

GIPPSLAND FM POLICY PROGRAMMING
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1.0 INTRODUCTION

- 1.1 As a community radio station, Gippsland FM has a programming policy (defined herein) that is based on the following principles:
- a) to make broadcasting accessible to all individuals and all sections of the community seeking access to broadcasting facilities, particularly those who do not obtain access to other media,
 - b) to expand meaningful programming choice to satisfy a wide diversity of needs and interests of listeners, whether numerous or not, and
 - c) to provide programs that meet the needs of the local community and are consistent with the station's Promise of Performance outlined as follows.
- 1.2 Station programming policy shall embrace and abide by the Gippsland FM Promise of Performance. In regard to programming, that includes the following:
- a) seeking to provide an alternative radio service for the people of Gippsland. Program content and format shall be such as to complement and supplement programs provided by commercial and national broadcasters serving Gippsland.
 - b) provision of educational programs, community access programs, high quality music and other programs considered suitable for broadcasting to the people of Gippsland.
 - c) offering access to facilities and personnel to all community members and/or groups to produce and broadcast their programs. Other community members and/or groups shall have the right of reply to views expressed in these programs.
 - d) seeking to promote public awareness of the potential of community broadcasting, encouraging the community to produce its own programs.
- 1.3 Station programming policy shall also embrace and abide by the community broadcasting Codes of Practice. The relevant sections for Programming are attached to this policy in Schedule 1.
- 1.4 Station programming policy shall also embrace and abide by the following code of ethics. In that regard, the station shall
- a) cater to the needs of those denied effective access to, and those not adequately served by, the existing media
 - b) seek the highest standard in programming consistent with the widest possible community participation
 - c) subject to legal requirements and station policy, avoid any kind of censorship, and

- d) encourage broadcasters to adopt a programming policy which opposes and breaks down prejudice on the basis of race, nationality, ethnic background, sex, religion, sexual preference, or mental condition.

2.0 INDEPENDENCE

- 2.1 Station programming policy shall at all times remain independent. This means that the programming policy of Gippsland FM shall be conceived and implemented without reference to the needs of any specific interest group (other than offering access) including political, religious, or any business interests.
- 2.2 Station programming (in terms of quality and content) and scheduling shall not be undertaken to meet the needs of current or potential station sponsors.
- 2.3 Station programming and scheduling shall be undertaken in a manner that is free from control or influence by one dominant group of members.
- 2.4 The Board shall endeavour to ensure that station programming and scheduling is managed by a consensus approach of members broadly representative of the local community diversity.
- 2.5 The Board shall endeavour to ensure that this policy and station programming and scheduling is subject to external community influence and scrutiny.
- 2.6 The Board shall ensure that appropriate management structures and portfolio allocations are such that programming independence is maintained.

3.0 GOVERNANCE

- 3.1 The Board shall remain accountable for the maintenance and development of the station programming policy and shall remain accountable for its implementation and compliance.
- 3.2 The Board shall endeavour to provide consultative mechanisms and structures to promote participation by station members and the broader community in programming policy, program types and scheduling and programming practices.
- 3.3 The Board shall endeavour to maintain a programming advisory committee to allow for such input from a broader base of personnel. The charter for a programming advisory committee shall be based on that outlined in Schedule 2 of this policy.
- 3.4 All broadcasters must remain financial members (shareholder or associate members) of the station.
- 3.5 The Board shall ensure that participation in all station activities and the presentation of programs is discharged without prejudice to any individuals or groups on the basis of ethnicity, race, chosen language, gender, sexual preference, religion, age, physical or mental ability, occupation, cultural belief or political affiliation.

- 3.6 The Board shall also ensure that programs presented on the station have a bias towards opposing prejudice in any form. The Board shall undertake a formal review of any program which is deemed to not comply with this requirement.

4.0 COMMUNITY ACCESS

- 4.1 The Board shall ensure that Gippsland FM remains open to all members of the community (groups or individuals) to access personnel and station facilities in order to present broadcast programs on the station.
- 4.2 The Board shall regularly promote at least once per week on air that all members of the community have a right to access broadcasting opportunities on the station.
- 4.3 Members of the community wishing to access broadcasting opportunities shall not be screened or discriminated against on the basis of gender, age, ethnicity, religion, political persuasion, sexual preference or voice quality. However, all such members of the community must be prepared to undergo training and induction prior to broadcasting and achieve reasonable competence as a result of such training and induction.

5.0 BROADCASTING ISSUES

- 5.1 Further to the principles and objectives outlined in this policy, broadcasters on Gippsland FM have an obligation to inform, connect with and entertain local listening audiences.
- 5.2 All programs broadcast must comply with the legal and ethical requirements outlined in statutory and station policy documents.
- 5.3 All broadcasters on the station must complete training and induction prior to commencing broadcasting. All broadcasters must attend refresher training as required by station management. The Board shall ensure that records of who has completed such training shall be kept.
- 5.4 All broadcasters must enter into an agreement with station management that they will abide by the policies, practices and lawful instructions of the Board or its agents. This agreement shall take the form of that described in Schedule 3 of this policy and the Program Director (or other officer if nominated by the Board) shall be responsible for ensuring that all presenters have entered into such an agreement.
- 5.5 All broadcasters will take all reasonable precautions to avoid placing the station at risk of a successful defamation case against it.
- 5.6 All broadcasters will take all reasonable precautions to avoid placing the station at risk of a successful contempt of court, contempt of Parliament or any other legal action case against it.
- 5.7 All broadcasters shall be cognisant of their respective audiences in terms of what may be offensive or in poor taste. In regard to potentially offensive material, such material may not be broadcast unless:
- the material relates to the intended target audience, and
 - that a warning has been broadcast prior to each such item, and

- that the broadcast of such material is between the hours of 9pm and 6am the following day.

Any broadcaster who is found to knowingly and with intent put to air offensive material with the sole intent of shocking, causing distress or for gratuitous purposes, will be suspended from broadcasting until such time as the Board has been able to negotiate a suitable course of action to address the breach. For the avoidance of doubt, this also includes:

- material which denigrates or vilifies any person or group on racial, religious, sexual and other discriminatory grounds,
- material which is considered harmful to children, and
- gratuitous (or un-called for) content and bad language (without context) including where material is broadcast to deliberately offend the target audience.

- 5.8 In addition, there are no circumstances where any station broadcaster can use the following words – f**k, c**t – in their spoken presentation. Such words contained in music can be played in accordance with the previous clause.
- 5.9 Under no circumstances shall material be played that would be considered harmful to children.
- 5.10 All music programs shall endeavour to ensure that compliance with minimum Australian content requirements is observed.
- 5.11 All music broadcast on the station shall be covered by copyright. Therefore only music from recognised labels or that which is legally procured or downloaded can be played and any live music performed can only be material where copyright has been approved (i.e. musicians can only present their own material unless written permission is provided to the Board for other such material at least 48 hours prior to proposed broadcast).
- 5.12 Full classical music works (e.g. whole operatic or symphonic performances), radio plays, comedy, drama, poetry and other similar written works can only be broadcast with the written permission of the copyright owner provided to the Board prior to such broadcasts.
- 5.13 Broadcasters shall strive to present programs of the highest quality at all times. As such, preparation prior to broadcasting should be at least equivalent to the time spent broadcasting.
- 5.14 In accordance with the law, broadcasters shall not present on-air whilst under the influence of liquor or other mind altering substances. In addition, broadcasters shall not consume alcohol whilst broadcasting – no matter where such broadcasts are being made from. Failure to comply with this clause will result in immediate expulsion from the station.
- 5.15 Station broadcasters may not undertake on-air talk-back on the station unless prior permission of the Board has been obtained in writing. (The Board shall not unreasonably withhold such permission, however it is expected that presenters wishing to broadcast talk-back would be trained in interviewing techniques and the technical requirements of the operating panel). It should be noted that talk-back is defined as random callers being put to air and not pre-arranged interviews on the telephone. No talk-back segments shall be broadcast without the seven second delay being

operational and no talk-back shall be undertaken without an assistant to the presenter being present to assist with incoming telephone calls. Presenters can apply to the Board for a telephone key to allow for pre-arranged interviews by telephone.

- 5.16 Programs shall start and end at the times published in the daily running schedule produced by station management. However, where news is scheduled, programs shall conclude at the commencement of the news and the next program shall commence following the news. Where news is scheduled within a program, the news shall be broadcast as scheduled.
- 5.17 Presenters must arrive at the station at least fifteen minutes prior to their scheduled program time to ensure a smooth transition between programs.
- 5.18 Station presenters may have guests on their programs, however where a guest becomes a regular presenter each week, such guests must become trained broadcasters and members in accordance with clause 3.4 of this policy. A guest must comply with this clause after four consecutive weeks of being a guest on any program or if it is decided by the Board that such a person is no longer deemed to be a guest.
- 5.19 Broadcasters shall play all announcements and program segments scheduled on the daily schedule by station management as close as possible to the time scheduled. Presenters will sign the daily schedule to verify that such announcements and segments have been broadcast. A failure to comply with this clause may result in dismissal from the station.
- 5.20 Sponsorship announcements must not be played more frequently than specified. In addition, no announcements promoting business interests shall be broadcast unless these are announcements included on the daily schedule by station management. A failure to comply with this clause may result in instant dismissal of the presenter.
- 5.21 The Board will ensure that all station broadcasts are recorded on a logger system in accordance with statutory requirements.
- 5.22 If a station broadcaster is unable to present their program, they must advise the Program Co-ordinator/Director or a nominated person who will arrange for a substitute presenter to broadcast a similar program (if possible) to that which would normally be presented. It should be noted that the previous practice of presenters arranging their own replacements is no longer the policy of the station. Notice of absence should be provided to station management as soon as the presenter is aware of their planned or unplanned absence and advice must include the expected period of any such absence.
- 5.23 If a broadcaster has a grievance, complaint, disagreement or conflict with another station member or station management, such matters are not to be raised on-air under any circumstances. A breach of this clause will be deemed a serious breach of station policy and will result in disciplinary action and possible dismissal of the presenter.
- 5.24 As a general rule, any presenter may have only one other person with them in the studios unless the program format requires more and approval of station management has been received.

- 5.25 Four consecutive weeks is the maximum that a guest is considered an on air guest – or if the Board deems that a guest has been regular enough - after that such people need to undertake training to remain on-air.

- 5.26 Although the station can be received around the world via the internet, presenters must ensure that the primary focus of their program is to the local community and its needs. Continual references to non-local listeners are not to be made.

Schedule 1

Codes of Practice Related To Programming

Code 3 – General Programming

Purpose: To encourage programming that reflects our community interest and guiding principles.

3.1 Our community radio station will not broadcast material that may:

- (a) incite, encourage, or present for its own sake violence or brutality,
- (b) mislead or alarm listeners by simulating news or events,
- (c) present as desirable the use of illegal drugs, the misuse of tobacco or alcohol as well as other harmful substances, and
- (d) glamorise, sensationalise, or present suicide as a solution to life problems. In particular, broadcast material should not provide explicit details about the method and/or location of a suicide attempt or death.

3.2 We will attempt to avoid censorship where possible. However, in our programming decisions we will consider our community interest, context, degree of explicitness, the possibility of alarming the listener, the potential for distress or shock, prevailing Indigenous laws or community standards and the social importance of the broadcast.

3.3 We will not broadcast material that is likely to stereotype, incite, vilify, or perpetuate hatred against, or attempt to demean any person or group, on the basis of ethnicity, nationality, race, language, gender, sexuality, religion, age, physical or mental ability, occupation, cultural belief or political affiliation. The requirement is not intended to prevent the broadcast of material which is factual, or the expression of genuinely held opinion in a news or current affairs program or in the legitimate context of a humorous, satirical or dramatic work.

3.4 We will have programming practices that protect children from harmful material but will avoid concealing the real world from them.

3.5 We will follow applicable privacy laws by:

- (a) respecting people's legitimate right to protection from unjustified use of material which is obtained without consent or through an invasion of privacy,
- (b) only broadcasting the words of an identifiable person where:
 - (i) that person has been told in advance that the words may be broadcast, or
 - (ii) it was clearly indicated at the time the recording was made that the material would be broadcast, or
 - (ii) in the case of words that have been recorded without the knowledge of a person, that person has indicated his/her agreement prior to broadcast.

3.6 News, current affairs (including news updates and promotions), documentaries, feature programs and interviews shall:

- (a) provide access to views not adequately represented by other broadcasting sectors,
- (b) present factual material accurately and ensure that reasonable efforts are made to correct substantial errors of fact as quickly as possible,
- (c) clearly distinguish factual material from commentary and analysis,
- (d) present news in such a way that it does not create public panic or unnecessary distress to listeners, and
- (e) represent viewpoints fairly without having a misleading emphasis, editing out of context or withholding relevant and available material.

3.7 Community broadcasters play a vital role in broadcasting emergency information.

Community radio stations with the ability to offer emergency broadcasts will:

- (a) have procedures in place to enable appropriate local emergency broadcasts,
 - (b) liaise with appropriate emergency and essential service organisations, and
 - (c) ensure the accuracy of emergency information.
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Code 4 - Indigenous programming and coverage of Indigenous issues

Purpose: To acknowledge the unique status of Indigenous peoples as the first Australians and to offer a way to demonstrate respect for their cultures and customs. In the Code 'Indigenous Australians' refers to the Aboriginal and Torres Strait Islander peoples of Australia

4.1 We will seek to involve and take advice from Indigenous Australians in the production of programs focusing on Indigenous Australians and issues. Where possible, we will consult the appropriate Indigenous media organisation broadcaster on appropriate forms of communication.

4.2 When reporting on Indigenous peoples and issues, we will take care to verify and observe the best way to respect culture and customs by:

- (a) considering regional differences, that is, be mindful of differences between Indigenous local groups,
 - (b) using appropriate words and phrases in referring to Indigenous peoples and their regional groups,
 - (c) seeking proper advice on how to best respect Indigenous bereavement customs when reporting on people who are recently deceased, and
 - (d) using suitable words and phrases when reporting on the social and emotional well-being of Indigenous people.
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Code 5 – Australian Music

Purpose: To reflect the commitment of community radio stations to develop Australian music and provide opportunities for performers to have their work regularly broadcast.

5.1 In selecting Australian music for broadcast in each month we will consider our community interest.

5.2 Of all music programming, we will broadcast at least:

- (a) 25 per cent of Australian music, except for ethnic and classical music stations, and
- (b) 10 per cent of Australian music for ethnic and classical music stations.

Australian music played is calculated as a percentage of all music played over a calendar month.

5.3 The requirements above do not include music used in sponsorship announcements, programs, or station promotions.

'Australian Music' is defined as any music composed or performed by a citizen or ordinary resident of Australia.

Schedule 2

Charter for Programming Advisory Committee

The purpose of the Gippsland FM Programming Advisory Committee is to assist the Board in managing the programming activity. As such the Committee is empowered to undertake all programming decisions within a framework of delegation provided by the Board as follows:

Delegated Powers

Program Philosophy / Programming Policy – only the Board can make changes to the program philosophy or policy; however the Program Committee is encouraged to continually review and make recommendations to the Board on program philosophy, policy and strategy.

Committee Membership.

The Board shall appoint the members of the Committee after seeking expressions of interest from station personnel, subscribers and any other interested parties. The Board shall ensure that the committee membership is balanced in terms of gender, age and representation of the station membership and the broader community.

Committee Operation

The Committee shall abide by all station policies and comply with all reasonable instructions given by the Board.

The Program Director (or Board member overseeing station programming) should preside over meetings of the Committee. In the event that the director does not wish to accept this role, the Committee shall recommend (elect) a Chairperson who is acceptable to the Board. The Committee Chairperson shall not have a second or casting vote.

Meetings of the Committee (like all station meetings) are open to all members – however in the event that a consensus approach to decision-making is not achievable, formal voting rights only reside in those people endorsed by the Board as bona fide members of the Committee. The Committee can meet on any frequency that it decides, however it must meet a minimum of at least once per quarter. Records of Committee meetings should be circulated to all committee members and the Board with a copy published on the station notice-board. A quorum for the Committee shall be half plus one of the endorsed committee members.

Training – the Board may delegate responsibility to the Committee for station training and induction from time to time.

Disciplinary matters – the Committee is not empowered to implement disciplinary action but can make recommendations to the Board about such matters.

Expenditure – the Committee can not commit the station to any expenditure, but is able to make recommendations to the Board as required. Any necessary committee operating costs must be approved by the Board in advance of any spending commitment.

Role of Programming Advisory Committee

The Board may vary the role of the Committee from time to time, but the generic role of the Committee would include the following:

- to ensure that station broadcasting is adequately resourced and presented in accordance with the legal and ethical requirements outlined in the Act, the CBAA Codes of Practice, the Gippsland FM Promise of Performance and any other station policies and practices
- to provide advice to the Board on programming issues, programming policy and development, and any other issues which would further the development of the station in meeting its overall objectives.

As such, the Committee will –

- Consult with relevant stakeholders to determine that the programs delivered on Gippsland FM meet the needs identified,
- Identify program deficiencies or priorities and delivery of recruiting and training to meet current and future broadcast needs,
- Allocate timeslots to various groups or individuals as it sees fit (in compliance with the above),
- Maintain up to date records of program schedules and participants and communicate these to relevant officers of the station.,
- Advise on station access and key control as required by participants (ie maintain a key register and return of keys issued when presenters leave), as well ensuring internal mailbox labels are maintained,
- Ensure that programs are resourced in terms of co-ordination of presenters and any special needs that they might have,
- Ensure that regular program reviews are undertaken (quality monitoring) and that compliance with station policy in regard to Australian music content , station talk-back policy, station broadcasting and behavioural standards, and
- Ensure that programs are resourced in terms of co-ordination of presenters and any special needs that they might have,

Areas of Overlap

- Internal Training
 - plan and implement recruiting
 - co-ordinate delivery of basic training & induction
 - approve competency of trainees
 - ensure new trainees receive Station Volunteer Handbook
 - ensure new trainees sign Announcer Contract and pay fees
 - recommend timeslots to Program Committee
 - maintain training manual and trainer teams
 - identify advanced training requirements
 - organise delivery of such training
 -
- Production/Promotion – this area should be managed by the Sales & Marketing Committee and ensure that adequate program and station promotion occurs to gain maximum leverage from our broadcast medium. In the event that the Sales & Marketing Committee fails to discharge that function effectively, the Board may ask the Programming Advisory Committee to assist.

Schedule 3

GIPPSLAND FM ANNOUNCERS AGREEMENT

I
(full name of announcer)

of
(address)

accept the role of a broadcaster on Gippsland FM and agree to the following:

1. To abide by the constitution of the Gippsland Community Radio Society Co-operative Limited.
2. To abide by the community broadcasting Codes of Practice.
3. To abide by station policies, practices and procedures.
4. To present programs at the appointed time and advise if this is not possible.
5. To ensure that all scheduled announcements and segments scheduled by station management in my program are broadcast as scheduled.
6. To not broadcast any unauthorised sponsorship announcements.
7. To provide summary forms as required (eg. APRA surveys, etc)
8. To never incur expenditure on behalf of Gippsland FM without prior Board approval
9. To ensure that station security is maintained.
10. To use all station equipment in a responsible manner and to protect such equipment from damage,
11. To be responsible for any non-members I bring to the station.
12. To undertake refresher training as required by station management.

In addition, by my signature below, I acknowledge that:

- my program timeslot belongs to Gippsland FM and that the station has the right to alter program schedules as it sees fit,
- in order to maintain security and protection for personnel and equipment, I may be under video surveillance whilst on station premises,
- I have a basic understanding of the role and objectives of Gippsland FM and the community broadcasting sector in general, and
- I have received adequate training and induction to commence broadcasting and understand the legal obligations I have as a broadcaster.

I also understand that this agreement shall continue to have effect until it is replaced by a new agreement or if I cease to occupy a broadcasting position at Gippsland FM for more than twelve months.

Announcer's Signature Date.....

Witness

Name and Address of Witness:

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Schedule 3

GIPPSLAND FM COMMENTATOR AGREEMENT

(For individuals involved only as commentators)

I
(full name of announcer)

of
(address)

accept the role of a broadcaster on Gippsland FM and agree to the following:

1. To abide by the constitution of the Gippsland Community Radio Society Co-operative Limited.
2. To abide by the community broadcasting Codes of Practice.
3. To abide by station policies, practices and procedures.
4. To present programs at the appointed time and to advise if this is not possible.
5. To ensure that any announcements and segments scheduled by station management in my program are broadcast as scheduled..
6. To not broadcast any unauthorised sponsorship announcements.
7. To never incur expenditure on behalf of Gippsland FM without prior Board approval.
8. To ensure that station security is maintained.
9. To use all station equipment in a responsible manner and to protect such equipment from damage and
10. To be responsible for any non-members I bring to the station.

In addition, by my signature below, I acknowledge that:

- my program timeslot belongs to Gippsland FM and that the station has the right to alter program schedules as it sees fit,
- in order to maintain security and protection for personnel and equipment, I may be under video surveillance whilst on station premises,
- I have a basic understanding of the role and objectives of Gippsland FM and the community broadcasting sector in general, and
- I have received adequate training and induction to commence broadcasting and understand the legal obligations I have as a broadcaster.

I also understand that this agreement shall continue to have effect until it is replaced by a new agreement or if I cease to occupy a broadcasting position at Gippsland FM for more than twelve months.

Announcer's Signature Date.....

Witness

Name and Address of Witness:

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