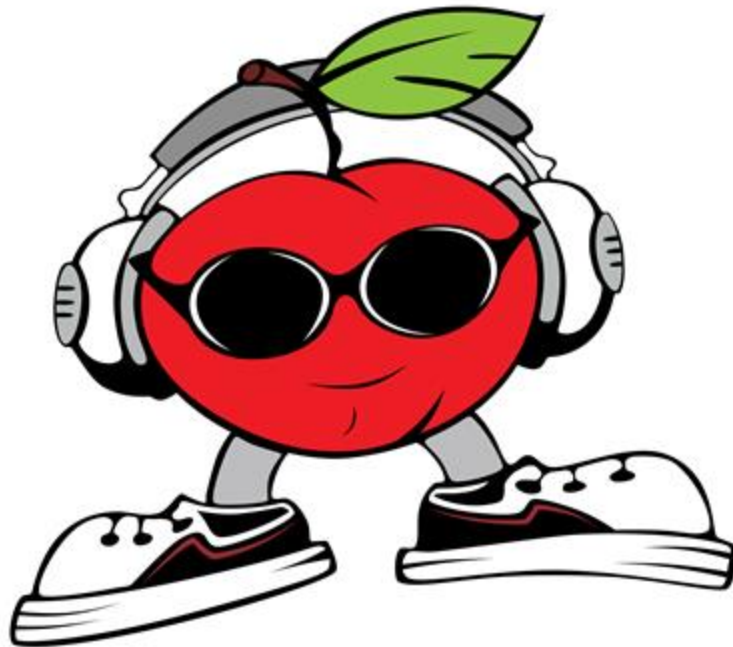


**Bacchus Marsh Community Radio Inc.**

**Apple 98.5 FM**



**Member and Presenter Handbook**

## APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK

### TABLE OF CONTENTS

<b>SECTION 1</b>	<b>INTRODUCTION</b>	<b>3</b>
<b>1.1</b>	<b>BACKGROUND</b>	<b>3</b>
<b>1.2</b>	<b>APPLE 98.5 FM HISTORY</b>	<b>3</b>
<b>1.3</b>	<b>THE HISTORY OF COMMUNITY BROADCASTING</b>	<b>3</b>
<b>SECTION 2</b>	<b>ORGANISATIONAL STRUCTURE</b>	<b>4</b>
<b>SECTION 3</b>	<b>WHAT OUR MEMBERS DO AND WHAT ARE OUR RIGHTS AND RESPONSIBILITIES</b>	<b>5</b>
<b>SECTION 4</b>	<b>DISPUTES, DISCIPLINE AND GRIEVANCE PROCEDURE</b>	<b>7</b>
<b>SECTION 5</b>	<b>BECOMING A PRESENTERS</b>	<b>8</b>
<b>SECTION 6</b>	<b>ON-AIR PRESENTATION &amp; NOTES FOR PRESENTERS</b>	<b>9</b>
<b>6.1</b>	<b>Programming Policy</b>	<b>9</b>
<b>6.2</b>	<b>General Notes for Presenters</b>	<b>9</b>
<b>6.3</b>	<b>Presentation Style</b>	<b>10</b>
<b>6.4</b>	<b>Dual Presenters</b>	<b>10</b>
<b>6.5</b>	<b>Studio Guests</b>	<b>10</b>
<b>6.6</b>	<b>Program Contents</b>	<b>11</b>
<b>6.7</b>	<b>Pre-Produced Programs</b>	<b>11</b>
<b>6.8</b>	<b>Basic Technical Operations</b>	<b>11</b>
<b>SECTION 7</b>	<b>MEDIA LAWS</b>	<b>13</b>
<b>7.1</b>	<b>Copyright</b>	<b>13</b>
<b>7.2</b>	<b>Defamation</b>	<b>13</b>
<b>7.3</b>	<b>Defamation Defences</b>	<b>14</b>
<b>7.4</b>	<b>Discrimination and Vilification</b>	<b>14</b>
<b>7.5</b>	<b>Contempt of Court</b>	<b>14</b>
<b>7.6</b>	<b>Breach of Privilege (Contempt of Parliament)</b>	<b>15</b>
<b>7.7</b>	<b>Obscenity</b>	<b>15</b>
<b>7.8</b>	<b>Blasphemous Libel</b>	<b>15</b>
<b>7.9</b>	<b>Seditious Libel</b>	<b>15</b>
<b>SECTION 8</b>	<b>OCCUPATIONAL HEALTH AND SAFETY</b>	<b>16</b>
<b>SECTION 9</b>	<b>ADVERTISING, SPONSORSHIP AND COMMUNITY INFORMATION</b>	<b>17</b>
<b>9.1</b>	<b>Advertising</b>	<b>17</b>
<b>9.2</b>	<b>Sponsorship Announcements</b>	<b>17</b>
<b>9.3</b>	<b>Community Information and Community Promotional Material</b>	<b>17</b>
<b>9.4</b>	<b>Station and Program Promotional Material</b>	<b>18</b>
<b>SECTION 10</b>	<b>COMMUNITY RADIO BROADCASTING CODES OF PRACTICE</b>	<b>19</b>
<b>SECTION 11</b>	<b>POLICIES</b>	<b>24</b>
<b>SECTION 12</b>	<b>REGISTER OF CHANGES</b>	

## **SECTION 1 INTRODUCTION**

### **1.1 BACKGROUND**

- 1.1.1 Bacchus Marsh Community Radio Inc. (BMCR) is a community-based organization managed by a Committee elected from its members.
- 1.1.2 BMCR is a not-for-profit incorporated body in the State of Victoria.
- 1.1.3 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.
- 1.1.4 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.

### **1.2 APPLE 98.5 FM HISTORY**

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

### **1.3 THE HISTORY OF COMMUNITY BROADCASTING**

- 1.3.1 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.
- 1.3.2 In response to general community action and public lobbying, in the 1970s community radio was successful in obtaining 26 licenses.
- 1.3.3 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 the airwaves to local and community groups traditionally denied access to mainstream media.
- 1.3.4 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 2 ORGANISATIONAL STRUCTURE**

- 2.1 BMCR belongs to its members. Activities are overseen by a member-elected Committee.
- 2.2 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).
- 2.3 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.
- 2.4 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)
- 2.5 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.

## APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK

### SECTION 3 WHAT DO OUR MEMBERS DO AND WHAT ARE OUR RIGHTS AND RESPONSIBILITIES

- 3.1 Every one 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.
- 3.2 Because we exist for the production and presentation of radio programs many of our members are also producers and presenters of those programs.
- 3.3 Any organization works more successfully and productively when all its members work together toward common goals. We are no exception.
- 3.4 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 are no less important than anyone else
- 3.5 When we all work together, we enhance and expand the services that we provide to our community.
- 3.6 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 emailed a copy or can request 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 and the Applefm Members only Facebook page under Files or can be found on our website under the "about us" tab.
  - The Constitution is available on the Apple FM Members share drive and the Members only Facebook Group page under Files or can be found on our website under the "about us" tab 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 or emailed in digital form.
  - Members are encouraged to complete the Confidential Medical Form accompanying this handbook.
- 3.7 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.
  - 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.
- 3.8 Apple 98.5 FM expects that its Members will:
- agree to, and work within, the station structure.

## **APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK**

- 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.

3.9 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.

3.10 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.

## **APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK**

### **SECTION 4 DISPUTES, DISCIPLINE AND GRIEVANCE PROCEDURE**

- 4.1 The Constitution provides grounds and a process for Disciplinary Action against Members and Appeal Rights for Members should such action be taken.
- 4.2 The Constitution provides a Grievance Procedure for disputes between Members, a Member and the Committee and a Member and Apple 98.5 FM.
- 4.3 The process provides for constructive engagement between the parties and mediation should constructive engagement not be successful.
- 4.4 The Constitution provides an Appeals process for people refused membership and people whose membership has been suspended or terminated.
- 4.5 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.
- 4.6 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.
- 4.7 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.

## APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK

### SECTION 5 BECOMING A PRESENTER

- 5.1 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.
- 5.2 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.
- 5.3 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
- 5.4 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.
- 5.5 Presenters under 18 years of age must be supervised by a person over 18 years of age while presenting on-air.
- 5.6 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.
- 5.7 New presenters will have their programs monitored for three months to ensure they are fully trained and suitable for the time slot.
- 5.8 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.
- 5.9 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.
- 5.10 Presenters must be aware of the content they're airing, and the profanity warning must be played as, and when, appropriate.
- 5.11 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.



## APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK

### SECTION 6 ON-AIR PRESENTATION & NOTES FOR PRESENTERS

#### 6.1 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 airtime; and
- providing the community with information relevant to residents; and
- providing program content not available through other media; and
- incorporating programming policies that oppose and attempt to break down prejudice based on race, gender, nationality, religion, disability, age or sexual preference.

#### 6.2 General Notes for Presenters

- 6.2.1 Presenters must make themselves familiar with the premises and people working with them.
- 6.2.2 Presenters must be familiar with, and observe, station policies regarding the show they are broadcasting.
- 6.2.3 Prepare your shows in advance including track listings, scripting, and discussion. Test gimmicks or sound effects before your show.
- 6.2.4 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.
- 6.2.5 Presenters must keep records of material used on their programs.
- 6.2.6 Apple 98.5 FM has an obligation to log (record) all programs and all presenters can be regularly checked to ensure they maintain a high professional standard.
- 6.2.7 Scheduled programs continue through all Public Holidays unless otherwise instructed or arranged.
- 6.2.8 If your timeslot 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.
- 6.2.9 The Station expects, and Members are responsible for, regular attendance.
- 6.2.10 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.
- 6.2.11 A continued inability to reliably present your program may lead to its cancellation by the Committee.
- 6.2.12 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 behaviour; also
  - such action can lead to the cancellation of a program.
- 6.2.13 Any property, or broadcast material, removed from the station computer without permission will be treated as theft and can be reported to the police.
- 6.2.14 Presenters are responsible for presenting their program to the best of their ability with

## **APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK**

enthusiasm and respect for sponsors, and compliance with ACMA Regulations.

6.2.15 Presenters must respect the confidentiality of their listeners.

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

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

### **6.3 Presentation Style**

6.3.1 Maintain a positive, sincere, and professional attitude always.

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

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

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

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

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

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

6.3.8 Swearing is not permitted.

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

6.3.10 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 do not use up all your topics too soon.

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

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

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

6.3.14 And finally remember broadcasting is a privilege, not a right.

### **6.4 Dual Presenters**

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

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

### **6.5 Studio Guests**

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

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

6.5.3 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.

6.5.4 Make sure you know the guests' names and pronunciations to avoid embarrassment to them and yourself.

6.5.5 Ensure guests sign in on arrival and out on departure.

6.5.6 Members are responsible for their guests at all times.

## **APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK**

- 6.5.7 If your show does not normally include guests, the Station Manager must be notified if you intend to have guests in the studio.
- 6.5.8 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.
- 6.5.9 Children are not permitted in the studio at any time unless involved in the presentation of a show.
- 6.5.10 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.

### **6.6 Program Content**

- 6.6.1 Develop your program around a mix of current issues, local information and music.
- 6.6.2 Broadcasting interesting local information is an important part of community radio and is not possible on other networks.
- 6.6.3 Ensure your program and discussion topics are suitable, relevant, and interesting to a general audience.
- 6.6.4 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.
- 6.6.5 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.
- 6.6.6 Remind listeners frequently what they are listening to and what is coming up.
- 6.6.7 Promote the station and other programs.
- 6.6.8 Give the station time at least every half hour and more in peak hours.
- 6.6.9 Finish programs with a sponsorship announcement, a Station ID or your Theme.
- 6.6.10 Presenters are responsible for, and must be familiar with, the content of their broadcast.
- 6.6.11 Material may not be broadcast if it is contrary to the law.

### **6.7 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.

### **6.8 Basic Technical Operations**

- 6.8.1 Make sure you are comfortable with the operation of the panel and other equipment before you go on air.
- 6.8.2 You must always use your own headphones. Headphones are highly recommended. Broadcasting without headphones is far more difficult than with them. When a microphone is turned 'on' the in-studio loudspeakers will not work and you will only hear your program through your headphones.
- 6.8.3 The presenter's microphone should be about 5 cm from your mouth and slightly elevated, so you can see the desk.
- 6.8.4 Pop-shields are highly recommended and should be supplied to you by the station. Talk to the Station Manager about being issued one if they haven't already given you one.

## **APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK**

Remember to take them home, or leave them at the station in your pigeon holes or they will be easily lost.

- 6.8.5 Speak clearly and maintain a constant volume at the microphone.
- 6.8.6 For OH&S reasons the station cannot supply shared headphones or pop-shields/ microphone socks. The use of both is highly recommended. Pop Shields will be provided to you by the station. You should wash it weekly with warm soapy water and rinse and dry.
- 6.8.7 Learn how to make sure audio levels are correct for your voice and any playback equipment you are using.
- 6.8.8 Check audio levels regularly.
- 6.8.9 Do not move or bump microphones when they are on and avoid distractive noises while speaking.
- 6.8.10 Monitor the program off-air so you are hearing what the listener is hearing.
- 6.8.11 All recordings and pre-produced programs should be the highest possible audio quality.
- 6.8.12 Treat equipment with due care and make sure all media you use is in good condition.
- 6.8.13 Seek assistance from the Station Manager if unsure of any aspect technical operation.
- 6.8.14 Report any faults to the Station Manager or Committee.

**SECTION 7 MEDIA LAWS**

**7.1 Copyright**

- 7.1.1 Copyright automatically exists in every original literary, dramatic, or musical work and includes the right to publish, reproduce or perform the work.
- 7.1.2 Copyright means it is illegal to copy, publish, perform, or broadcast copyrighted material without permission from the copyright owner.
- 7.1.3 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.
- 7.1.4 Copyright does not apply to ideas, only to creations.
- 7.1.5 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.
- 7.1.6 Copyright lasts until 70 years after death when the work becomes public domain and is freely available to be used.
- 7.1.7 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.
- 7.1.8 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 ....".
- 7.1.9 Copyright owner's 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.
- 7.1.10 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.

**7.2 Defamation**

- 7.2.1 A statement is defamatory of a person, organization, or company if it makes ordinary members of the community think worse of them.
- 7.2.2 Defamation is potentially the most serious infringement of the law for broadcasters and should always be avoided.
- 7.2.3 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.
- 7.2.4 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.
- 7.2.5 Companies or other identifiable groups can be defamed.
- 7.2.6 You cannot defame someone who is dead.
- 7.2.7 Injurious Falsehood is when:

## **APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK**

- 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.

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

### **7.3 Defamation Defences**

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

7.3.2 Retraction and / or an apology on-air are not defences against a defamation action and could make matters worse. The fact the statement has previously been published is no defence. 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.

7.3.3 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.

7.3.4 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 from malice. Opinion must be clearly distinguished from the facts on which it is given.

### **7.4 Discrimination and Vilification**

7.4.1 Individuals may be prosecuted for broadcasting material that is discriminatory based on 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.

7.4.2 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.

7.4.3 Vilification is conducting inciting violence, hatred, serious contempt or severe ridicule of a person or group based on their race, colour, nationality, or ethnic background.

### **7.5 Contempt of Court**

7.5.1 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.

7.5.2 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 defence and prosecution cases.

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

7.5.4 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

## **APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK**

alleged by a person claiming to have witnessed the incident that Mr X shot Mr Y".

### **7.6 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.

### **7.7 Obscenity**

7.7.1 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.

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

### **7.8 Blasphemous Libel**

7.8.1 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.]

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

### **7.9 Seditious Libel**

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

## APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK

### SECTION 8 OCCUPATIONAL HEALTH AND SAFETY/WORK HEALTH AND SAFETY

- 8.1 BMCR will promote safe working practices and a safe work environment.
- 8.2 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.
- 8.3 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.
- 8.4 Presenters must get their guests to sign in and out. This is a documentation requirement for OHS/WHS and insurance purposes and must be adhered to.
- 8.5 Station buildings and surrounds are to be maintained in a manner that complies with statutory requirements, regulations, and codes of practice.
- 8.6 Training and information will be provided including identifying and reporting hazards.
- 8.7 Any member who identifies an OHS/WHS 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 Bi - Monthly General Meetings.
- 8.8 No children are to be left alone in cars in the carpark or street at any time, day, or night.
- 8.9 The studios and room area are always to be kept in a clean and tidy state. The 'if you dirty it, you clean it' principle applies.
- 8.10 The foyer 'wet area' is a shared tenancy facility. If you use it ensure it is clean when you leave.
- 8.11. All members are responsible for keeping the common area, refreshment area clean and tidy and for washing, drying and putting away anything that they have used during their time at the station. (Cups/Glasses/Cutlery/Plates)
- 8.12 All members (current & new) with a known complex or life threatening medical condition are required to complete a medical information form that will be kept for records in case of an emergency and OHS/WHS.
- 8.13 All members are required to complete the infectious/communicable diseases/viruses cleaning procedure:

**ALL ANNOUNCERS ARE TO MAKE SURE THAT THEY WIPE DOWN WITH ANTIBACTERIAL WIPES & GLEN 20 SPRAY AFTER EACH PROGRAM.**

- PANEL
- KEYBOARD
- MOUSE
- MICROPHONE & STAND PLUS GUESTS ONES IF USED
- BENCH TOPS
- CHAIR – ARM RESTS AND TOUCH POINTS
- TELEPHONE
- TOP OF THE CD PLAYERS AND THE FRONT PANELS (IF USED)
- RECORD PLAYER – LID/TONE ARM & KNOBS (IF USED)
- LIGHT SWITCHES IN THE STUDIO AND COMMON AREA
- ANY DOOR HANDLES THAT YOU TOUCHED
- KEY TO TOILET (IF USED)
- SECURITY FOB (IF USED)
- THE SIGN IN PEN/KEYBOARD & MOUSE



**SECTION 9 ADVERTISING, SPONSORSHIP AND COMMUNITY INFORMATION**

**9.1 Advertising**

- 9.1.1 Advertising is not permitted on Community Radio.
- 9.1.2 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.
- 9.1.3 If interviews or discussions with experts turn from a general discussion to focus on a 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.

**9.2 Sponsorship Announcements**

- 9.2.1 Sponsorship announcements are permitted if they include acknowledgement of the sponsor's financial support for the station or program, commonly referred to as the 'Tag'.
- 9.2.2 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".
- 9.2.3 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.
- 9.2.4 The Tag must be attached to every sponsorship announcement, be clear and easy to understand, and in the same language as the announcement.
- 9.2.5 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.
- 9.2.6 Sponsor's announcements are restricted to five (5) minutes per hour including recognizing the sponsors.
- 9.2.7 Programs not produced by Apple FM cannot be broadcast if they contain sponsorship announcements that are not genuine.

**9.3 Community Information and Community Promotional Material**

- 9.3.1 Community information and community promotional material may be broadcast, and these announcements do not need Tags.
- 9.3.2 If the licensee receives a payment in cash or kind for broadcasting the material it will count towards the hourly sponsorship limit.
- 9.3.3 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.
- 9.3.4 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 Announcement.]
- 9.3.5 There is no restriction on the number of such announcements [that do not count towards the hourly limit] that can be broadcast.

## APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK

### 9.4 Station and Program Promotional Material

- 9.4.1 Station and program promotional material may be broadcast, and these announcements do not need Tags.
- 9.4.2 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 station or program promotional material.]
- 9.4.3 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.
- 9.4.4 There is no restriction on the number of such announcements [that do not count towards the hourly limit] that can be broadcast.

**APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK**  
**SECTION 10 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 Bacchus Marsh Community Radio Inc. 3APL document.

The Codes are complimentary 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

## APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK

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 based on 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. 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.

## APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK

- 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

## APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK

- 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.

## APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK

(iii) A written complaint or response can be a letter, fax, or email to  
ACMA ONLINE COMPLAINT FORM via [www.acma/complaints.gov.au](http://www.acma/complaints.gov.au)

Community Broadcasting and Safeguards Section Australian Communications and Media  
Authority

PO Box Q500, Queen Victoria Building

Sydney NSW 1230

Fax: (02) 9334 7799

Email: [communitybroadcasting@acma.gov.au](mailto:communitybroadcasting@acma.gov.au)

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 11 – POLICIES**

**CHILD SAFETY CODE OF CONDUCT POLICY**

Note: Within the general principles expressed here more specific procedural provisions may be necessary to deal with particular circumstances and difficult situations – for example, sports coaching may legitimately involve some forms of physical contact, and some people with disabilities may legitimately require carefully monitored physical restraint.

**CODE OF CONDUCT FOR EMPLOYEES, VOLUNTEERS AND CONTRACTORS AT BACCHUS MARSH COMMUNITY RADIO INC. 3APL WORKING WITH CHILDREN AND YOUNG PEOPLE.**

Management, members, volunteers, and contractors at Bacchus Marsh Community Radio Inc. – 3APL are required to abide by this Code.

**Under the Committee of management, we will:**

1. Be responsible for the overall welfare and wellbeing of members and volunteers.
2. Be accountable for managing and maintaining a duty of care towards members and volunteers; and
3. Nominate a member to provide information and support to all members, volunteers, children, young people, and their carers regarding child protection matters.

**All people involved in the care of children on behalf of Bacchus Marsh Community Radio Inc. – 3APL will:**

1. Work towards the achievement of the aims and purposes of the organisation.
2. Be responsible for relevant administration of programs and activities in their area.
3. Maintain a duty of care towards others involved in these programs and activities.
4. Establish and maintain a child-safe environment in the course of their work.
5. Be fair, considerate, and honest with others.
6. Treat children and young people with respect and value their ideas and opinions.
7. Act as positive role models in their conduct with children and young people.
8. Be professional in their actions.
9. Maintain strict impartiality.
10. Comply with specific organisational guidelines on physical contact with children.
11. Respect the privacy of children, their families, and teachers/carers, and only disclose information to people who have a need to know.
12. Maintain a child-safe environment for children and young people.
13. Operate within the policies and guidelines of Bacchus Marsh Community Radio Inc. – 3APL; and
14. Contact the police if a child is at immediate risk of abuse, phone 000.

**No person shall:**

1. Shame, humiliate, oppress, belittle, or degrade children or young people.
2. Unlawfully discriminate against any child.
3. Engage in any activity with a child or young person that is likely to harm them physically or emotionally.
4. Initiate unnecessary physical contact with a child or young person or do things of a



## **APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK**

personal nature for them that they can do for themselves.

5. Be alone with a child or young person unnecessarily and for more than a noticeably short time.
6. Develop a 'special' relationship with a specific child or young person for their own needs.
7. Show favouritism through the provision of gifts or inappropriate attention.
8. Arrange contact, including online contact, with children or young people outside of the organisation's programs and activities.
9. Photograph or video a child or young person without the consent of the child and his/her parents or guardians.
10. Work with children or young people while under the influence of alcohol or illegal drugs.
11. Engage in open discussions of a mature or adult nature in the presence of children.
12. Use inappropriate language in the presence of children; or
13. Do anything in contravention of the organisation's policies, procedures, or this Code of Conduct.

### **What happens if you breach this Code of Conduct?**

If you breach this Code of Conduct you will face disciplinary action, including and up to immediate termination of employment or cessation of membership engagement with the organisation.

### **AUTHORISATION**

Committee of Management

**SECTION 11 – POLICIES**

**CHILD PROTECTION POLICY**

**INTRODUCTION**

Bacchus Marsh Community Radio Inc. – 3APL is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse.

Everyone working at Bacchus Marsh Community Radio Inc. – 3APL is responsible for the care and protection of children and reporting information about child abuse.

**THE PURPOSE OF THIS POLICY IS**

1. To facilitate the prevention of child abuse occurring within Bacchus Marsh Community Radio Inc. – 3APL
2. To work towards an organisational culture of child safety.
3. To prevent child, abuse within Bacchus Marsh Community Radio Inc. – 3APL
4. To ensure that all parties are aware of their responsibilities for identifying possible occasions for child abuse and for establishing controls and procedures for preventing such abuse and/or detecting such abuse when it occurs.
5. To provide guidance to members/volunteers/contractors as to action that should be taken where they suspect any abuse within or outside of the organisation.
6. To provide a clear statement to staff/volunteers/contractors forbidding any such abuse.
7. To provide assurance that all suspected abuse will be reported and fully investigated.

**POLICY**

1. Bacchus Marsh Community Radio Inc. – 3APL is committed to promoting and protecting the best

interests of children involved in its programs and training.

All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse.

Bacchus Marsh Community Radio Inc. – 3APL has zero tolerance for child abuse. Everyone working at Bacchus Marsh Community Radio Inc. – 3APL is responsible for the care and protection of the children within our care and reporting information about suspected child abuse.

Child protection is a shared responsibility between the Bacchus Marsh Community Radio Inc. – 3APL, all employees, workers, contractors, associates, and members of the Bacchus Marsh Community Radio Inc. – 3APL community.

Bacchus Marsh Community Radio Inc. – 3APL will consider the opinions of children and use their opinions to develop child protection policies.

Bacchus Marsh Community Radio Inc. – 3APL supports and respects all children, members, and volunteers. Bacchus Marsh Community Radio Inc. – 3APL is committed to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.

**If any person believes a child is in immediate risk of abuse, telephone 000.**

**AUTHORISATION**

Committee of Management

**SECTION 11 – POLICIES**

**INTERNAL GRIEVANCES AND DISPUTE RESOLUTION**

Open communication and feedback are regarded as essential elements of a satisfying and productive work environment.

Bacchus Marsh Community Radio Inc. – 3APL encourages its employees and volunteers to resolve any issues or concerns that they may have at the earliest opportunity with each other or, failing that, their immediate supervisor.

The preferred process involves employees and volunteers resolving issues to their satisfaction internally, without feeling they must refer to external organisations or to authorities for assistance.

**PURPOSE**

The purpose of this document is to provide an avenue through which employees and volunteers and their managers, can resolve work-related complaints as they arise.

**POLICY**

Bacchus Marsh Community Radio Inc. – 3APL will establish mechanisms to promote fast and efficient resolution of workplace issues.

Members and volunteers should feel comfortable discussing issues with their Station Manager or President in accordance with the procedures outlined below.

All formal avenues for handling of grievances will be fully documented and the member's/volunteer's wishes will be considered in determining the appropriate steps and actions. No member/volunteer will be intimidated or unfairly treated in any respect if they utilize this Policy to resolve an issue.

**This Policy applies to permanent and part-time members and to volunteer workers.**

**RESPONSIBILITIES**

**It is the responsibility of Managers and Supervisors to ensure that:**

- They identify, prevent, and address potential problems before they become formal grievances.
- They are aware of and committed to the principles of communicating and information sharing with their employees and volunteers.
- All decisions relating to employment practices are made with consideration given to the ramifications for the individual, as well as the organization in general.
- Any grievance is handled in the most appropriate manner at the earliest opportunity.
- All employees and volunteers are treated fairly and without fear of intimidation.

**It is the responsibility of Members (including Volunteers) to ensure that:**

- They attempt to resolve any issues through their immediate Station Manager and through internal processes at the earliest opportunity.

**It is the responsibility of the Committee of Management to ensure that:**

- All managers, committee members, members and volunteers are aware of their obligations and responsibilities in relation to communication and information sharing with their employees.
- Ongoing support and guidance are provided to all members & or employees in relation to

## **APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK**

employment and communication issues.

- All managers, committee members, members and volunteers are aware of their obligations and responsibilities in relation to handling grievances.
- Any grievance that comes to the attention of managers or supervisors is handled in the most appropriate manner at the earliest opportunity.

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### **PROCEDURES**

#### **Member Practices**

- All managers and supervisors should be aware of the possible ramifications of their actions when dealing with member/volunteer issues.
- They must ensure that all members and volunteers are treated with fairness, equality, and respect.
- If there are any doubts or queries in relation to how to deal with a set of circumstances, managers or supervisors should contact the CBAA for advice at the earliest opportunity.
- Where a grievance or dispute has been brought to Station Manager's, President, Committee Member's attention they should assess whether the member involved is covered by a Disciplinary Agreement, and if so should refer to that document for grievance procedures. If the member or volunteer involved is not covered by such a document, the guidelines below should be followed.

#### **Grievances and Dispute Resolution**

- A member or volunteer who considers that they have a dispute or grievance that they have not been able to resolve directly with any other involved party should raise the matter with their immediate supervisor as a first step towards resolution. The two parties should discuss the matter openly and work together to achieve a desired outcome.

#### **The Station Manager or Committee of Management should follow the steps outlined below:**

- Make sure that the member/volunteer feels listened to and supported. You do not have to agree with what they say, but you must make sure that they know you will act on their concerns.
- If more than one person is present, establish the role of each person.
- Outline the process that is to be followed.
- Inform the parties that any information obtained in the conduct of the review is confidential.
- Listen to the complainant. Obtain a chronology of events (who, what, why, when, how etc).
- Run through the applicable policies and procedures (e.g. the organisation's anti-discrimination policy) with the complainant.
- Ask the complainant what kind of outcome they are hoping for (best case scenario) and then talk them through next steps: e.g. you will discuss the matter confidentially with the Committee to determine a way in which to deal with the issue and report back to them within a set timeframe.
- Provide the complainant with the organisation's confidentiality and non-victimisation agreement. Explain that they cannot be adversely affected because they have made a complaint and explain who to report matters to internally if they do feel that they are being adversely affected.
- Provide the complainant with plenty of time to ask questions.
- Offer the complainant assistance (such as counselling through CBAA) or a way to get home safely if they are visibly upset.
- Provide the complainant with a direct contact number that they can call if they have any concerns or queries.
- Take accurate and detailed notes of all conversations (including dates, people involved)

## **APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK**

and attach any supporting documentation.

- If deemed necessary, provide the member/volunteer with a written summary of the meeting and clarification of the next steps to be taken.
- The Committee of Management must ensure that the way the meeting is conducted will be conducive to maintaining positive working relationships, and will provide a fair, objective, and independent analysis of the situation.
- All parties are always to maintain complete confidentiality.
- If the matter is not resolved and the member or volunteer wishes to pursue it, the issue should be discussed with Committee of Management. Again, the matter is to be discussed openly and objectively with management to ensure it is fully understood. If the grievance/dispute is one of a confidential or serious nature involving the member or volunteer's, the complainant may discuss the issue directly with the Committee of Management. The Committee of Management reserves absolute discretion as to making a final decision as to how the grievance or dispute will be resolved.

### **Investigating a Grievance or Dispute**

**Procedural fairness and transparency can make or break a workplace investigation.**

**Maintaining procedural fairness means that you can:**

- protect the interests of the participants in the investigation.
- enhance the credibility of the investigation process.
- rely on the investigation (and your findings) when making employment decisions; and
- defend your employment decisions in a court or tribunal.

**Following are some pointers to ensure that a workplace investigation is procedurally fair.**

**The investigator should ensure that:**

- the respondent is aware of all the allegations made against them in sufficient detail.
- the respondent is allowed a reasonable opportunity, including adequate time, to respond to each of the allegations.
- the investigation is carried out in a reasonable time frame.
- all participants are given the opportunity to have a support person in the interviews pertaining to the investigation.
- all participants are required to maintain confidentiality and sign a confidentiality agreement.
- the investigator has no personal interest or bias in the matter being investigated.
- all participants are given the opportunity to respond to any contradictory evidence.
- the investigator makes reasonable and diligent enquiries to ensure that there is sufficient evidence before making findings on the balance of probabilities.

### **The Importance of Impartiality**

- It is critical to ensure that the person responsible for carrying out an investigation is impartial.
- The investigator must not have a vested interest in the outcome of the matter. Members/Volunteer will often consider that a Committee of Management is not sufficiently impartial because of their involvement and role in the workplace. If such a concern is raised, it is important to consider:
  - a) whether the use of an external investigator is necessary to ensure impartiality.
  - b) whether any conflicts of interest need to be disclosed (e.g. if any individuals are friends outside the workplace); and
  - c) whether the investigator has handled any previous disciplinary matters.

## **APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK**

If there is the possibility that a person's membership will be terminated if the allegations are proven as part of an investigation, then you should consider the use of an external investigator to ensure that your investigation and the process followed will stand up in any potential court proceeding.

### **RELATED DOCUMENTS**

- Dispute Resolution Policy
- Bullying Policy
- Anti-Discrimination Policy

### **AUTHORISATION**

Committee of Management

**CONFLICT RESOLUTIONS PROCEDURES POLICY**

- 1) This Policy complies with Community Broadcasting Association of Australia guidelines.
- 2) Note: This policy is to be read in conjunction with Bacchus Marsh Community Radio Inc. 3APL's Constitution (Division 2 & Division 3) which has precedence. This procedure is a guideline for assistance only. Any process or action which contravenes, or which is in conflict with the Constitution, will have no effect.
- 3) All Station volunteers are responsible for keeping themselves up to date with their rights and responsibilities as provided by Bacchus Marsh Community Radio Inc. 3APL.
- 4) If the behaviour of a volunteer:
  - a) disrupts normal, day to day, running of the radio station, and/or
  - b) causes issues with on air programs, and/or
  - c) results in conflict within station staff, and/or
  - d) is in conflict with ACMA Codes of Practice,

**The Station Manager, in conjunction with the Programming Committee, will attempt to resolve the matter with the volunteer by:**

- a) having a timely discussion with the volunteer about the issue,
  - b) reaching a negotiated resolution of the issue, if possible,
  - c) investigating the matter further, if necessary, and getting back to the volunteer,
  - d) offering further training or counselling for the volunteer, if appropriate.
- 5) In the event of disciplinary action against the volunteer being deemed appropriate, subject to the Constitution, the following can occur:
- a) a verbal warning will be issued to the volunteer
  - b) if a second warning is issued it will also be in written form
  - c) if, within a period of six months, the volunteer receives a third warning about any breach they will be stood down from all duties until the Committee decides about the future contribution of the volunteer to the station.
- 6) Severe Clause If a volunteer is not in an appropriate condition to properly present his/her program, or is deliberately breaking operational guidelines for on air presentation the Station Manager is empowered to take the program off air immediately and take appropriate actions to remedy the volunteer's behaviour.

**AUTHORISATION**

Committee of Management

**SECTION 11 - POLICIES**

**Programming Policy**

**Mission Statement**

“To serve the community interest of Wanneroo/Joondalup by providing accurate, timely, and entertaining broadcasting and promoting of local news, events, issues, and music; and the opportunity and access for local community groups, individuals’ artists and youth in particular.”

**Core Values**

- 1) Community focus
- 2) Opportunity and Access
- 3) Team Spirit.

**Objects of Association**

- To apply for and obtain a radio and/or a television licence pursuant to the provisions of the Australian Broadcasting Services Act of 1992 to provide radio and/or television services to the local community.
- To operate, maintain and conduct the business of proprietors and operators of a radio and/or television broadcasting, transmitting, and receiving station at a designated site to be known as Bacchus Marsh Community Radio Inc. – 3APL
- To produce and broadcast radio and/or television programmes of all types from all sources and countries including those programmes produced by the Association.
- To provide entertainment, information and access for the local community and the opportunity for the development of professional standards of program production and presentation.
- To provide for community access (particularly in the local community) so that community interest programmes and announcements can be broadcast.
- To cultivate an awareness and appreciation of all types of Australian music with emphasis on and encouraging local performers.
- To encourage the exposure and development of art, drama, and theatre with a local emphasis.
- To provide an opportunity for wider and further education in liaison with local education institutions, including seeking and encouraging input from children.
- To provide a forum for debating topical and community issues.
- To provide a focal point for information concerning access to community services and encouraging participation in local government, community, and charity projects.
- To acquire, print, publish, circulate or otherwise deal with radio and/or television material, radio and/or television journals and other literature, cassettes, videotapes and all or any other forms of visual and sound material relating to radio and/or television.
- To publish, print, acquire, circulate, or otherwise deal with books, journals, training manuals and other literature.
- To experiment and conduct research and training programmes in the artistic and technical aspects of radio and other forms of sound communications with a local community emphasis.
- To produce, transmit, receive, record, reproduce, broadcast, or otherwise distribute or facilitate the transmission or reception of all forms of sound and/or visual communication material.
- To establish, promote, arrange for, conduct, and hold competitions of every description and



## **APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK**

to offer and grant prizes, rewards, premiums, and scholarships of such character and in such terms as may be seem expedient.

- To assist other groups within the community whose objects are like those of the Association.
- To monitor community needs and responses and to incorporate community needs and responses into programmes produced by the Association.

### **Programme Philosophy**

- Central to the Programming Philosophy is the need for Bacchus Marsh Community Radio Inc. 3APL to meet the needs and desires of the citizens of the community of Bacchus Marsh Community Radio Inc. – 3APL within the resources available at any given period.
- Providing a balanced program that reflects those requirements as well as giving fair and reasonable access and opportunity to community groups will provide Bacchus Marsh Community Radio Inc. – 3APL with material and human resources.

Given that the current population of the broadcast area is estimated at over 36, 344 people (2021), the BOARD and programming management will adopt a decision making process that will include the following considerations when deciding on which programs will go to air, remain on-air or be taken off air;

- Similar existing programs on metropolitan stations
- Public demand
- Equity related issues
- Compatibility with existing station policy/direction
- Resources - financial and human
- Availability of time
- Sponsorship (if applicable)

### **On-Air Criteria**

- 1) The Programming team will regularly (at least quarterly) review our overall programme schedule. Our content that we put to air will always require amending as we reflect our ever-changing target market. For example, we may move certain “shows” to a time better suited for the target audience, introduce new or remove existing shows in line with our current marketing direction, or change the content or presenters of existing shows.
- 2) In addition, one of our key organisation’s objectives is to provide a means for aspiring broadcasters from the local community to gain industry experience (refer our ACMA permanent licence application: “We actively encourage the use of Bacchus Marsh Community Radio Inc. – 3APL as a “stepping-stone” for members of the community looking to develop a career in Broadcasting”). We therefore actively encourage members to become announcers and must be able to accommodate these new volunteers into our programme.
- 3) For the above to occur, we will need to ask from time to time current announcers to give up their slot for a period. This is simply to allow others to “have a go” and not necessarily a permanent change. We wish all announcers, current or past, to be active members of the organisation, and announcers that make way for others, and continue to contribute will be given preference when new slots become available.
- 4) The decision on who to ask to give up a show should the need arise will be based on (but not limited to) the following criteria (listed in no order of importance):
  - Compliance of current show to station policies, procedures, and guidelines, including but not limited to:
  - Preparing and working to a template that has been approved by Programming
  - Playing all required pre-recorded segments as per the logs (e.g. sponsor

## APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK

announcements)

- Submitting completed template after each show
- Evidence of continually seeking ways to improve the show, working with Programming or Board where appropriate
- Evidence of prior preparation of the show
- Evidence of involving and promoting community interest in the show (this does not mean popularity of the show)
- Organised or attended fund-raising activities
- Organised or assisted in the marketing survey, shopping centre promotion
- Organised in assisted with a promotional event such as Outside Broadcast.
- Participated in or led a committee meeting
- Participated in activities of the committee for which member has volunteered
- Contributed, in writing, to a grant application
- Provided a qualified (i.e. likely) sponsorship lead
- Provided constructive feedback, in writing, to a peer
- Compliance to the Community Radio Codes of Practice
- Compliance with Bacchus Marsh Community Radio Inc. – 3APL Standards, Procedures Policies and Guidelines
- Compliance with administrative procedures
- Organised for a local artist to play live or be interviewed at the studio
- Contributed positively to Bacchus Marsh Community Radio Inc. – 3APL web site(s)
- Read the Bacchus Marsh Community Radio Inc. – 3APL web site(s) and various notice boards at the station. (i.e.: “I didn’t see the notice” is not considered acceptable)
- Attended required member meetings (e.g. AGM; relevant member meetings, etc.)
- Assist in new initiatives as requested by the Board or a committee or sub-committee.
- Implementing new initiatives (as approved by relevant committee or Board) that contribute to the financial success and/or overall objectives of the Organisation.
- Pay membership fees on time.

**Put simply, the more an announcer contributes to the organisation “off-air”, the better chance they will remain on-air.**

**Note: Non-compliance with Station Policy on Procedures Rules and Standards may not only result in removal of a member from on air duties but may also jeopardise his or her membership.**

### Programme Standards

### Prohibited Matter

As licensee Bacchus Marsh Community Radio Inc. – 3APL will not permit the broadcasting of program which may.

- Incited, encourage or present for their own sake violence or brutality.

## **APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK**

- Simulate news or events in such a way as to mislead or alarm listeners.
- Present as desirable the misuse of alcoholic liquor.
- Promote or advertise the use of tobacco.
- Present as desirable the misuse of drugs or narcotics.
- Incite or perpetuate hatred against; or gratuitously vilify; any person or group based on ethnicity, nationality, race, gender, sexual preference, religion, or mental disability.  
Bacchus Marsh Community Radio Inc. – 3APL recognizes the need for equity and social justice in program content and opportunity.
- Be harmful to children in any way

### **Australian Music Performances**

Bacchus Marsh Community Radio Inc. – 3APL will ensure that the Australian Performance Period.

- a) Not less than 30% of the total time occupied in the broadcasting of music shall consist of music performed by Australians.
- b) For the purposes of paragraph (a) where more than one performer is involved in a musical performance, that performance shall be predominantly by Australians.
- c) Where, at any time during the Australian Performance Period, Bacchus Marsh Community Radio Inc. – 3APL broadcasts music or musical items dictated by listener requests:
- d) The time occupied in the broadcasting of music may be reduced by the time occupied by music broadcast because of listener requests.
- e) The total number of musical items broadcast may be reduced by the number of musical items broadcast because of listener requests.
- f) Paragraph (a) shall not apply if an occasional special program is dedicated to an overseas performer or performance or an overseas music style or theme.
- g) Paragraph (a) shall not apply if the broadcast period is less than one hour.

### **News Programs**

News programs (including news flashes) transmitted by Bacchus Marsh Community Radio Inc. 3APL must.

- Present news accurately.
- Not present news in such a way as to create public panic, or unnecessary distress to listeners.
- Distinguish news from comment.

### **Contests**

All contests transmitted by Bacchus Marsh Community Radio Inc. – 3APL must.

- a) be conducted fairly
- b) announce winners on air immediately
- c) Be restricted to members of the public and exclude.
  - Members/Volunteers of Bacchus Marsh Community Radio Inc. – 3APL
  - Family members of employees of Bacchus Marsh Community Radio Inc. – 3APL
  - Contest winners within the previous calendar month
  -

### **Talkback and Interviews**

Bacchus Marsh Community Radio Inc. – 3APL will not transmit the words of an identifiable person unless.

## APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK

- a) That person has been informed in advance that the words may be transmitted; or
- b) In the case of words, which have been recorded without the knowledge of the person, that person has subsequently, but prior to the transmission, indicated consent to the transmission of the words.

### Current Affairs Program

Objectives: The objective of this program standard is to ensure that current affairs programs are presented.

- a) With accuracy and fairness; and
- b) In a way, which allows informed public debate on issues, which affect the community.

### Bacchus Marsh Community Radio Inc. – 3APL OBLIGATIONS

- a) Factual material is presented accurately and that reasonable efforts are made to correct substantial errors of fact at the earliest possible opportunity.
- b) Factual material is distinguished from commentary and analysis.
- c) Commentary/analysis may include opinion or elaboration.
- d) Reasonable efforts are made or reasonable opportunity given to present significant points of view when dealing with controversial issues of public importance, either within the same program or in similar programs, while that issue has relevance to the community; Appropriate research, time and opportunity must be given for interested or relevant parties within a reasonable time to provide fairness and enhance newsworthy reporting to the public.
- e) Viewpoints are not misrepresented, and material is not presented in a misleading manner by giving wrong or improper emphasis, by editing out of context, or by withholding relevant available facts.
- f) Respect is given to each person's legitimate right to protection from unjustifiable use of material which is obtained without an individual's consent or other unwarranted and intrusive invasions of privacy.
- g) Issues involving children and/or others unable to understand the implications of their comments or actions will be assessed on an individual basis by the BOARD and management of Bacchus Marsh Community Radio Inc. – 3APL in conjunction with relevant government authorities prior to any transmissions.

### Political Programming / Commentary

Bacchus Marsh Community Radio Inc. – 3APL is an apolitical radio broadcaster. Program content of a political nature **MUST** always be clearly identified as such. Producers and announcers must ensure that content presented has been researched and that due consideration has been given to all points of view. Fair and reasonable opportunity must be given to all parties involved in the respective issue or discussion.

Producers and announcers must have the content approved by the Executive Officer and Program Director. Producers and announcers must have completed the Announcers' Training Course, which will address this area.

All Producers and announcers must adhere to the Bacchus Marsh Community Radio Inc. – 3APL Constitutional Objects, Bacchus Marsh Community Radio Inc. – 3APL Station Policy and the Australian Broadcasting Authority Codes of Practice.

### AUTHORISATION

Committee of Management

**SECTION 11 – POLICIES**

**Volunteering Policy**

**BACKGROUND**

Bacchus Marsh Community Radio Inc. is a community radio station, which relies largely on the efforts of volunteers to maintain its operations. Our volunteers come from a wide range of backgrounds, and volunteer for different reasons such as:

- to contribute something to the community
- to develop professional skills
- to maintain existing skills
- to enjoy the social nature of the organisation
- to facilitate personal growth

Bacchus Marsh Community Radio Inc. aims to treat all its volunteers equally with respect and trust and to provide a workplace which is safe, enjoyable, and fulfilling. It will endeavour to provide a working environment which is flexible to allow its volunteers to gain the benefits they wish from volunteering.

Conversely, Bacchus Marsh Community Radio Inc. always expects its volunteers to act professionally and in good faith towards the station and that they hold the interests of the station and its community in equal regard to their own, thus ensuring positive outcomes for themselves, the station and the community we serve.

**PURPOSE**

This document sets out Bacchus Marsh Community Radio Inc. Policy on the responsible management of the Volunteer Program.

The purpose of this policy is to provide a clear statement about the roles and responsibilities of the volunteers and the organisation.

**PRINCIPLES OF VOLUNTEERING**

- Volunteering benefits the community and the volunteer.
- Volunteering is always a matter of choice.
- Volunteering is an activity that is unpaid and not undertaken for the receipt of salary, pension, government allowance or honorarium.
- Volunteering is a legitimate way in which citizens can participate in the activities in the community.
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs.
- Volunteering is an activity performed in the not for profit sector only.
- Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers.
- Volunteering respects, the rights, dignity, and culture of others.
- Volunteering promotes human rights and equality.

**The Rights of Volunteers at Bacchus Marsh Community Radio Inc.**

**You have the right to:**

- be treated as a co-worker

## **APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK**

- suitable assignment with consideration for personal preference, temperament, abilities, education, training, and employment.
- know as much about the organisation as possible, its policies, people, and programs
- always expect clear and open communication from management and staff.
- be given appropriate orientation, introduction, and provision of information about new developments.
- sound guidance and direction in the workplace.
- advance notice (where possible) of changes which may affect your work (such as programming changes).
- undertake your volunteer activity without interruption or interference from management, staff or other volunteers.
- a place of work complying with statutory requirements regarding equal employment, anti-discrimination legislation, the Commonwealth Racial Discrimination Act 1975 and occupational health and safety standards.
- be heard, to feel free to make suggestions and to be given respect for your honest opinion
- appropriate insurance cover such as volunteer and public liability insurance.
- appropriate grievance procedures in the event of a dispute and, if necessary, mediation or arbitration to assist with resolving the dispute.
- receive written notification for suspension/release of services.
- have services appropriately assessed and effectively recognised.
- have training provided that will enable participation at the station at a variety of levels.

### **The Responsibilities of Volunteers at Bacchus Marsh Community Radio Inc.**

#### **As a volunteer you have the responsibility to:**

- have a professional attitude towards your voluntary work.
- be prompt, reliable and productive regarding commitments and agreements made with Bacchus Marsh Community Radio Inc.
- notify the appropriate person if unable to meet commitments.
- accept and abide by station rules.
- understand and adhere to the community radio Codes of Practice and maintain familiarity with broadcast laws such as defamation law and the Broadcast Services Act 1992.
- not to represent Bacchus Marsh Community Radio Inc. publicly or commercially unless prior arrangement has been made
- not to bring into disrepute the operations, management, staff, or other volunteers of Bacchus Marsh Community Radio Inc.
- treat technical equipment with due care respect and to notify technical staff of faults and problems
- undertake to complete a minimum of the basic level of training offered at the station if you are intending to work in any area of programming
- only use station resources and equipment in carrying out work for Bacchus Marsh Community Radio Inc. and not for private purposes
- ensure that the station has your current contact details
- respect the racial and religious backgrounds and the sexual preferences of your co - volunteer workers and work to ensure that Bacchus Marsh Community Radio Inc. is safe workplace for everyone
- contribute to the achievement of a safe, tolerant, and equitable working environment by

## **APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK**

avoiding, and assisting in preventing, behaviour which is discriminatory

### **WHAT ARE THE RIGHTS AND RESPONSIBILITIES OF Bacchus Marsh Community Radio Inc.?**

#### **Bacchus Marsh Community Radio Inc. has the right to:**

- expect your cooperation in working to uphold and maintain the station's mission statement, the station charter and program policies.
- expect you to be familiar with the laws relating to broadcasting, station policies and procedures.
- expect you to be prompt, reliable and productive regarding commitments and agreements made with Bacchus Marsh Community Radio Inc.
- have confidential information respected.
- make the decision, in consultation with you, as to where your services and skills would best be utilised.
- make decisions which may affect your work.
- make programming decisions in accordance with programming policies and procedures.
- develop, implement, and enforce rules, policies, and procedures for all aspects of station operation.
- develop and maintain all property and residence of the station.
- provide you with feedback to enhance your programming and broadcasting development.
- Always expect clear and open communication from you.
- release you in accordance with station policies and procedures due to contravention of station rules.

#### **Bacchus Marsh Community Radio Inc. has the responsibility to:**

- provide you with a work environment which embraces the principles of equity and access.
- value the importance of your role within the organisation.
- place you in an appropriate, suitable position and environment.
- give you appropriate tasks in accordance with your strengths, abilities, training and experience.
- provide you with training so that you can expand your expertise and abilities.
- acknowledge your contribution to the station and provide you with the appropriate recognition and/or rewards.
- ensure the staff has the appropriate skills required to work with you.
- provide adequate formal and informal channels for constructive feedback.
- provide you with information regarding any activities or changes at the station which may affect your work.
- consult with you (where possible and practicable) on issues that may affect your work.
- ensure that all station democratic processes are adhered to and that you are consulted in major decision-making processes.
- ensure that you are aware of station democratic processes and are encouraged to participate in them.

### **AUTHORISATION**

Committee of Management

SECTION 11 – POLICIES

**Epidemic/Pandemic Policy**

**Introduction**

From time to time infectious diseases develop into epidemics or pandemics and create increased risks for the community. These occasions require specific policies targeted at the disease in question and general efforts at preparedness.

- 1) Bacchus Marsh Community Radio Inc., 3APL, Apple98.5fm wishes as far as possible to protect its clients, its staff, its volunteers and the general public from infection or contagion by epidemics and/or pandemics.
- 2) Bacchus Marsh Community Radio Inc., 3APL, Apple98.5fm will facilitate, through its policies and procedures, strategies designed to reduce risks to its clients, its staff, its volunteers and the general public.
- 3) Bacchus Marsh Community Radio Inc., 3APL, Apple98.5fm will comply with all directions from authorised public health officers and recognised medical authorities in relation to the epidemic or pandemic.

**Purpose**

The purpose of this policy is to outline the strategies and actions that Bacchus Marsh Community Radio Inc., 3APL, Apple98.5fm intends to take to prevent the transmission of infectious diseases that are epidemics or pandemics, and control the transmission of infectious diseases when a case/s is identified. For the purpose of this policy, infectious diseases mean diseases caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another.

**This policy is focused on infectious diseases that are declared to be an epidemic or pandemic.**

**Scope**

This policy applies to all: Members, Volunteers, Directors, Officers, Contractors, (including employees of contractors) Suppliers, Consultants and Guests.

**Policy**

Bacchus Marsh Community Radio Inc., 3APL, Apple98.5fm will as far as possibly plan for and make advance preparations for the possibility that its operations will be affected by an epidemic or pandemic.

**In the event of an epidemic or pandemic, Bacchus Marsh Community Radio Inc., 3APL, Apple98.5fm will, as far as possible:**

- Assist its members, volunteers, clients, and others as relevant, to minimise their exposure to the illness concerned.
- Encourage and assist those who have reason to believe that they are at risk of contracting the epidemic or pandemic to obtain a diagnosis.
- Support members, volunteers, contractors and clients to take reasonable precautions to prevent infection or contagion.
- Provide standard precautions such as personal protective equipment (e.g. masks, hand sanitisers, soap, antibacterial wipes/sprays and gloves).
- Endeavour to maintain its services and operations throughout the period of concern.



## **APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK**

**In the event of an infectious disease being declared an epidemic or pandemic, Bacchus Marsh Community Radio Inc., 3APL, Apple98.5fm requires people covered by this Policy to take the following precautions**

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.
- Maintain at least 1.5metre distance between yourself and anyone who is coughing or sneezing.
- Avoid touching your eyes, nose and mouth, or shaking hands with others.
- Make sure you follow good hygiene and encourage others to do the same. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze and disposing of used tissues immediately.
- Consider staying/Stay home if you feel unwell. If you are well enough to work but would like to minimise the risk of infecting others let the President and your Station Manager know that you won't be attending.
- Keep up to date on the latest hotspots (cities or local areas where the pandemic or epidemic is spreading widely). If possible, avoid traveling to places - especially if you are more at risk.
- If you are or are likely to be contagious, notify the President and Station Manager as soon as possible. It may be possible or necessary for you to self-isolate by staying at home until you recover.
- Seek medical advice promptly and follow the directions of your local health authority.

### **Leave and Flexibility**

- Bacchus Marsh Community Radio Inc., 3APL, Apple98.5fm recognises that members/volunteers may request or require medical leave when they are unwell, at risk of or vulnerable to infection, and at risk of infecting others.
- Bacchus Marsh Community Radio Inc., 3APL, Apple98.5fm may, at its discretion, direct those affected or reasonably at risk of being affected by the pandemic or epidemic, to remain away from the workplace or work remotely.

### **Notes**

**In carrying out the procedures listed below, Bacchus Marsh Community Radio Inc., 3APL, Apple98.5fm will be guided by the information and directions provided by local health authorities, the World Health Organisation, and its occupational health and safety obligations.**

### **Above and beyond provisions**

- Bacchus Marsh Community Radio Inc., 3APL, Apple98.5fm will need you to obtain medical clearance for the infectious disease before returning to the station.
- Where possible during an epidemic or pandemic, Bacchus Marsh Community Radio Inc., 3APL, Apple98.5fm will aim to provide Production Manager, IT, Secretary, President and the Treasurer with the flexibility to work remotely.

### **Related Documents**

- Australian Health Management Plan for Pandemic Influenza (AHMPPI)
- ACT - Australian Capital Territory
- NSW - New South Wales
- NT - Northern Territory
- Qld – Queensland

## **APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK**

- SA - South Australia
- Tas – Tasmania
- Vic – Victoria
- WA - Western Australia

Trusted Information Sharing Network (TISN) for Critical Infrastructure Resilience.  
Legislation & Industrial Instruments

This policy & procedure is not intended to override any industrial instrument, contract, award or legislation.

- Biosecurity Act 2015 (Commonwealth)
- Fair Work Act 2009 (Commonwealth)
- Fair Work Regulations 2009 (Commonwealth)

### **AUTHORISATION**

Committee of Management

Policy number:      Version [1]  
Approved by Board on: 19th March 2020  
Scheduled review date: 19th March 2024

Drafted by: Terecia Page  
Responsible person Secretary

SECTION 11 – POLICIES

**Diversity Policy**

**Definition**

Diversity includes ethnicity and cultural background, gender, age, sexual orientation, physical abilities, family status, religious beliefs, perspective and experience. It also refers to diverse ways of thinking and working. Our approach to diversity encompasses the cross-section of people and differences that make up our membership, sponsors and the wider community we serve.

**Guiding principles**

For Bacchus Marsh Community Radio Inc., 3APL, diversity underpins an organisation's desire to:

- Improve long-term performance.
- Optimise the human capital available to the organisation.
- Provide for broader perspectives at both board and senior management levels in relation to decision-making.
- Develop the organisational structure to reflect the demographics of the community in which an organisation operates.
- Create a source of competitive advantage and benefit.

Bacchus Marsh Community Radio Inc. 3APL is committed to ensuring we have a diverse membership base and an inclusive environment conducive to respect and substantive equality in the appointment of well-qualified volunteers, management and board candidates so that we can:

- Achieve our strategic goals.
- Maximise Member value.
- Promote processes within our organisation that will deliver long-term economic advantages to the organisation.

**Measurable objectives**

Governance Institute has developed, implemented and will measure key initiatives, objectives and measures to promote diversity in the organisation and support the aims of the Diversity Policy.

These will be reviewed on a regular basis.

**Our objectives include:**

- Gender equality in the governance of the organisation.
- Diversity of experience, thought and skill set on the Board.
- Supportive and flexible work practices.
- Fostering a culture conducive to respect and substantive equality.
- Providing practical guidance to organisations to assist them to develop diversity policies and implement measurable targets.

**Accountability**

- 1) The Board is responsible for developing the Policy, setting the measurable objectives and monitoring progress against them. The Board has responsibility for oversight of these aspects of the Diversity Policy.
- 2) The achievement of those measurable objectives for which the Board is responsible are tied to Key Performance Indicators in the evaluation of the Board.
- 3) The Committee is responsible for ensuring that workplace practices are in place to give effect to the Diversity Policy and to meet the measurable objectives developed by the Board. The Committee is responsible for reporting to the Board meetings on progress in

## **APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK**

achieving the measurable objectives set by the Committee.

- 4) The achievement of those measurable objectives for which the committee is responsible are tied to Key Performance Indicators in the performance plan of the board.
- 5) Our annual report will contain details of the measurable objectives set by the Board in accordance with this Policy and our progress towards achieving them. In addition, we will disclose in our annual report details of the respective proportion of men and women on the Board, in executive positions and across the whole organisation.

### **Compliance**

Bacchus Marsh Community Radio Inc., 3APL will meet all obligations with respect to state and federal legislative and regulatory and reporting requirements in relation to diversity and discrimination.

### **Commencement of Policy**

This Policy will commence from 1 January 2019.

### **Application of Policy**

This Policy applies to all members, volunteers, sponsors of Apple98.5fm, Bacchus Marsh Community Radio Inc.3APL, the members of the Board and its committees and the State Councils.

This Policy does not form part of any employee's/members contract of employment.

### **Variations**

Apple98.5fm, Bacchus Marsh Community Radio Inc., 3APL reserves the right to vary, replace or terminate this Policy from time to time.

### **Definition of gender equality**

Bacchus Marsh Community Radio Inc.,3APL in referring to the use of the phrase 'gender equality', supports the meaning whereby people are able to access and enjoy the same rewards, resources and opportunities regardless of whether they identify as a woman a man or non-binary.

This is supported by the definitions used in the National Workplace Gender Equality Agency and the Federal Workplace Gender Equality Act, 2012.

### **Authorisation**

Committee of Management

**SECTION 11 – POLICIES**

**SEXUAL HARASSMENT POLICY**

**INTRODUCTION**

Bacchus Marsh Community Radio Inc. 3APL will defend the right of every member and volunteer to perform their work without being subjected to sexual harassment. Every member and volunteer are responsible for providing an environment that is supportive of this aim. Everyone must treat everyone else with respect and must aim to act as a beacon for good behaviour in the workplace.

It is the obligation and responsibility of every member and volunteer to ensure that the workplace is free from sexual harassment. Everyone volunteering at 3APL, Bacchus Marsh Community Radio Inc. 3APL is responsible for the care and protection of our people and for reporting information about suspected sexual harassment.

Bacchus Marsh Community Radio Inc. 3APL is fully committed to its obligation to prevent and eliminate sexual harassment in the workplace.

**PURPOSE**

The purpose of this document is to outline 3APL, Bacchus Marsh Community Radio Inc. 3APL position on sexual harassment and to document the process which is to be followed should any grievances arise.

**DEFINITIONS**

Sexual harassment means any unwelcome sexual advance, unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances. Examples of sexual harassment include, but are not limited to,

- staring or leering
- unnecessary familiarity, such as deliberately brushing up against you or unwelcome touching
- suggestive comments or jokes
- insults or taunts of a sexual nature
- intrusive questions or statements about your private life
- displaying posters, magazines or screen savers of a sexual nature
- sending sexually explicit emails or text messages
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites
- requests for sex or repeated unwanted requests to go out on dates
- behaviour that may also be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications

**Behaviour that is based on mutual attraction, friendship and respect is not sexual harassment.**

**POLICY**

Bacchus Marsh Community Radio Inc. 3APL will not tolerate sexual harassment under any circumstances. Responsibility lies with every Manager, Supervisor and employee/volunteer to

## **APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK**

ensure that sexual harassment does not occur. Both federal and state Equal Employment Opportunity legislation provide that sexual harassment is unlawful and establish minimum standards of behaviour for all members, visitors and guests.

**This policy applies to conduct that takes place in any work-related context, including conferences, training sessions, work functions, social events and business trips.**

- No employee or volunteer at any level should subject any other employee, volunteer, customer or visitor to any form of sexual harassment.
- A breach of this policy will result in disciplinary action, up to and including termination of membership.
- Bacchus Marsh Community Radio Inc. 3APL strongly encourages any member, visitor or guest who feels they have been sexually harassed to take immediate action. If an employee or volunteer feels comfortable in doing so, they can raise the issue with the person directly with a view to resolving the issue by discussion. The employee or volunteer should identify the harassing behaviour, explain that the behaviour is unwelcome and offensive and ask that the behaviour stops.
- However, given the seriousness of sexual harassment, we recommend that this discussion happens in consultation with the relevant Station Manager, Human Resource Personnel or President.
- Alternatively, or in addition, they may report the behaviour in accordance with the relevant procedure. Once a report is made the organisation will determine how the report should be dealt with in accordance with its obligations and this policy.
- Any reports of sexual harassment will be treated seriously and promptly with sensitivity. Such reports will be treated as completely confidential but the person who is the subject of the complaint must be notified under the rules of natural justice. The organisation will protect all those involved in the process from victimisation.
- Complainants have the right to determine how to have a complaint treated, to have support or representation throughout the process, and the option to discontinue a complaint at any stage of the process.
- The alleged harasser also has the right to have support or representation during any investigation, as well as the right to respond fully to any formal allegations made. There will be no presumptions of guilt and no determination made until a full investigation has been completed.
- No employee or volunteer will be treated unfairly as a result of rejecting unwanted advances. Disciplinary action may be taken against anyone who victimises or retaliates against a person who has complained of sexual harassment, or against any employee or volunteer who has been alleged to be a harasser.
- All employees and volunteers have the right to seek the assistance of the relevant tribunal or legislative body to assist them in the resolution of any concerns.
- Managers or Supervisors who fail to take appropriate corrective action when aware of harassment of a person will be subject to disciplinary action.

### **AUTHORISATION**

Committee of Management

**SECTION 11 – POLICIES**

**MEDIA RELATIONS POLICY**

**INTRODUCTION**

Local, state, national and international media are vital partners in achieving the goals of Bacchus Marsh Community Radio Inc. 3APL. In order to maximise the advantages of media presentation and minimise the risks of media misrepresentation it is necessary to establish guidelines for how media contacts will be conducted.

It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, the intention is to establish a framework for achieving an effective working relationship with the media. The organisation welcomes the opportunity to talk to the media and, through them, to debate issues in the public arena.

In dealing with the media, Board members and other volunteers and members should be conscious that they may be seen as representatives of the organisation and should therefore avoid making comments or participating in photo opportunities that may damage the long-term reputation of Bacchus Marsh Community Radio Inc. 3APL

**Purpose**

Bacchus Marsh Community Radio Inc. 3APL works with the media in order to

- advocate for the goals of the organisation
- promote the work of the organisation
- inform the public of the details of the organisation
- assist in fundraising for the organisation

In order to ensure that these purposes can be fulfilled, this policy regulates the choice of people entitled to speak for Bacchus Marsh Community Radio Inc. 3APL.

The media themselves have a vital role to play on behalf of the community in holding Bacchus Marsh Community Radio Inc. 3APL to account for its policies and actions. It is important that they have access to officers and members and to background information to assist them in this role.

To balance this, Bacchus Marsh Community Radio Inc. 3APL must have the capacity to defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts (if necessary, using other channels of communication).

It is the responsibility of all board members, members and volunteers to ensure that effective media relations are maintained in order to achieve the aims of Bacchus Marsh Community Radio Inc. 3APL. Naturally, in doing this, certain legal constraints might apply (e.g. not making comment on current court cases, especially those before a jury).

This policy deals with the day-to-day relationship between Bacchus Marsh Community Radio Inc. 3APL and the media and does not address how the organisation will work with the media in a crisis, for which separate guidelines are available as an Our Community Help sheet on What to do in a Media Crisis.

**CORE POLICY**

Bacchus Marsh Community Radio Inc. 3APL operates on the values of

- **Honesty:** The organisation will never knowingly mislead the public, media or staff on an issue or news story.
- **Transparency:** The organisation will promote openness and accessibility in our dealings with the media, whilst complying with the law and maintaining confidentiality when appropriate.

## APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK

- Clarity: All communications with the media will be written in plain English
- Balance: Information provided to the media by Bacchus Marsh Community Radio Inc. 3APL will as far as humanly possible be objective, balanced, accurate, informative and timely.

Bacchus Marsh Community Radio Inc. 3APL should seek to establish and maintain a good and open relationship with the local media. It is important that the organisation works with the media to communicate important public information messages about its work and its goals.

However, contact concerning any significant matter in the name of or on behalf of Bacchus Marsh Community Radio Inc. 3APL should only be made by Board members and where:

- They have consulted with every member of the Board
- They have the required expertise to speak on the issue under discussion
- They have some experience in media relations.

Where any of these criteria do not apply, Board members and volunteers are recommended to exercise extreme caution and state, "**NO COMMENT**" and then seek guidance from the most senior Board member available.

### AUTHORISATION

Committee of Management



**SECTION 11 - POLICIES**

**COMMITTEES PROCEDURE POLICY**

**INTRODUCTION**

The Board of Bacchus Marsh Community Radio Inc. 3APL recognises that there are times when a sub-committee can act more effectively than can the full Board.

The Board of Bacchus Marsh Community Radio Inc. 3APL may put in place standing sub-committees and ad hoc committees to engage in business that can be more efficiently transacted by such means.

**PURPOSE**

To give direction on the policy and procedures relating to the formation of Board standing sub-committees and ad hoc committees.

**POLICY**

The Board has the authority to establish standing sub-committees and ad hoc committees to assist it in its work.

The number of committees will be kept to a minimum.

The Board shall clearly define the terms of reference of each committee, including their membership, roles, procedures and functions, and the boundaries of their authority.

Committees may from time to time co-opt non-Board members to serve on a committee to bring additional skills, experience, or networks, provided it is not inconsistent with any directions given to the committee by the Board.

Unless explicitly empowered by the full Board, committees cannot make binding Board decisions. For the most part, the function of committees is to solve problems for and/or make recommendations to the Board on which the latter, and only the latter, has the power to make decisions or policy. Even where power is delegated, the Board still bears responsibility.

Unless the Board determines otherwise, the CEO shall sit ex-officio on all Board committees but may delegate their attendance to any other person.

Committees should always have regard to the achievement of the purpose of Bacchus Marsh Community Radio Inc. 3APL in accordance with the vision and strategy determined by the Board when exercising its functions.

**RESPONSIBILITIES**

The Board is responsible for appointing, disbanding, and setting the terms of reference for committees.

The Secretary is responsible for keeping records of terms of reference of Board committees and for ensuring that committee minutes and papers are submitted to the Board for consideration.

The President shall sit ex-officio on all Board committees (unless the Board determines otherwise) but may delegate their attendance to any other person.

**PROCEDURES**

Committees, whether ad hoc or standing sub-committees, cannot exercise authority over staff, nor shall they delegate tasks to any staff unless the CEO has specifically agreed to such delegations.

All committees of the Board shall submit their minutes to the Board.

All committees of the Board shall review their terms of reference annually, including their membership and the results of their work and so report to the Board.

All ad hoc committees shall be dissolved by Board resolution once they have completed their work and, if requested, have provided a written report to the Board.

**RELATED DOCUMENTS**

- Governance Policy
- Constitution

## **APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK**

### **RESPONSIBILITIES**

The Secretary shall be responsible for including this policy in the induction package provided to new Board members.

The Secretary of the Board shall be responsible for ensuring that a copy of this policy is available for reference in Board meetings.

The Board Chair shall be responsible for making a ruling on any point in dispute in this policy.

### **PROCEDURES**

This policy shall be included in the induction package provided to new Board members.

A copy of this policy shall be available for reference in Board meetings.

Any point in dispute in this policy shall be resolved by the Chair.

### **RELATED DOCUMENTS**

- Board Attendance Policy
- Conflict of Interest Policy
- Developing an Effective Induction Process help sheet
- Induction Checklist

### **AUTHORISATION**

Committee of Management

**SECTION 11 – POLICIES**

**Public Behaviour Policy**

**PURPOSE**

This policy seeks to ensure that members of the Bacchus Marsh Community Radio Inc. 3APL know their respective duties of appropriate behaviour and obligations when representing Bacchus Marsh Community Radio Inc. 3APL in the eye of the public.

**RESPONSIBILITIES**

When attending an event for Bacchus Marsh Community Radio Inc. 3APL you are representing the radio station and anything that you say or do can reflect on the public's perception of the radio station.

**This includes, but is not limited to,**

- outside broadcasts
- fundraising barbeques
- fundraising events (such as selling raffle tickets at a shopping centre),
- and any other events that the organisation is involved with.

When representing Bacchus Marsh Community Radio Inc. 3APL at a public event you are expected to dress neatly (e.g. no torn, smelly or stained clothing) and where possible wear Apple 98.5FM branded clothing.

- If you wear clothing that features inappropriate words or images you will be asked to leave.

When you are attending Bacchus Marsh Community Radio Inc. 3APL events you are expected to act in a professional manner.

The following behaviours will not be tolerated and will result in a disciplinary action being taken against you if you are caught doing or are reported to another member or a member of the public complaint is received to the Committee of Management for:

- Yelling
- Arguing
- Swearing
- Gossiping
- Unnecessary Complaining
- Telling of inappropriate jokes
- Smoking in non-smoking areas or near children
- Disrupting people who are trying to enter or exit a shop or building
- Disrupting people who are working or volunteering at an event
- Bringing the station into disrepute
- Lessening the station's image in the community

**Additionally**

If you are in the public and can be identified as a member of the radio station, such as you are wearing Bacchus Marsh Community Radio Inc. 3APL shirt or jacket, or you are recognised as a Bacchus Marsh Community Radio Inc. 3APL member and can be linked to Bacchus Marsh

## **APPLE 98.5 FM - MEMBER & PRESENTER HANDBOOK**

Community Radio Inc. 3APL through any of your social media platforms (E.G. Works at/Volunteers at Bacchus Marsh Community Radio Inc. 3APL in your BIO/About info) you are representing the organisation and if your inappropriate behaviour is reported to the Committee you are in breach of this policy.

**It is recommended not to wear Apple 98.5fm branded clothing in public when you are not at a Bacchus Marsh Community Radio Inc. 3APL event (outside broadcasts, fundraising barbeques, fundraising events, etc.).**

### **Related Documents**

- Constitution
- Members Handbook

### **AUTHORISATION**

Committee of Management