

Fraser Coast Community Radio Incorporated

POLICY : POL05	PROGRAMMING POLICY
Reference	ACMA Community Participation Guidelines CBAA Codes of Practice <ul style="list-style-type: none">• Code 2.2 - Programming• Code 3 – General Programming• Code 4 – Indigenous Programming• Code 5 – Australian Music

PURPOSE

This Policy sets out the high level requirements to be followed for all programs broadcast and streamed by Fraser Coast FM and informs on the responsibilities of the Programming Committee (PC), which is tasked with implementing and monitoring compliance with this Policy.

1. EXCLUSIONS AND MEANINGS

- 1.1 Day-to-day operational procedures associated with programs broadcast and streamed by Fraser Coast FM are the responsibility of the Programming Manager and, while operational procedures must always comply with this Policy, they are not covered in this Policy.
- 1.2 This Policy must be read in conjunction with the Community Radio Broadcasting Codes of Practice.
- 1.3 The meaning of words in this Policy is taken to be their meaning as defined in the Community Radio Broadcasting Codes of Practice
- 1.4 Where this Policy is silent on a matter related to programming, Fraser Coast FM's policy on that matter is taken to be that stated in the Community Radio Broadcasting Codes of Practice.

2. DECISION MAKING RESPONSIBILITY

- 2.1 Management Committee (MC) is the only decision making body at Fraser Coast FM. The MC may from time to time delegate certain decisions to properly constituted Committees or Sub-Committees.

3. THE PROGRAMMING COMMITTEE

- 3.1 The PC is a Sub-Committee of Management Committee.
- 3.2 The PC is chaired by the Programming Manager, who is in turn a member of MC. The PC reports to the MC. The *Role and Responsibilities Statement for Programming Committee* is at Section 6 below.
- 3.3 The role of the PC is as defined in The Community Broadcasting Participation Guidelines (Section 6) issued by the Australian Communications and Media Authority. This role may be broadened by MC from time to time but may not be narrowed.
- 3.4 The PC holds responsibility for all content broadcast by the station, as outlined in the Codes of Practice sections referenced above, and is responsible for the oversight of all programs and presenters, ensuring the smooth operating of the station.

4. CORE PROGRAMMING REQUIREMENTS

- 4.1. All programs broadcast and streamed must demonstrate a link to our local community's interests and needs as defined by MC from time to time.
- 4.2. All programs must play at least an average of 25% Australian content each calendar month. Ethnic programs are exempt.
- 4.3. Program content must offer an alternative to other radio outlets in the local community by, as far as possible, reflecting the diversity of our community.
- 4.4. Sponsors must not influence programming policy, procedures or content.
- 4.5. Indigenous programming will, where possible, be delivered with advice from indigenous Australians and in consultation with appropriate indigenous media organizations.
- 4.6. Program content must exclude material that:
 - incites, encourages or presents violence or brutality for its own sake
 - is likely to stereotype, incite, vilify, or perpetrate hatred against or attempt to demean any person or group

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- misleads or alarms listeners by simulating news or events
- presents as desirable the use of illegal drugs, the misuse of tobacco or alcohol and other harmful substances
- glamorizes, sensationalises or presents suicide as a solution to life problems and must not provide explicit details of the methods and/or location of a suicide attempt or death
- includes talk-back sessions on local issues or issues more wide ranging
- In all station activities and our behaviour we will oppose and break down prejudice with regard to towards diverse group. We must be aware of the diversity within our community with regard to ethnicity, race, language, gender, sexuality, age, physical or mental ability, occupation, religious, cultural, domestic violence and political beliefs.

4.7. Program submissions (see attached Program Proposal Form – Attachment 1) are encouraged to increase community participation and open up new programming ideas from the community. Submissions will be assessed by the Programming Committee against the PROGRAM/FIT AIMS document. See Attachment 2.

4.8. Program structure, sequencing and number of presenters for each program will be determined using various criteria including, but not limited to, station requirements, community needs, programming submissions, availability of presenters and availability of suitable content.

5. THE PROGRAMMING CYCLE

5.1. The Programming Cycle is of 12 months duration. However, exceptions will be approved from time to time, subject to operational need and new program ideas with merit.

5.2. Information regarding program applications will be made available to members, volunteers and the public via email, www.frasercoast.fm, Facebook and any other suitable low cost media channel.

6. ROLE AND RESPONSIBILITIES STATEMENT FOR PROGRAMMING COMMITTEE

6.1. Programming Committee

The Community Broadcasting Participation Guidelines issued by the Australian Communications and Media Authority provide direction as to the role and responsibilities of programming committees, viz:

- Develop and implement programming policies and procedures.
- Publicise the procedure for making programming applications.
- Accept and consider programming applications.
- Collectively decide the programs that best reflect the needs of the community.
- Ensure the program schedule remains diverse and reflects the needs of the community.
- Oversee surveys of the community interest's programming preferences.
- Revise program schedules to incorporate new programs.
- Negotiate program proposals with applicants.

These Guidelines represent a minimum role statement for PC and the role may be broadened by MC from time to time. However, the role cannot be narrowed.

6.2. Programing Manager

This role holds responsibility for:

- Overseeing all programs, including outside broadcasts, and presenters, ensuring the content is in line with the station's Program Fit.
- Overseeing all content broadcast by the station to ensure compliance with CBAA's Codes of Practice and ACMA's Sponsorship Guidelines.
- Co-ordinating PC meetings as required.
- Providing a written report to monthly Management Committee meetings on programming.
- In conjunction with the PC, identify and manage potential CBAA Codes of Practice programming breaches.

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6.3. Reporting Levels

6.3.1. The PC is a Sub-Committee of the Management Committee (MC).

6.3.2. The PC is chaired by the Programming Manager who is in turn a member of MC. The PC reports to the MC.

6.4. Decision Making Hierarchy

Responsibility	Decision Making Authority		
	PC	MC	Joint Review
Develop and implement programming policies and procedures	Develop, recommend and implement	Approve	
Publicise the procedure for making programming applications	✓		
Accept and consider programming applications	Accept, consider	Approve	
Collectively decide the programs that best reflect the needs of the community	Assess, recommend	Approve	
Ensure the program schedule remains diverse and reflects the needs of the community	✓		✓
Oversee surveys of the community interest's programming preferences	✓		✓
Revise program schedules to incorporate new programs	Assess, recommend	Approve	
Negotiate program proposals with applicants	✓		
Develop, set and monitor program and presenter quality standards	Develop, assess, recommend	Approve	
Review, amend or terminate unsuitable programs	Assess, recommend	Approve	
Deal with programming complaints	Review, assess, recommend action	Approve action	
Manager the performance of Presenters	Review, assess, recommend action, approve action (except disciplinary action)	Approve disciplinary action	

6.5. Composition of the Programming Committee

6.5.1. There will be a minimum of 5 and a maximum of 7 members with membership always being an odd number.

6.5.2. The Chair will be the Programming Manager.

6.5.3. In the temporary absence of the Chair a member may be nominated by a majority of members to act as the Chair.

6.5.4. Except for the Chair, members are appointed for a maximum of 2 years at the discretion of the MC.

6.5.5. Appointment as a member of Programming Committee may be revoked by MC at any time.

6.5.6. At least one member must be a representative of the local community and not a paid-up Member of Fraser Coast FM.

6.5.7. A maximum of 2 members may be on-air presenters.

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6.5.8. Remaining members may be drawn from paid-up Fraser Coast FM Members and/or the local community.

6.6. Meetings

6.6.1. The PC will meet at least 4 times a year.

6.6.2. Meetings may be in person or via any available electronic means.

6.6.3. A quorum for a meeting means greater than 50% of members participating by physical or electronic means.

6.6.4. All meetings must have an agenda and properly recorded meeting Minutes.

6.6.5. Meeting discussions must be free and open and Minutes must reflect and formally record the discussions and decisions made.

6.6.6. Copies of Agendas and Minutes are to be provided to the Fraser Coast FM Secretary as soon as possible after each meeting. These will be tabled at MC for ratification.

6.7. Members' Individual and Collective Responsibilities

- Must demonstrate a good knowledge of and a strong interest in community radio programming and its role in the local community, or must actively seek to increase their knowledge in order to contribute to the station's programming objectives.
- Must never act on their own behalf or for their own benefit. Issues must always be considered on behalf of the local community and in the best interests of the community.
- Must maintain confidentiality of all PC discussions, deliberations and decisions.
- Must commit to actively contribute to the Committee's deliberations.
- Must be respectful of the views of others.

End

This Policy replaces:

- Programming Policy (January 2016)
- Guidelines for Programming Committee (January 2016)

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	FRASER COAST COMMUNITY RADIO FM 107.5 PROGRAM PROPOSAL – 2021/2022 CYCLE <i>SEPARATE APPLICATION REQUIRED FOR EACH PROGRAM PROPOSAL</i>
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ATTACHMENT 1

NAME	
CONTACT DETAILS	Tel: _____ Mobile: _____ email: _____
<i>If a program is to be a jointly hosted, please provide names and contact details of all (including assistants) involved:</i>	
PROPOSED PROGRAM TITLE	
MUSIC GENRE	
PROGRAM DESCRIPTION	
DURATION OF PROGRAM	
PREFERRED DAY & TIME	1 st Preference: 2 nd Preference: 3 rd Preference:
PLS NOTE:	1) <i>While the Programming Committee will take your preferences into consideration and will endeavour to accommodate you, it cannot guarantee that you will be given any of the nominated time slots.</i> 2) <i>Even if you are applying to renew a timeslot, we still need to know what other timeslots you are available for in case your first preference is unavailable.</i>
WHAT DAYS/TIMES ARE YOU NOT AVAILABLE	
WILL YOUR PROGRAM INVOLVE INTERVIEWS?	
<p>Community radio involves more than just presenting on-air and every event/area you can assist keeps the station going. For example, you could commit to help at 1 sausage sizzle/outside broadcast during the 6 month cycle. Your past, present and future participation will form part of the assessment of your program proposal/renewal application. Please state which other voluntary community radio tasks you will be undertaking.</p>	
Other Volunteer Activities/Assistance provided by you	
IMPORTANT	<p>All programs must conform to community radio Codes of Practice, ACMA requirements and FCFM policies. If in doubt, please contact a member of the Programming Committee or look up the relevant policy on the station's website.</p> <p>Once your program has been approved, it must remain in this format unless permission is sought from the Program Director to modify it.</p>
SIGNATURE 1	
SIGNATURE 2	
SIGNATURE 3	
DATE	

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ATTACHMENT 1 : PROGRAM FIT : SEPTEMBER 2023

This is a guide for presenters to be used to evaluate their own programs and prior to their Program Proposal Application.

	CRITERIA (see also Program Aims)	MON	TUES	WED	THUR S	FRIDAY	SATURDAY	SUNDAY
6.00	BREAKFAST WITH ... Easy L <u>MIX</u> – (music and info) <u>INFO</u> – local news & sports results, newsy info, this day in history, recognising international days <u>PRESENTATION</u> humorous, cheerful, lively or quiet <u>MIX OF MUSIC GENRES AND ERAS</u> , incl new <u>Aust music, Classic Hits</u>	→	→	→	→	→	Easy L/Specialist Info and music mix as for weekdays * What's on Weekend	Easy L/Specialist * What's on Sunday
9.00	MORNING MAGAZINE Easy L <u>INFO</u> – local interviews, spoken word, events, what's on (Assoc Members and local interest) <u>MIX OF MUSIC GENRES AND ERAS</u> , incl new <u>Aust music, Classic Hits</u>	→	→	→	→ Mayor I/view	→ What's on this weekend	Easy L/Specialist * What's on weekend	Easy L/Specialist
12.00	LUNCHTIME MUSIC Easy L <u>INFO</u> – local news, occasional interviews <u>MIX OF MUSIC GENRES AND ERAS</u> , incl new <u>Aust music and spoken word, upcoming weekend events</u>	→	→	→	→	→ Buy, Swap, Sell	12.00-15.00 Easy L/Specialist	12.00-15.00 Easy L/Specialist
15.00	AFTERNOON DRIVE TIME Easy L <u>INFO</u> – local news, what's on the following day <u>MIX OF MUSIC GENRES AND ERAS</u> , incl new <u>Aust music and spoken word, Classic Hits</u>	→	→	→	→	→ What's on this weekend	15.00-18.00 Easy L/Specialist	15.00-18.00 Easy L/Specialist
18.00	SPECIALIST PROGRAMS (Any music genre, incl new Aust music, spoken word)	→	→	→	→	→ Weekend gig guide	21.00-24.00 Specialist	21.00- 24.00 Specialist
20.00 or 22.00	SPECIALIST PROGRAMS OR OVERNIGHT PROGRAMMING (Australian Music) (Any music genre, incl. new releases)	→	→	→	→	→	→	→
24.00	OVERNIGHT PROGRAMMING (Australian Music)	→	→	→	→	→	→	→

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WEEKDAYS

Breakfast (6:00am – 9:00am)

A lively mix of music and local/interesting information to get people started for the day, including a mix of classic hits and new Australian music. This program should make people feel “alive”, happy, motivated. It should make drivers want to tune in again on the way home. It needs to entertain those at home in a “feel good” way. News is important. Breakfast sets the platform for the day’s radio!

Morning Show (9.00am – 12.00pm)

Preferably magazine style - informative re lifestyle, entertaining in a positive, motivating way – spoken word important at this time of day. Interview with local, State and Federal members, Associate Members and local groups on their latest news, plus topics of community interest. Good mix of lively music including classic hits and new Australian music, good presentation style with a lively attitude that promotes the content of the show.

Early Afternoon (12:00pm - 3:00pm)

Music of all genres going back in time to the present, interviews with local groups and community involvement if possible.

Drive Time (3.00 pm – 6.00 pm)

Good mix of music to entertain everyone wherever they are, lots of listeners on their way home from work or just relaxing after the day and need music that will get their toes tapping. Minimal chat, however this is also a good time to promote upcoming events and what is coming up the following day. Again music format should be a mix of classic hits and new music.

Night shows and early morning (6.00 pm – 6.00 am)

- Opportunity to increase our programming diversity with music that is different and appeals to special audiences who will tune in just for this music. Mainstream music is also an option here and it’s also a great time to get some experience for the newer presenters. Spoken word is another option to increase our diversity and community engagement – this may take the form of podcasts, pre-recorded interviews, book/poetry reading and any other suitable form of spoken word.
- Show can go 2 hours or 3 hours.
- Interviews with the artists that make the particular style you play are encouraged to be interviewed.
- After live shows the station will switch to overnight programming (Station Playlist) till 6am showcasing Australian music.

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WEEKENDS

Breakfast (6:00am – 9:00am) sets a platform, once again, for the day. Newsy items are interesting, especially about local events and market locations are a must. Australian country music on Saturday Breakfast has proved very popular in its current format, Sunday Breakfast is a time for a relaxed start to the day. Style on both days should be positive in nature and a “feel good” to start the day and include new Australian music.

Morning (9:00am – 12:00pm) Saturdays should be upbeat and may incorporate requests, also give out information about our station activities be they sausage sizzles or Outside Broadcasts and be able to take interviews from them. On Sundays we aim to entertain and liven mornings on both days.

Afternoon (12.00 – 3.00 pm). This is an all genre section with Saturday being more modern in taste and a bit more upbeat, but Sunday an older selection is popular with a relaxed attitude. Entertainment time for listeners of all ages, especially what might appeal to 55+.

Evening (3.00 pm – 6.00 pm) – Parties/BBQs could be on the go so lively music from across the decades will suit this timeslot, Sundays suit Country music and interviews.

Night Programs 6pm-9pm – Saturday is a great time for party music with requests and a partner to answer the phone a must. Sunday may be specialist at this time.

OTHER:

- **All presenters are encouraged to do interviews on their shows with the artists whose music you play, interesting local groups who are FCCR Associate Members, topics of community interest and supporting local arts and culture.**
- **Our listeners are on average in the +55 group as per the CBAA McNair Survey of 2019.**
- **Occasional opportunities will arise for Presenters do “Fill ins”. It is essential to replicate the style of the program you are filling in for – listeners prefer continuity, not a show with music that is completely different to what they are used to hearing.**
- **New Australian music is readily available on the AMRAP website and presenters are encouraged to log in weekly, review new releases and program these on a regular basis.**