



Policy & Procedures Paradise FM 101.9 Cherry Street Ballina NSW 2478

Governance Policy

Purpose:

Paradise FM shall ensure that people in our community who are not adequately served by other media are encouraged and assisted to participate in providing our service. Paradise FM have in place policies and procedures to support this commitment. Paradise FM document evidence of our efforts to encourage community participation.

Paradise FM Radio Station is a Community Broadcasting sector station which actively promotes community access and participation. Our station is managed by a Committee of Management (Board) and Station Manager with the assistance of Programme Manager. The Committee of Management is comprised of a group of nine (9) community members who **are not** involved in the day-to-day station operation, and who bring individual skills to compliment the governance requirements. Presenters, Technical and Production personnel, and Administrative volunteers compliment the day-to-day operations.

Principles

- To observe rules of meeting conduct, record keeping and lodging documents in accordance with regulatory requirements of the Association.
- To hold policies that protect the overall viability and management of the Association.
- To ensure that any conflict of interest is declared when voting or deliberating on issues that affect the Association.
- To assign Board Sub-Committees including but not limited to Finance and Governance, Programming, Membership and Volunteering, Grants and Fundraising, Technical and Workplace Health & Safety and Community Engagement.

Policy:

Paradise FM Community Radio Association Inc., first broadcast in June 2001, and operates as a non-profit organisation. The Community Broadcasting Licence is held to service a "Mature Audience". The Licence number is SL 1150750 due to expire on 30 November in five (5) year intervals.

Funding for Paradise FM is through Sponsorship, Membership, Club Paradise Membership, Fundraising Activities, Community Service Donations, The Community Broadcasting Foundation, and other sector Grants. The Station Manager and Treasurer are responsible

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for the Finance Procedures. The Annual General Meeting is held in November each year and The Annual Financial Audit, when required, is carried out by Collins Hume Accountants.

A Finance Sub-Committee also meets quarterly. The Association receives legal support and advice from Hosie and Partners Solicitors in an honorary capacity, and who act as returning officer at our AGM.

Paradise FM Radio Community Association Inc., is committed to:

- To service, support, and champion our local community, whilst playing music for the enjoyment, entertainment, and appreciation of those over 45, living in the Ballina Shire.
- Playing 'The Best Music Of All Time' including music from the 50's to the 90's plus a selection of contemporary and country music with an emphasis on Australian artists.
- Support and develop local arts and music.
- Enhance the diversity of programming choices available in our broadcast area
- Demonstrate independence in programming as well as in editorial and management decisions
- Increase community involvement in broadcasting.
- Promote harmony and diversity and contribute to an inclusive, cohesive, and culturally diverse Australian community.
- Provide community broadcasting services for the benefit of the community and not operate them to make a profit.

Procedure:

1. Financial membership to the Association Incorporated is defined by a calendar year, and entitles members to attend general meetings, to participate in decision making and activities pertaining to station operation, and to cast a vote. The annual cost is \$30 per annum or \$15 concession. Station volunteers are entitled to pay \$15 per annum.
2. Club Paradise members are station subscribers, who enjoy benefits that are offered exclusively to them from time to time. Subscribers are encouraged to participate in station events and are given the opportunity to provide input into programming through our Members Triple Play request. The annual cost is \$40, or \$25 concession.
3. Club Paradise members do not hold the rights of a Financial Member of the Association but are entitled to hold both memberships. Club Paradise is largely a fundraising activity for the station.

Related Legislation: Work Health and Safety Act 2012
Health and Safety Regulations 2012

Consulting Bodies: Community Broadcasting Association of Australia

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