Understanding the Standard for Disaster Management in Queensland
Prompt Sheet: Accountabilities of Outcome 2

AP2

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 2: Risk is managed to reduce the impact of disasters on the community

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

- Whose primary role and responsibility is it to perform the hazard mitigation and risk reduction activities that have been identified?
- Which other entities have a role or responsibilities to mitigate a hazard or manage certain risks? Have they agreed to this role? Where is it documented?

Entities have been authorised to carry out their delegated responsibilities

- Do the entities identified as having a responsibility to mitigate a hazard or reduce a risk, have the authority they need to perform those activities?
- Have the individuals who have been delegated responsibility to perform hazard mitigation and risk reduction activities on behalf of their entity been given the authority needed to do so?

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 performing hazard mitigation and risk reduction activities, and is it being done in the way agreed to?

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

- What is the process for reporting on hazard mitigation and risk reduction activities?
- What arrangements or processes are in place for monitoring the outcomes of activities performed to mitigate hazards or manage risks?

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

- Where are decisions around hazard mitigation and risk reduction recorded? Are these decisions recorded as they are made?
- How are decisions about hazard mitigation and risk reduction activities monitored? Does this monitoring help to ensure that the decisions result in the intended outcomes?

Doctrine

Roles and responsibilities are based on relevant doctrine

- What doctrine is your entity's roles and responsibilities around hazard mitigation and risk reduction based on?

The action or activity is based on relevant doctrine

- What doctrine is the activities your entity performs in order to mitigate hazards and manage risks based on?

Doctrine is agreed and shared between entities

- Is the doctrine that identifies the need for hazard mitigation and risk reduction, and the associated roles, responsibilities and activities, 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 and performing hazard mitigation and risk reduction activities?
- Is the language and terminology relating to hazard mitigation and risk reduction being used 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 that have roles and responsibilities relating to the hazards and/or risks that your entity is responsible for managing been contacted?
- Have you developed a professional (and/or personal) relationship with the other entities/people involved in mitigating the hazards and associated risks that relate to you or your entity?

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

- Have the training needs of those involved in performing risk reduction and hazard mitigation activities been identified and documented?
- Have the people responsible for performing hazard mitigation and risk reduction activities successfully completed the identified training as needed?

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

- Are other personnel in your entity given opportunities to perform hazard mitigation or risk reduction activities, where they haven't been before?
- Have additional personnel been trained to understand the hazard mitigation and risk reduction responsibilities of your entity, where they are not primarily responsible?

Upskilling and cross-training provide a reserve of personnel

- Do multiple personnel in your entity, other than those whose primary role it is, know what the relevant hazards and associated risks are, and how to mitigate them?

Enablers

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

- Does your entity have all of the equipment in place that it needs in order to perform the hazard mitigation and risk reduction activities that it is responsible for?
- Are there processes and procedures in place for how to use the equipment associated with performing hazard mitigation and risk reduction activities, and are they being followed?

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

- Have the people who are performing hazard mitigation and risk reduction activities got access to the enabling equipment that allows 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 perform hazard mitigation and risk reduction activities work the way they are intended to, and do they meet 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 perform hazard mitigation and risk reduction activities 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 \hazard mitigation and risk reduction activities if the primary resources fail or are not available?
- Are you able to perform your hazard mitigation or risk reduction role from a different location should the primary location 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 hazard mitigation and risk reduction activities?

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 to successfully perform hazard mitigation and risk reduction activities? 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 hazard mitigation and risk reduction activities that it performs? Are they included in exercising?

Insights are included in a lessons management process

- Does your entity include insights about hazard mitigation and risk reduction activities 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 hazard mitigation and risk reduction activities 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 way that it mitigates hazards and performs risk reduction based on insights gained through testing, exercises and operational activity?

Contact

Contact us for more information or to share your good practice ideas:
info@igem.qld.gov.au
www.igem.qld.gov.au