



## Macarthur Community Radio Association Incorporated

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### UPDATE – November 2017

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#### President's Report

Welcome to November's Edition, several reports detailing various activities within our Group. I would like to take this opportunity to wish everyone a Merry Christmas and Happy New Year. As 2017 draws to a close and 2018 brings New media Landscape.

I along with fellow Member Laura Bradshaw attended the CBAA National conference held on the Gold Coast. Turn page now if you wish to see Laura's report, otherwise keep reading.

We both mingled and met a lot of likeminded individuals whom together form a Creative Community Collective Of Volunteers. (CCCV) The passion and enthusiasm is infectious, and re energises you to focus on the best outcomes for our Group.

All of what I attended is on our Facebook page, with the exception of one session on PODcast which really was a reflection from those conducting it about themselves. Like most podcast media it's a lot of spoken word no music content. Apart from production music. Certainly in my view a wasted space in the broadcast media. It's good for going to sleep with someone whispering boring waffle in your ears.

Unlike last year we Live Streamed CBAA Content from the Conference, so I hope those whom couldn't attend in person did so online.

We will be conducting the CBAA "Health Check" Q&A which looks at our groups governance procedures, returning a score on how well we are doing. This will point to areas of improvement. I would say we have a huge way to come and won't get a good report.

A Highlight was the Station Visit 4CBR "Magic Moments" a 50's plus Licensed for this community demographic. Their program ALL CONTENT including Music. The announcer comes in, sits behind the microphone and does as the script says.

Amazingly they have a huge following and are self-sufficient in every way including the studios transmission and financial situation with sponsorship and fundraising all making it work in their Community. The Community funded the purchase of land where the studios are located. They asked the public to buy a square metre of soil. Studios located in the industrial area. Look at the videos on Facebook of this visit.

Overall was an Excellent CBAA Conference and I will be attending next year, and Laura B has registered interest to do so.

Onto other topics. CBF funding is allocated for Round 2. We were successful with Operational and Development in Transmission Grant of \$5,700. Which was gained due to our Cultural content in our programming. Because no infrastructure funds any plans for studio upgrades is on hold. Nobody applied for Content Grants so No Money for Ethnic Programming in this round.

Basically if you want new stuff and money to help produce programs.... Get off your Bum and propose something in writing. Just making noise is useless like a STL going Hmmmmmm.

These funds are already spent. A Solar solution is coming to our transmitter site. Saving Money on our Power consumption. As does Broadcasting within our License specifications.

Following face to face "colourful to say the least", discussions with the land owner, we have tripled our Transmission Compound footprint without any additional costs. All within our current written agreements. Regular maintenance is required and I believe the Vice President has that in his report.

The RVR STL Transmitter was picked up recently and will be returned repaired before Christmas. Until it is we are on the Standby trusty Old Bertha TX STL unit. Was good to get it back in Operation. Thanks to Nathan Fisher and qualified technicians help.

Updating of various documents has happened and you need to be aware of them. They are published here and online.

These rules are long standing ones but seem easily ignored. Doing so will cause your Membership to be in question. Same with signing your full name and signature in our Entry Register. If you are unable to do so and a medical certificate is presented, as a valid reason, we will find another way for this to happen. But signing in with a diagram of a "penis" is **NOT** acceptable to anyone, nor tolerated by our Group. Any agreements previously signed weren't with this management team. So either follow our Rules or leave ...today, before the Membership tell you to go. No 'D' heads allowed in our Group, all those in favour say..... So.

Working with children check number, have you got it yet? I have mine and it's with the Secretary. Every member must have this completed by 31st December, 2017. No exceptions or excuses Accepted. It's FREE and easy to apply.

THE WIRE a Multi Station indigenous Current Affairs Program. Was moved from Drive time to 9pm weeknights. This was due to operational issues affecting CRSL. It now seems to become a "I don't want it in my Program" Just like the 2nd Sydney Airport was back in the days of protest. It's a Quality Program well produced and it saddens me. The point of Community Media is to Foster, Engage and Tolerate all within our Community. The noise I'm hearing is not listenable. So unless the Program SCom come up with a better solution for Management to consider. THE WIRE. Is Scheduled @ 9pm put to Air by the Night time Announcer.

"Less Is More" you will Hear Me use this Term often. WHY? Because saying something for the sake of hearing your own voice is nice for you. When you're announcing every little step you're about to make On Air

“it ain’t Radio”. Same as when you say “ I’m off to pay the bills” Not really, that’s the Treasurers job. “Less Is More” I don’t hear anyone else in Radio say “ I’m going to play Sponsors an CSA etc , etc” with some of our Announcers you do hear this. Saying “Less is More” for our Listener. Knowing what your about to say to listener even by scripting it. Say it and move on by playing content. No waffle Ahhh an Arms.

Even in production too much music Intro then waffle chat, 15-30 Seconds is all required. In n Out, Cut n Shut. It’s like the New Whatever the Weather Intro. “Less is More” Came in affectively, took out the point n fm from 100.3fm. Even dropping THE just “Sounds Of Macarthur” this is our Brand.

And with Digital I’m talking DAB + No reference to call sign 2mcr or Frequency 100.3 fm. Just the Brand “Sounds Of Macarthur” Just like our App which was a huge hit in the way we marketed it on our business cards.

Our Christmas Luncheon will be held at Cabra Vale Diggers CRSL. With the Star Buffet Menu. Sunday 10th December 12 Noon. It’s book prior and pay on the day. Booking reference is “Sounds Of Macarthur” final confirmation of this at General Meeting, Monday 27th November 7.30pm @ CRSL.

Have a Family Fun silly season and make it safely home in the New year 2018.

Best Wishes Rodney Simpson President.



Rodney and Laura at the CBAA Conference

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### Vice Presidents Report November17

It has been a busy start to the term. Having taken on multiple roles there is a lot to do. I have offered some of the workload to fellow members to no avail. If you would like to assist with Marketing and Promotions please contact me and I can fill you in.

In reviewing the training manual that is currently in place, I have found there to be some areas that can be improved. I will draft what I feel needs to be in the manual and shall seek the opinion of some of the experienced persons in our membership before implementation.

A working bee shall be scheduled over the Christmas/New year’s break to visit the transmitter hut and conduct some more tidy up work. We need to maintain the grass around the hut. This will keep the landowner happy.

I have noticed a few members are choosing not to use the foam windscreens on the studio microphones. Understandably, some members may see them as a health concern however they serve an important role in the broadcast side of things. These windshields help by reducing the harshness and sibilance’s in spoken words. Without the windscreen on the microphone, sensitivity is increased and begins to distort on “S’s” and “P’s”. Further to this, by removing the windscreen you are now talking directly into the microphone, this becomes a health concern, as there is no barrier to prevent contaminants hitting the microphone and being passed on.

The windscreens in the studio are spayed with Glen20 regularly to try to avoid nasty’s hanging around. If you are not comfortable in using the supplied windscreen, you are welcome to supply your own. If you cannot find where to get one, I can assist and provide them at cost for you. The ultimate goal is for every one using them.

#### Technical

We recently visited the transmitter site and gave it a tidy up. Whilst there, we met with the landowner and will be reviewing our lease with an increased footprint for Solar, heading towards an off the grid solution. We have secured the transmission facilities both at the station and at the transmitter. The locks have been replaced with a registered key system, which means that the keys cannot be copied without the written permission of Management. This was done to remove those who do not need to be accessing the facilities.

On the visits to the transmitter hut it was noted that the transmitter was set well above our licensed limit. This has been rectified and we are now broadcasting at the correct level. ACMA have every right and power to conduct random sight visits and if found to be in breach we can *and will* lose our license. They are looking at us as we keep hassling them for a digital trial. *We want to be the first digital Radio station in the Macarthur.*

The STL had developed a Hum and has been swapped out with a temporary solution. The settings are at best guess, as we do not have a user manual for the TX unit. However we are on air. The faulty STL will be repaired and put back into operation on return. Once it has been returned, we will have an industry leader come to the station and provide an audit and feedback on any improvements needed in the broadcast chain.

The new Computer server will be in operation over the next few weeks. Please keep your membership cards on you at all times, as your username will be that which is printed on the card.

### Sponsorship

Although we have lost 1 or 2 sponsors over the last couple of months, you may have heard some new content. I am pleased to let you know, that we have filled our sponsorship roster. I will be working with our Scheduler, Mike Hayes to see what we can do to increase the slots and still provide the same service.

### Programming Managers Report November 17

In addition to the below, which was emailed out.

We successfully broadcasted live, the Fishers Ghost parade on the 4<sup>th</sup> of November.

This was done with the help of Mike Stewart and Rodney Simpson. I would also like to thank those presenters whom came into the studio and conducted their shows with the possibility of being interrupted for the benefit of the community. The connection rate was maxed out at 384Kb/s. this provided audio so clear that it was near impossible to differentiate between us, and commercial stations. This was noted by not only our members but, those that we were working with. Our broadcast was even used to link the multiple PA systems throughout the day.

The Programming subcommittee has had a great response. I have had 5 members come forward and nominate. As per the rules I can only accept 4, to do this there will be a ballot and ultimately the membership will choose who is on the subcommittee.

The following members are the nominees.

- Dennis Millwood
- Glen Burns
- Steve Likoski
- Lina Miller
- Laura Bradshaw

The assistance from these members is greatly appreciated.

I must also re-enforce what to do if you cannot make your shift.

- It is up to you to find a replacement
- once a replacement is found, notify the program manager
- if you have exhausted all avenues, and cannot find a replacement, advise the presenter prior to you that they are to put overnights on.
- Notify program manager.

It is not the responsibility of the program manager to fill in your time slot. We will assist where necessary and if needed. Most members are following the procedure, however there are 1 or 2 whom think it does not apply to them.

“Original Email”

The program manager has a dedicated phone number to be contacted on. **0498 094 562**

This number is to be used to contact the program manager when;

- You cannot find a fill in for your time slot
- You have content you wish played on air
- You have an idea or initiative you want to implement into your show.

The above can also, and is preferred to be, sent to the email address [program@2mcr.org.au](mailto:program@2mcr.org.au).

You will have noticed that the Tie line field unit has been put to use in the past few months for what were termed Outside Broadcasts. We have invested a small amount of money into the equipment and am pleased to let the members know that the last broadcast was done on Friday the 20<sup>th</sup> of October. The Tie line now connects to the station at a maximum data rate of 256Kb/s. this is an improvement on 9.6Kb/s. this speed was achieved from within the studio walls, where previously, we were lucky to get a connection at all. In the future we are looking at more Broadcasts. They will now be known as “**Community Engagement Broadcasts**”. The next will hopefully be on Saturday Night for the Annual Fishers Ghost Parade.

If you would like to get involved with these broadcasts please contact me.

- There is lifting involved so you will need to be physically able to carry the equipment.
- I will train you on the setup and operation of the equipment, so you can produce quality Broadcasts.

If you have an idea that you want to implement as part of your show i.e. remote traffic reports. Please send an email detailing how, when and who. We will discuss with you whether it is feasible and worthwhile.

To make my job easier, I am calling on the membership to form a Programming Standing committee.

The standing committee will be responsible for but not limited to;

- Time slot allocations at the next round
- Monitoring and critiquing shows – there is no such thing as negative feedback, it is points of improvement.

- Assessing new presenters for suitability to go to air after training – this also assesses the training being done to ensure that it meets the needs of the station.
- Reviewing Sponsor content and production

Should you wish to volunteer your time to this committee please let me know via email. As a standing committee, the plan will be to meet about half an hour prior to an Mcom or General meeting each month to discuss programming business. The times for the meetings will remain flexible so that we can be inclusive to all.

The standing committee is open to all financial members and will consist of no more than 4 members + Program Manager + 1 other from Mcom.

It has been brought to the attention of management that modifications were made to the overnight program a few weeks ago. Those involved have been spoken to. A lot of work goes into the scheduling of the overnights as well as other presenters programs. I would like to remind all members that at no time, shall you interfere with other programs. This includes the overnights.

Management is looking into ways of automating the scheduling with the current software, this is not to automate the station. It will make sponsor playout easier as it will populate the add player when needed, so that all the operator needs to do is press play. This will allow the operator to concentrate on producing a top quality show without the added need to think about sponsor playout as well.

Nathan Fisher

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### Report from Community Broadcasting Conference Laura Bradshaw

I had the pleasure of representing the station at this year's Community Broadcasting Conference at the Gold Coast Exhibition Centre with Rodney Simpson and found it to be very informative, with a fantastic opportunity to discuss our station with numerous other industry professionals.

I attended a number of forums, discussions and workshops as listed below :

- Key note address : The power of positive human collisions (Guest speaker Tania De Jong)
- Debate : Is community radio about the listener or the person on air?
- Women's forum : Women in community radio
- Media Lab : Skills Boost 1 - Interviewing the field
- Workshop : A roadmap to building a strong station
- Media Lab : Skills Boost 2 - Editing techniques
- Workshop : Tech boot camp for the non-technical
- Media Lab : Skills for all - Smart phone journalism (Presented by senior ABC reporter)
- Discussion : Should you make a podcast?

These sessions provided me with valuable information and insight which I am happy to share with you all individually should any of these topics be of interest.

I was also honoured to attend the Community Radio awards Gala Dinner which was an amazing evening (especially being my birthday!!!!) which could only be made better by seeing The Sounds of Macarthur and it's volunteers nominated for the array of awards on offer. I now have an understanding of the awards categories, and what the station and it's announcers need to do in order to be nominated for these awards. I am of the belief that **we have the calibre of volunteers within our organisation to not only be nominated, but also to WIN these awards** and (if I'm allowed) will set out in the New Year devising and implementing procedures in order to make these goals happen.

Please feel free to talk to me about your ideas on making this happen, I am more than happy to get everyone's input.

May I take the opportunity to thank everyone at 100.3FM for giving me the opportunity to attend the conference and finish by saying "This is **YOUR** station" (as said on our station I.D's) - we only get out what we put in!!!

Laura B  
Station Announcer

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There are more than 450 community radio licensees located around Australia. Community radio stations operate in towns and cities across Australia with the largest proportion located in regional (such as 100.3) areas (41%), a further 25% in rural areas and 34% across metropolitan and suburban locations. Stations serve the many needs and interests of local geographic communities and/or specific communities of interest - including youth, senior citizens, arts, fine/specialist music, educational, Australian music, sport and other specialist interests, as well as providing specific services for ethnic, Indigenous, religious communities and people with print disabilities. Community media distinguishes itself from other media by actively promoting access and participation in the processes of media operations, administration and production. Community broadcasting is volunteer driven with almost 25,000 volunteer broadcasters and support staff helping to deliver media 'for the people by the people'. The sector provides invaluable opportunities for community access, participation, training, experimentation and innovation in radio and television production.

Australia's first community radio station was Radio Adelaide (5UV) licensed in 1972. The sector has developed rapidly over its 40 year history.

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**President Rodney Simpson received this email recently.**

*Good morning, The historical society have recently been given a donation of 'old' photographs from the Campbelltown Chronicle newspaper. These were to have been dumped if no one wanted them. One photo relates to 2MCR. If you could give us any information regarding the time and situation in which the photo was taken we would appreciate it. 2MCR is a part of Campbelltown's history which we wish to record. Written on the back is the date 27/7/95 and the text "Chris Aitken and Ralf E Parker prepare for the launch of MCR (community Radio) Would this have been in the Ingleburn office and would "launch" be the correct wording, I read that the station was opened much earlier.*

*Photo attached*

*Kind regards*

*John A White, Vice President  
Campbelltown and Airs Historical Society  
1947-2017 - Celebrating 70 years*

**I replied:**

*Afternoon John,  
The Attached Photo is of A Very Young Chris Aitken. Whom is a Continuing Supporter of our Group. With his Business WEB HUB. I have included Chris in My Reply, so he too can reflect on that time.*

*Photo was Taken in the Back Studio. in Radio House Carlisle Street Ingleburn. Back in the Early 1990's Campbelltown City Council gave our Group the Use of this House. All for the Yearly Rates Bill was our Rent. Until it was demolished, making way for more Car parking.*

*The House Was Haunted as President back in 1995/96 I Recall a Dark figure which would walk the Hallway late at Night. and when it passed you a Chill in the Air would follow soon after. Doors that were firmly closed would Open as if Someone was Forcefully opening them. Totally unexplainable because All External doors were Closed and locked. The Toilet would Flush by its self. and it was an OLD style Loo, with the Pull a Chain system. This happened to me a few times and I decided Never to Stay Late, Alone in that House.*

*Chris might like to share Memories of his Time, after seeing the Photo.  
Rodney*

**I forwarded this to Chris and here is his reply.**

*Rodney*

*WOW... this photo is a blast from the past!!!!*

*This would've been taken not long after Ralph E Parker and I recorded a 4 track EP of his original songs right there in that exact studio. Ralph played the guitar and sung, and I programmed up the drum tracks on my old drum machine and played a little bit of lead guitar, and even made up a melody on a harmonica on one of the tracks (I'm certainly not a Harp player!!!).*

*The word Launch may very well be correct as I believe it was around the time of MCR going from temporary test transmissions, to full time on the air thanks to a change in the ABA rules for stations not yet fully licensed.*

*Oh I remember that room SO very well. I spent a great deal of time in there. A little over 12 months before this pic was snapped, I had a motorcycle accident and I had pins and bars around my left arm, and 2MCR became very much a part of my rehabilitation, not on a physical level but on a mental level. As I was no longer able to work due to constant physiotherapy, I was able to volunteer almost on a daily basis at the station (yes it certainly was Radio House at Carlisle St in Ingleburn)... The friendships I made during my time at 2MCR I will never forget. I joined in 1993, 2 years after I left High School, until around 1999 when life, family and other commitments led to me not being able to be an active member any more (I had only just turned 21 a month earlier in this photo).*

*In fact, I still have the cassette tape EP I recorded with Ralph E. Parker upstairs in my storage. I've been meaning to bring it down one day and give it a spin... in fact, I might just climb up there and get it out this weekend for another blast from the past!!!*



*I'm saddened to hear of Ralph's passing. I have such fond memories of that lovely old fella, panelling for him with his country show, recording that EP with him, and just sitting around Radio House talking about life in general.*

*I had a very quick squiz up in the roof earlier this afternoon hoping to find a box labelled cassette tapes but it seems my box-labelling wasn't as specific as I thought it might have been. I'll try and spend some more time soon opening boxes and seeing if the tapes are in one of them. Once I find it, I'll certainly be able to digitise it and send it up. I've been wanting to have a listen to it for the last 20 years or so too.*

*I posted this photo to my personal Facebook page, and my mum mentioned she still has the actual article that appeared in the Chronicle back in 1995 in her collection of stuff. If you are interested, I can get her to take a photo of it and send it through. I'm sure the article that went with the photo would explain more about what was going on at that time.*

*An interesting note, that photo you sent seems to be one of a few which were taken by the paper, but the one they used was a slightly different photo, from a slightly different angle.*

Regards Chris Aitken

<https://www.facebook.com/thewebhub/>

<http://www.thewebhub.com.au/>

### Dates to put in your Calendar

<p><b>General Meetings for all members</b> 7.30PM at Cabra Vale Diggers, Campbelltown RSL Club. Supper with Sandwiches, Coffee &amp; Tea Supplied from 7pm on the following dates:</p> <p>Monday 27th November 2017 Monday 26th February 2018 Monday 28th May 2018 Monday 28th August 2018 Monday 26th November 2018 <b>Monday 24th Sept 2018 AGM</b></p>	<p><b>Monthly Committee of Management Meeting Dates, 7.30pm</b> SCom (Standing Committee) Meeting's, 7pm.</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;">Monday 4 December 2017</td> <td style="border: none;">Monday 2 July 2018</td> </tr> <tr> <td style="border: none;">Monday 15 January 2018</td> <td style="border: none;">Monday 6 August 2018</td> </tr> <tr> <td style="border: none;">Monday 5 February 2018</td> <td style="border: none;">Monday 3 September 2018</td> </tr> <tr> <td style="border: none;">Monday 5 March 2018</td> <td style="border: none;">Monday 8 October 2018</td> </tr> <tr> <td style="border: none;">Monday 2 April 2018</td> <td style="border: none;">Monday 5 November 2018</td> </tr> <tr> <td style="border: none;">Monday 7 May 2018</td> <td style="border: none;">Monday 3 December 2018</td> </tr> <tr> <td style="border: none;">Monday 4 June 2018</td> <td style="border: none;">Monday 14 January 2019</td> </tr> </table>	Monday 4 December 2017	Monday 2 July 2018	Monday 15 January 2018	Monday 6 August 2018	Monday 5 February 2018	Monday 3 September 2018	Monday 5 March 2018	Monday 8 October 2018	Monday 2 April 2018	Monday 5 November 2018	Monday 7 May 2018	Monday 3 December 2018	Monday 4 June 2018	Monday 14 January 2019
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Monday 4 June 2018	Monday 14 January 2019														
<p><b>The above dates and times are subject to change.</b></p>															

### Your Committee of Management Office Bearers.

**President**

[president@2mcr.org.au](mailto:president@2mcr.org.au)

Rodney Simpson – 0438 452 305

**Vice President**

[vicepres@2mcr.org.au](mailto:vicepres@2mcr.org.au)

Nathan Fisher – 0498 094 562

**Treasurer**

[treasurer@2mcr.org.au](mailto:treasurer@2mcr.org.au)

Robyn Manning – 0402 217 570

**Secretary**

[secretary@2mcr.org.au](mailto:secretary@2mcr.org.au)

Remington Ball – 0447 452 171

**Sponsorship Sales**

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Nathan Fisher – 0498 094 562

**Program Manager**

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Nathan Fisher – 0498 094 562

**Membership Services**

[membership@2mcr.org.au](mailto:membership@2mcr.org.au)

Gordon Manning – 0412 996 915

**Office Services**

Trevar Langlands

[feedback@2mcr.org.au](mailto:feedback@2mcr.org.au)

**Social Secretary**

Marie Rutledge -0414 327 941

**Off MCom Roles are held by fellow members contactable Via Email.**

[engineer@2mcr.org.au](mailto:engineer@2mcr.org.au), [marketing@2mcr.org.au](mailto:marketing@2mcr.org.au), [online@2mcr.org.au](mailto:online@2mcr.org.au),  
[programassist@2mcr.org.au](mailto:programassist@2mcr.org.au), [training@2mcr.org.au](mailto:training@2mcr.org.au)

Your welcome to get Involved, as Standing Committees are formed. (SCom) which will assist Management in Operational Decisions.

These Members contribute additional hours in Community Service at No Charge to You.

We appreciate them and do please give them some thanks whenever you can.

Over 5 million Australians listen to their local community radio stations each week, while the five metropolitan community television services have a collective estimated national audience of a further one million viewers.

Today community broadcasting is Australia's largest independent media sector. There are now around 500 services provided by over 444 independent, community-owned and operated, community broadcasting organisations.

The [CBAA website](#) is the window to Australian community broadcasting. It has information and statistics about community broadcasting, a search facility for community radio services in your area and many other sector resources.



Macarthur Community Radio  
Association Incorporated

**2MCR Member – Presenter Agreement**

Title	Surname	First Name	Group or Association Name
Acting on my own behalf or representing the above Group or Association			
Home Address :		Post Code :	
Postal Address : <small>Leave blank if same as above.</small>		Post Code :	
Contact Numbers	Home:	Work:	Mobile:
Email Address:			
Programme :		Other Volunteer Positions :	

1. I accept the duties as outlined in the attached duty statement. I have read and understand my responsibilities as a Presenter / Member / Volunteer on 2MCR Macarthur Community Radio and obligation towards me.
2. I will comply with all Codes, Regulations and Legislation relevant to Macarthur Community Radio, (2MCR) and Community Broadcasting Stations and I undertake to read and comply with any Rules and Regulations which are communicated to me from time to time in writing.
3. I accept responsibility for the content of my Program and I agree to comply with media law requirements including defamation, contempt of Court, Copyright and anti-discrimination laws as communicated to me in writing when applicable.
4. I must inform the Management, in my Membership Application to 2MCR, if I have had a **criminal conviction** in the past five years.
5. I recognise that I may be liable for actions, suits, claims, losses and/or damages as a result of my comments or conduct on air. (OR I accept personal liability for any Insurance policy excess payable by me as a result of my comments or conduct on air)
6. I agree to accept directions and decisions made by the Management Committee on Program content including Sponsorship Announcements; presentation and technical quality; on air conduct, access to Station premises; use of Station Equipment and Property; strategic planning; risk management and Occupational Health and Safety; I also agree to undergo specific accredited training prior to my acceptance for doing an on air Program.
7. I will comply with any changes in broadcast times as required by the Program or Management Committee.
8. In relation to the transmission of my Program, I agree to be at the Station premises ready to present my program, a minimum of 30 minutes prior to broadcast time and provide Management at least 7 days' notice in advance for any planned long absences. **I must also be clean, tidy and neatly dressed.**
9. If I am unable to attend my Program I must arrange a substitute personally, (another accredited and qualified person to do my on air-shift), and: I will inform 2MCR Management of my intentions by phone or in writing as per my Program Application. I will also treat other Volunteers, guests of the Station, Staff and Management with consideration and respect. I will also not abuse my position at 2MCR nor any person at 2MCR for any reason.
10. I will inform Management, within 24 hours, of any complaint concerning my Program or any incidents that might lead to a complaint
11. I acknowledge that material broadcast on Macarthur Community Radio, (2MCR), is the property of the Station and that such material may only be sold or rebroadcast through outlets with the permission of the Management. I accept that when such material is sold to an outlet on a commercial basis, the proceeds will, in general, be shared 50/50 between the Station and the Program maker/s. (OR I accept that Radio 2MCR retains the ownership and copyright of all works which it specifically commissions; e.g., Station and Sponsorship announcements. As a Volunteer, I retain copyright of all other works that I personally create for public broadcast).

12. I accept that Radio 2MCR will take every care with any recorded material left by me at the Station but cannot accept any responsibility for loss or damage.
13. I will treat listeners with respect and *maintain a professional distance* from listeners both within and outside broadcast hours.
14. **At all times in the production and presentation I will:-**
- Not knowingly broadcast questionable or potentially offensive material or swearing at any time, if suspected I will play a prior Warning.
  - Make no sexual references, innuendo and comments that may be perceived as being suggestive of illegal sexual conduct in any form.
  - Not be abusive, insulting or demeaning to listeners on or off air, and I understand that **smoking is prohibited** within the premises.
  - Not enter any studio during the time of **two (2) minutes before the hour and /or seven (7) minutes after the hour**, or when the **ON AIR** light is on, (unless the on-air presenter permits it).
  - Not discuss my own personal matters or those of any other presenter on or off air when presenting their program publicly.
  - Never give out private phone numbers, private addresses or emails of any presenter to listeners or over the air.
  - Not broadcast material promoting overt political views, a political party, a religion or religious belief system unless authorised by Program Committee according to Station Rules, A.C.M.A. Guidelines and the Codes of Practice.
  - Not discuss internal work place or Community Radio Network (C.R.N.) satellite service issues, or the affairs of any Community broadcaster on air.
  - Never make comments or play out any material intended to confer or infer commercial gain to presenters or their associates.
  - Know that all allocated shows are negotiable and the availability of more than one show will depend on the number of applications received.
  - If my program has not been attended by me after three (3) shows, (without a reasonable excuse), then I will forfeit that show and time slot. The time slot will be then filled by the next qualified awaiting presenter in line for an on-air shift that he or she has applied for.
15. I will treat Station and outside broadcast (O.B.), equipment, facilities and property carefully. I will use Station and O.B. equipment, facilities for the production and preparation of my Program only. Not for any other purpose without prior consent of the Management. I will not remove Station equipment or property on any occasion without first obtaining permission from the Management Committee.
16. I will not change or alter any cabling within the Studio or the OB Unit, except with permission of the Management Committee and then on condition that I return the Studio to the standard configuration as it was prior to re-arrangement.
17. I will not consume alcohol or recreational drugs within the entire premises, nor will I be intoxicated when attending the premises and I will not consume food within the on air Studios or invite guests into any Studio without permission of the Management; (with the exception of guests to be interviewed on air during normal business hours). I will also **not** have anyone else, but a financial Member or Presenter with me in any 2MCR Studio whilst doing my program after normal business hours, of Monday to Friday 9am to 5:00pm. If I set off the Alarm at any time, entering or leaving, (during my visit to 2MCR), I will be liable to pay the full penalty set out by the Security Company and the RSL Club Ltd, even if my approved visiting guest/s set off the alarm.
18. I understand if I do not sign or agree to everything stated on this document then I may not be accepted as a Member of the Association. I agree that any breach of the above set out conditions listed may result in the suspension of my broadcast rights and may in some situations lead to the termination of my Membership. I acknowledge Macarthur Community Radio's Grievance procedures appropriate for Conflict Resolution.

***This Agreement supersedes all prior Agreements signed and entered into by the herein parties and this Agreement shall be binding until a new Contract is agreed by a parties concerned as attested by Signatures of the parties affixed below.***

<b>Members Name</b>		<b>Signature</b>		<b>Date</b> .... / .... / .....
<b>President or Committee Members name</b>		<b>Signature</b>		<b>Date</b> .... / .... / .....



Macarthur Community Radio  
Association Incorporated

### Station Volunteer's Duties Statement

#### On Air Presenters, Production, Sound, Technicians and Studio Volunteers

1. In accordance with the pre-set rules of the Association, a Presenter must be in the Station at least 30 minutes prior to going to air in the on air Studio, otherwise the Presenter to do the shift will be deemed absent without reason. All other matters are in the signed Members/Presenters Agreement.
2. The Presenter awaiting to go on air, must give the on air Presenter his or her first CD or tell the Presenter the first music track they wish to start their Program with, at least 10 minutes before the take-over time. The Presenter must play all relevant announcements at the allocated times and play the News Pointer at the designated time just prior to crossing to the National CRN News broadcast.
3. The Presenter must present a professional on air Program and be in complete control of the Studio Panel as well as announce all items deemed for the purpose of producing a good quality, well organised smooth running Program for the Broader Community listening audience.
4. The Presenter must at all times, keep the on air studio clean, neat & tidy while he or she is occupying the Studio and must not consume any meals while in the on the air studios, with the exception of tea, coffee, other beverages, and/or cake or biscuits and must be mindful not to have any of the aforementioned immediately near any sensitive equipment.
5. The Presenter must not give out over the air, any Private details without the express permission of the Management Committee and in particular not give out or broadcast the private on-air interview telephone number in any case, other than with the intention of performing an interview with another person for that specific purpose.
6. Other reasonable duties may be outlined & directed by the Management Committee from time to time and all Station Rules, in accordance with the Articles of the Association, Codes of Practice as amended, must be followed.

#### Other volunteers working in the radio station

1. In accordance with the pre-set rules of the Association, all other volunteers would be best advised to follow the directions of the Management Committee, as set out in the Articles of the Association, Codes of Practice and the posted Duties and Responsibilities of volunteers. All other matters are in the signed Members/Presenters Agreement.
2. All Volunteers, including Presenters & visitors), must eat any meals outside of the on air Studios and will be permitted in and around the general office, being mindful to not place anything immediately near sensitive equipment such as Computers, phones, paperwork, files or Printers.
3. Duty office staff are to remind any person intending to enter a studio, that they do so in accordance with the instruction posted on the studio door.
4. Office staff are requested, that while they may be the only one in the office at 4he time, they need to answer the telephone as soon as practicable and as professionally as possible; e.g. **"Good morning Good Afternoon, 2MCR - may I help you"**. Then proceed with any reasonable request of the person on the other end of the telephone.
5. If the duty office staff are able to type up notes or other relevant Community News, then it would be most helpful to on air Presenters, in a summary form & marked URGENT if necessary. All Volunteers must at all times, keep the work office clean, neat & tidy while he or she is working in the Office.
6. Other reasonable duties may be outlined & directed by the Management Committee from time to time and all Station Rules, in accordance with the Articles of the Association, Codes of Practice as amended, must be followed.

This Duties Statement was compiled on the 17<sup>th</sup> of March 2009 (and re-formatted in Nov 2017) to assist with the administration of Macarthur Community Radio Association Inc. and all the Volunteers of the Radio Station.



Macarthur Community Radio  
Association Incorporated

## PROGRAMMING POLICY

### Policies

1. 2MCR-FM will present a diverse range of community radio programs consistent with the organisational mission and audience profile.
2. 2MCR-FM will encourage innovation and experimentation with the radio form while pursuing a listener-friendly format and programming which acknowledges how people listen to radio.
3. 2MCR-FM programming will:
  - a) explore areas of debate, information, music and cultural activities not adequately covered by other media;
  - b) encourage listeners to make their own informed and critical judgements;
  - c) endeavour to reveal insights into the social, political and cultural aspects of society;
  - d) emphasise and encourage Australian content in terms of composition and production;
  - e) present a clear and identifiable station image.
4. The station will provide links between educational organisations, specifically TAFE and Western Sydney University, and the wider community by programming which:
  - a) increases awareness of issues and opportunities for lifelong learning;
  - b) encourages discussion within and across disciplines;
  - c) involves members of the university communities;
  - d) promotes university events and activities;
  - e) assists with the universities community outreach objectives.
5. The station reserves the right to broadcast subject matter and language which some people might find offensive, if such usage is considered appropriate and justified in context.
6. The station affords listeners the right of reply to programs, subject to negotiating with the station on an appropriate form of reply and time of broadcast.
7. 2MCR-FM will observe all relevant laws, regulations and standards applicable to community broadcasting and adhere to the Community Broadcasting Association of Australia's Codes of Practice