NOOSA DISTRICT COMMUNITY RADIO ASSOCIATION INCORPORATED
POLICY STATEMENT 1.03 - PROGRAMMING AUTHORITY

1. Authority and responsibility for planning, allocating and monitoring programmes broadcast by Noosa District Community Radio is delegated to a sub-committee of the Management Committee, titled the Programming Committee.

2. Programming Committee's responsibilities are to:

2.1 Define the standards expected and required of presenters broadcasting from Noosa District Community Radio;

2.2 Monitor presenters' performance against those standards, and where appropriate to make decisions to give or remove broadcasting access to individual presenters in the light of their demonstrated performance against those standards;

2.3 Assess the standard of presentation and programme construction shown by trainees submitting demonstrations previously approved by their trainers as a part of their training programme, and to approve (subject to any conditions considered necessary by Programming Committee) or disapprove trainees for broadcasting;

2.4 Liaise with Training Committee on any changes considered necessary to training courses or material considered necessary to maintain or improve the standard of programme presentation by Noosa District Community Radio;

2.5 Recommend to Technical Committee any equipment acquisition and change considered necessary to maintain or improve the standard of programme presentation by Noosa District Community Radio;

2.6 Recommend the duration of programme blocks;

2.7 Plan the flow of programme material to meet the recognised or perceived needs of the audience of Noosa District Community Radio, as defined by the Objects of the Association, CBAA guidelines, and the understanding of the Programming Committee;

2.8 Solicit programme submissions and allocate programme slots to presenters who are financial members of the Association and who are considered competent to broadcast to the standards defined from time to time, presenting new programme schedules to the Management Committee for confirmation;

2.9 Call and conduct meetings of presenters in order to exchange views, opinions and ideas on programming content, practice and standards; to pass information from Programming Committee to presenters; to receive information from presenters that is needed to discharge the duties of Programming Committee, and to act as an information and ideas exchange between presenters and the Management Committee and its various sub-committees;

2.10 Define, subject to Management Committee approval, programme guidelines that all presenters shall observe, and to ensure that all presenters are aware of such guidelines and commit to observe them as a necessary part of applying for and being granted broadcasting access;

2.11 Receive in writing complaints, whether from members of the Association or the listening audience, about programme content and presentation;

2.12 Investigate any such written complaints and determine any action necessary to maintain and improve the standard of material broadcast by Noosa District Community Radio, including requiring a presenter to undertake specified refresher training, give and adhere to specific undertakings on programme content or presentation style; suspending a presenter from broadcasting for a defined or indefinite period of time, or cancelling a presenter's authorisation to broadcast;

2.13 Make a formal response to every written complaint received about programme content or presentation;

2.14 Maintain details of written complaints in a form suitable for reporting to ACMA in whatever form that body may require from time to time;

2.15 Report to the Management Committee at each scheduled meeting on the number of written complaints received since the last scheduled meeting, the duration between receipt and resolution of each, and the action taken on each;

2.16 Advise applicant presenters of their allocated programme times in each defined programme block, in time for those presenters to prepare and present their first programmes in the block,

2.17 Promulgate programme allocations in each defined programme block, in time for Administration Committee to produce timely advice to the Association's members and the listening audience before each new block begins;

2.18 Identify future programme potential and needs, and to identify presenters capable of meeting those needs, in order to develop skills (in conjunction with Training Committee where appropriate) that will allow identified presenters to prepare and broadcast innovative material to meet those needs;

2.19 Identify equipment and facility requirements to support future programme potential and needs, in conjunction with Technical Committee, and to report those requirements to Management Committee and Training Committee so that plans may be made to meet those needs as resources can be made available.

2.20 Provide requested programme data to the Marketing Sub-Committee which will prepare and publish a programme guide.