

Disaster Management Plan

Department of Energy and Public Works



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Version Control

| Version | Date | Comments |
|---------|---------------|---|
| 0.01 | 30 Aug 2021 | Initial Draft |
| 0.02 | 20 May 2022 | Updated version to reflect organisational changes |
| 0.03 | 2 August 2022 | GM review and endorsement |
| 1.0 | 9 August 2022 | A/DD-G approved (delegated) with minor amendment |
| 1.01 | 29 June 2023 | Draft revised version - minor updates |
| 1.02 | 1 Sept 2023 | Draft DEPW wide consultation |
| 2 | October 2023 | Final submitted to DG for approval |

Authorisation

The *Disaster Management Act 2003* www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091 forms the legislative basis for disaster management arrangements within all levels of government in Queensland. Queensland's whole-of-government disaster management arrangements are based upon partnerships between federal and state government agencies, local governments, government owned corporations, non-government organisations and commercial providers. These partnerships recognise the need for agency collaboration and co-operation to ensure effective coordination of planning, transfer of information and provision of resources to support comprehensive disaster management.

The state disaster management arrangements are described in the [Queensland State Disaster Management Plan](#) (the State Plan)

The Director-General, Department of Energy and Public Works (DEPW) approves the *DEPW Disaster Management Plan* (the Plan) as a component of DEPW's business continuity and disruption management arrangements, in alignment with the related policy and as a sub-plan under the State Plan for the provision of departmental support during the preparation for, response to and recovery from natural disasters and other incidents and to increase the disaster resilience of Queensland.

Approved by

Paul Martyn
Director-General
Department of Energy and Public Works

Date: 7 November 2023

Foreword

The Queensland Disaster Management Arrangements (QDMA) are based on common partnerships within local, district, State and Commonwealth levels and provides for a safe, sustainable, resilient community delivering a better quality of life for Queenslanders through world class disaster risk reduction, emergency response and disaster recovery services.

The Department of Energy and Public Works (DEPW) is an integral component of the QDMA and provides functional and resource support through:

- building and engineering services
- planning, policy, and regulation in relation to energy supply and infrastructure (electricity, gas and liquid fuels).
- building recovery
- energy
- electricity supply shortages and system security/reliability
- reticulated natural gas supply shortages
- liquid fuel supply shortages.

The *DEPW Disaster Management Plan* (the Plan) describes DEPW's disaster management roles, responsibilities, and arrangements. It provides the authority and direction to a range of planning groups and committees to develop subsequent plans and activities.

Each division, in collaboration with the DEPW Disaster Coordination Unit (DCU), will take responsibility for supporting functional activities in line with DEPW's key role in disaster management. The DCU provides expert technical advice, training and guidance across all areas involving disaster prevention, preparedness, response, and recovery.

The DEPW Disaster Management Functional Coordinator, through DCU, will delegate responsibilities to appropriately skilled officers to provide the strategic interface to whole-of-government disaster management policy development, including the [Queensland Strategy for Disaster Resilience](#) and the [Queensland Recovery Plan](#). The operational interface between the State Disaster Coordination Centre (SDCC), other state government departments and DEPW divisions is DCU.

DEPW maintains regionally based operational arms to deliver services and coordinate DEPW's disaster management responsibilities within the Disaster Districts across the state.

Corporate policy statement

DEPW will adhere to relevant legislation, whole-of-government and departmental policies when responding to a disaster, incident, or other requests for functional assistance. A disaster event is not an excuse to deliver service outside agreed governance arrangements. Applicable policies may cover a broad range of matters including but not limited to, financial practices and delegations, procurement practices, workforce management, work health and safety, risk management, building codes, business continuity planning, and environmental initiatives.

The Queensland Government recognises that climate change is an amplifier of disruption related risk. DEPW business areas are required to consider the impacts of climate change on the frequency and intensity of disruptions, including disaster events, when developing and implementing prevention, preparedness, response, and recovery activities.

It may be necessary for DEPW to assist in the emergency management and / or longer-term recovery of a single facility or an entire community following a disaster or incident, and any such response may require immediate action/s to protect life and / or property.

DEPW's highest priority is the safety of staff and community members. To ensure this, departmental activities will be re-prioritised where necessary.

Distribution of the Plan

The Plan is available to all departmental staff through the DEPW intranet site hpwqld.sharepoint.com/sites/intranet-DEPW-resources/SitePages/policies/Disasters.aspx. The Plan is also available to external stakeholders and interested parties on the Department's internet site [DEPW Disaster Management Plan](#)

Plan Review

The Plan is reviewed annually, through consultation with key internal stakeholders incorporating any improvements identified through activation, organisational realignment, or changes in disaster management arrangements or legislation, prior to the start of the tropical cyclone season on 1 November annually.

Principles of departmental support in a disaster

1. **All government agencies share responsibility for disaster management.** The capacity of DEPW to respond to requests for assistance has limitations. All levels of government are required to establish and maintain a level of self-reliance to meet their own resource requirements using robust business continuity arrangements and processes.
2. **Use pre-existing supplier arrangements.** Where practicable, DEPW will use pre-existing supplier and / or service arrangements to support disaster response or recovery operations.
3. **Prioritise resources.** During all stages of a disaster or other incident, agencies can compete for access to the same resources. DEPW will use the disaster management system to help clarify and prioritise its resource support and requests.
4. **Be prepared for disaster events to disrupt departmental services.** Departmental business areas which have identified critical outputs, must have business continuity arrangements in place to ensure the minimum acceptable service is sustained no matter what disruptive scenario occurs.
5. **Recognise the value of Government-Owned Corporations (GOCs), Non-Government Organisations (NGOs), the supply industry and the commercial sector in disaster management arrangements.** Significant skills and resources exist within GOCs, NGOs, and the commercial sector. DEPW, where practicable and appropriate, will access the knowledge and expertise of these organisations to develop operational support arrangements for disasters or other disruptive events.
6. **Use a comprehensive, scalable all-hazards approach to plan for the impact of disasters.** Departmental planning is based on a single set of scalable, all-hazard disaster management response arrangements to minimise impact and speed recovery from an event. This approach assumes that the functions and activities applicable to one hazard are most likely applicable to a range of hazards and consequently, a disaster management plan captures the functions and activities applicable to all hazards.
7. **Know which funding arrangements to access for disaster events.** There is a range of funding that can be accessed during the response and recovery phases of an event. DEPW promotes

using these arrangements where practicable, to ensure cost-effective emergency acquisition of resources and services.

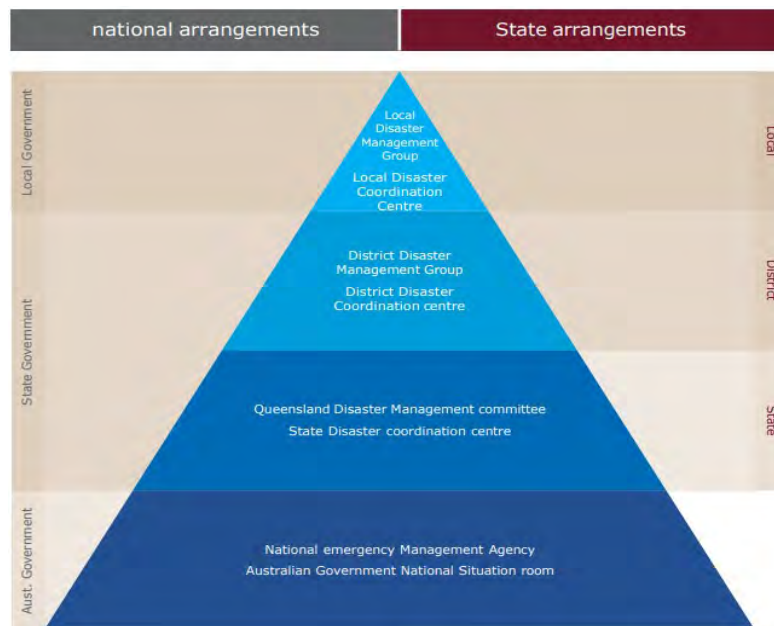
8. **Be prepared for disaster events that potentially impact staff.** Departmental business continuity arrangements must include contingencies where local staff are personally impacted by the disaster events and unavailable to work.
9. **Training and awareness in disaster preparedness.** DEPW is committed to continually improving its business continuity and disaster management capability. It will provide learning and development opportunities to access the necessary training and tools to empower a competent workforce that is confident to operate, collaborate and coordinate during a disaster event.

1 Disaster management arrangements

1.1 Queensland's Disaster Management Arrangements (QDMA)

[The Disaster Management Act 2003](#) provides the legislative basis for disaster management arrangements in Queensland.

The QDMA is based on a four-tiered system, incorporating the three levels of Government (Commonwealth, State and Local), with an additional State tier, disaster districts.



The Local Disaster Management Group (LDMG) can request assistance from their relevant District Disaster Management Group (DDMG). If the DDMG is unable to meet the needs of the request, the request can then be forwarded to the State Disaster Coordination Centre (SDCC) for action.

The State Disaster Coordination Group (SDCG) is established to support the Queensland Disaster Management Committee (QDMC), through the State Disaster Coordinator (SDC), during all phases of disaster management. The SDCG is the operational arm of Queensland's peak disaster management body, the QDMC.

SDCG coordinates the operational delivery of the QDMC's legislative responsibilities for the purpose of facilitating disaster operations and disaster management for Queensland communities. The QDMC provides strategic leadership at the state level and the SDCG carries out the QDMC's strategic direction.

Commonwealth Government provides support to disaster affected communities during response and recovery phases of disaster events.

The QDMC also provides the strategic intent and decision-making authority during the recovery from, and preparation for, disaster events. The QDMC is also supported by five functional recovery groups plus the State Recovery Policy and Planning Coordinator (SRPPC) and the State Recovery Coordinator (SRC).

1.2 DEPW support arrangements

During the preparedness phase, DEPW provides specialist advice to LDMGs. This advice is related to the functional roles of **building and engineering services**.

DEPW actively encourages LDMGs to refer known issues to DEPW District Disaster Liaison Officers (DDLs) so appropriate solutions can be identified. When working directly on behalf of local governments (where appropriate), commercialised DEPW business units (QBuild and QFleet) may use normal fee-for-service provider arrangements.

At a disaster district level, DEPW is represented by QBuild.

DEPW's Disaster Management Functional Coordinator (DMFC), Deputy Director-General Public Works, is nominated by the Director-General as the primary DEPW representative on the SDCG, together with the Director, Energy Emergency. The DMFC ensures DEPW is prepared to support the disaster management arrangements. The DMFC also ensures that a reporting regime is in place to coordinate disaster management information and risk intelligence, plus brief the Director-General during any response to and recovery from, a disaster event.

In the context of this plan, references to the DMFC includes reference to proxies. The Manager, Disaster Coordination Unit, is the nominated DMFC proxy to support the SDCG.

DEPW's representation at the four levels of QDMA during the preparation and response phases, is shown in [Attachment 1](#) and, representation on recovery groups is shown in [Attachment 2](#).

2 Functional lead roles

The QDMA adopts an approach where functional lead agencies are identified according to their core functions and service delivery roles, with some defined by their legislative and jurisdictional responsibilities. The [Queensland State Disaster Management Plan](#) (the State Plan) assigns DEPW the pivotal functional support roles of:

- building and engineering services.
- providing leadership for the functional recovery of the built environment and the lead responsibility to support building recovery in impacted communities.
- delivering policy, planning and regulatory solutions in partnership with stakeholders to support the secure and reliable supply of electricity, gas and liquid fuels.

2.1 Functional support

Building and engineering services

The DEPW Public Works' building and engineering services function supports local government to respond to their disaster-impacted communities through the DDMGs and the SDCG. The required level of support will reduce as the impacted local governments re-establish services and return to normal business operations. The DEPW Regional Disaster Management Plan outlines how this service will be operationalised in support of district and local disaster management groups.

Energy, Gas and Liquid Fuels

The Energy Division (electricity and gas) and the Hydrogen and Future Fuels Division (liquid fuel) is responsible for ensuring that energy as a resource (electricity, gas, and liquid fuel) can deliver safe, secure, sustainable, and affordable benefits for all Queenslanders. Several national and state legislation and policy drivers reinforce the importance of energy to Queensland, outlining several

specific roles, responsibilities and support functions held by the division and portfolio partners to ensure reliability and security of supply for energy, including:

- establishing and communicating arrangements for any event that impacts or has the potential to impact on security of electricity, gas, or liquid fuel supply
- developing and maintaining divisional emergency management procedures that provide guidance in response to an energy supply emergency, regardless of the hazard
- delivering innovative policy, planning and regulatory solutions, in partnership with stakeholders, to support reliable energy supply.

The Energy Emergency Strategy is the overarching guidance document in an Energy Emergency Framework that sets out the division's coordinated approach to the prevention, preparedness, response and recovery from emergency events impacting the security of supply across all three energy intensive sectors. These sectors have varying degrees of regulation, so all documents in the Energy Division's Energy Emergency Framework apply a comprehensive, all hazards approach that operates concurrently to, and in alignment with governing legislation and policy, including the QDMA.

The Energy Emergency Team within the Supply and Storage Branch of the Energy Division, work with industry stakeholders across all energy sectors. The Energy Division also has oversight for five electricity GOCs, which are crucial in a disaster or emergency. Alongside other industry stakeholders in energy sectors, Queensland's electricity GOCs conduct activities and provide services in a commercially orientated and competitive manner.

GOCs are responsible for their own business continuity and disaster management planning, with a number of emergency support functions, roles and responsibilities listed in the Queensland State Disaster Management Plan (SDMP). GOC planning and responses are considered and aligned with overarching DEPW planning arrangements for Energy Emergency Management.

The Future Fuels team within the Hydrogen and Future Fuels Division will work with the liquid fuel supply and retail sector to provide information on industry response to a natural disaster or emergency event. In most circumstances industry will provide a market-based approach to manage any risk to fuel supply in the event of a natural disaster or emergency.

Response activities

This Plan, including the principles of department support in a disaster, guide the disaster management support provided by DEPW. An accountability matrix for the response activities outlined below is provided in [Attachment 3](#). DEPW delivers its functional lead roles through business-as-usual processes and systems. DEPW will acquire and / or provide services to support counter-disaster operations. A list of the specific services and support are outlined in [Attachment 4](#).

2.2 Disaster recovery functions and groups

DEPW plays a lead role in several disaster recovery functions as detailed in the *Queensland Recovery Plan* www.qra.qld.gov.au/queensland-recovery-plan. DEPW leads the functional recovery group (Building Functional Recovery Group) for built infrastructure and participates in human and social recovery functions (Human and Social Functional Recovery Group) as required. DEPW acknowledges the importance of supporting the local community after a disaster event to promote the economic recovery of the region. DEPW advocates for locally sourced solutions when delivering recovery functions.

2.3 Functional Recovery Group lead - Building

The SDMP and supporting Queensland Recovery Plan, assign responsibility to DEPW to lead the building recovery function following a disaster event.

DEPW provides advice and support to Local Recovery Groups through DEPW District Disaster Liaison Officers (DDLO) on DDMGs. The DEPW DDLOs provide the interface between the Local Recovery Groups and the state-level Building Functional Recovery Group (BFRG). This streamlined process allows appropriate stakeholders to be identified, and to work with local decision-makers to resolve issues locally, where possible.

The Director-General, DEPW chairs the BFRG. The BFRG ensures the efficient and prioritised use of available resources by coordinating information exchange, issues identification and resolution between government agencies, local government, building industry and insurance providers.

The Chair of the BFRG is authorised to decide whether the BFRG should be activated in response to a disaster event. Not every event will need a meeting of the BFRG. An assessment of the impact and need for a coordinated response will be undertaken in consultation with members of the BFRG.

The BFRG members provide support to one or more recovery functions. A list of these functions is outlined in [Attachment 5](#).

2.4 Strategic procurement support

Queensland Government Procurement may provide strategic advice in relation to leveraging existing goods and services, panel arrangements and strategies for engaging with industry to develop alternate supply arrangements to alleviate unique supply chain related concerns.

This may extend to the establishment of specific sector wide taskforces and working groups to address specific complex supply related issues such as:

- procurement coordination during any response, to support the supply of critical goods and services and the continuation of frontline service delivery by Queensland Government agencies.
- communication and connections between agencies to collectively resolve risks and emerging issues, and to identify and facilitate additional support where required.

These activities support, but do not replace or conflict with, the role of Queensland Fire and Emergency Services as the functional lead for emergency supply, nor the role played by procurement leads within each agency which provide internal support and advice.

3 Appointment to disaster management positions

DEPW's disaster management arrangements include key positions, which operate at state and regional levels, enabling DEPW to coordinate and deliver its assigned functional support roles.

3.1 State Disaster Coordination Centre (SDCC) Disaster Liaison Officers (DLOs)

To assist the Disaster Management Functional Coordinator at the State Disaster Coordination Group, Disaster Liaison Officers (DLOs), are appointed to the SDCC during activations. They provide detailed advice on DEPW's capacity and capability in relation to the preparation for, or response to a disaster event. They must be able to access all areas of DEPW quickly including out of hours, to provide the required intelligence.

Staff from Public Works and Energy divisions are nominated and trained to provide the operational interface and agency representation to support the State-wide response at the SDCC.

3.2 DEPW Regional Disaster Coordinators

The DEPW regional disaster coordination network is based on the six QBuild regions.

Regional offices are located at:

- Far North Queensland – Cairns
- North Queensland – Townsville
- Central Queensland – Rockhampton
- Wide Bay – Maryborough
- South East Queensland – Brisbane
- South West Queensland – Toowoomba.

DEPW regional disaster coordinators are responsible for the management of their regional disaster operations and coordinate any functional support to disaster response or recovery operations, arising from their respective DDMGs. The regional disaster coordinator works across all DEPW business areas located in the region.

Each DEPW regional disaster coordinator is authorised to appoint officers within the region to undertake specific disaster management roles as outlined in section 4.2 of this Plan (Regional disaster management planning committees).

In large scale events, the roles undertaken by Regional Disaster Management Planning Committee members are to be considered interim full-time positions for the duration of response and recovery operations. To ensure delivery of normal core business services, QBuild may activate arrangements to backfill key positions vacated by any staff involved in disaster operations. Backfill personnel will be suitably qualified and can be sourced either from within or outside the impacted region.

3.3 District Disaster Liaison Officers (DDLs)

Under the *Disaster Management Act 2003* (the Act), 23 disaster districts, based on Queensland Police Service boundaries, are established to provide disaster management support to local governments within their area of responsibility. Each district has established a District Disaster Management Group (DDMG) comprising Local and key State Government agencies, and other organisations deemed appropriate.

DEPW is represented on each DDMG by a network of DDLs appointed by the Director-General's delegate in accordance with the requirements of the Act. These officers provide the conduit for the disaster district to access DEPW's lead agency knowledge and expertise when responding to a disaster event.

DDLs from QBuild will provide the expertise and services necessary to support the DDMG and impacted communities.

4 DEPW Disaster management committees and planning responsibilities

DEPW knows collaborative planning is a key mechanism in fulfilling its roles and responsibilities assigned under the State Plan.

In addition to the activities outlined in the Plan, DEPW may make available specialist departmental expertise to execute the decisions of such committees within the operational capacity and capability of the department.

4.1 State and National level groups and committees

DEPW is represented on several key interdepartmental, State and National planning committees, including the:

- Queensland Disaster Management Committee (QDMC)
- State Disaster Coordination Group (SDCG)
- State Disaster Coordination Group - working groups
- Queensland Functional Recovery Group (QFRG)
- Building Functional Recovery Group (BFRG)
- Disaster Management Research Advisory Panel (RAP)
- Queensland Disaster Management Data Group
- Emergency Management Spatial Information Network Australia, Queensland chapter.
- National Electricity Market Emergency Management Forum (NEMEMF)
- National Gas Emergency Response Advisory Committee (NGERAC)
- National Oil Supplies Emergency Committee (NOSEC)

DEPW as required, provides representation and participation across ad-hoc state level committees or working groups established to address emergent disaster management matters and undertake reviews.

4.2 Regional Disaster Management Planning Committee

To fulfil DEPW's roles and responsibilities within the disaster district, DEPW Regional Disaster Coordinators will establish and maintain a Regional Disaster Management Planning Committee.

The core Regional Disaster Management Planning Committee may consist of:

- DEPW Regional Disaster Coordinator (Chair)
- Regional Disaster Management reporting officer
- DDLOs and Deputies
- Building and Engineering Services liaison officer
- Regional Disaster Management financial coordinators
- Regional procurement officer.

The Regional Disaster Management Planning Committee responsibilities will include:

- maintain, review, and test the DEPW Regional Disaster Management Plan
- meet at least once per year, prior to the summer storm and tropical cyclone season, to confirm implementation of disaster management lessons and preparedness
- meet as required during disaster events or incidents, to coordinate departmental regional support to disaster operations and situation awareness
- participate in a post-event after-action review
- review recommendations and implement prior to the next summer storm and tropical cyclone season.

The DEPW Regional Disaster Management Plan is to be prepared to ensure local / individual regional requirements are met and to guide a coordinated, all-hazards approach to disaster management.

DEPW's regional networks use established planning and supply chain arrangements to supplement recovery response requirements.

4.3 Critical staff contact registers

The Public Works and Energy divisions maintain contact registers of key disaster management personnel. These may include:

- DDLOs
- Business Continuity Coordinators
- Disaster Reporting Officers
- Disaster Liaison Officers.
- Relevant stakeholders associated with electricity, gas and liquid fuel supply.

These registers are:

- confirmed and updated prior to the start of the summer storm and tropical cyclone season
- confirmed and updated when DEPW's disaster arrangements are placed on alert
- stored, maintained, used and accessed according to Privacy Commissioner guidance, Privacy and managing disaster events www.oic.qld.gov.au/guidelines/for-government/guidelines-privacy-principles/applying-the-privacy-principles/privacy-and-managing-disaster-events and the DEPW record keeping for disasters guideline published on the DEPW intranet [DEPW Resource Centre - DEPW-recordkeeping-disasters-guideline.pdf - All Documents \(sharepoint.com\)](#).

4.4 Contractor/supplier contact registers

All departmental business areas maintain appropriate registers of contractors, service providers or suppliers required to support DEPW's functional support roles.

Registers will record contact names of persons in commercial organisations, including business telephone and email contact details, mobile telephone numbers, after hours telephone numbers and any other relevant information including the types of services offered and / or the range of materials available. The registers are reviewed annually prior to 1 November and should be re-confirmed in anticipation of a disaster event as the SDCC moves to lean forward.

4.6 Record keeping

It is important to ensure that full and accurate recordkeeping is undertaken during all phases of the disaster management cycle, this enables DEPW to:

- remain compliant with legislated recordkeeping, financial management and Code of Conduct activities
- provide accurate and detailed departmental intelligence
- comply with DDLO requirements
- provide supporting information relating to funding and claims including those under State Disaster Relief Arrangements, Disaster Recovery Funding Arrangements, the Queensland Government Insurance Fund and commercial cost recovery arrangements
- input information into After-Action Reviews (AARs) to identify trends and improvement opportunities across the department and the sector
- provide accurate and timely information for investigations and enquiries following an event.

The DEPW Recordkeeping for Disasters Factsheet [DEPW Resource Centre - 11DEPWRecordkeepingForDisastersFactsheet.pdf](#) provides detailed information regarding the management of disaster related records including, emails, reports, decisions and diary notes.

5 Activating Disaster Management Plans

The arrangements outlined in this Plan will be activated to support disaster operations at state and / or district disaster levels. The activation of the DEPW Disaster Management Plan or DEPW Regional Disaster Management Plan, may also activate other continuity arrangements, in line with the DEPW Business Continuity Plan.

5.1 Authority to activate plan

The authority to activate the DEPW Disaster Management Plan, or the DEPW regional disaster management plan, is delegated to the following officers:

- Director-General, DEPW
- DEPW Executive Leadership Team members
- Disaster Management Functional Coordinator
- any DEPW Regional Disaster Coordinator in consultation with the Director-General.

External requests to activate DEPW's Disaster Management Plan may be actioned if received from:

- the Executive Officer of the Queensland Disaster Management Committee
- a District Disaster Coordinator, Queensland Police Service
- any other functional lead agency in conjunction with one of the external officers listed above.

5.2 Levels of activation

DEPW's disaster management arrangements are activated in the following stages, consistent with the QDMA escalation model:

Activation Response Model

| Level of activation | Definition |
|---------------------|---|
| Alert | A heightened level of vigilance and preparedness due to the possibility of an event in the area of responsibility. Some action may be required and the situation should be monitored by staff capable of assessing and preparing for the potential hazard. |
| Lean Forward | An operational state prior to 'Stand Up', characterised by a heightened level of situational awareness of a disaster event (either current or impending) and a state of operational readiness. Disaster coordination centres are on standby – prepared but not activated. |
| Stand Up | The operational state following 'Lean Forward' where resources are mobilised, personnel are activated and operational activities commenced. Disaster coordination centres are activated. |
| Stand Down | Transition from responding to an event back to normal core business and/or recovery operations. The event no longer requires a coordinated operational response. |

(Page 47 of the [Queensland State Disaster Management Plan – Interim](#))

Unpredicted events such as a sudden storm, earthquake, flash flooding or a terrorist attack will be escalated to 'Stand up'.

5.3 Activation reporting requirements

During a disaster event, information collation, analysis and communication is a key risk management strategy. Delegated departmental decision-makers require access to current, accurate and relevant information to:

- prepare for, and manage risks to staff, clients and stakeholders
- prioritise and protect business operations and staff
- deliver coordinated agency support to response and recovery strategies.

The Disaster Management Functional Coordinator (DMFC) is responsible for:

- facilitating the information management and risk intelligence reporting process and to disseminate situational reports across DEPW.
- ensuring DEPW provides a high-level state-wide situation report to the SDCC in relation to the department's responsibilities under the State Plan.
- delegating responsibility to a specific work area to coordinate the collection of information and creation of reporting products.

When the State Plan is activated, or specific requests for reporting are required by the SDCC, the DMFC will identify the business areas with functional responsibilities under this plan and nominate appropriate Disaster Reporting Officers to act as the point of truth for the collection of event impact information from their business area. Nominated DEPW Disaster Reporting officers will prioritise the provision of information to the nominated coordination point as, and when required.

The Minister, through the Director-General will receive daily updates which will combine all reporting streams, key datasets, activities, and risks from the daily situation report into a concise, high-level brief. The brief will focus on current departmental operations, predicted future needs, current issues, and emerging risks.

These situational reports, additional exception reports and briefs will provide the basis for departmental intelligence updates to the QDMC and SDCG.

5.4 Debriefing

Debriefings and After-Action Reviews (AARs) are mechanisms for staff to provide insight to the functionality of processes and procedures, and how well this enabled the response to the disaster event. Debriefing requires a critical and objective assessment, with a focus on improvements in the efficient delivery of agency preparedness, response capacity and a sustainable, resilient built environment and will be undertaken by a single service area. In the case of a wide scale event, multiple departmental representatives may be required to undertake debriefing requirements for each business area.

AAR's are completed and can be facilitated by DEPW's Disaster Coordination Unit (DCU) on the request by the DEPW Disaster Management Functional Coordinator, Deputy Director-General, Public Works.

The debrief meeting agenda is available on the DEPW intranet [DEPW-debrief-agenda-template.docx](#).

6 Disaster coordination capability

DEPW business areas will establish disaster coordination centres at state and / or district levels as required. The purpose of these centres is to function as the focal point for the coordination of requests, information, and support for disaster operations. Coordination centres may be virtual or physical, based on requirements.

The DEPW Business Continuity Plan outlines the accommodation arrangements which may be used by the Executive Leadership Team if an extraordinary meeting is required in response to an event.

DEPW's DCU is delegated to support the DMFC and must be equipped for remote access to subject matter experts with capabilities to support the response, coordination, effort, and resilience to disaster events. Resourcing for this activity will include provisions for prolonged periods of support outside of normal business hours, and business areas with functional responsibilities must ensure subject matter experts are engaged.

To demonstrate compliance with the DEPW Business Continuity and Disruption Management Policy and demonstrate their level of preparedness to deliver against the disaster management functional responsibilities, all business areas will provide a Management Assurance Statement by 1 November, annually.

6.1 Regional coordination teams

A regional coordination team, established to support DDMG operations, will utilise existing DEPW facilities and resources where practicable. Procedures will be developed by QBuild to activate and operate the regional disaster coordination team and will be incorporated as guidelines into the DEPW Regional Disaster Management Plan.

The DEPW Regional Disaster Management Plan details how regional coordination teams will meet their obligations and interface with state level requirements.

If primary locations of regional disaster coordination centres are impacted by the event, alternative accommodation arrangements, including communication on these arrangements is outlined in the relevant QBuild regional business continuity plan.

6.2 Divisional disaster coordination arrangements

Each Division's business units have developed their own business continuity arrangements and protocols to support and deliver their disaster management responsibilities. In some divisions, particularly those with a regional presence, arrangements include the coordination of staff deployment, data capture and reporting requirements.

7 Delegations and reimbursement of costs

Before any significant departmental resources are committed to the response and recovery effort, the functional lead within the respective division should be contacted to ensure the financial risk to DEPW is minimised.

In the event of disaster type impact at Local Government level only (e.g., disaster district arrangements are not activated), DEPW regional offices may act as a contractor or as a convener of contract services to local governments. In these cases, normal business communications, recording and cost recovery will apply.

7.1 Delegated authority

The DEPW Disaster Management Functional Coordinator, the SDCG Member (and proxies), and DEPW regional disaster coordinators have existing delegation arrangements which authorise them to commit departmental resources to support disaster operations during response and recovery.

The financial, human resource and purchasing decisions are to comply with all existing departmental and business areas' policies and delegations. A delegation for the appointment of DDLOs has been made to support operationalisation of this plan and supporting arrangements.

7.2 Maintain accurate records

7.2.1 Operations log – Chronological communication record

Maintaining an accurate up-to-date operations log is critical to promote a shared understanding of support needs and priorities; this ensures informed decision-making for disaster operations and the provision of support. The DDLO must document telephone calls, requests for support, meetings, contentious or hot issues and instructions given or received.

The minimum information to be recorded includes date, time, to and from (including name, agency and contact details), nature of information, action taken and priority. An accurate log provides the DDLO with a record of what needs to be achieved and when tasks must be completed. The operations log can be used for planning, procurement preparation, expenditure tracking, compliance checking, briefings, situation reports, AARs and legal enquiries. Under the General Retention and Disposal Schedule (Qld), disaster management operation logs must be stored for seven years post-event.

7.2.2 Manage requests for assistance (RFAs)

All DEPW staff are required to keep records of any RFAs they receive, actions taken to address / resolve the request, and evidence of related financial transactions such as tax invoices and expense claims. This includes copies of RFAs that were referred to another agency or department to action under their portfolio responsibilities.

7.3 Financial management and arrangements

In accordance with the State Plan, DEPW will not incur the costs of other agencies or local governments unless there are exceptional circumstances which prevent them from meeting their own financial obligations.

DEPW will recover eligible costs for the provision of response and recovery activities associated with a disaster or other event. The mechanism to recover these costs is governed by the specific funding arrangement activated for the event. A general summary of the various financial arrangements is outlined in [Attachment 6](#).

7.3.1 Chief Finance Officer

The Chief Finance Officer and Finance unit within the Corporate and Portfolio Strategy division are responsible for the provision of high-level advice on DEPW's financial policies, and interaction with financial officers from other departments on financial arrangements associated with an event.

The Finance unit also coordinates the collation and claim for reimbursement of costs incurred through the support of the Community Recovery Ready Reserve (CRRR) on behalf of DEPW. Each service area / business unit nominates suitably qualified officers to act as financial coordinators and liaise with the Finance unit.

7.3.2 Disaster Coordination Functional Support

In addition to DCU, business areas with functional responsibilities will appoint an officer to be the functional lead for operational advice on the various funding arrangements activated in response to a disaster event. Before any extraordinary disaster-related costs are incurred by business areas, advice must be sought from the divisional contact. At the completion of the event, the divisional contact can support business areas in the development of their claims through the facilitation of expert advice from the administering agency on the funding arrangements.

7.3.3 Human Resources

The Human Resources unit within the Corporate and Portfolio Strategy division, liaises with the relevant state authority seeking the activation of the *Minister for Employment and Industrial Relations Directive: 06/16 Critical Incident Entitlements and Conditions* [Critical Incident Entitlements and Conditions \(Directive 06/16\) | For government | Queensland Government](#) for DEPW's internal critical incident response workforce response and recovery efforts.

Note: This directive also applies to the CRRR.

7.3.4 Departmental business areas

Individual business areas ensure all response and recovery costs comply and are captured in accordance with the requirements of the funding arrangements activated for an event. Business areas also develop their claims against the appropriate funding arrangements. The Finance unit and functional leads in each division can provide support as required.

7.4 Critical incident directives

The *Directive: 06/16 Critical Incident Entitlements and Conditions* prescribes a range of entitlements and conditions for specified public service employees under defined circumstances, including the declaration of a disaster. Application of the Directive ensures departmental employees receive appropriate entitlements and conditions while supporting impacted communities. The entitlements include:

- overtime meal allowances
- domestic traveling and relieving expenses
- hardship allowance
- motor vehicle allowances
- normal work hours and overtime
- higher duties allowances
- field staff entitlements.

All eligible personnel involved in a response to an event where the directive has been invoked, are to be remunerated in complete accordance with the directive, and costs reimbursed through the appropriate process. This may include staff deployed into the SDCC to support recovery functions, to coordination teams and other associated support functions.

Considerations for business areas should also include:

- fatigue management and resulting impact on staff undertaking:
 - Disaster Liaison Officers and committees
 - CRRR activities
 - reporting officer functions

- business-as-usual activities in the office
- creation of multiple teams to support rotation and succession options
- mandatory delivery of services, especially in prolonged events.

7.4.1 Ready Reserve Staff – Response and Recovery

In accordance with the *Directive: 06/16 Critical Incident Entitlements and Conditions*, DEPW supports the government's commitment to response and recovery by redirecting the collective energies of DEPW's workforce from non-critical priorities to critical priorities of protecting life and property, and longer-term human and social recovery.

Departmental business areas are required to permit staff who have been approved for participation in CRRR activities, to undertake induction, training, released for deployment and attend debriefs as determined by the relevant lead agency.

Human Resources is responsible for the annual awareness and recruitment campaign to ensure all eligible staff have an opportunity to nominate for CRRR. Corporate and Portfolio Strategy division ensures this capability is managed and maintained within DEPW during the response and recovery phases of a disaster, including the cost recovery through the activated funding arrangements.

8 Disaster management education and training

DCU, in partnership with all divisions, provide access to learning and development pathways for departmental staff involved in disaster management activities. The training builds capability and empowers individuals with the skills and knowledge to fulfil DEPW's roles and responsibilities relating to disaster management. Divisions may also provide training to external stakeholders to outline DEPW's disaster management responsibilities allocated under the State Plan.

8.1 Internal training

DCU supports a training framework for departmental staff which takes a progressive approach beginning with basic awareness level courses and building upon these with internal training and exercises specific to DEPW's disaster management functional support role.

DCU, in conjunction with functional leads from each departmental business area, ensure training is developed and for staff that have roles in supporting disaster operations.

8.2 External training

External training is available through:

- Queensland Fire and Emergency Services.
- Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts.
- other emergency response or functional support agencies.

Queensland Fire and Emergency Services conduct both online and short face-to-face courses, generally over one day, on a variety of subjects. It also maintains an online training portal for agency staff to access additional courses. The Introduction to QDMA is accessible online [User account | Disaster Management LMS \(qfes.qld.gov.au\)](#). Individuals actively involved in disaster management, those who have a limited exposure or responsibility within this field, and all new staff assigned a role in disaster management at either state or regional level, are required to complete this course.

Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts maintain and coordinate the CRRR workforce. They provide in-person and online training to skill and ready their temporary workforce.

Human Resources works with departmental business areas to promote and provide nominated individuals, access to all appropriate courses.

Where budgetary conditions allow, DCU may also fund business continuity training annually to enable departmental staff to gain professional accreditation against an international standard.

8.3 Training register

A register of all divisional personnel who have undertaken departmental disaster management training is maintained by divisions, in collaboration with the Workforce Capability team within Human Resources.

Attachments

[Attachment 1: DEPW representation on Disaster Response Groups](#)

[Attachment 2: DEPW representation on Disaster Recovery Groups](#)

[Attachment 3: Business area response responsibility matrix](#)

[Attachment 4: DEPW specific services and support in counter-disaster operations](#)

[Attachment 5: BFRG recovery functions](#)

[Attachment 6: Disaster management financial arrangements](#)

[Attachment 7: Disaster management definitions](#)

[Attachment 8: References](#)

Attachment 1: DEPW representation on Disaster Response Groups

| | | |
|---|--|---|
| <p>Queensland Disaster Management Committee</p> | <p>The QDMC sets the strategic direction for the response to the disaster event.</p> | <p>DEPW represented by the Minister and the Director-General as key advisor to the Minister</p> |
| <p>State Disaster Coordination Group</p> | <p>The SDCG is the primary mechanism through which coordinated whole of government state level support is provided</p> | <p>DEPW represented by the Deputy Director-General, Public Works, and the Director, Energy Emergencies. The Manager, Disaster Coordination is the nominated proxy.</p> |
| <p>District Disaster Management Group</p> | <p>DDMGs coordinate support and provide resource gap assistance to disaster affected communities, when requested by LDMGs.</p> | <p>DEPW is represented by a Senior Officer from the respective QBuild region in the role of District Disaster Liaison Officer (DDLO). Each will appoint deputies a to ensure depth of coverage.</p> |
| <p>Local Disaster Management Group</p> | <p>LDMGs are responsible for the local community's preparation for, response to and recovery from a disaster event</p> | <p>Although not members, DEPW provides direct expert advisory services and functional support to LDMGs through DDMG representatives.</p> |

Attachment 2: DEPW representation on Disaster Recovery Groups

| | | |
|--|---|---|
| <p>Leadership Board Sub-Committee (Recovery)</p> | <p>The Leadership Board Sub-Committee (Recovery) leads the strategic direction for the recovery from the disaster event.</p> | <p>The Director-General EPW, or delegate, represents the Building Recovery Group</p> |
| <p>State Building Recovery Group (BRG)</p> | <p>The BRG the primary mechanisms through which coordinated whole of government state level support is provided</p> | <p>The Director-General DEPW chairs the BRG</p> |
| <p>District Recovery Groups (DRG)</p> | <p>DRGs are a sub group of the District Disaster Management Groups that coordinate support and provide resource gap assistance to disaster affected communities, when requested by LDMGs. They are chaired by the Queensland Police Service</p> | <p>DEPW is represented by District Disaster Group Members. Note: District Building Recovery Groups are not established as the member industry groups are only represented in Queensland at state level.</p> |
| <p>Local Recovery Groups</p> | <p>LDMGs are responsible for the local community's preparation for, response to and recovery from a disaster event</p> | <p>No formal DEPW representation, QBuild may be consulted during the recovery period via the representative to DRG. Issues that cannot be resolved locally can be escalated up to BRG via the DRG.</p> |

Attachment 3: Business area response responsibility matrix

| | Director-General | Public Works | Energy | Queensland Government Procurement | Corporate and Portfolio Strategy | Hydrogen and Liquid Fuels |
|--|------------------|--------------|-------------|-----------------------------------|----------------------------------|---------------------------|
| Coordinate technical advice on structural suitability of buildings to use as evacuation centres, places of refuge or cyclone shelters. | A | R | | | | |
| Maintain contact registers of professional service providers, specialist building contractors, building services and trades. | A | R | | | | |
| Coordinate structural assistance grant assessments on behalf of the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities, and the Arts. | A | R | | | | |
| Coordinate temporary office accommodation for use by state agencies where occupied. | A | R | | | C | |
| Advise temporary transportable emergency accommodation for government response and / or recovery workers. | A | R | | | | |
| Coordinate emergency fleet vehicles for state agencies. | A | C | | R | I | |
| Advise on and provide emergency travel options for state agencies. | A | C | | R | I | |
| Provide strategic advice to state agencies on procurement matters including the establishment of incident specific sector wide procurement taskforces to support a coordinated response to specific supply related issues. | A | C | | R | I | |
| Act as a conduit of information between all relevant parties, including advice on, action and implement the use of any emergency powers. | A | C | R | | I | R |
| Develop capability to facilitate emergency actions and responses to an actual or potential energy supply emergency event. | A | | R | | I | R |
| Maintain a watching brief and facilitate information transfer in an emergency that may impact at the local, district, state or national level for an electricity reticulated gas supply and liquid fuels. | A | | R | | I | R |
| Maintain contact registers for key stakeholders across the electricity, reticulated gas supply and liquid fuel supply sectors of the energy market. | A | | R | | I | R |
| Advise the Minister if emergency powers are required to maintain energy supply security. | A | | R | | I | R |
| Where appropriate, undertake process to enable the Minister to invoke emergency powers. | A | | R | | I | R |
| Definition | | | Term | Code | | |
| Persons whose efforts result in the tangible delivery of the task, they make sure it is delivered | | | Responsible | R | | |
| The person who is ultimately called to provide assurance of the delivery of the task | | | Accountable | A | | |
| Persons who provide a direct support or advisory role and whose contributions are in the form of special knowledge or expertise. Their input is essential to moving the task forward to completion. | | | Consulted | C | | |
| Persons kept in the loop even though they have no direct or indirect role in the activity. | | | Informed | I | | |

Attachment 4: DEPW specific services and support in disaster operations

- Coordinate technical advice on structural suitability of buildings to use as evacuation centres, places of refuge or public cyclone shelters.
- Maintain contact registers of professional service providers, specialist building contractors, building services and trades.
- Coordinate Structural Assistance Grant assessments on Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts coordinated temporary office accommodation for use by state agencies, where occupied.
- Provide advice regarding temporary emergency accommodation solutions for government agency response and / or recovery workers.
- Maintain a watching brief and support information transfer in an emergency that may impact at the local, district, state or national level for an electricity reticulated gas supply and liquid fuels.
- Maintain contact registers for key stakeholders across the electricity, reticulated gas supply and liquid fuel supply sectors of the energy market.
- Advise and support the Minister if emergency powers are required to maintain energy supply security.
- Where appropriate, undertake a process to enable the Minister to invoke emergency powers.
- Coordinate emergency fleet vehicles for state agencies.

Disaster management services provided by DEPW which support impacted communities

- Coordinate maintenance of public cyclone shelters owned by DEPW and the Department of Education, ensuring they remain fully functional and fit-for-purpose during the cyclone season.
- Coordinate damage assessment of government buildings and assets, including social housing assets.
- Coordinate technical advice on hazard mitigation measures as may apply to buildings.
- Coordinate alternative public servant accommodation solutions using government owned / operated built assets and / or access to private sector assets.
- Advise and provide emergency travel options for state government agencies.
- Provide strategic advice to state agencies on procurement matters including the establishment of incident specific sector wide procurement taskforces to support a coordinated response to specific supply related issues.

Attachment 5: BFRG recovery functions

- Ensure agencies and partners are prepared for disaster recovery operations.
- Assess damage and coordinate the demolition, securing, clean up, repair and restoration of state-owned buildings and facilities (public schools, government buildings, government employee housing, social housing).
- Provide information and advice to impacted homeowners and community members regarding how to clean-up, move back-in and organise the assessment, repair or rebuilding of their homes / properties.
- Provide advice and support regarding timely safety inspections and reconnection of utilities by providers as required.
- Provide advice and coordinate the clean-up and disposal of hazardous building material and debris from public areas as required.
- Provide information and assistance to local and district recovery groups and local governments regarding building reconstruction and recovery steps, activities and funding arrangements.
- Provide information and advice to the building industry supply-chain (contractors, subcontractors and suppliers) regarding rebuilding materials, skills and trades, codes required for repair / rectification and rebuilding work.
- Monitor building / residence repair and reconstruction progress and standard of work to identify and remove emerging issues and obstacles to recovery.
- Provide information regarding how to improve the resilience of a building to future impacts from natural hazards.

Attachment 6: Disaster management financial arrangements

Disaster Recovery Funding Arrangements (DRFA)

The intent of DRFA is to assist the recovery of communities whose social, financial, and economic well-being has been severely affected by a natural disaster event. Further details of the DRFA can be found on the Queensland Reconstruction Authority's website: <https://www.qra.qld.gov.au/funding/drfa>.

Additionally, funding may be made available under *State Disaster Relief Arrangements* (SDRA) [State Disaster Relief Arrangements \(SDRA\) | Queensland Reconstruction Authority \(qra.qld.gov.au\)](https://www.qra.qld.gov.au/funding/drfa/queensland-disaster-relief-and-recovery-guidelines-qdrr-2018), which are wholly State funded program that may be activated for all hazards to help alleviate personal hardship and distress and cover Counter Disaster Operations costs.

The *Queensland Disaster Relief and Recovery Guidelines* (QDRR) <https://www.qra.qld.gov.au/funding/drfa/queensland-disaster-relief-and-recovery-guidelines-qdrr-2018> detail the activation, eligibility and other requirements for both the DRFA and SDRA within Queensland.

The Australian Government's overarching DRFA 2018 publication and associated guidelines are available online at <https://www.disasterassist.gov.au/disaster-arrangements/disaster-recovery-funding-arrangements>.

Note: A request from a District Disaster Coordinator, the State Disaster Coordination Centre or other authority does not automatically qualify costs as eligible for reimbursement for reimbursement under DRFA.

Attachment 7: Disaster management definitions

| Term | Acronym (if applicable) | Description |
|-----------------------------------|----------------------------|---|
| After-Action Reviews | AAR | After-Action Reviews (AARs) are mechanisms for staff to provide insight to the functionality of processes and procedures, and how well this enabled the response to the disaster event. |
| Activation | | The commencement of a process or activity in response to a trigger. An activation is not a declaration, nor is it dependent on the declaration of a disaster situation (see definition for declaration). For example, activation of relief measure, as detailed in the Queensland Disaster Relief and Recovery Arrangements. |
| Alert | | A level of activation: a heightened level of vigilance due to the possibility of an event in the area of responsibility. Some action may be required. The situation should be monitored by someone capable of assessing the potential threat. |
| All Hazards Approach | | This approach assumes that the functions and activities applicable to one hazard are most likely applicable to a range of hazards and consequently, a disaster management plan captures the functions and activities applicable to all hazards. |
| Building and engineering services | | A functional responsibility of DEPW under <i>Queensland State Disaster Management Plan</i> Resources and services pertaining to all building or engineering disciplines which may be required to assist in disaster response or recovery operations. |
| Control | | Overall direction of disaster response activities, involved agencies or individuals. |
| Coordination | | The bringing together of organisations to ensure effective disaster management before, during and after an event. It is primarily concerned with systematic acquisition and application of resources (people, material, equipment, etc.) in accordance with priorities set by disaster management groups. Coordination operates horizontally across organisations and agencies. |
| Disaster | | A serious disruption in a community, caused by the impact of an event, that requires a significant coordinated response by the state and or other entities to assist the community recover from the disruption. Serious disruption means: <ul style="list-style-type: none"> a. loss of human life, or illness or injury to humans b. widespread or severe property loss or damage c. widespread or severe damage to the environment. |

| Term | Acronym (if applicable) | Description |
|--|----------------------------|---|
| District Disaster Coordinator | DDC | Senior Queensland Police Service Officers appointed under the <i>Disaster Management Act 2003</i> for each of Queensland's 22 disaster districts. |
| District Disaster Liaison Officer | DDLO | Experienced departmental officers appointed by the Chief Executive, or their delegate, to represent DEPW on District Disaster Management Groups. |
| District Disaster Management Group | DDMG | The group established under s22 of <i>Disaster Management Act 2003</i> . The DDMG Provides whole-of-government planning and coordination capacity to support local governments in disaster management and operations. |
| District Disaster Management Plan | DDMP | A plan prepared under s53 of the <i>Disaster Management Act 2003</i> that documents planning and resource management to counter the effects of a disaster within the disaster district. |
| Disaster management | DM | Arrangements about managing the potential adverse effects of an event, including, arrangements for mitigating, preventing, preparing for, responding to, and recovering from a disaster. |
| Disaster operations | | Activities undertaken before, during or after an event occurs to help reduce loss of human life, illness or injury to humans, property loss or damage, or damage to the environment, including, for example, activities to mitigate the adverse effects of the event. |
| Disaster Recovery Funding Arrangements | DRFA | DRFA is a cost sharing arrangement between the Queensland and Australian Governments providing a range of relief measures available to communities, small businesses, primary producers, non-government organisations and local and state governments. |
| Disaster Reporting Officer | DRO | Nominated officer/s within each division of DEPW who are responsible for the accuracy, timeliness and currency of information required during a disaster event. |
| Electricity Emergency | | An event that presents a potential or actual risk to the reliability and security of electricity supply. |
| Evacuation centre | | A building located beyond the area of a natural hazard which provides basic human needs including temporary accommodation and sustenance before, during and after the event. |
| Event | | An event may be natural or caused by human acts or omissions and means any of the following: <ul style="list-style-type: none"> a. cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption, or other natural happenings |

| Term | Acronym (if applicable) | Description |
|---------------------------------|----------------------------|--|
| | | <ul style="list-style-type: none"> b. an explosion or fire, a chemical, fuel or oil spill, or a gas leak c. an infestation, plague, or epidemic d. a failure of, or disruption to, an essential service or infrastructure e. an attack against the State. |
| Gas Supply Emergency | | An event that presents a potential or actual risk to the security of gas supply. This includes gas supply shortages in the market resulting from significant interruption, shortfall, or disruption of gas supply or a combination of these, that may also impact gas fired power stations. |
| Liaison Officer | LO | A person who liaises between a coordination centre and their home entity (e.g., SDCC and DEPW) during disaster operations. Liaison officers communicate and coordinate their activities to achieve the best utilization of resources or services provided to the centre (e.g., provide technical or subject matter expertise, as well as capability and capacity of their home entity). |
| Liquid fuel emergency | | Where, in the opinion of the Governor in Council, circumstances have arisen or are likely to arise, such as to have caused or to be likely to cause a shortage of liquid fuel. The Governor may, by proclamation, declare that an emergency exists in relation to liquid fuel generally or to liquid fuel of the particular kind or kinds specified in the proclamation. This can be in the whole state or parts of the state. |
| Local arrangements | | Processes, protocols, agreements, and contracts endorsed at the local disaster management group level to coordinate and deliver response and recovery functions |
| Local Disaster Management Group | LDMG | The group established under s29 of the <i>Disaster Management Act 2003</i> in place to support Local Government in the delivery of disaster management services and responsibilities in Preventing, preparing for, responding to, and recovering from disaster events. |
| Place of refuge | | Buildings identified as being amongst the best available within the community in which people may shelter during the passage of a tropical cyclone. Places of refuge are not purpose-built <i>cyclone shelters</i> . Typically built after 1982, outside of the predicted storm surge area, well maintained and able to support a large number of people's needs including, access to drinking water and toilet facilities. |
| Preparedness | | Arrangements to ensure that all resources and services that may be needed have been identified and are able to be rapidly mobilised and deployed if needed. |

| Term | Acronym (if applicable) | Description |
|--|----------------------------|---|
| Public Cyclone Shelter | | A building or part of a building that is designed and constructed in accordance with the <i>Queensland Cyclone Shelter Design Guidelines</i> to protect people from high winds and windborne debris during a severe tropical cyclone or severe storms. |
| Response | | The taking of appropriate measures to respond to an event, including action taken and measures planned in anticipation of, during, and immediately after an event to ensure that its effects are minimised and that persons affected by the event are given immediate relief and support. |
| Recovery | | The taking of appropriate measures to recover from an event, including the action taken to support disaster-affected communities in the reconstruction of infrastructure, the restoration of emotional, social, economic, and physical wellbeing, and the restoration of the environment. |
| Regional Coordination Centre | RCC | The location where regional coordination of DEPW's resources and requests occurs and the location where the respective Regional Disaster Management Functional Committees reside during operations. |
| DEPW Regional Disaster Coordinator | RDC | A Senior Officer who is the primary DEPW representative for matters pertaining to disaster management at a regional level. They are responsible for ensuring other DEPW business areas are aware of changes or emerging issues. |
| State Disaster Coordination Centre | SDCC | The SDCC supports the State Disaster Coordinator to deliver the strategic intent of the Queensland Disaster Management Committee, through the coordination of an operational response capability during disaster operations. The SDCC ensures event information and associated disaster operations is disseminated to all levels, including to the Australian Government. |
| State Disaster Coordination Group | SDCG | The group established under the <i>Queensland State Disaster Management Plan</i> provides support to the role of State Disaster Coordinator including coordinating available resources and disaster response operations. |
| Queensland Disaster Management Committee | QDMC | The group established under s17 of the <i>Disaster Management Act 2003</i> the committee which provides clear and unambiguous senior strategic leadership in relation to disaster management across all four phases in Queensland. |

Attachment 8: References

The requirements set out in this document are based on, and are consistent with, relevant Government legislation, regulations, directives, information standards and/or policies at the time of publication.

Legislation and regulations

Disaster Management Act (2003) <https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

Disaster Management Regulation 2014 <https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2014-dmr>

Building Act 1975 <https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2014-dmr>

Electricity Act 1994 <https://www.legislation.qld.gov.au/view/html/inforce/current/act-1994-064>

Electricity – National Scheme (Queensland) Act 1997
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-1997-027>

Liquid Fuel Supply Act 1984 <https://www.legislation.qld.gov.au/view/html/inforce/current/act-1984-078>

Gas Supply Regulation 2007 <https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2007-0123>

Queensland Government documents

Queensland State Disaster Management Plan Interim-2023-QSDMP-V1.2.pdf
[disaster.qld.gov.au](https://www.disasterassist.gov.au/disaster-arrangements/disaster-recovery-funding-arrangements) *Disaster Recovery Funding Arrangements (DRFA)*
<https://www.disasterassist.gov.au/disaster-arrangements/disaster-recovery-funding-arrangements>.

Queensland Recovery Plan https://www.qra.qld.gov.au/sites/default/files/2023-06/queensland_recovery_plan_june_2023_0.pdf *Queensland Strategy for Disaster Resilience*
https://www.qra.qld.gov.au/sites/default/files/2022-09/queensland_strategy_for_disaster_resilience_high_res.pdf

Queensland Disaster Management Lexicon [Qld Disaster Management Lexicon v2.1.pdf](https://www.igem.qld.gov.au)
[\(igem.qld.gov.au\)](https://www.igem.qld.gov.au)

Cyclone Shelters and Queensland Cyclone Shelter Design Guidelines [Cyclone shelter design and maintenance](https://www.business.qld.gov.au/industry/energy-and-infrastructure/cyclone-shelter-design-and-maintenance) | [Business Queensland](https://www.business.qld.gov.au/industry/energy-and-infrastructure/cyclone-shelter-design-and-maintenance)

Directive: 06/16 Critical Incident Entitlements and Conditions [Critical Incident Entitlements and Conditions \(Directive 06/16\)](https://www.qld.gov.au/industry/energy-and-infrastructure/critical-incident-entitlements-and-conditions) | [For government](https://www.qld.gov.au/industry/energy-and-infrastructure/critical-incident-entitlements-and-conditions) | [Queensland Government](https://www.qld.gov.au/industry/energy-and-infrastructure/critical-incident-entitlements-and-conditions)

Disaster Assist [Disaster Assist](https://www.disasterassist.gov.au)

Privacy and managing disaster events [Privacy and managing disaster events](https://www.oic.qld.gov.au/privacy-and-managing-disaster-events) | [Office of the Information Commissioner Queensland \(oic.qld.gov.au\)](https://www.oic.qld.gov.au/privacy-and-managing-disaster-events)

Queensland's Disaster Management Arrangements (QDMA)
<https://www.disaster.qld.gov.au/dmp/Documents/Queensland-Disaster-Management-Arrangements-Participant-Guide.pdf>

State Disaster Relief Arrangements (SDRA) <https://www.qra.qld.gov.au/funding/state-disaster-relief-arrangements-sdra>