

PROCEDURE – PROGRAMME SUB-COMMITTEE

Purpose of Procedure

The purpose of this Eastern Community Broadcasters Inc hereafter referred to as Radio Eastern fm procedure is to provide rules for the appointment and tenure of members of the Programme Sub Committee (PsC) of Radio Eastern fm.

Background

The PsC on behalf of the Committee of Management (CoM) is responsible for the quality of “on air” content and presentation for Radio Eastern fm.

Procedure

All applications for membership of the PsC require two nominations by financial members be agreed to by the applicant. The application shall include a statement of expertise and suitability to be a PsC member. The statement shall form part of the application.

The PsC on behalf of the CoM is responsible for the on-air presentation, programme balance and performance of the station and has the following responsibilities:

- Assessment of applications for programmes, with a view to suitability and performance
- Assessment of applicants seeking programme time
- Making recommendations to CoM for Presenter accreditation
- The allocation of programme grid time slots with the aim to accommodate preferences of broadcasters where these are commensurate with programme policy aims
- Final recommendations for the programme grid to CoM for approval
- The management of programme continuity in the event of illness or unavailability of presenters
- The management of continuity with outside broadcasts
- The management of overall programming balance
- The monitoring of individual Presenter performance shall take into consideration the following matters associated with Regulations, Policies and Procedures in the areas of:
 - On Air consistency
 - News crosses
 - Quality of programme content
 - Contribution to Outside Broadcast services
- The review of each Presenter shall be progressive over the Grid period with an annual written report to the CoM
- Performance, compliance with ACMA regulations and following CBAA Codes of Practice shall be among the considerations when one or more Presenters are competing for the same Grid position
- The monitoring and management of adherence to Eastern Community Broadcasters Inc Rules of Association and adherence to policies as governed by ACMA Regulations, Broadcasting Laws, and CBAA Codes of Practice and APRA requirements.
- Complaint management as required by the Radio Eastern fm Complaints Policy and Procedure
- To make Presenters aware of the parameters of the Radio Eastern fm broadcast licence as it relates to their programme content and delivery

- To provide Presenters with an understanding of legality, copyright, ACMA and APRA requirements as they relate to their programme content
- To ensure all Presenters hold a current Presenter Agreement for the current Grid period. The Agreement shall be signed by the Presenter acknowledging his/her compliance with all Rules and Regulations, Policies and Procedures associated with Radio Eastern fm.
- Ensuring: Radio Eastern fm programming schedule is revised twice a year. Each revised programme schedule as prepared by the PsC shall be ratified by the CoM prior to implementation
- A PsC member will disqualify him/herself voting on a programme vacancy when he/she has an application for the position pending
- Ensure the views of the community are reflected in community content and/or programme content
- The PsC shall maintain a three member Review Panel to adjudicate on sponsor messages and Presenter promos. A non-PsC member is permitted on the panel.
- Maintain a close and constructive relationship with the Training Group to ensure a smooth transition from the training environment to accredited Presenter status
- Regular reporting to the CoM in writing, monthly or not less than each PsC meeting.

This Procedure is supported by the following Program Sub-Committee Policy

Procedure reviewed and updated: 06-03-2025