



COMMUNITY
BROADCASTING
ASSOCIATION OF
AUSTRALIA

REQUEST FOR TENDER

Broadcast Technologist Services – Sydney Community Radio Stations

Contract Type: Independent Contractor Agreement

Duration: 12 months (1 March 2026 – 28 February 2027) with option to renew for up to 2 years

(3 years total)

Location: Sydney metropolitan area (4 community radio stations)

ABN Required: Yes

1. BACKGROUND

The Community Broadcasting Association of Australia (CBAA), in partnership with four Sydney-area community radio stations, seeks an experienced Broadcast Technologist to provide comprehensive technical support services across multiple station sites.

This role provides critical technical infrastructure support to ensure reliable broadcast operations for community radio stations serving diverse audiences across Sydney. While the project currently involves a partnership with four stations, it may expand to include support for up to six community broadcasting services as sector needs evolve.

2. SCOPE OF SERVICES

The successful contractor will provide the following services to participating stations:

Technical Planning & Assessment

- Conduct technical assessments for each participating station to determine service tier requirements
- Develop and maintain an equitable technical support schedule in consultation with CBAA and stations
- Create technology replacement and upgrade plans

Maintenance & Support

- Regular preventive maintenance of broadcasting and audio equipment
- Remote and on-site technical troubleshooting
- Emergency response to critical broadcast failures
- Equipment fault diagnosis and resolution

Technical Upgrades & Solutions

- Provide advice and recommendations on equipment and system upgrades
- Implement technical upgrades with minimal operational downtime
- Ensure compliance with ACMA technical requirements

Training & Documentation

- Deliver technical training to station staff and volunteers
- Develop training materials and documentation
- Support development of station self-sufficiency in basic technical operations

Reporting

Monthly: Work delivered, maintenance activities, issues resolved, upcoming scheduled work

6-Monthly: Performance review, successes/challenges, expenditure report

Annual: Comprehensive review including technology replacement recommendations

3. SERVICE LEVEL AGREEMENT

Work allocation operates on a tiered response system:

Tier	Issue Type	Response Time
1 - Critical	Broadcast failure/inoperable services	Within 2 hours
2 - High	Infrastructure upgrades, urgent maintenance	Within 4 hours
3 - Moderate	Regular maintenance, minor upgrades, training	Within 3 days
4 - Low	Preventive maintenance, advanced training	Within 10 days

Time Allocation: Approximately 15 days per month divided between participating stations and administrative duties. Emergency call-outs are managed within the monthly allocation with flexibility between stations.

4. ESSENTIAL REQUIREMENTS

Qualifications & Experience

- Demonstrated experience in broadcast transmission systems and studio equipment
- Proven track record in broadcast technical support (minimum 3-5 years preferred)
- Experience with community broadcasting sector (highly desirable)

Technical Competencies

- FM transmitters, exciters, and RF systems
- Studio mixing consoles and audio processors
- Broadcast automation systems (e.g., Zetta, Myriad, RadioBOSS)
- Audio codecs and IP audio delivery systems
- Studio-to-transmitter links (STL)
- IP networking for broadcast applications
- Ability and compliance to work safely at heights and with high voltage equipment

Insurance Requirements (Mandatory)

- Professional Indemnity Insurance: Minimum \$1 million per occurrence
- Public Liability Insurance: Minimum \$10 million per occurrence
- Workers Compensation Insurance: As required by NSW legislation
- Certificates of currency must be provided upon request

Other Requirements

- Valid NSW Driver's License
- Current ABN registration
- Own tools and test equipment (specified equipment to be negotiated)

5. CONTRACTOR OBLIGATIONS

- Provide services in a diligent and professional manner with appropriate skill and care
- Provide 2 weeks' notice if unable to deliver scheduled services
- Maintain confidentiality of station information and CBAA data
- Comply with privacy legislation regarding personal information
- Maintain required insurances throughout contract term
- Invoice monthly with payment within 14 days

6. INDICATIVE BUDGET

The total contract value is expected to be in the range of:

Base Fee: Approximately \$116,000 + GST per annum

Additional Fixed Allowances:

- Travel or other expenses: \$16,000 + GST per annum
- Insurance, equipment and tools: \$10,000 + GST per annum
- Training materials: \$3,000 + GST per annum

Total Package: Approximately \$145,000 + GST per annum

Note: Tenderers should provide their proposed fee structure based on the scope of services outlined.

7. SUBMISSION REQUIREMENTS

Interested contractors must provide:

1. Company/Contractor Details

- ABN and business structure
- Contact details for primary representative

2. Capability Statement (maximum 3 pages)

- Relevant broadcast engineering experience
- Experience with community broadcasting (if applicable)
- Specific equipment and systems expertise
- Approach to multi-site technical support

3. Qualifications & Certifications

- Other relevant technical qualifications
- Training or assessment certifications

4. Fee Proposal

- Proposed annual base fee (+ GST)
- Breakdown of additional fixed costs
- Any assumptions or exclusions

5. Insurance Evidence

- Proof of current insurance policies meeting requirements above
- Confirmation of ability to maintain throughout contract term

6. Professional Referees

- Contact details for two professional referees from broadcast-related work

7. Availability

- Proposed commencement date
- Notice period from current commitments
- Any planned unavailability in next 12 months

8. SELECTION CRITERIA

Tenders will be assessed on:

- Technical qualifications and relevant broadcast engineering experience (40%)
- Understanding of the radio broadcasting environment and needs (20%)
- Value for money and clarity of fee structure (20%)
- Professional references and demonstrated reliability (10%)
- Insurance compliance and availability (10%)

9. CONTRACT TERMS

- **Term:** 12 months with option to renew annually for up to 2 years (3 years total).
- **Notice Period:** 8 weeks by either party (or as negotiated)
- **Termination:** CBAA reserves right to terminate with immediate effect for serious misconduct, material breach, or failure to maintain required insurances
- **IP Rights:** All intellectual property created during services vests in CBAA
- **Jurisdiction:** NSW law applies

10. TIMELINE

- **Tender Opens:** 1/12/2025
- **Closing Date:** 5:00 PM AEDT, Friday 23 January 2026]
- **Shortlist Interviews:** Week of February 2nd 2026
- **Contract Award:** February 27th 2026
- **Proposed Commencement:** 2 March 2026 (or as negotiated)



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11. ENQUIRIES AND SUBMISSIONS

Technical Enquiries:

Jeremy Graham
DAB+ Service Development Manager
Email: jeremy.graham@cbaa.org.au
Phone: 02 9318 9607

Tender Submissions:

Email: jeremy.graham@cbaa.org.au
Subject: TENDER – Broadcast Technologist Services Sydney

About CBAA: The Community Broadcasting Association of Australia is the national peak body for community broadcasting, representing over 350 community radio and TV stations across Australia, including independent stations serving diverse communities in Sydney.