



## Australian Government

# Contract for Amateur radio services to the Australian Communications and Media Authority.

Contract number 24ACMA017

This Contract is issued for Mr Glenn Dunstan (Supplier) to provide services and advice to the Australian Communications and Media Authority (ACMA).		
ACMA Representative	Name	Roslyn Hiser
	Position	Assistant Manager, Spectrum Licensing Policy Section
	Branch	Spectrum Allocations
	Phone	03 9963 6839
	Email	Roslyn.hiser@acma.gov.au
Supplier Representative	Name	Mr Glenn Dunstan
	Address	[REDACTED] Redland Bay. Queensland 4165
	Phone	[REDACTED]
	Email	[REDACTED]

Item Number	Description	Details
1	Contract Start Date	23 October 2024

Item Number	Description	Details
2	Contract Period	12 months
3	Contract Option Period	The ACMA may extend contract for up to one year
4	Services	<ul style="list-style-type: none"> <li>• Provide expert and technical advice to the ACMA, to ensure it can properly respond to complex amateur radio related enquiries and complaints.</li> <li>• Provide continuity of service from the Australian Maritime College, in the ACMA arrangements for amateur radio qualifications, RPL assessments and call sign assignments.</li> <li>• Maintain and update (as needed) the questions used in foundation, standard and advanced amateur radio examinations.</li> <li>• Train volunteer Accredited General and Specialist assessors, if required.</li> <li>• Advise Accredited General and Specialist assessors about the proper conduct of amateur radio examinations.</li> <li>• Advise the ACMA on proposed amateur radio policy changes.</li> <li>• Advise the ACMA on assignment of certain call signs, including special event call signs.</li> <li>• Make recommendations to the ACMA about 'Recognition of Prior Learning' (RPL) applications, for amateurs with existing qualifications. RPL assessments may result in a person being exempt from undertaking an examination, prior to being issued an ACMA recognition certificate.</li> </ul> <p>The ACMA will allocate work to the advisor by email, when required.</p>
5	Measurable Deliverables/Performance Criteria	Work is to be completed to the satisfaction of the ACMA.
8	Reporting	The supplier will provide monthly written reports, to the ACMA project manager or another designated ACMA staff member, using the template at <b>Attachment A</b> . Reports should be provided by email by the 15 <sup>th</sup> day of each month, for work undertaken in the preceding calendar month.
9	Specified Personnel	Glenn Dunstan
10	Agency Material	<p>The ACMA will provide the supplier with material and data relevant to the services they are providing, as described above.</p> <p>The information provided by the ACMA is restricted and cannot be shared with parties outside the ACMA.</p> <p>The ACMA will provide all equipment and access to the ACMA system as required to ensure that the supplier is able to provide the services described above.</p>
12	Fees and Charges	<p>\$ 50 per each hour worked.</p> <p>GST does not apply.</p> <p>Maximum of 5 hours per week.</p>
14	Expenses	Not Applicable



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Item Number	Description	Details						
15	Confidential Information	<div>ACMA Confidential Information:</div> <table><tr><th>Item</th><th>Period of confidentiality</th></tr><tr><td>ACMA Material</td><td>Perpetual</td></tr><tr><td>ACMA Data</td><td>Perpetual</td></tr></table>	Item	Period of confidentiality	ACMA Material	Perpetual	ACMA Data	Perpetual
Item	Period of confidentiality							
ACMA Material	Perpetual							
ACMA Data	Perpetual							
16	Security	<p>The supplier acknowledges and declares they are aware of the laws of the Commonwealth relating to official secrecy and that they understand the consequences that may follow a breach of those laws. The laws of the Commonwealth relating to official secrecy that apply are:</p> <div><div>1.</div><div>Sections 70(2) and 79 of the <a href="#">Crimes Act 1914</a> Cth</div></div> <div><div>2.</div><div>Section 91.1 of the <a href="#">Criminal Code Act 1995</a> Cth</div></div> <div><div>3.</div><div>Section 13 of the <a href="#">Public Service Act 1999</a> Cth</div></div> <p>The supplier understands that the laws may continue to apply after their employment with the Commonwealth has ceased.</p> <p>The supplier acknowledges that in the course of providing services to the Commonwealth they may have obtained or generated information that was classified in its nature or which has been identified to them as being classified (e.g., documents with security markings). The supplier acknowledges that, to the extent that they obtained or generated such information, it is still classified and they owe a duty of confidence to the Commonwealth. The supplier understands that this duty continues to apply after their employment with the Commonwealth ceases.</p> <p>The supplier declares that they will not use for their own purposes or disclose any such, classified information after separation from the Commonwealth without first obtaining the Commonwealth's consent unless:</p> <div><div>1.</div><div>such information is in the public domain in circumstances where the supplier has not breached their duty of confidence; or</div></div> <div><div>2.</div><div>the supplier is authorised or required by law to disclose such information.</div></div> <p>The supplier hereby certifies that every classified sketch, plan, photograph, model, note, document or article which they have no right to retain, or which it is contrary to their legal obligation to retain, will be returned to an official</p>						

Item Number	Description	Details
		representative of the ACMA at the conclusion of the contract.
17	ACMA Notices	<b>ACMA – project manager</b>  Name: Roslyn Hiser Position: Assistant Manager Branch/Section: Spectrum Licensing Policy Section Postal Address: Level 32, 360 Elizabeth Street Melbourne VIC 3000 Phone: 03 9963 6839 Email: roslyn.hiser@acma.gov.au  <b>Supplier</b>  Name: Glenn Dunstan Address: [REDACTED] [REDACTED] Redland Bay Queensland 4165 Phone: [REDACTED] Email: [REDACTED]

**Signed by**

Mr Glenn Dunstan

[REDACTED]

Signature

23/10/2023

Date



# Australian Government

**Signed for and on behalf of the  
Commonwealth of Australia** as  
represented by the Authorised  
Representative of the Australian  
Communications and Media Authority ABN  
55 386 169 386 by

\_\_\_\_\_  
Name of delegate

*Rachel Blackwood*  
\_\_\_\_\_  
[Rachel Blackwood \(Oct 23, 2023 15:34 GMT+11\)](#)  
Signature of delegate

\_\_\_\_\_  
Position of delegate

**23/10/2023**  
\_\_\_\_\_  
Date

## Attachment A – Monthly reporting by Supplier

Reports must be provided to the ACMA by email in the format below, by the 15<sup>th</sup> day of each month for work undertaken in the preceding calendar month.

Reporting period:

Date work completed	Hours worked	Brief description of activity completed, please include any relevant reference numbers of activity or application (where applicable)