



COFFS COAST COMMUNITY RADIO INC.

STATION GUIDELINES

July 2025

Preamble

The following Station Guidelines have been compiled to be used in conjunction with the Constitution of 2 Air FM, the revised Codes of Practice and the Station Policies

The Constitution, Codes of Practice and Policies are the rules and these guidelines are the method whereby the rules can be administered in an orderly manner

This handbook includes ways to best manage the various rules and are written in a simple way to make for easy understanding.

This book is dedicated to explanations and can be added to, amended or deleted as required by CoM at any time.

By creating these Guidelines, the CoM is mindful of the need to have all information relevant to the Association in a book for ease of information whilst leaving the Constitution as the over-riding Rules of Coffs Coast Community Radio Inc.

Dated 22 July 2017

Amended 20 April 2018 – Clauses 11, 12 & 13

13TH November 2018 – Addition and amendment of Policies

February 2019 - Amendments to make into a separate book from
Station Policies

August 2020 – Inclusion of procedure for Postal and/or electronic
voting as per clause 35

November 2020 – addition of Clause 22

March 2021 - amendments to Clause 11 to clarify procedure

- addition of Meeting Procedures to Clauses 24 to 26

July 2025 - complete review of whole handbook following the changes
to Codes of Practice in July 2025

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Guideline No. 2

Complaints and Disputes

There are several distinct types of complaints and/or disputes which are managed in different ways

These are covered in Clauses 11, 12 and 13 of the Constitution, Code of Practice number 10 and Policy 2 relating to :

- Complaint relating to a breach of licence
- Complaint relating to something broadcast
- Grievance by one member against another member or the CoM
- Special General Meeting
- Disciplining or suspending a member

Policy 2 covers each one individually with method and procedure detailed in full in that Policy with the exception of the last one (disciplining or suspending a member)

In the case of **Disciplining or Suspending a Member** there is a right of appeal available (Clause 13 of the Constitution) and should this occur, the procedure is set out below to ensure this process is completed in the same fashion each time it may occur

Procedure for Right of Appeal

- On receipt of the notice of appeal, the Secretary calls a meeting of the CoM to discuss the appeal
- If the CoM upholds the appeal, the member is notified to this effect and the suspension/dismissal is revoked
- If, at the meeting of the CoM, the appeal is not upheld, a date and time for a General Meeting of Members is decided upon. This date must be within 28 days of the date of receipt of the appeal by the Secretary

Calling of a meeting

- The Secretary to arrange a meeting venue for the date and time decided upon by the CoM and arrange for a Notice of a General Meeting of Members to be sent to all members of the Association calling on them to attend the meeting
- Returning Officer and Scrutineers to be organised from within the membership of the Association – one scrutineer to be nominated by CoM and the other by the person making the appeal.

Guideline No. 3

Election of CoM Members

Clause 16 of the Constitution covers this matter

Overall items (1) to (7) are self explanatory but mention must be made in relation to (1a) which details the nomination form – this form has 3 components as follows :

- a) The nomination of a member by two (2) other members – must be signed by both of them
- b) Acceptance by the person nominated – must be signed
- c) Short resume with maximum of 150 words as indicated on the nomination form
This will be used in the nomination section of the Business Paper for the AGM and should provide the members voting at this meeting with an overview of the nominee's ability and/or skills especially their experience in 2 Air FM and radio generally

It is imperative for all the above (a) to (c) to be completed or the nomination will be declared invalid

Guideline No. 4

Meetings

There are 4 types of meetings which can be called from time to time

1 **Annual General Meeting**

This is the Annual Meeting of Members where the activities of Coffs Coast Community Radio Inc are reported on by the various COM members - It is also the meeting where the following are discussed and voted upon if necessary :

- Election of the Committee of Management for the ensuing year
- Ratification of the audited financial papers
- Election of “Lifetime Members” nominated by COM
- Presentation of 25 year Continuous Service Awards when applicable
- Discussion on and if deemed acceptable to ratify any changes to the Constitution put forward by the COM or a member

It should be noted that the items mentioned above relating to Lifetime Membership and Constitution change require a special resolution – this means that a vote in favour must be in excess of 75% of the membership at the meeting where the vote is taken or the changes as listed are declared lost.

The Annual General Meeting is usually held in late October or early November due to the need to have the financial papers audited after end of year (June 30th)

2 **General Meeting**

This type of meeting can be called at the discretion of the COM and can be in the form of :

a) **Open General Meeting**

-whereby any person (whether a member or not) can attend and have input into the discussions on the subject matter nominated by the CoM.

- Ideally this is a meeting that will be advertised on the Radio as a Spon-ad or Community Notice listing all the relevant details

Guideline No, 5

Membership

Membership in its many phases (eg Joining , resigning etc) are adequately covered in the Constitution (Clauses 2 to 6 inclusive) but there are some other aspects of Membership that are covered as follows :

1 **Register of Members** – refer Clause 8 of Constitution

- It is paramount that Member details are kept in a safe environment and it is taken that only the Member's name and date they joined is available for scrutiny by others.
- It is also accepted that members are not bombarded with all sorts of communications ad hoc and a Newsletter has been developed to cover this. Distributed on a quarterly basis it gives all the information available at the time of issue and generally no other correspondence will be sent to members unless it is a matter which cannot wait till the next newsletter or is the Notice of AGM (which has to be sent to every member by law)
- Any correspondence will be sent out via the Secretary or the Newsletter Editor (if a different person)
- This will mean if you wish to have an item of business relative to 2 Air FM distributed to all members, this should be sent to the Secretary and if agreed by COM, Secretary will be asked to either combine it into the next newsletter or send as a letter

2 **Life Membership** - refer Clause 7 (a) of Constitution

- Whilst members can only be nominated by the CoM on the Annual General Meeting Business Paper, there is no reason why a member cannot suggest a suitable person for this honour to the CoM in writing at any time.
- There will be no obligation by the CoM to act on these suggestions
- This item will need to be shown on the Business Paper as a "Special Resolution" and this requires a 75% vote by secret ballot in favour to pass.
- If more than one person is nominated, each name must be placed on the ballot sheet and voted on individually

3 25 Year Continuous Service Award - refer Clause 7 (b) of the Constitution

- This is a self explanatory award given automatically to any member who has volunteered their services to 2 Air FM in any way continuously for 25 years
- This award was created to coincide with our 25th birthday and will be recognised annually at AGM without any need for nominations etc - this is a fact of life award and attracts free membership from the date of the award

Guideline No. 6

PROGRAMMING COMMITTEE

The following are the guidelines for the operation of the Programming Committee

1 Structure

The PC is made up of seven (7) people as follows :

Five (5) elected members

One (1) representative from Committee of Management – nominated by CoM in an advisory role only .

The Roster Co-ordinator – the current person organising the rosters.

2 Election of members :

- 1) Members are elected for a period of 1 year but are eligible to stand for re-election
- 2) Nominations forms are issued in June each year and a secret ballot is held with the result being notified in mid July.
The Nomination Form is shown at the end of this Guideline
- 3) Must be a volunteer of 2 Air FM for at least 6 months to be eligible to nominate for election and vote for PC
- 4) Volunteer means a member who is either a Presenter, a member of the Office Staff or in another position within 2 Air FM.
- 5) The PC Meeting in August will be the first meeting for the new Committee
- 6) The PC will decide if it wishes to choose a Chairperson, spokesperson or leader from within the elected PC members
- 7) This person will be responsible for reporting to Presenters' meetings etc. and for any correspondence required on behalf of PC.
- 8) The CoM member and Roster co-ordinator will not take part in this selection
- 9) In the event of an elected member subsequently being elected to the CoM at the following AGM, that person will relinquish his position on the PC and will be ineligible to stand for election at future elections whilst a member of the CoM

10) **Vacancy**

- a) If a vacancy occurs or a member of the PC dies, resigns, retires or becomes a CoM member, the CoM will seek expressions of interest via a notice to all eligible persons with a time limit just prior to the next CoM Meeting
 - b) If more than one (1) person expresses interest in this position, a **“Selection Committee”** comprising of 1 x CoM Member and 2 x PC Members will discuss and decide on the successful person.
 - c) This decision will be conveyed to the candidate by PC Chair in writing
 - d) This person will hold office until the following election (in June/July) when all positions are declared vacant
 - e) Letters to be written by PC Chair to any unsuccessful persons and a notice to be placed on the PC Noticeboard
 - f) Any person so appointed may nominate for election at the subsequent PC elections
- 11) If a member of PC resigns from their position, they will not be eligible to nominate for election at the following ballot (June/July each year)
- 12) Leave of Absence can be granted for up to 3 meetings at the discretion of the other members of PC

3 **Duties of the PC :**

- 1) Their prime duty is to ensure that the “Sound” of 2 Air FM is in unison with our precepts, both in music suitability and presentation
- 2) To update presenters with any requirements that may change from time to time
- 3) To ensure that all presenters are treated with respect and amicability and each and every Presenter feels uplifted and worthy of their position
- 4) To ensure any communication from a Presenter to PC in relation to any matter within the jurisdiction of PC is dealt with in a timely manner and the presenter is notified of the result of the deliberations
- 5) To make recommendations to CoM on any matters the PC feels need clarification or changing in regards to matters relating to PC operations
- 6) If a Presenter requires counselling re either their presentation or music content, this must NEVER be done while that person is “on air” or

immediately before or after their programme unless it is a major matter when time is of the essence.

- 7) Members of the PC must not counsel presenters unless it has been arranged at a meeting of PC and a particular person is nominated for the task - that person will report back to next PC meeting or via email to all PC members if matter is urgent.
- 8) All correspondence between particular presenters and PC should be organised by the Chair of PC, especially if the matter is contentious

4 **Meetings**

- 1) Meetings of the PC are held monthly starting at 9.30 am in the Meeting Room at 24 Glenreagh Street, Coffs Harbour with the date as agreed by PC members
- 2) This date/time/venue will be ratified or changed as seen fit by any new PC at their August meeting (the first meeting of the new PC each year)
- 3) Meeting procedure will be as set out in "Guidelines for Meetings" Item 2

APPENDIX A - Refer next page - this is an example only – dates will have to be changed each year to cover

Guideline No. 7

Removal of CoM Members

This is the mechanism for removing a CoM member if the need arises. This can only be done at a General Meeting of Members

The procedure to be followed is :

- 1 A General Meeting of Members is called by the CoM and papers have to be sent to all members at least 14 days before the meeting date. These papers will include the date of the meeting, the venue, the agenda for the meeting, including the resolution wording together with any relevant papers from either the CoM or the member or both.
- 2 On the date fixed for the meeting the Agenda for the meeting is followed and no other business will be dealt with.
- 3 The CoM will cite the reasons for their decision to ask members to remove a CoM member from their ranks.
- 4 The Member will have a right of reply at the meeting
- 5 Once all matters are exhausted, a vote is taken and dependant on the vote, the member is either removed or the motion is lost.

Guideline No. 8

RETURNING OFFICER

The following is a detailed analysis if the role of Returning Officer = primarily for AGM but could be applied to any function requiring a Secret Ballot

1 Count up total number of eligible members in attendance to vote if necessary

- You will need this number for special resolutions or any other voting so get it ready

2 Election of Officers for CoM

The President will call on you to run the elections and you proceed as follows :

- 1 Declare all positions vacant and ask everyone to vacant their chair of office
- 2 Detail how you will be running things
- 3 Do each position separately in order :
 - **President** : Read nominations from Business paper
if only one nomination, declare person elected to position -
if more than one nomination follow "B" below
 - **Vice President** - - do as for President
 - **Secretary** do as for President
 - **Treasurer** do as for President
 - **Committee of Three** :
If there are people on the List of nominations who have been elected to Executive positions, ask everyone to remove their names from the list on their ballot papers

A If you have the correct number (no ballot required) :

- declare them elected to the Committee of Management

B If we have more than required a ballot will have to be called

- 1 Read out nominations
- 2 Declare we will have a ballot and require 3 (or whatever the number) members elected

- 3 Ballot papers have been given to members as they registered on entry
- 4 Declare the ballot open
- 5 Tell them to indicate their choice by ticking or circling the names of the members they wish to vote for
- 6 Ask them to Vote now and put their ballot paper in the box provided - Each person puts their ballot paper into the box – no collecting and dumping into box ! or
If member is unable to walk to box, it is taken to them by either Returning Officer or Scrutineer (only these people !)
- 7 Ask if everyone has voted as they wish
- 8 Declare the ballot closed
- 9 Call on Scrutineer(s) to assist you with the counting
- 10 Depart and count them all - you will already have counted up the number of eligible voters so you will then be able to balance the votes to numbers
- 11 Once counted please fill in the list attached which states :
 - Total number of voters
 - Number of Informal votes
 - Votes for each person
 - Elected are :
- 12 Come back in and declare **ONLY** the names of people elected unless you are called on to give out the votes. It is hoped that this will not happen as it will embarrass the person(s) missing out but if asked we have to give them out
- 13 That completes the election of people to be the Committee of Management for the ensuing year

3 FINALISATION OF ELECTIONS - - once completed :

- A Wish them every congratulation and success in their deliberation on behalf of all the members of 2 Air FM
- B Hand back the chairmanship to Chairperson

4 SPECIAL RESOLUTIONS

- These are the ones that need 75% of eligible members present to vote in favour of the resolution
- Make sure that everyone knows that there has to be a 75% or more vote in favour for a resolution to be successful.
- This will always be a “secret” ballot – show of hands voting is not applicable to a Special Resolution Ballot
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Guideline No. 9

Sub-Committees

Clause 22 of the Constitution enables CoM to appoint sub-committees.

A sub-committee can be a group of people or a single person dependant on the circumstances

When a member is appointed by CoM it can be in the role of a co-ordinator or a group.

Groups presently in operation are :

- **Programming Committee** – members are elected annually for a position on this Committee by secret ballot in July each year
- **Roster co-ordinator** - is also a member of the Programming Committee by right of position and this allows for smooth flow of programming
- **Fund Raising Team** – called **FROM** for short and includes Outdoor music - interested members are co-opted as necessary
- **Sponsorship** – co-ordinator appointed and co-opts when necessary
- **Interview** - co-ordinator appointed and co-opts as necessary
- **Training** - co-ordinator appointed and co-opts as necessary
- **Mediation** - co-ordinator appointed and co-opts as necessary

There are policies in place to cover the duties of the Roster, Sponsorship, and Interview co-ordinators

Also it should be noted that there are the following positions :

- **Office Manager** - The member in this role will be in charge of the every day running of the office, including the roster for office staff and be under the direction of the Secretary
- **Assistant Secretary** - This member is appointed by CoM when requested by Secretary to assist with his/her duties -

This member may also attend any CoM meetings as deemed necessary in an ex officio capacity with no voting rights and will act under the direction of and perform whatever tasks they are asked to do by the Secretary

Guideline No, 10

TRAINING

PROCEDURE FOR TRAINING

- Following an enquiry to be a presenter, name and contact details are passed on to the Training Team who will make contact and discuss matter with the person (eg music style, special needs etc)
- Once agreed to want to continue and/or be suitable for training their name is placed in the Training book and person assured that they will be contacted
- Training can be either individual and this will be organised at the time of initial contact by the Trainer as necessary
- The following is a schedule of how the training will progress :
 - 1 **Orientation Meeting** – this is essential as some trainees make a decision not to continue with training and it is best to weed them out at this stage than spend hours training them and then they leave
 - 2 **First lesson** – this is the ‘legals’ where trainees are given all the information about ACMA regulations, copyright for music, Codes of Conduct etc – these are the rules 2 Air FM is governed by and most important that all presenters are aware of any implications that could occur if not followed properly
 - 3 **Second lesson** – this lesson is the theory side of 2 Air FM operations and includes all facets of our operations and allows all presenters to provide a sense of continuity for our listeners.
 - 4 **Third Lesson** – This deals with the finer points not dealt with in previous lessons including :
 - How to construct a programme and analysis of same with feedback
 - What is acceptable music
 - How to handle glitches when they occur during the presentation of a programme
 - Timing out for the News and other obligatory matters (eg Passing Parade)
 - Providing an opportunity for trainees to ask questions, seek advice etc
 - 5 **Practical** - after all the theory is dealt with, it is now time for the practical side when the trainees are given instruction on panel operation by Trainers and is a hands-on time

This may take several lessons but Trainers will assess at time

- 6 **Buddy system** - at this stage Trainer will arrange further tuition at a time suitable to both parties when the spare studio is available.
These bookings should be noted in the book (located at Office Desk)
Concentration on all aspects of the panel operation is the main task of Trainers at this time whilst proficiency is being achieved
Also music selection and style will be discussed to ensure music played on radio station 2 Air FM is consistent with the policy of the station for an easy listening and country mix.
- 7 **Progress** –Trainers will continue until person and their trainer feel the trainee is competent enough to compose a programme for the Training Team to review together with a questionnaire to assess their knowledge of the rules, regulations etc. and general 2 Air FM practices
- 8 **Review** – completed by Training Team and relayed back to the trainee to allow them to improve presentation and knowledge
- 9 **Allocation of Programme** – Once items 1 to 8 have been completed successfully, this information to be passed on to the Programming Committee to allow this person to be allotted a programme with due liaison between Trainer and Programming Committee

At this stage, the Studio fee is due and payable.

ROLE OF THE TRAINING TEAM LEADER

The person who is appointed to be Team Leader will organise all aspects of the Training in conjunction with the other Training Team members

These include :

- Setting dates for group or individual training as necessary
- Convening Training Team meetings at regular intervals with minutes/report being sent to Programming Committee for their discussion and CoM for their information

- Contacting prospective trainees when they make contact and keeping the books required in good order.
- Discussing with other trainers the progress of trainees at various times
- Organising for other skilled presenters to assist with training as necessary
- Organising the questionnaire of competency for trainees when ready
- Generally act as a PR person with prospective presenters and have discussion with fellow trainers when necessary so all are aware of what is happening

Guideline No. 11

Guidelines for Interviews

- CoM to appoint an “Interview Co-ordinator” to oversee all interviews
- All interviews or ideas for interviews to be channelled through the Co-ordinator in the first instance to check suitability etc. and to keep the Co-ordinator informed of any activity in this field of operation
- Record to be kept by Co-ordinator of all suggestions and whether acceptable or unacceptable (with the reason)
- An “Interview Request Form” to be completed by Office Staff (or whoever received the request) and passed to the Interview Co-ordinator for follow up suitability etc. The form is available in the Office Masters Book
- Once passed as permissible, Co-ordinator to make arrangements with presenter wishing to do the interview or allocate a presenter for this and contact to be made with the organisation requesting interview
- Date for interview to be fixed and both interviewer and guest to be informed and if possible, they meet or talk re subject matter
- Once above organised, Co-ordinator to pass information on to Roster Co-ordinator for inclusion on Roster List and to Web Page and Facebook Co-ordinators for updating same
- A register of interviews to be kept by Co-ordinator for future reference (with a copy to Secretary) – this will not only be a record but also will illustrate to ACMA the station’s community involvement. If there are any complaints re an interview, it can be noted and resolved and will also show our impartiality when renewing our licence.

Standard letter of thanks or an email (whichever is appropriate) to be sent by Co-ordinator once interview is completed with a copy to Secretary for record and information purposes

Guideline No. 12

Voting

It is normal that only those attending the AGM can vote on matters relating to the business of the day and no proxy voting is allowed (refer Clause 33 of Constitution) . No proxies – (refer Clause 34 of Constitution) are allowed and a person must be in attendance

However, it is understood that some members may not be able to attend the actual meeting and the CoM may decide that another method of voting can be also be made available as noted in Clause 35 of the Constitution .

Postal, Pre-poll and Electronic Ballot

There are various ways as well as personal attendance where a person is able to vote (mainly for AGM)

CoM may decide to use a different method for voting as well as or in conjunction with the normal attendance at meeting voting

- 1 **Postal Ballot** can be used at CoM discretion and full details of the method to be utilised will be made known if/when this method is decided upon by CoM
- 2 **Pre-poll Ballot** can be used at the discretion of the COM when
 - a Presenter is “on air” or either side at the time of the meeting
 - will be out of town or have work commitments
 - is sick or hospitalised

The times, dates and place for any Pre-Poll voting facility will be included in the Notice of AGM (or other Meeting as applicable) and papers will be sent to all Members as/when necessary.

- 3 **Electronic Ballot** can be used at the discretion of the CoM and full details of the method to be utilised will be made known if/when this method is decided upon by the CoM

Note : If the CoM decides to use the Postal Voting or Electronic system for a ballot the following is the regulation for the procedure of conducting these and should be adhered to .

A copy of these procedures has been placed as an Attachment at the conclusion of these guidelines and titled

Attachment - to Clause 35 of the Constitution and is entitled “ Schedule 3 – Conduct of postal and electronic ballots” for more information

Guideline No. 13

CUSTODY AND/OR INSPECTION OF BOOKS

1 Custody of Books etc

Refer Clause 42 of the Constitution

The Secretary (whoever they are) will most likely work from home as well as at the studio so this covers all facets of the work

2 Inspection of Books and records

Refer Clause 43 of the Constitution

- Clause 43 (2) specifically states that Minute Books are NOT open for inspection unless by arrangement with and the approval of CoM
- There was a precedent many years ago where a member wanted to inspect the minute books and it was agreed they be allowed to but had to be chaperoned by the Secretary at the time with no photos to be taken
- All notes wanted had to be hand written – this may seem a draconian method but necessary if CoM is to keep this rule intact

Guideline No. 14

PROPERTY DISTRIBUTION AND TRANSITION PROVISIONS

1 Distribution of property on winding up operations

refer Clause 46 of Constitution (previously called “Application of Assets and Income of the Association”)

Clearly states what is to happen if we ever wind up the operations of 2 Air FM

Money is **NOT** to be distributed amongst the members but distributed to a like-minded organisation or organisations – this means a not-for-profit organisation who would have similar rules to 2 Air FM .

2 Transitional Provisions

refer Clause 37 of Constitution

- This is the rule that guarantees a member’s continuation of membership when the Constitution is changed
- It basically states that if you were a member on the old rules, you will automatically be a member on the newly passed rules.

Guideline No. 15**GUIDELINES AND POLICIES**

refer Clause 48 in Constitution

- This clause acknowledges the Guidelines and Policies as a tool to assist members with the various procedures and can be amended as and when the CoM see fit without the need to have a General Meeting or a Special Resolution Meeting
- Should these Guidelines or Policies be in conflict with the Constitution, the Constitution will always take precedence.
- The creation of these Guidelines and Policies is to inform members of all aspects of the operation of Radio Station 2 Air FM and ensure all members will be able to follow the various directives and/or rules which can be amended by CoM when necessary

