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from the mountains to the sea

2 triple b-fm

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Bellingen Community Communications Cooperative Limited PROGRAMMING POLICY – Code 2.2

Introduction

Bellingen Community Communications Cooperative Limited shall at all times remain independent. This means that the programming policy 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.

The station programming (in terms of quality and content) and scheduling shall not be undertaken to meet the needs of current or potential station sponsors. Station programming and scheduling shall be undertaken in a manner that is free from control or influence by one dominant group of members.

The Board 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.

Purpose

It is the intention of Bellingen Community Communications Cooperative Limited known as 2bbb FM to provide promote inclusive strategies to Community Radio Broadcasting which reflects our community interest and guiding principles.

Policy

1. 2 bbb FM will present a diverse range of community radio programs consistent with the organisational mission and audience profile.
2. 2 bbb FM will encourage innovation and experimentation with the radio form while pursuing a listener-friendly format and programming which acknowledges how people listen to radio.
3. 2 bbb FM programming will:
 - a. explore areas of debate, information, music and cultural activities not adequately covered by other media;
 - b. encourage listeners to make their own informed and critical judgements;
 - c. endeavour to reveal insights into the social, political and cultural aspects of society;
 - d. emphasise and encourage Australian content in terms of composition and production;

- e. present a clear and identifiable station image.
4. 2 bbb FM will observe all relevant laws, regulations and standards applicable to community broadcasting and adhere to the Community Broadcasting Association of Australia's Codes of Practice.
5. 2 bbb FM Board of Management 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.
6. All broadcasters must remain financial members (shareholder or associated members) of the station.
7. The station reserves the right to broadcast subject matter and language which some people might find offensive, if such usage is considered appropriate and justified in context.
8. The station affords listeners the right of reply to programs, subject to negotiating with the station on an appropriate form of reply and time of broadcast.
9. 2 bbb FM Board of Management shall ensure that participation in all station activities and the presentation of programs is discharged without prejudiced 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.
10. 2 bbb FM 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.
11. 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.
12. All broadcasters must enter into an agreement with the station that they will abide by the policies, practices and lawful instructions of the Board. 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 to ensuring that all presenters have entered into such an agreement.
13. All broadcasters will take all reasonable precautions to avoid placing the station at risk of a successful defamation case against it.

14. 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.

15. 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 10pm 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 the 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.

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.

16. Under no circumstances shall material be played that would be considered harmful to children.

17. 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.

18. 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 and/or illegal substances on station premises and/or while broadcasting – no matter where such broadcasts are being made from. Failure to comply with this clause will result in immediate expulsion from the station.

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.
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.
21. The board will ensure that all station broadcasts are recorded on a logger system in accordance with statutory requirements.
22. Presenters must arrive at the station at least ten minutes prior to their scheduled program time to ensure a smooth transition between programs.
23. 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 one 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.
24. 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
Guidelines for All Programming – Code 2

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 2 bbb FM 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.
- 2.2 2 bbb FM 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 2 bbb FM 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, chose 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 express 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 2 bbb FM will have programming practices that protect children from harmful material but will avoid concealing the real world from them.
- 2.5 2 bbb FM in observance of privacy laws will:
- a. 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;
 - b. 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.

3.1 **News and Current Affairs Programming**

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

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

3.1 **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 and Torres Strait islands of Australia.

When reporting on Indigenous people and issues, 2 bbb FM 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 2 bbb FM 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 2 bbb FM will avoid prejudicial references to or undue emphasis on a person who is Aboriginal or Torres Strait Islander.

Australian Music Content – Code 3

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

In selecting Australian musical items, 2 bbb FM will have regard for the make-up of the community.

- 3.1 2 bbb FM 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 exclude the use of music in sponsorship announcements and program or station promotions.

Board Approval Date: ...6th February 2014

Schedule 2 Programming Advisory Committee

The purpose of 2 bbb 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:

Delegation 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 volunteers, 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 CBA Codes of Practice, the 2 bbb FM policies and procedures.
- To provide advice to the Board on programming issues, programming policy and development, and 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 2 bbb 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 whoever are responsible for the Daily Running Sheet and the Station Secretary (for membership compliance).
- Manage station access and key control as required by participants (ie maintain a key register and return of keys issued when presenters leave).
- 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.
- Ensure that programs are resourced in terms of co-ordination of presenters and any special needs that they might have.
- Ensure that adequate program and station promotion occurs to gain maximum leverage from our broadcast medium.

Schedule 3
Bellingen Community Communications Cooperative Limited
KNOWN AS
2 bbb FM ANNOUNCERS AGREEMENT

I
(full name of announcer)
Of
(address)

accept the role of a broadcaster on 2 bbb FM and agree to the following:

1. To abide by the constitution of Bellingen Community Communications Cooperative Limited.
2. To abide by the the station code of ethics and community broadcasting Code of Practice.
3. To abide by station policies, practices and procedures.
4. To present programs at the appointed time and to make appropriate arrangements if this is not possible.
5. To ensure that all scheduled announcements and segments are broadcast as scheduled and to enter the time of broadcast and signature on the running sheet as evidence of such announcement broadcast.
6. To not broadcast any unauthorised sponsorship announcements and to provide a copy to the Programming Officer prior to broadcast of any community announcements or sponsorship announcements, and not broadcast these until the Board of Management approval is given.
7. To provide summary forms as required (eg APRA surveys. Etct)
8. To never incur expenditure on behalf of Bellingen Community Communications Cooperative Limited without prior Board approval.
9. To use all station equipment in a responsible manner and to protect such equipment from damage.
10. To undertake some voluntary work for 2 bbb FM in addition to my program. Such work to be performed in any 12 month period and be negotiated with the Board of Management.

In addition, by my signature below, I acknowledge that:
My program timeslot belongs to 2 bbb FM and that the station has the right to alter program schedules as it sees fit;
I have a basic understanding of the role and objectives of 2 bbb 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 unit it is replaced by a new agreement or if I cease to occupy a broadcasting position at 2 bbb FM for more than twelve months.

Announcer's Signature
Date.....
Witness
Name and address of Witness: (Please Print)
.....

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Announcer's Signature
Date.....
Witness
Name and address of Witness: (Please Print)
.....