

Disaster Recovery Procurement Toolkit

Helping communities prepare,
respond, and recover from disasters



Acknowledgements



Brett Fraser, Group CEO

“At Peak Services, we’re proud to support Queensland councils through every stage of disaster management. This initiative reflects our commitment to enabling stronger, more resilient communities through responsive and well-prepared local government.”



Glen Duff, General Manager - Local Buy

“Building resilience across Queensland’s communities starts with strong partnerships and practical solutions. Through Local Buy’s Disaster Recovery Toolkit, we’re enabling councils to act swiftly and confidently in times of crisis – supporting recovery, continuity, and long-term strength across the local government sector.”

Queensland Reconstruction Authority

“The Queensland Reconstruction Authority (QRA) acknowledges the importance of robust procurement processes in supporting disaster response and recovery efforts across Queensland. In collaboration with Local Buy, QRA has worked to share insights and expertise to assist in the development of a prequalified supplier network that aligns with the needs of councils during all phases of disaster management.

This initiative reflects a shared commitment to strengthening Queensland’s disaster resilience by ensuring councils have access to a network of suppliers capable of delivering critical goods and services efficiently. By streamlining procurement processes, Local Buy’s efforts contribute to enhancing the capacity of local governments to respond to and recover from disasters effectively.”

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Local Buy Arrangements:

Supporting councils in disaster preparedness, response, and recovery.

At Local Buy, we understand the vital role councils play in protecting and rebuilding communities during times of crisis. Whether responding to a disaster or managing recovery efforts, councils need procurement solutions that are reliable, efficient, and compliant – enabling swift and effective action.

In response to requests from councils to streamline disaster recovery activities, we've developed the Local Buy Disaster Recovery Procurement Toolkit, and a dedicated Disaster Management & Recovery Arrangement in collaboration with the Queensland Reconstruction Authority (QRA), the Local Government Association of Queensland (LGAQ), councils, and industry partners.

These resources are designed to simplify access to trusted suppliers, services, and procurement frameworks – empowering councils and government organisations to act swiftly, confidently, and compliantly when it matters most.



Local Buy Arrangements now provide access to over 4,500 pre-qualified suppliers through:

- A dedicated Disaster Management & Recovery Arrangement, supporting coordination and service delivery across all phases: plan, prepare, response, and recovery.
- More than 50 additional Arrangements, featuring local, regional, and state-wide suppliers across key categories, ready to assist.

Established by the LGAQ in 2001 to help councils streamline procurement, Local Buy is committed to supporting you - not just in times of need, but every day - with tailored, transparent, and resilient procurement solutions.

We value your continued trust in Local Buy and encourage you to explore the Disaster Recovery Procurement Toolkit as a key component of your Business Continuity Plan and disaster recovery strategy.

If we can assist in any way, please don't hesitate to reach out.

Glen Duff, General Manager



Disaster Management & Recovery LB505 – Preferred Supplier Arrangement (PSA) Overview

This Arrangement provides councils across Queensland and the Northern Territory, as well as other eligible buyers, with streamlined access to specialist disaster management and recovery services throughout all phases of a natural disaster.

Purpose and Scope

The Local Buy Disaster Management & Recovery Arrangement is designed to:

- Provide access to pre-qualified suppliers for time-critical needs.
- Ensure compliance with the Local Government Act and the Local Government Regulation.
- Support alignment with Queensland Reconstruction Authority (QRA) and Disaster Recovery Funding Arrangements (DRFA) requirements.
- Enable councils and other buyers to engage suppliers through a compliant, transparent, and probity-assured pathway.



Alignment with Disaster Funding Frameworks

Queensland Buyers

This Arrangement is structured to align with the QRA, Disaster Recovery Funding Arrangements (DRFA), and State Disaster Relief Arrangements (SDRA) requirements.

Activities delivered under this Arrangement help ensure:

- Compliance with key procurement principles: value for money, probity, and transparency.
- Maintenance of full audit records - including procurement process, contract documentation, and supplier performance - when suppliers are engaged via VendorPanel.
- Clear linkage between works delivered and eligible DRFA project scopes.

Northern Territory Buyers

Reference to QRA and DRFA do not apply to Northern Territory councils.

Buyers should ensure compliance with Northern Territory Disaster Recovery Funding Arrangements and relevant local procurement directives.

For NT-specific funding requirements, see [NT Disaster Recovery Funding Arrangement Guidelines](#)



Term of Contract

The initial term of this Arrangement is three (3) years, expiring November 2028. Local Buy may exercise up to four (4) extension options, each for a period of up to three (3) years, at its discretion.

Service Categories

This Disaster Management & Recovery Arrangement LB505 includes five (5) service categories designed to support the co-ordination and management of disaster recovery activities across the plan, prepare, response, and recovery phases:

Category 1

Coordination of Counter Disaster Operations.

Category 2

Coordination of Emergency Works and Emergency Response.

Category 3

Disaster Management Consultancy.

Category 4

Disaster Management Program Management.

Category 5

Disaster Recovery-related Grant Writing.

Please note: For the purposes of this Arrangement, coordination and management do not include the direct delivery of disaster recovery works (e.g. tree lopping or bridge repairs). These services can be procured through other relevant Local Buy Arrangements, as detailed in this toolkit.

Exclusions from LB505

(a) Repairing Infrastructure

- (i) LB313 Road & General Civil Construction
- (ii) LB314 Water, Sewerage & Stormwater Infrastructure

(b) Conducting damage assessments

- (i) LB312 Engineering & Environmental Consultancy Services

(c) Replacing and restoring damaged buildings, amenities, parks and recreational areas

- (i) LB329 Building & Construction Commercial fit out, Asbestos & Demolition
- (ii) LB331 Building & Construction Residential
- (iii) LB303 Sport and Recreational Facilities and Equipment
- (iv) LB304 Public Areas Facilities, Parks and Amenities

(d) Debris removal, landscaping, and the installation of new gardens

- (i) LB305 Landscape, Gardening and Arboriculture Services

(e) Source the materials needed for repairs

- (i) LB298 Building and Construction Materials
- (ii) LB293 General Hardware Supplies
- (iii) LB299 Electrical and Lighting Supplies



Local Buy Arrangements help you prepare for, respond to, and recover from natural disasters quickly.



If your Local Government Area has been impacted by a natural disaster, and requires goods and services not covered by Disaster Management & Recovery Arrangement LB505, other Local Buy Arrangements are available to support your requirements.

Councils can access these other Arrangements to maintain continuity and meet urgent and long-term needs. Key benefits of using Local Buy pre-qualified suppliers include:

- Access to high-quality suppliers, robustly pre-qualified by Local Buy.
- Engage suppliers under terms that support QRA requirements.
- Increased likelihood of successful QRA reimbursement for eligible services.
- Ability to engage suppliers directly, avoiding the need for public tenders.
- Pre-agreed disaster-related terms and conditions, streamlining procurement.
- Competitive sourcing processes to ensure improved value for money.
- Pre-qualified suppliers are accessible via VendorPanel, our procurement platform.
- Downloadable compliance documents (e.g. insurance certificates) to support due-diligence.
- Broader supplier coverage across local, regional and state-based providers helps to ensure a more resilient supply chain during disaster events.

Additional Local Buy Arrangements available to support requirements:*

(a) Repairing Infrastructure

- (i) LB313 Road & General Civil Construction
- (ii) LB314 Water, Sewerage & Stormwater Infrastructure

(b) Conducting damage assessments

- (i) LB312 Engineering & Environmental Consultancy Services

(c) Replacing and restoring damaged buildings, amenities, parks and recreational areas

- (i) LB329 Building & Construction Commercial fit out, Asbestos & Demolition
- (ii) LB331 Building & Construction Residential
- (iii) LB303 Sport and Recreational Facilities and Equipment
- (iv) LB304 Public Areas Facilities, Parks and Amenities

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- (i) LB305 Landscape, Gardening and Arboriculture Services

(e) Source the materials needed for repairs

- (i) LB298 Building and Construction Materials
- (ii) LB293 General Hardware Supplies
- (iii) LB299 Electrical and Lighting Supplies

* List is not exhaustive

Local Buy offers a broad range of pre-qualified supplier Arrangements in Queensland and the Northern Territory. For a full list of [Local Buy Arrangements](#) visit the [Local Buy website](#)
For more information, contact the team at enquiry@localbuy.net.au.



Local Buy pre-qualified supplier Arrangements offer a legislatively compliant and efficient procurement pathway for councils to engage suppliers. Use the checklist below to activate support and remain QRA/DRFA-ready:

Step 1: Identify required goods or services

- Determine the category of support needed (e.g. civil works, plant hire, waste management, temporary facilities).
- Refer to the Local Buy Arrangements Matrix as provided with this toolkit or visit localbuy.net.au/Arrangements/Find-an-Arrangement.

Step 2: Choose your engagement method

Option A: Quotation via [VendorPanel](#)

- Log into VendorPanel. If you don't have a login, please contact us.
- Select the appropriate Local Buy Arrangement.
- Invite one or more pre-qualified suppliers to quote.
- Evaluate responses and award directly in VendorPanel.
- Where required, follow Option B to engage via purchase order.

Option B: Direct engagement via purchase order

- Select a supplier listed under the relevant Local Buy Arrangement.
- Raise a Purchase Order. Ensure items are eligible for disaster funding terms, where applicable.
- Include the Local Buy Arrangement number (e.g. LB505, LB304) on the purchase order.
- Ensure the supplier references the Local Buy Arrangement number (e.g. LB505, LB304) on their invoice and contract documentation.

Step 3: Administer Conditions of Contract and Disaster Recovery Special Conditions

- Local Buy Arrangements have pre-agreed contract conditions with Local Buy suppliers. Councils can use these established conditions of contract to streamline their procurement.
- Local Buy's Disaster Recovery Special Conditions can be applied to any Local Buy Arrangement. Councils may tailor and incorporate these Special Conditions (available in VendorPanel via LB505) into contract conditions with Local Buy Suppliers to ensure alignment with grant funding requirements.
- Refer to the QRA [Queensland Disaster Funding Guidelines](#) to ensure the contracts conditions meet evidence and reporting obligations.

Step 4: Contact the Category Manager or Enquiries

For guidance or support, contact Local Buy's Category Manager for Disaster Management, Sebastian Del Rosso via email at sdelrosso@localbuy.net.au or 0427 811 683.

Or reach out via email at enquiry@localbuy.net.au or by phone on 1800 LB HELP (54 4357).

Building resilience through smarter recovery, stronger procurement, and community-focused outcomes.



Natural disasters pose profound economic and social challenges for local councils across Queensland - disrupting infrastructure, services, and community wellbeing. For Queensland councils, the toll of such events extends beyond immediate damage, impacting council finances, service delivery, and local economies.

Councils often carry significant costs following natural disasters, from emergency operations, clean-ups, and temporary infrastructure repairs to long-term reconstruction of roads, bridges, drainage, and public buildings.

The Queensland Reconstruction Authority (QRA) 2024-25 Annual Report reveals that 73 of Queensland's 77 local government areas (LGAs) were activated under the disaster relief funding scheme (DRFA) during that year, driving reconstruction costs above \$2.2 billion. In the 2023-24 season, 66 of 77 LGAs were affected across 13 extreme weather events, reinforcing the widespread fiscal impact on council jurisdictions.

For local councils, these major cost exposures can strain operating budgets, affect future investment plans, and increase reliance on state or federal assistance. They may also encounter delayed revenue (e.g. for local business rates and tourism-linked income) and unexpected expenditure on recovery-related contracts and materials.

Natural disasters frequently damage council infrastructure with roads, stormwater networks, community facilities, and emergency services access impacted. For example, in the 2023-24 disaster season, over 15,740 km of state-controlled roads were closed or restricted, while almost 250,000 homes lost power across Queensland. For councils, these disruptions demand urgent action, rerouting traffic, repairing assets, liaising with utilities, and managing community expectations.

Moreover, social infrastructure such as libraries, childcare centres and recreational facilities are often closed or degraded, impacting community life and requiring reallocation of council resources. The broader consequence is that councils must balance recovery tasks alongside normal operational responsibilities without diminishing service quality.





Councils also play a crucial role in supporting their communities post-disaster. Psychosocial stress, displacement, and business interruption become acute. In the 2022 South East Queensland rainfall and flooding event, the total social and economic impact was estimated at \$7.7 billion. Councils must step into the frontline of community recovery - operating shelters, coordinating mental-health responses, managing evacuations, and restoring social cohesion.

Council staff, volunteer networks, and local services may face burnout or shortages during extended recovery phases. This heightens pressure on local government to maintain governance, engage stakeholders, and ensure transparent use of recovery funds while community expectations for rebuilding rapidly remain high.

Recovery demands quickly strain supply chains and procurement frameworks managed by councils. The surge in contract activity for civil works, materials, and services after disasters means councils must act fast but also maintain probity, value for money, and fairness. The QRA emphasises locally-led, regionally-coordinated models, requiring councils to engage local suppliers in order to support local economic recovery. Councils must therefore integrate recovery procurement with regular supply chain processes and manage variations, scope creep, and risk in contracts while under pressure.

Natural disasters place a multi-dimensional burden on Queensland local councils:

- **Economic:** Significant costs arise from infrastructure repairs and lost revenue.
- **Operational:** Disruptions to essential services and infrastructure hinder day-to-day functioning.
- **Social:** Councils play a critical role in supporting and rebuilding affected communities.
- **Contractual:** Recovery efforts often require complex and urgent procurement processes.

As disasters become more frequent and severe, councils must build resilience through strategic planning, robust procurement frameworks, strong stakeholder engagement, and proactive risk mitigation, ensuring they can deliver recovery effectively, responsibly and sustainably.

Local Buy Arrangement Matrix v1.0

This Matrix is to be read in conjunction with all other guidance held within this Local Buy Disaster Recovery Toolkit when engaging a Local Buy Supplier in times of disaster.

If your Local Government Area has been impacted by a natural disaster and requires goods and services not covered by the Disaster Management & Recovery Arrangement LB505, the following other Local Buy Arrangements are available to support.

Councils can rely on over 50 other Arrangements, including over 4,500 pre-qualified suppliers to maintain continuity and meet both urgent and long-term needs. Key benefits of using Local Buy pre-qualified suppliers include:

- Access to high-quality suppliers, robustly pre-qualified by Local Buy.
- Engage suppliers under terms that support QRA requirements.
- Increased likelihood of successful QRA reimbursement for eligible services.
- Ability to engage suppliers directly, avoiding the need for public tenders.
- Pre-agreed disaster-related terms and conditions, streamlining procurement.
- Competitive sourcing processes to ensure improved value for money.
- Pre-qualified suppliers are accessible via VendorPanel, our procurement platform.
- Downloadable compliance documents (e.g. insurance certificates) to support due diligence.
- Broader supplier coverage across local, regional and state-based providers help to ensure a more resilient supply chain during disaster events.

Use this Local Buy Disaster Recovery Toolkit for guidance on how to engage a Local Buy Supplier in times of need. See the Local Buy Arrangement Matrix on the following pages to identify key Arrangements relevant to Disaster Management & Recovery needs. This list is not exhaustive - visit localbuy.net.au/Arrangements/Find-an-Arrangement to identify all Local Buy Arrangements.

For guidance or support, contact Local Buy's Category Manager for Disaster Management, Sebastian Del Rosso via email at sdelrosso@localbuy.net.au or by phone on 0427 811 683. Or reach out via email at enquiry@localbuy.net.au or by phone on 1800 LB HELP (54 4357).

Local Buy Arrangement Matrix

Mapped to Disaster Management Requirements

Available Arrangements	Prevention	Protection	Mitigation	Response	Recovery	Health & Social Services	Economic Recovery	Infrastructure Systems	Natural & Cultural Resources
	Efforts to prevent or lessen disaster risks.	Actions to shield people, property, & resources from disaster impacts.	Actions to lessen disaster impacts.	Immediate steps to ensure safety & provide aid during & after a disaster.	Efforts to restore normalcy after a disaster.	Services to meet the health & social needs of affected communities.	Efforts to revive the economy post-disaster.	Restoring and upgrading infrastructure like roads & utilities.	Preservation & restoration of natural & cultural resources.
Asset Management Services LB347	✓	✓	✓	✓	✓			✓	✓
Building & Construction – Commercial Construction & Fit Out (inc: Asbestos & Demolition) LB329	✓	✓	✓	✓	✓		✓		
Building & Construction – Residential LB331	✓	✓	✓	✓	✓		✓	✓	
Building & Construction Materials LB298	✓	✓	✓	✓	✓		✓	✓	
Business Management & Consulting Services LB309	✓	✓		✓	✓		✓		
Chemical Supply LB337			✓	✓	✓	✓		✓	
Corporate Clothing, Workwear, Personal Protective Equipment (PPE) & Associated Services LB307		✓		✓	✓	✓			
Electrical & Lighting Supplies LB299	✓	✓	✓	✓	✓			✓	

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Engineering & Environmental Consultancy Services LB312	✓	✓	✓	✓	✓	✓		✓	✓
Event Equipment Hire, Venue Hire & Associated Services LB294				✓		✓			
Financial Management & Consulting Services LB310							✓		
Fire & First Aid Supplies, Equipment & Maintenance Services LB296	✓	✓	✓	✓	✓	✓			
General Hardware Supplies LB293	✓	✓	✓	✓	✓			✓	
Heavy and Light Plant Machinery LB345					✓			✓	
ICT Solutions, Products, Services and New Technologies LB308	✓		✓	✓	✓			✓	

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Mapped to Disaster Management Requirements

Available Arrangements	Prevention	Protection	Mitigation	Response	Recovery	Health & Social Services	Economic Recovery	Infrastructure Systems	Natural & Cultural Resources
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Landscape, Gardening & Arboriculture Services LB305	✓	✓	✓	✓	✓			✓	✓
Legal Services LB311	✓	✓		✓					
Marketing, Media, Print Services & Promotional Products LB306	✓					✓			
Mobile Garbage Bins (MGB's), Industrial Container & Bins, Static Compactors, NPN1.11-4	✓	✓		✓	✓	✓		✓	✓
People & Wellbeing Services (Human Resources) LB328						✓			
Planning, Surveying, Design & Architectural Services LB335	✓	✓	✓	✓	✓			✓	✓
Plant & Equipment Dry Hire LB301				✓	✓			✓	

Local Buy Arrangement Matrix

Mapped to Disaster Management Requirements

Available Arrangements	Prevention	Protection	Mitigation	Response	Recovery	Health & Social Services	Economic Recovery	Infrastructure Systems	Natural & Cultural Resources
	Efforts to prevent or lessen disaster risks.	Actions to shield people, property, & resources from disaster impacts.	Actions to lessen disaster impacts.	Immediate steps to ensure safety & provide aid during & after a disaster.	Efforts to restore normalcy after a disaster.	Services to meet the health & social needs of affected communities.	Efforts to revive the economy post-disaster.	Restoring and upgrading infrastructure like roads & utilities.	Preservation & restoration of natural & cultural resources.
Project Management Services (Civil Infrastructure) LB343	✓	✓	✓	✓	✓	✓	✓	✓	✓
Public Areas Facilities, Parks and Amenities LB304	✓	✓	✓	✓	✓			✓	✓
Quarry Products & Geosynthetics LB341	✓	✓	✓	✓	✓			✓	✓
Recruitment: Managed Services Providers LB336					✓				
Recruitment: Temporary & Labour Hire Services LB334					✓				
Road & General Civil Construction LB313	✓	✓	✓	✓	✓			✓	✓
Road Furniture & Signage Products LB315	✓	✓			✓			✓	

Local Buy Arrangement Matrix

Mapped to Disaster Management Requirements

Available Arrangements	Prevention	Protection	Mitigation	Response	Recovery	Health & Social Services	Economic Recovery	Infrastructure Systems	Natural & Cultural Resources
	Efforts to prevent or lessen disaster risks.	Actions to shield people, property, & resources from disaster impacts.	Actions to lessen disaster impacts.	Immediate steps to ensure safety & provide aid during & after a disaster.	Efforts to restore normalcy after a disaster.	Services to meet the health & social needs of affected communities.	Efforts to revive the economy post-disaster.	Restoring and upgrading infrastructure like roads & utilities.	Preservation & restoration of natural & cultural resources.
Security Services, Equipment & Maintenance LB289	✓	✓			✓				
Sport & Recreational Facilities & Equipment LB303	✓	✓	✓	✓	✓			✓	✓
Telecommunication Services NPN1.18	✓	✓	✓	✓	✓	✓	✓		
Traffic Management Services LB325	✓	✓	✓	✓	✓	✓		✓	
Veterinary Services & Consumables LB319	✓	✓	✓	✓	✓	✓			
Waste Management & Resource Recovery LB344	✓	✓	✓		✓	✓	✓	✓	✓
Water, Sewerage & Stormwater Infrastructure LB314	✓	✓	✓	✓	✓		✓	✓	
Water, Sewerage & Stormwater Products LB316	✓	✓	✓	✓	✓		✓	✓	



PART OF PEAK SERVICES

Contact

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