



Orange Community Broadcasters Ltd – Registered Charity

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Policy Manual Introduction

Corporate Governance

Responsibility:

OCB Ltd is committed to ensuring that its corporate governance adheres to the guidelines set out in the *Community Radio Broadcasting Codes of Practice (2008)*.

Purpose:

To ensure that OCB Ltd operates according to the guiding principles and within a framework of sound corporate governance it is committed to having documented policies and procedures. These documents will be filed electronically and in hardcopy in the station's office and exhibited on the station's notice-board in a public area. All OCB Ltd policies and procedures documents will be available for examination.

Procedure:

- 1.1 OCB Ltd will be controlled and operated by an independent body that represents its community interest.
- 1.2 Written corporate governance policies and procedures will support OCB Ltd's management, financial and technical operations to meet all legal requirements.
- 1.3 OCB Ltd will have training in place to ensure that everyone is aware of his or her legal obligations and is able to effectively participate in improving the service.
- 1.4 Written policy documents will be in place which outline OCB Ltd's:
 - (a) principles of financial membership;
 - (b) the rights and responsibilities of financial members within the organisation;
 - (c) and the rights and responsibilities of the organisation to financial members.
 - (d) A register of financial members will be maintained and kept on the premises of OCB Ltd
- 1.5 Written policies and procedures will be in place to effectively deal with internal conflict.

- 1.6 Policies and procedures will be in place to handle complaints from the members of OCB Ltd and its volunteers.
- 1.7 At least one on-air announcement will be broadcast by OCB Ltd each week that contains information about the Codes and where listeners can get a copy. A copy of the announcement is to be made available to ACMA upon request.

Implementation and Responsibility:

The implementation of this policy is the responsibility of the Committee of Management and the Public Officer.

Due to OCB Ltd's commitment to serve our community interest the Public Officer will:

- keep the *Codes of Practice* checklist up-to-date and ensure that all aspects of it are regularly reviewed and maintained;
- ensure that a *Codes of Practice* announcement is recorded and permanently stored electronically and will be broadcast at least once per week. (A copy of the log confirming these announcements will be available for examination upon request.);
- maintain a register of the financial members and 'Friends' subscribers. These registers will be made available to ACMA, the CBAA and all members and subscribers of OCB Ltd upon request.