



SAMOA FIRE & EMERGENCY SERVICES AUTHORITY

ANNUAL REPORT FY 2012/2013

Statement to Parliament



Samoa Fire and Emergency Services Authority

20 October 2014

Hon. Speaker of the House
Legislative Assembly of the Independent State of Samoa
MULINUU

Honorable,

Pursuant to Section 37(4) of the Fire and Emergency Service Act 2007, I respectfully submit to the Legislative Assembly the Annual Report of the Samoa Fire and Emergency Services Authority for the Financial Year ending 30th June 2013.

A handwritten signature in black ink, appearing to be "S. Fata Lisati Pinati".

Hon. Sala Fata Lisati Pinati

**Minister of Samoa Fire & Emergency
Services Authority**

TABLE OF CONTENTS

TABLE OF CONTENTS	1
SAMOA FIRE & EMERGENCY SERVICES AUTHORITY - LEADERSHIP	
Board of Directors 2012/2013	2
Executive SFESA 2012/2013	2
Chairman’s Report	3 - 5
Commissioner’s Report.....	6
Output 1: Policy Advice to the Responsible Minister and Board	7
Output 2: Fire Suppression & Emergency Services	8 - 9
Output 3: Fire Safety, Awareness and Prevention Services	10
Corporate Services Division	11 - 12
Auditor’s Report.....	13
Audited Financial Statements	
Annex 1: Financial Statements	14 - 17
Annex 2: Notes to and Forming Part of the Financial Statements	18 - 26

SAMOA FIRE & EMERGENCY SERVICES AUTHORITY - LEADERSHIP

Board of Directors 2012/2013



Leta'a Dan Devoe:	CHAIRMAN
Tologata Tile Lei'a:	GENERAL MANAGER, EPC
Lilomaiaava Fou Taioalo:	COMMISSIONER, MPP
Taina'u Moefaauo T Titimaea:	GENERAL MANAGER, SWA
Hon. Joe Keil:	DIRECTOR
Lelevaga Kereta Petaia:	DIRECTOR
Egon Keil:	DIRECTOR
Lelevaga Faafouina Mupo:	SECRETARY, ACTING COMMISSIONER, SFESA

Executive SFESA 2012/2013

Seve Tony Hill:	COMMISSIONER
Lelevaga Faafouina Mupo:	ASSISTANT COMMISSIONER, FIRE SAFETY
Laupu'e Tipaula Laupu'e:	ASSISTANT COMMISSIONER, OPERATIONS
Mamea Samuel Ieremia:	ASSISTANT COMMISSIONER, CORPORATE SERVICES

Chairman's Report

Samoa Fire and Emergency Services Authority Board

Principal activities undertaken by the entity

The Samoa Fire and Emergency Services Authority is committed to the ongoing provision of professional and cost effective fire prevention and emergency response services for the safety of everyone throughout Samoa and the protection of their properties.

To achieve this, SFESA is committed to utilizing all available resources and using best practice to implement fire prevention and suppression, and emergency response to ensure the safety of lives and properties in Samoa.

The Chairman and Board of Directors are committed to supporting the implementation of SFESA proposals to expedite the programs and activities of the Corporate Plan within the required timeframe to accomplish the best outcomes.

Overview of Operating and Financial Performance 2013

The Authority continues to strive in providing high level and highly efficient service deliveries as per its mandate. The latter end of 2012 and the advent of Cyclone Evan saw the Authority perform with credit despite its resources, equipment and manpower being thoroughly tested. The provision of overseas deployment for training and other opportunities to up skill its staff is the strategic direction the Executive is taking for the future progression of the Authority.

The financial performance of the Authority has improved from the previous year with a reduced deficit of \$15,848. It is also noted that the Authority kept its spending within the limits of its budget, with the difference in non cash items contributing to the deficit balance at year end.

Board Members 2012/2013

Leta'a Dan Devoe (Chairman)

Joachim Keil

Lelevaga Kereta Petaia

Egon Keil

Lilomaiaava Fou Taioalo (Commissioner of Police)

Ta'inau Moefa'auo Titimaea (General Manager Samoa Water Authority)

Tologata Tile Lei'a (General Manager Electric Power Corporation)

Seve Tony Hill (Commissioner SFESA)

Monthly meetings

The Board held 12 monthly meetings from July 2012 to June 2013. The meetings were well attended with no postponements for lack of quorum.

The Financial Year July 2012 to June 2013 has been challenging for SFESA with some pressing issues involving the Executive and Staff, however we trust that these have now been sorted. The appointments of the Commissioner and Assistant Commissioners are now a priority and we anticipate these positions will be filled some time in the very near future.

Priorities

As reported in the 6 months report in September all Annual Financial Accounts to the 30 June 2012 were to be audited before the end of the financial year. We are pleased to notify you that this has been achieved. Furthermore the Financial Accounts for the period ending 30 June 2013 is currently being audited and should be completed by September 2013. The 4th Quarter report for April to June is at this time being prepared and we hope to deliver this to the Ministry of Finance by the 31 July 2013. The outstanding annual reports for 2010, 2011 and 2012 are being prepared and will be completed by the extended date of the 16th of August 2013.

Now that all the financial reports are up to date and in place, for the next 12 months, focus will shift to upgrading Operations and Fire Safety as per Corporate Plan. To this end the Board is considering the possibility of securing qualified trainers of Samoan decent either from the New Zealand or Australia Fire Services to conduct trainings in Samoa for a 2 to 3 year term to upskill our local firefighters in line with overseas qualifications. Having Samoan trainers will overcome the language and cultural barriers.

Monthly Financials

A request was made to the Commissioner to have monthly up to date management and financial accounts presented at the monthly meetings.

Outcome: Monthly up to date management and financial accounts are now being tabled at the monthly board meetings.

Corporate Plan

A Corporate Plan is now in place.

Fixed Assets Register

An updated Fixed Asset Register is now in place.

Financial Policies & Procedures

These have now been reviewed and updated.

Staff Code of Conduct

This is now in place.

Update on Insurance for Staff

An Insurance Proposal was submitted to Cabinet through the Minister and we are awaiting the review by a committee selected by Cabinet.

Salary Scale, Terms & Conditions

An updated Salaries, Terms and Conditions for Staff has been approved by the Board.

Fire Hydrants

It was noted with concern during the last major fire in the town area, that the majority of fire hydrants have either been removed or covered over during recent road works.

Outcome: Available hydrants have now been mapped out and are being regularly tested. SFESA is working together with SWA in the re-commissioning of more hydrants.

Substations

After the opening of the Asau Station, planning started for the Maota Station. Construction began in May and we hope to have this completed and operational by September 2013.

Water Tank & Standby Generator

An agreement has been reached between the Ministry of Police and Samoa Fire & Emergency Service Authority to share a Water Tank and Standby Generator made available through AusAID. Plumbing and electrical wiring costs have been approved by the Board to connect these facilities. Our appreciation to the Commissioner of Police is recorded.

At this time, I wish, on behalf of the Board, to commend the outgoing Commissioner and Assistant Commissioners for their achievements in the development and expansion of SFESA to date. We wish them well in their future endeavours.

I also wish to thank my fellow Board members for their commitment and support during our first year of tenure in serving our country through our service to the community.



Leta'a Dan Devoe
Chairman



Commissioner's Report

The fiscal year in review saw the Authority meeting its obligations to emergency response and fire suppressions despite a considerable increase of activity throughout the year.

Other service deliveries, including Road Accident Rescue (RAR) and Emergency Medical Response (EMR) or ambulance series continue to be developed with the newly formed Training Group facilitating training internally. Trainings and medical supplies were provided by Vivere Trust NZ.

SFESA has recognized as a result of recent events the need to provide robust communications, trained resources and the use of technology as the vehicle for future development of the Authority. This project of the Emergency Radio Network (ERN) is still in progress. We were also fortunate to have a Volunteer Coordinator from MFB for VERTS. He was seconded for 12 months ending December 2013. Also as part of the VERTS project, consultations and meetings were undertaken for the Forest Fire Strategy that was to be launched in the next financial year.

The Authority also reached another milestone by opening its Rural Fire Station in Asau followed by the recruitment of personnel to operate the station. In December 2012, Samoa was hit by Cyclone Evan, which required a month's camping for all staff to cater for the need of the country. In May 2012, groundbreaking started for Maota Station in Savaii.

The Board approved the Terms and Conditions and Code of Ethics and was launched in February 2013. Fire Safety Awareness and Education programmes continued to be held in schools as well as the continuation of inspections and fire evacuations trainings in all structures to enhance and promote awareness.

The Authority will continue to develop and consolidate its mandated responsibilities in the coming review period.

Respectfully,

A blue ink signature of Lelevaga Faafuina Mupo is written over the text 'Respectfully,'.

Lelevaga Faafuina Mupo
ACTING COMMISSIONER

Output 1: Policy Advice to the Responsible Minister and Board

This output is responsible for the provision of appropriate and cost effective technical, managerial, administrative and financial advice to the Minister and Board of Directors on strategies and policies to effectively and efficiently perform the functions as stipulated in its mandate.

It was seen as an important strategy for the Authority to implement its reforms to take into account the growth of the Authority in its service deliveries for Samoa and more importantly to ensure transparency and accountability of functions and responsibilities.

Activities	Indicators	Outcome
Provision of Advice to the Minister and Board	On going on a "as required basis"	Ongoing provision of technical advice on fire suppression and emergency responses by the Authority.
Garner external support to strengthen fire suppression and emergency response capacity of the authority	Ongoing projects under VERTS and NAPA 4 (Climate Change)	Construction of the new Fire Station at Maota and negotiations for more strategically located fire stations to be constructed throughout Samoa. (NAPA 4)
		Construction of the Emergency Radio Network (ERN) for Samoa in collaboration with DMO, Ministry of Police & Prisons and Red Cross. (VERTs)
	Ongoing relationship with German Volunteer Firefighters	Donation of an ambulance with accessories to the Authority.
	Ongoing relationship with Melbourne Fire Brigade	The Melbourne Fire Brigade and the SFESA signing a Collaborative Deed (2010/2013) for the provision of technical training.

Output 2: Fire Suppression & Emergency Services

Incident Response and Activities

Output 2 is tasked with the provision of fire suppression and emergency response services for the whole of Samoa.

Fire related responses (401) by the authority remain on par with the number of call outs recorded in the year previous; FY2011-12 (400). The 12 month average for all fire related call outs is at 33 per month, with structural fires at 3 a month.

The number of Emergency Response calls for the period in review rose dramatically (628) compared to the same period last year at 236 total call outs. The month of December saw extreme increases in Rescue and other incident related activities and can be attributed to the impact on Samoa by tropical Cyclone Evan.

As an emergency response service a worrying trend emerging is the increase in EMR Ambulance responses and the corresponding increase in vehicular accidents and fires. The authority is currently working on the minimum manning levels per duty crew in relation to the service deliveries expected and performed. Any further increase could lead to deterioration in the service provided.

ALL FIRE TYPES FY2012 – 2013								
Period 2012 - 13	Structure	Grass	Rubbish	Vehicle	Electric	Bush	Other	Total
July	8	10	33	1	6	1	0	59
Aug	6	26	25	0	2	6	0	65
Sept	6	15	29	0	3	1	0	54
Oct	1	15	19	2	5	1	2	45
Nov	1	1	12	2	0	0	0	16
Dec	1	0	9	0	37*	0	0	47
1 st Half 2012	23	67	127	5	53	9	2	
Jan	2	2	1	1	0	0	1	7
Feb	0	0	2	1	3	1	0	7
Mar	3	2	10	1	2	2	0	20
April	1	1	17	3	3	1	3	29
May	2	1	5	2	1	1	4	16
June	4	11	18	1	0	0	2	36
2 nd Half 2013	12	17	53	9	9	5	10	115
Total								
FY 2012 - 13	35	84	180	14	62	14	12	401
<i>Total</i>								
<i>FY 2011 - 12</i>	<i>34</i>	<i>106</i>	<i>149</i>	<i>13</i>	<i>28</i>	<i>55</i>	<i>15</i>	<i>400</i>

Key:

Electric can mean pole top fires and main switchboards. Also includes overload combustion through power points and adapter devices. **Vehicle** denotes required to extinguish fire.

Period 2012- 13	Vehicle	Rescue	Alarm	Ambulance	Escort	HAZ	Other	Total
July	8	0	1	28	1	0	1	39
Aug	3	4	8	17	1	1	4	38
Sept	5	1	10	27	2	0	1	46
October	5	1	5	19	3	0	0	33
Nov	6	0	6	28	0	1	1	42
Dec	0	54*	0	32	1	0	67*	154
1 st half total	27	60	30	151	8	2	74	352
Jan	4	0	0	27	1	0	0	32
Feb	10	5	4	14	2	0	4	39
Mar	2	3	5	16	1	0	5	32
Apr	16	8	9	57	3	0	9	102
May	8	0	6	21	1	0	0	36
Jun	4	2	8	21	0	0	0	35
2 nd half total	44	18	32	156	8	0	18	276
Total								
FY 2012-13	71	78	62	307	16	2	92	628
<i>Total</i>								
<i>FY 2011-12</i>	<i>56</i>	<i>12</i>	<i>55</i>	<i>81</i>	<i>8</i>	<i>6</i>	<i>18</i>	<i>236</i>

Key:

Vehicle denotes having to rescue or extricate driver / passenger from vehicle as a result of a crash.

Rescue denotes any other rescue other than from fire.

Hazard denotes chemical substances, liquids and fuel and or oil spills.

False Alarms denote the number of calls to fire base requiring a response but not true and fabricated

Output 3: Fire Safety, Awareness and Prevention Services

Activity Implementation & Progress

Output 3 is charged with the provision of fire prevention and safety inspections on buildings either for residential or commercial purposes as well as recommendations to ensure compliance.

In addition, it is also tasked to promote a culture of being proactive to minimize the occurrence of fire and other emergencies as well as preventing loss of life and property through following proper safety procedures.

The existence of the Act also strengthens the role of the Fire Safety in ensuring fire prevention and safety compliance of all new and renovated buildings.

	Activities	FY2012-2013	FY2011-2012
1	No. building Inspections (Mostly public places)	44	70
2	Building Plans / permits (Residential, Commercial and Industrial)	26	53
3	Fire extinguisher Demonstrations and Fire Wardens training	19	30
4	Evacuation Exercise	4	10
5	Follow up building Inspections (previously inspected requiring compliance)	100	104
6	School Awareness/TV programs (Upolu and Savaii)	154	107
7	Abatement Notice	NIL	NIL
8	Fire Investigations	6	12

Activities recorded are consistent with Output 3's identified strategies and objectives as listed in the SFESA Corporate Plan 2012-2013.

Corporate Services Division

To provide continuous administration support, accurate and transparent financial information for the efficient and effective operation of all divisions within the SFESA.

The Corporate Services Division (CSD) in the current financial year saw an improvement in the section as a whole with the inclusion of the Mechanics as well as the Communications personnel which enabled the CSD to better monitor the functions and status of the Authority's assets, which includes fire fighting vehicles as well as radio communication equipment.

One of the biggest challenges faced by the CSD is its shortage of staff within the finance section to facilitate proper financial internal controls and address staff issues. It is the intention of the CSD to increase its personnel especially in this area in order for the Authority to meet the requirements of financial reporting regulations as well as providing more efficient support for its growing number of staff.

The tables below show the level of staff employed during the current financial year 2012/2013 as well as the comparative figure from the previous year, showing an increase of 12 staff which is comprised of the new recruits to operate the newly established Rural Fire Station at Asau, Savaii.

STAFFING LEVEL		
Financial Year	2012/2013	2011/2012
Location	Upolu	Upolu
Apia Station	32	34
Faleata Station	26	24
Location	Savaii	Savaii
Salelologa Station	20	20
Asau Station	12	
Total Staffing Level	90	78

STAFFING LEVEL BY GENDER		
Gender	2012/2013	2011/2012
Male	84	71
Female	6	7
Total Staff By Gender	90	78

Budget Report

The Authority's Annual Grant from Government was \$3.2million, a half a million increase from the previous financial year's budget of \$2.72million.

Expenditure Category	Annual Budget FY2012/2013	Annual Budget FY2011/2012
Personnel Cost	2,105,567.00	2,038,069.00
Operation & Maintenance	583,367.00	621,145.00
Capital	-	-
Overheads	411,478.00	
Transaction on Behalf of the State - VAGST	121,527.00	81,069.00
Total	3,221,939.00	2,740,283.00
Less Cost Recoveries / Revenue from SFESA	25,000.00	17,000.00
Total Annual Grant from Government	3,196,939.00	\$2,723,283.00

The spending by the Authority during this period shows a surplus of \$166,688.00. Major spending items include personnel costs and motor vehicles expenses with both dropping significantly from previous year.

Output Name	Annual Budget FY2012/2013	Actual Expenditure FY2012/2013	Variance between Budget & Actuals
Policy Advice to the Responsible Minister and Board	222,305.00	210,872.00	11,433.00
Fire Suppression & Emergency Response	2,618,026.00	2,492,411.00	125,615.00
Fire Safety, Awareness & Prevention	260,081.00	246,823.00	13,258.00
Transaction on Behalf of the State	121,527.00	105,145.00	16,382.00
Overall Total	3,221,939.00	3,055,251.00	166,688.00

Cost Recoveries (Revenue) by Output

The Authority's budgeted annual cost recoveries of \$25,000.00 for this financial year, with the collection of \$6,054.00 which is only 24% collection rate. These were mainly from building permits and fire safety training simulation exercises.

Output Name	Annual Collection Targets FY2012/2013	Actual Collection	Under / (Over Collection)
Fire Safety, Awareness & Prevention	25,000.00	6,054.00	18,946.00
Overall Total	25,000.00	6054.00	18,946.00

Auditor's Report

TELEPHONE: 27751
FAX: 24167
EMAIL: info@audit.gov.ws
Website: www.audit.gov.ws

*Please address all correspondences
to the Controller and Chief Auditor*



P.O. Box 13
APIA, SAMOA

AUDIT OFFICE

REPORT OF THE AUDIT OFFICE

TO THE BOARD OF DIRECTORS – SAMOA FIRE AND EMERGENCY SERVICES AUTHORITY

AUDIT REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the Samoa Fire and Emergency Services Authority which comprise the Statement of Financial Position as at 30 June 2013, statements of comprehensive income, cash flows and changes in equity for the year then ended and a summary of significant accounting policies and other explanatory notes. The Accounting Firm of Isitolo Leota., Certified Public Accountants, assisted in this audit

The Responsibility of the Board of Directors for the Financial Statements

The Board of Directors is responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standards, Public Finance Management Act 2001, Public Bodies (Performance and Accountability) Act 2001 and the Fire and Emergency Service Act 2007. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance 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 statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Board, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements give a true and fair view of the financial position of the Samoa Fire and Emergency Services Authority as at 30 June 2013 and of its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards and also give in the prescribed manner the information required by the Public Finance Management Act 2001, Public Bodies (Performance and Accountability) Act 2001 and Fire and Emergency Service Act 2007.

Our audit was completed on the 25th November 2013 and our opinion is expressed as at that date.

Apia, Samoa
28th November 2013

Capele
Fuimaono Papali'i Camillo Afele
CONTROLLER AND CHIEF AUDITOR

Audited Financial Statements

Annex 1: Financial Statements

SAMOA FIRE AND EMERGENCY SERVICES AUTHORITY STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 30 JUNE 2013

			(RESTATED)
	Note	2013 SAT\$	2012 SAT\$
Income			
Grant from Government of Samoa	12	3,075,412	2,642,215
Deferred Income Amortisation	13	370,316	352,287
Insurance fire levies	14	75,650	66,411
Building plans		6,054	6,867
Other income		18,074	42,083
Total Revenue		3,545,506	3,109,863
Expenditure			
Audit fees		10,000	10,000
Directors remuneration		37,084	8,488
Depreciation	6	506,103	477,113
Motor Vehicle Expenses	15	177,197	234,114
Personnel costs	16	2,354,373	2,044,220
Other operating expenses	17	476,597	477,345
Total Expenses		3,561,354	3,251,280
(Deficit)		(15,848)	(141,417)

SAMOA FIRE AND EMERGENCY SERVICES AUTHORITY
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2013

			(RESTATED)
	Note	2013 SAT\$	2012 SAT\$
Current assets			
Cash and cash equivalents	3	107,425	69,533
Trade and other receivables	4	81,897	73,457
VAGST receivable	5	-	36,905
Total Current Assets		189,322	179,895
Non-current assets			
Property, plant and equipment	6	2,853,148	2,958,034
		2,853,148	2,958,034
Total assets		3,042,470	3,137,929
EQUITY AND LIABILITIES			
EQUITY			
Asset revaluation reserve	6	733,879	733,879
Government contribution	7	1,149,523	1,149,523
Accumulated funds		(275,916)	(260,068)
Total equity		1,607,486	1,623,334
Current liabilities			
Trade and other payables	8	224,439	208,685
VAGST payable	9	1,188	-
Allowance for employee benefits	10	69,605	78,362
Capital note	11	11,984	10,954
Total Current Liabilities		307,216	298,001
Non-current liabilities			
Capital note	11	-	29,735
Deferred income	13	1,127,768	1,186,859
		1,127,768	1,216,594
Total equity and liabilities		3,042,470	3,137,929

SAMOA FIRE AND EMERGENCY SERVICES AUTHORITY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2013

INCREASE (DECREASE) IN CASH AND CASH EQUIVALENT:		2013	2012
	Notes	SAT\$	SAT\$
CASH FLOWS FROM/(TO) OPERATING ACTIVITIES			
Cash received from Government (Budget Allocation)	12	3,075,412	2,642,215
Cash received from Insurance Companies		67,307	68,911
Cash received from customers		32,471	12,645
Cash paid to suppliers & employees		<u>(3,009,606)</u>	<u>(2,639,262)</u>
Net cash inflow/(outflow) from/(to) operating activities		<u>165,584</u>	<u>84,509</u>
CASH FLOWS FROM/(TO) INVESTING ACTIVITIES			
Purchase of property, plant and equipment		<u>(98,987)</u>	<u>(169,615)</u>
Net cash outflow to investing activities		<u>(98,987)</u>	<u>(169,615)</u>
CASH FLOWS FROM/(TO) FINANCING ACTIVITIES			
Capital note		-	57,000
Net repayment of capital note		<u>(28,705)</u>	<u>(16,311)</u>
Net cash inflow from financing activities		<u>(28,705)</u>	<u>40,689</u>
Net decrease in cash and cash equivalent		37,892	(44,417)
Cash and cash equivalent beginning		69,533	113,950
Cash and cash equivalent at year end	3	<u>107,425</u>	<u>69,533</u>

SAMOA FIRE AND EMERGENCY SERVICES AUTHORITY
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2013

	Note	Government Contribution SAT\$	Accumulated Funds SAT\$	Asset Revaluation Reserve SAT\$	Total SAT\$
2012					
Balance at 1 July 2011	6 & 7	1,149,523	(118,651)	733,879	1,764,751
Add:					
Deficit (RESTATED)			(141,417)		(141,417)
Balance at 30 June 2012		1,149,523	(260,068)	733,879	1,623,334
2013					
Balance at 1 July 2012		1,149,523	(260,068)	733,879	1,623,334
Add:					
Deficit			(15,848)		(15,848)
Balance at 30 June 2013		1,149,523	(275,916)	733,879	1,607,486

Annex 2: Notes to and Forming Part of the Financial Statements

SAMOA FIRE AND EMERGENCY SERVICES AUTHORITY NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013

1. GENERAL INFORMATION

The Samoa Fire & Emergency Services Authority was established in July 2006. During that time it was operated as part of the Ministry of Police & Prisons for two years until 30 June 2008. On 1 July 2008, the Authority became independent and operated on its own except for its payroll, which is processed and monitored by the Ministry of Finance.

Its main functions are set out in Section 4 of the Fire & Emergency Service Act 2007, which are to provide fire suppression and prevention services throughout the independent state of Samoa. Any other functions conferred on to the Authority by or under this Act or any other Act or as directed by the Minister.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Set out below is a summary of significant accounting policies adopted by the Authority in the preparation of its financial statements.

a) Statement of compliance

The financial statements are prepared in accordance with International Financial Reporting Standard, issued by International Accounting Standard Board (IASB).

b) Basis of preparation

The financial statements are prepared on the basis of historical cost.

c) Functional and presentation currency

The financial statements are presented in Samoan Tala (SAT\$), which is the Authority's functional currency and all values presented in Samoan Tala have been rounded to the nearest Tala.

d) Bad and doubtful debts provision

Collectability of trade receivables is reviewed on an ongoing basis. A provision is raised for any doubtful debt based on a general review of the outstanding amounts at the end of the reporting period. Bad debts are written off against the provision for doubtful debts in the period in which they are identified as unrecoverable.

e) Grants, aids in assistance, donations and capitalisation

The above are treated in the accounts in accordance with their nature and the form in which they are received;

- i. All items which are intended for the support and financing of the Authority's operations and received in cash are taken to statement of comprehensive income.
- ii. All items which are received in the form of depreciable assets, are taken to income in the year of receipt.
- iii. All items that are received in the form of depreciable assets from the Government of Samoa are capitalised.

f) Property, Plant and Equipment

Property, plant and equipment are depreciated at rates estimated to write off the assets over their useful lives. Straight line method is used to depreciate all fixed assets of the Authority.

Building	2%
Furniture & Fixtures	20%
Plant & Equipment	20%
Motor Vehicles	20%
Computer Hardware and software	20%
Billboards	20%

g) Cash and cash equivalents

Cash and cash equivalents in the statement of financial position comprise of petty cash and cash at bank.

h) Income Tax

The Authority is a public authority and so is exempted from income tax under Section 7 (1)(a) of the Income Tax Act 1974.

SAMOA FIRE AND EMERGENCY SERVICES AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

2 STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

i) Trade and other receivables

Trade and other receivables are recorded at expected realization value after providing for bad and doubtful debts. At the end of each reporting period, the carrying amounts of accounts and other receivables are reviewed to determine whether there is any objective evidence that the amounts are not recoverable. If so, an impairment loss is recognised immediately in the statement of comprehensive income.

j) Trade and other payables

Trade and other payables are recognized at cost and represent liabilities for goods and services provided to the Authority before the end of the financial year that are unpaid and arise when the Authority becomes obliged to make future payments in respect of the purchase of these goods and services.

k) Employee Benefits

i.) Salaries and wages, annual leave and long service leave and other entitlements

Liabilities for employees' entitlements to salaries and wages, annual leave, long service leave and other current employee entitlements (that are expected to be paid within twelve months) are accrued at undiscounted amounts, and calculated at amounts expected to be paid as at reporting date. Liabilities for other employee entitlements, which are not expected to be paid or settled within twelve months of reporting date, are accrued in respect of all employees at the present value of future amounts expected to be paid.

ii.) Superannuation contributions

The Authority contributes towards the National Provident Fund, a defined contribution plan in accordance with local legislation and to which it has no commitment beyond the payment of contribution. Obligations for contributions to the defined contribution plan are recognised immediately in the statement of comprehensive income.

l) Value Added Goods & Services Tax (VAGST)

All amounts are shown VAGST exclusive except for trade receivables and trade payables or otherwise stated.

m) Deferred Income

Deferred Income represent amortisation of assets funded from Australia Agency for International Development for Volunteer Emergency Response Team of Samoa (VERTS) and NAPA4 for Asau Station in relation to controlling bush and forest fire.

n) Retrospective restatement of errors

The amounts payable for long service leave for permanent staff over 10 years of services and 30% of sick leave balances has not been recorded in the financial year 30 June 2012. The financial statements as of 30 June 2012 have been restated to correct these errors. The effect of the restatements on the financial statements are summarised below:

	Effects on 2012
	SAT\$
(Increase) in long service leave expense	(33,373)
(Increase) in sick leave expense	(39,324)
(Decrease) in profit	<u>(72,697)</u>
(Increase) in trade and other payables	(33,373)
(Increase) in provision for employee benefits	(39,324)
(Decrease) in equity	<u>(72,697)</u>

o) Borrowing cost

All borrowing costs are recognised in the statement of comprehensive income in the period in which they are incurred.

3 CASH AND CASH EQUIVALENTS

	2013	2012
	SAT\$	SAT\$
Petty cash	500	500
ANZ account 3732259	41,965	44,280
ANZ account (ACC)	435	522
ANZ account (Fire levies)	64,525	24,231
	<u>107,425</u>	<u>69,533</u>

SAMOA FIRE AND EMERGENCY SERVICES AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

	2013	2012
	SAT\$	SAT\$
4. TRADE AND OTHER RECEIVABLES		
Trade debtors	15,361	41,995
Debtors staff	16,004	27,921
Less: provision for doubtful debts	(7,742)	(39,878)
	<u>23,623</u>	<u>30,038</u>
Income tax receivable (withholding tax)	1,597	1,597
Fire levies receivables	28,332	19,989
Prepayments	<u>28,345</u>	<u>21,833</u>
	<u>81,897</u>	<u>73,457</u>
5. VAGST RECEIVABLE		
Vagst receivable	-	36,905
	<u>-</u>	<u>36,905</u>

6. PROPERTY, PLANT AND EQUIPMENT

	Buildings	Furniture & Fixtures	Plant & Equipment	Motor Vehicles	Computer Software	Billboards	Total
COST	SAT\$	SAT\$	SAT\$	SAT\$	SAT\$	SAT\$	SAT\$
2012							
Balance as at 1 July 2011	2,803,353	43,197	411,718	1,776,563	65,993	30,000	5,130,824
Revaluation	733,879	-	-	-	-	-	733,879
Additions	22,371	5,990	150,356	52,182	35,516	-	266,415
Disposals		(14,490)	(112,844)	-	(45,798)	-	(173,132)
Balance as at 30 June 2012	3,559,603	34,697	449,230	1,828,745	55,711	30,000	5,957,986
2013							
Balance as at 1 July 2012	2,825,724	34,697	449,230	1,828,745	55,711	30,000	5,224,107
Revaluation	733,879	-	-	-	-	-	733,879
Additions	92,730	10,930	57,715		3,737	6,800	171,912
Disposals							-
Work in progress	148,091		81,214				229,305
Balance as at 30 June 2013	3,800,424	45,627	588,159	1,828,745	59,448	36,800	6,359,203
ACCUMULATED DEPRECIATION							
2012							
Balance as at 1 July 2011	2,015,837	19,425	180,393	412,496	48,763	6,000	2,682,914
Depreciation	70,745	9,327	38,784	343,467	8,790	6,000	477,113
Disposals	-	(10,504)	(110,513)	-	(39,058)	-	(160,075)
Balance as at 30 June 2012	2,086,582	18,248	108,664	755,963	18,495	12,000	2,999,952
2013							
Balance as at 1 July 2012	2,086,582	18,248	108,664	755,963	18,495	12,000	2,999,952
Depreciation	72,583	8,271	62,042	347,129	9,191	6,887	506,103
Disposals							-
Balance as at 30 June 2013	2,159,165	26,519	170,706	1,103,092	27,686	18,887	3,506,055
CARRYING AMOUNT							
30 June 2012	1,473,021	16,449	340,566	1,072,782	37,216	18,000	2,958,034
30 June 2013	1,641,259	19,108	417,453	725,653	31,762	17,913	2,853,148

The Authority's valuation of its building at Faleata was carried out by the Ministry of Natural Resources and Environment on the 10th March 2010.

SAMOA FIRE AND EMERGENCY SERVICES AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

	2013	2012
	SAT\$	SAT\$
7. GOVERNMENT CONTRIBUTION		
Building	2,683,703	2,683,703
Accumulated Depreciation - Buildings	(1,749,288)	(1,749,288)
Net book value for buildings	934,415	934,415
Furniture and Fittings	4,358	4,358
Plant and Equipment	97,342	97,342
Motor Vehicles	93,102	93,102
Computer Software	20,306	20,306
	1,149,523	1,149,523

The above represents total value of assets transferred to the Authority when it became independent from the Ministry of Police on 1 July 2008.

8. TRADE AND OTHER PAYABLES		
Trade Creditors	53,516	58,043
Accruals	170,923	150,642
	224,439	208,685

9 VAGST PAYABLE		
Vagst payable	1,188	-
	1,188	-

10. ALLOWANCE FOR STAFF BENEFITS		
Staff annual leave entitlements	69,605	78,362
Total allowance for staff benefits	69,605	78,362

Movement for Allowance of Staff Benefits

Balance at beginning of the year	78,362	46,620
Utilised during the year	(8,757)	31,742
Balance at year end	69,605	78,362

11. CAPITAL NOTE		
Due within 12 months	11,984	10,954
Due after 12 months	-	29,735
	11,984	40,689

Interest rate : 9.50% per annum
Repayment : \$2,375 plus interest
Term of loan : 2 years
Security : Guarantee by the Government of Samoa

12. GRANTS FROM GOVERNMENT OF SAMOA		
Grant received from Ministry of Finance	3,075,412	2,642,215
	3,075,412	2,642,215

13. DEFERRED INCOME		Deferred	Accumulated	Current	
2013		Income	Amortisation	Amortisation	Net
		SAT\$	SAT\$	SAT\$	SAT\$
Truck: Pumper with Tank - Hino	Japan	79,999	50,667	16,000	29,332
Truck: Pumper - Isuzu	Japan	55,000	34,833	11,000	20,167
Truck: Pumper - Isuzu	Japan	55,000	34,833	11,000	20,167
Hazardous Chemical Fire Unit: Mitsubishi	Japan	250,000	158,333	50,000	91,667
Scania Truck	MFB	250,000	183,333	50,000	66,667
Nissan Patrol	UNDDS	26,100	17,618	5,220	8,482
Balance carried forward		716,099	479,617	143,220	236,482

SAMOA FIRE AND EMERGENCY SERVICES AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

13. DEFERRED INCOME (con't)
2013

		Deferred Income SAT\$	Accumulated Amortisation SAT\$	Current Amortisation SAT\$	Net SAT\$
<i>Balance brought forward</i>		<u>716,099</u>	<u>479,617</u>	<u>143,220</u>	<u>236,482</u>
Toyota Hilux	VERT	72,000	39,600	14,400	32,400
Toyota Hilux	VERT	72,000	39,600	14,400	32,400
Daihatsu Delta Truck	VERT	78,000	42,900	15,600	35,100
Daihatsu Delta Truck	VERT	78,000	42,900	15,600	35,100
Daihatsu Delta Truck	VERT	78,000	42,900	15,600	35,100
Daihatsu Delta Truck	VERT	78,000	42,900	15,600	35,100
Yamaha F50 roller trailer boat	VERT	62,846	33,516	12,569	29,330
Yamaha F50 roller trailer boat	VERT	62,846	33,516	12,569	29,330
Toyota Prado	PANASONIC	70,000	35,000	14,000	35,000
Daihatsu Dyna	NAPA	76,500	38,250	15,300	38,250
Daihatsu Dyna	NAPA	76,500	38,250	15,300	38,250
6 12V Beacons BK 105CRBL	VERT	6,573	3,506	1,315	3,067
MV Improvements - canopies for trucks	VERT	14,182	5,908	2,836	8,273
4 sirens 2.2kw 1ph	NAPA	8,800	4,107	1,760	4,693
6 firemaster forestry pump LD300	NAPA	29,970	13,986	5,994	15,984
2 structure flex 500L pillow tank	NAPA	5,139	2,399	1,028	2,740
2 flexi dam 1200ltrs plus carry bags	NAPA	2,380	1,111	476	1,269
4 STIHL chainsaws MS381	NAPA	7,980	3,724	1,596	4,256
Radio equipment for national network	VERT	129,406	58,234	25,881	71,172
Tools & accessories for donated vehicles	VERT	16,017	8,008	3,203	8,008
VERT office building	VERT	15,529	648	311	14,882
VERT office building	VERT	22,371	447	447	21,924
Toughbook laptop	PANASONIC	7,182	2,872	1,436	4,310
Plasma display 50inch	PANASONIC	7,507	1,626	1,501	5,881
Plasma television 50inch	PANASONIC	1,635	354	327	1,281
HD DVD recorder	PANASONIC	876	190	175	686
Toughbook laptop	PANASONIC	7,182	1,556	1,436	5,626
Aircondition	VERT	999	200	200	799
MV accessories for trucks	VERT	1,095	219	219	876
Portable pumps	NAPA	5,217	2,000	1,043	3,217
Field Kitchen with accessories	GERMANY	37,500	8,125	7,500	29,375
Fridge for office	VERT	570	114	114	456
Aircondition	VERT	999	200	200	799
Fridge for office	VERT	590	118	118	472
Aircondition	NAPA	2,120	848	424	1,272
Signage	NAPA	5,621	749	749	4,872
Onga pumps	NAPA	1,291	172	172	1,119
Office desk	NAPA	1,044	157	157	887
Bookshelves	NAPA	1,183	177	177	1,006
Fax machine	NAPA	430	29	29	401
Water tanks (4)	GERMANY	21,157	4,231	4,231	16,926
Building - Asau	NAPA	73,358	1,100	1,100	72,258
Building - Maota	NAPA	129,653	-	-	129,653
Radio Network	VERT	77,488	-	-	77,488
		<u>2,163,835</u>	<u>1,036,067</u>	<u>370,316</u>	<u>1,127,768</u>

SAMOA FIRE AND EMERGENCY SERVICES AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

13. DEFERRED INCOME (con't)		Deferred	Accumulated	Current	Net
<u>2012</u>		Income	Amortisation	Amortisation	SAT\$
		SAT\$	SAT\$	SAT\$	
Truck: Pumper with Tank - Hino	Japan	79,999	34,667	16,000	45,332
Truck: Pumper - Isuzu	Japan	55,000	23,833	11,000	31,167
Truck: Pumper - Isuzu	Japan	55,000	23,833	11,000	31,167
Hazardous Chemical Fire Unit: Mitsui	Japan	250,000	108,333	50,000	141,667
Scania Truck	MFB	250,000	133,333	50,000	116,667
Nissan Patrol	UNDDS	26,100	12,398	5,220	13,702
Toyota Hilux	VERT	72,000	25,200	14,400	46,800
Toyota Hilux	VERT	72,000	25,200	14,400	46,800
Daihatsu Delta Truck	VERT	78,000	27,300	15,600	50,700
Daihatsu Delta Truck	VERT	78,000	27,300	15,600	50,700
Daihatsu Delta Truck	VERT	78,000	27,300	15,600	50,700
Daihatsu Delta Truck	VERT	78,000	27,300	15,600	50,700
Yamaha F50 roller trailer boat	VERT	62,846	20,947	12,569	41,899
Yamaha F50 roller trailer boat	VERT	62,846	20,947	12,569	41,899
Toyota Prado	PANASONIC	70,000	21,000	14,000	49,000
Daihatsu Dyna	NAPA	76,500	22,950	15,300	53,550
Daihatsu Dyna	NAPA	76,500	22,950	15,300	53,550
6 12V Beacons BK 105CRBL	VERT	6,573	2,191	1,315	4,382
MV Improvements - canopies for trucks	VERT	14,182	3,072	2,836	11,110
4 sirens 2.2kw 1ph	NAPA	8,800	2,347	1,760	6,453
6 firemaster forestry pump LD300	NAPA	29,970	7,992	5,994	21,978
2 structure flex 500L pillow tank	NAPA	5,139	1,371	1,028	3,768
2 flexi dam 1200ltrs plus carry bags	NAPA	2,380	635	476	1,745
4 STIHL chainsaws MS381	NAPA	7,980	2,128	1,596	5,852
Radio equipment for national network	VERT	129,406	32,353	25,881	97,053
Tools & accessories for donated vehicles	VERT	16,017	4,805	3,203	11,212
VERT office building	VERT	15,529	337	311	15,192
VERT office building	VERT	22,371	-	-	22,371
Toughbook laptop	PANASONIC	7,182	1,436	1,436	5,746
Plasma display 50inch	PANASONIC	7,507	125	125	7,382
Plasma television 50inch	PANASONIC	1,635	27	27	1,608
HD DVD recorder	PANASONIC	876	15	15	861
Toughbook laptop	PANASONIC	7,182	120	120	7,062
Aircondition	VERT	999	-	-	999
MV accessories for trucks	VERT	1,095	-	-	1,095
Portable pumps	NAPA	5,217	957	957	4,260
Field Kitchen with accessories	GERMANY	37,500	625	625	36,875
Fridge for office	VERT	570	-	-	570
Aircondition	VERT	999	-	-	999
Fridge for office	VERT	590	-	-	590
Aircondition	NAPA	2,120	424	424	1,696
		1,852,610	665,751	352,287	1,186,859
			2013		2012
			SAT\$		SAT\$
14. INSURANCE FIRE LEVIES					
National Pacific Insurance			34,475		29,466
Progressive Insurance			20,619		21,752
Apia Insurance Company Ltd			10,504		10,764
Federal Pacific Insurance Ltd			10,052		4,429
			75,650		66,411

SAMOA FIRE AND EMERGENCY SERVICES AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

	2013	2012
	SAT\$	SAT\$
15. MOTOR VEHICLE EXPENSES		
Fuel Petrol & Diesel	104,434	112,725
Vehicles & Maintenance	54,158	71,725
Licenses	18,605	49,664
	177,197	234,114
16. PERSONNEL COSTS		
Salaries & wages	2,088,283	1,755,886
NPF 5% contribution	107,530	90,293
ACC 1% contribution	21,378	18,056
Annual leave expense	28,447	39,038
Sick leave expense	41,158	39,324
Long service leave expense	3,229	33,373
Staff amenities	10,423	812
Staff uniform	53,925	67,438
	2,354,373	2,044,220
17. OTHER OPERATING EXPENSES		
Administrative expenses	312,423	247,318
Advertising & Promotional expenses	38,518	71,922
Maintenance expenses	4,660	22,559
Operational expenses	63,882	76,373
Insurance	47,255	46,116
Doubtful debts	7,742	-
Guarantee fee	2,117	-
Loss on disposal of property, plant and equipment	-	13,057
	476,597	477,345
18. RELATED PARTY TRANSACTIONS		
i. Directors Remuneration		
Directors fees	26,263	5,821
Sitting allowances	10,821	2,667
	37,084	8,488
Directors appointed from government Corporations and Ministries do not receive a director's fee or a sitting allowance. Government regulations specify that director's fees are \$6,500 per year and the sitting allowances are \$250 per meeting for members and \$300 for the chairman.		
ii. Key Management Personnel Costs		
<i>The remuneration of key management personnel during the year were as follows:</i>		
Salaries and short term employment benefits	432,434	377,065
Employers contribution to:		
NPF Contribution	19,216	18,135
ACC Levy	3,844	3,627
	455,494	398,827

iii. Terms and conditions of transactions with related parties

- a.** The Authority presently purchases bottled water from a local company for consumption by employees. The company which the Authority purchases water from is Vaitele Spring Water, which is owned by the Commissioner. During the year, the Authority purchased approximately \$7,977 worth of bottled water from Vaitele Spring Water. Also, the new Authority's gate labour cost of \$12,241 was done by R & T Hills Motor, the company is owned by the Commissioner.
- b.** The Board at its meeting on the 7 February 2013 approved appointment of Plantinum Insurance Company as the Insurance Broker for the Authority. The Insurance Broker appointed by the Board is owned by a member of the Board, Mr. Lelevaga Kereti Petaia.

**SAMOA FIRE AND EMERGENCY SERVICES AUTHORITY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013**

19 CAPITAL COMMITMENT

The Ministry of Finance has approved a budget of SAT\$3.6 million (2012: SAT\$3.2 million) for the period ended 30 June 2013.

20 CONTINGENT LIABILITIES

The directors are not aware of any contingent liabilities for the period ended 30 June 2013. (2012: SAT\$nil)

21 APPROVAL OF FINANCIAL STATEMENTS

The board of directors approved the financial statements of the Authority on¹² /¹² / 2013.

SAMOA FIRE AND EMERGENCY SERVICES AUTHORITY
INCOME STATEMENT (DETAILED)
FOR THE YEAR ENDED 30 JUNE 2013

	2013	2012
INCOME	SAT\$	SAT\$
Grant	3,075,412	2,642,215
Deferred Income	370,316	352,287
Fire Levy	75,650	66,411
Other Income	18,074	42,083
Building Plans	6,054	6,867
TOTAL INCOME	3,545,506	3,109,863
EXPENSES		
Administrative Expenses	69,891	53,696
Legal expenses	1,826	-
Audit fees	10,000	10,000
Depreciation	506,103	477,113
Interest expense	2,615	3,191
Directors fees	26,263	7,921
Board of Directors allowances	10,821	567
Interview panel allowance	1,100	-
Salaries & wages	2,088,283	1,755,886
NPF 5% contribution	107,530	90,293
ACC 1% contribution	21,378	18,056
Staff amenities	10,423	812
Annual leave	28,447	39,038
Sick leave	41,158	39,324
Uniform	53,925	67,438
Long service leave	3,229	33,373
Insurance	47,255	46,116
Electricity	63,699	61,101
Internet	35,367	23,315
Telephone	47,304	76,471
Colocation	67,521	-
Vehicle Maintenance	32,866	51,951
Vehicle Spare Parts	21,292	19,774
Licenses	18,605	54,651
Building Maintenance	2,622	11,981
Office Equipment Maintenance	314	7,078
Cleaning Materials	1,676	2,611
Travel Costs	28,118	40,021
Stationery	18,892	30,975
Water rate	28,397	16,599
Fuel	104,434	112,725
Accommodation & Meals	23,965	20,135
Rental Expense	-	1,117
Doubtful debts	7,742	-
Awareness Program	26,176	64,894
Guarantee fee	2,117	-
Loss on disposal of property, plant and equipment	-	13,057
TOTAL EXPENSES	3,561,354	3,251,280
(DEFICIT)	(15,848)	(141,417)