

## Policy and Procedure Register updates – Summary of changes to:

Continuity, disaster and emergency management policy

Business continuity management procedure

Managing offers of assistance in disaster events procedure

### 1. Reason for updated policy and procedure and new procedure

- Change to legislation/delegations  Audit/review recommendation  Due for review  
 Change of policy/procedure requirements  Other

Following the department's internal review of its response to the COVID-19 event, policy instruments relating to business continuity management and disaster and emergency management have been refreshed to be adaptable and scalable for scenarios from short, localised events to prolonged, statewide events.

### 2. Summary of changes

The [Continuity, disaster and emergency management policy](#) (the policy) and framework outline the department's approach across prevention, preparedness, response and recovery for disruptive events using both Business Continuity Management and Disaster and Emergency Management approaches. The policy and framework have been extended to cater for events requiring additional capabilities, such as pandemics and other hazards.

The [Business continuity management procedure](#) (BCM procedure) sets out processes for identifying and planning for the continuation and resumption of business activities needed to manage the impacts of disruptive events to continue service delivery. It streamlines processes to ensure fit-for-purpose planning and promotes agility in response to address variation in the nature, scale, impact and duration of different disruptive events.

The [Managing offers of assistance in disaster events procedure](#) (MOoA procedure) is a new procedure that has been developed to assist responsible officers in schools, regions and the department, to manage offers of assistance received during or following a disaster event, and is a requirement within the policy. The MOoA procedure requires that financial (cash) and volunteering offers be referred to an appropriate external agency and provides criteria that must be considered in decisions to locally manage offers of goods and/or services.

Offers of assistance in disaster events have previously been managed in line with the Donations and bequests procedure and impacts to roles and responsibilities outlined below are considered in relation to this procedure.

### 3. Impacts to roles and responsibilities

1.1 Does the new/updated content change staff roles/responsibilities *in any way*?  Yes  No

1.2 If yes, select the type of change (select all that apply):

- Revised responsibilities  New/additional responsibilities  Removed responsibilities

Position title	Summary of change	Page #
BCP plan owners (DDGs and RDs)	Are to ensure business impact assessments are conducted every two years (from annually) unless required earlier.	P2, BCM procedure

Managers and Directors (in all regions and divisions)	Are required to contribute to the business impact assessment to identify critical business functions.	P2, BCM procedure
Continuity and Disaster Management Committee	The group is required to provide oversight, and monitor and improve the department's capability to prevent, prepare, respond to and recover from disruptive events to ensure business continuity.	P2, BCM procedure
BCP leads (minimum level Manager)	Have increased flexibility in undertaking business continuity planning, according to needs of the critical business function.	P2, BCM procedure
Principals	Are required to undertake continuity of learning planning (as stated in current School Emergency Response Plan).	P3, BCM procedure
All responsible officers in schools, regions and business areas	Must communicate with offerors.	P2, MOoA procedure
	(Principals) Are not required to bank funds as financial (cash) offers must be referred under this procedure.	P4, MOoA procedure
	(Principals) Are not required to record and account for assets due to the low value of assets that can be accepted under this procedure.	P4, MOoA procedure
	Must record all offers and decisions, and for accepted offers, gain written confirmation that no costs are associated with the offer.	P5, MOoA procedure

#### 4. Communication and support for implementation

A communication plan has been developed to support the promotion and implementation of the new policy instruments to schools, regions and central office employees.

Additional guidelines and tools have been developed to support implementation of the policy. This includes regional risk-based planning activities to assist in understanding and reducing risks associated with hazards. The BCM procedure is supported by a Business impact assessment and planning tool and associated user guideline as well as a Testing business continuity plans factsheet. Communications and information sessions for users will be provided to ensure effective use of materials aligned with the BCM procedure.

The Managing offers of assistance in disaster events procedure is supported by a flowchart, communication guideline and Record of offers of assistance.

#### For further assistance, please contact:

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