



WICEN (Vic.) Inc.

Communications Manual
For

Oxfam Trailwalker 2012

Version 3.0 April 2012

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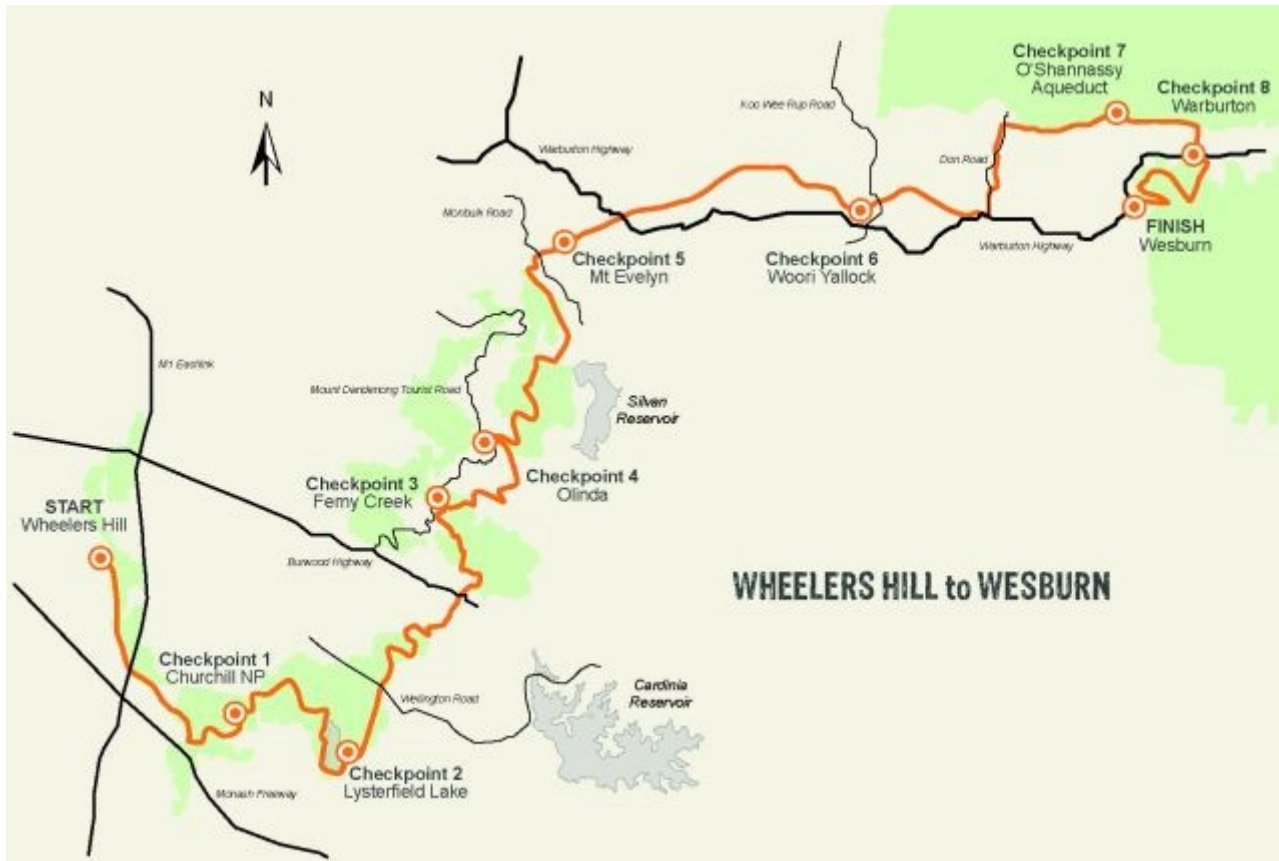
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General Information

Introduction

Welcome to the Oxfam Trailwalker event and thank you for volunteering to assist WICEN. This document should contain all the information you need as a checkpoint operator on the event. **Please read it thoroughly.**

The Trail.



Overview

The Oxfam Trailwalker event entails teams of four members, traversing roads and walking trails on foot for 100 Kms from Jells Park to Wesburn Park, in the shortest possible time. The event will run continuously from 7:00 am Fri 20 April. Until 10:00 am Sun 22 April .

The role of WICEN is to supply safety and logistic communications from Net Control, Finish, and all checkpoints

WICEN will operate controlled Nets from Wesburn.

WICEN Role & Responsibilities

From the Oxfam Trailwalker Operations Manual:

Responsibility

Provide effective radio communications network between all Checkpoints, Finish and the Control Centre for the duration of the event.

Roles

Establish radio communications between the Control Centre, and all checkpoints;

Provide personnel to operate radios at all checkpoints and control for the duration of the event

Provide ongoing support for network throughout event.

Liaise with other supporting organisations to develop comprehensive post-event evaluation.

WICEN Behaviour.

As a WICEN Team member on the event your priority is to work as part of the WICEN Team. Ensure the Communication channels being monitored at all times. Pass messages without unnessecary delay. Ensure your own safety, other WICEN Team members, Event personel, competitor and the public.

Training

The Training objective this year is to use packet radio and pass formal and information messages using the TRAK application.

Public Profile

Where possible a WICEN uniform and WICEN ID should be worn, and WICEN banners prominently displayed at each checkpoint. This is a public event and many people will see us. Do NOT wear other services uniform or apperal as you are a part of the WICEN Communication team.

Checkpoints

Please plan your travel to get to the required check point on time. Melway references can be found in the check point information distributed with this Manual. There are eight checkpoints, the Start at Jells Park, the Finish at Wesburn Park and the Wesburn Control Centre. WICEN will not be operating from the Start or at Jelly Park or Finish at Wesburn. We will have a CB radio for officials to call AWI

Each site is controlled at all times by the Oxfam Checkpoint Coordinator (or their assistant). As per the site plans (Distributed with this manual), the WICEN operator will setup next to the Oxfam Checkpoint coordinator.

Please introduce yourself to your Checkpoint coordinator.

Rostering

A WICEN operators will be assigned to a checkpoint. Time and availability information is included. The WICEN team at each Checkpoint are encouraged to discuss times of duty between themselves to ensure that:--

1. an operator is on duty at all times.
2. People do not work onerously long shifts. Look after each other.
3. Get enough rest to perform the job safely.
4. Make sure you are fit to drive. Have a snooze before you leave for home if you need to; and get home safely.
5. Try and work short shifts during the night to reduce the impact and sleep disruption. This will aid recovery in the day (S) after the event.

To do this it is expected that people will camp at the checkpoints rather than travel home during the event.

The first operator needs to ensure he has the equipment to set up the checkpoint, and should be operational before the listed Opening time. When coming on duty please allow time for station set up, change over operators, an update briefing. After change over introductions to Oxfam personnel.

Please liaise with other operators at your checkpoint so that a smooth operation will occur. The sharing of equipment may be possible, but will have to be arranged between yourselves. Having to install station equipment in the dark may be a dangerous as well as a nuisance and should be avoided if possible.

Operators on the **last** shift at each checkpoint is required to keep the Checkpoint **open** until the safety of all competitors and volunteers has been assured. Once the sweep walkers have left the checkpoint and the Oxfam Checkpoint Coordinator has given you permission to do so, you may then ask Net Control for permission to close the check point.

Equipment:

Each checkpoint will require

- 2m Packet station. (not all operators at a checkpoint will need this) 6m radio, feed line & antenna capable of tuning to the required frequencies.
- Batteries & power supplies/chargers to power the radio and packet systems.
- Printer (if available) will allow format messages to be printed. If a printer is not available message will need to be transcribed from the computer to our message pad.

Each operator will require

- Message pads, pens, log sheets, and assorted spares
- Warm clothing
- Bedding (those operators remaining at checkpoints at night while not on duty)
- Food
- Torch
- There will be transportable toilets at check points.

WICEN Checkpoint Setup

As WICEN operating positions are located adjacent to checkpoint coordinators within buildings or marquees, operating from vehicle mounted stations will not be possible. The WICEN Maps and Site plan shows these positions. (distributed with this document)

Operators should plan to use battery power, though power will be available at all checkpoints (whether via existing supply or Oxfam generator) for battery charging. In the cases where generators are being used please liaise with the Oxfam Checkpoint coordinator before connecting to the power.

Avoid congesting the administration area, when not on duty. **NB You will not be able to sleep in the marquees or checkpoint buildings.** Space at some checkpoints operating overnight is limited. There is camping at Wesburn. Please don't travel when fatigued.

Masts will be required for 6 and 2m. When setting up free standing masts, fencing star pickets and a method of driving them into the ground would be useful. The use of headphones may be necessary as checkpoints can be noisy. Ensure that you can hear your radio at all times.

When setting up your station, discuss with the checkpoint administrator the layout of the checkpoint administration area so that your operating point is conveniently located with regard to safety, particularly routing your feed lines via windows or doors.

Occupational Health and Safety

When setting your station up consider both the ACMA EMR regulations now in force and basic Occupational Health and Safety guidelines (IE no antenna leads across walkways).

Operators camping should be aware that leeches abound in the bush and the use of insect repellent and closure of trouser legs is advisable.

Each WICEN operator **MUST** ensure that the setup at the checkpoint is not hindering the event organisers, competitors or, where present, the general public.

Given the 24 hour nature of this event, WICEN operators must also take care to ensure they have adequate clothing and food so as not to endanger their well being during the event. Warm waterproof clothing is essential.

Toilets are provided and food and hot drinks **may** be available at some checkpoints, however WICEN Operators at checkpoints must be self-sufficient.

Net Control will be performing welfare checks of each active checkpoint from time to time. (traffic allowing) to ensure all active checkpoints are operational in case of an urgent situation. If you do not receive a welfare check at the expected time and AWI is not busy, call in for a "comms check".

Travelling to and from the Event.

AWI will be recording and arrival and departure from the WICEN members from the the Event. If you travel away from the CP for any reason please advise AWI before you leave, and again when you return.

NB it is very important WICEN operators do NOT drive while suffering fatigue, especially if a checkpoint finishes late in the evening. Take a Power Nap if tired.

Logs

Comprehensive station logs should be kept and submitted to the Event Commander, Ian Morris, VK3IFM after the event. Log sheet Form wof07 This included the TRAK log file which can be emailed to ifm@iinet.net.au The files are created on exit in the root TRAK directory and are called 'MessageLog_VK3ABC.html' and 'Scores_VK3ABC.html' where VK3ABC is the users callsign.

Frequencies

Updated

Primary	Secondary	Tertiary	Packet
53.900Hz on VK3RMS (1MHz Neg Offset) 53.150MHz simplex	53.575Hz on VK3RDD (1MHz Neg Offset) CTCSS 91.5	147.300 MHz Simplex.	145.200 MHz

Primary frequency will be 6m for voice and chat channel. After CP1 and 2 close we will look at moving to 147.300 MHz Simplex if comms is workable to all check points.

VK3REC will be monitored by AWI for operators to call in when they arrive at the checkpoints.

Callsigns

Special callsigns will be used as follows:

Location	Callsign
Net Control Centre	VK3AWI (can be abbreviated to AWI)
Finish	FINISH
Checkpoints	CHECKPOINT #

Joining The Net

As soon as practical after arriving at a checkpoint to set up a station, the Net Control Station should be contacted.

Privacy

Please observe competitor confidentiality by **not transmitting** competitor names unless specifically authorised to do so by the Net Control Station. A competitor can be identified by team name (or number) and team member colour (Red, Yellow, Green or Blue). Our transmissions may be monitored (by press and radio enthusiasts) and news of ill or injured competitors may be prematurely disclosed, which may in turn cause alarm to family and friends.

Traffic

The expected traffic varies according to what other communications systems are available to the officials at a particular checkpoint. **IF YOU HAVE TO LEAVE YOUR RADIO (to deliver messages/calls of nature/equipment maintenance), INFORM NET CONTROL (NCS) OF THE ESTIMATED PERIOD OF ABSENCE AND INFORM NCS ON YOUR RETURN.** Please "read the mail", it will be useful if you are well informed. The NCS will be operating a "Controlled Net" so please observe established protocols.

Formal Messages

WICEN message forms are to be used for passing formal messages. The primary method will be to send the message on TRAK

If the message originator requires a copy of the message, they should be given the white copy, and the pink copy should be submitted to the Event Coordinator after the event. If the message originator does not require a copy of the message, then it should be submitted to the Event Coordinator. All other messages (informal) should be delivered in writing. **AVOID VERBAL MESSAGES.**

Position	Telephone	Mobile Phone
EVENT EMERGENCY NUMBER	1300 735 730	<i>Not applicable</i>
Event Controller	1300 130 560	0428 023 988
Safety Coordinator	See event emergency numbers	0428 023 863
Logistics Coordinator	1300 130 516	0428 029 129
Volunteers Coordinator	1300 369 606	0428 024 838

Checkpoint 1 Information – Churchill National Park

Personnel

Open	FRIDAY	0700 –	John VK3XD
Close		– 1330	John VK3CVF

Location

Churchill National Park Picnic Area, Lysterfield South (Melways Ref 82,C10)
-37.9522 145.2523

Setup Notes

The checkpoint is an inlet in an asphalt car park. Tents are being used on the asphalt to house officials and WICEN. Unloading equipment from a vehicle is possible during checkpoint setup. Parking at the site is limited though should be controlled. The area is moderately treed though clear spaces exist above the checkpoint. There are bollards at the rear of the checkpoint which could be used to support an antenna mast or there is a grass covered clearing (not vehicle accessible) at the rear of the checkpoint tents. Take care with any cables leading from the rear of the tent as they may cause a trip hazard.

Communications statement from Oxfam Operations Manual for this checkpoint:

Communications at Checkpoint 1 will be provided by the WICEN Radio network, GPRS data line, and mobile telephone. All communication between the Control Centre and the Checkpoint Coordinator is to be via the WICEN radio operator. Mobile phone is for backup or when use is requested by Control Centre personnel. It is to remain in the administrative tub until required.

Checkpoint Establishment statement from Oxfam Operations Manual for this checkpoint:

All facilities will be set up including marquees, generators, trestle tables, chairs, urn, water containers and signage on Thursday 6 April. Food provisions will be also delivered on Thursday. Security will commence overnight shift at 6.00pm. IT set up will not commence until Friday morning.

Checkpoint 2 Information – Lysterfield Lake Picnic Area

Updated 15-4-2012

Personnel

10	FRIDAY	0800 – 1800	Brian VK3MCD	
			John VK3JSN	

Location

Lysterfield Lake Picnic Area, Lysterfield (Melways Ref 108 D2)
-37.96605 145.3040

Setup Notes

Near entrance to Park.

Checkpoint 3 Information – Ferny Creek

Update 15-4-2012

Personnel

Open	FRIDAY	0900 –	John VK3FR	
Close	FRIDAY	-130	David VK3VP(KIC)	Setup Packet

Location

Ferny Creek Recreation Reserve (Mel Ref: 75 D1)

-37.8754 145.3474

Setup Notes

This is a new location for this check point. Floor plan shows WICEN position in pavilion. Make sure you have enough coax as the location is away from outside walls.

TRAK Setup

Direct Path is possible to AWI. Alternatives Digi through CP5 or VK3ZNT

TRAK ID = 3

Location = Ferny Crk

Checkpoint 4 Information - Olinda

Updated 15-4-2012

Personnel

Open	FRIDAY	1000 –	Col VK3BLE	Setup Packet
			John VK3BAF	
			Kieran VK3BTV	Assisting overnight.
Close	Sat.	-0700		

Location

Olinda Reserve (Mel Ref: 66 J7) -37.85402 145.36903

Setup Notes

Setup on Stage. Cable exit through air vents.

TRAK setup

Cavity filter required at the location due to proximity of VK3REC.

Has a good path to AWI Alternatives – through CP 5 or VK3ZNT

TRAK ID = 4

Location = Olinda Resv

Checkpoint 5 Information – Mt.Evelyn

Updated 15-4-2012

Personnel

Open	FRIDAY	1100 –	Ross VK3SF	Setup Packet
			Peter VK3FPGD	After Sat. 8:00am
			Bruce VK3UV	After Sat. 8:00am
			Simon VK3ZNT	Friday 6:00PM to Midnight
Close	SAT	– 1400		

Location

Graham Colling Reserve (Mel Ref: 118 H11).-37.7803 145.4060

Setup Notes

A new checkpoint, moved from Mount Evelyn Reserve at the bottom of the valley, this checkpoint is on the Wesburn side with good elevation. Good repeater access using low power. **Take care accessing the checkpoint, the road is rough and will no doubt have local traffic.**

TRAK Setup

Has good path to AWI. Requires a good antenna. The higher the better as it is a alternative station for CP 3 and 4 to access AWI.

TRAK ID = 5

Location = Graham Colling Resv

Checkpoint 6 Information – Woori Yallock

Updated 15-4-2012

Personnel

open	FRIDAY	1200 –	John VK3ZRX	Setup Packet
			Ian VK3YEA	Not available Friday
			Dalwyn VK3DAL	
Close	SATURDAY	– 2200		

Location

Woori Yallock Primary School, Woori Yallock (Melways Ref 286 F10)
-37.7768 145.5322

Setup Notes

Mains power is available. Need to provide batteries as a backup.. Take care with any cables as they may cause a trip hazard. As can be seen of the site plan WICEN setup will be on the hall stage. Good access is via a door at the rear of the stage. A key to this door may have to be sought.

To bring a desk lamp as it allows the stage lights to be turned off allowing walkers to rest in the hall as needed.

The hall gets cold overnight hence a portable heater or warm clothing is required during colder weather.

A mast of at least 4-6m is a requirement at checkpoint 6 as its in a hollow

TRAK Setup

Has good path to AWI. Medium height will provide a good signal.

TRAK ID = 6

Location = Woori Yallock PS

Checkpoint 7 – Information – O'Shannassy Aqueduct

Updated 15-4-2012

Personnel

Open	FRIDAY	1330 –	Gerard VK3GER	Setup Packet
			Dai VK3HCJ	
			Brian VK3MCD	After Saturday evening
Close	SUN	– 0300		

Location

O'Shannassy Aqueduct, Dee Road, Millgrove (UDB Ref 208 D17)

This is not on a MelWays map but look a 289 A0 (Just above 289 A1)

-37.73901 145.6445

Setup Notes

This has been updated to a full checkpoint. This Checkpoint is closed to Support crews

TRAK setup

Has a Vgood path to AWI.

TRAK ID = 7

Localion = Oshannassey Aqu

Checkpoint 8 Information – Warburton Golf Club

Update 15-4-2012

Personnel

Open	FRIDAY	1400 –	Don VK3SP	Setup Packet
			Col VK3BLE	After CP 4 closed
			Peter VK3MV	
Close	SUN	– 0600	Ed VK3KUC	After 5:00PM Sat

Location

Warburton Golf Club, Warburton (Melways Ref 289 J4) -37.75419 145.67891

Setup Notes

Set up inside Golf Club. Building is elevated above ground level on a slope. Mast needs to be reasonable height to get above roof line.

TRAK Setup

Vgood path to AWI

TRAK ID = 8

Location = Warburton GC

Finish Information - Wesburn

Personnel

Open	FRI/SAT	1700 –		
Close	SUNDAY	– 1000		

Location

Wesburn Park (Mel Ref: 289 B9) -37.77297 145.64776 (across the oval from NetControl)

Setup Notes

On WICEN operators at Finish. Finish will communicate with AWI on UHF CB

Net Control Information – AWI Wesburn

Personnel

Open	FRIDAY	0630 –	Ian VK3IFM	
			Peter Vk3KTS	
			Mark VK3ZR	After mid morning Saturday
			Paul VK3YYF	Setup Packet
Close	SUNDAY	– 1000		

Location

Wesburn Combined Emergency Services Centre, Warburton Hwy, Wesburn

Key Times

Event / Activity	Day / Time
Control Centre staff arrive	Friday 0500
Control Centre opens	Friday 0630
Control Centre closes	Sunday 1000

WICEN operators may briefly visit the Net Control Station (particularly to submit log sheets & message forms), but congregation, loud conversations and laughter is undesirable and will hinder efficient NCS operation.

TRAK Setup

TRAK Control Station
TRAK ID = 0
Location = Net Control

Entering a Chat Message

The Chat message window is activated by the Cntl-C key, Chat button or Message Menu option. All messages are sent by TRAK to Net Control, messages to go to field checkpoints are then sent on from Net Control to the field station when available. Message is limited to 200 characters.

Select ID/Location to receive your message (up to 60 characters)	ID	Location
	00	VK3CS1 Net Control
	01	VK3CS2-1 Start/Finish
	02	VK3CS3-2 Charlie
	03	Field 3
	04	VKDEMO Saltworks
	05	VK3CS5-9 Box Clump
	06	VK3CS6 Sheepyards

OK

Cancel

Sweep has started from here back up track|

Entering a Formal Message

The WICEN Formal message window is activated by the Cntl-F key or Message Menu option. All messages are sent by TRAK to Net Control, messages to go to field checkpoints are then sent on from Net Control to the field station when available.

The formal message is formatted as a long chat message. Message text should be less than about 800 characters to fit on a printed WICEN form, however some digipeaters will not handle packets of more than 256 characters so the message text may need to be kept to about 160 characters if using non TRAK digipeaters.

An abbreviated form of the message will show on the Chat screen. Click on the message to display full details of the message.

Destination: [] Precedence: ROUTINE WICEN Serial: E002 Date / Time: 012046

FROM: cp4 TO: awi

lost plastic box - car park E Lysterfield. Box could contain medication. Contact if found Doug 0409703776

Date/Time Received: 012049 Originators Serial No. []

OK Cancel Email Print

Printing and Emailing Formal Message

When message details are displayed a print button is enabled. An A4 paper printer may be defined in UserSettings.txt file or current default windows printer will be used.

If the message has a TO address in email form (name@mail.com) and a mail server and user details have been set in UserSettings.txt file, then an Email button will be enabled.

WICEN serial .pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 52% Find

WICEN Agency Copy

PRECEDENCE ROUTINE	WICEN SERIAL E002	DATE/TIME 012046	WICEN DISTRIBUTION RELAY TO
FROM cp4			
TO awi			
lost plastic box - car park E Lysterfied. Box could contain medication. Contact if found Doug 0409703776		DATE/TIME ACCEPTED	
		DATE/TIME DESPATCHED	
		SYSTEM	
		OPERATOR	
		DATE/TIME RECEIVED 012049	
ORIGINATORS SERIAL No.		OPERATOR VK3YYF	
SIGNATURE		ACTIONED	

WICEN WICEN Copy

PRECEDENCE ROUTINE	WICEN SERIAL E002	DATE/TIME 012046	WICEN DISTRIBUTION RELAY TO
FROM cp4			
TO awi			
lost plastic box - car park E Lysterfied. Box could contain medication. Contact if found Doug 0409703776		DATE/TIME ACCEPTED	
		DATE/TIME DESPATCHED	
		SYSTEM	
		OPERATOR	
		DATE/TIME RECEIVED 012049	
ORIGINATORS SERIAL No.		OPERATOR VK3YYF	
SIGNATURE		ACTIONED	

Chat Messages Screen

Rec	Date/Time	From	To	Message
26	111521	VK3CS3-2 Charlie	VK3CS1 Net Control	what time is the cut off?
27	111521	VK3CS6 Sheepyards	VK3CS1 Net Control	Better tell the voice ops about 271 - they'll want to close
28	111523	VK3CS1 Net Control	Broadcast	271 has until 3.45 to start 4th lap
29	111535	VK3CS5-9 Box Clump	VK3CS1 Net Control	car 412 recovered by crew from box clump.
30	111545	VK3CS3-2 Charlie	VK3CS1 Net Control	Sweep through charlie
31	111545	VK3CS1 Net Control	Broadcast	You may close packet but keep voice running when 271 sent OK
32	111546	VK3CS3-2 Charlie	VK3CS1 Net Control	OK will do bye
33	111551	VK3CS5-9 Box Clump	VK3CS1 Net Control	Recovery crew arrived for car 534 at box clump.
34	111555	VK3CS5-9 Box Clump	VK3CS1 Net Control	Recovery crew for car 185 arrived at box lump.
35	111610	VK3CS6 Sheepyards	VK3CS1 Net Control	OK to close?
36	111612	VK3CS1 Net Control	VK3CS6 Sheepyards	Thanks, you can close packet
37	111613	VK3CS6 Sheepyards	VK3CS1 Net Control	closing now
38	111626	VK3CS8-2 HANNIGS	VK3CS1 Net Control	permission to close packet from cp8?
39	111627	VK3CS1 Net Control	VK3CS8-2 HANNIGS	Thanks, you can close packet. Stay on voice
40	111627	VK3CS8-2 HANNIGS	VK3CS1 Net Control	ok, will keep voice open

All chat messages heard by your station will be displayed. If there are more messages than the maximum set at startup, the earliest messages will be removed from view, but will be available if TRAK is restarted with a higher limit.

Popup Chat Messages

When a Chat message is received that is directed to the TRAK station, a window with the message will popup. If TRAK has been minimised, the message popup will be held until TRAK is again maximised.