



JOY Broadcast Compliance Committee

Charter and terms of reference

JOY Strategic Purpose

JOY provides the diverse LGBTI+ communities a voice in society whilst education, informing, entertaining and engaging with all sectors of society. We work towards a vision of Australia being a better, more inclusive place to live by providing a multi-media platform and enable positive change.

JOY operates by the values of being:

- Joyous: A celebration of diversity, talent, music and entertainment
- Inclusive: A safe and supportive environment for all members of the LGBTI+ communities
- Courageous: a way to change lives by speaking out, sharing stories and challenging boundaries

Charter Purpose

The purpose of this document is to provide definition and scope and understanding of the roles and responsibilities of the JOY Broadcast Compliance Committee (JOYBCC). JOYBCC will establish objectives at least annually to agree the focus areas of attention and activity in order to realise the strategic goals. The objectives are to be included in the Appendices of this document for reference.

Duties and responsibilities of the JOY Broadcast Compliance Committee

JOY operates with a Sub Metro license provisioned and governed by the Australian Communications and Media Authority (ACMA) and with the sector support from the Community Broadcasting Association of Australia (CBAA) and the Community Broadcast Foundation Ltd. (CBF). There are a range of requirements that JOY must adhere to in order to retain their license and every 5 years, JOY must re-apply for their license to be renewed.

Delegation

JOYBCC has delegated authority of the JOY Board to endorse industry reporting and license renewal applications.

Responsibility

JOY Broadcast Compliance Committee is established to:

- Approve the grids before they go to air, with reporting on the number and type of program proposals across the diversity indicators and the ACMA licence categories.
- Quarterly Reporting to the Board on the JOY programming performance against the licence requirements and the JOY Strategic Plan KPIs
- Monitoring relevant risk and quality assurance
- Commissioning the annual survey of listeners
- Report systemic problems to the Board for consideration of remedial action such as resource allocation or other measures for rectification
- Review JOYs policies and processes for licensing compliance as set out by ACMA
- Lead the periodic license renewal process
- Quarterly review Risk matrix to recommend ongoing requirements
- Periodically review industry contact matrix
- Endorse industry and compliance reporting (e.g. APRA, apparatus license renewal etc)
- Making recommendations to the JOY Board on nominations for the Addam Stobbs Broadcast Excellence Award
- Arrange twice yearly consultations with volunteers

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Quality assurance will be the responsibility of the Program Director and the Operations Manager. This will be managed through the Program Co-ordinators. This process will identify the specific things to do to improve the programming at JOY. Any significant issues will be reported to the JOYBCC for consideration.

New programs and new programmers will be managed by the Program Director to meet the Board's diversity LGBTIQ requirements. Strategies to improve the diversity will be approved by the JOYBCC.



Membership and recruitment of the JOY Broadcast Compliance Committee

Eligibility

Membership of the JOYBCC needs to include relevant skills to risk and compliance management and we should aspire to be reflective of the diversity of the LGBTIQ communities we serve.

Members include:

- Board representatives - Chair and Deputy Chair
- CEO
- Program Director
- Operations Manager
- 2 General members

JOYBCC may decide to include general members in the future. General members of the JOYBCC should be selected based on the following criteria:

- Minimum of 2-3 years broadcast experience, or
- Significant JOY alumni
- A demonstrated commitment to the station and the values of the organisation; and
- Recognition by peers as having a broad knowledge of, and understanding and respect for the communities we represent

Members of the JOYBCC should be well versed in all JOY guidelines and documentation, Community Radio Broadcasting Codes of Practice, ACMA licence requirements or the Broadcasting Services Act.

Membership and tenure

General members of the JOYBCC are appointed for a term of two (2) years.

Administration and conduct of the JOY Broadcast Compliance Committee

The JOYBCC should meet a minimum of three (3) times a year to discuss programming business. The Chair of the JOYBCC is appointed by the Board. A quorum is half plus one voting member (which equates to 4 members if there are no vacancies, with at least one Board member).

All major discussions and recommendations resulting from the JOYBCC meetings should be reported to the JOY Board via formal minutes.

The position of a general member of the JOYBCC becomes vacant if the general member misses one (1) meetings in any calendar year without forwarding an apology in advance to the Chair or if the general member misses two (2) meetings in any calendar year without the prior approval of the Chair for a leave of absence or reaches the end of their term and does not reapply to continue as a committee member.



Meeting schedule

The JOYBCC will meet in a schedule that aligns to the development and sign-off of the Grid. Further adhoc meetings can be convened as agreed.

Meeting Protocols

There are four protocols:

- **On time.** We respect each other's time so aim to arrive 5 mins prior to the meeting start time so that we can finish on time. We will aim for the meetings to run for a maximum of 1 hour
- **Report submission.** All reports should be distributed to the JOYBCC email distribution group 3 days in advance of the meeting – usually the Sunday before the meeting.
- **Matters Arising.** All actions must have clear ownership and a target date for completion. Actions are assigned to help us progress the objectives of the JOYBCC between meetings and we have a responsibility to the team to follow these through. If the same action remains on the register for more than 3 months we will review the root cause and agree next steps.

Appendix ONE, JOYBCC Membership

As at Jan 2019

Position	Name	Tenure
Voting Members Quorum = 4 inc at least one board member		
JOY Board representative, Chair	Amanda Millar	
Chief Executive Officer	Tennille Moisel	
Program Director	Rachel Tyler Jones	
Operations Manager	Dominique Haslam	
Board Representative, Deputy Chair	Jane Smith	

Appendix TWO, JOYBCC Meeting Schedule

As at Jan 2019

Wed 20th Feb - JOYBCC meeting
W/c 4th March – Grid signed off
April – new Grid launched

Wed 19^h June – JOYBCC meeting
w/c 8th July – Grid signed off
August – new Grid launched

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Wed 16th October – JOYBCC meeting
w/c 6th November – Grid signed off
Dec – new Grid launched

Any deviation from this format is to be agreed at the end of each committee meeting. Any items to be included in the agenda should be provided to the Chair at least three (3) days prior to the meeting, usually the Sunday prior to the Wednesday meeting.

END.

