



**Policy & Procedures**  
**Paradise FM 101.9**  
**Cherry Street Ballina NSW 2478**  
**Community Participation Policy**

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**Purpose:**

Paradise FM Community Radio Inc is required under its broadcasting license and through its adherence to the Community Broadcasting Codes of Practice to ensure that the organisation meets or exceeds its requirements to:

- Encourage members of the community they serve to participate in the operations of the licensee in providing the service and the selection of and provision of programs under the licence (community participation requirement) and
- To represent the interests of the community it is part of.

**Policy:**

As a community based, not for profit association, Paradise FM relies on members of the community for its ongoing operation, administration, and on-air programming.

Through transparent governance, Paradise FM:

1. Will constantly seek to increase its level of community participation in all operations.
2. Will develop strategies that encourage community participation in the station's operations and in the selection and provision of programming.
3. Will encourage all community groups (including but not limited to): sporting, age-related, Culturally and Linguistically Diverse communities (CALD), communities of faith, arts and local interest and individuals to become members and fully participate in all aspects of the station's operation and broadcast.
4. Will be committed to a totally open and non-discriminatory policy regarding membership and participation. Membership will only be refused based on specific, transparent and reasonable criteria. Grievance provisions and mechanisms are in place to review rejected applications.
5. Will ensure that it meets the needs and interests of the local community in the following ways:
  - a. Provide community service announcements to bonafide not for profit and community groups in accordance with station policy, embedded into daily programming
  - b. Regularly review programme content and development through the station's Programming Subcommittee to maximise opportunities for increased community participation.

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- c. Actively engage with and encourage feedback from the community through social media and relevant digital platforms
  - d. Be visible in and accessible to the community through robust media support (in kind sponsorship) of all significant local events, festivals, and celebrations
  - e. Ensure everything uniquely significant to where we live is adequately represented by seeking expert input from those stakeholders
  - f. Form relationships with Volunteer Coordinating Services to attract volunteers from within our community of interest.
  - g. Provide training programs to equip potential volunteers in their involvement with the station
  - h. Provide access to information about Paradise FM through the official web site
  - i. Provide interview opportunities to encourage regular participation of those and for those in our broadcasting area
  - j. Seek out local press editorial as appropriate to raise awareness of Paradise FM in the community
  - k. Facilitate open days and station visits to interested groups and individuals
  - l. Aim to involve local youth through work experience, training, school projects and through recognition of local emerging artists
  - m. Encouraging new & emerging culturally and linguistically diverse communities
  - n. Develop local partnerships and/or networks.
  - o. Actively seek opportunities to engage with local community groups
  - p. Support relevant local government initiatives and strategies to broaden Paradise FM's scope in delivering services to the communities it serves
  - q. Provide opportunities for Paradise FM members to take part in areas of interest indicated on their application for membership.
6. Will continue to maintain and bring in new business (sponsors) to the station
  7. Will aim to have a Committee of Management that has the expertise to adequately govern and encourage the membership to seek nomination to Committee of Management every 12 months
  8. Will consistently encourage its local community to join the Station and become trained to produce programs appropriate to our local community.
  9. Will encourage and recruit its local community to become financial members of the station. All members are actively encouraged to take an active part in the decision making & operation of the Station by attending meetings, participating in subcommittee roles, open days and assisting or representing at other station promotions
  10. Will encourage presenters to use social media to promote their shows especially on the Paradise FM Facebook page and Website
  11. Will review this policy annually against identified success criteria:
    - Increase financial membership to the Association by 20% in the first year, by 10% yearly after that.

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- Increase number of on-air volunteer hours by 8 per week in the first year, then to be reviewed subject to volunteer recruitment and retainment success, and training outcomes
- Increase volunteer admin support by 12 hours per week, to be retained as permanent shifts to complement the existing 18 hours.

**Related Legislation:** Work Health and Safety Act 2012  
Health and Safety Regulations 2012  
Community Broadcasting Association of Australia

**Consulting Bodies:** Nil

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