

# 88.9 FM Policies and Procedures Register

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## Policy #1: Program Content Policy

Objective: To provide the principles governing all broadcast programs.

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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.

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### 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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### Procedure #1: Program Creation

Objective: To provide the procedure for the creation of new programs.

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

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 Principles

- (a) An announcement seeking community participation in program creation must be broadcast seven times a week as a minimum.
- (b) A program presenter must be a member of the association.
- (c) Proponents are to contact any member of the Program, Ethics and Censorship Committee as the first step in the creation of a new program.
- (d) A copy of the Codes of Practice will be made available to the proponent.
- (e) The Program Committee will meet and discuss the program suggestion with the proponent(s). At that meeting, the Committee and the proponent may or may not set a commencement date for the new program.
- (f) The station manager will arrange training times and a tutor/mentor for the proponent if necessary.
- (g) The Program Committee will set a commencement date for the new program when all parties are comfortable with the proponent's on-air abilities.
- (h) The Program Committee will emphasise the statutory requirements of Code 3 of the Codes of Practice.

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### Policy #2: Operational rules

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

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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.

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#### 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.

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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.

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#### 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.

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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.

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#### 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.

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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.

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#### 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.

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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.

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### 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 with the exception of 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.

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

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#### 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.

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

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### 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.

## **Part 2 - Membership**

### **2. 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 16<sup>th</sup> 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.

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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.

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#### 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.

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

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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.

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

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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

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

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

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All matters regarding diversity shall be dealt with according to Code 2 of the Community Radio Broadcasting Codes of Practice.

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### Procedure #2: Induction of new members

Objective: To provide an informal welcome to new members.

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

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A new member shall be mentored by another member or members until the new member feels at home with everybody, the Association's facilities and the Association's procedures.

The new member shall be supplied with a copy of the Policies and Procedures register, the Codes of Practice and included on the members' list of email addresses and members' phone list.