

Radio Northern Beaches

VISION

To reach everyone on the Northern Beaches peninsula

MISSION

We give the community an opportunity to broadcast

AIMS

Radio Northern Beaches aims to:

- 1. Fulfil our licence and co-operative requirements**
 - 2. Inform and entertain**
 - 3. Foster community involvement**
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OBJECTIVES

By their participation in RNB, the members will be able to:

1. Fulfil our licence and co-operative requirements

- broadcast to our community
- meet legal requirement
- contribute to the stations operation
- develop expertise
- have the opportunity, not otherwise, available, for them to broadcast

2. Inform and entertain

- inform the community matters of interest
- entertain the listening public
- help spread their message
- provide a forum for educational expression
- to play a wide variety of music live and canned
- to perform drama
- to discuss the arts
- to debate / report and current issues
- relate personal stories
- share travel stories

3. Foster community involvement

- to provide community activities
- communicate with their interest group(s)
- attract people in the community with similar interests
- encourage musicians
- to perform and play individual styles of music
- provide relative to their respective age groups
- meet other people
- involve their educational institutions (school, college, church, scouting group)
- to present sporting programs
- feeling a sense of belonging to the radio community and or the Northern Beaches Community while simulating contact by its involvement.

PROCEDURES, STRATEGIES

RATIONALE

The Manly Warringah Media Co-operative is set up in the belief that individuals and groups within the community ought to have the opportunity to speak to the community in the most effective way possible, using all the means possible – radio, TV, press, film and the internet.

1. Fulfil or licence and co-operative requirements

i) Obligations:

a. ACMA (Australian Communications Media Authority)

A Broadcasting Licence is issued to RNB by ACMA. The granting of this licence requires compliance with the stipulated guidelines. The station is under the continuous scrutiny of the ACMA to ensure that our obligations are adhered to.

b. MWM Co-Op – Rules

RNB is run by the Manly Warringah Media Cooperative Members etc.

Under the Cooperatives Act ...

Cf RNB Commonly Asked questions / Plain English Answers – March 2002

Occupational Health and Safety Guidelines are provided in detail by cf document

RNB adheres to the requirements which are set out in the Community Radio Code of Practice. (document number?) Generally, when a member failed to comply with requirements, he/she will be contacted by a director, contact person or station co-ordinator and reminded of the obligations of all broadcasters. If the breach continues, the member will receive a written warning and will be invited to appear before the board of directors to explain. Suspension or termination of approval to broadcast are possible outcomes for serious and /or continuing transgressions.

c. OHS, ATO(co-op, gov), (c.p.a.)

d. CBAA guidelines

e. CBF

f. Dept of Fair Trading

g. NEMBC

h. BBC. Ent committee

i. PPCA, AMCOS, APRA, Copyright

ii) Compliance:

a. Conflict Resolution policy

b. Penalties etc

c. Enforcement (how?)

d. Conflict Resolution Policy

iii) Board Operation:

a. Administration:- Evaluation, follow up, policy

The board consists of 12 members elected at the AGM and meets under the control of the chairperson. It also comprises the treasurer and secretary.

Meetings are held every month on the 3rd Tuesday night of the month. All members of RNB are welcome to attend board meetings or to put ideas to be placed on the agenda for discussion.

b. Management: Co-op manager, plan, goals

The administration of RNB is the direct responsibility of the board. This includes the day to day running of the station, maintenance of equipment, financial management, evaluation of policy to ensure that RNB is operating in the best interests of all concerned.

c. Elections

As well as its executive, the board also appoints other personnel and committees to manage specific tasks. These areas of responsibility include: programming, membership, workshops, public relations, website, sponsorship, marketing, and technical committees.

An action plan for the ensuing year is prepared by the board. This is a projected summary of intended procedures as a basis for efficient budgeting. Goals and proposed Time Schedule will be part of this plan.

Elections for the board are conducted at the AGM, usually held in September. Directors are elected for a period of two years.

The annual report, including statements from the chairperson, secretary and treasurer is presented at the AGM before the elections. It includes the auditor's report.

d. Decision making

e. Security – keys, equip, alarm, lock up property

iv) Financial Management (income, expenditure, banking):

Details of income and expenditure are presented in the treasurer's statement at each board meeting where accounts are passed for payment.

a. Budget – forecast, projects, operational

The Annual Budget is proposed by the board for approval at the AGM.

b. Subscriptions/Shares/Levy

Membership fees are set by the board and are payable in June. [Details of current fees available] Members are provided with an invoice and expected to pay their fees by June 30.

c. Grants

The station is dependent on a number of grants each year. [details available]

d. Sponsorship

Another source of income is sponsorship [details available]

e. Fund Raising

Fundraising is arranged through various methods, from time to time. e. g. tennis day, sale of donuts, movie tickets, training.

f. Donations

v) Training:

a. Workshop

The Co-operative conducts workshops to provide an introduction to Community Radio. Many members use this as a stepping stone into broadcasting. Having appropriate accreditation, including the certificate of participation in the workshop, each new member must complete eight hours working beside an on-air presenter before they can be allocated a program time. (subject to availability)

b. In Service (on going training)- Policy, technical, co-op, on-air

An In-Service training program is available for all presenters to develop further their on-air skills. [Document #] Presenters are required to repeat this course every 5 years to update their presentation and to ensure that they are complying with all broadcasting requirements.

vi) Programming/Scheduling:

[See RNB Q&A pp2,3 plus schedule]

vii) Marketing/Promotion/Advertising/Publicity:

The board of directors will be responsible for arranging the strategies to promote RNB. A Promotion Officer will oversee the program of advertising and bringing the station and its activities to the attention of the public.

This program should include: Co-op website, Regular articles in the local media (eg The Manly Daily, Pittwater Life, Peninsula Living), posters in promotional places and the use of other media outlets.

Promotion nights, activities, functions, information stalls at festivals, markets & carnivals. Flyers and bumper stickers.

Maintaining the station profile at clubs and community places. e.g. shopping malls

viii) Maintenance:

a. Equipment

b. Premises**c. insurance****ix) Library:**

A library in the studio will be available for members' use. Essentially it will include a properly catalogued system. Appropriate material may be borrowed for a short period. The library will include books, CDs, DVDs, and other records of material relative to broadcasting. Documents pertaining to broadcasting and station policy.

a. Documents, Books**b. Music****c. Programs****d. Equipment**

Equipment for outside broadcast.

x) Storage and use of equipment:

It is the responsibility of each member to ensure that equipment is always left in the best condition. This is to prevent wear and tear and is also a courtesy to other members including the presenter following. The maintenance of all the equipment is the responsibility of the technical committee. The cost of replacement of broken or outdated equipment will be from the RNB budget. An insurance policy is in place to cover the replacement of large but essential items.

a. storage

An appropriate area is available to store moveable, unused equipment. A special application is required for members to use additional equipment from the store.

xi) Studio ethics:**a. Cleanliness****b. Rubbish**

It is a requirement of RNB membership that the studio is left clear and free of any litter, rubbish or any other unnecessary materials after each program. Penalties may have to be applied for failure to do so. The studios will be cleaned regularly – vacuum, windows etc. However it is each person's responsibility to leave the studio clean and tidy for those who follow.

c. Respect for property**d. Respect for members (start, finish times, not going into studios while another program on air)****xii) Communication, co-operation, cohesion:****a. communication**

RNB needs the co-operation of all its members to achieve its aims. To achieve the necessary cohesion required, the following procedures are in place.

b. meetings

face to face discussion and dissemination of information is the most effective way of achieving clarity and hearing a variety of opinions. General Meetings are held each quarter on the fourth Tuesday of the appropriate month. A newsletter precedes these meetings, giving details of station news and progress.

The Annual General Meeting (AGM) is held in September each year including reports from the chairperson, secretary and treasurer. There is an election for half (6) of the board members.

c. newsletter.

A newsletter is sent to members prior to the AGM. It contains information about various events and activities, reminders, notes about presenters. Members are invited to submit articles which can be sent to Newsletter Editor at the PO Box address or pigeon hole.

d. noticeboard and logbook

Presenters should check the noticeboard and logbook every time they are in the studio. Included on the large noticeboard will be information, newsletters and special announcements from the board.

xiii) Surveys:**a. Membership**

From time to time surveys will be conducted to collect information that will allow effective evaluation of station policy. Members will be surveyed for opinions and ideas to be used to keep the operations, procedures and equipment up to date and operating efficiently.

xiv) Membership:

a. Looking after, records, new members, existing members, id card

A database of the Co-operative's members is available and used by the board for distribution of notices, invoices and other relevant information. It will also be used to contact members quickly or to pass on information, request assistance or for other matters of communication.

Any changes to a member's contact details (address, phone etc) should be notified immediately.

RNB membership is available upon the payment of fees, including \$10 shares.

Members are eligible to present programs after the completion of a workshop course and eight hours assisting a regular on-air presenter. All members do not have to present programs and may be in groups (eg Radio Players) or "friends" of the station. Volunteers who assist with specific projects are also welcome and provide valued services and/or advice.

All members are eligible for election to the board of directors and may vote at meetings in relevant matters.

All members are invited to participate in special functions, activities and fund raising organised by RNB.

They are also welcome to assist in the activities which help the station raise funds e.g. doorkeeping of the Bowling Club or in entertainment committee initiatives.

Members are obliged to adhere to RNB policy and by their payment of membership fees they are covered in the event of an accident.

2 Inform and Entertain

Information

i) Guidelines for content (defamation) e.g. political, racial, religion. Respect for others, copyright.

Presenters should be aware of Station Policy for information that may be included in programs. Content must be strictly in line with the guidelines listed in section 1 regarding licence and co-operative requirements.

- Refer to
- i) Obligations a) to i) and
 - ii) Compliance a) to d) specifically.

The complete details of these sections of RNB are available in the library retained in the studios

So long as it complies with RNB policy any information relating to the community may be included in programs. Some programs will be specifically planned to provide relevant information on set topics of interest and to respective groups.

Any information, comment or language that may be legally reprehensible should be avoided. Defamation could result from inappropriate political, racial, religious or personal attacks. Adequate understanding of policy and preparation will best avoid any such problems. Incidental "off the cuff" discussion can be offensive to listeners. Inexperienced presenters should take special note of this, and ignorance of station policy is unacceptable. Maintaining respect for others is a good guideline.

If there is some doubt about information to be put to air it is advisable to discuss it with a board member, station co-ordinator or an experienced announcer.

The sources of specific information should be acknowledged.

RNB is covered by copyright regulations by its subscriptions to PPCA, AMCOS and APRA but presenters should ensure that all material complies with the requirements of these organisations.

ii) Interviews: Face to face, records, phone, outside, Live O.B.

Presenters should do everything possible to ensure that information obtained in interviews is relevant and complies with station requirements. It is the direct responsibility of members to control their interviews on air and to do everything possible to maintain suitability.

Because discussions conducted in face to face situations, telephone calls or in outside live broadcasts are incidental, they may sometimes include unacceptable material. Where information has been pre-recorded, inappropriate aspects can be omitted if the presenter is fully prepared.

It is recommended that appropriate directions are given to interviewees before they go to air.

iii) Recording and documentation, Tape and CD, Schedules

All programs are recorded on the station's program logger, so broadcast programs can be checked when required.

Presenters should keep notes of their programs. This should include timing, interviews, recordings played and other information as a record of the content for future reference if necessary. Details of taped material used and/or CDs should be kept and program schedules should also name those who have been interviewed.

Daily program schedules are prepared and kept in the studio as a guide for presenters who are requested to keep rigidly to the time schedules and to inform listeners of other programs for that day. Presenters are required to sign on in the folder provided and to list the time of their program, guests and other personalities who are in the program should also be mentioned.

iv) Community Announcements

A daily list of promotional messages is provided for presenters. These are recorded messages and are kept on the broadcast console.

Community messages are listed in the folder which is also kept on the broadcast console for presenters to use when possible.

Some notices are pinned on the studio noticeboard by members. They should be removed when the events have passed.

Entertainment**i) Music. (Content)****Australian Content**

It is a requirement for RNB that music programs maintain at least 20% Australian content. Music from overseas may be included, but local recordings are encouraged.

Live presentations or recordings of local live shows may be broadcast.

Details of all music played should be kept for future reference, and royalties need to be paid by the governing bodies where applicable.

All styles of music may be played on RNB. Generally programs are arranged and scheduled according to the genre being presented. E.g. jazz, classical, country etc.

Presenters are safeguarded by copyright laws which the station must follow. By the payment of the dues, presenters are covered through the station's membership of AMCOS etc.

Outside broadcasts of live music can be presented from time to time. On other occasions musical performances may be recorded for broadcasting at a later date.

When the studios are completed and fully operational, facilities will be available to record music for broadcasting and /or for private use.

ii) Drama

Local performances are encouraged and may be either live or recorded plays. From time to time outside drama may be broadcast or recordings can be made for future scheduling.

RNB is proud of its very own Players who meet and perform regularly on air.

Radio plays are specifically written for this group which comprises members of the station. The group is represented on the board and uses a specially prepared studio for recordings or live broadcasts.

Documentation of broadcasts is essential and the rules relating to royalties apply.

By their membership of RNB, the members of the Players group are covered for copyright and insurance in outside broadcasts. The aim is to employ the spoken word for entertainment.

iii) Programming and Scheduling

Programming of dramatic presentations will be appropriate to the needs of the form of entertainment. Schedules will allow sufficient time to complete or continue the plays and place the program in a time slot most appropriate to its successful presentation and in respect of listening appeal.

iv) Training

Training of players will be an important aspect of the presentation of live drama. This training will specifically include script use and preparation, sound effects, delivery of speech and microphone technique.

3. Community

Community is all the people in the broadcast area.

Radio Northern Beaches is a community radio station broadcasting on the FM band.

One transmitter broadcasts the signal on 90.3MHz from Dobroyd Point in Balgowlah and the other on 88.7MHz from Bilgola. The former covers the southern section of the peninsula with the latter heard in the north. The community therefore is the total area covered by this transmission.

Essentially the community consists of the people of the Manly, Warringah and Pittwater council areas.

Although it can be heard beyond, the community concerned is between Manly in the south and Palm Beach in the North with all areas west bounded by the Pacific Highway (approximately).

The station's vision is to reach people and groups in this physical environment.

RNB community

i) applications

Individuals or groups on the Northern Beaches on the peninsula are welcome to use the services available.

Membership is available upon application to the board secretary. PO Box 219 Narrabeen NSW 2101.

The Manly Warringah Media Co-Operative Ltd, Licensee of (2MWM FM) Radio Northern Beaches, regularly advertises training workshops for new members. Bookings should be made through the Manly Warringah Community College.

Completion of the application forms available and payment of the necessary dues gains membership with board approval.

Completion of a workshop and eight hours of studio experience with one of the station's presenters qualifies members to present their own programs.

Members are required to make a one-off purchase of \$10 worth of shares in the Co-operative and pay an annual subscription.

ii) organisations – criteria, obligations

Only individuals may join RNB as members and they can represent other groups or organisations that they belong to.

Members may have anyone as guests on their program however if these guests appear regularly they will be required to seek membership.

Radio Northern Beaches accepted a very generous offer from the Belrose Bowling Club of new facilities in the extension of their club buildings. The radio station undertook to build studios in the premises provided.

This community project on behalf of the bowling club requires a commitment of involvement in the club's community by the station.

Full details are available in the contractual documents kept at the club and in the studio's library.

This unique liaison between BBC and RNB emphasizes the need for all members to maintain close co-operation with the club.

Community activities, especially in the entertainment area are arranged to assist club attendance. This is managed by the RNB entertainment committee.

The club has also assisted with building grants and provides a regular income to the station in return for assistance by station members as doorkeepers.

iii) Communication - media use, etc

The service provided by RNB is available to organisations in the community as detailed above. This includes sporting, religious or ethnic groups.

The responsibility of organising programs is with the member allocated that timeslot and must comply with station policy.

Interested groups should apply to the board listing details of proposed broadcasts. Government grants may be available to assist in making programs. Ethnic programming grants are available for non-English speaking programs.

Programs may be regularly scheduled and occasional or one-off broadcasts are also welcome. These need to be arranged after initial contact with the board and under the supervision of appropriate presenters to be nominated.

iv) A presence everywhere on the Northern Beaches.

"The Manly Warringah Media Co-operative was set up in the belief that individuals and groups within the community ought to have the opportunity to speak to the community in the most effective way possible, using all the means possible – radio, television, press, film and the internet.

The aim of the Co-operative is to supply those means in the hope that the facilities offered will bring about a more effective and creative community life, break down prejudices and remove isolation where such isolation has negative results." cf. the document, Commonly Asked Questions, Plain English Answers. March 2002.

To achieve its objectives RNB seeks a presence everywhere on the Northern Beaches Peninsula.