

3<sup>rd</sup> September 2019

Mei-Lin Bastian  
Community Broadcasting and Safeguards  
ACMA  
Level 5 The Bay Centre  
65 Pirrama Road  
**PYRMONT NSW 2009**  
**RE: ACMA Reference BI-0520**

Dear Mei-Lin

We are in receipt of your letter dated 14<sup>th</sup> August 2019 in regards to " Investigation about community participation in programming at Noosa District Community FM Radio Association"

We appreciate your agreement to our request for an extension of reply in view of us only receiving the letter on 28<sup>th</sup> August 2019. Which was received as an email.

Please find attached all documentation as per requested and listed below –

**Names of member of the Board of Directors for 4NSA and the duration of their terms, including any previous terms – Please see below list of names –**

President – Sibylle Reisch (current)  
Acquired the Chair from resigning President April 2018  
Voted in at AGM as President 1<sup>st</sup> September 2018  
Voted in at AGM Vice President – 16<sup>th</sup> September 2017 to April 2018

Vice President John Watson  
Voted in at AGM 1<sup>st</sup> September 2018 (current)

Youth Rep Voted in at AGM 16 September 2017

Secretary – John Watson – January 2019 (current)

Treasurer – Gisa Weatherill – Voted in AGM September 1<sup>st</sup> 2018

## **General Committee Members**

Barrington Stephenson – March 2018 – September 2018

Voted in September 1<sup>st</sup> 2018 (current)

Greg Dodds  
(Current)

Youth Rep Voted in September 1<sup>st</sup> 2018

General Committee member from  
May 2018 – Sept 2018

Jeff Fisher

February 2018 – September 1<sup>st</sup> 2018

Voted in September 1<sup>st</sup> 2018 (current)

Mark Sutton

Voted in at AGM September 1<sup>st</sup> 2018 (current)

**A diagram of the organisation structure showing the board of directors' subcommittees, staff and volunteers – Copy attached**

**The current constitution – Copy attached**

**Minutes of board of directors' meetings in the last twelve months – Copy attached**

**The number of members and the number of volunteers involved in the service (please specify how many are involved in programming)**

**Membership base at present is**

- 120 members
- On air' programmers 47 with 5 who are 'on air' casually filling in for others and a programming sub committee of 6
- 70 volunteers in total weekly at the radio station
- 10 volunteer receptionists & Admin people
- 3 Sunshine Coast University work experience trainees

**4NSA's current policies for programming, community participation, volunteers and corporate governance. – Copies attached.**

**Information about how 4NSA encourages community participation in programming and evidence of that encouragement –**

Copies attached of interviews conducted by some presenters during this year.

Report from the Community Liaison Officer whose portfolio is an integral role in the encouragement of community participation.

Our "Community Subscriber" category is well supported and offers financial support in exchange for a range of benefits and involvement in 4NSA. Specifically, within the programming content.

**List of Outside Broadcasts conducted in the last year all involving community organisations in the Noosa Shire**

- 21 Summers – our own event – 32 entries – 10 finalists – All local musicians. The youngest only 13 and all given the opportunity to win good money & perform at the J Theatre.
- Noosa Chorale live from the Leisure Centre Noosa with a live audience of 5000 and streamed worldwide.
- Pomona Music Festival – Aired over a 2-day period by Noosa FM in conjunction with the Majestic Theatre Pomona and Pomona Arts Inc. Live from the theatre and also in Stan Topper Park. A Great community liaison between two NFP groups. As was the Noosa Chorale
- Australia Day at the Noosa River & Lyons Park
- Live OB of 80s dance music for xmas
- Booin Gari Festival with First Nations people at Lyons Park on the river at Noosaville
- Cooroy Fusion Festival – Street Festival
- Cooroy Mountain Climb

The program guide hosts 5 morning magazine programs during the week of a 3-hour duration covering many interviews with community groups, servicing community information to the Noosa Shire. Also covering Council notifications, welfare, health & wellbeing and specialised music programs. As per program guides attached.

**The number of programs received by 4NSA in the last 6 months and the number approved.** – 92 received and 92 approved over last 2 program blocks.

**A copy of the weekly program schedule in January and August 2019 and information about any changes.** – Program Block January to May & Program block May to 1<sup>st</sup> September attached.

**If 4NSA has a program committee, the name and term of members, whether any are members, volunteers and/or office bearers.**

*All are members and volunteers of 4NSA*

Program Coordinator – Alison Hadfield April 2018 – 1<sup>st</sup> Sept 2018

Program Coordinator – Alison Hadfield 1 Sept 2018 – 21 September 2019

### **Programming Sub Committee –**

Alison Hadfield – Program Coordinator – April 2018 to present

Greg Dodds – Youth Rep –Presenter / Trainer 1 Sept 2018

Sibylle Reisch – President – Presenter / Trainer 1 Sept 2018

Vicki Riley – Librarian – Presenter / Trainer – 2017 current

Len Tylor – Presenter – 2017 - current

Wayne Carlson Presenter 2017 – current

Other participants this year for production – Debbie Noyak, John Schluter, Rob Ruger.

### **Information about the how the program committee is appointed, how often it meets, its functions, the criteria used to assess program proposals. –**

- The program committee is formed by “expressions of interest” sourced from members & volunteers by a registration or email process.
- The committee meets prior to the commencement of each program block to confer and set the forthcoming program block. There are 3 program blocks a year. There is also a minimum of 2 presenter / volunteer meetings a year.
- Its functions are to discuss & implement program policy with good governance for a smooth running of the airwaves of Noosa FM including fair and ethical quality control of the airwaves in adherence with its prescribed licence conditions. To ensure NFM adheres to the CBAA & ACMA Codes of Practice and its own programming policies and codes of practice. To refer serious issues to the Management Committee via the Program Coordinator.

- The criteria used to assess program proposals

#### **TO PRESENT A PROGRAM ON NOOSA FM**

A person must be a member of the Association

Must complete the ‘in house’ NFM training course or be qualified under “recognition of prior learning” through an assessment process but must still partake in an ‘orienteeing’ course to familiarise themselves with the Association.

Following an assessment process or when they have completed their training program which runs for 6 weeks, they can then apply for a program on Noosa FM by filling in a program application form. During their first block on air they are allocated a ‘buddy’ to assist them with a smooth transition to live presenting.

See attached. Program Committee meeting minutes, x 2 program guides as per your request, Presenter / Volunteer meeting minutes 2018 and all program policies.

**Diagram showing the steps for processing a program proposal from the time a program proposal is received to the time it is included in the program schedule for broadcast.** – See attached. *On the diagram, who is making the decision at each step, program manager (name), station manager (name), management committee (names).*

Any comments that 4NSA may wish to submit on compliance with the relevant licence condition.

We hope that the information supplied to you is sufficient. Having done this process we ourselves consider that 4NFM adheres to all ACMA & CBAA codes of practice and we were surprised to have received this letter requesting information in regards to our governance. We are also concerned that no information has been supplied to us in regards to the type/s of complaint/s that have been made against our Association and having requested verbally more information about the complaint now request in writing with this submission that we be given information from ACMA on who made the complaint/s. What the complaints were about, were they public or from a current or former member of the station. At least with that information we can clarify 4NSAs situation.

We thank you for granting us an extension of time to reply to your request and look forward to communicating with you in the near future.

Regards



Sibylle Reisch  
President  
**NOOSA FM**