



RULES, GUIDELINES & POLICIES

Version 7 – May 2026

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This rule book should be read in conjunction with Board Meeting Minutes should changes or amendments occur. The SWR 99.9 FM Rule Book is subject to ongoing changes.

Amendments

Version	Date Published	By	Comments
4.0	June 2014	SWR Board	New rulebook, no amendments
4.1	September 2015	SWR Board	Airtime Fees Social Media policy
4.2	May 2016	SWR Board	Airtime Fees
4.3	April 2020	SWR Board	Program Attendance
5.0	May 2024	Joanne Horder	Removal of references to "SWR Triple 9", minor updates in line with studio renovations, removal of Indirect sponsorship policy. Changes to Direct Sponsorship policy
5.1	July 2024	Joanne Horder	Showground Gate, Kent St.
6.0	May 2025	Paul Matthews	Complete overhaul and rewrite. Altered social media policy.
7.0	May 2026	Joanne Horder	Minor word amendments and updating of Airtime Semester and payments

MEMBERSHIP GUIDELINES

Contact Numbers

Studio Phone (on-air number): 02 9676 3999
Office Phone (admin): 02 9676 0999
E-Mail: office@swr999.com.au
Postal Address: PO Box 221, Doonside
NSW 2767
SWR Website: www.swr999.com.au

Constitution

Is available to view on the SWR website.
Details of the internal running of SWR 99.9 FM and procedures regarding meetings.
Please read to ensure you fully understand SWR 99.9 FM's Policies and Procedures.

Membership

Membership is divided into 3 categories:

Full Member

A member who resides in the licensed broadcast area **OR**
Someone who has been an Associate member, of good standing for three (3) continuous years, can apply to become a Full Member, at the discretion of the Board of Management.
A Full member has voting privileges.
A Full members can be part of the SWR Board of Management.

Associate Member

A member who resides outside of our licensed Broadcast area, has all privileges apart from voting or holding a Board member position.

Provisional Member

Upon applying for membership, provisional membership will be granted to new members pending approval by the Board of Management. Provisional membership holds the same rights as Associate membership.

Note: A full member may choose to have their membership recorded as an Associate member when joining SWR. For Full membership qualification rules, please refer to the SWR Constitution, Rule 2

Membership fees: \$50 inc GST

Photo ID and Proof of residency to be provided.
A member must be a *real person*. Other legal entities, Companies, Corporations, or other Associations cannot be a member of SWR.

Membership Renewal

You will be required to renew your membership annually in June. Renewal fees are \$25 inc GST
Membership will lapse by June 30 June.
There is a grace period to renew up until 30 Sept of the same year, however this only applies to Non active members. If you are a Board Member, Committee Member or a Broadcaster you must renew by 30 June.
If you join SWR within 3 months before the renewal period (June) your renewal fee will be prorated to \$12.50 inc GST

Your Address and personal details

You must keep your address details up to date.
Notify SWR Office of any changes in phone numbers, mailing addresses etc. immediately.

Your Privacy

Personal information is only accessed by Office Manager and some Board Members.

If the board feels necessary, they may allow anyone appointed in an official capacity to access this information. No copies may be taken.

No personal information will be passed onto or sold to any other person or third party without the approval of the provider.

If someone rings the office asking to contact you, they will be asked to leave their contact details. You will then be contacted and asked to contact that person back.

Member Meetings

Station meetings are compulsory unless advised otherwise.

Full members must attend SWR 99.9 FM's AGM and other member meetings.

If a Full member is unable to attend, you may nominate another full member to act as your proxy.

Your proxy must bring a signed letter to the meeting stating that they are acting on your behalf as your proxy or they may pass this onto the office prior to the meeting commencing.

Your Responsibility

As a member it is your responsibility to uphold the good name of the association. You are a station representative.

All members must treat all other members in a responsible, courteous, and friendly manner. Members who act in a manner prejudicial to the Association's interests may have their membership suspended. Refer to Association rules for details.

Grievances

If you have a complaint or wish to appeal a decision, you will need to lodge this with the appropriate party i.e. regarding programming; this needs to be resolved with the programming committee.

If a dispute cannot be resolved, a formal complaint should be forwarded to SWR office for consideration by the Board.

For further information please see SWR complaints and conflict resolution policy.

Programming Semesters

All SWR programming and Program Sponsorship is based around "52 Week Semesters".

Every semester (52 weeks), the entire programming schedule is cleared. Every broadcaster is then required to 're-apply' for airtime if they wish to present a program in the next semester.

This is to assist new broadcasters to access airtime and to ensure the changing programming needs of the community are met.

Prior to the semester end, members will receive a notice via email explaining the need to submit an airtime form if they wish to apply for airtime in the following semester.

When an application is approved, the broadcaster only holds that slot for the remainder of the immediate semester.

NO APPLICANT IS GUARANTEED A TIMESLOT.

Applying for Airtime

After completing training, you are eligible to apply for airtime.

If applying for airtime, once semester has commenced, you will need to look for a vacant available timeslot.

You need to apply for airtime (SWR Form 2).

All programs are renewed every semester when every timeslot is declared vacant.

Airtime is allocated by the programming committee, who will assess your application, determine the need of the program, and allocate a suitable timeslot.

Airtime forms are accepted in **ONE** members' name **ONLY**.

Payments

SWRs income is made up of membership and airtime fees.

These pay for things such as new and replacement equipment, services, and administration.

All payments must be made by the published deadline. Airtime fees are not refundable unless approved by the Board of Management.

A penalty fee of \$5.00 per week may be applied to overdue airtime bills until fully paid.

For more details, please see airtime payment in the "Your Airtime" chapter.

VOLUNTEERING PRINCIPALS

"A volunteer provides a service through an organisation, by choice, without financial remuneration and for the benefit of the community." Even though you are a volunteer, it is expected that all work is given the same commitment and consideration as paid work, and it is carried out to the best of your ability.

Principals of volunteering

- Volunteering benefits the community and the volunteer.
- Volunteer work is unpaid.
- Volunteering is always a matter of choice.
- Volunteering is not a compulsory undertaking to receive pensions or government allowances.
- Volunteering is a legitimate way in which citizens can participate in the activities of their community.
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs.
- Volunteering is an activity performed in the not-for-profit sector only.
- Volunteering is not a substitute for paid work.
- Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers.
- Volunteering respects the rights, dignity, and culture of others.
- Volunteering promotes human rights and equality.

Rights and Responsibilities

As a volunteer member of SWR you are subject to the following rights and responsibilities.

RIGHTS

- To be treated as a co-worker
- To be given suitable assignments
- To know as much as possible about the organisation
- To be given appropriate orientation and training for the job
- To be given continuing education on the job
- To be given sound guidance and direction
- To be given a safe place to work, free from harassment and discrimination, to be given an opportunity for promotion and a variety of experience.
- To have the chance to make your views heard by management
- To have access to mediation if a dispute occurs.
- To be adequately insured against injury
- To receive loyalty and support from management

RESPONSIBILITIES

- To have adequate time available to complete the job and attend station meetings.
- To have a professional attitude
- To accept station rules and comply with broadcasting laws.
- To be loyal and supportive
- To be willing to learn
- To keep on learning as your volunteer work progresses
- To welcome supervision from management
- To speak up and ask questions when unsure.
- To be dependable and do the work agreed to.
- To respect confidential information gained through your work.
- To be a team player and respect other members
- To assist new volunteers by making them feel welcome and by passing on acquired skills

AIRTIME PROCEDURES

Program Attendance

If you have accepted a timeslot allocated to you, you must ensure you attend to present your show. You cannot just turn up when you please, or your time may be reallocated to a more committed station member waiting for airtime.

If your program is reallocated to another presenter due to consistent nonattendance, you are still responsible for airtime fees up until such time that another suitable broadcaster can be found to take over your timeslot on a permanent basis.

Access shows (member shows) are limited to no more than 2 hours per week.

Should you be unable to present your show, you MUST send an email to office@swr999.com.au and programming@swr999.com.au ASAP before your scheduled timeslot, advising that you will not be able to present your show, or advise if you have a fill in broadcaster arranged.

If you know in advance that you will not be present for a given show, (such as holidays etc.) you must either.

- 1.) Find a fully trained broadcaster(s) who can present your show as you would. You may need to contact the office so your replacement access card can be activated for your time slot. **NOTE:** at least 7 days' notice should be given for this to be done. OR:
- 2.) Arrange to voice track your show with the required scheduled content, OR:
- 3.) Prerecord a complete show and schedule it for playback during your timeslot.

If you absolutely cannot do any of these things or are unable to do your show unexpectedly at short notice, automation will play. If you have a Sponsor, you MUST contact the office for advice on how to arrange for sponsorship announcements to be played during your regular timeslot. At least 7 days' notice should be given about this.

It is your responsibility to arrange one of the above and seek assistance. SWR will not be held responsible for any issues that should arise with your sponsor. Should a sponsorship announcement not go to air, you will be responsible to reimburse your sponsor for any announcements not played.

Airtime Payment

After being allocated a timeslot, the programming committee will inform the office. You will then be invoiced for fees owing for your airtime allocation.

The cost of airtime depends on the time of your allocated timeslot:

Daytime rate: \$20 plus GST per hour except for the following times

Overnight rate: Monday/Thursday: Midnight until 5am is \$10 plus GST.

A minimum of 15% of your airtime fees MUST BE PAID before your show commences. You will then have 9 months to pay the balance. Payments can be made every week, fortnight, or month. However, we must receive payment at least every 2 months, keeping in mind the balance is required to be paid in FULL by the due date on your invoice

You can also elect to pay your airtime fees in full up front, if you choose to do this, full payment is required before the semester begins.

- . You MUST reference your invoice number when submitting a payment

If you have a co-host sharing the expense of your airtime cost, this is solely an arrangement with you and that person. We will not become involved in following up on payments from another member should you experience problems with them not paying you. You (the applicant) are responsible for ensuring your fees are paid on time to SWR.

Late Fees

SWR charges late fees on overdue invoices. A late fee of \$5 extra each week may be charged until the invoice is FULLY paid, including late fee, if the invoice is unpaid by the deadline, \$5 will be added, if the invoice remains unpaid a week after another \$5 will be added bringing the total to \$10

plus the unpaid amount owing and so on. Your broadcasting privileges may be suspended or cancelled until payment is received.

Airtime applications will not be accepted should Airtime fees from the previous semester be outstanding.

Program Type

The programming committee allocates programs based on the program style specified in your application. When you are allocated airtime, you need to ensure your program, content does not vary from the specified type.

For example, if you state you would like to present a 'classical music' show and your application is approved, you cannot, during the semester change your format without approval.

Note: Should you wish to change your genre/program type during the semester, you must complete a new airtime application (contact the office for this) with at least 60 days' notice for consideration, approval and processing to be completed. Should the Programming Committee choose not to approve, you will have the opportunity to apply for this in the following semester.

Program Co-Hosts

You *may* invite a *guest* to co-host your show. If they make regular appearances (more than 3 times per semester) your guest will be required to become a member of SWR to continue attending your show.

You are personally responsible for the behavior and safety of your cohosts and for everything that goes to air during your program.

Program Sponsorship

You *may* obtain a *sponsor* to cover the cost of your airtime. For details about getting a sponsor, PLEASE READ the SWR sponsorship policy. The rules regarding sponsorship are strict. Make sure you know the policy well. Always contact the office if you are in doubt.

Using the Studios when they are otherwise free.

Providing you have been appropriately trained; you may use either studio while nobody else is on-air to pre-record a program or promos for your show and to prepare logs and record / schedule voice tracks. Studio bookings must first be made with the office.

Access Cards

An access card will be issued to you allowing you to the studio to do your show. Access is available 30 minutes either side of your scheduled timeslot. The card will not work outside of these times. Please contact the office to purchase your access card. -, Cost is \$10 inc GST.

Access cards are for your use only. It **MUST NOT BE GIVEN TO ANYONE ELSE**. Access cards will only be issued to fully trained broadcasters, not an untrained co-host. Broadcasters repeatedly losing or misplacing an access card maybe charged an additional fee. Do not in any way mark the card to identify where it is for, in case you lose it. The office **MUST** be notified as soon as you realize you have lost or misplaced your card.

Lost Airtime

Airtime payments are NOT refundable, except under the following circumstances:

- 1.) Your show has been cancelled for an officially arranged SWR event e.g. outside broadcast. or a special broadcast in the case of an emergency where information is required to be broadcast to the public.
- 2.) Transmission or equipment failure substantially interrupts broadcasting either unexpectedly or as part of planned technical downtime.

You will be required to pay your fees in full and then at the end of the semester anyone owed a credit will be given – either a refund or a credit for airtime in the following semester.

FEES WILL NOT BE REFUNDED IF YOU ARE SUSPENDED.

Required Equipment for Broadcasting

Headphones – (not ear buds) for presenter and all guest speakers

6.5 mm Jack

USB for your backup music if PO1 crashes

Optional:

Mic sock – can be purchased from SWR

If you have any questions, please discuss them with your trainer



BROADCASTING RULES

The Hourly Promos

Scheduled Hourly Promos must be played at **2 minutes** to the hour. (For example, **7.58pm**). They contain promos for other programs, community announcements and sponsorship announcements. There are different versions of the hourly promos to be played at different times. These promos define the “border” between one show and another. Therefore one program will finish, the hourly promos will be played, and the next program will then start.

You are taught how to run the hourly promos during studio training. The Hourly Promos may not be interrupted or mixed with other material. Should this occur, you may be required to compensate for any lost or interrupted sponsorship announcements. *All scheduled hourly promos **MUST** be played in full.*

SWR ID's

SWR IDs (“Sweepers”) are short (between 5-15 sec long) tags that identify the station. We recommend you use these IDs regularly – typically between tracks for music-based shows. ***You must identify the station in your show at least every 15 minutes (even during interviews).***

News Service

At certain times of the week, SWR broadcasts a national news service. This will be scheduled automatically. News must be broadcast where scheduled and must not be played at any other time.

Program Change Over

A program change over occurs when one program or show ends and another starts.

When nobody is on-air BEFORE your show

If there is no live show before you, the station will be in “Automatic” mode. You can enter the studio and unpack your material. At any point in time, the studio can be turned “Live”. This procedure has been documented and is currently stored on SWRNet. Please refer to the following documentation for details on the process:

[Studio - How to Switch from Auto to Live v1.0.pdf](#)

[SWR Video - Switching the Panel from Auto to Live.mp4](#)

When nobody is on-air AFTER your show

Finish your show two minutes to the hour and play the Hourly Promos. Once these have finished, you can turn the studio back to “Auto”. The procedure has been documented and is currently stored on SWRNet. Please refer to the following documentation for details of the process:

[SWR Videotape - Switching the Panel from Live to Auto.mp4](#)

You must then tidy up the studio before you leave, push all chairs in and put back anything you have moved.

All buttons on the panel are to be turned off and faders down. All other equipment remains on, such as computers, TV monitors etc. If nobody is on the premises when you leave, shut the studio door and turn the lights off. Make sure to pull the front door shut (and ensure this is locked) before you leave.

When another live program is on air BEFORE your show

You may enter the studio when the hourly promos are playing or when invited in by the previous presenter.

Do NOT enter the studio if the person before you is talking on-air. Make sure not to disturb the person still doing their show. Once they play the Hourly Promos, you are responsible for what goes to air, so you must then take over the panel.

When another live program is on-air AFTER your show

At ten minutes to the hour, you must start to pack up and move your material out of the studio ready for the next broadcaster to move their things in.

Any guests should also exit the studio at this time (not including another member who is regularly part of your show). At two minutes to the hour, you must play the Hourly Promos and completely vacate the studio to allow the next broadcaster to enter and comfortably start their program

Program Quality

You are expected to present your program to the best of your ability. When you are a new broadcaster, you will understandably make a few mistakes. However, if you keep making the same mistakes after being repeatedly shown how to do the same things correctly, you may be removed from air pending further training.

You should avoid silent gaps or “dead air”. Long periods of dead air are not acceptable.

When playing music, you should have the next song cued up ready to go well in advance of the current one finishing. You should not talk over the lyrics of a song, although it's OK to talk over the instrumental ‘intro’ or “outro” of a song. Make sure you and any guests speak closely into the microphones to ensure they are heard clearly on-air.

All people speaking should be at equal level so one is not louder or softer than the other. It's very difficult to listen to a conversation when one person is loud, and the other is very soft. Headphones should not be blasting loud either while any of the mics are on, as feedback may result.

The following content shall not be played live to air **AT ALL for ANY REASON:**

- Any internet stream, including “YouTube” content. If you wish to play streamed content to air, you *must record it first* and then replay it on your program. This is to make sure the content, and quality is suitable prior to broadcast. Content played directly from services such YouTube using any of the NET computers or any other computer or device is strictly PROHIBITED.
- Any *poor-quality audio*, regardless of bit rate or source.

It is understandable that from time to time, important key content must be played such as live interviews or out takes. Often the audio quality of these is at the mercy of whoever recorded them and sometimes this has a lot to be desired. If it is necessary to play such material, you must first apologise clearly for the quality of the material before playing it.

Under no circumstances shall any “low quality” interview or out take be played which exceeds 3 minutes in length. Under no circumstances shall any audio be played where it is not reasonably possible to work out what is being said.

Repeated playback of poor-quality audio for long periods may result in your show being suspended or otherwise not renewed in the following semester.

Phone Callers On-Air

If you allow a caller to go on-air during your show, anything they say or do is ***your responsibility***. You must explain to them before putting them on-air that they cannot swear or make any comments that are discriminatory or defamatory. **You may NOT answer a call directly to air live EVER.** By putting them directly to air you are breaching the callers' privacy rights.

You must not answer a call on the handset in the studio while one of the mics is on. If the phone rings while you or someone else in the studio is on-air, simply ignore it. The caller will usually call back again shortly afterwards. Only put calls to air that are prearranged interviews or **SOMEONE YOU KNOW AND TRUST.**

Banned Swear Words

To avoid censorship, SWR can issue an exemption to music in certain programs. If you intend to play such content in your show, you should attach a letter to your airtime application for the Board to consider.

An exemption would normally only be given to a program after 9pm at night and conditions such as including disclaimers at the top of each hour and periodically through your show. A warning must be also recorded and played BEFORE any potentially offensive content is aired.

Restrictions also might include restricting the content played to less than 3 per hour and excluding content containing overuse of repetitive exempt swearwords. Anyone who is found playing music without written permission will be considered in breach and penalties will be applied.

The following words will not be broadcast in spoken words at any time:

- Cunt
- Fuck
- Shit

Extended words containing one of the abovementioned words e.g. "Motherfucker" are also banned words. Attempts to disguise words (such as saying "Ship" instead of "Shit") are also banned.

Please be aware, you may NOT say any of the above-mentioned words in spoken form on air

Consideration of the audience also needs to be given when presenting a program. If the target audience is likely to be young children, it is expected that even "less offending - slang" words, such as "crap", would also not be broadcast.

On-Air Announcements

There are a few on-air announcements that broadcasters are required to make. This depends on the type of program you present:

Station Identification – Applicable to ALL Broadcasters

All broadcasters are required to appropriately identify the station regularly. For example, this can be done by starting off your talk-break saying "You are on *SWR 99.9 FM" along with playing regular SWR IDs between songs.

*You may not, under any circumstances, announce the station as being a different name, e.g. If your program is called "Lifestyle Radio", you cannot announce "Lifestyle Radio 99.9 FM" as this is falsely identifying the station. Instead, you would need to make the announcement, "This is the Lifestyle Radio Show on *SWR 99.9 FM".*

When choosing a name for your program, you should avoid using words such as 'Radio' and 'FM'. If the programming committee feels a name of a program may mislead the audience regarding the actual station's name, you may be required to choose a different name for your show.

Non-English Programs

If you are a non-English broadcaster, you will need to start your program with the following announcement (in English):

"You are listening to SWR 99.9 FM, this program is presented in * language and finishes at ###."**

*** = The language your program is presented in.

= The time your program will finish.

You must make this announcement immediately after the hourly promos.

This is in addition to all other required announcements and must be repeated regularly throughout your show. If your timeslot is more than one-hour duration, the announcement must be repeated immediately after the hourly promos that are played during your show in both hours.

Sponsorship Announcements

All program sponsorship announcements must NOT EXCEED 30 SECONDS duration and must accompany the following statement (tag)

**“Sponsor of SWR 99.9 FM.”
Or “Station sponsor”**

This is a requirement of the Community Broadcasting Codes of Practice. For more information, please see SWR 99.9 sponsorship policy and the Community Broadcasting Codes of Practice.

Opinion Programs

A program is classified as an “opinion program” if the show is intended to convey the opinion or viewpoint of one or more persons to the audience. If you are presenting an opinion program, the following announcement must be made at the start and every 15 minutes throughout your show.

“You are listening to * on SWR 99.9 FM, a program of opinion presented by ###.
The opinions given on this program are those of ### only, and do not necessarily reflect those held by SWR 99.9 FM Management or its members”.**

*** = The name of your program

= The name(s) of all presenters of the program

Be aware, this statement does not allow you to say whatever you want.’ All media laws still apply.

Sexual References

Any explicit sexual reference will NOT be broadcast at all. This is not acceptable at any time of the day or night or in any kind of program. To be on the safe side, make sure you avoid the topic all together. There is an old saying; “If in doubt, leave it out”. This applies to both spoken words and musical lyrics.

Reference for Alcohol, Cigarettes & Drug Use.

This rule is also regarding spoken words and Musical Lyrics.

Alcohol

You may not promote the misuse of alcohol (e.g. underage drinking, drink driving etc.) or promote the sale of alcohol.

Smoking

You may not promote smoking at all, either the act of smoking or the sale of cigarettes. A statement as simple as “I’m just going outside for a smoke” is considered promotion, so it is best to avoid this topic.

Drugs

Promotion of illegal drugs or misuse of pharmaceuticals is strictly forbidden. This includes any slang terms associated with misuse of drugs.

Podcasting and Syndication

“Podcasting” (or “On Demand”) is the process of making your program available for replay to listeners via the internet. This can be done either by your own means or officially on the SWR web site.

All SWR programs are copyright. **You may NOT make copies of your program available to ANYONE without written permission from SWR management.** This means you may NOT podcast your show unless you gain approval from the Board FIRST.

If you wish to podcast your show you can either.

1.) Pay the appropriate On Demand fee (\$110.00 per 12 mth semester) and podcast your show on the SWR website. No further action is required if you choose this option. You can then link to this from any other site you wish. Copyright of musical content is also covered under this arrangement.

2.) Upload the show to a third-party site such as Mixcloud. In this instance, you must do all the work yourself (i.e. provide the file, upload it and then obtain all copyright clearances required). Also, you must first send an email request to the Board requesting, to do so. Generally, an approval to podcast then stands unless it is later revoked. Depending on the content of your show and the risk of making it freely available, you will get one of the following replies:

- a.) You may podcast your show without any restriction, OR.
- b.) You may only podcast your show if you remove ALL references to SWR 99.9 from it first, OR.
- c.) You may podcast one show only after approval, OR.
- d.) You may be restricted to podcasting on a particular service (such as the SWR web site only)
- e.) You may not podcast your show at all.

Under no circumstances shall any show be made available by podcast until after it has first aired on SWR.

For further information about podcasting or distributing your show to other stations, contact the office.



In-House Rules

Guests

Any guests you invite to the station with you are your responsibility. If one of them breaks any of the stations' rules, it will be your responsibility. It's a good idea to give any guests a "briefing" before you allow them to come to the studio or go on-air with you.

Food & Drink

Food and Drink must only be consumed in the foyer.

No food or drink (or any liquid) in the studios at all, open or unopened.

Smoking

There is to be absolutely NO Smoking or Vaping in the SWR building at all. Please observe and abide by the smoking signs outside the building and move away from the front door. All cigarette butts must be placed in the tray provided, not in the garden or on the ground. Do not place cigarette butts into the rubbish bin as this presents a fire hazard.

Alcohol

Blacktown Showground is an *alcohol-free zone*. Therefore, you may not bring alcohol onto the showground site or into the SWR building *at all*. You or another guest may not attend the station if under the influence of alcohol.

Mess

Anyone found littering the front of the SWR building or Showground with cigarette butts or rubbish may have action taken against them by Station Management. This may include suspension of membership for repeat offenders. It is your responsibility to ensure the studio is kept tidy and in a presentable fashion. All rubbish must be placed in the bins provided. If you are going to dispose of a drink, please tip it into the sink first, no liquids in the bin. Food scraps should be placed in bins provided outside in the showground

If you make a mess, clean it up.

If there is nobody on-air after you, you need to make sure the studio is tidy, and the building locked securely.

Tidying up includes chairs pushed in, rubbish picked up, studio monitors and headphone levels not left blasting; mic booms, computer keyboards, etc. left in their proper position and lights switched off at the front door.

Kitchen / Bathroom: Please keep these areas clean. Any items used in the kitchen by you, or a guest must be washed up and put away after use.

Note: If the kitchen bin is full, remove the full bag and place it in one of the bins outside the studio, replace with a new garbage bag found under the sink.

Number of Guests

You may have a total of six (6) people on the SWR site at once per program (i.e. five guests and yourself).

If you wish to have any more than this, for a special occasion, you will need to obtain prior approval from Management by emailing office@swr999.com.au.

THERE ARE TO BE NO MORE THAN 4 PEOPLE IN THE STUDIO AT ONCE.

Therefore, if you have five guests, two will need to stay in the foyer so there are no more than 3 plus you in the studio.

Vehicles in the Car Park

The speed limit in the Showground is 10 km/h. This is enforced by Council. There is to be no loitering or hooning about in cars (e.g. doing donuts) in the car park or showground. If you or your guests are found breaching this rule, you may be penalized. Always drive cautiously in the showground.

Incoming Calls Phone calls

You are required to answer the studio lines (9676 3999) when you are doing a show, not while live to air only when music is playing.

1. Answer it promptly and politely (Non-English Broadcasters note, this must be in ENGLISH).
2. Say in ENGLISH "Hello, SWR 99.9 FM" or a similarly appropriate greeting (which must include "SWR ")
3. Speak to all callers politely.
4. Take a written note of the call if it could be considered a complaint and refer it to the office immediately.
5. Callers attempting to contact the office should be given the office number (02 9676 0999) and told to call that number instead. Do not ask them to hold and call administration staff or attempt to transfer them to the office.
6. If a caller is required to wait, place call On HOLD (Do not just leave handset on the table)
7. Do NOT keep callers on hold for more than 3 minutes or the Phone system will dump the call.

NEVER answer a call DIRECT TO AIR.

Doing so may result in your program being suspended immediately.

Spot checks are performed to ensure broadcasters are adhering to these rules. Never accept reverse charge calls. If a reverse charge call is billed to SWR during your timeslot, you will pay for the call.

Mobile Phones

We strongly recommend you turn your mobile phone off in the studio. You can use it, but it **MUST** be on Silent and away from the equipment. Do not speak on your mobile in the studio if someone is on air.

Notice Board and Digital Notice Board

This is where you can review any notices left by the office or Management. You should check this each time you are present so as not to miss any information.

Emails

Regularly check your personal and SWR emails, this is a primary point of contact. When you join SWR you will be given your own SWR email, please set this up as a matter of priority and use it for all your correspondence with SWR. Committees and other members will use this email address to contact you.

Note: The office or Management may use either your personal or SWR email to contact you, please check both of your email addresses regularly.

Office Mailbox

This is where you can leave anything for the office, do not leave things here for other members.

Member Mail Tray

This is where mail will be left for you to collect from either management or another member. If you leave something here, ensure it is sealed and clearly marked with person's name and the date it was left. This is located on the kitchen bench in the foyer

SWR Security

Front Door

The front door to the building is to be closed at all times. The door will automatically lock when it shuts, however, please check to ensure it is shut properly before you leave the building.

Showground Gate

The council Kent St gate is now an automatic gate, requiring a code, keys are no longer used. The code will be given on a need-to-know basis to broadcasters using the showground after 9pm at night.

This code is for SWR members only. If you have another fully trained member filling in for you, provide them with the code, if you have a guest arriving once the gate is locked, you must go down and let them in, **do not give them the code.**
The gates will close at 10pm and open at 5am.

Note: Blacktown Council manages the gate, from time to time this could be found open. SWR has no control over the operations of the gate

Foyer

The foyer must be kept tidy as it is the entry point to the station. Do not leave the foyer monitor speaker blasting at a loud level. If nobody else is present at the station you must make sure this area is tidy and presentable before you leave. Switch lights off at front door if nobody is after you.

Bathroom

Please ensure the bathroom is kept clean and the toilet light is switched off (outside door) after use.

Studio Equipment/Broadcast Gear

Treat all the equipment in the studio like it is your own (it is in a way). This equipment is expensive and must be used by other broadcasters who do not wish to use damaged equipment because you have been careless. Report any damage or equipment failures to the office immediately.

Video Surveillance

SWR Areas are under constant recorded video surveillance, spoken content is also captured by our security systems.

Studio Access

While you are presenting a show in the studio, it is NOT exclusive to you. If management or technical staff need to enter the studio for any reason, they are entitled to and are not required to get permission from the broadcaster. You should carry on with your show as normal.

Every effort will be made by management or tech staff to ensure that consideration is given and as little disturbance as possible is caused.



SPONSORSHIP POLICY

Program Sponsor

A sponsor may not influence any program.

If you intend to obtain a sponsor YOU MUST contact the office for a copy of “**Declaration of Single Program Sponsorship (SWR Form 3)**” along with a full copy of the Procedures and Responsibilities document or (P&R form).

You must not agree to or accept payment for ANY sponsorship until you have been approved airtime. You may enquire as to any interest from a potential sponsor in preparation of airtime being approved.

AIRTIME FEES AND PROGRAM SPONSORSHIP

“Program Sponsorship” is where an individual program supplier (or SWR Broadcaster) obtains sponsorship to assist with payment of their airtime fees. In return, the broadcaster is permitted to make sponsorship announcements during their scheduled program, subject to SWRs policy and sponsorship announcement rules.

Procedure / Responsibilities for Program Sponsorship

**Your Sponsor or a station sponsor is NOT permitted to.
Participate in your program in any way, this includes via phone or as a guest.**

SWR broadcasters can use 2 minutes per hour of their airtime for sponsorship.
This is made up of to 4 x 30 second announcements.

Your 30 second announcement MUST BE RECORDED and be tagged (Sponsor SWR 99.9 FM or Station sponsor) within those 30 seconds.

Should you choose to put a music jingle (generic) in the recording, the 30 seconds will commence from the start of the music until the end.

Once these announcements are played there is to be no further mention of that sponsor: such as: (now a word from our sponsor or thank you to our sponsor etc.)

The sponsorship tag is to be recorded in the same language as the sponsorship announcement is recorded in.

1. When you apply for airtime, you may look for a sponsor, however they must not sign the agreement until you have been approved airtime., Once approved
2. Obtain your sponsorship forms from the SWR office.
3. Fill in all the blank fields on the form correctly with the required information including sponsorship amount and sponsor’s name and contact details. If you have a 2-hour show, sponsorship announcements are to be spread evenly over the 2 hours, not grouped into one hour and none in the other.
4. **You may have up to (4) sponsors for your show. All sponsorship will only be accepted (at once) prior to the commencement of your show in the given semester, not throughout the semester.**
5. **Sponsorship must run for the entire semester.**
6. Submit completed forms to SWR office for approval/registering, (*allow at least 5 office days for processing and an invoice to be sent to your sponsor for payment*). You should take into consideration that payment from your sponsor will determine when you will be able to start the promised announcements being aired, any missed spots because payment was not received in time will not be refunded or able to be caught up.
7. Once your application has been checked and paid you will then receive confirmation from the office that you may commence that sponsorship. SWR reserves the right to refuse any sponsorship. Please note that.
 - a. Sponsorship involving any form of tobacco products is prohibited.

- b. Sponsorship involving alcohol may be refused depending on time-of-day announcement is to be aired.
 - c. Sponsorship from political organizations or parties is prohibited.
8. **Upon receiving your sponsorship form/s an invoice will be sent to your sponsor for payment into the SWR bank account, it is preferred that your sponsor pay your airtime in full up front, however we will allow 30 Days (from invoicing date) for your sponsor to make full payment, provided they have submitted at least 15% of the invoiced amount prior to the beginning of the semester.**

Should the remaining fees not paid within the 30-day period, the sponsorship will be cancelled. There will not be an opportunity to get another sponsor should this happen, it will then be up to you (the broadcaster) to pay for the remaining airtime fees There will be no exceptions to this, so please ensure your sponsor is committed before submitting your sponsorship.

You (the broadcaster) will be required to make the \$20 plus GST admin fee at start of semester.

Dependent on how many sponsors you have, payment of airtime fees is generally divided between all sponsors, SWR must receive the exact value of your airtime fees.

Example

Assuming your airtime is \$500, and you have 2 sponsors they would pay \$250 each, if you have 1 sponsor, they will pay the full \$500.

How much you ask your sponsor to pay can be at your discretion, as you may be offering one sponsor 1 spot and another 2. You must charge your sponsor/s enough to fully cover your airtime fees.

There is no avenue for surplus funds to be collected from a sponsor.

Sponsorship can only run within the confines of the semester you have been approved airtime for. Sponsorship cannot run over into another semester.

Global Sponsorship

is Station Sponsorship obtained and arranged by SWR through its sponsorship salespeople and agents. This is normally placed in the Hourly Promos and presented during station-sponsored shows such as Breakfast and Drive.

Should you have any sponsorship leads, please contact the Office. This information will then be passed on to one of our Sales team to pursue.



MEDIA LAW

You are required to participate in Media Law training before you are approved for airtime.

Every broadcaster needs a basic understanding of media law. Breaches could prove very costly to both the broadcaster and the station. Community broadcasters must be familiar with the responsibilities they must meet under the Broadcasting Services Act (1992) and the associated Community Broadcasting Code of Practice.

Broadcasters also need to be aware of their obligations under common law and relevant federal and state legislation. Media law primarily deals with broadcast material that may be viewed as:

- * defamatory
- * in contempt of court
- * offensive, including discriminatory content.
- * in breach of copyright

“IF IN DOUBT, LEAVE IT OUT”

Refer all suspicious material to someone at the station who has the expertise to advise you. If you feel there is even a remote possibility that material you want to broadcast could break a law, ***don't use it until it is cleared***. As the broadcaster, you are responsible for what you broadcast. In the case of court action, both the presenter *and* the station may be found liable and are sueable under the law. Also, the presenter can also be counter sued by the station, for getting them into trouble in the first place.

Defamation

Defamation has been described as:

A statement which may tend to lower the plaintiff in the estimation of right-thinking members of society generally, or A publication without justification which is calculated to injure the reputation of another by exposing him to hatred, contempt, or ridicule.

Defamation is *injury to a person's reputation*.

Common misconceptions when defending defamation:

Suggesting that “very few people would have heard the program” is not grounds for a defence. Even if only one person hears the comment, the grounds for defamation have been laid.

Careful writing of material so that the defamatory meaning is contained in innuendo or implied, will not avoid liability. Claiming that the material was broadcast in a language other than English is also not a defence. *Using defamatory material from another source makes you as liable as if you were the original publisher.*

Defamatory Remarks:

It is defamatory to say that a person is a coward, dishonest, or cruel.

It is defamatory to suggest that a public figure acted in his or her public capacity to further his or her private interests.

It is defamatory to suggest that someone has committed a criminal offence, prior to a conviction.

It is defamatory to publish anything which makes a person look ridiculous, or which lowers a person's professional standing.

You can defame a person without intending to do so, without naming them or even without knowing of their existence. Companies are also “persons” in the eyes of the law and can be defamed, as can identifiable groups of people. You cannot defame someone who is dead.

Injurious falsehood is when it is falsely suggested that a person does not own his or her property. Injurious falsehood may also be committed when the quality of a person's goods is attacked with malice and falsely so that actual damage results to a person's trading. This is to be distinguished from “mere puffery” e.g. Where it is said that for instance XYZ cereal is far more nutritious than any other. ***Malicious falsehood*** is also actionable and occurs where it is falsely said that a person has died, retired, or ceased to trade.

A useful thing to remember is to try and place yourself in the shoes of the person/s you are talking about. Would you be outraged if you were that person? Defamation law is not defined in federal legislation but is based on state and territory laws, so this chapter cannot hope to cover all contingencies. In the instances where programs are produced in one state and replayed in other states, special care needs to be taken that you adhere to the law in all states in which your material may be broadcast.

Defences:

1. Truth

In some states, truth alone is a defence. If you can prove that what you said is true! In other states, the defence is that it must be true and in the public interest or for the public benefit. Most matters concerning the actions of public figures, like politicians, for instance, would probably be held to be "in the public interest" if the reference is to the actions of those persons as public figures.

2. Qualified Privilege

There are special occasions when a person must be able to defame another and get away with it. Such cases could be a Member of Parliament speaking inside the parliament (known as "parliamentary privilege"), someone giving evidence at a trial; or a Royal Commissioner handing down findings. On these occasions, things that need to be said might not be said if the speakers were not covered by absolute privilege under the law.

The media is covered by what's termed *qualified privilege*. It can repeat what has been said in Parliament, the courts, or a Royal Commission, if it is a '*fair and accurate*' report of what was said. It would not be fair and accurate to broadcast a report of the sensational aspects of a trial, without devoting time to the defendant's plea of not guilty. Or not mentioning any of a parliamentarian's rebuttal of a particularly damaging attack made under the protection of absolute privilege in Parliament.

In essence, you need to be fair in your report of what happened. Again, there are different state interpretations of how the media exercise qualified privilege. The laws are tight in South Australia, Victoria, Western Australia, the ACT, and the Northern Territory as the media is not viewed as having a duty to give the information and the listener is not viewed as having a duty to receive it. In New South Wales the duty carried by the media is limited and dependent upon the type of information being conveyed. Queensland and Tasmania laws are more liberal as the media is viewed as holding a duty to inform. All laws are contingent on fair and accurate reportage.

3. Fair Comment

Fair comment means that you may comment on a matter of public interest, so long as it is in public interest. Comments must be based on true statements (facts), whilst opinions must be "honestly held" by you and based on the true statements. In other words, the comments may not be made out of malice. Opinion must be clearly distinguished from the fact on which it is given. Facts must themselves be true.

Penalties

A retraction or an apology on air is not a defence against a defamation action. In some cases, it might actually harm your defence. You should seek legal advice before announcing an apology or retraction.

The present remedy for defamation is the award of damages - the payment of money by you and/or the station sufficient to compensate the person for the harm to their reputation. Judgments in defamation cases in recent years have been sizeable, well beyond the resources of the average individual or community broadcaster.

Contempt of Court

While you don't normally face a prison sentence for defamation, contempt of court is punishable by a fine and/or imprisonment. Contempt of court consists of anything mentioned on air which

could obstruct the proper administration of justice (with emphasis on the “could”) or could jeopardise the respect of the community for the administration of justice. There is no federal legislation defining contempt of court. Legal precedents have provided the working definition.

There are three main types of contempt of concern to community broadcasters:

Broadcasting material which may prejudice an impending trial:

You can comment on a crime before a person has been charged and after the person has been convicted, but not while the case is being, or is about to be considered by a court. Once a person is charged or summonsed, the proceedings are “sub judice” - preventing mention or comment on the facts of the case. Everyone is entitled to a fair trial, regardless of their prior record.

Nothing can be said by the media that would unfairly prejudice a person’s fair trial. It is a contempt to say “two persons murdered” as opposed to “two persons allegedly shot dead” as the case may be not one of murder at all but may allow for a more innocent interpretation. Remember that a court case is not over until any appeals have also been heard. During the trial a fair and accurate report of the proceedings can be given, but no comment.

Scandalising the Court:

It is a contempt of court to bring the legal system into disrepute, to infer for instance, that a judge lacked impartiality or to imply that a person received a light sentence for some reason which could affect the respect of the community for the proper administration of justice.

4.) Refusing to reveal sources of information to a court or tribunal.

This is a particular problem for journalists, whose Code of Ethics requires them to “respect all confidences”. The Courts do not accept the principle of the confidentiality of information sources and could hold a person to be in contempt of court for refusing to disclose their sources. Publication of confidential sources may tend to prejudice the issue. For instance, if the confidential source says, “I saw Mr X murder Mr Y”, it should be reported as “it has been alleged by a person claiming to have witnessed the incident that Mr X shot Mr Y”. Clearly there are dangers for broadcasters if suspicion is cast on a person who is not charged or is innocent.

Contempt of Parliament:

Breach of privilege or contempt of parliament is hard to define but it could be.

- Anything broadcast that may be regarded as exerting improper pressure on members of parliament, or bringing the institution into disrespect, or disclosing the secret proceedings of parliamentary committees.
- The sentence for contempt of parliament, like the present defenses to defamation, varies from state to state.
- The federal, Victorian and South Australian Parliaments have the power to imprison offenders.
- The New South Wales parliament simply excludes representatives of offending media organisations from its precincts.

Offensive Content:

Offensive material usually refers to content that may be considered discriminatory or obscene.

Discriminatory & Racist Content:

Federal legislation allows for prosecution of individuals who broadcast material that is deemed to be discriminatory on the basis of race (Racial Discrimination Act), gender (Sex Discrimination Act) or disability (Disability Discrimination Act). The Racial Discrimination Act was amended in 1995 to make it an offence to incite racial hatred or violence, or to vilify a person or group because of their race.

The Human Rights and Equal Opportunity Commission Act provide the basis for prosecution if a person has not received equal treatment based on their sexual preference, religious beliefs, age, political convictions, etc. In addition to federal discrimination law, a community broadcasting station may be found in breach of its license conditions.

The Community Broadcasting Code of Practice 2.3 states “community broadcasting licensees shall not broadcast material which may stereotype, incite, vilify or perpetuate hatred against, or attempt to demean any person on the basis of ethnicity, nationality, race, gender, sexual preference,

religion, age, or physical or mental disability". Furthermore Code 1.6 states that stations shall "incorporate programming policies which oppose and attempt to break down prejudice on the basis of race, sex, nationality, religion, disability, ethnic background, age or sexual preference".

Obscenity:

Under the common law it is an offence to broadcast obscene material. However, there are no hard and fast laws as to what constitutes obscene material. Material is judged on a case-by-case basis and is measured against "contemporary community standards" i.e., there is no absolute ban on the use of particular language.

Whether the material is to be judged by the standards of the community as a whole, or by the standards of the section of the community, to which it is addressed, has not been resolved in law. The Community Broadcasting Code of Practice 2.2 states that "community broadcasting licensees will avoid censorship wherever possible; however, consideration shall be given to the audience; the context; the degree of explicitness; the propensity to alarm, distress or shock; and the social importance of the event".

Judging whether program material is obscene can be very difficult. Because of the nature of community radio, catering as it does to diverse groups, there are occasions when language not acceptable on commercial radio stations may be allowed. Factors such as the target audience, the age of listeners, the time of broadcast and the existence of content warnings, are all relevant. Judging current community standards is equally difficult.

The context is also relevant. Words used in a serious discussion of a matter of social interest will not be obscene while they would be if used in another context, flippantly or gratuitously. Blasphemy is also a sub-category of obscene content. There has been no prosecution for blasphemy in Australia. It has been argued in the courts that there is no foundation for the offence under Australian law as there is no formal national religion. For more on this issue refer to the chapter on Censorship.

Music and Lyrics – Themes:

SWR is obliged to adhere to community expectations on the broadcast of classified music or lyrics. The ARIA / AMRA Recorded Music Labeling System will be used as a guide to the classification of music, or lyrics and the following restrictions will be applied:

- Unlabelled – can be played at any time.
- Level 1 – to be played after 9:00pm or in the context of the show (e.g. Metal or Rap)
- Level 2 – same as Level 1 but to be accompanied with a warning of explicit lyrics or strong themes
- Level 3 and above – not to be played on SWR

Exemptions may be granted on a case-by-case basis and must be applied for each semester

General Programming:

A SWRFM member shall not broadcast material that may:

- (a) Incite, encourage, or present for its own sake violence or brutality,
- (b) Mislead or alarm listeners by simulating news or events,
- (c) Present as desirable the use of illegal drugs, the misuse of tobacco or alcohol as well other harmful substances.
- (d) Glamorise, sensationalise, or present suicide as a solution to life problems.

Broadcasted material should not provide explicit details about the method and/or location of a suicide attempt or death.

You program content will consider the impact on our listeners, and you will moderate your material based on the community interest, the context, degree of explicitness, the possibility of alarming the listener, the potential for distress or shock, prevailing Indigenous laws or community standards and the social importance of the broadcast.

You will not broadcast material that is likely to stereotype, incite, vilify, or perpetuate hatred against, or attempt to demean any person or group, on the basis of ethnicity, nationality, race, language, gender, sexuality, religion, age, physical or mental ability, occupation, cultural belief, or political affiliation. The requirement is not intended to prevent the broadcast of material which is factual, or the expression of genuinely held opinion in a news or current affairs program or in the legitimate context of humorous, satirical, or dramatic work.

We will follow applicable privacy laws by:

- (a) Respecting people's legitimate right to protection from unjustified use of material which is obtained without consent or through an invasion of privacy,
- (b) Only broadcasting the words of an identifiable person where:
 - (i) That person has been told in advance that the words may be broadcast, or:
 - (ii) It was clearly indicated at the time the recording was made that the material would be broadcast, or:
 - (iii) In the case of words that have been recorded without the knowledge of a person, that person has indicated his/her agreement prior to broadcast.

When you broadcast news, current affairs (including news updates and promotions), documentaries, feature programs and interviews you should:

- (a) Provide access to views not adequately represented by other broadcasting sectors,
- (b) Present factual material accurately and ensure that reasonable efforts are made to correct substantial errors of fact as quickly as possible,
- (c) clearly distinguish factual material from commentary and analysis, (d) present news in such a way that it does not create public panic or unnecessary distress to listeners, and,
- (e) Represent viewpoints fairly without having a misleading emphasis, editing out of context or withholding relevant and available material.

Copyright:

You must abide by all copyright rules. You may not re-broadcast material from other services e.g. other radio or television services without permission and acknowledgement. Likewise, all material broadcast on SWR 99.9FM is copyright and cannot be reproduced or used later with written permission from the board of Management first.

Legal Advice:

Media law is very complex and, whenever in doubt, refers questionable material to a Board Member You can also contact the CBAA for some advice It may need to be passed on to a lawyer. The best remedy is **"If in Doubt, Leave It Out"**!



CHILD PROTECTION

Photo and proof of I.D. is mandatory to be a member of SWR. In keeping with the safety of its members and guests SWR has a requirement to specifically include the safety of Children.

Child Protection Legislation:

SWR is not a registered educational institution with the NSW Office of the Children's Guardian. Therefore, SWRFM is not authorised to request proof of currency of NSW "working with children check"

Responsibility:

SWR still has a legal and a moral responsibility to provide positive and safe environment for children who attend the station as a member or as a guest. This requires making a firm and open commitment to child protection and adopting procedures and practices that will minimise the risk of a child being abused.

Child protection involves keeping children safe from abuse and protecting them from people who are unsuitable to work with children. A Child protection policy for SWR enables us as a voluntary organization to allow children to participate in Broadcasting and outside activities.

Rules Relating to Children:

Any child (person under 18 years) **that is not a member of SWR** is not to attend the studio **without a parent or legal guardian**. No child (person under 18 years) is to be invited to the studio for any program, without advanced formal approval being sought from the Board. Broadcasters are to maintain a professional distance from children. They are not to use their position as a voluntary Broadcaster to obtain a personal benefit or advantage. Broadcasters not adhering to SWR policy voluntarily place themselves in a vicarious position.



Social Media and Digital Policy

SWR understands that some members and broadcasters participate in social networking sites (e.g. Facebook, Twitter, Instagram, YouTube, LinkedIn, chat rooms etc. and may create and maintain personal websites including blogs. SWR respects members and broadcasters' online social networking and personal Internet use. This policy also applies to members who provide content for broadcast on any other radio stations commercial, community, national or online.

However, your online presence can affect SWR as your words, images, posts, and comments can reflect or be attributed to SWR. As a member, you should be mindful of the use of electronic media, even on your own personal time. Members and broadcasters' online comments and postings can impact SWR.

A member of SWR shall not cause the publishing or broadcast of.

- (1) Anything that may harm the goodwill or reputation of SWR or any disparaging information about SWR.
- (2) Any, discriminatory or harassing information concerning the SWR Board of management, SWR committee(s), any sponsor, listener, employee, fellow member, broadcaster, guest, interviewee or any other person associated with SWR.
- (3) Content, which is offensive, bullying, discriminatory or defamatory in nature, or which may bring SWR into disrepute. SWR's policies prohibiting harassment apply online as well as offline.
- (4) Any confidential information or intellectual property belonging to SWR obtained during your time here, including information relating to broadcasting, finances, sponsorship, research, committees, business plans, listeners, operational methods, plans, and policies.
- (5) Any private information relating to a listener, employee, fellow member, broadcaster, sponsor, or other person associated with SWR.
- (6) Any information to broadcast industry journals such as RadioInfo or RadioToday, without publishing of such material being first approved in writing from the SWRFM office.

At times, you may also be asked to place a disclaimer on your Social Media website. It will read ***"The opinions expressed on this site are my own and do not necessarily represent the views of SWR 99.9 FM."*** This will be at the request of SWR Management and will be done on a case-by-case basis.

SWR reserves the right to monitor, or engage an agent to monitor, content posted on any social media platform, published material, radio station, stream or web site.

Members and broadcasters who violate SWR 99.9 FM Rules, Guidelines Policy will be subject to disciplinary action, up to and including expulsion from the organisation.

Approved content

Members and broadcasters only, may publish details about their show, or SWR events on social media platforms and on the SWR website. This can be done by either sending an email to the office at office@swr999.com.au, or by the owner of the show posting to their own outlets. If you would then like to post or tag this content to the SWR social media pages, it may be considered for sharing.

Please note that posting information on behalf of SWR on social media is a privilege reserved for SWR **members and broadcasters ONLY**. Any co-hosts or guests of your show **who are not members** may not post until they become members of SWR 99.9 FM Community Media Association.

Approved Station Identification

These are the only five (5) Station ID's that are to be used when you announce verbally on air:

- **SWR (Pronounced "SWAR")**
- **SWR 99.9**
- **SWR 99.9 FM**
- **SWR 99.9 FM SYDNEY'S WEST**
- **SWR 99.9 FM The difference is the music**

Members and broadcasters who violate SWR 99.9 FM Rules, Guidelines Policy will be subject to disciplinary action, up to and including expulsion from the organisation. Penalties are on a case-by-case basis. Please refer to the SWRFM Constitution.

SWR Rule book Agreement

I have read the entire "SWRFM Rule Book" document and clearly understand all the rules stated within.

By signing this agreement, I agree to abide by all the rules presented in this document and I understand that I may be penalised should I fail to follow the "directions of the SWRFM Rule book" document.

Name:

Date:

Signature:

Parent Signature:
(If member is under 18yrs)

