



NORTH WEST FM - PROGRAM POLICY

To enable the Programming Sub-committee to ensure that a fair and equitable share of the available airtime is made, the following policies have been established:

1. This is a community access station whose statement of purposes is to provide equal opportunity and time balance in all aspects of community expression. The station policy however, is such that the station shall remain an entity in its own right.
2. NORTH WEST FM as an equal opportunity station, is non discriminatory and will not tolerate sexist behavior or harassment, intimidation or aggression in any form.
3. Programs that include material of a political, religious or sectarian nature must ensure that listeners are aware that the views and opinions stated are not automatically supported by the station nor are they official station policy. Opinions and beliefs must be attributed to the person or organisation representing those opinions or beliefs.
4. All Presenters are required to take part in North West FM's Training Program and sign the Presenter's Agreement before commencing on-air.
5. Presenters are required - at all times - to be mindful of the nature of the local community and to be sensitive to local attitudes in relation to the style and presentation of programs.
6. At no time will any broadcasts of a blasphemous, racist or anti-social nature be tolerated. A breach of this requirement will result in automatic suspension of the program agreement.
7. Members shall not make any representation to any statutory authority, business or community organisation on behalf of North West Community Radio Association Incorporated, unless expressly authorised by the Committee of Management to do so.
8. At no time shall any person pass comment 'on air' or over the telephone, to a member of the public so as to defame the good name and character of the Association.
9. At no time shall any comment be passed on air concerning any sponsor or prospective sponsor.
10. All sponsorship announcements shall be pre-recorded and presenters shall play such announcements - as scheduled - during their programs.

NORTH WEST FM PROGRAMMER POLICY

Obligations and responsibilities of program presenters

This policy statement applies to all persons presenting live and/or pre-recorded programs on NORTH WEST FM. It is assumed that all program Presenters have familiarised themselves with Station Aims and Objectives, Organisation & Policy, and have completed the Presenters Training Course conducted by NORTH WEST FM.

1. Presenters shall arrive at the studios at least 20 minutes prior to the scheduled time of their program.
2. At no time shall a Presenter alter, in any way, the adjustment, calibration or configuration of the studio, or transmission facilities unless instructed to do so by a member of the Committee of Management.
3. All Presenters are responsible for the general cleanliness and appearance of the studios, and general meeting/office areas.
4. Records, CD's and any other items that are brought into the studio at the beginning of a program are to be removed at the conclusion.
5. All pre-recorded sponsorship announcements and community announcements are to be broadcast within 5 minutes of the scheduled time.
6. In all programs (live or pre-recorded), presenters shall identify the station at least once every quarter-hour.
7. All Sponsorship Announcements and/or Sponsorship Contracts will require the approval of the Committee of Management.
8. Presenters may not use copies of programs from other Radio Stations, or audio recordings off a television transmission without written authorisation from the originating source and the Committee of Management of NORTH WEST FM.
9. To ensure the Program Timetable is respected, Presenters are **STRENUOUSLY** reminded of their responsibility to **START** and **FINISH** their program **ON TIME!**
10. All programs shall meet the minimum 40% Australian content requirement for musical items broadcast, unless otherwise approved by the Committee of Management.
11. Airtime will be allocated by the Committee of Management and will be subject to regular review.
12. All members shall be responsible for the good conduct of any friends or guests who are invited by a member to attend the station for any reason. Members and/or their guests may be asked to leave the station if their conduct is such that the professional operation of the station is compromised.
13. All persons under the age of 18 years shall have written permission for a parent or legal guardian to be a member of NORTH WEST FM and therefore be on air. The Membership Application Form has provision for this. A parent or guardian must be present at the studio with a minor.

14. Multicultural programs shall contain sufficient English translation so as to enable a basic understanding of the material being broadcast.
15. All Presenters shall assist with some of the menial tasks around the station, so as to ensure its smooth and professional operation.
16. If for some reason you have been delayed getting to the studio on time - PLEASE contact the on-air Presenter and advise of your situation, so they know when you will arrive.
17. All Presenters are required to sign the Presenter's Agreement before they commence on-air.
18. All members and representatives of affiliated Organisations are required to support the Aims and Objectives, Policy and Procedures of NORTH WEST FM.
19. NORTH WEST FM is an equal opportunity organisation; all Presenters must be fair in their dealings with each other, and their listening audience. We encourage unity, harmony and co-operation at all times.
20. It is expected that all on-air personnel will give equal time to performing Office Duty, or a similar role to assist NORTH WEST FM to operate smoothly and co-operatively.