



POLICY AND GUIDLINES FOR PROGRAMMING

INTRODUCTION

The ACMA mandates the formation of a Programming Committee to encourage community participation by way of program selection and to avoid the concentration of decisions regarding programming being in the hands of one individual or a small group.

Community participation is necessary to ensure that community interest is used as a guide to programming.

ROLE AND RESPONSIBILITY OF THE COMMITTEE

The following roles and responsibilities include:

- supporting the Programming Director in carrying out the mandates of the ACMA including following the Community Radio Codes of Practice and generally support the Programming Director in ensuring quality in programming.
- generate programming policies and procedures that will then be ratified by Management Committee or amended as needed.
- participate in the operationalisation of these under the direction of the Programming Director.
- oversee and implement the procedures for making program applications.
- accept and consider programming applications and make recommendations to Management Committee through the Programming Director.
- oversee surveys of the community interest's programming preferences.
- collectively determine what type of programs best reflect the needs of the community and assist the Programming Director in encouraging presenters to respond to this.
- ensure the program schedule remains diverse and reflect the needs of the community by monitoring the development of the schedule and its implementation.
- bring general issues regarding programming to the attention of the Management Committee through the Programming Director.
- assist the Programming Director in the revision of program schedules in order to incorporate new programs.
- assist the Programming Director with the negotiation of program proposals with applicants.



- Programming Committee cannot move or cancel any programs without consulting the Management Committee.

MEMBERSHIP

- Committee to be comprised a composition of 3 Members and 1 Management Committee Member.
- Management Committee members are not to exceed non Management. Chair – Programming Director. A member other than the chair will be responsible for taking and distributing minutes of meetings.
- Apart from the Programming Director, Committee members will be recruited on a rotational basis.
- The Programming Director, by way of his/her position, must be a member of this Committee and will chair the Committee.
- Other positions will be advertised through the Rose City FM website, on-air announcements, station email lists and in the local press.
- Transparency will be maintained in all recruitment processes.
- Appointments will be for a period of up to 2 years. Efforts will be made to avoid situations where the complete committee must seek re-election at the same time, in the interests of maintaining continuity and organizational memory.

SELECTION CRITERIA

- Ability to demonstrate a general interest in programming for Rose City FM 89.3 and how it meets the needs of the ACMA, sponsors, Associate Members, listeners and potential listeners in the local community.
- Willingness to represent the interest group to which that member belongs rather than a personal interest.
- Commitment to attend face to face meetings and respond appropriately to emails and in a timely fashion.
- Co-operation with Management Committee, presenters and members to help ensure smooth decision making and implementation.
- Ongoing familiarity with programs and their on-air delivery.
- Commitment to assist with any work undertaken by the Committee.

MEETINGS

- Meetings will be held on a needs basis. This will vary according to the workload at the time.
- Email will be used as much as possible for feedback and consultation.



- Face to face meetings will be held a minimum of every 3 months.
- Mechanisms for reporting to Management Committee

- The Programming Director will report on the work of the Committee at Management Committee meetings and at general meetings.
- Policies and procedures that need to be endorsed, along with identified issues regarding any aspect of programming, will be tabled at Management Committee meetings.
- All minutes will be emailed to Management Committee.
- Management Committee members will bring any identified issues to the Management meetings for discussion and feedback to the Programming Director.

INDEPENDENCE

- Station programming policy at Rose City FM shall be conceived and implemented without reference to the needs of any specific interest group (other than offering access) including political, religious, or any business interests.
- Station programming and scheduling shall be undertaken in a manner that is free from control or influence by one dominant group of members.
- The committee shall endeavour to ensure that station programming and scheduling is managed by a consensus approach of members broadly representative of the local community diversity.

NEW PROGRAMS

- All new program ideas are to be submitted to the Programming Committee by way of a proposal including all the details as per the Rose City FM Program Proposal Guide.
- Arrangement will then be made for would be presenters to do an audition in person for the programming manager at a suitable time for both parties.

Date Adopted	1-07-2023
Review Date	30-06-2024



ROSE CITY FM PROGRAM PROPOSAL GUIDE

PERSONAL INFORMATION	
Name	
Address	
Phone	
Email	
PROGRAM INFORMATION	
Program Host/s	
Who will engineer?	
Describe engineering experience Note: The engineer controls the equipment while the show is on the air.	
Length of proposed program	
Program description (specify the design of your program, how you please to divide the time)	
What type of music you intend on or wish to play?	
What experience or skills do you bring to Rose City FM?	



PROMOTION AND EVALUATION

<p>What are the objectives of your program?</p>	
<p>Describe the contribution this program will make to the community.</p>	
<p>How do you plan to promote your program?</p>	

Signature:

Date:

Please return completed form to:

The Program Director
Rose City FM
PO Box 473
Warwick QLD 4370
Email: secretary@rosecityfm.org.au
Or hand deliver it to 41C Wallace St
Victoria Park
Warwick QLD 4370