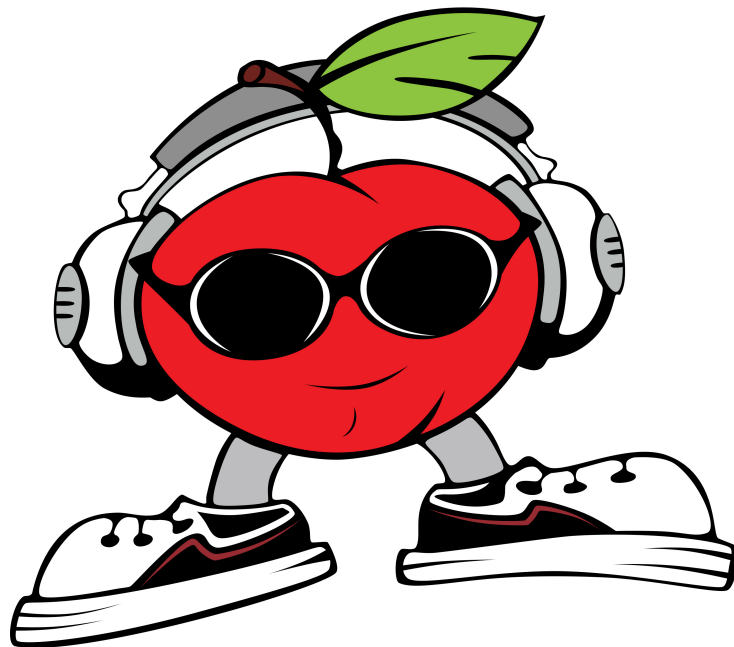


Bacchus Marsh Community Radio Inc.

Apple 98.5 FM



Member and Presenter Handbook

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SECTION 2 INTRODUCTION

2.1 BACKGROUND

- 2.1.1 Bacchus Marsh Community Radio Inc. (BMCR) is a community based organization managed by a Committee elected from its members.
- 2.1.2 BMCR is a not-for-profit incorporated body in the State of Victoria.
- 2.1.3 BMCR exists for the sole purpose of providing community produced and presented radio programs for, and relevant to, the people of Bacchus Marsh and Moorabool.
- 2.1.4 3APL is an FM Community Radio Station license granted by the Australian Communications and Media Authority (ACMA) on a General Geographic Area basis. It is operated by BMCR as Apple 98.5 FM or, simply, Apple FM.

2.2 APPLE 98.5 FM HISTORY

Apple 98.5 FM's first transmission was in 1985 from the Koornang Real Estate office in Underbank. Over the years it has had a number of homes including the Merrimu Centre; Community Centre; St. Bernard's Convent; Bacchus Marsh Grammar School, the old Post Office, behind the Montessori Pre-School in Darley, and now at the Darley Hub.

2.3 THE HISTORY OF COMMUNITY BROADCASTING

- 2.3.1 There are three tiers of Broadcasting in Australia:
- the National Broadcasting Network (ABC & SBS) which is government owned;
 - the Commercial Sector which is privately owned and operates for profit, and
 - Community Broadcasting which is not for profit.
- 2.3.2 In response to general community action and public lobbying, in the 1970s community radio was successful in obtaining 26 licenses.
- 2.3.3 Main motivators were:
- lovers of fine classical music seeking access to the new FM band;
 - ethnic communities seeking their own voice;
 - educational institutions seeking to complement their role using radio; and
 - people looking to open up the airwaves to local and community groups traditionally denied access to mainstream media.
- 2.3.4 Today more than 350 Community Radio stations are licensed across Australia with many more aspiring to be licensed. The majority are in capital cities with an increasing number in regional areas.

SECTION 3 ORGANIZATIONAL STRUCTURE

- 3.1 BMCR belongs to its members. Activities are overseen by a member-elected Committee.
- 3.2 A Constitution registered with Justice Victoria provides a binding framework for governance and membership eligibility. The Constitution is based on Victoria's Model Rules for Not-For-Profit Incorporated Bodies with minor, registered alterations required by the Community Broadcasting Foundation (CBF).
- 3.3 Subject to its Constitution anyone can be a member. Amongst other things being a member entitles you to:
- nominate members to stand for Committee positions; and/or
 - vote for Committee positions; and/or
 - stand for Committee positions; and/or
 - attend and participate in monthly meetings; and/or
 - participate in station Committees and Sub-Committees; and/or
 - produce and present a radio program; and/or
 - participate in social events organized by the station; and/or
 - participate in the running of all aspects of station life; and/or
 - receive station newsletters and member benefits; and/or
 - assist with fundraising activities.
- 3.4 The BMCR Constitution provides for a management Committee comprising:
- President
 - Vice President
 - Secretary
 - Treasurer
 - 'Ordinary' Committee Positions (the number of which is determined from time to time)
- 3.5 Sub-Committees to manage specific activities operate as needed from time. A manager appointed by the Committee coordinates activities of a Sub Committee and reports to the Committee. Activities undertaken by Sub-Committees include, but are not limited to:
- Programming;
 - Production;
 - Fundraising;
 - Sponsor Relations;
 - Station Management.

SECTION 4 WHAT DO OUR MEMBERS DO AND WHAT ARE OUR RIGHTS AND RESPONSIBILITIES

- 4.1 Everyone of our members is a volunteer. In our context volunteering is unpaid community work chosen freely by a person. Volunteers form an integral part of service delivery at Apple 98.5 FM.
- 4.2 Because we exist for the production and presentation of radio programs many of our members are also producers and presenters of those programs.
- 4.3 Any organization works more successfully and productively when all its members work together toward common goals. We are no exception.
- 4.4 Some of our members:
- make and/or present radio programs; and/or
 - do technical work and look after our equipment; and/or
 - help with or organize fundraising activities; and/or
 - help with administration and management; and/or
 - are simply members and they're no less important than anyone else.
- 4.5 When we all work together we enhance and expand the services that we provide to our community.
- 4.6 Your rights as a member are equally as important as your responsibilities and this policy has been adopted and endorses this set of Rights and Responsibilities.
- Interested persons are encouraged to speak to the Committee about their interest in becoming a member.
 - Prospective members will be made aware of this document to ensure membership 'is for them'.
 - Successful members will be issued a hard copy of this document outlining their responsibilities and rights towards Apple 98.5 FM and, in return, Apple 98.5 FM's to them.
 - A copy of this document is available on the Apple FM Members share drive.
 - The Constitution is available on the Apple FM Members share drive for all members to read and it is an advantage for all members to make themselves familiar with its contents.
 - At the Committee's discretion, a member may be issued a hard copy of the Constitution.
 - Members are encouraged to complete the Confidential Medical Form accompanying this handbook.
- 4.7 By constructively engaging in whatever level of the station's activities a member chooses, Apple 98.5 FM expects they will:
- increase Apple 98.5 FM's effectiveness within the community;
 - be an integral part of an effective community service;
 - enhance the community as a whole;
 - ensure a greater level of community participation by them and Apple 98.5 FM;
 - maintain, extend, enhance, and broaden their skills and experience.
 - gain experience which could enhance the possibility of gaining paid employment.
- 4.8 Apple 98.5 FM expects that its Members will:
- agree to, and work within, the station structure;

- act as an ambassador for Apple 98.5 FM;
- be confidential (all information obtained during your time at Apple 98.5 FM remains within the organization);
- comply with the Constitution's provisions;
- comply with ACMA's Codes of Practice;
- comply with requirements of this Handbook;
- treat others with respect;
- respect the confidentiality of other members;
- work as a team member;
- respect confidences;
- use time wisely and not interfere with the work of others;
- give constructive feedback that will improve effectiveness;
- follow organizational guidelines; and
- provide personal input to the services of Apple 98.5 FM;
- comply with provisions of the Disputes & Grievance Procedures if required;
- be careful and responsible with all Apple FM's equipment and property;
- attend and assist with as many fundraising events as possible;
- notify the Secretary if you change your address or contact details;
- not wilfully damage any equipment or property. Such action will render the member liable for the cost of replacement or repair and might result in disciplinary action.
- be a positive role model within Bacchus Marsh and Moorabool.

4.9 Members can expect that Apple 98.5 FM will:

- treat them with respect;
- provide a learning and growth atmosphere for them;
- provide Committee support whenever needed;
- ensure that they are aware of organizational structures and changes that occur;
- provide you appropriate training and support;
- provide clear guidelines for your role;
- provide a safe and healthy work environment;
- involve you in decision making processes on future planning and operations;
- inform you of the Station's by-laws, OH&S Procedures, Grievance & Disciplinary Procedures and other relevant information from time to time;
- provide constructive feedback that will improve their effectiveness; and
- treat everyone equally.

4.10 The general rights of Members are detailed in Division 1 Section 13 of the Constitution. In short, with respect to General Meetings a member entitled to vote has the right to:

- receive notice of meetings and special resolutions;
- submit items of business;
- attend and be heard;
- vote;
- have access to minutes of general meetings and other documents;
- inspect the register of members.

SECTION 5 DISPUTES, DISCIPLINE AND GRIEVANCE PROCEDURE

- 5.1 The Constitution provides grounds and a process for Disciplinary Action against Members and Appeal Rights for Members should such action be taken.
- 5.2 The Constitution provides a Grievance Procedure for disputes between Members, a Member and the Committee and a Member and Apple 98.5 FM.
- 5.3 The process provides for constructive engagement between the parties and mediation should constructive engagement not be successful.
- 5.4 The Constitution provides an Appeals process for people refused membership and people whose membership has been suspended or terminated.
- 5.5 Sometimes Members can be at odds with themselves or with the station or the Station with them. In all cases Apple 98.5 FM will act as quickly as possible and without bias with a view to a positive outcome. Apple 98.5 FM will ensure that all parties will have a clear understanding of the process and their rights in it.
- 5.6 No Member should ever believe that their concerns and interests are not being listened to or treated seriously by Apple 98.5 FM. Members are free, and encouraged, to raise with any member of the Committee any matter of concern relating to assessment, discrimination, sexual harassment or any other issue which might arise.
- 5.7 At the sole discretion of the Committee, for what it views as minor rules infractions, it may choose to verbally counsel a Member and place a record of such on the Member's personal file. The member will be formally advised that this has occurred. A subsequent similar infraction might result in:
- the Member being formally interviewed and advised that the formal interview is a final warning; or
 - implementation of Disciplinary Action provided for in the Constitution.

SECTION 6 BECOMING A PRESENTER

- 6.1 Apple 98.5 FM is always looking for new presenters with fresh new ideas to improve the quality of what we provide for the people of Bacchus Marsh and Moorabool.
- 6.2 If you would like to become a presenter at Apple 98.5 FM you must:
- be a paid-up Financial Member; and
 - undergo a training course with one of our On-Air Trainers; and
 - complete training to the standard requested by the Station Manager and/or Presenter who may be designated to mentor you.
 - be tested and assessed as proficient in all aspects of on air presentation; and, if required,
 - be tested and assessed as proficient in all aspects of Studio production.
- 6.3 Certain initial information will be given to you, including:
- what is expected of you as a presenter;
 - the need for you to sign the Presenters Agreement;
 - where and how you are to work;
 - how you will be supervised during your training; and
 - an understanding of defamation and broadcast law; and
 - who will supervise you during your training.
- 6.4 Presenters over 18 years of age will be required to successfully complete a Justice Victoria Working With Children (WWC) check. A prospective Presenter who refuses to apply for a WWC check, or who 'fails' a WWC check, will not be eligible to be a Presenter.
- 6.5 Presenters under 18 years of age must be supervised by a person over 18 years of age while presenting on-air.
- 6.6 Someone supervising an under 18 years of age Presenter must successfully complete a Justice Victoria WWC check. A prospective supervisor who refuses to apply for a WWC check, or who 'fails' a WWC check, will not be eligible to supervise an under 18 years of age Presenter.
- 6.7 New presenters will have their programs monitored for three months to ensure they are fully trained and suitable for the time slot.
- 6.8 Following training in orientation and presentation, all new Presenters will be assessed and, if satisfactory, then be subject to a probation period of sixteen (16) hours with a minimum of four (4) programs applying. Assessment will be performed by the Station Manager and one (1) experienced Presenter. A Certificate of Competence may then be issued.
- 6.9 If supervision is considered necessary during the probation period this may be achieved by one or more of the following:
- agreement with one or more experienced presenters, as and when available;
 - Committee approved adult supervisor (i.e. parent or relative);
 - outsourced qualified adult volunteer, and should supervision not be deemed necessary, the use of a mentor might be considered.
- 6.10 Presenters must be aware of the content they're airing and the profanity warning must be played as, and when, appropriate.
- 6.11 Sponsors announcements and breaks are important to the station and must be played at, or close to, their scheduled playing time. Not playing announcements is not permitted.

SECTION 7 ON-AIR PRESENTATION & NOTES FOR PRESENTERS**7.1 Programming Policy**

The programming format will be based on:

- adherence to ACMA Community Broadcasting Codes of Practice; and
- maintaining high professional production standards; and
- wherever possible broadcasting live using local presenters; and
- providing community access to air time; and
- providing the community with information relevant to local residents; and
- providing program content not available through other media; and
- incorporating programming policies that oppose and attempt to break down prejudice on the basis of race, gender, nationality, religion, disability, age or sexual preference.

7.2 General Notes for Presenters

- 7.2.1 Presenters must make themselves familiar with the premises and people working with them.
- 7.2.2 Presenters must be familiar with, and observe, station policies regarding the show they're broadcasting.
- 7.2.3 Prepare your shows in advance including track listings, scripting, and discussion. Test gimmicks or sound effects before your show.
- 7.2.4 Presenters should arrive at the station 20 minutes before their program starts and, where possible, have planned how to change over to the next program. At the end of your program be prepared to assist the next presenter by leaving a clean workspace. If they agree, start or schedule their theme before vacating the chair.
- 7.2.5 Presenters must keep records of material used on their programs.
- 7.2.6 Apple 98.5 FM has an obligation to log (record) all spoken segments and all presenters can be regularly checked to ensure they maintain a high professional standard.
- 7.2.7 Scheduled programs continue through all Public Holidays unless otherwise instructed or arranged.
- 7.2.8 If your time-slot becomes unsuitable for you you may apply to the Committee for a change. If you wish to stop presenting a show, no less than two (2) weeks notice should be given to the Committee.
- 7.2.9 The Station expects, and Members are responsible for, regular attendance.
- 7.2.10 If you are unable to present your program for any reason you must advise the Station Manager as soon as possible to allow for alternative arrangements to be made. Wherever possible more than 24 hours notice should be given.
- 7.2.11 A continued inability to reliably present your program may lead to its cancellation by the Committee.
- 7.2.12 Smoking, alcohol, and non-prescription drugs are not permitted within station buildings or grounds. If any presenter appears affected by alcohol and /or drugs:
- they will not be allowed to present their program on that day; and
 - they will be required to leave the station; and
 - the Station Manager will be advised of their behavior; also
 - such action can lead to the cancellation of a program.
- 7.2.13 Any property, or broadcast material, removed from the station computer without permission

will be treated as theft and can be reported to the police.

7.2.14 Presenters are responsible for presenting their program to the best of their ability with enthusiasm and respect for sponsors, and compliance with ACMA Regulations.

7.2.15 Presenters must respect the confidentiality of their listeners.

7.2.16 Presenters are expected to undertake re-training as required.

7.2.17 Eating or drinking in the vicinity of the panel or its associated equipment in any studio is not permitted.

7.3 Presentation Style

7.3.1 Maintain a positive, sincere, and professional attitude at all times.

7.3.2 Develop your own style based on enthusiasm for your program and the station.

7.3.3 Avoid "dead-air" - concentrate on what you are doing. In the event of a mistake you don't need to inform the listeners, play a sponsorship announcement or song while you fix the problem.

7.3.4 If you play the wrong song back announce the correct title at the end of the song or bracket.

7.3.5 Think of using a theme as an introduction to, and farewell from, your program.

7.3.6 Introduce yourself and give a run-down of your program.

7.3.7 Speak at a normal pace, practice speaking without long pauses or 'ums & ahs' and try to use correct grammar.

7.3.8 Swearing is not permitted.

7.3.9 A listener's attention span for the spoken word is about 10 mins. Sponsorship announcements or music can be used to break up continuous speaking.

7.3.10 A common technique with music formats is to limit each spoken word break to a single item, the result is shorter, focused breaks and you don't use up all your topics too soon.

7.3.11 Pre-read planned announcements to become familiar with them.

7.3.12 Repeat addresses and phone numbers in case listeners missed them.

7.3.13 If possible, listen to replays of your shows to learn how you sound to listeners.

7.3.14 And finally remember: broadcasting is a privilege, not a right.

7.4 Dual Presenters

7.4.1 Don't talk too long and ensure your topics are interesting and relevant to your listeners.

7.4.2 Humor is great but laughing excessively to yourself / yourselves might not be funny to the audience.

7.5 Studio Guests

7.5.1 Ensure guests arrive 20 minutes in advance and try to have them greeted outside the on-air studio.

7.5.2 Make sure any guests are comfortably placed to speak clearly into the microphone and arrange guests so eye contact can be maintained.

7.5.3 Plan your discussion or interview subjects. To keep the discussion interesting don't plan exact answers to questions. If you think you will be interviewing on a controversial issue warn guests not to be defamatory beforehand, remember to discuss policies not personalities. If necessary, you may consider pre-recording the program to eliminate any chance of defamatory statements being made in the heat of discussion.

- 7.5.4 Make sure you know the guests' names and pronunciations to avoid embarrassment to them and yourself.
- 7.5.5 Ensure guests sign in on arrival and out on departure.
- 7.5.6 Members are responsible for their guests at all times.
- 7.5.7 If your show does not normally include guests, the Station Manager must be notified if you intend to have guests in the studio.
- 7.5.8 No unauthorized person is permitted in the studio at any time, you may refuse entry to unknown or unauthorized person at your discretion at any time.
- 7.5.9 Children are not permitted in the studio at any time unless involved in the presentation of a show.
- 7.5.10 Guests must be made aware of defamation issues and instructed not to engage in defamation practises. Should you, as the Presenter, detect any such issue immediately turn off their microphone and remove the offending party from the program. Report the issue to the Station Manager.

7.6 Program Content

- 7.6.1 Develop your program around a mix of current issues, local information and music.
- 7.6.2 Broadcasting interesting local information is an important part of community radio and is not possible on other networks.
- 7.6.3 Ensure your program and discussion topics are suitable, relevant, and interesting to a general audience.
- 7.6.4 Include as much Australian / local content as possible. The CBAA Codes of Practice require at least 25% of Australian music calculated as a percentage of all music played over a calendar month, excluding music used in sponsorship announcements, programs, or station promotions.
- 7.6.5 Unverified emergency information must not be broadcast without permission from the Station Manager. The Station Manager will attempt to verify and advise you if, and when, the information can be broadcast.
- 7.6.6 Remind listeners frequently what they are listening to and what's coming up.
- 7.6.7 Promote the station and other programs.
- 7.6.8 Give the station time at least every half hour and more in peak hours.
- 7.6.9 Finish programs with a sponsorship announcement, a Station ID or your Theme.
- 7.6.10 Presenters are responsible for, and must be familiar with, the content of their broadcast.
- 7.6.11 Material may not be broadcast if it is contrary to the law.

7.7 Pre-Produced Programs

Pre-Produced Programs can be broadcast with the Committee's consent. This can depend on the presenter's reputation for high production standards. Sponsorship and Announcement breaks must be included. Adherence to advertising restrictions must be maintained.

7.8 Basic Technical Operations

- 7.8.1 Make sure you are comfortable with the operation of the panel and other equipment before you go on air.
- 7.8.2 You must use your own head phones at all times. Headphones are highly recommended. Broadcasting without headphones is far more difficult than with them. When a microphone

is turned 'on' the in-studio loud speakers will not work and you will only hear your program through your headphones.

- 7.8.3 The presenter's microphone should be about 5 cm from your mouth and slightly elevated, so you can see the desk.
- 7.8.4 Pop-shields are highly recommended and should be personally supplied. Talk to the Station Manager about sourcing options should you want to use one. Remember to take them home, leaving them at the station is the easiest way to lose them.
- 7.8.5 Speak clearly and maintain a constant volume at the microphone.
- 7.8.6 For OH&S reasons the station cannot supply shared headphones or pop-shields / microphone socks. The use of both is highly recommended.
- 7.8.7 Learn how to make sure audio levels are correct for your voice and any playback equipment you are using.
- 7.8.8 Check audio levels regularly.
- 7.8.9 Do not move or bump microphones when they are on and avoid distractive noises while speaking.
- 7.8.10 Monitor the program off-air so you are hearing what the listener is hearing.
- 7.8.11 All recordings and pre-produced programs should be the highest possible audio quality.
- 7.8.12 Treat equipment with due care and make sure all media you use is in good condition.
- 7.8.13 Seek assistance from the Station Manager if unsure of any aspect technical operation.
- 7.8.14 Report any faults to the Station Manager or Committee.

SECTION 8 MEDIA LAWS**8.1 Copyright**

- 8.1.1 Copyright automatically exists in every original literary, dramatic, or musical work and includes the right to publish, reproduce or perform the work.
- 8.1.2 Copyright means it is illegal to copy, publish, perform or broadcast copyrighted material without permission from the copyright owner.
- 8.1.3 There is no formal procedure for registering copyright but the copyright symbol (©) can be used on written work to identify the author and warn that they claim copyright on the work.
- 8.1.4 Copyright does not apply to ideas, only to creations.
- 8.1.5 The copyright owner is usually the author but it could be the author's employer or a company such as a publishing company. Copyright on radio and TV broadcasts is owned by the broadcasting organization.
- 8.1.6 Copyright lasts until 70 years after death when the work becomes public domain and is freely available to be used.
- 8.1.7 Most recorded music is controlled by the Australian Performing Rights Association (APRA). Authors register their songs with APRA. APRA collects fees from broadcasters and distributes the money to music copyright owners. In return, APRA allows broadcasters to play Australian and internationally recorded music.
- 8.1.8 It is illegal to re-broadcast material from another radio station or read out from a magazine or book without permission from the copyright owner. Small parts of works can be used for criticism or review if the author and publication are credited, for example, "This article by Justin Case in The Australian".
- 8.1.9 Copyright owners permission to broadcast their material is usually obtained by asking them or their publishing company, who may or may not want money for the permission to broadcast. If granted the permission must be obtained in writing.
- 8.1.10 The fact that you can't find or don't know the copyright owner does not diminish responsibilities nor provide a defence if the copyright owner discovers you have broadcast their material.

8.2 Defamation

- 8.2.1 A statement is defamatory of a person, organization or company if it makes ordinary members of the community think worse of them.
- 8.2.2 Defamation is potentially the most serious infringement of the law for broadcasters and should be avoided at all times.
- 8.2.3 Liability for defamatory statements falls on the Station and the Presenter (and scriptwriter). In the case of Court action both the Station and the Presenter could be liable. In addition, the Presenter could be sued again by the Station.
- 8.2.4 It is defamatory:
- to say a person is a coward, dishonest, or cruel; and /or
 - to suggest a public figure acted in their public capacity to further their own interests; and /or
 - to suggest that someone has committed a criminal offence prior to conviction; and /or
 - to broadcast anything that holds a person up to ridicule or lowers their professional standing.
- 8.2.5 Companies or other identifiable groups can be defamed.
- 8.2.6 You cannot defame someone who is dead.

8.2.7 Injurious Falsehood is when:

- it is falsely suggested that a person does not own their property; and /or
- the quality of their goods is attacked to damage their trading.

8.2.8 Malicious Falsehood occurs when a person is falsely reported to have died, retired, or ceased trading.

8.3 Defamation Defenses

8.3.1 In some States the truth of the statement may be a defense if you can prove the statement. In other States the defense may be the statement is true and for the public benefit. Mistake or lack of intention to defame are, generally, no defense.

8.3.2 Retraction and / or an apology on-air are not defenses against a defamation action and could make matters worse. The fact the statement has previously been published is no defense. The present remedy for defamation is damages. Damages is the payment by you or the Station sufficient to compensate the person for the harm to their reputation. Payouts can be substantial.

8.3.3 Radio and other media are covered by Qualified Privilege which allows that it can repeat what has been said in parliament, the courts, or a Royal Commission, provided it is a fair and accurate report that addresses all points of view.

8.3.4 Fair Comment means you may comment on a matter of public interest provided it is in the public interest. Comments must be based on facts. Opinions must be honestly held by you and based on the facts, not made out of malice. Opinion must be clearly distinguished from the facts on which it is given.

8.4 Discrimination and Vilification

8.4.1 Individuals may be prosecuted for broadcasting material that is discriminatory on the basis of race, gender or disability. The Human Rights and Equal Opportunity Commission Act provides for prosecution if a person has not received equal treatment based on their sexual preference, religious beliefs, age, or political convictions.

8.4.2 Community Broadcasters license conditions prohibit broadcast of material that may stereotype, incite, vilify, or perpetuate hatred against, or attempt to demean any person on the basis of ethnicity, nationality, race, gender, sexual preference, religion, age, or physical or mental disability.

8.4.3 Vilification is conduct inciting violence, hatred, serious contempt or severe ridicule of a person or group on the basis of their race, colour, nationality, or ethnic background.

8.5 Contempt of Court

8.5.1 Contempt of Court consists of statements that could obstruct the administration of justice. It includes comment on pending proceedings or criticism of courts or judges.

8.5.2 Broadcasting material that may prejudice an impending trial is not allowed. Once a person is charged or summonsed the proceedings are sub-judice which prevents mention or comment on the facts of the case as such comments could prejudice a person's fair trial. Refer to the accused as "the accused killer" rather than "the killer". Refer to any actions as "alleged" actions. It is contempt to say, "two persons murdered" as opposed to "two persons allegedly shot dead" as the case may not be murder at all. A court case is not over until appeals have been heard. During the trial a report of court proceedings can be given providing it is fair, objective and gives equal attention to both the defense and prosecution cases.

8.5.3 Scandalising The Court is broadcasting material that brings the legal system into disrepute.

8.5.4 Refusing to reveal sources of information to a court or tribunal can be contempt of court. Broadcast of information gained from confidential sources can prejudice an issue. If the confidential source says, "I saw Mr X murder Mr Y" it should be reported as, "it has been alleged by a person claiming to have witnessed the incident that Mr X shot Mr Y".

8.6 Breach of Privilege (Contempt of Parliament)

Statements that may be considered offensive to Parliament, or exert improper pressure on members of Parliament, or disclose the secret proceedings of Parliamentary committees.

8.7 Obscenity

8.7.1 Material is obscene if it could deprave or corrupt people who are likely to hear it and could encompass sexual references, drug taking, violence etc.

8.7.2 Material is judged on a case-by-case basis and is measured against contemporary community standards.

8.8 Blasphemous Libel

8.8.1 Material that vilifies the Christian religion, the Bible, or the existence of God. [APL98.5FM: This might seem archaic and ambiguous in a multi-religion society but it still exists in some jurisdictions. So be careful.]

8.8.2 To ensure balance and equity the same principles should be applied to all religions.

8.9 Seditious Libel

Material that intends to achieve a seditious (treasonable) position by violence, or material used to incite public disorder.

SECTION 9 OCCUPATIONAL HEALTH AND SAFETY

- 9.1 BMCR will promote safe working practices and a safe work environment.
- 9.2 Presenters who have identified health or safety issues or who wish to make suggestions or address any problems should contact the Station Manager for assistance.
- 9.3 All Members must sign in and out when attending the station building for any reason, including presenting their program. This is a documentation requirement for OH&S and insurance purposes and must be adhered to.
- 9.4 Presenters must get their guests to sign in and out. This is a documentation requirement for OH&S and insurance purposes and must be adhered to.
- 9.5 Station buildings and surrounds are to be maintained in a manner that complies with statutory requirements, regulations and codes of practice.
- 9.6 Training and information will be provided including identifying and reporting hazards.
- 9.7 Any member who identifies an OH&S issue, incident or hazard will report it to the Committee. The Committee will assess the matter and, depending on its urgency, implement an appropriate response. All reports and remedies will be reported by the Committee at Monthly General Meetings.
- 9.8 No children are to be left alone in cars in the carpark or street at any time, day or night.
- 9.9 The studios and room area are to be kept in a clean and tidy state at all times. The 'if you dirty it, you clean it' principle applies.
- 9.10 The foyer 'wet area' is a shared tenancy facility. If you use it ensure it is clean when you leave.

SECTION 10 ADVERTISING, SPONSORSHIP AND COMMUNITY INFORMATION**10.1 Advertising**

- 10.1.1 Advertising is not permitted on Community Radio.
- 10.1.2 Advertising material that is accidental or incidental accompaniment to the broadcast of other matter, where there is no payment involved, can be broadcast by community stations.
- 10.1.3 If interviews or discussions with experts turn from a general discussion to focus on a particular product, service, or organization, then the material may be deemed to be an advertisement, risking adverse consequences including the station's licence. The definition of an advertisement is very wide and includes unpaid advertisements.

10.2 Sponsorship Announcements

- 10.2.1 Sponsorship announcements are permitted as long as they include acknowledgement of the sponsor's financial support for the station or program, commonly referred to as the 'Tag'.
- 10.2.2 The Tag must state that the sponsor provides financial support to the station that is broadcasting the sponsorship announcement, or of a program being broadcast on the station. For example, sponsorship of a program might have a Tag such as, "The Country Happy Hour on Apple 98.5 FM is sponsored by Bill's Garage – We Fix Anything".
- 10.2.3 As long as the Tag is used the announcement is not restricted in the information it contains. Promotional language, product range details, and price about products, activities, events, or services can be broadcast.
- 10.2.4 The Tag must be attached to every sponsorship announcement, be clear and easy to understand, and in the same language as the announcement.
- 10.2.5 The sponsor's financial support must be verifiable and can include donations of cash, goods, and services that would otherwise be an expense to the station.
- 10.2.6 Sponsor's announcements are restricted to five (5) minutes per hour including recognizing the sponsors.
- 10.2.7 Programs not produced by Apple FM cannot be broadcast if they contain sponsorship announcements that are not genuine.

10.3 Community Information and Community Promotional Material

- 10.3.1 Community information and community promotional material may be broadcast and these announcements do not need Tags.
- 10.3.2 If the licensee receives a payment in cash or kind for broadcasting the material it will count towards the hourly sponsorship limit.
- 10.3.3 Examples of community information include:
- material about an appeal by a registered charity or non-profit or volunteer group;
 - announcements that meet the needs of the community such as festivals, or events of a cultural, welfare, or educational nature.
 - Announcements about goods and services where the money raised benefit the community or charitable purpose.
- 10.3.4 Announcements about goods or services that charge commercial rates are unlikely to be community information and should be 'Tagged'. [If no payment in cash or kind is received

it would be prudent not to broadcast the particular Announcement.]

10.3.5 There is no restriction on the number of such announcements [that don't count towards the hourly limit] that can be broadcast.

10.4 Station and Program Promotional Material

10.4.1 Station and program promotional material may be broadcast and these announcements do not need Tags.

10.4.2 If the licensee receives a payment in cash or kind for broadcasting the material it will count towards the hourly sponsorship limit. [If such payment in cash or kind is received it would be prudent to 'Tag' the particular station or program promotional material.]

10.4.3 Examples of station and program promotional material include:

- promotions of the station's call-sign and frequency;
- announcements promoting station events or outside broadcasts;
- on-air competitions and sale of merchandise;
- material that encourages the public to give support to the station or to make use of the community radio station.

10.4.4 There is no restriction on the number of such announcements [that don't count towards the hourly limit] that can be broadcast.

SECTION 11 COMMUNITY RADIO BROADCASTING CODES OF PRACTICE COMMUNITY BROADCASTING ASSOCIATION OF AUSTRALIA 2008

What follows is excerpts from the referred Codes of Practice and should be read in conjunction with this Apple 98.5FM document.

The Codes are complementary to the Broadcasting Services Act 1992 and do not replace the licence conditions in the Act. We are legally obliged to follow both the licence conditions and the Codes.

Community broadcasters are united by six guiding principles. We will work to:

- 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.

Some key provisions in the Broadcasting Services Act 1992 require community broadcasters to:

- provide community broadcasting services for the benefit of the community and not operate them to make a profit,
- encourage community access and participation in all aspects of station operations, from programming to management, and
- only broadcast sponsorship announcements, rather than advertising, which total no more than five minutes in any hour of broadcasting.

Code 1: Our responsibilities in broadcasting to meet our community interest.

Purpose: To make sure that community radio stations operate according to the guiding principles and within a framework of sound corporate governance

- 1.1 Each community radio station will be controlled and operated by an independent body that represents its community interest.
- 1.2 We will have in place written corporate governance policies and procedures that support management, financial, and technical operations to meet all legal requirements.
- 1.3 We will have training in place to ensure that everyone is aware of his or her legal obligations and is able to effectively participate in providing the service..
- 1.4 We will have written policy documents in place that outline:
 - (a) the principles of financial membership,
 - (b) the rights and responsibilities of financial members within the organisation, and
 - (c) the rights and responsibilities of the organisation to financial members.

A register of financial members will also be kept and made available to ACMA on request.
- 1.5 We will have written policies and procedures in place to effectively deal with internal

conflict.

- 1.6 We will have policies and procedures in place to handle complaints from our members and volunteers. See Code 7: Complaints for more information.
- 1.7 We will broadcast at least one on-air announcement each week that contains information about the Codes and where listeners can get a copy. A copy of the announcement is to be made available to ACMA on request.

Code: 2 Principles of diversity and independence

Purpose: To make sure that community radio stations have written policies and procedures in place that promote diversity and encourage community participation

- 2.1 Our station will make sure that people in our community who are not adequately served by other media are encouraged and assisted to participate in providing our service. We will have in place policies and procedures to support this commitment. We will document evidence of our efforts to encourage community participation.
- 2.2 Our policies and procedures will include mechanisms to enable active participation by our community in station management, programming and general operations.
- 2.3 We will have policy documents in place that outline:
- (a) the principles of volunteering,
 - (b) the rights and responsibilities of volunteers within the organisation,
 - (c) the rights and responsibilities of the organisation to volunteers, whether they are members or not, and
 - (d) grounds and procedures for the dismissal of volunteers.
- 2.4 All policy documents will be freely available.
- 2.5 In all station activities and our behaviour we will oppose and break down prejudice on the basis of ethnicity, race, language, gender, sexuality, age, physical or mental ability, occupation, religious, cultural or political beliefs.

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
 - (iii) 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.

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.

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.

Code 6: To complement the licence condition in the Act relating to sponsorship announcements

Purpose: Sponsorship

- 6.1 We will have in place a written sponsorship policy that reflects the licence condition in the Act. This includes:
 - (a) broadcasting no more than five minutes of sponsorship announcements in one hour, and
 - (b) tagging each announcement to acknowledge the financial and/or in-kind support of the sponsor.
- 6.2 Sponsorship will not be a factor in deciding who can access broadcasting time.
- 6.3 We will ensure editorial decisions affecting the content and style of individual programs are not influenced by program or station sponsors.
- 6.4 We will ensure that editorial decisions affecting the content and style of overall station programming are not influenced by program or station sponsors.
- 6.5 The general programming guidelines in Code 3 also apply to sponsorship announcements.

Code 7: Complaints

Purpose: To outline our legal requirements relating to complaint handling

- 7.1 We acknowledge the rights of our listeners, members and volunteers to make complaints in writing about alleged non-compliance with both the licence conditions in the Act and the requirements outlined in the Codes.
- 7.2 We will make every reasonable effort to resolve complaints, except where a complaint is clearly frivolous, without sufficient grounds or not made in good faith.
- 7.3 We will ensure that:
 - (a) complaints will be received by a responsible person in normal office hours and receipt is acknowledged in writing,

- (b) complaints will be conscientiously considered, investigated if necessary, and responded to substantively as soon as possible,
- (c) complaints will be responded to in writing within 60 days of receipt, as required by the Act, and the response will include a copy of the Codes, and
- (d) complainants are advised in writing that they have the right to refer their complaint about a Code matter to ACMA provided they have first:
 - (i) formally lodged their complaint with the licensee in writing, and
 - (ii) received a substantive response from the licensee and are dissatisfied with this response, or have not received a response from the licensee within 60 days after making the complaint.

A written complaint or response can be a letter, fax, or email.

7.4 A responsible person of the licensee will maintain a record of complaints and responses for at least two years from the date of the complaint.

7.5 The record of complaints and responses will be made available to ACMA on request.

Code 8: Codes of Practice review

Purpose: To ensure that the Codes continue to reflect changing community standards and remain relevant in the contemporary media environment

8.1 The community radio sector, as coordinated by the sector organisation representing the majority of licensees, will review the Community Radio Codes of Practice every three to five years in consultation with other sector organisations.

8.2 Before any changes are made to the Codes, the sector, as represented by the sector organisation representing the majority of licensees, will consult with other sector organisations and ACMA. The organisation will strive to seek agreement with the majority of community broadcasting stations and incorporate public feedback before the Codes are provided to ACMA for registration under the Act.

SECTION 12 – Index of Instructions

INSTRUCTION	SUBJECT	VER	DATE
001	Are You Leaving?	001	11Nov17
002	Security Arrangements	001	11Nov17

ARE YOU LEAVING?



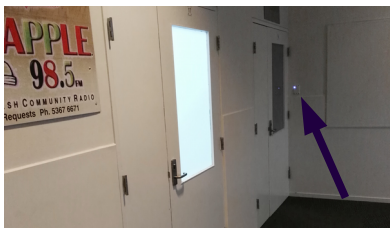
(What to do when no-one is here to replace you.)

1. Lock external doors from foyer to the world.
(See 'Security Arrangements' INSTR 002 for time of day variations)
2. Lock our door from the Studio to the foyer.
(See 'Security Arrangements' INSTR 002 for time of day variations)
3. Lock our door from Studio to Halletts Way side.
(See 'Security Arrangements' INSTR 002 for time of day variations)
4. Arm / Engage the security system if required.
(See 'Security Arrangements' INSTR 002 for time of day variations)
5. Make sure the Black Security Fob is inside.
6. Close our Curtains
7. Turn off our heating.
8. Turn off our Cooling.
9. Turn off our ceiling & / or other fans.
10. Turn off all our lights.

SECURITY ARRANGEMENTS



1. Read 'INSTR 001 (Are You Leaving?)'
2. When departing and the Studio is unattended:
 - a) Between 8am & 5pm Mon to Fri: Lock Doors 1 & 2.
 - b) Between 5pm & 9pm Mon to Fri: Lock Doors 1 & 2 and pull Door 3 closed; also, if the RSPCA are NOT there, manually lock Door 4 from the inside.
 - c) At all other times: Lock Doors 1, 2, & 4 and pull Door 3 closed.
3. **Building Security System (The Black Fob)**
Before 8am & after 9pm Mon to Fri; or at any time on the weekend:
 - 3.1 Arriving:
 - a) Enter via Door 1, get the Black Fob and go into the foyer
 - b) If the Swipe Reader light is blue (disarmed) leave it that way
 - c) If the Swipe Reader light is red (armed) swipe with the fob until it turns blue.
 - 3.2 Departing and the Studio is unattended:
 - a) Get the black fob and go into the foyer
 - b) If the Swipe Reader light is blue (disarmed) swipe with the fob until it turns red (armed) then lock up and leave
 - c) If the security system light is red (armed) leave it that way, lock up and leave.
4. **If You Are On Site At 9pm and / or 10.30pm Mon - Fri**
These are the two times the building security system automatically arms
 - a) Get the black fob and go into the foyer
 - b) Observe that the security system light is red (armed)
 - c) Swipe with the fob until it turns blue (disarmed)
 - d) Go about your business then follow the appropriate instruction when leaving.
5. Should the Council's security company call they may have a building alarm, confirm that you are on site, what time you will be leaving and whether any one is following you. Comply with any Swipe Reader requests they might make of you.
6. Door 2 can be opened from inside Apple FM without a key and will **REMAIN LOCKED** from the outside. **Be careful not to lock yourself out.**



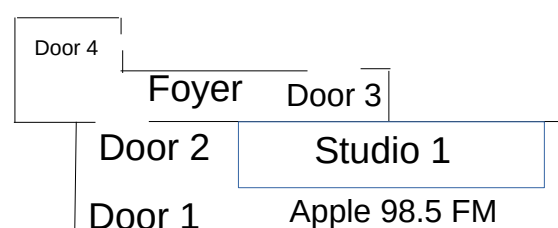
Location of Swipe Reader in Foyer



Swipe Reader



Black Fob



SECTION 99 – REGISTER OF CHANGES

DATE	SECTION	DETAIL
13Sep17	All	Document Published
11Nov17	1,12,99	Section 12 (Register of Changes) renamed as Section 99. New Section 12 (Instructions) created to include Instructions. Instructions 001 (Are You Leaving?) and & 002 (Security Arrangements) added. Section 1 (Index) updated.