



STATION OPERATIONS AND PRESENTER'S RESPONSIBILITY AND CONDUCT POLICY

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| Drafted by | John Poole | Approved by | 20 Dec 17 |
| | | Management | |
| | | Committee on | |
| Responsible person | Secretary | Scheduled review date | Dec 18 |

INTRODUCTION AND PURPOSE

1. As a Community Broadcaster what we do as a Radio Station is the core of what we do. We have a mandate to provide members of our community with opportunities to participate in broadcasting, and for many this means presenting programs. But we also have an obligation to our listening audience and sponsors to ensure that what goes to air meets quality standards. And we are funded to a significant extent by public funds so that we have an obligation to the community generally to conduct our affairs with this in mind.
2. The majority of our members are also presenters and as members it is a good idea if they are properly introduced to community broadcasting in general, Cairns FM 89.1 in particular, and made aware of what expect of those who are granted on-air privileges.
3. The on-air presenters are the link between all of Cairns FM89.1 operations and the outside world. When someone is hosting a show, he or she is Cairns FM89.1. The presenter is representing all the other hard working people at the station. This is a tremendous responsibility and should be treated as such.
4. If a presenter proves incapable and/or unwilling of living up to his or her responsibilities, the Programming Committee will, after giving the proper warning, take the privilege of being a presenter away.
5. This document sets out station policy in these matters.
6. We also have volunteers who have a general interest in community radio even if they do not present themselves. Apart from those areas that specifically relate to on air presenting, this policy applies equally to them and should be taken into account when inducting and training non-presenter volunteers.

POLICY AND PROCEDURE

INDUCTION AND TRAINING

7. All potential presenters are required to be formally inducted into Cairns FM 89.1. The Management Committee delegates this task to a training sub-committee chaired by the Vice President and assisted by other Management Committee members and volunteers. Induction extends to training and given the close link between training and programming, this same sub-committee is responsible for implementing the programming policy.

8. Our volunteer presenters have differing levels of practical experience extending in some cases to many years' experience in community or commercial broadcasting in Australia or overseas including the ABC. Clearly a one-size-fits-all induction and training process will not be appropriate so that although a standard induction / training process is to be established, the training sub-committee is able to vary the process in individual cases at its discretion. However, no volunteer is to be permitted to broadcast unless the sub-committee is satisfied that he or she is adequately prepared having regard to the principles set out below
9. The induction / training package is to consist of the following elements:
 - About Community Radio
 - Station Procedures
 - Station Presentation Guidelines
 - Announcing Techniques
 - Radio Interviewing
 - Broadcasting Law and Codes of Practice
 - Community Broadcasting Sponsorship Guidelines
10. Before being allowed to broadcast, the presenter must sign a prescribed Presenter Agreement together with an acknowledgement by a parent or guardian where the presenter is under age 18.

ABOUT COMMUNITY RADIO

11. This section should include a general introduction to Community Radio, the history of Cairns FM 89.1 and a general view of how it operates. The fact that we are not a clone of a commercial station should be emphasised with reference to the Codes of Practice.
12. There should be an overview of our history starting in 1980 and up to the move to the TAFE north premises in 2017.
13. The governance arrangements of the station should be summarised including the roles of the Management Committee and Station Manager.

STATION PROCEDURES

14. This section should cover general station procedures apart from those that relate to specific on air requirements and should be developed with advice from the station manager who is generally responsible for such matters.
15. A number of matters should be particularly emphasised given that the station may wish to take summary action in the event of a breach and it would then be important that the presenter concerned should not be able to claim that they were unaware of station policy:
 - Interviews need prior approval of the station manager,
 - The station manager must be notified in advance if a presenter is unable to present their program on a particular day,
 - The need to be aware of and understand information conveyed by management,
 - Attendance book requirements and security arrangements,
 - Constraints on entering the on-air studio,
 - That only legally acquired music can be played on air,
 - Music stored on station computers is not to be copied and removed from the station,
 - Station computers can be used for online research but not for other purposes such as access to social media,
 - Competition or giveaways need the prior approval of the station manager,
 - Constraints on personal and other forms of message,
 - Use of telephone, and
 - Emergency procedures

STATION PRESENTATION GUIDELINES

16. This section should explain the prevailing guidelines that ensure a consistent form of presentation of programs and which presenters are expected to follow. The guidelines cover such matters as:

- Studio Etiquette
- Audio levels and use of headphones
- News & sport and weather reports
- Station IDs
- Sponsorships, Community Service Announcements (CSAs) and station promos
- Time calls
- Announcing music tracks – back and forward announcing
- General announcing
- Taking and announcing requests
- Music mixing and formats
- Starting & closing programs
- Dual Presenter programs
- Pre-recorded programs
- Outside broadcasting

ANNOUNCING TECHNIQUES

17. This section should cover generally accepted announcing techniques including the use of microphones.

RADIO INTERVIEWING

18. This section should cover generally accepted interviewing techniques with a reminder that interviews are not to be conducted without the approval of the station manager.

BROADCASTING LAW AND CODES OF PRACTICE

19. This section should provide a brief overview of the specific legal environment in which we operate including:

- The Broadcasting Services Act 1992 as it applies to community radio, and
- The CBAA Codes of Practice.

20. Presenters should also be acquainted with general provisions of the law which are potentially relevant to broadcasters including laws relating to:

- Defamation,
- Blasphemous, obscene or indecent material,
- Sedition,
- Contempt of Court and / or Parliament, and
- Injurious or Malicious Falsehoods.

21. Presenters' attention should also be drawn to the CSAs in place that state that views and opinions expressed are not necessarily those of Cairns FM 89.1.

22. Presenters should also be reminded that the station is politically neutral and this concept of neutrality extends to the reporting and commenting to ethnic audiences on events and situations outside Australia.

COPYRIGHT

23. The nature of copyright should be explained to all presenters given the risk that copyright can be infringed deliberately or inadvertently by what is broadcast. This includes the fact that it is illegal to copy onto CD or other media music for a personal collection.

COMMUNITY BROADCASTING SPONSORSHIP GUIDELINES

24. Presenters need to know that as a community broadcaster we are not allowed to broadcast advertisements but can broadcast sponsorship announcements. The differences should be explained using the Community Broadcasting Sponsorship Guidelines.

25. Presenters should also be instructed that:

- They need to present each sponsorship announcement that is on the log sheets and to try to broadcast them at the scheduled time,
- Scripted announcements should be read seriously, and
- The text of any spoken sponsorship announcement must not be altered.

AUTHORISATION

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Secretary
20 Dec 17