



## WAGGA WAGGA COMMUNITY MEDIA INCORPORATED (WWCMI)

### Corporate Governance

#### Introduction

The *Broadcasting Services Act 1992* (the Act) outlines the legal framework for community broadcasting and explains the role the sector plays in delivering diverse media services that reflect a sense of Australian identity, character, and cultural diversity.

The Act vests responsibility for monitoring all broadcasting services, including community broadcasting services, in the *Australian Communications and Media Authority* (ACMA). ACMA is responsible for allocating and determining the conditions that apply to broadcasting licences, and for guiding industry groups in developing Codes of Practices.

The *Community Radio Codes of Practice* (the Codes) set out the guiding principles and policies for programming on community broadcasting stations.

This policy complies with the requirements of ACMA and *Codes of Practice* Number 1.2

#### Background

WWCMI is a not-for-profit incorporated association managed by a Board of Management (the Board) to collectively represent the interests of the community as defined in its broadcasting licence; to ensure the delivery of its services; to uphold its values and; to set its strategic direction. The Board is an elective, representative, and collective body, whose members (directors) are ultimately responsible and accountable for implementing and monitoring policies and procedures that ensure that WWCMI is performing well, is solvent and is complying with all its legal, financial and ethical obligations. Board members are elected annually at the AGM under the terms and conditions outlined in the WWCMI Constitution.

#### Purpose

The purpose of this policy is to ensure that WWCMI operates within a framework of sound corporate governance and, according to its mission and values.

#### Policy

1. The Board is responsible and accountable for:
  - a. **Regulatory and compliance monitoring** – ensuring compliance with all relevant laws, regulations and regulatory obligations, the WWMI Constitution and its own mission and values.
  - b. **Organisational governance** – setting or approving policies, plans and budgets to

- achieve its objectives, and monitoring performance.
- c. **Strategic planning** – reviewing and approving strategic direction and initiatives.
  - d. **Financial monitoring** – reviewing the organisation’s budget, monitoring management and financial performance to ensure the solvency, financial strength, and good performance of the organisation.
  - e. **Financial reporting and auditing**– maintaining accurate and up to date financial records, approving annual financial statements and required reports to government, appointing a financial auditor.
  - f. **Organisational structure** – setting and maintaining a framework of delegation and internal control.
  - h. **Risk management** – reviewing and monitoring the effectiveness of risk management and compliance in the organisation; agreeing or ratifying all policies and decisions on matters which might create significant risk to the organisation, financial or otherwise.
  - i. **Dispute management** – dealing with and managing conflicts that may arise within the organisation, including conflicts arising between Board members, members, and volunteers.
  - j. **Membership** – preparing documents that set out the principles of financial membership and the mutual obligations of the association and its financial members.
  - k. **Social responsibility** – considering the social, ethical, and environmental impact of all activities and operations and ensuring that these are acceptable.
  - l. **Staff selection** – making recommendations for the appointment of staff, determining terms of appointment, evaluating performance, and developing and maintaining succession plans for staff.
  - m. **Training** – ensure training is provided to all staff and volunteers to ensure they are aware of their legal obligations and are able to effectively participate in providing the broadcasting service.
2. The Board will regularly review its own composition and evaluate its effectiveness in meeting its responsibilities.

## WWCMI Related Documents

*WWCMI Constitution, Directors Code of Conduct.*