



WICEN (Vic.) Inc.

Communications Manual
For
Oxfam Trailwalker
2011

Version 1.0 Mar/2011

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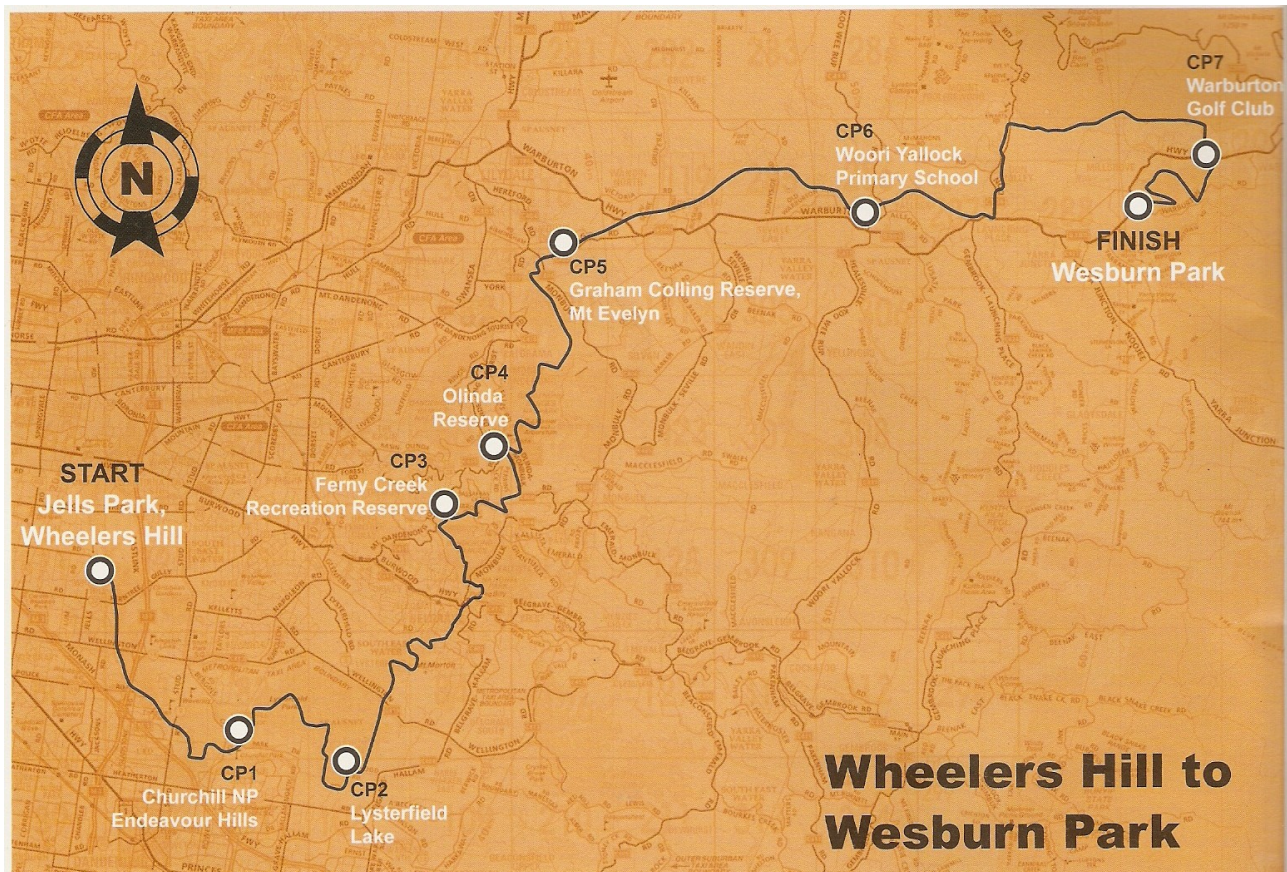
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General Information

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 am Fri April 1st. until 10 am Sun April 3rd.

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, (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.

Training

For training purposes, each operator will be asked to send and receive a practice formal message. Sets of practice messages will be distributed to all operators prior to the event. You will need to print them out and take them to the event with you.

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

Please plan your travel to get to the required check point on time. Melway references can be found in the check point section. There are seven checkpoints (and one rest stop), the Start at Jells Park, the Finish at Wesburn Park and the Wesburn Control Centre. WICEN will not be operating from the Start at Jelly Park.

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. This is a notional roster. The WICEN team at each Checkpoint are encouraged to discuss times between themselves to ensure that:--

1. an operator is on duty at all times.
2. People do not work onerously long shifts.
3. Get enough rest to perform the job safely.
4. Able to drive safely.
5. Reduce the impact and sleep disruption the day after the event.

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

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 or change over, an update briefing, after 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 you. 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

- 80m and 6m radio, feed line & antenna capable of tuning to the required frequencies. We will change to the 6m Frequency after CP1 and 2 close.
- Batteries & power supplies/chargers to power the radio and packet 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
- Torch

Day Light Saving

Day Light savings ends at 3:00am Sunday 3rd April. For the times shown in this manual are not changed to AEST. Do not adjust you time until after 10:00AM on the Sunday morning after the event has finished. We will continue to run on Summer time until the event has completed..

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. (maps are not included in this document. (Refer - Site Plans for WICEN)

Operators should plan to use battery power, though power will 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 80, 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 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".

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

Frequencies

Primary	Secondary	Tertiary	Packet
3.600MHz simplex 53.150MHz simplex	VK3REC 147.175 MHz +ve offset	147.300 MHz Simplex	145.200 MHz

Primary frequency will be 6m after CP1 and 2 close. This frequency may be used before CP1 and 2 close if this frequency is workable to all CP.

Callsigns

Special callsigns will be used as follows:

Location	Callsign
Net Control Centre	VK3AWI (can be abbreviated to AWI)
Finish	FINISH
Rest Stop	REST
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.

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.**

CONTACTS LIST

EVENT EMERGENCY NUMBER: 1300 735 730

DURING THE EVENT Safety Officer

Any issues relating to medical, health & safety, rescues, dangers, incidents, accidents, disturbances threats – for any person (walkers, volunteers, support crews, etc) 1300 735 730

Event Controller

To report any Event related concerns, problems or information – or to get help regarding any issues you're not sure about. 03 5967 1761

Logistics Coordinator

For anything related to food & drinks, supplies, marquees, portaloos, power & lighting, waste, keys, schedules, catering, etc. 03 5967 2389

Volunteers Coordinator

For anything related to volunteers at your checkpoint and on the trail (Trail Marshals). 1300 369 606

Results Coordinator

For anything related to teams – progress, whereabouts, retirement, etc. 03 5967 2501

WICEN Event Team Leader

Ian Morris VK3IFM 040 780 5210

Checkpoint 1 Information

Personnel

6.5	FRIDAY	0700 - 1330	John VK3XD
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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.

Key Times

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

Checkpoint 2 Information

Personnel

10	FRIDAY	0800 - 1800	Graeme VK3XBG	
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Location

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

Setup Notes

Take a YAGI to send to the repeater

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 Information

Personnel

	FRIDAY	0900 - 1700	John VK3FR	
	FRIDAY	1700 - 0130	Claus VK3AZE	

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

Key Times

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

Checkpoint 4 Information

Personnel

	FRIDAY	1030 -	John VK3BAF	
			John VK3CVF	
	Sat.	-0700		

Location

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

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 Information

Personnel

	FRIDAY	1100 -	Mark VK3ZR	
	FRI/SAT		Ross VK3SF	
			Bruce VK3UV	
	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.**

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 6 Information

Personnel

	FRIDAY	1200 -	Fred VK3JM	
			Simon VK3ZNT	
			Claus VK3AZE	From early Sat PM
	SATURDAY	- 2200		

Location

Worri 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.

Key Times

Event / Activity	Day / Time
Checkpoint 6 staff arrive	Friday 1100
Checkpoint 6 opens	Friday 1200
Checkpoint 6 closes	Saturday 2200

Rest Stop Information

Personnel

	FRIDAY	1330 -	Gerard VK3GER	
	FRI/SAT		Dirk VK3FPAJ	
	SATURDAY		Dai VK3HSJ	
	SAT/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

There are expected to be Oxfam staff at the check point to record the Team details as they pass through the Rest Stop. The Rest Stop is to provide communication with walkers at the midway point of CP6 and CP7

Key Times

Event / Activity	Day / Time
Rest Stop staff arrive	Friday 1230
Rest Stop opens	Friday 1330
Rest Stop closes	Sunday 0600

Checkpoint 7 Information

Personnel

	FRIDAY	1400 -	David VK3KIC	
	SATURDAY		Col VK3BLE	
	SATURDAY		Dai VK3HCJ	
	SAT/SUN	- 0600		

Location

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

Setup Notes

Warning - new checkpoint. Siting of Wicen as per site plan may need review.

Key Times

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

Finish Information

Personnel

	FRI/SAT	1700 - 0500		
	SATURDAY	0500 - 1400		
	SATURDAY	1400 - 0000		
	SUNDAY	0000 - 1000		

Location

Wesburn Park (Mel Ref: 289 B9) -37.77297 145.64776 (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 -	Ian VK3IFM	
12	FRI/SAT		Peter Vk3KTS	
12	SATURDAY		Derek VK3XY	
2	SAT/SUN		Paul VK3YYF	
4	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.

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 précis 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.