

## **APPENDIX 13**

### **Requests for Airtime.**

**We will be inviting members to send us their on-air proposals for air-time and proposed programs. Members who do not have the experience required to present a show will be trained by our experienced broadcasters.**

**These applications will go to our Program Committee made up of experienced radio people. The Program Committee and our Music Committee will decide if the on-air content and music is appropriate and will fit in with our program schedule.**

**Each presenter will be issued a copy of our program policies (attached in this appendix 13).**

**Each presenter will be given a set of guidelines to read and must sign the presenter's agreement before allowed on air. (this agreement is also attached here in appendix 13).**

### **CDs and music, tapes etc.**

**Our station has a vast music library available to all our members, if there is a need for a presenter to use other material as in CDs, records and tapes etc. This material must be checked by our production people to see if it is suitable for air-play.**

**We will not be charging presenters air-time fees.**

# Programming Policy

## Hawkesbury Harmony Community Radio Association Inc.

Hawkesbury Harmony Community Radio Association Inc. shall make programming decisions based on this policy document.

1. As soon as practical after each Annual General Meeting the Board of Management shall create a Programming Sub Committee to advise the Board of Management on programming for Hawkesbury Harmony Community Radio Association Inc. taking the following in to account:
  - a. The Sub Committee should consist of both Board members and ordinary members.
  - b. Expression of interest should be sort from all membership (including members not involved in producing programs) in making up this Sub Committee.
  - c. The total number of Sub Committee members does not need to be fixed, but minutes of meetings shall be kept detailing members present and business discussed and decided on.
  - d. Decisions are not binding on the organisation until ratified by the Board of Management, however the Board of Management may delegate such powers as it sees fit for emergency or quick response action. This delegation of powers ceases at each Annual General Meeting with the dissolution of all Sub Committees.
2. The responsibility for all programming decisions rests with the Board of Management as the legal entity for Hawkesbury Harmony Community Radio Association Inc.
3. The Board of Management should as soon as practical after the AGM delegate one or more members the responsibility of making emergency decisions on programming should a program contravene any of the laws and codes governing our operations. These decisions may involve temporary suspension of a program until a more detailed investigation can be made by the Board of Management or its delegated authority.
4. The Board of Management and the Programming Sub Committee must take in to consideration the following when making all decisions on programming:
  - a. Diversity of programming currently on air.
  - b. Whether the decision will add to that diversity or duplicate an existing format if there are competing programs for the same timeslot.
  - c. Is the timeslot the most suitable available for the expected audience?
  - d. Does this program make best use of the timeslot in question - (particularly when reviewing existing programming), or would a different combination of timeslots work better?

- e. Feedback from the public, if any, on the proposed program or current program.
- f. With multiple presenters, what are the skill levels of these presenters when working together, is more training needed?
- g. In making a decision, the committee may request an audition or pilot tape be produced to enable a judgement.
- h. Programs should be trialled on "probation" for a period to enable a more permanent decision later. This will also enable the public to give feedback.
- i. Material broadcast should also be suitable for the timeslot and the anticipated audience.
- j. Censorship should not be involved when taking above in to account.
- k. Does this program offer something that is not available currently on air on this station or other media in our broadcast area?

## **HARMONY 89.9 FM PRESENTER'S AGREEMENT**

PRESENTER:

..... ADDRESS:

.....

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TELEPHONE (Day)..... (After hours) .....

(Mobile)..... (E-mail).....

Acting on my own behalf or Acting on behalf of the following group or organization:

Group/Organization::.....

Address: .....

Telephone: .....

Program name: .....

5. I accept the duties of a presenter as detailed in this agreement. I have read and understand my responsibilities as a volunteer presenter as set out in the Presenters Guide Notes.

6. I will comply with the Community Broadcasting Radio Codes of Practice, and the rules of the Hawkesbury Harmony Community Radio Association Inc as set out in the Associations Model Rules for an Incorporated Association. I further undertake to comply with any rules and regulations relating to radio station Harmony 89.9 FM which are communicated to me in writing.

7. I accept responsibility for the content of my program and I agree to comply with all federal and state statutes and regulations and common law applicable to community broadcasting radio including defamation, slander, obscenity, indecency, copyright and anti-discrimination.

8. I recognise that in addition to the legal responsibilities of Harmony FM I also have responsibility and liability for my own comments and conduct on air which may result in litigation.

9. I accept liability for any insurance policy excess payments payable by Harmony 89.9 FM as a result of my comments or conduct on air.

10. I agree to accept all lawful directions and decisions made by the Committee of Management of Harmony 89.9 FM on matters relating to program content including sponsorship announcements; presentation and technical quality; on air conduct; access to station premises; use of station equipment and property; policy implementation and occupational health and safety.

11. In relation to the transmission of my program I agree to:

- a. comply with any reasonable changes in broadcast times as requested by the Committee of Management of Harmony FM;
- b. be at the station premises ready to present my program not less than ten minutes prior to the scheduled broadcast time;
- c. provide a replacement presenter approved by the Committee of Management of Hawkesbury Harmony Community Radio Association Inc in the event of my inability to present my program personally; or
- d. a pre-recorded program in the event of my inability to present my program personally.

12. I will inform a member of the Committee of Management of Hawkesbury Harmony Community Radio Association Inc within forty- eight hours of any complaint concerning my program or any incidents which may lead to a complaint.

13. I acknowledge that material broadcast on Harmony FM is the property of the station, and that such material may only be broadcast to other outlets with the permission of Committee of Management of Harmony FM. I accept that Harmony FM retains the ownership and copyright of all works which it specifically commissions including station and sponsorship announcements.

14. I accept that Harmony FM will take every care with recorded material left by me at the station but does not accept any responsibility for any loss or damage thereof.

15. I will treat station equipment, facilities and property with due care. I will use station equipment and facilities for the preparation, production and presentation of my program and for no other purpose without the prior consent of the Committee of Management of Harmony FM. I will not remove from the station premises any station equipment or property purpose without the prior consent of the Committee of Management of Harmony FM.

16. I will not make commercial representations on behalf of Harmony FM to any person or organization purpose without the prior consent of the Committee of Management of Harmony FM.

17. I will treat all other volunteers, presenters, staff, station guests and all members of the Committee of Management of Harmony FM with consideration, courtesy and respect. I will not comment publicly on the operation or management of Harmony FM or about any volunteer, presenter or member of the Committee of Management without the prior consent of the Committee of Management of Harmony FM.

18. I agree that a breach of items 1 to 14 above may result in the suspension or termination of my broadcast rights. I acknowledge grievance procedures as set out in the Community Broadcasting Radio Code of Practice are the appropriate avenues for conflict resolution.

.....  
Presenter's signature

.....  
Signature of Member of the  
Committee of Management of  
Hawkesbury Harmony Community  
Radio Association Inc.

Name..... Name.....

Date..... Date.....