

Understanding the Standard for Disaster Management in Queensland

Prompt Sheet: Accountabilities of Outcome 3

AP3

Planning and plans

Planning involves many steps. It should result in entities working with their community to prioritise how their collective and collaborative efforts will reduce the impact of disasters on the community. Plans document these efforts, identify interdependencies, roles and responsibilities, and provide guidance on how to undertake disaster management. The planning process results in a shared understanding of the efforts required to reduce the risk to the community.

Outcome 3: There is a shared understanding of how the impact of disasters will be managed and coordinated

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

- Which entities have a planning role or a responsibility to be involved in the planning process? Have they agreed to be involved? Where is their role documented?

Entities have been authorised to carry out their delegated responsibilities

- Have the entities involved in the planning process got the authority they need to perform those activities?
- Have the individuals who have been delegated responsibility to perform planning on behalf of their entity been authorised 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 the planning process, 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 the planning process?
- What arrangements or processes are in place for monitoring the outcomes of the planning process?

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

- Where are decisions made during the planning process recorded? Are these decisions recorded as they are made?
- How are decisions about the planning process 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 are your entity's planning roles and responsibilities based on?

The action or activity is based on relevant doctrine

- Which doctrine is the way that your entity conducts the planning process based on?

Doctrine is agreed and shared between entities

- Is the doctrine that informs the planning process 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 during the planning process?
- Is the language and terminology being used during the planning 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 that are involved in the planning process been contacted?
- Have you developed a professional (and/or personal) relationship with the other entities/people that you or your entity is conducting the planning process with?

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

- Have the training needs of those involved in the planning process been identified and documented?
- Have the people responsible for conducting the planning process 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 participate in the planning process, where they haven't been before?
- Have additional personnel been trained to conduct the planning process for 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 how to conduct the planning process, and what is required?

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 that it needs in order to participate in the planning processes that it is involved in or responsible for?
- Are there processes and procedures in place for how to use the equipment associated with conducting the planning process, and are they being followed?

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

- Have the people who are involved in the planning process 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 assist with the planning process 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 assist with the planning process meet the minimum requirements that your entity has of them?

Alternatives or backups are in place

- Are there alternative resources or equipment available that could be used to perform the planning process if the primary enablers fail or are not available?
- Are you able to perform your planning 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 the planning 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 to successfully conduct the planning process? 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 planning process that it conducts? Is it included in exercising?

Insights are included in a lessons management process

- Does your entity include insights about the planning process 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 planning 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 way that it conducts planning based on insights gained through testing, exercises and operational activity?

Contact

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