



Community Broadcasting Sector Roundtable

Charter

October 2021



COMMUNITY
BROADCASTING
ASSOCIATION OF
AUSTRALIA

Introduction

The Community Broadcasting Sector Roundtable (the Roundtable) brings together national community broadcasting peak bodies, the Community Broadcasting Foundation (CBF), and other relevant organisations and advisors, under the auspices of the CBAA, to recognise our strengths and identify and advance issues of mutual interest.

The Roundtable identifies emerging issues, discusses policies on issues of ongoing concern and informs strategic approaches to address these issues. Issues raised relate to sector funding, policy, advocacy efforts, technical and other matters.

The Roundtable provides members with opportunities to network, initiate change, share knowledge and address challenges in an open, fair and respectful environment.

Objectives

The Roundtable is committed to achieving the following objectives.

- Establish an effective alliance between national peak bodies and the CBF to:
 - Identify those political and commercial objectives of the sector that are of common interest to the Roundtable members and on which broad sector consensus views can logically be achieved;
 - Anticipate actions by other parties that will affect the sector's present and future situation and ensure that the sector's viewpoints are given consideration at the decision-making stage, particularly in regards to legislation and regulations affecting or likely to affect community broadcasting;
 - Identify opportunities to advocate for change that will advance the interests of the sector.
- Pursue and promote the public interest outcomes provided by the community broadcasting sector.
- Provide a forum to work in a coordinated way to grow, develop and promote community broadcasting.
- Provide an effective medium for disseminating relevant communications, news on developments and projects undertaken and or achieved by the community broadcasting sector both within and external to the sector and the Roundtable members.
- In the development of sector-wide submissions, where appropriate, the Roundtable will be a forum for sector consultation by the CBAA.

Framework

Membership

Roundtable membership comprises the President and Chief Executive Officer (or equivalents), from the following national sector peak bodies and the sector's funding agency:

- **Community Broadcasting Association of Australia (CBAA):** the national peak body for the community broadcasting sector. The CBAA has as members over 90% of permanent community broadcasting licensees, including First Nations, ethnic and multicultural, educational, youth, faith-based, specialist music, radio reading services and a broad range of general community broadcasting services.
- **Australian Community Television Alliance (ACTA):** the not-for-profit industry association representing free-to-air community television stations.
- **First Nations Media Australia (FNMA):** First Nations Media Australia is the peak body for First Nations not-for-profit broadcasting, media and communications.
- **Christian Media and Arts Australia (CMAA):** the industry body representing Christian media communicators. CMAA membership includes Christian community radio stations, the Vision



Network of relay stations, Christian TV, short-wave international broadcasters, radio and TV program producers and record companies.

- **National Ethnic and Multicultural Broadcasters' Council (NEMBC):** the national peak body representing multilingual and multicultural community broadcasting. NEMBC members are ethnic and multicultural broadcasters from 120 community stations around Australia, broadcasting in over 100 languages.
- **RPH Australia (RPHA):** the body representing the RPH Radio Reading Network whose community of interest is Australians with a print disability. The network consists of 18 AM/FM radio services and eight digital radio services.
- **Community Broadcasting Foundation (CBF):** the independent non-profit funding agency that seeks, secures, distributes and administers funding to support the development, maintenance, creativity and sustainability of community broadcasting in Australia.

Considerations

- The Roundtable may also invite relevant organisations to regularly participate in meetings for a defined period, where the regular exchange of information will assist in the development of an identified key strategic focus area, and associated strategy, policy and activity.
 - Such invitations would be made to the President and CEO (or equivalent) of any invited organisation. Invitees would be encouraged to fully participate in the conversation but would not have voting rights.
- The Roundtable actively supports gender diversity in the sector and its own meetings. If only one gender is represented by a member organisation's participants, the organisation can send an additional, third delegate, if they are of a different gender.
- Additional member organisations must meet the Sector Representative Organisation Criteria and be recommended to the CBAA Board for approval by a two-thirds majority of current Roundtable members.
- Where a vote is required, each member organisation of the Roundtable will receive one vote (i.e. each organisation receives one vote). There is no proxy voting, however the views of absent organisations should be sought and discussed if possible, prior to a vote.
- An organisation may send an alternative representative if the President or Chief Executive Officer is unavailable.
- The Roundtable is convened and organised by the CBAA with the financial support of the CBF. The Roundtable Charter is approved by the CBAA Board of Directors, which will consider all recommendations of the Roundtable.
- The Roundtable is chaired by an independent facilitator who is appointed by the CBAA. The Independent Facilitator will hold the position for two years, with the potential for renewal every two years. The Roundtable may veto the appointment of the facilitator by a three-quarters majority vote prior to the facilitator's first meeting.
- Every two years, the CBAA will undertake a review of the effectiveness of the Roundtable, consulting Roundtable members and the wider community broadcasting sector.
- Meetings will be held twice per year.
- The Roundtable members will hold regular 'in camera' conversations without the Community Broadcasting Foundation or invited organisations present.
- A CEO working group of the Roundtable will meet regularly to progress issues in-between Roundtable meetings.

Key Principles

The Roundtable follows basic principles to ensure an effective and cohesive alliance between members. Honesty, integrity, trust and respect are the pillars of the Roundtable, but there are other specific principles which apply to members.

Free discussion

To encourage free discussion, the Chatham House Rule applies to the Roundtable unless otherwise stated. Members and any observers are free to use information received at the Roundtable, but the identity and affiliation of the speakers or participants cannot be revealed.



Respect for organisational independence

Members will respect the independence of organisations represented at the Roundtable by using discussion to focus on whole-of-sector initiatives and common interests.

Strategic focus

Members will focus discussions on the strategic challenges facing the community broadcasting sector rather than operational concerns.

Openness and transparency

All relationships benefit from openness and transparency between parties. Members will be clear and honest about what they hope to achieve and clearly outline roles, responsibilities, and acknowledgement(s) for projects.

Collaboration and Co-operation

The Roundtable meetings will strive for consensus. The consensus process attempts to seek agreement amongst all participants through a collaborative and cooperative process.

Roles and Responsibilities

The CBAA will:

- Provide the Roundtable with administrative and secretariat support to carry out its functions.
- Source suggestions for the meeting agenda from Roundtable members and issue a meeting agenda and papers two weeks prior to any meeting.
- Take responsibility for note taking and distribution, issuing records of the meeting three weeks after the meeting for member input.
- Convene and support CEO working group meetings. The CEO working group can invite additional relevant organisations to attend, as needed.
- Provide a copy of the annual financial report detailing Roundtable expenditure to members after it has been submitted to CBF.
- Give due regard to issues raised in the Roundtable and take all input into account in planning policies and actions of relevance to the sector.

The Independent Facilitator will:

- Assist with agenda planning.
- Chair meetings in a manner that encourages respect for attendees, strive for consensus and allows all members to raise issues.
- Develop and outline clear meeting policies for the Roundtable members.
- Identify and assist any members who may have difficulty with their duties, helping where appropriate. If members have continued difficulty fulfilling their duty, the Independent Facilitator has the power to request a resignation and work with the relevant organisation to find an alternative representative.

Roundtable members will:

- Attend a minimum of one meeting per annum, with at least one member representing each organisation attending each meeting.
- Ensure attendees have delegated authority from their Board to participate in the consensus decision-making processes of the Roundtable during meetings
- Provide the Roundtable with informed and representative advice, consulting as appropriate with organisations and constituents.
- Read, consider and comment on material presented to the Roundtable.
- Maintain appropriate confidentiality on issues discussed.
- Act in good faith and appropriately towards other Committee members.



- Raise issues in the Roundtable that are relevant to their nominating organisation and respectfully engage with issues raised by others.
- Promote informed and evidence-based decision making in our sector by constructively supporting the planning, conduct and membership participation with sector-wide research programs.

Decision making

Consensus

The Roundtable will use consensus-based decision-making. The consensus process attempts to seek agreement amongst all participants through a collaborative and cooperative process. Roundtable members commit to participating in good faith to negotiate decisions that are acceptable to all participants.

Where consensus is not able to be reached and a decision must be reached, the meeting will move to a majority vote to resolve the impasse. A vote of the Roundtable is not binding to Roundtable member organisations.

Out of session decisions

There will be occasions when quick decisions are required by Roundtable members between the twice-yearly meetings. When this occurs:

- A quick decision-making process can be initiated by three organisations, one of those being the CBAA.
- The CBAA will host a teleconference at a time best suiting participants within the time constraints. The CBAA will nominate a convenor for the teleconference.
- Where possible, Roundtable member organisations will be given two full days' notice of the teleconference by reciprocal contact.
- Organisational delegates are defined as per full Roundtable meetings.
- Decisions by this process require agreement from all Roundtable member organisations. If not all are present, decisions are conditional on endorsement of those absent. Conditional decisions will be circulated, and an additional two days will be given for response, if no response is received within this time, support for the decision will be assumed.

Endorsement

There will be times that sector-wide submission would benefit from endorsement by Roundtable member organisations, either collectively or individually. Endorsement will be achieved by:

- If all Roundtable member organisations commit to endorsing a position or submission, a statement indicating that it has endorsement from the Community Broadcasting Sector Roundtable will be added to the document.
- In this case, all Roundtable member organisations will make their logos available for the document.
- Where some Roundtable member organisations agree to offer endorsement but not all can or do, no reference to Roundtable endorsement can be made. However, individual organisations can offer their support and make their logos available if they choose.

