



ABN 61 456 305 396

PROGRAMMING

Policy number	PN-41	Version	2.0
Drafted by	Denise Kuchmar	Approved by C of M on	3/12/14
Responsible person	President	Scheduled review date	31/10/15
		Actual review date	25/11/19
		Scheduled review date	30/6/21

Introduction

PVFM makes every effort to represent community interests by encouraging diverse program scheduling which reflect our understanding of the needs of our communities from the City of Whittlesea, City of Banyule and Shire of Nillumbik.

PVFM has a structured programming format that enables opportunities for new programs to be included in the programming grid twice a year.

Scope

PVFM will encourage community participation in two distinct areas of programming

1. Program selection and
2. Program provision

PVFM will also provide training and professional development in broadcasting to ensure new and existing presenters will understand the broadcasting sector and produce quality product.

Policy

1. PVFM 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, and

- glamorise, sensationalise, or present suicide as a solution to life problems. In particular, broadcast material should not provide explicit details about the method and/or location of a suicide attempt or death.
2. PVFM 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. PVFM 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.
 4. PVFM will have programming practices that protect children from harmful material but will avoid concealing the real world from them.
 5. PVFM will follow applicable privacy laws by:
 1. respecting people's legitimate right to protection from unjustified use of material which is obtained without consent or through an invasion of privacy,
 2. only broadcasting the words of an identifiable person where:
 1. that person has been told in advance that the words may be broadcast, or
 2. it was clearly indicated at the time the recording was made that the material would be broadcast, or
 3. 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.
 6. In the case of news, current affairs (including news updates and promotions), documentaries, feature programs and interviews PVFM shall:
 1. provide access to views not adequately represented by other broadcasting sectors,
 2. present factual material accurately and ensure that reasonable efforts are made to correct substantial errors of fact as quickly as possible,
 3. clearly distinguish factual material from commentary and analysis,
 4. present news in such a way that it does not create public panic or unnecessary distress to listeners, and
 5. represent viewpoints fairly without having a misleading emphasis, editing out of context or withholding relevant and available material.
 7. PVFM is an official designated emergency services broadcaster and plays a vital role in broadcasting information in the case of emergencies. PVFM will:
 1. have procedures in place to enable appropriate local emergency broadcasts,
 2. liaise with appropriate emergency and essential service organisations, and
 3. ensure the accuracy of emergency information.
 4. Train all staff and volunteers in Emergency Response and Generator Training

Programming

1. All new program applications, including any special broadcasts must be submitted to the program Manager for:
 - Evaluation
 - Allocation of presenters
 - Allocation of timeslots
 - Recommendations before presentation to the Committee of Management for approval.
2. Any format change to an existing program, such as a one off special, need only to be approved by the Program Manager and/or program committee subject to that change keeping within the original guidelines of that program. The Program Manager and/or program Committee is to keep the Committee of Management informed of any changes.
3. Any existing program that becomes vacant due to an existing presenter leaving that program returns to the Program Manager and / or program Committee for allocation of a new presenter. The program will not require approval to continue if the existing format remains unchanged.
4. If an existing program's format is changed it will be treated as a new program.
5. Any program that has already been previously approved, but is currently not on air, only requires approval from the Program Manager and/or Program Committee for reinsertion into program logs.
6. The Program Committee will not need approval from the Committee of Management to review programming from time to time to check for quality, compliance with guidelines, music format and station policy. The Program Manager will be allowed to contact presenters or place notices informing presenters of any problem areas that need to be rectified.
7. Any presenter, who fails to comply with Program Guidelines, Presenter Agreement or Program policies, will be given a first warning by the Program Manager and/or program sub-committee as defined in PN-39 Non-Compliance.
8. Any urgent matters that need to be addressed outside of normal meeting times will be handled by the Program Manager and/or the Program sub-committee.
9. It is the responsibility of the Program Manager to oversee that all programming formats comply with the target demographic of the station and goals outlined in the PVFM Strategic Plan.
10. It is the responsibility of the Program Manager to pass on any information pertaining to the Programming operations to the Committee of Management. This may include information about breaches of policy and procedures, breaches of program format, breaches of the Broadcasting Services Act, the Community Radio Codes of Practice and any other regulatory requirements.
11. Any public complaints will be passed to the Secretary after having been recorded on the complaints register. The matter will be investigated by nominated CoM members. The Program Committee Secretary will report in writing to the Program Manager on all correspondence entered into

Program Review Panel

PVFM requires a program review panel from time to time when problems have arisen out of poor programming presentation.

The panel consists of long-term presenters, CoM representatives, off air volunteers, program manager and training coordinator.

The panel is alerted by either the program manager and or CoM when there may be a problem and or complaint that has been identified about PVFM programming.

The panel will review the content using the Program Analysis Form.

The panel will systematically review all PVFM programs throughout the course of the year to identify continuous improvement strategies in programs.

The panel will contact the presenter to let them know what date and time they will be listening to the program and will be assessing the presentation and content of the program against the Program Analysis Checklist that the presenter will be handed.

The panel will review the identified program

At the completion of the assessment the program review committee will meet to review the data collected from each of the panel and in consultation with the Training coordinator and Program Manager make an assessment on action/s to be taken and make any recommendations in writing to the presenter.

The Program Manger shall review the presenters program application in order to report to the CoM and make recommendations

A report will be submitted on the findings to the Program Manager and the CoM.

Related Documents

PN2 Code of Conduct
PN3 Code of Ethics
PN11 Privacy
PN12 Presenters Licence
PN38 Breach of Station Rules
PN40 Complaints
PN52 Presenter Obligation and Conditions of Agreement
PN54 Training

Related Documents

Program Application
Presenters Agreement
Introduction to Broadcasting Training Manual

President_____

Date:_____