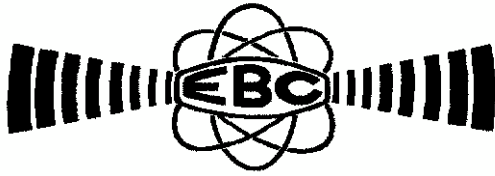




Ethnic Broadcasters' Council

Constitution

Policy and Procedures Manual



*Ethnic Broadcasters
Council
of the ACT and surrounding
Districts Inc.*

ABN 43 178 039 578

CONSTITUTION

1. NAME

The name of the Association (hereinafter called the EBC) shall be the Ethnic Broadcasters Council of the ACT and Surrounding Districts Inc.

2. OBJECTS

The objects of the Association shall be all or any of the following:

- a) to develop, encourage and distribute electronic media programs for ethnic communities;
- b) to promote multicultural and intercultural activities and exhibitions;
- c) to encourage the members of the EBC to participate and cultivate understanding between all Australian citizens and residents;
- d) to apply for a broadcasting license; should this be desirable, subject to ratification by a general meeting
- e) to manage a broadcasting station, where a broadcasting license is obtained, and to transmit programs for and/or on behalf of ethnic communities within the provisions of the Broadcasting and Television Act 1942 and in accordance with the code of ethics for public broadcasters as defined by the Community Broadcasting Association of Australia.

3. POWERS

For the purpose of effecting its objects, the EBC shall have the following powers:

- a) to acquire, equip, maintain, conduct and arrange on an access basis, broadcasting studio and premises for ethnic communities and other multicultural groups;
- b) to purchase, take on lease or in exchange, hire or otherwise acquire, any

lands, buildings, easements or property, real and personal, and any rights or privileges; provided that in case the EBC shall take or hold any property which may be subject to any trust the EBC shall only deal with the same in such manner as is allowed by law having regard to such trusts;

- c) to raise, borrow, invest, donate, expend, lend or advance funds;
- d) to construct, improve, maintain, develop, manage, alter or control, any houses, buildings, premises, grounds, works or conveniences;
- e) to sell, improve, manage, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the EBC;
- f) to take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, or any part of the property or whatsoever kind sold by the EBC or any money due to the EBC from purchasers and others;
- g) to take any gift of property whether subject to any special trust or not, but subject always, to the proviso in sub-rule 2;
- h) to remunerate any person or body corporate for services rendered or to be rendered;
- i) to draw, make accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading, and other negotiable or transferable instruments;
- j) to take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the EBC by way of donations, annual subscriptions or otherwise;
- k) to print and publish any newspapers, periodicals, books or leaflets that the EBC may think desirable for the promotion of its objects;
- l) to buy, sell, and deal in all kinds of articles, commodities and provisions for members of the EBC or persons frequenting the EBC's premises;
- m) to amalgamate with, subscribe to, or become member of, any other organisation, club, or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the EBC'
- n) to enter into any arrangements with any Government or authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the EBC;
- o) to administer and implement the ratified and accepted arbitration procedure

when called upon by the station manager or after formal approach by a complainant;

- p) to take a producer/broadcaster off air after a serious breach of conditions not covered by rule (8); the EBC must call a special general meeting where a two third majority of all members may make such a decision;
- q) to do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the EBC.

4. MEMBERSHIP

Only members of the EBC with a valid Contract to Broadcast have access to broadcasting time and other facilities.

- 5. a) An ethnic community seeking air time to broadcast an ethnic radio program and intending to comply with these rules, may apply for membership of the EBC. This also applies to Aboriginal communities.
 - b) For the purpose of this rule, an "ethnic community" is a community of persons who speak the same language (in addition to English) and/or who belong to the same origin, whether or not they also come from within the same national boundaries.
 - c) Arrangements between groups within the same ethnic community for the purpose of sharing broadcasting time and other facilities are matters internal to that community.
- 6. a) Membership of the EBC may be available to a group of persons (whether belonging to the same community or not), who undertake to comply with these rules and who demonstrate, to the satisfaction of the executive committee of the EBC, their commitment and capacity to produce broadcasting programs of a multicultural nature either in English or a combination of English and some other community languages.
 - b) Associate membership of the EBC is also open to any individual with demonstrated interest in complying with the spirit and provisions of the rules of the Association. Such membership will carry a nominal membership fee to be determined by the Association and shall entitle the associate members to attend full council, general and special meetings with speaking rights.
 - c) Membership of the EBC is also open to formal corporate and non-incorporate organisations (other than ethnic communities) who support the spirit and provisions of these rules in form of an institutional membership.

7.
 - a) Any ethnic community having a radio program shall formally and in writing accredit two (2) delegates with full voting rights to the EBC. One of these delegates must be a current broadcaster of that community's program.
 - b) Any group regularly producing a multicultural program shall be entitled to accredit one voting member to the EBC.
 - c) Associate members shall have not voting rights.
 - d) Institutional members will be represented by one delegate with full voting rights.

8. An Applicant may be rejected or a member taken off air or loose membership if:
 - a) There are reasonable grounds to believe that the applicant/member would not abide by the rules and objectives of the association; or
 - b) Required by law; or
 - c) The applicant/member has been convicted of an indictable offence; or
 - d) There are reasonable grounds to believe that the applicant/member would not abide by the Community Broadcasting Code of Practice; or
 - e) There are reasonable grounds to believe that the applicant/member would pose a security risk to the members, property or premises of the association.

9.
 - a) An ethnic community or group of persons or individual belong to an ethnic group whose application for membership has been rejected or a producer/broadcaster has been suspended, shall be notified within fourteen (14) days in writing giving the reasons for the decision and may lodge with the secretary written notice of their intention to appeal against the decision of the executive committee.
 - b) The appeal shall be considered at a general meeting to be held not earlier than twenty-one (21) days and not later than thirty-one (31) days after service of the notice. At such meeting, the appellant shall be given the opportunity to fully present his case and the executive committee or those members thereof who rejected the appellant's application, shall likewise have the opportunity to present its or their case. The general meeting shall determine the appeal by a simple majority of votes and its decision shall be final.

10. A member may resign from the EBC by giving notice in writing to the secretary.

Such resignation shall take effect at the time such notice is received by the secretary, unless a later dated is specified in the notice, when it shall take

effect on that later date.

11. SUBSCRIPTION

- a) There shall be annual subscription fee for the three categories of the membership as determined by a two-thirds majority at an Annual General Meeting.
- b) The annual subscription fee shall be payable at such time and in such manner as determined from time to time by the executive committee.

12. EXECUTIVE COMMITTEE

The administration of the affairs of the EBC shall be manager by an executive committee, which shall consist of:

- a) President
- b) Vice President(two)
- c) Secretary and Assistant Secretary
- d) Honorary Treasurer
- e) Committee member (three)

13. The executive committee shall be elected at the Annual General Meeting and shall hold office for twelve (12) months.

14. a) At the Annual General Meeting, all members of the executive committee for the time being, shall retire from office but shall be eligible, upon nomination, for re- election.

b) The election of members of the executive committee shall take place in the following manner:

(i) Any two voting representatives shall be at liberty to nominate any other voting representative to serve on the executive committee.

(ii) The nomination, which shall be in writing and signed by the nominee and his proposer and seconder, shall be lodged with the secretary at least three (3) days before the Annual General Meeting.

(iii) Should, at the commencement of such meeting, there be insufficient number of candidates nominated, nominations may be taken from the floor at the meeting.

15. Any member of the executive committee may resign from the executive committee at any time, by giving notice in writing to the secretary, but such resignation shall take effect at the time such notice is received by the secretary, unless a later date is specified in the notice when it shall take

effect on that later date or such member may be removed from office at a general meeting of the EBC, where that member shall be given the opportunity to fully present its case. The question of removal shall be determined by the vote of the members present at such a general meeting.

- 16.** a) The executive committee shall have power at any time to appoint any member of the EBC to fill any casual vacancy on the executive committee until the next Annual General Meeting.
- b) The continuing members of the executive committee may act notwithstanding any casual vacancy in the executive committee but if and so long as their number is reduced below the number fixed by or pursuant to these rules as the necessary quorum of the executive committee, the continuing member or members may act for the purpose of increasing the number of members of the executive committee to that number or of summoning a general meeting of the EBC but for no other purpose.
- 17.** a) Except as otherwise provided by these rules and subject to resolutions of the members of the EBC carried at any general meeting, the executive committee;
- (i) shall have the general control and management of the administration of the affairs, property and funds of the EBC;
 - (ii) shall have authority to interpret the meaning of these rules and any matter relating to the EBC on which these rules are silent;
 - (iii) shall appoint sub-committees which may include EBC members not serving on the executive. All sub-committees must be chaired by an executive member with the president holding ex-officio positions on all such committees. These committees must report and make proposals to the executive. Action on any proposal can only be taken after executive approval. Major decision must be ratified by full council.
 - (iv) shall co-opt members to the executive when necessary. Such co-options can only take place with the approval of two-thirds of the executive and must be reported to the next general meeting for ratification.
- b) The executive committee may exercise all the powers of the EBC as provided in Rule 3.

18. The executive committee shall meet at least six (6) times a year.

19. VOTING

Unless otherwise provided, voting shall be by the simple majority system and in the event of equal voting at any meeting, the president, or in his absence the person presiding at the time, shall have the casting vote.

20. GENERAL AND ANNUAL GENERAL MEETINGS

a) A general meeting shall be held quarterly or when called by the executive committee, or if required by at least ten (10) members.

b) The Annual General Meeting shall be held no later than thirty (30) days after receipt of the audited accounts but no later than August 31.

21. Any general meeting of the EBC shall have the power to determine the policy and the arbitration procedure of the EBC, which shall not be inconsistent with these rules, by passing resolutions binding on all members of the EBC and office-bearers of the executive committee. Such a policy or arbitration procedure may only be re repealed, amended or varied by a subsequent resolution passed by a general meeting.

22. NOTICE OF MEETINGS

At least seven (7) clear days' notice shall be given of all meetings of the EBC and the executive committee of the EBC.

23. QUORUM

a) At general meetings, at least twenty five (25) percent of the total number of members shall constitute a quorum.

b) At executive committee meetings four (4) members shall constitute a quorum.

24. FINANCIAL YEAR

The financial year of the Association is the period beginning on 1 July in each year and ending on 30 June of the following year.

25. FUNDS

All funds of the Association shall be banked and the account shall be operated by the treasurer, and one of the office bearers.

26. AUDITORS

One auditor, not being a member of the executive committee shall be appointed annually and shall examine the records and accounts of the Association.

27. THE SEAL

There shall be a seal of the EBC. The seal shall be in the custody of the secretary and shall be used only by the authority of the executive committee.

28. PUBLIC OFFICER

The executive committee shall from time to time as the occasion requires appoint of public officer for the purposes of the Associations Incorporation Act 1991 of the ACT.

29. LIQUIDATION

If upon winding up or dissolution of the council there remains after satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the council, but shall be given or transferred to another body or bodies within Australia having similar objects to the council, or to such charitable body or bodies which shall prohibit the distribution of its income and property among its members.

30. AMENDMENTS TO THE CONSTITUTION

These rules shall not be amended except by resolution passed by a majority of two thirds of the members present and voting at any general meeting.

31. MISCELLANEOUS

Words imparting the singular include the plural and vice versa, and words imparting a gender include any other gender, and words denoting an individual person include a body corporate.

32. The EBC Policy and procedure manual is an integrated part of this constitution.

Ethnic Broadcasters' Council

Policy and Procedure Manual Updated 14 July 2019

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Ethnic Broadcasters' Council

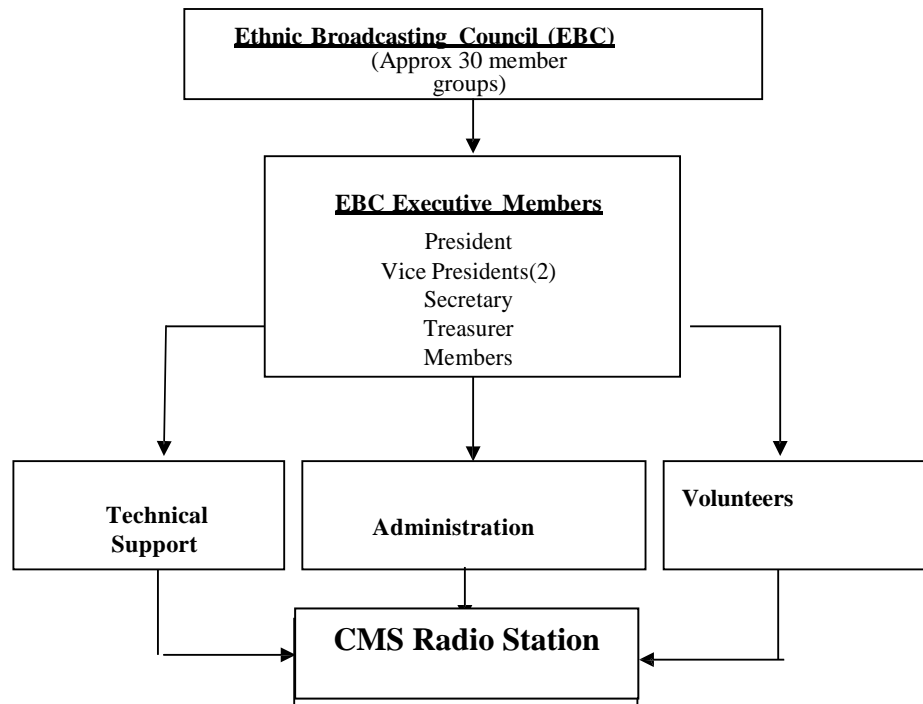
Policy and Procedure Manual

1. Background

The Ethnic Broadcasters' Council of the ACT and Surrounding Districts Inc. (EBC) was incorporated in 1977 and promotes the interests of ethnic broadcasting for and by the ethnic communities in Canberra.

The Ethnic Broadcasters' Council was incorporated as a non-profit organisation in 1977 and has been on the air since 1993. EBC was granted a permanent community radio broadcasting licence on 15 July 2000. The EBC has overall responsibility for running of the Canberra Multicultural Service (CMS) on 91.7FM which operates 24 hours a day, 7 days a week, and is currently broadcasting in 35 languages with a pool of at least 86 broadcasters and around 15 volunteers. CMS has two fully functional broadcast studios located at the Grant Cameron Community Centre, Holder with a transmitter on Black Mountain. Individual broadcasters are responsible for producing their own programs.

2. Organisational Structure



3. Role of the EBC

The main role of the EBC is to provide governance and management support for the Canberra Multicultural Service radio station. The EBC Executive is responsible for running the service and has responsibility for scheduling programs, production co-ordination, recruitment and co-ordination of volunteers, technical co-ordination, fundraising/securing finance, liaising with funding bodies, promotion, sponsorship, training, maintenance of facilities and amenities.

4. Objectives

The objectives of the EBC are:

- A. To be the most recognised and preferred multicultural radio station in the act region
- B. To maintain highest program quality, relevance and innovation
- C. To maintain the highest level of technical excellence
- D. To be the most desired place to work as a broadcaster

5. Membership

Only members of the EBC and other groups with a valid Contract to Broadcast from the EBC may have access to broadcasting time and other facilities.

EBC membership may be granted to any ethnic community seeking air time to broadcast an ethnic radio program and intending to comply with the rules of the constitution. This also applies to Aboriginal and Torres Strait Islander communities.

An "ethnic community" is a community of persons who speak the same language (in addition to English) and/or who belong to the same origin, whether or not they also come from within the same national boundaries. Arrangements between groups within the same ethnic community for the purpose of sharing broadcasting time and other facilities, are matters internal to that community.

Membership of the EBC is available to a group of persons (whether belonging to the same community or not), who undertake to comply with the rules of the constitution and who demonstrate, to the satisfaction of the EBC executive committee, their commitment and capacity to produce broadcasting programs of a multicultural nature either in English or a combination of English and some other community languages.

Associate membership of the EBC is also open to any individual with demonstrated interest in complying with the spirit and provisions of the rules

of the Association.

Institutional membership is open to formal corporate and non-incorporated organisations (other than ethnic communities) who support the spirit and provisions of the EBC constitution.

A group whose application for membership has been rejected may apply within one month of notification, to lodge a written notice of their intention to appeal against the rejection. The next Executive meeting will give the appellant the opportunity to fully present his/her case and the Executive will likewise have the opportunity to present its case. The Executive will determine the appeal by a simple majority of votes and its decision is final.

A member may resign from the EBC by giving notice in writing to the Secretary. Such resignation will take effect at the time such notice is received by the Secretary unless a later date is specified in the notice.

All Broadcasters or volunteers of EBC are requested to provide personal details as follows:

Full Names(s), residential address and details as requested by the executive committee and in accordance with the associations act. (These details are protected by section 21 Privacy and Confidentiality Policy)

6. Membership Application Process

New membership applications should be processed as follows:

- 10.1 all new membership applications should be forwarded to the Secretary or a nominee of the Executive for processing together with the appropriate membership fee
- 10.2 the Secretary will present new applications to the next Executive meeting for approval
- 10.3 the Secretary will then inform the applicant in writing of the approval/non- approval of the application and pass payment to the Treasure if approved or return payment to the applicant if not approved
- 10.4 the Secretary will then draw up the contract for an approved membership and present it to the President for signature and to one other Executive member for witnessing
- 10.5 contracts can only be signed after formal approval by the Executive
- 10.6 the Executive will also view and approve the requested time slot or indicate to the applicant other availability if the requested time slot is not available
- 10.7 the Secretary will place any other requests in a 'time slot' waiting list to be reviewed on a regular basis by the Executive
- 10.8 any subsequent time slot variations will need to be approved by the Executive
- 10.9 the Secretary will inform the Executive of new members' training requirements and the Executive will arrange appropriate training

10.10 the Secretary will keep in a file all relevant membership documentation

(EBC Membership Application Form -
Attachment B) (Membership Approval Form -
Attachment C)

7. Membership and Broadcasting Fees

An annual membership fee is payable by the end of each financial year of which part goes to the National Ethnic Broadcasting Council. Variations to the fee can only be decided by a two-thirds majority of members present at an AGM.

In addition, a broadcasting fee can be charged for broadcasters which is on top of the ethnic radio grants.

Station sponsorship payments can also be made, however, private group program sponsorship is the responsibility of individual groups and must be according to CBF regulations.

(Fee Structure - Attachment
A)

8. Airtime policy & frequency of broadcasts

Broadcasters are required to provide satisfactory evidence of being able to produce a radio program weekly. (for example, more than one broadcaster on the team for the respective program)

Failure to broadcast for three instances (three no shows) consecutively during the allotted time or failure to broadcast 75% of broadcast hours in any given three months will lead to instant dismissal of the said program. This is the complete responsibility of the respective program coordinator.

Coordinators must inform the radio station of any no shows via email.

Broadcasters commit to being present in the studio to present live broadcast, however if there is a need for a recorded program, at least one broadcaster must still be present in the studio while playing that recorded program.

Leaving thumb drives/CD's to play unattended during the program is not permitted.

Non-compliance will lead to disciplinary action by the CMS board of executives.

In general each language community may have up to ten hours of secured airtime on CMS radio FM91.1.

Ethnic languages are those recognised by CBF. Each language community is entitled to 10 hours of broadcasting. Airtimes are allocated on a "first come - first serve" basis subject to availability and approval by the CMS board.

The need for airtime may be considered on a case by case basis and will be unsecured.

This means that airtime may be reduced from language communities with more hours to allow for new programs.

If a new community group wishes to have access to secured airtime when their language has reached the ten-hour limit, CMS reserves the right to make decisions with regards to sharing of airtime, taking language community feedback into consideration.

9. Voting

Any ethnic community having a radio program shall formally and in writing accredit two (2) delegates with full voting rights to the EBC. One of these delegates must be a current broadcaster of that community's program.

Any other group regularly producing a multicultural program is entitled to accredit one voting member to the EBC. Associate members have no voting rights and institutional members may be represented by one delegate with full voting rights. These voting rights apply equally to general meetings, special general meetings, annual and general meetings.

The Secretary will provide an updated list of eligible voting members at each AGM and will ensure that only eligible members' votes are recognised.

The Secretary may also remind members of voting eligibility requirements one month before the AGM.

Groups must be financial members to vote on decisions and appointments. Groups who are not financial members at the time of an AGM will not be eligible to vote at the AGM nor stand for nomination to the Executive.

10. Volunteering Policy

BACKGROUND

EBC is a community radio station, which relies largely on the efforts of volunteers to maintain its operations.

Our volunteers come from a wide range of backgrounds, and volunteer for different reasons such as:

- to contribute a service to the community through broadcasting
- to develop professional skills
- to maintain existing skills
- to enjoy the social nature of the organisation
- to facilitate personal growth

EBC aims to treat all of its volunteers equally with respect and trust and to provide a workplace which is safe, enjoyable and fulfilling. EBC will endeavor to provide a working environment which is flexible in order to allow its volunteers to gain the benefits they aspire for through volunteering.

Conversely, EBC expects its volunteers to act professionally and in good faith towards the station at all times and that they hold the interests of the station and its community in equal regard to their own, thus ensuring positive outcomes for themselves, the station and the community we serve.

PURPOSE

This document sets out EBC's Policy on the responsible management of the Volunteer Program. The purpose of this policy is to provide a clear statement about the roles and responsibilities of the volunteers and the organisation.

PRINCIPLES OF VOLUNTEERING

- Volunteering benefits the community and the volunteer.
- Volunteering is always a matter of choice.
- Volunteering is an activity that is unpaid and not undertaken for the receipt of

- salary, pension, government allowance or honorarium.
- Volunteering is a legitimate way in which citizens can participate in the activities of their community.
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs.
- Volunteering is an activity performed in the not for profit sector only.
- Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers. • Volunteering respects the rights, dignity and culture of others.
- Volunteering promotes human rights and equality

The rights and responsibilities of volunteers

The rights of volunteers at EBC. You have the right to:

- be treated fairly and with respect,
- suitable assignment with consideration for personal preference, temperament, abilities, education, training and employment,
- know as much about the organisation as possible, its policies, people and programs
- expect clear and open communication from management and staff at all times,
- be given appropriate orientation, introduction and provision of information about new developments,
- sound guidance and direction in the workplace,
- advance notice (where possible) of changes which may affect your work (such as programming changes),
- undertake your volunteer activity without interruption or interference from management, staff or other volunteers,
- a place of work complying with statutory requirements in regard to equal employment, anti-discrimination legislation, the Commonwealth Racial Discrimination Act 1975 and occupational health and safety standards,
- be heard, to feel free to make suggestions and to be given respect for your honest and constructive opinion,
- appropriate insurance cover such as volunteer and public liability insurance,
- appropriate grievance procedures in the event of a dispute and, if necessary, mediation or arbitration to assist with resolving the dispute,
- receive written notification and reasons for suspension/release of services,
- have services appropriately assessed and effectively recognised,
- have training provided that will enable participation at the station at a variety of levels.
- The responsibilities of volunteers at EBC
- You have the responsibility to:
 - have a professional attitude towards your voluntary work,
 - be prompt, reliable and productive with regard to commitments and agreements made with EBC,
 - notify the appropriate person if unable to meet commitments,
 - understand and abide by station rules,

- understand and adhere to the Codes and maintain familiarity with broadcast laws such as defamation law and the Broadcast Services Act 1992
- not to represent EBC publicly or commercially unless prior arrangement has been made with board or management,
- not to bring into disrepute the operations, management, staff or other volunteers of EBC,
- Be respectful in their dealing with staff and other volunteers,
- treat technical equipment with due care and respect and to notify technical staff of faults and problems,
- undertake to complete a minimum of the basic level of training offered at the station if you are intending to work in any area of programming,
- only use station resources and equipment in carrying out work for EBC and not for personal or private purposes,
- ensure that the station has your current contact details,
- respect the racial and religious backgrounds and the sexual preferences of your co-volunteer workers and work to ensure that EBC is a safe work place for everyone,
- contribute to the achievement of a safe, tolerant and equitable working environment by avoiding, and assisting in preventing, behaviour which is discriminatory.
- Be financial members of the station to perform duties on behalf of the station
- Comply with station policies, standards and procedures
- Inform management of any specific medical conditions or needs that may affect either their health or performance of duties.
- (Eg. Asthma sufferer -Your procedure in the event you have an asthma attack)

The rights and responsibilities of EBC towards volunteers

EBC has the right to:

- expect volunteer cooperation in working to uphold and maintain the station's mission statement, the station charter and program policies,
- expect volunteers to be familiar with the laws relating to broadcasting, station policies and procedures,
- expect volunteers to be prompt, reliable and productive with regard to commitments and agreements made with EBC,
- have confidential information respected,
- make a decision, in consultation with volunteers, as to where their services and skills would best be utilized,
- make decisions which may affect volunteers' work,
- make programming decisions in accordance with programming policies and procedures,
- develop, implement and enforce rules, policies and procedures for all aspects of station operation,
- develop and maintain all property and residence of the station,
- provide volunteers with feedback to enhance programming and broadcasting development,

- expect clear and open communication from volunteers at all times,
- suspend or dismiss volunteers in accordance with station policies and procedures due to contravention of station rules.
- EBC has the responsibility to:
- provide volunteers with a work environment which embraces the principles of access and equity.
- value the importance of volunteers' role within the organization,
- place volunteers in an appropriate, suitable position and environment,
- allocate volunteers appropriate tasks in accordance with strengths, abilities, training and experience,
- provide volunteers with training to expand expertise and abilities,
- acknowledge volunteer contribution to the station and provide with the appropriate recognition and/or rewards,
- ensure staff have the appropriate skills required to work with volunteers,
- provide adequate opportunities for formal and informal constructive feedback,
- provide volunteers with information regarding any activities or changes at the station which may affect their work,
- consult with volunteers(where possible and practicable) on issues that may affect their work,
- ensure that all station democratic processes are adhered to and that volunteers are consulted in major decision-making processes,
- ensure that volunteers are aware of station democratic processes and are encouraged to participate.

11. Procedure for Disciplinary action and dismissal of volunteers

Background

Volunteers are an invaluable resource to EBC and our primary aim is to encourage and support their contribution to our station. However, it is also recognised that there may be times when a volunteer needs to be counselled, disciplined and perhaps dismissed.

We undertake to handle such situations in a professional manner, ensuring communication between our station and the volunteer is clear, fair, objective and remains within the policy outlined below.

Throughout the process our board will reflect on its own operations as well as those of the station and will consider the circumstances, actions and behavior leading to the situation. The following questions will guide this process:

- Have the roles, values and expectations of the organisation been clearly communicated to the volunteer and subsequently reinforced during prior conversations regarding the volunteer's performance?
- Are there any other factors that may be contributing to the volunteer's poor performance e.g. learning difficulties or language barriers?
- Has the volunteer been reminded of expected codes of conduct and consequences for breaches?

- Has the volunteer received training/mentoring and or coaching to improve performance?
- Has a verbal and written warning been given to the volunteer explaining that any further non-compliance will result in suspension or termination of the volunteering opportunity?
- Did the volunteer have the opportunity to respond to prior verbal and written warnings?
- Has the board allowed volunteer natural justice?

Purpose

This document outlines a policy and procedure for disciplinary measures and dismissal. It aims to provide a clear and fair structure that is understandable to both management and volunteers.

The policy includes an appeals mechanism to ensure a ‘right of reply’ to a volunteer who has been disciplined. This is further complemented by EBC’s conflict and dispute resolution policy and procedure, which may be used in a situation where a volunteer believes they have not been fairly heard or that the Procedures for Disciplinary Action and Dismissal of Volunteers has not been adequately followed.

This document does not include the procedure for expulsion of a member from the association, which is laid out in the constitution of the Ethnic Broadcasters’ Council.

Policy

1. The procedure for disciplinary action is a three-step process which includes:
 - First formal notice in writing
 - Second formal notice in writing
 - Notice to the volunteer of dismissal from duties.
2. For issues that are considered minor a conversation with the volunteer may be appropriate; however this will not be considered part of the formal disciplinary action (although it may be referred to in later action).
3. Written notice will include details of the issue and, where feasible, evidence. In a case where the disciplinary measure has been instigated by a complaint, it may be appropriate to include a copy (with identification removed) or extract of this complaint.
4. Further disciplinary actions, such as a suspension of volunteer duties for a period of time, may also be appropriate. In such cases these actions will be included with the formal notice in writing.
5. Every effort will be taken to ensure that notice of a disciplinary measure, whether formal or informal, will be given at an appropriate time, eg: not immediately prior to, or during a broadcast
6. Notice of a disciplinary measure will be given by a designated board member

7. Volunteers will be provided an appeal against the action. This may take the form of a meeting with the appropriate board member or a representation in person and/or in writing to the board.
8. The volunteer may bring a representative to any such meeting.
9. Should an appeal result in a change of the disciplinary action, or removal of it, this will be confirmed in writing to the volunteer.
10. Conduct which may lead to disciplinary action includes, but is not limited to:
 - a. Poor timekeeping and unreliability
 - b. Not following pre-existing station rules and policies, including programming policies and program briefs
 - c. Engaging in acts or broadcasts which may breach the Codes
 - d. Engaging in broadcasts which may breach other related legislation such as the Broadcasting Services Act 1992 (which includes sponsorship provisions), copyright or defamation laws
 - e. Inappropriate handling or use of station equipment or other property
 - f. Rudeness or hostility towards other volunteers or staff members
 - g. Intoxication through alcohol or other substances during working hours
 - h. Publicly bringing EBC into disrepute
11. Some conduct may be tantamount to ‘gross misconduct’, in this instance a volunteer may be dismissed without prior warning
12. Conduct which may be classed as gross misconduct may include, but is not limited to:
 - . Verbal or physical harassment of any other volunteer, employee, member or guest of EBC, particularly in respect of race, sex or religion
 - a. Wilful damage to or theft of property belonging to EBC or other volunteer, employee, member or guest of EBC.
 - b. Falsifications of any of the organisation records for personal gain
 - c. Commercial misrepresentation of EBC.
13. In a case of a volunteer being dismissed without prior warnings the volunteer will be provided an appeal as outlined in point 7

12. Sponsorship Policy

BACKGROUND

Under the Broadcasting Services Act 1992 (BSA) community broadcasters are not permitted to broadcast ‘advertising’. Sponsorship, however, is permitted and this is akin to a limited form of advertising, better known as ‘acknowledgement’.

The BSA outlines three key requirements of a sponsorship announcement:

- Sponsorship content will be limited to five minutes in any hour (Broadcasting Services Act 1992 Sch 2, Part 5 clause 9 (3))
 - Every sponsorship announcement will be clearly "tagged" (Broadcasting Services Act Sch 2, Part 1, clause 2 (2)b)
 - There must be a bona fide financial relationship between the sponsor and the station or program. In line with the community broadcasting code of practice (Code 6), this station will ensure that:
 - sponsorship will not be a factor in determining access to broadcasting time
 - the content and style of individual programs is not influenced by the sponsors of programs, and
 - overall programming of community broadcasting stations is not influenced by sponsors
- Further information on sponsorship requirements is available from the ACMA's document, 'Sponsorship Guidelines for Community Broadcasting Services' - .see www.acma.gov.au.

PURPOSE

The purpose of this policy is to ensure compliance with the BSA and the Codes of Practice. It is furthermore to give clear direction on EBC's ethos with relation to sponsorship.

POLICY

1. All sponsorship announcements will comply with the three key sponsorship conditions outlined above.
2. All sponsorship arrangements shall be recorded on a standard contract and approved by the relevant authority.
3. Sponsorship will not be accepted from companies that promote tobacco, gambling or alcohol.
4. Sponsorship will not be accepted from person or groups whose policies or practices are inconsistent with the general directions of EBC.
5. Sponsorship announcements will be produced and presented in a style and form consistent with the program in which they are to be placed.
6. Individual presenters and members are not entitled to seek sponsorship on behalf of EBC without written consent of the board of management.
7. Under no circumstances can presenters accept gifts, products or services of payments in return for promotion of a product, service or business.
8. Under no circumstances can presenters solicit gifts, products or services of payments in return for promotion of a product, service or business
9. Under no circumstances can presenters engage in favouritism when giving away gifts, products or services on their programs. It is recommended that the following definitions be considered in determining whether to offer a gift, product or service:

1. What is the relationship between me, the broadcaster and the person who is the recipient of the gift, product or service?
2. Am I as the broadcaster, seeking to influence their decisions or actions?
3. Am I seeking to receive a favour in return for the gift?
4. Would giving this gift, product or service diminish public trust?

EBC reserves the right to refuse any paid announcement.

EBC will encourage sponsorship to raise the station's annual revenue in the following areas;

- (a) Foundation Sponsorship: packages of entitlements for business and government departments that provide funding for equipment and start up operating costs.

- (b) Announcements: packages of pre-recorded and live announcements (15, 20, 30 and 60 second duration options) which promote products/services of businesses. These businesses are recognized on-air as sponsors supporting the station.
- (c) Program Dedication: specific pre-recorded or live programs are sponsored by businesses (program duration will vary). These businesses are recognized on-air as sponsors supporting the station. Time allocated for this will be calculated into the permitted five minutes per hour.
- (d) Production Fee: EBC can act as producers for audio recordings and charge a fee if directed by the Board or management.
- (e) Production Facility Fee: EBC can lease the studio facilities to community groups that have qualified technicians and financial security to cover all costs (ie. Fees and damage to equipment insurance) at a set fee as directed by the Board of management (refer to Pricing Policy)

These will NOT exceed five minutes per hour in total.

Proposals

EBC will produce proposals for potential clients, which will include;

- (a) Description of Project (the specific package/activity/program)
- (b) Services Proposed
- (c) Cost (the specific payment structure from the client to the station)
- (d) any further arrangement to be negotiated as need arises

13. Finance Policy

1. PURPOSE

The purpose of this policy is to streamline the purchasing, transaction and payroll processes of CMS Radio for the Ethnic Broadcasters' Council (EBC) for the 2018/19 financial year and beyond.

2. SCOPE

- a. This policy applies to the EBC Executive Committee, management, employee (staff), technical contractors, members, student interns and volunteers.
- b. This policy describes EBC's objectives and policies in maintaining efficient and timely purchasing and transaction financial processes.
- c. This policy outlines the requirements and responsibilities of those involved to achieve this.

3. DEFINITIONS

Term: Budget

Definition: An estimate of income and expenditure for a set period of time and/or within a financial year that is in relation to a specific business and/or operational outcome.

Term: Purchase

Definition: The procurement of goods or services.

Term: Transaction

Definition: The movement of funds (via cheque or electronic funds transfer) from an EBC/CMS bank account to a nominated, titled by name or organisation, bank account. Blank cheques are not permissible.

Term: Purchaser

Definition: Is an employee, contractor or executive member of EBC/CMS who;

- a) Needs to make regular purchases on behalf of CMS and the EBC to ensure efficient and timely business operations
- b) Has a EBC Executive Committee and member approved budget to enact purchasing duties in relation to CMS business operations
- c) Understands what items or services is, and is not, budgeted for
- d) Can identify which budget purchases are assigned to
- e) Has the ability, and has the responsibility to, periodically check the budget to avoid overspending
- f) Has the ability, and has the responsibility to, seek approval for non-budgeted item(s)

Term: CBF Claimant

Definition: A coordinator, nominated informal deputy coordinator or broadcaster of a language group who currently holds EBC membership, is from a CBF certified broadcast language program and authorised by their language group to apply and/or claim CBF approved funds.

Term: CBF Claim

Definition: A claim of approved CBF funds for the content operations and development of a CBF certified broadcast language program.

4. PROCESSES AND RESPONSIBILITIES

a. Executive Committee/Management

- i. Establish financial year budget objectives (*from June*)
- ii. EBC Executive Committee provisionally approve budget objectives (*by July*)
- iii. Seek EBC members approval of budget *objectives (30 days after receipt of audited funds from previous financial year and not later than 31 August; see, item 20(b) Ethnic Broadcasters' Council Constitution Policy and Procedures Manual)*
- iv. Receives and reviews transaction reports fortnightly and/or monthly (*ongoing*)

- v. Receives and oversees complaints (*see item 7.Complaints and 8.Sanctions Ethnic Broadcasters’ Council Constitution Policy and Procedures Manual*)
- b. Purchaser
- i. Contributes to the formation of the financial year budget objectives (*from June*)
 - ii. Coordinates and implements EBC’s provisionally approved budget (*from July*)
 - iii. Coordinates and implements approved budget (*once budget is accepted at AGM*)
 - iv. Oversees transactions (*see below item 5. Transactions*)
 - v. Reports transactions to Station Manager (*fortnightly*)
 - vi. Reports transactions to EBC Executive Committee (*monthly*)
 - vii. Applies to the EBC Executive Committee funding for a non-budgeted item (*as required*)
- c. CBF Claimant
- i. Contributes to the formation of CBF content grant applications (*as required*)
 - ii. Coordinates and/or transacts approved language program purchases as per their budget (*from July*)
 - iii. Reports and claims refund for transactions via CMS Finance Officer (*biannually or annually*)
 - iv. Applies to the EBC Executive Committee to approve funding for a non-budgeted item (*as required*)

5. TRANSACTION POLICY

- a. Approved ‘Purchaser’ creates transaction for budgeted item or service
- b. One ‘Office Purchaser’ and one ‘Executive Purchaser’ verifies transaction with bank
- c. Transaction complete
- d. Automated transactions are verified by the above process once
- e. All non-budgeted items are approved by request to the EBC Executive Committee (*see item 4(b). above*)

6. PAYROLL POLICY

- a. Permanent employees’ (full time or part time) base wage is automated via bank transfer fortnightly, and on completion of their three month probation period
- b. Any adjustments (overtime, TOIL) is approved by the Station Manager and reported to the Finance Officer fortnightly
 - i. TOIL is immediately recorded in MYOB by the Finance Officer
 - ii. Overtime is administered as per item 4(b). *Processes & Responsibilities, Purchaser and item 5. Transaction Policy*

- c. Any leave requests (personal, annual, unpaid) is approved by the Station Manager and reported to the Finance Officer fortnightly (at least) who will immediately recorded it in MYOB and/or initiate any additional payment above the employee's base wage as per item 4(b). *Processes & Responsibilities, Purchaser and item 5. Transaction Policy*
- d. Permanent employees are may claim public holidays, pro rata to that of their current base wage, at any time as approved by the Station Manager and reported to the Finance Officer who will initiate any claims as per item 4(b). *Processes & Responsibilities, Purchaser and item 5. Transaction Policy*
- e. Casual employees' wages are processed fortnightly or monthly (at employee's discretion) on receipt of their timesheet, as per item 4(b). *Processes & Responsibilities, Purchaser and item 5. Transaction Policy*
- f. Contractor fees (Technical Consultants) processed on receipt of their invoice as per item 4(b). *Processes & Responsibilities, Purchaser and item 5. Transaction Policy*

14. Contracts

Broadcasting contracts must be signed by the group and program coordinator and provided to the Secretary before commencement of programming.

The coordinator must complete a membership form and notify the Executive of any subsequent changes within a month of the changes.

Groups must undertake to deal promptly with funding forms.

If groups fails to meet CBF broadcasting guidelines, then any money due will become the responsibility of the group.

(Contract Form - Attachment D)

15. Meeting Procedures

Members are encouraged to attend EBC quarterly general meeting. All meetings including general meetings, annual general meetings and special general meetings should adhere to the following meeting protocols:

- the agenda for a meeting should be sent to members at least seven days in advance of the meeting with an option for members to add agenda items
- the notice and agenda of an annual general meeting should be sent to members
21 days prior to the annual general meeting.
- a typical agenda may

cover

- apologies
 - approval of minutes of the last meeting
 - matters arising
 - correspondence
 - reports - President, Secretary, Treasurer, Sub-Committees
 - business items listed
 - other business
 - date of next meeting
 - a quorum, if required, should be met before a meeting can proceed
 - groundrules should be agreed prior to the meeting
 - examples of ground rules may include:
 - all contributions be made through the chairperson
 - people be permitted to contribute without interruption
 - the meeting keep to the agenda unless agreed otherwise
 - comments be kept to the business at hand
 - the decision making process should include:
 - a proposer and a seconder for a motion
 - a discussion for and against the motion
 - agreement through a simple majority vote of members present
 - every effort should be made to reach agreement by consensus
 - disagreements should be resolved by a simple majority vote after a suitable discussion
 - each agenda item should conclude with a plan of action if relevant
 - sensitivity to the different backgrounds and cultures of members should ensure that no member feels intimidated
 - any deviation away from the agreed groundrules should be referred back to the chairperson or facilitator for rectification
 - a person should be appointed to take minutes of the meeting and these minutes should be made available to all EBC members promptly
 - the minutes should reflect decisions and actions decided at the meeting
 - copies of the minutes of general and annual general meetings should be made available to all EBC members promptly
- (Meeting Agenda Form - Attachment E)

16. Complaints Handling

The EBC will make every effort to address complaints by members of the public or by members of the EBC conscientiously and as soon as practicable.

- 14.1 Complaints must first be forwarded in writing directly to the President who will acknowledge receipt of the complaint in writing within fifteen (15) working days.
- 14.2 The President will appoint an Executive member/s to investigate the complaint

- 14.3 A response to the complainant will be made as soon as possible and within six weeks from the date of receipt of the complaint if possible.
- 14.4 If the complainant indicates dissatisfaction with the response, the complainant will be advised of their right to refer the matter to the Australian Broadcasting Authority.
- 14.5 Responses to complaints will be in writing and will include a copy of the Code of Practice on handling complaints
- 14.6 Permanent records of all complaints and actions taken will be maintained by the Secretary
- 14.7 EBC will provide records of complaints to the ABA as required.
- 14.8 EBC will undertake to pass on all comments from the public, made in good faith, both complimentary and critical, to the individuals responsible for preparing and presenting the program(s) concerned.
- 14.9 Members or Associations must not write complaints to outside authorities, except after the complaint is launched and proceeded to the executive committee first and full copies of the complaint(s) are made available to the executive committee.

17. Employment of Staff

The following procedures should be considered in the employment of staff by the EBC:

- 15.1 The Executive will agree on the need to advertise a position.
- 15.2 An interview panel and panel chairperson will be selected by the Executive and should include at least one member of the Executive.
- 15.3 The duty statement and selection criteria will be checked against the position by the interview panel.
- 15.4 The position will be advertised in relevant local and national newspapers as appropriate. Applicants will be given at least 2 weeks to submit written applications.
- 15.5 Interested persons will be given selection criteria and duty statements by request.
- 15.6 The Secretary will keep a list of names of people who have requested selection criteria and duty statements.
- 15.7 On the closing date for receipt of applications, the panel chairperson, in consultation with the panel, will decide whether to advertise a second time, depending on the number and quality of applications received (if re-advertised, steps 4, 5 and 6 are repeated)
- 15.8 The panel chairperson will provide copies of applications to the interview panel members. Applicants will be short listed by the panel according to the extent to which they meet the selection criteria.
- 15.9 Short-listed applicants will be telephoned by the panel chairperson to set up interview times.
- 15.10 The interview panel will create a list of questions for the interviewees, with at least one question addressing each selection criterion.

- 15.11 Applicants will be interviewed. After each interview, interviewers will be encouraged to make notes on a standard ranking sheet, and each applicant will be discussed both immediately following his or her interview, and on completion of all interviews.
- 15.12 Applicants will be ranked according to their scores, and then further discussed by the panel. The top two or three applicants will be identified.
- 15.13 Members of the interview panel will call referees of the top two or three applicants, and refer comments back to the panel chairperson. Panel members will discuss the interviews, written applications and referee reports and make a recommendation on the best applicant on merit.
- 15.14 All panel members will sign the report if unanimous in their decision. If one member dissents from the majority decision, that member will submit his or her own report.
- 15.15 A report summarising the claims of the recommended best applicant will be submitted by the panel chairperson to the Executive. The Executive will approve the recommendation if it is satisfied that the selection process has been fair and unbiased.
- 15.16 In the case of an urgent appointment, the President can approve the recommendation only if the Executive gives prior authority to the President to do so.
- 15.17 The Secretary will send a letter of appointment to the successful applicant.
- 15.18 If the top applicant rejects the offer, the applicant ranked second will be offered the position, unless otherwise indicated by the report.
- 15.19 The Secretary will send letters of rejection to all unsuccessful applicants, and they will be invited by the panel chairperson to discuss their own interview.
- 15.20 Prior to commencement, an employment contract will be prepared by the Secretary and signed by the successful applicant.
- 15.21 Staff will be employed initially for a three month probationary period. Prior to the completion of the probation, there will be a review of the employee by a probationary review panel appointed by the Executive. The probationary review panel will assess the performance of the staff member against the selection criteria and job description for the relevant position and the staff member will be given the opportunity to respond to any concerns raised. On the basis of the review panel's assessment, the Executive will decide if the staff member is to be made permanent, the review period extended or the staff member's engagement terminated.

18. Dismissal of Staff

Any action to terminate the employment of a staff member must be carried out in accordance with relevant legislation.

Staff may be dismissed for breach of contract, criminal actions, inadequate performance or lack of funding.

The Executive will review the performance and provide feedback to a staff member annually. Any grounds for dismissal will be advised to the staff member concerned and the staff member will be given the opportunity to present his/her case to the Executive. After consideration of information presented, the Executive may agree to dismiss a staff member with a simple majority.

19. Equal Employment Opportunity

The EBC is committed to Equal Employment Opportunity or fair employment practices and is committed to:

- Recruitment and promotion on the basis of merit
- Equitable access to training and development activities
- A working environment free of discrimination and harassment
- Ensuring all staff are made aware of EEO policy by making it available to them and by providing training where possible if required
- EEO issues may be raised at any time with either the President or the members of Executive
- If necessary, unresolved complaints will be addressed within the grievance processes

20. Occupational Health and Safety Statement

The EBC recognises that members and staff have the right to work in a safe and healthy environment and that their safety and health is not impaired as a result of working at the EBC. Clients, volunteers and visitors also have the right to protection from hazards to their health whilst at the EBC.

The EBC will take reasonable steps to ensure a safe workplace by:

- Promoting awareness of Occupational Health & Safety
- Conducting ongoing checks of safety of premises and equipment
- Encouraging staff and members to undertake First Aid training
- Encouraging staff and members to identify and eliminate potential workplace hazards
- Recording OH&S incidences
- Ensuring insurance is adequate to cover OH&S

21. Accessibility of the Service to Potential Users

The EBC maintains access principles to its users in the following manner:

- Resource material is available in community languages
- Staff are all trained in the use of the Telephone Interpreting Service, and are encouraged to use it if there is a communication difficulty
- The Centre is accessible by public transport

- A lift is available for people with physical disabilities so that they can access the offices
- Programs are advertised widely, and where possible in written and spoken community languages

22. Privacy Policy

- Personal information will not be collected or recorded without the knowledge and permission of the individual concerned.
- Personal information provided to EBC for the purpose of membership or otherwise, such as an individual's name and contact details such telephone number, email address and address will be stored in a secure manner.
- Personal information will not be collected unless this information is necessary to carry out the work of the EBC and be used only for the purpose that it was originally collected.
- Personal information will not be passed to another agency or person outside the EBC, without the individual's consent, unless required by law.
- Personal information will not be passed on to another worker within the EBC unless this information is necessary to carry out the work of the EBC
- An individual is authorized to inspect and if required update, personal information that we have collected and recorded about that individual. Personal information will be stored in areas where only authorised staff have access.
- Debit Card and Credit Card information is collected only through Secure Pay, a reputable payment gateway. Other payment options include cash payable at the office, cheque received by the office or direct bank transfer.
- EBC discourages sharing of Credit Card or Debit card details via Email, SMS or social media. If opting for payment via Credit Card or Debit Card, you are required to directly key in these details into Secure Pay so as to allow us to process your transaction in a safe manner.

23. Computer and Internet acceptable usage policy

EBC's computers and Internet services are recognised as a powerful communication tools for today's radio and business community. Their use can significantly increase productivity. However, if misused can be detrimental to our operation.

Acceptable Usage

The acceptable use of the station's Computers and Internet services is solely for EBC supported operational purposes. As such, the access to and use of the variety of Internet services are considered a privilege and should be treated as such by all members of EBC.

Unacceptable Usage

In brief, EBC characterises as unethical and unacceptable, any activity which purposely:

1. Seeks to use EBC computers and Internet services for private or personal business
2. Be in conflict with Radio Code of Practice or EBC Policies and Procedures.
3. Disrupts the intended use of the computers and Internet

EBC members must not store files, send messages, access sites or print materials that are:

- offensive, indecent, obscene, menacing, violent or abusive;
- intended to incite criminal activities or instruct others in how to commit criminal activities;
- pornographic, obscene or contain suggestive material; or
- could otherwise be considered objectionable.

Objectionable material may include:

- Sexually explicit messages, images, cartoons or jokes;
- Unwelcome propositions, requests for dates or love letters;
- Profanity, obscenity, slander or libel;
- Ethnic, religious or racial slurs;
- Political beliefs or commentary;
- Comments on the physical appearance of other members of staff, whether they are a recipient of the message or not;
- Comments of a sexual, sexist or racist nature, or make inferences or comments about a person's sexual preferences; or
- Degrading comments, whether based on race, disability, sex etc.

EBC reserves the right to monitor all computer and Internet related activity occurring through the station's computer network. Any EBC members found in violation of the Acceptable Use guidelines may be subject to, at a minimum, denial of access, up to termination of membership and/or possible criminal prosecution.

24. Reporting Suicide and Mental Illness responsibly

Background

Suicide is a prominent public health issue in Australia with over 2,000 people dying by suicide each year.

Some important facts about suicide are:

- rates of suicide are generally three to four times higher among males than females

- Many more people attempt than die by suicide with hospital admissions for intentional self injury about ten times as common as deaths by suicide
- Migrants in Australia show similar suicide rates to those in their country of origin
- People in any form of custody have a suicide rate three times higher than the general population.

Mental illness is a major risk factor for suicide with psychological autopsy studies showing that up to 90% of people who suicide may have been experiencing mental disorder at the time of their death.

Purpose

This document aims to provide guidelines on how suicide and mental illness should be reported.

Policy

Issues to consider when reporting

- Should I run the story?
- Be careful with the language you use
- Don't be explicit about the method or location of suicide
- Discussion of celebrity suicide can glamourise suicide
- Consider the angle (or positioning) of the story
- Should you interview the bereaved? Is it necessary?
- Place the story in context
- Include helpline contacts in your story.

According to Mindframe, consider the language used to report suicide. The following tables are extracted from <https://mindframe.org.au/suicide/communicating-about-suicide/language>

Issue	Problematic ☹	Preferred ✓
Presenting suicide as a desired outcome	'successful suicide', 'unsuccessful suicide'	'died by suicide', 'took their own life'
Associating suicide with crime or sin	'committed suicide', 'commit suicide'	'took their own life', 'suicide death'
Sensationalising suicide	'suicide epidemic'	'increasing rates', 'higher rates'
Language glamourising a suicide attempt	'failed suicide', 'suicide bid'	'suicide attempt', 'non-fatal attempt'
Gratuitous use of the term 'suicide'	'political suicide', 'suicide mission'	refrain from using the term suicide out of context

Minimize details of method and location:

Issue	Options to consider
Reporting explicit detail about method has	If it is important to mention method, discuss in

been linked to increases in use of that method and overall suicide rates.	general terms e.g. 'mix of drugs' instead of detailing type and quantity.
Reporting uncommon or new methods of suicide can lead to imitation as well as a lasting impact on rates.	Remove specific details about new or unusual methods of suicide and reference ways further information can be found e.g. online
Describing locations of suicide may promote these to vulnerable people and increase frequency of attempts at these sites.	If referring to a location, describe this in general terms only e.g. use 'at a nearby park' instead of detailing the exact location.
Images or footage depicting method or location of a suicide can lead to imitation by vulnerable people.	Avoid using detailed or dramatic photographs or footage e.g. images of people standing at ledges or of implements used in a suicide attempt.

Provide information to access two support services that operate 24/7. For example, Mindframe.org.au on 0249246900 and Lifeline on 13 11 14

According to Mindframe, consider the language used to report mental ill-health. The following tables are extracted from <https://mindframe.org.au/mental-health/communicating-about-mental-ill-health/language>

Issue	Problematic ☹	Preferred ✓
Certain language sensationalises mental ill-health and reinforces stigma	Terms such as 'mental patient', 'nutter', 'lunatic', 'psycho', 'schizo', 'deranged', 'mad'	A person is 'living with' or 'has a diagnosis of' a mental illness
Terminology that suggests a lack of quality of life for people with mental ill-health	Referring to someone with a mental illness as a 'victim', 'suffering from' or 'afflicted with' a mental illness	A person is 'being treated for' or 'someone with' a mental illness
Labelling a person by their mental illness	A person is a 'schizophrenic', 'an anorexic'	A person 'has a diagnosis of' or 'is being treated for' schizophrenia.
Descriptions of behaviour that imply existence of mental ill-health or are inaccurate	Using words such as 'crazed', 'deranged', 'mad', 'psychotic'	The person's behaviour was unusual or erratic
Colloquialisms about treatment can undermine people's willingness to seek help	Using words such as 'happy pills', 'shrinks', 'mental institution'	Accurate terminology for treatments e.g. antidepressants, psychiatrists or psychologists, mental health hospital
Terminology used out of context adds to misunderstanding and trivialises mental ill-health	Terms like 'psychotic dog', using 'schizophrenic' to denote duality such as 'schizophrenic economy'	Reword any sentence that uses psychiatric or medical terminology incorrectly or out of context

Provide information to access two support services that operate 24/7. For example, Mindframe.org.au Mindframe.org.au on 0249246900 and Access Mental Health on 1800629354

25. Programming Policy

The Community Radio Codes of Practice (the Codes) set out the guiding principles and policies for programming on community broadcasting stations. They also outline the operational standards for stations that hold a community broadcasting licence.

Purpose: To encourage programming that reflects our community interest and guiding principles

1. Our community radio station will not broadcast material that may:
 - a. incite, encourage, or present for its own sake violence or brutality,
 - b. mislead or alarm listeners by simulating news or events,
 - c. present as desirable the use of illegal drugs, the misuse of tobacco or alcohol as well as other harmful substances, and
 - d. glamorise, sensationalise, or present suicide as a solution to life problems. In particular, broadcast material should not provide explicit details about the method and/or location of a suicide attempt or death.
2. We will attempt to avoid censorship where possible. However, in our programming decisions we will consider our community interest, context, degree of explicitness, the possibility of alarming the listener, the potential for distress or shock, prevailing Indigenous laws or community standards and the social importance of the broadcast.
3. We will not broadcast material that is likely to stereotype, incite, vilify, or perpetuate hatred against, or attempt to demean any person or group, on the basis of ethnicity, nationality, race, language, gender, sexuality, religion, age, physical or mental ability, occupation, cultural belief or political affiliation. The requirement is not intended to prevent the broadcast of material which is factual, or the expression of genuinely held opinion in a news or current affairs program or in the legitimate context of a humorous, satirical or dramatic work.
4. We will have programming practices that protect children from harmful material but will avoid concealing the real world from them.
5. We will follow applicable privacy laws by:
 - a. respecting people's legitimate right to protection from unjustified use of material which is obtained without consent or through an invasion of privacy,
 - b. only broadcasting the words of an identifiable person where:
 - i. that person has been told in advance that the words may be broadcast, or
 - ii. it was clearly indicated at the time the recording was made that the material would be broadcast, or

- iii. in the case of words that have been recorded without the knowledge of a person, that person has indicated his/her agreement prior to broadcast.
6. News, current affairs (including news updates and promotions), documentaries, feature programs and interviews shall:
- a. provide access to views not adequately represented by other broadcasting sectors,
 - b. present factual material accurately and ensure that reasonable efforts are made to correct substantial errors of fact as quickly as possible,
 - c. clearly distinguish factual material from commentary and analysis,
 - d. present news in such a way that it does not create public panic or unnecessary distress to listeners, and
 - e. represent viewpoints fairly without having a misleading emphasis, editing out of context or withholding relevant and available material.
7. Community broadcasters play a vital role in broadcasting emergency information. Community radio stations with the ability to offer emergency broadcasts will:
- a. have procedures in place to enable appropriate local emergency broadcasts,
 - b. liaise with appropriate emergency and essential service organisations, and
 - c. ensure the accuracy of emergency information.

Contests

All contests transmitted by EBC **must**;

- 1. (a) be conducted fairly
- (b) Announce winners on air immediately
- (c) Be restricted to members of the public and exclude;
 - (i) Employees of EBC
 - (ii) Family members of employees of EBC
 - (iii) Contest winners within the previous calendar month

Talkback And Interviews

EBC will not transmit the words of an identifiable person unless;

- (a) That person has been informed in advance that the words may be transmitted; or
- (b) In the case of words, which have been recorded without the knowledge of the person, that person has subsequently, but prior to the transmission, indicated consent to the transmission of the words.

Current Affairs Program

Objectives: The objective of this program standard is to ensure that current affairs programs are presented;

- (a) With accuracy and fairness; and
- (b) In a way, which allows informed public debate on issues, which affect the community.

EBC's OBLIGATIONS;

- (a) Factual material is presented accurately and that reasonable efforts are made to correct substantial errors of fact at the earliest possible opportunity;
- (b) Factual material is distinguished from commentary and analysis;

Commentary/analysis may include opinion or elaboration.
- (c) Reasonable efforts are made or reasonable opportunity given to present significant points of view when dealing with controversial issues of public importance, either within the same program or in similar programs, while that issue has relevance to the community;

Appropriate research, time and opportunity must be given for interested or relevant parties within a reasonable time to provide fairness and enhance newsworthy reporting to the public.
- (d) Viewpoints are not misrepresented, and material is not presented in a misleading manner by giving wrong or improper emphasis, by editing out of context, or by withholding relevant available facts;
- (e) Respect is given to each person's legitimate right to protection from unjustifiable use of material which is obtained without an individual's consent or other unwarranted and intrusive invasions of privacy;
- (f) Issues involving children and/or others unable to understand the implications of their comments or actions will be assessed on an individual basis by the

BOARD and management of EBC in conjunction with relevant government authorities prior to any transmissions.

Political Programming / Commentary

EBC is an apolitical radio broadcaster. Program content of a political nature **MUST** always be clearly identified as such. Producers and announcers must ensure that content presented has been researched and that due consideration has been given to all points of view. Fair and reasonable opportunity must be given to all parties involved in the respective issue or discussion.

Producers and announcers must have the content approved by the Executive Officer and Program Director.

Producers and announcers must have completed the Announcers' Training Course, which will address this area.

All Producers and announcers must adhere to the EBC Constitutional Objects, EBC Station Policy and the Australian Broadcasting Authority Codes of Practice.

26. Codes of Practice announcement policy

Under Code 1.7 community EBC is required to broadcast "one on-air announcement each week that contains information about the Codes and where listeners can get a copy".

"What you hear on community radio is governed by the Community Radio Codes of Practice.

The Codes of Practice cover matters relating to program content, including local content, news, current affairs, Australian music content, programs for children and the responsibilities associated with broadcasting to the community.

They also cover aspects such as community access and participation in the operation of this service.

Copies of the Codes are available on the Community Broadcasting Association website."

27. Community Participation Policy

ACMA's Community Participation Guidelines set out the guiding principles and policies for community participation within Community Radio Stations. They outline standards for stations that hold a broadcasting licence. In order to adhere to this requirement in the Codes of Practice, the EBC has included community participation as one of its key objectives to be attained within its strategic plan of 2018-2023.

Background: With respect to community broadcasting, community interest means the needs or interests of people who

- live or spend a substantial amount of time in a particular geographic area; or
- share an ethnic or cultural background; or
- share religious beliefs; or
- share, or identify with, some other particular characteristic or interest.

EBC serves people who come from a variety of ethnic backgrounds. The fundamental nature of ethnic backgrounds is that in order to reach the innumerable ethnic communities, it is imperative for an organization such as the EBC to continue to expand its wings further into a variety of diverse organizations and groups that tap into talent within the various ethnic communities. The flip side is that there is no one target market or mode that can be used to bring about awareness to participate within community organizations. For this reason, EBC depends heavily on its ethnic program groups to encourage community participation. This helps EBC reach a variety of communities as each group that broadcasts on 1CMS caters to a special ethnicity/common language group. EBC also encourages its members to participate in government initiated programs, expositions, ethnic events and the like to increase awareness of 1CMS and encourage listenership and membership within the licence area.

Purpose: To encourage community participation in the operations of EBC, in the selection and provision of programs, and adhering to measures that continue to ensure EBC's representation of the ethnic community (as this is a community representation requirement) within the licence area

EBC encourages community participation in a variety of ways. They include: participation in the operations and running of the station, in selection and provision of programs, use a variety of measures to encourage community participation

Principles of Community Participation

- Membership and member involvement are principal ways for the community to be involved in participation in operations and programming
- EBC should monitor and respond to the changing needs of the ethnic community
- EBC has a functional organisational structure, regularly take steps to identify the needs of the ethnic community, and has a program schedule that reflects the needs of the ethnic community.
- In line with the Radio Codes of Practice (2.1), EBC strives towards ensuring that ethnic communities that are not adequately served by other media are encouraged and assisted to participate in providing the service. We will have relevant documentation in place to ensure compliance of the same.

Community Participation should be encouraged through:

- promoting the service to the community
- being open and accessible to the community
- inviting the community to participate in the service
- offering a range of ways in which people can participate in the service and
- making the community aware of opportunities to participate in the service

EBC has sound governance policies in place that facilitate member, sponsor and employee management. The EBC has used CBAA's set of model rules to further strengthen and streamline its procedures. This will help improve community participation initiatives and manage setbacks, if any. EBC has a membership policy and has a formal procedure in place for the membership application process.

EBC encourages community participation through:

- Encouraging live call-ins during programs
- Participation at community events, expositions and conferences
- Hosting events
- News letters

- Social Media
- Training free of cost to volunteers and members

Program Selection is conducted by the Board that also plays the role of a program Sub-Committee. Most programs are backed and supported by relevant ethnic/cultural organizations/groups. These organizations/groups indicate their moral support through written confirmation.

The role of the Program sub-committee is to:

- develop and implement programming policies and procedures
- publicise the procedure for making programming applications through community participation avenues listed above
- accept and consider programming applications
- collectively decide the programs that best reflect the needs of the community
- ensure the program schedule remains diverse and reflects the needs of the community
- revise program schedules to incorporate new programs and
- negotiate program proposals with applicants

EBC encourages community participation in program provision through word-of-mouth and effective networks that it has established with a variety of communities and organizations since its inception in the late 1970's.

Aspiring broadcasters are provided with a standard application form that helps facilitate assessment by the program subcommittee. This includes requirement of a statement by the new broadcaster about why the community they represent wishes to broadcast on 1CMS and a voluntary inclusion of details and recommendation of a supporting organization from the said community. EBC also has its presenters sign a contract to broadcast. This is to elicit agreement and adherence to EBC policies and procedures.

EBC does not charge for air-time. This is to encourage involvement by ethnic communities in providing the service. Member groups are charged a nominal amount, once annually to retain membership privileges, which include broadcasting rights.

Through the office, EBC directly partners with non-for-profit organizations in terms of increasing awareness around issues targeted towards the greater good of the overall multicultural community. EBC facilitates spreading of public messages that are specifically customized to reach certain ethnic and language groups.

EBC identifies its community needs through:

- a contact us page on the websites, telephone number and official email address
- audience requests
- conferences, expositions
- channeling communications through members with community organization support
- continually looking for ways to receive feedback from various ethnic communities

1CMS hosts a variety of language programs that cater to the local region. This is represented by the diverse and representative program schedule.

28. Training and Development

New members will be provided with an orientation package and program which includes meeting the Executive, CMS operation guidelines, EBC policy and procedures guidelines, the EBC business plan and other relevant documentation as required.

Training and development will be provided to new and existing members to ensure the EBC maintains the highest standard of broadcasting.

All broadcasters will receive or be adequately knowledgeable in the following before commencement of a program:

- Stop gap training
- Code of Practice
- Emergency procedures
- Station etiquette
- Program preparation

Broadcasters will be provided with a training and development checklist which will indicate the training and development required to meet the required broadcasting standard.

Each year a training strategy will be developed to ensure program standards are maintained and to enhance programs and the operations of the station. By preparing a training strategy, training priorities can be determined by the Executive with an appreciation of overall funding requirements.

29. Forms & Attachments

- A. Fee Structure
- B. Membership Application Form
- C. Membership Approval Form
- D. Contract Form
- E. Meeting Agenda Form