



## **Policy on Programming and Scheduling**

### **OUTLINE**

As a Community Radio Station, KCR has a programming policy that is based on the following principles:

1. To make broadcasting accessible to individuals and all sections of the Community seeking access to broadcasting facilities, particularly those who do not obtain access to other media,
2. To expand meaningful programming choice to satisfy a wide diversity of needs and interests of listeners, whether numerous or not.
3. To provide programs that meet the needs of the local Community and are consistent with the station's objectives
4. To provide presenters with an understanding of expectations regarding broadcasting and commitment to the Station.

### **THE POLICY**

1. Presenters will adhere to and respect any programming decision in accordance with the programming and scheduling policy
2. KCR will present a diverse range of community radio programs consistent with the organisation's mission and audience profile.
3. KCR will encourage innovation and experimentation with the radio form while pursuing a listener-friendly format and programming which acknowledges how people listen to radio.
4. KCR programming will:
  - a) Explore areas of debate, information, music and cultural activities;
  - b) Encourage listeners to make their own informed and critical judgements;
  - c) Endeavour to reveal insights into the social, political and cultural aspects of society;
  - d) Emphasise and encourage Australian content in terms of composition and production;
  - e) Present a clear and identifiable image (as determined by the Management Committee).
5. The Station affords listeners the right of reply to programs, subject to negotiating with the Station on an appropriate form of reply and time of broadcast
6. KCR will observe all relevant laws, regulations and standards applicable to community broadcasting and adhere to the Community Broadcasting Association Codes of Practice
7. KCR will endeavour to ensure that all broadcasts comply with the legal and ethical requirements outlined in the statutory and Station policy documents
8. KCR will ensure that all new members interested in presenting, regardless of previous experience, must complete training and induction prior to commencing broadcasting
9. In the instance of new members with previous broadcasting experience, The Management Committee will determine a period of volunteering with KCR in other aspects of the organisation such as production, administration, programming etc. prior to broadcasting.

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10. Members with no prior broadcasting experience, interested in becoming a presenter, will be required to volunteer in other aspects of the organisation for a period determined by the Management Committee prior to completing training to commencing broadcasting
11. Presenters with no previous broadcasting experience are required to be supervised by an experienced broadcaster for a minimum of 8 programs (for reference the Management Committee recognises and shall deem a presenter experienced after said presenter has broadcast live, at least once per week for a continuous year.)
12. All Presenters must attend refresher training at least once every three years. The Management Committee shall ensure that records of who has completed such training shall be kept.
13. All Presenters are required to attend scheduled Presenter's Meetings. Regular inattendance at such may result in a presenter being suspended from broadcasting duties until such time as the Management Committee has been able to negotiate a suitable course of action to address the breach
14. In cases where leave is required, where reasonably possible, Presenters must notify Station Management at least two weeks prior to leave taken
15. Presenters can arrange other current trained presenters to fill their programs as required or arrange to have a pre-recorded program broadcast in place of a usual live program, provided that they have arranged a presenter on either side of the program in advance, or have arranged other qualified members to supervise new presenters for the period of the program. Station Management must be advised in advance of any such arrangement.
16. If a Presenter is intending to be absent for four or more consecutive programs, Station Management must be advised at least 3 weeks in advance. For absences longer than four weeks, Station Management will allocate said program to a Presenter that is able to fulfil the timeslot on a continuous basis. There will be no guarantee that the absentee Presenter will be allocated their original timeslot on return from extended leave.
17. Should a Presenter not advise Station Management of their intended absence on more than two occasions, the presenter may be suspended from broadcasting duties until such time as the Management Committee has been able to negotiate a suitable course of action to address the breach.
18. Presenters will take all reasonable precaution to avoid placing the Station at risk of a successful defamation case against it.
19. All Presenters shall be cognisant of their respective audiences in terms of what may be offensive or in poor taste. In regard to the potentially offensive material, such material may not be broadcast unless:
  - a) The material relates to the intended target audience, and
  - b) That a warning has been broadcast prior to each such item, and
  - c) That the broadcast of such material is between the hours of 9pm and 6am of the following day.

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20. 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 Management Committee has been able to negotiate a suitable course of action to address the breach. Such material is deemed to include:
  - a) Material which denigrates or vilifies any person or group on racial, religious, or sexual and other discriminatory grounds,
  - b) Material which is considered to be harmful to children, and
  - c) Gratuitous (or uncalled for) content and bad language (without context) including where material is broadcast to deliberately offend the target audience
21. In addition, there are NO circumstances where the station presenter can use the following words – fuck, cunt or derivations thereof, culturally offensive or non inclusive language – in their spoken presentation.
22. All Presenters will endeavour to meet 25% Australian content of the total music played throughout, unless:
  - a) The program's aim is to focus on music or culture other than Australian
  - b) The musical style of a program is of a nature that does not have a high instance of Australian recordings.
23. In the case of 22 (a) and 2 (b), prior approval must be given by station management for a program to qualify for these exemptions
24. 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
25. In accordance with the law, Presenters shall not present on-air whilst under the influence of liquor or other mind-altering substances. In addition, Presenters shall not consume alcohol whilst broadcasting – no matter where such broadcasts are being made from. Failure to comply with this clause will result in immediate expulsion from the station,
26. Presenters may not undertake on-air talk-back on the station unless prior permission of the Management Committee has been obtained in writing. The Management Committee shall not unreasonably withhold such permission, however - it is expected that Presenters wishing to broadcast talk-back would be trained in interviewing techniques and the technical requirements of the operating panel. It should be noted that talk-back is defined as random callers being put to air and not prearranged interviews on the telephone. No talk-back segment shall be broadcast without the seven second delay being operational and no talk-back shall be undertaken without the assistance of an Producer to the Presenter being present to assist with incoming telephone calls.
27. Presenters must arrive at least 15 minutes prior to their scheduled program time to ensure a smooth transition between programs
28. Programs shall start and end at the times published in the daily running schedule produced by Station Management, within practicable reason. However, where news is scheduled, programs shall conclude at the commencement of the news and the next program shall commence



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following the news. Where news is scheduled within a program, the news shall be broadcast as scheduled.

29. Station presenters may have guests on their program, however where a guest becomes a regular presenter each week, such guests must become trained presenters and members of the Station. A guest must comply with this clause after four consecutive weeks of being a guest on any program or if it is decided by the management that such a person no longer deemed to be a guest.
30. Presenters shall play all announcements and program segments scheduled on the daily schedule by the Station Management as close as possible to the time scheduled. Presenters will sign the daily schedule to verify that such announcements and segments have been broadcast. A failure to comply with this clause will be viewed adversely and may result in dismissal from the station.
31. 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 will be viewed adversely and may result in dismissal from the station.
32. The Management Committee will ensure that all station broadcasts are recorded on a logger system in accordance with statutory requirements.