

**Five-O-Plus Public Radio Association Inc. (2SNR) 93.3FM**



**CODE OF PRACTICE**

**Revised January 2020**

This “Code of Practice” supersedes any previous “Code of Practice”

**Please note: Five-O-Plus Public Radio Association Inc. will, in this document, be hereafter referred to as “Radio Five-O-Plus” or “the station”.**

## **Section A**

### **VOLUNTEERS**

As a member of Volunteering Central Coast we are able to:

- Receive potential volunteers to our organisation
- Attend quarterly volunteer forums
- Be regularly updated on volunteering issues and news
- Access training opportunities and events
- Receive confidential assistance with issues regarding volunteering
- Hold Volunteer Personal Accident Insurance

#### **1.1 Policy**

**Each volunteer may expect to be :**

- Given help and/or training to learn and develop skills
- Given tasks that match their interests and skills
- Provided with safe working conditions
- Protected by insurance
- Thanked and recognised for volunteering
- Treated with respect
- Supported with regard to any concerns they may have

**Each volunteer is required to :**

- Follow rules and procedures
- Adhere to the Codes of Practice
- Work together with other volunteers
- Be reliable
- Dress appropriately
- Familiarise themselves with safety practices and emergency procedures

**Please note that while volunteers may choose to leave at any time, we do ask for as much notice as possible**

### **1:2 Coverage**

Radio Five-O-Plus Inc. Induction Policy covers:

- All new volunteers
- Established staff who are transferring or changing classifications
- Contractors/Consultants

### **1:3 Delegations**

Committee/Team Leaders:

- Arrange for new volunteers to receive appropriate induction (in accordance with this policy)

### **1:4 Enquiries**

- The Board

## **Section B**

### **CODE OF CONDUCT for ALL STAFF**

Radio Five-O-Plus Inc. will - at all times - ensure that its volunteers, including members of the Board, conduct themselves in an ethical manner.

This includes:

- while undertaking activities for the organisation
- when representing the organisation
- after having left the organisation.

### **Policy**

Volunteers are required to :

- Familiarise themselves with the contents of this code and ensure that they observe its provisions at all times; a departure from any of the provisions of the code may be grounds for disciplinary action.
- NOT provide to the general public any information relating to station practices **without prior consultation** with a member of the Board.
- Adhere to the principal of confidentiality at all times
- Follow procedures, policies and directions as advised by the Board or appointed personnel.
- NOT incite disharmony amongst staff towards other staff members, appointed personnel or members of the Board.
- Give their whole time and attention to ensuring that their work is carried out efficiently, effectively, and to the best of their ability whenever engaged in the station's business.
- Ensure that their standards of work reflect favourably on both themselves and on Radio Five-O-Plus.
- At all times ensure that the organisation operates with sensitivity to the cultural needs of its members.
- Observe the strictest practices of honesty and integrity. Avoid conduct that would suggest any departure from these criteria. This may include a responsibility to bring to notice dishonesty on the part of another member.

- Always take responsibility for their own decisions and actions. Accept responsibility for any consequences of these actions and the potential effect on the lives of others. Be willing to work to resolve any conflicts between working and personal relationships.
- Clarify whether speaking on behalf of the organisation or as a private individual. *Please note that volunteers are not to speak on behalf of Radio Five-O-Plus Inc. unless authorised to do so.*
- Show respect and tolerance to members. Be prepared at all times to ensure the safety and well-being of other members and to act responsibly with the information gained in the course of duties.
- Act with respect for the needs and feelings of co-workers and their rights, delegations, skills and judgement, in accord with the Anti-Discrimination Act.
- Ensure that resources, funds, staff and equipment are used effectively and economically and for the benefit of Radio Five-O-Plus Inc. and not otherwise. Unauthorised persons are not to use computers at any time. If using the photocopying machine for personal reasons, pay the required 10c per copy into the box provided.
- Participate in activities associated with Radio Five-O-Plus if/when possible, and if you wish to become involved in certain areas associated with the day to day running of the station, contact the appropriate person or the Secretary.
- Make certain that ALL electrical equipment, especially studio equipment and computers, is switched OFF before leaving the studio. This is important because it could be damaged by a power surge.
- Ensure that only authorised persons operate the panel. No unauthorised persons are to be *put to air*.
- Take care of our equipment – replacement is costly. Alteration or adjustments to wiring or equipment is expressly forbidden by non-technical team staff. Please write any faults in the *Technical Log Book* (located on the reception deck) – in order to assist the technicians with speedy follow-ups. When your shift in the studio is finished, please make sure each individual piece of equipment is turned off and you leave the studio clean and tidy.
- Be aware that the premises of Radio Five-O-Plus are smoke-free, illegal drug-free, and alcohol-free. Alcoholic beverages may be served in moderation on special occasions when approved by the Board.

- Understand what is expected of you with regard to attendance at Staff Meetings and/or Presenter Forums. These meetings are held for the benefit of you and the station. You are OBLIGED to attend at least one general staff meeting and either the Presenter or Office Staff meeting EACH year. This is a requirement of your being accepted to work on the staff here at Radio Five-O-Plus.
- Know that copying of CDs for listeners is NOT allowed under any circumstances. It is against Copyright Legislation. You may put our licence at risk by doing this.

## **SECTION C**

### **GUIDELINES FOR PRESENTERS**

To be accepted as a Presenter on Radio Five-O-Plus, will depend on the applicants experience and capabilities. The Programme Manager will assess and make recommendations to the Board for the final decision.

We are constituted to meet the entertainment needs of an audience that is aged 50 years of age and upwards. In addition, we have the task of providing News and general information of particular interest to the senior listening audience in the area in which we broadcast

Because our audience is aged 50 years and upwards, the style of delivery (i.e. reading of scripts or ad-libbing) must be clear and deliberate so that everyone, particularly those of our audience who may not hear as clearly as when they were younger, can easily absorb the information we provide, whether it be musical details, community news or announcements of special interest.

Similarly, all the music we broadcast must be tailored to our audience demographic.

'Heavy Metal', 'Punk Rock', 'Rap' and similar loud aggressive rock music does not fit with our very well established EASY LISTENING format. The great majority would prefer familiar popular music, which is tuneful, and where the words are either familiar, or convey an understandable message or feeling.

Please refer to the current '*Music & Sound Policy of Radio Five-O-Plus 2019*' for a better understanding of the style of music required and when it should be played.

So far as spoken word programs are concern, our charter is not to enter into controversy, for two good reasons:

- 1) Our audience undoubtedly spans the political spectrum from left to right
- 2) Attacking an organisation or individual without giving the organisation or individual the chance to defend themselves, is likely to result in a negative outcome.  
At worst, it could lead to defamation action, which would close a station such as ours down at once or, at the very least, an *on air apology* that would severely damage our credibility and standing with the audience we seek to serve.

Particular care needs to be taken when "**quoting**" from a newspaper or magazine story.

- 1) make sure the quote is an EXACT quote of what is written:
- 2) ATTRIBUTE (cite) the quote to the newspaper or other source,
- 3) ensure the words "ALLEGED" or "IS CLAIMED" are used, when referring to the contents of the article
- 4) If any defence or rebuttal is quoted in the article, please ensure that you quote this accurately
- 5) if in doubt please don't even think about broadcasting the item

**IF IN DOUBT – ALWAYS LEAVE IT OUT**

- Presenters are not permitted to undertake positions with other Broadcast Mediums recognized within the LAP (geographical location of Five-O-Plus Public Radio Association Inc.'s).
- Presenters are permitted to undertake positions with other Broadcast Mediums located outside of Five-O-Plus Association Inc.'s recognized geographical location, with The Board permission.
- **No liquids of any kind are to be placed on the top of the studio consoles (desk) at any time; spillages can cause very expensive damage and any repair costs will be incurred by the offender**
- Presenters are NOT to have unauthorised persons in the studios or invite persons to sit in the studio, whilst their program is being broadcast. If Presenters seek to have an invited guest, application must be made to The Board.
- **Last presenter of the day is responsible to check that everything is turned off, in BOTH studios. Also ensure the computer monitors and photocopier are off.**

## **SECTION D**

Revised January 2020

## **Presenter Standards:**

- Radio station licences approve staff to be Presenters, not *Radio Personalities*. The station is not a medium for self-gratification or self-promotion and “*grandstanding*” will not be condoned.
- Presenters must not make un-informed comments, obscene, defamatory or slanderous remarks.  
Please do NOT play CDs, tapes, records etc which contain such material.
- Presenters must not make unscheduled announcements without the approval of the Management Committee.
- Presenters should be familiar with the Community Broadcasting Association, Australia Codes of Practice. Copies of this are kept at the studio.
- If you are unable to cover your allocated program, inform the Presenter Scheduler as soon as you know that you are unavailable, so a suitable replacement can be arranged.
- If you are filling in for another presenter, you have a responsibility to the station and to our listeners to present a similar type of program.

## **Australian Content**

- Under the CBAA Codes of Practice, Radio Five-O-Plus is obliged to play a minimum of 25% Australian Content. This is calculated on the total number of tracks played in each program - NOT on running time.
- At the conclusion of your programme, you are required to leave, in the appointed place, a copy of your play list. This play list must have on it, on the front page, your name, time and date of programme, total number of tracks played and the total number of Australian tracks played.
- If you are doing a fill-in for another Presenter, or do an outside broadcast, you are required to supply the playlist as above.

## **Copyright**

- Through arrangements with APRA and AMCOS, we are able to broadcast most music recordings, with the exception of complete opera and choral works.
- Other material, such as original music recordings (e.g. demos), spoken word recordings, readings from books, newspapers and magazines, and recordings of broadcasts from other radio stations and television stations, require specific authorization from the owner of the copyright.
- Failure to obtain authorization may result in expensive legal action and/or the endangering of our licence.
- Use of any such material must be discussed with the Board.

### **Discipline**

- Policy, rules and regulations for the operation of the station, as determined by the Board, are outlined in this document. Occasionally some variation may be made.
- Any form of breach of any of these rules and policies will be managed by the Board in the following manner.

1<sup>st</sup> offence - Verbal warning

2<sup>nd</sup> offence - Verbal warning accompanied by a letter stating that a second offence has occurred.

3<sup>rd</sup> offence - The matter is handed to the Board for discussion and possible Suspension

Severe breaches may result in immediate withdrawal of presenter licence and suspension.

### **On-Air Behaviour**

- Presenters are **NEVER** to air personal grievances on-air  
These grievances could include issues with:  
other Presenters / Support Staff / Sponsors / the Board / community groups / commercial organisations or such.
- Any breach of this policy will be considered to be a serious matter

### **Lap-tops**

- Presenters wishing to use a lap-top must first be trained in the use of the studio equipment in the normal manner.
- All Lap-Top users MUST sign a waiver, stating they have the right to play the songs or tunes that are on the lap-top hard drive. In other words they have in their possession the original CD/record, tape or other medium and any downloads have been obtained legally.

### **USB's**

- The use of USB's with Station Playlist must be approved by the Programme Manager.

### **General Programming**

- Radio Five-O-Plus will not broadcast material that may:
  - Incite, encourage, or present for its own sake, violence or brutality
  - Mislead or alarm listeners by simulating news or events.
  - Present as desirable the use of illegal drugs, the misuse of tobacco or alcohol as well as other harmful substances.
  - Glamorise, sensationalise, or present suicide as a solution to life problems. In particular, broadcast material should not provide explicit details about method and /or location of a suicide attempt or death.

We will attempt to avoid censorship where possible. However, in our programming decisions we will consider our community interest, context, and 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.

We will not broadcast material that is likely to stereotype, incite, 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 genuine held opinion, in a news or current affairs programme or in a legitimate context of a humorous satirical or dramatic work.

We will have programming practices that protect children from harmful material but will avoid concealing the real world to them.

### **We will follow applicable privacy laws by:**

- a) Respecting people's legitimate rights 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 should be broadcast, or
  - iii. In the case of words that have been recorded without the prior knowledge of a person, that person has indicated his/ her agreement prior to broadcast.

News, current affairs (including news updates and promotions), documentaries, feature programmes and interviews shall:

- a) provide access to views not adequately represented by other broadcast 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

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