

CHANNEL 31, COMMUNITY EDUCATIONAL TELEVISION LIMITED (ACCESS 31)

Access 31 was a free-to-air community television station based in Perth, which started broadcasting on 18 June 1999, and received a permanent broadcasting licence in 2002. The station was originally based at the Mt Lawley campus of Edith Cowan University before moving to premises in Belmont in late 2003. Access 31 broadcast a daily, live breakfast show and a number of popular local programs, including *Wake Up!* At its height, Access 31 competed favourably with other local networks but with the emergence of digital television its audience plummeted. On 6 August 2008 Access 31 eventually ceased transmission.

PRIVATE ARCHIVES MANUSCRIPT NOTE (MN2837; ACC 7856A)

SUMMARY OF CLASSES	
AGREEMENTS	MINUTES
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CERTIFICATES	POLICY
CORRESPONDENCE	PROCEDURES
DEEDS	PROGRAMMES
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FILES	SUBMISSIONS
GRANTS	SURVEYS
LICENCES	TECHNICAL COMMITTEE
MARKETING	

Acc. No.	DESCRIPTION
	AGREEMENTS
7856A/1	2005 Transmitter maintenance contract and correspondence
7856A/2	April 1998 Agreement between Access31 and universities and others
7856A/3	April 1999 Agreement between Access31 and universities and others
7856A/4	1999 – 2002 Sponsorship agreements (2 folders)
7856A/5	2002 ECU computer agreement
7856A/116	2005 – 2006 Sample External Program Provider (EPP) Agreement, Community Program Provider (CPP) Agreement
7856A/117	2002 – 2004 Sponsorship agreements (3 folders), correspondence, TVC detail request, payment authorities.

	COMMUNITY PROGRAM PROVIDER AGREEMENTS. 2004 - 2007
7856A/6_1	WA Screen Award, correspondence, programme
7856A/6_2	On The Water , agreement
7856A/6_3	Your Health – Dr Ingrid, agreement, correspondence
7856A/6_4	Shiatsu (Vic), agreement, correspondence
7856A/6_5	Good enough to eat, agreement, correspondence
7856A/6_6	The MS Show, agreement, correspondence, DVD
7856A/6_7	Magic Dudes, agreement, correspondence, schedules, clipping
7856A/6_8	Nurse TV, agreement, correspondence, schedule, programme
7856A/6_9	The Green Room, agreement, correspondence, permission slips, 9 DVDs
7856A/6_10	Western Australia Information Technology Awards (WAITTA), schedule, correspondence
7856A/6_11	Theories of Everything, agreement, correspondence, schedules
7856A/6_12	Garage Science, agreement, correspondence, review sheets of pilots, VHS, (3) DVD's
7856A/6_13	T-Sessions, agreement, sessions style guide
7856A/6_14	Yagan, agreement
7856A/6_15	Totally school, agreement, DVD, list of schools
7856A/6_16	The Wordshed, agreement, correspondence, flyer
7856A/6_17	Time With Jon, agreement, correspondence
7856A/6_18	Young Talent Show, agreement
7856A/6_19	Telelatina, agreement, correspondence
7856A/6_20	Parenting that works, agreement, correspondence, producer declaration, e-mail authorisation forms
7856A/6_21	Pinoy TV (Victoria), agreement, correspondence, policy, schedule
7856A/6_22	The Shambles, agreement, policy, correspondence
7856A/6_23	Rock 'N' Roll Cooking Show, agreement, correspondence, flyer
7856A/6_24	The Short Film Show, agreement, schedule, correspondence, media release
7856A/6_25	Ten Pin Bowling Show, agreement, correspondence, producer declaration, e-mail authorities
7856A/6_26	Signpost, agreement, correspondence, schedule
7856A/6_27	Graingers World, agreement
7856A/6_28	Living With Parkinsons Victoria, agreement, correspondence
7856A/6_29	Moving On, Starting Out (MOSO), correspondence, talent consent forms, award results, agenda, flyer
7856A/6_30	WA Week Shoot, correspondence
	AWARDS
7856A/7	2004 - 2006 The Antennas (Community TV National Awards), program, list of winners, correspondence
7856A/135	2008 ACCESS 31 wins six prestigious awards
	CERTIFICATES
7856A/8	2005 Building license application for internal fit-out of 265 Great Eastern Highway, forms, plans, correspondence
7856A/111	5 February -1998

	Certificate of registration of company (Channel 31 Community and Educational Television Limited)
7856A/137	May 2008 Certificate of the Registration of a Business Name
	CORRESPONDENCE
7856A/9	2007 Digital channel application, Development application, book of urbanplan, correspondence
7856A/10	2008 Board correspondence and tabled Items (3 folders)
7856A/11	2008 Correspondence in relation to winding up, media release, board report, notice of default, employment details
7856A/12	August 2008 Documents relating to winding up, correspondence, minutes, media release
7856A/112	1998 -1999 General correspondence (3 folders), meetings
7856A/13	1999 - 2000 Volunteer thank-you letters - samples
7856A/14	1999-2003 Papers relating to CTV Inc as a program provider to Access31. Includes notice of default of CTV. , correspondence
7856A/15	April 2002-June 2003 Board correspondence (3 folders)
7856A/131	2006 – 2007 Correspondence relating to application for a new transmitter
7856A/138	2004 Pay-roll tax assessment
	DEEDS
7856A/16	2003 Deed of company arrangement, minutes
7856A/17	2003 Directors listing
7856A/113	4 February 1998 Memorandum and articles of association (signed, original) booklet
7856A/18	2004 Constitution of Channel 31 Community, Education TV Ltd.
7856A/19	25 May 2004 Constitution of Channel 31 Community, Education, TV (original, signed booklet)
7856A/20	December 2004 Directors Information
	EVENTS
7856A/21	2002 CBAA conference in Perth booklet
7856A/22	2005 CBAA national conference held in Perth, timetable, correspondence,

	registration forms, go west, newsletter
7856A/23	2006 Farewell founding chairman, media release, correspondence, menu
7856A/24	June 2001 Access 31 2 nd birthday details, guest list, correspondence, newsletter
7856A/25	18 June 2004 Fifth birthday celebration, programs, RSVP list, meeting notes, correspondence, govt protocol
	FILES
7856A/114	2002 – 2008 Volunteer Information Records Administrator (VIRA) software booklet, correspondence
7856A/115	2004 – 2008 Includes program, OZTAM survey, digital information, Australasian Performing Right Association (APRA), hire rate, national contact list, production crew costing, program provider agreement, staff contacts
7856A/118	2004 – 2006 Program committee, correspondence, agendas, proposals
7856A/119	2006 Program objective
7856A/120	1999 - 2002 Community Television (CTV) Perth (4 folders), reports, financial, constitution, correspondence, meetings, membership forms
7856A/132	2004 – 2006 Program proposal, correspondence
	GRANTS
7856A/26	2005 - 2006 Lotterywest grant for program “Australia on the Map” (3 folders), correspondence, list of finances, reports, media releases, business plan
7856A/27	October 2006 Application for grants (successful) to fund new transmitter (3 folders), correspondence, finances
7856A/28	2001 – 2003 Grant summaries – Community Broadcasting Foundation, correspondence, calender
7856A/29	2002 – 2008 Grant applications to Lotterywest (15 folders), correspondence
7856A/30	circa 2006 Bid to obtain Government media office support, correspondence, meeting notes
7856A/121	2004 - 2006 Perth Area Consultative Committee (ACC) Regional Partnerships Grant Application (2 folders), correspondence
	LICENCES
7856A/31	15 May 2003- Transmitter site licence with Broadcast Australia (signed book)

7856A/32	1999 - 2006 Broadcasting licence & apparatus licences
7856A/33	2005 - 2008 Application for renewal of community television broadcast license (7 folders), correspondence, DVD
7856A/122	1998 - 2003 Application for Community Television License (9 folders), list of volunteers & jobs, training manual, lease, reports, policies, finances, correspondences, list of confidential appendices, newsletter
	BROADCASTING LICENSE APPLICATION (4 VOLUMES). 2003 - 2004
7856A/34_1	Application for a Community Television Licence – Additional information (3 folders) , correspondence
7856A/34_2	Licence submission and other information (4 folders), correspondence
7856A/34_3	Additional information to support Channel 31 licence application, Volume 1 (2 folders), disc, correspondence
7856A/34_4	Additional information to support Channel 31 licence application, Volume 2 (2 folders)
7856A/35	April 2004 Approval of broadcasting licence
7856A/36	Feb 2008 License agreement with TXA for location of new transmitter at TXA Carmel Site booklet
	MARKETING
7856A/37	2002 Advertising rate structure booklet
7856A/38	2004 Marketing strategy for Access31 Youth Strategic Business Unit
7856A/39	2008 Marketing plan and station re-launch, correspondence, minutes
7856A/40	September 1997 Briefing summary Channel 31 booklet
7856A/41	1998 Briefing summary Channel 31 booklet
7856A/42	March 1999 Channel 31 media Information
7856A/43	May 2001 Sponsorship sales packages booklet
7856A/44	February 2002 Access31 standard document (comprehensive view of the service)
7856A/45	1999-2000 Public relations file, media release, programs, correspondence
7856A/46	2005-2006 “Connecting Communities” booklet
7856A/47	March 2007; Jan 2008 Sponsorship sales information guide
7856A/48	October 2000 – March 2001 Agency special packages, surveys, program grid, ratings

	MINUTES
7856A/49	2008 Members meetings re winding up the company, correspondence
7856A/50	May 2001 Community television trial: consultation with ABA, correspondence
7856A/51	June 2006 "Face to Face" meeting (meeting of all community TV stations in Australia to consider various items of common concern), correspondence, minutes, broadcast Australia
7856A/52	1998 - 2003 Board minutes (2 folders), agendas
7856A/53	1999-2004 AGM general meeting minutes, correspondence
7856A/54	2002-2008 Board minutes (signed) (3 folders), correspondence
7856A/55	2004-2007 AGM papers (3 folders), correspondence, constitution 2004
7856A/56	2006 - 2007 Board minutes (6 folders), correspondence, reports
7856A/57	2007; June 2008 Members meetings (2 folders), constitution, reports, correspondence
7856A/58	2007-2008 Executive Committee minutes and reports (3 folders), correspondence, licence renewals
7856A/59_1	November 2004 – December 2005) Executive Committee, includes reports, sponsorships, programs, correspondence, financial reports. (2 folders)
7856A/59_2	January 2006 – December 2006 Executive Committee, includes reports, sponsorships, programs, correspondence, financial reports. (4 folders)
7856A/59_3	February 2007 – December 2007 Executive Committee, includes reports, sponsorships, programs, correspondence, financial reports. (4 folders)
7856A/59_4	January 2008 – March 2008 Executive Committee, includes reports, sponsorships, programs, correspondence, financial reports
7856A/60	April 2004 – September 2004 Board monthly meetings signed minutes
7856A/61	February 2000 - January 2002 Board minutes (3 folders)
7856A/62	February 2007 – August 2007 Executive Committee papers (3 folders)
7856A/63	February 2006 - October 2006 Exec Committee minutes (3 folders)
7856A/64	January 1998 - December 1999 Board Minutes (3 folders)
7856A/65	January 2008 – July 2008 Executive Committee papers

7856A/66	September 2007 – April 2008 Board minutes (3 folders)
7856A/67	May 2005 – February 2006 Board minutes (3 folders)
7856A/68	September 2006 - January 2007 Board minutes (3 folders)
7856A/123	1998 – 2000 Board minutes – correspondence (2 folders)
7856A/124	February 2002 – December 2002 Board minutes (2 folders), agenda/meetings, correspondence
7856A/125	2005 / 2007 Executive meetings (3 folders), volunteers, reports, agendas, finances, correspondence, programs, sponsorship
7856A/126	2007 / 2008 Executive meetings (3 folders), volunteers, reports, agendas, finances, correspondence, programs, sponsorship
7856A/127	2004 – 2007 Program committee meetings, agenda, reports
	NEWSLETTERS
7856A/69	January 2001 “What’s on Access 31” Vol 2, Issue 3
7856A/70	1999 - 2002 Newsletters
	POLICY
7856A/71	2003 Program policy booklet
7856A/72	2005 Compliance with electromagnetic safety, correspondence, declaration, hazard control document
7856A/73	2005 Equipment Hire policy & practices
7856A/128	2005 Program policy, producer’s handbook, producer’s package
7856A/129	2008 Policy and practices; External production
7856A/130	2005 Access 31 Program Provider Third Party & Disclosure Policy
	PROCEDURES
7856A/74	2004 - 2006 Procedures manuals, correspondence
7856A/133	November 2005 Volunteers manuals
7856A/134	October 2004 Program committee manuals booklet
	PROGRAMMES

7856A/75	2005 Access31 telecast of WA Citizen of the Year Awards booklet
7856A/76	18 June 1999 Inaugural Channel 31 broadcast, correspondence
7856A/77	2003 - 2004 Program guide (3 folders)
7856A/78	2006 - 2008 Community theatre project, grant applications, correspondence, 2 DVDs of Holly & Ivy
7856A/79	2007 Parliamentary broadcast papers, correspondence
	REPORTS
7856A/80	2001 - 2002 Audited financial report June 2001, budgets 2001-2002 booklet
7856A/81	2005 - 2006 Program reports
7856A/82	2005 - 2008 Transmission system review (major report) (2 folders), correspondence
7856A/83	2005 Additional income projects
7856A/84	2008 - 2009 Restructure strategy
7856A/85	September 1997 Feasibility brief for business plan of Channel 31 booklet
7856A/86	September 1997 Business plan for Westlink extension to service non-metro areas, correspondence
7856A/87	December 1997 Draft business plan for establishment of Channel 31 Community, Educational TV station for Perth booklet
7856A/88	1998 - 2001 Report: evaluation of the community television trial (6 folders), correspondence, meetings, finances
7856A/89	February 2002 Access31 regional and national program network
7856A/90	February 2003 Trade out strategy
7856A/91	April 2005 Business plan (2 folders) digital future of community TV booklet
7856A/92	1999 - 2002 Viewer comments – (Blue book)
7856A/93	1999? Overheads, showing planned details for 1 st 5 years
7856A/94	2005 - 2008 Sales team monthly figures
7856A/95	July - December 2000 Strategic development, correspondence
7856A/96	June – July 2008

	Media log
7856A/97	June 2006 Annual reports booklet
7856A/98	1998 - 2006 Financial (2 folders) 4 booklets, correspondence
7856A/99	1998 - 2003 Channel 31 at ECU (3 folders), correspondence, leases
7856A/136	1999 – 2003 Program schedules, includes program reports (4 folders), correspondence, budget submission
	SUBMISSIONS
7856A/100	1995-1999 Folder containing WA government and WA Community Broadcasting Association input to Federal inquiry on potential uses of sixth channel 3 booklets(4 folders), correspondence, temporary licence
	SURVEYS
7856A/101	1999 Awareness phone survey
7856A/102	2004 - 2006 Oztam audience survey, correspondence, TV ratings workshop notes (2004)
7856A/103	2005 – 2006 Access 31 survey answers for CBOonline database, correspondence
	TECHNICAL COMMITTEE
7856A/104	1999 Original transmitter purchase, correspondence
7856A/105	September 1998 Field strength projection map, showing Bickley site
7856A/106	1986 - 2006 Field strength measurements: - Field strength result, field strength (other services), field strength (measurement points)
7856A/107	1986 - 2006 Planning for digital television (4 folders), equipment information, maps, correspondence, costs
7856A/108	2005 FESA MOU for emergency warning broadcasts & procedure, correspondence
7856A/109	2005 – 2007 Agenda, papers, reports, minutes, correspondence
7856A/110	2005 Belmont studio internal construction, building plans, correspondence, purchase orders, Lotterywest funding, govt. budget, licence

Holdings = 5.10 m