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MELBOURNE COMMUNITY TELEVISION CONSORTIUM LTD

(ACN 104 562 076)

Programming Policy

(Last amended February 2022)

PURPOSE

This policy details the programming objectives of the Melbourne Community Television Consortium; the criteria on which programming decisions regarding selection and scheduling of programs will be made; and the responsibilities ofthose members of the community who undertake to provide programming content for broadcast.

1. BROADCASTING LICENCE AND COMMUNITY OF INTEREST

The Melbourne Community Television Consortium Ltd (in this document referred to as "MCTC Ltd.") holds a communitytelevision broadcasting licence for the licence area of Greater Melbourne and Geelong. The MCTC Ltd.'s community of interest under its broadcasting licence is the general population of Greater Melbourne and Geelong. The television service provided is known as Channel 31 or C31.

2. PRINCIPLES OF ACCESS

(a) MCTC Ltd., either directly or through its Member groups, will allow, encourage and support the active participationof the members of its community of interest; in particular, those individuals and community groups who would otherwise be denied such access to television production.

(b) MCTC Ltd. will encourage and support individuals and organisations within the community to become members of any of the existing community access television groups, and to work within and through these groups to developand produce programs.

(c) MCTC Ltd. will encourage and support communities to form new community access television groups to develop andproduce programs.

(d) MCTC Ltd. will ensure that its programming does not discriminate against individuals or groups through the production and transmission of images that misrepresent or sensationalise or that are culturally or religiouslyintolerant, sexist or which otherwise exploit any individuals or groups.

(e) MCTC Ltd. will ensure the scheduling of programs recognises the needs of local and specific communities as well asthe needs of diverse audiences.

3. PROGRAMMING OBJECTIVES

(a) The programming objectives of MCTC Ltd. are as follows:

(i) Programming shall represent a diversity of interests and content.

(ii) Programming shall include community access programming and programming attracting diverseaudiences.

(iii) Community access programming shall be selected irrespective of its ability to attract sponsorship or other forms of revenue.

(iv) Other programming shall be selected on its ability to contribute to the diversity of programming and its contribution to the sustainability of MCTC Ltd.

(v) Provision shall be made for local, state, national and international programming with an emphasis on local and diverse content.

(vi) Provision of programming access to the community and programming content for the community shall strive to contribute to a more cohesive, equitable, harmonious and multicultural Australian society.

(b) MCTC Ltd. will ensure it has adequate and ongoing audience feedback mechanisms to measure the quantitative and qualitative effectiveness of programming in meeting the needs of the community.

4. INTERNAL PROGRAM PROVIDERS

(a) Internal program providers are as defined as the Members of MCTC Ltd. and the Associate Organisations.

(b) MCTC Ltd. shall have regard to the principles of equal access and the aspirations of each Member and Associate Organisation.

(c) Rights for access for air-time for internal program providers are defined from time to time by the Board of Directors.

5. EXTERNAL PROGRAM PROVIDERS

(a) External program providers are program providers other than Members or Associate Organisations.

(b) External Program providers are not guaranteed air-time and may be charged fees to access air-time.

6. PROGRAM CONTENT

6.1 Compliance with regulatory requirements

All Programs submitted for broadcast by MCTC Ltd. must comply with MCTC Ltd.'s regulatory requirements, which include therelevant provisions of the Broadcasting Services Act 1992, MCTC Ltd.'s licence conditions, and the Community Television Codes of Practice. Any program which does not comply with the regulatory requirements will not be broadcast.

6.2 Previewing

(a) The pilot episode of each new program will be previewed before the first broadcast to ensure it complies with the regulatory requirements and will be classified according to the classification guidelines. This classification will be taken into account when scheduling the program into a specific timeslot. Program Providers will be expected to maintain that level of classification throughout the run of the program.

(b) Program Providers who believe the content of their program does not meet the regulatory requirements should bring the matter to the attention of MCTC Ltd. so that the program can be reviewed thoroughly.

(c) Selected episodes of all programs will be previewed and reviewed from time to time to ensure that the Program is continuing to meet the regulatory requirements.

(d) Any program failing to meet the regulatory requirements shall have every episode previewed before broadcast.

(e) If a program requires alterations to ensure compliance with the regulatory requirements, MCTC Ltd. may, at its sole discretion, choose to edit the program content. MCTC Ltd. will use best endeavours to advise the Program Provider that the alterations are being made.

(f) Any program that repeatedly fails to meet the regulatory requirements shall forfeit its timeslot until the Program Provider can demonstrate an ability to produce the program in accordance with the requirements; or, where appropriate, the program can be rescheduled to accommodate a different classification.

6.3 Controversial program content

MCTC Ltd. programming may include the presentation of points of view or values which are distasteful, or even offensive to particular individuals or groups, but will only be screened if the Program submitted complies with the following guidelines:

(a) All matters must be treated in a balanced manner. Factual material should be presented accurately, and be distinguished from commentary and analysis.

(b) All Programs of this nature should clearly identify at the start and end of the Program the source of the Program, so that audiences can exercise their own judgement about the way issues and information are presented.

(c) MCTC Ltd. will not support any particular religion over any other nor intentionally provide a medium for one religion to denigrate another.

(d) MCTC Ltd. allows cultural groups to self-identify their cultural identity, and is not subject to the desires of any one group to how any other group is to be identified. This should not be interpreted as recognition of any historical or political claims or conferring official authority on activities counter to the policies or practices of other governments.

6.4 Use of copyright material

Program providers must have copyright and broadcast clearance for all visual and audio material contained in any Program submitted for broadcast, and must provide reasonable proof upon request to MCTC Ltd.

6.5 Watermarks

Programs must not include a watermark, logo or vision bug inserted by the Program Provider. Vision inserts from otherbroadcasters can only include the logo of the originating broadcaster if this is a contractual condition to use the footage. Program providers will be required to demonstrate proof of the use of the watermark being a contractual condition.

6.6 Use of the C31 logo

No program may contain or attempt to mimic the C31 logo without seeking written permission from MCTC Ltd.

6.7 Misinformation policy

Programs must not include false, misleading, or deceptive information that might lead to disdain for the rule of law, civil unrest, disobedience, or real-world harm.

This includes the manipulation of what is and what is not fact, contravening published advice from recognised accountable organisations, including Research, Professional, Government Health Authorities, The World Health Organisation (WHO), as well as Australian State, and Federal, Government's and their Ministers and Officers.

The volume of potentially misleading material raises the real-world risk that should a program include such content, which has not been proven, or not based on fact, could by doing so cause real-world harm that could include death.

Our community not only expects, but deserves honest, accurate, and trustworthy information.

For reference and guidance, here are the YouTube current guides: (as of January 2022): Misinformation policies

6.8 Pandemic (COVID-19) misinformation policy

Complimenting, and in combination, with all other guidance of this document, this section refers directly – but not separately – to pandemic or similar related content – including, but not limited to, COVID-19.

This policy is subject to change in direct response to what may be frequent, fast moving, and rapid changes to global, including World Health Organization's (WHO), Australian Government, and Local Health Authorities' guidance.

This includes official recognised guidance on:

Treatment; Prevention; Diagnosis; Transmission; Social distancing; Self-isolation; and, the existence of COVID-19

MCTC Ltd. does not allow content that poses a serious risk of harm by spreading medical misinformation about currently administered vaccines that are approved and confirmed to be safe and effective, by local health authorities and by the World Health Organization (WHO). This is limited to content that contradicts local health authorities' or the WHO's guidance on vaccine safety, efficacy, and ingredients.

Do not include content which (but not limited to)

- Content that encourages the use of home remedies, prayer, or rituals in place of medical treatment.
- Content that claims that there's a guaranteed cure.
- Content that recommends the use of specific drugs or treatments which are not supported, nor endorsed, by global or appropriate local health authorities.
- Content that promotes prevention methods that contradict local health authorities or WHO.
- Claims that wearing a mask is dangerous or do not play a role in preventing the contraction or transmission.
- Claims about COVID-19 vaccinations that contradict expert consensus from local health authorities or WHO; harmful misinformation about currently approved and administered vaccines alleging that vaccines cause chronic side effects, outside of rare side effects that are recognized by health authorities.
- Content claiming that vaccines do not reduce transmission or contraction of disease.
- Content misrepresenting the substances contained in vaccines.

6.9 Election misinformation policy

Complimenting, and in combination, with all other guidance of this document, this section refers directly – but notseparately – to certain types of misinformation that can cause real-world harm, like certain types of technically manipulated content, and content interfering with democratic processes.

Do not include election-related content which (but not limited to)

- Content aiming to mislead voters about the time, place, means, or eligibility requirements for voting, or false claims that could materially discourage voting.
- Content that advances false claims related to the technical eligibility requirements for current political candidates and sitting elected government officials to serve in office.
- Incitement to interfere with democratic processes.
- Content encouraging others to interfere with democratic processes.
- Content that contains hacked information, the disclosure of which may interfere with democratic processes.
- Content which aims to mislead, misguide, or discourage census or election participation.
- Content that has been technically manipulated or doctored in a way that misleads users (beyond clips taken out of context).
- Content that may pose a serious risk of harm by falsely claiming that old footage from a past event is from a current event.

6.10 *"Fake News" misinformation policy*

Complimenting, and in combination, with all other guidance of this document, this section refers directly – but notseparately - to certain types of misinformation that can cause real-world harm, like certain types of technically manipulated content, and content interfering with democratic processes.

Do not include content which (but not limited to)

- Content that incites the public that could possibly lead to harm or civil unrest; content which aims to damage the reputation of a person or entity.

"Fake News" does not have a fixed definition having been applied more broadly to include any type of false information, including unintentional and unconscious mechanisms, and also by high-profile individuals to apply to any news unfavourable to their personal perspectives.

6.11 *Misinformation policy violation*

The consequences for violating a misinformation policy depends upon the severity and type of the violation, including guidance from other sections of the Programming Policy, and may include considerations relating to the existence of any prior violation of Programming Policy, and whether previous corrective action requirements were completed in anappropriate, and timely manner.

7. SELECTION OF PROGRAMS

7.1 *Criteria for selecting programs*

When selecting programs for broadcast by MCTC Ltd., priority will be given to programs which meet the following criteria:

(a) Programs which meet the definition of Local Content (as defined in Appendix A).

(b) Programs which will increase sponsorship revenue or generate goodwill for MCTC Ltd.

(c) Programs which have been produced for other community television licensees within Australia.

(d) Programs which have not previously been screened on another television service within MCTC Ltd.'s licence area.

(e) Programs which have not previously been broadcast by MCTC Ltd.

7.2 *Language Other Than English program selection criteria*

(a) Culturally and Linguistically Diverse (CALD) programs are those programs which are produced by and for culturally and linguistically diverse communities. They can be produced in English or in languages other thanEnglish. MCTC Ltd. recognises that it has a valuable role to play in providing programming and access to people from different cultural and linguistic backgrounds.

(b) MCTC Ltd. seeks to strike a balance between English language programming which is readily accessible to a generalpopulation, non-English language programming concerning ethnic cultural issues in English, non-English language programming subtitled in English which may serve the needs of particular communities and which is accessible to a wider audience, and non-English programming which directly serves the needs of particular communities, and which may be of some interest to other communities.

(c) In order to ensure that MCTC Ltd. continues to meet its licence conditions by broadcasting programming aimed at the general population of Greater Melbourne and Geelong, the amount of programming content per month in Languages Other Than English will not exceed 30%. Programs which meet the Local Content Guidelines will be given priority in scheduling.

(d) When there are more requests for air-time than there are hours available for Language Other Than English programming, the following criteria along with membership rights, the principles of access, and programmingobjectives will be used to determine which proposals will be given priority:

  (i) Programs that emphasise local content.

(ii) Programs that will attract the most sponsorship revenue or that will generate kudos or goodwill for MCTC Ltd.

(e) Open subtitling of all programs in languages other than English is encouraged by MCTC Ltd.

7.3 Local content in schedule

(a) The schedule must contain at least 60% per month of programs which meet the Local Content Guidelines.

(b) The overseas content of Language Other Than English programs will not exceed 60% of Language Other ThanEnglish programs scheduled in a month.

(See Appendix A for the Local Content Guidelines.)

7.4 Transcripts and Program Rundowns

Providers of Programs in a Language Other Than English shall provide a transcript which follows the required criteria stated below:

(a) New providers of programs in a language other than English must provide a full transcript for programsregardless of content for the first three Programs. This may be altered by MCTC Ltd. at its sole discretion.

(b) Programs in a language other than English or program sections that contain material of:

(i) a political or religious nature; or

(ii) a provocative or controversial nature

must in all cases be accompanied by a full transcript of written and spoken material, including music content. This must be signed by the Program Provider. Examples of such material include:

- war, hostilities past or present;
- any political position or statement;
- any sort of inflammatory religious content;
- interviews with certain persons which would cause political, religious and/or cultural unrest;
- songs that have a history of setting one group against another; and
- graphic symbols, motifs and/or signs that are politically religiously and or culturally offensive.

The time period at which the Program is to be broadcast is also to be taken into consideration if it would incitepolitical, religious and/or cultural unrest.

(c) Programs in a language other than English or Program sections that do not contain material of

(i) a political or religious nature; or

(ii) provocative or controversial content

and are classified as G rated, must be supplied with a Program rundown and description of content. Sufficient information n concerning the content of the Program must be provided in the Program rundown along with theintentions of the Program to support the appropriate classification.

(d) MCTC Ltd. may acquire an independent translator to randomly check any Programs in a Language Other ThanEnglish before going to-air. Any fees incurred will be borne by the Program Provider.

7.5 Complaints and Appeals

(a) Complaints in relation to access to-air-time shall be dealt with in accordance with the Grievance Procedure ofMCTC Ltd.

(b) Complaints in relation to the content of a program will be resolved in accordance with the Code of Practice for Community Television and any other guidelines adopted by the Board.

8. PROGRAM PROPOSALS

All program proposals must comply with the following guidelines:

(a) Proposals must be submitted in writing following the guidelines of the C31 Programs Kit.

(b) Subject to approval of the written submission by MCTC Ltd., Program Providers must submit a broadcast quality pilot.

(c) Programs submitted may be single programs or one-offs, parts of a series or a serial.

(d) Program providers will be responsible for advising MCTC Ltd. if their program contains material requiring an advisory message.

(e) MCTC Ltd. will attempt to contact providers regarding acceptance or otherwise of proposals in the order that the requests are received.

(f) Submitting false information in connection to a program proposal will lead to program cancellation and restrictions.

(g) All Program Providers will provide to MCTC Ltd. information regarding contact details for the producer of the program and other responsible production members.

(h) Organisations providing programs must indicate in their proposal the name of the person who is responsible for submitting programs. Any changes in the designation of representatives must be submitted in writing by an officer of the organisation.

(i) Persons under 18 years of age submitting programs will be required to have a parent or guardian authorise allagreements with MCTC Ltd. on their behalf.

9. SCHEDULING OF PROGRAM TIMESLOTS

9.1 Criteria for allocating program timeslots

Timeslots will be allocated for programs according to the following guidelines:

(a) All requests that have not had a series scheduled in the previous year will receive priority where possible in thefollowing year, subject to all other policy constraints.

(b) Programs will be allocated timeslots within overall parameters and flow, taking into account audience building and the representative diversity of programming submitted. MCTC Ltd. will also exercise scheduling discretion to ensure access for new program providers, single programs, series of limited duration and special events.

(c) MCTC Ltd. will consider requests for specific program timeslots but in the interest of ensuring fair and equitable programming will give no guarantees.

(d) MCTC Ltd. will to the best of its ability provide air-time as requested on a first-come-first served basis (schedule, submission dates and financial considerations taken into account) subject to all policy and financial requirements.

(e) Program providers may request renewal of their timeslots. Renewal of a timeslot will be subject to the numberof requests received from new program providers, the desirability of accommodating the program in the schedule, financial considerations as deemed necessary by the Board.

9.2 Access to airtime for internal program providers

(a) Members shall have guaranteed access to two half-hour timeslots per week for first-run content which meetsthe Local Content Guidelines. Associate Organisations shall have guaranteed access to one half-hour timeslot per week for first-run program content. Further timeslots may be allocated at the sole discretion of MCTC Ltd.

(b) Allocation of Member and Associate Organisation programming timeslots requires submission of a Program Proposal along with a pilot or first episode.

(c) Members shall be guaranteed access to one minute of sponsorship announcement time per week. If a Member has been allocated additional timeslots for first-run content above the guaranteed two half-hour timeslots, the Member shall have an additional 15 seconds of sponsorship announcement time for each additional half-hour timeslot per week.

(d) Members' sponsorship announcements must be scheduled within their allocated first-run program timeslots. Nomore than one minute of the sponsorship time may be scheduled within any given half-hour timeslot.

9.3 Changing timeslots

(a) Timeslots are subject to change, and MCTC Ltd. reserves the right to reschedule any Program.

(b) In making programming decisions, there is a need to distinguish between programs that provide long-running (year round) series representative of their community of interest, and programs that are short-run series of general audience interest.

(c) When considering a timeslot change for a program, MCTC Ltd. will:

(i) arrange a face-to-face meeting with the Program Provider, where possible, to discuss the change;

(ii) give the Program Provider with appropriate notice of a change of timeslot to ensure that the change can be widely publicised and listed in the TV Guides. MCTC Ltd. will aim to provide four to six weeks notice; however for long-running programs targeting a specific community of interest that have been in the sametimeslot for a long time, a period of up to three months notice may be required; and

(iii) confirm the change in writing, and draft a variation to the Program Broadcast Licence.

(d) If a timeslot change is for a short period only or made at short notice, MCTC Ltd. will inform the audience by screening such items as program promotions, and graphics to inform viewers of the change.

(e) Sufficient notice of a timeslot request needs to be given by Program Providers of short-run or non-standard length programs (i.e. programs that do not occupy a 30 minute slot) so that timeslots can be arranged and, if necessary, complementary programs can be found to fill the schedule.

(f) Program Providers requesting timeslot changes or allocations should be mindful of these guidelines, as they willimpact how quickly MCTC Ltd. can respond to such a request.

10. PROGRAM BROADCAST LICENCES

(a) All Program Providers must enter into a Program Broadcast Licence with MCTC Ltd. to have their program broadcast.The Program Broadcast Licence is a legal agreement outlining the terms and conditions under which Program will be broadcast by MCTC Ltd. The Program Broadcast Licence contains the obligations the Program Provider and MCTC Ltd. undertake to meet as part of the broadcast of the Program.

(b) Program Providers will be required to enter into a Program Broadcast Licence on a per-series basis. In the event that a Program series will run for more than 26 episodes, the Program Provider must enter into a new Program Broadcast Licence agreement for every 26 episodes.

11. TECHNICAL CRITERIA FOR PROGRAMS

11.1 Compliance with Technical Criteria

All Programs broadcast by MCTC Ltd. must comply with the provisions of the Technical Criteria. The Technical Criteria aredivided into two levels, as detailed in Appendix B. Wherever possible, MCTC Ltd. will offer advice to Program Providers to assist them to overcome their technical difficulties and produce shows of a higher technical quality.

11.2 Level 1 Technical Criteria

(a) Programs which do not meet Level 1 technical criteria have problems which make them fundamentally unsuitable for broadcast. Most of these problems are either introduced in the editing process or can be corrected in post-production.

(b) Any episode of a program which does not meet the Level 1 criteria will not be broadcast. Where time permits, the Program Provider will be contacted and asked to provide a corrected version of the episode. If the Program Provider is unable to correct the problem, they will be offered advice and assistance by MCTC Ltd. to resolve the issues that are causing the problem. If after receiving assistance the Program Provider continues to deliver episodes that have the same problem, then after the third problematic episode is received the Program will be taken off-air until the problem is fully resolved.

(c) If a program has been removed from the schedule for repeatedly failing to meet the Level 1 technical criteria, the program will not be accepted for broadcast in the future until a pilot which meets the technical criteria is received.

(d) Internal Program Providers who have their program removed from broadcast due to repeated technical problemsmay appeal the decision through the "Complaints Related To Access To Airtime" provisions of the MCTC Ltd Grievance Procedure.

11.3 Level 2 Technical Criteria

(a) Footage that does not meet the Level 2 technical criteria has problems which have been introduced at the recording stage, and which are therefore difficult to remove or minimise during post-production, or has been sourced from non-broadcast quality video formats. Depending on the severity of the problems and the significance of the footage, some usage of footage which does not meet the Level 2 criteria may be accepted.

(b) Assessment of the Level 2 criteria and their impact on whether a program should be broadcast will depend on anumber of factors. Those factors include:

(i) *The severity of the problem*

Heavily distorted audio, incomprehensible speech, grossly over- or under-exposed vision or very blurry pictures would usually be unacceptable for broadcast. Care needs to be taken in assessing the impact thequality of footage will have on the transmission chain – e.g. noisy, blurry or shaky footage does not compress well and can result in severe macro-blocking on digital transmission.

(ii) *The importance, significance or uniqueness of the footage*

It is understood that some footage will be recorded under adverse conditions and that relatively poor quality footage may be all that is available for a significant event. Archival footage is more likely to suffer from quality defects and may have been shot or stored on formats that are not broadcast quality. The use offootage from twenty years ago which only exists on VHS may be acceptable; shooting on VHS today would not.

(iii) *The duration of the footage*

Using a small amount of lower quality footage (eg to illustrate a news event, where the footage may be unique) would be acceptable for broadcast. An entire episode with severe problems may only be broadcastin exceptional circumstances.

(c) If an episode of a program contains footage that does not meet the Level 2 technical criteria, the episode may be rejected for broadcast if the problem is severe and the problematic footage comprises more than a small portion of the program, is uncomfortable to view, or obscures the content of the program. Whether the episode is broadcast or not, MCTC Ltd. will contact the Program Provider to explain the problem and offer assistanceto resolve the problem in future episodes.

(d) Programs which do not meet Level 2 criteria on a continuing basis will only be broadcast in off-peak timeslots.In the event that three episodes within the period covered by a Program Broadcast Licence agreement contain significant amounts of material that does not meet the Level 2 criteria, MCTC Ltd. will request a meeting with the Program Provider to discuss what measures need to be taken to resolve the

problems, to set a timeline for the problems to be resolved, and to offer training and assistance where necessary. The Program Provider may alsoagree to seek training or self-improve within the timeline. MCTC Ltd. will then advise the Program Provider in writing of the decisions made in the meeting.

(e) If the problems are not resolved within the agreed timeline, the program will be moved to an off-peak timeslot.In order to return to a preferred timeslot, the Program Provider must submit a pilot in a timely fashion which demonstrates that they are able to meet the technical criteria.

(f) Program Providers who need to use material that does not meet the Level 2 technical criteria within their program for a particular reason should liaise with MCTC Ltd. beforehand to determine whether the footage is suitable for broadcast, how much footage should be used, and discuss how the footage can be contextualisedfor broadcast.

11.4 Program durations and break configuration

Program durations, and numbers of segments and breaks, must be as stated in Appendix B.

12. SCHEDULING OF REPEAT PROGRAMMING

(a) When entering into a Program Broadcast Licence for a series of programs, the Program Provider will be requiredto nominate whether their Program for that series will be first-run episodes or repeats. Decisions in the schedulingof timeslots will be made on that basis. Preference in scheduling will be given to first-run programs.

(b) A Program Provider who has committed to providing first-run episodes can provide up to three repeat episodesinstead if necessary due to unforeseen circumstances. Where possible, the repeat episodes should not be episodes already broadcast during the current series. This provision does not apply to topical factual programs such as news and current affairs programming, where the repeating of episodes will result in the broadcasting ofcontent which is out of date.

(c) If a Program Provider who has committed to providing first-run episodes submits more than three repeat episodes within the period covered by a Program Broadcast Licence agreement, the Program will, at the discretion of MCTC Ltd., either be moved to a non prime-time slot, or taken off air. (It is acknowledged that extenuating circumstances can occur, and MCTC Ltd. will decide which action to take on a case by case basis.) If the Program is taken off air, the Program Provider will be required to provide a full series of first-run episodes beforethe Program is returned to air.

(d) After the second repeat in place of a first-run episode, the Program Provider will be formally notified by MCTC Ltd. ofthe action which will be taken if further repeat episodes are submitted.

13. PROGRAM DELIVERY

(a) Unless an exemption is granted by MCTC Ltd., program masters must be delivered ten days in advance of broadcast.This allows programs to be previewed in a timely manner to ensure they meet technical, legal and regulatory requirements, and for problems to be resolved before broadcast.

(b) Exemptions may be granted at the sole discretion of MCTC Ltd. for fast turnaround programs such as news, current affairs, sports and other topical material. Such programs must be delivered before 10am on the day of broadcast if the program's timeslot is later than 6pm or 10am on the day before broadcast if program's timeslot is earlier than 6pm.

(c) Exemptions may also be granted at the sole discretion of MCTC Ltd. for individual episodes of non fast turnaround programs where there is a specific demonstrated need to do so.

(d) Programs which are broadcasting a series of repeats must deliver the entire series of program masters before the series commences.

(e) If a Program Provider fails to deliver an episode of the program, MCTC Ltd. can, at its

absolute discretion, either replace the episode with a repeat episode of the same program or other program content. In the case of a topical factual program, such as news and current affairs programming, a repeat will not be broadcast; and the program will be replaced with other program content.

(f) If a Program Provider fails to deliver more than three episodes of a program within the period covered by a Program Broadcast Licence agreement, the program will be taken off-air. The Program Provider will be required to provide a full series of first-run episodes in advance before the program is returned to air.

(g) A fast turnaround program which fails to deliver an episode of the program by the required delivery time will lose its fast turnaround status.

14. LIVE PROGRAMMING

(a) Timeslots for live programming will only be allocated when there is a reasonable expectation by MCTC Ltd. that the program will meet MCTC Ltd.'s content requirements and technical criteria, and the classification and regulatory requirements of the community broadcasting licence and Codes of Practice.

(b) A program proposal for a live program must include:

(i) a detailed rundown of the content of the program; and
(ii) a detailed breakdown of the production and broadcasting equipment to be used.

(c) For live series, and where possible for one-off programs, a pre-recorded pilot produced under as-live conditions should be supplied to MCTC Ltd. in order to demonstrate the Program Provider's ability to satisfactorily produce the program to the required standards.

(d) If, due to the nature of the content, the program is unable to be piloted, the decision to allocate a timeslot will be assessed based on the information provided in the program proposal, and any previous live or pre-recorded programs provided by the Program Provider.

(e) Where there is not a reasonable expectation that the program will meet the required content or technical standards, the Program Provider must obtain outside assistance and expertise to assist in the production of the program before allocation of a timeslot is considered.

(f) Unless otherwise agreed by MCTC Ltd., the Program Provider must cover all costs involved in delivering the live program signal to the MCTC Ltd. presentation facility.

(g) In the event that an episode of the program:

(i) does not meet the technical criteria;
(ii) exceeds the classification of the program; or
(iii) breaches the community television licence conditions or Codes of Practice,MCTC Ltd. will cease broadcasting the episode and replace it with other content.

(h) If the program fails to meet the technical criteria or content standards for more than three episodes, the program will be required to cease live broadcasts and, where possible, move to pre-recorded production.

15. FACTUAL PROGRAMMING: NEWS, CURRENT AFFAIRS AND OPINION PROGRAMS

15.1 Definitions

(a) News programs present an account of actual happenings. News programs are predominantly concerned withpresenting facts and providing context, and may include analysis of events. News programs include news updates and news flashes.

(b) Current affairs programs concentrate on social, political or economic or issues which are of current relevance to the community. Current affairs programs usually provide

greater detail than news programs. They may feature fact-based analysis and debate on issues.

(c) Opinion based programs and content provide a particular point of view or perspective on an issue. Opinion based programming includes lecture series, point of view documentaries, editorial commentary and speeches. Opinion based content must be identified as such and must identify the source of the content. MCTC Ltd. does not endorse opinions expressed in such programming.

15.2 Presentation of factual material

(a) News, current affairs and opinion programs must present factual material accurately. They must clearly distinguish factual material from commentary and analysis. They must situate issues in context, identify allinterviewees, and not misrepresent a viewpoint by giving misleading emphasis, editing out of context, or withholding relevant available facts.

(b) News and current affairs programming should be accurate, impartial and objective, and avoid bias. Context, analysis and comment included in news and current affairs content should be based on demonstrable evidence and professional expertise, and not on personal opinion.

15.3 Correction of factual errors

News, current affairs and opinion programs must ensure that reasonable efforts are made to correct substantial errorsof fact at the earliest possible opportunity.

16. STATION PRODUCED MATERIAL

16.1 Non-program material

MCTC Ltd. produces or causes to produce sponsorship announcements, community service announcements, news broadcasts, station identification announcements, weather announcements, and other relevant non-program material.

16.2 Special event programming

MCTC Ltd. may produce one-off programs for special events which are whole-of-station events (such as the Antenna Awards ceremony, or Subscriberthon fundraising activities); or which are events which promote MCTC Ltd.'s communitytelevision service and encourage participation by the community.

16.3 Production of programming to meet community requirements

Where a need is identified to broadcast programming targeted at a specific community which is not otherwiserepresented on MCTC Ltd.'s community television service, MCTC Ltd. may initiate development and production of suchprogramming.

17. COMMUNITY SERVICE ANNOUNCEMENTS

MCTC Ltd. allocates airtime on a limited basis and free of charge to community and charitable organisations for the purpose of disseminating information to the public and for drawing attention to the aims and objectives of those organisations. These announcements will be no longer than one minute and will be scheduled at the discretion of MCTC Ltd.

18. LIABILITY

(a) MCTC Ltd. is not liable for any mistakes, omissions or interruptions within the broadcast of programs.

(b) MCTC Ltd. is not liable if the program or material submitted is damaged, lost or stolen while in its custody except in the case of gross negligence on the part of MCTC Ltd. resulting in damage or loss of submitted tapes.

(c) In the case of gross negligence on the part of MCTC Ltd., liability is limited to the cost of replacing a blank videotapetogether with dubbing and editing costs where applicable.

PROGRAMMING POLICY – APPENDIX A
LOCAL CONTENT GUIDELINES

One of the licence conditions on all community television broadcasters is that the broadcaster must encourage members of the community that it serves to participate in the operations of the service, and the selection and provisionof programs.

In order to meet this licence condition, Melbourne Community Television Consortium Ltd aims to give priority to broadcasting material made by and for the community within its licence area of Greater Melbourne and Geelong.

Community-based organisations which are Members of the Melbourne Community Television Consortium Ltd are expected to provide television programming which is of interest to their community, and to also provide opportunitiesfor their community to participate in the selection and production of television programming.

The Constitution of Melbourne Community Television Consortium Ltd states that one of the requirements forMembership of the Consortium is that:

> *"A Member of the Consortium must be able to demonstrate an on-going capacity to produce community television programming. Such programming must meet the local content guidelines as set down by the Assembly from time totime."*

Definition of Local Content

An episode of a program will be defined as Local Content if at least 70% of the episode has been produced within theMCTC Ltd. Licence Area of Greater Melbourne and Geelong.

(Produced means shot within the licence area, using talent and crew that are predominantly from the licence area.)

Definition of On-going Capacity To Produce

In order to demonstrate an on-going capacity to produce community television programming, a Member must produceat least 13 episodes of a program per year which meet the definition of Local Content.

PROGRAMMING POLICY – APPENDIX B
TECHNICAL CRITERIA

1. Level 1 Technical Criteria

Vision:

- Must be in PAL format

  PAL (Phase Alternating Line) is the television standard in use in Australia. It uses 25 frames per second,interlaced, with a frame resolution of 720x576 pixels (occasionally 704x576 pixels).

  Other formats, such as the American NTSC format (30 frames per second, 720x480 resolution) cannot be broadcast as they are incompatible with the Australian transmission standards. Material recorded in NTSC mustbe converted to PAL before it can be broadcast.

  Acceptable formats for submission:

  720x576 50i – 16x9 aspect ratio (576i)

  1024x576 50i – 16x9 aspect ratio – Square pixel (576i)

  720x576 25p – 16x9 aspect ratio (576p)

  1024x576 25p – 16x9 aspect ratio – Square pixel (576p)

  1280x720 25p - 16x9 aspect ratio (720p)

  1280x720 50p - 16x9 aspect ratio (720p)

- Must be presented in the correct aspect ratio

  C31 broadcasts a 16:9 signal. All programs should be produced and delivered in a 16:9 format. 4:3 material incorporated into a 16:9 program should be pillarboxed.

- Must have a consistent aspect ratio throughout program master

  Video cameras that can record in 4:3 and 16:9 use the same frame resolution (720x576) to record both formats.The 16:9 widescreen picture is horizontally compressed, resulting in objects appearing tall and thin (“16:9 anamorphic widescreen”). When making a program which mixes 4:3 footage and 16:9 anamorphic footage, care should be taken to ensure that the program master is presented in a consistent aspect ratio – i.e. 16:9 anamorphic footage should be letterboxed for inclusion in a 4:3 program master; or 4:3 footage should be pillarboxed for inclusion in a 16:9 program master. When assembling a program using footage from different sourced with different aspect ratios, remember the golden rule: circles should always be round, not oval.

- Must have correct field dominance

  PAL video is usually referred to as having 25 frames per second. In fact the signal is interlaced, which means that each frame comprised of 576 picture lines is broken into two halves, or fields. One field contains lines 1,3,5,7, etc, and the other contains lines 2,4,6,8, etc. When shown on screen, the two fields combine to form asingle picture. Each field is recorded at a slightly different moment in time, 1/50th of a second apart. (If you examine a single frame from footage of a fast moving subject, you will be able to see a comb effect on the edgeof the subject where it has moved between fields.)

  Analogue tape formats and some digital formats (eg some DVDs) record the signal with the odd-numbered field(the top field or upper field) first, followed by the even-numbered field (the bottom or lower field). However, some digital formats (such as DV tape) store the lower field first.

  Many popular editing software packages such as Premiere and Final Cut use lower field first as a default. If upper field first footage is used in the project (e.g. footage ripped

from a DVD or captured through another piece of software) and exported, its fields will be exported in the wrong order. Instead of fields A, B, C, D, E, F,G, H etc, the footage will appear as B, A, D, C, F, E, H, G etc. This is known as reversed field dominance, and gives a fluttery, juddery appearance to the footage. The problem is easily corrected by applying a "reverse fielddominance" filter to the affected clips during the editing process.

It is important to note that this problem is not always noticeable on computer monitors and some LCD andplasma TVs, as they are not interlaced displays. It will always be apparent on a CRT monitor and on LCD /plasma TVs that do not de-interlace the picture.

- Master tape must be free of tape drop-out

  Drop-out is caused by wear and damage to the video tape, and causes break-up of the recorded signal. On digital tapes, this may be seen as pixilation of the image, banding where parts of the image freeze up, and ahigh-pitched noise on the audio.

  Drop-out on analogue tapes can take the form of black flecks in the image, white bands of static across the picture, or even complete break-up of the image into static. Audio may disappear, and the drop-out can also affect the sync pulses recorded along the edge of the tape, which may cause the playback VTR to drift and losesync, resulting in picture tearing and rolling. Analogue recordings should be recorded with stable sync pulses and without sync pulse breaks to ensure proper playback.

Audio:

- Programs must have stereo or dual-track mono sound throughout
- Programs with two-track audio (ie stereo or dual track mono) must ensure the two tracks are in phase

  It is possible that at some stage in the transmission process (up to and including viewers' television sets) that twochannel audio may be converted to mono sound. When the two channels are out of phase on the master tape, they will partially or completely cancel each other out when converted down to mono, giving diminished or no audio.

- Must have correct audio sync

  Sometimes it is possible for the audio and video of a clip to become unsynchronised during the editing process,with the result that mouth movements do not match the words being said. It is usually very easy to remedy thisduring editing, by moving the audio or video slightly to line the two up correctly.

- Must not be heavily distorted / incomprehensible

  Audio which has been severely over-recorded (i.e. recorded too loud) and distorted to the point where it isdifficult to understand what is being said will not be acceptable for broadcast.

2. Level 2 Technical Criteria

Vision:

- should be in focus, recorded with the correct colour balance and shutter speed settings
- should not be under or over exposed, nor black or white crushed; vision levels should not exceed 100%(analogue recordings only)
- should not have over or under saturated chroma levels
- should be crisp and clear without excessive video noise or compression artefacts
- should not be sourced from non-broadcast formats (eg VHS, camera-phone footage, video sourced fromwebsites such as YouTube)
- should not be excessively shaky, or poorly framed
- should be composed so that all graphic elements are within the "title safe" area of the picture.

Audio:

- should be clean, without hiss or hum

- should not be peak distorted
- should not be too roomy or indistinct due to poor microphone placement (eg inappropriate use of cameramicrophone)
- audio levels should be consistent (it is preferred that digital program masters should have audio levels set so that average conversation levels are around -12dB, with peaks limited to -6dB, and an overall dynamic range of 12 to15dB).

3. Program Duration

(a) Durations of programs and number of breaks for sponsorship and other announcements must be as follows:

(i) Programs for a 15 minute timeslot should run between 12 to 13 minutes and contain 1 break.

(ii) Programs for a 30 minute timeslot should run between 24 to 25 minutes and contain 2 breaks.

(iii) Programs for a 60 minute timeslot should run between 48 to 50 minutes and contain 4 breaks.

(iv) Programs for timeslots longer than 60 minutes should have a duration of 12 to 13 minutes of programcontent for every 15 minutes of the timeslot duration.

(b) Programs in timeslots that are 60 minutes or more in duration should be structured to ensure that there are two sponsorship breaks in each half-hour of the program.

(c) No program segment shall be less than three minutes in duration.

4. Program Delivery Specifications

4.1 Submission Media

(a) All submission media must be labelled or tagged.

(b) The following formats will be accepted as submission media:

(i) USB Memory Stick (FAT32 or NTFS formatted. Note: FAT32 has a file size limit of 4GB)

4.2 Submission as Video Files (USB Memory Stick)

(a) Memory Sticks must be accompanied with an external tag or note with the following details:

(i) Program title

(ii) Transmission date

(b) All Memory Sticks must feature a Text Document containing the following information:

(i) Program title

(ii) Series and episode number

(iii) Total program content duration (excluding breaks/countdowns etc.)

(iv) Individual segment durations

(v) Transmission date

(vi) Contact details of producer or editor

(c) If a file is handed in as a resubmission, it must be clearly labelled as such on the file.

(d) Episode files on Memory Sticks must be labelled in the format:

Seg#of#-ShowTitle_s##ep##_EpisodeTitle_Airdate

`Seg#of#` is the segment number out of the total

number of segments

`ShowTitle` is the name of the Program

`s##ep##` is the series and episode number

`EpisodeTitle` is the episode title (if available) or a short description of the content

`Airdate` is the first transmission date of the episode in the format Day(th,st,nd,rd)Month(3letters)Year(2digits)

For example:

Seg1of3-AllAboutAnimals_s01ep01_Rhinos&Ferrets_1stFeb12.mov

Seg1of1-TheLordsChallenge_s02ep05_20thJan12.avi

Seg3of6-LocalKnowledge_s01ep22_BikpelaPart1_14thMar22.mpg

(e) Shows submitted as files on Memory Sticks DO NOT need colour bars & tone, black, slates or universal countingleader. Shows submitted as files must be segmented and trimmed ready for broadcast.

(f) Accepted file formats are:

(i) .avi (DV PAL 16x9; 16-bit Linear PCM stereo at 48 kHz; lower field first)

(ii) .mpg (MPEG2 8mbps constant bit rate PAL 16x9; 16-bit Linear PCM stereo at 48 kHz; field order consistent with source material)

(iii) .mov (h.264)

(iv) .mp4 (h.264)

ASSOCIATED DOCUMENTS

MCTC Ltd Code of Behaviour

MCTC Ltd Volunteer Policy

AUTHORISATION

Signature of CEO

Name of CEO

Date

Signature of Board Secretary

Date of approval by the Board
Melbourne Community Television Consortium Ltd.

ACCOUNTABILITY

Accountable / Responsible Officer	General Manager
Date	March 2022
Scheduled Review Date	March 2024