



**Wireless Institute of Australia  
Technical Advisory Committee**

## **RESPONSIBILITIES OF MEMBERS**

14 April 2007

TAC members have received a copy of the revised paper (approved by the WIA Board in March 2007) detailing the structure and responsibilities of the National Technical Advisory Committee.

This paper contains specific job descriptions for the various duties currently carried out by members of the TAC. The names and contact details of current TAC members, together with the duties allocated to each, are listed in a separate file.

### **1. Responsibilities of the Chairman**

- (a) To recommend to the WIA Board the appointment of the members of the technical advisory committee in consultation as appropriate with WIA Advisory Committees.
- (b) To assign the duties of the TAC panel members.
- (c) To recommend to the WIA Board variations in the membership of the TAC as required by changing circumstances.
- (d) To provide annual and as requested reports to the Board on the national activities of the TAC.
- (e) To consult with other WIA committees on matters of common interest.
- (f) To co-ordinate, within the WIA, consultation on proposals or submissions originated by, or referred to, the TAC, including consultation with clubs, groups or individual amateurs
- (g) To respond on behalf of the TAC to requests for technical advice.
- (h) To collect information relevant to any of the areas of TAC responsibility, and to disseminate such information to the WIA, amateur groups and individuals.
- (i) To perform any of the duties of the TAC, or to arrange for them to be performed.

### **2. Responsibilities of all Technical Advisors**

- (a) To provide technical information, advice and recommendations to the Chairman on technical matters related to their area of expertise.
- (b) To inform the Chairman of any developments or proposals which may require discussion or action by the TAC.
- (c) To liaise where required between the TAC and special interest technical groups within their area of expertise.
- (d) To advise the Chairman of any specific issues that require public consultation.
- (e) To carry out any other duties assigned by the Chairman.

*Further clarification of responsibilities, including some that are specific to each advisor, are detailed below. The following list also includes certain tasks performed by the Chairman.*

### **3. Band Plans (HF) Advisor and Band Plans (VHF-UHF) Advisor**

- (a) To collect and collate information on current band usage practices within Australia and in other countries.
- (b) To take into account the need for Australian band plans to be consistent, where possible, with international usage and with IARU recommendations.
- (c) To advise on how best to ensure that the band plans provide for justifiable regional differences in band usage and planning, and where relevant, differing ACMA licence conditions and band sharing requirements that may apply in specific regions.
- (d) To advise on how best to ensure that the band plans encourage spectrum efficiency, while still providing a fair allocation of spectrum space as dictated by the necessary bandwidths of the various modes used.
- (e) To advise on how best to ensure that the band plans remain flexible enough to adapt to changing needs, so that they can evolve over time without the need for sudden radical changes.

- (f) To consult with the TAC regional advisors on regional band planning issues.
- (g) To consult with the relevant TAC technical advisors on band plan issues relating to their particular areas of expertise.
- (h) To refer any proposed band plan changes to the Chairman for consultation with interested parties prior to adoption.

#### **4. VHF-UHF Advisor**

To provide information and advice on the technical aspects of VHF-UHF operation, equipment, propagation, spectrum requirements, band sharing and band planning issues.

#### **5. Microwave Advisor**

To provide information and advice on the technical aspects of microwave operation, equipment, propagation, spectrum requirements, band sharing, and band planning issues.

#### **6. EME Advisor**

To provide information and advice on the technical aspects of EME operation, equipment, spectrum requirements and international EME co-ordination.

#### **7. Beacon Advisor**

- (a) To provide information, advice and guidelines on the technical standards, spectrum requirements, recommended transmission modes, distribution and operation of beacons.
- (b) To develop and maintain a systematic national frequency allocation plan for beacons.
- (c) To consult with the WIA coordinator responsible for the processing of licence applications with the aim of ensuring that newly licensed beacons conform to the band plans and the allocation plan.

#### **8. Repeater Advisor**

- (a) To provide information and advice on the technical aspects of FM repeaters and links, including technical standards, identification, access control, spectrum requirements and band planning for repeaters and links.
- (b) To provide information and advice on issues relating to simplex FM operation.
- (c) To consult with the WIA coordinator responsible for the processing of licence applications with the aim of ensuring that newly licensed repeaters conform to the band plan.

#### **9. Packet Radio Advisor**

- (a) To provide the Chairman with information and advice on the technical aspects of packet radio and related digital data modes such as APRS and heritage modes including RTTY, Amtor etc.
- (b) To advise the Chairman on matters related to packet radio standards and protocols, linking, networking and PTN connection. .

#### **10. Digital Modes Advisor**

To provide the Chairman with information and advice on the technical aspects of narrow band digital weak signal modes, including technical standards, transmission protocols and relevant band planning issues.

#### **11. ATV Advisor**

To provide information and advice on the technical aspects of ATV operation, equipment, spectrum requirements and recommended technical standards for ATV stations and repeaters, including planning for digital ATV activities.

#### **12. Satellite Advisor**

- (a) To provide the Chairman with information and advice on the technical aspects of amateur satellite operation, including transmission modes, frequency allocations, spectrum requirements and any relevant band planning issues.
- (b) To liaise as required with AMSAT.

### **13. VHF-UHF Records Manager**

- (a) To determine the categories in which distance record awards will be made.
- (b) To establish and publish a set of record claim conditions that are consistent with WIA policy and internationally accepted standards of valid contacts and the documentation required from claimants.
- (c) To liaise as necessary with the WIA Contest and Awards Coordinators on matters of common interest or concern.
- (d) To liaise as necessary with counterparts in other countries.
- (e) To process record claims, including the verification of station locations and claimed distances.
- (f) To ensure that the software used to calculate distances is accurate and is applied consistently to all record claims.
- (g) To advise claimants of the outcome of their claim, and to issue certificates as required.
- (h) To maintain a national data base of Australian distance records, and to arrange for this data base to be regularly updated and published.

### **14. Data Base Manager**

- (a) To maintain an accurate data base of Australian beacons, repeaters, packet radio and similar stations.
- (b) To consult with the NTAC regional advisors, the National Repeater Coordinator and station licensees to ensure that the data base contains accurate information on the frequency, location, operational status and any other necessary details for the stations listed.
- (c) To update the data bases at regular intervals.
- (d) To arrange for the publication of the data bases in consultation with the WIA Webmaster and the Call Book Editor.

### **15. Regional Advisors**

- (a) To provide the Chairman with information, advice and recommendations relating to operating conditions and other areas of TAC responsibility within their region.
- (b) To consult on matters related to different licence conditions or band sharing arrangements that may apply in their region.
- (c) To inform the Chairman of any technical or band planning issues that arise in their region, and to consult with any relevant TAC technical advisors on such issues.
- (d) To provide the Chairman with up-to-date information for the maintenance of the beacon, repeater and packet radio data bases.
- (e) To liaise as required with their WIA state Advisory Committee.
- (f) To liaise with local groups or individuals in their region in relation to the data bases and technical matters that fall within the responsibility of the TAC.
- (g) To consult with the National Repeater Coordinator on any matter relating to repeater or beacon licensing in their region, and to forward licence application material to him for approval.
- (h) To carry out any other duties assigned to them by the Chairman.

### **16. National Repeater Co-ordinator**

The National Repeater Co-ordinator is responsible for approving all licence applications for new repeaters and beacons. He is appointed directly by the WIA Board, and his job description is determined by the Board. By virtue of his position he also becomes an automatic member of the TAC.

### **17. Other Panel Members**

- (a) To facilitate consultation between the TAC and other WIA coordinators such as the ACMA Liaison coordinator, these coordinators may be regarded as automatic members of the TAC.
- (b) Additional members may be appointed to the TAC in response to changing circumstances, the development of new modes of operation, or specific issues or tasks that may arise in the future. In the event of changes to the membership, this paper will be updated.

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John Martin VK3KWA/VK3KM  
TAC Chairman

14 April 2007