

Complaints Policy

Harvey Community Radio

Purpose

The purpose of this policy is to outline the most appropriate way for Harvey Community Radio to respond to complaints, and other comments from members of the public.

1. Harvey Community Radio acknowledges the right of our listeners, members and volunteers to comment and make complaints in writing concerning alleged non-compliance with both the licence conditions in *the Act* and the requirements outlined in the Codes.
2. We broadcast at least one on-air announcement each week that contains information about the Codes and where listeners can get a copy.
3. Harvey Community Radio will make every reasonable effort to resolve complaints, except where a complaint is clearly frivolous, without sufficient grounds or not made in good faith.
4. Harvey Community Radio will ensure that:
 - a) Complaints will be received by a responsible person in normal office hours and receipt is acknowledged in writing.
 - b) Complaints will be conscientiously considered, investigated if necessary and responded to substantively as soon as possible.
 - c) Complaints will be responded to in writing within 60 days of receipt (as required in *the Act*, and the response will include a copy of the Codes.
 - d) Complainants are advised in writing that they have the right to refer their complaint about a Code matter to ACMA provided they have first:
 - i. Formally lodged their complaint with Harvey Community Radio, and
 - ii. Received a substantive response from Harvey community Radio and are dissatisfied with this response, or
 - iii. Did not receive a response from Harvey Community Radio within 60 days after making the complaint.

5. A written complaint or response can be a letter, fax or email.
6. A responsible officer of the licensee will maintain a record of complaints and responses for a period of at least two years from the date of the complaint.
7. The record of complaints and responses will be made available to ACMA on request.

Reporting and Record Keeping

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. Date and time the complaint was received.
2. Name and address of the complainant.
3. Substance of the complaint.
4. Substance and date of Harvey Community Radio's response.