



**PROGRAMMING**

**POLICY**

**2026/2027**



## 1. PURPOSE

The purpose of this Programming Policy is to ensure PHAZE Broadcasters Inc.:

1. Delivers high-quality, diverse, accessible, and community-centered programming that serves the needs and interests of its community and audience.
2. Complies with all relevant legal and regulatory obligations.
3. Implements best practices in music programming, news and current affairs, spoken word, emergency broadcasting, inclusion, political matters, and new media such as podcasting.

## 2. SCOPE

This policy applies to all programming activities conducted by or on behalf of PHAZE Broadcasters Inc., including live broadcasts, pre-recorded material, syndicated content, podcasts, and online streaming.

## 3. GUIDING PRINCIPLES

PHAZE Broadcasters Inc.'s programming will be guided by the following principles. These principles direct the Board, Programming Committee, station managers, volunteers, presenters, and program makers.

### Community-Led

- Reflective of the local community's diversity, cultural makeup, opinions, and local issues.
- Inclusive of content produced by or in consultation with under-represented groups and voices not adequately served by other media.

### Compliant and Ethical

- Compliant with all legal obligations and regulations.
- Free from discriminatory, defamatory, or harmful content, and aligned with contemporary community standards.

### Accessible and Inclusive

- Designed to be accessible for people of varying backgrounds, abilities, and ages.
- Encourages meaningful participation from community members, including volunteering, production, presentation, and feedback.

### Transparent

- Programming decisions should be transparent and based on editorial merit, community feedback, and station strategy—not influenced by sponsors or external commercial interests.

## 4. PROGRAMMING DECISIONS

### Local Content

PHAZE Broadcasters Inc. will broadcast content that reflects the local community's interests and issues, including:

- Local news, current affairs, events, and interviews.
- Stories, issues, and voices that are of local significance to the community.
- Community announcements and outreach information.

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### Diversity of Voices

Program planners must strive to include a diverse range of voices across the schedule, including:

- Individuals with lived experience relevant to topic discussions.
- Representatives from community groups, neighborhoods, and cultural backgrounds.
- Diverse perspectives on social and local issues.

### Australian Music

Music programming must comply with relevant requirements for Australian music, including:

- At least 25% Australian music of all music broadcast each calendar month (exceptions may apply depending on program type).
- Programming staff should use resources such as AMRAP (Australian Music Radio Airplay Project) to discover and legally access new Australian music.

### News & Current Affairs

News and journalistic content must:

- Present factual material accurately and impartially.
- Clearly distinguish news from commentary or opinion.
- Represent a breadth of viewpoints fairly, avoiding omission of relevant context.
- Exercise special care on contentious or contested issues to avoid misinformation.

## 5. CONTENT RESTRICTIONS AND STANDARDS

PHAZE Broadcasters Inc. will not broadcast content that:

- Is likely to mislead or cause public alarm by simulating news or events.
- Presents harmful or illegal behavior as desirable.
- Promotes hatred, violence, discrimination, or vilification of individuals or groups.
- Discloses private personal details without consent.
- Contains profanity.
- Has sexual references.

## 6. EMERGENCY BROADCASTING

The Programming Manager will maintain written guidelines to support presenters in content decisions related to emergency broadcasting. Where emergency broadcasts are provided:

- Procedures for emergency activation, accurate dissemination, and coordination with emergency services will be documented and regularly reviewed.
- Presenters trained in emergency broadcasting protocols will be engaged.
- Emergency messages will be factual, timely, and relevant, with additional language support where feasible.

## 7. SPOKEN WORD & SPECIALIZED PROGRAMMING

Spoken word programs (talk shows, interviews, magazine shows) must:

- Serve listeners' information and cultural interests.
- Encourage dialogue with community members and local organizations.
- Avoid content contrary to ethical standards, including unsubstantiated claims or harmful material.

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## 8. POLITICAL MATTERS

PHAZE Broadcasters Inc. will comply with all legal obligations regarding political content:

- Political content broadcast at the request of another person must include required authorization particulars (name of party/person and location) and be announced clearly at broadcast end.
- Program makers must consult relevant guidelines and resources before scheduling political content.

## 9. PODCASTING & ONLINE CONTENT

Podcasting and online extensions of broadcast programming must adhere to:

- All applicable regulations and standards for on-air content, including diversity, inclusion, news accuracy, and Australian music quotas.
- Legal licensing and copyright requirements for music, interviews, and third-party material.
- Editorial oversight consistent with **PHAZE Broadcasters Inc.** standards.  
Presenters wishing to syndicate content must seek approval and ensure compliance with relevant standards.

## 10. PROGRAM REVIEW & EVALUATION

The Programming Committee will:

- Conduct ongoing performance reviews of programs and schedules.
- Monitor compliance with this Policy and the relevant Codes of Practice.
- Seek and review community feedback regularly.
- Report findings to the Board annually.

## 11. ROLES & RESPONSIBILITIES

### Board

- Approves the Policy and major programming strategy.
- Ensures compliance oversight.

### Programming Manager

- Implements the Policy operationally.
- Oversees schedule planning, presenter training, and compliance checks.

### Presenters & Volunteers

- Participate in training.
- Adhere to programming standards in content creation.

## 12. COMPLIANCE & REVIEW

This Policy is to be reviewed at least every three years or earlier if required by changes in regulation, technology, or community needs.

Non-compliance with this Policy may lead to the review of presenter privileges, suspension of broadcasting rights, or referral to the Board.

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### 13. STUDIO BEST PRACTICE

PHAZE Broadcasters Inc. is committed to maintaining safe, professional, reliable, and compliant studio operations to support high-quality programming and regulatory compliance.

#### Access to Studios

- Studio access is restricted to authorized presenters, volunteers, and staff who have completed required training and induction.
- Visitors may only enter studios with prior approval and must be supervised at all times.
- Security procedures (keys, codes, sign-in logs) must be followed to protect equipment and ensure workplace safety.

#### Presenter Responsibilities

Presenters and producers must:

- Arrive in sufficient time to prepare programs and conduct sound checks.
- Ensure the correct operation of broadcasting equipment before going to air.
- Monitor output levels to avoid distortion, dead air, or technical faults.
- Maintain continuous supervision of live broadcasts.
- Log any technical issues, incidents, or near-misses immediately after broadcast.  
Failure to follow studio procedures may result in retraining, suspension, or removal of studio access.

#### Broadcast Continuity & Technical Standards

- Presenters must follow station-approved procedures for program transitions, pre-recorded content playback, automation systems, and emergency overrides.
- Dead air, unattended studios, and unscheduled content are not permitted.
- All programs must comply with transmission standards to ensure clarity, consistency, and reliability for listeners.

#### Content Compliance in the Studio

Presenters must ensure that all material broadcast from the studio complies with:

- PHAZE Broadcasters Inc.'s Programming Policy.
- Copyright and licensing requirements.
- Spoken announcements, sponsorship credits, and political matter authorizations must be delivered accurately and in full.

### 14. TRAINING & COMPETENCY

- All presenters and producers must complete:
  - Initial studio training.
  - Periodic refresher training.
  - Additional training when equipment or systems change.
- Competency assessments may be conducted to ensure ongoing compliance and broadcast quality.

### 15. EQUIPMENT CARE & ASSET PROTECTION

- Station equipment must be used responsibly and only for approved purposes.
- Damage, loss, or malfunction must be reported immediately.
- Personal recording devices or external media must not be connected to studio systems without approval.

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