



# Programming Procedure

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Version Control	Date Amended
1.0	31/08/2016

## BACKGROUND

As guided by the Community Broadcasting Codes of Practice and the conditions of our broadcasting licence, 3WBC ensures that the range of programs available on the station are representative of our broadcast area (Camberwell RA1) and the wider community.

As guided by our community participation policy, this procedure informs the process as to which 3WBC assesses the suitability of programs for inclusion on our programming grid. It is designed to ensure equality, fairness and diversity across our programming schedule.

## STAKEHOLDERS

- **3WBC Committee of Management** (Owner of the policy and procedure)
- **3WBC Broadcasting Working Group (BWG)** (Sub committee responsible for implementation)
- **3WBC Members and Presenters** (internal stakeholders and contributors)
- **The 3WBC General Community** (external stakeholders and contributors)

## PROCEDURE

### Programming Proposals

- Proposals for programming are invited by all members of the community regardless of their membership of 3WBC.
- Program proposals can be submitted directly to the station manager via email, post or in person. A proposal form can be accessed from the 3WBC website.
- The station manager will provide all program proposals to the BWG for consideration and provisional approval.
- An example of the program application form is attached to this procedure.

### Criteria for approval

While applications are welcome from all members of the community, there are a number of criteria that need to be met before a proposal can be accepted.

- **Diversity in Programming:** Program proposals that bring content that is relevant to the broadcast area AND are not being met by current programming will be given priority by the BWG.

*Should two program proposals exist where all parts of the application are equal – except for the content of the program, the proposal that fills a niche currently not represented should be given preference.*

- **Community Feedback:** Acceptance of program proposals should be informed by feedback received by the station from the general community and members that highlights types of programs that may not be currently scheduled on 3WBC.

*The BWG will use feedback received by the Committee of Management to inform decisions made in relation to programming proposals to ensure that the station meets (where possible) community expectations.*

- **Available Time Slot:** A program proposal will ask for the presenter to nominate preferred timeslots for their program to air.

*If the proposed timeslots are unavailable, the BWG can propose an alternate timeslot. If this is not suitable, the program can be given provisional approval pending schedule availability.*

- **Membership:** It is a requirement of the station that a presenter must be a member before they are permitted to broadcast on 3WBC.

*The BWG are able to give tentative approval for a program pending a presenters membership application.*

- **Completion of Training:** It is a requirement of the station that a presenter must complete the 3WBC training course before becoming a presenter on the station.

*The BWG are able to give tentative approval for a program pending a presenter successfully completing the training program.*

### **Programming Schedule Reviews**

3WBC (through the BWG) will undertake periodical reviews of our programming schedules to ensure they continue to meet the requirements outlined in this procedure.

During these reviews, the BWG will monitor programs to ensure they continue to:

- Provide content outlined in their initial program proposal.
- Provide relevant content to the listening community
- Meet membership and training expectations outlined by the committee of management.
- Meet presenter obligations outlined in the Presenters Agreement.

If remedial action is required, the BWG will work with the Committee of Management to initiate contact with presenters and support them through a process to rectify any concerns.

### **Grievance Procedures**

Should an applicant or existing presenter disagree with programming decisions, they are entitled to initiate the grievance process outlined in the 3WBC constitution and grievance policies.

## APPROVAL



**Approver name and position:**

Philip Edwards - President

**Date of Approval**

31/08/2016