

# **ILLAWARRA COMMUNITY FM BROADCASTERS LTD. T/A VOX FM 106.9 STATION CHARTER**

VOX FM will represent the community with a diverse range of programs.  
This will fulfill one or more of the following functions:

- (A) Access to music and commentary from different community groups.
- (B) The communication of ideas and information from specialist presenters and guests to a general audience.
- (C) The continuation of building the listener base.
- (D) Increase awareness to community groups.
- (E) Provision of links between the community, sponsors and listeners.
- (F) Involvement and coverage of youth events.
- (G) Exploration of ideas, debate and information not adequately covered by other media.

Programming will seek to reflect the multicultural and multilingual make-up of Australian Society.

Programs will emphasise and encourage Australian content where appropriate.

The Management recognises the importance of music programming as part of the brief of (Illawarra Community Broadcasters FM LTD) VOX FM

The station reserves the right to broadcast, at appropriate times, subject matter and language, which some people might find offensive, if such usage is considered appropriate, and justified in context.

Programming will observe all relevant laws, regulations and standards applicable to Community Broadcasting and adherence to the Community Broadcasting Code of Practice.

## **PROGRAMMING AGREEMENT**

Program presenters, members and staff, at VOX FM agree to the following policies:

All program presenters must be FULLY paid up members of Illawarra Community FM Broadcasters Limited, including all Broadcasting levies, etc.

Depending on chosen option, airtime fees must be fully paid up. If these fees are more than thirty (30) days in arrears, the program will be suspended until fully paid. This could mean that your time slot we be reallocated.

Program presenters will adhere to the Community Broadcasting Codes of Practice.

Members and staff to accept responsibility for station facilities, at all times, whilst on the station premises. This also applies to equipment, which may have been borrowed from the station. In the event of damage or misuse of equipment, the cost of repairs will be CHARGED to the borrower.

All equipment must be treated with ALL DUE CARE. Equipment problems and or faults, to be logged in the studio faults log book, during or at the end of each program.

If in any doubt whether material maybe in breach of policies or laws Presenters **MUST** refer it to the Station Manager before broadcast.

**Remember your program is a privilege, not a right.**

## **ON AIR AGREEMENT**

- 1) **NO drinking or eating in the studios. Meals can be had in the library.**
- 2) **NO smoking anywhere within the station building.**
- 3) **Presenters should be in the station premises at least 15 minutes before their program is scheduled to start. Except where prior notification has been given and agreement made with the Station Manager, who is empowered by the board to take appropriate remedial action.**
- 4) **The studio to be kept neat and tidy at all times; rubbish to be placed into the bins provided.**
- 5) **Presenters to play ALL scheduled sponsorships, etc. during their time on air. A fine will be imposed for missed sponsorships.**
- 6) **Programs signed to option two (2) agreements ARE REQUIRED to participate in non-broadcast station activities. Such as fund raising, duty officer shifts, cleaning etc.**

## **PROGRAM POLICIES**

The Programming Committee, consisting of members and presenters, is responsible for all programming and recommends policy directly to the Board.

**NB:** The board has the power to veto decisions made by VOX FM committees and will determine the structure and composition of these committees.

In line with the Station Charter and General Program Policies, VOX FM will present a diverse and challenging range of music that will fulfill the following functions:

1. Programs will emphasize and expand the role of music in defining and realizing the identity of the station, as a high standard community, multicultural radio broadcaster.
2. Programs will attempt to play a significant proportion, where applicable, of music that is composed and / or produced in Australia.
3. Non-English programs must consist of at least 50% spoken word.
4. The station aims to be at the forefront of music programming and content by identifying and anticipating the expectations of both a specific and general audience.
5. Programming will identify and develop an understanding of the importance of a range of musical styles and cultures within the community.
6. The station will maintain a commitment to developments and formats, digital systems etc. in the production, distribution and reception to all levels of the community.  
**As funding permits.**
7. Music programming will avoid censorship, wherever it is possible. The station management recognises the right to broadcast musical and lyrical material some people might find offensive, if such usage is considered appropriate and justified in context. Consideration will be given to the audience and to times of broadcast.
8. Program presenters will not broadcast material which may stereotype, incite, vilify, or perpetuate hatred or attempt to demean any person or group because of their ethnicity, nationality, race, sexual preference, gender, religion, age or physical or mental disability.
9. All programming will observe all the relevant laws, regulations, and standards applicable to radio broadcasting and adhere to the Community Broadcasting Codes Of Practice.
10. Station initiated programs (SIP)- the music content of these programs MUST follow the program committee guidelines.

## **PROGRAM REVIEW**

All programs are to be reviewed, by the Programming Committee, at least once a year and this will be done on an ongoing basis. Programs will be reviewed by time slots.

*[This is also an opportunity for the program makers to give some feedback about how things have been going with their program on the station.]*

The process of the review will be as follows:

### **Program renewal forms.**

Program renewal forms will be distributed with a covering letter, to the program within the targeted time slot.

Programs have two weeks to return their form or they will **immediately forfeit their airtime.**

During this two week notification period, the program presenters will record their program for assessment by the programming Committee.

A program assessment will then be discussed at the next Program Committee meeting with the relevant presenters.

The results of the assessments will be one of the following.

- a) Programs will be recommended to continue.
- b) Programs will be recommended to continue with suggested improvements.
- c) Program would be given conditional recommendation to continue.  
(E.g. May have to meet certain quality standards by a given date.)
- d) It may be that a program is given notice of four weeks to discontinue, or sooner depending on the circumstances.

**Note:** Before any program is given notice, the program presenters involved will be given an opportunity to discuss the program with the Program Committee. If anyone would like to comment on this review process or contribute please contact the Program Committee with their written submission.

## **PROGRAM ASSESSMENT**

A program will be assessed based on how well it meets the ***Station's Charter, music policies*** and how realistic the proposal is. Also to be considered are the resources that would be needed to successfully present the program and adhere to the Community Broadcasting Association of Australia's Codes of practice (available on request). Importantly, a program will be judged on the recording of a program, which, has been broadcast to air.

Passed by the Board of Directors

Chairman.