

Fraser Coast Community Radio Incorporated

POLICY NO. POL06	PROGRAMMING POLICY
Reference	CBAA Codes of Practice Code 2.2 - Programming Code 3 – General Programming Code 4 – Indigenous Programming Code 5 – Australian Music

PURPOSE

This Policy sets out the high level requirements to be followed for all programs broadcast and streamed by Fraser Coast FM and informs on the responsibilities of the Programming Committee (PC), which is tasked with implementing and monitoring compliance with this Policy.

1. EXCLUSIONS AND MEANINGS

- 1.1 Day-to-day operational procedures associated with programs broadcast and streamed by Fraser Coast FM are the responsibility of the Programming Manager and, while operational procedures must always comply with this Policy, they are not covered in this Policy.
- 1.2 This Policy must be read in conjunction with the Community Radio Broadcasting Codes of Practice.
- 1.3 The meaning of words in this Policy is taken to be their meaning as defined in the Community Radio Broadcasting Codes of Practice.
- 1.4 Where this Policy is silent on a matter related to programming, Fraser Coast FM's policy on that matter is taken to be that stated in the Community Radio Broadcasting Codes of Practice.

2. DECISION MAKING RESPONSIBILITY

- 2.1 Management Committee (MC) is the only decision making body at Fraser Coast FM. The MC may from time to time delegate certain decisions to properly constituted Committees or Sub-Committees.

3. THE PROGRAMMING COMMITTEE

- 3.1 The PC is a Sub-Committee of Management Committee.
- 3.2 The PC is chaired by the Programming Manager, who is in turn a member of MC. The PC reports to the MC. The *Role and Responsibilities Statement for Programming Committee* is at Section 6 below.
- 3.3 The role of the PC is as defined in The Community Broadcasting Participation Guidelines issued by the Australian Communications and Media Authority. This role may be broadened by MC from time to time, but may not be narrowed.

4. CORE PROGRAMMING REQUIREMENTS

- 4.1 All programs broadcast and streamed must demonstrate a link to our local community's interests and needs as defined by MC from time to time.

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- 4.2 All programs must play at least an average of 25% Australian content each calendar month. Ethnic programs are exempted.
- 4.3 Program content must offer an alternative to other radio outlets in the local community by, as far as possible, reflecting the diversity of our community.
- 4.4 Sponsors must not influence programming policy, procedures or content.
- 4.5 Indigenous programming will, where possible, be delivered with advice from indigenous Australians and in consultation with appropriate indigenous media organizations.
- 4.6 Program content must exclude material that:
- incites, encourages or presents violence or brutality for its own sake
 - is likely to stereotype, incite, vilify, or perpetrate hatred against or attempt to demean any person or group
 - misleads or alarms listeners by simulating news or events
 - presents as desirable the use of illegal drugs, the misuse of tobacco or alcohol and other harmful substances
 - glamorizes, sensationalises or presents suicide as a solution to life problems and must not provide explicit details of the methods and/or location of a suicide attempt or death
 - includes talk-back sessions on local issues or issues more wide ranging
- 4.7 Program structure, sequencing and number of presenters for each program will be determined using various criteria including, but not limited to, station requirements, community needs, programming submissions, availability of presenters and availability of suitable content.

5. THE PROGRAMMING CYCLE

- 5.1 The Programming Cycle is of 12 months duration. However, exceptions may be approved from time to time subject to operational need.
- 5.2 Information regarding program applications will be made available to members, volunteers and the public via email, www.frasercoast.fm, Facebook and any other suitable low cost media channel.

6. ROLE AND RESPONSIBILITIES STATEMENT FOR PROGRAMMING COMMITTEE

6.1 Introduction

The Community Broadcasting Participation Guidelines issued by the Australian Communications and Media Authority provide direction as to the role and responsibilities of programming committees, viz:

- Develop and implement programming policies and procedures.
- Publicise the procedure for making programming applications.
- Accept and consider programming applications.
- Collectively decide the programs that best reflect the needs of the community.
- Ensure the program schedule remains diverse and reflects the needs of the community.
- Oversee surveys of the community interest's programming preferences.
- Revise program schedules to incorporate new programs.
- Negotiate program proposals with applicants.

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These Guidelines represent a minimum role statement for PC and the role may be broadened by MC from time to time. However, the role cannot be narrowed.

6.2 Reporting Levels

6.2.1 The PC is a Sub-Committee of the Management Committee (MC).

6.2.2 The PC is chaired by the Programming Manager who is in turn a member of MC. The PC reports to the MC.

6.3 Decision Making Hierarchy

Responsibility	Decision Making Authority		
	PC	MC	Joint Review
Develop and implement programming policies and procedures	Develop, recommend and implement	Approve	
Publicise the procedure for making programming applications	✓		
Accept and consider programming applications	Accept, consider	Approve	
Collectively decide the programs that best reflect the needs of the community	Assess, recommend	Approve	
Ensure the program schedule remains diverse and reflects the needs of the community	✓		✓
Oversee surveys of the community interest's programming preferences	✓		✓
Revise program schedules to incorporate new programs	Assess, recommend	Approve	
Negotiate program proposals with applicants	✓		
Develop, set and monitor program and presenter quality standards	Develop, assess, recommend	Approve	
Review, amend or terminate unsuitable programs	Assess, recommend	Approve	
Deal with programming complaints	Review, assess, recommend action	Approve action	
Manager the performance of Presenters	Review, assess, recommend action, approve action (except disciplinary action)	Approve disciplinary action	

6.4 Composition of the Programming Committee

6.4.1 There will be a minimum of 5 and a maximum of 7 members with membership always being an odd number.

6.4.2 The Chair will be the Programming Manager.

6.4.3 In the temporary absence of the Chair a member may be nominated by a majority of members to act as the Chair.

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- 6.4.4 Except for the Chair, members are appointed for a maximum of 2 years at the discretion of the MC.
- 6.4.5 Appointment as a member of Programming Committee may be revoked by MC at any time.
- 6.4.6 At least one member must be a representative of the local community and not a paid-up Member of Fraser Coast FM.
- 6.4.7 A maximum of 2 members may be on-air presenters.
- 6.4.8 Remaining members may be drawn from paid-up Fraser Coast FM Members and/or the local community.

6.5 Meetings

- 6.5.1 The PC will meet at least bi-monthly (ie 6 times per annum).
- 6.5.2 Meetings may be in person or via any available electronic means.
- 6.5.3 A quorum for a meeting means greater than 50% of members participating by physical or electronic means.
- 6.5.4 All meetings must have an agenda and properly recorded meeting Minutes.
- 6.5.5 Meeting discussions must be free and open and Minutes must reflect and formally record the discussions and decisions made.
- 6.5.6 Copies of Agendas and Minutes are to be provided to the Fraser Coast FM Secretary as soon as possible after each meeting. These will be tabled at MC for ratification.

6.6 Members' Individual and Collective Responsibilities

- Must demonstrate a good knowledge of and a strong interest in community radio programming and its role in the local community, or must actively seek to increase their knowledge and level of interest.
- Must never act on their own behalf or for their own benefit. Issues must always be considered on behalf of the local community and in the best interests of the community.
- Must maintain confidentiality of all PC discussions, deliberations and decisions.
- Must commit to actively contribute to the Committee's deliberations.
- Must be respectful of the views of others.

End

This Policy replaces:

- Programming Policy (January 2016)
- Guidelines for Programming Committee (January 2016)