



PRESENTER REMEDIAL ASSISTANCE PROCEDURE

Drafted by	Mike Friganiotis	Approved by	16 June 2018
Responsible person	Vice President	Management Committee on	
		Scheduled review date	June 2019

INTRODUCTION AND PURPOSE

1. A Cairns FM 89.1 Programming Policy was approved by the Management Committee at its meeting in December 2017. The policy re-affirmed the Station's commitment to quality – both in terms of content and on-air proficiency.
2. The Cairns FM 89.1 Governance Policy states that the development of procedures consistent with policy were the responsibility of the Station Manager. However, action taken against member presenters considered to be in need of remedial assistance may well result in internal conflict. In order to minimise such occurrences and provide the Station Manager and / or programming sub-committee with a firm basis for action, the relevant procedures have been approved by the Management Committee itself.

PROCEDURE

SUB-COMMITTEE RESPONSIBILITIES

3. The Program / Training sub-committee has an ongoing responsibility of ensuring that the station's programming policy is being implemented. This includes the responsibility of ensuring that presenters' on-air techniques conform to generally accepted standards and also that presenters are conforming with use of technology and copyright related requirements.

DETAILED PROCEDURE

4. Where a presenter is considered by the sub-committee to be not suitable to continue presenting on Cairns FM89.1 by virtue of failing to meet standards relating to content, panelling or on air presentation technique, and has not responded effectively to constructive criticism by the Station Manager or the sub-committee, the following procedure will apply.
 - a. The presenter will be given an audio CD of a recent program, and specific improvement points will be discussed with that person, by a member of the sub-committee or the Manager.
 - b. The Manager or sub-committee may appoint a mentor to assist the presenter, and also suggest appropriate training sessions.

- c. The presenter will be given a 2-week period to rectify any issues involving content, panelling or on air presentation technique and performance will be monitored continuously over a further 4 week period.
- d. If no significant improvement is detected, at the end of 6 weeks, the sub-committee or Manager will again point out what issues still remain, using a recent program.
- e. The presenter will be told that:
 - They can still attend the station at their normal scheduled time, except that
 - From now on they will have to pre-record their program instead, omitting news, community announcements and time calls,
 - The pre-recorded program may be subject to editing, to improve it, and
 - The program will be scheduled for air-play at the station's discretion.
- f. Whenever the Manager and / or sub-committee takes action in terms of e above, they will provide details to the Secretary who will confirm this decision in writing to the presenter. In addition, whenever the Manager and / or sub-committee believes that the outcome of any face to face discussion needs to be confirmed in writing, the relevant details will be provided to the Secretary who will inform the presenter accordingly.

RIGHT OF APPEAL

5. Should the presenter disagree with the sub-committee's or Manager's decision, the station's Programming Policy together with this procedure should be brought to their attention. However, they should also be reminded of their entitlement to invoke the appeal arrangements set out within the station's Internal Conflict and Complaints Procedure.
6. The appeal would be heard by two Management Committee members (in such a situation these would not also be members of the Programming / Training Sub-Committee) nominated by the President one of whom may be the President.

REINSTATEMENT

7. At any point in the future, should the presenter feel that they have improved to the extent that they be permitted to broadcast live-to-air, they will submit an audition tape to be reviewed by a sub-committee member/Manager, who shall decide whether they be allowed to return to live-to-air, or to continue pre-recording their program. As part of this process, the presenter may choose to have other suitable trained people of their choice assist with the presentation of the program e.g., panelling, research, presentation.
8. Should the presenter be allowed to return to live-to-air, they will not necessarily be given their original program time-slot.

AUTHORISATION

John Poole
Secretary
2 July 2018