



Podcast Policy & Procedures

1. PURPOSE

- 1.1 This Policy outlines the standards, responsibilities, and procedures for creating and distributing podcasts on the BBBfm 89.1 website. It ensures content aligns with the station's mission to serve the Barossa community and uphold the values of community broadcasting.
- 1.2 This Policy outlines:
- Purpose and scope of podcasting at BBBfm 89.1
 - Content standards including ethical, legal, and community broadcasting requirements
 - Podcast creation and approval process
 - Training opportunities for podcast creators
 - Conflict of interest disclosures
 - Distribution and archiving of podcast episodes
 - Complaints and feedback procedures

2. SCOPE

- 2.1 This policy applies to:
- All podcast creators affiliated with BBBfm 89.1
 - Volunteers, staff, and contributors producing podcast content
 - Any external collaborators or guests featured in BBBfm podcasts

3. PODCASTER REQUIREMENTS

- 3.1 Podcasters must
- Be a Financial Member of BBBfm
 - Completed BBBfm Podcast Training
 - Return a signed copy of the BBBfm Podcast Consent form (Appendix A)

4. CONTENT GUIDELINES

- 4.1 All podcast content must:
- Reflect community interests, diversity, and inclusivity
 - Avoid offensive, defamatory, or discriminatory language
 - Comply with the Community Radio Broadcasting Codes of Practice
 - Be accurate, respectful, and mindful of cultural sensitivities
 - Avoid commercial advertising unless approved by station management

5. PODCAST CREATION & APPROVAL

- 5.1 Before publishing, all podcasts must:
- Be reviewed by the Program Committee Coordinator or designated staff
 - Include a brief synopsis and episode outline
 - Ensure all music and third-party content is properly licensed or royalty-free
 - Follow BBBfm technical standards for audio quality and format

6. TRAINING & SUPPORT

- 6.1 BBBfm will provide potential Podcasters free Podcast Training Sessions covering:
- Podcast planning and production
 - Legal responsibilities and copyright

7. CONFLICT OF INTEREST

- 7.1 All Podcast contributors must disclose any potential conflicts of interest as outlined in the BBBfm Conflict of Interest Policy. This includes:
- Personal, financial, or professional relationships that may influence content
 - Sponsorships or affiliations that could affect editorial independence

8. PODCAST DISTRIBUTION

- 8.1 All Podcasts will be hosted on the BBBfm website and other approved platforms.
- 8.2 Copies of Podcast episodes will remain available to BBBfm to distribute on the website and other approved platforms for a 12 month period following a Podcaster Creator no longer being a member of BBBfm.
- 8.3 Podcast Creators may distribute their Podcast episodes after the 12 month period of not being a BBBfm member subject to Podcast episodes being revised to not include any mention or connection to BBBfm.

9. COMPLAINTS & FEEDBACK

- 9.1 Any complaints received concerning a BBBfm hosted Podcast will be handled in accordance with the station's complaints procedure and the Community Broadcasting Codes.
- 9.2 Podcast creators can request any feedback received by BBBfm in regard to their own Podcast
- 9.3 Podcast Creators can request listener analytics compiled by BBBfm every 6 months from the launch of their Podcast.

Related policies

- BBBfm Constitution
- BBBfm Conflict of Interest Policy
- BBBfm Membership Policy & Procedure
- BBBfm Gifts, Hospitality and Benefits Policy
- BBBfm Complaints Handling Policy and Procedure

Amendments to this Policy		
Date Approved	Item Number	Details of Amendment
8 th October 2025	Full Policy	Adoption of this Policy in its entirety

APPENDIX A

BBBfm Podcast Consent form

This consent form outlines the agreement between the Podcast Creator and BBBfm 89.1 regarding the hosting and distribution of podcast content by BBBfm 89.1. By signing this form, the Podcast Creator grants BBBfm 89.1 permission to host and distribute their podcast on the BBBfm 89.1 website and other approved platforms, while retaining full rights to the podcast content.

Consent Agreement

I, the undersigned Podcast Creator, hereby agree to the following terms:

- I grant BBBfm 89.1 permission to host and distribute my podcast content on the BBBfm website and other approved platforms.
- I retain full ownership and rights to the podcast content.
- I confirm that all recorded content used in the podcast is either original, properly licensed, or royalty-free.
- I confirm that any person or persons interviewed for the podcast did so voluntarily.
- I understand that BBBfm 89.1 may promote the podcast through its channels while respecting my rights as the content creator.
- I confirm I have read and understood the BBBfm Podcast Policy as well as other related policies.

Podcast Creator Information

Name: _____

Email: _____

Phone: _____

Podcast Title: _____

Signature & Date

Signature: _____

Date: _____