

# Appendices

## Acronyms

|        |                                                                 |      |                                            |
|--------|-----------------------------------------------------------------|------|--------------------------------------------|
| ADF    | Australian Defence Force                                        | HRIS | Human Resource Information System          |
| AEDP   | Assurance and Excellence Development Program                    | ICT  | Information and Communications Technology  |
| AFAC   | Australasian Fire and Emergency Service Authorities Council     | IGEM | Inspector-General Emergency Management     |
| BCC    | Brisbane City Council                                           | LGAQ | Local Government Association of Queensland |
| CCC    | Crime and Corruption Commission                                 | MOU  | Memorandum of Understanding                |
| CEO    | Chief Executive Officer                                         | PDP  | Performance and Development Planning       |
| CRM    | Customer Relationship Management                                | PSBA | Public Safety Business Agency              |
| DCCSDS | Department of Communities, Child Safety and Disability Services | QAO  | Queensland Audit Office                    |
| DILGP  | Department of Infrastructure, Local Government and Planning     | QFES | Queensland Fire and Emergency Services     |
| DFV    | Domestic and Family Violence                                    | QH   | Queensland Health                          |
| DMO    | Disaster Management Officer                                     | QPS  | Queensland Police Service                  |
| DTMR   | Department of Transport and Main Roads                          | QRA  | Queensland Reconstruction Authority        |
| EMC    | Emergency Management Committee                                  | QUT  | Queensland University of Technology        |
| FTE    | Full time equivalent                                            | RFS  | Rural Fire Service                         |
| GST    | Goods and services tax                                          | SDS  | Service Delivery Statement                 |
| HR     | Human Resource                                                  | SES  | State Emergency Service                    |

## ***Glossary***

### **Standard for Disaster Management in Queensland (the Standard)**

The Standard forms part of the Emergency Management Assurance Framework. The Standard establishes the performance requirements for all entities involved in disaster management and forms the basis of assurance activities undertaken by the Office of the IGEM.

### **Emergency Management Assurance Framework (the Framework)**

The Framework supports all levels of Queensland's disaster management arrangements to continually improve disaster management performance. It is based on existing legislative responsibilities as prescribed in the *Disaster Management Act 2003* and consists of three parts: Principles; the Standard for Disaster Management in Queensland (the Standard); and Assurance Activities. It describes the attributes of effective disaster management, outlines to stakeholders the required outcomes against the Standard and provides indicators that will contribute to the likelihood of disaster management entities achieving these outcomes.

## Compliance checklist

| Summary of requirement                       | Basis for requirement                                                                                                 | Page reference                                                                   |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>Letter of compliance</b>                  | <ul style="list-style-type: none"> <li>A letter of compliance from the accountable officer to the Minister</li> </ul> | ARRs – section 7<br>ii                                                           |
| <b>Accessibility</b>                         | <ul style="list-style-type: none"> <li>Table of contents</li> </ul>                                                   | ARRs – section 9.1<br>1                                                          |
|                                              | <ul style="list-style-type: none"> <li>Acronyms and Glossary</li> </ul>                                               | 59-60                                                                            |
|                                              | <ul style="list-style-type: none"> <li>Public availability</li> </ul>                                                 | ARRs – section 9.2<br>i                                                          |
|                                              | <ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>                                       | <i>Queensland Government Language Services Policy</i><br>ARRs – section 9.3<br>i |
|                                              | <ul style="list-style-type: none"> <li>Copyright notice</li> </ul>                                                    | <i>Copyright Act 1968</i><br>ARRs – section 9.4<br>i                             |
|                                              | <ul style="list-style-type: none"> <li>Information Licensing</li> </ul>                                               | <i>QGEA – Information Licensing</i><br>ARRs – section 9.5<br>i                   |
| <b>General information</b>                   | <ul style="list-style-type: none"> <li>Introductory information</li> </ul>                                            | ARRs – section 10.1<br>4-17                                                      |
|                                              | <ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>                                      | ARRs – section 10.2<br>4, 11-17 + 63                                             |
|                                              | <ul style="list-style-type: none"> <li>Operating environment</li> </ul>                                               | ARRs – section 10.3<br>14-16                                                     |
| <b>Non-financial performance</b>             | <ul style="list-style-type: none"> <li>Government's objectives for the community</li> </ul>                           | ARRs – section 11.1<br>13                                                        |
|                                              | <ul style="list-style-type: none"> <li>Other whole-of-government plans/specific initiatives</li> </ul>                | ARRs – section 11.2<br>21-29                                                     |
|                                              | <ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>                        | ARRs – section 11.3<br>21-29                                                     |
|                                              | <ul style="list-style-type: none"> <li>Agency service areas and service standards</li> </ul>                          | ARRs – section 11.4<br>20                                                        |
| <b>Financial performance</b>                 | <ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>                                    | ARRs – section 12.1<br>18-19                                                     |
| <b>Governance – management and structure</b> | <ul style="list-style-type: none"> <li>Organisational structure</li> </ul>                                            | ARRs – section 13.1<br>17                                                        |
|                                              | <ul style="list-style-type: none"> <li>Executive management</li> </ul>                                                | ARRs – section 13.2<br>30-33                                                     |
|                                              | <ul style="list-style-type: none"> <li>Government bodies (statutory bodies and other entities)</li> </ul>             | ARRs – section 13.3<br>N/A                                                       |
|                                              | <ul style="list-style-type: none"> <li><i>Public Sector Ethics Act 1994</i></li> </ul>                                | <i>Public Sector Ethics Act 1994</i><br>ARRs – section 13.4<br>34                |
|                                              | <ul style="list-style-type: none"> <li>Queensland public service values</li> </ul>                                    | ARRs – section 13.5<br>15                                                        |

| Summary of requirement                                 | Basis for requirement                           | Page reference                                                                        |               |
|--------------------------------------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------|---------------|
| <b>Governance – risk management and accountability</b> | • Risk management                               | ARRs – section 14.1                                                                   | 9-10<br>35-37 |
|                                                        | • Audit committee                               | ARRs – section 14.2                                                                   | 9-10          |
|                                                        | • Internal audit                                | ARRs – section 14.3                                                                   | 36            |
|                                                        | • External Scrutiny                             | ARRs – section 14.4                                                                   | 35            |
|                                                        | • Information systems and recordkeeping         | ARRs – section 14.5                                                                   | 36            |
| <b>Governance – human resources</b>                    | • Workforce planning and performance            | ARRs – section 15.1                                                                   | 38-40         |
|                                                        | • Early retirement, redundancy and retrenchment | Directive No. 11/12 <i>Early Retirement, Redundancy and Retrenchment</i><br>ARRs 15.2 | 40            |
| <b>Open data</b>                                       | • Statement advising publication of information | ARRs – section 16                                                                     | 1             |
|                                                        | • Consultancies                                 | ARRs – section 33.1                                                                   | 1             |
|                                                        | • Overseas travel                               | ARRs – section 33.2                                                                   | 1             |
|                                                        | • Queensland Language Services Policy           | ARRs – section 33.3                                                                   | 1             |
| <b>Financial statements</b>                            | • Certification of financial statements         | FAA – section 62<br>FPMS – sections 42, 43 and 50<br>ARRs – section 17.1              | 56            |
|                                                        | • Independent Auditor's Report                  | FAA – section 62<br>FPMS – section 50<br>ARRs – section 18.2                          | 57-58         |

*FAA Financial Accountability Act 2009*

*FPMS Financial and Performance Management Standard 2009*

*ARR Annual report requirements for Queensland Government agencies*

*QGEA Queensland Government Enterprise Architecture*

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