

Mitchell Community Radio Inc.

ABN: 25 074 344 275

Inc: A00372875



Complaints Policy (30th July 2020)

Purpose and Commitment

The purpose of this policy is to outline the most appropriate way for **OKR FM** to respond to complaints, and other comments from members of the public.

1. **OKR FM** acknowledges the right of its audience to comment and make complaints in writing concerning:

- a) compliance with the CBA Codes of Practice or a condition of the licence;
- b) program content; and
- c) the general service provided to the community

2. We broadcast at least one on-air announcement each week that contains information about the Community Radio Codes of Practice and where listeners can get a copy.

3. **OKR FM** will make every reasonable effort to resolve complaints, except where a complaint is clearly frivolous, vexatious or not made in good faith.

4. **OKR FM** will ensure that:

- a) complaints will be received by a responsible person;
- b) complaints will be conscientiously considered, investigated if necessary, and responded to as soon as practicable; and
- c) complaints will be responded to in writing within 60 days of receipt (as required in the BSA Section 14B), and will include a copy of the Community Broadcasting Code of Practice.
- d) complainants are advised in writing that they have the right to refer their complaint to the ACMA provided they have first:

I. formally lodged their complaint with the licensee

II. received a substantive response from the licensee and are dissatisfied with this response

5. A record of complaints form will be maintained in a permanent, for a period of at least two years by a responsible officer of the licensee.

6. The record of complaints will be made available to ACMA on request, in a format advised by ACMA.

Reporting and Record Keeping

OKR FM is to keep a record of material relating to complaints, including logging tapes or audio copies of broadcast material, and written documentation for one year, including:

1. the date and time the complaint was received;
2. the name and address of the complainant;
3. the substance of the complaint;
4. the substance and date of the licensee's response.

8. More information

If you have a query about this policy or need more information please contact the Secretary of Mitchell Community Radio, secretary@okr.fm

9. Review details

This policy was adopted by Mitchell Community Radio Inc on 30th July 2020.

This policy was last updated on 30th July 2020.

This policy is to be reviewed no later than 30th June 2021.

OKR FM COMPLAINTS PRO-FORMA

Remember to treat all complaints from the public in a serious and polite manner. The person would not bother to make the call unless they held a genuine interest in the station and felt they had legitimate concerns. Do not be dismissive of their approach the station. Assure them that their complaint will be taken seriously and will be dealt with professionally and according to established policy.

Nature of Complaint

A complaint should relate to a licence or Code of Practice condition. **NB:** Complaints relating to potentially defamatory material must be relayed to your insurance company immediately.

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Program associated with complaint:

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Date and Time of Program Broadcast:

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Contact Details of Complainant

Name of person making the complaint:

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Address:

.....

.....

Telephone: (B)..... (H).....Email:.....

Complaints Process

This process must be completed within 60 days from the date on which the complaint was made

The appropriate person at the station

Name:

Date:

ACTION to DATE

Receives the verbal complaint

NOTES:

Receives the formal complaint in writing

NOTES:

Checks the logged program material (and keeps the log for 60 days from date of complaint)

NOTES:

Sends written station response to complainant

NOTES:

Organises follow-up with complainant (eg: meeting)

NOTES:

Provides contact details for ACMA to complainant *

NOTES:

All relevant documents in Complaints File

NOTES:

Contact Details for ACMA are as follows:

Assistant Manager, Investigations Section

Australian Communications & Media Authority

PO Box Q500, Queen Victoria Building

Sydney NSW 1230 Fax: (02) 9334 7799 Email: broadcasting@acma.gov.au

Outcome

The complaint is resolved/unresolved

Name of station representative:

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Position:

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Signed:

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This Complaints Sheet was developed by the CBAA.