

Appendices

Glossary

Acronym	Definition
Assurance and Excellence Development Program (AEDP)	An internal tool that guides how the Office conducts its core business of review and assurance activities
AFSM	Australian Fire Service Medal
AIDR	Australian Institute for Disaster Resilience
APM	Australian Police Medal
ARR	Annual report requirements for Queensland Government agencies
CaPE	Conduct and Performance Excellence
CCC	Crime and Corruption Commission
DFV	Domestic and Family Violence
Disaster Management Officers' Network	A statewide peer-driven network of disaster management officers and local disaster coordinators from councils across Queensland
Disaster Management Research Framework (the Research Framework)	Collaboratively develops and promotes disaster management research for the Queensland context
Emergency Management Assurance Framework (the Framework)	Provides the context for continuous improvement in the disaster management sector, and the structure and mechanism for reviewing and assessing the effectiveness of Queensland's disaster management arrangements
Executive Management Committee (EMC)	The Office's senior leadership group
FAA	<i>Financial Accountability Act 2009</i>
FTE	Full-Time Equivalent
FPMS	<i>Financial and Performance Management Standard 2009</i> (until 31 August 2019) <i>Financial and Performance Management Standard 2019</i> (from 1 September 2019)
IGEM	Inspector-General Emergency Management
IGEMx	IGEM Business Excellence Program
Inspector-General Emergency Management Advisory Panel (IGEM Advisory Panel)	Provides advice to the Inspector-General Emergency Management and guides strategic disaster management policy development and associated projects and initiatives
Lessons management program	Enables learnings from events, exercises and good practice to be identified and embedded through action and change
MBA	Master of Business Administration
MBE	Member of the Order of the British Empire

PID	Public Interest Disclosure
PSP ARC	Public Safety Portfolio Audit and Risk Committee
PSA ARCC	Public Safety Agencies Audit, Risk and Compliance Committee
Public Safety Business Agency and Inspector-General Emergency Management Audit, Risk and Compliance Committee (PSBA and IGEM ARCC)	Provides oversight of audit, risk and management compliance activities related to the Public Safety Business Agency and the Office
PSBA	Public Safety Business Agency
QAO	Queensland Audit Office
QFES	Queensland Fire and Emergency Services
QO	Queensland Ombudsman
QPS	Queensland Police Service
Queensland Disaster Management Committee (QDMC)	The state group, established under section 17 of the <i>Disaster Management Act 2003</i> , provides reports and makes recommendations, where appropriate, about matters relating to disaster management and disaster operations
Queensland Disaster Management Lexicon (the Lexicon)	A resource document that supports the use of a shared language in Queensland's disaster management sector. Refer to the Queensland Disaster Management Lexicon for definitions applicable to Queensland's disaster management sector at www.igem.qld.gov.au
Queensland State Disaster Management Plan	Outlines the principles of disaster management in Queensland, describes the roles and responsibilities of disaster management stakeholders to support disaster management as legislated in the <i>Disaster Management Act 2003</i> and outlines the arrangements for prevention, preparedness, response, recovery and resilience
Research Advisory Panel	Supports the Disaster Management Research Framework and includes representatives from state government agencies, local government and Queensland universities
SDS	Service Delivery Statement
Standard for Disaster Management in Queensland (the Standard)	Establishes the performance requirements for all entities involved in disaster management
State Disaster Coordination Group (SDCG)	Supports the State Disaster Coordinator including providing advice about available resources and options for disaster response operations
Working for Queensland survey	An annual survey that measures Queensland public sector employee perceptions of their work, manager, team and organisation

Compliance checklist

Summary of requirement		Basis for requirement	Annual report reference
Letter of compliance	A letter of compliance from the accountable officer or statutory body to the relevant Minister/s	ARRs – section 7	3
Accessibility	Table of contents	ARRs – section 9.1	4
	Glossary		58-59
	Public availability	ARRs – section 9.2	2
	Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	2
	Copyright notice	<i>Copyright Act 1968</i> ARRs – section 9.4	2
	Information Licensing	<i>QGEA – Information Licensing</i> ARRs – section 9.5	2
General information	Introductory Information	ARRs – section 10.1	5
	Machinery of Government changes	ARRs – section 10.2, 31 and 32	Not applicable
	Agency role and main functions	ARRs – section 10.2	6
	Operating environment	ARRs – section 10.3	7-8
Non-financial performance	Government’s objectives for the community	ARRs – section 11.1	9
	Other whole-of-government plans / specific initiatives	ARRs – section 11.2	10
	Agency objectives and performance indicators	ARRs – section 11.3	11-22
	Agency service areas and service standards	ARRs – section 11.4	21-22
Financial performance	Summary of financial performance	ARRs – section 12.1	23-25
Governance – management and structure	Organisational structure	ARRs – section 13.1	26
	Executive management	ARRs – section 13.2	27
	Government bodies (statutory bodies and other entities)	ARRs – section 13.3	Not applicable
	<i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	29
	Queensland public service values	ARRs – section 13.5	29
Governance – risk management and accountability	Risk management	ARRs – section 14.1	30
	Audit committee	ARRs – section 14.2	31-32
	Internal audit	ARRs – section 14.3	33
	External scrutiny	ARRs – section 14.4	34-35
	Information systems and recordkeeping	ARRs – section 14.5	36

Governance – human resources	Strategic workforce planning and performance	ARRs – section 15.1	16-19
	Early retirement, redundancy and retrenchment	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	17
Open Data	Statement advising publication of information	ARRs – section 16	2
	Consultancies	ARRs – section 33.1	https://data.qld.gov.au
	Overseas travel	ARRs – section 33.2	https://data.qld.gov.au
	Queensland Language Services Policy	ARRs – section 33.3	https://data.qld.gov.au
Financial statements	Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 17.1	55
	Independent Auditor’s Report	FAA – section 62 FPMS – section 50 ARRs – section 17.2	56-57

FAA *Financial Accountability Act 2009*
 FPMS *Financial and Performance Management Standard 2019*
 ARR *Annual report requirements for Queensland Government agencies*

