

Barossa Broadcasting Board Inc.



Political Interviews & Political Matter Compliance Policy and Procedure

1. PURPOSE

This policy ensures that all political interviews and political content broadcast by BBBfm comply with:

- 1.1 CBAA Codes of Practice 2025, specifically Code 5 (News & Journalistic Content)
- 1.2 Political Matter Regulations under *Part 5 Schedule 2* of the *Broadcasting Services Act 1992*
- 1.3 Electoral Laws, including Section 321D of the *Commonwealth Electoral Act 1918* for federal elections
The goal is to maintain fairness, transparency, independence, and compliance in political broadcasting.

2. Scope

This policy applies to:

- 2.1 All BBBfm presenters and volunteers.
- 2.2 All live, pre-recorded, or remote interviews involving political figures or political organisations
- 2.3 Any broadcast that constitutes “political matter” (refer to definition below)

3. DEFINITIONS

Political Matter

Political matter includes any broadcast material that is political in nature requested by another person (e.g., political party, candidate, organisation, or individual). Authorisation details (“required particulars”) must be included.

Disclosure Entity

A person or group that authorises political material, requiring the station to identify them according to the ACMA political matter guidelines.

Required Particulars

A mandated identification statement that includes:

- Name of the person/party
- Their location
- The fact that they authorised the material Must be spoken at the end of the political matter.

4. Policy

4.1 General Principles

BBBfm will uphold the CBAA Code 5 requirements of:

- Accuracy
- Fairness
- Independence
- Transparency

4.2 Announcement of Particulars

BBBfm, it's presenters and volunteers will include required particulars when:

- A political interview is recorded at the request of a political entity, or
- Material is broadcast that supports or influences political views at someone else's direction

If the station is expressing its own editorial views without external influence, this rule does not apply.

4.3 Placement of Required Particulars

The required particulars must:

- Be spoken at the end of the communication
- Be in English (and in the same language as the broadcast if multilingual)

4.4 Election-Specific Requirements

During election periods, additional federal/state/ local government rules apply, including:

- Compliance with *Commonwealth Electoral Act 1918*, Section 321D
- Following ACMA's Political & Election Matter Guidelines

4.5 Journalistic Standards During Political Interviews

Presenters must ensure that interviews:

- Are conducted impartially
- Do not mislead or omit key facts
- Provide reasonable opportunity for fair representation
- Disclose any potential conflicts of interest

4.6 Responsibility

The BBBfm Board will:

- Determine whether a request to broadcast political content comes from a disclosure entity
- Ensure the correct form of required particulars is used
- Ensure all workers understand their obligations

5. **Procedures**

5.1 Before an Interview

- Presenters must:
 - Advise the Program Committee Coordinator at least 5 working days prior to an interview that will include Political Matter.
 - Verify whether the interview is initiated at the request of the political figure or their organisation.
 - Identify whether the person qualifies as a disclosure entity.
 - Prepare the correct "required particulars" statement.
- Following this the Presenter(s) will be briefed by the Program Committee Coordinator on journalistic standards and compliance.

5.2 During the Interview

- BBBfm Presenters must:
 - Maintain fairness, accuracy, and independence.
 - Avoid allowing the interviewee to make unchallenged misleading claims (per Code 5).
 - Clearly identify the interviewee and their political affiliation.

- Play the BBBfm Station Disclaimer sting before the interview begins.

5.3 After the Interview (Pre-recorded Interviews)

- BBBfm Presenters must:
 - Insert the required particulars if applicable.
 - Conduct a content review for impartiality and compliance with electoral laws.
 - Ensure final audio meets accuracy and fairness standards.

5.4 Live Interviews

BBBfm Presenters must:

- Be trained to identify when political matter rules apply
- Add required particulars live if necessary
- Log any decisions made about compliance in the show notes

6. **Example Authorisation Statements**

6.1 For Interviews Requested by a Candidate

“This interview was authorised by [Full Name], [Suburb/Town], on behalf of [Party/Organisation].”

6.2 For Independent Candidates

“This interview was authorised by [Candidate Name], [Suburb/Town].”

6.3 For Third-Party Organisations

“This material was authorised by [Organisation Name], [Location].”

These wording requirements align with the CBAA guidance and ACMA political matter rules.

7. **Record Keeping**

BBBfm and Presenters will maintain:

- Logs of political interviews
- Copies of required particulars used
- Documentation of request origin
- Complaints and follow-up actions (per Code 10)

8. Training Requirements

BBBfm will provide:

- Annual refresher training on the political matter rules
- Induction training for new volunteers and presenters
- Scenario-based practical exercises

Training supports Code 2 requirements for governance and compliance awareness.

9. Review of Policy

This policy must be reviewed at least every 2 years or when:

- Electoral laws change
- ACMA updates its guidelines
- The CBAA Codes undergo revision

Amendments to this Policy		
Date Approved	Item Number	Details of Amendment
11 th March 2026	Full Policy	Adoption of this Policy in its entirety