

TE MANATŪ TAONGA

MINISTRY FOR CULTURE AND HERITAGE

**NON-COMMERCIAL RADIO
(Frequency – Location)**

**EXPRESSION OF INTEREST
INFORMATION PACK**

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1. Expression of Interest Information and Instructions

i) Introduction

In 2001, the Government approved its non-commercial broadcasting policy. The Ministry for Culture and Heritage is now seeking to identify those organisations that are interested in, and eligible to receive, the licence for the frequency (***frequency***) in (***location***), which is reserved for non-commercial radio broadcasting.

The first step in this process is to call for Expressions of Interest from organisations that wish to be considered for receipt of this licence. The following information sets out the process and instructions for respondents when lodging an Expression of Interest.

ii) Timing and Receipt of Expression of Interest

To be eligible for consideration all Expressions of Interest must be received by (***time***) on (***day***),(***date***), and must be received at:

Ministry for Culture and Heritage
Level 5
Radio New Zealand House
155 The Terrace
WELLINGTON

iii) Contact for Further Information

For any further information or clarification of the details required in the Expression of Interest, please contact:

(***name***) (Advisor – Broadcasting)

Direct dial: (***telephone***)

Email: (***name***)@mch.govt.nz

iv) Electronic Copies of Expression of Interest Information Pack

An electronic copy of the Expression of Interest Information Pack is available on the Ministry for Culture and Heritage website at <http://www.mch.govt.nz/index.html>

v) Format of Expression of Interest

All Expressions of Interest must be submitted in writing. Responses or part responses submitted in any other form will not be eligible for consideration.

Responses must include all of the information set out as required in the Non-commercial Frequencies Allocation Criteria Checklist (section 2(i)) and the Technical Questionnaire (section 2(ii)).

vi) Additional Information supplied with the Expression of Interest

Additional information may be attached to the Expression of Interest if required to clarify details supplied within the Expression of Interest. This should also be supplied in writing. Additional information submitted in any other form will not be eligible for consideration.

vii) Official Information and Privacy Legislation

Respondents should note that all Expressions of Interest received by the Ministry for Culture and Heritage are subject to the provisions of the Official Information Act 1982 and the Privacy Act 1993. Respondents should clearly identify any area of their response that is commercially sensitive, so that this is considered in the event of a request for information.

viii) General Requirements and Information to Note

1. All information required for inclusion in an Expression of Interest (as outlined in this pack) must be received by the Ministry for Culture and Heritage to be eligible for consideration. The Ministry for Culture and Heritage may contact the respondent to clarify information supplied in the Expression of Interest, but **not** to seek information required in the Expression of Interest but omitted by the applicant.
2. There will be no extension to the closure of this call for Expressions of Interest for any respondent. However if factors arise which significantly affect the ability of all applicants to meet the deadline, the Ministry for Culture and Heritage reserves the right to extend the deadline. If this occurs, all applicant will be notified of the change.

2. Documents Required to be Completed

i) Non-Commercial Frequencies Allocation Criteria Checklist

All Expressions of Interest must include a copy of the Non-Commercial Frequencies Allocation Criteria Checklist (attached) completed in full, including copies of all documents / information required by the checklist.

Please note that as explained in section 1(viii), paragraph 1, all information required for inclusion in an Expression of Interest must be received by the Ministry for Culture and Heritage for the Expression of Interest to be eligible for consideration.

NON-COMMERCIAL FREQUENCIES ALLOCATION CRITERIA CHECKLIST

Introduction

To be considered for a non-commercial licence for the purposes of non-commercial community and access broadcasting the proposed service must:

- contribute to government’s broadcasting objectives;
- be consistent with the definition of a non-commercial broadcaster;
- be capable of commencing service within 3 months of an offer of a radio licence; and within two years for television licences; and
- contribute to non-commercial community and access broadcasting.

Applicants are required to complete the checklists A-D below and supply such information as they consider will demonstrate that they meet the allocation criteria.

A. Government’s broadcasting policy objectives checklist

Please indicate in the table below which, if any, of the government’s objectives will be met by the proposed service.

Objectives	Please select the appropriate response: Yes, No, or Not Applicable (NB: “Yes” means that the proposed service will meet this objective)	Please indicate where this is discussed further in the application, if appropriate. (eg; refer page 1, paragraph 5)
Ensuring all New Zealanders have reasonable and regular access to broadcasting representing the uniqueness of and diversity of New Zealand life, recognising that the histories and stories of whānau, hapu, and iwi are integral to any description of that life		
Meeting the information and entertainment needs of as many interests as reasonably possible, including those that cannot be met by commercial broadcasting		

Contributing to public awareness of and participation in the political and social debates of the day		
Providing for minority interests and increased choice.		
Encouraging innovation and creativity in broadcasting while aiming to continually increase audience satisfaction with the quality of the content.		

B. Non-commercial broadcaster checklist

Please indicate in the table below which, if any, of the following criteria will be met by the applicant of the proposed service.

Criteria	Please select the appropriate response: Yes, No, or Not Applicable (eg: “Yes” means that the applicant does not hold the licence rights to another frequency...)	Please indicate where this is either demonstrated or discussed further in the application, if appropriate. (eg; refer page 1, paragraph 5)
The applicant does not hold the licence rights to another frequency in the same location that could be used for the purpose.		
The constitution or articles of the association of the applicant show it is clearly non-profit in nature.		
The applicant does not intend to operate its service at a profit and can identify a permanent fund-raising mechanism to cover its costs, and is demonstrably financially viable within existing public funding arrangements.		

The format is not operated by other stations on a “for profit” basis, and must complement and provide alternative services to those offered by existing broadcasters.		
The applicant is not primarily intending to raise funds for charitable purposes.		
The applicant is not paying higher than market rates for salaries or other services.		
Advertising (or decoder revenue) is not planned to be more than 50% of total revenue.		
The service is driven by programming tailored to a particular audience rather than the need to deliver a desired audience for advertisers.		

C. Contributions to non-commercial community and access broadcasting

Please ensure that you attach all relevant information to support the contribution that the proposed service will have to non-commercial community and access broadcasting.

Contribution	Please indicate where this is either demonstrated or discussed further in the application, if appropriate. (eg; refer page 1, paragraph 5)
The extent to which the proposed service increases the diversity of programme choice for viewers or listeners.	
The extent to which a proposed service can provide non-commercial services not being provided on a national level. These may include Parliamentary broadcasts, educational services such as foreign language programming, religious programming, coverage of minority sports, and New Zealand documentaries and short films.	
The extent to which the proposed service provides access to local and regional programme makers.	

The extent of geographic coverage possible for non-commercial services, given spectrum capacity.	
The extent to which the proposed service can demonstrate that its overall objective is “not for profit”.	
The prospect that the proposed service will be implemented.	
The extent to which the proposed service contains sufficient accountability mechanisms to ensure that it delivers on its undertakings to provide services. Arrangements may include: <ul style="list-style-type: none"> i. Mechanisms for equitable allocation of air time among all interested users; ii. Procedures for resolving disputes over allocation of time to users; iii. Systems for ensuring efficient management of services; iv. Provision of satisfactory services to the full variety of audience to be catered for; v. Mechanisms for ensuring compliance by all users on the frequency with broadcasting standards. 	
Any potential future public benefit from providing for the transition of services to digital transmission.	
Any other benefits that the proposed service may offer.	

D. Other Relevant Information Checklist

If applicable, please include further information (as identified). If you have already provided this information in answering Checklists A-C above – just note this in the table below.

Information	Please indicate where this is either demonstrated or discussed further in the application, if appropriate. (eg; refer page 1, paragraph 5)
The broadcasting or other relevant experience of the applicant.	
The source and content of the programme material that the applicant proposes to broadcast.	

Details of the nature and scope of the establishment capital available to the applicant.	
Details of sources or proposed sources of ongoing funding.	
Details of the objectives of the applicant.	
Details of the geographic areas in which the applicant proposes to broadcast.	
Details of the applicant's anticipated audience.	
A programme schedule or programming policy plan.	
A proposed time allocation schedule for broadcasts.	
A copy of the applicant's Constitution, Trust Deed, or other founding document equivalent.	
A copy of the applicant's financial forecasts for the next 12 month period (and out years if possible).	
A copy of the applicants latest audited financial statements (plus a copy of the audit report), if applicable.	
Details of capital works needed as a result of receiving or renewing a non-commercial frequency. (For example – an outline of the equipment required, the costs involved, and details of how these costs will be met.)	

ii) Technical Questionnaire

Name of Applicant:

Map of proposed coverage area attached (preferably using NZMS 260 map series):

Proposed transmitter location site:

Proposed site grid reference (NZMS 260):

3. Additional Information

i) Indicative timeline for the allocation of the non-commercial licence for *(frequency)* in *(location)*

Timeline:

- | | |
|---------------|--|
| <i>(date)</i> | Call for Expressions of Interest in the licence for non-commercial radio frequency <i>(frequency)</i> in <i>(location)</i> . |
| <i>(date)</i> | Expression of Interest Information Pack available for interested parties. |
| <i>(date)</i> | Deadline for receipt of Expressions of Interest. |
| <i>(date)</i> | Interested parties notified of Government decision as to the allocation of the licence for <i>(frequency)</i> in <i>(location)</i> . |