

## **Financial**

Western Sports Media has in place:

A Qualified Bookkeeper who is responsible for the financial data entry of all transactions made by Western Sports Media Inc. This allows up to date financial reports to be provided to the Board of management for meetings, Australian Tax Office (ATO) Goods and Services Tax (GST) reporting and payment obligations to be satisfied on time. This function is carried out by the bookkeeper on an ongoing basis to meet all Legal Requirements.

A Qualified Company Auditor is appointed at every Annual General Meeting (AGM) to conduct the financial audit for Western Sport Media Inc for the financial year ending 30<sup>th</sup> June on an ongoing basis to meet all Legal Requirements.

A Treasurer is appointed as part of Western Sports Media Inc Board of Management who is responsible for ensuring the timely banking and payment of all bills on time. The treasurer is responsible for provision of financial reports to the Board of Management at all meetings of the Board to inform board members of up to date financial status.

## **Technical Operations Transmission**

### Technical Specifications

The antenna array theoretical pattern calculations (performed at installation by WA Media Group PTY LTD Broadcast Engineers) predicted the E/E maximum at 10 degree intervals and the resulting max ERP at these 10 degree intervals for the full 0 – 360 degree radiation mask. The theoretical design of the array achieves the required radiation pattern. By maintaining the nominated input power to the array the service is operating in accordance with its technical specifications. The theoretical pattern was verified by Radiation Pattern Propagation Measurements using calibrated equipment and measurement antenna of known Antenna Factor.

### Studio Location and Studio to Transmitter Link

Studio Location: 153 Rockingham Road Hamilton Hill WA 6163.

Studio to Transmitter Link Point to Point STL Radio link (licence No 1622605) operating on assigned frequency 848.4 MHz

### Transmission Backup

A spare STL transmitter and receiver unit is on cold standby for use in case of hardware failure, and also Backup Link using a dial up system studio to transmitter with tieline units over copper pairs. Additionally a spare Exciter and Power Amplifier are on cold standby at the transmitter site.

## **Audio and Computer Equipment located at the Studio Complex**

All maintenance and repair of this equipment is performed on an on-call basis as required by qualified out sourced Technical Staff

## **Operational and Management Plans to ensure the Licensee is Meeting Technical Specifications**

### **Operational Plans:**

1. Station engineering staff monitor the 91.3 MHz broadcast spectrum using a studio end located spectrum analyser, for any technical variations away from specification.
2. Station engineering staff monitor the 91.3 MHz broadcast spectrum using a studio end located modulation analyser for any technical variations away from specification.
3. Station engineering staff monitor the 91.3 MHz broadcast using a test antenna of known antenna factor located at the studio end as a reference antenna on a single radiation pattern bearing to identify any change in relative ERP.

### **Management Plans:**

1. Weekly reports are to be logged for all measurements and analysis obtained by engineering staff, and management advised of any variations to specification.
2. Transmitter site equipment metering log books to be maintained at the transmitter site. Meter readings to be performed at least once per calendar month, and management advised of any variation to readings.
3. Transmitter site mast guy points, security/safety fencing, radiation hazard signage, to be checked for safety compliance each calendar month coincident with the transmitter site equipment metering log books visit and management advised of any non compliance.
4. Plan in concert with station engineering staff for an annual inspection of the broadcasting mast and antenna array by qualified radio riggers, replace any hardware that poses a potential safety hazard, and provide an annual report to management.
5. Annually evaluate insurance policies for both transmitter site and studio complex are current, and adequate, review and upgrade policies as necessary.