



Community Radio
Shop 6 Bowling Arcade, Colac
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Web: www.ocrfm.org.au
ABN 35 575 865 292

OCR FM GOVERNANCE POLICY

INTRODUCTION

In accordance with Code 1.2 of the Community Broadcasting Codes of Practice, this policy deals with the corporate governance and procedures that support the management, financial and technical obligations of OCR FM to meet all legal requirements.

PURPOSE

The aim of this policy is to clarify the content of OCR FM's Constitution by making explicit the underlying principles of governance and to document how governance is managed within the organisation.

POLICY

The function of the OCR FM Committee of Management is to collectively ensure the delivery of the organisation's objectives, to set strategic direction and uphold its values. The Committee of Management should be collectively responsible and accountable for ensuring and monitoring the organisation is performing well, is solvent, and is complying with all its legal, financial and ethical obligations.

The responsibilities of the Committee of Management that cannot be delegated to any other person or body include;

- Compliance monitoring – ensuring compliance with the objects, purposes and values of the organisation, and with the Constitution.
- Organisational governance – setting or approving policies, plans and budgets to achieve those objectives, and monitoring performance against them.
- Strategic planning – reviewing and approving strategic direction and initiatives.
- Regulatory monitoring – ensuring that OCR FM complies with all relevant laws, regulations and regulatory requirements.
- Financial monitoring – reviewing the budget, monitoring management and financial performance to ensure the solvency, financial strength and good performance of OCR FM.
- Financial reporting – considering and approving annual financial statements and required reports to governing bodies.
- Organisational structure – setting and maintaining a framework of delegation and internal control.
- Leadership selection – selecting, evaluating the performance of, rewarding and, if necessary, dismissing the organisation's leadership volunteers.
- Succession and remuneration planning – planning for Committee of Management, leadership volunteers and executive succession.



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- Risk management – reviewing and monitoring the effectiveness of risk management and compliance in the organisation; agreeing or ratifying all policies and decisions on matters which might create significant risk to the organisation, financial or otherwise.
- Dispute management – dealing with and managing conflicts that may arise within the organisation, including conflicts arising between Committee of Management members, or other volunteers.
- Social responsibility – considering the social, ethical and environmental impact of all activities and operations and ensuring that these are acceptable.
- Board performance and composition – evaluating and improving the performance of the Committee of Management.

MANAGEMENT COMMITTEE MEMBERS WITH OPERATIONAL ROLES

The Management Committee should focus on the strategic direction and the core policies of the organisation, and avoid becoming involved in day-to-day operational decisions. Where individual Management Committee members do need to become involved in operational matters, they should separate their strategic role (where they operate independently of any direction) from their operational role (where they act at the direction of the Committee of Management).

PROCEDURES

Internal Controls

The Committee of Management should set and maintain standing orders, policies and procedures, and systems of financial control, internal control, and performance reporting. The Committee of Management should ensure that there is a system for the regular review of the effectiveness of its financial control, internal control, performance reporting, and policies and procedures.

Managing Risks

The Committee of Management should undertake a full risk assessment (either periodically or on a rolling basis) and take appropriate steps to manage the organisation's exposure to significant risks. The Committee of Management must regularly review the risks to which the organisation is subject, and acts to mitigate risks identified.

Committee Review

The Committee of Management should ensure that there is a system for the regular review of its own effectiveness in meeting its responsibilities.

RESPONSIBILITIES

It shall be the responsibility of the Committee of Management to establish and maintain standing orders, policies and procedures, and systems of financial control, internal control, and performance reporting.

It shall be the responsibility of the Committee of Management to clearly demarcate and delegate the functions of sub-committees, and other staff and volunteers.

It shall be the responsibility of the Sub-Committees to address key management and operational issues within the direction and the policies laid down by the Committee of Management, including

- Developing and implementing organisational strategies and making recommendations to the Committee of Management on significant strategic initiatives;



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- Developing the annual budget and managing day-to-day operations within the budget;
- Maintaining an effective risk management framework;
- Keeping the Committee of Management and regulators informed about any developments with a material impact on the organisation's performance; and
- Managing day-to-day operations in accordance with agreed standards for social, ethical and environmental practices.

The Sub-Committees are responsible for the review and implementation of their functions and for reporting outcomes and recommendations to the Committee of Management for final decision making.

Current and proposed Sub-Committees are:

- Admin (overseeing Policy and Procedure, Training and overseeing Grants)
- Finance (overseeing Finances, Membership and Sponsorship)
- Technical (overseeing Station and Broadcasting, Audio and Website)
- Promotions (overseeing Outdoor Broadcast, Promotion and Public Relations, Fundraising and Programming)

Each Sub-Committee is to consist of a Chairperson and have 3 – 5 persons in total.

If there are less than 3 persons available to fill a Sub-Committee due to attrition, resignation and other factors, the functions and responsibilities of that Sub-Committee return to the Committee of Management

The Committee of Management will perform those duties until at least 3 people join the Sub-Committee.

Legislative requirements, Policies & Procedures Manuals and Role Statements guide the work of the Sub-Committees. The Committee of Management and the sub-committees must adhere to the Constitution (Rules) of the organisation and all relevant legislations.

The Committee of Management and each sub-committee is responsible for assisting to implement its part of the Business Plan and for the timely performance of its specialised roles and tasks.

EXTERNAL ACCOUNTABILITY

OCR FM is accountable to and under the scrutiny of the ACMA, Office of Fair Trading and other government bodies. These bodies ensure that we maintain legal and community standards. OCR FM has accountability to the community of the licensed broadcast area, our members, our program presenters and our sponsors. These stakeholders help ensure we have a harmonious, diverse, broad, high quality, equitable and sustainable community radio service.

REVIEWS

OCR FM uses an external accounting firm to undertake the financial based internal audit function. This internal audit consists of an audit of internal controls within the accounting and other financial functions and addresses a range of risk management issues including internal control, fraud control and office financial security issues. We use suitably qualified external consultants to advise and supply services to OCR FM on the development and preventative maintenance of equipment. The organisation uses a suitably qualified and accredited legal advocate for legal matters should they occur.



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RELATED DOCUMENTS

OCR FM Constitution

Committee of Management Induction Policy

Committee of Management Dispute Resolution

Fundraising and Money Handling Policy

This policy was reviewed by the OCR FM Committee of Management

Signed *Tyson Graha*, Date 17th May 2023

This Policy is due for review within 24 months of the date shown above.