

**OPAL 89.7
FM**



**Opal FM
STATION POLICY
BOOKLET
PO Box 1737, Lightning Ridge NSW 2834**

Phone: (02) 6829 2777

This booklet contains Policy for Opal FM – A small community radio station in Lightning Ridge in NSW Australia.

The station is operated & supported by sponsors, members and volunteers.

Opal FM is heard throughout the town and opal fields of Lightning Ridge, within a radius of 75km. There are 11 separate Policies –

ACCEPTABLE USE OF RESOURCES POLICY

Policy number	01	Version	1.0
Drafted by	Elizabeth Waller	Approved by Board on	7/12/2018
Responsible party	Board	Scheduled review date	27 June 2020

INTRODUCTION

Opal FM Community Radio recognizes that volunteers need access to various resources including computer and telephone network systems to assist and enable them to deliver community radio related activities and services. Opal FM supports the right of volunteers to have access to reasonable personal use of its resources in accordance with this policy.

PURPOSE

This policy sets out guidelines for acceptable use of the computer and telephone networks, including internet usage and telephone calls made by volunteers of Opal FM. The primary purpose for which access to these resources is provided to Opal FM volunteers is to assist them in carrying out their community radio-related tasks.

POLICY

Volunteers may use the Opal FM resources for:

- Community radio-related purposes
- Limited personal use (for details see Procedures)

AUTHORISATION

Secretary	(signature)	President	(signature)
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ACCEPTABLE USE OF RESOURCES PROCEDURES

Procedure number	01-1	Version	1.0
Drafted by	Elizabeth Waller	Approved by Board on	7/12/2018
Responsible party	President	Scheduled review date	7/12/2020

RESPONSIBILITIES

It is the responsibility of the Board to ensure that:

- volunteers are aware of this policy; and
- any breaches of this policy coming to the attention of the Board are dealt with appropriately.

It is the responsibility of the all volunteers to ensure that their usage of all Opal FM resources conforms to this policy.

PROCESSES

Limited personal use

Limited personal use of computer and telephone networks and other Opal FM provided by the organisation is permitted where it:

- Is infrequent and brief
- Does not interfere with the duties of the volunteer or his/her colleagues
- Does not interfere with the operation of Opal FM
- Does not compromise the security of the Opal FM systems
- Does not impact on Opal FM electronic storage capacity
- Does not decrease network performance (e.g. large email attachments can decrease system performance and potentially cause system outages)
- Incurs no additional expense for Opal FM
- Violates no laws
- Compromises none of the confidentiality requirements of Opal FM
- Does not fall under any of the 'unacceptable use' clauses outlined below.

Examples of what would be considered reasonable personal use are:

- Sending a brief personal email
- Making a brief personal local landline phone call

Unacceptable use

Volunteers may not use computer and telephone networks provided by Opal FM to:

- Create or exchange messages that are offensive, harassing, obscene or threatening;
- Visit websites containing objectionable (including pornographic) or criminal material;
- Exchange any confidential or sensitive information held by Opal FM (unless in the authorised course of their duties);
- Create, store or exchange information in violation of copyright laws (including the uploading or downloading of commercial software, games, music or movies);
- Use internet-enabled activities such as gambling, gaming, conducting a business or conducting illegal activities;
- Make long distance, international or calls to mobiles without prior approval from a Board member;
or
- Create or exchange advertisements, solicitations, chain letters and other unsolicited or bulk email.

At the discretion of the Opal FM Board of Management, volunteers engaging in unacceptable use of Opal FM resources may be asked to reimburse Opal FM for any additional expenses incurred by Opal FM and/or be subject to disciplinary procedures in accordance with the rules of the association.

Authorisation

Secretary (signature)	President (signature)
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BOARD MEMBER INDUCTION POLICY

Policy number	02	Version	1.0
Drafted by	Elizabeth Waller	Approved by Board on	7/12/2018

Responsible party	Board	Scheduled review date	7/12/2020
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INTRODUCTION

The effective operation of any organisation relies on its Board, and the effective operation of the Board relies on all its members having a full command of the necessary information and expertise.

PURPOSE

This policy seeks to ensure that new members of the Board are provided with all the information and training necessary to enable them to contribute appropriately to the operations of the Board from the time of their election.

POLICY

New Board members shall be provided with all the information and training necessary to enable them to contribute appropriately to the operations of the Board.

AUTHORISATION

Secretary	(signature)	President	(signature)
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BOARD MEMBER INDUCTION PROCEDURES

Procedures number	02-1	Version	1.0
Drafted by	Elizabeth Waller	Approved by Board on	7/12/2018
Responsible party	Board	Scheduled review date	7/12/2020

RESPONSIBILITIES

It shall be the responsibility of the Board to ensure that the procedures are implemented appropriately.

PROCEDURES

Initial Contact

After the Board or membership have confirmed the appointment of a new member the President or another Board member shall make contact with the new member to welcome them to the organisation.

Board Induction Package

A Board Induction Package should be provided to the new member which should include:

- The Opal FM mission statement, rules, policies and procedures;
- Basic contact information of Board members; and
- Information about the Board and Board members' roles and responsibilities.

Introductions

The President or another Board member shall introduce the new member to other members of the Board as soon as possible after their appointment.

Tour

The President or another Board member shall invite the new Board member to take a tour of the organization's facilities and introduce them to any volunteers they may encounter. The new member should be shown where the Board meets, where the amenities are, where the office equipment is etc.

AUTHORISATION

Secretary	(signature)	President	(signature)
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BOARD MEMBER POLICY

Policy number	03	Version	1.0
Drafted by	Elizabeth Waller	Approved by Board on	7/12/2018
Responsible party	Board	Scheduled review date	7/12/2020

INTRODUCTION

A Board operates more effectively if the members of the Board know their respective duties and obligations.

PURPOSE

This policy seeks to ensure that members of the Board know their respective duties and obligations.

POLICY

Members of the Board shall have their duties and obligations set out in Appendix A of the relevant procedures.

AUTHORISATION

Secretary	(signature)	President	(signature)
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BOARD MEMBER PROCEDURES

Procedures number	03-1	Version	1.0
Drafted by	Elizabeth Waller	Approved by Board on	7/12/2018
Responsible party	Board	Scheduled review date	7/12/2020

RESPONSIBILITIES

The President or another Board member shall be responsible for including this policy in the induction package provided to new Board members.

The Secretary of the Board shall be responsible for ensuring that a copy of this policy is available for reference in Board meetings.

The Board shall be responsible for making a ruling on any point in dispute in this policy.

PROCEDURES

This policy shall be included in the induction package provided to new Board members. A copy of this policy shall be available for reference in Board meetings. Any point in dispute in this policy shall be resolved by the Board.

Board members' roles, responsibilities, duties and obligations shall be set out in a duty statement for each position as per attachment A to these procedures.

AUTHORISATION

Secretary	(signature)	President	(signature)
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APPENDIX A

POSITION STATEMENT: PRESIDENT

	Small Organizations	Larger Organizations
Duties applicable to startup organizations only are given in <i>italics</i> Statutory duties (i.e. those specifically required by law) are given in blue bold type		
Governance	Provide leadership to the organisation	Provide leadership to the organisation
	Ensure [in partnership with the Board] that the organization's objectives, goals and mission are being followed	Ensure [in partnership with the Board] that the organization's objectives, goals and mission are being followed
	Ensure [in partnership with the Board] that the organisation develops in the appropriate direction	Work with the CEO to ensure [in partnership with the Board] that the organisation develops in the appropriate direction

	Ensure [in partnership with the Board] that the organisation operates in an ethically, environmentally, and socially responsible fashion	Work with the CEO to ensure [in partnership with the Board] that the organisation operates in an ethically, environmentally, and socially responsible fashion
Planning	<i>Produce</i> [in partnership with the Board] <i>a Strategic Plan for the organisation</i>	<i>Oversee</i> [in partnership with the Board] <i>the production of a Strategic Plan for the organisation</i>
	Ensure [in partnership with the Board] the regular review and development of the Strategic Plan	Oversee [in partnership with the Board] the regular review and development of the Strategic Plan
Meetings	Ensure that appropriate standing orders are in place	Ensure that appropriate standing orders are in place
	With the Secretary, prepare the agenda in advance of the meeting	With the Secretary and the CEO, prepare the agenda in advance of the meeting
	Chair Board meetings according to Standing Orders	Chair Board meetings according to Standing Orders
	Rule on issues of meetings procedure not covered in the Standing Orders	Rule on issues of meetings procedure not covered in the Standing Orders
	Report to the Annual General Meeting on the situation of the organisation	Report to the Annual General Meeting on the situation of the organisation
	Chair General Meetings according to Standing Orders	Chair General Meetings according to Standing Orders
Administrative & Management	Chair the Executive Committee between Board meetings	Chair the Executive Committee between Board meetings
		Serve on Board committees as required
		Liaise with Board committee chairs and report to the Board where appropriate
	Assign [in partnership with the Board] administrative duties to Board members and volunteers	
	Personally carry out administrative duties as assigned	
		<i>Ensure that appropriate recruitment policies and procedures are in place for CEO and other staff</i>
		<i>Oversee the recruitment of the CEO</i>

		Ensure that appropriate personnel policies and procedures are in place for CEO and other staff
		Oversee the annual performance review of the CEO
		Oversee the succession of the CEO
	Manage the business of the Board	Oversee the management of the business of the Board
	Manage the recruitment, induction, and training of Board members [in partnership with the Board]	Oversee the management of the recruitment, induction, and training of Board members [in partnership with the Board]
	Manage [in partnership with the Board] the assessment, review and renewal of the Board	Oversee the management [in partnership with the Board] of the assessment, review and renewal of the Board
	Manage the organization's grievance procedures	Oversee the management of the organization's grievance procedures
	Ensure the harmony of Board deliberations	Ensure the harmony of Board deliberations
	Manage [in partnership with the Board] the succession of the position of Chair	Manage [in partnership with the Board] the succession of the position of Chair
		Serve as liaison with the CEO and, through them, to the staff
		In consultation with the CEO, report to the Board on staff management issues
		In consultation with the CEO, draw up CEO succession policy
Media	Under the organization's Media Policy, serve as spokesperson for the organisation as appropriate	Under the organization's Media Policy, serve as spokesperson for the organisation as appropriate
Promotion	Promote the organisation in the community as opportunities arise	Promote the organisation in the community as opportunities arise
Negotiation	Serve [as nominated by the Board] in negotiation with other organizations	Work with the CEO in negotiation with other organizations; report to the Board
Legal	Ensure that <ul style="list-style-type: none"> the modes of performance of all legal requirements are featured in the procedure's manual 	Oversee staff to ensure that <ul style="list-style-type: none"> the modes of performance of all legal requirements are featured in the procedure's manual

	<ul style="list-style-type: none"> the performance of all legal requirements is reported to the Board the performance of all legal requirements is fully documented. 	<ul style="list-style-type: none"> the performance of all legal requirements is reported to the Board the performance of all legal requirements is fully documented.
	Ensure that all legal requirements are met	Ensure that all legal requirements are met
Finance	With the Treasurer, ensure the organization's financial control procedures are adequate and that risk management strategies are in place	With the Treasurer, oversee the CEO to ensure that the organization's financial control procedures are adequate and that risk management strategies are in place
Other duties	As for Board members (below)	As for Board members (below)

APPENDIX B

POSITION STATEMENT: BOARD TREASURER

	Small	Large
Duties applicable to startup organizations only are given in <i>italics</i> Statutory duties (i.e. those specifically required by law) are given in blue bold type		
Governance	Ensure that the Board maintains the degree of financial literacy necessary to conduct the business of the organisation	Ensure that the Board maintains the degree of financial literacy necessary to conduct the business of the organisation
	Advise the Board on matters of finance	Advise the Board on matters of finance
	Advise the Board on fundraising	Advise the Board on fundraising
	<i>Ensure that appropriate financial policies and procedures are in place and fully documented</i>	<i>Oversee the production of appropriate fully documented financial policies and procedures</i>
Planning	<i>Produce [in partnership with the Board] a Business Plan for the organisation</i>	<i>With the CEO, oversee [in partnership with the Board] the production of a Business Plan for the organisation</i>
	Ensure [in partnership with the Board] the regular review and development of the Business Plan	With the CEO, oversee [in partnership with the Board] the regular review and development of the Business Plan
Meetings	Report to the Board at each meeting on the financial situation of the organisation	Report to the Board at each meeting on the financial situation of the organisation
	Report to the Board at each meeting on variances from the approved budget	Report to the Board at each meeting on variances from the approved budget

	With the Secretary, place any necessary financial items on the Board agenda in advance of the meeting	With the Secretary, place any necessary financial items on the Board agenda in advance of the meeting
	Report to the Annual General Meeting on the financial situation of the organisation	Report to the Annual General Meeting on the financial situation of the organisation
Administrative & Management	Serve on the Executive Committee between Board meetings	Serve on the Executive Committee between Board meetings
		Chair the Finance Committee
		Serve on Board committees as required
		Liaise with Board committee chairs on financial issues and report to the Board where appropriate
	Personally, carry out financial duties as assigned	
	Keep the books of the organisation	Oversee the organization's bookkeeping
	Ensure the organization's financial records are adequate, protected, backed up, and accessible.	With the Chair, oversee the CEO in ensuring that the organization's financial records are adequate, protected, backed up, and accessible.
	Manage the organization's banking	Oversee the organization's banking
	Maintain the organization's asset register	Oversee the maintenance of the organization's asset register
Finance	Ensure the organization's financial control procedures are adequate and that appropriate safeguards against fraud are in place	Oversee the CEO to ensure that the organization's financial control procedures are adequate and that appropriate safeguards against fraud are in place
	Ensure that risk management strategies (including appropriate insurances) are in place	Oversee the CEO to ensure that risk management strategies (including appropriate insurances) are in place
	Collect and receive all money due to the organisation and make all payments authorized by the organisation	Oversee the collection and reception of all money due to the organisation and the making of all payments authorized by the organisation
	Oversee the organization's investment strategy and report to the Board	With the CEO, oversee the organization's investment strategy and report to the Board

	Prepare the Budget for the coming year	Oversee the preparation of the Budget for the coming year
	Review income and expenditure against the budget on a continuous basis	Oversee the review of income and expenditure against the budget on a continuous basis
Legal	Ensure the organization's compliance with all applicable tax arrangements	With the CEO, ensure the organization's compliance with all applicable tax arrangements
Other duties	As for Board members (below)	As for Board members (below)

APPENDIX C

POSITION STATEMENT: BOARD SECRETARY

	Small	Large
Duties applicable to startup organizations only are given in <i>italics</i> Statutory duties (i.e. those specifically required by law) are given in blue bold type		
Governance	<i>Ensure the preparation and adoption of appropriate Board policies</i>	<i>Ensure the preparation and adoption of appropriate Board policies</i>
Planning	<i>Produce [in partnership with the Board] a Marketing Plan for the organisation</i>	<i>Oversee [in partnership with the Board] the production of a Marketing Plan for the organisation</i>
	Ensure [in partnership with the Board] the regular review and development of the Marketing Plan	Oversee [in partnership with the Board] the regular review and development of the Marketing Plan
	Ensure that appropriate standing orders are in place	Ensure that appropriate standing orders are in place
Meetings	Organize the venue for Board meetings	
	With the Chair, prepare the agenda in advance of each Board meeting	With the Chair and the CEO, prepare the agenda in advance of each Board meeting
	Organize meeting papers for distribution before the meeting	Oversee the distribution of meeting papers before the meeting
	Take minutes at each Board meeting and circulate to Board members	Take minutes at each Board meeting and circulate to Board members
	Take minutes at each General Meeting and circulate to members of the organisation	Take minutes at each General Meeting and circulate to members of the organisation

Administrative & Management	Serve on the Executive Committee between Board meetings	Serve on the Executive Committee between Board meetings
	Serve on Board committees as required	Serve on Board committees as required
	Maintain a register of members	Oversee the maintenance of a register of members
	Handle the procedures for the admission of new members	Oversee the procedures for the admission of new members
	Handle the procedures for the resignation of members	Oversee the procedures for the resignation of members
	Handle the procedures for the discipline, suspension and expulsion of members	Oversee the procedures for the discipline, suspension and expulsion of members
	Organise General Meetings and notify members in advance	Oversee the organisation of General Meetings
	Receive nominations for positions on the Board	Receive nominations for positions on the Board
	Keep in their custody all books, documents and securities, and make them available to members as requested	Keep under their control all books, documents and securities, and make them available to members as requested
	Personally carry out administrative duties as assigned by the Chair	
Media	<i>Ensure preparation and adoption of a Media policy</i>	<i>Ensure preparation and adoption of a Media policy</i>
Promotion	Promote the organisation in the community as opportunities arise	Promote the organisation in the community as opportunities arise
Negotiation	Serve [as nominated by the Board] in negotiation with other organizations	Serve [as nominated by the Board] in negotiation with other organizations
Legal	Keep the Common Seal of the organisation	Keep the Common Seal of the organisation
Other duties	As for Board members (below)	As for Board members (below)

APPENDIX D

POSITION STATEMENT: ORDINARY BOARD MEMBER

	Small	Large
General	On being elected to the Board, undertake induction and training procedures as provided by the Board	On being elected to the Board, undertake induction and training procedures as provided by the Board

Governance	Consider, debate, and vote on issues before the Board on the basis of the best interests of the organisation only	Consider, debate, and vote on issues before the Board on the basis of the best interests of the organisation only
	Comply with the rules, policies, and standing orders of the organisation	Comply with the rules, policies, and standing orders of the organisation
Planning	Review and approve the organization's Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan, etc)	Review and approve the organization's Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan, etc)
Meetings	Attend all meetings, or, if absolutely unavoidable, apologies in advance for absence	Attend all meetings, or, if absolutely unavoidable, apologies in advance for absence
	Where Board papers are circulated in advance of the meeting, read papers and consider issues before the meeting	Where Board papers are circulated in advance of the Board meeting, read papers and consider issues before the meeting
	Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate	Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate
Administrative & Management		Approach employees of the organisation (paid or unpaid) only through the CEO
	Serve on Board committees as required	Serve on Board committees as required
	Review and approve the organization's systems for financial control and risk management	Review and approve the organization's systems for financial control and risk management
	Undertake administrative duties as required	
Media	Make comments to the media only as provided in the organization's Media Policy	Make comments to the media only as provided in the organization's Media Policy
Promotion	Promote the organisation in the community as opportunities arise	Promote the organisation in the community as opportunities arise
Fundraising	Participate enthusiastically in any fundraising approved by the Board	Participate enthusiastically in any fundraising approved by the Board
Legal & Ethical	Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation	Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation

	Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation	Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	If they have any direct or indirect material personal interest in any contract with the organisation, inform the Board immediately	If they have any direct or indirect material personal interest in any contract with the organisation, inform the Board immediately
	If they have any direct or indirect material personal interest in any contract with the organisation, not vote in the Board on that issue	If they have any direct or indirect material personal interest in any contract with the organisation, not vote in the Board on that issue
	If they have any non-material personal conflict of interest in any matter before the Board, or believe that the perception of such a conflict might arise, inform the Board immediately and follow the Board's rulings as to proper procedure	If they have any non-material personal conflict of interest in any matter before the Board, or believe that the perception of such a conflict might arise, inform the Board immediately and follow the Board's rulings as to proper procedure
	At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias, or personal animus	At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias, or personal animus

SPONSORSHIP POLICY

Policy number	04	Version	1.0
Drafted by	Elizabeth Waller	Approved by Board on	2/1/2019
Responsible party	Board	Scheduled review date	2/1/2022

INTRODUCTION

The Board of Opal FM Community Radio is committed to ensuring that its financial arrangements are carried out in an ethical manner.

PURPOSE

The purpose of this policy is to establish the framework and guidelines for the creation of productive sponsorship arrangements between Opal FM and the private sector, including small businesses, corporations, foundations, individuals and other non-government organizations. It is recognised that sponsorship arrangements can provide important marketing support to potential partners of Opal FM while at the same time generate additional revenues to support Opal FM mission and mandate.

POLICY

The fundamental principles that shape Opal FM relationships with sponsors are:

1. Sponsorship of Opal FM or of any symposium, project, program or event held by Opal FM, will not entitle any sponsor to influence any decision of the organisation.
2. Opal FM will not enter into any sponsorship arrangement with any corporation or organisation where the association with or acceptance of the sponsorship would jeopardize the financial, legal or moral integrity of Opal FM or adversely impact upon Opal FM standing and reputation in the community.
3. Opal FM will accept sponsorships as an additional source of revenue generation provided that all sponsorship arrangements are developed and maintained within the regulations embodied in this sponsorship policy.
4. All sponsorship arrangements must be consistent with existing Opal FM policies.

AUTHORISATION

Dawn Secretary	(signature)	Bevan Brown President	(signature)
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SPONSORSHIP PROCEDURES

Procedures number	04-1	Version	1.0
Drafted by	Elizabeth Waller	Approved by Board on	
Responsible party	Board	Scheduled review date	5/1/2022

RESPONSIBILITIES

The Board is responsible for the development and review of these procedures.

All Opal FM Board members and volunteers are required to adhere to these procedures and the relevant policy.

PROCEDURES

All event and project sponsorships must have significant financial commitment from the sponsor to help offset the costs associated with the activity.

All sponsorship relationships involving Opal FM must be identified and recorded for information purposes to encourage a donor-centered approach to revenue generation.

All sponsorship announcements should be identified as such in accordance with the *Community Broadcasting Codes of Practice - Radio*.

Naming rights associated with any sponsorship must be approved by the Board.

All sponsorship arrangements will be embodied in written contractual agreements between Opal FM and the sponsorship partner in the format set out in Appendix A.

No commercial enterprise shall be promoted by Opal FM outside a formal sponsorship arrangement.

AUTHORISATION

Dawn Secretary	(signature)	Bevan Brown President	(signature)
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APPENDIX A

SPONSORSHIP CONTRACT

This agreement between Opal FM INC and "the Sponsor"

.....
(Company/Organisation/Individual)

of.....
(Address)

Telephone.....Fax.....

Email.....

acknowledges and/or agrees to the following:-

1. Opal FM Radio Inc. agrees to provide airtime on its community broadcasting radio station 89.7 to acknowledge the support and sponsorship of the Sponsor in consideration of payment by the Sponsor as provided in this contract.

2. Provision of airtime shall be for the broadcasting of sponsorship announcements.

3. Rates for and details of sponsorship shall be as follows:-

.....
.....
.....
.....

The charge for these announcements, including GST, is \$..... per month for

months plus a production fee of \$..... (if applicable) totalling \$.....

Start Date.....

Finish Date.....

4. Where the Sponsor elects not to specify a finish date above, the sponsor must notify Opal FM Community Radio Inc. in writing 30 (thirty) days prior to the Sponsor electing to cease their sponsorship, either temporarily or permanently.
5. Due to its status as a non-profit organization, Opal FM Community Radio Inc. **does not** offer credit. The sponsor agrees to pay 1 month's sponsorship plus the production fee (if applicable) prior to their sponsorship announcement being produced.
6. The sponsor agrees to continue paying one month in advance as invoiced unless otherwise arranged.
7. Opal FM Community Radio Inc. will issue invoices via email when an email address has been supplied as part of this contract.
8. Payment is required within 30 days from the issue of monthly invoices. A payment due by date will be shown on each invoice.
9. In the event that payment is not received by the due date shown, the sponsors' sponsorship announcement shall be taken off air until such time that the sponsor makes the appropriate payment plus an additional \$20 overdue account fee.
10. The sponsor shall be responsible for all costs incurred by Opal FM Community Radio Inc in recovering overdue payments.
11. The wording and placement of sponsorship announcements will be subject to Sponsor's approval before material is broadcast.
12. Opal FM Community Radio Inc will ensure that sponsorship announcements will comply with the provisions of the Broadcasting Services Act 1992.
13. Opal FM Community Radio Inc. agrees to use all reasonable care in the presentation of material supplied by the Sponsor but shall not be responsible for any inadvertent errors or misstatements.

Signed by:

Signed by:

.....

.....

For and on behalf of the Sponsor

For and on behalf of Opal FM Community Radio Inc

.....

.....

Full Name

Full Name

.....

.....

Position held in Company/Organisation

Position held in Opal FM Community Radio Inc

WORKPLACE HEALTH AND SAFETY POLICY

Policy number	05	Version	1.0
Drafted by	Elizabeth Waller	Approved by Board on	
Responsible person	President	Scheduled review date	2/1/2022

INTRODUCTION

Opal FM Community Radio Inc. is committed to providing a safe, healthy and accident free workplace for all by complying with the relevant workplace health and safety legislation.

PURPOSE

This policy aims to achieve a high standard of workplace health and safety for Opal FM and its volunteers and visitors.

POLICY

Workplace health and safety involves shared responsibilities and teamwork. Consequently, Opal FM is committed to a consultative approach in which all volunteers at all levels of the organisation are responsible for their own and other people's health and safety in the workplace.

Opal FM shall:

- identify hazards, assess risks and implement appropriate controls;
- provide volunteers and visitors with any relevant information; and
- deal with safety and health matters in consultation with volunteers.

Each volunteer is personally responsible and accountable for their health and safety and for reporting any hazards they encounter. Opal FM shall regularly review its policy and procedures to continually improve workplace health and safety.

AUTHORISATION

Secretary	(signature)	President	(signature)
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WORKPLACE HEALTH AND SAFETY PROCEDURES

Procedures number	05-1	Version	1.0
Drafted by	Elizabeth Waller	Approved by Board on	2/1/2022
Responsible person	President	Scheduled review date	2/1/2022

RESPONSIBILITIES

The Board shall be responsible for appointing a Workplace Health & Safety (WHS) representative.

The President shall be responsible for forming the WHS Committee with the WHS representative.

PROCEDURES

WHS Representative

The Board shall appoint a WHS representative from the membership.

WHS Committee

The WHS Committee shall consist of the President of the Board and the WHS representative.

The WHS Committee shall meet twice annually and at other times as the circumstances require.

The committee shall:-

- receive WHS Hazard or Incident Notification Forms;
- report any of the reported hazards or incidents to the Board; and
- make recommendations to the Board on WHS policy and/or procedures.

AUTHORISATION

Secretary	(signature)	President	(signature)
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VOLUNTEER MANAGEMENT POLICY

Policy number	06	Version	1.0
Drafted by	Elizabeth Waller	Approved by Board on	2/1/2019
Responsible person	President	Scheduled review date	2/1/2022

INTRODUCTION

Opal FM Community Radio Inc relies heavily on the unpaid work of volunteers and values their contribution highly.

PURPOSE

This policy is intended to ensure that volunteers working at Opal FM have work that is safe, significant, fulfilling, and appreciated.

POLICY

All volunteers shall be treated with respect and gratitude for their contribution.

Volunteers shall be engaged at the discretion of the Board of management in accordance with the rules of the association.

Volunteers shall carry out duties assigned by the Board of management of Opal FM or one of its Board members.

All volunteers shall, as far as possible,

- be protected from harm; and
- be relieved of liability for acts performed in the discharge of their volunteer functions.

AUTHORISATION

Secretary	(signature)	President	(signature)
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VOLUNTEER MANAGEMENT PROCEDURES

Procedures number	06-1	Version	1.0
Drafted by	Elizabeth Waller	Approved by Board on	2/1/2019
Responsible person	President	Scheduled review date	2/1/2022

RESPONSIBILITIES

It is the responsibility of the Board of management of DVCR to organize the recruitment, training, and supervision of volunteers.

PROCEDURES

Recruitment

All volunteers are subject to the current Opal FM rules, policies and procedures. Membership of the association is approved by the Board of management upon receipt of the applicable relevant membership fee.

Induction

All volunteers shall be offered appropriate information and training to discharge their functions, and successful completion of this training shall be a condition of carrying out these functions.

Supervision

All volunteers shall, when necessary, receive appropriate supervision in the exercise of their functions.

Dispute Resolution

All volunteers shall be entitled to make a complaint and/or appeal in accordance with the complaint handling procedures set out in Opal FM rules.

AUTHORISATION

Dawn Secretary	(signature)	Bevan Brown President	(signature)
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VOLUNTEER INDUCTION POLICY

Policy number	07	Version	1.0
Drafted by	Elizabeth Waller	Approved by Board on	2/1/2019
Responsible person	President	Scheduled review date	2/1/2022

INTRODUCTION

Opal FM Community Radio Inc is committed to inducting all new volunteers into the organisation, in order to ensure that they have a smooth integration into their role and become operationally competent.

The induction program will enable new volunteers to learn about the organisation, its culture and the requirements of their role.

PURPOSE

The purpose of this document is to ensure that new volunteers have a smooth transition into the organisation and their roles.

POLICY

This Policy applies to Board members responsible for conducting Inductions within Opal FM.

All volunteers will be inducted into Opal FM in a manner as described in the procedures that accompany this policy document.

AUTHORISATION

Secretary	(signature)	President	(signature)
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VOLUNTEER INDUCTION PROCEDURES

Policy number	07-1	Version	1.0
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Drafted by	Elizabeth Waller	Approved by Board on	2/1/2019
Responsible person	President	Scheduled review date	2/1/2022

RESPONSIBILITIES

It is the responsibility of the Board to ensure that:

- all new volunteers participate in an induction program.

It is the responsibility of the Board to ensure that:

- An induction kit (electronic or hard copy) is developed, containing relevant documents, including information about Opal FM policies;
- The induction kit is kept up to date with relevant information;
- The quality of the induction process is maintained.

PROCEDURES

The Board must ensure all new volunteers participate in the induction program.

All new volunteers should be provided with all necessary information, such as Workplace Health & Safety requirements, duties to be undertaken, physical layout of the site, policies and procedures, rules etc. This will ensure that volunteers can work safely and represent the organisation effectively.

The Board of management may assign a “mentor” who will help induct the new volunteer. The mentor should provide support, give advice on matters arising, answer questions informally, give practical tips, introduce staff, be involved in giving feedback, etc.

The Board member of “mentor” is responsible for following up the volunteer’s induction as indicated on the Induction Checklist (see Appendix A).

AUTHORISATION

Dawn Secretary	(signature)	Bevan Brown President	(signature)
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APPENDIX A

RECRUITMENT INDUCTION CHECKLIST

Volunteer Name: _____

Date of Commencement: _____

Position: _____

WELCOME

Welcome new starter to the organisation.

INTRODUCTION

Provide copies of rules, mission statement and all relevant policies and procedures including Workplace Health and Safety. Provide an overview of the organisation including size and structure.

WORKPLACE ENVIRONMENT

Conduct office tour, including:

- Toilets
- Tea room/canteen
- Office and studio
- First aid facilities
- Noticeboards

MENTOR

Assign a person to act as mentor.

Name of Mentor: _____

CONFIRMATION OF COMPLETED INDUCTION

Volunteer Name: _____

Volunteer Signature: _____

Date: _____

Mentor/Board Member Name _____

Mentor/Board Member Signature: _____

Date: _____

REIMBURSEMENT OF EXPENSES POLICY

Policy number	08	Version	1.0
Drafted by	Elizabeth Waller	Approved by Board on	2/1/2019
Responsible person	President	Scheduled review date	2/1/2022

INTRODUCTION

Volunteers may on occasion be required to pay out of their own pockets expenses relating to their volunteer activities with Opal FM Community Radio Inc . Under certain circumstances, as outlined in this policy, these may be reimbursed by the organisation.

PURPOSE

The purpose of this policy is to spell out under what circumstances reimbursement of expenses may occur on behalf of Opal FM, and the process for doing so. This policy relates to volunteers acting on authorized Opal FM business.

POLICY

Opal FM will reimburse its volunteers expenses incurred by them on behalf of Opal FM or in the course of Opal FM business so long as such expenses are:-

- (1) Reasonable; and

(2) Authorized.

Reimbursement of reasonable but unauthorized expenses may be made on an *ex gratia* basis at the discretion of the Board in exceptional circumstances only.

Volunteers incurring authorized expenditure must, wherever possible, receive, retain and produce a tax invoice as evidence of such expenditure.

AUTHORISATION

Secretary	(signature)	President	(signature)
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REIMBURSEMENT PROCEDURES

Procedures number	08-1	Version	1.0
Drafted by	Elizabeth Waller	Approved by Board on	2/1/2019
Responsible person	President	Scheduled review date	2/1/2022

RESPONSIBILITIES

It is the responsibility of the Board to ensure that:

- Volunteers are aware of this policy;
- Any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of all volunteers to ensure that their requests for reimbursement conform to this policy.

PROCEDURES

Prohibited reimbursements

Opal FM will not reimburse volunteers for

- Unauthorized expenses;
- expenses claimed by an employee as a tax deduction;
- expenses normally recoverable from a third party; and/or
- expenses that are not incurred for business purposes.

Travel expenses

- Employees and volunteers may be reimbursed for the most direct and economical mode of travel available, considering all of the circumstances.
- Use of an employee or volunteer's own vehicle for work-related travel may be reimbursed by way of an all-inclusive mileage allowance, as shall be determined by the organisation from time to time.

Accommodation expenses

- Employees and volunteers may be reimbursed for moderate accommodation expenses, considering all of the circumstances.
- Employees and volunteers will not be reimbursed for items of a personal nature charged to a hotel account.

Meals

- Employees and volunteers may be reimbursed for reasonable and appropriate meal expenses actually incurred while on Opal FM business.

Approval

Board members are authorized to approve expenses to the amount of no more than \$50. Expenditure above this level must have approval from a chorus (4) of Board members. Volunteers must seek Board member approval prior to incurring such expenditure in order for it be authorized.

Volunteers incurring authorized expenditure must submit requests for reimbursement to a Board member. Amounts of less than \$50 may be reimbursed from petty cash. All other amounts must be submitted to the Treasurer for reimbursement by direct debit or cheque. A tax invoice must, wherever possible, be retained as evidence of such expenditure.

Claims that have not been authorized or supported by adequate documentation will be returned to the claimant and the reasons will be given for not processing the claim.

AUTHORISATION

Secretary		President	
	(signature)		(signature)

BOARD FUNDRAISING POLICY			
Policy number	09	Version	1.0
Drafted by	Elizabeth Waller	Approved by Board on	2/1/2019
Responsible person	President	Scheduled review date	2/1/2022

INTRODUCTION

Board members have the responsibility of ensuring the survival and continuation of Opal FM Community Radio Inc. This includes responsibility for ensuring funding is available to support the activities of the organisation.

While the Board may delegate many of the operations of fundraising to other parts of the organisation, the Board retains the responsibility for inspiring other fundraisers, demonstrating the perceived importance of fundraising to the organisation, and demonstrating their leadership in this area. To achieve this, each member of the Board must individually accept their key role in the fundraising process.

Board members should show leadership in fundraising by personally participating wherever possible.

PURPOSE

This policy makes explicit the understanding that members of the Board will be asked to contribute to the fundraising activities of.

POLICY

Board members will be requested to

- contribute to the short-term and long-term financial planning of Opal FM
- support the fundraising efforts of other parts of the organisation;
- support special events run by Opal FM to raise money or generate contacts;
- where possible, supply Opal FM with names of prospective individual and corporate donors;
- where requested, approach individual or corporate prospects to ask for donations on behalf of Opal FM, or sign letters to these prospects.

AUTHORISATION

Secretary (signature)	President (signature)
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ANTI-DISCRIMINATION & HARASSMENT POLICY

Policy number	10	Version	1.0
Drafted by	Elizabeth Waller	Approved by Board on	2/1/2019
Responsible person	President	Scheduled review date	2/1/2022

INTRODUCTION

Opal FM Community Radio Inc is committed to providing an environment free from discrimination and harassment for all members, volunteers, and the community in which it operates.

Opal FM will not tolerate discrimination or harassment under any circumstances and will take appropriate disciplinary action against any member or volunteer who engages in this behavior.

PURPOSE

With this policy Opal FM aims to:

- Create an environment which is free from discrimination and harassment and where all members, volunteers and community members are treated with dignity, courtesy and respect;
- Implement training and awareness raising strategies to ensure that all members know their rights and responsibilities;
- Provide an effective procedure for complaints based on the principles of natural justice;
- Treat all complaints in a sensitive, fair, timely and confidential manner;
- Guarantee protection from any victimization or reprisals;
- Encourage the reporting of behavior which breaches the anti-discrimination and harassment policy; and
- Promote appropriate standards of conduct at all times.

POLICY

The Board of Management has the primary role for ensuring that volunteers, members and visitors are not harassed or discriminated against on the premises, on-air or in other public

forums. This includes promotion of the anti-discrimination and harassment policy as well as modelling the appropriate behaviors.

All members, on-air presenters, volunteers and visitors are responsible for their own behavior. In particular, they are responsible for not participating in discriminatory or harassing behavior in connection with their involvement with Opal FM.

Discrimination and harassment occur when a person is discriminated against or harassed in certain areas of public life. Under federal and state legislation, unlawful discrimination occurs when someone, or a group of people, is treated less favourably than another person or group because of their:

- age
- breastfeeding
- disability
- family responsibilities
- gender/sex
- industrial activity
- irrelevant criminal record
- irrelevant medical record
- lawful sexual activity
- marital status
- relationship status
- parental status
- political activity
- political belief or affiliation
- pregnancy
- race
- religious activity
- religious belief or affiliation
- sexual orientation
- association with a person who has, or is believed to have, any of these attributes or identities

Discrimination can occur in:

- deciding who receives training and what sort of training is offered;
- providing opportunities to present on-air programs; and
- providing opportunities to participate in activities such as sub-committees.

Unlawful harassment occurs when someone is made to feel intimidated, insulted or humiliated because they have one of the attributes listed above. It can also happen if someone is working in a 'hostile' – or intimidating – environment.

Harassment can include behavior such as:

- telling insulting jokes about particular racial groups or people with a particular sexual orientation;
- sending explicit or sexually suggestive emails;
- displaying offensive or pornographic posters or screen savers;
- making derogatory comments or taunts about someone's race or religion; and
- asking intrusive questions about someone's personal life.

This behaviour is harassment whether it occurs:

- on a one-to-one basis; or
- on-air; or
- in public, including online (e.g. social networking sites such as Facebook).

Consequences for engaging in unlawful discrimination or harassment may include:

- being required to take steps to rectify the discrimination or harassment;
- being required to make an apology;
- suspension or cancellation of on-air activities (including sponsorship announcements);
- removal from office (if a board member);
- suspension or cancellation of membership of Opal FM; and/or
- being banned from Opal FM premises.

AUTHORISATION

Secretary	(signature)	President	(signature)
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ANTI-DISCRIMINATION & HARASSMENT PROCEDURES

Procedures number	10-1	Version	1.0
Drafted by	Elizabeth Waller	Approved by Board on	2/1/2019
Responsible person	President	Scheduled review	2/1/2022

RESPONSIBILITIES

It is the responsibility of all volunteers to ensure that they do not participate in discriminatory or harassing behavior in connection with their involvement with Opal FM

PROCEDURES

(Document not complete!)

PRESENTER POLICY

Policy number	11	Version	1.0
Drafted by	Elizabeth Waller	Approved by Board on	2/1/2019
Responsible party	Board	Scheduled review date	2/1/2022

INTRODUCTION

The Board of Management of Opal FM Community Radio INC considers the presenters to be the public face of the station. As such presenters need to be mindful of how they present both their programs and

themselves to the listening audience, their fellow volunteers and the general public and to consider how their words, actions and activities reflect upon the organisation as a whole.

PURPOSE

This policy encourages our presenters to engage with our listeners, other volunteers, and the general public with honesty, integrity and professionalism at all times.

POLICY

Presenters are expected to :-

- Treat the general public and each other with courtesy, respect and honesty and to behave ethically and professionally when interacting with others in all aspects of their role, both on-air and off-air;
- Comply with the requirements of the *Community Broadcasting Codes of Practice – Radio* and the *Broadcasting Services Act 1992*; and
- Adhere to and comply with all Opal FM policies, procedures and guidelines.

RESPONSIBILITIES

It is the responsibility of the Board to ensure that presenters are aware of this policy and its associated procedures and for presenters to comply with them.

AUTHORISATION

Secretary	(signature)	President	(signature)
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PRESENTER PROCEDURES

Procedure number	11-1	Version	1.0
Drafted by	Elizabeth Waller	Approved by Board on	2/1/2019
Responsible party	President	Scheduled review date	2/1/2022

LISTENER INTERACTION

Listener Complaints and Feedback

When receiving a phone call from listeners providing feedback or a complaint presenters are expected to remain polite at all times. Actively listen to what the caller is complaining about or providing feedback on and where possible take notes. Presenters should ask clarifying questions in order to be able to obtain as much information as possible.

Regardless of the call's content presenters should: -

- thank the caller for raising awareness of the issue or problem;
- advise the caller that their feedback is appreciated;
- thank caller for listening to the station; and
- advise caller to put any complaint in writing to the station's postal address as below.

Opal FM Community Radio Inc

PO Box 1737 Lightning Ridge NSW 2834

Presenters should provide details of any complaint to the Station Manager or another Board member within three business days. At no time are presenters required to address complaints as this responsibility sits with the Board of Management.

Listener Requests

From time to time listeners may call the station to request a song. If a presenter handles requests on their program they are welcome to do so, but it is suggested that they consider not putting them to air immediately. This affords presenters the opportunity to play other content to the listener while waiting to hear their request. Presenters may also acknowledge the person making the request on-air but should not disclose caller surnames or address details.

If the presenter does not wish to play a request during their program for whatever reason the caller should be:-

- thanked for their call;
- be provided with a brief explanation of why their request will not be played;
- asked for an alternative request if the song is unavailable or unsuitable;
- advised of which programs usually feature requests; and/or
- advised that their request has been passed on to the presenter of the next on-air program.

Competitions and Prizes

DVCR actively discourages the use of prize-driven competitions as a method of enticing listeners and would prefer presenters to attract an audience through creative and original program content, word of mouth, the use of social media and other authorized promotional activities.

There are several reasons for this position including: -

- the difficulties in sourcing worthwhile prizes;
- the potential conflict with the station's sponsorship agreements and/or policy;
- the logistics and costs associated with getting the prizes to the winners; and
- the connotations of participating in promotional activities that are commonly used in the commercial radio sector.

However, presenters may seek approval from the Board to run an on-air competition with prizes. The Board will examine these requests on a case-by-case basis. The Board will then decide whether a competition is to proceed after careful consideration of the associated policy and procedures. Individual presenters are not to approach sponsors for prizes.

Social Media

The Board encourages the use of social media by presenters to interact with the listening public. However, when using social media, such as Facebook or Twitter, presenters are requested to be mindful of who will be reading their posts or tweets. Consideration needs to be given to the differences between a public page or forum and one set up for use only by Opal FM volunteers and to act accordingly. e.g. The Facebook group *89.7 FM – Opal FM* is a public page able to be read by any member of the group including members of the public. The *89.7 Opal FM – Admin* page is only read by Opal FM members.

Although the *Community Broadcasting Codes of Practice - Radio* do not apply to the use of social media the Board prefers to send a consistent message regarding the promotion of commercial

enterprises. As such it is preferred that presenters do not share or post links to, or in any way promote, a commercial business. e.g. It is acceptable to provide basic information about a band's new tour or album but not advise or provide a link about where their music or concert tickets can be purchased.

If a presenter decides to have a Facebook page to promote their program then it should be titled using the following format, Opal FM – Program Name. It is also preferred that the Station Manager or another Board member is made an administrator of the page.

AUTHORISATION

Secretary (signature)	President (signature)
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PRESENTER PROCEDURES

Procedure number	11-2	Version	1.0
Drafted by	Elizabeth Waller	Approved by Board on	2/1/2019
Responsible party	President	Scheduled review date	2/1/2022

PROGRAMMING

Sponsorship Announcements

The Station Manager has determined the number of sponsorship announcements per sponsor in accordance with their contract with Opal FM. Additionally there are mandatory limits to how many sponsorship announcements can be played each hour. Consequently, scheduled sponsorship announcements are to :-

- be played in the hour in which they have been programmed by the Station Manager;
- are not be played in a block but rather spaced throughout the hour;
- are not to be deleted from the playlist; and
- additional sponsorship announcements are not to be added.

In accordance with the contractual arrangements with our sponsors and the Opal FM Sponsorship Policy, presenters are advised to not make additional comments on, or add their own personal recommendations concerning a sponsor, at the conclusion of a sponsorship announcement or at any other time. All scheduled sponsorship announcements shall be pre-recorded.

Community Service Announcements

There are no formal restrictions on community service announcements (CSAs). As such presenters may add additional CSAs to their playlists and/or read them off the cards provided. Presenters are reminded to be considerate of their audience when choosing how many to play. As with other announcements it is also preferred that they are not played in a block but spaced throughout an hour.

Offensive Language and Inappropriate Content

The *Community Broadcasting Codes of Practice – Radio* require broadcasters to consider their audience at all times and in particular when broadcasting material that contains language that some people may consider offensive. As such Opal FM requires that: -

- presenters do not use offensive language themselves at any time;
- no content containing offensive language is broadcast between the hours of 5:30am and 8:30pm; and
- if content containing offensive language is to be played outside of these times then a suitable warning is to be given beforehand.

If a presenter inadvertently plays content containing offensive language between the hours of 5:30am and 8:30pm then: -

- the song/track should be stopped; and
- the error acknowledged, and an apology given on-air.

Presenters are reminded that they should not broadcast material that is likely to stereotype, incite, vilify, or perpetuate hatred against, or attempt to demean any person or group, on the basis of ethnicity, nationality, race, language, gender, sexuality, religion, age, physical or mental ability, occupation, cultural belief or political affiliation. Material should also not be broadcast that may incite or encourage violence, mislead or alarm listeners, present illegal drug use or the misuse of tobacco or alcohol as desirable, or present suicide as a solution to life problems.

More information on these requirements can be found in *Code 3 of the Community Broadcasting Codes of Practice – Radio*.

Australian Content

Presenters need to be mindful of the requirement that of all music programming community radio stations need to broadcast a minimum of 25% Australian music. TYGA aims to keep this ratio above 30% but acknowledges that certain genre-specific programs may not be able to meet those requirements.

AUTHORISATION

Secretary (signature)	President (signature)
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PRESENTER PROCEDURES

Procedure number	11-3	Version	1.0
Drafted by	Elizabeth Waller	Approved by Board on	1/2/2019
Responsible party	President	Scheduled review date	2/1/2022

GENERAL ADMINISTRATION

Absences

The Board of Management accepts that presenters may be unable to present their programs from time to time. In these instances, it is the responsibility of the presenter to inform the Station Manager with as much notice as possible. If the Station Manager is unable to be contacted, then presenters should ensure they contact another Board member. Although presenters may have made arrangements for another presenter to fill their slot, final approval of these arrangements' rests with the Station Manager.

Presenters are also expected to be on time to undertake their program during their allocated timeslot.

Press Interviews and Station & Program Promotions

No presenters or volunteers of Opal FM are to engage in interviews with the press or in other promotional activities of any kind to promote Opal FM, its programs or its activities without the approval of the Board of Management. If any person has been contacted by the press or another organization or plans to contact the press or an organisation themselves, in relation to this type of activity they should contact the Station Manager or another Board member and await approval before proceeding. This also applies to any flyers, newsletters or other promotional materials. The only exception to this rule is promotion of a program via social media outlets such as Facebook, as discussed earlier in these procedures.

Studio Facilities

Presenters are reminded that the facilities are on Opal FM premises and that as a consequence smokers must leave the Premises if they wish to have a cigarette.

Opal FM shares the kitchen with Visitor Information Centre staff who work in the adjoining building. The Board of Management expects presenters to be mindful of this and keep the area clean and tidy by washing up after themselves. Any assistance in keeping all parts of our premises tidy for all users is greatly appreciated.

Presenters are reminded that food and drink should not be consumed in the studio. This is to protect our valuable equipment, essential to our remaining on air.

As there is a VIC next door, presenters whose programs occur during working hours should take this into account and keep their own noise and the volume of the monitor speakers at an acceptable level.

Presenter Handover

Presenters are expected to allow sufficient time to handover to the presenter/s of the next program. It is preferred that presenters say their on-air "goodbyes" before their last song, press play and then vacate the presenter chair and the studio as soon as possible thereafter.

Visitors

Visitors to our premises are welcome but not encouraged. Visitors on a regular basis (i.e. on more than 3 occasions) should apply for membership of Opal FM. Presenters are responsible for ensuring that visitors comply with all station policies and procedures including cleaning up after themselves.

Visitors should not answer the phone or use any studio facilities including the computers. Presenters should not train visitors in the use of any of the equipment as all such training is conducted by the station manager following the appropriate induction procedures and approval processes. Presenters should also ensure they do not disclose the door access key code to visitors.

AUTHORISATION

Secretary (signature)	President (signature)
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