

Disaster Recovery Sub-Plan

An annex to the Moreton Bay Regional Council Local Disaster Management Plan

2022 | Version 2.0



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Alignment with our vision

Disaster Recovery Sub-Plan is helping to achieve our Corporate Plan 2022–2027 and realise our vision:

Our Moreton Bay. Amazing places. Natural spaces.

The strategic pillar this supports is:



Our Vibrant Communities goal is that Moreton Bay will have vibrant communities that proudly come together to participate in and celebrate different cultures and life experiences, with access to the services and facilities they need.

Read more about Council's Corporate Plan and the pillars that underpin it at: moretonbay.qld.gov.au/Services/Reports-Policies/Corporate-Plan.

Acknowledgement

We acknowledge the Kabi Kabi, Jinibara and Turrbal Peoples as the Traditional Custodians of the lands and waterways of the Moreton Bay Region, and pay our respects to their Elders, past, present and emerging. We recognise that the Moreton Bay Region has always been a place of cultural, spiritual, social and economic significance to First Nations people.

We are committed to working in partnership with Traditional Custodians and other First Nations communities to shape a shared future that celebrates First Nations history and culture as an irreplaceable foundation of our region's collective identity.

Disclaimer

The Moreton Bay Regional Council and its officers accept no responsibility for any loss whatsoever arising howsoever from any person's act or omission in connection with any information, expressed or implied, contained within this document. Nothing in this document should be taken as legal advice.

Interpreting Services



The Moreton Bay Regional Council is committed to providing accessible services to Queenslanders of all cultural and linguistic backgrounds. If you have difficulty understanding this publication and need a translator, please call the Translating and Interpreting Service (TIS National) on 131 450 and ask them to telephone the Moreton Bay Regional Council on (07) 3205 0555.



Authorisation and approval

The Moreton Bay Regional Council Disaster Recovery Sub-Plan provides information and guidance to all entities on the governance, planning and operational issues relating to the provision of disaster recovery services.

This plan is a sub-plan of the Local Disaster Management Plan and as such is subject to the same administrative and governance provisions of that plan.

This plan was prepared under the authority of the Local Disaster Management Group in accordance with sections 30, 57 and 58 of the Disaster Management Act 2003 (DM Act).

The Disaster Recovery Sub-Plan is endorsed by the Local Disaster Management Group and is approved for use by Council.

.....
Signature:
Mayor Peter Flannery
Moreton Bay Regional Council

Date:

1 Introduction

1.1 Aim of the plan

The aim of this plan is to detail the arrangements for disaster recovery within the Moreton Bay Regional Council local government area.

1.2 Document management

This document is the control copy of the Disaster Recovery Sub-Plan (henceforth referred to as the 'Plan') and is maintained by the Moreton Bay Regional Council Disaster Management Unit (DMU) on behalf of the Local Disaster Management Group (LDMG).

Any proposed amendments to this plan are to be forwarded in writing to:

Post: Disaster Management Unit
PO Box 159, Caboolture QLD 4510

Email: disastermanagement@moretonbay.qld.gov.au

Inconsequential amendments may be made at any time to this document. However, any significant alterations that change the intent of this document will be submitted to the LDMG for endorsement prior to approval by Council.

1.3 Version control

| Version No. | Date issued | Amendment content | Date inserted / Approved by Council |
|-------------|-----------------|--|-------------------------------------|
| 1.0 | 1 May 2019 | Original Document LDMG endorsed: 19 February 2020 | |
| 2.0 | 27 January 2023 | Full review and amendment to align with State Plan MRG endorsed: 16 December 2023 | |

1.4 Distribution

Council maintains a register of relevant organisations and agencies involved in the provision of disaster recovery services. A copy of this plan and any subsequent amendments will be forwarded to those relevant entities as required.

1.5 Plan review and renewal

This plan should be reviewed in accordance with the provisions prescribed under section 59 of the Queensland Disaster Management Act 2003, in that the plan:

- May be reviewed or renewed when the local government considers it appropriate, however
- The effectiveness of the plan must be reviewed at least once a year.

Circumstances which may necessitate a review include:

- Activation of the plan or components of the plan due to an event:
- Training exercise(s) designed to practice or evaluate specific aspects of the plan or its overall operational efficacy.
- Changes to roles and responsibilities of LDMG members.
- Operational changes.
- Emerging hazards, and or
- Following assessment of the plan under the Emergency Management Assurance Framework.

1.6 Availability of plan for inspection

In accordance with section 60 of the DM Act, it states that a local government must ensure a copy of its Local Disaster Management Plan (LDMP) is available for inspection, free of charge, by members of the public. As this plan is an annex to the LDMP, it too is subject to Section 60 of the DM Act.

Council must, on payment of the appropriate fee, give a person a copy of the Plan. In this Section - appropriate fee means the fee as decided by Council. This must be no more than the reasonable cost of providing the copy.

1.7 Definitions

The following definitions are sourced from the Queensland Disaster Management Lexicon.

| | |
|----------------------------|---|
| Disaster | A disaster is a serious disruption to a community, caused by the impact of an event that requires a significant coordinated response by the State and other entities to help the community recover from the disruption. |
| Serious disruption | means: <ul style="list-style-type: none"> • Loss of life, or illness or injury to humans; or • Widespread or severe property loss or damage; or • Widespread or severe damage to the environment. |
| Disaster management | Disaster management means arrangements about managing the potential adverse effects of an event, including, for example, arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster. |
| Disaster recovery | Disaster recovery is the coordinated process of supporting disaster-affected communities' psychosocial (emotional and social) and physical wellbeing, reconstruction of physical infrastructure and economic and environmental restoration (including regeneration of the natural environment, associated infrastructure and heritage sites and structures, and the management of pollution and contamination). |
| Relief | Relief is the efforts to meet the immediate needs of persons affected by a disaster, to minimise further loss through the provision of immediate shelter and basic human needs. |
| Resilience | Resilience is a continuous process of learning from experience, reassessment and adaptation. In the disaster management context, resilience can be considered as a systems or community's ability to rapidly accommodate and recover from the impacts of hazards, restore essential structures and desired functionality, and adapt to new circumstances. |
| Response | Response is the actions taken directly before, during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected. |



2 Recovery Governance

2.1 Response to recovery continuum

The processes identified in recovery planning are designed to be flexible, adaptable and scalable to meet the needs of the community in a range of disaster scenarios. Disaster recovery can be a lengthy and complicated process and will differ according to the existing strengths and capacity within communities.

This plan reflects the recovery principles and procedures outlined in the [Queensland Prevention, Preparedness, Response and Recovery \(PPRR\) Disaster Management Guideline](#) (the Guideline)¹, the [Queensland Recovery Plan](#)² and Council's [LDMP](#)³.

Ideally the functions of, response, relief and recovery should commence at the same time during a major disaster event:

- Response planning is focused specifically on preventing loss of life, preventing property damage or further damage, clearing roads and infrastructure, setting up evacuation centres and resupply operations.
- Relief planning focuses on understanding the impacts and supporting the community after disaster has subsided.
- Recovery planning focuses on returning the infrastructure, environment, community, and economy to a pre-disaster level while taking opportunities to learn from the disaster, build resilience taking future risks into consideration.

A smooth transition process from response to relief to recovery will help to ensure that the ongoing effort is focused, directed and maintains momentum.

2.2 Legislation

Disaster recovery in Queensland is undertaken in accordance with the [Queensland Disaster Management Act 2003](#) (DM Act)⁴, [Disaster Management Regulation 2014](#) (the Regulation)⁵ and the [Queensland Reconstruction Authority Act 2011](#) (QRA Act)⁶.

Disaster Management Act 2003

- Section 4A(a) of the DM Act specifies that disaster management should be planned across the four phases of prevention, preparedness, response, and recovery.
- Section 4A(c) states that *“local governments should primarily be responsible for managing events in their local government area”*.
- Section 4A(d) states that *“district groups and the State Group should provide local governments with appropriate resources and support to help the local governments carry out disaster operations”*.

¹ The Guideline: <https://www.disaster.qld.gov.au/dmg/Documents/QLD-Disaster-Management-Guideline.pdf>

² QRA Queensland Recovery Plan: <https://www.qra.qld.gov.au/recovery/recovery-governance/queensland-recovery-plan>

³ MBRC LDMP: <https://www.moretonbay.qld.gov.au/Services/Reports-Policies/Local-Disaster-Management-Plan>

⁴ Disaster Management Act 2003: <https://www.legislation.qld.gov.au/view/pdf/2022-04-08/act-2003-091>

⁵ Disaster Management Regulation 2014: <https://www.legislation.qld.gov.au/view/pdf/2017-04-30/sl-2014-dmr>

⁶ Queensland Reconstruction Authority Act 2011: <https://www.legislation.qld.gov.au/view/pdf/2017-07-03/act-2011-001>

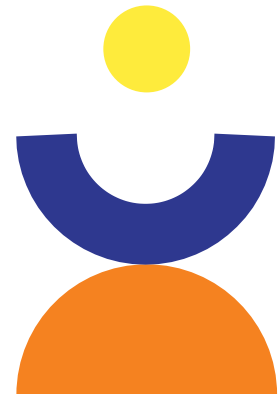
Queensland Reconstruction Authority Act 2011

- Section 2 of the *QRA Act* states that the main purpose of the *QRA Act* is “to ensure Queensland and its communities effectively and efficiently recover from the impacts of disaster events; and to improve the resilience of communities for potential disaster events”.
- Section 10 of the *QRA Act* details a range of functions that QRA is to perform in relation to disaster recovery in Queensland.

2.3 Other relevant doctrine

Other relevant disaster recovery doctrine which supports disaster recovery include the following:

- Australian Government Disaster Response Plan (COMDISPLAN 2020)
- Australian Institute for Disaster Resilience Community Recovery Manual (Handbook 2) <https://knowledge.aidr.org.au/resources/adr-glossary/> (Online glossary of disaster management definitions)
- District Disaster Management Arrangements
- Interim National Recovery Framework
- Prevention, Preparedness, Response and Recovery Disaster Management Guideline
- Queensland Disaster Funding Guidelines including Disaster Recovery Funding Arrangements and State Disaster Relief Arrangements
- Queensland Disaster Management 2016 Strategic Policy Statement
- Queensland Disaster Management Lexicon
- Queensland Disaster Relief and Recovery Guidelines
- Queensland Policy for Offers for Assistance
- Queensland Recovery Plan
- Queensland Strategy for Disaster Resilience
- The Standard for Disaster Management in Queensland.



2.4 Principles of disaster recovery

The following principles are identified in the Queensland Recovery Plan to support all recovery planning and operations in Queensland:

- **Understanding the context** - understanding community context, with each community having its own history, values and dynamics
- **Recognising complexity** - responsive to the complex and dynamic nature of both emergencies and the community
- **Using local, community-led approaches** - community-centred, responsive, and flexible, engaging with the community and supporting them to move forward
- **Ensuring coordination of all activities** - a collaborative, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and needs
- **Employing effective communication** - built on effective communication between the affected community and other partners
- **Acknowledging and building capacity** - recognising, supporting, and building on individual, community and organisational capacity and resilience to disaster events.

2.5 Stages of recovery

As highlighted in the [Queensland Recovery Plan](#)⁷, “recovery is a complex and protracted developmental process that can take many years.

As part of the disaster management arrangements, recovery planning and preparations are undertaken. This is known as prevention and preparedness.

Recovery operation are undertaken across three stages. It is important to note that not all individuals, communities or recovery groups experience the same stage at the same time, nor transition at the same rate. In some instances, communities can be recovering from multiple overlapping events”.

Following prevention and preparedness there are three recognised stages of disaster recovery, namely:

- Stage 1 - Immediate (post-impact relief and emergency repairs)
- Stage 2 - Short/Medium term (re-establishment, rehabilitation and reconstruction)
- Stage 3 - Long term (restoration, rebuilding, reshaping and sustainability)

Refer to the Queensland Recovery Plan for further information on each of the stages.

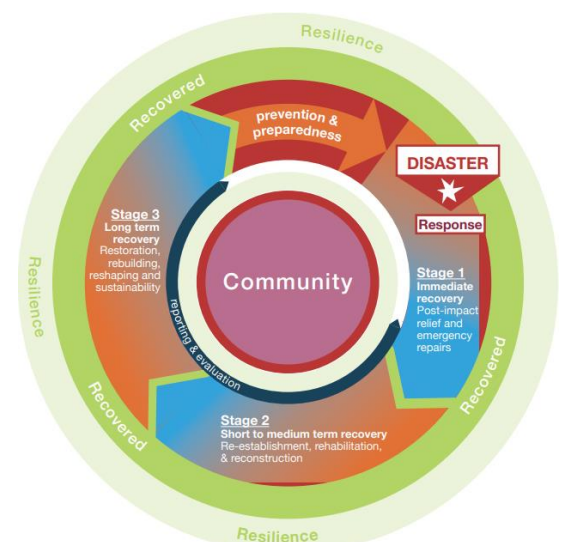


Figure 1 - Stages of recovery

⁷ Queensland Recovery Plan: <https://www.qra.qld.gov.au/recovery/recovery-governance/queensland-recovery-plan>

2.6 Functions of recovery

Effective recovery requires an integrated, multidisciplinary approach to needs analysis, consequence management, community engagement, planning and service delivery.

A coordinated effort by all agencies involved in recovery is required. As recovery is a complex and protracted process, to assist with overall and effective coordination, aspects of recovery are conceptually grouped into five interconnected functions, namely:

- Human and social
- Economic
- Environment
- Buildings *
- Roads and transport *

** Whilst Council recognises the five functional areas of recovery, for ease of management Council has combined 'Buildings and Road and Transport' into one function of 'Infrastructure'.*

Depending on the nature of the disaster, one or more of these functions may be the focus of recovery operations. Often a disaster will be of such a scale that all functions need to be addressed to affect recovery. With any disaster event it is likely there will be significant overlap between all the above functions. It is critical that the individual functions are openly engaged with one another as they have the potential to either negatively or positively impact on the outcomes sought by the other functions.



2.6.1 Human and social

Human and social recovery is the coordinated process of supporting disaster-affected individuals, families, and communities in the restoration of their emotional, social, physical, and psychological health and wellbeing. Ideally this support is conducted 'with' the community rather than 'for' the community. The services required and duration of operations will be dictated by the nature and impact of the particular disaster event; however, services typically include the provision of information, payment of financial assistance, and provision of personal and psychosocial support.

2.6.2 Economic

The effects of a disaster on the economic environment may include loss of tourism, employment opportunities, loss of stock and equipment and reductions in cash flow for businesses. In turn this may cause impacts to increased costs for products, reduction of property values, increase in insurance premiums and negative consumer perceptions.

2.6.3 Environment

Impacts to the environment may include impacts to natural environment and public health. Natural environment focuses on damage or loss of flora and fauna, land degradation and contamination, as well as cultural concerns. Public Health focuses on poor air quality, reduced food and/or water quality, sanitation and hygiene requirements.

2.6.4 Infrastructure

This function supports the built environment as well as the transport network. Damage to these networks may include loss to essential services, the building sector (including housing, accommodation, education and health facilities), as well as the road, rail, aviation and maritime services resulting in difficulty accessing communities and disruption to critical supply chains.

It is the role of this group to ensure infrastructure projects are 'future-proofed' against disaster events. Where possible, betterment projects will be supported by the Moreton Recovery Group.

3 Recovery arrangements

The [Australian Institute of Disaster Resilience, Community Recovery Handbook](#) recognises the varying scales and intensity of disasters and the impacts a disaster may have on a community.

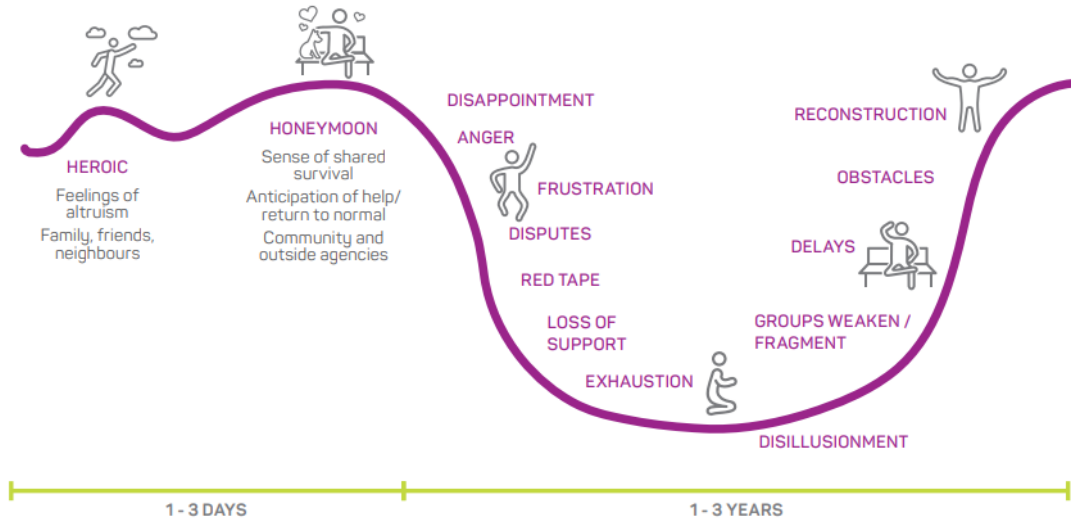


Figure 2 - Different phases that individuals and communities might experience post disaster

Recovery arrangements are based on a collaborative approach across all levels of government, non-government agencies and the community to provide a supportive model across the varying phases of recovery.

Where practical, community-led recovery is encouraged throughout the phases of recovery. The Moreton recovery model allows for input and support from local community organisations who can assist community-led recovery. This type of recovery needs to be flexible. It will be dependent on the type of event and expected timeframe of recovery to ensure ongoing community needs are met in a timely manner.

3.1 Community

Communities play a major role in the disaster recovery continuum to assist in decision-making, provision of resources, and building on the resilience and leadership already present within communities.

Community-led recovery should engage and enable the community and encourage those affected by an event to actively participate in their own recovery. Disaster-affected communities understand their needs. Empowering communities to create their own solutions can improve overall social cohesion which is critical to sustainable recovery outcomes.

3.2 Local Government

Section 4A of the *DM Act* states that “local governments should primarily be responsible for managing events in their local government area”⁸. Local government is recognised as the frontline for disaster management primarily due to the benefit of localised knowledge and networks and the services that they provide directly to the community. Council is responsible for coordinating disaster management arrangements including building the region’s resilience through community engagement strategies.

⁸ Disaster Management Act 2003: <https://www.legislation.qld.gov.au/view/pdf/2022-04-08/act-2003-091>

3.2.1 Moreton recovery model

The Moreton recovery model is based on a 3-tiered approach allowing for inclusion from the community, non-government organisations and all levels of government.

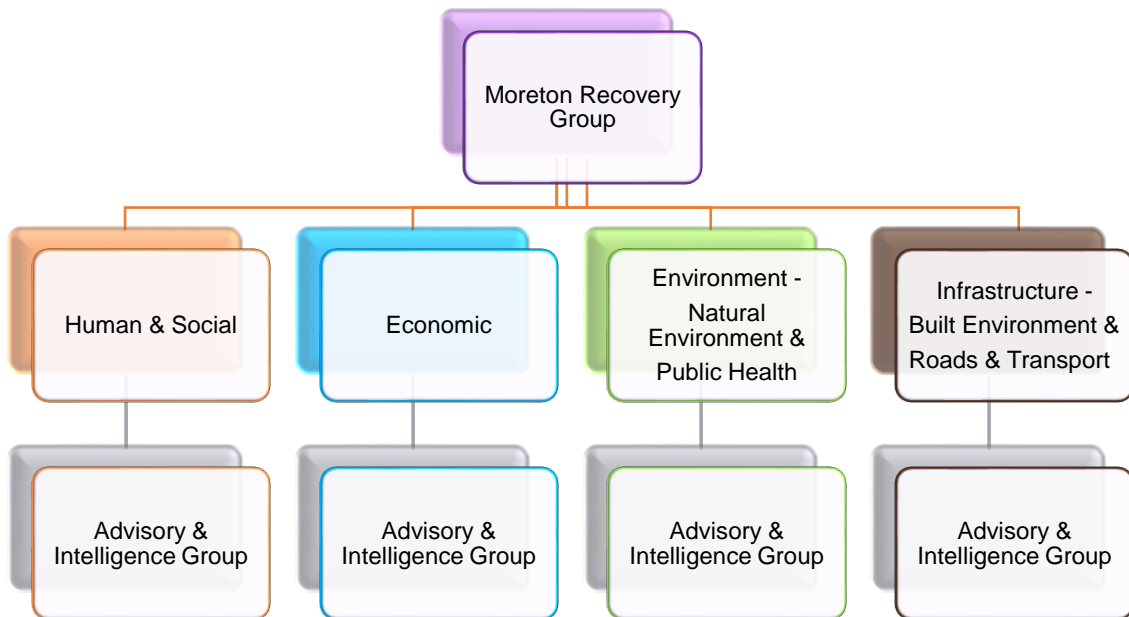


Figure 3 - Moreton recovery model

Refer to [Appendix 2](#) for the roles and responsibilities, [Appendix 3](#) for the Terms of Reference at the local level and [Appendix 4](#) for the role descriptions/duty statements.

3.2.1.1 Moreton Recovery Group (MRG)

The Queensland PPRR Guideline recommends the creation of sub-groups to assist the LDMG in the delivery of effective disaster management. Accordingly, the MRG is established in accordance with these provisions.

The purpose of the MRG is to assist the LDMG to coordinate the recovery process, by:

- Liaising with the LDMG to commence planning that mitigates the potential adverse effects of the event.
- Developing an event-specific recovery plan.
- Coordinating personal support to assist persons affected by the event who do not have resources to provide for their own personal wellbeing.
- Coordinating restoration of essential infrastructure in the area or areas affected by the event. Where possible, supporting betterment projects to invest upfront in stronger, more resilient assets.
- Coordinating restoration of the environment in areas affected by the event.
- Coordinating provision of economic support to affected business and/or industries.
- Providing support to community development activities to restore capacity and enhance resilience.
- Monitoring and reporting the progress of recovery objectives to the community and other relevant stakeholders, and
- Ensuring that ongoing needs of the community are met and continued through agency core business practices.

Council has appointed an elected Councillor as the Chair of the MRG and the Director of Community and Environmental Services as the Moreton Recovery Coordinator. Refer to the appendices for further information.

3.2.1.2 Recovery Sub-Groups

Moreton Recovery Group has four designated recovery sub-groups to assist in the management of recovery:

- Economic
- Environment (Natural Environment and Public Health)
- Human-Social
- Infrastructure (Built Environment, Roads and Transport)

Depending on the characteristics of the event, not all functions may be required to activate.

The aim of the Recovery Sub-Groups is to support the MRG to achieve its recovery outcomes.

Each Recovery Sub-Group consists of a local lead from Council, state agency representative, and key stakeholders within the relevant sector.

3.2.1.3 Recovery Advisory and Intelligence Group

Each Recovery Sub-Group can activate their Recovery Advisory and Intelligence Group to further support their function.

The Moreton Recovery Advisory and Intelligence Groups provide information and intelligence from the community to inform the planning and delivery of required recovery services.

3.3 Disaster District

Section 4A (d) of the DM Act states that “district groups and the State group should provide local governments with appropriate resources and support to help the local governments carry out disaster operations”.

The Moreton Bay LDMG works closely with the Moreton District Disaster Management Group to ensure alignment to the DM Act.

The Queensland Recovery Plan states that “*during recovery operations, a Disaster Recovery Group is encouraged to facilitate communication and information sharing within the district, and to state Functional Recovery Groups, through their FRG lead agency members. A Disaster Recovery Group may also promote council-to-council⁹ arrangements where possible to facilitate recovery operations and investigate opportunities for local government collaboration and to build resilience and recovery resource capacity. DRGs may be used to facilitate ‘regional’ leadership discussions in conjunction with regional organisations to support the State Recovery Coordinator where required*”.

⁹ Page 50, Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline

3.4 State Government

The Queensland Recovery Plan provides an understanding of the priority given to the “impacted community and the lead role of the local recovery coordinator, local recovery groups and disaster management groups in facilitating local recovery initiatives as shown in figure 3. The local groups are supported by the district disaster management group, district recovery group and the state through functional recovery groups¹⁰”.

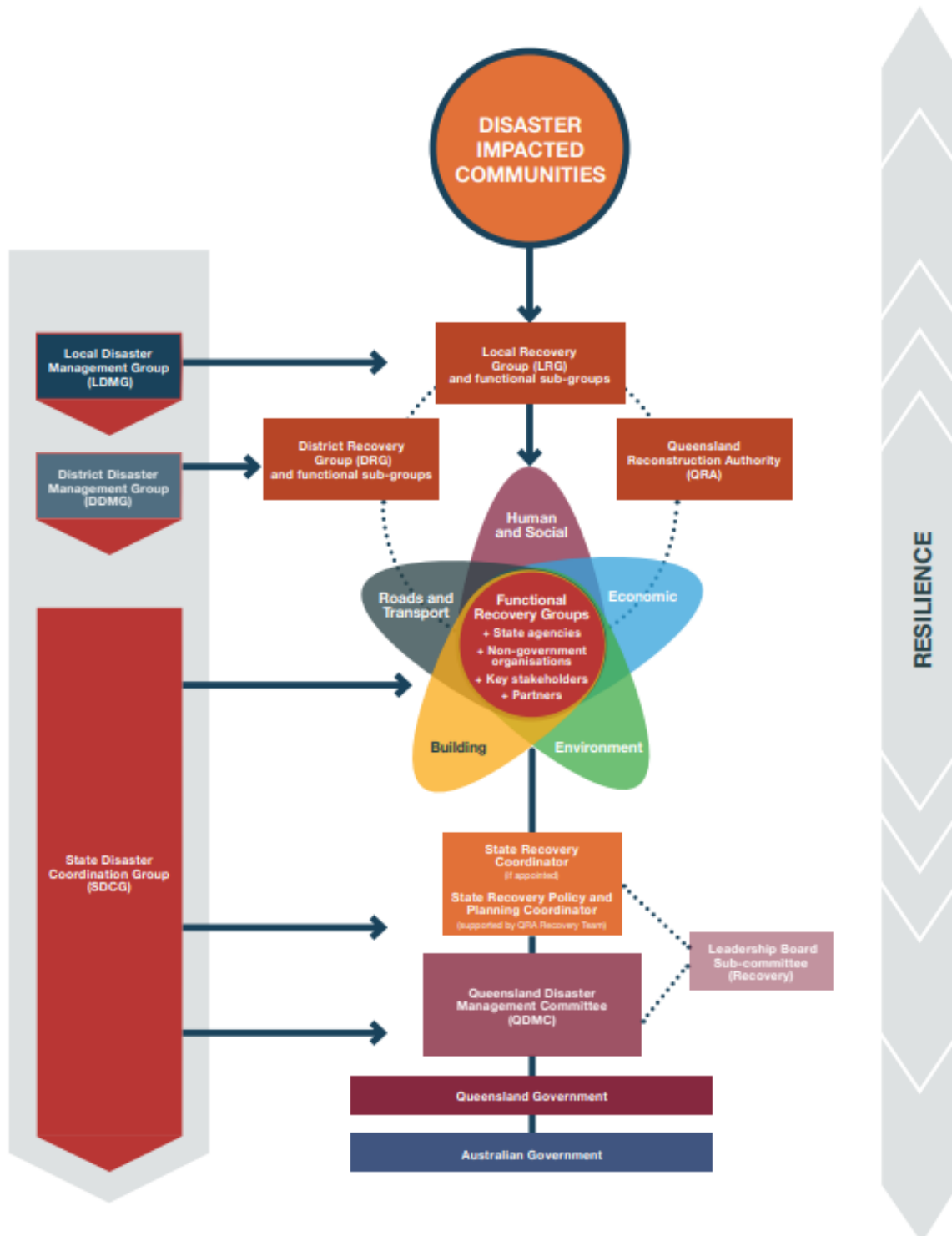


Figure 4 - Queensland's disaster recovery arrangements
 Queensland Recovery Plan pg. 14

¹⁰ [Queensland Recovery Plan](#)

3.5 Federal

The National Emergency Management Agency (NEMA) leads the Australian Government disaster and emergency management efforts, in partnership with States, Territories and the Australian community.

NEMA also manages the Australian Government Disaster Response Plan ([COMDISPLAN 2020](#))¹¹. This document highlights which States, and Territories may seek Australian Government assistance when the scale of an emergency or disaster exceeds or exhausts the jurisdiction's response capacity and capabilities, or where resources cannot be mobilised in sufficient time.

“COMDISPLAN 2020 derives its authority from the Australian Government Crisis Management Framework (AGCMF). The AGCMF outlines the arrangements enabling the Australian Government's 'all hazards' crisis management approach. This approach is a continuum of: prevention; preparedness; response; and recovery.”



¹¹ Australian Government Disaster Response Plan - COMDISPLAN 2020: <https://www.homeaffairs.gov.au/emergency/files/plan-disaster-response.pdf>

4 Recovery operations

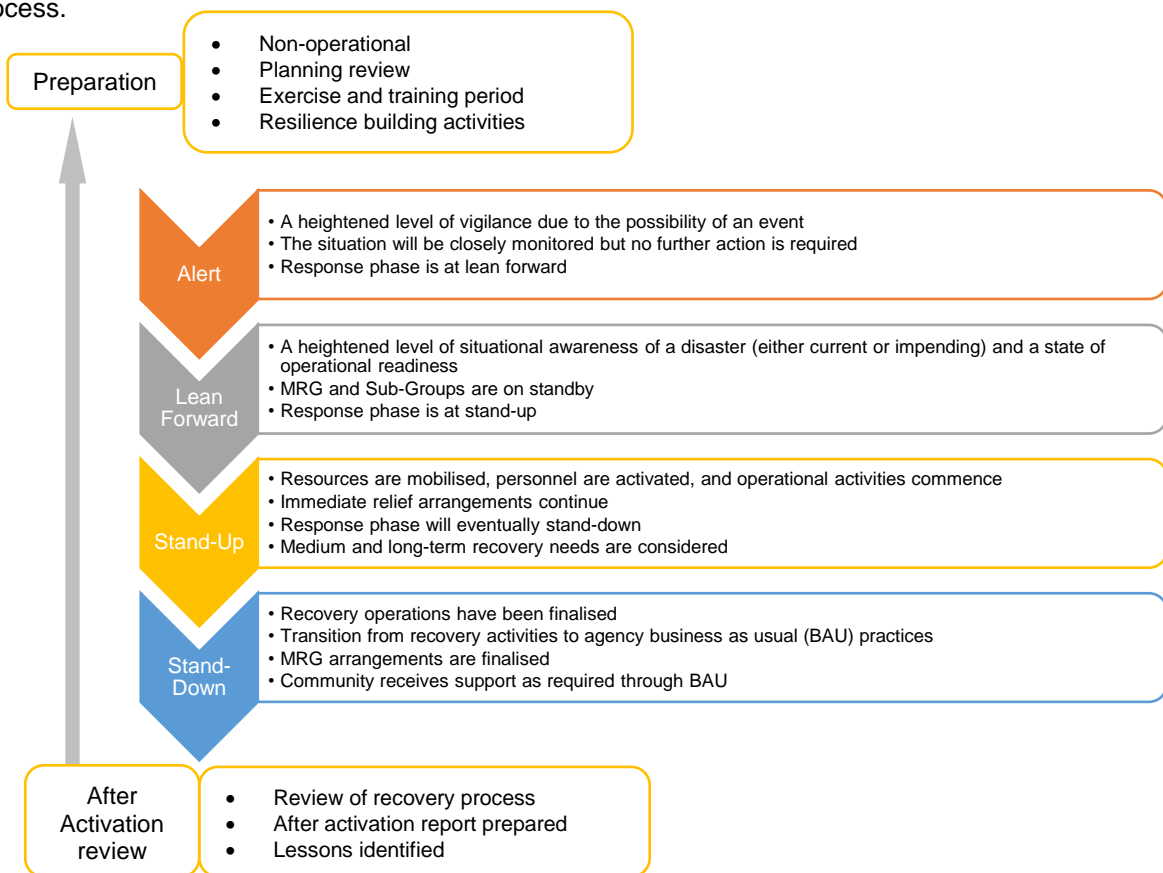
4.1 Activation

The activation of this sub-plan will be dependent on the nature, size and scale of the event.

As detailed in the Local Disaster Management Plan, Council works on four levels of activation:

- Alert
- Lean Forward
- Stand Up
- Stand Down.

The following table provides an understanding of the recovery activation and lessons management process.



It is important to note that Recovery Sub-Group members may be required to provide responses to small-scale and localised events during times when the Recovery Sub-Group has not been formally activated. This coordination between agencies and provision of recovery services would be considered part of normal agency responsibilities.

Activation may occur when:

- The LDMG is activated to provide a coordinated response to an event;
- Council has received impact assessments detailing imminent or actual recovery needs resulting from an eligible disaster event.

The Recovery Sub-Groups may also activate their Recovery Advisory and Intelligence Group to seek additional assistance.

Recovery is an integral part of responding to an event and, as shown in the following diagram, may begin at the same time as response to allow for recovery planning to commence. Local recovery arrangements may be activated to 'alert' once the response phase has reached the 'lean forward' level of activation and continue to follow the response phase through the levels of activation.

FUNCTIONS FOR LEVELS OF ACTIVATION

Timings and actions are indicative depending on the event

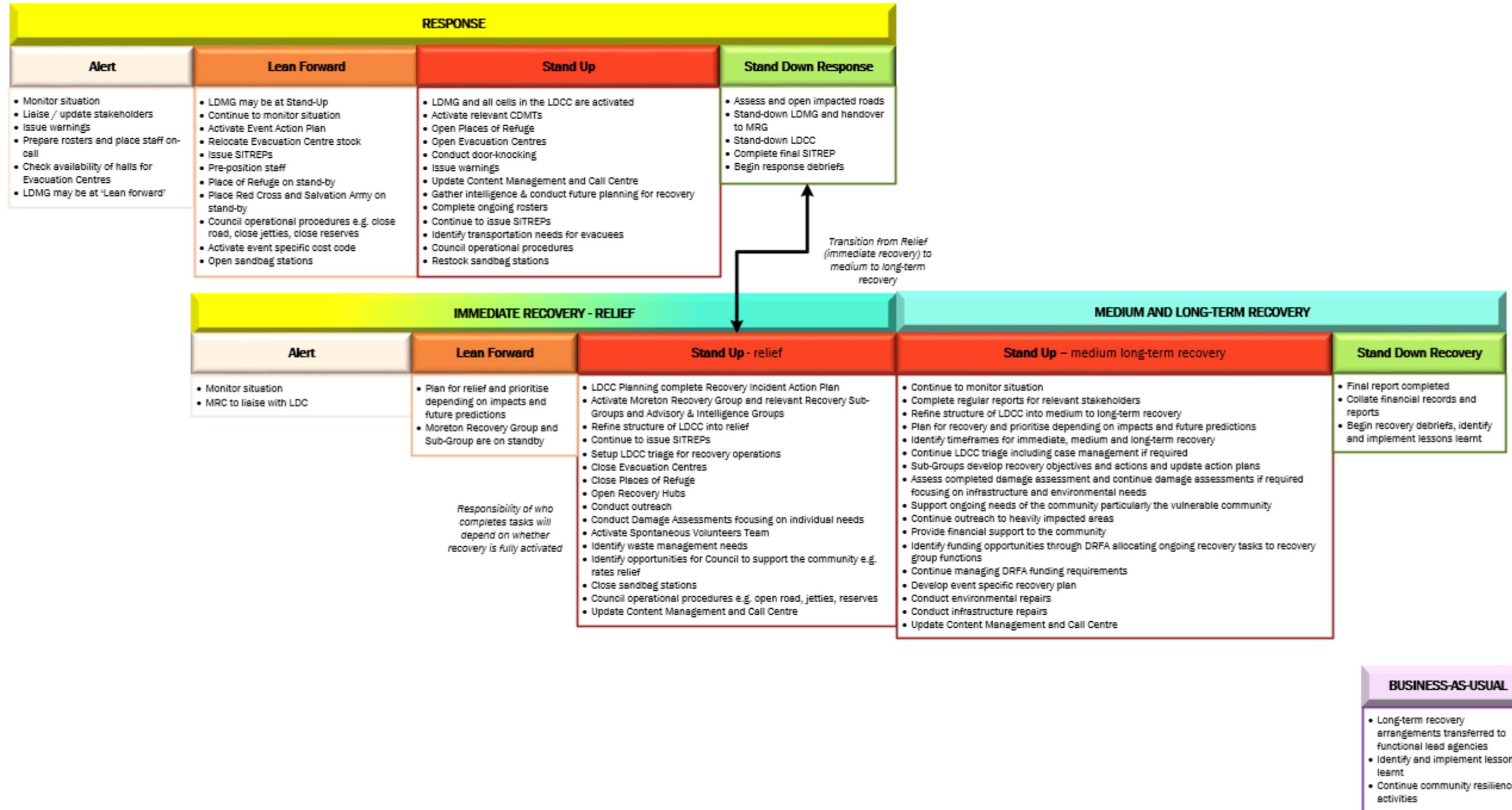


Figure 5 - Functions for Levels of activation

The recovery groups can be activated by the following:

| | |
|--|--|
| Moreton Recovery Group | <ul style="list-style-type: none"> • Chair LDMG • Chair MRG • Local Disaster Coordinator • Moreton Recovery Coordinator |
| Recovery Sub-Groups | <ul style="list-style-type: none"> • Chair LDMG • Chair MRG • Local Disaster Coordinator • Moreton Recovery Coordinator • Chair Recovery Sub-Group/s |
| Recovery Advisory & Intelligence Groups | <ul style="list-style-type: none"> • Chair LDMG • Chair MRG • Local Disaster Coordinator • Moreton Recovery Coordinator • Chair Recovery Sub-Group/s • Chair Recovery Advisory & Intelligence Groups |

4.2 Local Disaster Coordination Centre (LDCC)

Operational priorities set by the LDMG and supported by recovery groups which include members from various agencies and local community organisations, are actioned through the LDCC including overseeing recovery efforts during a disaster.

The LDCC may work in conjunction with the Recovery Sub-Groups to coordinate multi-agency recovery resources and information and, when directed, provide administrative support to activate groups such as the Moreton Recovery Group and Sub-Groups.

4.2.1 LDCC Planning Cell

Within the LDCC, the Planning Cell takes on the critical role of planning for the recovery. While other areas of the LDCC are focussed on the response phase, the Planning Cell has the responsibility for looking to the future and developing an Incident Action Plan to identify the ongoing recovery needs of the community.

The Planning Cell will also have responsibility for working with the cells within the LDCC and various response groups to ensure a smooth transition from response to relief to recovery operations.

4.2.2 LDCC Community Support Cell

The LDCC Community Support Cell plays a major role in recovery during an event and as part of their business-as-usual work in Council's Community Services, Sport and Recreation Directorate. They provide advice and management services in relation to evacuation, volunteers, isolated communities, donations and vulnerable residents.

4.2.3 Disaster Management Unit

The Disaster Management Unit will coordinate the event and complete the business as usual administrative requirements associated with delivering recovery measures until activation of the MRG. This includes review of arrangements with recovery agencies as well as working with communities to build resilience.

4.3 Additional stakeholders

Queensland Disaster Management Arrangements are based upon partnership arrangements between local, district and state governments. The arrangements enable all agencies to work collaboratively to ensure the effective coordination of planning, services, information and resources necessary for comprehensive disaster management.

A number of government agencies and non-government organisations (NGOs) support the recovery efforts before, during and following a disaster event. These organisations offer support and assistance throughout an event. MoU's are developed to outline clear expectations, agency responsibilities, agreed costs and funding arrangements.

Refer to Appendix 2 for a full list of responsible agencies and officers required throughout the recovery phase.

4.4 Reporting

The LDCC Planning Group will complete the 'Incident Action Plan' for each of the recovery sub-groups.

When activated, each of the recovery sub-groups will be required to complete a 'Recovery Action Plan'. This plan will include objectives, actions, lead and supporting agencies, timelines and status.

Prior to the meeting of the MRG, any actions requiring MRG decisions or support will be transferred to the 'MRG Decision Register' for discussion and determination.

The following diagram describes the above process:

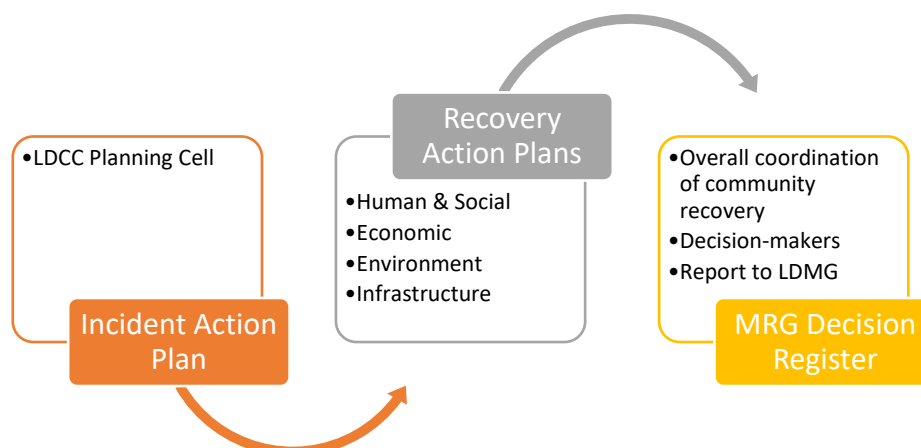


Figure 6 - Reporting

Regular review of the objectives and actions takes place throughout the recovery phase to ensure actions are relevant to the needs of the community.

As well as the above local recovery reporting, the Queensland Reconstruction Authority may request the Moreton Recovery Group complete an 'Event Specific Local Recovery Plan'.

Depending on the nature of the event, reports may be sent weekly/fortnightly/monthly to all recovery stakeholders who are activated for the disaster.

Refer Appendix 1 for a list of tools and templates.

4.5 Evaluation

Recovery needs to be dynamic and flexible to respond quickly to the needs of the community. The Moreton recovery model (plan and procedures) is evaluated biennially (every 2 years) through a recovery exercise and/or after any major events to ensure continuous improvement.

Reviews and research take place via Council surveys (both internal and external) to ensure community inclusion supporting a community-led approach to recovery activities. These surveys are then analysed to ensure future operational priorities set by the LDMG are strengthened to support the involvement of the community.

4.6 Information gathering

The collection, collation and analysis of data following the impact of the event subsequent decision-making are fundamental to identifying the needs of the community. This information is used by the recovery sub-groups to identify recovery objectives and actions to support the impacted community. As a consequence, the following sources of information have been identified as being critical to informing the recovery process:

- Damage assessments and ongoing assessments of local infrastructure and services of the affected areas(s) – conducted by LDCC Damage Assessment Team, QFES and QRA (utilising digital assessment resources).
- Information provided from the field through response operations e.g., SES, QFES, Energex etc.
- Digital data systems such as Council’s Flood Intelligence System, FloodMon.
- The Moreton Bay Community Disaster Management Program (CDMP) providing a valuable link between Council and potentially isolated communities within the region.
- Other sources such as community organisations, general population, electronic media as well as social media platforms e.g., Facebook, Twitter, Instagram.

The following diagram describes the data collection process:

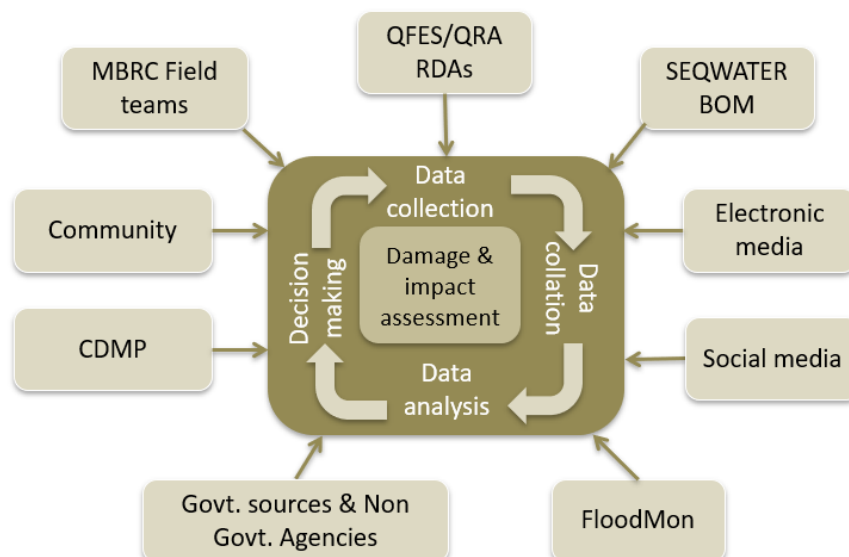


Figure 7 - Data Collection

5 Financial arrangements

Response and recovery to a disaster event can have major financial impacts on communities and local governments. The costs associated with recovering from a disaster event may be eligible to be recovered through the Disaster Recovery Funding Arrangements (DRFA) or State Disaster Relief Arrangements (SDRA).

5.1 Disaster Recovery Funding Arrangements (DRFA)

DRFA is a joint funding initiative of the Australian and State governments to provide disaster relief and recovery payments and infrastructure restoration to help communities recover from the effects of natural disasters (and terrorist attacks). In Queensland this program is managed on a whole-of-government basis by the Queensland Reconstruction Authority (QRA).

5.1.1 DRFA eligible disasters

- Bushfire
- Cyclone and storm surge
- Storm
- Earthquake
- Landslip
- Flood
- Tsunami
- Terrorist act
- Tornado
- Meteor strike

5.1.2 Definition of an eligible disaster

A natural disaster or terrorist attack for which:

- A coordinated multi-agency response was required, and
- State expenditure exceeds the Commonwealth's small disaster criterion, which is set at \$240,000 for the period 2021-22.

5.1.3 Categories

There are four (4) categories of assistance measures available under DRFA:

| Category | Measure | Activation request by | Administered by |
|----------|-------------------------------------|----------------------------------|-----------------|
| A | Counter Disaster Operations | State agency or local government | QRA |
| | Personal Hardship Assistance Scheme | DCHDE | DCHDE |

| Category | Measure | Activation request by | Administered by |
|----------|---|----------------------------------|---|
| B | Counter Disaster Operations | State agency or local government | QRA |
| | Essential Services Safety and Reconnection Scheme | DCHDE | DCHDE |
| | Reconstruction of Essential Public Assets (Including Emergency Works and Immediate Reconstruction Works) | State agency or local government | QRA |
| | Disaster Assistance (Not-for profit organisations) Loans | DCHDE | QRIDA |
| | Disaster Assistance (Small Business) Loans | DESBT | QRIDA |
| | Disaster Assistance (Primary Producers) Loans | DAF | QRIDA |
| | Disaster Assistance (Essential Working Capital) Loans Scheme for Not-for profit organisations | DCHDE | QRIDA |
| | Disaster Assistance (Essential Working Capital) Loans Scheme for Small Business | DESBT | QRIDA |
| | Disaster Assistance (Essential Working Capital) Loans Scheme for Primary producers | DAF | QRIDA |
| | Freight Subsidies for Primary producers | DAF | DAF |
| C | Community Recovery Fund | DCHDE | DCHDE |
| | Special Disaster Assistance Recovery Grants (Not-for-profit organisations) | DCHDE | QRIDA |
| | Special Disaster Assistance Recovery Grants (Small Business) | DESBT | QRIDA |
| | Special Disaster Assistance Recovery Grants (Primary Producers) | DAF | QRIDA |
| D | Category D relief measures may be made available when the community is so severely affected by an eligible disaster that - <ul style="list-style-type: none"> Additional funding is required to meet the particular circumstances of the event, and Where the gap or need for special assistance arises that is above and beyond the standard suite (Cat A and B) of the DRFA assistance. | Prime Minister and Premier | Dependent upon the type of assistance made available. |

Council applicable categories - Council may be able to apply for financial assistance via the following relief measures:

- Category A – Counter Disaster Operations
- Category B – Reconstruction of Essential Public Assets (REPA) including Immediate Reconstruction Works (IRW) and Emergency Works (EW)
- Category C – Special disaster assistance grants
- Category D - Extraordinary special assistance.

5.1.4 Activation

DRFA activation can be requested by any state agency or local government by submitting an Activation Request form to QRA via MARS or email DRFA@qra.qld.gov.au detailing the disaster situation and requesting activation of this relief measure.

5.2 State Disaster Relief Arrangements (SDRA)

SDRA is an all-hazards relief program that is 100% State funded and covers natural and non-natural disasters. The purpose of SDRA is to address personal hardship and community needs for disaster events where DRFA is unable to be activated.

SDRA relief measures for the Personal Hardship Assistance Scheme (PHAS) and Counter Disaster Operations are the same relief measures that are activated under DRFA.

SDRA is able to be activated when Department Communities, Housing and Digital Economy identifies that local service providers have reached their capacity to provide a service to people experiencing personal hardship as a direct result of the disaster event, or there are no local service providers to assist in the event of a disaster.

The Director-General Department of Premier and Cabinet (supported by QRA) is responsible for activating SDRA. QRA will coordinate the delivery of SDRA assistance measures.

5.2.1 Information sources

- [Disaster Recovery Funding Arrangements 2018 \(Australian Government\)](#)
- [Queensland Disaster Funding Guidelines \(QDFG\) 2021](#)
- [Queensland Disaster Relief and Recovery Guidelines \(QDRR\) 2018](#)



6 Post recovery

It is difficult to identify and measure the psychosocial impact of a disaster on a community. Communities and individuals recover differently depending on factors such as age, culture, geographic locations, previous impacts and existing levels of resilience. This, in turn, makes it extremely difficult for government bodies to identify a timeframe to end the recovery process and move into business-as-usual practices. Considerations post-recovery should include:

- Infrastructure and environmental projects have moved to long-term recovery with few requests from the community to repair/restore assets
- A large majority of businesses are fully functional, and the community is investing locally
- Assurance there is confidence in the way government agencies, non-government organisations and others managed the event and learnt from any challenges identified
- Ongoing clear and concise communication with the community on updates to long-term projects which are created due to the event
- Recognition of milestones e.g., five-to-ten-year anniversaries to help the community
- Regularly engage with the community to rebuild a 'sense of community' and recognise how individuals dealt with the event by being resilient. What would the individual do differently next time and how can local government help to increase resilience?
- Working in partnership with the community to plan and deliver long-term resilience building projects and programs.

7 Resilience

The Queensland Reconstruction Authority is the lead agency responsible for disaster resilience policy and has created the [Queensland Strategy for Disaster Resilience \(the Strategy\)](#)¹².

The Strategy describes resilience in the context of disaster management, as: ‘a system or community’s ability to rapidly accommodate and recover from the impacts of hazards, restore essential structures and desired functionality, and adapt to new circumstances.’

State, national and international experience has shown that the following elements contribute to a resilient organisation or community:

- Risk-informed and appropriately prepared individuals
- The capacity to adapt
- Healthy levels of community connectedness, trust and cooperation.

Communication and education are key in preparing for disaster events and being prepared can help to minimise the impacts and create a more resilient community.

7.1.1 Council’s approach to resilience

Building community resilience is a key focus for Council. Delivery of a Moreton disaster resilience model highlights the importance of a collaborative, all hazards approach to inform and support our community in times of disaster. This model forms a part of Council’s focus to deliver strategies to strengthen community resilience through improving preparedness, response and recovery.

The resilience model is achieved through community engagement and awareness programs, recognising the importance of understanding its community, being inclusive and respectful by focusing on the most appropriate tools to help a diverse, sometimes complex, audience. This includes:

- Identifying levels of community risk to vulnerable groups and increasing consultation and engagement specifically in these areas
- Inclusion of community in various projects which highlight preparedness measures for a specific audience. For example, the Disability Inclusive Disaster Risk Reduction project with Department of Communities, Housing and Digital Economy
- The Community Disaster Management Program involving residents as registered and trained Council volunteers. This is a collaborative approach to disaster management that aims to support potentially isolated communities in building safer, more resilient futures. It relies on local knowledge and expertise to identify priorities and develop mutual goals and solutions for enhanced local decision making
- Attendance at a variety of community events and meetings focusing on preparing the community and building resilience.

The following challenges are recognised as potential barriers:

- Community expectations that government will do it all
- Rigid community mindset – ‘It won’t happen to me’
- Communicating complex issues about hazard and risk – combatting misinformation (e.g., worst case versus most likely weather predictions and early warning systems)

¹² QRA, Queensland Strategy for Disaster Resilience: <https://www.qra.qld.gov.au/qsdr>

- Identifying the importance of mitigation and where this fits into resilience. Rebuilding a bridge, the same way, the same place only leads to continuing problems and a lack of confidence in the decision makers
- Prioritisation of financial and human resources within the resilience-recovery continuum, promoting the benefits for investment upfront to increase resilience
- Growing population and changing social dynamics – increased population density through development
- Recognising disaster management in local and state legislation to support prevention, preparedness, response and recovery.



8 Appendices

8.1 Appendix 1 - Tools and templates

The following documents are located in Council's document management system.

| DOCUMENT |
|--|
| Event Specific Local Recovery Plan Template |
| Duty Statements - Moreton Recovery Coordinator |
| Duty Statement - Recovery Sub-Group Chair |
| Duty Statement - Recovery Sub-Group Administration Officer |
| Moreton Recovery Group - Decision Register |
| Moreton Recovery Group - Extraordinary Meeting Template |
| Recovery Action Plan - Economic |
| Recovery Action Plan - Environmental |
| Recovery Action Plan - Human and Social |
| Recovery Action Plan - Infrastructure |
| Terms of Reference - Moreton Recovery Group |
| Terms of Reference - Recovery Sub-Groups |
| Terms of Reference - Recovery Advisory & Intelligence Groups |

8.2 Appendix 2 - Stakeholder roles and responsibilities

GOVERNMENT AGENCIES

Department of Communities, Housing and Digital Economy (DCHDE)

- Deputy Chair Human and Social Recovery Sub-Group
- Ensure agencies and partners are prepared for disaster recovery operations
- Monitor and evaluate the effectiveness of the human and social relief and recovery arrangements
- Provide information and advice to inform priorities for improvements in the Queensland human and social relief and recovery arrangements
- Promote and facilitate the exchange of good human and social recovery practice, evaluation, research and information including member organisation changes and risks
- Provide strategic oversight of recovery activations including identifying emerging issues and removing obstacles for effective human and social recovery operations
- Coordinate and/or provide state-level human and social recovery information support and resources to LDMG and District Disaster Management Groups (DDMGs), if required to enable local recovery plans and arrangements
- Provide information regarding strategies being undertaken by members to improve human and social resilience and advice regarding priorities of focus for human and social resilience
- Monitor and provide advice on current and potential public and mental health issues which may impact upon the local community/population
- Enable access to information and/or coordinated government and non- government human and social recovery services through a range of service delivery channels which may include:
 - Promotion and/or referral to local community services
 - 1800 recovery hotline (1800 173 349)
 - Grants portal
 - Multi-agency recovery hubs
 - Community Recovery Information & Referral centres
 - Case coordination of vulnerable persons
 - Outreach teams.
- Purchase extraordinary human and social recovery services where local capacity is exhausted
- Facilitate the matching and enabling of Emergency Volunteering Crew (EVCREW) registered volunteers
- Enable the matching of donated goods and offers of assistance
- Enable access to emergency and temporary accommodation assistance
- Administer SDRA and DRFA financial relief measures
- Manage the Queensland Government Community Recovery Ready Reserve

Department of Environment and Science (DES)

- Deputy Chair Environment Recovery Sub-Group
- Ensure agencies and partners are prepared for disaster recovery operations
- Identify and monitor actual and potential impacts on the environment from natural and manmade disasters and the associated recovery operations, and provide strategic advice to inform recovery efforts
- Advise the QRA on key environment recovery metrics and the status of recovery plan implementation, as determined by the State Recovery Coordinator
- Coordinate and prioritise the rehabilitation of impacted (or at risk) terrestrial, aquatic and marine ecosystems, wildlife, natural resources, cultural heritage values and built heritage places to maximise efficiency of resource allocation
- Identify, advocate and pursue cross-sector recovery solutions that will achieve multiple objectives, including reducing future impacts on the environment, through the use of natural safeguards and environmentally resilient design
- Facilitate and exchange information relevant to sustainable and resilient environmental recovery

- Support the efficient and effective planning and implementation of event- specific environment recovery activities, including:
 - Coordinate and prioritise rehabilitation of riparian and coastal land
 - Monitor and provide advice on current and potential water quality issues
 - Monitor and provide advice on other public health matters, including food safety issues, communicable diseases management and mosquito control
 - Ensure the recovery actions for mining and industry are environmentally safe
 - Support industry recovery through fee relief, temporary emissions licences and other forms of regulatory support
 - Support the expeditious repair of water and sewage infrastructure
 - Mitigate impacts of disaster-generated waste and hazardous materials released into the environment
 - Facilitate resolution of waste management issues
 - Conduct ecological assessment and recovery actions for impacted wildlife and species
 - Restore damaged infrastructure on state owned and managed land
 - Assess impacts to environmental infrastructure on private land
 - Assess event impacts on built heritage and cultural heritage sites
 - Ensure communities, Aboriginal and Torres Strait Islander people, Natural Resource Management bodies and local government are effectively engaged in the consultation and decision-making processes

Department of Energy and Public Works (DEPW)

- Ensure agencies and partners are prepared for disaster recovery operations
- Assess damage to buildings across the impacted areas to obtain information describing the extent and severity of damage and insurance losses to assist recovery efforts and monitor recovery progress
- Facilitate immediate, short-term and longer-term temporary accommodation solutions for displaced community members and incoming relief/recovery workforce
- Assess damage and coordinate the demolition, securing, clean up, repair and restoration of state-owned buildings and facilities (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
- Provide advice and 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 Councils regarding building reconstruction and recovery steps, activities and funding arrangements
- Facilitate longer-term temporary accommodation solutions for community members who have been permanently displaced from their usual accommodation and do not have the means to re-establish their own housing needs without significant assistance
- Provide information and advice to the building industry supply-chain (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

Department of State Development, Infrastructure, Local Government and Planning (DSILGP)

- Deputy Chair Economic Recovery Sub-Group
- Coordinate the economic function of recovery operations

- Monitor and assessing the impacts on key economic assets, employment issues and capacity of local businesses to operate and develop strategies to minimise the effects on individuals and businesses
- Facilitate business, industry and regional economic recovery and renewal
- Provide input into industry and business recovery plans and implementation strategies in conjunction with local government, relevant state government agencies, regional economic development organisations and industry bodies
- Facilitate financial assistance, access to funds and loans and employer subsidies and assisting with contract arrangements, where required
- Monitor the impacts on the affected area's economic viability and developing strategies to minimise the effects on individuals and businesses
- Facilitate linkages with job providers and employment agencies to source labour, re-establish supply chains and undertake joint marketing activities (as required)
- Develop a strategy to maximise use of local resources during clean up and restoration activities
- Support small to medium enterprise (e.g. referrals, business assistance, etc.)
- Identify options for improvement or adjustment from current business operations, where required
- Involve local business and industry representatives in decision making
- Ensure that the recovery plan informs broader planning and decision-making activities across government and non-government agencies
- Align economic reconstruction priorities with infrastructure development programs and activities (where possible) and ensuring recovery plan informs broader planning and decision-making activities across government and non-government agencies
- Ensure Queensland's planning system support recovery operations

Department of Transport and Main Roads (DTMR)

- Deputy Chair Infrastructure Recovery Sub-Group
- Coordinate the effective and efficient delivery of state-controlled road and transport recovery and reconstruction activities
- Engage directly with industry and the community on the recovery and reconstruction phases following the natural disaster
- Ensure agencies and partners are prepared for disaster recovery operations

Queensland Fire and Emergency Services (QFES)

- Conduct recovery training in accordance with the Queensland Disaster Management Training Framework

Queensland Health

- Leads the planning and management for public health emergencies as well as being the primary agency for biological, heatwave, pandemic and radiological hazards.
- Continuity of healthcare to the community as well as the provision of information and public health advice to partner agencies and the community. This is supported by pre-hospital response through the Queensland Ambulance Service as well as aeromedical services.
- Recovery activities are focused on medical services as well as public health (water, sanitation, food safety etc) and mental health support.

Queensland Police Service (QPS)

- Coordinate DDMG to support recovery

Queensland Reconstruction Authority (QRA)

- Lead agency for coordination and development of disaster recovery, resilience and mitigation policy in Queensland
- Functional lead agency for the Commonwealth/State funded DRFA and the Queensland funded SDRA coordination
- When directed by QDMC, lead coordination of recovery planning for specific disaster events
- Responsible for developing the state's strategic disaster recovery plans, as required, to ensure the efficient and effective coordination of recovery and reconstruction across Queensland for disasters
- Support the delivery of recovery and reconstruction projects
- Coordinate and integrate efforts and communications between and across all FRG's to achieve whole of community outcomes/activities
- Coordinate FRG reporting and monitors recovery progress
- In consultation with the SDC, coordinate the transition of response coordination to recovery coordination
- Support local governments and local recovery groups to plan and implement recovery efforts
- Provide advice and support to local, district and state groups in relation to disaster management and disaster operations
- Provide on the ground support to the SRC to assist in navigating recovery matters/issues
- Work closely with relevant state government agencies and local governments assisting with assessment, monitoring and reporting associated with recovery, including the reconstruction of essential public assets.

SUPPORTING AGENCIES

Australian Red Cross

Red Cross works with communities and stakeholders to build capacity and strength in preparing for, responding to, and recovering from disasters. Red Cross is an auxiliary to government in the humanitarian space.

Overarching Responsibilities

- Development and provision of best practice guidance and information on disaster management and recovery related practice
- Administration of the National Registration and Enquiry Service – 'Register.Find.Reunite.'
- Provision of psychosocial supports to disaster affected communities
- Delivery of recovery supports and services in Evacuation Centres, Recovery Hubs, and through outreach.

Locally Defined Responsibilities

- Support the management and operations of evacuation centres upon request from Council
- Provide psychosocial supports and psychological first aid in evacuation centres, recovery hubs, and through outreach
- Operate the Register.Find.Reunite. service under the auspices of the Queensland Police Service
- Act as a member of the Moreton Bay LDMG pursuant to the terms of reference
- Provide advice to the Moreton Bay LDMG and action reasonable requests during disaster operations, as required

GIVIT

- Coordinate receiving and distributing donated goods

Salvation Army

- Emergency catering
- Provide other support services upon request

St John Ambulance

- Act as a support agency to QLD Health and QAS
- First aid
- Triage
- Liaise with QAS for patients needing emergency medical assistance and transportation to hospital

St Vincent de Paul

- Material aid
- Personal support
- Helping families and communities affected by a major disaster to recover in the immediate and longer term
- Supply (in the short term) clothing, blankets, toiletries, toys and books
- Spiritual aid

Uniting Care (Lifeline) - *activated by the State*

- Provide psychological first aid (via staff and trained volunteers)
- Provide specialised counselling services (via qualified staff)
- Referral to other services (including Lifeline services for ongoing counselling and/or other support)
- Provide information about disaster response activities and services
- Attend to physical comfort
- Promote social engagement (e.g. enhance access to support persons such as family and significant others)
- May assist with attending to children who are separated from their parents
- Protecting from additional traumatic experiences and trauma reminders
- Giving special consideration for bereaved individuals including children and young people
- Debriefing, stabilisation of emotionally-overwhelmed evacuees
- Help evacuees to develop a personal recovery plan
- Information gathering, assessment of needs and concerns of evacuees (e.g. losses incurred as a result of the disaster and prior exposure to trauma and loss, prior psychological problems)
- Lifeline Personnel operate on rostered shifts in recovery centres or outreach teams on request from DCDS, or in evacuation centres on request from Council when Lifeline has been activated at the State level. When required a *Request for Assistance* must be completed

Watson Park Convention Centre

- Temporary accommodation

8.3 Appendix 3 - Terms of reference

8.3.1 Moreton Recovery Group Terms of Reference

Establishment

The Moreton Bay Local Disaster Management Group (LDMG) is established by the Moreton Bay Regional Council under section 29 of the DM Act 2003 (*DM Act*).

The Moreton District Disaster Management Group (DDMG) is established for the Moreton Disaster District under section 22 of DM Act 2003.

The *Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guidelines* recommends the creation of sub-groups to assist the LDMG in the delivery of effective disaster management. Accordingly, the Moreton Recovery Group (MRG) is established in accordance with these provisions.

Aim

The purpose of the MRG is to assist the LDMG to coordinate the recovery process, by:

- a) Liaising with the LDMG to commence planning that mitigates the potential adverse effects of the event;
- b) Developing an event-specific recovery plan
- c) Coordinating personal support to assist persons affected by the event who do not have resources to provide for their own personal wellbeing;
- d) Coordinating restoration of essential infrastructure in the area or areas affected by the event. Where possible, supporting betterment projects to invest upfront in stronger, more resilient assets;
- e) Coordinating restoration of the environment in areas affected by the event;
- f) Coordinating provision of economic support to affected business and/or industries;
- g) Providing support to community development activities to restore capacity and enhance resilience;
- h) Monitoring and reporting the progress of recovery objectives to the community and other relevant stakeholders; and
- i) Ensuring that ongoing needs of the community are met and continued through agency core business practices.

Structure

MRG Chair and Deputy Chair

Council has appointed Cr Matthew Constance as the Chair of the LDMG as well as the Chair of the MRG. The Chair of the MRG has the following functions:

- a) manage and coordinate the business of the MRG; and
- b) ensure, as far as practicable, that the MRG performs its functions.

The Deputy Chair of the LDMG, Cr Latter, is also the Deputy Chair of the MRG.

Moreton Recovery Coordinator (MRC)

Council has appointed the Director of Community and Environmental Services as the MRC.

The MRC, on behalf of the MRG, has the following functions:

- a) During and on completion of recovery operations, provide timely reports to the Chair of the MRG regarding delivering of recovery services, detailing activities undertaken and recommendations for improvement of recovery services for future events.
- b) Coordinate the development and implementation of effective recovery strategies for the LDMG/DDMG prior to, during and after an event for the Moreton Bay region addressing the stages of immediate, medium and long-term recovery.
- c) Work with the Recovery Sub-Group Chairs to ensure recovery strategies address all functions of recovery - economic, environment, human and social, and infrastructure.
- d) During the response phase of operations, liaise regularly with the Local Disaster Coordinator (LDC) to ensure effective recovery planning.
- e) Work with recovery agencies and the community to develop a local specific recovery plan ensuring the plan addresses all functions of recovery.

The Manager Community Services, Sport and Recreation and the Manager Cultural Services are both appointed as Deputies to the MRC and have been trained in this role. Refer to Appendix 4 of this document for the MRC Duty Statement.

Membership

Membership of the MRG includes representatives from:

- Department of Communities, Housing and Digital Economy
- Department of Environment and Science
- Department of State Development, Infrastructure, Local Government and Planning
- Department of Transport and Main Roads
- Moreton Bay Regional Council (including Chair Moreton Recovery Sub-Group, Moreton Recovery Coordinator and Chairs Recovery Sub-Groups)
- National Emergency Management Agency
- Queensland Fire and Emergency Services
- Queensland Police Service
- Queensland Reconstruction Authority

Additional agencies may be included in the MRG at the time of the event to provide agency-specific advice and services. This will be dependent on the type of disaster.

Membership of the group is on the basis of:

- a) Their ability to represent Council or their agency or organisation and commit their resources to contribute to the MRG's business; and
- b) Their expertise or experience in assisting with a comprehensive, all-hazards, all agencies approach to disaster management.

Members are identified by the MRC, Deputy MRC or recommended by their department and approved by the Chair of the MRG.

Membership of the MRG is detailed as part of the LDMG Membership Register. This register will be reviewed and updated at least half yearly, with amendments distributed through the scheduled meetings of the LDMG and via email to the MRG members.

Training

***All members will be required to complete the following training as per the Queensland Disaster Management Training Framework*

Mandatory

- Queensland Disaster Management Arrangements (QDMA)
- Recovery: Module 1 - Introduction
- Recovery: Module 2 - Working in Recovery
- Disaster Recovery Coordinator Induction (MRC & Deputy MRC only)
- Disaster Management Planning: Module 1 - Introduction (MRC & Deputy MRC only)
- Lessons Management: Module 1 - Introduction (MRC & Deputy MRC only)
- Disaster Funding Arrangements - Module 1 - Introduction (MRC & Deputy MRC only)

Optional - as the need is identified

- Business Continuity Planning: Module 1 - Introduction
- Disaster Management Planning: Module 1 - Introduction
- Emergency Risk Management: Module 1 - Introduction
- Exercise Management: Module 1 - Introduction
- Lessons Management: Module 1 - Introduction
- Community Engagement: Module 1 - Introduction
- Disaster Coordination Centre: Module 1 - Introduction
- Disaster Coordination Centre: Module 4 - Briefing and Debriefing
- Evacuation Centre Management: Module 1 - Introduction
- Evacuation Centre Management: Module 2 - Working in an Evacuation Centre
- Evacuation Centre Management: Module 3 - Managing an Evacuation Centre
- Disaster Funding Arrangements - Module 2 - Working with Disaster Funding Arrangements

Professional Development - as the need is identified

- Masterclass offerings provided periodically within the theme of Operational Leadership and Crisis Management

All members may also be required to attend disaster related exercises, workshops and forums.

Activation

The MRG may be activated when:

- The LDMG is activated to provide a coordinated response to an event
- Council has received impact assessments detailing imminent or actual recovery needs resulting from an eligible disaster event.

The MRG can be activated by the following:

- Chair LDMG
- Local Disaster Coordinator
- Chair MRG
- Moreton Recovery Coordinator

The MRG may continue once the LDMG is stood-down.

Conduct of Business

Reporting

During recovery operations, the sub-group (s) will provide status reports to the MRG as required. Status reports will include outcomes from the recovery action plans and should identify emerging issues that require further action.

The LDMG will be updated of the progress during their regular meeting.

Refer to [section 4.4](#) of the Disaster Management Recovery Plan for further information on reporting.

Meetings

In general, the MRG will meet annually (ordinary meeting) with additional meetings scheduled as required to ensure the work of the group is progressing.

During a disaster, members of the group will undertake specific roles supporting the LDMG and DDMG response and recovery efforts. Initial meetings of the MRG will take place in the 'alert' level of an activation, or as soon as practicable, to develop an event specific Recovery Plan and functional Recovery Action Plans as required. The group will also identify:

- a) Arrangements for coordinating recovery across the four functions;
- b) Potential triggers for transition;
- c) Community engagement and communication strategies;
- d) Exit arrangements; and
- e) Other operational requirements.

The MRG will meet regularly throughout recovery operations to monitor and review arrangements and plans and adjust as required. Members who are unable to attend must nominate a proxy to ensure continuity.

Notice of Meetings & Agenda

Prior to ordinary meetings a notice of meeting and meeting agenda will be provided to all members of the MRG who are located on the *LMDG Membership Register*.

Where possible, a call for agenda items will be made by the secretariat one month prior to the meeting.

One week prior to the meeting, an agenda and relevant documentation will be distributed to the members.

Presiding at Meetings

The Chair of the group will preside at all meetings of the Group. In the absence of the Chair, the following order will be adhered to:

- Deputy Chair
- Moreton Recovery Coordinator
- Deputy Moreton Recovery Coordinator

- Chair Moreton Recovery Sub-Group
- Disaster Management Unit

If all the above are absent, a chosen member who is present on the day is to preside.

Quorum

Under Section 13 of the *Disaster Management Regulations 2014*, a quorum for the LDMG is set at one half of the number of members plus 1; or if one half of its members for the time being holding office is not a whole number, the next highest whole number.

As an official sub-group of the LDMG, a meeting of the MRG must have a quorum present, when decision making is part of the business of the meeting.

Business documents

As a sub-group of the LDMG the secretariat will maintain the following documents as records of the group's meetings:

- Meeting minutes
- Action records
- Meeting papers (meeting briefs and noting briefs)
- Standard Operating Procedures

Secretariat support

The Community and Environmental Services Directorate, with the support of the Disaster Management Unit, will provide secretariat support to the group in the form of meeting coordination and necessary reporting requirements including register of contact details.

8.3.1 Recovery Sub Groups Terms of Reference

Establishment

The Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guidelines allows for the creation of sub-groups to assist the LDMG and DDMG with its business. Accordingly, the Moreton Recovery Group (MRG) who is established in accordance with these guidelines and through resolution of the LDMG and DDMG, may activate recovery sub-groups to support the functions of economic, environment, human and social and infrastructure.

The sub-groups will report directly to the MRG.

Responsibility for final decision-making rests with the MRG who have been activated to provide recovery guidance, endorsement and oversight of the event.

Additional representatives are included in the Recovery Advisory and Intelligence Groups. These representatives are identified through existing local networks within the Moreton Bay Region and assist to:

- Share information and intelligence within the Recovery Sub-Group and their sector that will strengthen service delivery and outcomes for the impacted communities.
- Promote and enable the coordination of services to support impacted communities.
- Recognise emerging issues, trends and gaps to impacted communities.

Refer to the Recovery Advisory and Intelligence Group Terms of Reference for further information.

Aim

MRG has four designated recovery sub-groups to assist in the management of recovery:

- Economic
- Environment (Natural and Public Health)
- Human-Social
- Infrastructure (Built Environment, Roads and Transport)

Depending on the characteristics of the event, not all functions may be required to activate.

The aim of the Recovery Sub-Groups is to support the MRG to achieve its recovery outcomes by:

- Mitigating the potential adverse effects of a disaster event;
- Preparing for managing the effects of a disaster event;
- Offering support during the response phase; and
- Effectively recover from a disaster event.

Each Recovery Sub-Group:

- Consists of a lead local and state agency representative as well as key stakeholders within the sector
- Can activate their Recovery Advisory and Intelligence Group to further support their function.

Structure

Chair

Council has appointed the following senior officers as the Chairs of the Recovery Sub-Groups:

- Economic - Local Business Resilience Officer
- Environmental - Manager Environmental Services
- Human and Social - Manager Community Services, Sport and Recreation
- Infrastructure - Manager Asset Maintenance

Deputy Chair

The Deputy Chair of each group Recovery Sub-Group is a senior officer from the relevant Queensland Government:

- Economic - Department State Development, Infrastructure, Local Government and Planning
- Environmental - Department Environment and Science
- Human and Social - Department Communities, Housing and Digital Economy
- Infrastructure - Department Transport and Main Roads

Membership

Membership of the sub-groups include representatives from a range of government organisations, non-government organisations and public utilities and is detailed as part of the LDMG Membership Register.

Training

***All members will be required to complete the following training as per the Queensland Disaster Management Training Framework*

Mandatory

- Queensland Disaster Management Arrangements (QDMA)
- Recovery: Module 1 - Introduction
- Recovery: Module 2 - Working in Recovery

Optional - as the need is identified

- Business Continuity Planning: Module 1 - Introduction
- Disaster Management Planning: Module 1 - Introduction
- Emergency Risk Management: Module 1 - Introduction
- Exercise Management: Module 1 - Introduction
- Lessons Management: Module 1 - Introduction
- Community Engagement: Module 1 - Introduction
- Disaster Coordination Centre: Module 1 - Introduction
- Disaster Coordination Centre: Module 4 - Briefing and Debriefing
- Evacuation Centre Management: Module 1 - Introduction
- Evacuation Centre Management: Module 2 - Working in an Evacuation Centre
- Evacuation Centre Management: Module 3 - Managing an Evacuation Centre
- Disaster Funding Arrangements - Module 2 - Working with Disaster Funding Arrangements

Professional development - as the need is identified

- Masterclass offerings provided periodically within the theme of Operational Leadership and Crisis Management

All members may also be required to attend disaster related exercises, workshops and forums.

Activation

The Recovery Sub-Groups may be activated when:

- The LDMG is activated to provide a coordinated response to an event
- Council has received impact assessments detailing imminent or actual recovery needs resulting from an eligible disaster event.

The Recovery Sub-Groups can be activated by the following:

- Chair LDMG
- Chair MRG
- Local Disaster Coordinator
- Moreton Recovery Coordinator
- Chair Recovery Sub-Group/s

Conduct of Business

Reporting

During recovery operations, the sub-group will provide status reports to the MRG as required. Status reports will include outcomes from the recovery action plans and should identify emerging issues that require further action.

The LDMG will be updated of the progress during their regular meeting.

Refer to [section 4.4](#) of the Disaster Management Recovery Plan for further information on reporting.

Meetings

In general, the Recovery Sub-Groups will meet annually (ordinary meeting) with additional meetings scheduled as required to ensure the work of the sub-group is progressing.

During a disaster, members of the sub-group will undertake specific roles to support the response and recovery efforts.

The sub-group will meet regularly throughout recovery operations to monitor and review arrangements and plans and adjust as required. Members who are unable to attend must nominate a proxy to ensure continuity.

Notice of Meetings & Agenda

Prior to ordinary meetings a notice of meeting and meeting agenda will be provided to all members of the sub-group who are located on the *LMDG Membership Register*.

Where possible, a call for agenda items will be made by the secretariat one month prior to the meeting.

One week prior to the meeting, an agenda and relevant documentation will be distributed to the members.

Presiding at Meetings

The Chair of the sub-group will preside at all meetings of the sub-group. In the absence of the Chair, the following order will be adhered to:

- Deputy Chair
- Local Council Deputy
- Disaster Management

If all the above are absent, a chosen member who is present on the day is to preside.

Quorum

A quorum for the sub-group is set at one half of the number of members plus 1.

Business documents

The secretariat will maintain the following documents as records of the meetings:

- Meeting minutes
- Action records
- Meeting papers (meeting briefs and noting briefs)

Secretariat support

Council will provide secretariat support to the sub-group in the form of meeting coordination and necessary reporting requirements including register of contact details.

8.3.1 Moreton Recovery Advisory & Intelligence Groups Terms of Reference

Establishment

The *Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guidelines* allows for the creation of sub-groups to assist the LDMG and DDMG with its business. The Moreton Recovery Group (MRG) are activated in accordance with these guidelines and may activate the Recovery Sub-Groups to manage and coordinate recovery efforts. The sub-groups may activate the Moreton Recovery Advisory & Intelligence Groups to identify impacts and ways to support the community. Each member of the Moreton Recovery Advisory and Intelligence Groups will be aligned with the relevant recovery function. This will include the functions of economic, environment, human and social or infrastructure.

The formation and composition of any Recovery Advisory and Intelligence Groups is at the discretion of the relevant Moreton Recovery Sub-Group and is dependent on the needs of the community. The Moreton Recovery Advisory and Intelligence Groups will report directly to the Moreton Recovery Sub-Group they have been aligned with i.e. economic, environment, human and social or infrastructure. Responsibility for final decision-making rests with the MRG who provide recovery guidance, endorsement and oversight of the event.

Aim

The Moreton Recovery Advisory and Intelligence Groups provide information and intelligence from the community to inform the planning and delivery of required recovery services. Understanding impacts will help the Recovery Sub-Groups to develop inclusive recovery objectives and actions specific to the region. Responsibilities include:

- Support your community before, during and after a disaster
- Recognise emerging issues, trends and gaps to impacted communities
- Share information and intelligence with the relevant Recovery Sub-Group and their sector that will strengthen service delivery and outcomes for the impacted communities
- Promote and enable the coordination of services to support impacted communities
- If required, attend extraordinary meetings during the event to assist in sharing knowledge and resources
- Identify opportunities to understand what could be improved for the next event and provide the relevant feedback to the Recovery Sub-Group.

Structure

Chair

The Chair for each Recovery Sub-Group will be a Moreton Bay Regional Council officer.

Membership

Representatives are identified through existing local networks within the Moreton Bay Region.

Training

***All members will be required to complete the following training as per the Queensland Disaster Management Training Framework:*

Mandatory

- Queensland Disaster Management Arrangements (QDMA)
- Recovery: Module 1 - Introduction
- Recovery: Module 2 - Working in Recovery

All members may also be requested to attend disaster related exercises, workshops and forums.

Activation

The Recovery Advisory and Intelligence Groups may be activated when:

- The LDMG is activated to provide a coordinated response to an event
- Council has received impact assessments detailing imminent or actual recovery needs resulting from an eligible disaster event.

The Recovery Advisory and Intelligence Groups can be activated by the following:

- Chair LDMG
- Chair MRG
- Local Disaster Coordinator
- Moreton Recovery Coordinator
- Chair Recovery Sub-Group/s
- Chair Recovery Advisory & Intelligence Groups

Conduct of Business

Reporting

During recovery operations, the sub-group will provide status reports to the MRG as required. Status reports will include outcomes from the recovery action plans and should identify emerging issues that require further action.

Any members who are activated from the Moreton Recovery Advisory and Intelligence Groups will receive a copy of the status reports.

The LDMG will be updated of the progress during their regular meeting.

Meetings

The Moreton Recovery Advisory and Intelligence Groups will meet annually (ordinary meeting).

During a disaster, the group may meet regularly throughout recovery operations to monitor and review arrangements.

Members who are unable to attend must nominate a proxy to ensure continuity.

Notice of Meetings & Agenda

Prior to ordinary meetings a notice of meeting and meeting agenda will be provided to all members of the Moreton Recovery Advisory and Intelligence Groups.

Where possible, a call for agenda items will be made by the secretariat one month prior to the meeting.

One week prior to the meeting, an agenda and relevant documentation will be distributed to the members.

Presiding at Meetings

The Chair of the group will preside at all meetings of the Moreton Recovery Advisory and Intelligence Groups. In the absence of the Chair, a chosen member who is present on the day is to preside.

Quorum

A quorum for the sub-group is set at one half of the number of members plus 1.

Business documents

The secretariat will maintain the following documents as records of the meetings:

- Meeting minutes
- Action records
- Meeting papers (meeting briefs and noting briefs)

Secretariat support

Council will provide secretariat support to the group in the form of meeting coordination and necessary reporting requirements including register of contact details.

8.4 Appendix 4 – Duty Statements

8.4.1 Moreton Recovery Coordinator

8.4.1.1 Introduction and authority

The Disaster Management Act 2003 (DM Act) prescribes a range of responsibilities for local government in the management of disaster events in their area of responsibility. One of these responsibilities is “the taking of appropriate measures to recover from an event, including 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.”¹³

- One of the key strategies in the DM Act to ensure an effective recovery process, is the appointment of a recovery group under the leadership of a Local Recovery Coordinator (LRC).
- Section 5 of the *Queensland Recovery Plan* outlines the role of an LRC.
- In the Moreton Bay Region, the position of LRC is designated as the Moreton Recovery Coordinator (MRC).

The following duty statement applies to the position of MRC.

8.4.1.2 Appointment

- Council has appointed the Director Community and Environmental Services, Moreton Bay Regional Council, as the MRC on a permanent basis.
- Where possible and in accordance with the *Queensland Recovery Plan*, the person appointed as the MRC should not be the same person appointed as the Local Disaster Coordinator (LDC).
- When the MRC is appointed, the Chair of the Local Disaster Management Group (LDMG) must advise all LDMG members.
- The Manager Community Services, Sport and Recreation and the Manager Cultural Services is appointed as the Deputy MRC and is trained in the role.

8.4.1.3 Function

The MRC, or delegate, will:

- Coordinate the development and implementation of effective recovery strategies prior to, during and after an event for the Moreton Bay Region addressing the stages of immediate, medium and long-term recovery
- Liaise regularly with the LDC during response operations to ensure effective recovery planning
- During and on completion of recovery operations, provide timely reports to the LDMG regarding delivering of recovery services, detailing activities undertaken and recommendations for improvement of recovery services for future events
- Work with identified recovery agencies and the community to develop a local specific recovery plan ensuring the plan addresses all relevant functional areas of recovery – human and social, economic, environment and infrastructure
- Provide advice to the state government on the needs and responses of the affected individuals, communities and other sectors.

¹³ Section 4A(a)(iv) Disaster Management Act 2003

8.4.1.4 Delegation

The MRC may delegate the coordinator's functions to a trained deputy MRC.

8.4.1.5 Training

The MRC (and Deputies) will be required to complete the following training as per the *Queensland Disaster Management Training Framework*:

| | |
|--|---|
| <p>Mandatory</p> | <ul style="list-style-type: none"> • Queensland Disaster Management Arrangements (QDMA) • Recovery: Module 1 - Introduction • Recovery: Module 2 - Working in Recovery • Disaster Recovery Coordinator Induction • Disaster Management Planning: Module 1 - Introduction • Lessons Management: Module 1 - Introduction • Disaster Funding Arrangements - Module 1 - Introduction |
| <p>Optional <i>(as the need is identified)</i></p> | <ul style="list-style-type: none"> • Business Continuity Planning: Module 1 - Introduction • Disaster Management Planning: Module 1 - Introduction • Emergency Risk Management: Module 1 - Introduction • Exercise Management: Module 1 - Introduction • Lessons Management: Module 1 - Introduction • Community Engagement: Module 1 - Introduction • Disaster Coordination Centre: Module 1 - Introduction • Disaster Coordination Centre: Module 4 - Briefing and Debriefing • Evacuation Centre Management: Module 1 - Introduction • Evacuation Centre Management: Module 2 - Working in an Evacuation Centre • Evacuation Centre Management: Module 3 - Managing an Evacuation Centre • Disaster Funding Arrangements - Module 2 - Working with Disaster Funding Arrangements |
| <p>Professional Development (as the need is identified)</p> | <ul style="list-style-type: none"> • Masterclass offerings provided periodically within the theme of Operational Leadership and Crisis Management <p>The MRC may also be required to attend disaster related exercises, workshops and forums.</p> |

8.4.2 Recovery Sub-Group Chair

8.4.2.1 Introduction and authority

The *Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guidelines* allows for the creation of sub-groups to assist the Local Disaster Management Group (LDMG) and District Disaster Management Group (DDMG) with its business. Accordingly, the Moreton Recovery Group (MRG) who is established in accordance with these guidelines and through resolution of the LDMG and DDMG, may activate Recovery Sub-Groups to support the functions of economic, environment, human and social and infrastructure.

An Advisory and Intelligence Group may also be activated under the direction of the Recovery Sub-Group to assist in identifying impacts and ways to support the community.

A Chair has been assigned to each Recovery Sub-Group to coordinate and manage their relevant sub-group.

The following duty statement applies to the position of Recovery Sub-Group Chair.

8.4.2.2 Appointment

- Four council officers have been appointed as Chair of each of the Recovery Sub-Groups
- A Queensland Government representative is appointed as Deputy Chair
- Each Chair will also have a local deputy to assist in their absence and a Recovery Sub-Group Administration Officer to support the administrative processes for the group.

8.4.2.3 Function

The Recovery Sub-Group Chair, or delegate, will:

- Coordinate the development and implementation of effective recovery strategies relevant to their recovery function prior to, during and after an event for the Moreton Bay Region addressing the stages of immediate, medium and long-term recovery
- Liaise regularly with the Moreton Recovery Coordinator (MRC) during recovery operations
- During and on completion of recovery operations, provide timely reports to the MRG regarding delivering of recovery services, detailing activities undertaken and recommendations for improvement of recovery services for future events
- Work with recovery agencies within their Recovery Sub-Group to develop objectives and actions
- Where required, activate the Moreton Recovery Advisory and Intelligence Group to assist in identifying impacts and supporting the community.

8.4.2.4 Delegation

The Recovery Sub-Group Chair may delegate the Chair's functions to the Deputy Chair or their local deputy.

8.4.2.5 Training

The Recovery Sub-Group Chair (and Deputies) will be required to complete the following training as per the *Queensland Disaster Management Training Framework*:

| | |
|--|---|
| <p>Mandatory</p> | <ul style="list-style-type: none"> • Queensland Disaster Management Arrangements (QDMA) • Recovery: Module 1 - Introduction • Recovery: Module 2 - Working in Recovery • Disaster Recovery Coordinator Induction • Disaster Management Planning: Module 1 - Introduction • Lessons Management: Module 1 - Introduction • Disaster Funding Arrangements - Module 1 - Introduction |
| <p>Optional <i>(as the need is identified)</i></p> | <ul style="list-style-type: none"> • Business Continuity Planning: Module 1 - Introduction • Disaster Management Planning: Module 1 - Introduction • Emergency Risk Management: Module 1 - Introduction • Exercise Management: Module 1 - Introduction • Lessons Management: Module 1 - Introduction • Community Engagement: Module 1 - Introduction • Disaster Coordination Centre: Module 1 - Introduction • Disaster Coordination Centre: Module 4 - Briefing and Debriefing • Evacuation Centre Management: Module 1 - Introduction • Evacuation Centre Management: Module 2 - Working in an Evacuation Centre • Evacuation Centre Management: Module 3 - Managing an Evacuation Centre • Disaster Funding Arrangements - Module 2 - Working with Disaster Funding Arrangements |
| <p>Professional Development (as the need is identified)</p> | <ul style="list-style-type: none"> • Masterclass offerings provided periodically within the theme of Operational Leadership and Crisis Management <p>The Recovery Sub-Group Chair may also be required to attend disaster related exercises, workshops and forums.</p> |

8.4.3 Recovery Administration Officer

8.4.3.1 Introduction and authority

The *Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guidelines* allows for the creation of sub-groups to assist the Local Disaster Management Group (LDMG) and District Disaster Management Group (DDMG) with its business. Accordingly, the Moreton Recovery Group (MRG) who is established in accordance with these guidelines and through resolution of the LDMG and DDMG, may activate Recovery Sub-Groups to support the functions of economic, environment, human and social and infrastructure.

An Advisory and Intelligence Group may also be activated under the direction of the Recovery Sub-Group to assist in identifying impacts and ways to support the community.

Council will provide Administration Officers to act as the secretariat to the MRG and each of the functions of recovery.

The following duty statement applies to the position of Recovery Administration Officer.

8.4.3.2 Appointment

- One council officer has been appointed as the Secretariat to the MRG and four council officers have been appointed as Administration Officers for each Recovery Sub-Group.
- The function will typically align with the officer's business-as-usual role.

8.4.3.3 Direction

- The Recovery Administration Officers will be managed in accordance with their business-as-usual role.
- During recovery operations the MRG Secretariat will receive guidance and direction from the Moreton Recovery Coordinator (and/or Deputies) and the Recovery Sub-Group Administration Officers will receive guidance and direction from the Recovery Sub-Group Chair.
- As some of the duties will transfer from response to recovery the officers may also receive direction from the Disaster Resilience and Recovery Coordinator in Council's Disaster Management Unit.

8.4.3.4 Function

The Recovery Administration Officers, or delegate, will:

- Provide secretariat support for the specific recovery function, including:
 - Organise meetings
 - Take minutes
 - Manage incoming and outgoing correspondence for the group.
- Complete recovery templates, including:
 - Decision Register
 - Recovery Action Plans
 - Impact Statements
- Record all actions undertaken within the Recovery Action Plan
- Maintain situational awareness of the developing operational environment
- Provide regular updates as required

- Provide practical administrative assistance and basic support.

8.4.3.5 Delegation

The Recovery Administration Officer may delegate their functions to a suitably appropriate Council representative.

8.4.3.6 Training

The Recovery Administration Officer will be required to complete the following training as per the *Queensland Disaster Management Training Framework*:

| | |
|---|---|
| Mandatory | <ul style="list-style-type: none"> • Queensland Disaster Management Arrangements (QDMA) • Recovery: Module 1 - Introduction • Recovery: Module 2 - Working in Recovery |
| Optional <i>(as the need is identified)</i> | <ul style="list-style-type: none"> • Business Continuity Planning: Module 1 - Introduction • Disaster Management Planning: Module 1 - Introduction • Emergency Risk Management: Module 1 - Introduction • Exercise Management: Module 1 - Introduction • Lessons Management: Module 1 - Introduction • Community Engagement: Module 1 - Introduction • Disaster Funding Arrangements - Module 1 - Introduction |
| Professional Development (as the need is identified) | <ul style="list-style-type: none"> • Specific Administration Support officer training relevant to this role • Provide First Aid • Provide cardiopulmonary resuscitation <p>The Recovery Administration Officer may also be required to attend disaster related exercises, workshops and forums.</p> |

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For more information on our new Corporate Plan and Pillars
scan the QR code or visit moretonbay.qld.gov.au