

Tasman FM On Air Policy (Programming and Sponsorship)

Tasman Community Broadcasters Association Inc (Tasman FM 97.7)

Policy number	05
Approved by the Committee on	31 August 2026
Responsible person	Station Manager
Review date	31 August 2028

Why this matters

Our licence is to serve the Tasman and Forestier Peninsula community. What goes to air, who presents it, and how sponsorship is handled are governed by the Community Radio Broadcasting Codes of Practice 2025 and our licence conditions. This policy says how we apply them.

Programs

- **Our programs, taken together, reflect the needs and diversity of our community**, including material of local significance: local news, events, interviews and voices from the Peninsulas (Code 3).
- **Proposing a program.** Anyone who is a member, has completed training and holds current Registration to Work with Vulnerable People can propose a program to the Station Manager, in writing (an email is enough), saying what it is, who it is for, and when it could run.
- **Deciding.** The Station Manager decides the schedule within this policy, considering what the community has asked for, the balance of the schedule, local content, and the presenter's training and availability. The decision and reasons are given in writing. The Committee receives the schedule and any changes in the Station Manager's report.
- **Changing or removing a program.** The Station Manager discusses any change with the presenter first. A program is changed or removed only for reasons connected with this policy, the Code of Conduct or the schedule, never because of sponsorship (Code 9.2) and never because a person made a complaint in good faith. The reasons are given in writing, and the presenter may raise the decision under the Complaints and Disputes Policy and Procedure. An immediate stand-down happens only for safety or a serious breach and is reported to the Committee within seven days.
- **On-air conduct** is dealt with under the Code of Conduct and the infringement process in clause 8.6 of the Constitution, with the reasons always put in writing.

Content

- We follow Code 4: nothing likely to mislead or alarm, nothing that makes illegal drugs, alcohol misuse or gambling attractive, nothing likely to harm children, no suicide presented as a solution, no incitement to violence, and no hatred, serious contempt or ridicule of a person or group because of who they are. Factual reporting, fair comment and humour are allowed.
- We do not broadcast a person's private affairs or the words of an identifiable person without their consent, unless there is a clear public interest (Code 4.4). Callers are told if they are going to air.
- At least 25 per cent of the music we play each calendar month is Australian (Code 8). The Station Manager keeps the monthly figure.
- News and current affairs are accurate, fair and clearly separated from opinion (Code 5).
- **Political matter.** Any broadcast of political matter carries the required particulars (who authorised it), and we keep a record of political and current affairs matter for six weeks from broadcast, or 60 days if a complaint is received.
- Every presenter completes the CBAA Codes of Practice eLearning.

Sponsorship

- We broadcast no advertisements. Sponsorship announcements acknowledge the financial or in-kind support of a sponsor and every announcement is tagged to say so.
- **No more than five minutes of sponsorship announcements in any hour.** Announcements are scheduled by the Station Manager through automation or the program log, no more than two in a row, and are played as listed and signed off by the presenter.
- Sponsors do not influence what we broadcast or how (Code 9.1), and sponsorship is never a factor in deciding who gets airtime (Code 9.2). Any conflict of interest between a sponsor and a presenter or committee member is declared and managed under How the Committee Works.
- Code 4 applies to sponsorship announcements as it does to everything else.
- Every sponsorship is agreed in writing and signed for the station by the Station Manager. The Committee may refuse any sponsor without giving reasons (Constitution clause 19). We do not accept sponsorship from political parties at election times.

Records

The Station Manager keeps the records the Codes and the Broadcasting Services Act require: program recordings, the political matter record, the monthly Australian music figure, the sponsorship schedule and agreements, and the written program decisions, and reports on them to each Committee meeting. The station currently keeps program recordings and logs indefinitely, which more than meets the 60-day requirement.

Responsibilities

- **Committee:** adopts the policy, receives the schedule and records in the Station Manager's report, and may refuse any sponsor.
- **Station Manager:** the schedule, program decisions with written reasons, sponsorship production and scheduling, the records.

- **Presenters:** follow the Codes, this policy and the Code of Conduct; play sponsorship as scheduled; tell the Station Manager about any content they are unsure of before it airs.

Related documents

Code of Conduct and Volunteer Agreement; Studio Broadcasting Form; Membership Policy; Getting Involved Policy; Complaints and Disputes Policy and Procedure; How the Committee Works; Register of Interests (F3); Constitution (clauses 8.6 and 19); Community Radio Broadcasting Codes of Practice 2025 (Codes 3, 4, 5, 8, 9); ACMA Community Broadcasting Sponsorship Guidelines; Broadcasting Services Act 1992.