

Information Kit for Community Radio Stations

Kit Includes:

- ❖ General Information On APRA AMCOS And Reporting Requirements
- ❖ Log Checklist
- ❖ Frequently Asked Questions
- ❖ Reporting Forms And Examples For:
 - Station IDs And News Themes
 - Production Music Used In Commercials/Sponsorships
 - Transcriptions (Radio Serials)
 - Themes
 - Promos
 - Broadcast Schedule
- ❖ Production Music Used In Commercials/Sponsorships Reporting Requirements

Background

Any person or company giving or authorising the playing of music as a public performance or broadcast is required to hold an APRA AMCOS licence to do so. A requirement of the licence is that all performances of each piece of music are reported during their notified APRA AMCOS weeks. This includes specially commissioned, published or production music (from various catalogues such as KPM, Bruton, Chappell etc.). There are no exceptions to this requirement as all music broadcast must be reported.

Every radio station pays APRA AMCOS a licence fee. The blanket licence fee paid by your station allows you to broadcast virtually any piece of copyright music as long as the reporting conditions are met.

The information you provide to APRA AMCOS enables us to accurately distribute these fees to the appropriate music composers and publishers.

All music broadcast must be reported. This includes specially commissioned, published and production library music.

Overview of Reporting Procedures

Community stations must provide four weekly logs per year. These weeks should contain all music broadcast during that period. In respect of scheduled songs, all the major music scheduling systems (e.g. Selector and Bluegum) support this facility.

In addition to the playlist material stations also need to supply additional details (e.g. production music used in commercials, radio serials, community service announcements, promos, station IDs and news themes).

All information provided shall be used for both the distribution of royalties to composers and publishers and for the calculation of APRA AMCOS music use percentages.

Your station may also receive programming from satellite feeds. Although the supplier generally gives playlists to APRA AMCOS, your station still needs to inform us which programmes and what times you broadcast these feeds. Please check with the supplier to make sure that they are reporting direct to APRA AMCOS on your behalf.

Each report should include the following information (if you have nothing to report for any of the below items, please submit a 'nil' report):

- Playlists
- Station IDs
- News Themes
- Programme Themes
- Programme Promos
- Transcriptions
- Production Music Used In Commercials
- Community Service Announcements/Commercials
- Broadcast Schedules

See next page for descriptions of each category.

Playlists

It is important that playlist reports include the title of the music, composer/author, artist, publisher, record label & number, duration & number of times used.

Station IDs

Any music that you use to identify your station during broadcast time needs to be reported. You need to provide the title, composer/author, publisher (if any), record label and number, production library catalogue and number, duration of the music as broadcast and number of times used.

Where a piece of music is broadcast multiple times **at the same duration**, the number of uses should be collated and shown as 'number of uses x duration' (e.g. 160 x 0'05"). Please do not show this as one, total duration (i.e. 13'20"): Reports should be based on performances that occur during your APRA AMCOS roster weeks.

News Themes

The details required for news themes are the same as for station IDs. Please note these should not be reported as simply "Network News Theme". Full details including track title and composer should be added. It is essential that usage and music details are provided. Reports should be based on performances during your roster weeks.

Programme Themes

A piece of music used to introduce a programme. You need to provide the title of the music, composer/author, publisher (if any), record label and number, duration and number of usages (these may be collated over a one week period). All tracks used as themes need to be reported including specially commissioned works or those from a library catalogue. Reports should be based on performances during your roster weeks.

Programme Promos

The details required for programme promos are the same as for station IDs. It is essential that usage and music details are provided. Reports should be based on performances during your roster weeks.

Transcriptions (Radio Serials)

Details of radio transcriptions broadcast by your station should again be listed separately. The name of the programme, episode number and/or title should be given and the number of times it was broadcast during your roster weeks. Any music details provided by the distributor should be included with your log.

Production Music in Commercials

Details of music used in the making of commercials, either by you or by a related production facility, stating the title of music, composer, production library prefix and number, duration and the total number of plays during your roster weeks. A special reporting form is provided. Reports should be for any new commercials **made** during your roster weeks.

Community Service Announcements

Details of the name of the announcement, title of music, composer/author, publisher, production library catalogue, record number or production library prefix & number, duration of music & total number of usages per week.

Broadcast Schedules

If your station receives programming from an outside source (such as Sky Radio or other stations in your network) you should complete the Broadcast Schedule Form showing the hours the programming is broadcast by your station. You need not show programmes of short duration (i.e. less than ½ hr) on this form.

Please find below a 'CHECKLIST' for you to use to ensure that each of the required categories of reporting has been included in your APRA AMCOS returns.

CHECKLIST

- Playlists**
- Station IDs**
- News Themes**
- Programme Themes**
- Programme Promos**
- Transcriptions (Radio Serials)**
- Production Music**
- Community Service Announcements**
- Broadcast Schedule**

Provide 'Nil' reports where you have nothing to report for any of the above categories.

Frequently Asked Questions

General Questions

What is the minimum duration that needs reporting?

APRA AMCOS pays by the second so all usages need to be reported.

If we commissioned a piece of music do we need to report it?

Yes, although you pay for the music to be commissioned the composer is still entitled to a performing royalty from APRA AMCOS and you should report all usages.

How do I get copies of the reporting forms?

You can get them from our website (www.apraamcos.com.au/music-customers/licence-types/radio/community-radio/) or by contacting the Document Control Section at APRA AMCOS.

Questions About Weekly Paper Returns

We use a 'Buy Out' library, do we need to report it?

You only need to advise APRA AMCOS of the library that you used and not the performance details. You should be aware that while some libraries may be 'buy out' for the purpose of the reproduction right, they may still be entitled to a distribution.

How do we know which libraries are 'Buy Out'?

Sometimes a library is sold with the impression that it is 'copyright free' however that is not always the case and APRA AMCOS is still responsible for distributing royalties to the relevant copyright owners. If you are unsure about any library you are using, it is best to check with us to confirm its status.

Our IDs contain sound effects but not music, do I need to report them?

You just need to advise on your reporting form that they are sound effects only, you don't need to give usage details. If unsure provide full details and we can then check when processing your return.

If we don't have anything to report what do we do?

It is best that you provide these details as a 'nil' report. This way we can tell that you don't use a particular component (e.g. your station does not broadcast any serials or transcription).

If the details are unchanged from the previous report do we still need to report?

Yes, this indicates there haven't been any changes since your last reporting period.

How do we report Network News Themes?

As we don't get these details direct from the originating station, you need to put them on your News Theme reporting form. If you don't know the title or composer, check with the providing station. Make sure you include the duration and number of usages.

When do I send the reports?

You should send your reports as soon as possible after the period has finished. All details must be received no later than four weeks after the last day of the reporting period.

What is a Station ID?

This is a jingle or collection of tracks used when promoting the station. It identifies the station for its listeners. They can also be called 'sweepers' and 'stings'. If your ID is 'cold voice' you should report it as such on the forms.

What is the difference between a Station ID and a Promo?

In most cases a station ID promotes the station as a whole, whereas a promo promotes only a specific programme or segment on the station.

Do we need to report music beds?

Yes, they should be reported as part of your general playlist. If you can't report them with your scheduled music, you can put them with the paper reports on a marked sheet.

Questions About Disk Returns

What is Debriefing?

If you schedule more music than actually goes to air, the process of taking that additional music out of your system (before you send the file to APRA AMCOS) is called 'debriefing'.

Who should send in Network Feeds or Syndicated Programmes?

Ultimately each station has the responsibility to provide all music that was broadcast during their roster weeks. APRA AMCOS has made arrangements with some originating broadcasters and programme makers to send details in directly to us.

If you are unsure if anyone sends details on your behalf, contact us for confirmation. We still require you to provide us with details of the number of hours you received the Network or Syndicated Feed (e.g.: Mon-Fri Mdt to 0600, Sat Mdt to 0600 and 2000 to Mdt, Sun Mdt to 0600 and 1800 to Mdt).

What do we do if the CD or record has no composer details on it?

You can search the APRA AMCOS database on our website www.apraamcos.com.au. See 'Search Works' on the top search bar. 'Search Works' provides the correct composer details for most titles. If you can't find the details, supply as much information as possible including title, performer and the label details.

Contact

Document Control Section

Postal Address: Locked Bag 5000, Strawberry Hills NSW 2010

Street Address: 16 Mountain Street, NSW 2007

Call: 02 9935 7900

Fax: 02 9935 7999 or 02 9935 7791

Email: logs@apra.com.au

APRA Broadcast Schedule for Radio Reporting EXAMPLE

Station	Code	Description
2ABC	2ABC	Station's own hours
Week Date	Sky	Feed from Sky Radio Network
2 Sep - 8 Sep 2015	Net	Network Feed from 4XYZ
	Laws	John Laws Show
	TOC	Toyota Outback Club

Start Time	End Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
0:00	0:29	Sky	Sky	Sky	Sky	Sky	Sky	Sky
0:30	0:59	Sky	Sky	Sky	Sky	Sky	Sky	Sky
1:00	1:29	Sky	Sky	Sky	Sky	Sky	Sky	Sky
1:30	1:59	Sky	Sky	Sky	Sky	Sky	Sky	Sky
2:00	2:29	Sky	Sky	Sky	Sky	Sky	Sky	Sky
2:30	2:59	Sky	Sky	Sky	Sky	Sky	Sky	Sky
3:00	3:29	Sky	Sky	Sky	Sky	Sky	Sky	Sky
3:30	3:59	Sky	Sky	Sky	Sky	Sky	Sky	Sky
4:00	4:29	Sky	Sky	Sky	Sky	Sky	Sky	Sky
4:30	4:59	Sky	Sky	Sky	Sky	Sky	Sky	Sky
5:00	5:29	Sky	Sky	Sky	Sky	Sky	Sky	Sky
5:30	5:59	Sky	Sky	Sky	Sky	Sky	Sky	Sky
6:00	6:29	2ABC	2ABC	2ABC	2ABC	2ABC	2ABC	2ABC
6:30	6:59	2ABC	2ABC	2ABC	2ABC	2ABC	2ABC	2ABC
7:00	7:29	2ABC	2ABC	2ABC	2ABC	2ABC	2ABC	2ABC
7:30	7:59	2ABC	2ABC	2ABC	2ABC	2ABC	2ABC	2ABC
8:00	8:29	2ABC	2ABC	2ABC	2ABC	2ABC	2ABC	2ABC
8:30	8:59	2ABC	2ABC	2ABC	2ABC	2ABC	2ABC	2ABC
9:00	9:29	Laws	Laws	Laws	Laws	Laws	2ABC	2ABC
9:30	9:59	Laws	Laws	Laws	Laws	Laws	2ABC	2ABC
10:00	10:29	Laws	Laws	Laws	Laws	Laws	2ABC	2ABC
10:30	10:59	Laws	Laws	Laws	Laws	Laws	2ABC	2ABC
11:00	11:29	Laws	Laws	Laws	Laws	Laws	2ABC	2ABC
11:30	11:59	Laws	Laws	Laws	Laws	Laws	2ABC	2ABC
12:00	12:29	2ABC	2ABC	2ABC	2ABC	2ABC	Net	Net
12:30	12:59	2ABC	2ABC	2ABC	2ABC	2ABC	Net	Net
13:00	13:29	2ABC	2ABC	2ABC	2ABC	2ABC	Net	Net
13:30	13:59	2ABC	2ABC	2ABC	2ABC	2ABC	Net	Net
14:00	14:29	2ABC	2ABC	2ABC	2ABC	2ABC	Net	Net
14:30	14:59	2ABC	2ABC	2ABC	2ABC	2ABC	Net	Net
15:00	15:29	2ABC	2ABC	2ABC	2ABC	2ABC	Net	Net
15:30	15:59	2ABC	2ABC	2ABC	2ABC	2ABC	Net	Net
16:00	16:29	2ABC	2ABC	2ABC	2ABC	2ABC	Net	Net
16:30	16:59	2ABC	2ABC	2ABC	2ABC	2ABC	Net	Net
17:00	17:29	2ABC	2ABC	2ABC	2ABC	2ABC	Net	Net
17:30	17:59	2ABC	2ABC	2ABC	2ABC	2ABC	Net	Net
18:00	18:29	2ABC	2ABC	2ABC	2ABC	TOC	Net	Net
18:30	18:59	2ABC	2ABC	2ABC	2ABC	TOC	Net	Net
19:00	19:29	2ABC	2ABC	2ABC	2ABC	Sky	Net	Net
19:30	19:59	2ABC	2ABC	2ABC	2ABC	Sky	Net	Net
20:00	20:29	2ABC	2ABC	2ABC	2ABC	Sky	Net	Net
20:30	20:59	2ABC	2ABC	2ABC	2ABC	Sky	Net	Net
21:00	21:29	Sky	Sky	Sky	Sky	Sky	Sky	Sky
21:30	21:59	Sky	Sky	Sky	Sky	Sky	Sky	Sky
22:00	22:29	Sky	Sky	Sky	Sky	Sky	Sky	Sky
22:30	22:59	Sky	Sky	Sky	Sky	Sky	Sky	Sky
23:00	23:29	Sky	Sky	Sky	Sky	Sky	Sky	Sky
23:30	23:59	Sky	Sky	Sky	Sky	Sky	Sky	Sky

COMMUNITY RADIO REPORTING



Enquires 02 9935 7900 logs@apra.com.au www.apraamcos.com.au

APRA Broadcast Schedule for Radio Reporting

Station	<i>Code</i>	<i>Description</i>
Week Date		

Start Time	End Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
0:00	- 0:29							
0:30	- 0:59							
1:00	- 1:29							
1:30	- 1:59							
2:00	- 2:29							
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22:30	- 22:59							
23:00	- 23:29							
23:30	- 23:59							

Requirement to Report to APRA AMCOS Production Music Tracks Used in Commercials

The basic requirement is to report the details of each production music track reproduced in commercials/sponsorships **made** by the station (or the station's related production facility). This is required during the station's rostered weeks.

The details required in respect of each track reproduced are:

- (a) The title of the track reproduced
- (b) The name of the writer/s of the track reproduced
- (c) The production library and disc catalogue number from which the track is taken
- (d) The duration of the music as reproduced in the commercial
- (e) An estimate in days of the **total** period during which the commercial/Sponsorship will be broadcast.

If your station uses exclusively any of the so called "buy out" production music libraries, we will waive the reporting requirement. You will just need to put in writing you are using these libraries and the name of the one being used.

This information should be provided with every log sent to APRA AMCOS.

There is a specific reporting form for production music used in commercials/sponsorships which is provided in the community radio kit. Alternatively contact the Document Control Section at APRA AMCOS for further copies.

STATION

2XYZ

CONTACT NAME

David Brown

WEEK DATE

1 Jul – 7 Jul 2015

STATION IDS AND NEWS THEME REPORTING FORM**EXAMPLE**

Do not use this section for Production Music used in Commercials

STATION IDS

Title of Music	Composer/Arranger	Production Library/Disk/Catalogue No	Total No USAGES Per/week	Duration Min/Sec
XYZ Station ID	Cold Voice		-	-
Keep Listening	Robert Clarke	Unpublished – Commissioned	60	0.15"
Rock On	David Essex	EMI 11235638	35	0.10"

NEWS/WEATHER THEMES

Urgent Matters (News)	Greg Bastow	Music House MHE 7 Trk 25	105	0.10"
Spring (Weather)	Ray Ayala	Firstcom FC P11	60	0.05"

PRODUCTION MUSIC USED IN COMMERCIALS**EXAMPLE**

Do not use this section for Station IDs or News themes

Title of Music	Composer/Arranger	Production Library/Disk/Catalogue No	Total No USAGES Per/	Duration Min/Sec
Executive Suite	Hennie Bekker	Mix #2	24	0.30"
Groovy Stuff	Phil Beasley	Just Jingles #4 Trk 8	3	0.30"
Winter Festival	Richard Harvey	KPM CD 41 Trk 8	indefinite	0.15"

TRANSCRIPTIONS (RADIO SERIALS)

EXAMPLE

Title of Programme	Episode Numbers/Titles	No. of Times used per Week	Distributor
Take 40 Australia	1/7/2015	1	MCM/Austereo
Sentimental Journey	Eps 53 to 57	1 each episode (5)	Gibson
Breakthrough Generation	Handling Disasters (pt 1-7)	1 each part (7)	Fusion
Today's the Day		7 (1 each day)	In-house (music attached)

THEMES

EXAMPLE

Do not use this form for News/Station IDs or Production Music used in Commercials

Title of Music	Composer/Arranger	Production Library/Disk/Catalogue No	Total No USAGES Per/week	Duration Min/Sec
Morning Show Theme	John Brown	Commissioned – Morning Show	5	0'30"
Drive	Paula Anderson	Commissioned – Drive with Tim	5	0'45"
Night People	Beamish/Hardman	JWCD 2009 – Small Business Show	2	0'10"

PROMOS

EXAMPLE

Do not use this form for News/Station IDs or Production Music used in Commercials

Title of Music	Composer/Arranger	Programme Promoted	Production Library/Disk/Catalogue No	Total No USAGES Per/week	Duration Min/Sec
Winter Festival	Richard Harvey	Drive with Tim	KPM CD 41 Trk 8	25	0.15"
Blue Day	Dave Cooke	Morning Show	Atmos CD 19	40	0.25"
Ten Seconds Down	Frazier/Karges	Classic 10 at 10	Warner 405	15	0.10"

STATION

CONTACT NAME

WEEK DATE

STATION IDS AND NEWS THEME REPORTING FORM

Do not use this section for Production Music used in Commercials

STATION IDS

Title of Music	Composer/Arranger	Production Library/Disk/Catalogue No	Total No of Usages Per week	Duration Min/Sec

NEWS/WEATHER THEMES

Title of Music	Composer/Arranger	Production Library/Disk/Catalogue No	Total No of Usages Per week	Duration Min/Sec

