

STATION  
POLICIES  
2019



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\*All amendments and updates are as of May 2019

## 1. CODE OF CONDUCT

The ECBAV Council has a responsibility to set the ethical tone and standards of the ECBAV. This Code of Conduct for Staff and Councillors is intended to clarify the standards and expectations of ethical behaviour required by Councillors and Staff and to encourage the observance of these standards.

### The Code of Conduct for Staff

The Code of Conduct requires that an employee of ECBAV must:

1. Treat all people with courtesy and respect, recognizing that there are legitimate differences in opinions, race, culture, religion, language, gender and abilities.  
This includes
  - a) Treating members of the ECBAV community with dignity and ensuring that neither offence nor embarrassment are caused;
  - b) Treating fellow staff members with respect, even when disagreeing with their views or decisions;
  - c) Treating Councillors with respect, even when disagreeing with their views or decisions;and
  - d) Acting with courtesy towards the ECBAV Community, fellow Staff Members, and Councillors avoiding intimidatory behaviour.
2. Not engage in any activity that may be seen to be participation or partisan conduct in the internal politics of the ECBAV.
3. Behave honestly and with integrity;
4. Act with care and diligence;
5. Comply with all applicable Australian laws;
6. Comply with any lawful and reasonable direction given by someone who has authority to give the direction;
7. Maintain appropriate confidentiality about dealings that the employee has;
8. Disclose, and take reasonable steps to avoid any conflict of interest (real or apparent) in connection with employment;
9. Use ECBAV resources in a proper manner;
10. Not provide false or misleading information in response to a request for information that is made for purposes in connection with the employee's employment;
11. Not make improper use of:
  - a. inside information, or
  - b. the employee's duties, status or authority, in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person;
12. At all times behave in a way that upholds the integrity and good reputation of ECBAV.

#### **Definitions:**

<b>Councillor</b>	means a Director of the ECBAV.
<b>ECBAV</b>	is the Ethnic Community Broadcasting Association of Victoria (ECBAV Ltd), formally known as Ethnic Public Broadcasting Association of Victoria (ECBAV Ltd).
<b>ECBAV Community</b>	includes Members of the ECBAV, Broadcasters, and Listeners to Broadcasts of radio 3ZZZ.
<b>Employee</b>	is any person in paid employment of the ECBAV.

## The Code of Conduct for Councillors

The ECBAV Council consists of a Board of Directors who are democratically elected by the members of the ECBAV in accordance with Corporations Law and the Company's Constitution and will fulfil the requirements of Directors as specified under Corporations Law and the Company's Constitution.

The Councillors affirm the objects of the ECBAV set out in clause 2 of the Memorandum of Association of the ECBAV.

The Councillors affirm the following principles of behaviour.

- A. Each Councillor is aware of their responsibility to comply with the rules of conduct that require that Directors must:
  - a) Act honestly;
  - b) Exercise reasonable care and diligence;
  - c) Not make improper use of their position to gain, or attempt to gain, directly or indirectly, an advantage for themselves or for any other person, or to cause, or attempt to cause, damage to the ECBAV;
  - d) Not make improper use of information acquired because of their position to gain, or attempt to gain, directly or indirectly, an advantage for themselves or for any other person, or to cause, or attempt to cause, damage to the ECBAV.
2. Councillors will treat all people with courtesy and respect, recognizing that there are legitimate differences in opinions, race, culture, religion, language, gender, and abilities. This includes:
  - a) Treating members of the ECBAV Community with dignity and ensuring that neither offence nor embarrassment is caused;
  - b) Treating fellow Councillors with respect even when disagreeing with their views or decisions;
  - c) Treating Staff Members with respect even when disagreeing with their views or decisions; and
  - d) Acting with courtesy towards the ECBAV Community, fellow Councillors, Staff Members and avoiding intimidatory behaviour.
3. Directors will always act with integrity and honesty:
  - a) Being honest in all dealings with the ECBAV Community, with other Councillors and with Staff;
  - b) Always acting with impartiality and in the best interests of the ECBAV community as a whole;
  - c) Not acting in ways that may damage the ECBAV or its ability to exercise good governance;
  - d) Exercising reasonable care and diligence in performing their functions as Councillors; and
  - e) Complying with all relevant laws, be they Federal, State or Local Laws.
  - f) Avoid all conflicts of interest that may arise.

## **THE CODE OF CONDUCT OF BROADCASTERS**

It is the policy of 3ZZZ to expect all broadcasters to maintain their highest possible standard both in the contents and in the manner of broadcasting.

All broadcasters should adhere to the aims and policy of 3ZZZ as follows:

1. All broadcasters must refrain from broadcasting materials which discriminate on the basis of ethnicity, nationality, gender, religion, language disability, or materials that would incite racial hatred or prejudice.
2. All broadcasters should be familiar with the laws of broadcasting and should adhere to the laws of defamation, the requirements of the Broadcasting Act and the Radio Program standards of the Australian Communications and Media Authority.
3. All broadcasters should keep themselves up to date with information regarding activities organized by the Radio Station and take an active part in promoting the activities of the Radio Station.
4. No broadcaster should discuss internal Station matters on air. If there is doubt as to the suitability of any program material, it should be discussed with the Station Manager in advance. (Station matters include any decision made at Council, Broadcast Group Committees and Station Management decisions).
5. All broadcasters must have completed the specific training courses approved by the Station's Training Committee and monitored by the Station Manager.
6. All broadcasters should follow the broadcasting and administrative procedures of the Radio Station.
7. All broadcasters should maintain the equipment and the facilities of the Radio Station to the highest acceptable standards.
8. All broadcasters will always work in the best interest of 3ZZZ, avoid any conflict of interest and commit themselves to maximize results from all 3ZZZ initiatives including Radiothon.
9. All broadcasters will treat Staff Members with respect even when disagreeing with their views or decisions and acting with courtesy towards the ECBAV community, fellow councilors, Staff Members and avoiding intimidatory behavior.

## 2. BROADCAST GROUP ELIGIBILITY GUIDELINES

### **Objective:**

To ensure that there is a defined process for groups applying to become members of the Association.

### **Process:**

The Station's Program Committee is empowered to investigate a community group's application according to a set of guidelines and to make recommendations to Council regarding the group's eligibility and broadcast time allocation.

### **Guidelines:**

A community ethnic group must satisfy two of the following conditions:

1. Nationality - Nationality is defined by the presence of a national government with geographic jurisdiction recognized by the United Nations.
2. Ethnicity - Ethnicity is defined whereby a community has a distinct social identity based not simply on group cohesion and solidarity but also on belief as to its historical antecedents (customs, beliefs, traditions and characteristics). Political or religious beliefs alone do not constitute a sufficient basis for ethnicity.
3. Language - The community has a distinct language that is common to the majority of its members.

A community group must satisfy all the following conditions:

1. Population - There is sufficient numbers of people belonging to the group's community that are resident in Melbourne.
2. Organization - the community has been able to form cultural organizations and associations in Melbourne.
3. Membership - The group must have 25 paid members willing to join the Association.
4. Resources - The group must demonstrate that they are able to effectively resource their program. (News/information, music, broadcasters, etc.)
5. Needs - The group must be able to demonstrate that their community has an expressed need to broadcast.
6. Policy - The group must be familiar with the Station's objectives and policies of ethnic and multicultural broadcasting and to agree to comply with its constitution.

### **3. ETHNIC BROADCASTING COMMITTEES**

#### **Aims:**

The Ethnic Broadcasting Committee should meet at least once every two months to discuss program issues, Station policy issues and to plan and prepare programs in their respective language. Ethnic Broadcasting Committees provide input into the Station's decision-making processes through their Convener and the Conveners' Committee.

#### **Objectives:**

1. The Committee is to encourage all individuals in their community to participate in the programs.
2. The Committee is to provide the resources and support for the programs of the group to be produced.
3. The Committee is to ensure that all the broadcasters are registered with the Station and trained by the Station's approved training courses.
4. The Committee is to ensure that every broadcaster is aware of the Station's policies and rules and that he/she complies with these rules and policies.
5. The Committee is to ensure that programs give access to the community and diversify community opinion.
6. The Committee is to ensure that no single program is registered as the exclusive domain of any individual or group of persons.
7. The Committee is to ensure that decisions regarding programs are made collectively.
8. The Committee is to ensure that the Annual General Meeting of the Ethnic Broadcasters Group are run according to the Constitution and the office promptly receives minutes and reports of that meeting.
9. The Committee is to ensure that the Group participates in all Station fundraising activities (Radiothon, Membership Campaigns, and Sponsorship).

#### **4. TIMING AND RUNNING OF GROUP ANNUAL GENERAL MEETINGS**

The purpose of this policy is to set guidelines for the timing and running of group AGM's and clarify some questions often raised in relation to section 16 of the station's constitution.

1. Group Annual General Meetings must take place in the same month each year. (Section 16a)
2. In consideration of the activities of the station and the availability of staff, meetings should take place between 1st March and 31<sup>st</sup> August each year. Meetings should not be scheduled to take place during Radiothon.
3. Proxy voting is not permitted at Group AGM's (section 16 i)
4. If 5 or fewer valid nominations are received for an Annual General Meeting, those nominees are automatically elected and any unfilled positions may be filled from those attending the Annual General Meeting in accordance with sec 16 h of the constitution.
5. Groups should be aware of their obligation to make the meeting as accessible to members as possible. This means considering a location that is accessible and welcoming to all.
6. Where a meeting venue might be contentious, a neutral location should be selected.
7. Council will have the right to call and run an election on behalf of the group if any of the following occurs:
  - a) The group's committee falls below 5 members
  - b) The group has failed to hold an Annual General Meeting in any calendar year
  - c) The group has failed to call a scheduled meeting despite 3 written requests from the station.
  - d) The group's committee is found to be in serious breach of the Constitution or station rules.
10. While the date of group Annual General Meetings shall be advertised through the radio station (section 16 c), groups are not to lobby on behalf of certain candidates for Group Committees on air.
11. Groups have one month to supply returns required from their AGMs to the Office, failure to do so will result in the programs being removed from air until this requirement is met.

## **5. ROLE OF ETHNIC BROADCASTING COMMITTEE MEMBERS**

Convener:

- Is responsible for all programs broadcast by the group.
- Communicates with the Association, including providing the list of people authorized to broadcast by the group.
- Chairs meetings
- Communicates with other committee members to coordinate programs.
- Provides day-to-day coordination of broadcasts.

Secretary:

- Receives correspondence.
- Coordinates the holding of meetings, takes and circulates minutes
- Provides office with minutes and any changes to committee members.

Treasurer:

- Keeps record of income and expenditure.
- Communicates with Station office regarding accounts.

Deputy Convener:

- Deputizes for Convener when absent.

Broadcaster:

- Participates in program making. Must be trained by the Station.

Panel Operator:

- Must be trained by the Station.

All Committee members and Broadcasters should be aware of Station policy.

The Committee is responsible for ensuring that all broadcasters have signed a broadcaster's indemnity form.

According to the 3ZZZ Constitution, each Ethnic Broadcasting Group:

- plans, prepares and broadcasts the program
- each member of the committee has one vote
- informs the Station of any changes to committee
- meets at least bimonthly

3ZZZ is based on principles of access and equity. An ethnic broadcast group should ensure that the radio programs they produce for their communities represent broad interests from different parts of the community.

No person representing, in an honorary or paid capacity, a foreign government should occupy a position as convener or deputy convener of a Broadcasting Group.

## 6. PROGRAM TIME ALLOCATION POLICY

### **General conditions:**

- An affiliated broadcasting group will be allocated a minimum of one program slot per week. The length of the program slot will be subject to the conditions outlined in this policy.
- The minimum time slot allocation will be one hour per week.
- The maximum time allocation for any one group will be 5 hours. Council retains the right to consider additional time in special circumstances, for example language programs covering more than one nationality.

### **Process of review:**

1. Each year in February the programming committee will call for requests for program changes.
2. In March the committee will consider the requests and make recommendations in accordance with the conditions outlined in this policy.
3. A measure of a good program is how many people participate in program making and how many people listen to the program.
4. Recommendations for change will be made to Council's March meeting.
5. Affected groups will be notified with changes to take place effective 1<sup>st</sup> of May of that year
6. After Council has made a decision regarding the program(s) in default there will be no provision for appeal.
7. Programs forfeited by groups become station time.

### **PRIORITIES:**

#### ***Program time will be allocated according to the following priorities:***

1. New groups without any current time allocation.
2. Programs presented by young people.
3. Affiliated groups that meet all criteria seeking additional time.
4. Station Time

### **AFFILIATED GROUPS:**

For each hour per week allocation groups will be encouraged and supported to meet these targets:

- Maintain a minimum of 40 financial members.
- Generate a minimum income of \$1000 per hour at Radiothon.
- Conduct the group AGM in accordance with the Constitution.
- Adhere to the codes of practice, all broadcast laws and standards and rules of the ECBAV.
- Ensure that only trained broadcasters are involved in programs
- Assist the Convenor and each group to conduct the membership and Radiothon drives.
- The Program Committee will assess the criteria for group performance in March of each year and make recommendations to the March Council meeting. The Convenor of a defaulting group will be notified in writing of the proposed action-time deduction especially if the group has failed or has not adequately met other time allocation criteria. The group will be given additional time of six weeks and assisted to meet the criteria.

**Failure to meet any of the above conditions may result in a reduction or rescheduling of time.**

**EXEMPTIONS:**

- New groups are exempt from meeting their Radiothon target for the first year only.
- Emerging/refugee groups with an allocation of one hour or less may apply for an exemption from meeting Radiothon targets for reasons of hardship for the first 3 years. This request must be in writing to Council.

## **STATION PROGRAMMES:**

There are two categories of stations programs:

1. Programs scheduled between midnight and 6am
2. Programs allocated to broadcaster to fulfill special needs identified by the station.

### ***Station programs are subject to the following conditions:***

- Station Time occupied by Affiliated Ethnic Community Broadcasting Groups between 6am and midnight carry the same membership and Radiothon requirements as non-Station Time hours (40 members per hour / \$1000 Radiothon per hour). However if no Group wishes to claim such time then it becomes Station time to interested Groups through a process of expression of interest and without the membership and Radiothon requirements for this time allocated.
- Station Time occupied by either affiliated or non-affiliated groups after midnight and before 6am are required to raise \$150 Radiothon income but do not have membership requirements
- Station Time occupied by groups after 6am and before midnight are required to raise \$300 per hour Radiothon income and do not have membership requirements
- Station Time may be reclaimed for other purposes by Council at any time (6 weeks notice will be given)
- All broadcasters must adhere to the codes of practice, all broadcast laws and standards and rules of the ECBAV.
- Trained broadcasters must take responsibility for the allocated program.
  
- No program is to carry over 25% of the spoken word content in religious broadcasting.
- No program is to carry over 50% music content.
- All programs are to complete six monthly program review reports. One to be the annual CBF grant application and the second a similar report to the Programming Committee at the time of the second round of CBF Grants.
  
- Broadcast groups with 4 or more hours of broadcast time will be urged to nominate at least one of their hours as a Youth program. The Convener of the group will work with 3ZZZ Council to recruit young people and to develop the Youth Program. Youth Programs broadcasting under the umbrella of an affiliated ethnic community broadcasting group are required to raise \$500 per hour Radiothon income and 40 members per hour.

**Council reserves the right to make decisions for the benefit for all groups balancing reasons of access and equity.**

## **7. ACCESS TO MEMBERSHIP REGISTER**

1. It is the responsibility of the Secretary of the Association to keep a register of all the names and addresses of all members.
2. The Council recognizes the importance of the confidentiality of the information contained on the Membership register.
3. A member of the Association has the right to peruse the Register to be assured that the details regarding his or her membership are accurate. This is to be arranged at a time convenient to both the member and the Secretary of the Association.
4. A list of the names of all new members applying to join the ECBAV and a particular Group is displayed at the Station's Office and a copy is provided to the Convener of that Group prior to the applications being considered by Council.
5. A Convener of the group will be provided with a complete list of the names of the financial members of that Group only when the office receives a written request that notes the reasons for wanting that list.
6. For the purposes of membership recruitment, the Convener of the Group will be furnished with a list of member's names and addresses who have not renewed their membership.
7. For the purposes of the Group's annual General Meeting, it is the Station's responsibility to send details of a Group A.G.M. to all financial members of that Group.
8. For the purposes of the attendance and voting at the Group's A.G.M., a list of financial members' names only will be provided to the Convener 3 days prior to that A.G.M.

## **8. FORTY MEMBER RULE**

### **Objectives:**

The forty member rule states that each Ethnic Community Broadcast Group is to be encouraged and assisted ensure that forty members for each broadcast hour are financial.

The aims of the rule are two-fold:

1. That the Station membership fees contribute substantially to the Station's finances. Groups should ensure that membership is maintained at a high level. This effort is shared by the Groups according to the number of hours of broadcast time.
2. The requirement for each Group to maintain high levels of membership ensures a broad community participation in that Group, and a high degree of community accountability.

Membership numbers be taken twice a year. After the Membership Drive which will be held annually in April or May and at the mail out time for the Station AGM. These figures are then to be averaged and used to determine Group compliance with the requirement of 40 members per normal hour.

## 9. BREACH OF STATION RULES

This policy establishes a procedure by which the Management of the Station can deal with broadcasters and groups who breach Station Policy:

- A) On Air [laws of libel, defamation etc. and Australian Broadcasting Authority standards etc]
- B) On internal Station matters [behavior at the Station etc]

### **A Complaints Relating To On Air Matters**

**All efforts will be made to resolve complaints within 6 weeks of receipt in writing.**

1. A formal written complaint is received by the Station Management. If the written complaint is received by a director or group Convener, a copy should be provided to the station manager immediately. The President of the ECBAV is to be advised of all written complaints received.
2. Both the complainant and the program/group to which the complaint is directed will be asked to provide a translation of the item in the program in question. If there is a relevant discrepancy in the translations, an independent translation will be sought.
3. The Broadcaster and group will be directed not to discuss or make any comment on air relevant to the complaint for the duration of the investigation.
4. If deemed necessary, Legal opinion is sought to ascertain whether or not there has been a breach of Broadcast rules.
5. A meeting is held with the Convener of the Group and the broadcaster to outline the breach and to note the possible mitigating circumstances. Two members of station management will be present at the meeting including at least one member of Council.
6. Programs forfeited by Groups become Station Time.
7. If Council is satisfied that the breach was made, the Group be requested by Council to either issue the broadcaster with a warning or suspend the broadcaster for a period of three months. During this time, the broadcaster is to attend (and pay for) the Station approved training course (irrespective of whether the broadcaster has already attended the course).
8. If the group fails to implement the Council's request, the Council imposes the suspension.
9. Before returning to air, the broadcaster is to meet formally with Station Manager to ensure that the Station rules and regulations are fully understood.
10. Should the offending broadcaster breach Station rules again, the broadcaster will be permanently excluded from broadcasting on 3ZZZ.

## **B Other complaints**

### **BREACH OF STATION RULES (disputes resolution/grievance procedure)**

The purpose of this section is to prescribe methods of dealing with internal disputes and conflict resolution at 3ZZZ.

#### **All efforts will be made to resolve complaints within 6 weeks of receipt in writing.**

1. A formal written complaint is received by the Station Management. If the written complaint is received by a director or group Convener, a copy should be provided to the station manager immediately. The President is to be advised of all complaints.  
All grievances will be considered conscientiously, impartially and without discrimination against any party.
2. Station management investigates the complaint with the parties concerned. Management will discuss opposing demands or attitudes and negotiate a solution between the disputants. In the normal course of events, the complaint will be considered and any negotiation facilitated by the Station Manager. If there is an objection to the manager being involved in this facilitation, another person acceptable to all parties will be asked to be involved in this process.
3. If the matter is not resolved, it is referred to the Station's Disputes Committee (a Sub-Committee of the ECBAV Council).
4. Disputes Committee considers the complaint, seeks further investigation if required and convenes a meeting with the relevant parties. The disputes committee then recommends appropriate action to the Council for decision.
5. Council endorses or varies the course of action and communicates this to the disputants.
6. If the Disputants are still not satisfied they are to be offered independent mediation and/or arbitration. The result of this process will be final and binding.

Whenever a dispute which may incur legal costs occurs against a Group, that group's account is to be frozen and Phone Cards cancelled.

## **10. TRAINING POLICY GUIDELINES**

1. There will be NO Broadcasting on the Station unless people are trained to a minimum standard.
2. Broadcasters are to be nominated by their respective Group Committee.
3. New broadcasters wishing to be trained must sign the Station's broadcaster's indemnity form before training will be provided.
4. All broadcasters should have completed the approved training program.
5. Skill levels of current broadcasters will be assessed individually based on the approved training standards.
6. There will be no training for new people from within ethnic broadcast groups (except in an emergency or new program development) until all currently registered broadcasters have completed the training.
7. A confidential Register of all broadcasters to be kept on file. (Only those broadcasters on the register will be trained.)
8. Certificates will be provided to all trainees documenting training skill levels.
9. Fees for training if required are to be determined by the Council.

## 11. GROUP ACCOUNTS REIMBURSEMENT POLICY

1. Elected Group committees are responsible to their members to ensure that money from group accounts is expended for genuine programming purposes.
2. Groups are to respect the principals of volunteering and to ensure that no individual receives payment for the time they spend in carrying out any work for the station.
3. All claims must be approved at a meeting of the group and signed by two members of the committee. Group expenditure of less than \$200 does not require minutes of a meeting to be provided for approval but it must be approved by at least the Convenor and another member of the Committee.
4. No claims will be processed that are older than 3 months.
5. Claims will be approved at a station level by the Manager and by two members of Council as Cheque Signatories.
6. All claims should be made in a timely manner. For administrative purposes these should be each two months or as advised by the office.
7. All claims will require a receipt or a signed statement accounting for the expenditure.
8. The Treasurer must provide a detailed account of expenditure to the members at the group Annual General Meeting.
9. Management reserves the right to refer any claim to council for clarification or refuse to pay a claim that is not considered appropriate. "Promotional purposes may include printing and promotional material or cards, jackets and caps with 3ZZZ and program name clearly displayed so as to make the clothing promotion fit the Station and program and not every day wear".
10. The following items will not be approved for payment out of accounts
  - . Time (no salaries)
  - . Travel expenses
  - . Membership fees
  - . Radiothon money
  - . Connection fees or rental for items regularly used at home e.g. phone, electricity etc.
  - . Purchase of items normally in the home e.g. stereo, TV's, computers etc.
  - .
11. The cost of business cards will be shared between the station and broadcast groups.
12. Lap Tops - One laptop per group not exceeding \$900 and due for replacement every two years unless proven necessary otherwise.

## 12. SPONSORSHIP POLICY

### Aims:

Under the *Broadcasting Services Act 1992*, all community broadcasting licensees are subject to licence conditions that determine the promotional material permitted to be broadcast. This policy aims to clarify 3ZZZ's obligations in order to satisfy licence conditions and to guide station broadcast groups and employees concerning the sale, production, scheduling of and payment for sponsorship announcements.

1. **3ZZZ accepts the following definition of a Sponsorship Announcement:** A sponsorship announcement is the broadcast of a message that has been paid for in cash or in kind and is tagged.
2. Sponsorship announcements are limited to 5 minutes within any broadcast hour.
3. Sponsorship will not be a factor in determining access to broadcasting time.
4. The content and style of individual programs will not be influenced by the sponsors of the station and overall 3ZZZ Programming will not be influenced by sponsors.
5. 3ZZZ reserves the right to choose our clientele based on our own ethical and broadcast policies, with the exception of Part 5, paragraph 9(1)(a) of the *Broadcasting Services Act (1992)*, in the case of State or Federal emergencies
  - a. no pharmaceuticals
  - b. federal, state and local authority groups are acceptable
  - c. no companies that promote tobacco or gambling
  - d. alcohol-related announcements must be programmed appropriately (i.e. not during youth programs).
6. Each sponsorship announcement must be tagged (labelled), for example, "XYZ business, sponsor of 3ZZZ". Where possible the tag should be in the language of the announcement.
7. Each sponsorship announcements will be a maximum of 30 seconds, unless the contract with the sponsor states otherwise.
8. A schedule of fees for sponsorship and production/translation will be determined by the Station Management.
9. Station Management may enlist the services of Agencies to bring in sponsorship. The relationship will be formalised in a contract, establishing terms of payment and commission.
10. All sponsorship contracts ('Media Booking Agreement') are to be signed by an authorised officer of the client company (the sponsor) or confirmed by Agency Booking Form.
11. Standard terms of payment for sponsorship are strictly 7 days after the receipt of the account. A variation of the standard terms may be negotiated by prior arrangement or as per Agency contract. If accounts exceed 60 days, 3ZZZ Management reserves the right to:
  - a. Cease playing the sponsorship announcements on air.
  - b. Charge a late payment fee to be determined by Station Management.
  - c. Refer the client to debt collectors.
12. Any person from a Broadcast Group that commissions a Sponsor will receive a percentage of that contract fee (excluding GST) as determined by Station Management, generally payable to the Broadcast Group.
  - a. The commission will be paid to the Group account held at the Station unless agreed to by Station Management in consultation with the Group.
  - b. The commission will be paid after the invoice has been settled by the Sponsor.

- c. Any member of a Broadcast Group intending to approach sponsors should inform Station Management of their intent.
13. Fees paid for translation or voice over are payable to the relevant Broadcast Group account held at the station unless otherwise decided by Station Management in consultation with the group.
14. Station programs who are contributing to the station through a 'sale of airtime' agreement are not permitted to seek sponsorship for their program or the station.
15. The Station Management is responsible for the complete administration of all sponsorship.
  - a. All sponsorship announcements will be produced by or in conjunction with Station Management.
  - b. No program is to broadcast sponsorship announcements without approval from Station Management. Groups wishing to arrange last minute or upfront payment announcements without a booking form may do so in consultation with Station Management and Station Management must receive the details of and payment for the announcements within two working days of the announcement going to air.
  - c. A product, service or business that does not have a sponsorship agreement with Management must not be labelled as a sponsor of the station or program. Where a program receives a donation from a business, including during Radiothon, the business may be thanked or acknowledged but the mention must be understated and not referred to as a 'sponsor' of the program or the station, for example: "XYZ business on Smith St has donated \$50, thank you for your support."  
NB. Groups found to be accepting donations from businesses in return for particular promotion of the business are in breach of this policy.
  - d. No individual shall profit from a business promotion – breaches of this nature are treated as theft from 3ZZZ and individual offenders will be prosecuted.
16. The Station Management has the authority to insert sponsorship announcements in any program where it considers it to be appropriate.
17. All unexpected changes in sponsorship announcements will be communicated in writing to the Broadcast Group.
18. Any program that fails to play a scheduled Sponsorship Announcement may have that amount deducted from the Group's account.
19. In the event that a sponsorship message may offend ethnic sensibilities, an objection may be raised with Station Management.
20. All breaches of the Sponsorship Policy will be reported to Council.
21. Broadcasters may not promote goods or services on air unless:
  - a. It is mentioned accidentally, without deliberate planning or arrangement.
  - b. It is an incidental accompaniment to other material being broadcast – this may include a casual reference to a particular product or service during discussion.
  - c. It is mentioned as a part of a review or interview. However, broadcasters should take care not to focus the discussion on the promotion of a particular product or service.
  - d. It is a Community Service Announcement (see definition next page)

- 22. Community Service Announcements:** 3ZZZ accepts the following definition and guidelines for Community Service Announcements (CSAs):
- a. Usually no payment is made for the broadcast of CSAs. However production and/or translation fees apply for pre-recorded CSAs. In the circumstance that payment for the broadcast of the CSA is given to the station, 3ZZZ acknowledge that the announcement will count towards the hourly sponsorship time limit.
  - b. In order to help listeners and broadcasters differentiate between paid and unpaid pre-recorded announcements, pre-recorded CSAs will be tagged as such: eg. "This has been a 3ZZZ Community Service Announcement".
  - c. To count as a CSA, an announcement will relate to the following content:
    - i. Material about an appeal by a registered charity, or a non-profit or volunteer group;
    - ii. Material meeting the needs of the multicultural and multilingual community. For example: an announcement informing listeners belonging to a particular language group about an upcoming cultural festival, or to provide information about other events of a cultural, welfare, or educational nature; and/or
    - iii. Material about goods and services, where the money raised benefits the community or a charitable purpose.
  - d. Station Management does not guarantee:
    - i. That CSAs will be played on air;
    - ii. That CSAs will be played in a particular program; or
    - iii. That CSAs will be played with a particular frequency.

NB: Announcements about goods and services which charge commercial rates are unlikely to be community information/promotional material and should be paid for in cash or in kind through the Sponsorship Department and tagged as such on air.

As a general guide Individual Community Service Announcements will be announced for a maximum of three (3) times except for Dinner Dances or similar which will be announced for a maximum of four (4) times. These are total numbers and include all programs.

### 13. GIFT POLICY

Policy for Gifts for employees and Councillors on termination of duties with 3ZZZ

The following table is to be used when assessing the value of a gift for employees and Councillors on termination of duties with 3ZZZ.

<b>Years</b>	<b>Amount</b>	<b>Comment</b>
0-1	\$ 50	
2-3	\$150	
3-4	\$200	
4-5	\$250	
5-6	\$300	
6-7	\$350	
7-8	\$400	
8-9	\$450	
9-10+	\$500	Maximum contribution by 3ZZZ

Adopted April 2004 Council Meeting

### 14. FINANCIAL MANAGEMENT

1. The day to day Station Banking remains at the National Bank.
2. Term Deposits be lodged at the bank offering the best package at the time.
3. On line banking not be used at this stage
4. The Station Manager be issued with a Credit Card with \$1,000 limit with expenditure to be approved by the book-keeper prior to expenditure and by the Treasurer after expenditure. The Credit Card to only be used where no other credit facilities are available.
5. Any expenditure over \$5000 must be subject to an expression of interest with price and quality being determining factors.

## **15. CAR PARKING & CAR PARK ACCESS**

1. Authorized Staff parking permitted during business hours
  - a. Manager to have car space available when required.
2. That Councillors required to frequently attend the station to sign cheques etc. have access to the car park and a remote control for their tenure on Council for use of a space whenever there is one available.
3. 2 cars spaces will be available to program groups during program times.
  - a. Suggests no more than 4 broadcaster cars per hour.
  - b. Only if spots available.
4. Program groups are to determine which of their 2 broadcasters are to use the car park. Programs who have more than two attending a show must ensure that only two spaces are used including guests. Programs using more than their two spaces will jeopardize parking privileges.
5. Women broadcasters permitted priority parking in evening hours and weekends.
6. Disable parking spot can be used by those deemed to have significant medical condition.
7. Parking beyond 30 minutes of program ending could jeopardize parking privileges.
8. Broadcasters should aim to exit the station as promptly as possible after their program freeing the car spot for the next program.
9. Car park is not to be used for casual visits i.e membership payments, pickups etc..
10. Trainers will be permitted to park while conducting training sessions that exceeds two hours.
11. From time to time access will be granted to consultants and trades people who are conducting business at the station at the discretion of the Manager.
12. The Manager may use discretion in relation to the use of the car park on an equitable basis.

The gate will automatically close after one minute.

## **16. BOOKING STUDIOS**

1. Studios can only be booked for a maximum of 2 hours per hour of on air time each week.
2. Advanced booking can only be made for two weeks at a time.
3. Regular bookings must be kept each week and cancelled when people go on holidays.
4. Broadcasters who wish to record bands have a priority on studio 5. The request for use of this studio must be made well in advance so rearrangements can be made with other broadcasters if necessary.
5. Studios cannot be booked any later than 11.30 pm without special permission.
6. Contact the office between 9.00 am and 5.00 pm Mon - Fri to book studios.

## **17. STATION AGM AND COUNCIL ELECTION GUIDELINES**

The following guidelines for the conduct of the ECBAV Council elections were adopted at the 24<sup>th</sup> June 2003 Council Meeting:

When the “proxy” system is required for the conduct of elections for the Council, the following procedure is to be adopted:

1. A Statutory Declaration is required witnessed in accordance with the law.
2. Verification of Proxies to be delegated to a person/persons independent of staff and candidates. A final report to be submitted to the Secretary.
3. Nominations to be verified for eligibility by a designated staff member and a report made to the Secretary.
4. The Secretary is responsible for the conduct of the ballot, but if the Secretary is a candidate he/she will delegate the relevant constitutional tasks to a staff or non-candidate member as appropriate.
5. The Secretary to receive and be responsible for the master list of eligible voters and authorized Ballot Papers, to be handed over to the returning officer on election date.
6. When elections occur at the same day as the AGM, Council will continue to nominate two (2) returning officers, prior to the AGM to be acquainted with the procedures, subject to their endorsement at the AGM. The other three members of the Election Committee will be elected at the AGM.

## 18. YOUTH POLICY

**Aims:** This policy aims to clarify 3ZZZ's intentions for the encouragement of youth involvement, to formalize and to provide direction and procedures for the Youth Committee.

1. 3ZZZ defines youth as under 30 (as per CBF definition)
2. The 3ZZZ Youth Committee is open to all young participants of 3ZZZ.
3. Each broadcast group with young participants should be represented, and where groups have more than one youth participant, the Group's Youth Representative will fill a year long position nominated by young members of the group.
4. As per becoming a member, youth are responsible for providing office staff with current contact details, including an email address where applicable.
5. **Meetings:**
  - a. The Youth Committee will meet at least once every two months.
  - b. Meeting minutes will be distributed to members of the Youth Committee by email, posted on the notice board in the broadcast area and tabled at the next Council meeting.
  - c. Notice of Youth Committee meetings will be via email two weeks prior to the meeting and by posters on the notice board in the broadcast area.
6. **Youth Representation on Council and Conference:**
  - a. Where there are no youth members on the Council the Council may co-opt as a non-voting member a young person nominated by the Youth Committee.
  - b. The Youth Committee may recommend to Council up to three young people to attend the NEMBC Conference. Where the Council approves of those nominations the youth representatives will have their expenses covered by the station to the same extent as other delegates.
7. Where a broadcast group has stipulated that one of their programs is a Youth Program, the young broadcasters will be given complete editorial responsibility for the program, within 3ZZZ Policy, Broadcast Codes and Regulations.
8. Assisting and encouraging youth participation will be assigned to one of 3ZZZ Employees, and will be formalized in the Employee's position description. When a position is vacant, the responsibility will default to the responsibility of the Manager.
9. The 3ZZZ Youth Committee aims to work in collaboration with the aims of the NEMBC Youth Committee. As a demonstration of this cooperation, there is an open invite to the NEMBC Youth Coordinator to each 3ZZZ Youth Committee meeting.
10. Amendments to this policy: must be agreed to by a majority of the Youth Committee and recommended to the Council for adoption. The Council's decision is final.

## **19. ROLES OF COUNCIL, OFFICERS AND MANAGER**

- 1) The council manages the affairs of the Council and the Association, setting strategic and operational policies, monitoring outcomes and taking appropriate action. It appoints staff, evaluates their performance and provides a safe and cooperative work environment.
- 2) The Officers meet and attend to Council business in between meetings of the Council and report accordingly to the Council. Staff employment and conditions issues are considered by the Officers who make appropriate reports to the Council.
- 3) All communications, encompassing correspondence, relating to Council business are referred to the relevant officers.
- 4) The Council secretary in consultation with the President and input by the Manager sets the agenda for council and other council initiated meetings and keeps minutes and other Council records.
- 5) The Manager is responsible for the management of staff and the operational functions of the station in accordance with Council policies and contract of employment conditions.
- 6) On urgent and important day to day issues the Manager consults with and is consulted by the relevant officers. The Manager reports to the council through the president, as per contract.

## **20. CONDUCT OF MEETING POLICY**

### **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 3ZZZ 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).

It is important that Board Members are prepared for meetings and bring all documents provided and attend regularly.

It is important for Board Members to accept that they are representing the entire membership and not a particular group or program when conducting the affairs of the station.

### **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 Ethnic Community Broadcasting Association Of Victoria Limited (Association) Board shall be elected as laid down in the Association's constitution/rules.

Subject to anything in the Constitution/Rules:

- In the Chair's absence, the Vice-Chair shall preside as Chair at each General Meeting of the Organisation.
- If the Chair and the Vice-Chair are absent from a General Meeting or a Board 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 in their terms of reference.
- 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.

### **RESPONSIBILITIES**

The Chair shall conduct meetings according to the Standing Orders (see Appendix A), and any other resolution of the Board.

Where the Standing Orders are ambiguous or contestable or silent, and there are no other Board directions given on the subject, the Chair has discretion to rule as to the practices to be followed.

Where there is continuing disagreement on any ruling by the Chair, any member may move a motion of dissent to the Chair's ruling. If this motion is seconded a vote shall be taken. If the motion of dissent is carried, the Chair's decision is reversed.

## **21. Community Participation Policy**

### **Introduction**

It is 3ZZZ's obligation to comply with license condition 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 license (community participation requirement) and,
- Continue to represent the community interest they represented at the time their license was allocated or last renewed (community representation requirement)

### **Scope:**

All 3ZZZ 92.3 FM Staff and volunteers Policy and Procedure,

1. 3ZZZ 92.3FM will constantly seek to increase its level of community participation in all operations.
2. 3ZZZ 92.3FM will develop strategies that encourage community participation in the stations operations and in the selection and provision of programming.
3. 3ZZZ 92.3FM will encourage all community groups: 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. 3ZZZ 92.3FM will be committed to a totally open and non-discriminatory policy in regard to membership and participation. Membership can only be revoked under the most extreme circumstances and only after an exhaustive, open & transparent process.
5. 3ZZZ 92.3FM will ensure that it meets the needs and interests of the local community in the following ways:
  - i. Provide regular on-air announcements every day.
  - ii. Provide outside Broadcasts engaging with the community.
  - iii. Provide training programs to equip potential volunteers in their involvement with the station.
  - iv. Provide access to information about 3ZZZ 92.3FM through our web site.
  - v. Provide community service announcements & interviews to encourage regular participation of those in our broadcasting area.
  - vi. Seek out local press editorial as appropriate to raise awareness of 3ZZZ 92.3FM in the community.
  - vii. Aim to involve local youth in producing quality programs for local youth.
  - viii. One of the main aims is to involve local youth in producing quality programs for local youth. Those under 18 require supervision by a

responsible adult to secure safety and compliance with working with children and 3ZZZ's duty of care to them

ix. Encouraging new & emerging culturally and linguistically diverse communities.

x. Actively seek opportunities to engage with local community groups.

xi. Seeking funding from local councils to broaden 3ZZZ's scope in delivering services to the communities it serves.

xii. Provide opportunities for 3ZZZ 92.3FM members to take part in areas of interest indicated on their application for membership.

6. 3ZZZ 92.3FM will continue to maintain and bring in new business (sponsors) to the station continuous improvement plan.

7. 3ZZZ 92.3FM 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 24 months.

8. 3ZZZ 92.3FM will consistently encouraging its local community to join the Station and become trained to produce programs appropriate to our local community.

9. CALD communities are provided with dedicated programming on all weekday evenings.

10. 3ZZZ 92.3FM will encouraging and recruit its local community to become Members of the station. All Members are actively encouraged to take an active part in the decision making & operation of the Station.

11. 3ZZZ 92.3FM will encourage presenters to use social media to promote their shows especially on the 3ZZZ 92.3FM Facebook page and 3ZZZ 92.3FM Website.

## **22. Honorary Life Membership – Policy / Guidelines**

Life membership is an honor bestowed on individual members who's exceptional, loyal and outstanding service and contribution has a provided measurable benefit to 3ZZZ over an extended period of time.

Honorary Life Membership is recognized by 3ZZZ as the highest recognition that can be awarded to a member in acknowledgement of exceptional service and contribution; it should retain its prestige and not be awarded easily.

### **Criteria/Contribution to the 3ZZZ**

When considering a person for Honorary Life Membership the following may be helpful:

Has the candidate for Honorary Life Membership

- Been an active member for a long time?
- Achieved a significant number of years of continuous broadcasting?
- Served on the Council or Program Committee, preferably in a number of different portfolios?
- Been a unifying and positive force at the station and respected by members?
- Made a significant contribution on the station's behalf outside the of 3ZZZ?
- Demonstrated attitude and demeanor that reflects dedication to the values of 3ZZZ including respect for others and the multicultural communities of Melbourne?
- Provided valued leadership around the 3ZZZ and is considered a role model?

A candidate may be considered worthy of Honorary Life Membership without meeting all of the above criteria and indeed may have other qualities and a record of service not listed above.

### **Nomination**

The following steps are required

- A nomination by two members be given to the Manager on official nomination form.
- A written statement (max 250 words) supporting the candidate to be made an Honorary Life Member
- Council to form a sub-committee of long time and respected members to consider the nomination and make a recommendation to the 3ZZZ Council
- The 3ZZZ Council to consider and ratify the recommendation of the sub committee.
- The President to advise the members making the nomination of the stations decision.
- The members making the nomination can then decide whether or not to proceed with the nomination.
- The candidate's confirmation of acceptance of the nomination should be obtained prior to proceeding.
- The awarding of this honour should be conferred at the end of year function or other suitable forum attended by a majority of current members.

## **Acknowledging / Honouring Deceased Members - Guidelines**

3ZZZ has operated for 30 years and during this time a number of people who made a significant contribution to the station. The station wants to take a retrospective look at those members who are no longer with us and acknowledge their contribution by adding them to the stations Honour Board.

### **Criteria/Contribution to the 3ZZZ**

When nominating a past member the following may be helpful:

Has the candidate for honorary acknowledgment,

- Been an active member for a long time?
- Achieved a significant number of years of continuous broadcasting?
- Served on the Council or Program Committee, preferably in a number of different portfolios?
- Been a unifying and positive force at the station and respected by members?
- Made a significant contribution on the station's behalf outside the of 3ZZZ?
- Demonstrated attitude and demeanor that reflects dedication to the values of 3ZZZ including respect for others and the multicultural communities of Melbourne?
- Provided valued leadership around the 3ZZZ and is considered a role model?

A candidate may be considered worthy of being placed on the Honour board without meeting all of the above criteria and indeed may have other qualities and a record of service not listed above.

### **Nomination**

The following steps are required

- A nomination by two members be given to the Manager on official nomination form.
- A written statement (max 250 words) supporting the candidate to be made an Honorary Life Member
- Council to form a sub-committee of long time and respected members to consider the nomination and make a recommendation to the 3ZZZ Council
- The 3ZZZ Council to consider and ratify the recommendation of the subcommittee.
- The President to advise the members making the nomination of the stations decision.
- The members making the nomination can then decide whether or not to proceed with the nomination.
- The candidate's confirmation of acceptance of the nomination should be obtained prior to proceeding.
- The awarding of this honour should be conferred at the end of year function or other suitable forum attended by a majority of current members.

## **23. INTERNAL CONFLICT POLICY / PROCEDURE**

### **Responsibilities**

It is the responsibility of Managers and Conveners to ensure that:

- They identify, prevent and address potential problems before they become formal grievances;
- They are aware of and committed to the principles of communicating and information sharing with their staff member and volunteers;
- All decisions relating to employment practices are made with consideration given to the ramifications for the individual, as well as the organisation in general;
- Any grievance is handled in the most appropriate manner at the earliest opportunity;
- All staff members and volunteers are treated fairly and without fear of intimidation.

It is the responsibility of Staff member (including Volunteers) to ensure that:

- They attempt to resolve any issues through their immediate convener and through internal processes at the earliest opportunity.

It is the responsibility of the Management to ensure that:

- All Staff, conveners, and volunteers are aware of their obligations and responsibilities in relation to communication and information sharing with their staff member;
- Ongoing support and guidance is provided to all staff members in relation to employment and communication issues;
- All staff members, conveners, and volunteers are aware of their obligations and responsibilities in relation to handling grievances;
- Any grievance that comes to the attention of manager or conveners is handled in the most appropriate manner at the earliest opportunity.

### **Procedures**

#### **Employment Practices**

The manager and conveners should be aware of the possible ramifications of their actions when dealing with staff/volunteer issues. They must ensure that all staff members and volunteers are treated with fairness, equality and respect.

If there are any doubts or queries in relation to how to deal with a particular set of circumstances, The staff member or convener should contact manager for advice at the earliest opportunity.

Where a grievance or dispute has been brought to the Managers attention, they should assess whether the staff member involved is covered by an Award or Agreement, and if so should refer to that document for grievance procedures. If the staff member or volunteer involved is not covered by such a document, the guidelines below should be followed.

#### **Grievances and Dispute Resolution**

A staff member or volunteer who considers that they have a dispute or grievance that they have not been able to resolve directly with any other involved party should raise the matter

with the convener of their group as a first step towards resolution. The two parties should discuss the matter openly and work together to achieve a desired outcome.

**The Manager or Convener should follow the steps outlined below:**

- Make sure that the staff member / volunteer feels listened to and supported. You don't have to agree with what they say, but you must make sure that they know you will act on their concerns.
- If more than one person is present, establish the role of each person.
- Outline the process that is to be followed.
- Inform the parties that any information obtained in the conduct of the review is confidential.
- Listen to the complainant. Obtain a chronology of events (who, what, why, when, how etc).
- Run through the applicable policies and procedures (e.g. the organisation's anti-discrimination policy) with the complainant.
- Ask the complainant what kind of outcome they are hoping for (best case scenario) and then talk them through next steps: e.g. you will discuss the matter confidentially with the station manager or President to determine a way in which to deal with the issue and report back to them within a set timeframe.
- Provide the complainant with plenty of time to ask questions.
- Provide the complainant with a direct contact number that they can call if they have any concerns or queries.
- Take accurate and detailed notes of all conversations (including dates, people involved) and attach any supporting documentation.
- If deemed necessary, provide the staff member/volunteer with a written summary of the meeting and clarification of the next steps to be taken.

The Station Manager must ensure that the manner in which the meeting is conducted will be conducive to maintaining positive working relationships, and will provide a fair, objective and independent analysis of the situation.

All parties are to maintain complete confidentiality at all times.

If the matter is not resolved and the staff member or volunteer wishes to pursue it, the issue should be discussed with a Station Manager, then, if necessary, the President. Again, the matter is to be discussed openly and objectively with management to ensure it is fully understood. If the grievance/dispute is one of a confidential or serious nature involving the staff member or volunteer's Convener, the complainant may discuss the issue directly with the Station Manager or the President. The President reserves absolute discretion as to making a final decision as to how the grievance or dispute will be resolved.

**Investigating a Grievance or Dispute**

Procedural fairness and transparency can make or break a workplace investigation.

Maintaining procedural fairness means that you can:

- protect the interests of the participants in the investigation;
  - enhance the credibility of the investigation process;
  - rely on the investigation (and your findings) when making employment decisions;
- and
- defend your employment decisions in a court or tribunal.

Following are some pointers to ensure that a workplace investigation is procedurally fair.

The investigator should ensure that:

- the respondent is aware of all the allegations made against them in sufficient detail;
- the respondent is allowed a reasonable opportunity, including adequate time, to respond to each of the allegations;
- the investigation is carried out in a reasonable time frame;
- all participants are given the opportunity to have a support person in the interviews pertaining to the investigation;
- all participants are required to maintain confidentiality and sign a confidentiality agreement;
- the investigator has no personal interest or bias in the matter being investigated;
- all participants are given the opportunity to respond to any contradictory evidence;
- the investigator makes reasonable and diligent enquiries to ensure that there is sufficient evidence before making findings on the balance of probabilities.

### **The Importance of Impartiality**

It is critical to ensure that the person responsible for carrying out an investigation is impartial. The investigator must not have a vested interest in the outcome of the matter. Staff member will often consider that the Station Manager is not sufficiently impartial because of their involvement and role in the workplace. If such a concern is raised, it's important to consider:

- Whether the use of an external investigator is necessary to ensure impartiality;
- Whether any conflicts of interest need to be disclosed (e.g. if any individuals are friends outside the workplace); and
- Whether the investigator has handled any previous disciplinary matters.

If there is the possibility that a person's employment will be terminated if the allegations are proven as part of an investigation, then you should seriously consider the use of an external investigator to ensure that your investigation and the process followed will stand up in any potential court proceeding.

## **STANDING ORDERS**

### **ELECTION OF MEMBERS TO THE BOARD**

- Members of the Board shall be elected or appointed by the method specified in Constitution/Rules.
- A single election may be held to fill all the vacant ordinary member positions.
- If the number of persons nominated to fill the vacant position/s is less than or equal to the number to be elected, the Chair must declare each of those persons elected to the position.

### **NOTICE OF MEETING**

Notice shall be given of General Meetings according to the provisions specified in the Association's Constitution/Rules.

The notice should include an adequate and candid description of the business to be transacted at the meeting. The purpose of notice is to enable persons to know what business is proposed for a meeting, so that they can make up their minds whether or not to attend.

The following general principles apply:

- Wherever possible, 10 working days notice shall be given of the date, time and place of Board meetings. Where urgent matters arise, shorter notice may be given.
- Notice shall be given of meetings of any Board sub-committees as laid out in the Terms of Reference, or where this has not been specified in the Terms of Reference at the discretion of the Chairs of those committees.
- Where possible, Board agendas and any papers to be discussed at the meeting should be circulated in advance of the meeting.
- Ordinary meetings of the Board shall be held at the dates, times, and places decided by the Board from time to time.
- A special meeting of the Board shall be called at any time at the request of no fewer than three Board members. Ten working days notice must be given of any such meeting.

### **QUORUM**

The quorum for any General Meeting shall be as laid down in the Constitution. The quorum for any Board meeting shall be as laid down in the Constitution. The quorum for the meeting of any sub-committee shall be as laid down in the committee's Terms of Reference, or if not there specified shall be as adopted by the committee.

At any point after the opening of a meeting, any member of the Board may call attention to the lack of a quorum. The meeting shall then terminate.

### **AMENDMENTS TO MOTIONS**

A resolution put to a general meeting that has not yet been passed will be referred to as a "motion".

In circumstances where one or more members wishes to amend a motion prior to it being passed at a general meeting, the following process should be adopted:

1. The motion (in its original form) should be put to the meeting by the Chair.
2. A member may propose an amendment to the motion (“the amendment”).
3. Another member can then second the amendment [subject to the comment below about seconding].
4. The Chair should allow a reasonable opportunity to discussion of the amendment.
5. The Chair should then call a vote on the amendment. If the vote passes, the motion will be amended.
6. If a member wishes to make another amendment to the motion, then steps 2 - 5 should be followed again.
7. Once all the amendments have been made, the Chair should put the motion to meeting for a vote on whether to pass the motion or not.

Notwithstanding the above, the Chair should not allow any amendment to a motion to be put where:

- The proposed amendment introduces substantially new subject material.
  - Remember that members will have decided whether to attend the meeting on the basis of the notice of meeting. If the meeting considers subject matters not included in the notice, it could be unfair to members that are not present.
- The proposed amendment has the effect of negating the motion in its original form.
- There have already been two amendments, unless the Chair in his or her discretion believes there is good reason to allow more. That is, only two amendments should be moved to any motion, after which the meeting should debate and vote on the motion as amended, unless there is good reason to allow further amendments.

## **VOTING**

The Chair should put to the meeting any motion, except:

- The Chair should not allow any motion to be put to a general meeting that is vague or ambiguous.
- The Chair should not allow any motion to be put unless notice has been given to members that the subject would be covered at the meeting. The only exception would be in the case of an urgent matter for which notice was unable to be given.

Unless it is required by the Constitution or Rules, or it involves a motion to overturn a decision of the Chair It is not necessary for a motion to be seconded.

Subject to the Constitution:

- Members, including members of the Board may vote for any motion or may abstain.
- A motion shall be declared carried if a plurality of members present (that is, a majority of members present and voting) vote in its favor.
- In the event of an equality of votes for and against a motion, the Chair shall have no casting vote and the motion will automatically lapse.

## **MEMBERS' INTERESTS**

The Chair should ensure that Board members are familiar with the Conflict of Interest Policy, and that the procedures required by that policy are observed by members of the Board.

## **SPEAKING**

Members may speak to any motion when granted the right to speak by the Chair. The mover of any motion has the right to speak first on that motion for the time period allocated by the Chair.

The Chair shall grant priority to members who express an intention to move dissent with a decision of the Chair.

In speaking to any motion or amendment, members are to confine their remarks strictly to such motion or amendment, and shall not introduce irrelevant matters or indulge in needless repetition. In this matter, the Chair's ruling is final and not open to challenge.

The Chair of a general meeting should provide a reasonable opportunity for members to ask questions of the Board, and any of the Board members. In all cases, the Chair should have regard to the following in determining what is reasonable:

- the purpose of the meeting;
- the time available at the meeting, and the need to ensure that there is sufficient time allocated to conduct the business included in the notice of meeting;
- the desirability of the meeting closing on-time;
- the relevance of the questions being asked to the business included in the notice of the meeting;
- the relevance of the questions being asked to the meeting as a whole and whether the matters being raised could be more appropriately addressed in another forum;
- the most appropriate person/s or entities to whom the questions should be addressed;
- the desirability of ensuring that members have an adequate opportunity to raise concerns about the governance of 3ZZZ; and
- any other matter considered relevant by the Chair.

## **MINUTES AND REPORTS**

Minutes of any meeting of the Board shall be circulated to all members as soon as possible after that meeting, and before the scheduled date of the next meeting. The minutes shall record:

- the date, time and venue of the meeting;
- the names of those members and officers present;
- the name of the meeting Chair;
- any apologies tendered;
- any failure of a quorum;
- a list of items considered;
- any resolutions pertaining to those items; and
- details of any declarations of pecuniary interest.

Any other matters may be recorded at the discretion of the Chair.

Reports of sub committees, office holders and any matters that include any recommendations or requiring decision making be submitted in writing prior to the meeting.

## **AMENDMENTS TO STANDING ORDERS**

The Board may amend these Standing Orders at any time, either permanently or for a specified period.

## **OTHER MATTERS**

In exercising his or her discretion, the Chair is to take account of, but is not bound by, Robert's Rules of Order (<http://www.rulesonline.com/>).

