

WIRELESS INSTITUTE OF AUSTRALIA (WIA)

BUSINESS RULES



for the management of

**AMATEUR EXAMINATIONS,
CERTIFICATES OF PROFICIENCY
AND
ASSOCIATED ADMINISTRATIVE SERVICES**

November 2010

Summary: This document, valid between November 2010 and February 2019, constitutes the arrangements and requirements for the supply of services related to amateur examinations, certificates of proficiency and associated administrative services, from the Wireless Institute of Australia to the Australian Communications and Media Authority. The document, with the exception of the extract below, is not within the scope of this FOI request.

7.4 Callsign Recommendation

- 7.4.1 No Callsign Recommendation will be made by the WIA to ACMA until not less than seven full Working Days have elapsed after the availability of the callsign was made public in the Public List in accordance clause 7.2.1.
- 7.4.2 The WIA may, if it becomes aware of reasonable grounds during the seven Working Days referred to in clause 7.4.1, recommend to ACMA the withdrawal of a particular callsign from being available for allocation or recommend (by the making of a Callsign Recommendation) the allocation of a particular callsign to a person or entity other than the person or entity whose application for a Callsign Recommendation in respect of that callsign was received first. The WIA shall at the same time remove that callsign from the Public List. For the purposes of clause 7.4.2, “Reasonable grounds” includes (but is not limited to) the following:
- (a) the callsign was listed in error;
 - (b) the callsign was allocated to a deceased amateur to which clause 7.6 would apply but neither ACMA nor the WIA were previously aware of the death of that amateur;
 - (c) for whatever reason, the holder of a licence failed to renew that licence; or
 - (d) the WIA considers the recommendation of the allocation of that callsign to be inappropriate.

If ACMA does not accept the recommendation of the WIA (made in accordance with clause 7.4.2), to withdraw a particular callsign from being available for allocation, it shall within fifteen Working Days advise the WIA accordingly. Otherwise the recommendation of the WIA shall be deemed to have been accepted.

- 7.4.3 Each Callsign Recommendation issued by the WIA shall be prepared as an original with a duplicate and both the original and the duplicate will be;
- (a) signed on behalf of the WIA by a person authorised by the WIA to do so, and whose name and sample signature has been given to ACMA; and
 - (b) embossed with the WIA seal.
- 7.4.4 The WIA shall send the duplicate of each Callsign Recommendation that it issues, to ACMA and shall forward the original Callsign Recommendation to the applicant under cover of an appropriate letter. However, if the WIA is forwarding an application for an apparatus licence or the variation of an apparatus licence to ACMA, on behalf of a successful examination candidate, it shall attach the original Callsign Recommendation to the candidate’s application and shall retain the duplicate in the candidate’s file.

- 7.4.5 A Callsign Recommendation shall only be valid for the period indicated on the Callsign Recommendation. Ordinarily, this will be 28 days from the date of issue. A later date may be inserted at the WIA's discretion (e.g. because the Callsign Recommendation is issued immediately prior to a period of holiday, the person seeking the Callsign Recommendation is overseas, the Callsign Recommendation is in respect of an assigned licence or other good reason). An applicant for a Callsign Recommendation shall indicate the reason why a later date is requested on the application form.
- 7.4.6 The WIA shall remove a callsign from the Public List upon making a Callsign Recommendation in respect of that callsign. The Callsign Recommendation forwarded to ACMA shall constitute notice to ACMA that it has done so.
- 7.4.7 ACMA shall forward to such email addresses as the WIA shall nominate from time to time:
- (a) an email setting out each callsign allocated that day and the name of the person to whom that callsign is allocated; and
 - (b) data showing the licenses and callsigns cancelled or reserved and callsigns allocated that day.
- 7.4.8 If after fifteen Working Days from the expiration of the validity of a Callsign Recommendation, the data supplied to the WIA by ACMA in accordance with clauses 7.2.1 and 7.4.7, does not show the allocation of that callsign, then the WIA shall act on the basis that the Callsign Recommendation in respect of that callsign has expired and that no further action will be taken by ACMA pursuant to the Callsign Recommendation and the WIA shall either return that callsign to the Public List or make a further Callsign Recommendation in respect of that callsign.
- 7.4.9 If ACMA considers the callsign recommended by the WIA to be inappropriate for an applicant, ACMA will request the WIA to recommend another callsign (and will advise whether or not that originally recommended callsign can be issued by WIA to another applicant or not at all) and the WIA will prepare a further Callsign Recommendation in accordance with clause 7.4.3 providing the applicant with the a copy of the further Callsign Recommendation and appropriate explanation.
- 7.4.10 If the WIA is notified in accordance with clause 7.4.2 that its Callsign Recommendation has not been accepted, the WIA shall either issue a further Callsign Recommendation as available for allocation or shall replace that callsign on the Public List.
- 7.4.11 The employees or Volunteers of the WIA and ACMA shall confer with one another to the extent necessary to ensure that the procedures of this clause 7 are implemented effectively and efficiently, with such additions or changes to those procedures identified and formalised as quickly as possible.
- 7.4.12 The procedures set out in this clause 7 are applicable to all applications for and variations of an apparatus licence, including a first licence, a licence upon attaining a higher level of certificate of proficiency, changing a callsign, moving to another state or territory, or applying for a callsign previously allocated but outside the seven Working Days period referred to in clause 7.4.1.

7.6 Callsigns of Deceased Amateurs

- 7.6.1 Subject to the provisions of this clause 7.6, the callsign of a deceased Amateur is reserved for two years after the date of the expiry of the period of the licence allocating that callsign.
- 7.6.2 For these provisions to apply, it is essential that either ACMA or the WIA be advised of the death of an amateur licensee. Accordingly:
- (a) if the WIA is advised of the death of an Amateur licensee prior to or within two years of the expiry of that Amateur's licence, the WIA will send an email to ACMA advising of the death of the Amateur by name and by callsign and with the date of death under the name of an authorised signatory;
 - (b) it shall be the responsibility of the WIA to take such steps as it considers necessary to verify the accuracy of the information and ACMA shall accept the WIA's statement as being accurate and shall not require any further evidence;
 - (c) if ACMA is advised of the death of an Amateur licensee prior to or within two years of the expiry of that Amateur's licence, ACMA will send an email to the WIA advising the death of the Amateur by name and callsign and with the date of death and giving the date of the commencement of the two year reservation period;
 - (d) when advised of the death of an Amateur licensee the WIA will not place the applicable callsign on the Public List or issue a Callsign Recommendation in respect of the applicable callsign, for a period of two years following the expiry of the licence;
 - (e) when advised of the death of a licensee ACMA will place the applicable callsign on the Reserved List and if it is possible to do so, ensure that the licence renewal notification is not sent to the last known address of the deceased Amateur.
- 7.6.3 If the partner or next of kin of a deceased Amateur, or the personal representative, executor or administrator of a deceased Amateur's estate, writes to the WIA requesting that the deceased Amateur's callsign be allocated to a particular appropriately qualified person prior to the end of the reservation period, the WIA shall issue a Callsign Recommendation accordingly to that qualified person, and shall attach to the duplicate Callsign Recommendation sent to ACMA in accordance with clause 7.4.4, a copy of the written notice on which it has relied to issue the Callsign Recommendation. The WIA may, but is not obliged to, require the nominated qualified person to complete a Request for an Amateur Station Callsign form before issuing a Callsign Recommendation. It shall be the responsibility of the qualified person to lodge with ACMA, within the period of validity of the Callsign Recommendation, an application for the variation of a current apparatus licence or the issue of a new apparatus licence (ACMA Form R 057) together with the appropriate ACMA fees and the Callsign Recommendation.
- 7.6.4 Clause 7.4.8 shall apply to a Callsign Recommendation issued in accordance with clause 7.6.3 except that the WIA shall not place the callsign on the Public List or

issue a Callsign Recommendation in respect of the callsign for a period of two years following the expiry of the licence.

- 7.6.5 If the partner or next of kin of a deceased Amateur or the personal representative, executor or administrator of a deceased Amateur's estate writes to the WIA requesting that the deceased Amateur's callsign be released prior to the end of the reservation period, the WIA will advise ACMA which shall remove the callsign from the Reserved List and the WIA shall make the callsign available on the Public List.
- 7.6.6 The WIA will not charge any fee for providing the services in this clause 7.6.