

Application for renewal of a community radio broadcasting licence (in the broadcasting services bands)

Lodgement information

- This form does not apply to remote Indigenous broadcasting licences.
- Print clearly. Illegible, unclear or incomplete application details may delay processing.
- Please read all documents in the information kit before completing this form.

Important Notes

- As the ACMA is required to Gazette the fact that an application for the renewal of a licence has been made, the ACMA will publish the names and contact details of applications received on the ACMA's website on a monthly basis. Interested persons may then contact the relevant licensee directly.
- In considering any application for the renewal of a community radio broadcasting licence, the ACMA conducts an assessment against the matters at section 84(2) of the *Broadcasting Services Act 1992*.
- **Please note that giving the ACMA false or misleading information – including information that may be misleading due to omission – is a serious offence.**
- Notes relevant to community radio broadcasting licences are at the end of this form.

Appendices to this form

- Licensees must attach supporting documents to this form as a series of appendices. Please label each appendix to match the corresponding question. For example:
 - A document in support of an answer to **Question 7** should be marked Appendix 7.

Further information

- For queries about completing this form, contact the Community Broadcasting Group on (02) 9334 7922.

Where to send this form

- It is preferable that wherever possible, soft copies of this form and all attachments be sent to:

The Manager
Community Renewals and Investigations Section
Australian Communications and Media Authority
PO Box Q500
Queen Victoria Building NSW 1230
Fax: (02) 9334 7799
Email: communitybroadcasting@acma.gov.au

Please note that the ACMA does not routinely acknowledge applications received.

Section 1: Licensee details

1. Licensee company name and ABN [ Please attach copy of registration and constituting documents as APPENDIX 1]

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2. Company's registered address and public officer's contact details

NAME
ADDRESS
TELEPHONE
FAX
MOBILE
EMAIL

3. Preferred address and person to contact for processing of application

NAME
ADDRESS
TELEPHONE
FAX
MOBILE
EMAIL

4. Names and Positions of Company Directors/Office Holders


1.	2.
3.	4.
5.	6.

Section 2: Community interest and service

5. What community interest does the licensee represent? [Please tick one]

General

Other (Please specify)

6. Please indicate whether the licensee wishes to change its community interest. No Yes [ Please attach evidence for request to change community interest as APPENDIX 6] [For further information, see the *Community Broadcasting Guidelines for Request to Change Community Interest*]

7. What is the licensee's call sign and on-air identifier?

Call sign	On-air identifier
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Section 3: Section 84(2) requirements

8. Explain how the service is meeting the existing and perceived future needs of the community within the licence area. (section 84(2)(a))

Supporting information may include:

- relevant research or market surveys conducted by the licensee (including methodology)
- the most recent copy of an actual weekly program schedule listing the programs provided, including whether the program was locally produced or purchased and, if so, from whom
- a list of programs that were provided which were not being provided by existing broadcasters in the licence area
- how the programs are meeting the needs and interests of the community in the licence area (include a list of the community services and/or community sector organisations for which community service announcements and community information material were broadcast during the week selected for the program schedule)

- procedures for the development of quality new programs that meet evolving community needs for local information and entertainment
- programming policies to ensure program diversity and to avoid favouring programming specific to particular groups, for example, ethnic or religious
- the proportion of airtime filled by locally-sourced programming (purchased versus free airtime for community use), externally-sourced programming, and left vacant (express proportions as a percentage of 168 hours)
- if filler programs are used, what is the ratio of filler programs to other programming
- numbers of subscribers, financial members and volunteers, if available, indicating the numbers residing within and outside the licence area (if membership is based on group representation, please provide details of those groups)
- evidence of the measures that the licensee has taken or intends to take to encourage the community in the licence area to participate in the operations of the service and in the selection and provision of programming, including:
 - a) promotions of the service and programming through the local media, publications, internet and on-air announcements
 - b) membership drives that show a healthy level of participation by members of the community as subscribers, financial members or volunteers, including of relevant groups if membership is through group representation
 - c) collaboration with local community organisations, including in community events and training programs
 - d) the establishment of committees that show community involvement in decision-making in a range of areas.



ATTACH AS APPENDIX 8

9. Describe the nature and diversity of the interests of the community within the licence area. (section 84(2)(b))

Provide the following:

- ABS statistics, for example, community profile and demographics
- relevant research or market surveys conducted by the licensee (including methodology)
- information on the demographic and socio-economic characteristics of the licence area, for example, sourced from State publications
- the specific needs and interests of the local community, for example, sourced from material produced by local councils in the licence area.



ATTACH AS APPENDIX 9

10. Explain how the nature and diversity of the service is distinguished from other broadcasting services (including national broadcasting services) available within the licence area. (section 84(2)(c))

Provide evidence of distinguishing factors from other broadcasting services, including in the areas of:

- information provision
- entertainment
- cultural relevance.



ATTACH AS APPENDIX 10

11. Describe the capacity of the licensee to provide the service. (section 84(2)(d))

The capacity of the licensee includes:

- the management, financial and technical capacity to provide the service
- the capacity of the licensee to comply with licence obligations.

11a) **Management**

Provide the following:

- a diagram setting out details of the organisational structure, showing the elected and appointed positions, board and committee positions, and the relationships between them
- details of relevant management skills and the experience that each elected and appointed person brings to the service
- a list of paid staff and unpaid volunteer positions, indicating the salary for each paid position
- strategies for attracting and retaining subscribers, financial members and volunteers, including of relevant groups if membership is through group representation
- any schedule of fees of membership and access to airtime (include copies of relevant forms)
- a diagram showing how decisions are made on:
 - a) requests for airtime and
 - b) audio recordings provided by a member of the community or a representative group
- minutes of meetings of the last two AGMs and most recent annual report
- a training program, if training is provided
- written corporate governance policies and procedures.



ATTACH AS APPENDIX 11A

11b) **Financial**

Provide the following:

- audited financial statements for the past two years (if company is not required to audit accounts, unaudited financial statements should be provided)
- estimates of the funds required to provide the service and their source

- a plan detailing actions to be taken if the funds to provide the service are not forthcoming
- a five-year business plan accompanied by a five-year budget (a licence is renewed for five years)
- copies of sponsorship arrangements, including letters from potential sponsors showing the amount and duration of sponsorship agreements
- copies of other funding arrangements, including letters from potential donors and subscribers showing the amounts and duration of support.



ATTACH AS APPENDIX 11B

11c) **Technical** (please check the technical specifications for the licence)

Provide the following:

- a list of actual technical operating specifications, including transmitter site, maximum effective radiated power (ERP), antenna radiation pattern, antenna polarisation and antenna height
- details of studio location and, if applicable, details of studio-to-transmitter link (STL) and transmission backup
- a list of times the service was off-air during the current licence period, including dates, durations and reasons
- details of operational and management plans to ensure the licensee is meeting its technical specifications
- the technical skills and expertise that are available to enable the licensee to provide a service that complies with technical specifications
- names of members and/or employees who have technical experience, the work they do and the training they have undertaken
- copies of relevant technical training certificates for members and/or employees
- copies of letters from individuals and/or organisations detailing their agreement to provide technical advice and support
- copies of agreements and/or contracts with providers of technical and transmission equipment.



ATTACH AS APPENDIX 11C

12. Is any one person in a position to exercise control of more than one community broadcasting licence that is a broadcasting services bands licence in the same licence area? (section 84(2)(e))

Provide the following:

- list of persons such as directors, station managers and program coordinators of the licensee involved with other community broadcasting services in the licence area and details of their involvement
- details of arrangements with other community broadcasting services in the licence area, including:
 - a) contracts and/or agreements with other community broadcasting services in the licence area, setting out actions to be taken by the licensee on behalf of those other community broadcasting services
 - b) contracts and/or agreements of sponsorship, programming and/or other funding arrangements with other community broadcasting services in the licence area
 - c) contracts and/or agreements with members (particularly directors) and/or employees (particularly stations managers) of other community broadcasting services in the licence area, setting out actions to be taken by them for the licensee
 - d) copies of contracts and agreements.



ATTACH AS APPENDIX 12

13. Is the Commonwealth, a State, a Territory or a political party in a position to exercise control of the community broadcasting licence? (section 84(2)(f))

Provide the following:

- list of persons such as directors, station managers and program coordinators involved with an agency of the Commonwealth, a State, a Territory or a political party and details of their involvement
- details of arrangements with the Commonwealth, a State, a Territory or a political party including:
 - a) contracts and/or agreements with an agency of the Commonwealth, a State, a Territory or a political party, setting out actions to be taken by the licensee on behalf of that agency
 - b) contracts and/or agreements of sponsorship, programming and/or other funding arrangements with an agency of the Commonwealth, a State, a Territory or a political party
 - c) contracts and/or agreements with members, employees, contractors and/or volunteers in the employ of any agency of the Commonwealth, a State, a Territory or a political party, setting out actions to be taken by them for the licensee
 - d) copies of contracts and agreements.



ATTACH AS APPENDIX 13

Section 4: Certification of application

This application for the renewal of community radio broadcasting licence held by:

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(Company name)

is made on:

Day	Month	Year
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With the authority of the board of directors of the licensee company

Presiding member of the board of directors of the licensee company:

SIGNATURE
PRINT NAME
TITLE

Secretary or Public Officer:

SIGNATURE
PRINT NAME
TITLE

NOTES

Community radio broadcasting licences

Applications

Under section 90(1A) of the *Broadcasting Services Act 1992*, an application for renewal must be made no earlier than one year before the licence is due to expire, but no later than the earlier of the following times:

- (a) 26 weeks before the licence is due to expire;
- (b) a time that is notified in writing to the licensee by the ACMA.

A time that is notified by the ACMA (under paragraph 90(1A)(b)) must be at least 4 weeks after the day on which it is notified to the licensee.

Applications should contain sufficient relevant information to enable the ACMA to conduct an assessment against the considerations at section 84(2) of the *Broadcasting Services Act 1992*:

In deciding whether to allocate a community broadcasting licence that is a broadcasting services bands licence to an applicant or to one of a group of applicants, the ACMA is to have regard to:

- (a) the extent to which the proposed service or services would meet the existing and perceived future needs of the community within the licence area of the proposed licence; and
- (b) the nature and diversity of the interests of that community; and
- (c) the nature and diversity of other broadcasting services (including national broadcasting services) available within that licence area; and
- (d) the capacity of the applicant to provide the proposed service or services; and
- (e) the undesirability of one person being in a position to exercise control of more than one community broadcasting licence that is a broadcasting services bands licence in the same licence area; and
- (f) the undesirability of the Commonwealth, a State or a Territory or a political party being in a position to exercise control of a community broadcasting licence.

The ACMA may refuse to renew the licence if, having regard to those statutory considerations, it considers that it would not allocate such a licence if it were deciding whether to allocate the licence to the licensee (section 91(3) of the *Broadcasting Services Act 1992*).

Community broadcasting services

Community broadcasting services are defined in section 15 of the *Broadcasting Services Act 1992* as broadcasting services that:

- (a) are provided for community purposes; and
- (b) are not operated for profit or as part of a profit-making enterprise; and
- (c) that provide programs that:
 - (i) are able to be received by commonly available equipment; and
 - (ii) are made available free to the general public; and
- (d) comply with any determinations or clarifications under section 19 in relation to community broadcasting services.

Community broadcasting licences remain in force for five years.

Compliance requirements

Community radio broadcasting licensees are required to comply with the licence conditions set out in Parts 1, 2 and 5 of Schedule 2 to the *Broadcasting Services Act 1992*, as well as the *Community Radio Broadcasting Codes of Practice*.

Apparatus licences

The ACMA also issues an apparatus licence to the licensee to enable the community radio broadcasting service to be provided. An apparatus licence is issued under the *Radiocommunications Act 1992* and is also subject to licence conditions.