



WICEN (Vic.) Inc.
Communications Manual
For
Oxfam Trailwalker 2003

Version 0.2, 27/03/2003

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General Information

Introduction

Welcome to the Oxfam Trailwalker event and thank you for volunteering to assist WICEN. Due to the Oxfam Trailwalker being a new event, please read the following sections VERY CAREFULLY.

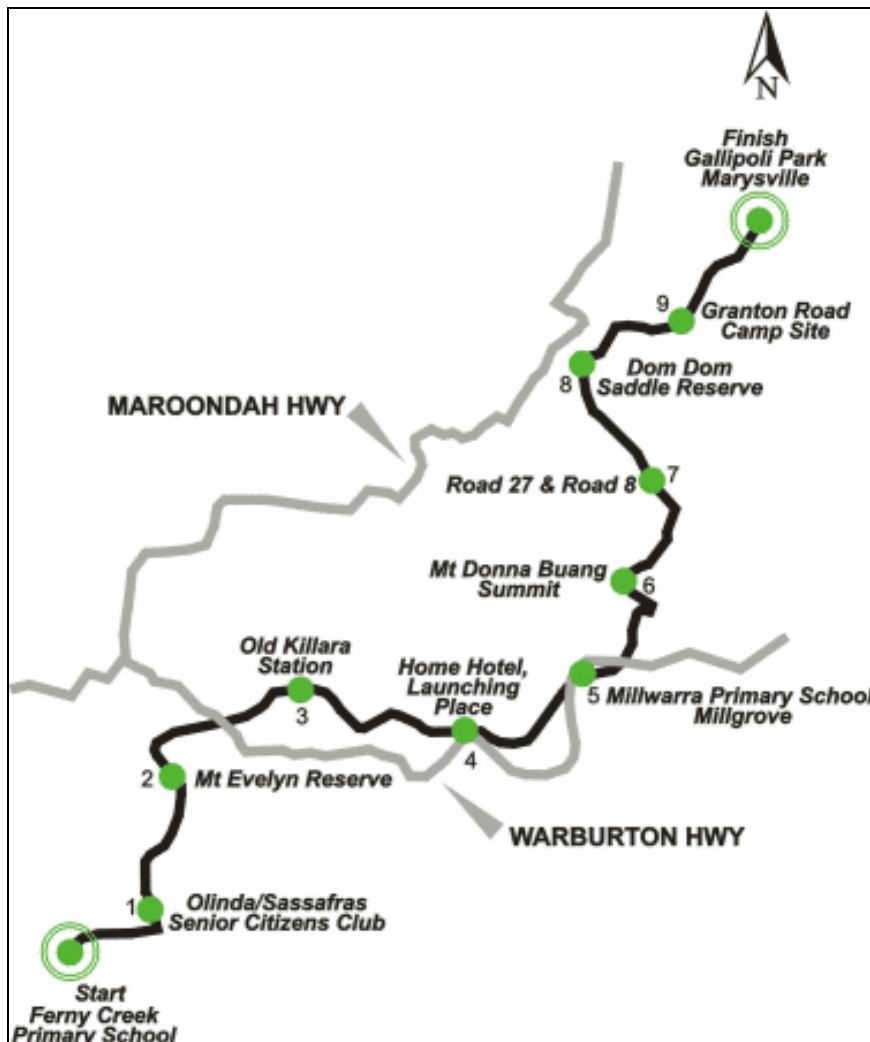
Overview

This will be the longest continuous event, other than the recent NE fires, that WICEN has been engaged in.

The Oxfam Trailwalker event entails up to 250 teams of four members, traversing roads and walking trails on foot for 100Kms from Ferny Creek to Marysville via Mt Donna Buang, in the shortest possible time. The event will run continuously from 8am Fri April 4 until 10am Sun April 6.

The role of WICEN is to supply safety and logistic communications from Net Control, Finish, and all checkpoints. In addition, scoring will be sent from checkpoint 7.

WICEN will operate controlled Nets.



Role & Responsibilities

From the Oxfam Trailwalker Operations Manual:

WICEN (Wireless Institute Civil Emergency Network)

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.

Checkpoints

There are nine checkpoints, the finish (Marysville) and the Wesburn Control centre.

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.

Rostering

A WICEN operator duty roster of 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 from Oxfam personnel.

It is advisable that operators on the same checkpoint liaise with each other prior to the event, regarding station equipment and changeover.

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 at the Checkpoint has given you permission to close, you may then ask Net Control for permission to close. **NB** Due to the checkpoint times being based on other Trailwalker events (this is the first Melbourne Trailwalker event), some checkpoints may close earlier than scheduled if all valid competitors have passed the checkpoint.

WICEN Checkpoint Setup

Each checkpoint will include heated marquees for administration etc (see site plans later in the manual). 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.

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**

Masts will be required for 2m and 6m antennas. The use of headphones may be necessary as checkpoints are expected to be noisy.

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. When setting up free-standing masts, fencing star pickets and a method of driving them into the ground would be useful.

Public Profile

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

Occupational Health and Safety

When setting your station up consider both the ACA 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 organizers, competitors or where present, the general public.

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

Net Control will be performing welfare checks of each active checkpoint every 30 minutes from 8.00pm to 8.00am to ensure all active checkpoints are operational in case of an urgent situation.

Note 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.

Traffic

The expected traffic varies according to what other communications systems are available to the officials at a particular checkpoint.

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.

Logs

Comprehensive station logs should be kept and submitted to the Event Commander, Simon Griffith, VK3ZNT after the event.

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.

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
Lillydale Police (63 Castella St Lillydale 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
Shire of Yarra Ranges - Michael Haley	(03) 9294 6723
Murrindindi Shire Council - Jo McInnes	0419 314 956
Murrindindi Shire Council - Maurie Susnig	0417 541 712
Parks Victoria- Ian Roche	0418 102 724
NRE- Peter Cobb	5957 7114

Event Coordination *Control Centre Wesburn*

Location / Position	Numbers
Event Safety Officer – Control Centre All safety issues for participants and staff including traffic and trail marking	5967 2154
Event Logistics Coordinator access supplies maintenance	5967 2501
Event Staffing Coordinator volunteers, rosters, shift changes	5967 1761
Event Results Coordinator Check in and Checkout procedures, computer hardware troubleshooting	5967 2389
Event Media Coordinator	5967 1786
Australian Red Cross Coordinator	0439 300 515
WICEN (BATPHONE)	0417 391 146

Contingency numbers: Event Controllers (5967 1786, 0401 297 471, 0416 373 366, 0413 874 570)

Contact Information for Checkpoint Officials in Checkpoint descriptions.

Legend

	mushroom heater
	round table & chairs
	freshe table
	water
	hot water urn
	power board
	fluorescent light
	generator
	telephone line
	small patio heater
	power point



Checkpoint 1 Information

Personnel

6 Hrs	FRIDAY	0800 – 1400	Craig 3XTB	Gerard 3GER
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Location

Olinda/Sassafras Senior Citizens Club
Melways Ref 122 A8
Olinda-Monbulk Rd, Olinda

Setup Notes

Nil.

Communications statement from Oxfam Operations Manual for this checkpoint:

WICEN Radio network, dedicated landline (voice), dedicated data line, and mobile telephone. **All communication** between Control and checkpoint coordinator is to be via the dedicated checkpoint landline if it is specific to Checkpoint 1. WICEN radio will be used for information targeted at all checkpoints and in the event of telephone failure. Mobile phone is for backup only.

Set-up plan

Initial set up will take place on Wednesday afternoon. All inside facilities will be set up including tables, chairs, partitions, urns, signage and computer cabling. Food provisions will be delivered on Thursday. On the morning of the event, remaining set-up including outdoor trestles and signage will be completed.

Checkpoint Contact Information

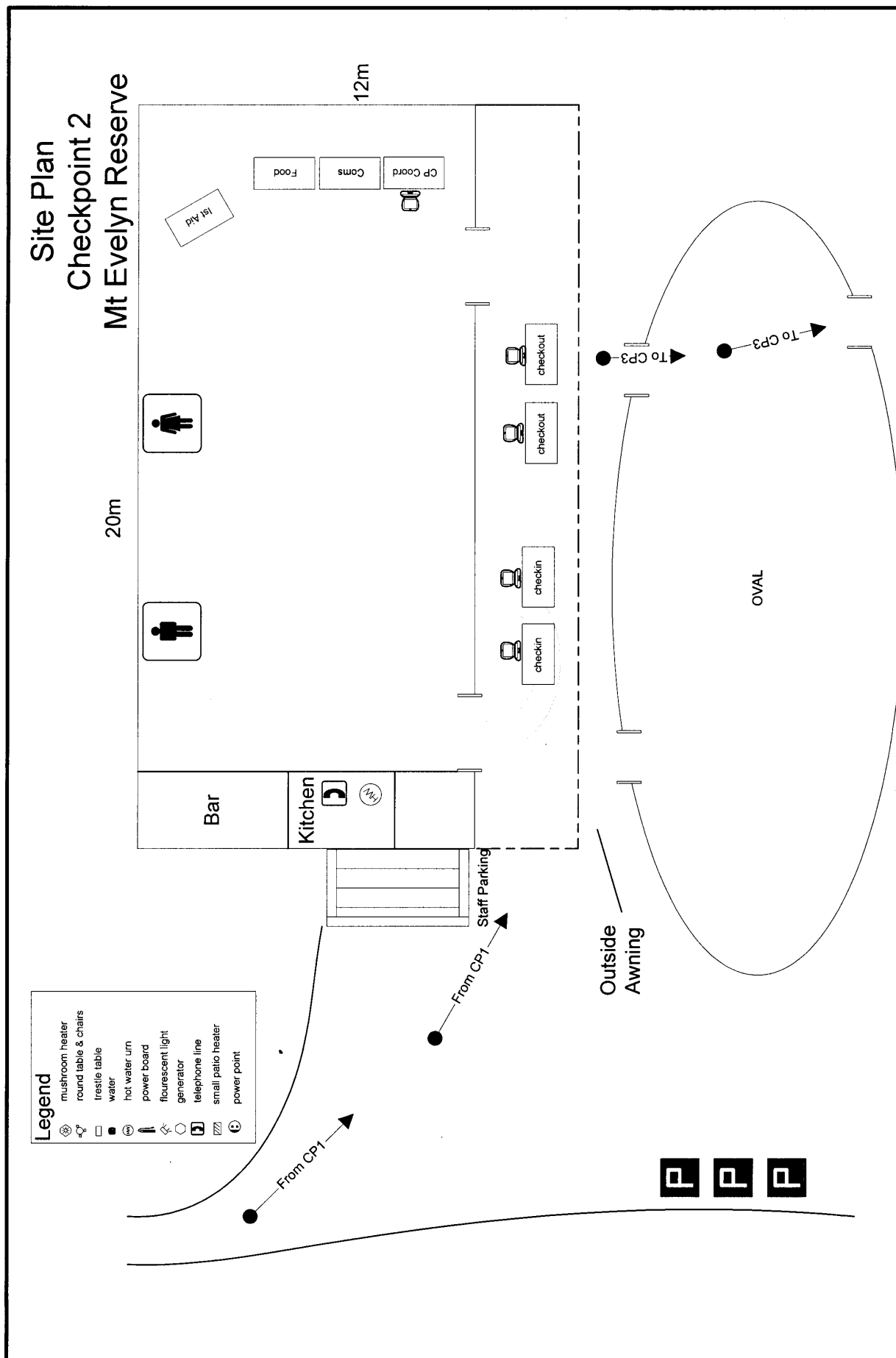
Checkpoint Coordinator	Mobile	Access
9751 1435		Michael Haley 9294 6723 Jim Lawson 0401 297 471

Key Times

Event / Activity	Day / Time
Checkpoint 1 staff arrive	Friday 8:00am
Checkpoint 1 opens	Friday 10:00 am
Checkpoint 1 closes	Friday 2:00 pm

Frequencies

Primary	Secondary	Tertiary	Quaternary
147.300 Mhz Translated to VK3RTN 53.675 Mhz	146.725 Mhz Negative offset VK3RYV	3.6Mhz	7.075 Mhz



Checkpoint 2 Information

Personnel

8 Hrs	FRIDAY	1100 – 1900	Don 3DON	Arthur 3BII
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Location

Mt Evelyn Reserve
Melways Ref 120 B3
Tramway Rd, Mt Evelyn

Setup Notes

- If possible, park your vehicle on the side of the building nearest to the cricket nets. Attach mast to vehicle and run coax thru doorway on the front of the building (facing oval).
- Take care running the coax (possibly overhead) taking into account all OH & S requirements. Discuss with the checkpoint coordinator swapping places (see map) to give the shortest coax run (IE to be nearer to the door).

Communications statement from Oxfam Operations Manual for this checkpoint:

WICEN Radio network, dedicated landline (voice), dedicated data line, and mobile telephone. All communication between Control and check is to be via the dedicated checkpoint landline when it relates to Checkpoint 2 only. WICEN radio will be used for information targeted at all checkpoints and in the event of telephone failure. Mobile phone is for backup only.

Set-up plan

All checkpoint infrastructure including non perishable food will be delivered on Wednesday by 5.00pm. IT cabling will also take place Wednesday. Due to a function on Thursday evening, complete setup of Checkpoint 2 will not occur until Friday Morning at 8.00am. Set up will include tables, chairs, partitions, urns, signage and IT infrastructure. On the morning of the event, remaining set-up including outdoor signage will be completed.

Checkpoint Contact Information

Checkpoint Coordinator	Mobile	Access
9736 3200		Victor and Pat Mays 9739 6314

Key Times

Event / Activity	Day / Time
Checkpoint 2 staff arrive	Friday 8:30am
Checkpoint 2 opens	Friday 11:00 am
Checkpoint 2 closes	Friday 7:00 pm

Frequencies

Primary	Secondary	Tertiary	Quaternary
VK3RTN 53.675 Mhz	146.725 Mhz Negative offset VK3RYV	3.6Mhz	7.075 Mhz

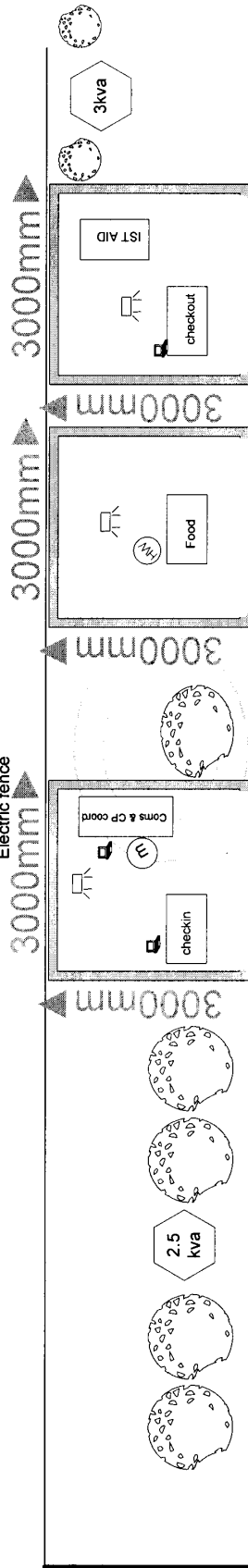
Checkpoint 3 Killarra Station

Legend

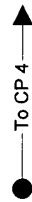
	mushroom heater
	round table & chairs
	trestle table
	water
	hot water urn
	power board
	fluorescent light
	generator
	telephone line
	small patio heater
	power point
	modern



Electric fence



Warburton Trail



Waste Station

Sunnyside Rd



Station platform

CP3 Banner

Kylie Lane

Checkpoint 3 Information

Personnel

5 Hrs	FRIDAY	1100 – 1600	Harold 3EKG	Bob 3BWZ
6 Hrs	FRIDAY	1600 - 2200	Paul 3YYF	Gerhard 3EWM

Location

Old Killara Station
Melways Ref 285 G5
Warburton Trail, Seville East
Off SunnySide Ave

Setup Notes

- Take care as most of Sunnyside Rd is unmade and was quite slippery (22/3/03). Use caution as locals transit this road very quickly.
- Vehicle access immediately adjacent to Checkpoint **will not** be available and you will have to operate remote from your vehicle.
- Suggest the use of free standing masts at rear of marquee.

Communications statement from Oxfam Operations Manual for this checkpoint:

WICEN Radio network, dedicated telstra sponsored CDMA (voice), dedicated data line, and mobile telephone. All communication between Control and check is to be via the dedicated CDMA if it is related to Checkpoint 3 only. WICEN radio will be used for information targeted at all checkpoints and in the event of telephone failure. Oxfam mobile phone is for backup only.

Set-up plan

The Checkpoint will be established on Thursday afternoon. Marquees, power, IT cabling, checkpoint infrastructure, administration and participant food supplies will all be set at this time .
On the morning of the event, remaining set-up including outdoor signage will be completed.

Checkpoint Contact Information

Checkpoint Coordinator	Mobile	Access
0429 700 423		Arthur Francis 9725 7074 Liz Tunnecliffe 5964 4842

Key Times

Event / Activity	Day / Time
Checkpoint 3 staff arrive	Friday 10:00am
Checkpoint 3 opens	Friday 12:00noon
Checkpoint 3 closes	Friday 10:00 pm

Frequencies

Primary	Secondary	Tertiary	Quaternary
147.300 Mhz Translated to VK3RTN 53.675 Mhz	146.725 Mhz Negative offset VK3RYV	3.6Mhz	7.075 Mhz



Checkpoint 4 Information

Personnel

7 Hrs	FRIDAY	1200 – 1900	Gavin 3TLN	Kent 3TER
5 Hrs	FRIDAY	1900 – 0000	Phillip 3JNI	Jenny 3MDR
6 Hrs	FRI/SAT	0000 – 0600	Jenny 3MDR	Phillip 3JNI

Location

Home Hotel, Launching Place, Melways Ref 287 H6, Warburton Hwy, Launching Place

Setup Notes

- Should be a very comfortable station.
- Ask Checkpoint administrator to alter layout of Checkpoint , WICEN will need to move to the highway side of lounge opposite the female toilets.
- A feed line can be fed thru the small upper window (carefully remove fly screen).
- The antenna can be lashed to the handrail of the upstairs balcony possibly using a short mast to avoid exposing anyone on the balcony to radiation.
- Access to balcony is via stairway on the left hand side of the lounge entry door. At the top of the stairs go thru room onto the balcony.

Communications statement from Oxfam Operations Manual for this checkpoint:

WICEN Radio network, dedicated landline (voice), dedicated data line, and mobile telephone. All communication between Control and checkpoint 4 is to be via the dedicated checkpoint landline if related to Checkpoint 4 only. WICEN radio will be used for information targeted at all checkpoints and in the event of telephone failure. Mobile phone is for backup only..

Set-up plan

All checkpoint infrastructure will be delivered to the Home Hotel on the Wednesday before the event. IT cabling will also take place on the Thursday. The layout of the checkpoint and placement of all 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

Checkpoint Coordinator	Mobile	Access
5967 3292		Mark Hinkley Or Jen Hinkley 5967 3303, 0419 294 574

Key Times

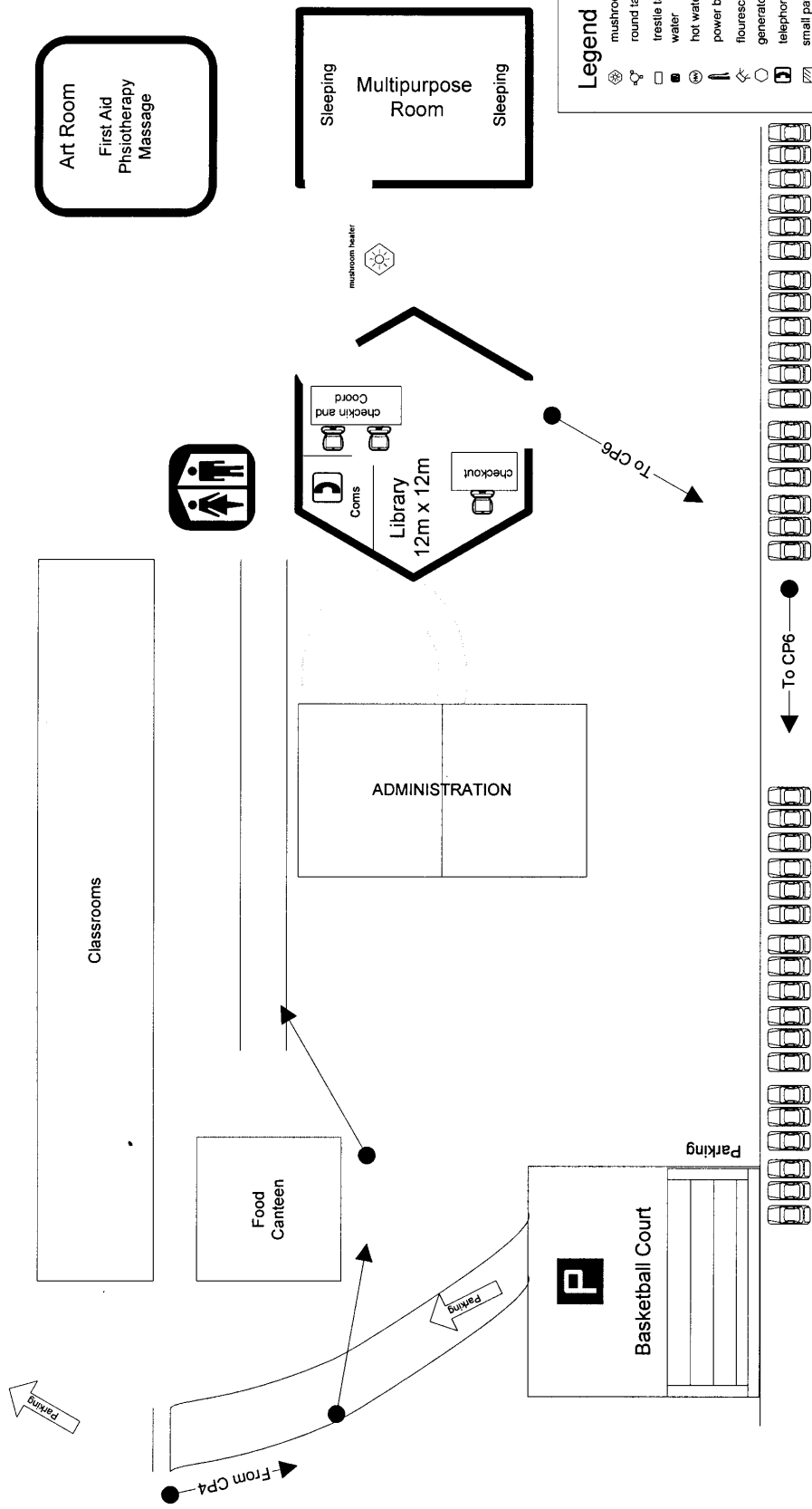
Event / Activity	Day / Time
Checkpoint 4 staff arrive (estimated)	Friday 11:00 am
Checkpoint 4 opens	Friday 1:00 pm
Checkpoint 4 closes	Saturday 6:00 am

Frequencies

Primary	Secondary	Tertiary	Quaternary
147.300 Mhz Translated to VK3RTN 53.675 Mhz	146.725 Mhz Negative offset VK3RYV	3.6Mhz	7.075 Mhz

Site Plan CP5 Millgrove Primary School

P OVAL- SUPPORT CREW PARKING



Legend	
	mushroom heater
	round table & chairs
	trestle table
	water
	hot water urn
	power board
	fluorescent light
	generator
	telephone line
	small patio heater
	power point
	modem

Checkpoint 5 Information

Personnel

8 Hrs	FRIDAY	1400 – 2200	Ken 3FKD
7 Hrs	FRI/SAT	2200 – 0500	Craig 3XOR
7 Hrs	SAT	0500 – 1200	David 3KIC

Location

Millwarra Primary School
Melways Ref 289 C4
Cavanagh Rd, Millgrove

Setup Notes

- Checkpoint Admin. will be in the Library.
- Attach mast to Basketball Ring Bracket (**step ladder required**) on West wall of Library. The feed line can be brought through the sliding window just around the corner towards the roadside of the Library.
- Ask Checkpoint Coordinator to move WICEN to west wall and obtain key to window lock.

Communications statement from Oxfam Operations Manual for this checkpoint:

WICEN Radio network, dedicated landline (voice), dedicated data line, and mobile telephone. All communication between Control and checkpoint 5 is to be via the dedicated checkpoint landline when it relates to Checkpoint 5 only. WICEN radio will be used for information targeted at all checkpoints and in the event of telephone failure. Mobile phone is for backup only.

Set-up plan

All checkpoint infrastructure will be delivered to the Millwarra Primary School on the Thursday before the event. IT cabling will also take place on the Thursday. The layout of the checkpoint and placement of all 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

Checkpoint Coordinator	Mobile	Access
5966 2518		Rob Clarke 5966 2518 or Trevor 0418 368 780

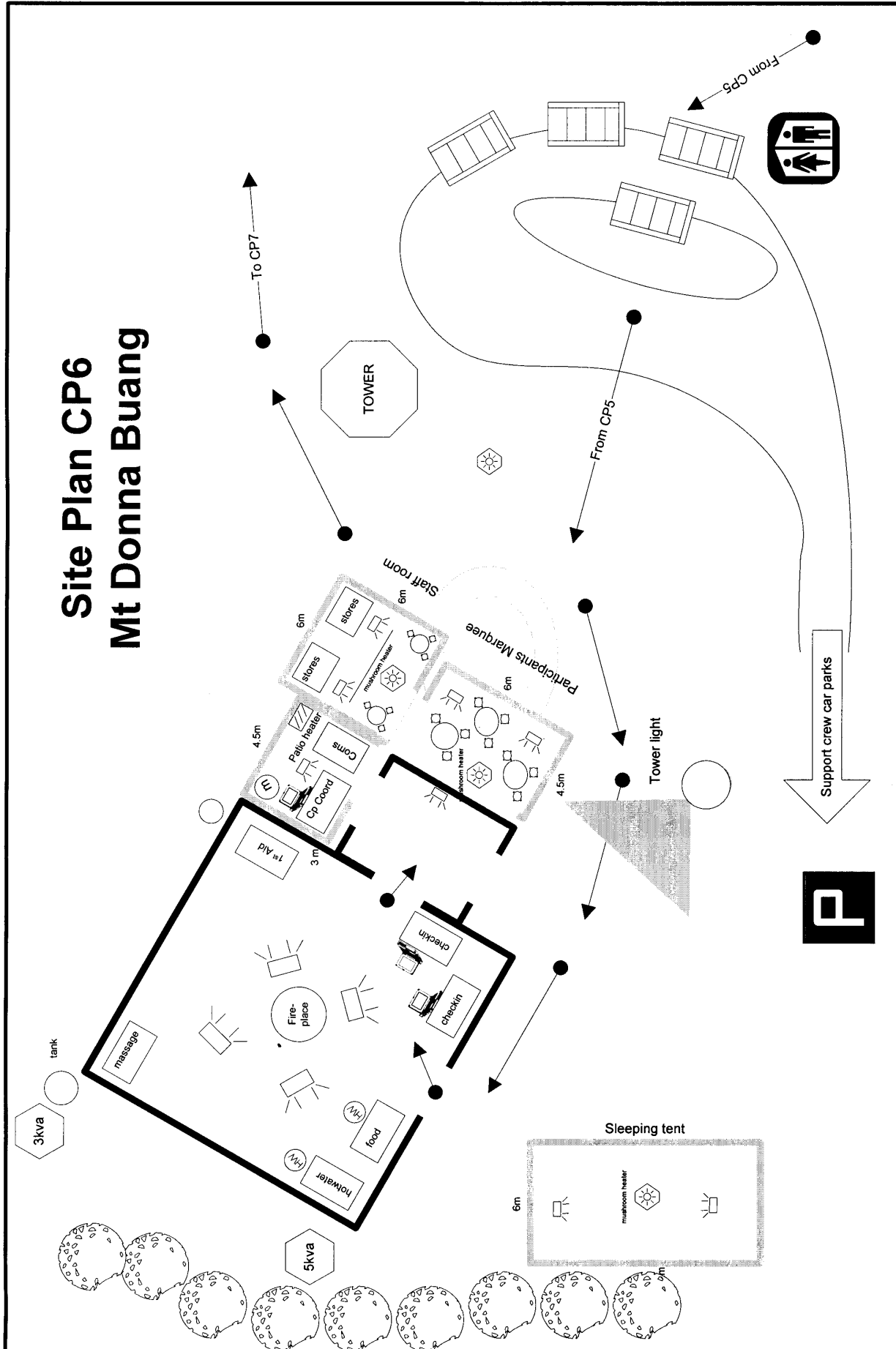
Key Times

Event / Activity	Day / Time
Checkpoint 5 staff arrive	Friday 1.00pm
Checkpoint 5 opens	Friday 3:00 pm
Checkpoint 5 closes	Saturday 10:00 am

Frequencies

Primary	Secondary	Tertiary	Quaternary
147.300 Mhz Translated to VK3RTN 53.675 Mhz	146.725 Mhz Negative offset VK3RYV	3.6Mhz	7.075 Mhz

Site Plan CP6 Mt Donna Buang



Checkpoint 6 Information

Personnel

9 Hrs	FRIDAY	1500 – 0000	Mark 3ZR	Mark 3XMU
8 Hrs	FRI/SAT	0000 – 0800	Mark 3ZR	Mark 3XMU
8 Hrs	SATURDAY	0800 – 1600	Mark 3ZR	Mark 3XMU

Location

Mt Donna Buang Summit
Juliet South 1:25,000 Topographical map Ref CU837257
Donna Buang Rd,
Yarra Ranges National Park

Setup Notes

The WICEN Operators on duty have visited this Checkpoint.

Communications statement from Oxfam Operations Manual for this checkpoint:

WICEN Radio network, dedicated data (GPRS) line and mobile. All communication between Control and checkpoint 6 is to be via WICEN radio VHF network. Mobile phone is to be used if information is of a sensitive nature of if Checkpoint 6 experiences radio failure.

Set-up plan

All checkpoint marquees and other infrastructure including IT component will be set up on the Thursday before the start of the event with the exception of Tower lights and 3000 lt water tank which will be delivered on Friday. An OCAA representative will be on site between 2.00pm and 6.00pm on Thursday April 2.

Checkpoint Contact Information

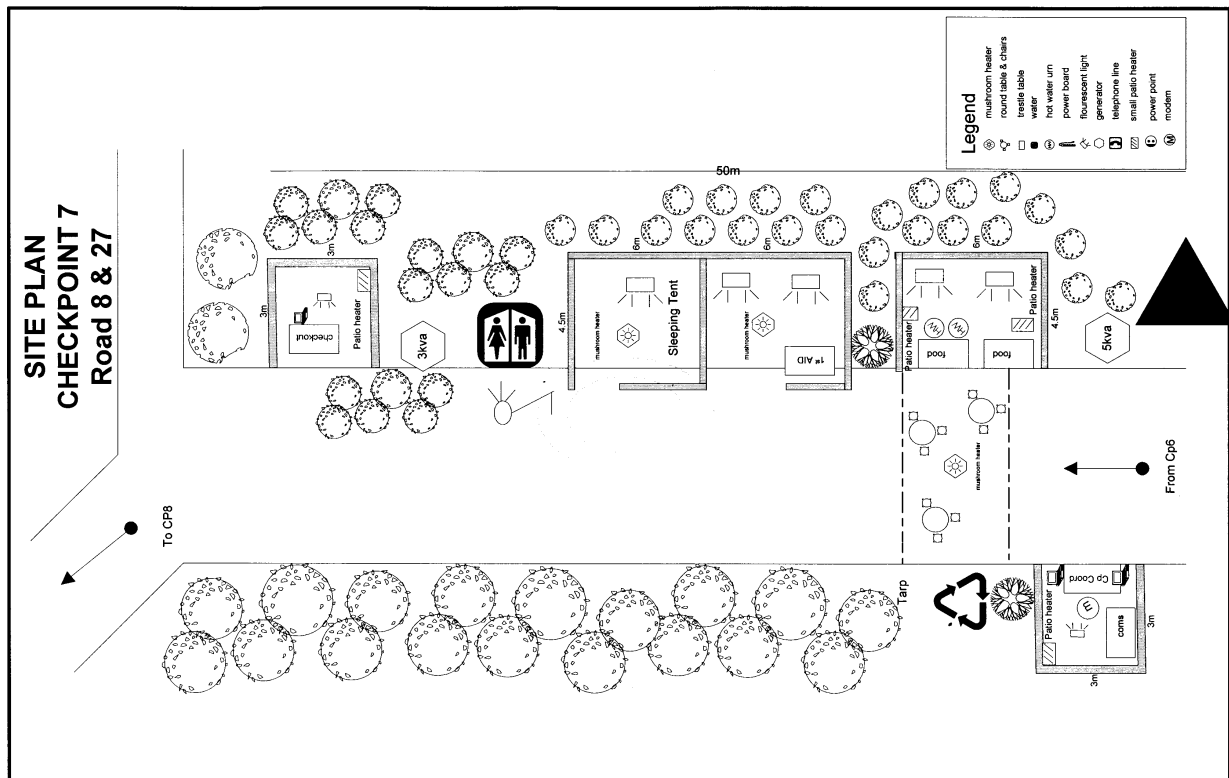
Checkpoint Coordinator	Mobile	Access
RADIO		Ian Roche Parks Victoria 5954 4018, 0418 102 724

Key Times

Event / Activity	Day / Time
Checkpoint 6 staff arrive	Friday 1.30pm
Checkpoint 6 opens	Friday 4.00 pm
Checkpoint 6 closes	Saturday 4:00 pm

Frequencies

Primary	Secondary	Tertiary	Quaternary
147.300 Mhz Translated to VK3RTN 53.675 Mhz	146.725 Mhz Negative offset VK3RYV	3.6Mhz	7.075 Mhz



Checkpoint 7 Information

Personnel

7 Hrs	FRIDAY	1600 – 2300	Ray 3CRK	Sue
7 Hrs	FRI/SAT	2300 – 0600	John 3BAF	Stephen 3YLE
8 Hrs	SATURDAY	0600 – 1400	Ray 3CRK	Sue
8 Hrs	SATURDAY	1400 – 2200	John 3BAF	Stephen 3YLE

Location

Intersection of Rd 8 & Rd 27, Juliet South 1:25,000 Topo. map Ref CU855318, Marysville State Forest

Setup Notes

- Access from the Acheron Way.
- Approach the checkpoint via the Marysville end of the Acheron Way as it is a sealed road all the way. (Access from Warburton is about 22Km with a fair bit of winding, slippery, unsealed road).
- Mt Vinegar Rd was very slippery (22/3/03) and 4WD was necessary.
- There is limited space at this Checkpoint so that vehicles should be parked at the intersection of Road 8 & Road 27.
- At this intersection (8 & 27) turn LEFT and the Checkpoint is about 100m on.
- After setting up the station remove your vehicle from the Checkpoint .
- Erect self-supporting masts at rear of marquee.
- Limited space at rear of marquee.

Communications statement from Oxfam Operations Manual for this checkpoint:

WICEN Radio network only (VHF and HF) and satellite phone.

Set-up plan

All checkpoint marquees and other infrastructure including IT component will be set up on the Thursday before the start of the event. An OCAA representative will be on site between 2.00pm and 6.00pm on Thursday April 2. Contracted security will be on duty from Thursday 6.00pm to Friday 3pm.

Checkpoint Contact Information

Checkpoint Coord.	Mobile	Access
RADIO	Sat Phone	Jack Snodgrass Melbourne Water 0419 748 366

Key Times

Event / Activity	Day / Time
Checkpoint 7 staff arrive	Friday 3:00pm
Checkpoint 7 opens	Friday 6:00 pm
Checkpoint 7 closes	Saturday 9.30 pm

Frequencies

Primary	Secondary	Tertiary
VK3RTN 53.675 Mhz	3.6Mhz	7.075 Mhz

Checkpoint 8 Information

Personnel

7 Hrs	FRI/SAT	1800 – 0100	John 3ZRV	Sel 3CRZ
8 Hrs	SATURDAY	0100 – 0900	Andrew 3HFT	Georgie
8 Hrs	SATURDAY	0900 – 1700	John 3ZRV	Sel 3CRZ
8 Hrs	SAT/SUN	1700 - 0100	Andrew 3HFT	Georgie

Location

Dom Dom Saddle Reserve
Juliet North 1:25,000 Topographical map Ref CU801384
Maroondah Hwy,
Marysville State Forest

Setup Notes

WICEN operators on duty are familiar with this site.

Communications statement from Oxfam Operations Manual for this checkpoint:

WICEN Radio network, dedicated data line (GPRS). and mobile telephone. All voice communication between Control and checkpoint 8 is to be via the WICEN Radio network. Mobile phone is for backup only or when information is of a sensitive nature.

Set-up plan

Checkpoint set up will begin at 1:00 pm on Friday. Marquee setup will be followed by power, lighting and checkpoint administration. IT cabling and laptop installation will also take place on Friday.

Checkpoint Contact Information

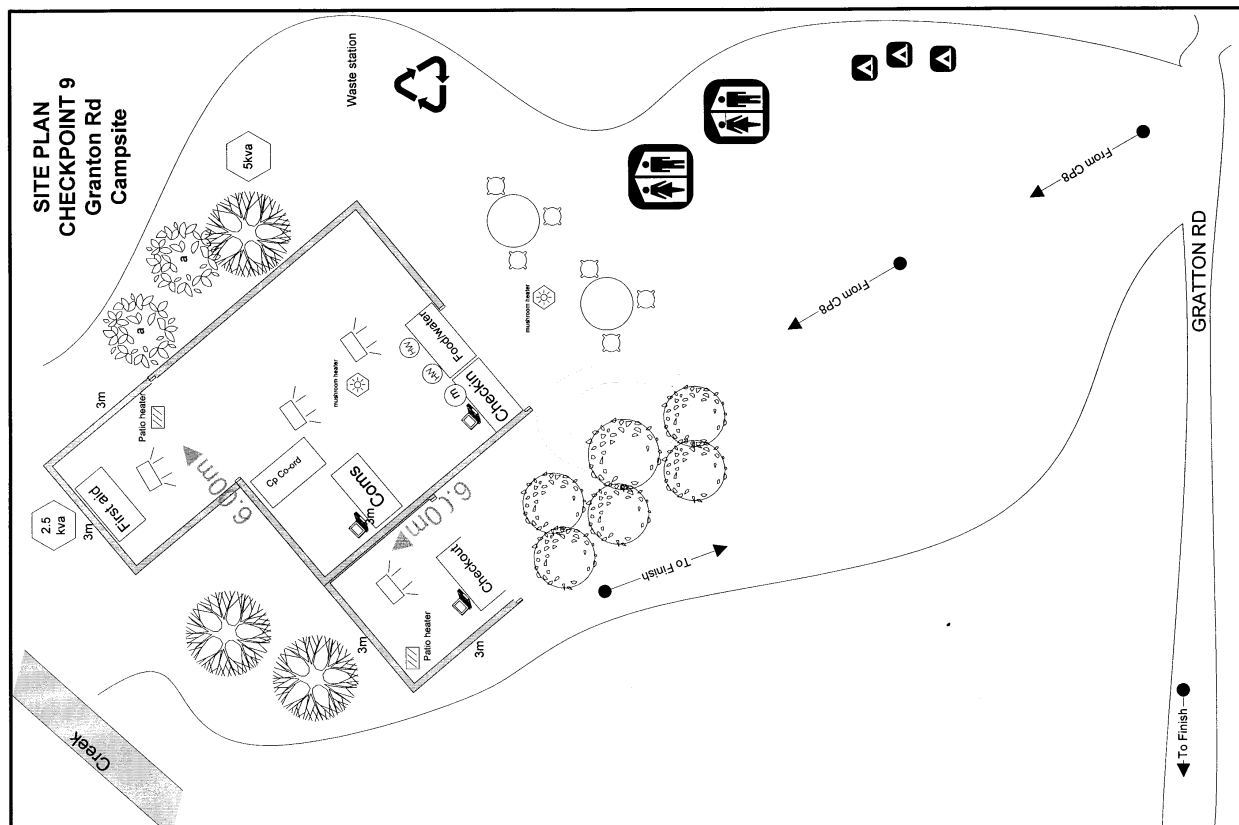
Checkpoint Coordinator	Mobile	Access
RADIO		Ian Roche Parks Victoria 5954 4018, 0418 102 724

Key Times

Event / Activity	Day / Time
Checkpoint 8 staff arrive	Friday 5:00 pm
Checkpoint 8 opens	Friday:7:00 pm
Checkpoint 8 closes	Sunday 1:00 am

Frequencies

Primary	Secondary	Tertiary
VK3RTN 53.675 Mhz	3.6Mhz	7.075 Mhz



Checkpoint 9 Information

Personnel

7 Hrs	FRI	1900 – 0200	Graeme 3BXG	Trevor Warren
7 Hrs	FRI/SAT	0200 – 0900	Fred 3JM	Claus 3AZE
7 Hrs	SATURDAY	0900 – 1600	Greme 3BXG	Trevor Warren
8 Hrs	SATURDAY	1600 – 0000	Fred 3JM	Claus 3AZE
6 Hrs	SAT/SUN	0000 – 0600	Greme 3BXG	Trevor Warren

Location

Granton Rd Camp Site, Juliet North 1:25,000 Topographical map Ref CU843402, Marysville State Forest, Granton Rd off Acheron Way

Setup Notes

- Located about 100m off Acheron Way.
- The turn off into Granton Rd is slippery (22/3/03).
- The turn off from Granton Rd into Checkpoint area was very slippery.
- Very limited space for Checkpoint and parking.
- Wet weather footwear will be necessary if it rains during or prior to the event.
- Keep HF Dipole well clear of vehicles and be aware of EMR considerations.

Communications statement from Oxfam Operations Manual for this checkpoint:

WICEN Radio network, dedicated data line (GPRS). and mobile telephone. All voice communication between Control and checkpoint 9 is to be via the WICEN Radio network. Mobile phone is for backup only or when information is of a sensitive nature.

Set-up plan

Checkpoint 9 has no permanent structures or running water. Checkpoint set up will begin 3:30 pm on Friday. Marquee setup will be followed by power, lighting and checkpoint administration. IT cabling and laptops installation will also take place on Friday. A water tank will be delivered and filled on Friday.

Checkpoint Contact Information

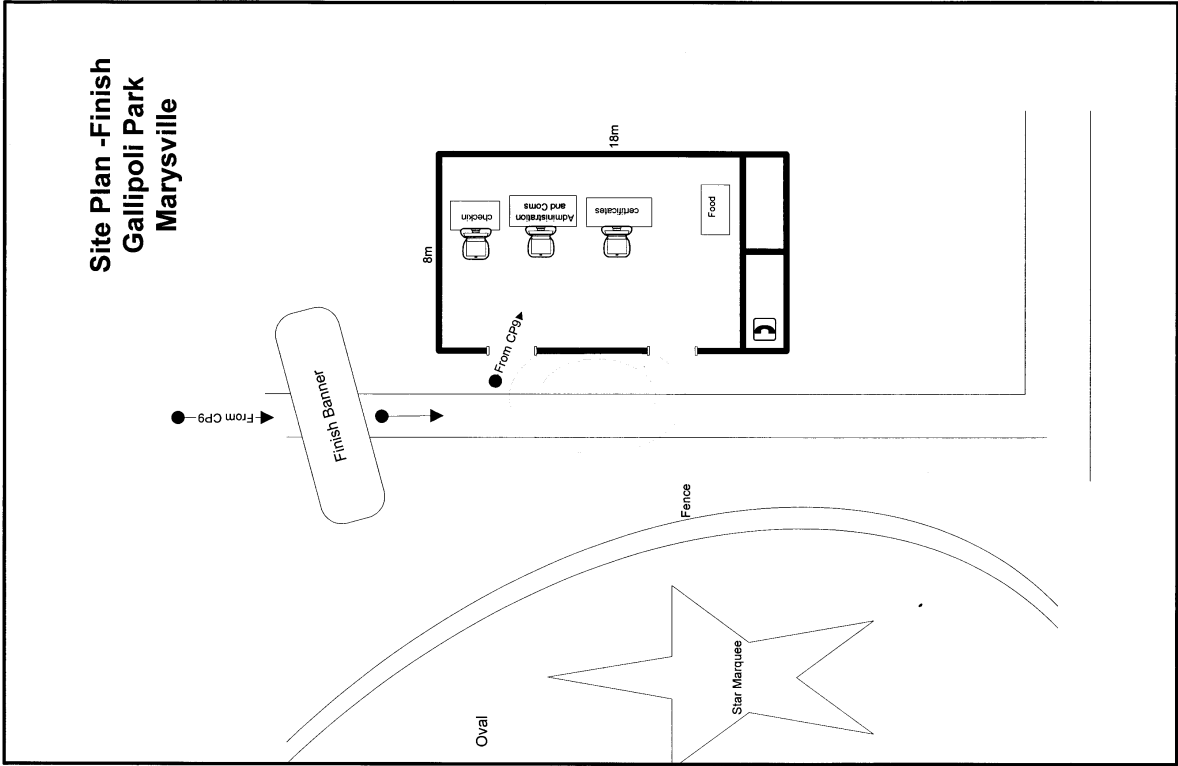
Checkpoint Coordinator	Mobile	Access
RADIO		Peter Cobb NRE 5957 7114

Key Times

Event / Activity	Day / Time
Checkpoint 9 staff arrive	Friday 7:00pm
Checkpoint 9 opens	Friday 9:00 pm
Checkpoint 9 closes	Sunday 5:00 am

Frequencies

Primary	Secondary	Tertiary
VK3RTN 53.675 Mhz	3.6Mhz	7.075 Mhz



Finish Information

Personnel

7 Hrs	FRI/SAT	2200 – 0500	Bruce 3BMK	Gil 3AUI
7 Hrs	SATURDAY	0500 – 1200	Ian 3YIL	Gerard 3GER
8 Hrs	SATURDAY	1200 - 2000	Bruce 3BMK	Gil 3AUI
7 Hrs	SAT/SUN	2000 - 0300	Ian 3YIL	Gerard 3GER
7 Hrs	SUNDAY	0300 – 1000	Bruce 3BMK	Gil 3AUI

Location

Gallipoli Park

Juliet North 1:25,000 Topographical map Ref CU893475

Falls Rd, Marysville

Setup Notes

Nil.

Communications statement from Oxfam Operations Manual for this checkpoint:

WICEN Radio network, dedicated landline (voice), dedicated data line, and mobile telephone. All communication between Control and check is to be via the dedicated checkpoint landline. WICEN radio will be used for information targeted at all checkpoints and in the event of telephone failure. Mobile phone is for backup only..

Set-up plan

All Finish infrastructure will be delivered on Thursday afternoon and locked in the Gallipoli Hall. The Finish Coordinator will be on site from 4.00pm Friday to complete set up. Star Marquee for support crews, general public will not be set up until Friday 8pm

Checkpoint Contact Information

Checkpoint Coordinator	Mobile	Access
59633452		Nat Morandi 5963 3253

Key Times

Event / Activity	Day / Time
Finish Staff Arrive (estimated time)	Friday 9:00 pm
Finish opens	Friday 11:00 pm
Finish closes	Sunday 10:00 am

Frequencies

Primary	Secondary	Tertiary
VK3RTN 53.675 Mhz	3.6Mhz	7.075 Mhz

Net Control Information

Personnel

8 Hrs	FRIDAY	0800 – 1600	Graeme 3GPT	Frances Campbell
8 Hrs	FRIDAY	1600 - 0000	Trevor 3HTL	Bruce 3UV
8 Hrs	FRI/SAT	0000 - 0800	John 3FJB	Frances Campbell
8 Hrs	SATURDAY	0800 - 1600	Andrew 3AHD	David 3XDA
8 Hrs	SATURDAY	1600 - 0000	Graeme 3GPT	Frances Campbell
8 Hrs	SAT/SUN	0000 - 0800	John 3FJB	Bruce 3UV
2 Hrs	SUNDAY	0800 – the end	John 3FJB	Simon 3ZNT

Location

Wesburn Combined Emergency Services Centre
 Warburton Hwy
 Wesburn

Setup Notes

Nil.

Key Times

Event / Activity	Day / Time
Control Centre staff arrive	Friday 7:30am
Control Centre opens	Friday 8:00 am
Control Centre closes	Sunday 10:00am

Frequencies

Primary	Secondary	Tertiary	Quaternary
147.300 Mhz Translated to VK3RTN 53.675 Mhz	146.725 Mhz Negative offset VK3RYV	3.6Mhz	7.075 Mhz

Shuttle Bus Information

Personnel

10 Hrs	FRI/SAT	1800 - 0400	Bryan 3YNG
9 Hrs	SATURDAY	0400 - 1300	John 3JJB
9 Hrs	SATURDAY	1300 - 2200	Bryan 3YNG

LocationSetup Notes

It is proposed that the shuttle bus (read 4WD wagon) will shuttle non-stop between Checkpoint 7 and the Finish to transport event retirees and injured from Checkpoint 7 and Checkpoint 9.

The WICEN operator is required to provide a 6m radio with power leads for cigarette lighter socket or battery connection, as well as an antenna with a mag-mount or some other substantial method of attaching the antenna to the vehicle.

The frequency used will be 53.675MHz, VK3TRN repeater on Mt Gordon near Marysville.

Road conditions on the forest track which is Mt Vinegar Rd, and the area around Checkpoint 7 were slippery (22/3/03) and suitable wet weather boots and clothing should be worn for the event.

The Mt Vinegar track will bear heavy traffic and will deteriorate, so this could be quite exciting for those who enjoy 4WD driving, especially if we have rain prior to or during the event.

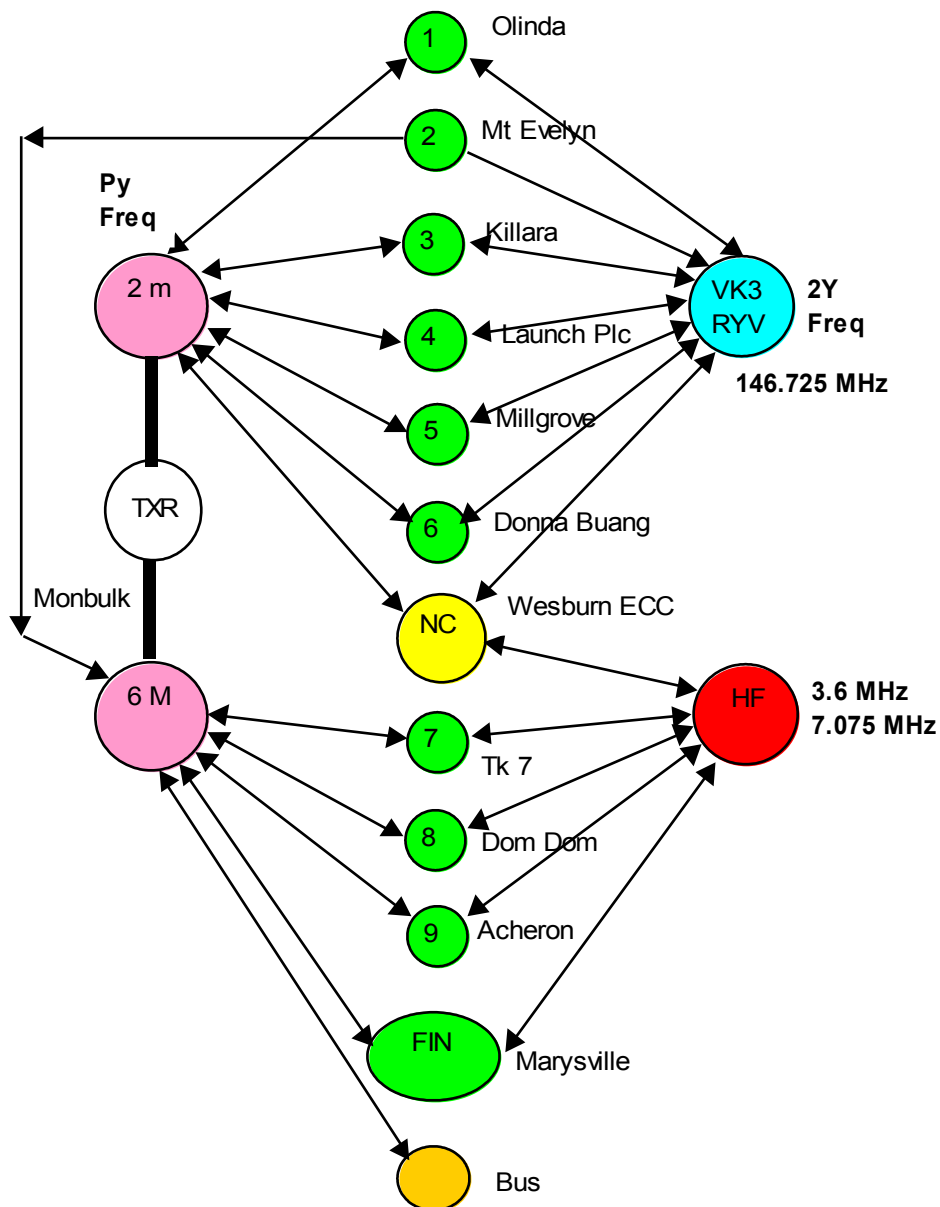
Key Times

Event / Activity	Day / Time
Checkpoint 7 staff arrive	Friday 3:00pm
Checkpoint 7 opens	Friday 6:00 pm
Checkpoint 8 opens	Friday:7:00 pm
Checkpoint 9 opens	Friday 9:00 pm
Finish opens	Friday 11:00 pm
Checkpoint 7 closes	Saturday 9.30 pm
Checkpoint 8 closes	Sunday 1:00 am
Checkpoint 9 closes	Sunday 5:00 am
Finish closes	Sunday 10:00 am

Frequencies

Primary
VK3RTN 53.675 Mhz

Network Diagram



Appendix 1 – Oxfam Trailwalker Operations Manual Appendix D

D

Appendix D

Communications Protocols

Communications facilities differ according to Checkpoints. See Table below.

Communicating Messages.

During the trailwalker event it will be necessary for staff at the control centre (Wesburn) 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.

On checkpoints where a dedicated landline (voice) exists (Checkpoint 1, 2, 3, 4, 5 and Finish), all communication between Control and individual Checkpoints will proceed using this facility. If line is engaged for an extended period of time (ie greater than 5min) or if phone is faulty, checkpoint coordinators are requested to make contact via WICEN radio network. If urgent or emergency contact is required contact should be made by fastest method.

At checkpoints where no dedicated landline (voice) exists (Checkpoint 6, 7, 8, 9), all communication between Control and individual Checkpoints will proceed using The WICEN radio network. If however radio coms is non operational for any period of time or if you wish to communicate information of a sensitive nature, you should use you allocated checkpoint mobile phone.

Communicating Results

Dedicated Data lines will be used at all checkpoints except Checkpoint 6 and Checkpoint 7 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. Mobile phones or **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 6 and Checkpoint 7 have only radio coms. Results data will be radioed in to control every 30 min. Back up HF radio will be used if VHF radio fails.

Table 1 below sets out communication options at each checkpoint.

Location and Address	WICEN RADIO	Dedicated Trailwalker landline Voice	Results Data line	Mobile
Start – Ferny Creek Primary School School Rd	No	9755 1522 (school reception)	03 9755 1183	0401 297 471 0416 373 366 0415 805 736
Checkpoint 1 Olinda Senior Citizens Club, Olinda (Melways Ref 122, A8)	Yes VHF and HF	9751 1435	9751 0109	
Checkpoint 2 Mt Evelyn Football Club, Tramway Rd, Mt Evelyn (Melways Ref 120 B3)	Yes VHF and HF	9736 3200 (public phone-exclusive use))	9737 1842	0425 715 115
Checkpoint 3 Killara Station Warburton Trail, Seville (Melways Ref 285 H5) 169 Killara Rd Seville East 3139 PH	Yes VHF and HF	CDMA Donated by Telstra 0429 700 423	GPRS	
Checkpoint 4 Home Hotel, Launching Place	Yes VHF and	5967 3292	Yes	

(Melways Ref 287 H6)	HF		Existing internet connection upstairs	
Checkpoint 5 Millwarra Primary School, Cavanagh Rd Millgrove 3799 (Melways Ref 289 C4)	Yes VHF and HF	03 5966 2518	Existing School Fax 5966 5576	
Checkpoint 6 Mt Donna Buang Reserve, Yarra Ranges National Park (Juliet South 1:25,000 Topographical map Ref CU837257)	Yes VHF and HF	no	GPRS	Yes
Checkpoint 7 Intersection Road 27 and Road 8, Marysville State Forest (Juliet South 1:25,000 Topographical map Ref CU855318)	Yes VHF and HF	No	No Data radioed to control	Sat Phone
Checkpoint 8 Dom Dom Saddle Reserve, Maroondah Hwy, Marysville State Forest (Juliet North 1:25,000 Topographical map Ref CU801384)	Yes VHF and HF	no	GPRS	Yes
Checkpoint 9 Gratton Rd, Marysville State Forest (Juliet North 1:25,000 Topographical map Ref CU843402)	Yes VHF and HF	no	GPRS	Yes
Finish Gallipoli Park, Falls Rd Marysville (Juliet North 1:25,000 Topographical map Ref CU893475)	Yes VHF and HF	59633452	Yes 59633 706	Yes

Telephone numbers for the data (land) lines in each Checkpoint will not be published in order to ensure they are kept clear for results communication, but can be obtained from the Control Centre if the computer system at the Checkpoint breaks down irreparably.

WICEN Radio Network

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 and will be used for the following types of traffic:

- General event communication between Checkpoints and the Control Centre Coordinators;
- Weather forecasts and warnings;
- Emergency information.

The radio network will not be used for reporting of routine team Check-In and Check-Out information, except at **Checkpoint 6 and Checkpoint 7** at the direction of the Event Controller in the event of telephone communications being unavailable.

A Radio Communications system using VHF and HF frequencies is to be deployed for the event. HF is the contingency frequency should VHF be non operational during the event.

A repeater will be located at Mt Gordon.

Radio Checkpoints.

Fixed points are to be set up at:-

Checkpoint 1	Ferny Creek Primary School
Checkpoint 2	Olinda/Sassafras Senior Citizens Club
Checkpoint 3	Old Killara Station
Checkpoint 4	Home Hotel, Launching Place
Checkpoint 5	Millwarra Primary School
Checkpoint 6	Mt Donna Buang
Checkpoint 7	Intersection of Road 27 and Road 8
Checkpoint 8	Dom Dom Saddle
Checkpoint 9	Granton Rd Campsite
Finish	Gallipoli Park
Control	Emergency Coordination Centre, Wesburn

Mobile Units are:-

Checkpoint 7- Finish Shuttle Bus	Mobile
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Portable radios at Ferny Creek Primary School (Start) will be for local communications only.

Basic Operation

All radios deployed to Check Points 1, 2, 3, 4, 5, 6, 7, 8, 9 along 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 Check Points 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.