

GIPPSLAND FM POLICY

PROGRAMMING

1.0 INTRODUCTION

1.1 As a community radio station, Gippsland FM has a programming policy (defined herein) that is based on the following principles:

- a) to make broadcasting accessible to all individuals and all sections of the community seeking access to broadcasting facilities, particularly those who do not obtain access to other media,
- b) to expand meaningful programming choice to satisfy a wide diversity of needs and interests of listeners, whether numerous or not, and
- c) to provide programs and Community Service Announcements (CSAs)¹ that meet the needs of the local community and are consistent with the station's Promise of Performance outlined as follows.

1.2 Station programming policy shall embrace and abide by the original Gippsland FM Promise of Performance. With regard to programming, that includes the following:

- a) seeking to provide an alternative radio service for the people of Gippsland. Program content and format shall be such as to complement and supplement programs provided by commercial and national broadcasters serving Gippsland.
- b) provision of educational programs, community access programs, high quality music and other programs considered suitable for broadcasting to the people of Gippsland.
- c) offering access to facilities and personnel to all community members and/or groups to produce and broadcast their programs. Other community members and/or groups shall have the right of reply to views expressed in these programs.
- d) seeking to promote public awareness of the potential of community broadcasting, encouraging the community to produce its own programs.
- e) Provide emergency service broadcasts. Refer Schedule 6.

1.3 In addition, the station will ensure that it maintains a bias towards programs that actively engage with the local community or involve a wider level of participation by the local community in order to deliver content relevant to the licensed service area.

1.4 Station programming policy shall also embrace and abide by the community broadcasting Codes of Practice. The relevant sections for Programming are attached to this policy in Schedule 1.

1.5 Station programming policy shall also embrace and abide by the following code of ethics. In that regard, the station shall

¹ A Community Service Announcement is a short message which shares information about a local event, activity or service provided by any local organisation or a local attraction or a discussion with a local subject matter expert, for which Gippsland FM receives no payment for the broadcast.

- a) cater to the needs of those denied effective access to, and those not adequately served by, the existing media
- b) seek the highest standard in programming consistent with the widest possible community participation
- c) subject to legal requirements and station policy, avoid any kind of censorship.
- d) encourage presenters to adopt a programming policy which opposes and breaks down prejudice on the basis of race, nationality, ethnic background, sex, religion, sexual preference or mental condition.

2.0 INDEPENDENCE

- 2.1 Station programming policy shall at all times remain independent. This means that the programming policy of Gippsland FM 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.
- 2.2 Station programming (in terms of quality and content) and scheduling shall not be undertaken to meet the needs of current or potential station sponsors.
- 2.3 Station programming and scheduling shall be undertaken in a manner that is free from control or influence by one dominant group of members.
- 2.4 The Board shall ensure that station programming and scheduling is managed by a consensus approach of members broadly representative of the local community diversity.
- 2.5 The Board shall ensure that this policy and station programming and scheduling is subject to external community influence and scrutiny.
- 2.6 The Board shall ensure that appropriate management structures and portfolio allocations are such that programming independence is maintained.

3.0 GOVERNANCE

- 3.1 The Board shall remain accountable for the maintenance and development of the station programming policy and shall remain accountable for its implementation and compliance.
- 3.2 The Board shall provide consultative mechanisms and structures to promote participation by station members and the broader community in programming policy, program types and scheduling and programming practices.
- 3.3 The Board shall maintain a programming advisory committee (PAC) with community representation to assist with programming whilst allowing 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.
- 3.4 All presenters must remain financial members of the station.
- 3.5 The Board shall ensure that participation in all station activities and the presentation of programs is discharged without prejudice 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.

- 3.6 The Board 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.
- 3.7 The Board shall ensure that a bias towards the delivery of local content and community engagement is maintained and in particular continuing to provide programs for those who are under-represented in other media.

COMMUNITY ACCESS

The Board shall ensure that Gippsland FM remains open to all members of the community (groups or individuals) to access personnel and station facilities in order to present broadcast programs on the station.

The Board shall regularly promote at least once per week on air that all members of the community have a right to access broadcasting opportunities on the station.

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 to achieve reasonable competence as a result of such training and induction.

5.0 BROADCASTING ISSUES

- 5.1 Further to the principles and objectives outlined in this policy, presenters on Gippsland FM have an obligation to inform, connect with and entertain local listening audiences.
- 5.2 All programs broadcast must comply with the legal and ethical requirements outlined in statutory and station policy documents.
- 5.3 All presenters on the station must complete training and induction prior to commencing broadcasting. All presenters must attend refresher training as required by station management. The Board shall ensure that records of who has completed such training shall be kept.
- 5.4 All presenters must enter into an agreement with station management that they will abide by the policies, practices and lawful instructions of the Board or its agents. 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 for ensuring that all presenters have entered into such an agreement.
- 5.5 All presenters will take all reasonable precautions to avoid placing the station at risk of a successful defamation case against it.
- 5.6 All presenters 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.
- 5.7 All presenters 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 9pm and 6am the following day.

Any presenter who is found to knowingly and with intent put to air offensive material with the sole intent of shocking, causing distress or for 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.

- 5.8** In addition, there are no circumstances where any station presenter 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.
- 5.9** Under no circumstances shall material be played that would be considered harmful to children.
- 5.10** All music programs shall endeavour to ensure that compliance with minimum Australian content requirements is observed.
- 5.11** All music broadcast on the station shall be covered by copyright. Therefore only music which is legally procured or downloaded can be played; this does not include streaming platforms like Spotify or YouTube. . Any live music performed can only be material where copyright has been approved (i.e. musicians can only present their own material unless written permission is provided to the Board for other such material at least 48 hours prior to proposed broadcast).
- 5.12** Full classical music works (e.g. whole operatic or symphonic performances), radio plays, comedy, drama, poetry and other similar written works can only be broadcast with the written permission of the copyright owner provided to the Board prior to such broadcasts.
- 5.13** Presenters 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.
- 5.14** Station presenters shall not present on-air whilst under the influence of liquor or other mind altering substances. In addition, presenters shall not consume alcohol or such substances whilst broadcasting – no matter the location where such broadcasts are being made from. Failure to comply with this clause will result in immediate expulsion from the station.
- 5.15** Station presenters may not undertake on-air talk-back on the station unless prior permission of the Board has been obtained in writing. (The Board shall withhold such permission until it is satisfied that presenters wishing to broadcast talk-back are adequately trained in interviewing techniques and the

technical requirements of the operating panel including the seven-second delay function. Further, the Board must be satisfied that the presenter has an assistant to screen calls and that the seven second delay is operable for such broadcasts as a mandatory requirement). It should be noted that talk-back is defined as random callers being put to air and not pre-arranged interviews on the telephone.

Presenters can apply to the Program Director (or other person nominated by the Board) for a telephone key to allow for pre-arranged interviews by telephone. Approval shall generally be a formality and the issue of a key shall be accompanied by a letter outlining the conditions to be followed (i.e. be trained in the use of the telephone system, key not to be copied, given to other people, used in accordance with this policy and returned when no longer required).

- 5.16** Station presenters may not undertake on-air Zoom (or similar computer software) interviews unless prior permission of the Program Director (or other person nominated by the Board) has been obtained in writing. Permission to access this process shall be withheld until the presenter wishing to utilize this technique is adequately trained in such interviewing activities.
- 5.17** No acknowledgement should be given to prank or problem callers and any call of this nature should be terminated promptly.
- 5.18** One studio for live-to-air broadcasting shall be made available at all times for the scheduled presenter. Another studio may be booked for the purpose of pre-recording a broadcast. The required appointment time to pre-record should be logged in the Studio Bookings Diary and such action provides a right to use the studio for this purpose.
- 5.19** A Director may re-prioritise a studio booked or in use for pre-recording of programs. This can only occur due to broadcasting difficulties that have arisen in another studio or any other unforeseen priority or emergency. If such action is taken by a director, that director must report this to the next meeting of the Board.
- 5.20** Programs shall start and end at the times published in the daily running schedule produced by station management. However, where news is scheduled, programs shall conclude at the commencement of the news and the next program shall commence following the news. Where news is scheduled within a program, the news shall be broadcast as scheduled.
- 5.21** Presenters must arrive at the station at least fifteen minutes prior to their scheduled program time to ensure a smooth transition between programs.
- 5.22** Station presenters may have assistant presenters (or co-hosts) on their programs, however where an assistant presenter becomes a regular presenter each week, such assistant presenters must become trained presenters and members in accordance with clause 3.4 of this policy. An assistant presenter must comply with this clause after four consecutive weeks of being a guest on any program or if it is decided by the Board that such a person is no longer deemed to be an assistant presenter.
- 5.23** Presenters shall play all announcements and program segments scheduled on the daily schedule by station management as close as possible to the time scheduled. Where news is scheduled, it should not be broadcast prior to the scheduled time. A failure to comply with this clause may result in disciplinary action against the presenter.

- 5.24** 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.
- 5.25** The Board will ensure that all station broadcasts are recorded on a logger system in accordance with industry requirements.
- 5.26** If a station presenter is unable to present their program, they must advise the Program Co-ordinator/Director (or a person nominated by the Board) of the duration of any absence. The Program Co-ordinator/Director will ensure that appropriate substitute programming is broadcast in that timeslot. or a similar program (if possible) to that which would normally be presented. Notice of absence should be provided to station management as soon as the presenter is aware of their planned or unplanned absence and advice must include the expected period of any such absence. All presenters are encouraged to have a back-up arrangement with another presenter (subject to approval by the Program Co-ordinator/Director) to fill in when unavailable; such information to be included when advising of any absence from broadcasting.
- 5.27** If a presenter has a grievance, complaint, disagreement or conflict with another station member or station management, such matters are not to be raised on-air under any circumstances. A breach of this clause will be deemed a serious breach of station policy and will result in disciplinary action and possible dismissal of the presenter.
- 5.28** The aggrieved presenter should follow the grievance procedures as outlined in the station's People Policies. Additional clarification regarding the issue may also be sought from the Board..
- 5.29** As a general rule, any presenter may have only one other person with them in the studios—unless the program format requires more people and approval of station management has been received.
- 5.30** For the health and safety of station members, presenters are required to use their own headphones and microphone sock.
- 5.31** Children brought into the studio must be supervised by the accompanying adult, at all times.
- 5.32** Although the station can be received around the world via the internet, presenters must ensure that the primary focus of their program is to the local community and its needs. Continual references to non-local listeners are not to be made.
- 5.33** Outside Broadcasts – the process for initiating and approving outside broadcasts shall be in accordance with Schedule 4 of this policy document.
- 5.34** Broadcasting of recorded comedy – the policy for broadcasting of recorded comedy shall be in accordance with Schedule 5 of this policy document.
- 5.35** Community Service Announcements – a critical point of difference for the station should be its ability to better engage with the local community. One way of enhancing this is through the delivery of community service announcements. These must be sourced by presenters with assistance from station administration and need to be featured regularly by all presenters on the station.

- 5.36** Faults reporting, particularly relating to equipment malfunction, should be noted in the appropriate Studio Log Book located in each studio. This should then enable rectification or repair attention from Technical personnel.

Schedule 1

Codes of Practice Related To Programming

Code 3 – General Programming

Purpose: To encourage programming that reflects our community interest and guiding principles.

3.1 Our community radio station 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.

3.2 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.

3.3 We will not broadcast material that is likely to stereotype, incite, vilify, or perpetuate hatred against, or attempt to demean any person or group, on the basis of ethnicity, nationality, race, language, gender, sexuality, 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 expression of genuinely held opinion in a news or current affairs program or in the legitimate context of a humorous, satirical or dramatic work.

3.4 We will have programming practices that protect children from harmful material but will avoid concealing the real world from them.

3.5 We will follow applicable privacy laws by:

- (a) respecting people's legitimate right to protection from unjustified use of material which is obtained without consent or through an invasion of privacy,
- (b) only broadcasting the words of an identifiable person where:
 - (i) that person has been told in advance that the words may be broadcast, or
 - (ii) it was clearly indicated at the time the recording was made that the material would be broadcast, or
 - (ii) in the case of words that have been recorded without the knowledge of a person, that person has indicated his/her agreement prior to broadcast.

3.6 News, current affairs (including news updates and promotions), documentaries, feature programs and interviews shall:

- (a) provide access to views not adequately represented by other broadcasting sectors,
 - (b) present factual material accurately and ensure that reasonable efforts are made to correct substantial errors of fact as quickly as possible,
 - (c) clearly distinguish factual material from commentary and analysis,
 - (d) present news in such a way that it does not create public panic or unnecessary distress to listeners, and
 - (e) represent viewpoints fairly without having a misleading emphasis, editing out of context or withholding relevant and available material.
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3.7 Community broadcasters play a vital role in broadcasting emergency information.

Community radio stations with the ability to offer emergency broadcasts will:

- (a) have procedures in place to enable appropriate local emergency broadcasts,
- (b) liaise with appropriate emergency and essential service organisations, and
- (c) ensure the accuracy of emergency information.

Code 4 - Indigenous programming and coverage of Indigenous issues

Purpose: To acknowledge the unique status of Indigenous peoples as the first Australians and to offer a way to demonstrate respect for their cultures and customs. In the Code 'Indigenous Australians' refers to the Aboriginal and Torres Strait Islander peoples of Australia

4.1 We will seek to involve and take advice from Indigenous Australians in the production of programs focusing on Indigenous Australians and issues. Where possible, we will consult the appropriate Indigenous media organisation broadcaster on appropriate forms of communication.

4.2 When reporting on Indigenous peoples and issues, we will take care to verify and observe the best way to respect culture and customs by:

- (a) considering regional differences, that is, be mindful of differences between Indigenous local groups,
 - (b) using appropriate words and phrases in referring to Indigenous peoples and their regional groups,
 - (c) seeking proper advice on how to best respect Indigenous bereavement customs when reporting on people who are recently deceased, and
 - (d) using suitable words and phrases when reporting on the social and emotional well-being of Indigenous people.
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Code 5 – Australian Music

Purpose: To reflect the commitment of community radio stations to develop Australian music and provide opportunities for performers to have their work regularly broadcast.

5.1 In selecting Australian music for broadcast in each month we will consider our community interest.

5.2 Of all music programming, we will broadcast at least:

- (a) 25 per cent of Australian music, except for ethnic and classical music stations, and
- (b) 10 per cent of Australian music for ethnic and classical music stations.

Australian music played is calculated as a percentage of all music played over a calendar month.

5.3 The requirements above do not include music used in sponsorship announcements, programs, or station promotions.

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

Schedule 2

Charter for Programming Advisory Committee

The purpose of the Gippsland FM Programming Advisory Committee (PAC) 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:

Delegated 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 personnel, subscribers and any other interested parties. The Board shall aim for a balance in committee membership where possible, 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.

In accordance with station rules, the Committee shall elect its Chairperson from approved members. . The Committee Chairperson shall 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 the endorsed committee members; if the number of endorsed committee members is not an even number, then a quorum shall be half plus one.

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 Codes of Practice and any other station policies and practices
- to provide advice to the Board on programming issues, programming policy and development, and any 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 analyse and determine that the programs delivered on Gippsland FM meet the needs identified,
- Identify program deficiencies or priorities,
- Assist in organising and delivering recruiting and training to meet current and future broadcast needs as requested by the Board This includes any refresher training that may be required.
- Allocate timeslots to various groups or individuals according to agreed program strategies and relevant policy requirements.
- Maintain up to date records of program schedules and participants and communicate this information as required to station administration and other station management or relevant officers (e.g. website administrator, production team etc),
- Advise station administration on those approved as station presenters and access code requirements, any keys required and internal mailbox labels required.
- 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 in the form of quality monitoring of on-air performance, are undertaken, particularly regarding compliance with station policy with regard to Australian music content, station talk-back policy, station broadcasting and behavioural standards. Such reviews must also be used in evaluating ongoing training requirements.

Areas of Overlap

- Internal Training as delegated by the Board, from time to time and may include:
 - plan and implement recruiting
 - co-ordinate delivery of basic training & induction
 - approve competency of trainees
 - ensure new trainees receive Station Volunteer Handbook
 - ensure new trainees sign Announcer Contract and pay fees
 - recommend timeslots to Program Committee-Director or co-ordinator
 - maintain training manual and trainer teams
 - identify advanced training requirements
 - organise delivery of such training
- Production/Promotion – this area should be managed by the Sales & Marketing Committee and ensure that adequate program and station promotion occurs to gain maximum leverage from our broadcast medium. In the event that the Sales & Marketing Committee fails to discharge that function effectively, the Board may ask the Programming Advisory Committee to assist.

GIPPSLAND FM PRESENTERS AGREEMENT

I.....,
(full name of announcer)

of
(address)

accept the role of a presenter on Gippsland FM and agree to the following:

1. To abide by the constitution of the Gippsland Community Radio Society Co-operative Limited.
2. To abide by the community broadcasting Codes of Practice.
3. To abide by station policies, practices and procedures, including the Code Of Conduct.
4. To present programs at the appointed time and advise if this is not possible.
5. To ensure that all scheduled announcements and segments scheduled by station management in my program are broadcast as scheduled.
6. To not broadcast any unauthorised sponsorship announcements.
7. To provide summary forms as required (eg. APRA surveys, etc)
8. To never incur expenditure on behalf of Gippsland FM without prior Board approval
9. To ensure that station security is maintained.
10. To use all station equipment in a responsible manner and to protect such equipment from damage, and
11. To be responsible for any non-members I bring to the station.
12. To not reveal my allocated door access code to any other person.

In addition, by my signature below, I acknowledge that:

- my program timeslot belongs to Gippsland FM and that the station has the right to alter program schedules as it sees fit,
- in order to maintain security and protection for personnel and equipment, I may be under video surveillance whilst on station premises,
- I have a basic understanding of the role and objectives of Gippsland 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 presenter.

I also understand that this agreement shall continue to have effect until it is replaced by a new agreement or if I cease to occupy a broadcasting position at Gippsland FM for more than twelve months.

Announcer's Signature Date.....

Witness

Name and Address of Witness:

.....
.....

GIPPSLAND FM COMMENTATOR AGREEMENT

(For individuals involved only as commentators)

I ,
(full name of announcer)

of
(address)

accept the role of a presenter on Gippsland FM and agree to the following:

1. To abide by the constitution of the Gippsland Community Radio Society Co-operative Limited.
2. To abide by the community broadcasting Codes of Practice.
3. To abide by station policies, practices and procedures, including the Code Of Conduct.
4. To present programs at the appointed time and to advise if this is not possible.
5. To ensure that any announcements and segments scheduled by station management in my program are broadcast as scheduled..
6. To not broadcast any unauthorised sponsorship announcements.
7. To never incur expenditure on behalf of Gippsland FM without prior Board approval.
8. To ensure that station security is maintained.
9. To use all station equipment in a responsible manner and to protect such equipment from damage and
10. To be responsible for any non-members I bring to the station.
11. To not reveal my allocated door access code to any other person.

In addition, by my signature below, I acknowledge that:

- my program timeslot belongs to Gippsland FM and that the station has the right to alter program schedules as it sees fit,
- in order to maintain security and protection for personnel and equipment, I may be under video surveillance whilst on station premises,
- I have a basic understanding of the role and objectives of Gippsland 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 presenter.

I also understand that this agreement shall continue to have effect until it is replaced by a new agreement or if I cease to occupy a broadcasting position at Gippsland FM for more than twelve months.

Announcer's Signature Date.....

Witness

Name and Address of Witness:

.....
.....

Schedule 4

OUTSIDE BROADCASTS

1.0 Introduction

1.1 Gippsland FM recognises that it is desirable for the station to be visible in the local community and to assist in that endeavour, a positive bias will be maintained for identifying and facilitating opportunities for outside broadcasts.

1.2 An outside broadcast is defined as:

An event where station personnel

- set-up the outside broadcasting equipment and deliver broadcast content from a site external to the studios, and
- require studio anchoring to facilitate the broadcast of such content.

Station members involved at outside broadcasts must be competent presenters, be considered worthy ambassadors for the station in the local community, must be appropriately attired and wear some form of station identification. The broadcast site must also display station signage to promote the station's involvement.

For clarification, a pre-arranged telephone call put to air from a person at some outside venue is not considered an outside broadcast.

However, if the imposition of such a telephone call:

- causes concern to the usual presenter due to its content, or
- is deemed to be inconsistent with the usual target audience, or
- is beyond the capability of the usual presenter to technically put the call to air,

then the requirements of this policy may apply (i.e. some discretion is to be applied by the PAC or Board in this instance).

1.3 Outside broadcast opportunities can be:

- a. Station initiated (e.g. by the Board or PAC); or
- b. Initiated by station members; or
- c. Requested by parties external to the station.

1.4 Where opportunities are proposed under 1.3 (a) or 1.3 (b), requests will be made to the Program Director in accordance with Section 2.0 of this charter and considered by the PAC.

- 1.5 In the event that the PAC does not approve the proposed outside broadcast, the proposer can appeal to the Board of Directors whose decision shall be final.
- 1.6 Requests from external parties – where an outside broadcast request is made from an external party, the request shall be treated in accordance with Section 3 of this charter.
- 1.7 Event attendance by the station – this policy does not apply to scenarios where station personnel attend an event where no outside broadcast is planned. Such initiatives or requests would be received and managed by the Board of Directors for strategic, financial or community engagement purposes.

2.0 Internal Requests Procedure

- 2.1 If an outside broadcast is proposed by station management or a station member, the proposal must be delivered to the Program Director in writing (i.e. letter or email) at least six weeks prior to the event and include:
 - a. A brief outline of the event and the broadcast agenda
 - b. The date and duration of the broadcast
 - c. The personnel to be involved on-site and at the station as studio anchor (and whether or not further assistance is required).

It is noted that Outside Broadcast Request forms are available from station administration to assist in this process.

- 2.2 It is noted that an inability to effectively resource an outside broadcast may result in the broadcast not being approved.
- 2.3 The PAC will consider the request and verbally advise its decision within 24 hours of a meeting of the PAC. The Program Director will be responsible for receiving requests, submitting the proposal to the PAC and advising the proposer of the decision of the PAC.
- 2.4 If approval for an outside broadcast is granted, the Program Director shall advise the proposer and any station personnel who may be affected.
- 2.5 If approval for an outside broadcast is not given by the PAC, the Program Director shall advise the reasons why approval is not granted. The proposer can appeal to the Board of Directors as noted in clause

1.5. The appeal must be sent to the Secretary and should outline the proposal as presented to the PAC. The Board will seek advice from the Program Director as to the reasons for non-approval by the PAC.

The Board shall then determine the matter and advise the appellant within 7 days of its decision. The Board must consider the opportunity from a number of perspectives, including:

- a. Programming content
- b. Strategic partnering
- c. Community engagement
- d. Potential financial or marketing benefits to the station.

2.6 The provision of volunteer anchors shall be pursued on a best endeavours basis. In the event that an anchor person has to be paid for such service, the Board may charge a fee to the party proposing the outside broadcast based on the cost incurred. The fee can be paid prior to or within one month after the event. The proposer can withdraw its proposal without prejudice if the fee amount is a concern.

2.7 For clarity, the station will not pay presenters for the delivery of content from outside broadcasts.

3.0 External Requests For Outside Broadcasts

3.1 External parties are welcome to apply to the station for attendance at events to conduct outside broadcasts.

3.2 Such requests will be referred to the Secretary who should make contact with the requesting party to ensure that the proposal requirements (outlined in clause 2.1 of this charter) are adequate for consideration and to advise the requesting party of the process for approval and any related costs that may be incurred.

3.3 The request shall be dealt with by the Board. The Board should decide the matter in consultation with the PAC. The Secretary will advise the external party of the Board's decision within 7 days of the decision.

3.4 The Board may charge a fee for such broadcasts to be undertaken and will advise that once the fee amount is agreed, it will be payable at least 5 business days prior to the broadcast being undertaken.

3.5 In the event that the Board wishes to market the opportunities to provide outside broadcasts (e.g. on the station website), it will ensure that the requirements regarding timelines and proposal details are published consistent with those outlined in Section 2 of this charter.

4.0 Outside Broadcast Planning

- 4.1** The PAC shall endeavour to provide a pro-active approach to capturing opportunities for outside broadcasts rather than being only reactive to requests being submitted.
- 4.2** As part of this approach and in the interests of transparency for station members, the PAC will consult with stakeholders and advise the Board of an annual calendar of events where the potential exists for outside broadcasts. This will include events that are:
- a. Sporting related
 - b. Cultural activities
 - c. Music festivals
 - d. Other major community events
 - e. Other significant opportunities for the station to meet its obligations.
- 4.3** The outside broadcast events calendar should be submitted annually to the Board in March each year for endorsement and updated quarterly on a rolling basis by the PAC. The endorsed plan will be communicated to station members so that those seeking outside broadcasts and those affected (i.e. usual presenters) are aware of the potential for such broadcasts throughout the year ahead.
- 4.4** It is noted that opportunities included in the outside broadcast events calendar does not herald approval of each event identified. The processes outlined in Section 2 and Section 3 of this charter would still require completion for the implementation of such events.

Schedule 5

BROADCASTING OF RECORDED COMEDY

Policy Statements

- 5.1 Gippsland FM presenters are able to broadcast recorded comedy tracks as part of their radio programs, but only under the strict guidelines issued under the licence for member community radio stations held by the Community Broadcasting Association Of Australia.
- 5.2 The material to be broadcast must have been released on a mass media product under the authority of the original copyright holder. Mass media products include vinyl recordings, cassette tapes or compact discs (CD's), but not digital video discs (DVD's). Broadcasting extracts or copies from soundtracks of any video recordings are not permitted. Similarly, extracts from podcasts are also not permitted to be broadcast.
- 5.3 Downloaded material is not to be used, even if copied onto a CD, unless the presenter has the original commercial release copy in their possession.
- 5.4 The presenter must have the original mass media product that they wish to broadcast. Such product must be taken to the station administration office where the item(s) shall be verified by a station management representative and the details recorded against the name of the presenter. As such, the presenter would then be authorised to broadcast the material identified.
- 5.5 Presenters are not permitted to lend the original or copies of any comedy material to other presenters for their use on air.
- 5.6 Presenters who have not been authorised to play comedy material under this policy risk immediate suspension if they do.

Guiding Questions And Answers

- Q. I have an old LP that I bought on E-Bay that has scratches on it. Can I download the same material from the internet and broadcast that in my program?
- A Yes, as long as you have produced the original LP at the office for verification and noting and received authorisation to broadcast such comedy.
- Q I taped a comic who was on a TV show. Can I play that soundtrack?
- A Not unless it has been released on a mass media product and you have a legal copy of it.

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Q If I record the soundtrack from a DVD movie on my mobile phone, can I play this on radio?

A No.

Q I downloaded a comedy podcast from the internet. Can I play this on my program?

A No.

Q I have come across internet sites that have funny audio quotes from comedians and film stars. Can I copy these audio files and play them on the radio?

A No.

Q Can I play anything that is available to anyone on YouTube?

A No.

Q I taped a comedy track from another radio station. Is it legal for me to replay this?

A No.

Schedule 6

EMERGENCY WARNING PROCEDURE

Gippsland FM is an official emergency broadcaster, performing this function under a memorandum of understanding between Emergency Management Victoria and the station.

The station has access to the Standard Emergency Warning Signal (SEWS) which must only be broadcast when directed by the Incident Controller of any emergency situation, any authorised emergency services agency and any authorised Victorian emergency personnel. This directive is given by email.

Emergency warnings (including but not limited to Evacuation advice), Watch & Act, advice and community information messages for broadcast will be relayed to the station via the email emergency.emv@gippslandfm.org.au and to designated station personnel.

Emergency warning level warnings (including evacuate now orders and prepare to evacuate orders) must be broadcast verbatim – any directive to use the SEWS will be contained in this email. If no directive to broadcast SEWS is given, SEWS must NOT be broadcast. All instructions and directives contained in the email must be adhered to as per the Memorandum of Understanding.

Emergency warning level announcements (as outlined above) must be immediately broadcast, by immediately ceasing regular programming to broadcast the warning. The warning must then be re-broadcast 5 minutes later and then every 15 minutes unless otherwise advised or if the warning is downgraded.

Watch & Act, Advice and Community Information messages may be condensed for broadcast, unless specific instruction is provided by Victoria Emergency. Advice and Community Information announcements may be broadcast less frequently or omitted from broadcast at the discretion of a station director, officer or other management representative.

In a situation where warnings cannot be relayed or received via email, the Incident Controller may contact the station via telephone to relay incident/warning details that ordinarily would be contained in email.

In the event any emergency information for broadcast is relayed via phone, any presenter taking the telephone call should:

1. Contact the Program Director, or any member of the Board or staff and explain the situation.
2. This station representative will then verify the authenticity of this message with Emergency Management Victoria or its relevant agents.
3. Once the station representative has confirmed the details, that person shall provide authorization to broadcast the required announcement.
4. The emergency announcement must be broadcast in accordance with the above directions.

Misuse of the Standard Emergency Warning Signal (including but not limited to broadcasting without direction or authorisation) will result in presenter dismissal. Any presenter broadcasting emergency information must take all reasonable steps to ensure the information broadcast is up to date and current.

Presenter training in Emergency Warning procedures will be included in presenter induction and re-training undertaken as determined by the station Board.

Schedule 7

Freedom of Expression

Gippsland FM is a non-profit voluntary run community owned broadcaster. The community broadcasting sector was established to deliver three key outcomes for Australia:

- To provide greater programming choices for the community,
- To provide access to the media for those under-represented or unable to access other media, and
- To allow communities to own and operate broadcast services, thereby diversifying media ownership in Australia.

Gippsland FM therefore provides a means to deliver messages, views, ambitions and aspirations of those who make up our local community.

The station has a key role in upholding freedom of expression to support an open democracy that exists in Australia. However, the station does not have a view on any matters that are expressed by various community members or its presenters. If the station were to censor or inhibit unpopular or any views, this would also be tantamount to expressing a view by not allowing certain positions to be published. Importantly, the policy of Gippsland FM is that all members of the community have a right to access the station and provide an alternative view.

Further, the station has a policy that offers a right of reply to all local community members who wish to exercise that right. In doing so – such views would need to be cognisant of broadcasting requirements.

For those who exercise their right to freedom of expression and seek to present or represent a view on Gippsland FM, the station requires that such presenters comply with the relevant laws and abide by a journalist code of ethics. Importantly, these requirements as applied at Gippsland FM place much higher obligations on presenters than what may be applicable on various social media platforms. Such requirements are a pre-requisite to accessing the station and the obligations include compliance with defamation, contempt, anti-discrimination and privacy laws amongst others. The journalist code of ethics requires that honesty, fairness and independence be maintained through a respect for truth, balanced reporting and the rights of others.