



Project/Event Policy

1. PURPOSE

The purpose of this policy to ensure:

- 1.1 Projects/events are effectively managed within the limitations of resources, budget, time and risk,
- 1.2 Appropriate management of a project/event is established,
- 1.3 Communication and risk management plans are developed and executed throughout the project/event's life.

2. DEFINITIONS

Project/Event - An endeavor or body of work undertaken to create an event, project, product, service or result with a defined start and end date.

Project Manager - The person fully responsible for the day to day management of the project/event, tasks and the Project Team.

Project Team - Individuals recruited by the Project Manager who undertake tasks as directed by the Project Manager.

Business Case - The justification or reasoning for initiating a project/event or undertaking based on its expected benefit.

3. BACKGROUND

This policy is a guideline of documented procedures for how projects and events are planned, executed and delivered to the satisfaction of the BBBfm Board and stakeholders.

This policy will also ensure there is a standard approach for the successful delivery of project and event outcomes aligned to BBBfm Board requirements.

4. POLICY

- 4.1 All sponsorship arrangements shall be recorded on the Sponsorship Agreement, in the format approved by the BBBfm Board, and as documented within the BBBfm Sponsorship Process to be followed in conjunction with this Policy.
- 4.2 Sponsorship will not be accepted from companies that promote tobacco or gambling.
- 4.3 Sponsorship from companies promoting alcohol may be accepted, however the announcements must not:
 - i promote irresponsible use of alcohol, or
 - ii be directed towards minors.

- 4.4 Sponsorship will not be accepted from any organisation, company or individual whose policies or practices are inconsistent with the general directions of BBBfm.
- 4.5 Sponsorship announcements will be produced and presented in a style and form consistent with the general directions of BBBfm.
- 4.6 Sponsorship announcements will be scheduled for airplay to ensure obligations to the sponsor are met as per their Sponsorship Agreement.
- 4.7 Individual presenters and members must refer enquiries from potential sponsors to the person responsible for sponsorships, as determined by the Board and documented within the BBBfm Sponsorship Process, which is to be followed in conjunction with this Policy.
- 4.8 Under no circumstances are presenters, volunteers or employees permitted to accept personally any gifts or payments in return for promotion of a product, service or business. If such an offer is made, it must be pointed out to the intending donor that gifts can be accepted on behalf of BBBfm only, and only if:
- i the gift is offered to all listeners, eg to the first listener to call the station, or
 - ii the gift is offered to a BBBfm Subscriber whose number is drawn purely as a matter of luck from the total number of subscribers, and
 - iii recognition of the donor is a brief one-off mention of their name and the gift, eg “I have a family meat pie kindly given to us by Jack from Perfect Pies, so be the first listener to call the station when the music starts again and you’ll win the pie”.
- 4.9 BBBfm reserves the right to refuse any paid announcement.

Amendments to this Policy

Amendments to this Policy		
Date Approved	Item Number	Details of Amendment
3 November 2021	Full Policy	Adoption of this Policy in its entirety

Policy Review

Policy Review	
Date reviewed	Reviewed by
11 March 2026	BBBfm Board