

# STATION POLICY DOCUMENT



## Policy on Community Participation

### OUTLINE

In accordance with Code 2.1 and Code 2.2 of the Community Broadcasting Codes of Practice, this Policy and Procedure deals with community participation in providing the service of Capital Community Radio. It aims to provide a mechanism to enable active participation of the community in the management, programming and general operations of Capital Community Radio.

### THE POLICY:

Capital Community Radio recognises the conditions of its community broadcast licence and its accompanying Codes of Practice requiring a commitment to engage with the community group it serves - the senior citizens of Perth - by broadcasting music and information relevant to their special interests. By doing so it addresses a group of people who are not served by other media.

Capital Community Radio also commits itself to encouraging people from the community to participate in the service it provides. It will do this in a number of ways:

1. promote its service to the community
2. be open and accessible to the community
3. invite the community to participate in the service
4. offer ways in which people can participate in the service, and
5. make the community aware of opportunities to participate.

In the operation of its service Capital Community Radio will maintain a high level of sound corporate governance encompassing:

1. the rules and principles embedded in the constitution of Capital Community Radio Incorporated
2. the observance of all regulatory requirements and obligations that apply to community broadcasting services
3. the observance of the rights and responsibilities of its members and volunteers
4. the establishment of a Management Committee to oversee the financial, programming, technical, operational and membership requirements of the station and ensure the requirements of its constitution are carried out in such a manner as to represent sound corporate governance
5. the establishment of subcommittees open to members, volunteers and the wider community which enable those who volunteer to serve to participate in all aspects of the station's operations and make recommendations to the Management Committee

6. the requirement that any committee office holder to declare a conflict of interest when voting on any issue in which they have an interest, and to
7. maintain outreach procedures which take the station to the community through various and continuous ways to make the community aware of the service it offers.

### **THE PROCEDURE:**

1. The Management Committee will be the overall decision-making body to guide all operations providing the station's service to the community. As a board, the committee will meet regularly and at such meetings will receive reports from the station's subcommittees and consider all matters referred to it in such reports. Matters deemed to be of particular interest to its members will be communicated to them by newsletters, at special meetings or at annual general meetings.
2. A newsletter will be published quarterly for the purpose of communicating matters of interest and station activities to members. Similarly, matters of interest relevant to members and the wider community, as well, will be communicated to them through the station's website.
3. Subcommittees established for special purposes will meet regularly. Matters or suggestions relating to the station's operations discussed at such meetings will be detailed in report form for consideration at Management Committee board meetings.
4. A special purpose of the Rules Subcommittee is to remain vigilant in ensuring that all regulatory requirements and conditions of the station's licence to broadcast are adhered to, that its member's rights and responsibilities are respected and that the rules as stated in its constitution are observed.
5. A special purpose of the Programming and Volunteers Coordination Subcommittee is the promotion of the station's service. The promotion takes the form of regular announcements offering the availability of a free-of-charge service for the broadcasting of Community Service Announcements, inviting comments or complaints regarding the station's service, inviting the community to participate in the service by becoming a member, and by a step further, become a volunteer and actively participate in the station's day-to-day operations. Complementing this activity, membership drives will be held to increase the number of members enrolled.
6. A special purpose of the Training Subcommittee is to ensure that any members who become volunteers are supplied with a comprehensive Information Kit informing them of the ideals and purpose of a community radio station and an Operating Standards Manual encompassing all aspects of the duties they will be carrying out. These volunteers will be required to enter a program during which training for their specific roles will be conducted.
7. A special purpose of the Events Subcommittee for engaging the community is to conduct an outreach program. This includes issuing invitations to the community to take part in tours of the station's studios or attend a yearly open day at the station's studio site. Volunteers will be encouraged to attend venues in the wider community such as street markets and community events for the purpose of distributing station promotional material. Where suitable opportunities and venues become available outside-broadcasts will be considered. The subcommittee will at the commencement of each year draw up a prospective calendar of events in which the station might participate.
8. The Procedure will include the process of Documenting the Evidence of implementing the Policy.