



WICEN (Vic.) Inc.

Communications Manual
For

Oxfam Trailwalker 2009

Version 1.0 16/03/2008

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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.**

Overview

The Oxfam Trailwalker event entails up to 630 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 am Fri March 27th until 10 am Sun March 29th.

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

WICEN will operate controlled Nets.

WICEN Role & Responsibilities

From the Oxfam Trailwalker Operations Manual:

Responsibility

Provide effective radio communications network between all Checkpoints, (including the 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.

Public Profile

Where possible a WICEN uniform and WICEN ID should be worn, and WICEN banners prominently displayed at each checkpoint. Operators at the finish at Wesburn Park should be aware that this is the main public relations area for Oxfam and therefore WICEN.

Checkpoints



There are eight checkpoints, the Start at Jells Park, the Finish at Wesburn Park and the Wesburn Control Centre. However, WICEN will not be operating from the Start.

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

Please introduce yourself to your Checkpoint coordinator.

Rostering

A WICEN operator duty roster for each checkpoint is included in this manual.

The times refer to when the station is to be operational, and to the **minimum** time an operator is expected to be on duty. When coming on duty please allow time for station set up or change over, an update briefing, and introductions to Oxfam personnel.

Please liaise with other operators at your checkpoint so that a smooth transition from one operator to the next will occur. The sharing of equipment may be possible, but will have to be arranged between you. Having to install station equipment in the dark may be a nuisance and should be avoided if possible.

Operators on the **last** shift at each checkpoint are required to observe customary WICEN practice, in that the Checkpoint does not close before the safety of all competitors and volunteers has been assured. Once the sweep walkers have passed the checkpoint and the Oxfam Checkpoint Coordinator has given you permission to close, you may then ask Net Control for permission to close.

Equipment:

Each checkpoint will require

- 2m radio, feedline & antenna capable of tuning the three 2m frequencies
- Batteries & power supplies/chargers to power the 2m systems

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

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.

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. Those wishing to do so may camp in the park adjacent to Wesburn CFA/SES complex. It is advisable that operators at Woori Yallock, Wesburn and Millwarra Primary school should camp at Wesburn NCS to avoid travelling when fatigued.

Masts will be required for 2m. When setting up freestanding 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 are expected to 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 every 30 minutes (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".

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, Simon Griffith, VK3ZNT after the event. Please refer to the WICEN Newsletter article reprinted in Appendix 3.

Frequencies

Primary	Secondary	Tertiary	Packet
VK3REC 147.175 MHz +ve offset	VK3RCR 147.075 MHz +ve offset	147.300 MHz Simplex	145.200 MHz If Necessary

The primary and secondary frequencies are repeaters that can easily be heard all over Melbourne, so please conduct yourself professionally as many fellow Amateurs will be judging your performance.

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 should be used for passing formal messages.

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 the white copy should be submitted to the Event Coordinator after the event, and the pink copy retained by the operator. All other messages (informal) should be delivered in writing. **AVOID VERBAL MESSAGES.**

Contact Information (2008 Information – waiting on Oxfam update)

Emergency Emergency Services

Location / Position	Numbers
All emergency agencies	000

Oxfam Trailwalker Control Centre

Location / Position	Numbers
Event Safety Coordinator (Wesburn)	(03) 5967 2154

Police

Location / Position	Numbers
Lilydale Police (63 Castella St Lilydale 3140)	(03) 9735 1066

Hospital /Ambulance

Location / Position	Numbers
Metropolitan Ambulance Service	(03) 9840 3500
Alexandra and District Ambulance Service	(03) 5772 1162
Maroondah Hospital and Emergency Service	(03) 9871 3333
Healsville Hospital	(03) 5962 4300
Angliss Hospital, Ferntree Gully	(03) 9764 6111

Local Council/ Parks Victoria/ NRE

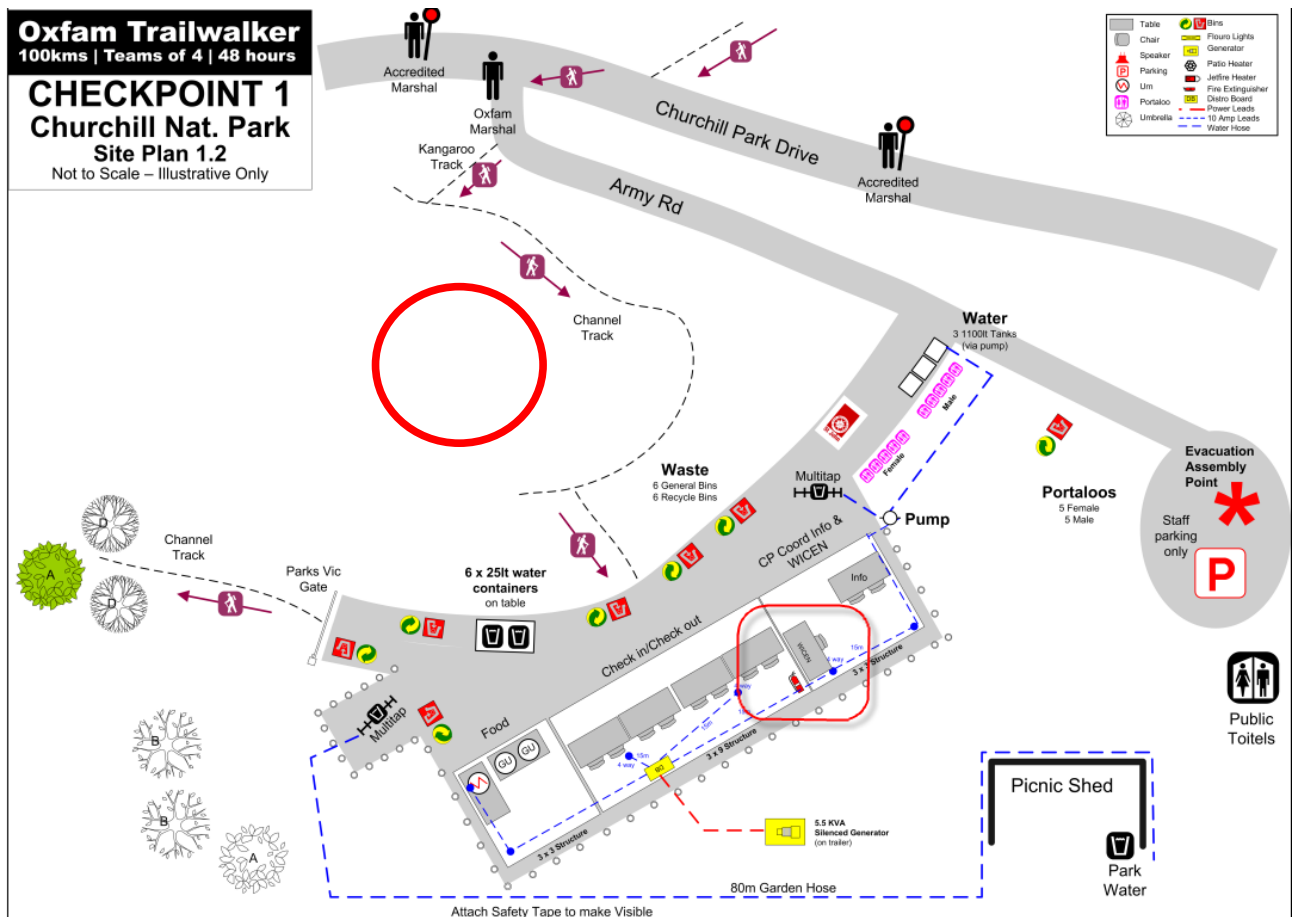
Location / Position	Numbers
Shire of Yarra Ranges – Emergency Management Officer- Kevin Johnson	0419 527 312 1300 368 333 (out of hrs)
Shire of Yarra Ranges – Simon O’Callaghan	9294 6723, 0408 386 135
Shire of Yarra Ranges – Traffic Engineer Kevin Kalwig	0419 522 826
Parks Victoria- Leesa Fraser	9562 2960, 0419 894 328
Parks Victoria - Brett Mitchell	0427 537 829
Parks Victoria – Matt Hoogland	0418 342 960
Parks Victoria - Ian Roche	0418 102 724

Event Coordination Control Centre Wesburn

Location / Position	Numbers
Event Controller	5967 1761
Event Safety Coordinator – Control Centre	5967 2154
Event Logistics	5967 2389
Volunteer Coordinator	5967 1429
Event Results Coordinator	5967 2501
Event Media Coordinator	5967 1429
St Johns Ambulance	0439 891 601
WICEN VK3ZNT SIMON	0418 190 637

Contingency numbers: Contact Information for Checkpoint Officials in Checkpoint descriptions.

Checkpoint 1 Site Diagram



Checkpoint 1 Information

Personnel

6.5	FRIDAY	0700 – 1330	David VK3KIC
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Location

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

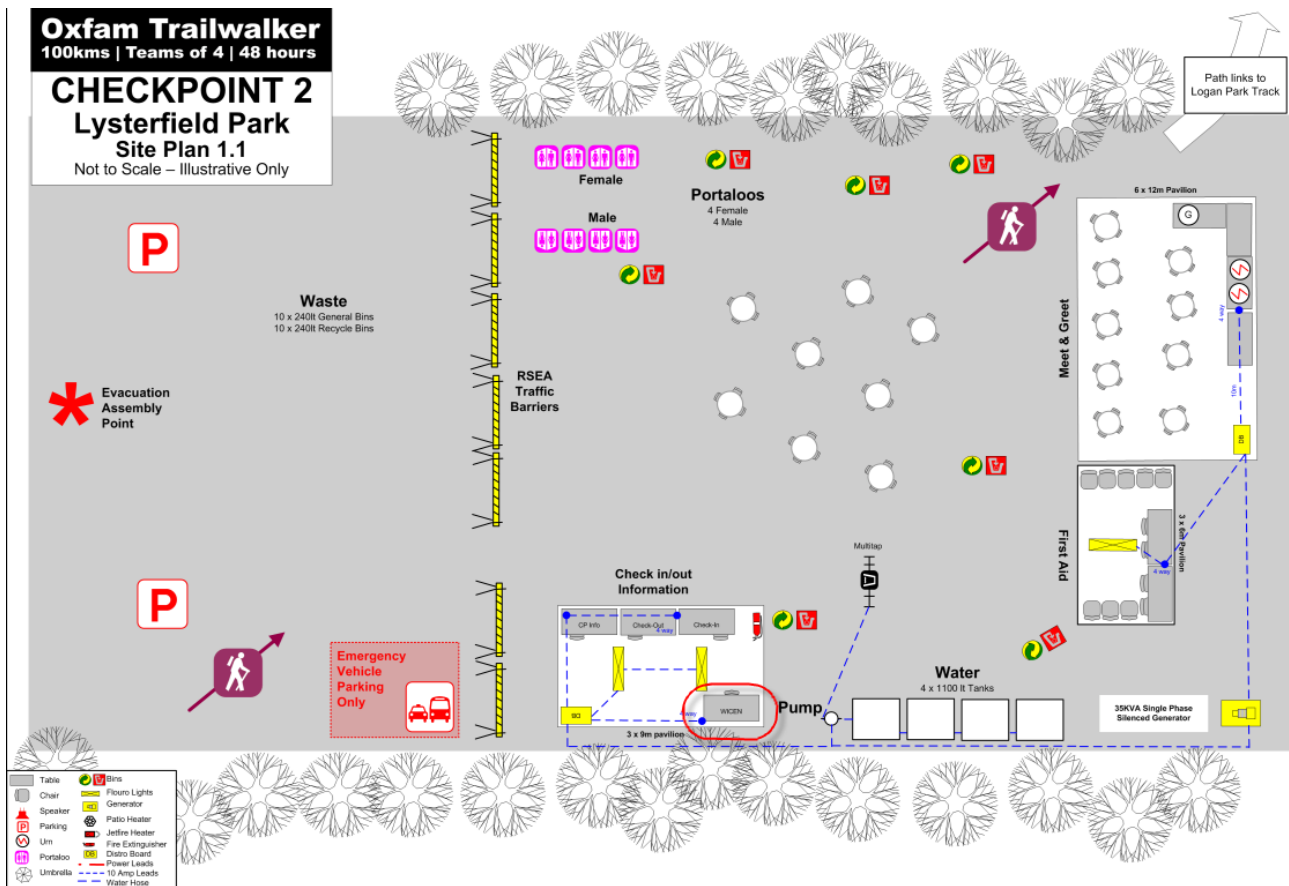
Setup Notes

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.

Key Times

Event / Activity	Day / Time
Checkpoint 1 staff arrive	Friday 0600
Checkpoint 1 opens	Friday 0700
Checkpoint 1 closes	Friday 1330

Checkpoint 2 Site Diagram



Checkpoint 2 Information

Personnel

10	FRIDAY	0800 – 1800	Bruce VK3BMK
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Location

Lysterfield Lake Picnic Area, Lysterfield (Melways Ref 108 D2)

Setup Notes

<To be updated>

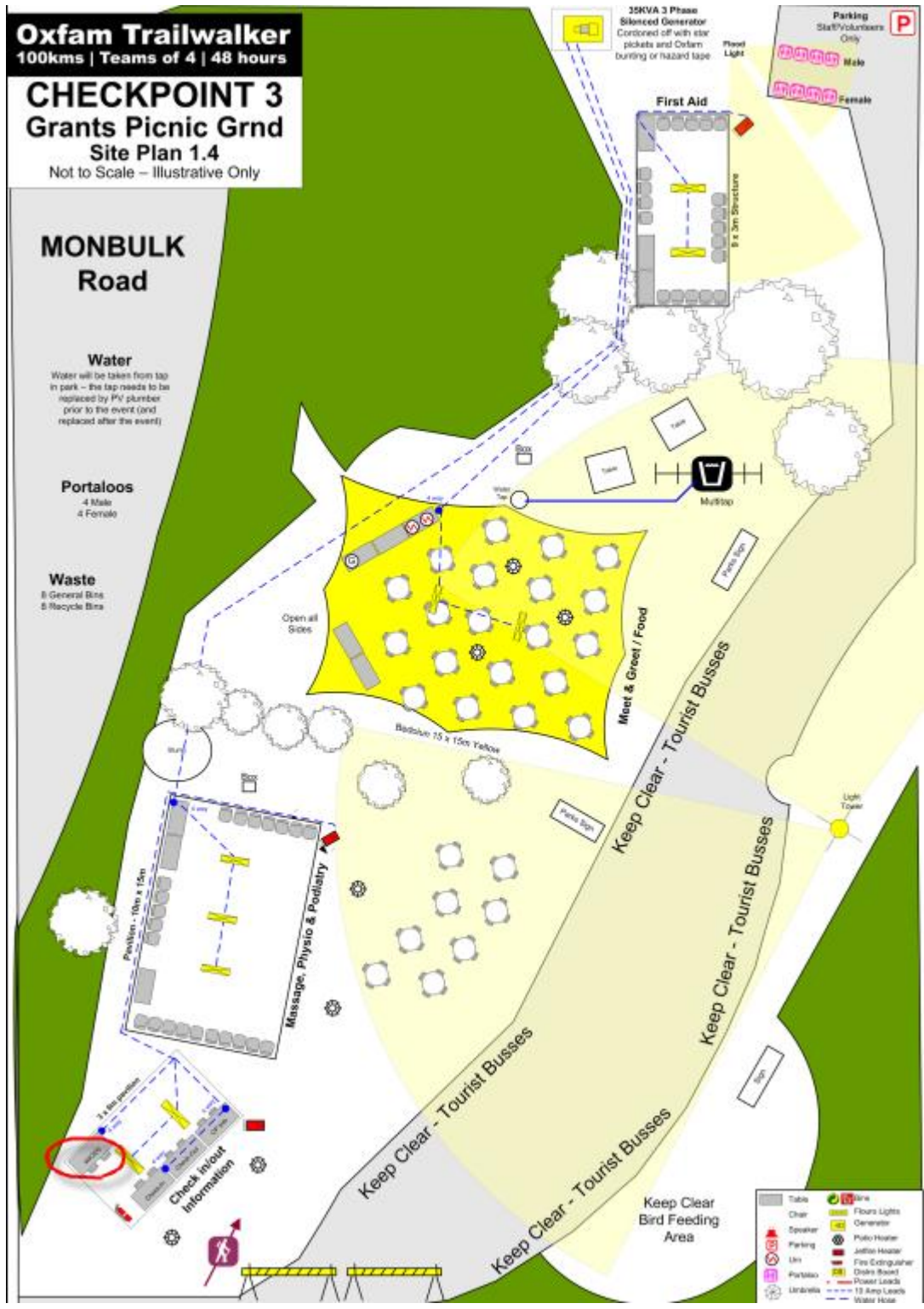
Communications statement from Oxfam Operations Manual for this checkpoint:

Communications are provided by WICEN Radio network, dedicated landline (voice), dedicated data line, and mobile telephone. The WICEN radio network is to be used for all general communication between the Checkpoint and Control Centre. The landline is used only when an extended conversation needs to take place or when information is of a sensitive nature. Mobile phone is for backup only.

Key Times

Event / Activity	Day / Time
Checkpoint 2 staff arrive	Friday 0700
Checkpoint 2 opens	Friday 0800
Checkpoint 2 closes	Friday 1800

Checkpoint 3 Site Diagram



Checkpoint 3 Information

Personnel

8	FRIDAY	0900 – 1700	John VK3JJB	
8.5	FRIDAY	1700 - 0130	Ray 3CRK	

Location

Grants Picnic Ground (Mel Ref: 75 E1)

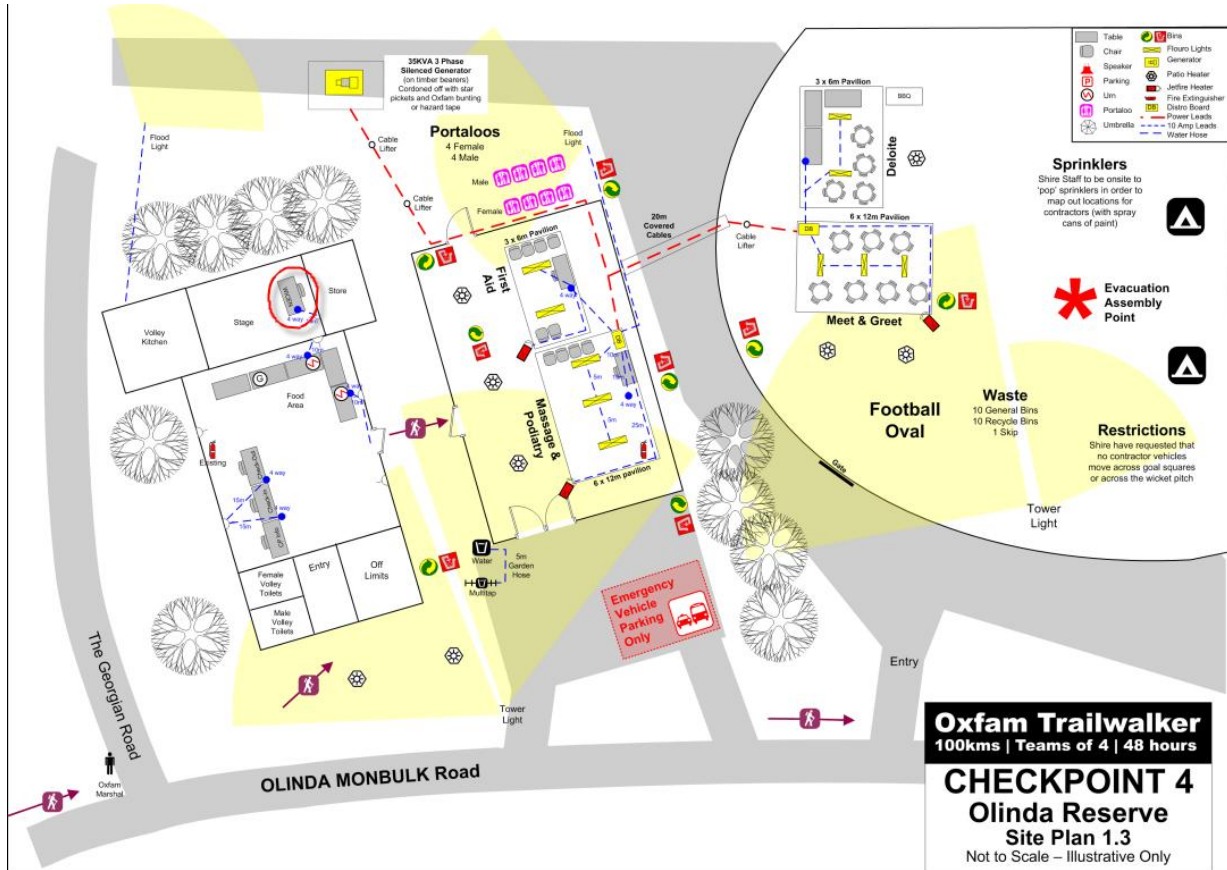
Setup Notes

The checkpoint is a portable structure in Grants Picnic Ground up from the main parking area. Unloading equipment from a vehicle is possible during checkpoint setup. An excellent radio position with low power required to access to the repeater. Take care with any cables leading from the portable structure to the outside for masts etc. as they may cause a trip hazard, where possible run cables under walkways.

Key Times

Event / Activity	Day / Time
Checkpoint 3 staff arrive	Friday 0800
Checkpoint 3 opens	Friday 1000
Checkpoint 3 closes	Saturday 0130

Checkpoint 4 Site Diagram



Checkpoint 4 Information

Personnel

12	FRIDAY	1000 – 2200	John VK3XD	
9	FRI/SAT	2200 – 0700	Paul VK3YYF	

Location

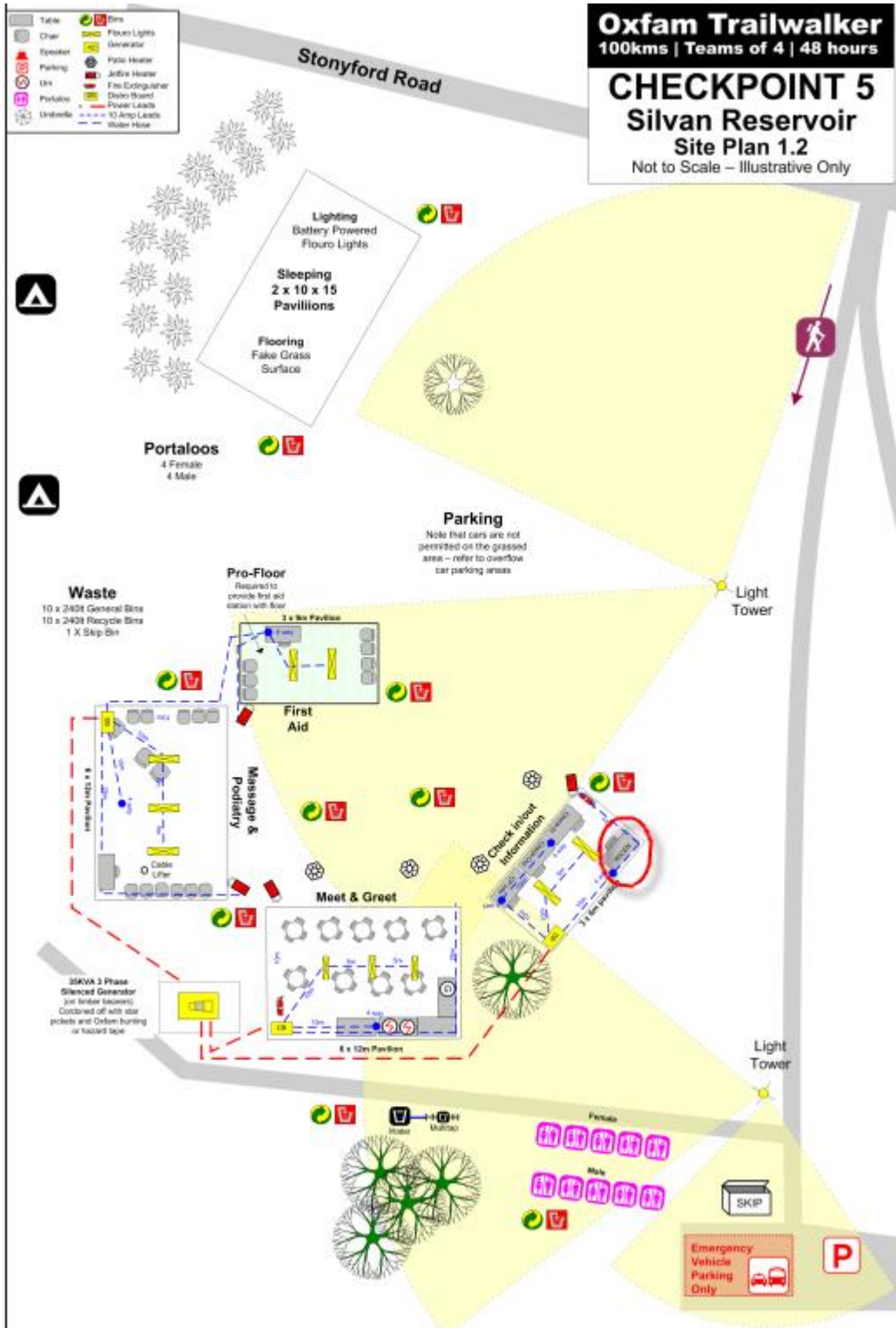
Olinda Reserve (Mel Ref: 66 J7)

Setup Notes

Key Times

Event / Activity	Day / Time
Checkpoint 4 staff arrive (estimated)	Friday 0900
Checkpoint 4 opens	Friday 1030
Checkpoint 4 closes	Saturday 0700

Checkpoint 5 Site Diagram



Checkpoint 5 Information

Personnel

12	FRIDAY	1030 – 2230	Mark VK3XMU	
12.5	FRI/SAT	2230 – 1100	Chris VK3OR	

Location

Silvan Reservoir Park (Mel Ref: 120 G11)

Setup Notes

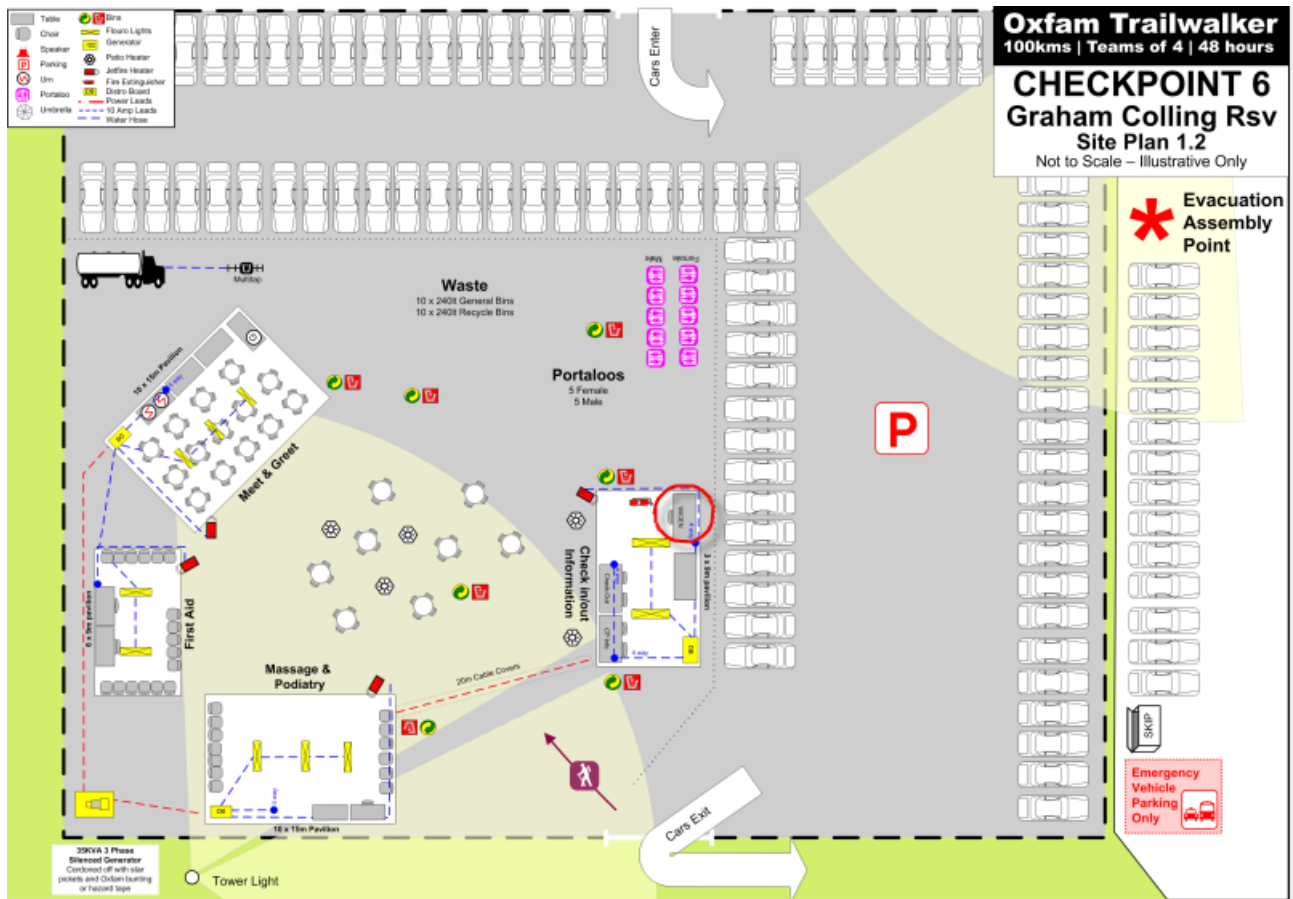
This checkpoint is a tent within the Silvan Reservoir Park. Normally vehicles cannot be brought close to the operating position for unloading equipment during checkpoint setup though see what you can organise. A 2m antenna mast will be required at this location. **Please pack extra lighting as this was poor last year.**

Checkpoint Contact Information

Key Times

Event / Activity	Day / Time
Checkpoint 5 staff arrive	Friday 900
Checkpoint 5 opens	Friday 1030
Checkpoint 5 closes	Saturday 1100

Checkpoint 6 Site Diagram



Checkpoint 6 Information

Personnel

11	FRIDAY	1100 – 2200	Gerard VK3GER	
10	FRI/SAT	2200 – 0800	Ian VK3YEA	
6	SAT	0800 – 1400	Gerard VK3GER	

Location

Graham Colling Reserve (Mel Ref: 118 H11).

Setup Notes

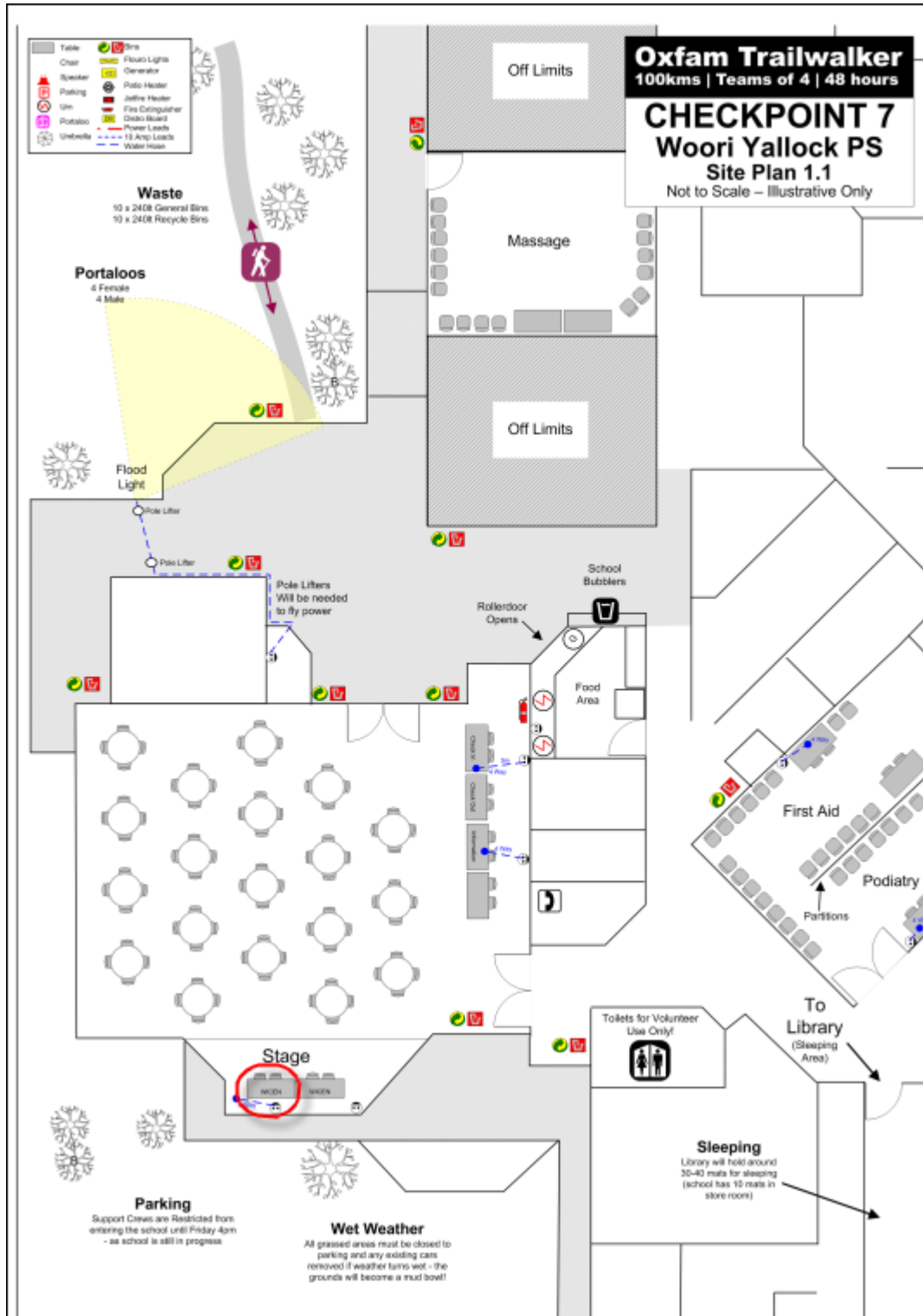
A new checkpoint, moved from Mount Evelyn Reserve at the bottom of the valley, this checkpoint is on the Wesburn side with good elevation. Good repeater access using low power. **Take care accessing the checkpoint, the road is rough and will no doubt have local traffic.**

Checkpoint Contact Information

Key Times

Event / Activity	Day / Time
Checkpoint 6 staff arrive	Friday 1000
Checkpoint 6 opens	Friday 1100
Checkpoint 6 closes	Saturday 1400

Checkpoint 7 Site Diagram



Checkpoint 7 Information

Personnel

9.5	FRIDAY	1230 – 2200	Fred VK3JM	
10	FRI/SAT	2200 – 0800	Trevor VK3HTL	
8	SATURDAY	0800 – 1600	John VK3BAF	
6.5	SATURDAY	1600 - 2230	Fred VK3JM	

Location

Worri Yallock Primary School, Woori Yallock (Melways Ref 286 F10)

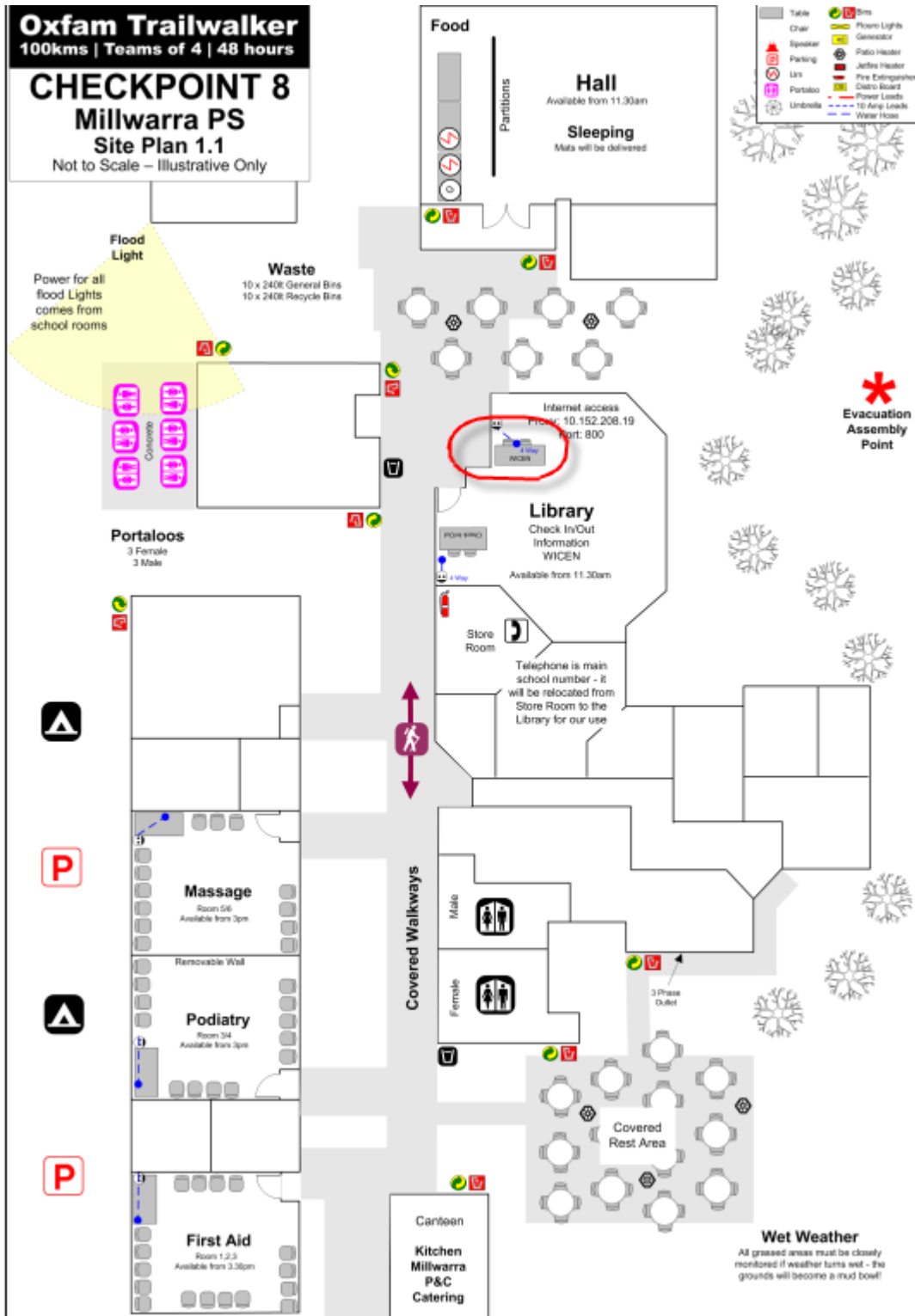
Setup Notes

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.

Key Times

Event / Activity	Day / Time
Checkpoint 6 staff arrive	Friday 1230
Checkpoint 6 opens	Friday 1400
Checkpoint 6 closes	Saturday 2230

Checkpoint 8 Site Diagram



Checkpoint 8 Information

Personnel

10	FRIDAY	1400 – 0000	Graeme VK3BXG	
10	FRI/SAT	0000 – 1000	Craig VK3XTB	
8	SATURDAY	1000 – 1800	David VK3KIC	
12	SAT/SUN	1800 – 0600	Graeme VK3BXG	

Location

Millwarra Primary School, Milgrove (Melways Ref 289 C4)

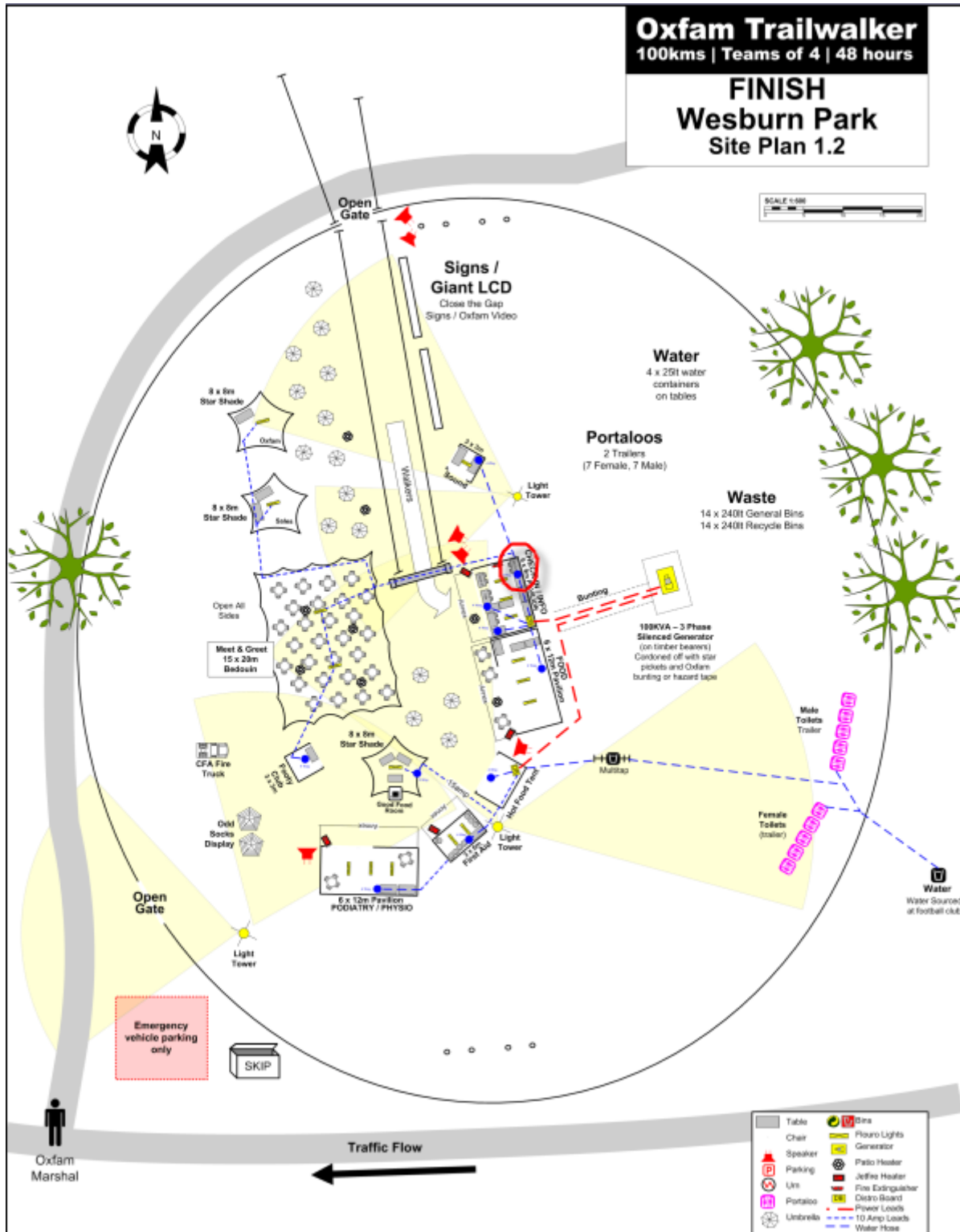
Setup Notes

This checkpoint is located in the library at the primary school. Attach mast to Basketball ring bracket (stepladder required) on west wall of library. The feed line can be brought through sliding window just around the corner towards the roadside of the library. Ask CP coordinators to move WICEN to west wall and obtain key to window lock. Mains power is available though should only be used as a backup. Take care with any cables leading from the building as they may cause a trip hazard.

Key Times

Event / Activity	Day / Time
Checkpoint 7 staff arrive	Friday 1300
Checkpoint 7 opens	Friday 1400
Checkpoint 7 closes	Sunday 0600

Finish Site Diagram



Finish Information

Personnel

12	FRI/SAT	1700 – 0500	Col VK3BLE	
9	SATURDAY	0500 – 1400	John VK3JJB	
10	SATURDAY	1400 – 0000	Col VK3BLE	
10	SUNDAY	0000 – 1000	John Vk3XD	

Location

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

Setup Notes

The finish checkpoint is located within a portable building 900m from Netcontrol. Dress warmly as this is one of the few checkpoints open both nights exposed to the environment.

Key Times

Event / Activity	Day / Time
Finish Staff Arrive	Friday 1200
Finish opens	Friday 1700
Finish closes	Sunday 1000

Net Control Information

Personnel

11.5	FRIDAY	0630 – 1800	Simon VK3ZNT	Ian VK3IFM
12	FRI/SAT	1800 – 0600	Mark 3ZR	Peter VK3KTS
12	SATURDAY	0600 – 1800	Simon VK3ZNT	Ian VK3IFM
12	SAT/SUN	1800 - 0600	Mark 3ZR	Peter VK3KTS
5	SUNDAY	0600 – Finish	Simon VK3ZNT	Ian VK3IFM

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.

Appendix 1 WICEN Newsletter Log Keeping Article

WICEN Log Keeping Requirements

Adapted from an article by David Harris VK3SV published in the August 1996 WICEN (Vic.) Inc. Newsletter

A good log should show your activities from the moment you commence operating your field station until you are given permission to close. That means it should contain virtually everything. The log should contain things like the following:-

1. The time of your first transmission to AWI and the allocation of your call sign. At this stage, the control station should give you a time check.
2. Details of all formal messages received and transmitted. It is not necessary to write the entire message in your log, simply the serial number of it. It could be helpful however to write a brief precis of the message for future reference.
3. In many training exercises, particularly car rallies, there are very few formal messages passed so your log should show a record of the informal messages passed. If we are required to transmit car numbers as they pass, it would be sufficient to log the first car - and then the last.
4. Should any event occur, even if you do not transmit the fact, you should consider logging it. Might seem insignificant but you could log, " Started to rain". Later, that might be very important.
5. As a general rule, I think it is safe to say, "If in doubt - log it!".
6. The time when you are given permission to close.
7. And, MOST IMPORTANTLY, when you are finished for the day, the log must be given to the Event Commander. If this is not practical, put it in an envelope and post it. Why? Because all the paperwork for an activation or a training exercise is filed away in case we are ever required to justify our actions.

There are many kinds of log sheet available - I am still using those which were prepared for the Great Bike Ride in 1993 - but that does not matter, any will do. And, if you do not have a proper log sheet, improvise!

We have not yet been required to front up in a court of law to explain our actions but, if we ever should, our log sheets will be of considerable assistance.

Appendix 2 Change List