

**WEST GIPPSLAND COMMUNITY RADIO INC. (A0028524C)**  
**DISCIPLINARY PROCEDURES**

**RATIONALE:**

Station policies and procedures are in place to ensure good governance, maintain standards of performance and protect against actions which are not in the best interests of the station.

Members sign an undertaking to observe Station policies and procedures when they apply for membership.

The Disciplinary Action Policy procedure is intended to provide a fair, and defensible mechanism for managing cases where there have been allegations of conduct which infringes upon the rights of members/volunteers, alienates listeners or bring the station into disrepute.

The procedure outlined below sets out the steps to be taken leading up to a decision by the Board to invoke the provisions of Division 2 of the Rules for West Gippsland Community Radio, Inc (The Constitution).

**PROCEDURE**

If a presenter or member is alleged to have offended against the Constitution, Standing Orders, the Community Broadcasting Code or Programming Guidelines, the Board shall appoint a member to undertake the following procedure to prevent a recurrence of any alleged offence or to determine that there are sufficient grounds for taking disciplinary action. The Board appointed member shall:

1. Provide informal verbal notice that the presenter or member is alleged to have offended
2. Seek to clarify the circumstances with the presenter or member and determine the appropriate action to be taken
3. Undertake an investigation of the circumstances, if no further action was taken under point 2, and the alleged offence is repeated. In the case of an alleged broadcasting offence the investigation should include listening to the logging record of the program in question.
4. Recommend to the Board one or more of the following:
  - a) A temporary stand-down from the program roster of a presenter, if the findings of the investigation indicate that there has been a clear and serious offence against the Constitution, Standing Orders, Community Broadcasting Code or Programming Guidelines.
  - b) A process for resolving any differences and managing the performance of the presenter/member who was the subject of the investigation
  - c) That undertakings from the presenter/member be accepted
  - d) That there are sufficient grounds for taking disciplinary action in accordance with section 19 and 20 of the Constitution.

**History:**

Adopted February 2000.

Reviewed and rewritten November 2007.

Reviewed in relation to new provisions in the Constitution approved to operate from 06/01/14.

Revised version adopted 27<sup>th</sup> August 2014.

**Documents Relating to this Policy:**

Community Broadcasting Codes of Practice

West Gippsland Community Radio Inc. Rules

West Gippsland Community Radio Inc. Standing Orders

West Gippsland Community Radio Inc. Guidelines for Sounds of West Gippsland

West Gippsland Community Radio Inc. Volunteer Policy  
West Gippsland Community Radio Inc. Programming Policy  
West Gippsland Community Radio Inc. Privacy and Confidentiality Policy  
West Gippsland Community Radio Inc. Sponsorship Policy  
West Gippsland Community Radio Inc. Production Standards Policy  
West Gippsland Community Radio Inc. Giveaways and Competitions Policy  
West Gippsland Community Radio Inc. Complaints and Dispute Policy  
West Gippsland Community Radio Inc. Duty Statement – Executive  
West Gippsland Community Radio Inc. Duty Statements – Convenors  
West Gippsland Community Radio Training Manual.

***Compliance:***

West Gippsland Community Radio Inc. affirms the right of presenters to participate in discussions of programming policy, and the responsibility of presenters to accept and implement policy decisions. Presenters who believe that their rights as defined by this policy have been infringed, have recourse by Complaint to the Board, and access to the Grievance Policy as specified in the Rules (Clause 7B; 1-6) Presenters who do not comply with the responsibilities defined by this policy are subject to disciplinary action as defined in the Rules (Clause 7A; 1-10).