

Understanding the Standard for Disaster Management in Queensland

Prompt Sheet: Accountabilities of Outcome 1

AP1

Managing risk

The management of risk is fundamental to making the community safer. Risks need to be identified for both natural and human-caused hazards. Entities have a shared responsibility to work together with their community to develop integrated strategies to manage these risks.

Outcome 1: There is a shared understanding of risks for all relevant hazards

The following questions are intended to be used as prompts for entities to think about how the Accountabilities might apply to their own circumstances.

Governance

Roles and responsibilities have been identified, agreed to, and documented

- Who has the primary role and responsibility to develop the risk assessment?
- Who else should be involved in the risk assessment process, and are they aware of their involvement and responsibilities?

Entities have been authorised to carry out their delegated responsibilities

- Who is authorised to make decisions and approve the risk assessment?

The authorising environment for decisions and approvals has been identified and agreed to, and is being utilised

- What is the authorising environment that is in place for developing risk assessments and where is it documented?

Arrangements are in place for reporting on and monitoring the outcomes of decisions and actions

- What is the process for reporting on changes to the risk assessment?
- Where does the need to develop or update the risk assessment originate from (i.e. is it based in legislation, internal policy etc.)?

Decisions are recorded as they are made, and their implementation is monitored

- How is the need to update the risk assessment on a regular basis monitored? What processes are in place to do this?
- How are decisions to make changes to the risk assessment recorded?
- How are the changes to the risk assessment monitored to ensure that they add value or achieve the intended outcome?

Doctrine

Roles and responsibilities are based on relevant doctrine

- What doctrine is your entity's requirement to have a risk assessment based on?
- What doctrine are the roles and responsibilities associated with developing and updating the risk assessment based on?

The action or activity is based on relevant doctrine

- What doctrine is the act of development or update of the risk assessment based on?

Doctrine is agreed and shared between entities

- Is the doctrine that identifies the need for, and responsibilities associated with, the risk assessment agreed and shared between entities?

Common language is being used, and terminology is agreed and consistent with doctrine

- Is language common to everyone involved being used when discussing, developing and updating the risk assessment?
- Is the language and terminology being used during the risk assessment process consistent with the relevant doctrine?

People

Enabling networks and relationships between individuals and entities, both formal and informal, have been established and maintained

- Have the other entities involved in developing the risk assessment been contacted?
- Have you developed a professional (and/or personal) relationship with the other entities/people involved in the risk assessment process?

Training requirements are documented, and the necessary skills and knowledge are being met

- Have the training needs of those involved in the risk assessment process been identified and documented?
- Has training in how to undertake or update the risk assessment been completed by the people involved?

Opportunities are provided for on-the-job training and development

- Have other personnel in your entity been given the opportunity to be involved in the risk assessment process, where they haven't been before?
- Have additional personnel in your entity been trained on when and how the risk assessment needs to be reviewed, where they are not primarily responsible?

Upskilling and cross-training provide a reserve of personnel

- Have multiple people been shown how to access the risk assessment, where accessing it is not part of their normal role?

Enablers

Enablers are in place, are fit for purpose, and are being used in line with agreed protocols

- Does your entity have the hardware, software, resources and other equipment needed in place to undertake the risk assessment process?
- Are there processes and procedures in place to use these enablers when undertaking the risk assessment process, and are they being followed?

Enablers are accessible to the relevant entities, including the community if necessary

- Have the people who are undertaking the risk assessment process been given adequate access to these enablers to allow them to perform their duties?

Enablers meet the needs and requirements of all relevant entities

- Do the enablers that your entity has in place to undertake the risk assessment process work the way they are intended to, and do they enable the development of a risk assessment that meets your entity's needs?

Benchmarks for the performance of enablers have been established and are being met

- Do the enablers that your entity has in place to undertake the risk assessment process meet the minimum requirements that your entity has of them?

Alternatives or backups are in place

- Are there alternative resources available that could be used to undertake the risk assessment process if the primary resources fail or are not available?
- Are you able to access the risk assessment from more than one location, or is there a backup available if the primary copy should fail or not be accessible?

Continuous Improvement

An established lessons management process is being undertaken

- Does your entity have an established lessons management process in place that can include the risk assessment process?

The capabilities required have been identified, documented, and aligned to recognised and accepted training methodology

- Has your entity identified the capabilities that it needs in its workforce in order for the risk assessment process to be successfully undertaken? Have those capabilities been aligned to the training required to develop them?

A variety of exercising and testing methods are being conducted and evaluated

- Does your entity test the risk assessment and the risk assessment process? Is it included in exercising?

Insights are included in a lessons management process

- Does your entity include insights about the risk assessment process, and the risk assessment itself, in its lessons management process?

Lessons identified are shared with other entities, and with the community when relevant

- Does your entity share the lessons it identifies about the risk assessment and the risk assessment process with other entities, and with the community when relevant?

Improvements are made based on insights gained through testing, exercises and operational activity

- Does your entity make improvements to the risk assessment and the risk assessment process based on insights gained through testing, exercises and operational activity?

Contact

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