



Community Radio
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OCR FM PROGRAMMING POLICY

INTRODUCTION

1.1 As a community radio station, OCR 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 OCR FM Promise of Performance. In regard to programming, that includes the following:

- a) seeking to provide an alternative radio service for the people within our licence area. Program content and format shall be such as to complement and supplement programs provided by commercial and national broadcasters.
- b) provision of community access programs, high quality music, educational programs and other programs considered suitable for broadcasting.
- 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 which is accessible from the ACMA website. 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.

INDEPENDENCE

2.1 Station programming policy shall at all times remain independent. This means that the programming policy of OCR 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 Committee of Management 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 Committee of Management shall endeavour to ensure that this policy and station programming and scheduling is subject to external community influence and scrutiny.

GOVERNANCE

3.1 The Committee of Management 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 Committee of Management 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 Committee of Management shall endeavour to maintain a programming sub-committee to allow for such input from a broader base of personnel. The charter for a programming subcommittee shall be based on that outlined in Schedule 2 of this policy.

3.4 All live and pre-recorded broadcasters using OCR FM equipment must remain financial members of the station, or void their presentation rights. Any program produced externally from OCR FM's facilities will not require the presenter to be a member; however, any or all live and local programming will take precedence over their timeslot. Should an externally produced program request a specific timeslot, that broadcaster must be a member of OCR FM.

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

COMMUNITY ACCESS

4.1 The Committee of Management shall ensure that OCR 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 Committee of Management 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. A Presenters Fee will be required in addition to OCR FM membership.

BROADCASTING ISSUES

- 5.1 Further to the principles and objectives outlined in this policy, broadcasters on OCR FM should endeavour to inform and entertain 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 on these issues at least once every four years. The Committee of Management 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 Committee of Management or its agents. This agreement shall take the form of that described in Schedule 3 of this policy and the Programming Sub-Committee 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 6pm 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 Committee of Management 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 Australian content requirements is observed.
- 5.11 Radio plays, poetry and other similar written works can only be broadcast with the written permission of the copyright owner provided to the Committee of Management prior to such broadcasts.
- 5.12 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.

5.13 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.

5.14 Station broadcasters may not undertake on-air talk-back on the station unless prior permission of the Committee of Management has been obtained in writing. (The Committee of Management 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.

5.15 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.

5.16 Presenters must arrive at the station at least fifteen minutes prior to their scheduled program time to ensure a smooth transition between programs.

5.17 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 three consecutive weeks of being a guest on any program or if it is decided by the Committee of Management that such a person is no longer deemed to be a guest.

5.18 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.

5.19 The Committee of Management will ensure that all station broadcasts are recorded on a logger system in accordance with statutory requirements.

5.20 Station broadcasters can arrange other current trained presenters to fill in for their programs as required or arrange to have a pre-recorded program broadcast in place of a usual live program, provided that they have arranged with the broadcasters on either side of the program in advance, or have arranged other qualified members to supervise for the period of the program. Station management must be advised in advance of any such arrangement.

5.21 If a broadcaster is intending to be absent for five or more consecutive programs, station management must be advised in advance of any such intended absence.

Schedule 1

Codes of Practice for Programming

Code 2 - Guidelines For All Programming

The purpose of this code is to encourage programming that reflects the principles of community broadcasting; to break down prejudice and discrimination; and to prevent the broadcast of material, which is contrary to community standards.

2.1 Community broadcasting licensees shall not broadcast material which may

- incite, encourage or present for their own sake violence or brutality;
- simulate news or events in such a way as to mislead or alarm listeners; or
- present as desirable the misuse of drugs including alcohol, narcotics and tobacco.

2.2 Community broadcasting licensees will avoid censorship wherever possible, however, consideration shall be given to the audience; the context; the degree of explicitness; the propensity to alarm, distress or shock; and the social importance of the event.

2.3 Community broadcasting licensees shall not broadcast material which may stereotype, incite, vilify, or perpetuate hatred against, or attempt to demean any person or group on the basis of ethnicity, nationality, race, chosen language, gender, sexual preference, 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.

2.4 Community broadcasting licensees will establish programming practices which protect children from harmful program material.

2.5 Community broadcasting licensees in observance of privacy laws will

- respect each person's legitimate right to protection from unjustified use of material, which is obtained without an individual's consent, or other unwarranted and intrusive invasions of privacy;
 - not broadcast the words of an identifiable person unless:
 - that person has been informed in advance that the words may be transmitted;
- or
- in the case of words which have been recorded without the knowledge of the person, the person has subsequently, but prior to the transmission, indicated consent to the transmission of the words; or the manner of the recording has made it manifestly clear that the material may be broadcast.

2.6 News and Current Affairs Programming

This code is intended to promote accuracy and fairness in news and current affairs programs. News and current affairs programs (including news flashes) programs should:

- provide access to views under-represented by the mainstream media;
- present factual material accurately and ensure that reasonable efforts are made to correct substantial errors of fact at the earliest possible opportunity;
- clearly distinguish factual material from commentary and analysis;
- not present news in such a way as to create public panic or unnecessary distress to listeners;
- not misrepresent a viewpoint by giving misleading emphasis, editing out of context or withholding relevant available facts.

2.7 Indigenous programming and coverage of Indigenous Issues

This code acknowledges Indigenous peoples' special place as the first Australians, and offers a way to demonstrate respect for Indigenous cultures and customs, and to avoid offence with inappropriate words, phrases and actions.

In the following section, 'Indigenous Australians' refers to the Aboriginal peoples and Torres Strait Islanders of Australia. When reporting on Indigenous people and issues, stations will take care to verify and observe the best way to respect Indigenous cultures and customs by

- considering regional differences in the cultural practices and customs of Indigenous Australians
- seeking appropriate advice on how to best respect Indigenous bereavement customs on the reporting of people recently deceased
- using the appropriate words and phrases for referring to an Indigenous Australian and his/her regional group

2.8 Broadcasters will seek to involve and take advice from Indigenous Australians, and where possible Indigenous media organisations and/or Indigenous broadcasters, in the production of programs focusing on Indigenous people and issues.

2.9 Broadcasters will avoid prejudicial references to, or undue emphasis on a person who is Aboriginal or Torres Strait Islander.

Code 3 - Australian Music Content

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

This Code reinforces the community broadcasting sector's reputation as a medium committed to developing and recognising Australian composers and/or performers by providing opportunities to have their material broadcast on a regular basis.

The BSA does not require community broadcasters to maintain minimum content levels of Australian music. However, given the nature of the community broadcasting sector and its commitment to reflecting the diversity of Australian culture and the interests of local communities, it is crucial for a significant proportion of local and Australian music, including indigenous Australian music, to continue to be broadcast by community stations.

In selecting Australian musical items, community broadcasting stations should have regard for the make-up of the community served by the licensee.

3.1 Community broadcasters will ensure a proportion of the total number of musical items broadcast consist of:

- not less than 25% Australian music items for all community broadcasting licensees except ethnic and classical stations as cited Clause 3.1(b) below;
- not less than 10% Australian musical items for ethnic and classical stations. (a) and (b) to be determined over one month.

3.2 The music requirements cited (3.1 above) exclude the use of music in sponsorship announcements and program or station promotions.

SCHEDULE 2

Charter for Programming Sub-Committee

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

Delegated Powers

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

Committee Membership

The Committee of Management shall appoint the members of the Committee after seeking expressions of interest from station personnel, subscribers and any other interested parties. The Committee of Management 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 Committee of Management.

The Program Director (or Committee of Management 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 Committee of Management. 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 Committee of Management 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 Committee of Management with a copy published on the station notice-Committee of Management. A quorum for the Committee shall be half plus one of the endorsed committee members.

Training – the Committee of Management 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 Committee of Management about such matters.

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

Role of Programming Sub Committee

The Committee of Management 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 OCR FM Promise of Performance and any other station policies and practices
- to provide advice to the Committee of Management 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 OCR 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 Sponsorship Sub-Committee (who are responsible for the number of Sponsorship announcements), the Membership Sub-Committee (for membership compliance), and the Studio Sub Committee (who manage 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, and
- 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.

Areas of Overlap

- Internal Training
- plan and implement recruiting
- co-ordinate delivery of basic training & induction
- approve competency of trainees

- ensure new trainees sign Presenter's Agreement 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 Finance Sub-Committee and ensure that adequate program and station promotion occurs to gain maximum leverage from our broadcast medium. In the event that the Finance Sub-Committee fails to discharge that function effectively, the Committee of Management may ask the Programming Sub Committee to assist.

This policy was adopted as policy in principle by the OCR FM Committee of Management

Signed *Tyson Graham*

Date 20th October 2021

This Policy is due for review within 18 months of the date shown above.

SCHEDULE 3
OCR FM PRESENTERS AGREEMENT



OCR FM Community Radio
Shop 6 Bowling Arcade, Colac

Post: P.O. Box 31, Colac 3250
Ph: 0352 321 991
Email: admin@ocrfm.org.au
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OCR FM
Presenter's Agreement

Presenters Name: _____

Address: _____

Telephone (daytime): _____

Mobile: _____

Telephone (afterhours): _____

Email: _____

Acting on my own behalf or / Acting on behalf on the following group or organization:

Group/Organisation: _____

Address: _____

Telephone: _____

1. I accept the duties as a volunteer, and I have read and understand my responsibilities as a volunteer and OCR FM'S responsibilities towards me.
2. I will comply with all codes; regulations and legislation relevant to OCR FM and community broadcasting stations; and undertake to read and comply with any rules and regulations which are communicated to me verbally and in writing.
3. I accept responsibility for the content of my program and I agree to comply with media law requirements including defamation contempt of court, copyright and anti-discrimination laws as indicated to me verbally and in writing.
4. I recognize that in addition to OCR FM under law I may also be liable for actions, suits, claims, losses and -or damages as a result of my comments or conduct on air.(OR I accept personal liability for any insurance policy excess payable by the station as a result of my comments or conduct on air).
5. I agree to accept directions and decisions made by the management of OCR FM on: program content including sponsorship announcements, presentation and technical quality; on -air conduct; access to the station premises; use of the station equipment and property; strategic planning, risk management; and Occupational Health & Safety.
6. I will comply with any reasonable changes in broad-cast times as required by Management.
7. In relation to the transmission of my programs I agree to:
 - Be at the station premises, ready to present my program a minimum of 15 minutes before broad-cast time; or
 - Inform OCR FM management if unable to present regular program ASAP. Management will attempt to provide an approved replacement presenter or make other arrangements.
 - Presenters can also provide a pre-recorded program which management will attempt to implement.
7. I will inform management, within 48 hours, of any complaint concerning my program or any incidents that might lead to a complaint.
8. I acknowledge that material broadcast on OCR FM is the property of the station, and that such material, only be sold or broadcast to other outlets with the permission of management. I accept that when such material is sold to an outlet on a commercial basis the proceeds will, in general, be shared 50/50 between the station and the program maker/s. (OR I accept that OCR FM retains ownership and copyright of all works which it specially commissions e.g. Station and Sponsorship Announcements. As a volunteer, I retain copy-right of all other works that I create for broadcast).
9. I accept that OCR FM will take every care with recorded material left by me at the station but cannot accept any responsibility for loss or damage.
10. I will treat other volunteers, guests of the station, staff and management with consideration and respect. I will not, without the prior approval from Management, comment publicly on the operation of OCR FM or of any staff member or volunteer.
11. I will treat station equipment, facilities and property carefully. I will use station equipment and facilities for the production and preparation of my program and for no other purpose without the prior consent of management. I will not remove station equipment or property on any occasion without first having obtained permission from Management.
12. I will not make commercial representations on behalf of OCR FM, to any person or organization without prior verbal or written authority from the board.
13. I agree that a breach of the above listed conditions may result in the suspension of my broadcast rights. I acknowledge OCR FM'S grievance procedures as the appropriate avenue for conflict resolution.

Presenter's Signature Station

Date: _____

President's Signature

Date: _____