



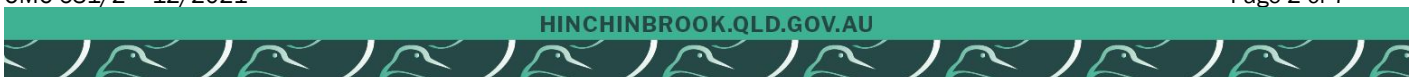
HINCHINBROOK
LOCAL DISASTER
MANAGEMENT GROUP



COMMUNICATIONS SUB PLAN

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AUTHORITY TO PLAN

This Communications Sub Plan has been prepared by the Hinchinbrook Local Disaster Management Group (LDMG) under the provisions of section 57 of the *Disaster Management Act 2003* (Qld). This Plan is a Sub Plan of the Hinchinbrook Local Disaster Management Plan (LDMP) and is to be read in conjunction.

APPROVAL

The preparation of this Communications Sub Plan has been undertaken in accordance with the Act to detail the role of Hinchinbrook Shire Council (Council) in providing an effective communications network across a multiagency response to a disaster event.

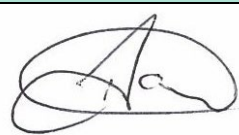
The Plan is recommended for distribution by the LDMG.

AMENDMENT CONTROL

The controller of the document is the Hinchinbrook Local Disaster Coordinator (LDC). Any proposed amendments to this sub plan should be forwarded in writing to:

Local Disaster Coordinator
Hinchinbrook Shire Council
25 Lannercost Street
INGHAM QLD 4850

The LDC may approve minor amendments to this document. Any changes to the intent of the document must be endorsed by the LDMG.

DOCUMENT HISTORY AND STATUS						
Action	Name		Position	Signed	Date	
Approved	Ramon Jayo		Chairperson		17/12/2020	
Plan Version	2	Initial Adopted	Version	24/10/2018	Current Version Adopted	17/12/2020
Maintained By	Local Disaster Management Group			Next Review Date	17/12/2021	
File Location	E:\Shared Data\Administration\Change\Policies, Procedures & Forms\02. Current Documents					

1. Objectives

Specific objectives of this Sub Plan are to identify:

- 1.1 Types of communication;
- 1.2 Available communication resources;
- 1.3 Communications power supplies;
- 1.4 Transmission sites; and
- 1.5 Methods to communicate information to the public.

2. Activation

The activation of this Sub Plan will be initiated by the Chair of the LDMG or a delegated officer when an event requires liaison between relevant authorities and coordination of communications networks.

- 2.1 Threats to the Hinchinbrook Shire which could cause the Communications Sub Plan to be activated include:
 - Flooding;
 - Severe storm;
 - Tropical Cyclone (TC);
 - Storm surge;
 - Earthquake;
 - Landslide;
 - Bushfire;
 - Tsunamis;
 - Climate change; and
 - Other – any event as per S16 (1 and 2) of *Disaster Management Act 2003*.
- 2.2 In the event that primary means of communicating are lost, it is necessary to establish and utilise the identified secondary communications networks.

3. Communications Glossary

3.1 Primary Communications

- 3.1.1 The Telstra telephone network, including mobile telephones and/or internet; and
- 3.1.2 Key contact numbers are listed in Attachment A of this Sub Plan.

3.2 Secondary Communications

Radio communications in any band – VHF, UHF and satellite telephones and links, which may be available for use during disaster events.

3.3 Supplementary Communications

Additional primary or secondary communications capability may be required from external sources during a disaster event, over and above that which is normally installed at the Local Disaster Coordination Centre (LDCC).

4. Communications Information

4.1 Local Disaster Coordination Centre (LDCC)

- 4.1.1 All primary, secondary and supplementary communications equipment and facilities will be available to the LDCC for the purpose of preparation, response and recovery from an event;
- 4.1.2 The LDCC uses Council's social media pages, print media, radio, television, pamphlets and web-based Disaster Dashboard to disseminate information to the community. Community posts to the social media page are moderated by Council to ensure information is accurate and timely;
- 4.1.3 The management of information in a disaster event will be issued in the first instance by the Hinchinbrook LDMG Chair to the public; and
- 4.1.4 In a disaster event, the LDCC will make daily contact with the Local Area Wardens via radio or mobile telephone to obtain any updates they may have in relation to their respective areas.

In summary, each member of the Hinchinbrook LDMG is responsible for notifying their agency or group of any warnings of relevance. The LDMG utilises the Guardian system to control all records, including public information and/or warnings released to the public via the Disaster Dashboard, during a disaster. Information is managed in accordance with Council's document control process. This ensures that document protection, confidentiality and waste disposal of information in the LDCC is adequately managed as per the Records and Retention Policy.

4.2 Interagency Communications

Due to the broad spread of frequency bands utilised by various response agencies, i.e. Queensland Police Service (QPS) – UHF/VHF, Queensland Ambulance Service (QAS) – UHF/VHF, Queensland Fire and Emergency Services (QFES) – UHF/VHF, State Emergency Service (SES) – UHF/VHF and Council – UHF, an “all agency” command radio network is unattainable at this time. Therefore, all responding agencies will provide to the LDCC, where practicable, a liaison officer with a radio for communication within their agency's established network.

Note: Co-location of radio communications equipment may generate interference across the radio network.

4.3 Evacuation Centre/Public Cyclone Shelter

To provide communications other than by landline telephone and mobile telephone, Council will provide the Evacuation Centre with a handheld radio. Satellite nbn™ Broadband Service including Public Wi-fi will also be available within the Evacuation Centre. The Public Cyclone Shelter, when activated, has a fixed permanent radio.

4.4 Flood and Cyclones

Council's data capture system, Enviromon, can be accessed by Council staff. BOM have access to Council river height stations and utilise this system to collect and disseminate flood heights and reports to both response agencies and the general public.

4.5 Evacuations

- 4.5.1 As QPS are the lead agency in an evacuation, they will liaise via the Police communications network; and
- 4.5.2 The Department of Environment and Science (DES) through Queensland Parks and Wildlife Service (QPWS) are responsible for the evacuation of campers/tourists in National Parks in the district. Various notices are issued from a DES/QPWS regional level notifying of the pending cyclone/flood, where the directive is given to evacuate and close the parks. No further bookings are taken whilst this directive is in place.

4.6 Large Scale Disasters

4.6.1 In the event of a large scale disaster impacting the Hinchinbrook Shire where all existing primary communications facilities are damaged or destroyed resulting in the total failure of primary communications, it will be necessary to utilise secondary and other communications facilities for the public to access the LDCC with requests. This will be by UHF – CB Channel 3 and 5 or contact through the Local Area Warden on channels 9 and 16.

4.6.2 It will be necessary to advise the general public how and where they can make requests for urgent assistance. It must be stressed that these facilities are for use only in the most urgent circumstances i.e. medical emergencies. The LDMG will ensure adequate notification is made available to the public regarding the appropriate use of secondary and supplementary communications.

4.6.3 Consideration will be given to utilisation of the Wireless Institute Civil Emergency Network (WICEN) organisation. This division of the Wireless Institute are amateur radio operators who have a large range of portable equipment and frequencies at their disposal. There are several members of this organisation within the Hinchinbrook Shire with both portable and base station equipment.

Note: WICEN radio operators can assist as communications operators within the LDCC during disasters and emergencies over a prolonged period.

4.6.4 In the event of a large scale disaster impacting the Hinchinbrook Shire area where all existing primary, secondary and supplementary communication facilities are damaged or destroyed, it will be necessary to utilise rudimentary techniques considered appropriate at the time for the prevailing circumstances including, but not limited to:

- Door knocking;
- Hailer fitted vehicle patrols;
- Roadside messaging boards; and
- Pamphlet distribution.

4.7 Mobile or Secondary Disaster Coordination Centre

In the event that a mobile/secondary LDCC facility is required, Council's radios are mobile and can be taken to alternate LDCC if necessary.

This mobile unit has the following communications network supporting the LDMG:

- SES UHF (channels 9 and 16);
- UHF – CB; and
- 27 MHz – CB.

4.8 Media Releases

All media releases from the LDCC to the public and media must be formulated by the Media and Communications Officer and authorised by the Chair or LDC of the LDMG. Regular media briefings must be maintained throughout the disaster response and recovery.

The Hinchinbrook community is serviced by all commercial and government television and radio stations.

A list of LDCC contact telephone and facsimile numbers are listed in Attachment A of this Sub Plan.

5. Finance

The recovery of financial expenditure will be carried out in accordance with the procedures stipulated in the LDMP.

Attachment A – LDCC Communication/Contacts

TYPE	PHONE NUMBER
Council Public Access Line	4776 4600
Council Fax	4776 3233
Chairperson LDMG	4776 4600
LDC	4776 4600
LDCC	4776 4600
SES	4776 2899
Disaster Management Officer	4776 4746

State Emergency Service (SES) Radio Network

LOCATION	CONTACT/RADIO EQUIPMENT DETAILS
Hinchinbrook SES Building	18 x handheld radios
	1 x base station in building
	2 x portable base station
	1 x portable repeater
	1 x backpack radio
	1 x Codan HF radio
	4 x boat radios
	1 x maritime radio
	1 x ground to air radio

Queensland Police Service (QPS) Radio Network

POLICE STATION	CONTACT	EQUIPMENT DETAILS
Ingham	4776 9777	
Halifax	4061 5995 / 0427 139 936	QPS Inter Emergency Services channel UHF CB Channel 3 and 5 Marine Radio Base HF CB 27Mhz

Queensland Ambulance Service (QAS) Radio Network

AMBULANCE STATION	CONTACT	EQUIPMENT DETAILS
Ingham	4776 5133 / 0428 985 777	UHF Channel 5 QAS Inter Emergency Services Channels
Halifax	4777 7233	