Lincoln during 2010/11 failed to be realised, and as at 30 June 2012 the property continues to remain on the market for sale. The property value was reassessed by Liquid Pacific Mr Burns MRICS, AAPI (CPV) during 2011/12. The Movement has been reflected in equity.

**21 Property, plant and equipment**

	<b>Consolidated</b>		<b>SAFECOM Entity</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	<small>\$'000</small>	<small>\$'000</small>	<small>\$'000</small>	<small>\$'000</small>
<b>Land</b>				
At valuation	54,957	53,594	-	-
At cost (deemed fair value)	60	47	-	-
<b>Total: Land</b>	<b>55,017</b>	<b>53,641</b>	<b>-</b>	<b>-</b>
<b>Buildings</b>				
At valuation	119,738	120,141	-	305
At cost (deemed fair value)	561	22,440	-	-
Less: Accumulated depreciation	(2,790)	(10,888)	-	(18)
<b>Total: Buildings</b>	<b>117,509</b>	<b>131,693</b>	<b>-</b>	<b>287</b>
<b>Vehicles</b>				
At valuation	118,355	107,325	-	-
At cost (deemed fair value)	8,022	28,787	-	-
Less: Accumulated depreciation	(5,406)	(20,836)	-	-
<b>Total: Vehicles</b>	<b>120,971</b>	<b>115,276</b>	<b>-</b>	<b>-</b>
<b>Communication equipment</b>				
At valuation	8,758	13,027	-	-
At cost (deemed fair value)	3,010	4,613	-	-
Less: Accumulated depreciation	(855)	(6,346)	-	-
<b>Total: Communication equipment</b>	<b>10,913</b>	<b>11,294</b>	<b>-</b>	<b>-</b>
<b>Computer equipment</b>				
At valuation	161	820	143	547
At cost (deemed fair value)	113	11	-	-
Less: Accumulated depreciation	(57)	(528)	(53)	(264)
<b>Total: Computer equipment</b>	<b>217</b>	<b>303</b>	<b>90</b>	<b>283</b>
<b>Plant and equipment</b>				
At valuation	4,291	4,576	179	-
At cost (deemed fair value)	1,361	1,236	135	195
Less: Accumulated depreciation	(438)	(1,640)	(17)	-
<b>Total: Plant and equipment</b>	<b>5,214</b>	<b>4,172</b>	<b>297</b>	<b>195</b>
<b>Capital work in progress</b>				
At cost (deemed fair value)	15,803	14,096	1,180	1,931
<b>Total: Capital work in progress</b>	<b>15,803</b>	<b>14,096</b>	<b>1,180</b>	<b>1,931</b>
<b>Total: Property, plant and equipment</b>	<b>325,644</b>	<b>330,475</b>	<b>1,567</b>	<b>2,696</b>

**Valuation of Assets**

At 30 June 2012, valuations were undertaken by a suitably qualified officer of SAFECOM. The assessment indicated there was no material difference between the fair value and carrying amount of the assets and consequently no revaluation adjustments were required. All assets have been valued on the basis of written down current cost or open market values for existing use, which is considered to be equivalent to fair value.

At 1 January 2012 Independent valuations for land, buildings, vehicles and communication assets were obtained from Liquid Pacific Mr M Burns MRICS, AAPI (CPV). The valuer arrived at fair value on the basis of open market values for existing use or at written down current cost which is considered to be equivalent to fair value.

**Impairment**

There were no indications of impairment for property, plant and equipment as at 30 June 2012.

**Resources received free of charge**

Refer to Note 14

**South Australian Fire and Emergency Services Commission**

**Notes to and forming part of the Financial Statements**

**For the Year Ended 30 June 2012**

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

	Land	Buildings	Vehicles	Comms. Equipment	Computer Equipment	Plant & equipment	Capital work in progress	2012 Sub-total	2011 Sub-total
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>2012: Consolidated</b>									
Carrying amount at the beginning of the period	53,641	131,693	115,276	11,294	303	4,172	14,096	330,475	
Acquisitions	60	13	-	-	-	23	22,500	22,596	
Transfers to/(from) Capital WIP	845	2,786	11,124	3,010	112	1,341	(20,793)	(1,575)	
Depreciation	-	(5,624)	(10,682)	(1,982)	(124)	(832)	-	(19,244)	
Net revaluation increment/(decrement)	230	(11,209)	5,555	(215)	(1)	547	-	(5,093)	
Assets received for nil consideration	412	117	-	-	-	-	-	529	
Disposals	(59)	(2)	(302)	-	-	(31)	-	(394)	
Transfer to non current assets held for sale	(112)	(4)	-	-	-	-	-	(116)	
Net revaluation decrement expensed	-	(261)	-	(1,194)	(73)	(6)	-	(1,534)	
Carrying amount at the end of period	55,017	117,509	120,971	10,913	217	5,214	15,803	325,644	

**2011: Consolidated**

Carrying amount at the beginning of the period	53,848	131,508	110,672	12,015	501	4,233	14,733		327,510
Acquisitions	47	-	-	-	-	-	23,455		23,502
Transfers to/(from) Capital WIP	-	5,799	15,328	2,272	11	682	(24,092)		-
Depreciation	-	(5,616)	(10,157)	(2,993)	(209)	(743)	-		(19,718)
Assets received for nil consideration	1	21	-	-	-	-	-		22
Disposals	-	(19)	(567)	-	-	-	-		(586)
Transfer to non current assets held for sale	(255)	-	-	-	-	-	-		(255)
Carrying amount at the end of period	53,641	131,693	115,276	11,294	303	4,172	14,096		330,475

**2012: SAFECOM Entity**

Carrying amount at the beginning of the period	-	287	-	-	283	195	1,931	2,696	
Acquisitions	-	-	-	-	-	1	959	960	
Transfers to/(from) Capital WIP	-	-	-	-	-	135	(1,710)	(1,575)	
Depreciation	-	(5)	-	-	(118)	(27)	-	(150)	
Net revaluation increment/(decrement)	-	(22)	-	-	(2)	-	-	(24)	
Net revaluation decrement expensed	-	(260)	-	-	(73)	(7)	-	(340)	
Carrying amount at the end of period	-	-	-	-	90	297	1,180	1,567	

**2011: SAFECOM Entity**

Carrying amount at the beginning of the period	-	296	-	-	415	-	563		1,274
Acquisitions	-	-	-	-	-	-	1,563		1,563
Transfers to/(from) Capital WIP	-	-	-	-	-	195	(195)		-
Depreciation	-	(9)	-	-	(132)	-	-		(141)
Carrying amount at the end of period	-	287	-	-	283	195	1,931		2,696

**22 Intangible assets**

	<b>Consolidated</b>		<b>SAFECOM Entity</b>	
	2012 \$'000	2011 \$'000	2012 \$'000	2011 \$'000
Computer software	4,099	2,524	2,478	903
Less: Accumulated amortisation	(1,992)	(1,706)	(472)	(319)
<b>Total: Intangible assets</b>	<b>2,107</b>	<b>818</b>	<b>2,006</b>	<b>584</b>

**Movement reconciliation of intangible assets**

Carrying amount at the beginning of the period	818	1,166	584	765
Amortisation expense	(286)	(348)	(153)	(181)
Transfers from Capital WIP	1,575	-	1,575	-
Carrying amount at the end of the period	<b>2,107</b>	<b>818</b>	<b>2,006</b>	<b>584</b>

**South Australian Fire and Emergency Services Commission**

**Notes to and forming part of the Financial Statements**

**For the Year Ended 30 June 2012**

**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 2012.

**23 Payables**

	<b>Consolidated</b>		<b>SAFECOM Entity</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
<b>Current</b>				
Accrued expenses	1,461	1,824	272	566
Creditors	8,470	9,083	715	803
Fringe benefits tax payable	226	172	19	21
Paid Parental Leave Scheme Payable	13	-	11	-
Employment on-costs	2,582	2,472	183	181
<b>Total: Payables current</b>	<b>12,752</b>	<b>13,551</b>	<b>1,200</b>	<b>1,571</b>

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

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

	<b>Consolidated</b>		<b>SAFECOM Entity</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
Accrued expenses	437	991	201	411
Creditors	1,047	3,821	256	366
Fringe benefits tax payable	226	172	19	21
Employment on-costs	2,582	2,472	183	181
<b>Total: Current payables to entities within the SA Government</b>	<b>4,292</b>	<b>7,456</b>	<b>659</b>	<b>979</b>

**Non-current**

	<b>Consolidated</b>		<b>SAFECOM Entity</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
Employment on-costs	2,540	1,882	219	199
<b>Total: Payables non-current</b>	<b>2,540</b>	<b>1,882</b>	<b>219</b>	<b>199</b>

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

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

	<b>Consolidated</b>		<b>SAFECOM Entity</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
Employment on-costs	2,540	1,882	219	199
<b>Total: Non-current payables to entities within the SA Government</b>	<b>2,540</b>	<b>1,882</b>	<b>219</b>	<b>199</b>

**Employment on-costs**

As a result of an actuarial assessment performed by the Department of Treasury and Finance, the percentage of the proportion of long service leave taken as leave has changed to 40% (2011: 35%), and the average factor for the calculation of employer superannuation cost on-cost has remained at the 2011 rate of 10.3%. These rates are used in the employment on-cost calculation. The net financial effect of the changes in the current financial year is a decrease in the employment on-cost of \$0.047m and employee benefit expense of \$0.047m. 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 32.

**South Australian Fire and Emergency Services Commission**

**Notes to and forming part of the Financial Statements**

**For the Year Ended 30 June 2012**

**24 Employee benefits**

	<b>Consolidated</b>		<b>SAFECOM Entity</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	\$'000	\$'000	\$'000	\$'000
<b>Current</b>				
Accrued salaries and wages	2,205	1,673	6	-
Annual leave	9,213	8,968	616	702
Long service leave	3,619	2,854	314	304
<b>Total: Employee benefits current</b>	<b>15,037</b>	<b>13,495</b>	<b>936</b>	<b>1,006</b>

	<b>Consolidated</b>		<b>SAFECOM Entity</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	\$'000	\$'000	\$'000	\$'000
<b>Non-current</b>				
Long service leave	27,049	21,333	2,350	2,272
<b>Total: Employee benefits non-current</b>	<b>27,049</b>	<b>21,333</b>	<b>2,350</b>	<b>2,272</b>

AASB119 Employee Benefits contains the calculation methodology for long service leave liability. It is accepted practice to estimate the present values of future cash outflows associated with the long service leave liability by using a shorthand measurement technique. The shorthand measurement technique takes into account such factors as changes in discount rates and salary inflation. AASB119 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 decreased from 2011 (5.25%) to 2012 (2.75%).

This significant decrease in the bond yield, which is used as the rate to discount future long service leave cash flows, results in a significant increase in the reported long service leave liability.

The net financial effect of the changes in the current financial year is an increase in the long service leave liability of \$0.366m and employee benefit expense of \$0.366m. The impact on future periods is impracticable to estimate as the bench mark is calculated using a number of assumptions – a key consumption is the longterm discount rate. With current conditions, the long-term discount rate is experiencing significant movement.

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.

**25 Provisions**

	<b>Consolidated</b>		<b>SAFECOM Entity</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	\$'000	\$'000	\$'000	\$'000
<b>Current</b>				
Provision for workers compensation	2,298	2,800	41	92
<b>Total: Provisions current</b>	<b>2,298</b>	<b>2,800</b>	<b>41</b>	<b>92</b>

	<b>Consolidated</b>		<b>SAFECOM Entity</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	\$'000	\$'000	\$'000	\$'000
<b>Non-current</b>				
Provision for workers compensation	8,177	11,260	172	319
<b>Total: Provisions non-current</b>	<b>8,177</b>	<b>11,260</b>	<b>172</b>	<b>319</b>

**Provision movement**

<b>Carrying amount at the beginning of the period</b>	14,060	14,112	411	554
<b>Additional provisions recognised / (released)</b>	(807)	3,066	(190)	(128)
<b>Reductions arising from payments</b>	(2,778)	(3,118)	(8)	(15)
<b>Carrying amount at the end of the period</b>	<b>10,475</b>	<b>14,060</b>	<b>213</b>	<b>411</b>

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

**South Australian Fire and Emergency Services Commission**  
**Notes to and forming part of the Financial Statements**  
**For the Year Ended 30 June 2012**

**26 Equity**

	<b>Consolidated</b>		<b>SAFECOM Entity</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
Accumulated surplus	241,671	246,782	13,266	11,811
Asset revaluation surplus	68,924	74,082	-	24
<b>Total equity</b>	<b>310,595</b>	<b>320,864</b>	<b>13,266</b>	<b>11,835</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.

The consolidated cumulative income or expense recognised in other comprehensive income (via the asset revaluation surplus) relating to non-current assets classified as held for sale for the year ending 30 June 2012 was \$0.065m (nil in 2011).

**27 Cash flow reconciliation**

	<b>Consolidated</b>		<b>SAFECOM Entity</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
<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	43,377	46,000	13,662	12,540
Balance as per the Statement of Cash Flows	43,377	46,000	13,662	12,540
 <b>Reconciliation of net cash provided by operating activities to net cost of providing services:</b>				
Net cash provided by operating activities	19,804	24,633	2,082	5,690
Less revenues from SA Government	(196,486)	(190,994)	(14,812)	(17,153)
Add payments to SA Government	-	1,174	-	-
<b>Add/(less) non cash items</b>				
Depreciation and amortisation	(19,530)	(20,066)	(303)	(322)
Assets received free of charge	529	22	-	-
Assets revaluation decrement recognised in Statement of Comprehensive Income	(1,534)	-	(340)	-
Net loss from disposal of non-current assets	(10)	(133)	-	-
<b>Movement in assets and liabilities</b>				
(Decrease)/increase in receivables	(837)	160	(526)	259
(Increase)/decrease in payables	141	(2,756)	351	39
(Increase)/decrease in employee benefits	(7,259)	(2,583)	(8)	421
(Increase)/decrease in provisions	3,585	52	198	143
<b>Net cost of providing services</b>	<b>(201,597)</b>	<b>(190,491)</b>	<b>(13,357)</b>	<b>(10,923)</b>

**South Australian Fire and Emergency Services Commission**

**Notes to and forming part of the Financial Statements**

**For the Year Ended 30 June 2012**

**28 Unrecognised contractual commitments**

	<b>Consolidated</b>		<b>SAFECOM Entity</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
	<small>\$'000</small>	<small>\$'000</small>	<small>\$'000</small>	<small>\$'000</small>
<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	3,022	3,995	594	614
Later than one year but not later than five years	2,617	5,194	632	1,252
Total: Operating lease commitments	<u>5,639</u>	<u>9,189</u>	<u>1,226</u>	<u>1,866</u>
These non-cancellable leases relate to vehicle and property leases, with rental payable monthly in arrears. Contingent rental provisions within the lease agreements require the minimum lease payments to be increased annually based on consumer price index movement.				

**Capital commitments**

Capital expenditure contracted for at the reporting date but are not recognised as liabilities in the financial report, are payable as follows:

Within one year	5,732	1,642	-	75
Total: Capital commitments	<u>5,732</u>	<u>1,642</u>	<u>-</u>	<u>75</u>

These capital commitments are for property and vehicles.

**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	1,724	1,814	300	293
Later than one year but not later than five years	4,297	4,647	79	384
Total: Remuneration commitments	<u>6,021</u>	<u>6,461</u>	<u>379</u>	<u>677</u>

Amounts disclosed include commitments arising from executive contracts. SAFECOM 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	3,425	767	473	106
Later than one year but not later than five years	1,424	752	121	105
Total: Other commitments	<u>4,849</u>	<u>1,519</u>	<u>594</u>	<u>211</u>

Other commitments relate to a range of general goods and services used in operational areas. These goods and services are contracted for at reporting date but not included as liabilities in the financial report.

**29 Contingent assets and liabilities**

**Contingent assets**

SAFECOM entity is not aware of any contingent assets.

SAFECOM Consolidated has a contingent asset for MFS of \$15 000 in relation to repairs of solar panels.

In 2009-10 CFS and SES made prepayments for capital works projects of \$1,026 520 for works that did not materialise. Recovery of the prepayments has been sought.

**Contingent liabilities**

SAFECOM entity is not aware of any contingent liabilities.

SAFECOM consolidated has several contingent liabilities for CFS, MFS and SES in the form of unresolved litigation. However, the outcome cannot be reliably determined at this stage. In each case the financial exposure is limited to a \$10 000 excess under insurance arrangements.



**South Australian Fire and Emergency Services Commission**  
**Notes to and forming part of the Financial Statements**  
**For the Year Ended 30 June 2012**

**30 Remuneration of board and committee members**

Members of the board and committees, during the 2012 financial year were:

**South Australian Fire and Emergency Services Commission Board**

Andrew Lawson \*  
 Barry Dermot \*  
 Barry Luke \*  
 Christopher Beattie \*  
 David Norton \* (retired 15 July 2011)  
 David Place \*  
 Grant Lupton \*  
 Gregory Nettleton \*  
 Haydon Castle \* (retired 7 October 2011)  
 Helen Chalmers \*  
 Joseph Szakacs  
 Kenneth Schutz \*  
 Lois Boswell \* (retired 28 March 2012)  
 Lyn Berghofer \*  
 Matthew Maywald \* (retired 17 February 2012)  
 Michael Smith \*  
 Moira Deslandes \*  
 Susan Caracoussis  
 Virginia Hickey  
 Wayne Thorley

**South Australian Fire and Emergency Services Commission**

**Audit and Risk Management Committee**

Aaron Chia \*  
 Andrew Lawson \*  
 Barry Dermot \* (appointed 14 May 2012)  
 Don Cranwell \*  
 Henry Lukowicz \* (retired 30 December 2011)  
 Joseph Szakacs \*  
 Lena Grant \*  
 Mark Groote \* (retired 11 June 2012)  
 Matthew Maywald \* (retired 17 February 2012)  
 Michael Smith \*  
 Roy Thompson \*  
 Virginia Hickey \*

**South Australian Metropolitan Fire Service Disciplinary Committee**

Brendan West \*  
 Graham Dart  
 Michael Vander-Jeugd \*  
 Roy Thompson \*

**State Bushfire Coordination Committee**

Ali Ben Kahn \* (retired 30 June 2012)  
 Andrew Grear \* (retired 30 June 2012)  
 Andrew Watson \*  
 Ann De Piaz \*  
 Bronwyn Killmier \* (appointed 13 October 2011)  
 Bryan Fahy \* (retired 12 August 2011)  
 Carol Vincent \* (retired 30 June 2012)  
 Christopher Reed  
 David Hood (retired 30 June 2012)  
 Dennis Mutton  
 Fiona Dunstan \*  
 Franco Crisci \*  
 Glenn Benham \*  
 Gregory Nettleton \*  
 Jane Charles \* (retired 30 June 2012)  
 Jeffrey Klitscher \* (retired 30 June 2012)  
 Jennifer Dickins \* (retired 30 June 2012)  
 Jennifer Lillecrapp \* (retired 30 June 2012)  
 John Nairn \* (retired 30 June 2012)  
 Katie Taylor \*  
 Kenneth Schutz \* (retired 30 June 2012)  
 Kylie Egan \*  
 Lisien Loan \* (retired 30 June 2012)  
 Meredith Jenner \*  
 Michael Williams \* (retired 11 November 2011)  
 Paul Fletcher \* (retired 30 June 2012)  
 Penelope Paton \* (retired 30 June 2012)  
 Peter White  
 Scott Thompson \* (appointed 11 March 2012)  
 Stephen Pascale \*  
 Suellen LeFebvre \*  
 Susan Filby \*  
 Suzanne Mickan \*  
 Sylvia Rapo \* (retired 30 June 2012)  
 Timothy Milne  
 Vicki Linton \* (retired 30 June 2012)  
 Vicki-Jo Russell \* (retired 19 January 2012)  
 William McIntosh

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

	Consolidated		SAFECOM Entity	
	2012 No. of members	2011 No. of members	2012 No. of members	2011 No. of members
\$nil	54	58	22	26
\$1 - \$9 999	7	9	-	1
\$10 000 - \$19 999	-	-	-	-
\$20 000 - \$29 999	2	3	2	3
\$30 000 - \$39 999	2	1	2	1
Total	65	71	26	31

Remuneration of members reflects all costs of performing board/committee member duties including sitting fees, 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 or receivable by members was SAFECOM Consolidated \$131 600 (\$136 200) and SAFECOM \$122 200 (\$113 260).

\*In accordance with the Premier and Cabinet's Circular Number 016, government employees did not receive any remuneration for board/committee duties during the financial year.

Unless otherwise disclosed, transactions between members and SAFECOM are on conditions no more favourable than those that it is reasonable to expect SAFECOM would have adopted if dealing with the related party at arm's length in the same circumstances.

For the purposes of this table, travel allowances and other expenses paid to members have not been included as remuneration as it is considered to be reimbursement of direct out-of-pocket expenses incurred by relevant members.

## For the Year Ended 30 June 2012

[illegible]

**South Australian Fire and Emergency Services Commission**  
**Notes to and forming part of the Financial Statements**  
**For the Year Ended 30 June 2012**

**Table 32.3 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 Consolidated				Contractual maturities SAFECOM Entity		
	Carrying amount \$'000	< 1 year \$'000	1-5 years \$'000		Carrying amount \$'000	< 1 year \$'000	1-5 years \$'000
<b>2012</b>							
<b>Financial assets</b>							
Cash and cash equivalents	43,377	43,377	-		13,662	13,662	-
Receivables	1,746	1,746	-		543	543	-
Other financial assets	2,371	2,371	-		-	-	-
<b>Total financial assets</b>	<b>47,494</b>	<b>47,494</b>	<b>-</b>		<b>14,205</b>	<b>14,205</b>	<b>-</b>
<b>Financial liabilities</b>							
Payables	12,304	11,158	1,146		1,082	984	98
<b>Total financial liabilities</b>	<b>12,304</b>	<b>11,158</b>	<b>1,146</b>		<b>1,082</b>	<b>984</b>	<b>98</b>
<b>2011</b>							
<b>Financial assets</b>							
Cash and cash equivalents	46,000	46,000	-		12,540	12,540	-
Receivables	2,156	2,156	-		955	955	-
Other financial assets	2,157	2,157	-		-	-	-
<b>Total financial assets</b>	<b>50,313</b>	<b>50,313</b>	<b>-</b>		<b>13,495</b>	<b>13,495</b>	<b>-</b>
<b>Financial liabilities</b>							
Payables	12,845	12,058	788		1,453	1,370	82
<b>Total financial liabilities</b>	<b>12,845</b>	<b>12,058</b>	<b>788</b>		<b>1,453</b>	<b>1,370</b>	<b>82</b>

**Liquidity risk**

Liquidity risk arises where SAFECOM is unable to meet its financial obligations as they are due to be settled. SAFECOM is funded principally from contributions from the Community Emergency Services Fund. The SAFECOM Group and SAFECOM Entity works with the Fund 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. SAFECOM's settles undisputed accounts within 30 days from the date of the invoice or date the invoice is first received. In the event of a dispute, payment is made 30 days from resolution.

SAFECOM'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 table above represent SAFECOM's maximum exposure to financial liabilities.

**Market risk**

SAFECOM has non-interest bearing assets (cash on hand and receivables) and liabilities (payables), and interest bearing assets (cash at bank and financial assets). SAFECOM's exposure to market risk and cash flow interest risk is minimal. There is no exposure to foreign currency or other price risks.

**Sensitivity disclosure analysis**

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

**Community Emergency Services Fund**  
**Administered Annual Financial Statements**

**For the Year Ended 30 June 2012**

**Community Emergency Services Fund**  
**Statement of Administered Comprehensive Income**  
**For the Year Ended 30 June 2012**

	Note	2012 \$'000	2011 \$'000
<b>Administered expenses</b>			
Payments to SA Government administrative units	A 3	217,595	210,030
Grants and subsidies	A 4	3,408	4,533
Other expenses	A 5	3,888	8,432
<b>Total administered expenses</b>		<b>224,891</b>	<b>222,995</b>
<b>Administered income</b>			
Revenues from levy sources	A 6	223,170	219,303
Revenues from fees and charges	A 7	645	662
Interest revenues	A 8	2,195	2,436
<b>Total administered income</b>		<b>226,010</b>	<b>222,401</b>
<b>Net result</b>		<b>1,119</b>	<b>(594)</b>
<b>Total comprehensive result</b>		<b>1,119</b>	<b>(594)</b>

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

**Community Emergency Services Fund**  
**Statement of Administered Financial Position**  
**As at 30 June 2012**

	<b>Note</b>	<b>2012</b> \$'000	<b>2011</b> \$'000
<b>Administered current assets</b>			
Cash and cash equivalents	A 9	553	2,204
Receivables	A 10	<u>3,524</u>	<u>3,126</u>
<b>Total current assets</b>		<b>4,077</b>	<b>5,330</b>
 <b>Administered current liabilities</b>			
Payables	A 11	<u>2,212</u>	<u>4,584</u>
<b>Total current liabilities</b>		<b>2,212</b>	<b>4,584</b>
 <b>Net assets</b>		 <b><u>1,865</u></b>	 <b><u>746</u></b>
 <b>Administered equity</b>			
Retained earnings	A 12	<u>1,865</u>	<u>746</u>
<b>Total administered equity</b>		<b><u>1,865</u></b>	<b><u>746</u></b>
 Unrecognised contractual commitments	A 14		
Contingent assets and liabilities	A 15		

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

**For the Year Ended 30 June 2012**

		Retained Earnings	Total
	Note	\$'000	\$'000
Balance at 30 June 2010		1,340	1,340
Net result for 2010/11		(594)	(594)
Total comprehensive result for 2010/11		(594)	(594)
Balance at 30 June 2011	A 12	746	746
Net result for 2011/12		1,119	1,119
Total comprehensive result for 2011/12		1,119	1,119
Balance at 30 June 2012	A 12	1,865	1,865

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



**Community Emergency Services Fund**  
**Statement of Administered Cash Flows**  
**For the Year Ended 30 June 2012**

	Note	2012 \$'000	2011 \$'000
<b>Cash flows from operating activities</b>			
<b>Cash outflows</b>			
Payments to SA Government administrative units		(219,967)	(214,450)
Grant payments		(3,408)	(4,533)
Other payments		(7,988)	(8,432)
<b>Cash used in operations</b>		<u>(231,363)</u>	<u>(227,415)</u>
<b>Cash inflows</b>			
Receipts from levy sources		222,746	220,776
Fees and charges		645	662
Interest received		2,221	2,436
Refunds	A 5	4,100	-
<b>Cash generated from operations</b>		<u>229,712</u>	<u>223,874</u>
 <b>Net cash used in operating activities</b>	A 13	<u>(1,651)</u>	<u>(3,541)</u>
 <b>Net decrease in cash and cash equivalents</b>		<u>(1,651)</u>	<u>(3,541)</u>
 <b>Cash and cash equivalents at the beginning of the period</b>		2,204	5,745
 <b>Cash and cash equivalents at the end of the period</b>	A 9	<u>553</u>	<u>2,204</u>

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

# Community Emergency Services Fund

## Note Index

For the Year Ended 30 June 2012

Note	Contents
------	----------

### Objectives and policies notes

- |     |  |
|-----|--|
| A 1 | Establishment, objectives and funding arrangements |
| A 2 | Summary of significant accounting policies         |

### Expense notes

- |     |  |
|-----|--|
| A 3 | Payments to SA Government administrative units |
| A 4 | Grants and subsidies                           |
| A 5 | Other expenses                                 |

### Income notes

- |     |                                |
|-----|--------------------------------|
| A 6 | Revenues from levy sources     |
| A 7 | Revenues from fees and charges |
| A 8 | Interest revenues              |

### Asset notes

- |      |                           |
|------|---------------------------|
| A 9  | Cash and cash equivalents |
| A 10 | Receivables               |

### Liability notes

- |      |          |
|------|----------|
| A 11 | Payables |
|------|----------|

### Equity notes

- |      |                     |
|------|---------------------|
| A 12 | Administered equity |
|------|---------------------|

### Other notes

- |      |   |
|------|---|
| A 13 | Cash flow reconciliation                          |
| A 14 | Unrecognised contractual commitments              |
| A 15 | Contingent assets and liabilities                 |
| A 16 | Events after the reporting period                 |
| A 17 | Financial instruments / financial risk management |
| A 18 | Remuneration of board and committee members       |

**Community Emergency Services Fund**  
**Notes to and forming part of the Administered Statements**  
**For the Year Ended 30 June 2012**

**A 1 Establishment, objectives and funding arrangements**

**Establishment**

The Community Emergency Services Fund (CESF) is established pursuant to the *Emergency Services Funding Act 1988*.

**Objectives**

The CESF provides funding to the core emergency services and for the provision of emergency services.

**Funding arrangements**

Under the *Emergency Services Funding Act 1988*, funds collected through the Emergency Services Levy (fixed and mobile property), concessions to pensioners, remissions to property owners, levy payments on Government property (fixed and mobile) and interest, are paid into the CESF. The collection of the Emergency Service Levy falls within the portfolio responsibilities of the Treasurer.

**A 2 Summary of significant accounting policies**

In general, the CESF adopts the accounting policies of SAFECOM, as detailed in Note 2 of SAFECOM's Financial Statements. Deviations from these policies are as follows:

Payment to SA Government administrative units:

All payments to SA Government administrative units are only recognised upon actual certainty of payment. Recognition of accrual payments, based upon budgeted claims or requested payments are not recognised until approved and payment is certain.

**A 3 Payments to SA Government administrative units**

	2012	2011
	\$'000	\$'000
South Australian Fire and Emergency Services Commission	13,369	16,372
South Australian State Emergency Service	13,423	14,306
South Australian Country Fire Service	66,857	60,157
South Australian Metropolitan Fire Service	100,323	96,125
South Australia Police	18,628	18,174
South Australia Police - Government radio network	687	687
Attorney-General's Department - State Rescue Helicopter Service	592	578
South Australian Ambulance Service	1,000	976
South Australian Ambulance Service - Government radio network	209	209
Department for Environment and Natural Resources	2,507	2,446
<b>Total: Payments to SA Government administrative units</b>	<b>217,595</b>	<b>210,030</b>

**A 4 Grants and subsidies**

	2012	2011
	\$'000	\$'000
Surf Life Saving South Australia Inc	2,395	3,238
Volunteer Marine Rescue	647	977
Shark Beach Patrol	366	318
<b>Total: Grants and subsidies</b>	<b>3,408</b>	<b>4,533</b>

**A 5 Other expenses**

	2012	2011
	\$'000	\$'000
RevenueSA - collection costs *	1,612	5,617
Department of Planning, Transport and Infrastructure - collection costs	760	752
Fixed property refunds	969	1,529
Administration costs	547	534
<b>Total: Other expenses</b>	<b>3,888</b>	<b>8,432</b>

\* Includes a one off refund \$4.1m from Department of Treasury and Finance.

**A 6 Revenues from levy sources**

	2012	2011
	\$'000	\$'000
Fixed property collections	97,974	96,800
Fixed property remissions	75,639	73,781
Mobile collections	31,530	31,267
Mobile remissions	11,095	10,963
Pensioner remissions	6,932	6,492
<b>Total: Revenues from levy sources</b>	<b>223,170</b>	<b>219,303</b>

**A 7 Revenues from fees and charges**

	2012	2011
	\$'000	\$'000
Certificate sales and other from entities within the SA government	645	662
<b>Total: Revenues from fees and charges</b>	<b>645</b>	<b>662</b>

**Community Emergency Services Fund**  
**Notes to and forming part of the Administered Statements**  
**For the Year Ended 30 June 2012**

**A 8 Interest revenues**

	2012	2011
	\$'000	\$'000
Interest on deposit accounts - from entities within the SA Government	2,195	2,436
<b>Total: Interest revenues</b>	<b>2,195</b>	<b>2,436</b>

**A 9 Cash and cash equivalents**

	2012	2011
	\$'000	\$'000
Deposits with the Treasurer	553	2,204
<b>Total: Cash and cash equivalents</b>	<b>553</b>	<b>2,204</b>

**Interest Rate Risk**

Deposits with the Treasurer earns a floating interest rate based on daily bank deposit rates. The carrying amount of cash and cash equivalents approximates fair value.

**A 10 Receivables**

	2012	2011
	\$'000	\$'000
<b>Current</b>		
Receivables from entities within the SA government	3,524	3,126
<b>Total: Receivables current</b>	<b>3,524</b>	<b>3,126</b>

**Interest rate and credit risk**

Receivables are raised for all goods and services provided for which payment has not been received. Receivables are normally settled within 30 days. Receivables, prepayments and accrued revenues are non-interest bearing. Other than as recognised in the allowance 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 A 17

**A 11 Payables**

	2012	2011
	\$'000	\$'000
<b>Current</b>		
Accrued expenses	825	2,463
Creditors	1,387	2,121
<b>Total: Payables current</b>	<b>2,212</b>	<b>4,584</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:

	2012	2011
	\$'000	\$'000
Accrued expenses	673	597
Creditors	1,068	2,121
<b>Total: Payables current to entities within the SA Government</b>	<b>1,741</b>	<b>2,718</b>

**Interest Rate and credit Risk**

Creditors and accruals are raised for all amounts billed but unpaid. Sundry creditors are normally settled within 30 days. 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 receivables and categorisation of financial instruments and risk exposure information**  
Refer to Note A 17

**A 12 Administered equity**

	2012	2011
	\$'000	\$'000
Accumulated surplus	1,865	746
<b>Total equity</b>	<b>1,865</b>	<b>746</b>

**Community Emergency Services Fund**  
**Notes to and forming part of the Administered Statements**  
**For the Year Ended 30 June 2012**

**A 13 Cash flow reconciliation**

	2012 \$'000	2011 \$'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 Administered Financial Position	553	2,204
Balance as per the Statement of Administered Cash Flows	553	2,204
 <b>Reconciliation of net cash provided by operating activities to net result</b>		
Net cash provided by operating activities	(1,651)	(3,541)
<b>Movement in assets and liabilities</b>		
(Increase)/decrease in receivables	398	(1,473)
Decrease/(Increase) in payables	2,372	4,420
 <b>Net result</b>	<u>1,119</u>	<u>(594)</u>

**A 14 Unrecognised contractual commitments**

CESF has no unrecognised contractual commitments at reporting date.

**A 15 Contingent assets and liabilities**

CESF is not aware of any contingent assets or contingent liabilities.

**A 16 Events after the reporting period**

On 13 August 2012 the Government announced it intends establishing a Community Safety Directorate. The Directorate will provide strategic advice and high level coordination across Police, Correctional Services, Emergency Services and Road Safety, and oversee the development and implementation of policy. A Project Team has been established to determine the best model for the authority.

**A 17 Financial instruments / financial risk management**

**Table A 17.1 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 A 2 Summary of significant accounting policies.

Category of financial assets and financial liabilities / Statement of Financial Position line item	Note	2012		2011	
		Carrying amount	Fair value	Carrying amount	Fair value
		\$'000	\$'000	\$'000	\$'000
<b>Financial assets</b>					
Cash and cash equivalents	A 9	553	553	2,204	2,204
Receivables	A 10	3,524	3,524	3,126	3,126
<b>Financial liabilities</b>					
Payables	A 11	2,212	2,212	4,584	4,584

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 (not materially different from amortised cost).

**Credit risk**

Credit risk arises when there is the possibility of CESF's debtors defaulting on their contractual obligations resulting in financial loss to CESF. The CESF 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 A 17.1 represents CESF's maximum exposure to credit risk.

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

CESF has minimal concentration of credit risk. CESF has policies and procedures in place to ensure that transactions occur with customers with appropriate credit history. CESF 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 CESF does not hold any collateral as security for any of its financial assets. There is no evidence to indicate that financial assets are impaired.

**Community Emergency Services Fund**  
**Notes to and forming part of the Administered Statements**  
**For the Year Ended 30 June 2012**

**Table A 17.2 Ageing analysis of financial assets**

The following table discloses the ageing of financial assets and the ageing of impaired assets:

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>2012</b>					
Not impaired					
Receivables	3,524	-	-	-	3,524
Impaired					
Receivables	-	-	-	-	-
Financial assets	-	-	-	-	-
<b>2011</b>					
Not impaired					
Receivables	3,126	-	-	-	3,126
Impaired					
Receivables	-	-	-	-	-
Financial assets	-	-	-	-	-

**Table A 17.3 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>2012</b>			
<b>Financial assets</b>			
Cash and cash equivalents	553	553	-
Receivables	3,524	3,524	-
Total financial assets	4,077	4,077	-
<b>Financial liabilities</b>			
Payables	2,212	2,212	-
Total financial liabilities	2,212	2,212	-
<b>2011</b>			
<b>Financial assets</b>			
Cash and cash equivalents	2,204	2,204	-
Receivables	3,126	3,126	-
Total financial assets	5,330	5,330	-
<b>Financial liabilities</b>			
Payables	4,584	4,584	-
Total financial liabilities	4,584	4,584	-

The financial assets and liabilities of CESF are all current with maturity within the next 12 months.

#### Liquidity risk

The CESF is funded principally from contributions from the Emergency Services Levy, Government concessions, remissions and interest. The payments from the CESF are approved by the Economic and Finance Committee, pursuant to the *Emergency Services Funding Act 1998*, and endorsed by the Minister for Emergency Services. The CESF is an Administered Item and 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.

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

The carrying amount of financial liabilities recorded in Table A 17.1 'Categorisation of Financial Instruments' represent CESF's maximum exposure to financial liabilities.

#### Market risk

The CESF has non-interest bearing assets (cash on hand and receivables) and liabilities (payables) and interest bearing assets (cash at bank and investments). The CESF'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 CESF as it has been determined that the possible impact on profit and loss or total equity from fluctuations in interest rates is immaterial.

## A 18 Remuneration of board and committee members

The CESF does not have any Board or Committee members.

## Appendix 2 - SAFECOM Workforce Statistics

### Employee Numbers, Gender and Status

#### Employee Numbers

Total Number of Employees	Consolidated	SAFECOM Entity
Persons	1393	75
FTEs	1186.6	72.1

#### Employee Gender

Gender	Consolidated		SAFECOM Entity	
	% Persons	% FTEs	% Persons	% FTEs
Male	88%	88%	45%	47%
Female	12%	12%	55%	53%

#### Employee Turnover

Number of Persons During the 2011-12 Financial Year	Consolidated	SAFECOM Entity
Separated from the agency	110	35
Recruited to the agency	129	23

#### Employee Leave without Pay

Number of Persons at 30 June 2012	Consolidated	SAFECOM Entity
On Leave without Pay	13	3

#### Number of Employees by Salary Bracket

Salary Bracket	Consolidated			SAFECOM Entity		
	Male	Female	Total	Male	Female	Total
\$0 - \$51,599	230	47	277	0	5	5
\$51,600 - \$65,699	106	57	163	9	13	22
\$65,700 - \$84,099	554	50	604	11	15	26
\$84,100 - \$106,199	300	11	311	13	8	21
\$106,200+	37	1	38	1	0	1
<b>TOTAL</b>	1227	166	1393	34	41	75

#### Status of Employees in Current Position

Consolidated					
FTEs	Ongoing	Short-Term Contract	Long-Term Contract	Other (Casual)	Total
Male	1021.3	10.0	12.0	0.0	1043.3
Female	123.7	13.8	5.8	0.0	143.3
<b>TOTAL</b>	1145.0	23.8	17.8	0.0	1186.6

Consolidated					
PERSONS	Ongoing	Short-Term Contract	Long-Term Contract	Other (Casual)	Total
Male	1205	10	12	0	1227
Female	145	15	6	0	166
<b>TOTAL</b>	1350	25	18	0	1393

SAFECOM Entity					
FTEs	Ongoing	Short-Term Contract	Long-Term Contract	Other (Casual)	Total
Male	22.6	6.0	5.0	0.0	33.6
Female	24.4	10.3	3.8	0.0	38.5
<b>TOTAL</b>	47.0	16.3	8.8	0.0	72.1

SAFECOM Entity					
PERSONS	Ongoing	Short-Term Contract	Long-Term Contract	Other (Casual)	Total
Male	23	6	5	0	34
Female	26	11	4	0	41
<b>TOTAL</b>	49	17	9	0	75

## Executives

### Executives by Gender, Classification and Status

Consolidated													
Classification	Ongoing		Term Tenured		Term Untenured		Other (Casual)		Total				
	Male	Female	Male	Female	Male	Female	Male	Female	Male	%	Female	%	
EXEC0A	0	0	0	0	1	1	0	0	1	50%	1	50%	
EXEC0B	0	0	0	0	3	0	0	0	3	100%	0	0%	
EXEC0C	0	0	0	0	2	0	0	0	2	100%	0	0%	
EXEC0D	0	0	0	0	1	0	0	0	1	100%	0	0%	
<b>TOTAL</b>	0	0	0	0	7	1	0	0	7	88%	1	13%	

SAFECOM Entity													
Classification	Ongoing		Term Tenured		Term Untenured		Other (Casual)		Total				
	Male	Female	Male	Female	Male	Female	Male	Female	Male	%	Female	%	
EXEC0D	0	0	0	0	1	0	0	0	1	100%	0	0%	
<b>TOTAL</b>	0	0	0	0	1	0	0	0	1	100%	0	0%	

## Leave Management

### Average Days Leave Per Full-Time Equivalent Employee

Leave Type	Consolidated				SAFECOM Entity			
	2008-09	2009-10	2010-11	2011-12	2008-09	2009-10	2010-11	2011-12
Sick Leave	11.5	10.6	12.2	11.7	7.4	5.6	6.9	9.9
Family Carer's Leave	0.6	0.6	0.7	0.7	0.6	0.6	1.0	1.1
Miscellaneous Special Leave	0.1	0.1	0.1	0.7	0.3	0.2	0.5	0.6
<b>TOTAL</b>	12.1	11.3	13.0	13.2	8.3	6.4	8.4	11.6



## Workforce Diversity

### Aboriginal and/or Torres Strait Islander Employees

Salary Bracket	Consolidated			SAFECOM Entity			Target*
	Aboriginal Employees	Total Employees	% Aboriginal Employees	Aboriginal Employees	Total Employees	% Aboriginal Employees	
\$0 - \$51,599	0	277	0.0%	0	5	0.0%	2%
\$51,600 - \$65,699	0	163	0.0%	0	22	0.0%	2%
\$65,700 - \$84,099	1	604	0.2%	0	26	0.0%	2%
\$84,100 - \$106,199	1	311	0.3%	0	21	0.0%	2%
\$106,200+	0	38	0.0%	0	1	0.0%	2%
<b>TOTAL</b>	2	1393	0.1%	0	75	0.0%	2%

\*Target from SA Strategic Plan

### Number of Employees by Age Bracket by Gender

Age Bracket	Consolidated				SAFECOM Entity				2012 Workforce Benchmark*
	Male	Female	Total	% of Total	Male	Female	Total	% of Total	
15-19	2	0	2	0.1%	0	0	0	0.0%	6.4%
20-24	24	5	29	2.1%	0	1	1	1.3%	10.4%
25-29	85	21	106	7.6%	3	5	8	10.7%	11.0%
30-34	127	14	141	10.1%	2	4	6	8.0%	10.1%
35-39	166	25	191	13.8%	5	7	12	16.0%	10.3%
40-44	176	29	205	14.7%	2	9	11	14.7%	11.0%
45-49	197	21	218	15.6%	3	6	9	12.0%	11.5%
50-54	233	16	249	17.9%	5	2	7	9.4%	11.4%
55-59	136	24	160	11.5%	8	5	13	17.3%	9.4%
60-64	67	9	76	5.5%	5	2	7	9.3%	5.5%
65+	14	2	16	1.1%	1	0	1	1.3%	3.0%
<b>TOTAL</b>	1227	166	1393	100.0%	34	41	75	100.0%	100.0%

\*Source: Australian Bureau of Statistics Demographic Statistics, 6291.0.55.001 Labour Force Statistics (ST LM8) by sex, age, state, marital status - employed - total from Feb78 Supertable, South Australia at May 2011.

## Cultural and Linguistic Diversity

Age Bracket	Consolidated				SAFECOM Entity				SA Community*
	Male	Female	Total	% of Agency	Male	Female	Total	% of Agency	
Number of employees born overseas	50	23	73	5.2%	6	8	14	18.7%	20.3%
Number of employees who speak language(s) other than English at home	3	5	8	0.6%	0	2	2	2.7%	16.6%

\*Benchmarks from ABS Publication Basic Community Profile (SA) Cat No. 2001.0, 2006 census.

## Total Number of Employees with Disabilities

Consolidated				SAFECOM Entity			
Male	Female	Total	% of Agency	Male	Female	Total	% of Agency
8	13	21	2%	1	5	6	8%

\*According to Commonwealth DDA Definition

## Types of Disability (Where Specified)

Disability	Consolidated				SAFECOM Entity			
	Male	Female	Total	% of Agency	Male	Female	Total	% of Agency
Disability Requiring Workplace Adaptation	8	10	18	1.3%	1	3	4	5.3%
Physical	4	8	12	0.9%	1	4	5	6.7%
Intellectual	0	0	0	0.0%	0	0	0	0.0%
Sensory	4	4	8	0.6%	0	0	0	0.0%
Psychological/Psychiatric	0	0	0	0.0%	0	0	0	0.0%

## Voluntary Flexible Working Arrangements

### Voluntary Flexible Working Arrangements by Gender

	Consolidated			SAFECOM Entity		
	Male	Female	Total	Male	Female	Total
Purchased Leave	0	0	0	0	0	0
Flexitime	115	114	229	32	41	73
Compressed Weeks	0	2	2	0	1	1
Part-time	206	43	249	1	8	9
Job Share	0	21	21	0	4	4
Working from Home	4	6	10	1	1	2

Note: Employees may be undertaking more than one type of Flexible Working Arrangement.

## Appendix 3 - Freedom of Information

### Information Statement

The *Freedom of Information Act 1991* gives members of the public a legally enforceable right to access information held by the South Australian Government, subject to certain restrictions. It also enables each member of the public to apply for the amendment of records concerning their personal affairs if the records are incomplete, incorrect, out of date or misleading.

The following information is provided pursuant to the provisions of Section 9 of the *Freedom of Information Act 1991*.

Requests for access to documents in the possession of SAFECOM are dealt with by the Freedom of Information Officer, SAFECOM.

The *Freedom of Information Act 1991* allows you to:

1. request access to documents of the agency, which must contain sufficient information to identify the documents sought,
2. request amendment of your personal records, which must identify the record involved sufficiently and specify the amendment sought, and
3. seek a review of a decision made by a State Government Agency, Local Council or University.

As one of the administrative and support services provided to the emergency services agencies, the SAFECOM Accredited FOI Officer administers the provisions of the *Freedom of Information Act 1991*, and in addition to applications made directly to SAFECOM, processes applications on behalf of the MFS and SES. During this reporting year, the SAFECOM Accredited FOI Officer has processed 19 applications.

To lodge an application, please complete the appropriate form available on the State Records website at: <http://www.archives.sa.gov.au/foi/index.html> and forward it to the address shown below, along with the application fee, if payable.

### Address for Applications

Freedom of Information Officer  
South Australian Fire and Emergency Services Commission  
GPO Box 2706  
ADELAIDE SA 5001

Telephone (08) 8463 4056  
Facsimile (08) 8463 4054

## Appendix 4 - Abbreviations

AFAC	Australasian Fire and Emergency Service Authorities Council
ANZAC	Australian and New Zealand Army Corps
APY	Anangu Pitjantjatjara Yankunytjatjara
CESF	Community Emergency Services Fund
CFS	Country Fire Service
COAG	Council of Australian Government
DEWNR	Department of Water and Natural Resources
FOI	Freedom of Information
GRN	Government Radio Network
HR	Human Resources
IMS	Information Management Services
ICT	Information and Communications Technology
IVR	Interactive Voice Response
LFS	Logistics Functional Service
MFS	Metropolitan Fire Service
NDRP	Natural Disaster Resilience Program
NEMC	National Emergency Management Committee
NERAG	National Emergency Risk Assessment Guidelines
NSDR	National Strategy for Disaster Resilience
OHSW&IM	Occupational Health, Safety, Welfare and Injury Management
ROC	Regional Operations Centre
S/OPS	State Operations Support Brigade
SAAS	South Australian Ambulance Service
SACAD	South Australian Computer Aided Dispatch
SAFECOM	South Australian Fire and Emergency Services Commission
SAPOL	South Australian Police
SAWSC	South Australian Water Safety Committee
SCPEM	Standing Council on Police and Emergency Services
SEMC	State Emergency Management Committee
SERAS	State Emergency Risk Assessment System
SES	South Australian State Emergency Services
SMAG	State Mitigation Advisory Group
VERSP	Volunteer Employer Recognition Support Program
VSB	Volunteer Services Branch
ZEMC	Zone Emergency Management Committees
ZEMIG	Zone Emergency Management Implementation Group
ZERMS	Zone Emergency Risk Management System