**Policy and Procedures- Currency**

**Keeping your policies current.**

An important part of compliance is making sure that you maintain contact with the various regulatory bodies you are dealing with. This does not necessarily mean phoning them for a chat every now and then!

It is important that you keep the radio station’s contact details up-to-date with all the organisations you deal with. You would be amazed at how many organisations miss out on vital information or fail to report by deadlines because the mail has gone astray.

From time to time, it is useful to visit relevant websites to see what new information is available which could be useful for the radio station. For example, the Australian Taxation Office has several good resources for non-profit organisations. The Community Broadcasting Foundation (CBF) has up-to-date information and forms for reporting on funding. The Australian Communications and Media Authority (ACMA) website is full of useful information, especially about licence renewals and complaints. There are many others.

There are a number of regulatory bodies which require regular reporting. These include ACMA (licence renewals), Australasian Performing Right Association APRA (random playlists, annual financial reports), Australian Tax Office (tax including GST and PAYG), insurance companies (workers compensation, public liability etc), Australian Securities and Investments Commission ASIC (company matters such as annual reports, AGMs and elections for PTY LTD stations), CBF (funding acquittals), If you are an association then depending on which state your radio station is incorporated, you may also have to report to the relevant state body from time to time about changes to your constitution, public officers, late AGMs or business address. The list goes on!

Requirements are routine and simple. Most of them have penalties attached if you do not report on time.

It is important to keep copies of all your reports. You will find looking back over the last report will help you each time you need to report again. It is also useful to have multiple copies available of certain reports because they are commonly demanded by a number of regulatory authorities. These include annual financial reports and copies of the station’s constitution or articles of association.