

COMMERCIAL RADIO APRA REPORTING

If you require assistance contact the Document Control Section at APRA
Tel 02 9935 7900 Fax 02 9935 7999 Email logs@apra.com.au

Information Kit for Commercial Radio Stations

Background

APRA receives reports of musical works broadcast on commercial radio in Australia. The large majority of stations provide reports electronically and on a census (100%) basis.

Every radio station pays APRA a licence fee. The licence fee paid by your station allows you to broadcast virtually any piece of copyright music on the condition that reports are made to APRA detailing all music used

Each and every musical work reported to APRA by your station is allocated a portion of the licence fees paid by the station.

The information you provide to APRA 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

Every station must provide four quarterly disks (Jan-March, April-June etc) to APRA containing all musical works broadcast within the quarter. All the major music scheduling systems (eg Selector and Bluegum) support this facility.

For reports that are submitted on paper (eg: production music, transcriptions, station IDs and news themes) you will be advised by APRA which sample weeks shall be used to determine musical usage in these specific areas.

In summary, we require:

- 4 x quarterly disks (calendar quarter) containing all music played
- Sample weeks for paper based information as requested by APRA

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

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

Each APRA paper 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
- Broadcast Schedules

See next page for descriptions of each category.

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Playlists

At times, songs may be broadcast during your APRA paper report week that have not already been included on your Quarterly disk (eg a request programme). You will need to report this usage on this paper report. It is important that the title of the music, composer/author, artist, publisher, record label and number, duration and number of times it is used are all reported. You may also email these to logs@apra.com.au.

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" in this example): Reports should be based on performances that occur during your APRA 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" which occurs from time to time, 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 APRA 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 APRA 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 APRA 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 APRA period. Any music details provided by the distributor should be included

with your log. Please advise if music details are included on your quarterly disk.

Production Music In Commercials

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

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 returns, or, if any category should not be relevant to your station, to make sure that details have not been omitted by mistake.

CHECKLIST

- Playlists**
All musical works broadcast that are not included on your quarterly disks.
- Station IDs**
If no music used please advise accordingly.
- News Themes**
If no music used please advise accordingly.
- Programme Themes**
If no music used please advise accordingly.
- Programme Promos**
If not used please advise accordingly.
- Transcriptions (Radio Serials)**
If not used please advise accordingly.
- Production Music**
Report production music used in commercials made during your APRA week
- Broadcast Schedule**
Provide details of the hours of programming including programmes taken from any outside source.

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Frequently Asked Questions

General Questions

What is the minimum duration that needs reporting?

APRA 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 and you should report all usages.

How do I get copies of the APRA reporting forms?

You can get them from our APRA website www.apra.com.au/Licence/BrdCmcr1.htm or by contacting the Document Control Section at APRA for either an electronic or paper copy to be sent.

Questions About Weekly Paper Returns

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

You only need to advise APRA 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 AMCOS reproduction right, they may still be entitled to an APRA 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 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 APRA 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 and you don't need to give usage details. If in doubt give full details and APRA 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. In this way we can tell that you don't use a particular component (eg your station does not broadcast any serials or transcriptions) and we will not need to check whether you have forgotten to include it.

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

Yes, we need to make sure the details are included with every report so that we know there have been no changes (and not just that details have been forgotten).

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 4 weeks after the last day of the period. Don't hold back your paper reports to wait for the census disk to be sent.

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 relevant 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 play-list. If you can't report them with your scheduled music, you can put them with the paper reports on an appropriately marked sheet.

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Frequently Asked Questions continued

Questions About Census (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) 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 APRA periods. However, APRA 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 APRA for confirmation. Nonetheless we still require you to provide us with details of the number of hours you received the Network or Syndicated Feed eg (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 should search APRA's database on our website www.apra.com.au see WorkSearch on the main navigation (menu) bar.

WorkSearch 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 APRA Department

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