

Appendices

Acronyms

AEDP	Assurance and Excellence Development Program	HIA	Head of Internal Audit
AFAC	Australasian Fire and Emergency Service Authorities Council	HRIS	Human Resource Information Solution
ARR	<i>Annual report requirements for Queensland Government agencies</i>	IGEM	Inspector-General Emergency Management
CCC	Crime and Corruption Commission	PSBA	Public Safety Business Agency
CRC	Cooperative Research Centre	QAO	Queensland Audit Office
CRM	Customer Relationship Management	QAS	Queensland Ambulance Service
DJAG	Department of Justice and Attorney-General	QCS	Queensland Corrective Services
DMO	Disaster Management Officer	QFES	Queensland Fire and Emergency Services
EM	Emergency Management	QGEA	Queensland Government Enterprise Architecture
FPMS	<i>Financial and Performance Management Standard 2009</i>	QPS	Queensland Police Service
HCM	Human Capital Management	SDCC	State Disaster Coordination Centre

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 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
Letter of compliance	<ul style="list-style-type: none"> A letter of compliance from the accountable officer to the Minister 	ARRs – section 8	ii
Accessibility	<ul style="list-style-type: none"> Table of contents 	ARRs – section 10.1	1
	<ul style="list-style-type: none"> Acronyms and Glossary 		63-64
	<ul style="list-style-type: none"> Public availability 	ARRs – section 10.2	i
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3	i
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 10.4	i
	<ul style="list-style-type: none"> Information Licensing 	<i>QGEA – Information Licensing</i> ARRs – section 10.5	i
General information	<ul style="list-style-type: none"> Introductory information 	ARRs – section 11.1	4-17
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 11.2	4, 11-17, 67
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 11.3	11-16
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community 	ARRs – section 12.1	13
	<ul style="list-style-type: none"> Other whole-of-government plans/specific initiatives 	ARRs – section 12.2	21-31
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 12.3	20-31
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 12.4	20
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 13.1	18-19
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 14.1	17
	<ul style="list-style-type: none"> Executive management 	ARRs – section 14.2	32-33
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 14.3	N/A
	<ul style="list-style-type: none"> <i>Public Sector Ethics Act 1994</i> 	<i>Public Sector Ethics Act 1994</i> ARRs – section 14.4	36
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 14.5	15

Summary of requirement	Basis for requirement	Page reference
Governance – risk management and accountability	• Risk management	ARRs – section 15.1 9-10
	• Audit committee	ARRs – section 15.2 9-10
	• Internal audit	ARRs – section 15.3 39-40
	• External Scrutiny	ARRs – section 15.4 37-39
	• Information systems and recordkeeping	ARRs – section 15.5 40
Governance – human resources	• Workforce planning and performance	ARRs – section 16.1 41-43
	• Early retirement, redundancy and retrenchment	Directive No. 11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs 16.2 43
Open data	• Consultancies	ARRs – section 17 ARRs – section 34.1 1
	• Overseas travel	ARRs – section 17 ARRs – section 34.2 1
	• Queensland Language Services Policy	ARRs – section 17 ARRs – section 34.3 1
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.2 60
	• Independent Auditor’s Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2 61-62

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