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About this handbook

This Handbook has been developed for the use of Queensland disaster management stakeholders. Written feedback about this handbook is welcomed. Please email to: DMTraining.Feedback@qfes.qld.gov.au

Acknowledgement

The Queensland Disaster Management Training Framework is developed and reviewed in consultation with disaster management stakeholders from local government, State government agencies, and non-government organisations. The contribution of these individuals and the support of their agencies is appreciated.

Authorisation

This handbook is an authorised, version-controlled document. The content provided in this handbook reflects policy and procedures, where these exist. This is an authoritative document that replaces all previous training references associated with this topic, where applicable.

Background

Disaster management training has been identified nationally as an essential means through which agencies and individuals can develop and maintain their disaster management capabilities and capacity. Training can provide the knowledge, skills and proficiency required across the disaster management phases of prevention, preparedness, response and recovery. Furthermore, training is important in ensuring that all agencies can seamlessly integrate their arrangements and contribute to effective and coordinated disaster operations.

Section 16A(c) of the Disaster Management Act 2003, establishes the responsibility to ensure that persons performing functions under the Disaster Management Act 2003 in relation to disaster operations are appropriately trained.

The Queensland Disaster Management Training Framework outlines the key stakeholders within the disaster management arrangements, core disaster management courses and inductions which are applicable to the performance of each role.

Purpose

This handbook has been developed to support the Queensland Disaster Management Training Framework. It includes the Queensland Disaster Management Training Framework, training delivery methodologies, the functions and training requirements for each of the key disaster management stakeholders and detailed course and induction outlines.
Queensland Disaster Management Training Framework
## Queensland Disaster Management Training Framework

In accordance with s164(1) of the Disaster Management Act 2003, the Queensland Disaster Management Training Framework outlines training courses to be undertaken by Queensland disaster management key stakeholder roles to support the effective performance of each identified role. Officers appointed as deputies to a key stakeholder role are also required to undertake the appropriate identified training pathway.

Where an officer has the potential to perform in a number of roles, the officer should ensure they undertake the courses listed under the pathways for all roles.

Training courses have been grouped to align with the Shared Responsibilities of the Standard for Disaster Management in Queensland.

### Local

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<th>Module</th>
<th>Course Title</th>
<th>Local Key Stakeholder Roles</th>
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NB: Needs Based - M Mandatory - A Applicable Sub Module

*Shared Responsibilities of the Standard for Disaster Management in Queensland, Emergency Management Assurance Framework*

- Hazard Identification and Risk Assessment
- Preparedness and Planning
- Response
- Hazard Mitigation and Risk Reduction
- Emergency Communications
- Relief and Recovery

The companion document to this framework is the Disaster Management Training Handbook which provides detailed information, and is available at [www.qdes.qld.gov.au](http://www.qdes.qld.gov.au). This framework is supported by the Disaster Management Learning Management System - [www.dmlms.qfes.qld.gov.au](http://www.dmlms.qfes.qld.gov.au).

For further information on disaster management training contact: DFTReviewFeedback@dese.qld.gov.au

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Disaster management training is one of the activities undertaken to maintain or enhance the Queensland disaster management arrangements. Section 16A(c) of the Disaster Management Act 2003, provides the legislative requirement for those involved in disaster operations to be appropriately trained. Disaster management training is also identified in the key outcomes of the capability integration component of the Standard for Disaster Management in Queensland, under the Emergency Management Assurance Framework.

To support these requirements and outcomes, training for Queensland disaster management stakeholders is undertaken in accordance with the Queensland Disaster Management Training Framework. This framework outlines the core training courses and inductions relevant to the key disaster management stakeholders to support the effective performance of their role. This framework encompasses the disaster management arrangements themselves and the functions and activities that underpin disaster management and disaster operations.

Learning Pathways

The learning pathways for key stakeholders on the Queensland Disaster Management Training Framework outline the training required to support the performance of stakeholder functions and responsibilities. Stakeholders are also encouraged to undertake further elective courses or modules in addition to those outlined in their pathway.

The designated courses, modules and inductions for each learning pathway are coded as either Mandatory (M) or Needs Based (NB).

Mandatory

Mandatory coding denotes a course, module or induction that has been deemed an essential requirement for the effective performance of the functions and responsibilities for each identified stakeholder position.

Needs Based

Needs Based coding denotes those courses or modules that are recommended for completion dependent on the specific requirements of each stakeholder position, including, but not limited to, role requirements, location requirements and associated risks.

A training needs analysis for each stakeholder position should be undertaken by the relevant disaster management group or agency to determine which of these identified courses or modules is specifically required. The identified training for each stakeholder position should then be documented in the applicable disaster management plan.
Alignment with the Standard for Disaster Management in Queensland

The Standard for Emergency Management in Queensland is a component of the Emergency Management Assurance Framework. This provides the foundation for guiding and supporting the continuous improvement of entities’ disaster management programs across all phases of disaster management. It also provides the structure and mechanism for reviewing and assessing the effectiveness of Queensland's disaster management arrangements.

Shared Responsibilities

The Standard for Emergency Management in Queensland contains Shared Responsibilities. These are the elements of disaster management that governments, entities and practitioners need to deliver against in order to meet broader community expectations, and represent the key areas to be considered as part of an effective disaster management program.

The Queensland Disaster Management Training Framework has been structured to align courses under these Shared Responsibilities.

Responsibility

It is the responsibility of all stakeholders with disaster management roles under the Disaster Management Act 2003 to undertake the training relevant to their role as outlined in the Queensland Disaster Management Training Framework. It is anticipated that all stakeholders will complete the mandatory courses specific to their role within a twelve month period of commencement in that role.

Agencies are to ensure they have adequate officers trained to fulfil their required roles and responsibilities within the disaster management arrangements. This should include capability for 24/7 operations during prolonged disaster events and ongoing succession planning.

Competency Maintenance

Competency gained through the completion of a stakeholder's training requirements under the Queensland Disaster Management Training Framework should be maintained and tested through operational activity and/or participation in disaster management exercises.

Stakeholders are also encouraged to undertake refresher training courses every 1-2 years on a needs basis. A stakeholder will only be required to undertake a full course or induction again where the course is significantly altered as a result of disaster management legislation or policy changes. In these instances, notification of a significant change to a course or induction will be communicated to stakeholders through disaster management groups and the Disaster Management Learning Management System, as appropriate.

Application

The positions outlined on the Queensland Disaster Management Training Framework are based on the key stakeholders of the Queensland disaster management arrangements, established under the Disaster Management Act 2003, the State Disaster Management Plan or disaster management guidelines.
It is acknowledged that there are other stakeholders beyond those listed in the Queensland Disaster Management Training Framework and training will be made available to all stakeholders. However, their specific pathway is not determined by the Queensland Disaster Management Training Framework.

Officers appointed as deputy to positions in the disaster management arrangements are required to undertake the identified training pathway of that position. Where an officer has the potential to perform in a number of roles, the officer should ensure the pathway for each position is undertaken.

### Training Delivery

Disaster management courses under the Queensland Disaster Management Training Framework will predominantly be delivered by approved Queensland Fire and Emergency Services officers with relevant disaster management content knowledge and training and assessment qualifications. Inductions will be delivered by nominated officer/s where relevant to their role and responsibility within the disaster management arrangements. The nominated officer/s with responsibility for the delivery of inductions are outlined in the Induction section of this Handbook.

It is acknowledged that some external agencies may have suitably qualified and knowledgeable officers capable of delivering the courses, outlined in the Queensland Disaster Management Framework, to their agency’s employees. This will primarily be relevant to the Queensland Disaster Management Arrangements course. Engaging with these agencies to facilitate this outcome is encouraged.

A Disaster Management Training Delivery Agreement has been developed to formalise the arrangements and responsibilities in relation to the delivery of disaster management training courses by an external agency.

### Disaster Management Learning Management System

The Disaster Management Learning Management System (Disaster Management LMS) is a hosted, web based learning and student management system that supports and enhances the disaster management training programs. It enables disaster management stakeholders to complete Queensland Disaster Management Training Framework courses online, enquire about face to face workshops, download training resources, access their disaster management training records and transcript and print completion certificates.

The Disaster Management LMS has been customised with specific learning pathways which reflect the ‘Mandatory’ training requirements on Queensland Disaster Management Training Framework and Queensland disaster management stakeholder roles. These customised learning pathways enable individual, group or role training needs analysis.

All disaster management stakeholders are encouraged to register as a user of the Disaster Management LMS. To request access go to [www.dmlms.qfes.qld.gov.au](http://www.dmlms.qfes.qld.gov.au), click on **Request Access** and complete the required details.

Alternatively, a user account will be generated when face to face disaster management training workshops are undertaken.

### Further Information

For further information on disaster management training contact:  
**DMTraining.Feedback@qfes.qld.gov.au**
Courses
Courses

The courses on the Queensland Disaster Management Training Framework are non-accredited short courses designed specifically to meet the requirements of disaster management stakeholders and the Queensland context. The framework courses are available via two key delivery methodologies and are supported through a competency maintenance option.

Face-to-Face Delivery

All courses on the Queensland Disaster Management Training Framework are available for face-to-face delivery.

Face-to-face training remains the preferred method of delivery. Face-to-face training facilitates relationship building, cross-agency integration, and helps build appreciation of the shared responsibility that forms the foundations of effective disaster management.

Online Delivery

A number of courses on the Queensland Disaster Management Training Framework are available as online courses. Online courses are provided as an alternative, flexible delivery option. The availability of a course through an online option will be dependent on the content and suitability for online delivery.

Online courses are available to disaster management stakeholders via the Disaster Management LMS at www.dmlms.qfes.qld.gov.au

Refresher Programs

Refresher programs are designed as a short presentation of questions, exercises and activities to enable the participant to refresh their knowledge of course content. Refresher programs are provided as a competency maintenance option and should only be undertaken by participants who have previously completed the course.

Refresher programs are available to support a number of courses on the Queensland Disaster Management Training Framework. Refresher programs are available to disaster management stakeholders via the Disaster Management LMS at www.dmlms.qfes.qld.gov.au

Course Durations

Please note that the course durations provided in this Handbook relate to face-to-face delivery and are an indication only and may vary according to participant needs.

Assessment

There is no formal assessment for courses on the Queensland Disaster Management Training Framework. Participants are required to complete and sign a Disaster Management Training Certification form confirming that they, attended all elements of the course, understand the course objectives and can apply that knowledge to their role in disaster management.
Course Descriptions

Queensland Disaster Management Arrangements

Course Overview
The aim of this course is to provide participants with knowledge of the Queensland Disaster Management Arrangements.

Course Objectives
On completion of the course, participants should have a knowledge of:
- disaster management legislation, doctrine and approaches
- local, district and State disaster management group structures and functions
- prevention, preparedness, response and recovery activities
- disaster declaration arrangements
- disaster funding arrangements.

Prerequisites
There is no prerequisite for this course.

Course Duration
3-4 hours

Emergency Risk Management

Module 1 - Introduction to Emergency Risk Management

Course Overview
The aim of this module is to provide participants with knowledge of the Queensland Emergency Risk Management Framework.

Course Objectives
On completion of the module, participants should have a knowledge of:
- relevant legislation and doctrine
- the Queensland Emergency Risk Management Framework
- the risk management process.

Prerequisites
Queensland Disaster Management Arrangements.

Course Duration
2-3 hours
Business Continuity Planning

Module 1 - Introduction to Business Continuity Planning

Course Overview
The aim of this module is to provide participants with knowledge of business continuity planning.

Course Objectives
On completion of this module, participants should have a knowledge of:
- the principles, framework and guiding documents
- the business continuity planning process
- the communication strategy
- strategies for exercising a Business Continuity Plan
- linkages/relationship between Business Continuity Planning and Disaster Management Planning.

Prerequisites
Queensland Disaster Management Arrangements

Course Duration
2-4 hours

Disaster Management Planning

Module 1 - Introduction to Disaster Management Planning

Course Overview
The aim of this module is to provide participants with knowledge of disaster management planning.

Course Objectives
On completion of this module, participants should have a knowledge of:
- the role of disaster management group members in the development of plans
- the requirements for plans in accordance with the Disaster Management Act 2003
- the types of plans
- the risk management process and how this informs disaster management planning
- the planning process.

Prerequisites
Queensland Disaster Management Arrangements

Course Duration
2-3 hours
Exercise Management

Module 1 - Introduction to Exercise Management

Course Overview
The aim of this module is to provide participants with knowledge of exercise management.

Course Objectives
On completion of this module, participants should have a knowledge of:

- relevant legislation and doctrine
- the exercise management model
- the importance of identifying the need, aim and scope of an exercise
- the different types of documentation required of effective exercise, and exercise management
- the four steps of the evaluation process
- the significance of identifying, recording and distributing lessons.

Prerequisites
Queensland Disaster Management Arrangements

Course Duration
2-4 hours

Operational Leadership and Crisis Management

The Operational Leadership and Crisis Management subject on the Queensland Disaster Management Training Framework is delivered through a one day Masterclass format.

Masterclass sessions within the theme of Operational Leadership and Crisis Management are designed to develop and enhance capability and build on the knowledge and understanding developed through participation in other Queensland Disaster Management Training Framework courses.

Masterclass sessions are designed by Queensland Fire and Emergency Services for delivery by subject experts in the topic area. Masterclass sessions will be provided periodically and will be advertised to key disaster management stakeholders within the target audience, as relevant to the specific Masterclass topic.
Module 1 - Introduction to Warning and Alert Systems

Course Overview
The aim of this module is to provide participants with knowledge of warning and alert systems.

Course Objectives
On completion of this module, participants should have a knowledge of:
- the purpose, principles and methods of warning and alerts
- the Standard Emergency Warning Signal (SEWS)
- the Emergency Alert (EA) System.

Prerequisites
Queensland Disaster Management Arrangements

Course Duration
1-2 hours

Module 2 - Working with Warning and Alert Systems

Course Overview
The aim of this module is to provide participants with knowledge and understanding of the Emergency Alert System.

Course Objectives
On completion of this module, participants should have a knowledge and understanding of:
- Emergency Alert campaign roles and responsibilities
- the process for developing Emergency Alert campaigns
- drafting an Emergency Alert message.

Prerequisites
Queensland Disaster Management Arrangements
Warning and Alert Systems Module 1 – Introduction to Warning and Alert Systems

Course Duration
2-3 hours
Community Engagement

Module 1 - Introduction to Community Engagement

Course Overview
The aim of this module is to provide participants with knowledge of community engagement.

Course Objectives
On completion of this module, participants should have a knowledge of:
- relevant legislation and doctrine
- effective community engagement and its value to disaster management
- the National Strategy for Disaster Resilience: Community Engagement Framework
- community engagement models.

Prerequisites
Queensland Disaster Management Arrangements

Course Duration
3-4 hours

Cyclone Shelter Management

Module 1 - Introduction to Cyclone Shelter Management

Course Overview
The aim of this module is to provide participants with knowledge of cyclone shelter management.

Course Objectives
On completion of this module, participants should have a knowledge of:
- the purpose of public cyclone shelters
- the requirements of public cyclone shelters, including accommodation capacity, layout and design
- the effective management of a public cyclone shelter.

Prerequisites
Queensland Disaster Management Arrangements

Course Duration
1-2 hours
**Module 2 - Working in a Cyclone Shelter**

**Course Overview**

The aim of this module is to provide participants with the knowledge and understanding to work in a cyclone shelter.

**Course Objectives**

On completion of this module, participants should have a knowledge and understanding of:

- the roles and responsibilities of key positions within the shelter management team
- shelter lock-down requirements and technical aspects.

**Prerequisites**

Queensland Disaster Management Arrangements

Cyclone Shelter Management Module 1 – Introduction to Cyclone Shelter Management

**Course Duration**

2-3 hours

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**Module 3 - Managing a Cyclone Shelter**

**Course Overview**

The aim of this module is to provide participants with the knowledge and understanding to manage a cyclone shelter.

**Course Objectives**

On completion of this module, participants should have a knowledge and understanding of:

- the responsibilities of the Cyclone Shelter Manager position.

**Prerequisites**

Queensland Disaster Management Arrangements

Cyclone Shelter Management Module 1 – Introduction to Cyclone Shelter Management

**Course Duration**

2-3 hours
Disaster Coordination Centre

Module 1 - Introduction to Disaster Coordination Centres

Course Overview
The aim of this module is to provide participants with knowledge of disaster coordination centres.

Course Objectives
On completion of this module, participants should have a knowledge of:
- disaster coordination
- the activities of a disaster coordination centre
- disaster coordination centre roles and functions
- the levels of activation
- information management
- event action planning
- the functions of liaison officers.

Prerequisites
Queensland Disaster Management Arrangements

Course Duration
3-4 hours

Module 2 - Disaster Coordination Centre Functions

Course Overview
This module consists of four functional sub-modules. The aim of these sub-modules is to outline the role and responsibilities of specific capabilities and functions within a disaster coordination centre.

Course Objectives

Sub-Module One – Intelligence
On completion of this sub-module, participants should have a knowledge and understanding of:
- the role and responsibilities of the Intelligence Function
- information and intelligence
- managing information
- the intelligence cycle
- the preparation of a situation report.

Sub-Module Two – Planning
On completion of this sub-module, participants should have knowledge and understanding of:
- the roles and responsibilities of the Planning Function
- developing an event action plan
- timeline planning.
Sub-Module Three – Operations
On completion of this sub-module, participants should have a knowledge and understanding of:
• the role and responsibilities of the Operations Function
• information and record management
• the guiding principles of operations
• the allocation and tracking of tasks.

Sub-Module Four – Logistics
On completion of this sub-module, participants should have a knowledge and understanding of:
• the roles and responsibilities of the Logistic Function
• logistics activities and workflow
• logistics good practice.

Sub-Module Five – Public Information
On completion of this sub-module, participants should have a knowledge and understanding of:
• public information
• the structure, role and responsibilities of the Public Information Function
• stakeholder identification
• tactics and tools
• managing media and organising press conferences.

Prerequisites
Queensland Disaster Management Arrangements
Disaster Coordination Centre Module 1 – Introduction to Disaster Coordination Centres

Course Duration
5-6 hours
Module 3 - Establishment and Management of a Disaster Coordination Centre

Course Overview
The aim of this module is to provide participants with knowledge and understanding of the establishment and management of a disaster coordination centre.

Course Objectives
On completion of this module, participants should have a knowledge and understanding of:
- coordination centre location and alternative sites
- coordination centre layouts, functionality, resources and equipment
- activating and deactivating a disaster coordination centre
- centre management and staff management and welfare.

Prerequisites
Queensland Disaster Management Arrangements
Disaster Coordination Centre Module 1 - Introduction to Disaster Coordination Centres

Course Duration
1-2 hours

Module 4 - Briefing and Debriefing

Course Overview
The aim of this module is to provide participants with knowledge and understanding of briefing and debriefing within the context of disaster coordination centres.

Course Objectives
On completion of this module, participants should have a knowledge and understanding of:
- briefings
- the handover/takeover process
- the debriefing process
- evaluation through debriefing.

Prerequisites
Queensland Disaster Management Arrangements

Course Duration
1-2 hours
Evacuation

Module 1 - Introduction to Evacuation

Course Overview
The aim of this module is to provide participants with knowledge of evacuation.

Course Objectives
On completion of this module, participants should have a knowledge of:

- the context of evacuation
- the five stages of evacuation
- the process for authority to evacuate.

Prerequisites
Queensland Disaster Management Arrangements

Course Duration
1-2 hour

Module 2 - Evacuation Planning

Course Overview
The aim of this module is to provide participants with the knowledge and understanding to undertake evacuation planning.

Course Objectives
On completion of this module, participants should have a knowledge and understanding of:

- the processes for identification of hazards
- the requirements for mapping exposed areas
- the considerations for the decision to evacuate
- the warning processes
- the processes for withdrawal
- the requirement for shelter
- the considerations for return
- the process for the development of an evacuation strategy.

Prerequisites
Queensland Disaster Management Arrangements
Evacuation Module 1 – Introduction to Evacuation

Course Duration
3-4 hours
Evacuation Centre Management

Module 1 - Introduction to Evacuation Centre Management

Course Overview
The aim of this module is to provide participants with knowledge of evacuation centre management.

Course Objectives
On completion of this module, participants should have a knowledge of:
- the purpose and function of an evacuation centre
- the requirements for an evacuation centre
- the roles and responsibilities in an evacuation centre
- the considerations for effective centre management.

Prerequisites
Queensland Disaster Management Arrangements
Evacuation Module 1 – Introduction to Evacuation

Course Duration
1-2 hours

Module 2 - Working In An Evacuation Centre

Course Overview
The aim of this module is to provide participants with the knowledge and understanding to work in an evacuation centre.

Course Objectives
On completion of this module, participants should have a knowledge and understanding of:
- the roles and responsibilities of key positions within the Evacuation Centre team
- the key responsibilities and tasks within an evacuation centre.

Prerequisites
Queensland Disaster Management Arrangements
Evacuation Module 1 – Introduction to Evacuation
Evacuation Centre Management Module 1 – Introduction to Evacuation Centre Management

Course Duration
1-2 hours
Module 3 - Managing an Evacuation Centre

Course Overview
The aim of this module is to provide participants with the knowledge and understanding to manage an evacuation centre.

Course Objectives
On completion of this module, participants should have a knowledge and understanding of:
• the responsibilities of the Evacuation Centre Manager
• the responsibilities of the Evacuation Centre Deputy Manager.

Prerequisites
Queensland Disaster Management Arrangements
Evacuation Module 1 – Introduction to Evacuation
Evacuation Centre Management Module 1 – Introduction to Evacuation Centre Management

Course Duration
1-2 hours
Disaster Relief and Recovery Funding Arrangements

Module 1 – Introduction to Disaster Relief and Recovery Funding Arrangements

Course Overview
The aim of this module is to provide participants with knowledge of disaster relief and recovery funding arrangements.

Course Objectives
On completion of this module, participants should have a knowledge of:
- the State Disaster Relief Arrangements
- the Disaster Recovery Funding Arrangements.

Prerequisites
Queensland Disaster Management Arrangements

Course Duration
1-2 hours

Module 2 – Working with Disaster Relief and Recovery Funding Arrangements

Course Overview
The aim of this module is to provide participants with the knowledge and understanding to work with, provide advice on and prepare documents for disaster relief and recovery funding arrangements.

Course Objectives
On completion of this module, participants should have a knowledge and understanding of:
- criteria and eligibility relating to Disaster Recovery Funding Arrangements categories
- application documentation and record keeping for Disaster Recovery Funding Arrangements.

Prerequisites
Queensland Disaster Management Arrangements
Disaster Relief and Recovery Funding Arrangements Module 1 – Introduction to Disaster Relief and Recovery Funding Arrangements

Course Duration
1-2 hours
Module 1 – Introduction to Recovery

Course Overview
The aim of this module is to provide participants with knowledge of disaster recovery.

Course Objectives
On completion of this module, participants should have a knowledge of:
- the principles of recovery
- the five functions of recovery
- the State, district and local arrangements for recovery.

Prerequisites
Queensland Disaster Management Arrangements

Course Duration
1-2 hours

Module 2 – Working in Recovery

Course Overview
The aim of this module is to provide participants with the knowledge and understanding to undertake recovery preparedness, planning and operations.

Course Objectives
On completion of this module, participants should have a knowledge and understanding of:
- recovery planning
- the levels of activation for recovery
- the phases of recovery operations.

Prerequisites
Queensland Disaster Management Arrangements
Recovery Module 1 – Introduction to Recovery

Course Duration
1-2 hours
Module 1 – Introduction to Resupply

Course Overview
The aim of this module is to provide participants with knowledge of resupply operations.

Course Objectives
On completion of this module, participants should have a knowledge of:
- the aim of resupply
- the three types of resupply
- the types of goods deemed essentials for resupply
- agency responsibilities.

Prerequisites
Queensland Disaster Management Arrangements

Course Duration
1-2 hours

Module 2 – Working in Resupply Operations

Course Overview
The aim of this module is to provide participants with the knowledge and understanding to undertake resupply operations.

Course Objectives
On completion of this module, participants should have a knowledge and understanding of:
- the processes involved in undertaking resupply operations.

Prerequisites
Queensland Disaster Management Arrangements
Resupply Module 1 – Introduction to Resupply

Course Duration
1-2 hours
Part 3  Business and meetings of disaster management groups

11 Purpose of pt 3
This part prescribes, for section 38(1) of the Act, the way a disaster management group must conduct the group’s business and meetings.

12 Times and places of meetings
(1) Disaster management group meetings must be held at least once in every 6 months at the times and places decided by the chairperson of the group.
(2) However, the chairperson of the State group must call a meeting of the State group if asked, in writing, to do so by the Minister or at least one-half of its members.
(3) Also, the chairperson of a district group must call a meeting if asked, in writing, to do so by the chairperson of the district group or at least one-half of the members of the district group.
(4) In addition, the chairperson of a local group must call a meeting if asked, in writing, to do so by—
(a) the chairperson of the district group for the district in which the local group is situated, or
(b) at least one-half of the members of the local group.
(5) For subsections (2) to (4), the requirement to request the meeting to be held in writing is not practicable to request the meeting to be held in writing in all the circumstances, and
(a) the request to call the meeting is made orally; or
(b) the request is put in writing as soon as practicable.
Inductions
**Inductions**

The Queensland Disaster Management Training Framework includes separate inductions for disaster management groups and positions within the disaster management arrangements.

The inductions have been developed in a format which prompts the inductee to refer to other relevant reference materials. This methodology encourages the inductee to familiarise themselves with doctrine which will support their role within the arrangements.

**Certification**

A Disaster Management Training Certification Form has been developed for each induction, to be completed by the inductee and trainer.

The trainer is to provide the completed certification forms to Queensland Fire and Emergency Services within seven (7) days of the induction.

Queensland Fire and Emergency Services will then record the completion of the induction on the Disaster Management Learning Management System.

**Completion of Prerequisite**

The Queensland Disaster Management Arrangements course is a prerequisite for all inductions in the Queensland Disaster Management Training Framework.

It is recognised that the timing of scheduled Queensland Disaster Management Arrangements course may not align with the requirement for a stakeholder to undertake an induction. Therefore, where it is not possible to schedule Queensland Disaster Management Arrangements training prior to the induction, the induction can proceed on the understanding that the Queensland Disaster Management Arrangements course will be undertaken as soon as possible.

**Assessment**

There is no formal assessment for inductions on the Queensland Disaster Management Training Framework. Participants are required to complete and sign a Disaster Management Training Certification form confirming that they understand the induction objectives and can apply that knowledge to their stakeholder role.
Delivery

The officer responsible for the conduct of each induction is determined by the role and responsibility of their position. There is no requirement for the officer delivering the induction to be an approved trainer.

Officers who will be responsible for the conduct of each of the inductions are:

<table>
<thead>
<tr>
<th>Induction</th>
<th>Responsible Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Disaster Coordinator</td>
<td>Approved Queensland Fire and Emergency Services officer with relevant disaster management content knowledge and training and assessment qualifications.</td>
</tr>
<tr>
<td>Local Disaster Management Group Member</td>
<td>Local Disaster Coordinator supported by approved Queensland Fire and Emergency Services officer.</td>
</tr>
<tr>
<td>Local Recovery Coordinator</td>
<td>Local Disaster Coordinator supported by approved Queensland Fire and Emergency Services officer.</td>
</tr>
<tr>
<td>District Disaster Coordinator Newly appointed District Disaster Coordinator</td>
<td>A member of the Disaster Management Unit, Queensland Police Service, supported by District Disaster Management Group Executive Officer and approved Queensland Fire and Emergency Services officer (as required).</td>
</tr>
<tr>
<td>District Disaster Coordinator Existing District Disaster Coordinator relocated to new district</td>
<td>District Disaster Management Group Executive Officer supported by approved Queensland Fire and Emergency Services officer (as required).</td>
</tr>
<tr>
<td>District Disaster Management Group Member</td>
<td>District Disaster Coordinator or District Disaster Management Group Executive Officer supported by approved Queensland Fire and Emergency Services officer (as required).</td>
</tr>
<tr>
<td>State Disaster Coordinator</td>
<td>Executive Officer, Queensland Disaster Management Committee.</td>
</tr>
<tr>
<td>Queensland Disaster Management Committee Standing Member and Official</td>
<td>Executive Officer, Queensland Disaster Management Committee, supported by the Queensland Disaster Management Committee Secretariat.</td>
</tr>
<tr>
<td>State Recovery Coordinator</td>
<td>State Recovery Policy and Planning Coordinator.</td>
</tr>
<tr>
<td>State Disaster Coordination Group Member</td>
<td>State Disaster Coordination Group Secretariat.</td>
</tr>
</tbody>
</table>
Local Level

Local Disaster Coordinator Induction

Induction Overview
The aim of this induction is to provide participants with the knowledge and understanding of the legislated functions of Local Disaster Coordinators.

Induction Objectives
On completion of this induction, participants should have a knowledge and understanding of:
- the Local Disaster Coordinator functions
- the levels of activation for a Local Disaster Management Group
- the pathways and types of information coordinated by the Local Disaster Coordinator.

Prerequisites
Queensland Disaster Management Arrangements

Target Audience
Local Disaster Coordinators

Local Disaster Management Group Member Induction

Induction Overview
The aim of this induction is to provide participants with the knowledge and understanding of their roles and responsibilities as Local Disaster Management Group members.

Induction Objectives
On completion of this induction, participants should have a knowledge and understanding of:
- Local Disaster Management Group members, structure, meeting arrangements
- Local Disaster Management Group functions and member responsibilities
- Local Disaster Coordination Centre(s), location and purpose
- the Local Disaster Management Plan
- local hazards and associated risks.

Prerequisites
Queensland Disaster Management Arrangements

Target Audience
All members of Local Disaster Management Groups
Local Recovery Coordinator Induction

Induction Overview

The aim of this induction is to provide participants with the knowledge and understanding of the legislated functions of Local Recovery Coordinators.

Induction Objectives

On completion of this induction, participants should have a knowledge and understanding of:

- the responsibilities of a Local Recovery Coordinator
- key relationships and reporting arrangements.

Prerequisites

Queensland Disaster Management Arrangements

Target Audience

Local Recovery Coordinators
District Level

District Disaster Coordinator Induction

Induction Overview
The aim of this induction is to provide participants with the knowledge and understanding of the legislated functions of District Disaster Coordinators.

Induction Objectives
On completion of this induction, participants should have a knowledge and understanding of:
- District Disaster Coordinator, chair, deputy chair and executive officer functions, roles and responsibilities
- functions and/or responsibilities of functional and supporting committees
- District Disaster Coordinator's range of powers and authorisation of powers to others;
- District Disaster Coordinator's role in the declaration of disasters
- District Disaster Coordination Centre location and purpose
- the District Disaster Management Plan.

Prerequisites
Queensland Disaster Management Arrangements

Target Audience
District Disaster Coordinators

District Disaster Management Group Member Induction

Induction Overview
The aim of this induction is to provide participants with the knowledge and understanding of their role and responsibilities as District Disaster Management Group members.

Induction Objectives
On completion of this induction, participants should have a knowledge and understanding of:
- District Disaster Management Group members, contacts, structure and meeting arrangements;
- District Disaster Management Group functions and member responsibilities
- District Disaster Coordination Centre(s) location and purpose
- District Disaster Management Plan
- disaster district hazards and associated risks.

Prerequisites
Queensland Disaster Management Arrangements

Target Audience
All members of District Disaster Management Groups
State Level

State Disaster Coordinator Induction

Induction Overview
The aim of this induction is to provide participant with the knowledge and understanding of the legislated functions of the State Disaster Coordinator.

Induction Objectives
On completion of this induction, participants should have a knowledge and understanding of:
- the role and responsibilities of the State Disaster Coordinator
- key relationships and reporting arrangements in the disaster management arrangements.

Prerequisites
Queensland Disaster Management Arrangements

Target Audience
State Disaster Coordinator

Queensland Disaster Management Committee Standing Member and Official Induction

Induction Overview
The aim of this induction is to provide participants with the knowledge and understanding of their role and responsibilities as members of the Queensland Disaster Management Committee.

Induction Objectives
On completion of this induction, participants should have a knowledge and understanding of:
- the Queensland Disaster Management Committee structure, meeting arrangements and supporting committees; and
- the State Disaster Management Plan.

Prerequisites
Queensland Disaster Management Arrangements

Target Audience
All members of the Queensland Disaster Management Committee
State Recovery Coordinator Induction

Induction Overview
The aim of this induction is to provide participants with the knowledge and understanding of the legislated functions of the State Recovery Coordinator.

Induction Objectives
On completion of this induction, participants should have a knowledge and understanding of:
• the role and responsibilities of the State Recovery Coordinator
• the importance of community-led recovery
• key relationships and reporting arrangements of the State Recovery Group.

Prerequisites
Queensland Disaster Management Arrangements

Target Audience
State Recovery Coordinator elect

State Disaster Coordination Group Member Induction

Induction Overview
The aim of this induction is to provide participants with the knowledge and understanding of their role and responsibilities as members of the State Disaster Coordination Group.

Induction Objectives
On completion of this induction, participants should have a knowledge and understanding of:
• the State Disaster Coordination Group Terms of Reference
• the State Disaster Coordination Group functions and member roles and responsibilities.

Prerequisites
Queensland Disaster Management Arrangements

Target Audience
All members of the State Disaster Coordination Group
Stakeholders
Local Level

Local Disaster Coordinator

The Local Disaster Coordinator is appointed in accordance with s35 of the Disaster Management Act 2003.

Functions

In accordance with s36 of the Disaster Management Act 2003, the functions of the Local Disaster Coordinator are:

a) to coordinate disaster operations for the local group
b) to report regularly to the local group about disaster operations
c) to ensure, as far as is practicable, that any strategic decisions of the local group about disaster operations are implemented.

Mandatory Training Courses

Queensland Disaster Management Arrangements
Emergency Risk Management – Module 1
Business Continuity Planning – Module 1
Disaster Management Planning – Module 1
Exercise Management – Module 1
Warning and Alert Systems – Module 1
Community Engagement – Module 1
Disaster Coordination Centre – Module 1
Evacuation – Module 1
Evacuation Centre Management – Module 1
Disaster Relief and Recovery Funding Arrangements – Module 1
Recovery – Module 1
Resupply – Module 1

Needs Based Training Courses

Warning and Alert Systems – Module 2
Cyclone Shelter Management – Modules 1, 2 and 3
Disaster Coordination Centre – Modules 2, 3 and 4
Evacuation – Module 2
Evacuation Centre Management – Modules 2 and 3
Disaster Relief and Recovery Funding Arrangements – Module 2
Recovery – Module 2
Resupply – Module 2

Induction

Local Disaster Coordinator Induction
The Chair of the Local Disaster Management Group is appointed in accordance with s34 of the Disaster Management Act 2003.

Functions
In accordance with s34A of the Disaster Management Act 2003 the Local Disaster Management Group Chair has the following functions:

a) to manage and coordinate the business of the group
b) to ensure, as far as practicable, that the group performs its functions
c) to report regularly to the relevant district group, and the chief executive of the department, about the performance by the local group of its functions.

Mandatory Training Courses
Queensland Disaster Management Arrangements
Disaster Relief and Recovery Funding Arrangements - Module 1

Needs Based Training Courses
Emergency Risk Management – Module 1
Business Continuity Planning – Module 1
Disaster Management Planning – Module 1
Exercise Management – Module 1
Warning and Alert Systems – Module 1
Community Engagement – Module 1
Cyclone Shelter Management – Module 1
Disaster Coordination Centre – Module 1
Evacuation – Module 1
Evacuation Centre Management – Module 1
Recovery – Module 1
Resupply – Module 1

Induction
Local Disaster Management Group Member Induction
Deputy Chair, Local Disaster Management Group

The Deputy Chair of the Local Disaster Management Group is appointed in accordance with s34 of the Disaster Management Act 2003.

Functions

The Local Disaster Management Group Deputy Chair would support the Local Disaster Management Group Chair in the performance of their duties and, in the absence of the Chair, perform the functions of the Chair.

Mandatory Training Courses

Queensland Disaster Management Arrangements
Disaster Relief and Recovery Funding Arrangements – Module 1

Needs Based Training Courses

Emergency Risk Management – Module 1
Business Continuity Planning – Module 1
Disaster Management Planning – Module 1
Exercise Management – Module 1
Warning and Alert Systems - Module 1
Community Engagement – Module 1
Cyclone Shelter Management – Module 1
Disaster Coordination Centre – Module 1
Evacuation – Module 1
Evacuation Centre Management – Module 1
Recovery – Module 1
Resupply – Module 1

Induction

Local Disaster Management Group Member Induction
Member, Local Disaster Management Group

Members of the Local Disaster Management Group are appointed in accordance with s33 of the *Disaster Management Act 2003*.

**Functions**

Members of the Local Disaster Management Group will contribute to the performance of the functions of the Local Disaster Management Group as outlined in s30 of the *Disaster Management Act 2003*.

**Mandatory Training Courses**

- Queensland Disaster Management Arrangements
- Evacuation – Module 1
- Recovery – Module 1

**Needs Based Training Courses**

- Emergency Risk Management – Module 1
- Business Continuity Planning – Module 1
- Disaster Management Planning – Module 1
- Exercise Management – Module 1
- Warning and Alert Systems – Module 1
- Community Engagement – Module 1
- Cyclone Shelter Management – Module 1
- Evacuation Centre Management – Module 1
- Disaster Relief and Recovery Funding Arrangements – Module 1
- Resupply – Module 1

**Induction**

Local Disaster Management Group Member Induction
Advisor, Local Disaster Management Group

Advisors to the Local Disaster Management Group are appointed as appropriate to their industry and expertise.

Functions

Advisors to the Local Disaster Management Group will contribute to the performance of the functions of the Local Disaster Management Group as outlined in s30 of the Disaster Management Act 2003.

Mandatory Training Courses

Queensland Disaster Management Arrangements
Evacuation – Module 1
Recovery – Module 1

Needs Based Training Courses

Emergency Risk Management – Module 1
Business Continuity Planning – Module 1
Disaster Management Planning – Module 1
Exercise Management – Module 1
Warning and Alert Systems – Module 1
Community Engagement – Module 1
Cyclone Shelter Management – Module 1
Evacuation Centre Management – Module 1
Disaster Relief and Recovery Funding Arrangements – Module 1
Resupply – Module 1

Induction

Local Disaster Management Group Member Induction
Local Recovery Coordinator

The Local Recovery Coordinator is appointed by the Chair of the Local Disaster Management Group.

Functions

The Queensland Recovery Plan, outlines the indicative role of the Local Recovery Coordinator which includes, but is not limited to:

- liaise with functional lead agency representatives at the local and district levels
- work with identified agencies and the community to develop the specific operational recovery strategy and plans
- coordinate the community recovery from the disaster.

Mandatory Training Courses

Queensland Disaster Management Arrangements
Business Continuity Planning – Module 1
Disaster Management Planning – Module 1
Community Engagement – Module 1
Disaster Coordination Centre – Module 1
Disaster Relief and Recovery Funding Arrangements – Module 1
Recovery – Modules 1 and 2

Needs Based Training Courses

Emergency Risk Management – Module 1
Exercise Management – Module 1
Warning and Alert Systems – Module 1
Disaster Coordination Centre – Module 4
Evacuation Centre Management – Modules 1, 2 and 3
Disaster Relief and Recovery Funding Arrangements – Module 2
Resupply – Module 1

Induction

Local Recovery Coordinator Induction
Local Recovery Group Member

The Local Recovery Group is established during operations to ensure recovery operations are implemented effectively.

Functions

There are no legislated functions for Local Recovery Group members. However, in accordance with the Queensland Recovery Plan, the local recovery group works with recovery functional lead agencies to coordinate recovery operations.

Mandatory Training Courses

Queensland Disaster Management Arrangements
Recovery – Modules 1 and 2

Needs Based Training Courses

Emergency Risk Management – Module 1
Business Continuity Planning – Module 1
Exercise Management – Module 1
Community Engagement – Module 1
Local Disaster Coordination Centre Staff

Local Disaster Coordination Centres operationalise Local Disaster Management Group decisions, as well as plan and implement strategies and activities on behalf of the Local Disaster Management Group during disaster operations.

The Local Disaster Coordination Centre should have the capability to coordinate local resources and information and pass information and requests to the District Disaster Coordination Centre. The Local Disaster Coordination Centre will request support from the District level if local resources are not available or are exhausted.

The Local Disaster Coordination Centre is managed by local government and will normally be staffed by local government employees supported by agency liaison officers from local government, local emergency services and non-government organisations, as appropriate to the local area.

Functions

There are no legislated functions for Local Disaster Coordination Centre staff. However, staff must be trained to undertake relevant roles and responsibilities for the efficient operation of the Local Disaster Coordination Centre.

Mandatory Training Courses

Queensland Disaster Management Arrangements
Warning and Alert Systems – Module 1
Disaster Coordination Centre – Modules 1 and 2 (applicable Sub-Module)

Needs Based Training Courses

Exercise Management – Module 1
Warning and Alert Systems – Module 2
Cyclone Shelter Management – Module 1
Disaster Coordination Centre – Modules 3 and 4
Evacuation – Module 1
Evacuation Centre Management – Module 1
Disaster Relief and Recovery Funding Arrangements – Modules 1 and 2
Resupply – Modules 1 and 2
Local Disaster Coordination Centre Liaison Officer

Local Disaster Coordination Centre liaison officers provide an important information and coordination connection between their agency and the Local Disaster Coordination Centre. Liaison officers are appointed by their agency.

Functions

There are no legislated functions for Local Disaster Coordination Centre liaison officers. However, liaison officers must be trained to undertake relevant responsibilities to ensure efficient liaison between the Local Disaster Coordination Centre and their agency.

Mandatory Training Courses

- Queensland Disaster Management Arrangements
- Disaster Coordination Centre – Module 1
- Disaster Relief and Recovery Funding Arrangements – Module 1

Needs Based Training Courses

- Exercise Management – Module 1
- Disaster Coordination Centre – Modules 2, 3 and 4
- Evacuation – Module 1
- Recovery – Module 1
- Resupply – Modules 1 and 2
District Level

Chair, District Disaster Management Group and District Disaster Coordinator

The Chair of the District Disaster Management Group is appointed in accordance with s25 of the Disaster Management Act 2003. In accordance with s25A of the Disaster Management Act 2003 the Chair of the District Disaster Management Group is also the District Disaster Coordinator.

Functions

In accordance with s26 of the Disaster Management Act 2003 the Chair of the District Disaster Management Group has the following functions:

a) to manage and coordinate the business of the group
b) to ensure, as far as practicable, that the group performs its functions
b) to report regularly to the State group about the performance by the district group of its functions.

In accordance with s26A of the Disaster Management Act 2003 the function of the District Disaster Coordinator is to coordinate disaster operations in the disaster district for the group.

Mandatory Training Courses

Queensland Disaster Management Arrangements
Warning and Alert Systems – Module 1
Evacuation – Modules 1 and 2
Recovery – Module 1

Needs Based Training Courses

Emergency Risk Management – Module 1
Business Continuity Planning – Module 1
Disaster Management Planning – Module 1
Exercise Management – Module 1
Warning and Alert Systems – Module 2
Community Engagement – Module 1
Cyclone Shelter Management – Modules 1, 2 and 3
Disaster Coordination Centre – Modules 1, 2, 3 and 4
Evacuation Centre Management – Modules 1, 2 and 3
Disaster Relief and Recovery Funding Arrangements – Modules 1 and 2
Recovery – Module 2
Resupply – Modules 1 and 2

Induction

District Disaster Coordinator Induction
Deputy Chair, District Disaster Management Group

The Deputy Chair of a District Disaster Management Group is appointed in accordance with s25 of the *Disaster Management Act 2003*.

**Functions**

The Deputy Chair would support the Chair in the performance of their duties and, in the absence of the Chair, perform the functions of the Chair.

**Mandatory Training Courses**

- Queensland Disaster Management Arrangements
- Warning and Alert Systems – Module 1
- Evacuation – Modules 1 and 2
- Recovery – Module 1

**Needs Based Training Courses**

- Emergency Risk Management – Module 1
- Business Continuity Planning – Module 1
- Disaster Management Planning – Module 1
- Exercise Management – Module 1
- Warning and Alert Systems – Module 2
- Community Engagement – Module 1
- Cyclone Shelter Management – Modules 1, 2 and 3
- Disaster Coordination Centre – Modules 1, 2, 3 and 4
- Evacuation Centre Management – Modules 1, 2 and 3
- Disaster Relief and Recovery Funding Arrangements – Modules 1 and 2
- Recovery – Module 2
- Resupply – Modules 1 and 2

**Induction**

- District Disaster Coordinator Induction
Executive Officer, District Disaster Management Group

The Executive Officer of a District Disaster Management Group is appointed in accordance with s27 of the Disaster Management Act 2003.

Functions

In accordance with s28 of the Disaster Management Act 2003, the function of the Executive Officer of the District Disaster Management Group is to support the group in the performance of its functions, as directed by the Chair of the District Disaster Management Group.

Mandatory Training Courses

- Queensland Disaster Management Arrangements
- Emergency Risk Management – Module 1
- Business Continuity Planning – Module 1
- Disaster Management Planning – Module 1
- Exercise Management – Module 1
- Warning and Alert Systems – Modules 1 and 2
- Community Engagement – Module 1
- Cyclone Shelter Management – Module 1
- Disaster Coordination Centre – Modules 1, 2, 3 and 4
- Evacuation – Modules 1 and 2
- Evacuation Centre Management – Module 1
- Disaster Relief and Recovery Funding Arrangements – Modules 1 and 2
- Recovery – Modules 1 and 2
- Resupply – Modules 1 and 2

Needs Based Training Courses

- Cyclone Shelter Management – Modules 2 and 3
- Evacuation Centre Management – Modules 2 and 3

Induction

- District Disaster Management Group Member Induction
Member, District Disaster Management Group

Members of a District Disaster Management Group are appointed in accordance with s24 of the Disaster Management Act 2003.

Functions

Members of the District Disaster Management Group will contribute to the performance of the functions of the District Disaster Management Group as outlined in s23 of the Disaster Management Act 2003.

Mandatory Training Courses

Queensland Disaster Management Arrangements

Needs Based Training Courses

Disaster Management Planning – Module 1
Exercise Management – Module 1
Evacuation – Modules 1 and 2
Disaster Relief and Recovery Funding Arrangements – Module 1
Recovery – Modules 1 and 2

Induction

District Disaster Management Group Member Induction

Advisor, District Disaster Management Group

Advisors to a District Disaster Management Group are appointed by the District Disaster Management Group, as appropriate to their industry or agency and expertise.

Functions

Advisors of the District Disaster Management Group will contribute to the performance of the functions of the District Disaster Management Group as outlined in s23 of the Disaster Management Act 2003.

Mandatory Training Courses

Queensland Disaster Management Arrangements

Needs Based Training Courses

Disaster Management Planning – Module 1
Exercise Management – Module 1
Evacuation – Modules 1 and 2
Disaster Relief and Recovery Funding Arrangements – Module 1
Recovery – Modules 1 and 2

Induction

District Disaster Management Group Member Induction
District Disaster Coordination Centre Staff

District Disaster Coordination Centres are established to support the District Disaster Management Group in the provision of State level support to local governments. They provide prompt and relevant information to both Local Disaster Coordination Centres and to the State Disaster Coordination Centre on disaster events occurring within their disaster district.

The District Disaster Coordination Centre coordinates the collection and dissemination of information to the State Disaster Coordination Centre and relevant Local Disaster Coordination Centres. The District Disaster Coordination Centre will implement decisions of the District Disaster Coordinator and coordinates State and Australian government resources in support of the disaster affected community.

The District Disaster Coordination Centre is managed by the Queensland Police Service and will normally be staffed by Queensland Police Service employees supported by agency liaison officers from State Government and non-government organisations, as appropriate to the district.

Functions

There are no legislated functions for this position. However, staff must be trained to undertake relevant roles and responsibilities for the efficient operation of the District Disaster Coordination Centre.

Mandatory Training Courses

Queensland Disaster Management Arrangements
Disaster Coordination Centre – Modules 1 and 2 (applicable Sub-Module)

Needs Based Training Courses

Exercise Management – Module 1
Cyclone Shelter Management – Module 1
Disaster Coordination Centre – Modules 3 and 4
Evacuation – Module 1
Disaster Relief and Recovery Funding Arrangements – Modules 1 and 2
Resupply – Module 1
District Disaster Coordination Centre Liaison Officer

The District Disaster Coordination Centre liaison officers provide an important information and coordination connection between their agency and the District Disaster Coordination Centre. Liaison officers are appointed by their agency.

Functions

There are no legislated functions for District Disaster Coordination Centre liaison officers. However, liaison officers must be trained to undertake relevant responsibilities to ensure efficient liaison between the District Disaster Coordination Centre and their agency.

Mandatory Training Courses

Queensland Disaster Management Arrangements
Disaster Coordination Centre – Module 1
Disaster Relief and Recovery Funding Arrangements – Module 1

Needs Based Training Courses

Exercise Management – Module 1
Disaster Coordination Centre – Modules 2 and 4
Recovery – Module 1
State Level

State Disaster Coordinator

The State Disaster Coordinator is appointed in accordance with s21B of the Disaster Management Act 2003.

Functions

In accordance with s21C of the Disaster Management Act 2003, the State Disaster Coordinator has the following functions:

a) to coordinate disaster response operations for the State group
b) to report regularly to the State group about disaster response operations
c) to ensure, as far as reasonably practicable; that any strategic decisions of the State group about disaster response operations are implemented
d) to provide strategic advice on disaster response operations to district disaster coordinators.

Mandatory Training Courses

Queensland Disaster Management Arrangements

Needs Based Training Courses

Emergency Risk Management – Module 1
Business Continuity Planning – Module 1
Disaster Management Planning – Module 1
Exercise Management – Module 1
Warning and Alert Systems – Module 1
Community Engagement – Module 1
Cyclone Shelter Management – Module 1
Disaster Coordination Centre – Modules 1 and 4
Evacuation – Module 1
Evacuation Centre Management – Module 1
Disaster Relief and Recovery Funding Arrangements – Module 1
Recovery – Module 1
Resupply – Module 1

Induction

State Disaster Coordinator Induction
### Chair, Queensland Disaster Management Committee

The Chair of the Queensland Disaster Management Committee is appointed in accordance with s20 of the *Disaster Management Act 2003*.

**Functions**

In accordance with s20A of the *Disaster Management Act 2003* the Chair of the Queensland Disaster Management Committee has the following functions:

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

**Mandatory Training Courses**

Queensland Disaster Management Arrangements

**Induction**

Queensland Disaster Management Committee Member Induction

### Deputy Chair, Queensland Disaster Management Committee

The Deputy Chair of the Queensland Disaster Management Committee is appointed in accordance with s20 of the *Disaster Management Act 2003*.

**Functions**

In accordance with s20 of the *Disaster Management Act 2003* the Deputy Chair is to act as the Chair during a vacancy in the office of the Chair and during all periods when the Chair is absent from duty and cannot perform the functions of the position.

**Mandatory Training Courses**

Queensland Disaster Management Arrangements

**Induction**

Queensland Disaster Management Committee Member Induction

### Standing Member and Official, Queensland Disaster Management Committee

Standing members and officials of the Queensland Disaster Management Group are appointed in accordance with s19 of the *Disaster Management Act 2003*.

**Functions**

Standing members and officials of the Queensland Disaster Management Committee will contribute to the performance of the functions of the Queensland Disaster Management Committee as outlined in s18 of the *Disaster Management Act 2003*.

**Mandatory Training Courses**

Queensland Disaster Management Arrangements

**Induction**

Queensland Disaster Management Committee Member Induction
State Recovery Coordinator

The State Recovery Coordinator is appointed in accordance with s21D of the Disaster Management Act 2003.

Functions

In accordance with s21E of the Disaster Management Act 2003, the Disaster Recovery Coordinator has the following functions:

a) to coordinate disaster recovery operations for the State group
b) to report regularly to the State group about disaster recovery operations
c) to ensure, as far as reasonably practicable, that any strategic decisions of the State group about disaster recovery operations are implemented
d) to provide strategic advice on disaster recovery operations to government agencies performing disaster recovery operations.

Mandatory Training Courses

Queensland Disaster Management Arrangements
Community Engagement – Module 1
Cyclone Shelter Management – Module 1
Evacuation – Module 1
Disaster Relief and Recovery Funding Arrangements – Module 1
Recovery – Module 1
Resupply – Module 1

Needs Based Training Courses

Emergency Risk Management – Module 1
Business Continuity Planning – Module 1
Exercise Management – Module 1

Induction

State Recovery Coordinator Induction
**Functional Recovery Group(s) Member**

In accordance with the State Disaster Management Plan, five CEO-led Functional Recovery Groups lead and coordinate the planning and implementation of whole-of-government recovery from significant disaster events. A Functional Recovery Group(s) Member is appointed as appropriate to their agency’s role in the five recovery functions of Human and Social Recovery; Economic Recovery; Environmental Recovery; Building Recovery and Roads and Transport Recovery.

**Functions**

There are no legislated functions for Functional Recovery Group(s) Members. However, they would support their agency in leading and coordinating the planning and implementation of the State’s whole-of-community recovery activities as appropriate to their agency responsibilities.

**Mandatory Training Courses**

Queensland Disaster Management Arrangements

**Needs Based Training Courses**

- Emergency Risk Management – Module 1
- Business Continuity Planning – Module 1
- Exercise Management – Module 1
- Community Engagement – Module 1
- Recovery – Modules 1 and 2
State Disaster Coordination Centre Staff

The State Disaster Coordination Centre is a permanent facility staffed by Queensland Fire and Emergency Services Watch Desk personnel on a 24/7 basis. When activated the State Disaster Coordination Centre draws on personnel from the broader Queensland Fire and Emergency Services, Queensland Police Service, the Public Safety Business Agency and other state government agencies. The State Disaster Coordination Centre is further supplemented by Agency Representatives from whole of government and/or non-government organisations as required by the specific event.

The purpose of the State Disaster Coordination Centre is to provide a single coordination point for state level whole of government operational response capabilities through strong engagement and leadership supported by contemporary processes and systems. When activated, the State Disaster Coordination Centre serves as an operational venue for the State Disaster Coordinator and the State Disaster Coordination Group with the operations of the State Disaster Coordination Centre led by the Command capability.

In addition to the learning pathway outlined on the Queensland Disaster Management Training Framework, the State Disaster Coordination Centre workforce undertakes specific training to develop the capability based system. This training is consolidated with exercises and annual refresher, skills maintenance training.

Functions

There are no legislated functions for State Disaster Coordination Centre staff. However, staff must be trained to undertake relevant roles and responsibilities for the efficient operation of the State Disaster Coordination Centre.

Mandatory Training Courses

Queensland Disaster Management Arrangements

Needs Based Training Courses

Exercise Management – Module 1

State Disaster Coordination Centre Agency Representative

The State Disaster Coordination Centre Agency Representatives provide an important information and coordination connection between their agency and the State Disaster Coordination Centre. Agency Representatives are appointed by their agency.

Functions

There are no legislated functions for State Disaster Coordination Centre Agency Representatives. However, they must be trained to undertake relevant responsibilities to ensure efficient liaison between the State Disaster Coordination Centre and their agency.

Mandatory Training Courses

Queensland Disaster Management Arrangements

Needs Based Training Courses

Exercise Management – Module 1
Member, State Disaster Coordination Group

Membership of the State Disaster Coordination Group is comprised of representatives from government and non-government agencies, at a senior level, that have a significant role in disaster management.

Functions

Members of the State Disaster Coordination Group will contribute to the performance of the functions of the State Disaster Coordination Group as outlined in Terms of Reference of the State Disaster Coordination Group.

Mandatory Training Courses

Queensland Disaster Management Arrangements

Needs Based Training Courses

Disaster Management Planning – Module 1
Exercise Management – Module 1
Disaster Coordination Centre – Module 1

Induction

State Disaster Coordination Group Member Induction

Office of the Inspector-General of Emergency Management

The Office of the Inspector-General of Emergency Management is established in accordance with s16B of the Disaster Management Act 2003.

Functions


Mandatory Training Courses

Queensland Disaster Management Arrangements

Needs Based Training Courses

Emergency Risk Management – Module 1
Business Continuity Planning – Module 1
Disaster Management Planning – Module 1
Exercise Management – Module 1
Warning and Alert Systems – Modules 1 and 2
Community Engagement – Module 1
Cyclone Shelter Management – Modules 1, 2 and 3
Disaster Coordination Centre – Modules 1, 2, 3 and 4
Evacuation – Modules 1 and 2
Evacuation Centre Management – Modules 1, 2 and 3
Disaster Relief and Recovery Funding Arrangements – Modules 1 and 2
Recovery – Modules 1 and 2
Resupply – Modules 1 and 2