



---

YARRA VALLEY FM

## Governance policy

---

### Purpose

To ensure that our community radio station operates according to its guiding principles and within a framework of sound corporate governance.

### Policy

Yarra Valley FM Inc, is a not-for-profit incorporated association managed by a Committee of Management (CoM) to collectively represent the interests of the community defined by the association's community broadcasting licence, to ensure the delivery of the organisation's objects, to set its strategic direction and to uphold its values.

The CoM is collectively responsible and accountable for ensuring and monitoring that the organisation is performing well, is solvent, and is complying with all its legal, financial, and ethical obligations.

The responsibilities of the CoM are:

- Compliance and regulatory monitoring – ensuring compliance with
  - the objects, purposes and values of the organisation
  - its constitution
  - its obligations to ACMA and the community under its community radio licence and Codes of Conduct
    - This includes the promotion of the Codes of Conduct by regular on-air announcements that contain information about the Codes and where listeners can obtain a copy
- Organisational and financial governance –
  - setting or approving policies, plans and budgets to achieve its objectives
  - monitoring and management of its financial performance to ensure the solvency, financial strength and good performance of the organisation
  - considering and approving annual financial statements
- Membership –
  - preparation of documents that set out the principles of financial membership and the mutual obligations of the association and its financial members
  - maintenance of a register of financial members
- Strategic planning – reviewing and approving strategic direction and initiatives
- Audit – appointment of a financial auditor
- Staff selection - selecting, evaluating the performance of, rewarding and, if necessary, dismissing the organisation's staff and volunteers

- Risk management –
  - reviewing and monitoring the effectiveness of risk management and compliance in the organisation
  - agreeing or ratifying all policies and decisions on matters which might create significant risk to the organisation, financial or otherwise
- Dispute management – dealing with and managing conflicts that may arise within the organisation, including conflicts arising between CoM members, staff, members, volunteers or service users.
- Social responsibility – considering the social, ethical and environmental impact of all activities and operations and ensuring that these are acceptable
- CoM performance and composition –
  - evaluating and improving the performance of the CoM
  - actively sourcing new talent to achieve the appropriate mix of skills, experience, gender and age balance
- Training – ensure training is in place to ensure everyone is aware of their legal obligations and are able to effectively participate in providing the broadcasting service
- Complaints – ensuring that procedures are in place to handle complaints from members, volunteers and listeners, in compliance with ACMA regulations.

The CoM shall:

- nominate from its number a President (Chair), Vice-President, Secretary and Treasurer
- ensure the availability of an easily-accessible copy of its Rules of Association
- hold regular committee meetings
- keep minutes of these meetings and hold them in an accessible place
- hold Annual General Meetings which include election of CoM
- prepare documents that outline the roles and responsibilities of CoM members
- have easily-accessible copies of its broadcasting services licence and apparatus licence specifications
- have mechanisms in place for ensuring ongoing compliance with licence specifications and electromagnetic radiation / radio frequency hazard standards
- ensure appropriate safety and quality of studio and production facilities
- ensure compliance with ACMA regulations on Australian content quota
- maintain accurate and up to date financial records
- appoint a financial auditor and receive reports on the financial records and reports
- regularly receive and consider records of its financial accounts
- present end of financial year reports to members
- ensure policies and procedures are prepared, distributed, complied with and reviewed in respect of Community Participation, Membership, Workplace Conduct, Volunteering, Programming, Sponsorships, Internal Conflict, Complaints Handling, Health & Safety (including Epidemics)

## More information

If you have a query about this policy or need more information please contact the Station Manager or Chair of Committee of Management.