



WOW FM 100.7

Rules and Regulations Package

Technical and Programming Rules

1. Presenters are required to become members of the WOW FM Association prior to their first program.
2. Presenters are required to attend WOW FM training, and if necessary pay any training fees, before operating the panel and equipment.
3. Presenters are expected to attend training when required.
4. Presenters are expected to attend regular members and presenters meetings.
5. All presenters are required to provide and wear their own headphones while presenting a program on air.
6. No eating, drinking or smoking in the studio.
7. Presenters should use appropriate program content and avoid any material that is offensive or defamatory. If in doubt please consult station management.
8. Any person found willfully damaging property belonging to WOW FM will be held responsible for its repair or replacement and are liable to be suspended.
9. Accidents or equipment failures are to be reported immediately to the station supervisor as soon as possible.
10. Presenters are required to check their pigeon holes before each program and include any station material required for broadcast in their program.
11. Presenters are required to arrive at the station at least **20 minutes before** their scheduled program begins, but are not to enter the studio until 5 minutes before their start time, so as not to interfere with the presenter who is on air.
12. Presenters are required to adhere strictly to their scheduled program's start and finish times. The studio must be cleared of any guests 10 minutes prior to finishing the program as this will ensure a smooth change over.
13. Presenters are required to notify management in advance of visitors and guests attending the station.
14. Presenters are required to sign in upon arrival at the station. Presenters must ensure that all visitors sign in, and that on air guests are aware of the legal obligations of going on air as outlined in the station's Broadcasters Legal Obligations form.
15. Station ID and the time are to be broadcast at least every 20 minutes. If a language program is being broadcast, station IDs and name of program must be broadcast in English at least every 15 minutes.
16. The news must be broadcast on the hour when required in the schedule.



17. Recorded sponsorships, promos and live read announcements must be broadcast as required in the schedule.
18. The studio phone is to be used primarily for incoming calls, which should be kept to a maximum of 3 minutes.
Genuine interviews using the telephone should be arranged in advance and notified to station supervisors. Notification forms are available
19. Any presenter broadcasting inappropriate content or offensive music, or making derogatory remarks on air will be liable to have their program immediately suspended.
20. All new presenters will be given a 6 month trial then their program will be reviewed by the board and programming committee.
21. Presenters fees, if applicable, must be paid monthly in advance or as requested by the board.
22. Presenters are required to read, understand, sign and adhere to the *WOW FM Broadcaster Legal Obligations and Rules* form, the *WOW FM Policy* form, and this *Technical and Programming* form before going to air for the first time.
23. Outside broadcasts and special event broadcasts have priority over your program. If your program is moved or cancelled for a special broadcasts your programming fees, if applicable, will be refunded for that broadcast.
24. Station management, board members and members of the programming committee have the authority to enforce these rules.
25. If you disagree with these rules you may challenge them and seek a rule change by stating your reasons in a written letter to the board. Until such time as you are notified of any rule changes in response to your letter, you are required to adhere to the rules as written.

Volunteer involvement

To keep membership fees low, members are all expected to contribute to the running of the station in as many ways as possible. It is a partnership and the station expects a high level of volunteer involvement.

1. All presenters are expected to volunteer for duties in addition to their own on air program. Please inform the board of your preferred way to contribute to the running of the station. Duties available are:
 - Panel operating and relief presenting
 - Cleaning
 - Participating in committees, attending functions on behalf of the board
 - Participating in fundraisers, events, open days, and other station activities
 - Please ask for a list of committees and other duties to see where you can make your contribution



General Rules

1. In the event of a presenter's unavailability for a scheduled program, it is the presenter's responsibility to find a suitable replacement presenter to host the program in a similar format as the regular presenter. If this is not possible, see the station supervisor and fill in a 'leave form'.
2. No drugs, smoking or alcohol are permitted on the premises at any time. Failure to adhere to this rule can lead to instant cancellation of your program and expulsion from membership.
3. Any person arriving at the premises under the influence of drugs or alcohol will not be admitted to present their program and may be subject to disciplinary action.
4. The station has a limited amount of Security Access Cards available from the Council that admit presenters through the front security door. If you have been issued with a security card so you can access the station out of office hours you are responsible for keeping it safe and for paying a deposit (required by Council), which will be repaid to you when you return the card.
 - a. Do not lend the security card to anyone
 - b. Keep it in a safe place
 - c. If you are planning to take holidays or not attend the station for a long period of time, give it back so that it can be reused during your absence
 - d. If you leave the station hand the card back
 - e. If the card is lost or damaged, report this to station management immediately so that it can be cancelled
 - f. Your security card access may be revoked at any time by management or board members for breaches of the station rules
 - g. If you are not able to return your security card your deposit will be forfeited
5. No offensive language or abusive behaviour will be tolerated on the premises. Obscene language content is not allowed to be broadcast. Failure to adhere to this rule can lead to instant cancellation of your program and expulsion from membership.



6. No pornographic or offensive material is permitted to be accessed on the station's computers and pornographic and offensive material is not permitted on the premises. Failure to adhere to this rule can lead to instant cancellation of your program and expulsion from membership.
7. Premises are to be kept clean at all times. Please take your rubbish away with you when you leave.
8. Guests and other unauthorised persons are not allowed in the office.
9. As the premises are small, presenters are requested to leave the station as soon as possible after their program, unless involved with other duties.
10. As the station has a limited budget and wishes to keep membership fees low, it limits outgoing phone calls to save money, so STD and mobile calls are blocked. The station phones are primarily for broadcasting use so, please do not make personal calls.
11. To ensure your personal safety, all presenters and visitors must ensure that the outside door is shut and secured behind them.
12. No more than 4 people are allowed in the studio at any time.



Sponsorship and other Announcements

1. Sponsorship announcements and station promos must be played as scheduled. Sponsorship announcements on community radio are limited to no more than 5 minutes per hour.
2. Presenters are required not to play additional sponsorship announcements or embellish sponsorship announcements with their own comments, as this may be counted as additional sponsorship time or as advertising (which is prohibited on community stations).
3. All sponsorship arrangements must go through the station's authorization and scheduling processes. Presenters are not permitted to arrange sponsors for their program directly, but should refer sponsors to the station management so the proper process can be followed (see the next section for full details).
4. Presenters are not permitted to make unofficial individual agreements for sponsorship or to broadcast additional unauthorised information on behalf of sponsors. Difficulties can arise when interviewing a sponsor, and interviews related to sponsors must be approved in advance by station management.
5. Advertising is not permitted on community radio and presenters must ensure that no advertising goes to air in their program.
6. Community announcements must not become defacto advertisements for commercial companies by excessively emphasizing price of tickets or venue. Refer to the ACMA rules and examples for more specific information.
7. The Way Out West Fine Music Association is the only entity that can issue invoices under the station's name. Individual presenters are not authorized to collect monies on behalf of WOW FM unless an official invoice has been issued and prior authorisation has been given by station management,
8. If a program with specific sponsors is no longer running WOW FM will make arrangements with the sponsor to reschedule the announcements.
9. Failure to follow the above rules will result in immediate suspension and may lead to cancellation of your program and expulsion from membership.



Rule Clarification and Appeals

1. Members may ask for clarification or reconsideration of specific rules, and must write to the board outlining their case if they wish to do so. Rules which are subject to external legislation such as the Broadcasting Services Act, ACMA Licencing Regulations, Defamation Law, the Child Protection Act, the Trade Practices Act, Gaming and Racing legislation and other laws, codes and regulations may be beyond the scope of the board to change.
2. If a member's program is suspended, or a member is expelled from the association, an appeals process is available to them within the Rules of the Way Out West Fine Music Association. A member may request a copy of the rules at any time and may submit an appeal to the board for consideration at the next meeting.

The information on the following pages is drawn from the Broadcasting Services Act and the ACMA approved Codes of Practice for Community Broadcasting. They form part of the Rules and Regulations Package for WOW FM.

A full copy of the CBAA Codes of Practice Handbook is available online at

http://www.cbaa.org.au/sites/default/files/codes_of_practice_3.12.08_LR.pdf



Legal obligations

Each community broadcasting station has legal obligations that relate to programming and station operations. The Broadcasting Services Act 1992 (the Act) outlines a number of licence conditions and some program standards that apply to all stations.

Key provisions in the Act require community broadcasters to:

- * provide community broadcasting services for the benefit of the community and not operate them to make a profit,
- * continue to represent the community interest that it represented when the licence was allocated or last renewed, although a licensee can apply to change that community interest at renewal,
- * 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.

Community Broadcasting Codes of Practice

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

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| 1 | Each community radio station will be controlled and operated by an independent body that represents its community interest. |
| 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 <i>Code 7: Complaints</i> 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

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- 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.
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- 2.2 Our policies and procedures will include mechanisms to enable active participation by our community in station management, programming and general operations.
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- 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.
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- 2.4 All policy documents will be freely available.
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- 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.
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Code: 3**General programming****Purpose:**

To encourage programming that reflects our community interest and guiding principles

3. **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.
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- 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.
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- 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.
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- 3.4 We will have programming practices that protect children from harmful material but will avoid concealing the real world from them.
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- 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
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- 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.
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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.
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- 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.

Code 6:**Sponsorship****Purpose:**

To complement the licence condition in *the Act* relating to sponsorship announcements

6. 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. The general programming guidelines in Code 3 also apply to sponsorship announcements.
