

Appendix 6q

COMMUNICATIONS OFFICER

1. Ensures all communication equipment is functional.
Nb. Two-way radios supplied by ACC.
2. Demonstrate (in conjunction with the designated sound equipment supplier) use of two-way radios at the pre-carnival meeting in the pavilion at 8.15am. Select the radio channel that will be used on the day.
3. Issue two-way radios to relevant stations/first aid officials at the pre-carnival meeting and test that radios are working. ***First aid spotter officials are issued with two-way radios and they are positioned at stations 2, 11 & 15.***

- School First Aid Spotter Official: **Ursula Frayne** (at Station 11) *
- School First Aid Spotter Official: **Corpus Christi** (at Station 15) *
- School First Aid Spotter Official: **Mercy** (at Station 2) *
- Announcer 1: **Mercy – Matthew Kiely & John XXIII Glenn Mitchell** *
- Announcer 2: ACC – **Michael O'Meara (ACC)**
- Carnival Director/Protest Official: **Kyle March (ACC)** *
- Computer Room/Results Manager: **Mike Burgermeister (Chisholm)** *
- Officials Marshal / Finish area manager: **Trent Sharpe (ACC)** *
- Officials Marshal / Finish area manager / Inclusion Manager: **Cherie Pirnie (ACC)** *
- Officials Marshal / Services Manager: **Erica Dorfling (ACC)** *
- Officials Marshal / Services Manager: **Erica Dorfling (ACC)** *
- **Food Trucks and Services Officer: Laurie Power (ACC)** *
- Start/Marshalling Manager: **Rebecca Wright (ACC)** *
- Communications Officer: **John Septimus Roe (retain two-way radio for own use & back up)** *
- St John Ambulance First Aid Post x 1 *
- Finish Area Manager: **Stephen Doyle x 2 (school*) David Budge (TET)**
- Station 2 (road crossing): **Sacred Heart** *
- Parking Officials x 3 (**Chisholm, Lake Joondalup, Mater Dei**)
- Chief Marshall x 1 (**St Mark's**) D
- eBike Drivers x 2
 - **Newman**
 - **All Saints**
- Automatic Timing/Results Room Liaison Official x 1
- Duty School x 2 (**Aranmore, St Stephen's D**)
- Student Supervision Patrol x 1 (**La Salle**)
- Spare x **5**

TOTAL Two Way Radios: **35: 22 radios on 1 channel, 11 radios on 2 channels** *.

1. ***Before the first event can commence you MUST confirm radio contact with the three school first aid spotters (at station 2/11/15) and the St John Ambulance main first aid post.***
2. Throughout the day check all communications are in working order and that operators are online.
3. Communicate with First Aid Vehicle Assistants in the case of injured competitors.
4. Be familiar with the details of the Risk Management, Safety and Evacuation procedures in Appendix 22.

5. Ensure that the Announcer does not sound the siren unless asked to do so in an emergency/evacuation situation. A chime should be sounded for the race cut off audible signal.

(Please see below 2-way operator check in / check out sheet)

Two Way Radio Check in / Check Out Sheet

OFFICIAL	TOTAL No. OF RADIOS	CHANNEL 1	CHANNEL 2	Returned
School First Aid Spotter 1	1		✓	
School First Aid Spotter 2	1		✓	
School First Aid Spotter 3	1		✓	
Announcer 1	1	✓		
Announcer 2	1	✓		
Carnival Manager (ACC)	1	✓	✓	
Results Manager (Chisholm)	1	✓		
Officials Manager (ACC)	1	✓		
Inclusion/Finish Manager (ACC)	1	✓	✓	
Services Manager (ACC)	1	✓	✓	
Marshalling Manager (ACC)	1	✓		
Food Van/Services Officer (ACC)	1	✓		
Communications Technician	1		✓	
St John Ambulance	2		✓	
Finish Area Manager/s	2	✓		
Station 2 (road crossing)	1		✓	
Parking Officials (3)	3	✓		
Chief Marshal	1	✓		
eBike Drivers (2)	2	✓		
Results Liaison Officer	1	✓		
Duty School	2	✓		
Student supervisor patrol	1	✓		
Spare radios	5	✓ 3	✓ 2	
TOTAL RADIOS REQUIRED	33	(22)	(11)	

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