

3CR Station Rules and Broadcasting Code

Objectives

1. From the Memorandum of Association:

- To enable groups and persons representing a wide range of community interests and concerns to have regular communication with the Melbourne community.
- To provide this access through an independent, non-profit radio station, owned and operated by a Federation of community groups.
- To encourage community involvement in program production and give voice to Australian culture and the aspirations of the Australian community.
- To apply for, and hold a Public Broadcasting Licence.

2. From the Community Radio Federation licence application:

- The station would encourage community participation in the station and provide training to facilitate this.
- The station would provide a voice for those denied access to the mass media, particularly the working class, women, Aborigines and the many community groups discriminated against by the mass media. The Federation would actively discriminate in favour of Australian artists and composers and Australian aspirations generally.
- The station would stand on its own feet, financially and technically, and would rely on the goodwill and support of the community to overcome its establishment problems and to maintain its operations.
- The station would provide a degree of listener participation and control in the station, through elected listener-sponsor representation in the Federation and through listener-sponsor advisory meetings.
- To present points of view which are generally at variance with the more established views as presented by the existing media.

Station Rules

1. Only the Chairperson, Station Manager, Secretary or others appointed by the Management Committee are authorised to make public statements on behalf of 3CR.
2. It is the right and responsibility of Station Duty Persons to ask people to leave the premises in the interests of the smooth running of the station.
3. In an emergency situation arising from disputes in the station before or during air time, the Station Manager or Management Committee member responsible is empowered to take all steps required to protect the reputation of the station. This power includes switching off the transmitter or switching in an alternative program tape.
4. All programmers must have completed a libel course before broadcasting.
5. Smoking is not permitted in the studios. Penalties are as follows:
 - 1st offence - a warning
 - 2nd offence - suspension for one month by the Management Committee.
6. No Station Duty Person has the power to overrule a decision of another Station Duty Person without consulting that Station Duty Person if possible, and without the concurrence of a member

of the Federation Executive.

7. Alcohol consumption is not permitted in studios and technical areas. People under the influence of alcohol shall not remain in the station nor broadcast.
8. No intimidatory behaviour shall be tolerated in this station. This includes the possession of any weapons on station premises.

The 3CR Broadcasting Code

1. The 3CR Broadcasting Code is the code of standards to be observed in the content and presentation of programs broadcast on 3CR as established by the members of the Federation.

3CR programmers are required:

- a) To be in keeping with the objectives of the Federation.
- b) To satisfy the needs of the Federation's audience in the Melbourne metropolitan community.
- c) Not to include statements of:
 - libel
 - contempt of court
 - illegal advocacy of the use of drugs
- d) Not to include statements that:
 - are threatening, abusive or insulting and promoting hatred against or hostility towards groups of persons distinguished by their sex, sexual preference, race, religion, colour or ethnic or national origins
 - bring into contempt or ridicule groups of persons distinguished by their sex, sexual preference, race, religion, colour or ethnic or national origins.
- e) Having in mind the 3CR Broadcasting Code, the use of intemperate language on air leads to unnecessary antagonism against the station among sections of the public and that it is possible to make a programmer's points emphatically without the use of intemperate language.

2. The programmer accepts responsibility for the editorial content of the program specified in this contract and agrees to indemnify Community Radio Federation and to hold Community Radio Federation indemnified against all actions, suits, claims, losses and/or damages arising out of or consequential upon anything broadcast or recorded by or on behalf of the programmer and notwithstanding that the programmer has complied with and the program complies with these conditions.

3. It is a breach of the Broadcasting Tribunal Act to rebroadcast other station's material without the consent of that station.

4. The station is committed to a music policy of 55% Australian content.

5. Matters relating to internal station policy shall not be debated on air, or with the mass media, and that the proper place for such discussions is at Federation members meetings.

6. Copyright of the actual broadcast belongs to Community Radio Federation and the program may not be broadcast anywhere without the consent of the Community Radio Federation.

7. The 24-hour Rule

The programmer undertakes to deliver pre-recorded programs in their completed form to Community Radio Federation at least 24 hours prior to broadcast unless it has been previously

agreed between the parties that the program will be a live broadcast.

If for an unavoidable reason the program tape cannot be delivered on time, the programmer will notify the Community Radio Federation.

8. A cancelled program, whether live or taped, calls for an explanation to be noted in the Station Duty Person's Book. Two cancellations within three months will result in a review of time slot frequency.

9. Criticism of Affiliates and Right of Reply

a) A programmer shall avoid making statements which criticise other Federation affiliates. Any program which intends to criticise an affiliate of 3CR must offer that affiliate the right of reply at the time the criticism is to be broadcast.

b) A programmer shall, subject to the decision of the Management Committee and in accordance with the objectives of the Federation, offer the right of reply by way of factual rebuttal to statements which malign or misrepresent a person, organisation or sections of the community.

c) Right of Reply Elaborated

The opportunity is allowed for a person or an organisation to apply to the Management Committee for the right of reply to broadcast material which maligns or misrepresents that person or organisation or a section of the community which malign or misrepresent a person or organisation substantially represents. Such right of reply is granted to make factual rebuttal or specific grievances (which must be set out in the complainant's application) related to that person or organisation or a section of the community which that person or organisation or a section of the community which that person or organisation substantially represents. Such right of reply and the form it takes is entirely at 3CR's own discretion. It will be given in good faith to people who apply in good faith.

Community Radio Federation Structure

Community Radio Federation

- 'Owns' 3CR
- Elects the Management Committee at the AGM
- Meets every quarter
- Makes major policy decisions
- Can make or consider any decisions
- Federation decisions are binding on Management Committee
- Each member has one vote

Consists of:

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ten representatives elected by Listener Sponsors

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ten representatives elected by Station Workers

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one representative from each affiliated organisation.

Definitions

Subscribers

Members of the station, pay an annual subscription

Station Workers

Volunteer workers; programmers, front desk workers, station duty people, etc.

Affiliated Organisation

Community groups that pay an annual subscription and in return are guaranteed airtime, a place on the Federation and editorial control over their program. Includes unions, community groups (music, environment), ethnic groups etc.

Committee of Management

- Chairperson
- Two Vice Chairpersons
- Secretary
- Treasurer
- Ten Ordinary Members
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Management Committee Jobs

- Responsibility between Federation meetings
- Develop policy
- Deal with correspondence and reports
- Draw up budget
- Make decisions based on subcommittee reports
- Employ staff

Subcommittees

Subcommittees are appointed by Management Committee to work on particular areas of the station's operation

Programming

schedule changes, new programmes, special programming

Complaints

investigates & deals with complaints

Training

training development

Finance

budgeting, long term financial planning

Anything else

that needs a subcommittee so that Management Committee members can fully investigate and work on particular issues

Training at 3CR

Most training courses are free to 3CR volunteers. For some, there is a small fee, which helps us cover photocopy costs, food provided, and child care when required.

You must be a Listener Sponsor to take part in training at 3CR. Information on Listener Sponsorship can be found in the reception area.

If you have any questions about training at 3CR, contact the Volunteer/Training Coordinator.

General / Introductory Radio Course

This course introduces you to the basic skills you need to produce and present a radio programme at 3CR. Components include: introduction to radio and 3CR, interviewing, panelling, editing, and programme design and presentation.

The course is almost always run over 8 consecutive Saturdays (half days). If demand warrants, we can also run a course during the week. There are several courses each year, but training is always in demand - so let us know you are interested as soon as possible.

Media Law

These workshops are open to all station workers.

They occur regularly as a component of the general radio course. They may also be held as a separate 2 hour workshop if demand warrants.

The aim is to familiarise programmers with the aspects of media law affecting radio broadcasts including defamation, court reporting, copyright and blasphemy.

It is essential that all programmers have a working knowledge of media law before they go to air.

Talkback Training

Talkback training is available to all interested programmers who are experienced users of studios 1, 2, or 4. You must do a media law workshop before you do talkback training.

Because we need to use the on-air studio, we are a little restricted in the times that are available for this training. You can discuss this with the Station Worker Coordinator when you request training. Training is run on demand.

Studio Three

Studio three is only to be used for stereo cart production and advanced programme production - specialist music programmes also use this studio for live to air music. It is not to be used for every day interviews etc..

If you are interested in using this studio for a particular purpose, and are an experienced paneller, you should request studio three training. Training is run on demand.