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Aims

The Programming Committee will enable staff and elected volunteers to collaboratively review proposed and existing programming to ensure an informative, engaging and entertaining Radio Adelaide that contributes to the station's aims to be

- a dynamic player in Adelaide’s cultural, intellectual and social life
- an alternative media organisation, providing voices, sounds and viewpoints not heard in mainstream media
- educational in the broadest sense, recognising learning as a lifetime activity, and
- a commitment to community service, social justice, cultural diversity, inclusion and access.

Representation

The Programming Committee will be representative of staff and volunteers, comprising

- People and Programs Manager
- two volunteer reps from music programs
- two volunteer reps from talks programs
- one volunteer rep from access programs

Volunteer reps will be nominated and elected annually by volunteers.



Further reps may be seconded to the committee on a temporary or ongoing basis, where their particular skills or knowledge are required, with the agreement of a consensus of the committee.

Responsibilities

The Programming Committee will

- review existing programs in quarterly blocks
- assess programs against agreed criteria to
 - determine if they have met their program briefs
 - determine if they have met the station's values and standards
 - determine if they sufficiently contribute to strategic objectives
 - make recommendations to the Station Manager regarding any actions required to meet review criteria, and
- assess program proposals against agreed criteria and make recommendations to the Station Manager.

If specifically requested by program teams, committee members will be expected to provide advice ahead of reviews, where reasonable, to assist teams to meet criteria and minimise the need for corrective action.

Confidentiality

To ensure thorough discussions, and in fairness to those whose programs and proposals are being reviewed, all Programming Committee discussions will be strictly confidential.

Where the committee finds that a program or proposal has failed to meet review criteria, the committee's recommendations to the General Manager will be made available to the relevant program team.

Program Reviews

Assessment of existing programs

Aims

The review process is designed to

- ensure programs meet their briefs and the values and standards of Radio Adelaide
- ensure programs contribute to Radio Adelaide's strategic objectives
- encourage a culture of continuous improvement in broadcasting, and
- encourage greater volunteer participation in programming decisions.

Methodology

Each program will be assessed at least annually against its program brief and three sets of criteria:

1. Program Relevance: Has it contributed to a more informative, entertaining and engaging Radio Adelaide?
2. Consistency and Quality: Has the program team worked effectively and reliably?
3. Team Commitment: Has each team member fulfilled his or her responsibilities as a volunteer?

The committee will be provided with a schedule each season of the programs due for review and asked to listen to two programs in full each week.

Prior to each season change, the committee will meet to

- compile members' review notes
- consider feedback submitted by staff
- consider feedback from listener surveys, and
- agree on its final recommendations to the Station Manager.

Based on the committee's advice, in conjunction with any operational considerations, the Station Manager will make a final decision regarding

- any feedback to be provided to the program team
- any actions required to ensure the program meets review criteria
- continuation of the program, and
- scheduling.

Appeals

In the event that the committee recommends a program does not continue, and the Station Manager endorses the recommendation, volunteers will be given fourteen days in which to submit an appeal to the Station Manager, explaining why the program should be allowed to continue. The Station Manager will make the final decision based on the advice of the Programming Committee and the appeal submission.

Criteria

Program Relevance

The program meets at least three of five criteria:

1. It contributes to an informative and entertaining Radio Adelaide and the station's strategic objectives.
2. It offers a true alternative to other programming to be found on stations in Adelaide.
3. It has the potential to attract sponsorship.
4. It has demonstrated listener support and/or engagement.
5. It provides an innovative or novel use of the radio medium.

Consistency and Quality

The program team has

- provided a consistent and reliable program throughout the year
- communicated any programming changes clearly and in a timely fashion
- provided back-up programs and updates these as required, and
- demonstrated sufficient technical proficiency in audio and digital production.

Team Commitment

Each program team member

- is a paid supporter or member
- communicates readily with staff
- attends station meetings and training workshops where required
- engages with station activities
- complies with station policies, and
- contributes to the station in a positive way.

Program Proposals

Assessment of proposed new programs

Aims

The Programming Committee will review program proposals to ensure they will meet station values and contribute to a more informative, entertaining and engaging Radio Adelaide.

Methodology

Proposals will be assessed against two sets of criteria:

1. Program Relevance: Will it contribute to a more informative, entertaining and engaging Radio Adelaide?
2. Team Commitment: Has each team member fulfilled his or her responsibilities (for existing volunteers) or can the proposed team demonstrate an understanding of Radio Adelaide and its audience and a willingness to participate in Radio Adelaide training and activities (for external proposals)?

Assessments will be based on

- a program proposal and
- a fifteen-minute demo.

Proposals will be assessed during the next seasonal review process unless required sooner.

Criteria for review of internal program proposals

The following criteria will be applied to program proposals from existing volunteers, in conjunction with considerations to be made by staff regarding appropriate scheduling and resources.

Program Relevance

The program meets at least three of four criteria:

- It would contribute to an informative and entertaining Radio Adelaide and the station's strategic objectives.
- It offers a true alternative to other programming to be found on stations in Adelaide.
- It has the potential attract sponsorship.
- It is a concept sufficiently developed to be produced for one season or more.

Team Commitment

Each program team member

- is a paid supporter or member
- communicates readily with staff
- attends station meetings and training workshops
- engages with station activities
- complies with station policies, and
- contributes to the station in a positive way.

Criteria for review of external program proposals

The following criteria will be applied to program proposals from external inquiries, in conjunction with considerations to be made by staff regarding appropriate training, scheduling and resources.

Program Relevance

The program meets at least three of four criteria:

- It would contribute to an informative and entertaining Radio Adelaide and the station's strategic objectives.
- It would offer a true alternative to other programming to be found on stations in Adelaide.
- It would offer the potential to attract sponsorship.
- It is a concept sufficiently developed to be produced for one season or more.

Team Commitment

The proposed program team

- understands Radio Adelaide, its values and its audience
- offers useful skills
- is willing to complete the necessary training
- is willing to attend station meetings and engage in station activities and workshops, and
- has provided a one-hour demo of the proposed program.