



# POLICY

## Program

### Assessment Guidelines

Community Radio Stations are required to have a clear set of standards of assessing program applications and update requests. In some stations this process can be clouded by myth and mill. The role of this document is clarification of the openness of the stations way of doing this along with the ability of members to participate.

Below are the items that are considered, and which positions hold the role and the role of the Management Committee in addressing any complaints regarding the allocation of timeslots.

#### **Programming Sub-Committee**

The programming sub-committee is a delegated responsibility of the Management Committee to enable greater participation. The sub-committee is made up of a chair of the sub-committee (nominated or approved by the Management Committee), and other members.

At this station day to day changes due to notified leave or absences are handled directly by the station liaison officer new timeslots or submissions for seasonal or permanent changes are handled by the programming sub-committee. The sub-committee can convene electronically to meet the demands of the nature of the programming fluctuations. The sub-committee formally (face to face) meets at minimum twice a year to outline the year ahead for the new Management Committee year and formally agree on the report to the AGM.

The sub-committee also allocates programming elements such as CSA's, and Spots to ensure the station meets broadcasting legislation, and the codes of practice, and is responsible for communicating changes in the program to the website and social media teams. Programming is an important area, and the term delegated responsibility is deliberate in that the Management Committee can withdraw the delegated responsibility should the Management Committee find adequate reason to.

#### **Program Submission Evaluation**

Each new program submission takes into account several items or aspects in determining whether any adjustments to the on-air programming will meet the stations needs and the communities needs in the long or short term.

Below is a list of bullet points of the individual items. These are not in any specific order and may not be the limit.

Just as each presenter is free to present their program as they see fit within the legislation, and codes of practice and can take ownership of their craft. The programming sub-committee will determine the weighting of each item on taking into account each of the items in a responsible manner and in line with the stations mission or goals.

**The overriding factor is that the Management Committee is available to hear any concerns, grievances or complaints regarding the allocation of any timeslot from any member.**

# 5ZZZ FM – Program Assessment Guidelines

It should be understood that while the presenter has a large degree of freedom to develop their program and themselves, however the ownership of any time slot is not a given.

Radio by its nature does not do well with rapid timeslot shuffling as the station or timeslot needs to “take the listener or community with them”. The presenter should be aware that they would be consulted should any changes be recommended.

So, if I could put it this way. The listener or community owns the timeslot in that as we need to take the listener with us, any timeslot changes need to be managed with due intention and care.

## Program Submission Evaluation – Items

**Australian Content**, Australian content is always a consideration as we are an Australian Community Radio Station and are required to play a minimum of 25%.

**Balance**, the community station needs to reflect the diversity of the service area it covers stations with a dominate type of program or dominant genre of music may not reflect the community as well as it could. The question is about general dominance rather than specific percentages.

**Community**, the station serves the community and maintains the communities support by its on-air conduct and product. Community Radio Stations by their nature are a reflection of their community.

**Conduct**, presenter conduct more specifically related to timely changeover with other incoming presenters or pre-recorded shows.

**Consistency**, demonstrated ability to continually present the allocated timeslot against the occurrence of not showing up without the required advance notice.

**Language**, community expectations regarding lyric language at a certain time of day. Specifically related to bad language.

**Listener**, What the listener expects.

**Opportunity**, the community station can also provide others the opportunity to grow their skills though training and on-air time during streaming time. In today’s technological world a new presenter could launch their program during streaming time, have the same pressures of being live, and build their audience particularity that audience that uses internet radio listening methods.

**Passion**, Presenters are needed to present what matters to them, not what they are directed to in relation to genre. It is important that the listeners engage with the presenter through the presenter’s enthusiasm on the topic or music.

**Timeslot requirements**, the needs of the community regarding the timeslot level of community information or engagement.

This document, can be updated by the Management Committee, which will consider written submissions on the topic.