

# Coast Community Broadcasters Inc.

Trading as



**todayscountry94one**

## PROGRAM AND MUSIC COMMITTEE POLICY

Policy number	21	Version	2
Drafted by	Colin Links	Approved by Board on	Jan 15 2020
Responsible person	Colin Links	Scheduled review date	April 2021

### INTRODUCTION

The Board of Coast Community Broadcasters Inc. trading as **todayscountry94one** recognises that there are times when a committee can act more effectively than can the full Board.

The Board of **todayscountry94one** has put in place the Program and Music standing committee to ensure broadcast programs are diverse and maintain high professional standards and will set up all processes and procedures to ensure program and music requirements are maintained to high professional levels. We support new, local, independent and particularly Australian Country music and be able to meet the 25% quota.

### PURPOSE

To control the day to day management of programs and music and associated functions, regularly reporting to the Board.

- continues to play a range of Country music throughout all of our programming,
- supports local Country artists, and
- complies with the 25% Australian music requirement of the Codes by aiming for 30% Australian music across all general programming. This allows for specialist programs (music and/or talk based) which may not be able to meet the 25% quota.

### POLICY

The Board has given day to day authority to the Programming and Music committee to assist in achieving its objectives for a successful, efficient and professional community radio station.

With the Board's approval the Program and Music Committees co-opt members to assist the committee in bringing additional skills, experience or networks, as long as it is not inconsistent with any directions given to the committee by the Board.

The committee cannot make binding Board decisions. For the most part, the function of committees is to solve day to day problems and music decisions and / or make recommendations to the Board on which only the Board has the power to make decisions or policy. Even where power is delegated, the Board is responsible.

Unless the Board determines otherwise, the Chairman shall sit ex-officio on the Program and Music committee, but may delegate their attendance to any other person.

Committees should always have regard to the achievement of the purpose of **todayscountry94one** in accordance with the vision and strategy determined by the Board when exercising its functions.

## AUTHORISATION



Secretary

January 15 2020

**todayscountry94one**

# Coast Community Broadcasters Inc.

Trading as



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## PROGRAM / MUSIC COMMITTEE PROCEDURES

Procedures number	21	Version	2
Drafted by	Colin Links	Approved by Board on	Jan 15 2020
Responsible person	Colin Links	Scheduled review date	April 2021

### RESPONSIBILITIES

The Board is responsible for appointing, disbanding, and setting the terms of reference for committees.

The Secretary is responsible for keeping records of terms of reference of Board committees and for ensuring that committee minutes and papers are submitted to the Board for consideration. This may be delegated by the Board to a member of the committee but minutes / records are to be forwarded to the secretary once they have been approved by the committee.

The Chairman shall sit ex-officio on all Board committees (unless the Board determines otherwise), but may delegate their attendance to any other person.

The Programming and Music Committee is a sub-committee of the Board of todayscountry94one and must have one member of the Board and an independent Chairperson.

The role of the Programming Committee is to make programming decisions and to shape on air programming, including music. Its responsibilities include:

1. Providing creative and effective programming advice to ensure program content is appropriate and aligned to todayscountry94one mission and community interest.
2. Monitoring and advising on the balance of program content across the station.
3. Monitoring quality of on-air presentation; conducting program review as appropriate.
4. Analysing listener feedback and surveys.
5. Reviewing new program proposals.
6. Monitoring program posts by presenters on their social media.
7. Developing and maintaining policy and procedures for the submission of programming ideas.
8. Sharing programming feedback with the Board; referring programming or other complaints to the Secretary.
9. Communicating programming recommendations to the Board. Detailed programming guidelines have been developed to assist and provide direction to the Program and Music Committee.

### PROCEDURES

Committees, whether ad hoc or standing sub-committees, cannot exercise authority over presenter or volunteers, nor shall they delegate tasks to any presenter or volunteer unless the Chairman has specifically agreed to such delegations.

The Program and Music committee shall submit their minutes to the Board on a regular basis and for the next Board Meeting following any meeting.

The Program and Music committee shall review their terms of reference annually, including their Presenters membership and the results of their work and so report to the Board.

All ad hoc committees shall be dissolved by Board resolution once they have completed their work and, if requested, have provided a written report to the Board.

1. All programs will endeavour to ensure that of the total music played throughout a program, at least 30% of this is Australian.
2. Prior approval must be given by the programming committee for a program to qualify for any exemptions.
3. All Australian recordings that are the property of the station will be visibly identified as Australian.
4. All presenters are required to complete and hand in a music log sheet after each program.
5. An audit of a program content will be conducted on a quarterly basis.
6. Presenters are encouraged to, within the confines of the sponsorship framework, promote events where local musicians are featured.
7. Presenters must not make representations to record companies or other music suppliers on behalf of **todayscountry94one** unless prior consent has been given by the (board / program committee)].

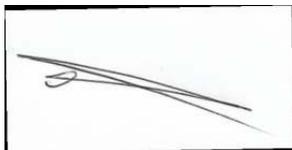
Programming Procedures for Coast Community Broadcasters Inc. trading as **todayscountry94one** programming procedures are detailed in the Presenter's Handbook. Presenters are expected to be familiar with the programming procedures,

## RELATED DOCUMENTS

<https://www.cbaa.org.au/resource/community-radio-broadcasting-codes-practice>

 [Community Radio Broadcasting Codes of Practice - Print Friendly PDF\\_w appendices.pdf](#)

## AUTHORISATION



Colin Links

Chairman

January 15 2020

**todayscountry94one**

## Programming Policy Process under Independent Chairperson from January 2020

### BACKGROUND

**todayscountry94one** is renowned for supporting new, local, independent and particularly Australian country music. Many aspiring country music performers have had their first airplay and interviews on our station. We are in a unique position to play and engage with both established and emerging country music performers. Our support of the country music industry is one of the key reasons people listen to our community radio station.

Added to this the exceptionally strong sporting culture of the Central Coast region with tens of thousands of adults and children participating in sporting activities every week. Coverage of sport on radio generally in the region is restricted to the more high-profile codes of football and cricket. **todayscountry94one** endeavours to provide coverage for as many sports as possible, regardless of popularity or participation rates.

### PURPOSE

The purpose of this policy is to ensure that **todayscountry94one**

- continues to play a diverse range of country music throughout all of our programming,
- supports local musicians and performers, and
- complies with the 25% Australian music requirement of the Codes by aiming for a minimum of 30% Australian music across all general programming. This allows for specialist programs (music and/or talk based) which may not be able to meet the 25% quota.
- provides coverage to Central Coast sporting organisations and codes results and activities through dedicated sports programming.
- ensures presenters both permanent and temporary understand their responsibilities to **todayscountry94one** under the Presenters' Agreement.

### POLICY

1. Presenters and program makers are encouraged to provide a wide range of country musical styles while considering the station's aims and objectives and the individual program's aims and objectives.
2. All programs will endeavour to ensure that of the total music played throughout a program, at least 30% of this is Australian unless:
  - a. The programs aim is to focus on music or culture other than Australian
  - b. The musical style of a program is of a nature that does not have a high instance of Australian recordings.
3. In the cases of 2.a and 2.b, prior approval must be given by the Program Committee for a program to qualify for these exemptions.
4. All Australian recordings that are the property of the station will be visibly identified as Australian.
5. Presenters are encouraged to, within the confines of the sponsorship framework, promote events where local musicians are featured.
6. Presenters must not make representations to record companies or other music suppliers on behalf of **todayscountry94one** unless prior consent has been given by the Board.

7. **todayscountry94one** will not accept any form of payment in cash or in-kind, in return for providing airplay or promotion of music, except under standard sponsorship arrangements.
8. Programming and presentation of programs by individuals authorised to do so are to follow the Constitution and rules of engagement that form part of Coast Community Broadcasters Inc. Constitution September 2019
9. Programming and presentation of programs by individuals authorised to do so are to follow the Presenters Agreement that forms part of Coast Community Broadcasters Inc. association rules of presenting.
10. Individuals who are authorised as Presenters are always required to be qualified as a member to be able to continue presenter and programming tasks with Coast Community Broadcasters Inc.
11. Individuals who have qualified as members and have completed their roles and obligations as presenters as noted in the Presenters Agreement are to follow the appropriate grievance resolution procedures as noted in Coast Community Broadcasters Inc. Constitution September 2019 - 10. Resolution of Disputes & 11. Disciplining of Members, & 12. Right of Reply of Rejected applicant or Disciplined Members, and any other rules designated by the Board of Directors.
12. If at any point in time a presenter does not follow these terms of membership and presenting as outlined above a presenter may be removed from air until an investigation(s) can take place.
13. If at any time a presenter does not follow the rules of the Presenters Agreement that form part of Coast Community Broadcasters Inc. and the Constitution and rules of engagement that form part of Coast Community Broadcasters Inc. Constitution September 2019 they may be expelled from Coast Community Broadcasters Inc. as per Rule 4. Cessation of Membership (c).
14. Randomised program audits can take place to assess programming formats are being met by authorised presenters. Ongoing deviation from pre-authorised programming formats may be met with suspension from on-air presentation until training has taken place to ensure conformity of program formats that meet presenters' agreements and Coast Community Broadcasters Inc. Constitution September 2019.

## **NEW PROGRAMS**

After general orientation and training has been completed, potential presenters and program makers must submit a written outline and / or a pre-recorded demo to the Music and Program Committee to support their proposal. The Music & Program Committee will review and after consultation with the Board, give authority to its continuance in trial form. The potential presenter will read and sign the Presenters Agreement. If approved, the new program undergoes a one-month trial (in a pre-determined timeslot). The Program Committee will evaluate the performance of the presenter and the program to assess the further continuance of program in a regular timeslot. Once selected for regular rotation into the current program schedule, ongoing monitoring will take place like any other program and will be the subject of random audits to ensure the presenter is following the rules as described in the Presenters Agreement. At any time in the future and at the discretion of the Music and Program Committee, or the Board, a program may be removed from air without notice.

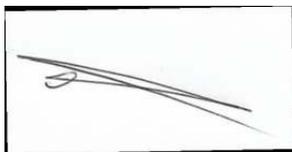
## **EXISTING PROGRAMS**

To ensure fairness in the review process, all shows running over one year will be subject to randomised audits as deemed necessary by the Music and Program Committee. Starting at the same time, it will be determined by the Program Committee and the Board which programs will be reviewed based on criteria set by the Board from time to time.(e. g. Spoken Word, followed by Music then Multicultural programming) with accompanying evaluation forms.

As a measure of quality control, evaluation will be used as a form of constructive criticism as well as a feedback forum for the presenter to address concerns within the show related to format, etc.

## COMPLIANCE

Presenters will receive training and be provided with copies of community broadcasting codes and relevant laws and regulations to ensure understanding of their obligations regarding equality and diversity. They will be encouraged to apply these principles in the development of their programs and resist influence by any one individual of organisation. Self-identification or presenters identified as needing further training will be if training either in a formal or informal manner to ensure compliance with stations needs are met.

A rectangular box containing a handwritten signature in black ink. The signature appears to be 'Colin Links' written in a cursive style.

Colin Links

Chairman

January 15 2020

**todayscountry94one**