

BOWEN COMMUNITY BROADCASTING ASSOCIATION INC.
95.1 GEMFM



CORPORATE GOVERNANCE POLICY

Background

Code 1.2 of the CBAA Codes of Practice requires community radio stations to have written governance policies and procedures that support management, financial and technical operations to meet all legal requirements.

Interpretation:

The Act: The Broadcasting Services Act 1992

The Code: The Community Radio Broadcasting Codes of Practice 2008- Code 1.2

The Rules: Constitution of Bowen Community Broadcasting Association Inc. registered 12th September 2022

ACMA: Australian Communication Media Authority- Community Broadcasting not-for-profit guidelines 2011

Purpose

To make sure that community radio stations operate according to the guiding principles and within a framework of sound corporate governance. To be controlled and operated by an independent body that represents community interest.

Guiding Principles

- The Management Committee is responsible and accountable for the financial and legislative governance of the organisation.
- To comply with legal obligations that relate to programming and station operation under the “The Broadcasting Services Act 1992.
- The function of the committee is to ensure the delivery of the organisation’s objectives, to set its strategic direction and to uphold its values.
- The management committee will provide leadership and overall strategy for the organisation as well as assuring everyone that the station’s finances are sound, its operations are legal, and its procedures work.
- Will ensure the station is responsive to changing community needs and government priorities.
- The stations Mission Statement is contained within our constitution.

Management Committee

- The committee comprises the President, Vice President, Treasurer, Secretary and at least two (2) ordinary committee members.
- “THE RULES” (constitution) of the station set out directions for:-
 1. membership
 2. holding meetings
 3. minute keeping.
 4. responsibilities of committee
 5. financial matters
- The committee will have policies and procedures in place including but not limited to: -
 - a) Membership
 - b) Internal Conflict
 - c) Complaints handling

Corporate Governance Policy

- d) Community Participation
 - e) Programming
 - f) Volunteering
 - g) Sponsorship
- Have training in place to ensure that everyone is aware of their legal obligations and can effectively participate in providing the service.
 - “THE RULES” and policies and procedures of 95.1GMFM are available in electronic and hard copy format and made available at the studio, on the website, at volunteer induction and by request.

Financial

- Will operate as a not- for-profit organisation.
- Any surplus will be utilised for the continued operation of the station- for example to build or improve broadcast studio, to improve transmission facilities, to invest in outside broadcast facilities.
- Any surplus will not be distributed for personal use amongst management or members.
- All expenditure to be authorised by at least President and 2 other committee members.
- Internet banking payments – treasurer creates the online payment and notifies 2 nominated committee members to approve.
- Bookkeeping (online) is operated/accessed by appointed Treasurer and Secretary.
- Will maintain accurate and up to date financial records.
- Financial records are presented at AGM to all members.
- Financial records are audited by appointed accountant.
- Audited financial records are available to members and the public on request.
- Maintain a register of financial members- (available to ACMA on request)
- Maintain an asset register.

Administration (secretary) will:-

- keep accurate records of minutes of meetings and committee decisions.
- maintain register of membership
- lodge annual reports with required Government departments and other institutions.
- have relevant insurance policies in place.
- make sure all correspondence and the official records of the organisation are up to date, accurate and in order.
- maintain a Key Register at station. Keys to be returned when no longer required.

Technical

- Comply with ACMA - EMR /rf hazard standards
- Comply with ARPANSA Environmental EME regulations.
- The installation and operation of equipment will be in accordance with all relevant Statutes and Australian Standards.
- Regular maintenance carried out is reported and documented at committee meetings.
- Any maintenance issues are reported and documented at committee meetings.
- Broadcasting Services Licence and Apparatus Licence Specifications are available electronically and in hard copy at the station premises.
- Logging Content- as per The Act
 - a) Station software allows for the recording/logging of all music broadcast. Which is kept indefinitely.
 - b) Station software logs/records all spoken word (separately from music) broadcast. Copies are retained for the required period of 6 weeks (42 days). Unless a complaint has been made, in which case the content is retained for the required 60 days.