



## **Programming Policy**

*This policy presents the programming aims of Tamworth Broadcasting Society Inc. Our policies and procedures include mechanisms to enable participation by our community in station management, programming and general operations.*

*In determining program policy, Tamworth Broadcasting Society Inc. is guided by the programming objectives set out in the station's Constitution, its Licence and the CBA Code of Practice.*

### **Responsive to the needs of the community**

Tamworth Broadcasting Society Inc. is committed to providing a high-quality service that is responsive to its community of interest. To achieve this, the station solicits wherever possible feedback on its programming through the following and other means:

- online surveys of members, listeners, and interested community groups and organisations
- similar surveys of the general community, as resources permit,
- listener comments logbook,
- social media pages, and
- visitor's logbook.

### **Program Review**

Tamworth Broadcasting Society Inc. maintains a Program Committee which is responsible for:

- ensuring that programs are delivered in accordance with the station's licence and related requirements and with program guidelines,
- reviewing regularly and if necessary, updating program guidelines and disseminating them to presenters, and
- regular reviewing the program grid.

The Board appoints a Chairperson to the Program Committee who convenes meeting as necessary, at least every 6 months.

Although the Program Committee has a defined membership of knowledgeable members of the organisation and others as deemed advisable, all members are invited to attend meetings. Members may also offer written submissions to the committee for program ideas and concepts, or by prior arrangement may address the Program Committee in person.

## General Guidelines

- a) As stated in the Community Radio Codes of Practice, Tamworth Broadcasting Society Inc. will not broadcast material that may:
  - incite, encourage, or present for their own sake violence or brutality;
  - simulate news or events in a way that misleads or alarms listeners;
  - present as desirable the misuse of drugs including alcohol, narcotics or tobacco; or
  - stereotype, incite, vilify, or perpetuate hatred against or attempt to demean any person or group based on ethnicity, nationality, race, gender, sexual preference, religion, age, or physical or mental disability.
- b) In deciding to present an event or information that may disturb listeners, the station considers the audience, context, degree of explicitness, propensity to alarm, distress or shock, and the social importance of the programming. If a program or component of a program may be offensive, warning is given immediately prior to the broadcast.
- c) 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.
- d) We will have programming practices that protect children from harmful material but will avoid concealing the real world from them.
- e) We will follow applicable privacy laws by:
  - respecting people's legitimate right to protection from unjustified use of material which is obtained without consent or through an invasion of privacy
  - only broadcasting the words of an identifiable person where:
    - that person has been told in advance that the words may be broadcast, or
    - it was clearly indicated at the time the recording was made that the material would be broadcast, or
    - in the case of words that have been recorded without the knowledge of a person, that person has indicated their agreement prior to broadcast.
- f) News, current affairs, including news updates and promotions, documentaries, feature programs and interviews shall:
  - provide access to views not adequately represented by other broadcasting sectors
  - present factual material accurately and ensure that reasonable efforts are made to correct substantial errors of fact as quickly as possible
  - clearly distinguish factual material from commentary and analysis
  - present news in such a way that it does not create public panic or unnecessary distress to listeners
  - represent viewpoints fairly without having a misleading emphasis, editing out of context or withholding relevant and available material.
- g) Presenters will not place any music broadcast on 88.9FM on any internet site where downloading is possible.
- h) Presenters cannot present a program, or fill-in for another presenter's program, without the prior approval of the 88.9FM Operations Manager.

- i) A Program Proposal form must be completed before there are any changes to program style, content, personnel or time slot. The Program Proposal must be submitted to the Operations Manager and the change/s must be tabled at the next Committee Meeting.
- j) For the purposes of a program, a guest is someone who appears on a program for a segment and plays no part in the format of the show or its content. A segment can be a one off segment or a monthly segment. If a person does more than this, they become a co-host and require the necessary training and information required to be an on air announcer. This includes being a member of Tamworth Broadcasting Society Inc.
- k) Any presenter found guilty of wilfully damaging property belonging to 88.9FM, will be held responsible for its repair or replacement and are liable to be suspended. Accidents or equipment failures are to be reported immediately to the Operations Manager.
- l) Presenters are required to adhere strictly to the scheduled program's start and finish times. Where studios are shared, guests must leave the studio 10 minutes before the end of the show to ensure a smooth changeover. Presenters do not need to enter the shared studio until 5 minutes before their starting time.
- m) All aspects of 88.9FM's programming will be reviewed annually to ensure it meets the needs of the station. This may result in changes to programming, additional training and/or mentoring to occur.

During these reviews, it will be ascertained whether programs:

- Provide content outlined in their initial program proposal.
- Provide relevant content to the listening community
- Meet membership and training expectations outlined by the committee of management.
- Meet presenter obligations outlined in the Presenters Agreement.
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If remedial action is required, the Operations Manager will initiate contact with presenters and support them through a process to rectify any concerns.

Should an applicant or existing presenter disagree with programming decisions, they are entitled to initiate the grievance process outlined in the 88.9FM constitution and grievance policies.

## Program guide

A program guide and presenter profiles are published on the station's website and updated on a quarterly basis as needed.

## Monitoring and evaluation of programs

In compliance with our broadcasting licence, an audio log of every broadcast is to be captured and retained for a period of six weeks (42 days) from the date of broadcast. If a complaint has been made against the station, the audio log is to be retained for provision to ACMA for 60 days or until the matter has been resolved, or longer in special circumstances as ACMA directs.

## Other relevant policies

Staff and volunteers are encouraged to read this policy in conjunction with other station policies.

## More information

If you have a query about this policy or need more information, please contact the station manager.