

Trax FM Corporate Governance Policy

Pirie Community Radio Broadcasters Inc — trading as Trax FM 251 The Terrace, Port Pirie SA 5540 PO Box 887, Port Pirie SA 5540 Phone: 08 8633 2111 Email: accounts@traxfm.org.au

1. Purpose

This Corporate Governance Policy outlines the principles, structures, and responsibilities that guide the governance of Pirie Community Radio Broadcasters Inc — trading as Trax FM. The purpose of this policy is to ensure the Station operates ethically, transparently, and in compliance with all legal, regulatory, and community broadcasting obligations.

2. Scope

This policy applies to:

- The Board of Management
- Station Officers
- Volunteers
- Staff
- Contractors
- Any person acting on behalf of Trax FM

3. Governance Principles

Trax FM is committed to the following governance principles:

- **Accountability** — Decisions and actions are transparent and defensible.
- **Integrity** — Board members and volunteers act honestly and ethically.
- **Inclusiveness** — The Station reflects and serves the local community.
- **Compliance** — Adherence to ACMA, CBAA, and legislative requirements.
- **Responsibility** — Proper stewardship of Station resources and reputation.
- **Independence** — Decisions are made free from conflicts of interest.

4. The Board of Management

4.1 Role of the Board

The Board is responsible for:

- Strategic direction
- Financial oversight
- Policy development
- Risk management
- Ensuring compliance with ACMA and CBAA Codes
- Appointment and oversight of Station Officers

- Ensuring the Station's mission and community purpose are upheld

4.2 Board Composition

The Board shall consist of elected members in accordance with the Station's Constitution. Roles may include:

- Chairperson
- Deputy Chairperson
- Secretary
- Treasurer
- Ordinary Board Members

4.3 Board Responsibilities

Board members must:

- Act in the best interests of Trax FM
- Maintain confidentiality
- Declare conflicts of interest
- Attend meetings and participate actively
- Ensure financial sustainability
- Uphold governance policies

5. Station Management and Officers

Station Officers (e.g., Station Manager, Program Manager, Technical Manager) are responsible for operational management, including:

- Daily Station operations
- Volunteer coordination
- Program scheduling
- Technical maintenance
- Compliance with broadcasting standards
- Reporting to the Board

6. Volunteers

Volunteers are essential to Trax FM's operations. Volunteers must:

- Follow Station policies
- Maintain professional conduct
- Respect confidentiality
- Comply with broadcast standards
- Follow directions from Station Officers

A separate **Volunteer Code of Conduct** may be adopted to support this section.

7. Decision-Making Framework

Trax FM uses the following decision-making principles:

- Decisions must align with the Station's mission and community purpose
- Decisions must comply with legislation and ACMA requirements
- Major decisions require Board approval
- Operational decisions are delegated to Station Officers
- Decisions must be documented where appropriate

8. Conflict of Interest

Board members, staff, and volunteers must:

- Declare any actual, potential, or perceived conflict of interest
- Abstain from decision-making where a conflict exists
- Ensure personal interests do not influence Station activities

A separate **Conflict of Interest Policy** may be adopted.

9. Financial Governance

Trax FM is committed to responsible financial management. Financial governance includes:

- Transparent budgeting
- Accurate financial reporting
- Proper handling of grants and sponsorships
- Annual audits or financial reviews
- Compliance with the Associations Incorporation Act (SA)

10. Risk Management

The Board is responsible for identifying and managing risks, including:

- Operational risks
- Financial risks
- Reputational risks
- Compliance risks
- Technical and broadcast continuity risks

Risk assessments should be reviewed annually.

11. Compliance and Regulatory Obligations

Trax FM complies with:

- ACMA Community Broadcasting Licence conditions

- Community Broadcasting Codes of Practice
- Privacy Act 1988
- Associations Incorporation Act (SA)
- Workplace Health and Safety requirements

12. Reporting and Transparency

Trax FM maintains transparency through:

- Annual General Meetings
- Annual financial reporting
- Publicly available policies
- Clear communication with members and the community

13. Policy Review

This Corporate Governance Policy will be reviewed every two years or when legislative or regulatory changes occur.

14. Contact

Board Chairperson / Privacy & Governance Officer Pirie Community Radio Broadcasters Inc — trading as Trax FM 251 The Terrace, Port Pirie SA 5540 PO Box 887, Port Pirie SA 5540 Phone: 08 8633 2111 Email: accounts@traxfm.org.au