



Corporate Governance

Background

Inner North East Community Radio Inc. was Incorporated under the Victorian *Associations Incorporation Act 1981* with the sole purpose of providing a community based broadcast service to the “Inner North East” region of Melbourne, an area incorporating the (current) municipalities of Banyule, Darebin and Manningham.

The Association was granted a broadcast licence on December 1990 and began broadcasting on the 10th December, 1990 with a call sign of 3INR and on the frequency of 96.5 FM.

The Association is structured and operates in accordance with its Rules Of Association which include sections on:

- Membership
- Subscriptions
- Meeting of Members
- Elections and Meetings of The Committee of Management
- Appointment and duties of Office Holders
- Management of Association funds and annual Auditing

In addition to the stations Rules of Association, the (Commonwealth) *Broadcasting Services Act 1992* outlines the legal framework and obligations for community broadcasting whilst community radio’s peak industry body, the Community Broadcasting Association of Australia (CBAA) has developed the *Community Radio Broadcasting Codes of Practice* which 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.

So, the operation of the Association is governed at three levels:

1. (Commonwealth) *Broadcasting Services Act 1992* – legal framework
2. (CBAA) Codes of Practice – policies, procedures & programming
3. Associations Incorporation Reform Act 2012 (Vic) and the Inner North East Community Radio Inc. Rules of Association – organization

In accordance with the (CBAA) Codes of Practices, the Association is required to develop written policy documents covering:

- Corporate governance
- Membership & volunteering
- Internal conflicts
- Complaints handling



- Community participation
- Programming
- Sponsorship

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The Association is required to operate within the guidelines as defined in the *Broadcasting Services Act 1992*, *(CBAA) Codes of Practices 2008* and its own *Rules of Association* and must be accountable to its membership. Accordingly, in relation to governance, the Association will:

- Provide a community broadcasting service for the benefit of the community and not to make a profit
- Continue to represent the community interest that it represented when the licence was first allocated and last renewed
- Encourage community access and participation in all aspects of station operations from programming to management and,
- Only broadcast sponsorship announcements up to five minutes per hour
- Have easily accessible hard and electronic copies of the Rules of Association
- Hold regular Committee of Management meetings as prescribed in section 13.1 of the Rules of Association
- Keep minutes of all Committee of Management meetings and make them accessible to members
- Hold Annual General Meetings (AGM) and elections to the Committee of Management in accordance with sections 9, 10, 11 & 12
- Define the roles and responsibilities of office holders and members of the Committee of Management (Refer sections 16, 17 & 18 of the Rules of Association)
- Submit the Association's annual financial accounts and all associated documentation to the (elected) Auditor in accordance with section 22 of the Rules of Association
- Submit the annual returns to the Registrar of Incorporated Associations in a timely manner in accordance with section 24 of the Rules of Association



Financial Management

The efficient and competent management of the Associations funds is central to the successful operation of the radio station. As prescribed in the Rules of Association, sections 18 & 19, responsibility for the financial management of the station is vested in the Treasurer who is elected annually by the Committee of Management. In the interests of good financial management and practice, the Association will:

- Maintain accurate and up to date financial records.
- At each Committee of Management meeting, the Treasurer will present a Financial Report which will include current balances in all trading and investment accounts; accounts for payment and current liabilities.
- Submit the Association's annual financial accounts and all associated documentation to the (elected) Auditor in accordance with section 22 of the Rules of Association
- Circulate the Associations Audited annual financial accounts to all members prior to the AGM

Technical Management

That the stations broadcast signal conforms with the specifications set out in the broadcasting services and apparatus licenses at all times is crucial in the ongoing operation of the radio station. It is also crucial that all technical equipment be maintained to the highest standard. To this end, the Association will:

- Have access to suitably skilled technicians capable of maintaining the stations broadcast and studio equipment to the highest standard
- Have easily accessible hard and electronic copies of the broadcasting services and apparatus licence specifications
- Have the appropriate mechanisms in place for ensuring the ongoing compliance with the stations licence specifications
- Have mechanisms in place for ensuring ongoing compliance with EMR / RF hazard standards,
- And ensuring appropriate safety and quality of studio and production facilities