



Department of Energy and Public Works

Disaster Management Plan

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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

Authorisation

The *Disaster Management Act 2003* <https://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, all-hazards disaster management.

The state disaster management arrangements are described in the *State Disaster Management Plan* (the State Plan) <https://www.disaster.qld.gov.au/cdmp/Documents/Queensland-State-Disaster-Management-Plan.pdf>.

The Director-General, Department of Energy and Public Works (EPW) approves the *EPW Disaster Management Plan* (this plan) as a component of EPW'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.

Paul Martyn

Director-General

Date: 9 August 2022

Foreword

The purpose of Queensland's Disaster Management Arrangements (QDMA) <https://www.disaster.qld.gov.au/dmp/Documents/Queensland-Disaster-Management-Arrangements-Participant-Guide.pdf> is to provide 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 (EPW) is integral to Queensland's disaster management arrangements. It provides functional and resource support through:

- building and engineering services
- planning, policy and regulation in relation to energy infrastructure (electricity, gas and liquid fuels).

This *EPW Disaster Management Plan* (the Plan) describes EPW'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 Disaster Coordination Unit (DCU), will take responsibility for supporting functional activities in line with EPW's key role in disaster management. The DCU provides expert technical advice, training and guidance across disaster prevention, preparedness, response, recovery and resilience to support the QDMA and is responsible for developing and maintaining the Plan.

The EPW Disaster Management Functional Coordinator, through the 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* [Queensland Strategy for Disaster Resilience | Queensland Reconstruction Authority \(qra.qld.gov.au\)](#) and the *Queensland Recovery Plan* [Queensland Recovery Plan | Queensland Reconstruction Authority \(qra.qld.gov.au\)](#). The DCU provides the operational interface between the State Disaster Coordination Centre (SDCC), other state government departments and EPW's divisions.

EPW maintains regionally based operational arms to deliver services, that also coordinate EPW's disaster management responsibilities within Disaster Districts across the state.

Corporate policy statement

All EPW business areas are required to 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, workplace 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. EPW 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.

EPW knows it may be necessary to assist in the emergency management and/or longer-term recovery of a single facility or an entire community following a disaster or incident. EPW also knows any such response may require immediate actions to protect life and/or property.

EPW's highest priority is the safety of staff and community members. To ensure this, it will reprioritise departmental activities where necessary.

Distribution of the Plan

The Plan is available to all departmental staff through the EPW intranet site <https://hpwqld.sharepoint.com/sites/intranet-epw-resources/SitePages/policies/Disasters.aspx>. The Plan is also available for external stakeholders and interested parties on EPW's internet site <https://www.epw.qld.gov.au/about/department/disasterhttps://www.hpw.qld.gov.au/data/assets/pdf/file/0014/6224/disaster-management-functional-support-plan.pdf>.

Plan Review

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

Principles of departmental support in a disaster

1. **All government agencies share responsibility for disaster management.** The capacity of EPW 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, EPW 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. EPW 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) and the commercial sector in disaster management arrangements.** Significant skills and resources exist within GOCs, NGOs and the commercial sector. EPW 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 the event. The term 'All-hazards' refers to natural events, technological incidents, acts of extreme violence (terrorism related), human pandemics and plant or animal diseases.
7. **Know which funding arrangements to access for disaster events.** There is a variety of funding arrangements that can be accessed during the response and recovery phases of an event. EPW promotes using these arrangements where practicable, to ensure cost-effective emergency acquisition of resources and services.
8. **Be prepared for disaster events to 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 are vital to disaster preparedness.** EPW 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 <https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091> 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 (federal, state and local), with an additional state tier, disaster districts.

This structure recognises that when resources are inadequate or not available at local government level to effectively respond to a disaster or other incident, 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. The QDMC provides strategic leadership at the state level.

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 SDCG carries out the QDMC's strategic direction, concentrating on the delivery of State and where applicable, Australian Government support to disaster affected communities during response and recovery phases of disaster events.

SDCG membership is comprised of senior departmental representatives from across government, including EPW. EPW is represented on the SDCG by both the EPW Disaster Management Functional Coordinator (Deputy D-G, Public Works) and the Director, Energy Emergencies.

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 and the State Recovery Coordinator (SRC).

1.2 EPW support arrangements

During the preparedness phase, EPW provides specialist advice to LDMG's. This advice is related to the functional roles of **building and engineering services**.

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

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

EPW's Disaster Management Functional Coordinator, Deputy Director-General (DD-G), Public Works, is nominated by the Director-General as the primary EPW representative on the SDCG, together with the Director, Energy Emergencies. The Disaster Management Functional Coordinator ensures EPW is prepared to support the disaster management arrangements. The Disaster Management Functional Coordinator 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 Disaster Management Functional Coordinator includes reference to proxies. The Manager, Disaster Coordination Unit, is the nominated Disaster Management Functional Coordinator proxy to support the SDCG.

EPW'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)* <https://www.disaster.qld.gov.au/cdmp/Documents/Queensland-State-Disaster-Management-Plan.pdf> assigns EPW the pivotal functional support roles of:

- building and engineering services
- provide leadership for the functional recovery of the built environment and the lead responsibility to support building recovery in impacted communities
- deliver 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 EPW building and engineering services function supports local governments to respond to their disaster-impacted communities through the DDMG's and the SDCG. The level of support required will reduce as the impacted local governments re-establish services and return to normal business operations. The QBuild disaster management plan outlines how this support will be operationalised in support of district and local disaster management groups.

Energy

EPW Energy Division undertakes a policy, planning and regulatory role in partnership with stakeholders that include industry, market and peak bodies, and governments. Acting as a conduit for information between all relevant parties for an energy security or supply emergency. If required to maintain security and reliability of supply, Energy Division will provide support and advice to the Minister regarding the consideration, action, and implementation of emergency powers

Response activities

This Plan, and the department's *Principles of department support in a disaster*, guide the disaster management support provided by EPW. An accountability matrix for the response activities outlined below is provided in [Attachment 3](#).

EPW delivers its functional lead roles through business-as-usual processes and systems. EPW will acquire and/or provide, services to support counter disaster operations including:

- coordinate technical advice on structural suitability of buildings to use as evacuation centres, places of refuge or *cyclone shelters* [Cyclone shelter design and maintenance | Business Queensland](#)

- maintain contact registers of professional service providers, specialist building contractors, building services and trades
- coordinate structural assistance grant assessments (SAG) on behalf of the Department of Communities, Housing and Digital Economy (DCHDE)
- coordinate 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 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 services provided by EPW which support impacted communities include:

- coordinate maintenance of public *cyclone shelters* [Cyclone shelter design and maintenance | Business Queensland](#) owned by EPW 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.

2.2 Disaster recovery functions and groups

EPW plays a lead role in a number of disaster recovery functions and as detailed in the *Queensland Recovery Plan* [Queensland Recovery Plan | Queensland Reconstruction Authority \(qra.qld.gov.au\)](#). EPW leads the functional recovery group for built infrastructure and participates in the human and social recovery functions as required. EPW acknowledges the importance of supporting the local community after a disaster event to promote the economic recovery of the region. Although not a member of the economic recovery group, EPW advocates for locally sourced solutions when delivering recovery functions across the functional recovery group memberships.

2.3 Functional Recovery Group lead - Building

The *Queensland State Disaster Management Plan* <https://www.disaster.qld.gov.au/cdmp/Documents/Queensland-State-Disaster-Management-Plan.pdf>, and supporting *Queensland Recovery Plan* [Queensland Recovery Plan | Queensland Reconstruction Authority \(qra.qld.gov.au\)](#), assign responsibility to EPW to lead the building recovery function after a disaster event.

EPW provides advice and support to Local Recovery Groups through our representation on DDMGs. It is not appropriate to establish standing building recovery groups at the district level due to the

complexity of the building industry and the authority to influence outcomes at a regional level. Instead, DDMG liaison officers provide the interface between the Local Recovery Groups and the state-level Building Recovery Group (BRG). 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, EPW, chairs the BRG. BRG coordinates information exchange, issues identification and resolution between government agencies, local government, building industry and insurance providers, ensuring the efficient and prioritised use of available resources.

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

Member agencies of the BRG are identified and invited from across government and the building and insurance industries. They provide support to one or more of the following recovery functions through their services:

- Assess damage and coordinate the securing, clean-up, repair, restoration and/or demolition of state-owned buildings and facilities (e.g., public schools, government buildings, government employee housing, public 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.
- 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 (including 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.

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, to support 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.

This activity will support and not replace or overlap the role of Queensland Fire and Emergency Services as the functional lead for emergency supply, or the role played by procurement leads within each agency to provide internal support and advice.

3 Appointment to disaster management positions

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

3.1 SDCC Disaster Liaison Officers (DLOs)

To assist the Disaster Management Functional Coordinator at the SDCG, Disaster Liaison Officers (DLOs), are appointed to the State Disaster Coordination Centre (SDCC) during activations. They provide detailed advice on EPW'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 EPW 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 EPW Regional Disaster Coordinators

The EPW 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

Each EPW regional disaster coordinator is responsible for the management of their regional disaster operations and coordinates any functional support to disaster response or recovery operations, arising from their respective DDMGs. The regional disaster coordinator works across all EPW business areas located in the region, not only QBuild.

Each EPW 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, the Regional Disaster Management Planning Committee.

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 Disaster District Liaison Officer s(DDLOs)

Under the *Disaster Management Act 2003* (the Act)

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>, 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 DDMG comprising Local and key State Government agencies, and other organisations deemed appropriate.

EPW is represented on each DDMG by a network of DDLOs 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 EPW's lead agency knowledge and expertise when responding to a disaster event.

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

4 EPW Disaster management committees and planning responsibilities

EPW knows collaborative planning is a key mechanism in fulfilling its roles and responsibilities assigned under the *State Plan* <https://www.disaster.qld.gov.au/cdmp/Documents/Queensland-State-Disaster-Management-Plan.pdf>. EPW's expertise contributes to all phases of disaster management, prevention, planning, response and recovery.

EPW understands an effective means of all-agency planning may involve representation on specialist whole-of-Government committees, and through standing departmental committees. In addition to the activities outlined in the Plan, EPW 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 level groups and committees

Effective disaster management planning and coordination is not achieved in isolation. EPW, as an integral part of Queensland's disaster management system and is represented on a number of key cross-agency state level planning committees including the:

- Queensland Disaster Management Committee
- State Disaster Coordination Group
- State Disaster Coordination Group - working groups
- Queensland Functional Recovery Group
- Building Recovery Group
- Queensland Counter Terrorism Committee
- Queensland Counter Terrorism Committee - working groups
- Disaster Management Research Advisory Panel
- Queensland Disaster Management Data Group
- Emergency Management Spatial Information Network Australia, Queensland chapter.

EPW also provides, as required, 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 committees

In order to fulfil EPW's roles and responsibilities at the disaster district, EPW Regional Disaster Coordinators will establish and maintain a Regional Disaster Management Planning Committee.

The core Regional Disaster Management Planning Committee may consist of:

- EPW 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:

- develop, maintain, review and test the 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
- implement approved review recommendations prior to the next summer storm and tropical cyclone season.

Plans are to be prepared to ensure local/individual regional requirements are met, and to guide a coordinated, all-hazards approach to disaster management. EPW's regional networks use established planning and supply chain arrangements to supplement recovery response requirements.

4.3 Critical staff contact registers

Building and Energy divisions maintain contact registers of key disaster management personnel including EPW regional disaster coordinators and DDLOs. Contact registers are:

- confirmed and updated prior to the start of the summer storm and tropical cyclone season
- confirmed and updated where EPW's disaster arrangements are placed on alert
- stored, maintained, used and accessed according to Privacy Commissioner guidance, *Privacy and managing disaster events* [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).

4.4 Contractor/supplier contact registers

EPW recognises that the commercial sector can provide significant resources to support a surge of its core services in response to a disaster and the ongoing delivery of EPW's disaster functional support roles to the community, in particular, the provision of temporary accommodation.

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

EPW will continue to develop relationships with major construction and building service providers that have proven scalable capacity to offer solutions to a range of building tasks during a response to, or recovery from, disaster events. The range of outsourced work may include, but not be limited to, damage assessment; temporary accommodation; community reconstruction; or environmental remediation including asbestos clean-up.

Registers shall document 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 to be reviewed and must be current prior to 1 November each year. They should be re-confirmed in anticipation of a disaster event as the SDCC moves to lean forward.

4.5 Review of Business Continuity arrangements

All departmental business continuity arrangements must be reviewed for currency prior to the start of the tropical cyclone season on 1 November each year.

A review of this plan is undertaken to confirm the validity of the arrangements following an activation or training exercise. This approach is consistent with the requirements of the *Disaster Management Act 2003*. <https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>.

Any review must include input from all appropriate stakeholders and can normally be best achieved through an extraordinary meeting of the relevant committee. Any plan review meeting shall include an invitation to officers at an operational level who might be in a position to offer insights about how well arrangements enabled them to perform their roles and deliver services.

Any recommended improvements should be documented in an after-action review (AAR) plan and forwarded to the responsible divisional head for awareness and oversight.

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 ensures and enables EPW to:

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

The *EPW Recordkeeping for Disasters Factsheet*, 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 *EPW Disaster Management Plan* or regional disaster management plans may also activate a number of continuity arrangements, in line with the *EPW Business Continuity Plan*.

5.1 Authority to activate plan

The authority to activate the *EPW Disaster Management Plan*, or regional disaster management plans, is delegated to the following officers:

- the Director-General, EPW

- other EPW Executive Leadership Team (ELT) members
- the Disaster Management Functional Coordinator
- any EPW Regional Disaster Coordinator, in consultation with the Director-General.

External requests to activate *EPW'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

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

- **Alert** - when it is known that a disaster event may occur. Monitor situation: no action required.
- **Lean Forward** - when it is known a disaster event is imminent. Prepared but not activated. Information will be requested from business areas relating to departmental resources located in the potential impact area, any known vulnerabilities and proposed strategies to respond. Business areas should be identifying resource requirements for deployment or service delivery requirements, establishing coordination centres and confirming availability of critical staff for the potential duration of the event.
- **Stand Up** - when a disaster event is highly likely, is occurring or, has occurred. Business areas shall have a clear understanding and be able to report what impacts will be to EPW. During this stage, decision-makers are particularly interested in any current issues and emerging risks facing EPW and service delivery. Staff are deployed, surge requirements are actioned, daily reporting is resourced, functional responsibilities are met, continuity plans are activated, liaison officers are deployed.
- **Stand-down** - the winding back of services either because the risk of a disaster event occurring has passed, or the event has occurred, and the response and recovery phases are managed within business-as-usual processes.

Unpredicted events such as a sudden storm, earthquake, flash flooding or a terrorist attack will result in proceeding directly 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, relevant and actionable information in order to:

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

The flow of fast accurate information is critical to ensure decisions are made with the lowest possible risk to EPW. EPW has responsibility to advise the Minister on departmental disaster response and recovery operations and emerging risks.

The Disaster Management Functional Coordinator is responsible for facilitating the information management and risk intelligence reporting process and to disseminate situational reports across EPW. The Disaster Management Functional Coordinator is also responsible for ensuring EPW

provides a high-level state-wide situation report to the SDCC in relation to the department's responsibilities under the *State Plan* <https://www.disaster.qld.gov.au/cdmp/Documents/Queensland-State-Disaster-Management-Plan.pdf>. To fulfill this responsibility, the Disaster Management Functional Coordinator will delegate responsibility to a specific work area to coordinate the collection of information and creation of reporting products.

When the plan is activated, Business areas with functional responsibilities under this plan will nominate an appropriate person to be the point of truth for event impact information from their service area. These nominated officers will prioritise the provision of information to the nominated coordinating point as, and when, required.

The Minister through the Director-General will receive daily updates which will combine all reporting streams, key datasets and activities/risks from the daily situation report into a concise, high level brief. The focus is on current departmental operations, predicted future needs, current issues and emerging risks. These situational reports and additional exception reports will provide the intelligence for departmental updates to the QDMC and SDCG.

5.4 Debriefing

Debriefings and AARs are the mechanisms for staff to provide insights about the way, and how well, planned processes and procedures enabled them to respond to the disaster event. This 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. Debriefing will be undertaken by a single service area, or in the case of wide scale events, by representatives of multiple departmental business areas. Resources are available on the EPW intranet to assist business areas to deliver these activities.

6 Disaster coordination capability

EPW shall, as required, establish EPW coordination centres at state and/or district levels. The disaster coordination centres shall function as the focal point to coordinate requests, information and support for disaster operations at state or disaster district level. Coordination centres may be virtual or physical, as required.

The *EPW 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.

The Disaster Coordination Unit (DCU) is delegated with responsibility to support the Disaster Management Functional Coordinator. It must be equipped to be highly mobile and have access to subject matter experts capable to support EPW response coordination effort and resilience to disaster events. Resourcing for this support activity needs to include support provision for prolonged periods and outside of normal business hours.

Business areas with functional responsibilities outlined under this plan, must also ensure that nominated subject matter experts are similarly resourced to provide support as and when required including outside of business hours.

Through the business continuity and disaster management annual Management Assurance Statement divisions and business areas will demonstrate their level of preparedness to deliver against disaster management functional responsibilities.

6.1 Regional coordination teams

A regional coordination team established to support DDMG operations shall where practicable, use existing EPW facilities and resources. Procedures shall be developed to activate and operate the disaster coordination team and shall be incorporated into EPW Regional Disaster Management Plans.

The *QBuild Disaster Management Plan* details how regional coordination teams will meet their obligations and also interface with state level requirements through the QBuild Disaster Coordination Group.

If primary locations of regional disaster coordination centres are impacted by the event, alternative accommodation arrangements, outlined in the regional business continuity plan and EPW Regional Disaster Management Plans, will be activated. This will be communicated to stakeholders at state and regional levels.

6.2 Divisional disaster coordination arrangements

Through robust business continuity planning, each division has developed arrangements and protocols to support and deliver their disaster management responsibilities. In some divisions, particularly those with a regional presence, these arrangements are more granular and include arrangements to coordinate staff deployment, data capture and reporting requirements.

7 Delegations and reimbursement of costs

The allocation of resources and the need to commit funds can vary greatly depending on the scale of an event. 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 EPW is minimised.

In the event of disaster type impact at local government level only, e.g., disaster district arrangements are not activated, EPW 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

EPW Disaster Management Functional Coordinator, SDCG Member and proxies and EPW 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 DDLO's 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, as this aids decision-making for disaster operations and 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 EPW liaison officer with a record of what and by when, needs to be achieved. It can be used for planning, procurement preparation and expenditure tracking, compliance checking, briefings, situation reports, after-action reports (AARs) and legal enquiries. It is vital the liaison officer maintain their logbook, as record management policy requires logbooks to be stored for seven-years post-event.

7.2.2 Manage requests for assistance (RFAs)

All EPW staff are to keep records of any requests for assistance they receive for actioning, and evidence of related financial transactions such as tax invoices and expense claims. This includes copies of RFAs that have been referred back to a more appropriate agency to action and a written log of the steps undertaken to resolve the RFA. Such documents provide critical evidence in the submission of claims for reimbursement of costs against established funding schemes and in the event of post incident reviews.

7.3 Financial management and arrangements

In accordance with the *State Plan* <https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091> s(9.71), EPW 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.

EPW 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 particular funding arrangement activated for the event. [Attachment 4](#) provides a general summary of the various funding arrangements associated with events for which EPW has had a previous involvement.

7.3.1 Chief Finance Officer (CFO)

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

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

7.3.2 Disaster Coordination Functional Support

In addition to the DCU, business areas with functional responsibilities will appoint an officer or business area to provide 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 (HR)

Human Resources within 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 EPW's internal critical incident response workforce response and recovery efforts.

Note: This directive also applies to Community Recovery Ready Reserve (CRRR).

7.3.4 Departmental business area

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 Financial Services Branch and functional leads in each division can provide support as required.

7.4 Critical incident directives (CID)

The *Directive: 06/16 Critical Incident Entitlements and Conditions*

<https://www.forgov.qld.gov.au/documents/directive/0616/0616-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*

<https://www.forgov.qld.gov.au/documents/directive/0616/0616-critical-incident-entitlements-and-conditions>, EPW supports the government's commitment to response and recovery by redirecting the collective energies of EPW'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 EPW 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 and Energy Emergencies, in partnership with all departmental business areas, provide access to learning and development pathways for departmental staff involved in disaster management activities. The intent of the training is to equip and empower individuals with the skills and knowledge to fulfil EPW's roles and responsibilities and be confident in their competence. Divisions may also provide training to external stakeholders to outline EPW'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 EPW's disaster management functional support role.

DCU and Energy Emergencies, in conjunction with functional leads from each departmental business area, ensure training is developed and conducted annually or as required 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 Communities, Disability Services and Seniors
- other emergency response or functional support agencies.

Queensland Fire and Emergency Services conduct both online and short in-person 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 Queensland's Disaster Management Arrangements (QDMA) is accessible online [User account | Disaster Management LMS \(qfes.qld.gov.au\)](https://www.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.

The Department of Communities, Housing and Digital Economy maintain and coordinate the Community Recovery Ready Reserve 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 get 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 records are maintained by Divisions, in collaboration with the Workforce Capability team within Human Resources.

Attachment 1: EPW 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>EPW 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>EPW 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>EPW 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, EPW provides direct expert advisory services and functional support to LDMGs through DDMG representatives.</p>

Attachment 2: EPW 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 EPW 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>EPW 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 EPW 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 Division
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 (SAG) on behalf of DCHDE.	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 to use of any emergency powers.	A	C	R		I
Develop capability to facilitate emergency actions and responses to an actual or potential energy supply emergency event.	A	C	R		I
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	C	R		I
Maintain contact registers for key stakeholders across the electricity, reticulated gas supply and liquid fuel supply sectors of the energy market.	A	C	R		I
Advise the Minister if emergency powers are required to maintain energy supply security.	A	C	R		I
Where appropriate, undertake process to enable the Minister to invoke emergency powers.	A	C	R		I

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: Disaster management financial arrangements

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.

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 provide assistance to alleviate personal hardship and distress.

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 at 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 is not indicative as to eligibility for reimbursement under DRFA.

Queensland Government Insurance Fund (QGIF)

The Queensland Government has a reinsurance policy for all State-owned property insured by the Queensland Government Insurance Fund (QGIF) providing broad coverage for all events such as fires, terrorism and natural disasters. All damage and the associated remedial costs for damage sustained by State owned property from natural disasters will typically be directed to QGIF initially prior to assessment under DRFA.

Emergency animal or plant disease outbreaks

Biosecurity Queensland, a division of the Department of Agriculture and Fisheries (DAF), is the threat specific lead agency for animal or plant disease events. Reimbursement of functional support costs may be claimed directly from DES who may submit a claim for reimbursement through the respective designated national funding process managed by either Animal Health Australia (animal diseases) or Plant Health Australia (plant diseases).

Oil spill response operations

Maritime Safety Queensland (MSQ), a division of the Department of Transport and Main Roads, is the lead agency for oil spill response operations in Queensland. Claims for the reimbursement of functional support costs arising from oil spill response operations are submitted through MSQ. Financial arrangements for oil spill operations are governed by the National Plan to combat pollution of the sea by oil and other noxious and hazardous substances and are detailed in the MSQ Guideline.

Pandemic

The threat specific lead agency for pandemic events is Queensland Health. In a pandemic event, Queensland Health will be provided with functional support via Queensland's disaster management system.

Attachment 5: Disaster management definitions

Term	Acronym if applicable	Description
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 EPW 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.
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.

Term	Acronym if applicable	Description
District Disaster Liaison Officer	DDLO	Experienced departmental officers appointed by the Chief Executive, or their delegate, to represent EPW 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.
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 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.
Liaison Officer	LO	A person who liaises between a coordination centre and their home entity (e.g., SDCC and EPW) 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).

Term	Acronym if applicable	Description
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.
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 EPW's resources and requests occurs and the location where the respective Regional Disaster Management Functional Committees reside during operations.
EPW Regional Disaster Coordinator	RDC	A Senior Officer who is the primary EPW representative for matters pertaining to disaster management at a regional level. They are responsible for ensuring other EPW business areas are aware of changes or emerging issues.

Term	Acronym if applicable	Description
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 6: 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
<https://www.disaster.qld.gov.au/cdmp/Documents/Queensland-State-Disaster-Management-Plan.pdf>

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/2021-12/Queensland-Recovery-Plan-October-2021.PDF>

Queensland Strategy for Disaster Resilience https://www.qra.qld.gov.au/sites/default/files/2018-10/queensland_strategy_for_disaster_resilience_2017_0.pdf

Queensland Disaster Management Guideline Glossary
<https://www.disaster.qld.gov.au/dmg/Glossary/Pages/default.aspx>

Cyclone Shelters and Queensland Cyclone Shelter Design Guidelines [Cyclone shelter design and maintenance | Business Queensland](#)

Directive: 06/16 Critical Incident Entitlements and Conditions [Critical Incident Entitlements and Conditions \(Directive 06/16\) | For government | Queensland Government](#)

Disaster Assist [Disaster Assist](#)

Privacy and managing disaster events [Privacy and managing disaster events | Office of the Information Commissioner Queensland \(oic.qld.gov.au\)](#)

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>

Contacts

Public Works

Manager Disaster Coordination
Business Area: Major Projects
Division: Public Works
Telephone: (07) 3008 2715
Email: HPWDisasterCoordination@epw.qld.gov.au

Energy

Energy Emergency Team
Business Area: Operations Branch
Division: Energy
Telephone: 07 3333 5149
Email: energyemergency@epw.qld.gov.au