WICEN (Vic.) Inc.

Communications Manual
For

Oxfam Trailwalker 2004

Version 1.1 12/03/2004

Contents

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 360 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 8am Fri March 26 until 12 midday Sun March 28.

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

WICEN will operate controlled Nets.

WICEN Role & Responsibilities

From the Oxfam Trailwalker Operations Manual:

> **Responsibility**
> Provide effective radio communications network between all Checkpoints, (including the Finish and the Control Centre for the duration of the event.
> **Roles**
> Establish radio communications between the Control Centre, and all checkpoints;
> Provide personnel to operate radios at all checkpoints and control for the duration of the event
> Provide ongoing support for network throughout event.
> Liaise with other supporting organisations to develop comprehensive post-event evaluation.

Public Profile

Where possible a WICEN uniform and WICEN ID should be worn, and WICEN banners prominently displayed. 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 supplies/chargers 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 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.

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 safely, particularly routing your feed lines via windows or doors.

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 organisers, competitors or, where present, the general public.

Given the 24 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 15 minutes (traffic allowing) to ensure all active checkpoints are operational in case of an urgent situation.

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. It is preferred that logs be continuous despite changing operators. Please refer to the WICEN Newsletter article reprinted in Appendix 3 if unsure of what should be included in your log.

Frequencies

Primary	Secondary	Tertiary	Quaternary
VK3RCR	VK3REC	147.300 MHz Simplex	7.075 MHz (Day)
147.075 MHz +ve offset	147.175 MHz +ve offset		3.6 MHz (Night)

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 the Net Control Station (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.

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 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 – Simon O'Callaghan	(03) 9294 6723
Parks Victoria- Jack Dinkgreve	0418 342 960
Parks Victoria - John Goodman	0417 350 316
Parks Victoria – Lindsay Bergin	0417 383 012
Parks Victoria - Ian Roche	0418 102 724

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 2389**
Event Staffing Coordinator volunteers, rosters, shift changes	**5967 1761**
Event Results Coordinator Check in and Checkout procedures, computer hardware troubleshooting	**5967 2951**
Event Media Coordinator	**5967 1429**
St Johns Ambulance (Rod Young)	**0439 891 601**
WICEN Mobile	**0417 391 146**

Contingency numbers: Event Controllers (5967 1429, 0401 297 471, 0416 373 366, 0413 874 570)

Contact Information for Checkpoint Officials in Checkpoint descriptions.

Checkpoint 1 Site Diagram

Picnic shed

Spare

5.5 kva

5.5 kva

Hot & Cold Water

3m

First Aid

3m

9m

Check in Check out

CP Coordinator/ Info and WICEN

3m

3m

To CP2

Marshal

Marshal

Shelter Track

Park Vic gate

Marshal

Channel Track

From Start

Army Rd

From Start

Churchill Park Drive

CP1 Churchill National Park Picnic Grounds

From Start

Kangaroo Track
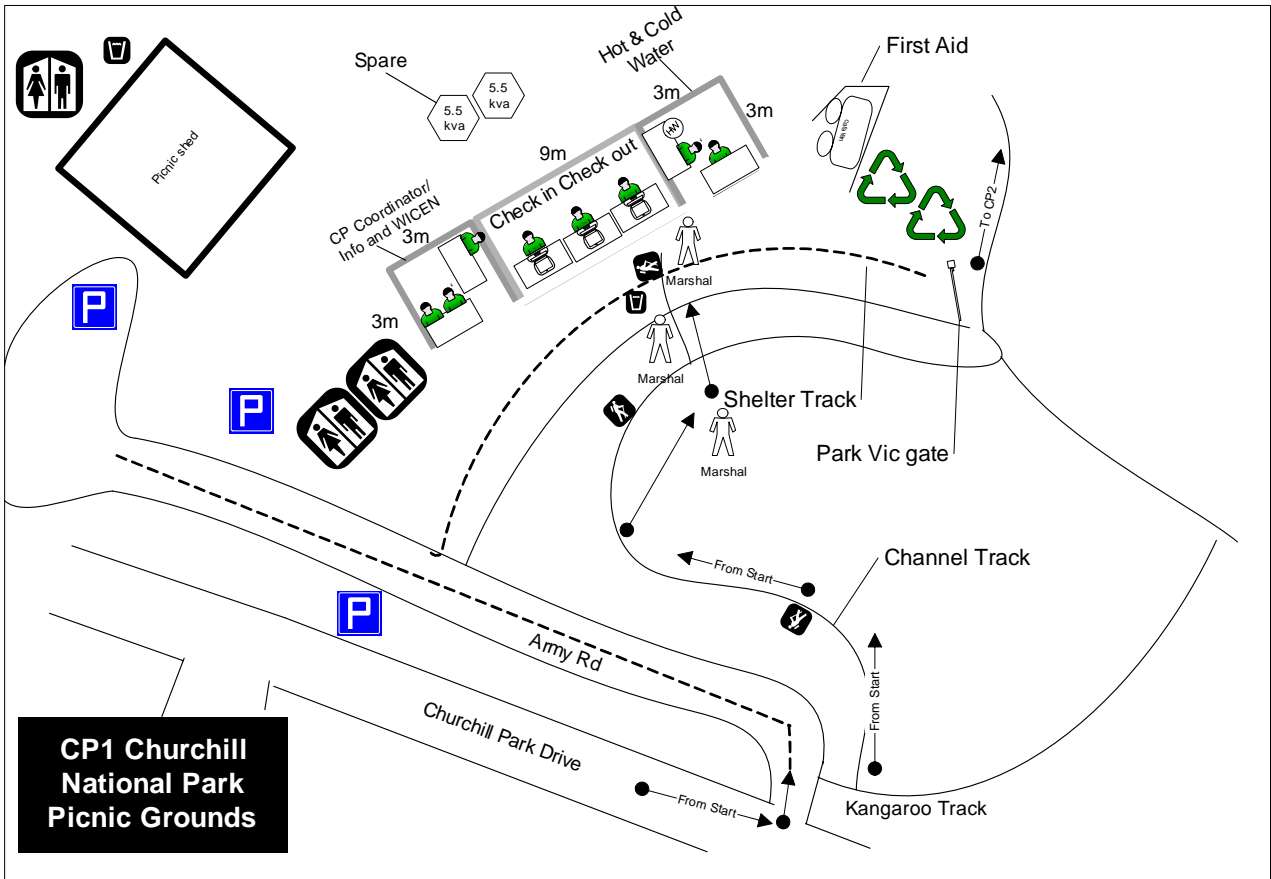
Checkpoint 1 Information

Personnel

7	FRIDAY	0800 – 1500	John VK3ZRV

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:

WICEN Radio network, GPRS data line, and mobile telephone. **All communication** between Control Centre and checkpoint coordinator is to be via the WICEN radio operator. Mobile phone is for backup or when use is requested by control centre personnel.

Set-up plan

Set up will take place on Thursday March 25. All facilities will be set up including marquees, generators, trestle tables, chairs, urn, water containers and signage. Food provisions (Tea and Coffee only) will be also delivered on Thursday. Security will commence overnight shift at 6.00pm. IT set up will not commence until Friday morning.

Checkpoint Contact Information

Checkpoint Coordinator	Access
RADIO or 0408 307 281	John Goodman, Ranger 0417 350 316

Key Times

Event / Activity	Day / Time
Checkpoint 1 staff arrive	Friday 0700
Checkpoint 1 opens	Friday 0900
Checkpoint 1 closes	Friday 1500

Checkpoint 2 Site Diagram

From CP1

To CP3

Logan Park Track

To CP3

From CP1

To CP3

From CP1

To CP3

WICEN

St John

Public Phone

Checkpoint Coordinator and Information

Check in/ Check out

Check in/ Check out

Lysterfield Lake

Multi-tap

Food Food Food

CP 2 LYSTERFIELD LAKE PICNIC AREA
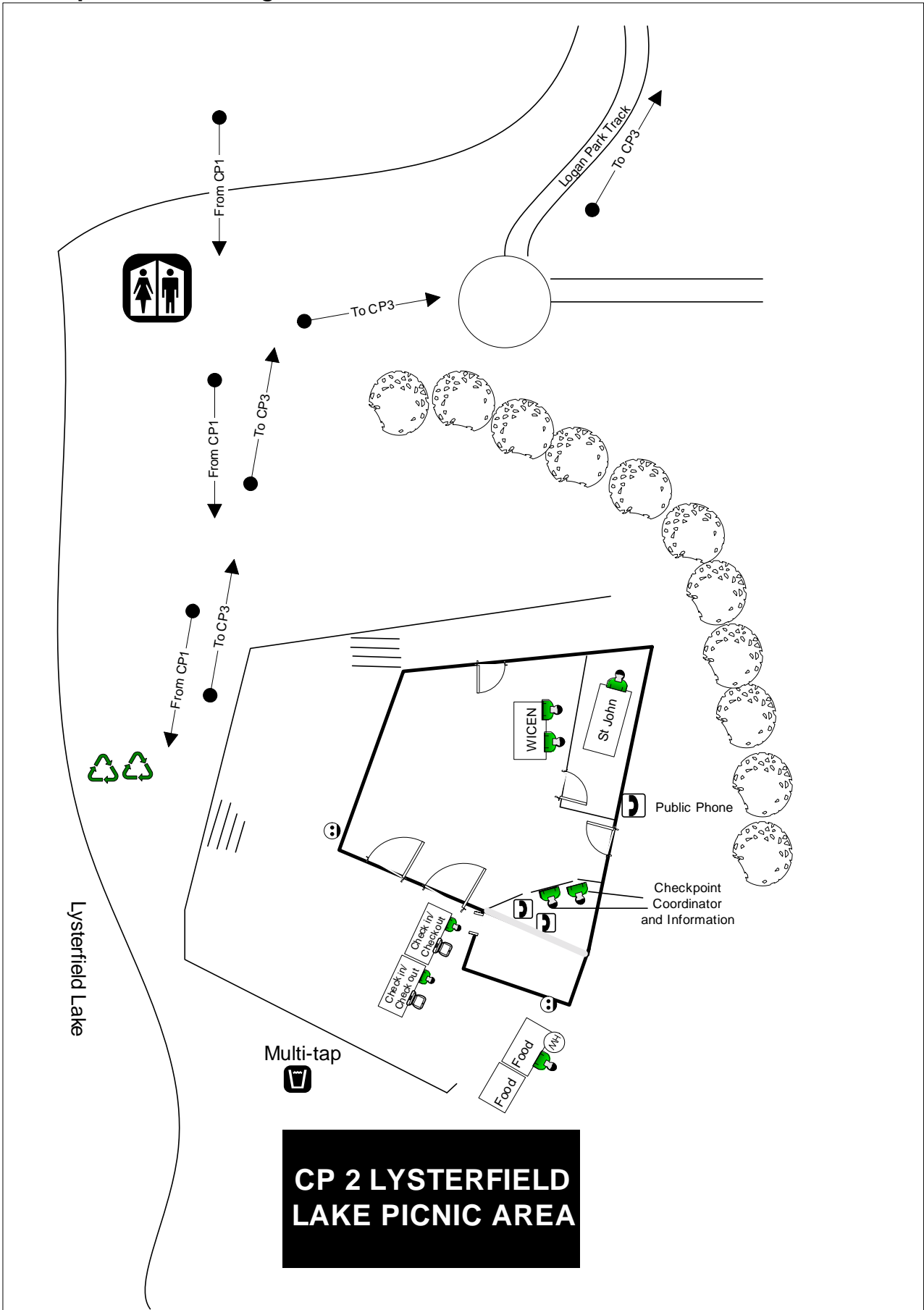
Checkpoint 2 Information

Personnel

5	FRIDAY	1000 – 1500	Bruce VK3BMK
5	FRIDAY	1500 – 2000	Gerhard VK3EWM

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:

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.

Set-up plan

All checkpoint infrastructure including non perishable food will be delivered on Thursday March 25 by 2.00pm. Checkpoint will be setup as per plan but trestles stored inside until Friday morning. On the morning of the event, trestles will be moved to allocated location in preparation for the opening of the checkpoint. IT cable rough in will take place on Thursday. IT team will return on Friday morning at 9.00am with laptops to complete installation.

Checkpoint Contact Information

Checkpoint Coordinator	Access
9796 9732 or 0408 130 498	John Goodman, Ranger 0417 350 316

Key Times

Event / Activity	Day / Time
Checkpoint 2 staff arrive	Friday 0800
Checkpoint 2 opens	Friday 1000
Checkpoint 2 closes	Friday 2000

Checkpoint 3 Site Diagram

Cartakers Resident

CP3 Ferntree Gully Picnic Ground

To CP 4

Food

WICEN

HW

Kitchen

Fireplace

St John

CP Coord

Physio & Podiatrist

Oxfam Volunteer Toilets

Check in/out

Info

Massage tent

3m

Wall

6 m

Grassed Area for Participant Recovery

From CP3
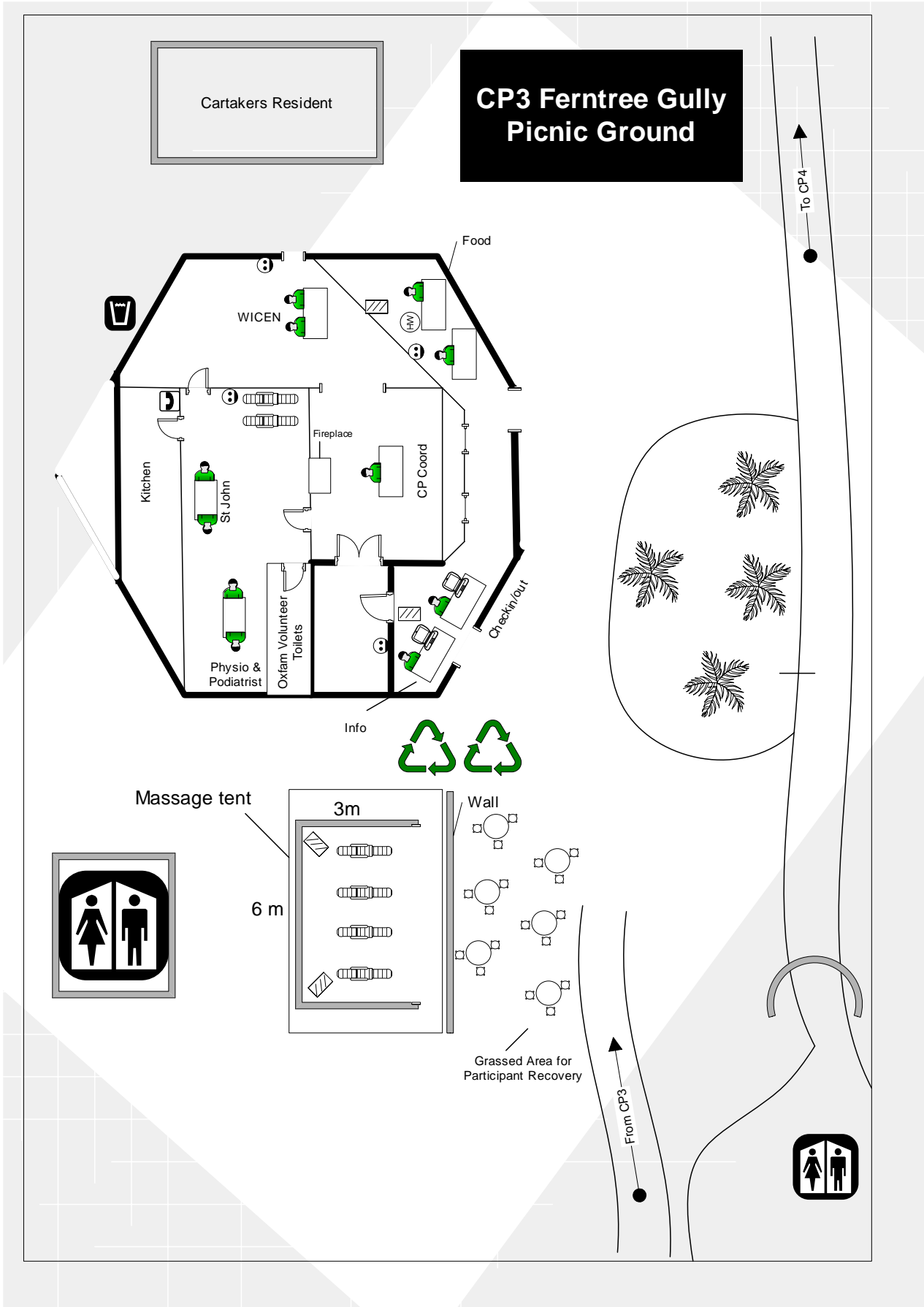
Checkpoint 3 Information

Personnel

5	FRIDAY	1100 – 1600	Harold VK3EKG
5	FRIDAY	1600 - 2100	Don VK3DON
5	FRI/SAT	2100 - 0200	David VK3XDA

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:

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.

Set-up plan

Most of the checkpoint infrastructure, equipment and stores will arrive on Thursday afternoon. 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 as per site plan.

Checkpoint Contact Information

Checkpoint Coordinator	Access
9752 3909 or 0394 065 115	Jack Dinkgreve, Ranger 0418 342 960

Key Times

Event / Activity	Day / Time
Checkpoint 3 staff arrive	Friday 0900
Checkpoint 3 opens	Friday 1100
Checkpoint 3 closes	Saturday 0200

Checkpoint 4 Site Diagram

CP 4 Olinda Primary School

Parking Marshal 2

Falls Rd

Parking Marshal 3

Parking Marshal 4

Parking this end oval

Bunting

Bunting

Monash Av

One Way

Charlemont La

One Way

portaflood

Camping this end oval

Tower Light

Mt Dandenong Tourist Rd

Parking Marshal 1

Parsons Lane

Mushroom heaters

Checkin/out and Info

WICEN

6m

9m

Staff and volunteer recovery

Male Toilet

Female Toilet

Triage

First Aid

Food

Massage & Podiatry

Participant Recovery

portaflood

From CP3

To CP5

School Admin

Olinda- Monbulk Rd

To CP5

To CP5

Checkpoint 4 Information

Personnel

6	FRIDAY	1200 – 1800	John VK3BAF
6	FRIDAY	1800 – 0000	Claus VK3AZE
6	FRI/SAT	0000 – 0600	Paul VK3YYF
4	SATURDAY	0600 - 1000	John VK3BAF

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. All communication between Control and checkpoint 4 is to be via the dedicated checkpoint landline if related to CP4 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

Most of the checkpoint infrastructure, equipment and stores will arrive on Thursday afternoon. 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 adminstration block (see School Administration)

Checkpoint Contact Information

Checkpoint Coordinator	Access
9751 2310 or 0438 070 929	Yorg, School Principal 0418 342 960

Key Times

Event / Activity	Day / Time
Checkpoint 4 staff arrive (estimated)	Friday 1000
Checkpoint 4 opens	Friday 1200
Checkpoint 4 closes	Saturday 1000

Checkpoint 5 Site Diagram

CP 5 Mt Evelyn Reserve

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

Traffic marshal

Emergeny Vehicle Parking

Bar

Kitchen

Staff Parking

From CP4

From CP4

Food

Food

Team and Support Recovery Area

20m

12m

First Aid

First Aid

Triage

Massage

9 m X 6m

Check in

Info

Storage

Storage

CP Coord

WICEN

Volunteer Recovery

3m

6m

To CP6

To CP6

33kv a

Banner

Traffic marshal

Floor with grass matting

Sleeping

12m

20m

Team and Support Recovery Area

Tower Light

Outside Awning

To CP6

Participant Parking and Overnight Camping

Power Pole

Check out

Bridge To CP6

3m

3m

Checkpoint 5 Information

Personnel

6	FRIDAY	1300 – 1900	Gavin VK3TLN
6	FRI/SAT	1900 – 0100	Bruce VK3CZI
7	SAT	0100 – 0800	Derek VK3BYA
7	SAT	0800 – 1500	Gavin VK3TLN

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. Options for antenna mast include a flag pole on the edge of the oval (near the tent WICEN are operating from), using a ladder onto the roof (extreme care must be taken on any rooftop) or a star stake near the tent. 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.

Communications statement from Oxfam Operations Manual for this checkpoint:

WICEN Radio network, dedicated landline (voice), dedicated data line, and mobile telephone. The WICEN radio network is the main channel for all communication during the Trailwalker 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 have been supplied in the checkpoint administration tub). In the event of computer failure, result s are to be transferred via the payphone. Mobile phone coverage can be patchy and therefore should be used for backup only.

Set-up plan

All checkpoint infrastructure will be delivered to the Mt Evelyn Reserve on Thursday. 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.
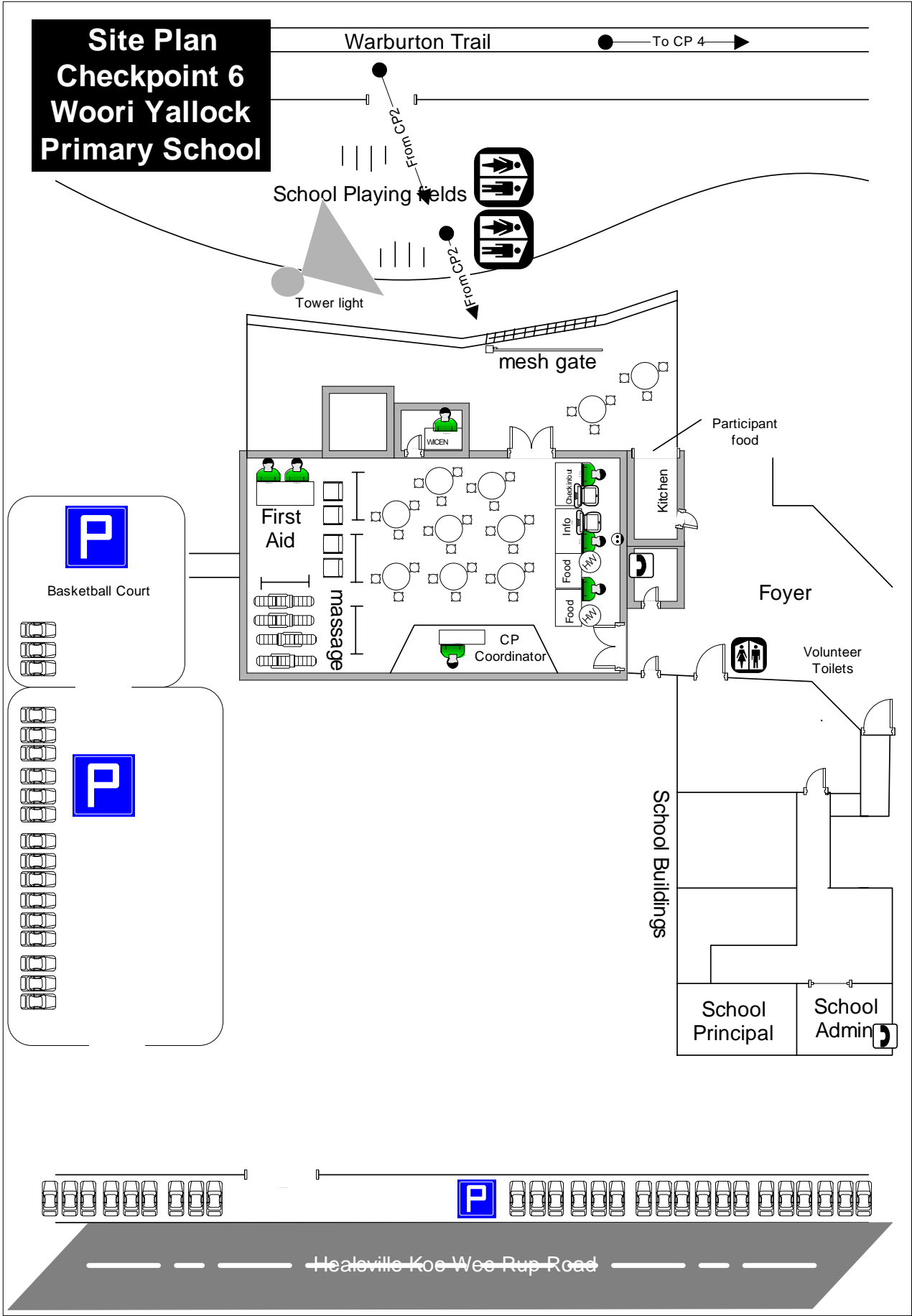
Checkpoint Contact Information

Checkpoint Coordinator	Access
9736 3200 or 0409 131 009	Pat & Victor Mays 9739 6314

Key Times

Event / Activity	Day / Time
Checkpoint 5 staff arrive (estimated)	Friday 1100
Checkpoint 5 opens	Friday 1300
Checkpoint 5 closes	Saturday 0300

Checkpoint 6 Site Diagram

Site Plan Checkpoint 6 Woori Yallock Primary School

Warburton Trail

To CP 4

From CP2

School Playing fields

From CP2

Tower light

mesh gate

Participant food

WICEN

Kitchen

First Aid

Checkinout

Info

Food

Food

massage

CP Coordinator

P

Basketball Court

P

Foyer

Volunteer Toilets

School Buildings

School Principal

School Admin

P

Healesville Koo Wee Rup Road

Checkpoint 6 Information

Personnel

7.5	FRIDAY	1430 – 2200	Fred VK3JM
6	FRI/SAT	2200 – 0400	Adrian VK3HEQ
6	SATURDAY	0400 – 1000	Ian VK3YEA
6	SATURDAY	1000 – 1600	Andrew VK3AHD
7	SATURDAY	1600 – 2300	Fred VK3JM

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

Setup Notes

Probably the most difficult checkpoint on the event, WICEN are setup in a small room off a large open area inside a building. Vehicles cannot be brought close to the operating position for unloading equipment during checkpoint setup. The antenna will need to be mounted outside possibly making use of the steel drainage pipe outside the building. The feed line should be run out doorway then up to roof and over mesh gate surround to steel downpipe. Mains power is available though should only be used as a backup. Take care with any cables as they may cause a trip hazard.

Communications statement from Oxfam Operations Manual for this checkpoint:

WICEN Radio network, dedicated land line, dedicated data line (school fax line) and mobile. The WICEN radio network is the main channel for all communication during the Trailwalker 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, result s are to be transferred via the landline. Mobile phone coverage should be used for backup only.

Set-up plan

Most of the checkpoint infrastructure will be delivered on the Thursday afternoon. 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 checkin and information computers.
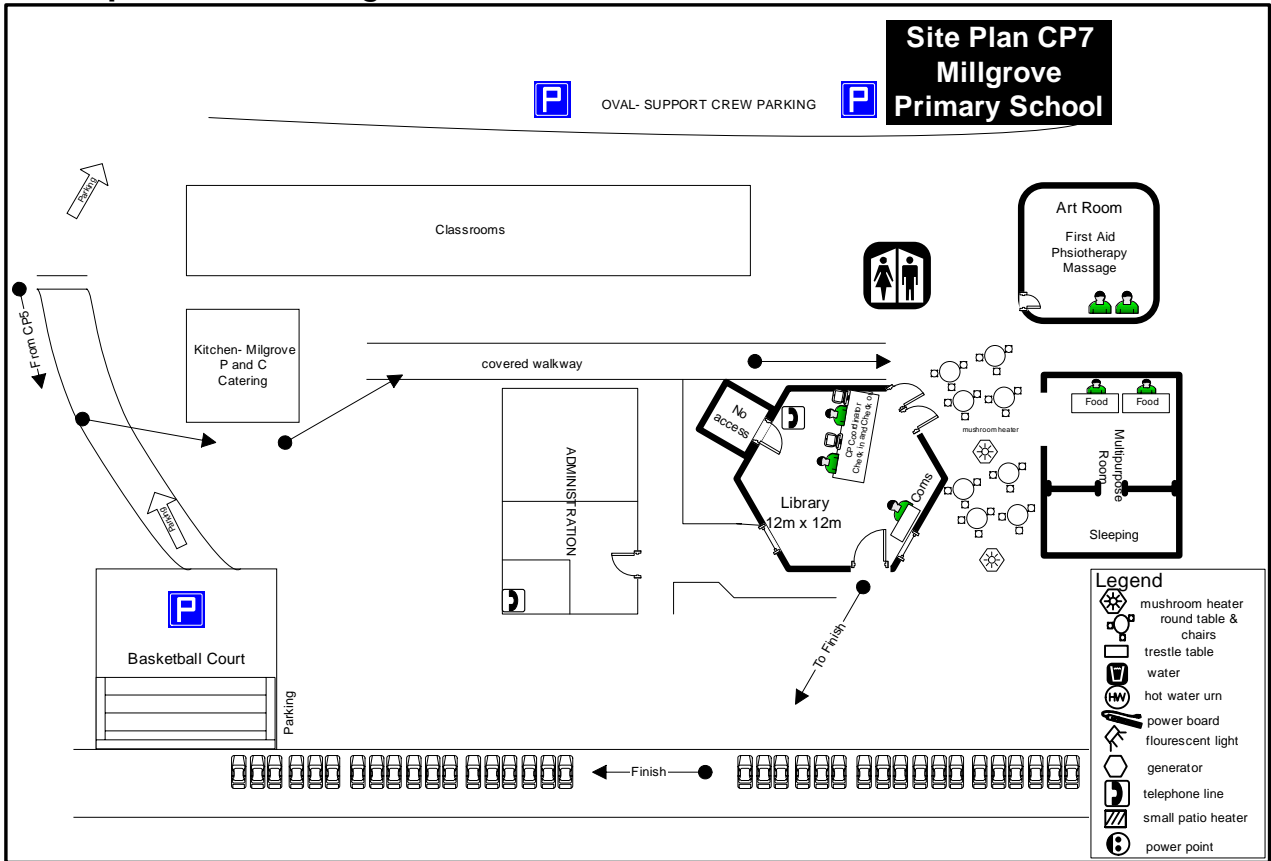
Checkpoint Contact Information

Checkpoint Coordinator	Access
5964 7258 or 0400 540 704	Neil Jorgensen 5964 7258

Key Times

Event / Activity	Day / Time
Checkpoint 6 staff arrive	Friday 1230
Checkpoint 6 opens	Friday 1430
Checkpoint 6 closes	Saturday 2300

Checkpoint 7 Site Diagram

Site Plan CP7 Millgrove Primary School

OVAL- SUPPORT CREW PARKING

Classrooms

Art Room
First Aid
Phsiotherapy
Massage

From CP5

Kitchen- Milgrove
P and C
Catering

covered walkway

ADMINISTRATION

No access

CP Coordinator
Check in and Check out

Library
12m x 12m

Coms

mushroom heater

Food   Food

Multipurpose Room

Sleeping

Basketball Court

Parking

To Finish

Finish

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

Checkpoint 7 Information

Personnel

7	FRIDAY	1600 – 2300	Graeme VK3BXG
6	FRI/SAT	2300 – 0500	Trevor VK3HTL
6	SATURDAY	0500 – 1100	Graeme VK3BXG
6	SATURDAY	1100 – 1700	Alan VK3ML
7	SATURDAY	1700 – 0000	Ray VK3CRK
6	SUNDAY	0000 – 0600	Graeme VK3BXG

Location
Millwarra Primary School, Milgrove (Melways Ref 289 C4)

Setup Notes

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

Communications statement from Oxfam Operations Manual for this checkpoint:

WICEN Radio network, dedicated land line, dedicated data line (school fax line) and mobile. The WICEN radio network is the main channel for all communication during the Trailwalker 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.

Set-up plan

Most of the checkpoint infrastructure will be delivered on the Thursday afternoon. 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 checkin and information computers.
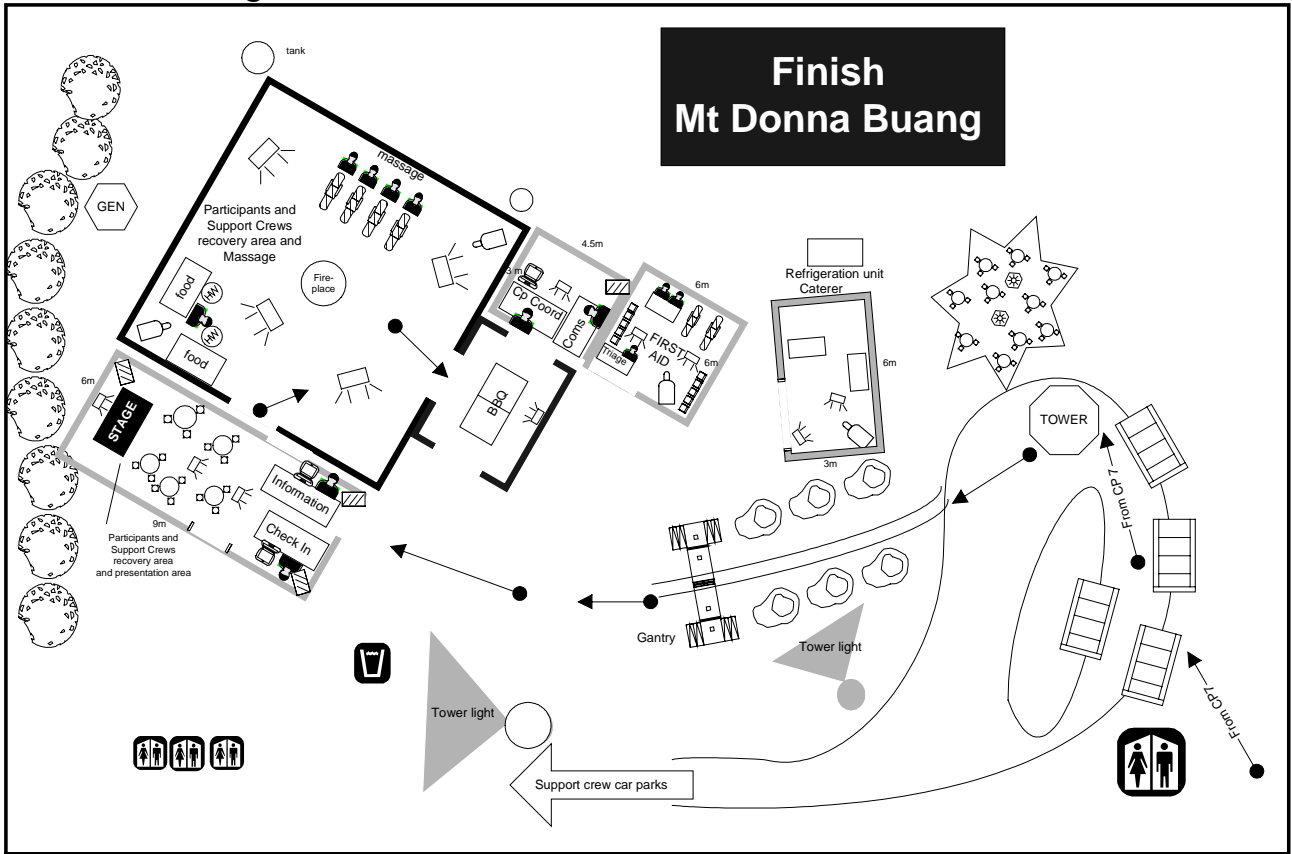
Checkpoint Contact Information

Checkpoint Coord.	Access
5966 2518 or 0400 675 874	Rob Clarke (School Principal) 5966 2518 or Trevor (parent with access) 0418 368 780

Key Times

Event / Activity	Day / Time
Checkpoint 7 staff arrive	Friday 1400
Checkpoint 7 opens	Friday 1600
Checkpoint 7 closes	Sunday 0600

Finish Site Diagram

Finish
Mt Donna Buang

Finish Information

Personnel

6	FRI/SAT	2000 – 0200	Mark VK3ZR
6	SATURDAY	0200 – 0800	Mark VK3XMU
5	SATURDAY	0800 – 1300	Mark VK3ZR
6	SATURDAY	1300 – 1900	Ken VK3FKD
8	SAT/SUN	1900 – 0300	Mark VK3XMU
8	SUNDAY	0300 – 1100	Mark VK3ZR

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:

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.

Set-up plan

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 2.00pm and 6.00pm

Checkpoint Contact Information

Checkpoint Coordinator	Access
5963 3452	Nat Morandi 5963 3253

Key Times

Event / Activity	Day / Time
Finish Staff Arrive	Friday 1300
Finish opens	Friday 2000
Finish closes	Sunday 1100

Net Control Information

Personnel

8	FRIDAY	0800 – 1600	Ray VK3CRK	Simon VK3ZNT
8	FRIDAY	1600 - 0000	Bruce VK3UV	David VK3KIC
8	FRI/SAT	0000 - 0800	Peter VK3KTS	John VK3YD
8	SATURDAY	0800 - 1600	Bruce VK3UV	Simon VK3ZNT
8	SATURDAY	1600 - 0000	John VK3YD	David VK3KIC
8	SAT/SUN	0000 - 0800	Peter VK3KTS	John VK3BAF
4	SUNDAY	0800 – the end	Ian VK3YEA	John VK3YD

Backup Operators: Tony VK3UAJ, Gerard VK3GER

Location
Wesburn Combined Emergency Services Centre, Warburton Hwy, Wesburn

Key Times

Event / Activity	Day / Time
Control Centre staff arrive	Friday 0700
Control Centre opens	Friday 0800
Control Centre closes	Sunday 1200

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.
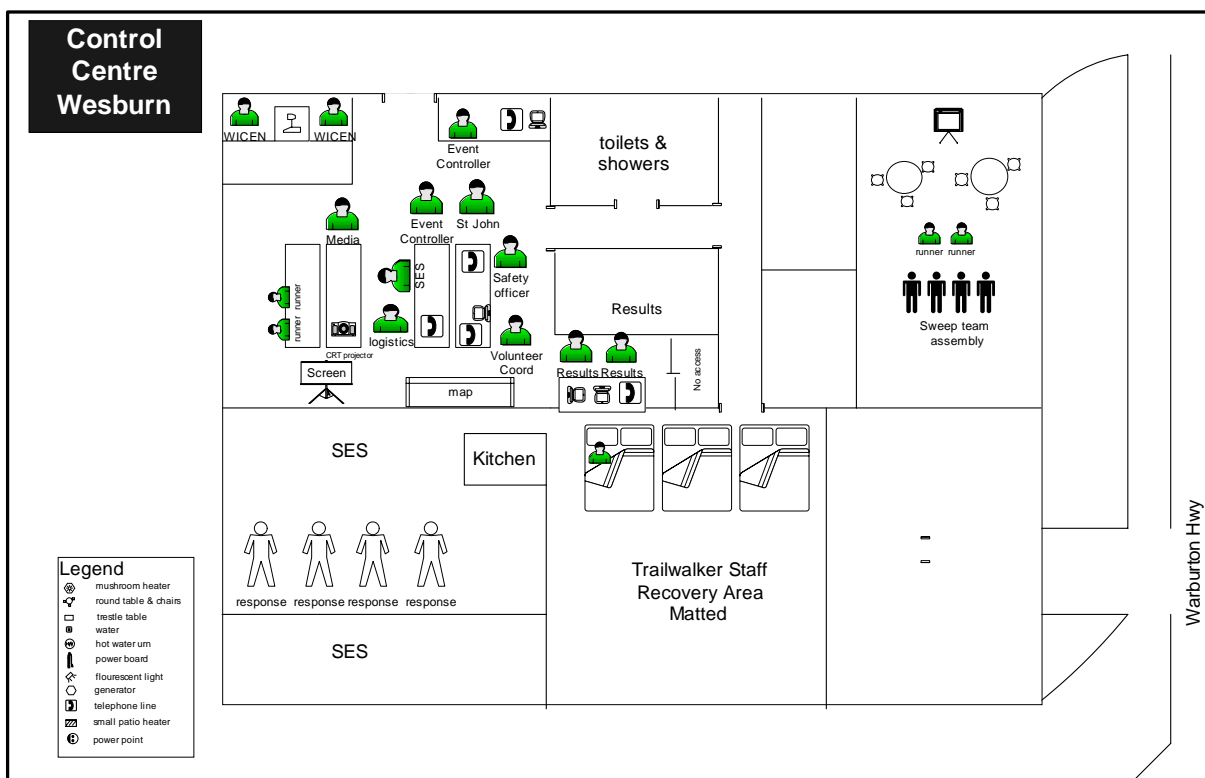
Appendix 1 Network Diagram
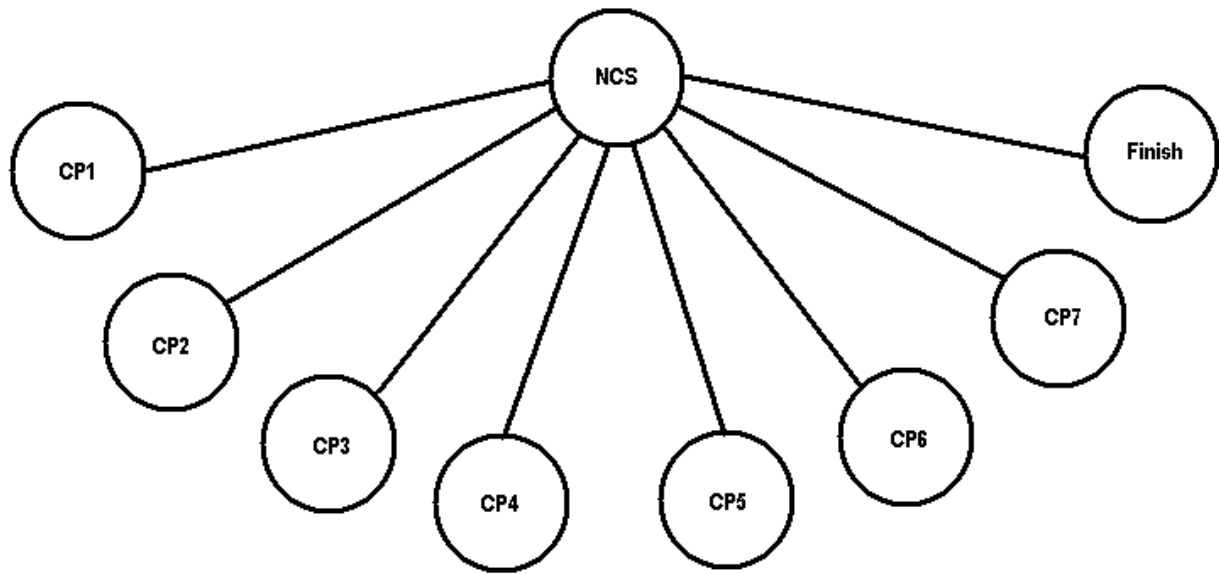
All stations should be capable of operating on the following frequencies:
* 147.300 Mhz Simplex
* 147.175 Mhx Duplex +ve offset
* 147.075 MHz Duplex +ve offset
* 7.075 Mhz
* 3.6 Mhz

D

Appendix D

Communications Protocols

Communications facilities differ slightly 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.

The WICEN radio network is the main channel for all communication during the Trailwalker 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 method.

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 Contol will request that results be manually transferred by either landline or WICEN radio network.

Table 1 below sets out communication options at each checkpoint.

Checkpoint	RADIO	Landline	Data Line	Mobile
Start Jells Park Conference Centre Wheelers Hill (Melways Ref 71 K6)	NO	NO	9561 4563	
Checkpoint 1 Churchill National Park Picnic Area, Lysterfield South (Melways Ref 82,B 9)	YES	NO	GPRS	
Checkpoint 2 Lysterfield Lake Picnic Area, Lysterfield (Melways Ref 108 D2)	YES	9796 9732	9796 9823	
Checkpoint 3 Parks Victoria Education Centre Tremont (Melways Ref 74 H4)	YES	9752 3909	9758 9419	
Checkpoint 4 Olinda Primary School, Olinda (Melways Ref 66 J7)	YES	9751 2310	9751 2425	
Checkpoint 5 Mt Evelyn Reserve, Mt Evelyn (Melways Ref 120 B3)	YES	97363200	9737 1842	
Checkpoint 6 Worri Yallock Primary School, Woori Yallock (Melways Ref 286 F10)	YES	5964 7258	5964 6101 school fax	
Checkpoint 7 Millwarra Primary School, Milgrove (Melways Ref 289 C4)	Yes	59662518	59665576 school fax	

Checkpoint	RADIO	Landline	Data Line	Mobile
Finish Mt Donna Buang Summit, via Warburton (Melways Ref 612 S2)	Yes	No	GPRS	

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 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.

Radio Checkpoints.
Fixed points are to be set up at:-

CP1	**Churchill National Park**
CP	**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**

Portable radios at Jells Park and Ferntree Gully Picnic Area are for local communications only.

Basic Operation
All radios deployed to Check Points1, 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.

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.