



WICEN (Vic.) Inc.

Communications Manual
For

Oxfam Trailwalker 2013

Version 1.0 Mar 2013

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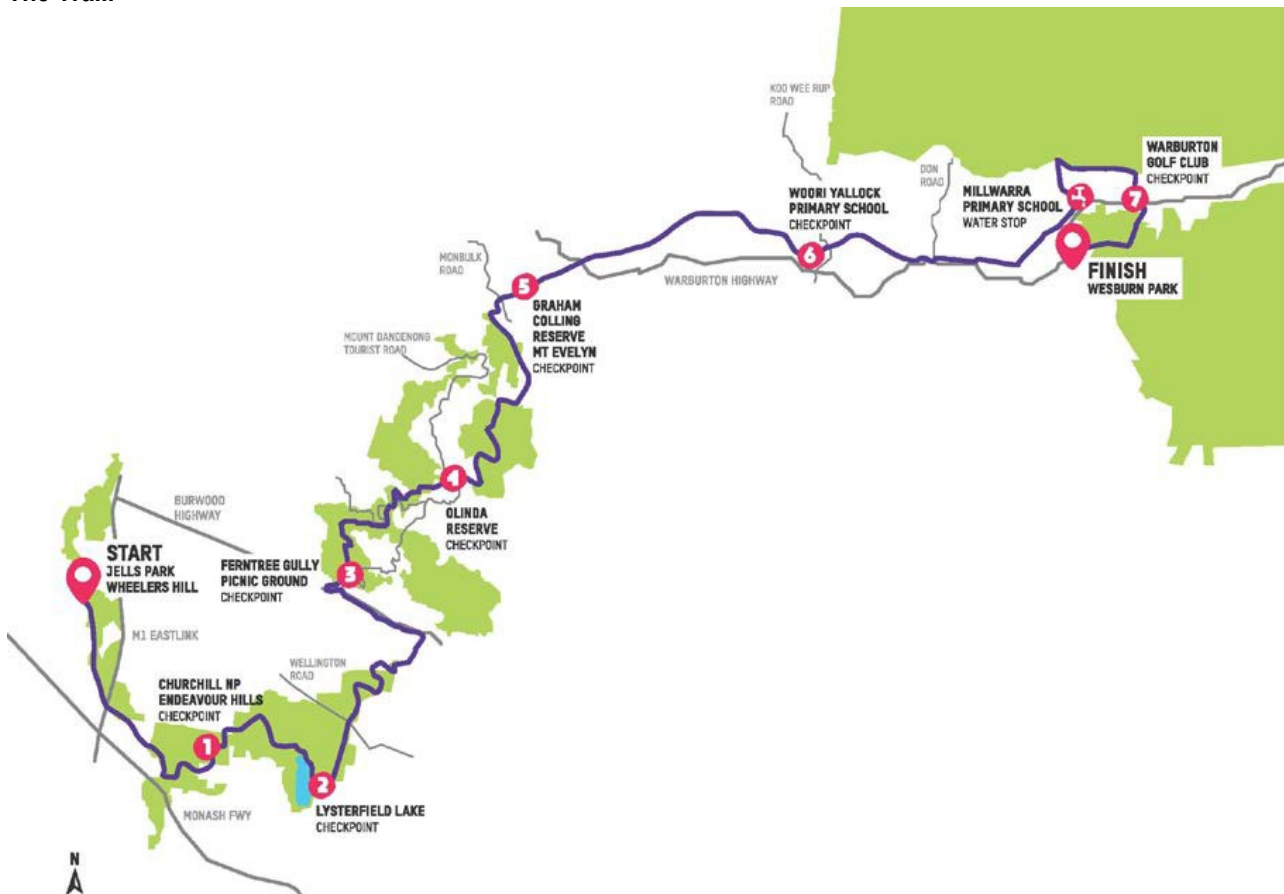
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General Information

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 19 April. Until 10:00 am Sun 21 April . This year there are 750 teams walking which is the maximum number of teams OXFAM will allow

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. Should the Wesburn complex be required for other Emergencies, Event Control will move to Check Point 5.

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 personnel, competitor and the public.

Training

The Training objective this year is to use WICEN Voice procedures for passing formal and information messages. Ref attached notes

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 apparel as you are a part of the WICEN Communication team. Temporary WICEN ID badges will be provided by the WICEN Event Commander.

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 seven checkpoints, 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 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

- 6m FM radio, feed line & antenna capable of tuning to the required frequencies.
- Batteries & power supplies/chargers to power the radio.
- Message pads and log sheets.

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.
- First Aid kit and insect repellent.

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 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.

It is worth checking any generator to ensure the earth stake is in the ground. There have been situations where the earth stake is tucked away on the trailer. This results on a lot of noise on the HF band.

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 m. 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

Total Fire Ban

Should a TFB be declared. Walkers with no walk between CP2 and CP5. Walkers will travel by bus to CP5 where they will walk to CP 7 and return to CP5

Frequencies

Updated

Primary	Secondary	Tertiary	Packet
53.900Hz on VK3RMS (1MHz Neg Offset) 53.150MHz simplex	53.575Hz on VK3RDD 1MHz Neg Offset CTCSS 91.5Hz HF 80m on 3.600MHz	147.300 MHz Simplex.	N/a

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.

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.**

Checkpoint 1 Information – Churchill National Park

Personnel

Open	FRIDAY	0700 –	Graeme VK3BXG
Close		– 1330	

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

	FRIDAY	0800 – 1800	Derek VK3XY	
			Brian VK3MCD	

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 VK3CVF	
Close	FRIDAY	-130	David VK3VP(KIC)	

Location

Ferny Creek Recreation Reserve (Mel Ref: 74 H5)

-37.8893 145.3173

Setup Notes

This is a new location for this check point for 2013. The Checkpoint is situated at the bottom of the 1,000 steps

Checkpoint 4 Information - Olinda

Updated 15-4-2012

Personnel

Open	FRIDAY	1000 –	John VK3BAF	
			John VK3UV	
			Derek VK3XY	After CP2 closes
Close	Sat.	-0700		

Location

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

Setup Notes

Setup on Stage. Cable exit through air vents.

Checkpoint 5 Information – Mt.Evelyn

Updated 15-4-2012

Personnel

Open	FRIDAY	1100 –	Ross VK3SF	
			John VK3FR	Friday only to midnight
			Paul VK3YYF	From 8:00am Saturday
			Ed Vk3KUC	
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.**

This Checkpoint is part of our Contingency Plan. Should AWI need to close then CP5 will be asked to act as Net Control.

Checkpoint 6 Information – Woori Yallock

Updated 15-4-2012

Personnel

open	FRIDAY	1200 –	John VK3ZRX	
			Ian VK3YEA	Not available Friday
			Dalwyn VK3DAL	
			Graeme VK3BXG	
Close	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.

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

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Checkpoint 7 Information – Warburton Golf Club

Update 15-4-2012

Personnel

Open	FRIDAY	1400 –	Don VK3SP	
			Gerard VK3GER	
			Mark VK3ZR	
Close	SUN	– 0600		

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.

Net Control Information – AWI Wesburn

Personnel

Open	FRIDAY	0630 –	Ian VK3IFM	
			Peter Vk3KTS	
			Dai VK3HCJ	
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.

WICEN (Vic.) Inc. Prowords and Phonetics

09-08-2011

Prowords

Calling Prowords

THIS IS UNKNOWN STATION ALL STATIONS EXCEPT

Closing Prowords

OVER OUT OUT TO YOU

Pausing Prowords

WAIT WAIT OUT

Non-Text Prowords

I SPELL FIGURES GRID

Acknowledgement Prowords

[I] ACKNOWLEDGE ROGER AFFIRMATIVE NEGATIVE
WILCO

Repetition & Correction Prowords

[I] SAY AGAIN WORD/ALL BEFORE/AFTER CORRECTION WORDS TWICE

Conversation Prowords

FETCH HERE IS

Routing Prowords

RELAY FROM/TO/THROUGH

Formal Message Prowords

[Long Routine/Service/Urgent/PAN] MESSAGE SEND [I] READ BACK
MORE TO FOLLOW MESSAGE ENDS SITREP WICEN SERIAL
DATE/TIME FROM TO

Radio Check Prowords

RADIO CHECK NOTHING HEARD ROGER

Signal Strengths

LOUD GOOD WEAK VERY WEAK FADING

Readabilities

CLEAR READABLE [BUT DISTORTED/INTERFERENCE] UNREADABLE

Phonetics

Alpha	Bravo	Charlie	Delta	Echo
Foxtrot	Golf	Hotel	India	Juliet
Kilo	Lima	Mike	November	Oscar
Papa	Quebec	Romeo	Sierra	Tango
Uniform	Victor	Whisky	Xray	Yankee
Zulu				
Wun	Too	Thu-ree	Fo-wer	Fiy-iv
Six	Seven	Ate	Niner	Zero
Full Stop	Comma	Slash	Dash	Quote/Unquote
Colon	Semi Colon	Open/Close Bracket		At Sign