

CORPORATE GOVERNANCE POLICY



Adopted by The Committee of Management: October 23 2025

1. Introduction

Code 2 of the Community Radio Broadcasting Codes of Practice requires community radio stations to have written governance policies and procedures that support management, financial and technical operations to meet all legal requirements.

Casey Radio must have in place, abide by, and regularly review key Governance documents including:

- a) our constitution, or equivalent Governance document;
- b) Governance policies.

Casey Radio must ensure that the Governance documents listed at 2.1 and our annual reports, including annual financial statements are freely available (e.g., via our website, social media page, Australian Charities and Not-for-profits Commission's website).

Casey Radio will have training in place to ensure that volunteers and workers are aware of the Code and legal obligations.

The Committee of Management members take ultimate responsibility for the governance of their organisation. However, governance is not a role for Committees and Committee members alone. Governance is also concerned with the way Committees work with volunteers, sponsors, donors, members and other stakeholders to ensure the organisation is effectively and properly run and meets the needs for which the organisation was set up.

1. Purpose

The Governance Policy is intended to clarify the content of the organisation's constitution by making explicit the underlying principles of governance approved by the organisation.

This policy does not cover legal or ethical issues concerning the role of the Committee or its members, which are addressed separately elsewhere.

2. Scope

This policy applies to:

Presenters	CoM Members	Volunteers	Guests	Contractors
✓	✓	✓	✓	✓

4. Policy

- 4.1. Casey Radio's Committee of Management will be elected annually at the Annual General Meeting, there will be no less than nine board members, with the executive comprising of four board members including the President, Vice President, Treasurer and Secretary and a general board of no less than five non-executive board members excluding the presenters' representative. The term of the office of board members is two years, with half board elections annually to keep the continuity of the board.
- 4.2. The Committee of Management of Casey Radio is an elected, representative, and collective body.
- 4.2.1. It is elective in that the determination of Committee members is the prerogative of members through the election process.
- 4.2.2. It is representative in that no member can be mandated by their constituency to adopt a particular position if they do not believe it to be in the best interests of the organisation.
- 4.2.3. Whatever the constituency of any member, all members are committed to acting selflessly and making decisions and voting on governance decisions solely in the best interests of the organisation.
- 4.2.4. It is collective in that while each member should put the point of view of their constituency, and each member has the right to argue for their own point of view and to vote for that position, once a collective decision has been taken Committee members are required to support that decision.
- 4.3. The function of the Committee of Management is to collectively ensure the delivery of the organisation's objects, to set its strategic direction, and to uphold its values. The Committee should collectively be responsible and accountable for ensuring and monitoring that the organisation is performing well, is solvent, and is complying with all its legal, financial, and ethical obligation.
- 4.4. The responsibilities of the Management Committee which cannot be delegated to any other person or body include:
- 4.4.1. Compliance monitoring – ensuring compliance with the objects, purposes and values of the organisation, and with its constitution
- 4.4.2. Organisational governance – setting or approving policies, plans and budgets to achieve those objectives, and monitoring performance against

them

- 4.4.3. Strategic planning – reviewing and approving strategic direction and initiatives
- 4.4.4. Regulatory monitoring – ensuring that the organisation complies with all relevant laws, regulations and regulatory requirements
- 4.4.5. Financial monitoring – reviewing the organisation’s budget, monitoring management and financial performance to ensure the solvency, financial strength and good performance of the organization
- 4.4.6. Financial reporting – considering and approving annual financial statements and required reports to government
- 4.4.7. Organisational structure – setting and maintaining a framework of delegation and internal control
- 4.4.8. Leadership selection – selecting, evaluating the performance of, rewarding and, if necessary, disciplining management, volunteers, members and stakeholders.
- 4.4.9. Succession and remuneration planning – planning for Committee and executive succession, and determining management remuneration if applicable.
- 4.4.10. Risk management – reviewing and monitoring the effectiveness of risk management and compliance in the organisation; agreeing or ratifying all policies and decisions on matters which might create significant risk to the organisation, financial or otherwise
- 4.4.11. Dispute management – dealing with and managing conflicts that may arise within the organisation, including conflicts arising between Committee members, members, volunteers, or other stakeholders.
- 4.4.12. Social responsibility – considering the social, ethical and environmental impact of all activities and operations and ensuring that these are acceptable
- 4.4.13. Committee performance and composition – evaluating and improving the performance of the Committee

4.5 Relationship with Sub-committees

- 4.5.1. The Committee should focus on the strategic direction and the core policies of the organisation. Where individual Committee members do need to become involved in operational matters, or are members of sub-committees, they should separate their strategic role (where they operate

independently of any direction) from their operational role (where they act at the direction of Management of Committee).

4.6 Responsibilities

- 4.6.1. It will be the responsibility of the Committee to establish and maintain, policies and procedures, and systems of financial control, and performance reporting.
- 4.6.2. It will be the responsibility of the Committee to clearly demarcate and delegate the functions of sub- committees and volunteers and other
- 4.6.3. It will be the responsibility of the Committee to address key management and operational issues within the direction and the policies laid down by the Committee, including:
 - i. Developing and implementing organisational strategies and making recommendations to the Committee on significant strategic initiatives;
 - ii. Making recommendations for the appointment of staff/presenters, determining terms of appointment, evaluating performance, and developing and maintaining succession plans for volunteers;
 - iii. Developing the annual budget and managing day-to-day operations within the budget;
 - iv. Maintaining an effective risk management framework;
 - v. Keeping the Committee and regulators informed about any developments with a material impact on the organisation's performance; and
 - vi. Managing day-to-day operations in accordance with agreed standards for social, ethical and environmental practices.

4.7 Procedures

- 4.7.1. Internal controls - The Committee should set and maintain policies and procedures, and systems of financial control, internal control, and performance reporting. The Committee should ensure that there is a system for the regular review of the effectiveness of its financial control, internal control, performance reporting, and policies and procedures.
- 4.7.2. Managing risk - The Committee should undertake a full risk assessment (either periodically or on an ongoing basis) and take appropriate steps to manage the organisation's exposure to significant risks. The Committee must regularly review the risks to which the organisation is subject, and take action to mitigate risks identified.

4.7.3. Committee review - The Committee should ensure that there is a system for the regular review of its own effectiveness in meeting its responsibilities.

5. Contact information

Should you require further information or assistance, please contact the Secretary:
secretary@caseyradio.com.au

Other Legislative Matters

We do not operate for profit or as part of a profit-making enterprise.

We may make a surplus, if it is only used to benefit or improve our broadcasting service.

Aside from broadcast regulation, there are other important legal requirements we must follow, such as keeping a register of financial members.

As a charity registered with the Australian Charities and Not-for-profits Commission (ACNC), we must abide by their Governance Standards.

Dependent on its organisation type, community broadcasters must abide by:

State or territory Incorporated Association Legislation;

Co-operatives National Law;

The Corporations Act 2001;

The Corporations (Aboriginal and Torres Strait Islander) Act 2006.