



## GOVERNANCE POLICY

Drafted by	John Poole	Approved by	14 <sup>th</sup> April 2018
		Management Committee on	
Responsible person	Secretary	Scheduled review date	April 2019

### INTRODUCTION AND PURPOSE

1. Good governance is essential to the long-term success of any enterprise. Moreover, Cairns Community Broadcasters Incorporated is subject to minimum governance requirements as set out in the Queensland Associations Incorporation Act, the Community Radio Broadcasting Codes of Practice (which specifically states that stations will have written corporate governance policies) together with the Constitution of CCB itself.
2. CCB is the licence holder for Cairns FM 89.1 but for ease of understanding references to Cairns FM 89.1 may have been used in this policy although the technically correct reference may be to CCB.
3. References to the Rules below refer to the Objects and Rules of Cairns Community Broadcasters Incorporated registered by the Queensland Office of Fair Trading on 30 January 2018.

### POLICY

#### MANAGEMENT COMMITTEE

4. In terms of the Rules and by law, Cairns FM 89.1 has a Management Committee which is accountable to the members of CCB for the effective running of the station in terms of its stated mission together with the strategic plan which sets out how station intends to proceed towards fulfilling its mission.
  5. The Management Committee comprises the following positions:
    - President
    - Vice President
    - Secretary
    - Treasurer
    - Five Ordinary members
  6. As a matter of policy, the Station Manager is a permanent invitee to all committee meetings but is not a member of the committee as such. As a principle the committee generally willing to invite any member to committee meetings following a request to the Secretary but such invitees are not entitled to address the committee without the permission of the committee members present. The committee also reserves the right to ask all invitees, including the Station Manager, to leave committee meetings during discussions involving matters considered personal to any CCB member or which are commercially sensitive.
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7. The Committee of Management is elected by Association members at the Annual General Meeting in terms of the Rules which are drafted to facilitate a level of continuity in management committee membership. A maximum of two out of the four office bearers and three out of the five ordinary committee members are required to retire each year, with longest serving members required to retire first.

#### **SUB-COMMITTEES**

8. Other than a general meeting of CCB members, the Management Committee has ultimate decision making authority in relation to Cairns FM 89.1 unless any particular matter has been formally delegated eg to the Station Manager. The Rules also state that the Committee may create one or more sub-committees with delegated authority in specified areas. Such sub-committees would be chaired by a Management Committee member, the Station Manager would be an ex officio member and the sub-committee may appoint any other member of CCB as a member of the sub-committee.
9. Potential sub-committees include:
  - Grants
  - Membership
  - Occupational Health and Safety
  - Programming
  - Sponsorship
  - Training
10. Additionally, members of CCB and / or volunteers are free to hold meetings at any time to raise issues of importance to them in relation to day-to-day Station operations. Members / volunteers may contact the Secretary and ask that a member of the Management Committee attends such a meeting if possible thereby providing a link back to the Management Committee itself.

#### **MANAGEMENT COMMITTEE PROCESSES**

11. The Management Committee will conduct its business in accordance with the CCB Rules governing such matters as frequency, quorums and voting together with generally accepted good practice and rules of order.
12. Meetings will generally be held monthly on days established when a new committee is constituted following the AGM thereby enabling committee members to plan in advance. The dates of next meetings will be confirmed or varied as a standing agenda item each time the committee meets.
13. Following discussions with the President, the Secretary will issue a draft agenda at least one week before the date of each meeting and at the same time ask all committee members whether they wish any additional item to be included on the agenda. All such requests will be accepted.
14. Standing agenda items are as follows:
  - Welcome
  - Apologies
  - Acceptance of minutes of previous meeting
  - Business arising
  - Treasurer's report
  - Secretary's report

- Station Manager’s report
  - Sub-committee reports – if any
  - General business in accordance with the meeting notice or as agreed during the meeting.
15. The final agenda and any accompanying papers will be sent to all committee members no less than 48 hours before the committee is due to meet.
  16. All material supporting standing agenda items, including Treasurer’s, Secretary’s and Station Manager’s and Sub-Committees’ reports will be sent to the Secretary in time for the material to be included in the final agenda either as attachments or embedded in the agenda itself if not lengthy or complex.
  17. During the meeting itself, all agenda material will be taken as read and the committee will move directly to discussion thereon.
  18. No additional and significant material that relates to a proposed resolution for noting or approval should normally be tabled at the meeting or discussed unless all members of the committee are present and agree by voting unanimously or by unanimous. Members apologising may waive their rights in this matter by informing the President or Secretary before the meeting.
  19. As a matter of convenience, the committee will decide matters by unanimous consent – that is no formal motion will be put unless any one member so requests in which case the motion will be proposed, seconded and voted upon.
  20. Minutes will be drafted by the Secretary (or agreed minute taker if the Secretary apologises) as soon as practicable and circulated to all committee members.
  21. Other matters relating to committee proceedings are as set out in the Rules and which take precedence over this policy if inconsistencies arise.

#### **POLICIES AND PROCEDURES**

22. The station’s operations will be underpinned by policies. As a minimum the policies specified by the CBAA Codes of Practice will be maintained and supplemented where the Committee considers this is desirable. Such policies will generally be derived from credible templates publicly available and relevant to community broadcasters such as those available from the CBAA.
23. Once a base of policies is established, policies will typically be reviewed (but not necessarily changed) each year by the Committee on a rolling basis with one or more policies reviewed at each committee meeting.

#### **AUTHORISATION**

John Poole  
Secretary  
April 2018