

# Annual report compliance

Our annual report is prepared in accordance with the Financial Administration and Audit Act, Financial Management Standard and other Queensland Government requirements.

Financial legislative requirements	Pages
<b>The Financial Administration and Audit Act requires the annual report to contain:</b>	
Information required by the appropriate Minister to enable the Minister to assess the efficiency, effectiveness and economy of the department	Throughout
Information required under a financial management standard	See below
A copy of general purpose financial statements prepared for the financial year, together with the related certificates and Auditor-General's report	Financial statements 93-133
<b>The Financial Management Standard requires the annual report to contain:</b>	
Goals, functions, Acts, outputs of the agency	Throughout
Location of principal office and regional offices	Inside back cover
Organisational structure	7
Review of performance	11-15, 31-57
Overseas travel	143-146
Consultancies	113, 147
Agency operations	Throughout
Proposed forward operations	14-15, 21, 23, 25, 27, 29
Information about efficiency and effectiveness in carrying out operations	Throughout
Performance information systems	148-149
Risk management committees	68-71
Availability of the report	1

Other requirements	Pages
Whistleblowers Protection Act	80
Public Sector Ethics Act	80
Summary of financial data	2, 89-91
Remuneration of agency's executives	106-107, 113
Cost of boards and committees	not applicable (no cost)
Audit committees	68-71
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## Index of global reporting initiative content

This annual report endeavours to review our economic, environmental and social performance by addressing the Sustainability Reporting Guidelines version 3 (G3) published on the Global Reporting Initiative (GRI) website at [www.globalreporting.org](http://www.globalreporting.org). The guidelines provide for the incremental adoption of the framework over time. This year we have aimed for the C level of application of the framework. The page numbers provided against each element are the pages that demonstrate most significantly the GRI aspect. The department aims to increase its ability to report on sustainability in future reports.

GRI number	Topic	Annual report page number
1.1	Director-General's Statement	4-5
2.1	Name of the organisation	front cover
2.2	Primary brands, products and/or services	1, 3
2.3	Operational structure of the organisation	7
2.4	Location of organisation's headquarters	3
2.5	Number of countries where the organisation operates, and names of countries with either major operations or that are specifically relevant to the sustainability issues covered in the report	3, Australia
2.6	Nature of ownership and legal form	6, 74
2.7	Markets served (including geographic breakdown, sectors served and types of customers/beneficiaries)	6, 7
2.8	Scale of the reporting organisation, including: <ul style="list-style-type: none"> <li>□ number of employees</li> <li>□ net revenues</li> <li>□ quantity of products or services provided</li> <li>□ total assets</li> </ul>	63 (volunteers) 75 (FTE) 2,90, 94, 98 11-13, 136-142 90-95
2.9	Significant changes during the reporting period regarding size, structure, or ownership including the location of, or changes in operations and facility openings, closings or expansions	47 and various
2.10	Awards received in the reporting period	55-56
3.1	Reporting period (e.g. fiscal/calendar year) for information provided	1, front cover
3.2	Date of most recent previous report	2006-07
3.3	Reporting cycle	Annual
3.4	Contact point for questions regarding the report	1
3.5	Process for defining report content, including: determining materiality, prioritising topics within the report, and identifying stakeholders that the organisation expects to read the report	1-2, 6-7, 10
3.6	Boundary of the report (e.g. countries, divisions, subsidiaries, leased facilities, joint ventures, suppliers)	1, 3, 64-65

3.7	State any specific limitations on the scope or boundary of the report	not applicable
3.8	Basis for reporting on joint ventures	not applicable
3.10	Explanation of the effect of any re-statements of information provided in earlier reports and the reasons for such re-statement	11-13 136-142
3.11	Significant changes from previous reporting periods in the scope, boundary, or measurement methods applied in the report	11-13 136-142
3.12	Table identifying the location of the Standard Disclosures in the report	150
4.1	Governance structure of the organisation	68-71
4.2	Indicate whether the Chair of the highest governance body is also an executive officer (and if so, their function within the organisation's management and the reasons for the arrangement)	68
4.3	For organisations that have a unitary board structure, state the number of members of the highest governance body that are independent and/or non-executive members	68
4.4	Mechanisms for shareholders and employees to provide recommendations or direction to the highest governance body	78-80
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<b>Social performance indicators</b>		
SO1	Nature, scope and effectiveness of any programs and practices that assess and manage the impacts of operations on communities	11-13
<b>Labour practices and decent work</b>		
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LA10	Average hours of training per year per employee by employment category	137
LA14	Ratio of basic salary of men to women by employee category	76

## Abbreviations

ACPHR	Australian Centre for Pre-Hospital Research
ARA	Australasian Reporting Awards
ARC	Australian Resuscitation Council
ARMC	Audit and Risk Management Committee
BSS	Business Support Services
CAD	Computer-Aided Dispatch
CFO	Chief Financial Officer
ChIPP	Child Injury Prevention Project
CMC	Crime and Misconduct Commission
DES	Department of Emergency Services
EMQ	Emergency Management Queensland
EMT	Executive Management Team
ESCAD	Emergency Services Computer-Aided Dispatch
FOI	Freedom of Information
FTE	Full-Time Equivalent
GARS	Greater Alarm Response System
HR	Human Resources
iZone	Urban-Rural Interface
OMS	Operations Management System
OSA	Organisational Self-Assessment
QAS	Queensland Ambulance Service
QCESA	Queensland Combined Emergency Services Academy
QEOC	Queensland Emergency Operations Centre
QFRS	Queensland Fire and Rescue Service
QPS	Queensland Police Service
SDCC	State Disaster Coordination Centre
SES	State Emergency Service
SIOPP	Statewide Integrated Operating Planning Process
SOCC	State Operations Coordination Centre
SPES	Strategic Policy and Executive Services
SSA	Shared Service Agency
WH&S	Workplace Health and Safety

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## Key locations of the department

General inquiries	Emergency Services Complex, Cnr Kedron Park and Park Roads, Kedron, Queensland. GPO Box 1425, Brisbane, Queensland 4001.	07 3247 8190
<b>Headquarters</b>		
Office of the Minister for Emergency Services	Emergency Services Complex, Cnr Kedron Park and Park Roads, Kedron, Queensland. GPO Box 1377, Brisbane, Queensland 4001.	07 3247 8190
Office of the Director-General	Emergency Services Complex, Cnr Kedron Park and Park Roads, Kedron, Queensland. GPO Box 1425, Brisbane, Queensland 4001.	07 3247 8821
Queensland Fire and Rescue Service	Emergency Services Complex, Cnr Kedron Park and Park Roads, Kedron, Queensland. GPO Box 1425, Brisbane, Queensland 4001.	07 3247 8100
Queensland Ambulance Service	Emergency Services Complex, Cnr Kedron Park and Park Roads, Kedron, Queensland. GPO Box 1425, Brisbane, Queensland 4001.	07 3247 8200
Emergency Management Queensland	Emergency Services Complex, Cnr Kedron Park and Park Roads, Kedron, Queensland. GPO Box 1425, Brisbane, Queensland 4001.	07 3247 8511
Business Support Services	Emergency Services Complex, Cnr Kedron Park and Park Roads, Kedron, Queensland. GPO Box 1425, Brisbane, Queensland 4001.	07 3247 8604
Strategic Policy and Executive Services	Emergency Services Complex, Cnr Kedron Park and Park Roads, Kedron, Queensland. GPO Box 1425, Brisbane, Queensland 4001.	07 3247 8791
<b>Regional Offices</b>		
Brisbane (EMQ)	Level 3 TC Beirne Building, 315 Brunswick Street, Fortitude Valley, Queensland. GPO Box 2953, Brisbane QLD 4001.	07 3635 1884
Brisbane (QAS)	Level 3 TC Beirne Building, 315 Brunswick Street, Fortitude Valley, Queensland. GPO Box 625, Brisbane QLD 4001.	07 3635 1803
Brisbane (QFRS)	Level 3 TC Beirne Building, 315 Brunswick Street, Fortitude Valley, Queensland.	07 3635 1910
Central (EMQ)	Level 3 Suncorp Metway Building, 34 East Street, Rockhampton, Queensland. PO Box 1407, Rockhampton, Queensland 4700.	07 4938 4988
Central (QAS and QFRS)	34 East Street, Rockhampton, Queensland. PO Box 1531, Rockhampton, Queensland 4700.	07 4938 4888
Far Northern (EMQ)	Level 2, 36 Shields Street, Cairns, Queensland. PO Box 242, Cairns, Queensland 4870.	07 4039 8255
Far Northern (QAS and QFRS)	Level 4, State Government Building, 36 Shields Street, Cairns, Queensland. PO Box 920, Cairns, Queensland 4870.	07 4039 8244
North Coast (EMQ)	18 Industrial Avenue, Caloundra, Queensland. PO Box 000, Caloundra DC, Queensland 4551.	07 5436 4212
North Coast (QAS)	2 West Terrace, Caloundra, Queensland. PO Box 249, Caloundra Queensland 4551.	07 5420 9990
North Coast (QFRS)	98 Lennox Street, Maryborough, Queensland 4650.	07 4122 4922
Northern (EMQ)	12 Wickham Street, Townsville, Queensland 4810.	07 4799 7113
Northern (QAS and QFRS)	12 Wickham Street, Townsville, Queensland. PO Box 5845, MSO Townsville, Queensland 4810.	07 4799 7060
South Eastern (EMQ)	32 Tansey Street, Beenleigh, Queensland. PO Box 301, Beenleigh, Queensland 4207.	07 3287 8503
South Eastern (QAS and QFRS)	32 Tansey Street, Beenleigh, Queensland. PO Box 927, Beenleigh, Queensland 4207.	07 3287 8500
South Western (EMQ)	128-132 Margaret Street, Toowoomba, Queensland. PO Box 831, Toowoomba, Queensland 4350.	07 4639 9160
South Western (QAS and QFRS)	Level 1, 128-132 Margaret Street, Toowoomba, Queensland. PO Box 831, Toowoomba, Queensland 4350.	07 4639 9111
<b>Key web addresses</b>		
Our department	<a href="http://www.emergency.qld.gov.au">www.emergency.qld.gov.au</a>	
Disaster information	<a href="http://www.disaster.qld.gov.au">www.disaster.qld.gov.au</a>	
Queensland Fire and Rescue Service	<a href="http://www.fire.qld.gov.au">www.fire.qld.gov.au</a>	
Queensland Ambulance Service	<a href="http://www.ambulance.qld.gov.au">www.ambulance.qld.gov.au</a>	
Emergency Management Queensland	<a href="http://www.emergency.qld.gov.au/emq">www.emergency.qld.gov.au/emq</a>	
Our publications	<a href="http://www.emergency.qld.gov.au/publications">www.emergency.qld.gov.au/publications</a>	
Safer Queensland	<a href="http://www.safer.qld.gov.au">www.safer.qld.gov.au</a>	