

88.9 FM Policies Register

Policy #1: Program Content Policy

Objective: To provide the principles governing all broadcast programs.

This policy was re-written on 06-02-2008 following further research and consultation with community.

This policy is not intended to vary or replace any of the Association's obligations at law. It is an additional, self-imposed regulation or procedure.

Policy Principles

- (a) Emergencies rule over all other program content.*
- (b) Music rules except during emergencies.**
- (c) Community musical requests rule over presenters' choice of music.
- (d) Profanities whether spoken or sung are prohibited program content. Tracks containing profanities may be played provided all offending words are masked with another sound at least the full length of the offending word. Such tracks must be recorded, edited and played digitally.
- (e) Program content must remain true to the concept approved by the Program Committee and comply with Code 3 of the Codes of Practice.

*Presenters are to consider the significance of an emergency and the remainder time of a track before cutting a track prior to its finish.

**For example: To allow a track to finish, news and weather may be presented up to four minutes later than scheduled.

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Policy #2: Operational rules

Objective: To provide the basis of the rules of operation.

This policy was re-written on 06-02-2008 following research within the membership.

This policy is not intended to vary or replace any of the Association's obligations at law.

Policy Principle

The Association will always be ruled by its Constitution, all relevant State and Federal legislation and regulations and the conditions of its community radio broadcasting licence.

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Policy #3 Community Relationships & Engagement

Objective: To demonstrate the rationale for the Association's existence.

This policy was re-written on 17-09-2008 following research within the membership. The name of the Policy was changed from **Community Relationships** to **Community Relationships & Engagement** on 11-01-2017. The three last principles were added on 11-01-2017.

This policy is not intended to vary or replace any of the Association's obligations at law. It is an additional, self-imposed regulation or procedure.

Policy Principles

The Association recognises that its continuing existence and its degree of success is at the pleasure of its licence area community.

The Association's relationship to its License Area Community (LAC) is such that it has a passionate interest in the LAC's continued well-being.

The Association acknowledges that everything it does has social, environmental and economic impacts in its LAC and beyond.

The Association will sanction community engagement with people and organisations rather than vigorously pursue community engagement.

The Association will recommend participation in the operation of and the use of our broadcasting service.

The Association will be inclusive of all people, regardless of race, creed or sexual orientation.

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Policy #4: Committees

Objective: To further define the Association's committees, some aspects of which are additional to statutory requirements.

This policy was created on 28-03-1998.

This policy is not intended to vary or replace any of the Association's obligations at law. It is an additional, self-imposed regulation or procedure.

Policies:

Board of Directors

The Board of Directors of the Association is *The Committee* described in the Association's Constitution.

The Board of Directors has responsibility for the performance of the Association and its facilities and is accountable for this to the members of the Association. Directors must declare any conflicts of interest and must not debate or vote on any matter where a conflict of interest exists.

The PEC Committee

The Program, Ethics and Censorship Committee (PEC) assists the Board in the discharge of its responsibilities, focusing on the areas of programming, ethics and censorship. The PEC comprises three members who are elected at the AGM.

PEC Committee *Program* matters

The PEC has responsibility for the administration of the Program Creation Policy.

PEC Committee *Ethical* matters

The PEC has responsibility for the maintenance of high ethical standards in all of the Association's on-air and other operations.

PEC Committee *Censorship* matters

The PEC has a responsibility to monitor all program material, ensuring that the provisions of the Program Content Policy are maintained and to take appropriate action where necessary.

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Policy #5: AGM Reports

Objective: To define the reporting requirements of various office bearers.

This policy was created on 28-03-1998.

This policy is not intended to vary or replace any of the Association's obligations at law. It is an additional, self-imposed regulation or procedure.

Policy Principle

The President is required to provide an annual report at the AGM on all matters of significance to the members.

The Treasurer is required to provide an annual report at the AGM on all financial and business matters of significance to the members.

The Sales Manager is required to provide an annual report at the AGM on all sponsorship matters of significance to the members.

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Policy #6: Indigenous and non-Indigenous Australians

Objective: To make a positive contribution to reconciliation between Indigenous and non-Indigenous Australians.

This policy was re-written on 15-01-2017 following one-on-one research and consultation with Indigenous and non-Indigenous members of the Association.

This policy is not intended to vary or replace any of the Association's obligations at law. It is an additional, self-imposed regulation or procedure.

Policy Principle

The Association upholds that reconciliation is the business of every member and that every member has an important role in closing the knowledge gap between Indigenous Australians and non – Indigenous Australians.

The Association also upholds that Indigenous members are members of equal standing with non-Indigenous Australians.

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Policy #7: Access

Objective: To outline methods of preventing secrecy wherever possible.

This policy was first written on 11-03-1996 and re-written on 06-02-2008 and again on 09-03-2016 following one-on-one research and consultation with the executive committee.

This policy is not intended to vary or replace any of the Association's obligations at law. It is an additional, self-imposed regulation or procedure.

Policy Principles

With the unanimous approval of the Executive Committee, every member is entitled to a copy of the key to the Association's master lock and key system.

All members will have unimpeded access to all facilities and to all recorded administration, engineering and sound file data, whether hard or soft copies apart from the online banking facility and the sensitive IT management data and systems placed by the executive committee on MainframeHal.

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Policy #8: Volunteers

Objective: To assure volunteers of their rights and responsibilities as volunteers for the Association and to define the Association's ideologies of volunteering.

This policy was re-written on 11-01-2017 following one-on-one research and consultation with members of the Association.

Policy Principles

The Association's volunteering philosophy:

An Association volunteer must be a member of the Association.

Volunteering benefits the community.

Volunteering is unpaid work and is not a substitute for paid work.

Volunteering is not undertaken to receive a government pension or allowance; and

is a legitimate way for people to participate in community activities; and

is a channel for individuals or groups to address environmental and social needs; and

respects the rights, dignity and culture of volunteers; and

promotes human rights and equality.

The rights of the Association's volunteers

The Association's volunteers have the right to work in a healthy and safe environment; and

to be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation; and

to be adequately covered by insurance; and

to be given accurate and truthful information about the Association; and

to be reimbursed for out of pocket expenses including travel to and from home from any of the Association's facilities; and

to be given a copy on request of the Association's Policies and Procedures document; and

to be given a job description and agreed working hours document; and

to have access to grievance procedures; and

to be orientated with the Association, its members and its facilities; and

to have personal information dealt with according to the Privacy Act; and

to be provided with sufficient training for the job; and

to be provided with appropriate grievance procedures in the event of a dispute.

The obligations of the Association's volunteers

The Association's volunteers are obligated to be punctual and reliable; and

to respect the confidentiality of the Association and its members; and

to perform the duties listed in each volunteer's position description; and

to give adequate notice if the volunteer's availability changes or if the volunteer leaves the organisation; and

to adhere to the Association's policies and procedures; and

to undertake training as requested; and

to ask for support when needed; and

to support other volunteers.

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Policy #9: Membership

Objective: To define membership.

This policy was re-written on 11-01-2017 following one-on-one research and consultation with members of the Association.

Policy Principles

Membership of Community Radio Coraki Association Inc is as laid out in Part 2 of the Association's Constitution which is reproduced on the following pages.

Clause 8 of the Constitution refers to Membership Fees and Subscriptions and permits the committee to determine other amounts for the Fee and the Subscription.

On 24-10-2000, the Fee amount was determined by the committee to be \$20.00, and the Subscription was determined by the committee to be NIL.

Policy #9 States: *An Association volunteer must be a member of the Association*, so it follows that the rights and obligations of a member are *de facto* the same as the rights and obligations of volunteers.

Membership generally

(1) A person is eligible to be a member of the association if:

- (a) the person is a natural person, and
- (b) the person has been nominated and approved for membership of the association in accordance with clause 3.

(2) A person is taken to be a member of the association if:

- (a) the person is a natural person, and
- (b) the person was:
 - (i) in the case of an unincorporated body that is registered as the association - a member of that unincorporated body immediately before the registration of the association, or

- (ii) in the case of an association that is amalgamated to form the relevant association - a member of that other association immediately before the amalgamation, or
- (iii) in the case of a registrable corporation that is registered as an association - a member of the registrable corporation immediately before that entity was registered as an association.

* (c) only members of the community who reside or work within the Coraki RA1 licence area, or who otherwise spend a substantial amount of time within the Coraki RA1 licence area may become members of the association.

(3) A person is taken to be a member of the association if the person was one of the individuals on whose behalf an application for registration of the association under section 6 (1) (a) of the Act was made.

* **Insertion of this clause is an amendment made by Notice of Special Resolution passed unanimously at the Association's AGM on 16th of July 2007.**

3. Nomination for membership

- (1) A nomination of a person for membership of the association:
 - (a) must be made by a member of the association in writing in the form set out in Appendix 1 to this constitution, and
 - (b) must be lodged with the secretary of the association.
- (2) As soon as practicable after receiving a nomination for membership, the secretary must refer the nomination to the committee which is to determine whether to approve or to reject the nomination.
- (3) As soon as practicable after the committee makes that determination, the secretary must:
 - (a) notify the nominee, in writing, that the committee approved or rejected the nomination (whichever is applicable), and
 - (b) if the committee approved the nomination, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under this constitution by a member as entrance fee and annual subscription.
- (4) The secretary must, on payment by the nominee of the amounts referred to in subclause (3) (b) within the period referred to in that provision, enter or cause to be entered the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the association.

4. Cessation of membership

A person ceases to be a member of the association if the person:

- (a) dies, or
- (b) resigns membership, or
- (c) is expelled from the association, or
- (d) fails to pay the annual membership fee under clause 8 (2) within 3 months after the fee is due.

5. Membership entitlements not transferable

A right, privilege or obligation which a person has by reason of being a member of the association:

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.

6. Resignation of membership

- (1) A member of the association may resign from membership of the association by first giving to the secretary written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (2) If a member of the association ceases to be a member under subclause (1), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

7. Register of members

- (1) The public officer of the association must establish and maintain a register of members of the association specifying the name and postal or residential address of each person who is a member of the association together with the date on which the person became a member.
- (2) The register of members must be kept in New South Wales:
 - (a) at the main premises of the association, or
 - (b) if the association has no premises, at the association's official address.
- (3) The register of members must be open for inspection, free of charge, by any member of the association at any reasonable hour.
- (4) A member of the association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
- (5) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.
- (6) A member must not use information about a person obtained from the register to contact or send material to the person, other than for:

- (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or
- (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.

8. Fees and subscriptions

- (1) A member of the association must, on admission to membership, pay to the association a joining fee of \$20.
- (2) Members are not required to pay an annual fee or any other fees to the association.

9. Members' liabilities

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by clause 8.

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Policy #10: Internal Conflicts

Objective: To provide a speedy means for members to resolve internal conflicts.

This policy was written on 11-01-2017 following one-on-one research and consultation with members of the Association.

This policy is not intended to vary or replace any of the Association's obligations at law. It is an additional, self-imposed regulation or procedure.

Policy Principles

The issues of an internal conflict shall be discussed firstly and separately with the president by both parties. The president shall move to resolve the conflict without further ado.

If the president is unable to resolve the conflict, the president will consider the status of the conflict to be formal and refer the conflict to the executive committee, with written submissions. The executive committee will then conduct separate hearings into the conflict and move to resolve the conflict.

If the executive committee is unable to resolve the conflict in reasonable time, then Part 10 of the station's constitution shall apply.

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Policy #11: External Complaints

Objective: To provide the legal obligations and rights of the Association and of the complainer with regard to complaints.

This policy was re-written on 23-11-2008 following further research and consultation with community and ACMA.

All external complaints shall be dealt with according to Code 7 of the Community Radio Broadcasting Codes of Practice.

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Policy #12: Sponsorship

Objective: To provide the legal obligations and rights of the Association with regard to sponsorship and to sponsorship announcements.

This policy was re-written on 23-11-2008 following further research and consultation with community and ACMA.

All sponsorship matters shall be dealt with according to Code 6 of the Community Radio Broadcasting Codes of Practice.

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Policy #13: Diversity, Access & Equity

Objective: To provide the legal obligations and rights of the Association with regard to diversity.

This policy was written on 08-02-2017 following research and consultation with the executive committee.

All matters regarding diversity shall be dealt with according to Code 2 of the Community Radio Broadcasting Codes of Practice. 88.9 FM respects and values the principles of diversity, access and equity and the benefits of their application throughout its culture and organisational structure.

Background

In order to best meet and support the needs of the community broadcasting sector, 88.9 FM strives to ensure that all stakeholders have equal access to relevant 88.9 FM information, services and opportunities, and that its culture, organisational structure and grants programs are aligned with diversity principles.

Diversity refers to the visible and invisible differences that exist between people, such as gender, culture, ethnicity, physical and mental ability, sexual orientation, age, economic status, language, faith, nationality, education, geographical location and family/marital status. It also refers to diverse ways of thinking and ways of working.

88.9 FM is committed not only to complying with applicable law such as the Disability Discrimination Act 1992 and Human Rights and Equal Opportunity Commission Act 1986 in all of its operations but aspires to set an example for the community broadcasting sector and the broader community by promoting and embracing diversity and cultural competency, and by fostering anti-discrimination awareness and behaviour amongst staff and volunteers in our commitment to achieving social justice and a thriving community media sector.

Practices

The Diversity, Access & Equity Policy and Practices provide a framework to:

- Ensure the membership of 88.9 FM's Board and Committees are appropriately diverse and to establish how these objectives can be met and measured.
- Bring together the different accountabilities involved in different areas of accessibility, and to clarify the nature of these responsibilities in each area.
- Integrate a philosophy of equity into all the organisation's activities and to establish and promote accessible practices in our operations.
- Consider the principles of diversity when designing grants programs, including the prioritisation of inclusion, access and equity in relation to community media content, development and operations.

Guiding principles

While not limited to the following groups, current priorities for affirmative action within organisational structures at 88.9 FM include:

- Aboriginal and Torres Strait Islander peoples
- Women
- People with culturally and linguistically diverse backgrounds
- People with a disability
- Gay, Lesbian, Bisexual, Transgender and Intersex people
- Young people
- People from non-metropolitan areas

88.9 FM promotes diversity, supports equal rights, and does not advocate, support or practice discrimination based on race, religion, age, national origin, language, gender, sexual orientation, or mental or physical handicap or disability, except where affirmative action may be required to redress disadvantage. 88.9 FM will make all reasonable efforts to allow people who have trouble accessing our information and services to overcome any impediments.

88.9 FM commits itself to:

- **Diversity:** 88.9 FM will develop strategies, initiatives and programs to promote diversity on its Board and Committees.
 - Gender diversity: 88.9 FM is committed to achieving gender diversity on its Board and Committees and will set and publish measurable objectives and targets to achieve gender diversity. 88.9 FM's gender diversity target is to maintain 40% men, 40% women and 20% any or no gender including those that identify as gender diverse, for 88.9 FM Boards and Committees.
 - Diverse appointments: 88.9 FM will set and publish procedures to achieve diversity of appointments on its Board, Committees and Assessor Team.
- **Reconciliation:** 88.9 FM supports the Australian Declaration Towards Reconciliation. 88.9 FM further supports the National Strategies to Advance Reconciliation, as proposed by the Council for Aboriginal Reconciliation and the work of Reconciliation Australia.

- **Access and Equity:** ensuring our information and services are available to everyone who is entitled to them, free from discrimination. Services will be developed and delivered on the basis of fair treatment of all stakeholders.
- **Communication:** using all necessary and cost-effective strategies to inform eligible applicants of available opportunities, and to provide information in forms that are accessible to people with different abilities or from diverse cultural and linguistic backgrounds.
- **Consultation and Responsiveness:** remaining sensitive to the needs and requirements of stakeholders with different abilities or from diverse cultural and linguistic backgrounds; consulting with stakeholders about the adequacy, design and standard of services; and being responsive as far as practicable to the particular circumstances of individuals.

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Policy #14: Sexual Harassment

Objective: To prevent and eliminate sexual harassment in the workplace.

This policy was re-written on 28/03/2021 following research within the membership and accountable websites.

This policy is not intended to vary or replace any of the Association's obligations at law. It is an additional, self-imposed regulation or procedure.

Policy

88.9 FM will not tolerate sexual harassment of any kind under any circumstances. Responsibility lies with every employee/volunteer to ensure that sexual harassment does not occur.

A breach of this policy will result in disciplinary action, up to and including termination of employment.

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Policy #15: Bullying

Objective: To prevent and eliminate bullying in the workplace.

Policy

88.9 FM is committed to providing a safe and healthy work environment in which all volunteers and workers are treated fairly, with dignity and respect. Bullying is a risk to the health and safety of the workplace. It is unacceptable and will not be tolerated.

This policy was re-written on 28/03/2021 following research within the membership and accountable websites.

This policy is not intended to vary or replace any of the Association's obligations at law. It is an additional, self-imposed regulation or procedure.

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Policy #16: The Environment.

Objective:

Planet Earth's future will be either green and blue or Martian brown.

88.9 FM has aimed for green and blue since inception on 09/10/1996.

Policy:

We believe in Rock and Roll and that a carbon-free footprint will save our mortal soul.
