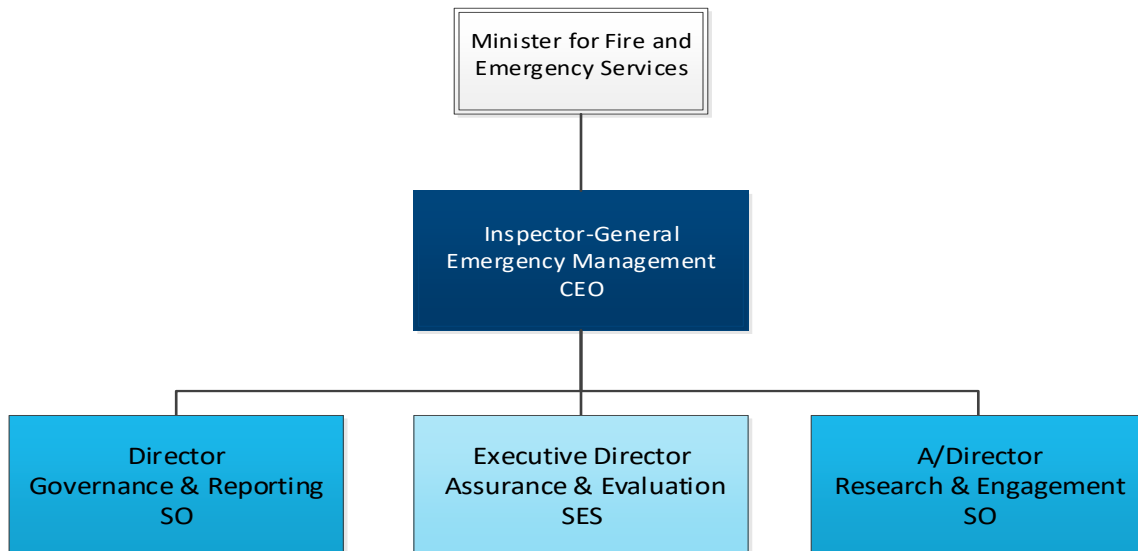


## Our governance: Structure and people

### Organisational structure

The IGEM reports to the Honourable Craig Crawford MP, Minister for Fire and Emergency Services.

At 30 June 2019, the Office was comprised of three key teams: Assurance and Evaluation; Research and Engagement; and Governance and Reporting.



The Assurance and Evaluation team develops, conducts and delivers reviews, lessons, assurance and evaluation frameworks, projects and activities. This team also provides system analysis and monitoring to build stakeholder capability in disaster management and ensure compliance with the legislated functions of the Office.

The Research and Engagement team develops, builds and delivers strategic partnerships, communication, research and engagement activities across a broad range of stakeholders. Stakeholders include all levels of government, tertiary and non-government organisations and the community.

The Governance and Reporting team develops, coordinates and delivers internal strategy, planning, performance, reporting and governance activities for the Office.

From 1 July 2018 to 31 December 2018, the Office was comprised of four key teams and four Directors: Interoperability and Innovation; Standards, Best Practice and Research; Community and Stakeholder Engagement; and Performance, Reporting and Policy Analysis.

The Office's structure and executive management roles were realigned in January 2019 to better support service delivery.

The total number of Full-Time Equivalent (FTE) staff for the Office was 20.06 as at 30 June 2019.

The Office's separation rate for permanent staff only (excludes contract staff) for the period 1 July 2018 to 30 June 2019 was 21%.

Further information on the Office's human resources is available under the 2018–19 highlights (pages 16 to 20 refer).

## Executive management

At 30 June 2019, key executives were:

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### *Iain MacKenzie AFSM. MLshipMgt (Policing), Inspector-General of Emergency Management*

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The IGEM leads the Office to provide assurance and advice to enable confidence in Queensland's disaster and emergency management arrangements. The Office reviews and assesses the effectiveness of disaster management at the local, district and state level, works with agencies to improve Queensland's disaster management arrangements, and identifies opportunities for cooperative partnerships.

Prior to Iain's appointment as IGEM, he was the Deputy Commissioner of the former Queensland Fire and Rescue Service and served in the fire service for over 32 years. Iain holds a Masters Degree in Leadership and Management, is a graduate of the Institute of Fire Engineers and has attended the United States National Fire Academy Executive Fire Officer Program. Iain was awarded the Australian Fire Service Medal in 2006.

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### *Mike Shapland MBE. MBA, Executive Director, Assurance and Evaluation*

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The Executive Director, Assurance and Evaluation leads review, lessons, assurance and evaluation projects and activities. This role oversees system analysis and monitoring to build stakeholder capability in disaster management and ensure compliance with the legislated functions of the Office.

Mike is a graduate of the Royal Military Academy, Sandhurst, the British Army's Technical and General Staff courses and Griffith University's Master of Business Administration program. Mike was awarded Member of the Order of the British Empire in the United Kingdom's 1997 New Year's Honours List.

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### *Sarah March, Director, Governance and Reporting*

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The Director, Governance and Reporting leads the development, coordination and delivery of internal strategy, planning, performance, reporting and governance activities for the Office. The role acts as a liaison point with the PSBA and other key agencies in relation to service delivery and reporting.

Sarah holds a Bachelor of Arts (Psychology) and post graduate qualifications in Psychology.

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### *Nicola Moore, A/Director, Research and Engagement*

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The A/Director, Research and Engagement leads the development of strategic partnerships and research, engagement and communication activities for the Office across a broad range of stakeholders.

Nicola holds a Bachelor of Applied Science, post graduate qualifications in Applied Science and Public Sector Management and a Master of Education.

From 1 July 2018 to mid-June 2019, Phil Nickerson was engaged in the Director, Research and Engagement role. Phil holds a Bachelor of Business (Communications) and a Bachelor of Business (Accountancy).

## Governance structure

The Office's governance structure includes the:

- Executive Management Committee (EMC)
- PSBA and IGEM Audit, Risk and Compliance Committee.

The EMC is the key leadership group for the Office.

The EMC provides leadership and direction on strategic and operational issues. It ensures activities are carried out efficiently, effectively and economically in line with the Office's vision, purpose and strategic objectives.

In 2018–19, the EMC provided strategic oversight of the Office's reviews, assurance activities and key projects relating to research, stakeholder engagement and reporting.

At 30 June 2019, Iain MacKenzie was the Chair of the EMC. Members comprised those key executives listed on page 27.

The EMC meets monthly (unless otherwise determined by the Chair).

During 2018–19, the EMC met eleven times.

Further information on the PSBA and IGEM Audit, Risk and Compliance Committee can be found on pages 31 to 32.