

Understanding the Standard for Disaster Management in Queensland

Prompt Sheet: Accountabilities of Outcome 4

AP4

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 4: Plans outline and detail how the impact of disasters on the community will be reduced

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 responsibility to develop and update the plan/s? Have they agreed to this requirement? Where is it documented?

Entities have been authorised to carry out their delegated responsibilities

- Do the entities involved in developing or updating the plan/s have the authority they need to do so?
- Have the individuals who have been delegated responsibility to develop or update the plan/s 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 developing and updating the plan/s, and are decisions and approvals being made 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 status of the plan/s?
- What arrangements or processes are in place for monitoring the effectiveness of the plan/s?

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

- Where are decisions made about the plan/s recorded? Are these decisions recorded as they are made?
- How are decisions about the plan/s monitored? Does this monitoring help to ensure that the decisions result in the intended outcomes?

Doctrine

Roles and responsibilities are based on relevant doctrine

- Which doctrine is your entity's role and responsibilities to have and update the plan/s based on?

The action or activity is based on relevant doctrine

- Which doctrine is the way that your entity develops and updates the plan/s based on?

Doctrine is agreed and shared between entities

- Is the doctrine that informs the plan/s agreed and shared between entities?

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

- Is common language used in the plan/s?
- Is the language and terminology used in the plan/s 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 identified in your entity's plan/s been contacted?
- Have you developed a professional (and/or personal) relationship with the other entities/people that are identified in your entity's plan/s, and vice-versa?

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

- Have the training needs related to the content of the plan/s been identified and documented?
- Have the people responsible for performing roles and activities identified in the plan/s 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 develop, update and implement the plan/s, where they haven't been before?
- Have additional personnel been trained on how and when to develop, update and implement the plan/s, 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 perform the roles and activities identified in the plan/s?

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 develop, update and implement the plan/s?
- Are there processes and procedures in place for how to use the equipment when developing and updating the plan/s, and are they being followed?

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

- Have the people who are involved in developing and updating the plan/s 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 developing and updating the plan/s 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 develop and update the plan/s meet the minimum requirements that your entity has set for them?

Alternatives or backups are in place

- Are there alternative resources or equipment available that could be used to develop and update the plan/s if the primary enablers fail or are not available?
- Are you able to develop or update the plan/s 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 developing and updating the plan/s?

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 develop and update the plan/s? 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 plan/s? Does your entity include the plan/s in exercising?

Insights are included in a lessons management process

- Does your entity include insights about the plan/s 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 plan/s 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 plan/s based on insights gained through testing, exercises and operational activity?

Contact

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