



WORKING TOGETHER FOR OUR COMMUNITY
Since 1981

OUR RESPONSIBILITIES IN BROADCASTING

TO MEET OUR COMMUNITY INTEREST

This document was adopted by the Management Committee on 26th February 2020 to comply with Code 1 of the Codes of Practice for the sector. The document supersedes all previous documents adopted by Eurobodalla Access Radio Inc. (EAR Inc.) on this issue. It should be read in conjunction with our Constitution.

In formulating this document reference was made to the CBAA handbook. Members of EAR Inc. were given the opportunity to provide input.

Background

As a community broadcaster it is our responsibility to abide by a number of legislative requirements in programming content and station operations.

The Broadcasting Services Act 1992 outlines a number of licence conditions and program standards that are applicable to all community broadcasters. The licensee is also bound by the conditions upon which the licence was issued or last renewed.

In addition, community broadcasters are required to observe the Community Radio Codes of Practice that guide all areas of station activity. As such EAR Inc. will have in place written corporate governance policies and procedures that support management, financial and technical operations to meet all legal requirements.

Corporate Governance

(1) Governance

- (a) EAR Inc. will be controlled and operated by a Management Committee that represents its community interest. The Management Committee will comprise seven members including the four office bearers of President, Vice President, Secretary and Treasurer.
- (b) We will have in place written corporate governance policies and procedures that support management, financial and technical operations to meet all legal requirements.
- (c) The station will have training in place to ensure that everyone is aware of their legal obligations and is able to effectively participate in providing this service.
- (d) The station will have written policy documents in place that outline:
 - the principles of financial membership,
 - the rights and responsibilities of financial members within the organisation, and
 - the rights and responsibilities of the organisation to financial members.

A register of members will be kept and made available to the licensing authority (ACMA), if requested.

- (e) EAR Inc. will have written policies and procedures in place to effectively deal with internal conflict.
- (f) We will have policies and procedures in place to handle complaints from members and the community.
- (g) The station will broadcast at least one on-air announcement each week that contains information about the Codes Of Practice and where listeners can get a copy of the Codes. A copy of the announcement is to be made available to the licensing authority (ACMA) upon request.
- (h) EAR Inc. will have easily accessible hard and electric copies of its constitution.
- (i) EAR Inc. will hold regular Management Committee Meetings, Management Sub-Committee Meetings when necessary and General Member and Presenter Meetings.

Minutes of all these meetings will be taken and kept in an accessible place.
- (j) The association will hold an Annual General Meeting to include election of Management Committee members in accordance with its constitution and legislative requirements
- (k) EAR Inc. will regularly invite Expressions Of Interest for participation of members in Management Sub-Committees.
- (l) Ear Inc. will have documents that outline the roles and responsibilities of Management Committee Members and Management Sub-Committees.

(2) Financial Management

- (a) The station will maintain up to date financial records.
- (b) The association will have a Treasurer in accordance with its constitution.
- (c) EAR Inc. will have procedures in place to ensure records of its accounts are regularly presented to the Management Committee.
- (d) EAR Inc. will present end of financial year reports to its members.

(3) Technical Management

- (a) The station will have easily-accessible hard and electronic copies of its broadcasting services licence and apparatus licence specifications.
- (b) EAR Inc. will have mechanisms in place to ensure ongoing compliance with EMR/RF hazard standards.
- (c) EAR Inc. will ensure appropriate safety and quality of studio and production facilities.