



POLICIES AND PROCEDURES

Including Code of Conduct and Code of Ethics

Revised July 2023

ALBANY COMMUNITY RADIO INC
Trading as Great Southern FM

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CODE OF CONDUCT

OUR VALUES

- Respect at all times for Volunteers, Members, Clients and Visitors
- Openness, Accountability and Integrity

GREAT SOUTHERN FM (GSFM) VOLUNTEERS WILL:

Act ethically, with honesty and integrity, in the best interests of GSFM at all times.

Not make improper use of their position to gain advantage for themselves or any other person.

Exercise due care, diligence and use their skills to the benefit of GSFM.

Take individual responsibility to contribute actively in all aspects of the operations of GSFM according to their ability and in keeping with GSFM Policies and Procedures.

Treat other volunteers, members, clients, and visitors with respect, courtesy, honesty and fairness.

Not harass, bully or discriminate against volunteers, members, clients, and visitors.

GREAT SOUTHERN FM (GSFM) VOLUNTEERS WILL NOT:

Disclose official or personal information acquired through their position with GSFM.

Not make any unauthorised public statements regarding the business of GSFM.

Clarification with GSFM Board will be sought should a potential act of a volunteer be in conflict with the intentions of the Code of Conduct.

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CODE OF ETHICS

OUR VALUES

- Respect at all times for Volunteers, Members, Clients and Visitors
- Openness, Accountability and Integrity

VOLUNTEERS

- Shall, in all business conducted on behalf of GSFM, place the interests of the station over their own interests of those of any other person or persons.
- Shall observe the provisions of the constitution, policies, and rules of the station.
- Shall treat the other members of GSFM, the members of the Board and the clients of the GSFM, with respect.
- Shall undertake any training necessary for the performance of their duties.
- Shall, in any work carried out for the station, follow the directions of their designated supervisors.

MEMBERS

- Shall observe the provisions of the Constitution, policies, and rules of GSFM.
- Shall treat the other members of GSFM, members of the Board and the clients of the station, with respect.

BOARD MEMBERS

- Shall, in all business conducted under the aegis of GSFM, place the interests of the station over their own interests of those of any other person or persons.
- Shall observe the provisions of the policies, and rules of GSFM.
- Shall, as far as possible, attend all meetings of the Board and, in the event that they are prevented from attending any meeting, shall notify the Secretary of their absence in advance of the meeting.
- Shall devote to their duties the amount of time required to carry them out thoroughly and effectively.
- Shall undertake any training necessary for the performance of their duties.
- Shall treat other members of the Board, all members of GSFM, and clients of GSFM, with respect.

RELATED DOCUMENTS

- ⇒ ACR [Constitution](#)
- ⇒ CBAA Community Radio Broadcasting Codes of Practice

AUTHORISATION



Signature of Chair

13/11/2021

Date of Approval by Board



ACCEPTABLE USE OF EQUIPMENT POLICY

Policy number	01	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	13/11/2021
Responsible person	Secretary	Scheduled review date	13/11/2023

INTRODUCTION

This policy sets out guidelines for acceptable personal use of GSFM equipment by members and volunteers of GSFM.

PURPOSE

The primary purpose for which equipment is provided to GSFM members and volunteers is to assist them in carrying out the duties.

POLICY

GSFM's facilities and equipment are to be used to support its mission. GSFM members and volunteers may not use the organisation's resources (including any person, money, or property) under their control for personal benefit or gain, or for the benefit or gain of other individuals or organisations, except as specified below.

Members and volunteers are permitted limited use of equipment for personal needs where such use does not interfere with GSFM business, involves minimal additional expense to GSFM, involves minimal additional risk to GSFM, and conforms with GSFM procedures.

GSFM believes that members and volunteers should be given the tools needed to effectively carry out their assigned responsibilities. Allowing limited personal use of these tools helps enhance the quality of the station and helps GSFM to retain qualified and skilled members and volunteers.

This policy does not apply to those situations where personal use of GSFM's equipment constitutes agreed remuneration under a contract of employment.

Under no circumstances is the inappropriate use of the station's resources condoned.

Theft may be dealt with where appropriate.

RELATED DOCUMENTS

- ⇒ ACR [Constitution](#)
- ⇒ CBAA Community Radio Broadcasting Codes of Practice

AUTHORISATION



Signature of Chair

13/11/2021

Date of Approval by Board



ALCOHOL & OTHER DRUGS ON STATION PREMISES POLICY

Policy number	02	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	13/11/2021
Responsible person	Secretary	Scheduled review date	13/11/2023

INTRODUCTION

GSFM aims to provide a safe and healthy work environment, so far as is reasonably practicable, in which all volunteers are treated fairly, with dignity and respect. This extends to prohibiting the use of alcohol, drugs or any intoxicating substance whilst on station premises.

PURPOSE

The purpose of this document is to outline GSFM's position on the use of alcohol, drugs or any intoxicating substance, when attending the GSFM station, and to document the process which is to be followed should any issues arise.

POLICY

Volunteers and presenters are not permitted to use alcohol, drugs or any intoxicating substance whilst on station premises.

Illicit drugs (eg: cannabis, amphetamines, methamphetamines, etc) are illegal. They cause alteration of the normal physical or mental function which results in diminished performance, conduct or ability to perform tasks in a safe and productive manner.

Any volunteer who exhibits impairment as a result of alcohol, drugs or intoxicating substance will be asked to leave the station immediately.

Prescription or non-prescription medication prescribed by a medical practitioner or purchased over the counter is not affected by this policy.

Any breach of this policy will result in instant removal from programming and cancellation of station membership, in accordance with the rules set out by the station.

RELATED DOCUMENTS

- ⇒ ACR [Constitution](#)
- ⇒ Volunteer Disciplinary Policy and Procedures
- ⇒ CBAA Community Radio Broadcasting Codes of Practice

AUTHORISATION



Signature of Chair

13/11/2021

Date of Approval by Board



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ASSETS POLICY

Policy number	03	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	13/11/2021
Responsible person	Secretary	Scheduled review date	13/11/2023

INTRODUCTION

GSFM owns a range of assets that have been purchased over time to perform the business of the station. This requires GSFM to name, manage and monitor all equipment that is worth more than \$400.

PURPOSE

This policy describes how GSFM assets will be managed and monitored to ensure due diligence in regard to equipment purchased with members' funds and to allow the station to meet its insurance responsibilities.

POLICY

Assets covered by this policy are classified as:

- Capital assets - those costing more than \$400 and which have a life expectancy of more than one year.
- Non-capital items – including furniture and fittings

ACQUIRING ASSETS

All assets must be purchased according to GSFM's financial management and control procedures.

Upon acquisition, the Treasurer must be advised, the asset be recorded in the GSFM asset register and coded according to the specifications above. The Asset Register is maintained by the Secretary in consultation with the Treasurer. All other equipment will be considered consumable items and are not necessarily recorded in this register.

RESPONSIBILITY FOR ASSET REGISTER

The Secretary will be responsible for the Asset Register ensuring that it is established, kept up-to-date, reviewed annually and filed in the GSFM station so that it is accessible.

MONITORING ASSETS

The Secretary and the Technical officer (or nominated person) will conduct an annual audit of assets in the Register and make recommendations to the Board eg: asset replacement (possible grant opportunities). Where possible the audit should reflect the asset's value and remaining useful life.

Where an annual audit of assets reveals a loss or suspected theft, the Secretary shall investigate and refer the matter to the Board.

WRITING OFF ASSETS

Assets can only be written off by authority of the Board

Assets may be written off if they are:

- broken or damaged beyond cost effective repair, and /or
- outdated and can no longer serve the purpose for which they were purchased (eg: old technology - obsolescence).

DISPOSAL OF ASSETS

Where assets have been identified for disposal, they should be:

- offered to members for purchase, or
- offered to the general public for purchase, or
- donated to a reputable charity, or
- disposed of in an environmentally sustainable way (eg: using a recycling centre) wherever possible.

All asset disposal processes must be transparent and conform to ethical principles.

RELATED DOCUMENTS

- ⇒ ACR [Constitution](#)
- ⇒ CBAA Community Radio Broadcasting Codes of Practice

AUTHORISATION



Signature of Chair

13/11/2021

Date of Approval by Board



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BULLYING POLICY AND PROCEDURE

Policy number	04	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	13/11/2021
Responsible person	Secretary	Scheduled review date	13/11/2023

INTRODUCTION

GSFM has a policy of zero tolerance towards bullying and harassment. It is the right of every individual to undertake their involvement with the Station in an environment which promotes personal satisfaction, maximises program performance and ensures that the reputation of the Station is upheld at all times. Such an environment is dependent on it being free from all forms of harassment and victimisation.

PURPOSE

The purpose of this document is to outline GSFM's position towards bullying and harassment, and to document the process which is to be followed should any issues arise.

POLICY

Bullying includes any behaviour intended to intimidate or embarrass another person. GSFM will not tolerate bullying under any circumstances. All volunteers are responsible to ensure that bullying does not occur.

DEFINITIONS

Bullying is repeated unreasonable action directed toward a member or volunteer that creates a risk to health and safety. Examples of behaviour that could be bullying include:

- excluding someone from activities;
- giving someone the majority of unpleasant tasks;
- verbal abuse;
- humiliating someone through sarcasm or insults; or
- intimidation.

PROCEDURES

If a member or volunteer feels they are being bullied, they should not ignore it and the issue should be brought to the Chair's attention ASAP.

If the member or volunteer feels comfortable doing so, they should address the issue with the person concerned, identifying the bullying behavior, explaining that the behavior is unwelcome and offensive and ask that it stop. If the volunteer does not wish to confront the person, the Chair may –

- discuss the issue with the person against whom the complaints made; and/or
- facilitate a meeting between the parties in an attempt to resolve the issue and move forward.

If a complaint is made in writing and is serious, the matter becomes formal and an investigation is undertaken. Formal investigations will be undertaken by a volunteer appointed by the Board.

Both parties will be interviewed and a formal record made of the discussions. A finding is made and a path to resolving the complaint or implementing disciplinary action against the instigator will be determined.

Records are to be kept and filed in a confidential and secure place. These records should be kept for a period of seven years.

Confidentiality is especially important because, of the sensitive nature of the problem itself and the risk that someone's reputation might be publicly damaged. In all cases, the utmost care will be taken to investigate complaints impartially, recognising the rights of all parties.

RELATED DOCUMENTS

- ⇒ ACR [Constitution](#)
- ⇒ CBAA Community Radio Broadcasting Codes of Practice

AUTHORISATION



Signature of Chair

13/11/2021

Date of Approval by Board



COMMUNITY PARTICIPATION POLICY AND PROCEDURE

Policy number	05	Version	1
Drafted by	Programming Sub Committee	Approved by GSFM Board on	13/11/2021
Responsible person	Program Manager	Scheduled review date	13/11/2023

INTRODUCTION

The Australian Communications and Media Authority (ACMA) considers that community participation and engagement are the cornerstone of community broadcasting.

PURPOSE

To continuously enhance our community participation activities which assists us to define our place and purpose in the Great Southern community, and to remain community focussed.

To present local content including interviewing local people, promoting local music artists, community events and programs relevant to our broadcasting area.

POLICY

As a community radio station, GSFM strives to build community relationships in our licence area and encourage listener participation in all aspects of our operations and programming.

PROCEDURES

COMMUNITY PARTICIPATION ACTIVITIES INCLUDE:

- on-air station promotion seeking members and volunteers in all aspects of our operations
- website and social media posts offering presenter profiles, program schedules, 'what's on' in the Great Southern
- website listener feedback form seeking comments on GSFM programming, listening patterns and preferences
- reaching out to community groups to seek participation in programming
- regular interviews from members of the community promoting not-for-profit groups and events
- regular interviews with a Representative of the Albany City Council
- providing on-air Community Service Announcements
- cultivate an awareness and appreciation of all types of Australian music in the Great Southern

- special emphasis on fostering local performers in the arts, theatre and music
- where human resources allow, have a presence in the community events by providing outdoor broadcasts
- providing on-air entertainment, information and access for the local community
- Membership of Albany Chamber of Commerce and Industry to liaise with and maintain a relationship with the business community, whilst promoting our place in the community
- provide the opportunity for the development of professional standards of program production and presentation
- holding member discussion forums alongside our annual general or other meetings
- streaming our broadcasts on-line to expand our listening audience and the potential for feedback
- actively seek listener requests
- provide a focal point for information concerning access to community services and cater to the diversified needs of our community
- Not-for-Profit organisations will have access to free programming
- GSFM will hold Open Days and invite members of the community to visit the studio, observe programs going to air, and enjoy a guided tour of the studios. They will be encouraged to volunteer their services to GSFM in whatever role is appropriate to their skills and interests, and
- GSFM participates in a bi-annual Senior High School Student work experience program thus showcasing community radio to a younger genre and encouraging further participation.

RELATED DOCUMENTS

- ⇒ ACR [Constitution](#)
- ⇒ ACMA Community Broadcasting Participation - Guidelines

AUTHORISATION



Signature of Chair

13/11/2021

Date of Approval by Board



COMPLAINTS (EXTERNAL PARTIES) POLICY & PROCEDURE

Policy number	06	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	13/11/2021
Responsible person	Secretary	Scheduled review date	13/11/2023

INTRODUCTION

GSFM believes that as a community radio station, it is our responsibility to represent community interest of the Great Southern region and the specific community groups operating in this area. As such, any complaints are of great interest to us in helping us to better meet the needs of the community.

PURPOSE

The purpose of this policy is to outline the most appropriate way for GSFM to respond to complaints, and other comments from members of the public.

POLICY

GSFM acknowledges the right of our listeners, members and volunteers to comment and make complaints in writing concerning:

- alleged non-compliance with both the licence conditions in the Act and the requirements outlined in the CBAA Codes of Practice
- program content, (within 30 days of the program going to air) and
- the general service provided to the community.

We broadcast at least one on-air announcement each day that contains information about the CBAA Codes of Practice and where listeners can get a copy.

GSFM will make every reasonable effort to resolve complaints, except where a complaint is clearly frivolous, without sufficient grounds or not made in good faith.

GSFM will ensure that:

- complaints will be conscientiously considered, investigated if necessary and responded to substantively as soon as possible
- complaints will be responded to in writing within 60 days of receipt (as required in the Act), and the response will include a copy of the CBAA Codes of Practice
- complainants are advised in writing that they have the right to refer their complaint about a Code matter to ACMA provided they have first:

- formally lodged their complaint with the licensee, and
- received a substantive response from the licensee and are dissatisfied with this response or did not receive a response from the licensee within 60 days after making the complaint. A written complaint or response can be a letter, fax or email.

A responsible officer of the licensee will maintain a record of complaints and responses for a period of at least two years from the date of the complaint.

The record of complaints and responses will be made available to ACMA on request.

PROCEDURE

REPORTING AND RECORD KEEPING

To ensure stations can make a full response to ACMA if requested, GSFM will include in our procedures the following steps -

To keep a record of material relating to complaints, including logging tapes or audio copies of broadcast material, and written documentation for one year, including:

- the date and time the complaint was received
- the name and address of the complainant
- the substance of the complaint, and
- the substance and date of the licensee’s response.

GSFM COMPLAINTS PRO FORMA

Remember to treat all complaints from the public in a serious and polite manner. The person would not bother to make the complaint unless they held a genuine interest in the station and felt they had legitimate concerns. Do not be dismissive of their approach to the station. Assure them that their complaint will be taken seriously and will be dealt with professionally and according to established policy.

RELATED DOCUMENTS

- ACR [Constitution](#)
- CBAA Community Radio Broadcasting Codes of Practice
- Broadcasting Services Act

AUTHORISATION



Signature of Chair

13/11/2021

Date of Approval by Board

Nature of Complaint

A complaint should relate to a Code of Practice.

NB: Complaints relating to potentially defamatory material must be relayed to your insurance company immediately.

.....
.....
.....

Program associated with complaint:

.....

Date and Time of Program Broadcast:

.....

Contact Details of Complainant/Name of person making the complaint:

.....

Address:

Telephone: (H)..... (Mob).....

This process must be completed within 60 days from the date the complaint was received.

The appropriate person at the station

Name:

Date:

ACTION Y N DATE Receives the verbal complaint

NOTES: Receives the formal complaint in writing

NOTES: Checks the logged program material (and keeps the log for 60 days from date of complaint)

NOTES: Sends written station response to complainant

NOTES: Organises follow-up with complainant (eg: meeting)

NOTES: Provides contact details for ACMA to complainant *

Contact Details for ACMA are as follows:

Community Broadcasting Group Australian Communications and Media Authority PO Box Q500, Queen Victoria Building Sydney NSW 1230 Fax: (02) 9334 7799 Email: communitybroadcasting@acma.gov.au

Result The complaint is

resolved / unresolved

Name of station representative:

.....Position:

.....Signed:

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CONDUCT OF MEETINGS POLICY

Policy number	07	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	13/11/2021
Responsible person	Secretary	Scheduled review date	13/11/2023

INTRODUCTION

It is important to ensure that meetings are conducted well so that:

- in making decisions, proper regard can be had to the views of the majority, of the minority, of individual members, of absentee members, and of all of these groups taken together; and
- decisions can be made efficiently and expeditiously, with due respect for the time and commitment of members of GSFM and members of the Board.

Primary responsibility for this rests with the Chair. To achieve that, broad discretion and authority is given to the Chair to make rulings on questions of meeting procedure (subject to the limitations set out in this policy).

PURPOSE

This policy is designed to provide guidance on the appointment of the Chair and set out the parameters by which the Chair is to conduct meetings, to ensure that meetings are conducted well.

APPOINTMENT OF CHAIR

The Chair of GSFM’s Board shall be elected as laid down in the GSFM’s constitution.

Subject to anything in the Constitution:

- In the Chair's absence, the Vice-Chair shall preside as Chair at each meeting of the GSFM Board.
- If the Chair and the Vice-Chair are absent from a meeting, or are unable to preside, or decline to preside, the Members present must elect one of their number to preside as Chair.
- Meetings of any Board sub-committees shall be chaired in the manner laid down by the Board.
- A person should not preside as Chair over the part of a meeting concerning the election of the Chair, nor should the Chair give instructions as to the procedure to be followed, in respect of an election for the position of Chair. A temporary Chair should be appointed for that purpose to ensure a fair, unbiased election.

RELATED DOCUMENTS

- ⇒ ACR [Constitution](#)
- ⇒ CBAA Community Radio Broadcasting Codes of Practice

AUTHORISATION



Signature of Chair

13/11/2021

Date of Approval by Board



CONFIDENTIAL INFORMATION & PRIVACY POLICY

Policy number	08	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	13/11/2021
Responsible person	Secretary	Scheduled review date	13/11/2023

INTRODUCTION

Information management systems rely on any necessary restrictions on the free circulation of information being respected by those into whose hands the information is entrusted.

PURPOSE

The purpose of this document is to provide a framework for GSFM in dealing with confidential information.

POLICY

GSFM collects and manages a range of information for a variety of purposes. Some of this information is restricted in its circulation for commercial, privacy, or ethical reasons.

GSFM will place the minimum of restrictions on the information it holds but will ensure that such restrictions as are considered necessary are observed by its volunteers.

PROCEDURE

RESPONSIBILITIES

GSFM's Board is responsible for the implementation of this policy.

GSFM's Board is responsible for reviewing this policy as and when the need arises.

All volunteers are responsible for observing confidentiality procedures in their workplace.

RESTRICTIONS

GSFM will place restrictions on the information it holds when the information:

- is commercial in confidence
- concerns the privacy of its members, volunteers, sponsors or clients
- requires protection to safeguard the intellectual property of the station
- member register.

In the normal course of business, volunteers may hear or see information which is of a sensitive nature and in respect of such, confidentiality must be maintained. It is imperative that such information is not divulged to any person outside the station.

PERSONAL INFORMATION ABOUT VOLUNTEERS

The station requires up-to-date address, phone number and/or email address and contact name in case of an emergency. Please notify the Administration Officer of any changes to this information ASAP. Privacy will be respected and this information will not be used for any other purpose.

RELATED DOCUMENTS

- ⇒ ACR [Constitution](#)
- ⇒ CBAA Community Radio Broadcasting Codes of Practice

AUTHORISATION



Signature of Chair

13/11/2021

Date of Approval by Board



CONFLICT OF INTEREST POLICY

Policy number	09	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	13/11/2021
Responsible person	Secretary	Scheduled review date	13/11/2023

INTRODUCTION

GSFM is a community radio station, which relies largely on the efforts of our volunteers to maintain operations. Board members have an added responsibility to manage the affairs of the station, without any conflict of interest – perceived or otherwise.

PURPOSE

GSFM expect that members should hold the interests of the station and its community in equal regard to their own to ensure positive outcomes for themselves, the station and the community we serve.

POLICY

DEFINITION

A conflict of interest arises when a Board member has a ‘*secondary interest*’ which could improperly influence the performance of the participant’s duties and responsibilities in their work for GSFM

A ‘secondary interest’ means anything that can have an actual or perceived impact or influence on the participant, including the participant’s:

- own personal, professional or business interests or
- the personal, professional or business interests of individuals or groups with whom a participant is closely associated (for instance, relatives, friends or even a rival).

BOARD MANAGEMENT

Individual Board members have no power as individuals. They should always see their role as being representative; their decisions should be made with everyone in mind.

Members of community radio Boards are elected by members of the association or company that holds the licence and all decisions they make should be in the best interests of the station.

When you are elected to a committee, you will find that the Secretary/Treasurer will ask for some personal details (your date-of-birth, place of birth, address) which are then sent to the

Australian Securities and Investments Commission (ASIC) or the Australian Charities and Not-For-Profit Commission (ACNC).

This is because legally, you are equal to a company director – it does not matter that your station is a not-for-profit association, company or cooperative. There is a check on company director’s eligibility – eg: criminal records.

MEMBERS

‘Potential’ conflicts of interests arise where a person has a personal interest that could conflict with a workplace participant’s performance, behaviour or duties in the future. Eg; work in commercial station and community station at the same time.

However, conflicts of interest may still arise even if a secondary interest does not actually influence a workplace participant’s behaviour. For instance, a secondary interest that could create a *perception* that a workplace participant has been improperly influenced in their work also constitutes a conflict of interest.

DECLARING A CONFLICT OF INTEREST

A member should declare the actual, perceived or potential conflict of interest to the Board.

BREACHES OF THIS POLICY

A failure to comply with the obligations contained in this Policy will lead to disciplinary action which may include, but is not limited to, termination of membership.

RELATED DOCUMENTS

- ⇒ ACR [Constitution](#)
- ⇒ CBAA Community Radio Broadcasting Codes of Practice

AUTHORISATION



Signature of Chair

13/11/2021

Date of Approval by Board



DEFAMATION POLICY

Policy number	10	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	13/11/2021
Responsible person	Secretary	Scheduled review date	13/11/2023

INTRODUCTION

GSFM is a community radio station, which relies largely on the efforts of our volunteers to maintain operations. Care should be taken at all times, to ensure no defamatory remarks are made that could affect the station, members and/or volunteers. Liability for defamatory matter broadcast on the Station, would fall on GSFM, the speaker and the scriptwriter. Other people such as the producer might also be involved if they knew the content of the material and could have prevented it being broadcast.

PURPOSE

The policy's purpose is to provide a clear statement about what is defamation, and how it could affect our volunteers and our station.

POLICY

DEFINITION OF DEFAMATION

Broadcasting a statement that is likely to make 'reasonable people' think worse about a person or group may constitute DEFAMATION. The following criteria should be considered;

- An obvious statement which clearly damages a person's reputation (Eg. Mr. Smith is a lying thief)
- A less obvious statement, which contains innuendo or inference, which casts speculation or dispersion on someone's reputation (eg. Reading between the lines)
- A statement which contains a special meaning understood by a select few who specific facts which, by being broadcast, may degrade another person. (Eg. An in-joke).

Expressing what is perceived, as the truth for the betterment of the wider community is NOT a safeguard against legal suit. When in doubt consultation with the Board is the only option to be taken by volunteers. Board members must consult the Chair if there is any doubt on their behalf. GSFM will NOT assist in legal fees if these guidelines are not adhered to.

The following defense claims are not acceptable;

- I thought it was the truth (impression/opinion)
- It is a fact (strong rumor/opinion)
- I made a mistake/I didn't mean to hurt anyone
- I was just repeating what ... said/wrote

WHEN IN DOUBT, DON'T SAY IT

INJURIOUS FALSEHOOD

Defamation damages someone's reputation while Injurious Falsehood covers "malicious broadcasting of a false statement about trading or activities".

This covers three areas;

- Slander of Goods - attacking the quality of a person's goods
- Slander of Title - falsely suggesting that someone doesn't own the property
- Malicious Falsehood - falsely suggesting a person died, retired, ceased to trade, etc.

Truth of the statement is not a defence, unless it can be established that it was published or broadcast for the public benefit.

Defamation is a complex area of law. Even seemingly innocent remarks could give rise to legal action.

RELATED DOCUMENTS

- ⇒ ACR [Constitution](#)
- ⇒ CBAA Community Radio Broadcasting Codes of Practice

AUTHORISATION



Signature of Chair

13/11/2021

Date of Approval by Board



**DISCIPLINARY ACTION AND DISMISSAL OF VOLUNTEERS
POLICY AND PROCEDURE**

Policy number	11	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	13/11/2021
Responsible person	Secretary	Scheduled review date	13/11/2023

INTRODUCTION

Volunteers are an invaluable resource to GSFM and our primary aim is to encourage and support their contribution to our station. However, it is also recognised that there may be times when a volunteer needs to be counselled, disciplined and perhaps dismissed.

We undertake to handle such situations in a professional manner, ensuring communication between our station and the volunteer is clear, fair, objective and remains within the procedures outlined below.

Throughout the process our Board will reflect on its own operations as well as those of the station and will consider the circumstances, actions and behaviour leading to the situation. The process will consider:

- Has the volunteer received training/mentoring and/or coaching to improve performance?
- Has a verbal and written warning been given to the volunteer explaining that any further non-compliance will result in suspension or termination of the volunteering opportunity?
- Did the volunteer have the opportunity to respond to prior verbal and written warnings?

PURPOSE

This document outlines the procedures for disciplinary measures and dismissal. It aims to provide a clear and fair structure that is understandable to both management and volunteers.

The procedure includes an appeals mechanism to ensure a ‘right of reply’ to a volunteer who has been disciplined.

This document does not include the procedure for expulsion of a member from the Association, which is laid out in the constitution of ALBANY COMMUNITY RADIO INC

POLICY

Whilst GSFM values its volunteers, a volunteer is expected to act appropriately towards another volunteer and respect the purpose, values and roles within GSFM.

Conduct which may lead to disciplinary action includes, but is not limited to:

- Poor timekeeping and unreliability
- Not following pre-existing station rules and policies, including programming policies and program briefs
- Engaging in acts or broadcasts which may breach the Codes
- Engaging in broadcasts which may breach other related legislation such as the Broadcasting Services Act 1992 (which includes sponsorship provisions), copyright or defamation laws
- Inappropriate handling or use of station equipment or other property
- Rudeness or hostility towards other volunteers or staff members
- Intoxication through alcohol or other substances during working hours

Some conduct may be tantamount to 'gross misconduct', in this instance a volunteer may be dismissed without prior warning.

Conduct which may be classed as gross misconduct may include, but is not limited to:

- Verbal or physical harassment of any other volunteer, employee, member or guest of GSFM, particularly in respect of race, sex or religion
- Wilful damage to, or theft of property, belonging to GSFM or another volunteer, employee, member, or guest of GSFM
- Falsifications of any of the organisation records for personal gain
- Commercial misrepresentation of GSFM.

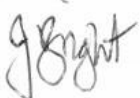
PROCEDURES

- The procedure for disciplinary action is a three-step process:
 - First formal notice in writing
 - Second formal notice in writing
 - Notice to the volunteer of dismissal from duties
- For issues that are considered minor, a conversation with the volunteer may be appropriate; however, this will not be considered part of the formal disciplinary action (although it may be referred to in later action). A written record of the conversation will be made, signed by both parties, and retained
- Written notice will include details of the issue and, where feasible, evidence. In a case where the disciplinary measure has been instigated by a complaint, it may be appropriate to include a copy (with identification removed) or extract of this complaint
- Further disciplinary actions, such as a suspension of volunteer duties for a period of time, may also be appropriate. In such cases these actions will be included with the formal notice in writing
- Every effort will be taken to ensure that notice of a disciplinary measure, whether formal or informal, will be given at an appropriate time, e.g.: not immediately prior to, or during a broadcast
- Notice of a disciplinary measure will be given by a designated Board member
- Volunteers will be provided an appeal against the action. This may take the form of a meeting with the appropriate Board or a representation in person and/or in writing to the Board. The volunteer may bring a representative to any such meeting
- In a case of a volunteer being dismissed without prior warnings as in the case of gross misconduct the volunteer will be provided with an appeal as outlined in the point above
- Should an appeal result in a change of the disciplinary action, or removal of it, this will be confirmed in writing to the volunteer

RELATED DOCUMENTS

- ⇒ ACR [Constitution](#)
- ⇒ Volunteers – Rights and Responsibilities Policy

AUTHORISATION



Signature of Chair

13/11/2021

Date of Approval by Board

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MUSIC POLICY

Policy number	12	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	13/11/2021
Responsible person	Secretary	Scheduled review date	13/11/2023

INTRODUCTION

As a community radio station, it is important to support new, local, independent, and particularly, Australian music. We are in a unique position to play and engage with a broad range of musical styles.

PURPOSE

The purpose of this policy is to ensure that GSFM:

- continues to play a diverse range of music throughout its programming
- supports local musicians, and
- complies with CBA Code of Practice number 5 by playing at least 25% Australian music content across all general programming.

POLICY

Presenters are encouraged to provide a wide range of musical styles while taking into account that GSFM is community-based and broadcasting across the Great Southern.

All programs will endeavour to ensure that of the total music played throughout a program, at least 25% of this is Australian unless:

- The program aim is to focus on music or culture other than Australian e.g. the Dutch program or
- The musical style of a program is of a nature that does not have a high instance of Australian recordings

In the cases above, prior approval must be given by the Board to qualify for an exemption.

All Australian CDs that are the property of GSFM are visibly identified as Australian and are available for use in the CD library. AMRAP can be used to source Australian music free-of-charge.

All presenters are required to complete and hand in after each program, a music log of all tracks played indicating which ones are Australian. These logs will be recorded and audited monthly. It may be necessary to re-visit the content of a program that is not playing the 25% quota.

Presenters are encouraged to promote local musicians and events where local musicians are featured.

Presenters must not make representations to record companies or other music suppliers on behalf of GSFM unless prior consent has been given by the Board.

GSFM will not accept any form of payment in cash or in-kind, in return for providing airplay or promotion of a business, except under standard sponsorship arrangements.

RELATED DOCUMENTS

- ⇒ ACR [Constitution](#)
- ⇒ CBAA Community Radio Broadcasting Codes of Practice

AUTHORISATION



Signature of Chair

13/11/2021

Date of Approval by Board



OFFICE PROTOCOLS POLICY

Policy number	13	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	13/11/2021
Responsible person	Secretary	Scheduled review date	13/11/2023

INTRODUCTION

GSFM will endeavour to encourage and involve citizens in the broadcast area in the running of the station and broadcasting of programs. We value our relationship with our sponsors, members, donors, volunteers and other stakeholders who partner with us to enable us to achieve our purpose.

PURPOSE

Our Station has a good reputation within the community. We rely on all members to further our good image and to maintain our Station's reputation as one with which we can all be proud to be associated.

POLICY

CONDUCT AND APPEARANCE AT STATION PREMISES

Volunteers are to ensure that their personal conduct whilst in the Station, and particularly while on-air, is of the highest standard. Members are reminded that the use of offensive language is unacceptable both on air and with fellow members. The Station's image depends on its volunteers.

The image projected by all members is very important and dress naturally comes under this category. Neatness and cleanliness are as important as the studio is used constantly by many people each week, and personal hygiene and appearance is important. Apart from normal courtesy, this is an aspect of occupational health and safety that the Association takes very seriously.

Smoking is not permitted anywhere within the grounds/premises of Lotteries House.

HOUSEKEEPING AND SAFETY

It is the responsibility of volunteers and members to assist in keeping the Station clean, tidy and efficient. Cleanliness and hygiene are important, for morale and general health and well-being.

It is also the responsibility of volunteers and members to report unsafe conditions or defective working tools, or equipment to a member of the Board, and ensure prompt attention to correcting same.

RELATED DOCUMENTS

- ⇒ ACR [Constitution](#)
- ⇒ CBAA Community Radio Broadcasting Codes of Practice

AUTHORISATION



Signature of Chair

13/11/2021

Date of Approval by Board



POLITICAL SPONSORSHIPS POLICY

Policy number	14	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	13/11/2021
Responsible person	Secretary	Scheduled review date	13/11/2023

INTRODUCTION

On 25 June 2020 the Federal Government’s Parliamentary Business Resources Regulations 2017 were amended to allow regional MPs to use their office expenses to pay for the production or placement of content for broadcast on community radio within their electorate.

This change was made in response to the impact of COVID-19 on regional media and to enable members in regional areas to continue to communicate with their constituents.

Regional MPs will be able to broadcast sponsorship to their constituents where there is crossover between that station’s licence area and the MP’s electorate.

In response to the legislation change, GSFM can accept paid political sponsorships at any time, subject to these guidelines

“Paid Political Sponsorships” (PPS) by the sitting member is allowed under the amended legislation in addition to regular scheduled appearances by the politician, enabling the station to be a conduit between a politician and the community.

At all times, GSFM has the right and obligation to exercise editorial control over what it broadcasts and when.

PURPOSE

The purpose of the Political Sponsorship Policy (‘the policy’) is to ensure that GSFM does not enter lightly into a PPS and that the terms of political engagement are properly considered, agreed and approved.

When a politician purchases sponsorship minutes, this acknowledges that GSFM, in its role as a regional media platform, will help connect its listeners to what happens in Government.

GSFM will offer this opportunity to Federal MP’s, State MP’s and Local Government candidates.

POLICY

- PPS content will be included in the five minutes limit in any hour. Refer to the Broadcasting Services Act 1992 Sch 2, Part 5 clause 9 (3)
- Every PPS announcement will be clearly "tagged". Refer to the Broadcasting Services Act Sch 2, Part 1, clause 2 (2)b
- There must be a bona fide financial relationship between the sponsor and the station or program

Political sponsors will be treated no differently than any other sponsor.

- Sponsorship will not be a factor in determining access to broadcasting time
- The content and style of individual programs is not influenced by the sponsors of programs
- Overall programming of community broadcasting stations is not influenced by sponsors

Further information on sponsorship requirements is available from the ACMA's document, 'Sponsorship Guidelines for Community Broadcasting Services', which can be found at www.acma.gov.au.

Political sponsorship outside elections

Outside election time, a PPS voiceover must not promote the politician's policies or highlight the party's, or incumbent's, policies or what they have done for the community, but mainly be about contact details, phone numbers, websites, social media pages, a community event, etc. This is mainly so the incumbent cannot gain an advantage by having their political message broadcast.

Influence on GSFM

- GSFM reserves the right to review this policy in the light of any complaints or negative comments about of PPS's. Should GSFM receive complaints, these will be handled in terms of GSFM's Complaints Policy
- Having a paid political sponsorship does not make GSFM beholden to the payer in any way – there is to be no political interference with GSFM's policies, procedures, daily working, etc. as a result of any PPS
- Any perceived interference or influence of GSFM policies or procedures as a result of a PPS may result in cancelling the sponsorship concerned
- GSFM is not affiliated with any political party, and this policy will not change that status

Political sponsorship during elections

- The Broadcasting Services Act 1992 and resulting Codes of Practice create a number of rules specifically for broadcasting during election periods. The exact timings and rules for elections vary from state to state. Local governments exist as part of state government legislation and the way they are structured differs from state to state
- During the Blackout period, broadcasters are prohibited from broadcasting state or federal election advertisements from the end of the Wednesday before the polling day until the close of the poll on polling day
- During election time, paid political sponsorships by all candidates can promote policies and what the person has done for the community, but cannot be used to denigrate others, or mention other people in a derogatory way

Disclaimer

- A disclaimer will be played at least once a day, but no more than twice a day
- The intent of the disclaimer is to make clear that GFSM is editorially independent and that any political discussion and/or paid political sponsorships, whether at election times or outside election times does not imply that GFSM is affiliated with any political party
- Disclaimer will not be played every time a PPS announcement is aired (eg; if a PPS is a weather outro) as the disclaimer could be perceived as adding to the message

Sponsorship Arrangements

GFSM's sales consultant will liaise with prospective "clients" in terms of costs, content, and signed agreements.

Interviewing politicians

- Interviewing politicians outside an election is different from the style of political interviews at election time. CBAA's Political Engagement Toolkit encourages community radio stations to consider scheduled appearances of their local politician to, "cement your station as a conduit between a politician and the community. Even occasional news interviews will help connect your listeners to what happens in state or federal parliament. Politicians may purchase sponsorship minutes to promote their activities (depending on your station's sponsorship policy)"
- Interviewing the local member is a vehicle for them to engage with their constituents and listen to what people are concerned about, hear their views and ideas. It is also an opportunity for GFSM to suggest ways that local politicians may be able to advocate for the station and the community
- Interviews with politicians, in particular the local member (Federal, State or Local Government) can occur with or without a PPS outside election time and are not included in the five minutes limit in any hour

What is Political Matter?

The following extract can be found on the CBAA website at:

<https://www.cbaa.org.au/article/political-matters-election-coverage>

'Political matter' is defined very broadly in the Broadcasting Services Act (clause 1 of Schedule 2) to mean 'any political matter, including the policy launch of a political party'. Guidance as to the sort of material that may constitute political matter is provided primarily through the ACMA's decision-making, reflected in reports of political matter investigations

What is political matter is an objective test and must be determined on a case-by case basis. The balance can be a fine one

The ACMA determines whether broadcast material is political matter by having regard to:

- **The content of the broadcast –**

Does the content convey a message about matters that are or could be the subject of public political discussion?

It is not necessary for material to explicitly promote a political party, candidate or policy for it to be political matter.

The content need only engage with a matter of public contention or discussion, in a meaningful way that objectively seeks to influence the audience's position with respect to that matter.

- **The overall presentation of the material, including the tone, style and emphasis –**

Material may be political matter if it seeks to persuade the audience to a political point of view, even if at the time there is no public proposal to change the law about the issue or if the broadcast is likely to influence the audience about a political issue, regardless of the intention of the person requesting the broadcast of the matter.

It is also not essential that the approach be express, rather than indirect, for the broadcast to be political matter.

- **The nature and style of accompanying audio or visual material –**

Political matter may include individual components that contribute to the communication of a political message.

- **The context surrounding the broadcast –**

It is not necessary that there be a high level of current public discourse at a government level about a matter for it to meet the threshold of political matter.

The content need only engage with a matter of public contention or discussion in a meaningful way that objectively seeks to influence the audience’s position with respect to that matter.

RELATED DOCUMENTS

- ⇒ ACR [Constitution](#)
- ⇒ CBAA Community Radio Broadcasting Codes of Practice

AUTHORISATION



Signature of Chair

13/11/2021

Date of Approval by Board



PROGRAMMING POLICY AND PROCEDURE

Policy number	15	Version	1
Drafted by	Programming Sub Committee	Approved by GSFM Board on	13/11/2021
Responsible person	Program Manager	Scheduled review date	13/11/2023

INTRODUCTION

GSFM endeavours to provide a high quality media service which reflects the needs of the local community, and for which GSFM licensing requires.

PURPOSE

Programming decisions will be made based on GSFM's strategic plan, on suitable program proposals and on feedback from listeners results of surveys and available data about the demographic in our listening area

POLICY

All material broadcast shall comply with:

- all legal requirements under the Broadcasting Services Act 1992 (Cwth), and
- Code 3: General Programming, as developed by the Community Broadcasting Association of Australia (see Community Standards and Legal Obligations)

At the time of writing this policy, Presenters at GSFM may develop their own playlists keeping the community in mind. To that end listener picks should be included.

CBA Code 5 requires GSFM programs to play at least 25% Australian content unless exempted by the Board.

In compliance with our broadcasting licence, an audio log of every broadcast is to be captured and retained for a period of six weeks (42 days) from the date of broadcast. If a complaint has been made against the station, the audio log is to be retained for provision to ACMA for 60 days or until the matter has been resolved, or longer in special circumstances as ACMA directs.

For the purposes of a program, a guest is someone who appears on a program for a segment and plays no part in the format of the show or its content. A segment can be a one off segment or a monthly segment. If a person does more than this, they become a co-host and require the necessary training and information required to be an on air announcer. This includes being a member of GSFM.

GSFM can play a vital role in broadcasting emergency information. This is picked up from BOM notices, Great Southern Police announcements on Face Book, and liaison with Council, and regional and essential services.

COMMUNITY STANDARDS AND LEGAL OBLIGATIONS

We will not broadcast material that may:

- incite, encourage, or present for its own sake any violence or brutality
- mislead or alarm listeners by simulating news or events
- present as desirable the use of illegal drugs, the misuse of tobacco or alcohol as well as other harmful substances
- glamorise, sensationalise, or present suicide as a solution to life problems. In particular, broadcast material should not provide explicit details about the method and/or location of a suicide attempt or death.

We will attempt to avoid censorship where possible. However, in our programming decisions we will consider our community interest, context, degree of explicitness, the possibility of alarming the listener, the potential for distress or shock, prevailing Indigenous laws or community standards and the social importance of the broadcast.

We will not broadcast material that is likely to stereotype, incite, vilify, or perpetuate hatred against, or attempt to demean, any person or group, on the basis of ethnicity, nationality, race, language, gender, sexuality, religion, age, physical or mental ability, occupation, cultural belief or political affiliation.

This requirement is not intended to prevent the broadcast of material which is factual, or the expression of genuinely held opinion in a news or current affairs program or in the legitimate context of a humorous, satirical or dramatic work.

We will have programming practices that protect children from harmful material but will avoid concealing the real world from them.

We will follow applicable privacy laws by:

- respecting people's legitimate right to protection from unjustified use of material which is obtained without consent or through an invasion of privacy
- only broadcasting the words of an identifiable person where:
 - that person has been told in advance that the words may be broadcast, or
 - it was clearly indicated at the time the recording was made that the material would be broadcast, or
 - in the case of words that have been recorded without the knowledge of a person, that person has indicated their agreement prior to broadcast.

News, current affairs, including news updates and promotions, documentaries, feature programs and interviews shall:

- provide access to views not adequately represented by other broadcasting sectors
- present factual material accurately and ensure that reasonable efforts are made to correct substantial errors of fact as quickly as possible
- clearly distinguish factual material from commentary and analysis
- present news in such a way that it does not create public panic or unnecessary distress to listeners or
- represent viewpoints fairly without having a misleading emphasis, editing out of context or withholding relevant and available material.

PROCEDURE

To ensure that GSFM provides a high quality media service which reflects the needs of the local community, and for which GSFM licensing requires.

We attempt to reach the widest audience possible through our programming decisions, which includes:

- providing a high quality music facility with a wide range of genres
- providing local weather coverage and national news coverage
- ensure the programs are relevant to the community
- enhance the community's choice of programs and viewpoints, and
- increase community involvement in our broadcasting.

RELATED DOCUMENTS

- ⇒ GSFM Music Policy
- ⇒ ACR [Constitution](#)
- ⇒ CBAA Community Radio Broadcasting Codes of Practice

AUTHORISATION



Signature of Chair

13/11/2021

Date of Approval by Board

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REIMBURSEMENT POLICY

Policy number	16	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	13/11/2021
Responsible person	Secretary	Scheduled review date	13/11/2023

INTRODUCTION

Members or volunteers may on occasion be required to pay expenses consequent on their duties out of their own pockets. Under certain circumstances, as outlined in this policy, these expenses may be reimbursed by GSFM.

PURPOSE

The purpose of this policy is to spell out under what circumstances reimbursement of expenses may occur on behalf of GSFM, and the process for doing so. This policy relates to members and volunteers acting on GSFM business.

POLICY

GSFM will reimburse its members (including volunteers) expenses incurred by them on behalf of GSFM or in the course of GSFM business so long as such expenses are reasonable and authorised.

Members and volunteers incurring authorised expenditure must, wherever possible, receive, retain and produce receipts, invoices, or other evidence of such expenditure (eg; declaration by the recipient)

Reimbursement form, must then be completed and signed off by two authorised officers.

RELATED DOCUMENTS

- ⇒ ACR [Constitution](#)
- ⇒ CBAA Community Radio Broadcasting Codes of Practice

AUTHORISATION

Signature of Chair

13/11/2021

Date of Approval by Board

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RISK MANAGEMENT POLICY

Policy number	17	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	13/11/2021
Responsible person	Secretary	Scheduled review date	13/11/2023

INTRODUCTION

GSFM will endeavor to minimise the risk any particular operation poses to our station, our members, volunteers, our sponsors, or the general public.

PURPOSE

The purpose of this document is to identify applicable risks and to enable risk management procedures to be satisfactorily identified, organised and maintained.

DEFINITIONS

“**Risk**” is the probability that an occasion will arise that presents a danger to our station, our members, our volunteers, our sponsors, or the general public. It includes, but is not limited to,

- Physical hazards
- Financial hazards
- Reputational hazards
- Legal hazards

POLICY

GSFM has a duty to provide a safe workplace for its volunteers, a safe environment for its sponsors to “invest their money”, and a reliable development path for the station. GSFM will put procedures in place that will, as far as possible, ensure that risks are minimised and their consequences averted.

PROCEDURES

RESPONSIBILITIES

It is the responsibility of the Board, to carry out risk management analyses of the station, and to take appropriate measures.

It is the responsibility of the Board to ensure that:

- effective risk management procedures are in place, applicable to all relevant areas
- risk management procedures are reviewed annually
- recommendations arising out of the risk management process are evaluated and, if necessary, implemented
- volunteers are aware of all applicable risks and familiar with the organisation's risk management procedures;
- risk management checklists are reviewed regularly by the Board to ensure that no risks have been overlooked or have ceased to be relevant
- copies of up-to-date risk management checklists are retained on file

It is the responsibility of all volunteers to ensure that:

- they are familiar with the station's risk management procedures applicable to their section
- they observe those risk management procedures. and
- they inform the Board if they become aware of any risk not covered by existing procedures

Managing Risk

The Secretary shall nominate appropriate officers to carry out risk assessment exercises; this should involve:

- identifying the risks attached to every element of their operation and the likelihood of that risk eventuating (see [Our Community's Risk Management Help sheets](#))
- identifying practices to avert those risks
- identifying practices to mitigate the effects of those risks, and
- recording those risks, those precautions and those remedies in the form of deliverable checklists

RELATED DOCUMENTS

- ACR [Constitution](#)
- CBAA Community Radio Broadcasting Codes of Practice
- [Our Community's Risk Management help sheets & checklists](#)

AUTHORISATION



Signature of Chair

13/11/2021

Date of Approval by Board

Appendix: A Risk Matrix and Framework

		Catastrophic	Major	Moderate	Minor
Likelihood	Almost Certain	High	High	Medium	Low
	Possible	High	High	Medium	Low
	Unlikely	High	Medium	Medium	Low
	Rare	Medium	Medium	Low	Low

Risk Rating Descriptors

Likelihood	
Almost Certain	Certain to occur/reoccur often in the operation of the station eg; occurs more often than once a year
Possible	Will probably occur at some time eg; once in a one to two-year period
Unlikely	Occurs infrequently eg; once in a three –year period
Rare	Exceptional occurrence eg; occurs in a five+ year period

Risk	Treatment/Action
High	Board action required as a priority
Medium	Action must be taken to eliminate/reduce risk
Low	Manage as per documented policies and procedures

Risk Categories	Inclusions
Finance	Accounting practices to current Australian accounting standards for not-for-profit (NFP) organisations Financial statements/audit Commonwealth and Western Australian Government funding, grants, contracts, taxation and other financial and legal obligations, regulations and standards Board financial practices and experience
Reputation/Brand	Community perception Community engagement Regulatory requirements Outdoor broadcasting and events management Sponsorship Promotion
Infrastructure	People – Volunteers – members/presenters, training Property (including mast), assets, premises, information technology and systems, broadcasting capacity and equipment Safety, environment, emergency procedures Security Governance – policy, procedures, document control, legal obligations, risk management, insurance Broadcasting – licencing, Codes of Practice, law, Australian standards

Likelihood	Consequence
Catastrophic	<p>Finance: Financial loss that would result in station closure.</p> <p>Reputation/Brand: Adverse publicity/media that results in closure by licenced authority or withdrawal of funding/sponsorship Failure to meet/breach of statutory compliance obligations/requirements eg; Commonwealth/Western Australian legislation, Broadcasting standards and Code of Conduct that would result in loss of licence, litigation, prosecution and/or penalty.</p> <p>Infrastructure: Volunteer/visitor accident/incident/event resulting in death. Incident occurring during GSFM outside broadcast or fundraising event requiring claim against GSFM public liability insurance.</p>
Major	<p>Finance: Financial loss which cannot be managed by GSFM and requires external agency intervention.</p> <p>Reputation/Brand: Complaint regarding the station received via funding or licencing agency requiring significant investigation, loss of GSFM capacity to fulfil broadcasting role. Adverse publicity/media that results in censure from licence or funding bodies. Failure to meet/breach of statutory compliance obligations and requirements eg; Commonwealth/Western Australian legislation., Broadcasting standards and Code of Conduct resulting in sanctions and/or loss of community confidence.</p> <p>Infrastructure: Volunteer/visitor accident/incident/event resulting in major injury. Uncontained environmental event requiring evacuation and external support/action.</p>
Moderate	<p>Finance: Financial loss that can be managed within allocated budget.</p> <p>Reputation/Brand: Complaint requiring investigation by a third party and resulting in negative media attention. Adverse publicity/media that results in enquiry from licence or funding bodies.</p> <p>Infrastructure: Volunteer/visitor accident/incident/event resulting in disability requiring intervention/hospitalisation and incurring loss of earnings or increased costs. Recognition of internal procedures that may result in a breach of compliance. Evacuation that can be managed internally.</p>
Minor	<p>Finance: Financial loss with minimal financial impact, extraordinary expenditure within existing budget.</p> <p>Reputation/Brand: Complaint requiring minimal investigation but resulting in a change of internal policy. Less than favourable publicity/media.</p> <p>Infrastructure: Volunteer/visitor accident/incident/event requiring minimal/no medical intervention and incurring no costs or loss of earnings. One off compliance breach managed internally. Environmental event contained within building.</p>



100.9 FM Stereo

What have you identified as a potential hazard for the organisation?	Likelihood	Severity	Risk Rating	How will this be fixed?	What is required to fix it?	Who will be remedy the problem?	When should this be fixed? (Specify a time and date)	When and who fixed the problem?
(eg; Lights in car park are not working)	B	C	H	(eg; change the light)	(eg; new globe and 4m ladder)	(eg; maintenance officer –Peter Perfect)	(eg; prior to next meeting – 12 July 2002)	(eg; 12 July 2002 by Maintenance officer)

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SEXUAL HARASSMENT POLICY AND PROCEDURE

Policy number	18	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	13/11/2021
Responsible person	Secretary	Scheduled review date	13/11/2023

INTRODUCTION

Every volunteer has the right to perform their role without being subjected to sexual harassment. Every volunteer is responsible for providing an environment that is supportive of this aim. Everyone must treat everyone else with respect.

It is the obligation and responsibility of every volunteer to ensure that the station is free from sexual harassment. Everyone is responsible for the care and protection of our people and for reporting information about suspected sexual harassment.

GSFM is fully committed to its obligation to prevent and eliminate sexual harassment should it occur in the station.

PURPOSE

The purpose of this document is to outline GSFM's position on sexual harassment and to document the process which is to be followed should any grievances arise.

DEFINITIONS

Sexual harassment means any unwelcome sexual advance, unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances.

Examples of sexual harassment include, but are not limited to,

- staring or leering
- unnecessary familiarity, such as deliberately brushing up against you or unwelcome touching
- suggestive comments or jokes
- insults or taunts of a sexual nature
- intrusive questions or statements about your private life
- displaying posters, magazines or screen savers of a sexual nature
- sending sexually explicit emails or text messages
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites
- requests for sex or repeated unwanted requests to go out on dates

- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications

Behaviour that is based on mutual attraction, friendship and respect is not sexual harassment.

POLICY

GSFM will not tolerate sexual harassment under any circumstances. Responsibility lies with every volunteer to ensure that sexual harassment does not occur.

Both federal and state Equal Employment Opportunity legislation provide that sexual harassment is unlawful and establishes minimum standards of behaviour for all volunteers.

No volunteer should subject any other, volunteer, customer or visitor to any form of sexual harassment.

A breach of this policy will result in disciplinary action, up to and including termination of membership.

GSFM strongly encourages any volunteer who feels they have been sexually harassed to take immediate action. If a volunteer feels comfortable, they can raise the issue with the person directly with a view to resolving the issue by discussion. The volunteer should identify the harassing behaviour, explain that the behaviour is unwelcome and offensive and ask that the behaviour stops.

However, given the seriousness of sexual harassment, we recommend that this discussion happens in consultation with the Chair or another volunteer with whom the volunteer feels at ease.

Alternatively, or in addition, they may report the behaviour in accordance with the relevant procedure. Once a report is made GSFM will determine how the report should be dealt with in accordance with its obligations and this policy.

Any reports of sexual harassment will be treated seriously, promptly, and with sensitivity. Such reports will be treated as completely confidential but the person the subject of the complaint must be notified under the rules of natural justice. GSFM will protect all those involved in the process from victimisation.

Complainants have the right to determine how to have a complaint treated, to have support or representation throughout the process, and the option to discontinue a complaint at any stage of the process.

The alleged harasser also has the right to have support or representation during any investigation, as well as the right to respond fully to any formal allegations made. There will be no presumptions of guilt and no determination made until a full investigation has been completed.

No volunteer will be treated unfairly as a result of rejecting unwanted advances. Disciplinary action may be taken against anyone who victimises or retaliates against a person who has complained of sexual harassment, or against any volunteer who has been alleged to be a harasser.

PROCEDURES

RESPONSIBILITIES

It is the responsibility of the Chair to ensure that:

- they understand and are committed to the rights and entitlements of all volunteers to perform their duties, without fear of being sexually harassed in any form
- they understand what constitutes an act of sexual harassment
- all reasonable steps are made to eliminate sexual harassment
- all volunteers are regularly made aware of their obligations in relation to providing a workplace free from sexual harassment
- they provide an environment which discourages harassment and victimisation and set an example by their own behaviour
- they treat all complaints seriously and confidentially, and
- they take immediate and appropriate corrective action if they become aware of any offensive action or illegal behaviour

COMPLAINT PROCESS

Sexual harassment can be experienced by both men and women. Lack of intent is no defense in sexual harassment cases.

Volunteers who believe they are the subject of sexual harassment should take firm, positive and prompt action.

Where possible, the volunteer should make the perceived harasser(s) aware that they find their behaviour offensive, unwelcome, unacceptable, and that it needs to stop immediately.

If the behaviour continues, or if the volunteer feels unable to speak to the person(s) directly, they should contact the Chair. Alternatively, a volunteer may contact another volunteer with whom they feel comfortable.

INFORMAL INTERVENTION

Informal intervention may be undertaken through a process of mediation or conciliation. During informal intervention the alleged harasser will be made aware of the allegations being made against them and given the right to respond.

This procedure will be complete when the complainant and the respondent come to an agreement on the procedure to be followed.

FORMAL COMPLAINTS PROCEDURE

Formal investigations will be undertaken by a volunteer appointed by the Board. Both parties will be interviewed, and a formal record made of the discussions. A finding is made and a path to resolving the complaint or implementing disciplinary action against the harasser will be determined.

Following an investigation concerning a sexual harassment complaint (irrespective of the findings), the Chair will consult with the parties involved to monitor the situation and their wellbeing.

Records are to be kept and filed in a confidential and secure place. These records should be kept for a period of seven years.

Confidentiality is especially important because, of the sensitive nature of the problem itself and the risk that someone's reputation might be publicly damaged. In all cases, the utmost care will be taken to investigate complaints impartially, recognising the rights of all parties.

RELATED DOCUMENTS

- ⇒ ACR [Constitution](#)
- ⇒ CBAA Community Radio Broadcasting Codes of Practice
- ⇒ Dispute Resolution Policy
- ⇒ [Bullying Policy](#)

AUTHORISATION



Signature of Chair

13/11/2021

Date of Approval by Board



SPONSORSHIP POLICY

Policy number	19	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	13/11/2021
Responsible person	Secretary	Scheduled review date	13/11/2023

INTRODUCTION

Under the Broadcasting Services Act 1992 (BSA) community broadcasters are not permitted to broadcast 'advertising'. Sponsorship, however, is permitted and this is akin to a limited form of advertising. The BSA outlines three key requirements of a sponsorship announcement:

- Sponsorship content will be limited to five minutes in any hour (Broadcasting Services Act 1992 Sch 2, Part 5 clause 9 (3))
- Every sponsorship announcement will be clearly "tagged" (Broadcasting Services Act Sch 2, Part 1, clause 2 (2) b)
- There must be a bona fide financial relationship between the sponsor and the station or program.

In line with the community broadcasting code of practice (6), GSFM will ensure that:

- sponsorship will not be a factor in determining access to broadcasting time
- the content and style of individual programs is not influenced by the sponsors of programs, and
- overall programming of community broadcasting stations is not influenced by sponsors

PURPOSE

The purpose of this policy is to ensure compliance with the BSA and the Codes of Practice and to give clear direction to GSFM's ethos with relation to sponsorship and provides guidelines for our sponsors.

POLICY

- All sponsorship announcements will comply with the three key sponsorship conditions outlined above
- All sponsorship arrangements shall be recorded on a standard contract and approved by the person responsible
- Sponsorship will not be accepted from companies that promote tobacco, alcohol or gambling
- Sponsorship will not be accepted from person or groups whose policies or practices are inconsistent with the general directions of GSFM
- Sponsorship announcements will be produced and presented in a style and form consistent with the program in which they are to be placed
- Individual presenters and members are not entitled to seek sponsorship on behalf of GSFM without written consent of the Board
- Under no circumstances can members/volunteers of GSFM accept gifts, products or services of payments in return for promotion of a product, service or business
- GSFM reserves the right to refuse any paid announcement
- All sponsors will receive a copy of GSFM's policy document on sponsorship when engaging in sponsorship with our organization

RELATED DOCUMENTS

- ⇒ ACR [Constitution](#)
- ⇒ CBAA Community Radio Broadcasting Codes of Practice
- ⇒ Sponsorship Guidelines • Community Broadcasting Sponsorship Guidelines 2008 (ACMA)
- ⇒ CBAA Codes of Practice, Code 6, Sponsorship

AUTHORISATION



Signature of Chair

13/11/2021

Date of Approval by Board



TRANSPARENCY AND ACCOUNTABILITY POLICY AND PROCEDURE

Policy number	20	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	13/11/2021
Responsible person	Secretary	Scheduled review date	13/11/2023

INTRODUCTION

GSFM values its relationship with its sponsors, its members, its donors, its volunteers and other stakeholders who partner with it to enable it to achieve its purpose.

It recognises that transparency and accountability build trust and help those relationships to flourish.

PURPOSE

The purpose of this document is to recognise the importance of transparency and accountability and facilitate the development and implementation of measures by GSFM's Board and volunteers to provide appropriate transparency and accountability.

POLICY

BOARD REPORTING

- The Board must ensure that it complies with its legal and contractual reporting obligations. They include:
 - Reporting annually to the Members, in accordance with the requirements of the constitution, on the organisation's activities in the preceding year, and providing an opportunity for questions
 - Preparing financial reports as required by law
 - Reporting to organisations in accordance with the terms of grants and funding contracts
 - Reporting to the Department of Mines, Industry Regulations and Safety
 - Reporting to the Australian Charities and Not-for-profits Commission
- In addition to its specific legal and contractual obligations, the Board will consider each year whether there are any other stakeholder relationships which could benefit from receiving a report from the Board on the organisation's activities and performance

PROCEDURE

RESPONSIBILITIES

In order for the Board to facilitate accountability and transparency with stakeholders, there needs to be good internal documentation and reporting.

The Board is responsible for ensuring that there are systems and processes in place to capture, record and analyse the information necessary to enable the Board to perform its reporting functions.

The Board will also ensure that privacy and other policies are in place to govern the access and use of documents including sponsor records, member records, and minutes of meetings, in accordance with the Board's transparency and accountability policy.

RELATED DOCUMENTS

- ⇒ ACR [Constitution](#)
- ⇒ CBAA Community Radio Broadcasting Codes of Practice
- ⇒ GSFM Confidential and Privacy Policy

AUTHORISATION



Signature of Chair

13/11/2021

Date of Approval by Board



VOLUNTEERS - RIGHTS AND RESPONSIBILITIES POLICY

Policy number	21	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	13/11/2021
Responsible person	Secretary	Scheduled review date	13/11/2023

INTRODUCTION

GSFM is a community radio station, which relies largely on the efforts of our volunteers to maintain operations. Our volunteers come from a wide range of backgrounds and volunteer for different reasons, including:

- to contribute something to the community
- to develop professional skills
- to maintain existing skills
- to enjoy the social nature of the GSFM
- to facilitate personal growth

We aim to treat all of our volunteers equally, with respect and trust, and to provide an environment that is safe, enjoyable and fulfilling.

Conversely, we expect our volunteers to act professionally and in good faith towards our station at all times. We expect that they hold the interests of our station and its community in equal regard to their own to ensure positive outcomes for themselves, our station and the community we serve.

PURPOSE

This document sets out GSFM's policy on the responsible management of our volunteer program.

The policy's purpose is to provide a clear statement about the roles and responsibilities of volunteers and our station.

POLICY

PRINCIPLES OF VOLUNTEERING

Volunteering:

- benefits the community and the volunteer,
- is always a matter of choice,
- is an activity that is unpaid.

THE RIGHTS AND RESPONSIBILITIES OF VOLUNTEERS AT GSFM

Volunteers have the right to:

- suitable assignment with consideration for personal preference, temperament, abilities, education, training and employment
- know as much about the organisation as possible, its policies, people and programs
- expect clear and open communication at all times
- be given appropriate orientation, introduction and provision of information about new developments
- sound guidance and direction
- advance notice (where possible) of changes which may affect your duties (such as programming changes)
- undertake your volunteer activity without interruption or interference from management, or other volunteers
- a place of work complying with statutory requirements in regard to equal employment, anti-discrimination legislation, the Commonwealth Racial Discrimination Act 1975 and occupational health and safety standards
- be heard, to feel free to make suggestions and to be given respect for your honest and constructive opinion
- appropriate insurance cover such as volunteer and public liability insurance
- appropriate grievance procedures in the event of a dispute and, if necessary, mediation or arbitration to assist with resolving the dispute
- receive written notification and reasons for suspension/release of services
- have training provided that will enable participation at the station at a variety of levels

Volunteers have the responsibility to:

- have a professional attitude towards your voluntary work
- be prompt, reliable and productive with regard to commitments and agreements made with GSFM
- notify the appropriate person if unable to meet commitments
- accept and abide by station rules
- understand and adhere to the Codes and maintain familiarity with GSFM Policies and procedures
- treat station equipment with due care and respect and to notify appropriate volunteers of faults and problems
- ensure that the station has your current contact details
- respect the racial and religious backgrounds and the sexual preferences of your co-volunteer workers and work to ensure that GSFM is a safe workplace for everyone
- contribute to the achievement of a safe, tolerant and equitable working environment by avoiding, and assisting in preventing, behaviour which is discriminatory

THE RIGHTS AND RESPONSIBILITIES OF GSFM TOWARDS VOLUNTEERS

GSFM has the right to:

- expect your cooperation in working to uphold and maintain the station's mission statement, the station charter and program policies
- expect you to be familiar with the laws relating to GSFM policies and procedures
- expect you to be prompt, reliable and productive with regard to commitments and agreements made with GSFM
- have confidential information respected
- make a decision, in consultation with you, as to where your services and skills would best be utilized
- make decisions which may affect your duties
- develop, implement and enforce rules, policies and procedures for all aspects of station operation
- expect clear and open communication from you at all times
- suspend or dismiss you in accordance with station policies and procedures due to contravention of station rules

GSFM has the responsibility to:

- provide you with an environment which embraces the principles of access and equity
- value the importance of your role
- place you in an appropriate, suitable position and environment
- give you appropriate tasks in accordance with your strengths, abilities, training and experience
- provide you with training so that you can expand your expertise and abilities
- acknowledge your contribution to the station and provide you with the appropriate recognition and/or rewards
- ensure you have the appropriate skills required to perform your duties
- provide adequate opportunities for formal and informal constructive feedback
- provide you with information regarding any activities or changes at the station which may affect your work
- consult with you (where possible and practicable) on issues that may affect your work
- ensure that all station democratic processes are adhered to and that you are consulted in major decision-making processes
- ensure that you are aware of station democratic processes and are encouraged to participate in them

RELATED DOCUMENTS

- ⇒ ACR [Constitution](#)
- ⇒ CBAA Community Radio Broadcasting Codes of Practice

AUTHORISATION



Signature of Chair

13/11/2021

Date of Approval by Board

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COMMUNITY SERVICE ANNOUNCEMENT POLICY

Policy number	22	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	13/08/2022
Responsible person	Secretary	Scheduled review date	13/11/2023

INTRODUCTION

Any broadcast that provides information about community events or promotes community services plays an important role in community radio fulfilling its charter towards supporting the community. These take the form of Community Service Announcements (CSAs) and can promote local sporting event, community theatre, markets, and announcements about goods or services where any money raised benefits the community, a Not-For Profit group, or a community organisation.

PURPOSE

The primary purpose of this policy is to provide an opportunity for community bodies, especially Not- For-Profit or charities, to be able to broadcast information and services to the community at no cost. Great Southern FM (GSFM) is to receive no payment in cash or in kind.

To clarify that CSA's are not "advertising" any costs relating to the said event and are not included in the wording of the CSA, nor are commercial places mentioned if advising tickets can be purchased.

POLICY

The primary purpose of this policy is to provide an opportunity for community bodies, especially Not- For-Profit or charities, to be able to broadcast information and services to the community at no cost. Great Southern FM (GSFM) is to receive no payment in cash or in kind.

To clarify that CSA's are not "advertising" any costs relating to the said event and are not included in the wording of the CSA, nor are commercial places mentioned if advising tickets can be purchased.

These announcements will not be accepted from a person or groups whose policies or practices are inconsistent with the aims or ethics of GSFM.

GSFM reserves the right to refuse any announcement.

RELATED DOCUMENTS

- ⇒ ACR Constitution
- ⇒ CBAA Community Radio Broadcasting Codes of Practice (Esp. Code 6)
- ⇒ ACMA Sponsorship Guidelines, 2008
- ⇒ GSFM Sponsorship Policy No. 19
- ⇒ GSFM Political Sponsorships Policy No. 14

AUTHORISATION



Signature of Chair

13/08/2022

Date of Approval by Board



DIVERSITY AND INCLUSION POLICY

Policy number	23	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	13/08/2022
Responsible person	Secretary	Scheduled review date	13/11/2023

INTRODUCTION

This policy sets out guidelines for GSFM members and volunteers to have a respectful and supportive radio station that enables us to attract and retain a diverse membership that represents our listeners and the local community.

PURPOSE

The primary purpose is to provide a shared direction and commitment for the Association so we can work together to respect and value our diverse membership and build a more inclusive radio station.

POLICY

GSFM is striving to create an inclusive radio station where everyone feels valued and respected because of their differences – a place where every member can be themselves so they can reach their potential and help us achieve our goals. We want our radio station to be innovative and productive so we can deliver the best services to our listeners and we need diversity to help us achieve this.

All members have the responsibility to maintain an environment that is safe, respectful and productive. Everyone has the right to be treated fairly within the radio station in an environment that recognises and accepts diversity. The success of the policy is dependent upon the support of everyone at GSFM. Everyone has a responsibility for contributing to a culture which supports and values diversity and inclusion.

The more we collaborate and value differences the closer we get to living in a truly inclusive community.

RELATED DOCUMENTS

- ⇒ ACR [Constitution](#)
- ⇒ CBAA Community Radio Broadcasting Codes of Practice

AUTHORISATION



Signature of Chair

13/08/2022

Date of Approval by Board



ENVIRONMENTAL SUSTAINABILITY POLICY

Policy number	24	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	13/08/2022
Responsible person	Secretary	Scheduled review date	13/11/2023

INTRODUCTION

GSFM aspires to minimise its impact on our environment and maximise the effective use of resources. We strive to achieve this by increasing communication and awareness of our efforts in accordance with this policy and fostering responsible environmental behaviour amongst members, volunteers and listeners.

PURPOSE

This Environmental Sustainability Policy aims to integrate a philosophy of sustainable development into all GSFM's activities and to establish and promote sound environmental practice in our operations.

POLICY

GSFM commits itself to minimising its impact on our environment through

- Providing a safe and healthy workplace
- Having an environmental sustainability and biodiversity aware culture, where responsibility is assigned and understood
- Conserving natural resources by reusing and recycling
- Using, in our own operations, processes that do not adversely affect the environment
- Ensuring the responsible use of energy throughout the organisation
- Taking steps to improve environmental performance continually
- Working with suppliers who promote sound environmental practices, and
- Enhancing awareness among our members, volunteers, and listeners – educating and motivating them to act in an environmentally responsible manner.

RELATED DOCUMENTS

- ⇒ ACR [Constitution](#)
- ⇒ CBAA Community Radio Broadcasting Codes of Practice

AUTHORISATION



Signature of Chair

13/08/2022

Date of Approval by Board



LIFE MEMBERSHIP POLICY

Policy number	25	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	13/08/2022
Responsible person	Secretary	Scheduled review date	13/11/2023

INTRODUCTION

The Albany Community Radio Inc Constitution, Part I – Preliminary 1. Definitions, defines a “Member” as being a financial member of the Association. However, a number of Members have been granted Life Memberships and the Constitution remains silent on any pre-requisites or guidelines.

Under Part III Clause 14 (c), of the same Constitution, the Board has the power to perform all such acts and do all such things as appear to the Board to be necessary or desirable for the proper management of the affairs of the Association.

PURPOSE

The purpose of this policy is to provide a clear statement and subsequent guidelines for the oversight of future Life Membership considerations.

POLICY

Life Membership is an honour bestowed on a current financial member, in recognition of his/her contribution through either:

- Length of membership (being 20 years)
- Long term service as a Presenter
- Considerable work as a Board Member
- Considerable work as a volunteer worker

Life Members are exempt from paying membership fees.

The names of the newly accepted Life Members will be announced at the AGM.

LIFE MEMBERSHIP is NOT an entitlement.

PROCEDURE

- A nomination for Life Membership must be in writing with the support of two financial members.
- Nominations must be addressed to the Chair of the Board.
- The Chair will table any such nominations at a Board meeting and will be supported unanimously by Board members to be successful.
- The Board will refer to the intent of the Policy Statement in making its decision.
- Board will also consider the current number of Life Members and the impact on the Association.

RELATED DOCUMENTS

- ⇒ ACR [Constitution](#)
- ⇒ CBAA Community Radio Broadcasting Codes of Practice (Esp. Code 6)

AUTHORISATION



Signature of Chair

13/08/2022

Date of Approval by Board



WORK HEALTH AND SAFETY POLICY

Policy number	26	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	OOS 03/02/2023
Responsible person	Secretary	Scheduled review date	13/11/2023

INTRODUCTION

An organisation owes a duty to both the paid worker and any volunteers it (or its members) engages. Under the Work Health & Safety Act 2020 (WHS), a volunteer is a person who works for an organisation without payment or financial reward (but they may receive out of pocket expenses). The law also recognises volunteers as workers.

The Department of Mines, Industry Regulation and Safety recommends, if an organisation is a volunteer association and does not fall under the WHS Act, it is a good idea to comply with general WHS duties.

PURPOSE

As a volunteer organisation, GSFM should ensure, as far as is reasonably practicable, the health and safety of all of its workers, including volunteers. The protection covers the physical safety and mental health of all workers, including volunteers. Then it must do whatever it can—whatever is reasonably practicable—to eliminate or minimise the health and safety risks arising from the work the organisation undertakes.

POLICY

GSFM acknowledges that volunteers should be provided with information, training, instruction or supervision so they can carry out their work safely.

GSFM will consult with workers, including volunteers, **so far as reasonably practicable**, about WHS matters that affect them. Volunteers will also be given an opportunity to contribute to the identification of hazards and the assessment and control of any risks they face when they carry out their work.

GSFM will inform, consult, and encourage volunteers to contribute on WHS matters, via newsletters and the Office notice board.

Volunteers also have health and safety duties to:

- take reasonable care for their personal health and safety;
- take reasonable care to ensure they do not affect the health and safety of other people, for example, other volunteers, members of the public or clients they may be assisting;
- comply, so far as they are reasonably able, with any reasonable instruction that is given to them by the organisation; and
- cooperate with any reasonable policy or procedure that the organisation has provided to them.

NB: Any officer of an organisation, whether volunteer or paid, has a number of duties, also known as their due diligence obligations. They must exercise due diligence, which cannot be delegated, to ensure that the organisation complies with its health and safety duties ie:

- ensure that the organisation has appropriate systems of work in place; and
- actively monitor and evaluate health and safety management within the organisation.

RELATED DOCUMENTS

⇒ ACR [Constitution](#)

⇒ GSFM Policies No. 2, 4, 10, 11, 17, 18, 21, 23.

AUTHORISATION



Signature of Chair

OOS 03/02/2023

Date of Approval by Board



FINANCIAL GUIDELINES

Policy number	27	Version	1
Drafted by	Shelley Pepper	Approved by GSFM Board on	08/07/23
Responsible person	Secretary	Scheduled review date	08/07/25

INTRODUCTION

These Financial Guidelines will provide the clarity for the management of financial transactions within the business and ensure all volunteers are aware of such obligations. It brings definite long-term benefits, reduces disputes, and adds to the professionalism of our business.

FINANCIAL GUIDELINES

Prior to any of the following financial transactions being undertaken, the authorising person noted, should authorise the transaction.

Financial Transaction	Authorised Person
Bank Accounts	Treasurer
Debit Card	Treasurer, Chair, Vice Chair (two people required to change limit)
Purchasing Supplies	Administration Officer
Purchasing Assets/ Equipment – with prior Board approval	Treasurer, Technical Officer, IT Officer , Administration Officer
Debt recovery - debtors – with prior Board approval	Treasurer
Payment of Invoices	Chair, Vice Chair, Secretary, Treasurer, Nominated member

BANK ACCOUNTS

This guideline sets out the requirements for use of bank accounts, including opening, closing, authorisation, variations to terms and conditions, reconciliation of bank accounts and bank account transactions.

Opening Bank Accounts

Any new bank accounts to be opened for the business should have the authorisation of the Great Southern FM Board.

Bank Account Authorisations

For monies withdrawn from any bank account, whether by cheque, EFT or other online payment method, there should be **two** signatories authorising for each payment.

The authorised persons for bank account payments are - the Chair, Vice Chair, Treasurer, Secretary and Accountant.

Each payment made is to be supported by invoice, receipt or other appropriate documentation and the authorisations should be attached to this documentation prior to payment.

Variations to Bank Account Terms and Conditions

Any variations to banking arrangements can be made or varied by the Treasurer, with prior approval of the Board. The Treasurer is responsible for updating the financial system and/or bank account register with the new information.

Closing Bank Accounts

Where it is decided that a bank account is no longer necessary, the Board can authorise the closure of the bank account.

The Treasurer will then be required to complete the following -

- ensure all transactions with respect to the account (including cheques drawn) have been completed;
- lodge with the bank a letter, signed by two authorised signatories advising of the closure of the account;
- meet the bank's requirements with respect to account closure; and
- update the financial system and bank account register.

Bank Account Transactions

Deposits (cash and cheque) received should be banked within five business days from receipt.

DEBIT CARD

A Debit Card account was opened by GSFM in March 2021 and in effect to replace the petty cash system. The purpose is to make small purchases on behalf of GSFM up to an amount of \$300. Any goods or services purchased on Debit Card should be supported by a receipt and forwarded to the Treasurer.

Note: Exemption -Urgent parts required by Technical Officer or IT Officer may be purchased using debit card, and the limit temporarily increased, with the prior approval of the Chair/Vice Chair/Treasurer.

The Treasurer is to maintain a Record of Debit Card Transactions containing the following details – date, transaction amount, balance, particulars, reference no. The report is to be emailed to our Accountant every few months for updating into our financial management system (MYOB).

PURCHASING GUIDELINES

Request for Purchase

All purchases for business items (except minor office supplies and consumables; and members expense claims eg: fuel for generator), should be approved by the GSFM Board.

Note: Should an emergency arise, and new technical equipment is required, prior written approval (email) from the Chair/Vice Chair and Treasurer, will suffice, with formal notification being referred to the next Board meeting.

A “Request to Purchase Capital Equipment” form is to be completed and submitted for consideration by the GSFM Board, prior to any approval. Any equipment items over the value of \$300, should obtain three (3) written quotations.

A request for purchase should address the following criteria -

- purchasing that promotes environmental sustainability;
- value for money; (price and “fit for purpose”);
- a preference to Australian/ locally produced. (Support local, where possible). It is noted that much of the station’s technical equipment is sourced from overseas, and this requirement would not be applicable.

There will be instances where there may be less than three service providers who stock the required product, and should this occur, it should be detailed on the Request to Purchase Capital Equipment form.

Equipment Asset Purchases

The Treasurer/Secretary should enter all equipment and asset purchases in the financial system (Asset Register) with the following details included -

- date of purchase;
- supplier;
- make, model, warranty/guarantee information; and
- GST exclusive amount.

Receipt of Purchases

Once the receipt has been received, forward to accounts payable for payment of purchase.

CUSTOMER DEBT COLLECTION

This procedure provides guidelines for the collection of late payments from customers.

An Unpaid Invoices Report should be run every month by the Treasurer, and subject to any written arrangements with the customer, the following procedures undertaken until recovery of outstanding amounts.

- **First Contact:** Once the payment is overdue, the accounts officer is to phone or email the customer. Remind the customer that payment is due and has not been received. Enquire when the customer intends paying, maintaining a record of the conversation or email. Remember to be polite and professional when dealing with outstanding debtors, they may have forgotten or paid into an incorrect bank account – avoid jumping to the conclusion that they do not intend to pay.
- **Overdue reminder:** If the customer does not respond to the phone call or email, contact another representative of the business. The accounts officer should advise the customer as to who you are trying to contact within their organisation. This often results in a return response from either the person you were trying to contact or someone else from the business. Make a note of all conversation details on the overdue customer payment record.
- **Direct contact:** Where there has been no response to the overdue reminder within sixty (60) days, the Treasurer or Accounts Officer is to phone the person who was previously emailed. The purpose of this step is to secure a date of payment. A record of this notice should be entered onto the overdue payment record.

Note: Evidence that the offending customer has been contacted at least three times – one by phone and two by emails with a “read receipt” attached is required, as an audit trail record.

If an account is overdue, the accountant will have already forwarded a statement detailing the outstanding amount.

- **Write off debt:** Customer payments that remain outstanding for ninety (90) days are to be referred to the GSFM Board for writing off, and with its approval, written off as bad debts.

No future business will be undertaken with the customer (ie: Bad Debtor).

VOLUNTEER RE-IMBURSEMENT

Where a volunteer may have had to pay for a GSFM business expense, they may seek reimbursement for out-of-pocket expenses.

Reimbursement requests should be submitted on the appropriate re-imbusement form, with the appropriate receipt. Approval for payment will be assessed on an individual basis by the Chair, Vice Chair or Treasurer.

RELATED DOCUMENTS

- ⇒ ACR [Constitution](#)
- ⇒ CBAA Community Radio Broadcasting Codes of Practice
- ⇒ GSFM Assets Policy
- ⇒ Request to Purchase Capital Equipment form

AUTHORISATION



Signature of Chair

08/07/2023

Date of Approval by Board