



WICEN (Vic.) Inc.

Communications Manual

For

# Oxfam Trailwalker 2006

*Version 1.0 28/03/2006*

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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 500 teams of four members, traversing roads and walking trails on foot for 100 Kms from Jells Park to Mt Donna Buang summit, in the shortest possible time. The event will run continuously from 7 am Fri April 7th until 10 am Sun April 8th.

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:

<p><b>Responsibility</b> Provide effective radio communications network between all Checkpoints, (including the Finish and the Control Centre for the duration of the event.</p> <p><b>Roles</b> 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.</p>
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## 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 Mt Donna Buang summit should be aware that this is the main public relations area for Oxfam and therefore WICEN.

## Checkpoints

There are seven checkpoints, the Start at Jells Park, the Finish at Mt Donna Buang summit 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
- HF radio, feedline & antenna capable of tuning 3.6 MHz & 7.075 MHz
- Batteries & power supplieschargers to power the 2m & HF 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 and HF antennas. 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	Quaternary	Packet
VK3RCR 147.075 MHz +ve offset	VK3REC 147.175 MHz +ve offset	147.300 MHz Simplex	7.075 MHz (Day) 3.6 MHz (Night)	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

### 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
<b>Maroondah Hospital and Emergency Service</b>	(03) 9871 3333
Healsville Hospital	(03) 5962 4300
Angliss Hospital, Ferntree Gully	(03) 9764 6111

#### *Local Council/ Parks Victoria/ NRE*

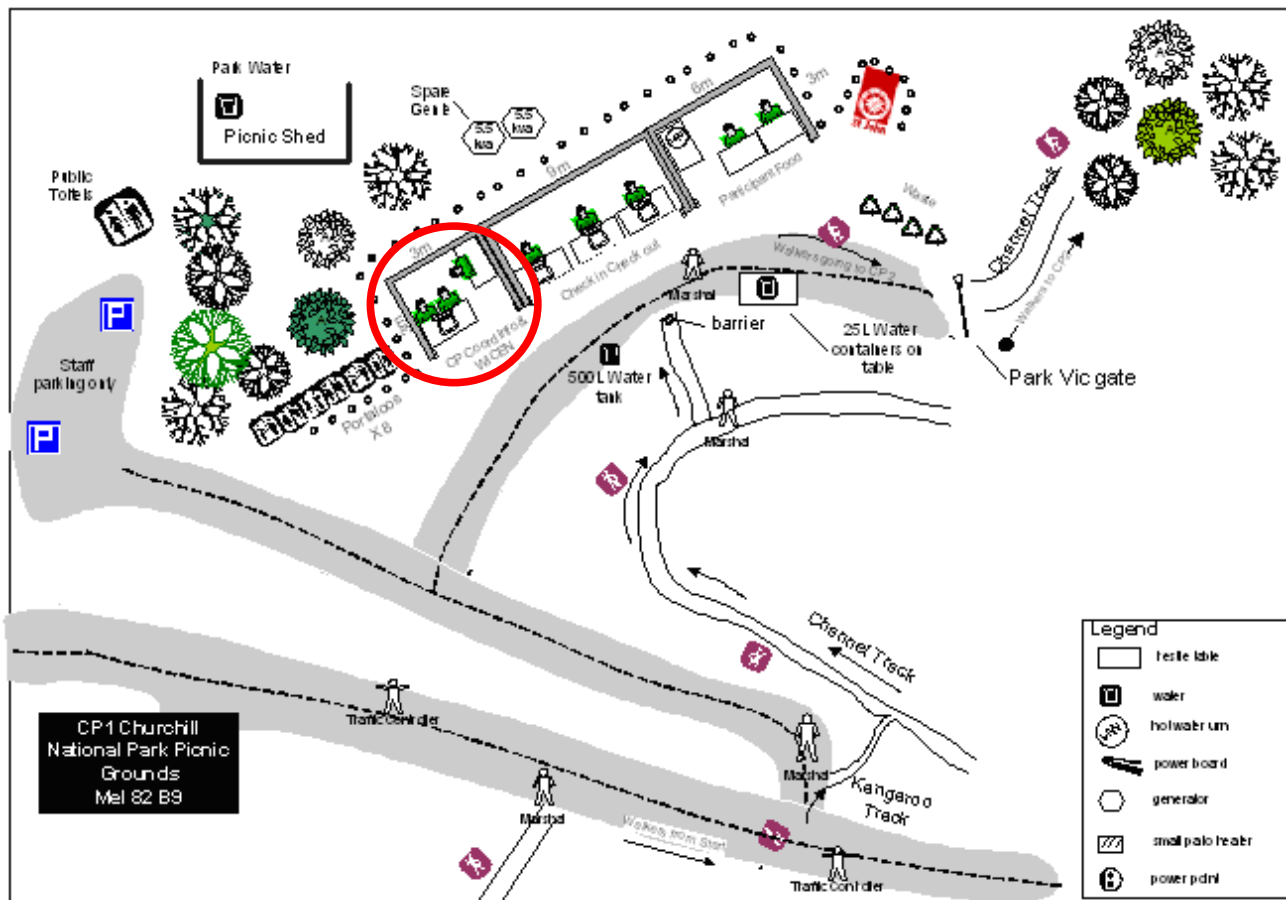
Location / Position	Numbers
Shire of Yarra Ranges – Emergency Management Officer- Kevin Johnson	0419 527 312 1300 368 333 (out of hrs)
Shire of Yarra Ranges – Simon O'Callaghan	9294 6723, 0408 386 135
Shire of Yarra Ranges – Traffic Engineer Kevin Kalwig	0419 522 826
Parks Victoria- Leesa Fraser	9562 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
<b>Event Controller</b>	<b>5967 1761</b>
<b>Event Safety Coordinator – Control Centre</b>	<b>5967 2154</b>
<b>Event Logistics</b>	<b>5967 2389</b>
<b>Volunteer Coordinator</b>	<b>5967 1429</b>
<b>Event Results Coordinator</b>	<b>5967 2501</b>
<b>Event Media Coordinator</b>	<b>5967 1429</b>
<b>St Johns Ambulance</b>	<b>0439 891 601</b>
<b>WICEN VK3YD JOHN</b>	0428 358 888
<b>AND VK3ZNT SIMON</b>	0418 190 637

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

# Checkpoint 1 Site Diagram





# Checkpoint 1 Information

## Personnel

7	FRIDAY	0700 – 1400	Claus VK3AZE
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## Location

Churchill National Park Picnic Area, Lysterfield South (Melways Ref 82,B 9 )

## 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.

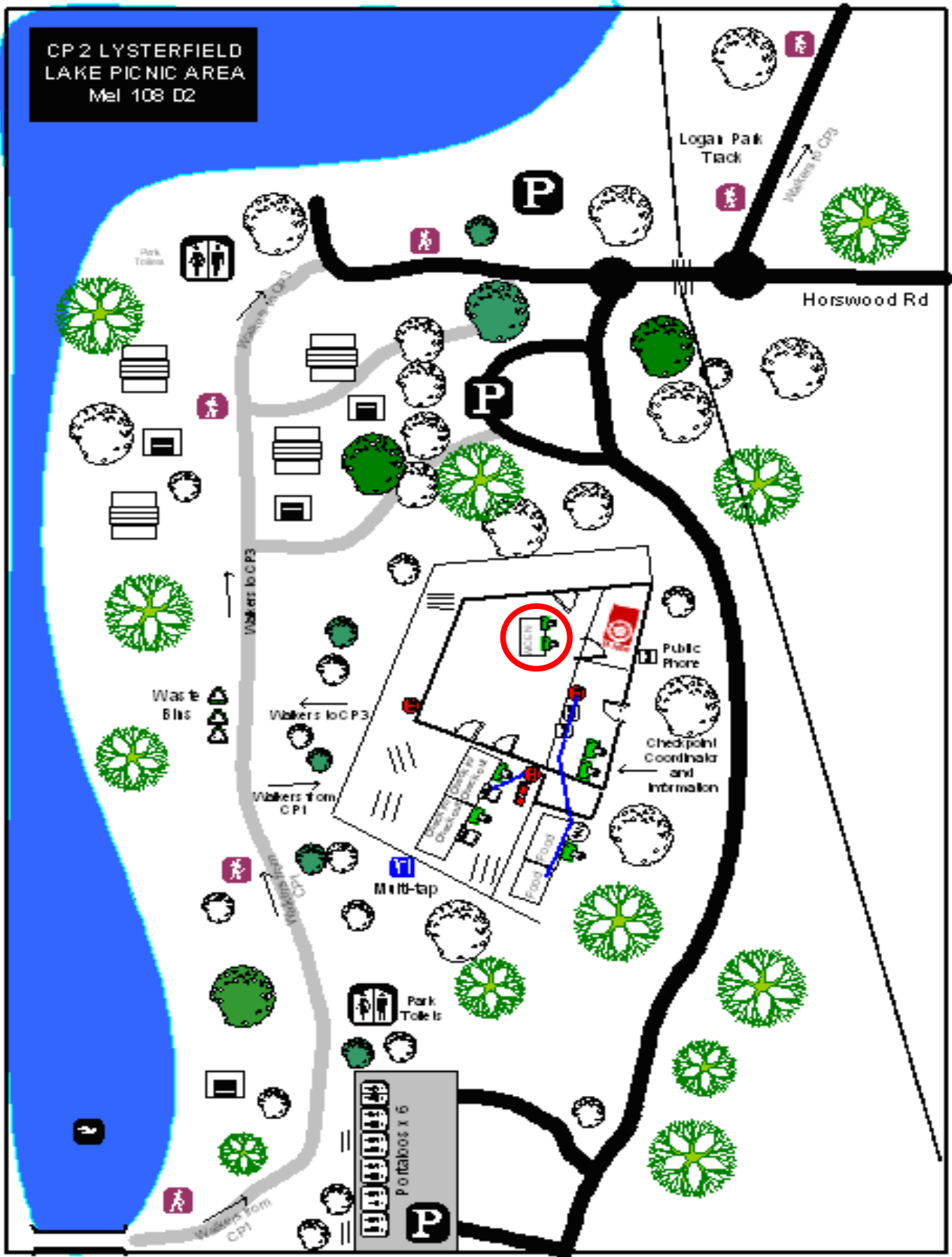
## Key Times

Event / Activity	Day / Time
Checkpoint 1 staff arrive	Friday 0600
Checkpoint 1 opens	Friday 0700
Checkpoint 1 closes	Friday 1400

## Initial Contacts

Checkpoint Coordinator	Amanda Stewart 0403 920 800
Assistant Checkpoint Coordinator	

# Checkpoint 2 Site Diagram



## Checkpoint 2 Information

### Personnel

6	FRIDAY	0800 – 1400	Graeme VK3KMG	9555 8108
5	FRIDAY	1400 – 1900	Gerhard VK3EWM	9439 8353

### Location

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

### Setup Notes

The checkpoint is an education building down from the main parking area. 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 air exists at some points. The area WICEN are setting up in is close to a window and doorway. Keys for the wind out window have been sought. Mains power is available though should only be used as a backup. There is an upright 1.5m pole 3m from the doorway where WICEN are located. This upright pole could be used for a lightweight antenna mast. Take care with any cables leading from the building to the outside for masts etc. as there is a public telephone box at the rear of the building that will most likely be used by competitors.

### 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.

### Checkpoint Establishment statement from Oxfam Operations Manual for this checkpoint:

All checkpoint infrastructures including non perishable food will be delivered on Thursday 6 April by 2.00pm in accordance with Checkpoint Sequence of Events at Annex B. The Checkpoint will be setup as per the site plan except for the trestles stored inside the Information Centre which will be moved into location on the morning of the Event. The IT team will arrive on Friday morning at 7.00am with laptops and cables to set up results.

### Key Times

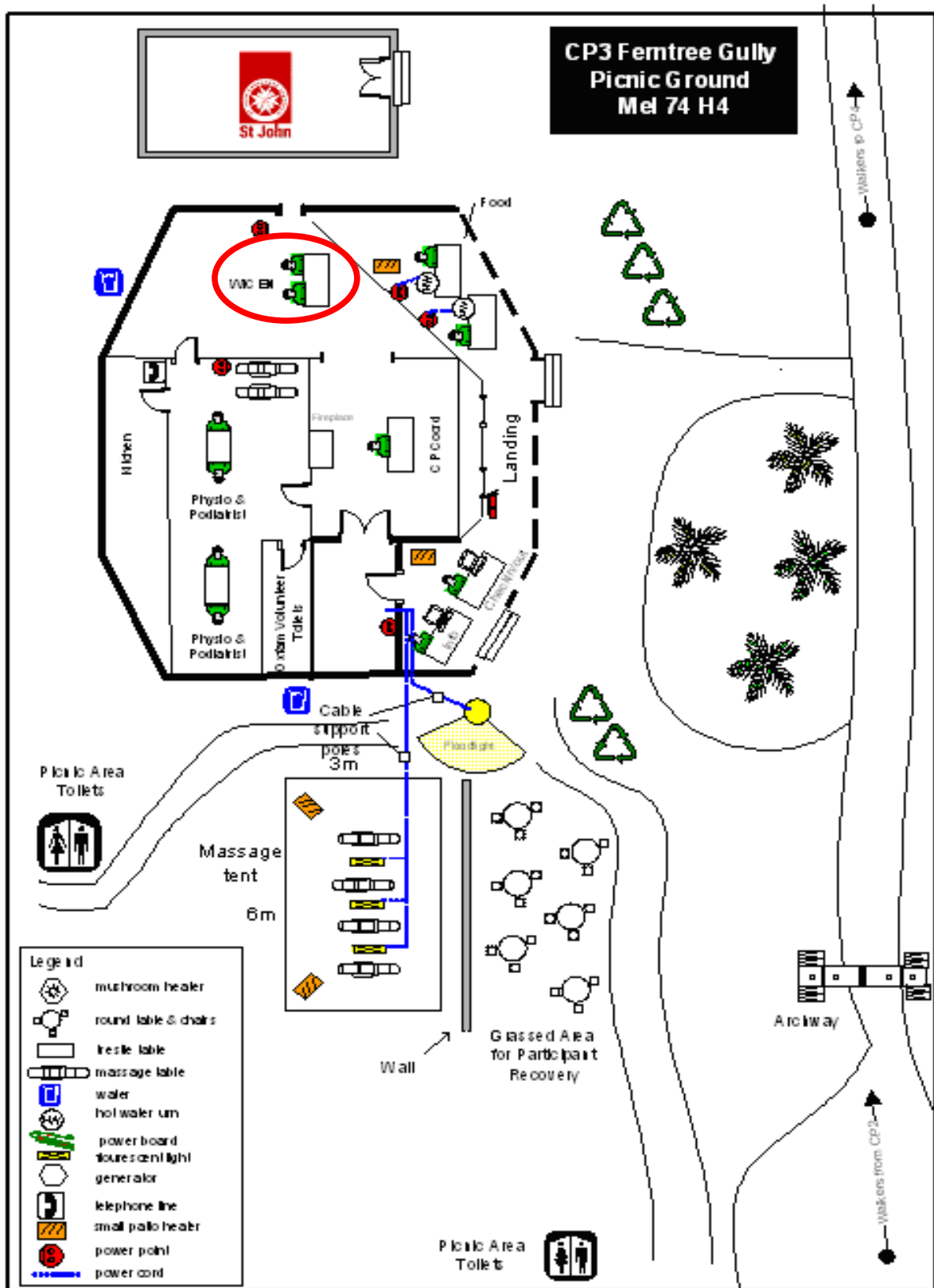
Event / Activity	Day / Time
Checkpoint 2 staff arrive	Friday 0700
Checkpoint 2 opens	Friday 0800
Checkpoint 2 closes	Saturday 1900

### Initial Contacts

Checkpoint Coordinator	Steve C
Assistant Checkpoint Coordinator	

Operators on second and subsequent shifts should ask the previous operator to introduce them to the current checkpoint coordinators.

# Checkpoint 3 Site Diagram



## Checkpoint 3 Information

### Personnel

5	FRIDAY	0900 – 1400	Harold VK3EKG & Bob VK3BWZ	97120510
6	FRIDAY	1400 - 2000	Ken VK3FKD	97015028
5	FRI/SAT	2000 – 0100	David VK3XDA	98034110

### Location

Parks Victoria Education Centre Tremont (Melways Ref 74 H4)

### Setup Notes

The checkpoint is an education building up from the main parking area (through the Arch). Unloading equipment from a vehicle is possible during checkpoint setup. The area WICEN are setting up in is close to a window and doorway. Keys for the wind out window have been sought. Mains power is available though should only be used as a backup. There is a clear area outside (on the back corner of the building) the door/window for a mast to be erected away from the suspended walkways surrounding the building. Take care with any cables leading from the building to the outside for masts etc. as they may cause a trip hazard, where possible run cables under walkways.

### Communications statement from Oxfam Operations Manual for this checkpoint:

The WICEN Radio network, dedicated landline (voice), dedicated data line, and mobile telephone will be utilised at CP3. 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.

### Checkpoint Establishment statement from Oxfam Operations Manual for this checkpoint:

All checkpoint infrastructure, equipment and stores will arrive on Thursday afternoon as per the Sequence of Events. IT cabling, checkpoint infrastructure including tables, chairs, administration and participant food supplies will all be delivered at this time and set up as per the Site Plan.

### Key Times

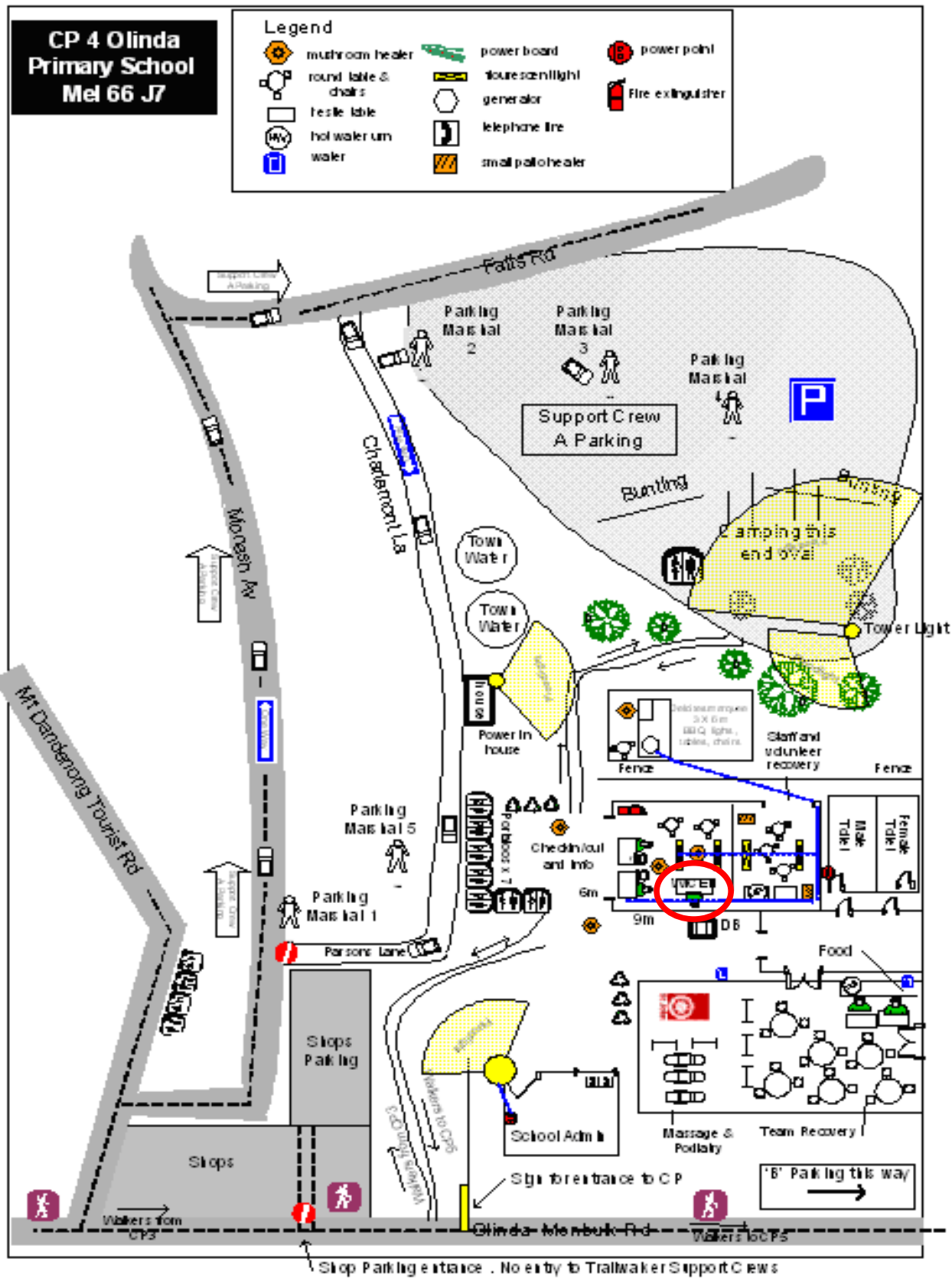
Event / Activity	Day / Time
Checkpoint 3 staff arrive	Friday 0800
Checkpoint 3 opens	Friday 1000
Checkpoint 3 closes	Saturday 0100

### Initial Contacts

Checkpoint Coordinator	Bronwyn Seal 0411 839 646
Assistant Checkpoint Coordinator	

Operators on second and subsequent shifts should ask the previous operator to introduce them to the current checkpoint coordinators.

# Checkpoint 4 Site Diagram



## Checkpoint 4 Information

### Personnel

4	FRIDAY	1000 – 1400	Ian VK3DVO	9763 0565
7	FRIDAY	1400 – 2100	Derek VK3BYA	9563 6909
6	FRI/SAT	2100 – 0300	Paul VK3YYF	9753 2184
6	SATURDAY	0300 – 0900	Ian VK3DVO	9763 0565

### Location

Olinda Primary School, Olinda (Melways Ref 66 J7)

### Setup Notes

This checkpoint is a combination of tents and a building. WICEN are located in the tent in front of the building. Vehicles cannot be brought close to the operating position for unloading during checkpoint setup. Antenna mast should be setup carefully as space is limited. One option is a sewage ventilation pipe located outside the tent behind the operator location. Another option is connect the mast to an eye bolt in the wall behind the operator location. Parking at the site will be limited though should be controlled. Enter off Parson's road as the checkpoint is located to the front of the school. 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:

WICEN Radio network, dedicated landline (voice), dedicated data line, and mobile telephone will be used at CP4. 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.

### Checkpoint Establishment statement from Oxfam Operations Manual for this checkpoint:

All checkpoint infrastructure, equipment and stores will arrive on Thursday afternoon as per the Sequence of Events. Check In marquee, IT cabling, checkpoint infrastructure including tables, chairs, administration and participant food supplies will all be delivered at this time. On Friday, The first Checkpoint Coordinator will be responsible for completing set up and connecting checkpoint landline to the phone socket located in the administration block. (see School Administration)

### Key Times

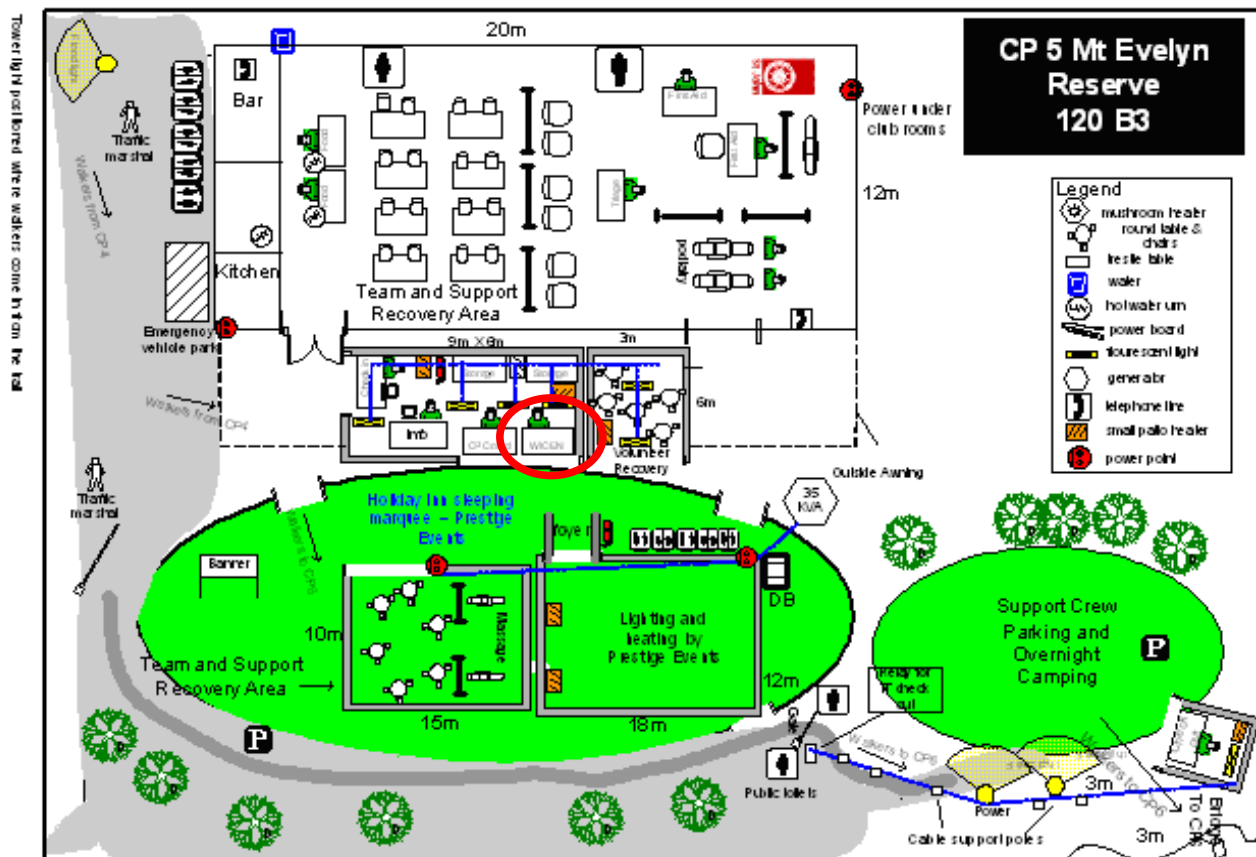
Event / Activity	Day / Time
Checkpoint 4 staff arrive (estimated)	Friday 0900
Checkpoint 4 opens	Friday 1000
Checkpoint 4 closes	Saturday 0900

### Initial Contacts

Checkpoint Coordinator	Diane Kreltshheim 0411 440 679
Assistant Checkpoint Coordinator	

Operators on second and subsequent shifts should ask the previous operator to introduce them to the current checkpoint coordinators.

# Checkpoint 5 Site Diagram





## Checkpoint 5 Information

### Personnel

7	FRIDAY	1100 – 1800	Gavin VK3TLN	5968 8482
7	FRI/SAT	1800 – 0100	Ian VK3YEA	5797 3118
7	SAT	0100 – 0800	Craig VK3XTB	9708 6936
7	SAT	0800 – 1300	Gavin VK3TLN	5968 8482

### Location

Mt Evelyn Reserve, Mt Evelyn (Melways Ref 120 B3)

### Setup Notes

This checkpoint is a tent in front the sports pavilion. WICEN are located in the tent facing the oval. Vehicles cannot be brought close to the operating position for unloading equipment during checkpoint setup. A 2m antenna mast will be required at this location and poles required to support the HF dipole ends should be secured to the oval fencing. Mains power is most likely available at the site though should only be used as a backup. Take care with any cables leading from the tent as they may cause a trip hazard. Interference caused by a generator has been a problem at this location in the past.

### Communications statement from Oxfam Operations Manual for this checkpoint:

A combination of WICEN Radio network, dedicated landline (voice), dedicated data line, and mobile telephone will be used at the Checkpoint. The WICEN radio network is the main channel for all communication during the event. If however an extended discussion needs to take place between the CP Coordinator and the control centre, or, if information is of a sensitive nature, the payphone should be used. (Coins for this will be supplied in the checkpoint administration tub). In the Event of computer failure, results are to be transferred via the payphone. Mobile phone coverage can be patchy and therefore should be used for backup only.

### Checkpoint Establishment statement from Oxfam Operations Manual for this checkpoint:

All checkpoint infrastructure will be delivered to the Mt Evelyn Reserve on Thursday in accordance with the Sequence of Events at Annex B to this Part. Checkpoint facilities outside of the clubhouse proper will be set on Thursday afternoon and IT cabling will also take place at this time. The layout of the checkpoint facilities inside the clubhouse and placement of all related signage and infrastructure will be the responsibility of the Checkpoint Coordinator on the Friday. IT staff will deliver and set up laptops on the Friday.

### Checkpoint Contact Information

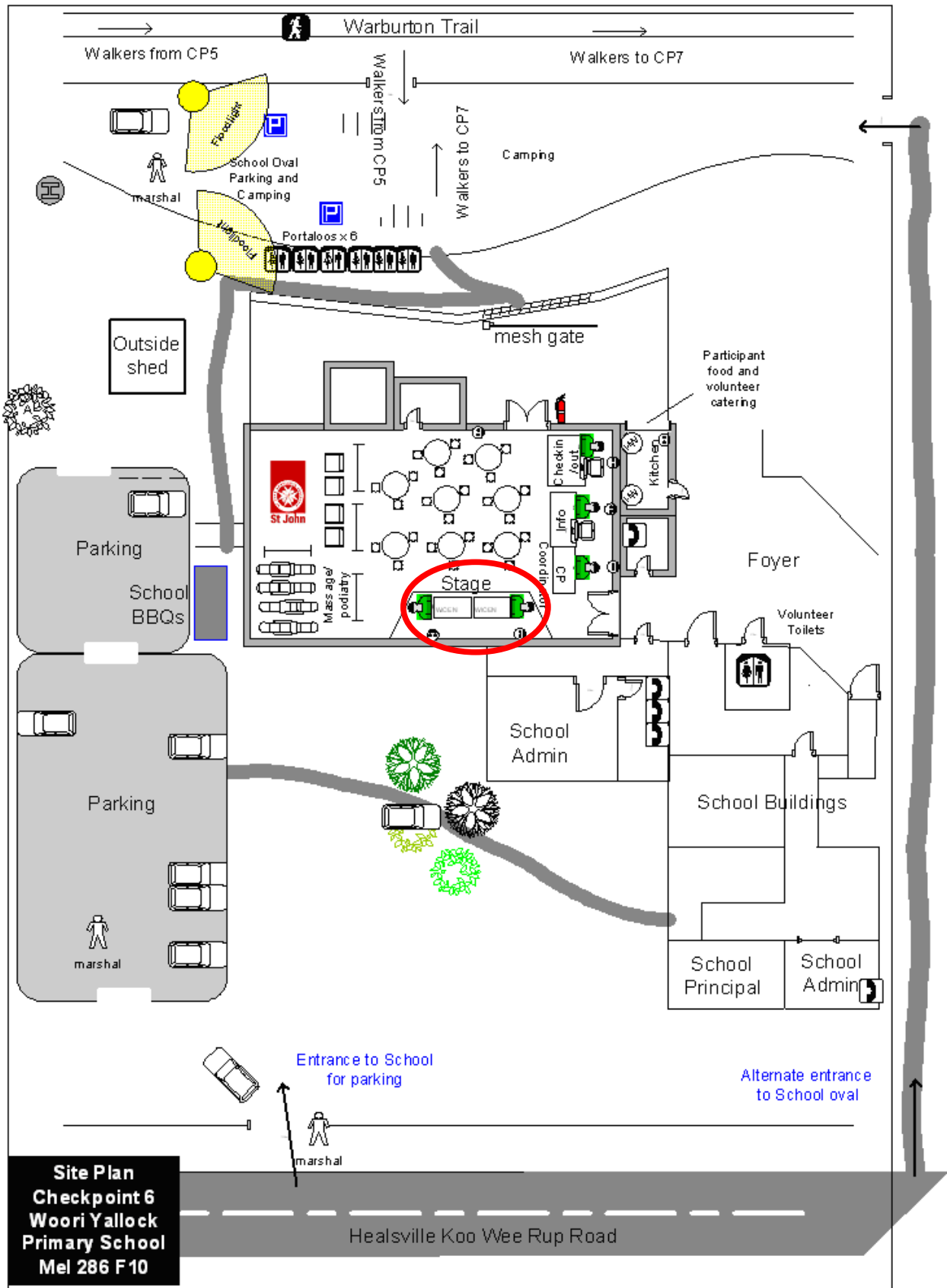
#### Key Times

Event / Activity	Day / Time
Checkpoint 5 staff arrive	Friday 1000
Checkpoint 5 opens	Friday 1200
Checkpoint 5 closes	Saturday 1300

#### Initial Contacts

Operators on second and subsequent shifts should ask the previous operator to introduce them to the current checkpoint coordinators.

# Checkpoint 6 Site Diagram



**Site Plan  
Checkpoint 6  
Woori Yallock  
Primary School  
Mel 286 F 10**

## Checkpoint 6 Information

### Personnel

5.5	FRIDAY	1230 – 1800	Fred VK3JM	9801 4972
8	FRI/SAT	1800 – 0200	Ray VK3CRK	9459 5001
8	SATURDAY	0200 – 1000	Adrian VK3HEQ	5967 2426
8	SATURDAY	1000 – 1800	Claus VK3AZE	93094462
4	SATURDAY	1800 – 2200	Fred VK3JM	9801 4972

### 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.

### Communications statement from Oxfam Operations Manual for this checkpoint:

WICEN Radio network, dedicated land line, GPRS and mobile will be used at CP 6. The WICEN radio network is the main channel for all communication during the event. If however an extended discussion needs to take place between the CP coordinator and the control centre, or, if information is of a sensitive nature, the landline should be used. In the Event of computer failure, results are to be transferred via the landline. Mobile phone coverage should be used for backup only.

### Checkpoint Establishment statement from Oxfam Operations Manual for this checkpoint:

Most of the checkpoint infrastructure will be delivered on the Thursday afternoon. An Oxfam representative will be onsite to receive equipment. IT cabling will also occur on Thursday afternoon. It will be the responsibility of the first Checkpoint Coordinator on Friday to set up the hall and kitchen and ensure all signage is in place. An IT crew will arrive on Friday to set up check in and information computers.

### Key Times

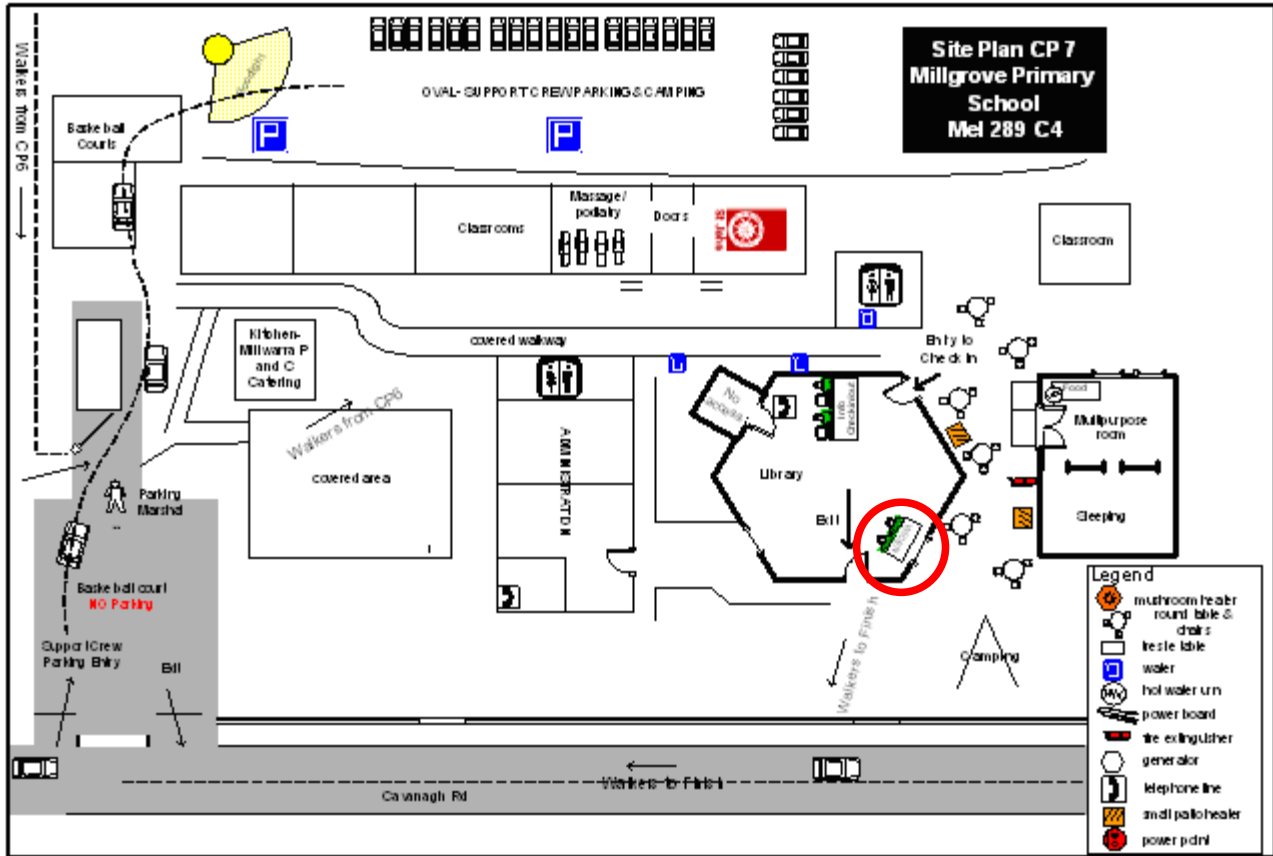
Event / Activity	Day / Time
Checkpoint 6 staff arrive	Friday 1230
Checkpoint 6 opens	Friday 1400
Checkpoint 6 closes	Saturday 2300

### Initial Contacts

Assistant Checkpoint Coordinator	Patrick Witten
Checkpoint Coordinator	

Operators on second and subsequent shifts should ask the previous operator to introduce them to the current checkpoint coordinators.

# Checkpoint 7 Site Diagram



## Checkpoint 7 Information

### Personnel

8	FRIDAY	1400 – 2200	Graeme VK3BXG	5625 1532
8	FRI/SAT	2200 – 0600	Trevor VK3HTL	5966 6212
8	SATURDAY	0600 – 1400	Peter VK3DXD	9723 9452
8	SATURDAY	1400 – 2200	Trevor VK3HTL	5966 6212
7	SAT/SUN	2200 – 0500	Graeme VK3BXG	5625 1532

### 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.

### Communications statement from Oxfam Operations Manual for this checkpoint:

WICEN Radio network, dedicated land line, and mobile. The WICEN radio network is the main channel for all communication during the event. If however an extended discussion needs to take place between the CP coordinator and the control centre, or, if information is of a sensitive nature, the landline should be used. In the Event of computer failure, results are to be transferred via the landline. Mobile phone coverage should be used for backup only.

### Checkpoint Establishment statement from Oxfam Operations Manual for this checkpoint:

All checkpoint infrastructure will be delivered on the Thursday afternoon as per the sequence of Events. An Oxfam representative will be onsite to receive and set up. IT cabling will also occur on Thursday afternoon. It will be the responsibility of the first checkpoint coordinator on Friday to complete the setup and ensure all signage is in place. An IT crew will arrive on Friday to set up check in and information computers.

### Key Times

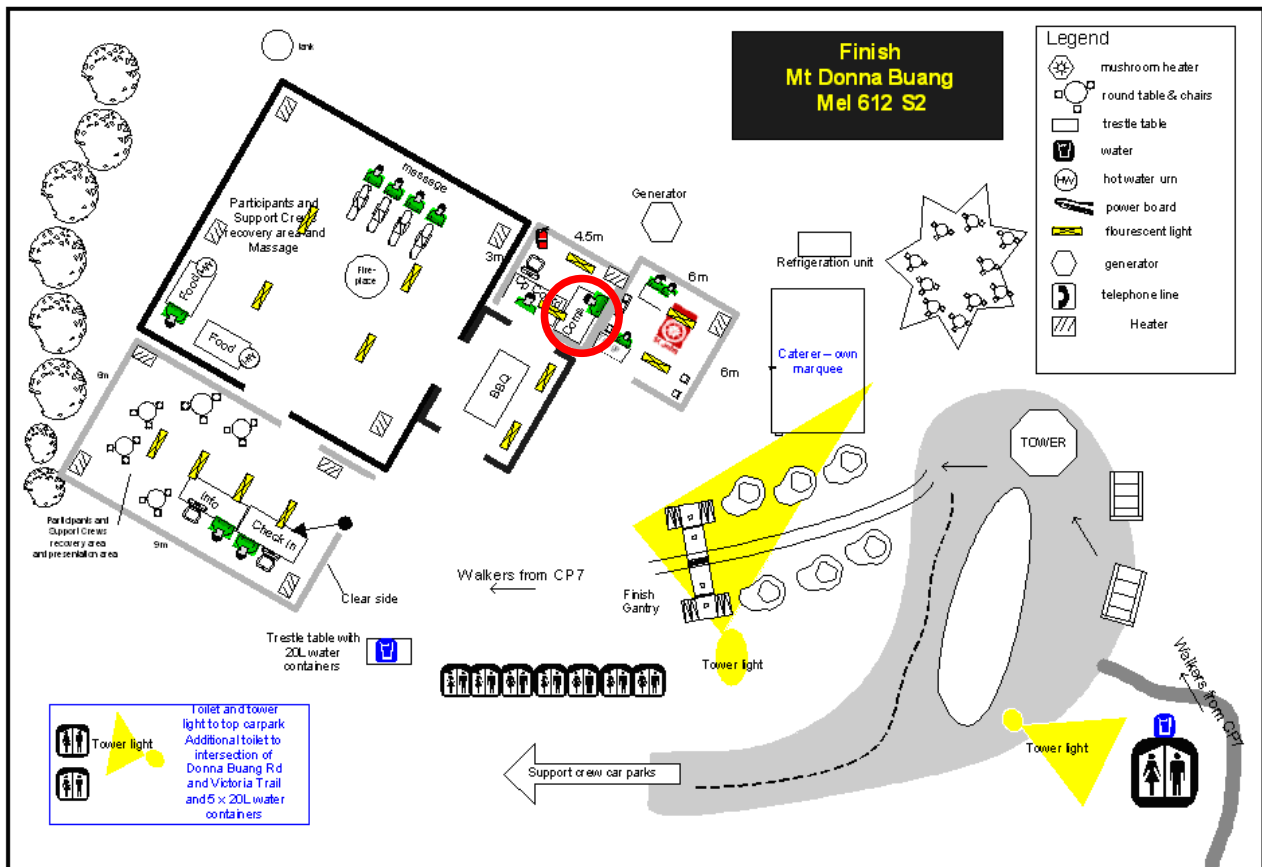
Event / Activity	Day / Time
Checkpoint 7 staff arrive	Friday 1300
Checkpoint 7 opens	Friday 1500
Checkpoint 7 closes	Sunday 0500

### Initial Contacts

Checkpoint Coordinator	Guy Clarke 0438 094 050
Assistant Checkpoint Coordinator	

Operators on second and subsequent shifts should ask the previous operator to introduce them to the current checkpoint coordinators.

# Finish Site Diagram



## Finish Information

### Personnel

6	FRI/SAT	1800 – 0200	John VK3ZRV	9431 0667
6	SATURDAY	0200 – 1000	Peter VK3YG	5148 2652
5	SATURDAY	1000 – 1800	John VK3JJB	9802 1810
6	SAT/SUN	1800 – 0200	John VK3ZRV	9431 0667
8	SUNDAY	0200 – 1000	Peter VK3YG	5148 2652

### Location

Mt Donna Buang Summit, via Warburton (Melways Ref 612 S2)

### Setup Notes

Operators at checkpoint have visited site.

### Communications statement from Oxfam Operations Manual for this checkpoint:

Finish Communications will include the WICEN Radio network, dedicated data line (GPRS), and mobile telephone. All communication between Control and Finish is to be via the WICEN radio network. Mobile reception is patchy and should be used as a backup only.

### Checkpoint Establishment statement from Oxfam Operations Manual for this checkpoint:

The Finish will not be set up until Friday afternoon after the start. An Oxfam representative will be onsite to receive equipment and guide placement. A large amount of infrastructure will arrive between 12.00pm and 3.00pm.

### Key Times

Event / Activity	Day / Time
Finish Staff Arrive	Friday 1200
Finish opens	Friday 1800
Finish closes	Sunday 1000

### Initial Contacts

Checkpoint Coordinator	Alex 0417 166 317
Assistant Checkpoint Coordinator	

Operators on second and subsequent shifts should ask the previous operator to introduce them to the current checkpoint coordinators.

# Net Control Information

## Personnel

8	FRIDAY	0700 – 1500	Simon VK3ZNT	David VK3KIC
8	FRIDAY	1500 – 2300	John VK3YD	Don VK3DON
8	FRI/SAT	2300 – 0700	Mark VK3XMU	David VK3KIC
8	SATURDAY	0700 – 1500	Peter VK3KTS	Gerard VK3GER
8	SATURDAY	1500 – 2300	Mark VK3XMU	Simon VK3ZNT
8	SAT/SUN	2300 - 0700	Peter VK3KTS	Gerard VK3GER
8	SUNDAY	0700 – Finish	Simon VK3ZNT	David VK3KIC

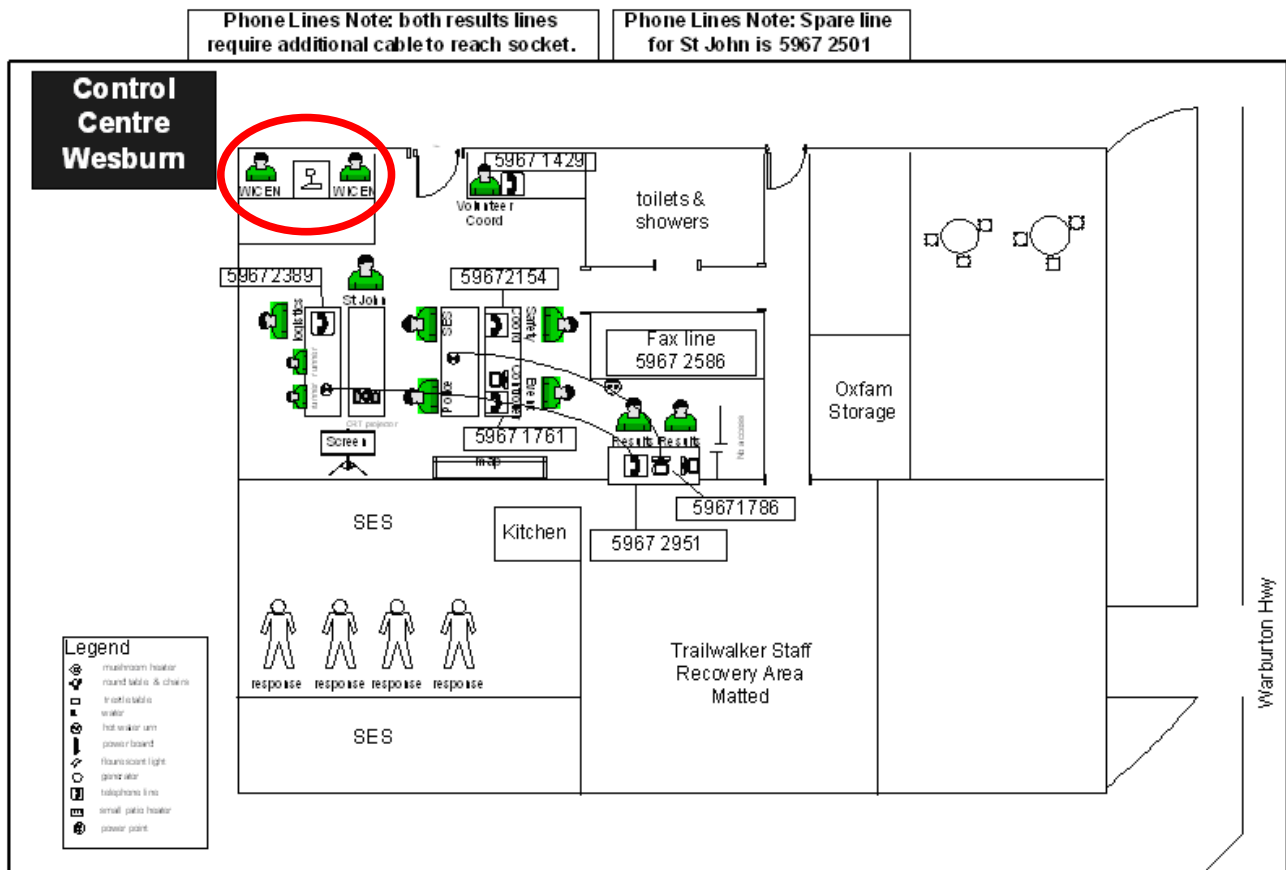
## Location

Wesburn Combined Emergency Services Centre, Warburton Hwy, Wesburn

## Key Times

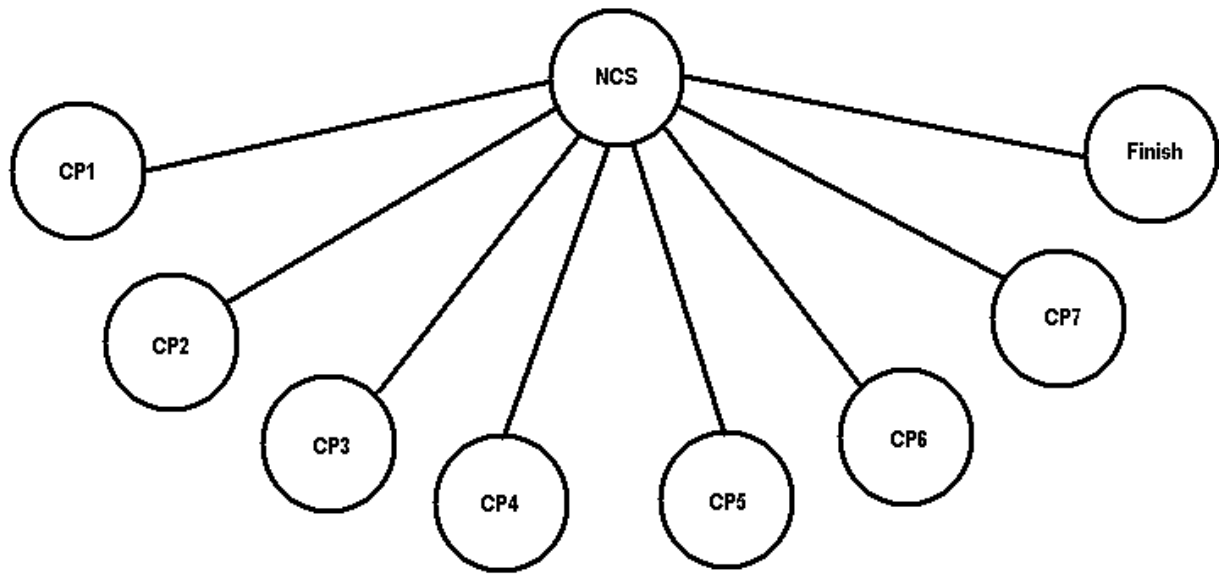
Event / Activity	Day / Time
Control Centre staff arrive	Friday 0500
Control Centre opens	Friday 0600
Control Centre closes	Sunday 1100

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 Network Diagram



All stations should be capable of operating on the following frequencies:

- 147.300 Mhz Simplex
- 147.175 Mhz Duplex +ve offset
- 147.075 MHz Duplex +ve offset
- 7.075 Mhz
- 3.6 Mhz

## Appendix 2 – Oxfam Trailwalker Operations Manual Part 8

### Part 8 - Communications Plan

#### General

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Communications for the event are complex due to the various stakeholders participating in the Event and their respective communication networks. Stakeholders and their various communications include: CFA, SES, Police, St John, MAS, and Oxfam TRAILWALKER staff.

To ensure that all communications are acted on in a timely manner it is essential that all communications are channelled through the Control Centre where each stakeholder has a representative.

The Event Telephone Directory is in the front of this manual at Part ii.

#### IT

The 'TrailNet' program is the principle means of tracking teams throughout the Event and is managed by Stephen Garret from Oxfam. The entire system is deployed from Oxfam with additional hardware support sourced from a computer contractor.

#### WICEN

A VHF radio network will be established by WICEN to operate between the Control Centre, all Checkpoints and the Finish throughout the Event. The radio network will be operated by WICEN volunteers. It will be used for the following types of traffic:

- General event information affecting all locations such as time checks, reminders and progress of leading teams
- Weather forecasts and warnings
- Emergency communication

#### Radio Checkpoints

Fixed points are to be set up at:

CP1 Churchill National Park  
CP 2 Lysterfield Lake National Park  
CP 3 Upper Ferntree Gully Picnic Area  
CP 4 Olinda Primary School  
CP 5 Mt Evelyn Football Club  
CP 6 Woori Yallock Primary School  
CP 7 Millwarra Primary School  
Finish Mt Donna Buang Summit  
Control Emergency Coordination Centre, Wesburn

#### Hand Held Radios

20 x portable handheld radios are utilised at Jells Park to coordinate the start. Five of these radios are transferred to Ferntree Gully Picnic Area once the start is complete, five are transferred to Olinda Primary School, and 10 are relocated to Mt Evelyn Recreation reserve to coordinate parking.

#### Basic Operation

All radios deployed to Check Points 1, 2, 3, 4, 5, 6, 7 long with Finish and Control will operate directly on the network. WICEN volunteer operators are the only persons licensed to operate Control and Checkpoint radios.

All communications should be between Control and the various Checkpoints. In the Event communications are required between two Checkpoints should be passed through Control or permission sought from control to talk directly to the required station. Network control should revert back to the Headquarters as soon as is possible.

#### Telephone Lines

A dedicated landline (voice) exists for control centre coordinators responsible for safety, results, logistics, staffing/ volunteers, and media. These numbers are published in each of the checkpoint operations manuals and are listed at the front of this manual. Control Centre staff are however encouraged to use the WICEN radio network unless the message is of an extended or sensitive nature.

### Mobile Telephones

Mobile telephone use is restricted during the Event due to the remote nature of the trail. Telstra and Optus provide best reception but can not be relied upon.

### Emergency Services

St John, SES, CFA, Army and MAS all operate of different communication systems. To ensure that the Control Centre, Safety Coordinator and Event Controller and aware of all emergencies on the trail each Emergency service HQ is based at the Control Centre to foster the appropriate flow of communications.

As there are multiple stakeholders involved in this event all utilising separate communications platforms it is essential that all communications be relayed through the Control Centre to ensure that communications are passed to the relevant people in the most timely fashion.

This is essentially so with emergency response. All parties are to ensure that in the first instance, all emergency communications are transmitted through the Control centre.

### Communicating Messages

During the event it will be necessary for staff at the Control Centre to speak to Checkpoint Coordinators. It will also be necessary for Checkpoint Coordinators to initiate contact with staff at the Control Centre. Whether this is done by radio, landline, or mobile, communication should be succinct and always relevant to the Event. It will be less likely that checkpoints will have to communicate with each other. If for any reason this becomes necessary checkpoint coordinators are requested to contact the control centre for permission first.

The WICEN radio network is the main channel for all communication during the event. If however an extended discussion needs to take place between a checkpoint and the control centre, or, if information is of a sensitive nature, the landline should be used. Mobile phones should be used for backup only.

If urgent or emergency contact is required contact should be made by fastest means.

### Communicating Results

Dedicated Data lines will be used at all checkpoints to transfer all routine team Check-In and Check-Out data from the Checkpoint computers to the Control Centre computers. Where possible, this will be via landlines from the Checkpoints. GPRS will be used in the Checkpoints where landlines are not available. In the Event of data line failure, the results coordinator at Control will request that results be manually transferred by either landline or WICEN radio network.

## **Checkpoint Communications**

<b>Checkpoint</b>	<b>RADIO</b>	<b>Landline</b>	<b>Data Line</b>	<b>Mobile</b>
<b>Start</b> Jells Park Conference Centre Wheelers Hill (Melways Ref 71 K6)	NO	NO	9561 4563	0409 723 528
<b>Checkpoint 1</b> Churchill National Park Picnic Area, Lysterfield South (Melways Ref 82,B 9 )	YES	NO	GPRS	0419 139 113
<b>Checkpoint 2</b> Lysterfield Lake Picnic Area, Lysterfield (Melways Ref 108 D2)	YES	9796 9732	9796 9823	0437 350851
<b>Checkpoint 3</b> Parks Victoria Education Centre Tremont (Melways Ref 74 H4)	YES	9752 3909	9758 9419	0437 350854

<b>Checkpoint 4</b> Olinda Primary School, Olinda (Melways Ref 66 J7)	YES	9751 2310	9751 2425	0407 041618
<b>Checkpoint 5</b> Mt Evelyn Reserve, Mt Evelyn (Melways Ref 120 B3)	YES	97363200	9737 1842	0409 176 814
<b>Checkpoint 6</b> Worri Yallock Primary School, Woori Yallock (Melways Ref 286 F10)	YES	5964 7258	GPRS	0439 367 543
<b>Checkpoint 7</b> Millwarra Primary School, Milgrove (Melways Ref 289 C4)	Yes	59662518	59665576 school fax	0417 376 614
<b>Finish</b> Mt Donna Buang Summit, via Warburton (Melways Ref 612 S2)	Yes	No	GPRS	0418 341 264

## Appendix 3 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 4 Change List

### V0.1 to V0.2

- Page 3 – Correct dates, times and team numbers in overview.
- Page 3 – Changed wording of Public Profile section
- Page 5 – Changed ACA to ACMA
- Page 5 – Changed welfare check interval from 15 to 30 minutes
- Page 6 – Changed wording of Traffic section
- Page 9 – Added CP1 Initial Coordinator and mobile number
- Page 11 – Added CP2 Initial Coordinator
- Page 13 – Added CP3 Initial Coordinator and mobile number
- Page 15 – Added CP4 Initial Coordinator and mobile number
- Page 17 – Changed wording of Setup Notes section
- Page 19 – Replaced Setup Notes section
- Page 19 – Added CP6 Initial Coordinator
- Page 21 – Added CP7 Initial Coordinator and mobile number
- Page 23 – Corrected day of week for last shift
- Page 21 – Added Finish Initial Coordinator and mobile number
- Page 24 – Corrected days of week for shifts
- Page 24 – Inserted NCS diagram, deleted blank page 25 & renumbered subsequent pages
- Inserted Diagrams for Cps 1 – 7, Finish & NCS

### V0.2 to V0.3

- Page 5 – Inserted 'hour'
- Page 7 – Deleted WICEN mobile phone number
- Page 11 – Added phone number for VK3EWM
- Page 11 – Corrected punctuation
- Page 21 – Changes to roster
- Page 25 – Corrected spelling of Mhz

### V0.3 to V1.0

No changes other than Version number.