

POSTCODE

14. Provide the address for service of documents under the relevant federal, state or territory legislation under which the organisation is incorporated or registered.

THIS WILL BE EITHER:

- (I) THE REGISTERED OFFICE
- (II) THE ADDRESS REGISTERED FOR SERVICE OF DOCUMENTS OR
- (III) THE NAME AND ADDRESS OF THE PUBLIC OFFICER.

15. Provide the address of the principal office, head office or principal place of business.

16. Provide telephone and fax numbers. Indicate whether these are private or business numbers. PRIVATE NUMBERS WILL NOT BE MADE PUBLIC.

TELEPHONE
FACSIMILE
MOBILE
EMAIL

17. Provide the physical address, if known of the proposed broadcasting studio.

POSTCODE

Section 4: Reason for transfer

18. What is the reason for transferring the licence? PROVIDE EVIDENCE RELATING TO THE PROPOSED TRANSFER AS ATTACHMENT Q18.

- YES NO

19. What community interest did the current licensee represent at the time the licence was allocated or last renewed? (WHICHEVER IS THE LATEST)

20. Has or does the transferee propose to pay or give some form of consideration to acquire the licence?

- YES NO

21. Does the transferee intend to represent the same community interest as the current licensee?

- YES NO

22. Are the objects of the transferee company in its constitution the same as the objects of the licensee? PROVIDE A COPY OF THE CONSTITUTIONS OF THE LICENSEE AND THE TRANSFEREE AS ATTACHMENT Q22.

- YES NO

23. Is it expected that the members of the transferee will be the same persons who are members of the licensee?

- YES NO

If yes, explain how members of the licensee may become members of the transferee.

24. Will the committee of management of the transferee be elected in the same manner and by the same persons as the committee of management of the licensee?

PROVIDE DETAILS OF ANY CHANGES AS ATTACHMENT Q24.

- YES NO

25. Is it expected that the persons currently involved in the operations of the service by the licensee will continue to be involved in the service following transfer of the licence?

PROVIDE DETAILS OF ANY CHANGES AS ATTACHMENT Q25.

- YES NO

26. Will decisions about the operations of the service be made in the same way as the current licensee?

PROVIDE DETAILS OF ANY CHANGES AS ATTACHMENT Q26.

- YES NO

27. Is it expected that the transferee will have the same management capacity as the licensee to provide the service?

PROVIDE DETAILS OF ANY CHANGES AS ATTACHMENT Q27.

- YES NO

28. Will the assets of the licensee be transferred to the transferee?

PROVIDE A COPY OF ANY CONTRACT, DEED OR OTHER INSTRUMENT THAT FACILITATES THE TRANSFER OF ASSETS FROM THE LICENSEE TO THE TRANSFEREE.

- YES NO

29. Is it expected that the transferee will have access to the same sources of funds used by the licensee to provide the service?

PROVIDE DETAILS OF ANY CHANGES AS ATTACHMENT Q29.

- YES NO

30. Is it expected that the transferee will have the same financial capacity as the licensee to provide the service?

PROVIDE DETAILS OF ANY CHANGES AS ATTACHMENT Q30.

- YES NO

31. Will the nature of the programming to be provided by the service be the same as the programming provided by the current licensee?

- YES NO

32. Will decisions be made about the programs that are to be broadcast on the service in the same way as the current licensee?

- YES NO

PROCEED TO SECTION 10 IF YOU HAVE ANSWERED YES TO QUESTIONS 21 TO 32.

Section 5: Transferee company structure

33. What are the objects or aims of the transferee's company?

34. Provide a copy of the transferee's membership application form, membership numbers (including a list of the names and addresses of members) as Appendix Q34.

YES NO

34(a). How many of these are financial members?

(PLEASE ADVISE IF YOU WISH THE NAMES AND ADDRESSES OF MEMBERS TO BE KEPT CONFIDENTIAL).

34(b). What is the current membership fee?

--

35(a). Provide a list of the current members of the board of directors or committee of management (as appropriate), including their positions. List positions yet to be filled as vacant positions. PROVIDE AS APPENDIX 35.

YES NO

35(b). Indicate on the list provided as Appendix 35 the names of any other office bearers and their positions.

YES NO

35(c). Indicate how members and/or volunteers join committees and/or sub-committees.

35(d). How often do the committees/sub-committees meet?

36. How does the transferee appoint office bearers?

37(a). Provide a chart, as Appendix Q37(i), showing details of the transferee's organisational structure illustrating all relationships between the structures.

YES NO

37(b). Describe the reporting mechanisms and decision making powers of the organisational structure in Appendix Q37(ii).

37(c). Provide details of any positions held by employees and volunteers. Include any duty statements as Appendix Q37(iii).

38. If the transferee is an existing broadcaster, provide copies of the minutes of annual and special general meetings for the last five years or since registration or incorporation.

(WHICHEVER IS THE EARLIER).

YES NO

39 (a). Who will be responsible for the day-to-day running of the broadcasting service?

39(b). What authority will this person or body have for making decisions?

39(c). How will this person or body be appointed and to whom will they report?

40. What measures will be put in place to ensure that the service will be operated on a non-profit basis?

48. Will the service be provided free to the general public?

YES NO

49. What are the proposed initial hours of operation of the service?

INDICATE WHETHER AND HOW THE HOURS OF OPERATION OF THE SERVICE ARE EXPECTED TO INCREASE OVER A PERIOD OF TIME.

Section 8: Programming

50. Provide a proposed program schedule for one week. Identify the dates covered by the schedule and show the day and broadcast time for each program.

PROVIDE YOUR RESPONSE AS APPENDIX Q50.

YES NO

51. Provide a brief description of the content of each program broadcast during the sample week selected at Question 40.

PROVIDE YOUR RESPONSE AS APPENDIX Q51.

YES NO

52. Does the transferee propose to rebroadcast any commercially sourced programming?

IF YES, PLEASE PROVIDE DETAILS OF SUCH PROGRAMS AND EXPLAIN HOW THE TRANSFEREE ENSURES COMPLIANCE WITH ACMA'S SPONSORSHIP GUIDELINES.

PROVIDE YOUR RESPONSE AS APPENDIX Q52.

YES NO

53. In the table below, estimate as accurately as possible the amount of time spent broadcasting talk-based and music programming from various sources selected at Question 50.

TO COMPLETE THIS TABLE, IT IS NOT NECESSARY TO CALCULATE MUSIC BREAKS IN TALK PROGRAMS, OR TALK BREAKS IN MUSIC PROGRAMS. FOR MAGAZINE-STYLE PROGRAMS WHERE THERE IS MIXED TALK AND MUSIC CONTENT, ESTIMATE THE AVERAGE TALK/MUSIC SPLIT AND ALLOCATE THE AMOUNT OF TIME ACCORDINGLY. INDIVIDUAL SUB-TOTALS SHOULD ADD UP TO THE TOTAL HOURS BROADCAST FOR THE WEEK SELECTED. FOR EXAMPLE, A STATION THAT BROADCASTS 24 HOURS A DAY, 7 DAYS A WEEK IS BROADCASTING FOR A TOTAL OF 168 HOURS.

FORMAT	PROGRAM ORIGIN	HOURS:MIN SELECTED WEEK
Talk-based (INCLUDING SPOKEN WORD, NEWS, AND CURRENT AFFAIRS)	Local (RECORDED LOCALLY OR PRODUCED BY YOUR STATION)	:
	National syndication (PRODUCED BY OTHER AUSTRALIAN STATIONS— INCLUDES CONTENT FROM A SATELLITE SERVICE)	:
	International syndication (INCLUDES CONTENT FROM A SATELLITE SERVICE)	:
Sub-total talk	All talk-based programs	:
Music	Local (RECORDED BY YOUR STATION AND PERFORMED OR COMPOSED BY AN AUSTRALIAN)	:
	Australian (PERFORMED OR COMPOSED BY AN AUSTRALIAN— EXCLUDES RECORDINGS MADE BY YOUR STATION)	:
	Overseas (PERFORMED OR COMPOSED BY A NON-AUSTRALIAN)	:
Sub-total music	All music programming	:
Total hours broadcast	Total hours broadcast	:

54. Describe how the programs proposed would meet the needs and interests of the community to be served.

PROVIDE EVIDENCE IN SUPPORT OF THIS CLAIM AS APPENDIX Q54.

YES NO

55. Does the transferee have a programming policy or guidelines?

IF YES, PLEASE INCLUDE A COPY AS APPENDIX Q55.

YES NO

Section 9: Capacity to provide the proposed services

FINANCIAL CAPACITY TO PROVIDE THE PROPOSED SERVICE

NOTE: WHEN MAKING FINANCIAL ESTIMATES PLEASE ASSUME ZERO INFLATION AND USE COSTS THAT ARE CURRENT AT THE TIME OF APPLICATION.

56(a). Provide details of the estimated income of the proposed service using the categories and format shown below:

56(b). Provide evidence supporting your estimates in question 56(a) and detail any assumptions you have made including proposed sponsorship rates, if available.

PROVIDE EVIDENCE AS APPENDIX Q56.

YES NO

REVENUE CATEGORY	YEAR 1 (\$)	YEAR 2 (\$)	YEAR 3 (\$)
Government sources			
Community sources			
Business sources			
Donations:			
- community			
- personal			
- business			
Grants:			
- government			
- non-government			
- members			
Subscriptions:			
- members			
- subscribers			
Sale of air/program time			
Newsletter program guide:			
- sales			
- sponsorship revenue			
Other sales (T-SHIRTS ETC)			
Promotions/fundraisers (CONCERTS, FUNCTIONS)			
Sponsorship announcements			
Contra deals			
Hire of facilities (E.G. OB VAN)			
Miscellaneous			
Other (SPECIFY)			
Total estimated income			

57. Provide evidence of services, facilities, staff and equipment provided without charge, or at a subsidised rate by other institutions or organisations (e.g. rent-free premises; station manager's salary paid by another institution) and estimate the actual costs borne by other organisations.

TECHNICAL CAPACITY TO PROVIDE THE PROPOSED SERVICE

64. Provide details of the qualifications and/or relevant experience of proposed technical staff as Appendix Q64.

YES NO

65. Does the transferee intend to operate the service in accordance with the technical specifications of the related transmitter licence?

IF NOT, PLEASE PROVIDE EVIDENCE REGARDING THE PROPOSED CHANGES YES NO AS APPENDIX Q65.

YES NO

MANAGEMENT CAPACITY TO PROVIDE THE PROPOSED SERVICE

Community participation

66. Will members of the community of interest for the service have access to the transferee's decision-making processes?

IF SO, HOW? PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE.

67. What, if any, measures will be taken to encourage community access and participation in the day-to-day operations of the proposed service and the selection and provision of programs?

Management experience / involvement in the community

Provide details of the management skills and experience to be brought to the service which is relevant to providing a community radio service.

IN YOUR RESPONSE, MAKE REFERENCE TO THE DUTY STATEMENTS PROVIDED UNDER QUESTION 37(C).

Staffing details

69. Provide a total breakdown of proposed staffing for the first year of operation, listing proposed staff titles within each of the categories listed below.

CATEGORY	Paid staff 1 (\$)		Volunteers (\$)		Total (\$)
	Full time	Part time	Full time	Part time	No.
Programs (E.G. COORDINATORS, ANNOUNCERS, PANEL OPERATORS ETC)					
Administration and sponsorship (E.G. STATION MANAGER, ACCOUNTANT, OFFICE STAFF, SPONSORSHIP REPRESENTATIVE)					
Technical (E.G. TECHNICAL AND MAINTENANCE STAFF RESPONSIBLE FOR STUDIO AND TRANSMISSION EQUIPMENT)					
Totals					

70. Indicate any changes to the organisation's staff numbers planned for years 2 and 3 of operation.

Compliance with the licence conditions and codes of practice

71. How does the transferee intend to ensure compliance with the Broadcasting Services Act 1992 and the conditions of the licence?

72(a). Describe the operational measures and in-house policies the transferee would enforce to ensure compliance with the codes of practice if the licence were allocated.

72(b). Describe how the transferee proposes to handle comments and complaints about its service from members of the public.

Section 10: Control of the licence

73. If the licence were allocated to the transferee would it, or any person associated with the transferee, be in a position to exercise control of more than one community broadcasting licence which is a broadcasting services bands licence in the same licence area?

74. If the licence were allocated to the transferee would the Commonwealth, a state or territory, or a political party be in a position to exercise control of the licence?

Section 11: Other matters

75. Provide details of any other matters relating to the operation of the service that the transferee would like the ACMA to take into account when considering its application.

76. Provide a list of appendixes to the application.

Section 12: Certification of application for transfer

This application is made on:

DAY	MONTH	YEAR
-----	-------	------

By (licensee name):

SURNAME
GIVEN NAME
TITLE

To transfer the community broadcasting licence in the licence area plan:

LICENCE AREA PLAN
SERVICE LICENCE NUMBER

To:

SURNAME
GIVEN NAME
TITLE

With the authority of the committee or board of the LICENSEE company:

SIGNATURE	DATE
PRINT NAME	
POSITION IN ORGANISATION (IF APPLICABLE)	

SIGNATURE	DATE
PRINT NAME	
POSITION IN ORGANISATION (IF APPLICABLE)	

And with the authority of the committee or board of the TRANSFEREE company:

SIGNATURE	DATE
PRINT NAME	
POSITION IN ORGANISATION (IF APPLICABLE)	

SIGNATURE	DATE
PRINT NAME	
POSITION IN ORGANISATION (IF APPLICABLE)	