BACKGROUND

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

The Broadcasting Services Act outlines a number of licence conditions and program standards that are applicable to all our stations. A licensee is also bound by the conditions upon which their licence was issued in the original application process.

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

The Australian Communication & Media Authority's role is to determine whether stations have implemented the processes outlined in the Codes of Practice, and are therefore upholding the standards applicable to all community broadcasters. It is the role of ACMA to assess whether stations comply with these Codes and to determine if a breach of the Codes has occurred.

PURPOSE

The following checklist will help determine if your station has developed the appropriate policies and procedures to make sure it is complying with the requirements of the Codes.

APPENDIX 1 – Codes Of Practice Checklist

Section One: Corporate Governance

Corporate governance policies and procedures that support management, financial, and technical operations to meet all legal requirements.		
Governance – Does your station:	**Yes**	**No**
have easily-accessible hard and electronic copies of its constitution?		
hold regular Board meetings?		
keep minutes of these meetings and hold them in an accessible place?		
hold Annual General Meetings which include election of board members in accordance with your constitution?		
have documents that outline the roles and responsibilities of board members?		

Financial Management – Does your station:	**Yes**	**No**
maintain accurate and up to date financial records?		
have a designated treasurer or book keeper?		
regularly present records of its accounts to the board?		
present end of financial year reports to the members?		

Technical Management – Does your station:	**Yes**	**No**
have easily-accessible hard and electronic copies of its license and broadcast specifications?		
have mechanisms in place for ensuring ongoing compliance with its licence specifications?		
have mechanisms in place for ensuring ongoing compliance with EMR / RF hazard standards?		
ensure appropriate safety and quality of studio and production facilities?		

Section Two: Policies and Procedures

Does your station have clear procedures for boards, committees, staff and volunteers dealing with the following:	**Yes**	**No**
Programming		
Access and equity		
Anti-discrimination		
Grievance and complaints		
Music - Australian content		
Sponsorship		

How does your station management publicise/promote these policies and procedures?	**Yes**	**No**
Newsletters		
Noticeboards		
Station Handbooks		
Induction or training sessions		
Other		

Section Three: Participation

Under the Codes of Practice community radio stations are required to ensure that people in their community who are not adequately served by other media are encouraged and assisted to participate in providing our service.

Stations are required to have in place policies and procedures to support this commitment as well as to document evidence of their efforts to encourage community participation.

How does your station encourage and assist the active participation of community members (including broadcasters at your station and members of the community) in:

Activity	Action taken to encourage participation	Evidence documented of this activity
On Air Shifts		
Fundraising		
Administration		
Board Of Directors		
Subcommittees		
Programming Decisions		
Other		
Other		
Other		

APPENDIX 1 – Codes Of Practice Checklist

Section Four: Programming

Does your station:	Yes	No
monitor its Australian music content to ensure it meets the minimum quota?		
management approve and monitor all sponsorship on air (this includes in-kind sponsorship)?		
broadcast at least one on-air announcement each week that contains information about the Community Radio Codes of Practice and where listeners can get a copy		

Does your station have a set of programming guidelines for broadcasters relating to on-air standards concerning broadcasts about or including:		
Violence and brutality		
Simulated news or events		
Drug, alcohol and tobacco use		
Stereotyping and vilification		
Protecting children from 'harmful' content		
Privacy		
News and Current Affairs		
Indigenous programming		
Australian music content		
Sponsorship		
Balancing censorship and freedom of expression		

Section Five: Volunteers

Does your station have written policy documents in place that outline:	Yes	No
(a) the principles of financial membership,		
(b) the rights and responsibilities of financial members within the organisation,		
(c) the rights and responsibilities of the organisation to financial members.		

How does your station inform volunteers of their rights and responsibilities?		
Noticeboard		
Newsletters		
Meetings		
Volunteer Induction Kit		
Website		
Email		
Other:		

Does your station:	Yes	No
have induction procedures for all new volunteers?		
have a complaints procedure for volunteers/staff concerning internal disputes?		
inform volunteers about the station's internal complaints procedure?		
have a policy and procedure in place regarding disciplinary action and dismissal of volunteers?		

Section Four: Listener Complaints

Does your station:	Yes	No
have a procedure for recording and dealing with listener complaints?		

Does this procedure:		
ensure there is a designated, responsible person who has been nominated to deal with listener complaints and who is available during office hours?		
include providing information to listeners about their rights if they are dissatisfied with your station's response to their complaint?		
ensure your station will respond to complaints, in writing, within 60 days of receiving the complaint?		

How does your station inform volunteers and staff of the procedure for taking a complaint from a listener?	Yes	No
Newsletters		
Noticeboard		
Meetings		
Volunteer Induction Kit		
Other:		

Does your station:	Yes	No
broadcast at least one on-air announcement each week that contains information about the Community Radio Codes of Practice and where listeners can get a copy		

What to do if you find your station is not meeting the requirements of the Code of Practice:

1. **If your station does not have a policy or procedure which has been mentioned in the checklist, please look through the further appendices with the Codes of Practice for examples. We suggest you change these to suit your needs.**
2. **You can also visit the CBAA website (www.cbaa.org.au) where you will find information on developing policies and procedures.**
3. **After the Board of Directors has collected all the policies and procedures which and approved them, it is advisable that they should be widely circulated within the radio station.**
4. **It is also important to develop ways in which these policies will continue to be publicised efficiently to new broadcasters and other, forgetful ones as well. This could be done at program evaluation time, station meetings, in training sessions, as reminders in newsletters and any other way you can think of getting the message across.**