

QRA - Local Resilience Action Plan (LRAP) – Quick Reference Guide

Overview

Local Resilience Action Plans, known as LRAP's, are an essential tool that will help councils identify and prioritise and deliver targeted resilience projects, which focus on building long term community resilience, reducing disaster risk, support recovery and aligning with the Queensland Strategy for Disaster Resilience (QSDR) and other key frameworks.

LRAPs provide visibility to QRA of council's projects to help us develop future funding opportunities. For example, the \$95 million Crucial Access Links program was shaped by the priorities identified through council LRAPs.

This guide outlines the key components of the LRAP document, including column descriptions, dropdown options, and tips for completing the plan effectively.

LRAP Key benefits:

- Prioritisation of key resilience projects - LRAPs help councils identify and prioritise critical projects that strengthen resilience and reduce future risks, ensuring resources are directed toward the highest-impact action.
- Access to targeted funding - Councils with an up-to-date LRAP can leverage their plan to access specific funding opportunities, such as the Crucial Access Links program, which focuses on resilience-building projects.
- Alignment with state and national strategies - LRAPs ensure that local efforts are in line with broader state and national resilience frameworks, fostering coordination and support across all levels of government.
- Regular review and updating - It is beneficial for councils to regularly review and update their LRAPs to ensure they reflect current priorities and evolving local risks. The RRO team is available to assist councils with this process.
- Complementing risk reduction measures - LRAPs support the implementation of risk reduction measures identified through QRA's Queensland Disaster Risk Management (QDRM) tool, bridging strategic risk assessments with actionable projects.

LRAP Responsibilities

The LRAPs are QRA documents and will be stored within QRA; however, the information and data contained within them belong to the council. It is the council's responsibility to ensure the information and data in the LRAP are kept up to date and remain relevant. If the council makes any amendments, they must provide an updated version to QRA once the changes have been endorsed.

Both the council and the RRO can make changes to the LRAP. Once the council has confirmed the changes and provided all relevant information, it is then the RRO's responsibility to verify the details to ensure accuracy.

Councils are encouraged to work towards completing and endorsing their Local Resilience Action Plans (LRAPs) by June 2026. This timeline ensures alignment with future funding opportunities and provides sufficient time for thorough planning, stakeholder engagement and prioritisation of resilience projects. Early preparation and endorsement will position councils to effectively address community needs and contribute to regional disaster risk reduction strategies.

Your RROs are your primary point of contact for all matters related to LRAPs, RLO's can provide advice and support on infrastructure related projects.

Steps to completing an LRAP

Step 1: Prepare the necessary information

Before starting, gather all relevant project details, including:

- project descriptions, objectives and outcomes
- current funding status and sources
- estimated costs and priority rankings
- relevant hazards, focus areas and QSDR objectives
- contact details for the accountable officer.

Ensure you have access to any supporting documents, such as council strategies, risk assessments, or community consultation reports.

Step 2: Complete each LRAP column – note that these CANNOT be changed

1. Action ID

- a. “Unique identifier” is QRA and council’s internal identifier for each potential project.
- b. The convention used to assign these identifiers is:
[Council abbreviation].[Line of resilience] [Number in sequence for that particular line of resilience] –
 Examples below for each line of resilience:
 - i. Human and Social – *GRC.HS01, GRC.HS02, etc*
 - ii. Economic – *GRC.EC01, GRC.EC02, etc*
 - iii. Environment – *GRC.EN01, GRC.EN02, etc*
 - iv. Built – *GRC.BU01, GRC.BU02, etc*
 - v. Roads and Transport – *GRC.RT01, GRC.RT02, etc*
- c. Once you have used a unique identifier (action ID) you cannot change this once assigned to a project as this is essential for tracking projects within the QRA environment.

2. Line of resilience

- a. This is a drop-down option, please select from the five lines, only one can be selected.
 Ensure you select the one that most aligns with the project:
 - i. Human and Social
 - ii. Economic
 - iii. Environmental
 - iv. Built
 - v. Roads and Transport

3. Resilience project funding status *(Current status of the project)*

- a. Drop down selection, indicate the current funding status to date of the project:
 - i. Proposed
 - ii. QRA funded
 - iii. Partially QRA funded
 - iv. Non-QRA funded
 - v. Complete – QRA administrated funding
 - vi. Complete – Non-QRA administrated funding
 - vii. Removed
- b. Only one option should be selected for this, if however, it falls under two options, please use the *additional information* column. Note, keep it short and to the point.
- c. If a project or line item needs to be removed, update the relevant section by marking it as “Removed.” Do not delete projects from the LRAP, as they are required for reporting purposes.

4. Resilience project funding source (*Funding source*)

- a. Identify the funding source if the project is funded, select one from the drop down:
 - i. DRFA
 - ii. DRF
 - iii. QRRRP
 - iv. Efficiencies Programs
 - v. QRA- other
 - vi. Non- QRA
 - vii. Nil
- b. If the funding source is not yet secured, you will need to use "Nil"

5. Resilience project title (*Title of Project*)

- a. Provide a concise and descriptive title for the project.
- b. Use a title that clearly reflects the project's purpose (e.g., "Town stormwater upgrade for Thargomindah").

6. Resilience project description/scope (*Description of project*)

- a. Write a high-level description (1–2 paragraphs) outlining the project's purpose, scope, and key activities/deliverables.
- b. Focus on the "what," "why," and "how" of the project.

7. Resilience project outcomes

- a. List the potential resilience outcomes and benefits (e.g., reduced flood risk, improved emergency response).
- b. Be specific about the measurable benefits the project will deliver.

8. Current project phase

- a. Select the current phase of the project from the dropdown options:
 - i. Pre-concept/Feasibility study
 - ii. Design
 - iii. Delivery ready
 - iv. In delivery
 - v. Complete
- b. If the project is in multiple phases, select the primary phase and clarify in "Additional Information." If a project consists of multiple phases, each subsequent phase must be entered as a separate line item with a new unique identifier (Action ID). Ensure there is a clear linkage to the main or initial project to maintain consistency and traceability.

9. Project focus area

- a. Choose the most relevant focus area for the project from the dropdown menu.
Note: The dropdown options for "Project Focus Area" will change depending on the "Line of Resilience" selected in Step 2. For example:
 - If "Human and Social" is selected, the focus areas might include "Community Members," "Community Visitors," or "Education."
 - If "Roads and Transport" is selected, the focus areas might include "Roads - Highways" or "Bridges."

10. Hazard addressed (*Disaster*)

- a. Select the primary hazard the project addresses in accordance with the Queensland State Disaster Risk Report (SDRR), select from the provided drop-down options:
 - i. Tropical Cyclone
 - ii. Flooding
 - iii. Severe Thunderstorm
 - iv. Heatwave
 - v. Bushfire
 - vi. Earthquake
 - vii. Tsunami
 - viii. Pandemic
 - ix. Biosecurity Emergency
- b. If the project addresses multiple hazards, select the one most closely aligned and note others in "Additional Information."

11. Primary QSDR objective linkage

- a. Link the project to one of the four Queensland Strategy for Disaster Resilience (QSDR) objectives. There are four (4) options in the drop-down selection.
- b. Refer to the QSDR framework for guidance on selecting the most relevant objective.

12. Estimated project cost

- a. Provide a rounded cost estimate (whole number only), including project management and contingency costs.
- b. Use reliable data and ensure the estimate is realistic.
Important Note: Should a project be selected for potential funding, QRA will work with Council to validate the estimated project cost.

13. Priority

- a. Rank the project's priority, starting with "1" as the highest priority.
- b. Use a consistent methodology to determine rankings (e.g., based on risk reduction, community impact).
Important note: Councils must decide their priorities based on what is most important to them. Projects should focus on resilience and risk reduction across the five (5) lines of Resilience, both in a community capacity and infrastructure functionality. Resilience funding will be targeted towards projects that build a community's ability to prepare, recover and improve long-term resilience. Business-as-usual projects and core council business should not be included in the LRAP. Potential projects should include those that go beyond the council's standard operations or exceed council's current capacity.

14. Project responsibility

- a. Identify the "owner" of the project, which could be the council, a state agency, or another organisation responsible for overseeing and managing the project. Ensure the identified owner is aware of their accountability for the project. If not Council, please include further detail in the Additional Information section. Select from the drop-down options provided:
 - i. Council
 - ii. State agency
 - iii. Other

15. Project origin

- a. Describe how the project was originally identified, select from the drop-down options provided,
 - i. Unfunded via previous funding
 - ii. Original LRAP
 - iii. Council-identified Priority
 - iv. Event Specific Local Recovery and Resilience Plan
 - v. Queensland Disaster Risk Mitigation (QDRM) tool
 - vi. REDI Map
 - vii. Other – if selected please add a comment into the “Additional comments” field

16. Accountable officer (Internal)

- a. Name of the internal project owner responsible for the project if funded, within department/Council
- b. Ensure the officer’s details are up to date.
 - i. Name of the officer and position title

17. Additional information

- a. Use this free-text field to add any additional context or comments. Keep the information clear and relevant to the line item.