

**Commonwealth Deed – Supply of Goods and Services Related to Amateur
Radio Qualifications**

Schedule 2 Statement of Work

Title of the document: Deed for the Supply of Goods and Services related to Amateur Radio Qualifications.

Parties: Commonwealth of Australia ABN 55 386 169 386 represented by the accountable authority of the Australian Communications and Media Authority (the Customer) and University of Tasmania through its institute the Australian Maritime College ABN 30 764 374 782 (the Supplier).

Summary: This document, valid from February 2019, constitutes the requirements and arrangements for the supply of goods and services related to amateur radio qualifications from the Australian Maritime College 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.

C.A.12 Non-statutory Functions – callsign recommendation and database services

Callsign database (Public List)

- (1) From the Call Sign Commencement Date, the Customer, the Supplier must publish on a website a database of callsigns (**the Public List**) that meets the following requirements:
 - (a) the database must identify, for each callsign area, the callsigns that are available in that area;
 - (b) the database must be updated within 3 business days of receiving information from the Customer that a callsign in a particular callsign area has become available, by adding the callsign to the database;

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- (c) the database must be updated within 3 business days of the Supplier making a callsign recommendation by removing the callsign from the database.

For the purposes of this subitem, a **callsign area** is an area identified as a prefix listed in table 1 in Appendix i.

Callsign database (Reserve List)

- (2) From the Call Sign Commencement Date, the Supplier must maintain a database of callsigns (**the Reserve List**) that meets the following requirements:
 - (a) each callsign on the Reserve List must not be assigned to a licence by the ACMA or another person nominated by the Customer;
 - (b) subject to subitem (3), each callsign on the Reserve List must either be designated by the ACMA as 'not available', or be a callsign that had been assigned to a licence held by a person who has died.
- (3) Subject to this subitem, a callsign included on the Reserve List because of paragraph (2)(b) must be removed from the Reserve List two years after the death of the person. The callsign may be removed from the Reserve List sooner if an authorised representative of the person requests the Supplier make a callsign recommendation in relation to the callsign for or on behalf of an amateur licensee.

Callsign recommendations

- (4) From the Call Sign Commencement Date, the Supplier must make details of callsigns available to the public, and make recommendations to the ACMA about the assignment of callsigns, in accordance with the following requirements:
 - (a) recommendations must be in a template that is consistent with ITU-Radio Regulations;
 - (b) recommendations must be made in response to a request from a person for a callsign recommendation;
 - (c) the Supplier must have regard to the callsign guidelines set out in Appendix i to the Deed, or any other policy as notified to the Supplier by the Customer, when making callsign recommendations;
 - (d) if a request for a callsign recommendation includes a request for specific callsigns to be the subject of the recommendation, and the recommendation cannot be made, the Supplier must refund any charge or fee paid by the person making the request;

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- (e) if the request is made by a person who, at the time the request is made, is not an amateur licensee, the Supplier must not make a callsign recommendation unless the Supplier has obtained:
 - (i) if the person does not have a certificate of proficiency – a copy of an appropriate Australian or foreign qualification held by the person;
 - (ii) if the person has a foreign equivalent to an amateur licence:
 - (A) –a copy of that licence;
 - (B) a certified copy of the page of the person’s passport with the person’s photo; and
 - (C) if that licence is not in English, a certified translation of that licence;
 - (iii) if the person has a foreign qualification:
 - (A) –a copy of that qualification;
 - (B) a certified copy of the page of the person’s passport with the person’s photo; and
 - (C) if that qualification is not in English, a certified translation of that qualification.
- (f) if paragraph (e) applies in relation to a callsign recommendation, the recommendation must state that fact.
- (5) For the purposes of this item, a callsign is **available** if:
 - (a) it has been on the Public List for at least seven working days; and
 - (b) both:
 - (i) it has not been assigned by the ACMA, or any other person nominated by the Customer, to a person; or
 - (ii) it has not been the subject of a callsign recommendation since it was last added to the Public List; and
 - (c) it is not on the Reserve List.
- (6) For every callsign recommendation made by the Supplier to the ACMA, the Supplier must retain a copy of the recommendation and any document prepared for the purpose of making the recommendation for a period of seven years commencing the day the recommendation was made.
- (7) The Supplier must remove a callsign from the Public List upon making a callsign recommendation in respect of that callsign.
- (8) If, after 15 business days (or such longer time as notified by the ACMA) from giving a callsign recommendation to the ACMA, neither the ACMA nor the Customer notifies the Supplier that the callsign the subject of the

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callsign recommendation has been assigned, the Supplier must return that callsign to the Public List. For the purposes of this subitem, notification may take any form.