

Programming Committee Guidelines

This Policy Support Document outlines additional policies and procedures implemented by the Programming Committee to support the 8 key Policies for Mountain District Radio and the CBAA Code of Practice. The relevant 3MDR Policies are

- *Community Interest Programming*
- *Sponsorship*
- *Indigenous*
- *Sensitivity to Indigenous Issues*
- *Australian Music*

Other Supporting Documents include:

- *Mountain District Radio Mission Statement*
- *Presenter Code of Practice – Managed by the Programming Committee*
- *Presenter Procedures – Managed by the Programming Committee*
- *Presenter Program Proposal – Managed by the Programming Committee*

Aim of the Programming Committee

“Our aim is to provide an independent community voice for the Dandenong Ranges and beyond, achieved with interactive local news, culture, entertainment and emergency alerts.”

Programming Committee

The programming committee comprises up to four members with one member able to be available to report to the board at each board meeting. The programming committee has a maximum of one member from the board. Positions on the Programming Committee are to be approved by the Board of Management prior to taking effect.

1 Committee Meetings

The Programming Committee holds regular meetings and submits a report to each Board Meeting.

2 Decisions

Decisions made in accordance with these guidelines are made and implemented by the programming committee. Significant proposals will be referred to the Board and the proposer notified that the decision on the proposal from the Board is pending. The presenter/proposer will be notified of the outcome by the Programming Committee.

3 Review

These guidelines will be part of the Annual Station review by the Station Manager and will be subject to ongoing review and improvement by the Programming Committee. The Board of Management will approve any substantive changes prior to implementation.

4 Publication of Committee Guidelines

These guidelines will be published on the 3MDR website for staff and volunteers:
<http://www.office.3mdr.com>

5 Presenter Code of Practice

The 3mdr Presenter Code of Practice procedures and document is maintained and updated by the Programming Committee.

Programming Guidelines

1 Scope of Guidelines

These guidelines are to assist a programming committee in the effective management of the programming grid at Mountain District Radio in line with the Code of Practice and Policies of Mountain District Radio and other policies that may be in effect.

2 Criteria

The following criteria is addressed in programming decisions.

| Requirement | To Comply with: |
|--|--|
| • Grid diversity | Programming Committee Policy |
| • Representation of youth | Programming Committee Policy, |
| • Opportunities for youth involvement & experience | Programming Committee Policy |
| • Community engagement | CBAA Code of Practice, ACMA License condition, 3MDR Policy |
| • Australian Music content minimum 25% | CBAA Code of Practice, ACMA License condition, 3MDR Policy |
| • Representation of music within our license area | Programming Committee Policy |
| • Ethnic content of 16 hours | Programming Committee Policy, ACMA License condition |
| • Programs of quality | Programming Committee Policy |

Where possible the following elements will be avoided:

| Requirement to Avoid | To Comply with: |
|--|---|
| • Music that is adequately represented in mainstream media | Programming Committee Policy, CBAA Code of Practice |
| • Excessive representation of one style of program | Programming Committee, ACMA License guidelines |

3 Show proposals

Show proposals are typically made to the office and should be immediately referred to the programming sub committee. Preference will be given to show proposals that most adequately address the programming criteria at the time of the application.

4 Show review

The programming committee will review shows regularly and provide advice to presenters to assist with improvement and suggest further training where appropriate. Subject to the show complying with these guidelines, the programming committee will avoid interfering with content.

Compliance with Programming Codes, Policies and Procedures

Presenters must take responsibility for reading Mountain District Radio Policies and Policy Support documents on the website <http://office.3mdr.com>

Of particular concern for Presenters is the *Presenter Code of Conduct*. In addition to understanding their responsibilities the *CBAA Code of Practice*, and *Mountain District Policies* state:

- Presenters will not broadcast any material that may:
 - a) be detrimental to the station or any persons or group within the station.
 - b) give the view that 3MDR condones the misuse of drugs, alcohol & tobacco.
 - c) demean 3MDR in any way.
 - d) say anything defamatory about any persons or groups of the community.

The Mountain District Code of Conduct for Presenters discusses the following items. Presenters should refer to the Presenter Code of Conduct on the website www.office.3mdr.com to ensure they meet their responsibilities.

- Presenters and guests will not drink alcohol or smoke on station property.
- Respect must be given to all other presenters, board members, volunteers & people of the community at all times.
- Presenters and guests shall not create a nuisance and will allow quiet enjoyment for other users of the premises
- Presenters and guests shall respect the property and work colleagues and shall keep the studio clean and tidy at all times.

Sponsorship and promotions

Mountain District Radio Policy and the CBAA Code of Practice outline responsibilities for sponsorships such as

- Outlined in the Sponsorship Policy, Presenters shall not broadcast any promotional material for the financial benefit of themselves or for any other individual or corporation that does not have a sponsorship contract with 3mdr
- All promos & sponsorship announcements must be played as scheduled (Presenter's Code of Practice).
- Presenters are also encouraged to support our community by broadcasting promotional material for not for profit organizations, community groups, cultural programs or activities, artists, or music venues.