**Music Policy Template**

This template is a guide for stations to develop their own music policy aligned with the Community Radio Broadcasting Codes of Practice (2025).

Policy Template

Purpose

1. For this policy, the term ‘the station’ referred throughout means **[insert name].** This policy ensures the Station:

* meets the Australian music quota in Code 9 of the Community Radio Broadcasting Codes of Practice, that is:
  + 25% Australian music; or
  + for ethnic or fine music community broadcasters, 10% Australian music

across all music programming, with the percentage calculated from all music played over a calendar month;

* continues to play a diverse range of music throughout its programming with a focus on local artists in line with Code 3.1 General Programming; and
* supports local musicians.

Policy

1. **Music programming**
   1. The station will seek broadcasters to provide a wide range of musical styles within the station’s aims and objectives and the nature of individual programs.
   2. Each program will have a criteria aligning with this policy mutually agreed upon by the Station and broadcaster.
   3. The station will support new, emerging or unsigned artists.
   4. Material should reflect the station’s mission to connect and amplify the voices of their local communities.
   5. All programs will ensure the total music played throughout a program is at least 30% Australian music. By aiming for 30% Australian music across all general programming, our stationhas a buffer to accommodate special programs that by their nature may not be able to meet the Australian music quota.
   6. The quota must be met for each program unless station management has given approval for the program to focus on music or culture other than Australian, or the nature or style of a program does not involve Australian music.
   7. Where appropriate, the station may consider community input when setting music quotas or music programming principles.

**Broadcasting potentially offensive music**

* 1. Music programming must reflect current community standards and be considerate of the potential impact on listeners, as well as the timing and context in which they are played. Ensure music programming complies with requirements set out in Code 4: Material Not Suitable for Broadcast. Consult with the Station about what is and isn’t appropriate.
  2. Before programming, consider:
* the value of the content against the potential for offence or harm before playing it, and determine if there is a justifiable reason to be playing material that may cause distress or breach community standards
* providing a warning to the listener in advance of playing content that may cause distress or breach community standards so the listener has the option to avoid the broadcast. An example may be an ID warning for coarse language or a spoken warning
* providing context to listeners before playing material
* the timeslot in which the song is to be played and its potential audience.
  1. The station will respond to complaints in line with Code 10 and our complaints policy about music or content that has caused offence or harm in line with Code 10 of the Community Radio Broadcasting Codes of Practice [and our stations’ Complaints Policy and Procedures]. When responding you should explain the context and reasons for the playlist choice.
  2. The station reserves the right to broadcast musical, lyrical and other material that some people might find offensive, if such usage is considered appropriate and justified in context. Presenters and/or programmers who are uncertain what may or may not be appropriate should check with the Station manager.

1. **Internal audit**
   1. The station will undertake an audit of Australian music content every six months.
   2. The audit may be performed against any nominated program, or all programs during a specified time period.
   3. Any program which is subject to audit will require the program’s presenter to complete a music log sheet for that program. Action may be taken if the audit results in not meeting the Australian music quota.
   4. The audit is managed over a week period. The results will be analysed and presented to the Station.
2. **Amrap** 
   1. Program makers are encouraged to create an Amrap account to source their Australian music. Playlists can be developed in Amrap to track station Australian music airplay.
3. **Music and sponsorship** 
   1. The Australian music quota requirement does not include music used in sponsorship announcements, programs, or station promotions.
   2. Presenters are encouraged to promote events where local musicians are featured but must at all times comply with licence conditions about sponsorship minutes and the Code 9 of the Community Radio Broadcasting Codes of Practice on sponsorships.
   3. Neither the station nor its worksmay accept any form of payment in cash or in-kind, in return for providing airplay or promotion of music, other than standard sponsorship arrangements that comply with licence conditions and the Community Radio Broadcasting Codes of Practice.
4. **Sourcing music legally**
   1. Presenters must not use streaming platforms (e.g. Apple Music, Spotify, YouTube) or illegally downloaded content during broadcasts.
   2. Music may be played if legally purchased (e.g. CDs, LPs or digital downloads from platforms like iTunes or Bandcamp) or sourced from the station’s music database and Amrap.
5. **Music database and dealings with music suppliers**
   1. Music uploaded to the database provides the station with a legal copy of the song. The Station is responsible for the management and upkeep of the music database.
   2. Music may be removed from the station database with the explicit approval of the Station.
   3. Presenters may only engage with record companies on the station’s behalf with prior approval fromthe Station.

7.5 The Music Coordinator will not misrepresent the station when soliciting material for the station.

1. **Music licences**
   1. To comply with copyright laws, the station is required to have a Community Radio Licences with APRA and Broadcast Licence with PPCA. If the station streams online they must also hold a PPCA Simulcast Licence.
   2. The station must ensure licence payments are up to date.
   3. If a station investigation reveals a breach of this policy, the Station will take disciplinary action in accordance with Station’s complaints and disciplinary procedures.

Definitions

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| **Amrap** | The CBAA’s [Australian Music Radio Airplay Project (Amrap)](https://amrap.org.au/) is an initiative that distributes and promotes contemporary Australian music to community radio stations nationwide. Amrap helps get new Australian music airplay and supports community radio broadcasters to promote new Australian music on air and online. |
| **Australian music** | Australian music may include performances by Australian artists wo are citizens of or ordinary residents of Australia.  This includes:   * the main performer * where a band is comprised of 50% or more of Australian citizens/residents and   Unless the above criteria has been met, it does not include music that is:   * performed by session musicians (even if they are Australian citizens or residents) * produced by an Australian * written by an Australian (lyrics or music) but performed by a non-Australian artist or * recorded in Australia (if the artist is not a resident or citizen) |
| **Australian music quota** | Under the Community Radio Broadcasting Codes of Practice (2025), across all music programming, we must broadcast at least 25% Australian music, except community broadcasters representing an ethnic or fine music community.  Community broadcasters representing an ethnic or fine music community must broadcast at least 10% Australian music of all music programming. |
| **In-kind** | Payment in the form of goods and services and not money. |
| **Offensive music** | Music containing sexist, racist or explicit sexual content. |
| **The Station** | Means **[station name]** |
| **Under-represented** | Means insufficient or inadequate representation. |

Additional resource: considerations when drafting your policy

**When drafting your station’s music policy, consider whether your station has a stance on these points - and if so, add them to your policy:**

**Who (People and Responsibilities)**

* Clarify who takes responsibility for music at your station. This could include identifying who oversees playlisting, manages the music library or database, and controls access to uploading and downloading tracks. Defining these roles helps streamline workflows and avoid confusion.

**What (Programming Values)**

* Outline what types of music and associated content is encouraged at your station. Also outline where the parameters might be. This might include coarse language, offensive content or content warnings.
* If your station champions local music, include any expectations around how often it should be played and each presenter’s agreed responsibility to meet the mandatory 25% quota. Consider the station’s diversity goals around artists and genres, and a balance between emerging and established artists.

**How (Broadcast Practice and Compliance)**

* Explain how your station handles the practicalities of music programming and airplay. This may include your policy on sponsorships, free tickets or other benefits – especially where these relate to music airplay – in line with licence conditions.
* Include how you track and report playlists, (on your website, or externally as required with organisations like APRA AMCOS) and who is responsible for that work, and whether you share them with APRA or listeners. If your station has gig guides or live music coverage, outline how you ensure these segments reflect a fair and inclusive range of events in the community.
* Include information the station needs to adhere to stay compliant and consistent. This might cover policies around pay-for-play, ticket giveaways or sponsorship that meet your licence conditions