



PROGRAMMING POLICY

Drafted by	John Poole	Approved by	20 December 2017
		Management	
		Committee on	
Responsible person	Vice President	Scheduled review date	December 2018

INTRODUCTION AND PURPOSE

1. Within Cairns FM 89.1, development of the program schedule is delegated to a sub-committee of the Management Committee chaired by the Vice President with other Management Committee members and volunteers co-opted. The Station Manager is also expected to participate.
2. The sub-committee is required to reflect Cairns FM 89.1 policy on programming as set out in this document when developing the schedule.

POLICY AND PROCEDURE

GUIDING PRINCIPLES – CODE OF CONDUCT

3. As a Community Broadcaster, our programming needs to follow six guiding principles set out in the CBAA Code of Conduct:
 - Promote harmony and diversity and contribute to an inclusive, cohesive and culturally-diverse Australian community
 - Pursue the principles of democracy, access and equity, especially for people and issues not adequately represented in other media
 - Enhance the diversity of programming choices available to the public and present programs that expand the variety of viewpoints broadcast in Australia
 - Demonstrate independence in programming as well as in editorial and management decisions
 - Support and develop local arts and music
 - Increase community involvement in broadcasting.
4. In compiling a specific schedule that takes into account the guidelines set out below, the schedule viewed overall should satisfy the six principles set out above to a meaningful extent.

GUIDING PRINCIPLES – CAIRNS FM 89.1

5. In addition to the principles derived from the Code of Conduct, for Cairns FM 89.1:
 - Local artists, activities and events should be promoted and covered wherever possible and practical
 - Religious comment or spiritual music should be restricted to religious programs only. Gospel music is OK.

- Political comment in any way shape or form is prohibited, unless approved beforehand by the Station Manager.
 - Presenters must adhere to the program description/theme and not vary their presentation unless prior specific permission has been given by the Station Manager.
 - Announcer talk in a music program should be kept to a minimum, and be relevant to that program.
 - Presenters are NOT to refer to, or discuss, family, friends or colleagues during their program presentation.
 - Play music that is not often played on other local radio stations. Avoid repetition unless it's new music.
6. One of the intents of the Community Broadcasting concept is to provide opportunities for members of the community to become involved in broadcasting. Thus, as a matter of policy individual presenters should not be regarded as 'owning' a particular broadcasting slot and / or program format. The fact that an individual is a long-standing presenter says something about their reliability which is clearly a factor to be taken into account by the programming sub-committee. But this needs to be balanced against the preferred character of programs and the overall mix of programs together with the obligation to other community members to be given a fair go.
7. Our policy is to give members of our community opportunities to participate in Community Radio by presenting programs. However, our listening community, including sponsors, is also likely to have expectations of broadcasting proficiency and relevance of content. So whilst every endeavour should be made to provide opportunities to our community members we will avail of other content options made available to us at no cost by other organisations such as the Community Radio Network and International Broadcasters whose quality can be taken for granted.

TIME OF DAY POLICIES

8. Breakfast (6am until 9am) – 63% listening audience (2017 survey):
- The program should be light and bright (50's – 00's familiar music) with information, e.g. news, weather, frequent time calls, key community events happening on that week, and traffic information (optional).
 - Breakfast should not contain any live or pre-recorded spoken interviews/promotions over 4-5 minutes in length, with a maximum of two interviews per hour.
9. Morning (9am until noon) – 72% listening audience:
- The program can include informative and relevant talk and interviews on current affairs, general interest discussions, promotion of community events, special guests and other content which helps people with their life.
 - Music during this time should be easy listening.
10. Afternoon (midday until 3pm) – 63% listening audience:
- Music during the afternoon should be easy listening.
11. Drive Time (3pm until 7pm) - 65% listening audience:
- Music should be contemporary and there should be plenty of information on news, weather, time and traffic.
12. Evenings (7pm until midnight) – 36% listening audience:

- A good time for special programming such as youth, hits countdown, interviews with artists and latest releases.

13. Mid-Dawn (Midnight to 6am) – 17% listening audience:

- This period may have a small listening audience. Music can be varied.

INDIGENOUS, ETHNIC, AND MULTICULTURAL PROGRAMS

14. Within the station, certain programs may be considered to be Indigenous, Ethnic or Multicultural programs. Cairns FM 89.1 supports such programming as it exemplifies Community Broadcasting and the Code of Conduct. Such programs may also be eligible for grants from the Community Broadcasting Foundation to fund the cost of producing specialised content.

15. Grants are subject to strict criteria and these are summarised in the Annexure. They constrain the structure of the content, the background of the presenters and prescribe administrative arrangements such as the need to hold formal meetings between representatives of the station and the presenters and program contributors concerned, written minutes and contact details of all participants. Given these obligations those involved in producing a specialised program may decide that the complications and effort involved in complying with the CBF requirements are not worthwhile particularly if they have adequate access to content appropriate to their planned program.

16. There are no specific time of day constraints on specialised programs whether they are CBF compliant or not indeed some might consider time of day constraints related to ethnicity to be discriminatory. And in general the sub-committee needs to take care that any scheduling decisions taken against the preferences of a particular group are based on broadcasting merit.

ADDITIONAL ON AIR POLICIES

17. The programming sub-committee is also expected to ensure the following program related policies are reflected in presenter training and compliance monitored by the Station Manager.

WEATHER FORECAST

18. The forecast to be read should be for the CAIRNS/TABLELANDS district only, as we have only a local listening audience. Forecasts for other capital cities to be read ONLY in the breakfast program.

19. The source for the forecast be in the following order:-

- Use Weatherzone.com.au (on the computer near to the CD player),
- If that source is unavailable, the BOM printout from the Internet,
- If that source is unavailable, the Cairns Post.

20. The forecast to include ONLY the following (taking NO MORE THAN 30 - 45 seconds!)

- Warnings (if any) – these come first!
- Forecast description for Cairns/Tablelands district
- Estimated maximum temperature
- Estimated minimum overnight temperature
- Current temperature

- Limited description of tide times, cloud covers, next few days forecasts, rainfall amounts etc. etc.
- NO personal comments, interpretations or views about the weather, climate or forecast to be made!

SPONSORSHIP/COMMUNITY SERVICE ANNOUNCEMENTS

21. Presenters are NOT to sponsor (or advertise) any goods or services without prior permission. No freebies!
22. Presenters are to play sponsorship messages as directed in the station log, and not add or subtract messages.
23. Community Service Announcements (CSA's) are also to be played as directed, and not add or subtract messages.
24. Sponsorship messages may occur in other languages besides English, but need to be authorised by the Manager.

INTERVIEWS

25. Interview questions can either be 'closed' (unsuitable) or 'open' (suitable)
26. Interviews can be spontaneous 'live to air' or pre-recorded (preferred for novices).
27. Pre-recorded interviews can be edited to remove glitches, 'errs' and 'ums', 'you know what I mean' statements, long pauses, coughing, extraneous noises etc. - this can take a long time.
28. The content of interviews and associated questions need to be researched and prepared. 'On the spot' interviews are rarely successful, and are only done in extreme circumstances.
29. All scheduled interviews are to be submitted to the Manager on the appropriate form prior to broadcast.
30. Presenters are not to 'compete' with each other for talent. Different topics may be suitable for different programs or times of the day/evening. The Manager has the final ruling on this.

ENGLISH-LANGUAGE PROGRAMS

31. Presenters whose first language is not English must meet minimum standards in speaking, pronunciation and grammatical expression before presenting an English-language spoken word or music program.
32. The Manager is the person giving such approval or otherwise.

NEWS

33. News selection is determined by the Management Committee, and should be played as directed, without announcer comment. Announcers may not substitute or add/delete news items without prior permission.

PROGRAM PROMOTION

34. Presenters are NOT to promote their program during their program.
35. Program promotion should only occur for programs to be aired on the same day.

AUSTRALIAN MUSIC

36. Unless music is themed in a specific program, e.g., jazz, reggae, classical, opera, hip-hop, country, at least 25% (preferably 30%) music content must be from Australian performers/recordings. wherever possible.

37. Support and promote local/Australian musicians & promote events where local/Australian musicians are featured.

AUTHORISATION

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Secretary
20 December 2017

**Summary of Community Broadcasting Foundation Requirements
Content Grants for Specialised Programs**

INTRODUCTION

1. The station can apply to the CBF for content related grants for specialized programs. eligibility requirements apply.

SPECIALISED PROGRAMS

2. The CBF refers to 'Specialised Programs' and within that the following categories:
 - **An Indigenous program** broadcast on a non-Indigenous licensed station must be produced and presented by an Indigenous person or group.
 - **An Ethnic program** must be produced and presented by a person or group of people broadcasting to a defined local ethnic community which has input into the content of the program. The program's spoken language must be at least 50% in a language other than English except where English is the native or common language of the cultural community (e.g. Irish, Indian) or where the program is produced and presented by people under the age of 30. Spoken word content must be no more than 25% religious content.
 - **A Multicultural program** must be produced by a group of at least 3 broadcasters from differing language/cultural backgrounds and address issues of multiculturalism, identity, settlement, etc. It can be in any language.

CONTENT REQUIREMENTS

3. All specialist programs must:
 - Be produced locally – programs originating elsewhere for local re-broadcast are not eligible
 - Be broadcast regularly, at least fortnightly, between 6am – 1am,
 - Be at least 30 mins long with a minimum of 80% specialist programming material including culturally relevant music.
 - Have a minimum of 40% of the program which must be spoken word content or musical content broadcast live or recorded by the station and covers social, cultural and political issues of importance to the relevant community, and news and information relevant to cultural language and maintenance, with an emphasis on local perspectives.

ADMINISTRATIVE REQUIREMENTS

4. Station management must meet with presenters and program contributors prior to a funding application to ensure:
 - Everybody understands and commits to complying with the grant guidelines requirements for Specialist Radio Programming support throughout the funding period
 - Everybody understands and agrees to the funded items requested
 - Everybody is aware of their grant expenditure record keeping requirements
 - Broadcasters are sufficiently supported by stations and incorporated organisations to provide interesting and relevant content for local communities
 - Broadcasters and station representatives have an opportunity to discuss any issues and maintain an open dialogue to include specialist programmers in the overall station community.
5. Each grant application will require the date of the most recent meeting and a list of attendees and their contact information. CBF representatives may request a copy of the written minutes from this meeting and may contact presenters and program contributors directly at any time.