

How the Committee Works (Governance, Delegation and Conflicts of Interest)

Tasman Community Broadcasters Association Inc (Tasman FM 97.7)

Policy number	01 (replaces Governance Policy 004, Conflict of Interest Policy 006 and Code of Ethics 005)
Approved by the Committee on	31 August 2026
Responsible person	President
Review date	31 August 2028

Why this matters

Tasman Community Broadcasters Association Inc is an incorporated association and a registered charity that holds a community broadcasting licence. The Committee is responsible for all of it. The Codes of Practice require us to have and follow our governance documents and to publish them; the ACNC requires us to meet its governance standards; and the ACMA found in 2025 that our governance practices needed to be sound in practice, not only on paper. This document sets out how the Committee works, what it delegates to the Station Manager, and how conflicts of interest are handled. The Constitution prevails if anything here differs from it.

The Committee

- The Committee is the President, Vice President, Secretary/Public Officer, Treasurer and at least four community members, elected at the Annual General Meeting, with a majority resident on the Forester and Tasman Peninsulas (Constitution clause 9).
- It meets at least every three months (clause 13.5); a quorum is four members present. Decisions are by majority and are minuted with reasons where they affect a person.
- Standing agenda items: finances, Station Manager's report, health and safety, complaints register, membership decisions, conflicts of interest, policy review.
- Committee members act in the interests of the station as a whole, keep Committee business confidential until decided, support decisions once made, and treat each other and volunteers with respect.

What the Committee keeps for itself

The Committee decides, and does not delegate:

1. Policies, the budget, the annual accounts and the annual report.
2. Admission, refusal, suspension and expulsion of members, and anything else that affects a person's membership.

3. Any decision that ends a person's right to broadcast, except an immediate stand-down for safety, which the Station Manager reports to the Committee within seven days for ratification.
4. Outcomes of complaints escalated under the Complaints and Disputes Policy and Procedure.
5. Appointment of the Station Manager (annually at the AGM, clause 12), the Complaints Officer and any sub-committee.
6. Spending outside the budget, or above \$2,000 in a single item, and any contract or grant agreement.
7. Reports and correspondence to the ACMA, the ACNC, Equal Opportunity Tasmania and WorkSafe Tasmania.

What is delegated to the Station Manager

The Station Manager runs the station day to day within the policies and budget the Committee has set:

- programming and automation, rosters and timeslots under the On Air policy;
- volunteer induction, training, support and the engagement record under the Getting Involved policy;
- membership administration: receiving applications and enquiries and passing them to the Secretary;
- sponsorship production and scheduling within the On Air policy;
- the website, member communications and social media;
- technical operation, maintenance, and seven-day on-call remote support;
- day-to-day health and safety under the Health and Safety policy;
- compliance records: program logs and recordings, Australian music figures, the hazard register, and the complaints register with the Complaints Officer;
- spending within the approved budget up to \$200 per item.

The Station Manager reports to each Committee meeting. The delegation belongs to the position, not the person; it is recorded by Committee resolution and may be varied by the Committee at any time. It cannot be used where the Station Manager has a conflict of interest, in which case the matter goes to the Committee.

Conflicts of interest

A conflict of interest arises when a committee member's personal interests, or those of their family, friends or another organisation they are involved with, could conflict with their duty to act in the best interests of the station. Conflicts are common and are not a problem if they are disclosed and managed.

- Each committee member declares their interests on joining the Committee and updates them when they change. The Secretary keeps the register of interests.
- At the start of every meeting the chair asks for conflicts of interest in any item on the agenda. A conflicted member does not vote on that item, takes no part in the discussion, and leaves the

room unless the other members ask them to stay to answer questions. The declaration and the action taken are minuted and entered in the register (Constitution clause 15 applies to contracts).

- Payments to a committee member or to a member of their family, including any honorarium paid to the Station Manager where a committee member is related to the Station Manager, are approved only by the other members, are minuted, and are reported to the Annual General Meeting.
- A decision about a program presented by a committee member, or a complaint involving one, is handled the same way.
- If a committee member fails to disclose a conflict, the Committee looks into it and may act under the Constitution.

Openness and records

- The Constitution, this document and the station's policies, the annual report and the annual financial statements are published on the website (Code 2.2), and the ACNC Annual Information Statement is lodged each year.
- The Secretary keeps the minutes, the register of members, the register of interests and the policy register. The Complaints Officer keeps the complaints register. Records are kept for at least seven years.

Policy review

Policies are reviewed every two years, or sooner if something changes; the Health and Safety Policy is reviewed every year. Policy review is a standing agenda item so the dates are not missed.

Responsibilities

- **President:** chairs meetings, asks for conflicts at the start of each, signs off policies after adoption.
- **Secretary/Public Officer:** minutes, registers, notices, ACNC and Consumer, Building and Occupational Services lodgements.
- **Treasurer:** budget, accounts, payment approvals within the Constitution's two-signatory rule (clause 14.2).
- **Station Manager:** everything in the delegation above, and a report to each meeting.
- **Every committee member:** attends, declares interests, acts for the station as a whole.

Related documents

Constitution (clauses 9 to 15); Membership Policy; Getting Involved Policy; On Air Policy; Complaints and Disputes Policy and Procedure; Health and Safety Policy; Register of Interests (F3); Policy Register (F8); Complaints and Disputes Register (F2); Hazard Register (F5); ACNC Governance Standards; Community Radio Broadcasting Codes of Practice 2025 (Code 2).