



**Australian
Communications
and Media Authority**

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Explanatory Notes for HDTV Reporting Forms ACMA B71 and ACMA B73

Commercial TV

The form

The ACMA has approved a form for reporting HDTV quota material as an Excel spreadsheet with mandatory fields. The top level fields identify the form name, the dates for the reporting period, the licence number of the licensee, the category of the licence, the type of licence and the licence area of licence. Apart from the dates for the reporting period (the ‘from’ and ‘to’ columns), the information in these columns will remain the same for every report.

What must be reported?

In accordance with the requirements of the regulations, the information about HDTV television programs must be broken down into monthly figures.¹ The form has the calendar months listed down the left hand column of the form. Each column across the page requires a number (duration) to be recorded against the relevant month. If there is no positive number to report, a zero must be recorded in the relevant column. The column headings have the following meanings.

- **‘HDTV hours per month’** – the total number of hours of high definition television programs broadcast for that month.
- **‘HDTV hours in prime time per month’** – the total number of hours of high definition television programs, broadcast between 6.00 pm to 10.30 pm on a day, for that month.²
- **‘Total duration of HDTV programs containing archival material’** – the total number of hours of high definition television programs broadcast that month which contain material originally produced before 1 July 2003 which would not otherwise satisfy the requirements for an HDTV program.³
- **‘Total duration of archival material per month in HDTV’** – the total amount of archival material contained in HDTV programs broadcast that month.
- **‘Highest no. of minutes of archival material in any one program’** – the number of minutes of archival material broadcast in the program which had the highest number of minutes of archival material broadcast for that month.⁴
- **‘Total minutes of program specified in previous column’** – the duration of the HDTV program which contained the highest number of minutes of archival material as specified in the previous column.⁵

¹ ‘High definition television program’ is defined in clause 37L(1) of Schedule 4 to the *Broadcasting Services Act 1992*.

² ‘Prime viewing hours’ (called ‘prime time’ on the form) has the meaning given in clause 37M of Schedule 4 to the *Broadcasting Services Act*.

³ ‘Archival material’ is defined in clause 37L(3) of Schedule 4 to the *Broadcasting Services Act*.

⁴ A broadcaster is not permitted to have more than an ‘insubstantial amount’ of archival material in any one HDTV program.

⁵ The final two columns are designed to allow the ACMA to calculate the proportion of archival material in the program.

When must the broadcaster report?

A broadcaster must report to the ACMA every six months in a calendar year. The first six month report will generally be from 1 January to 30 June inclusive (the interim report). The interim report must be submitted to the ACMA within 30 days of the reporting period (i.e. 30 July).

Broadcasters must submit a consolidated report for the full 12 month calendar period (1 January to 31 December) annually (the consolidated report). The consolidated report must be submitted to the ACMA within 30 days of the reporting period (i.e. 30 January of the following year).

Where a broadcaster's 'phase-in day' (marking the commencement of the reporting period) commences other than on 1 January in a year, broadcasters may satisfy the annual quota for the remaining part of the calendar year on a pro-rata basis. If the 'phase-in day' is in the last 3 months of a calendar year, the broadcaster may satisfy the quota on a pro-rata basis over a period of up to 15 months.⁶

⁶ 'Phase-in day' is the last day of a 'Phase-in period' – explained in clause 37E(2A) & (2B) of Schedule 4 to the Broadcasting Services Act (commercial) and clause 37F(2A) & (2B) of Schedule 4 to the Broadcasting Services Act (national).