

## Augusta FM Radio

### *Station Policy and Procedures*

- **Augusta FM Radio** is a not-for-profit community radio station, for the community, run by the community. It aims to build the capacity of this community to help itself. It will do so by promoting community participation, publicising community activity and providing a platform for community concerns and skills.
- **Volunteers** Must all sign the Augusta FM Radio Volunteer agreement which is also an undertaking that you have read and understood the Stations Codes of Practice found on our web-site.
- **Listen** This is your radio station and to make it the best it can be we all need to tune in whenever we can. If you hear something out of date, anything offensive or unusual please note the date and time and report it to the Station Coordinator so it can be dealt with. If you hear dead air! Please call the emergency call-out person listed in Studio 1 immediately.
- **Augusta FM Radio Committee of Management** is made up of at least five members. The Committee meets monthly to discuss any matters relating to the station including programming, sponsorship, fundraising. The Chairperson invites the key committee members. All volunteers are welcome to any Committee meeting.
- **Technical Difficulties.** You will find tech report forms in the Studio please fill these out if you experience difficulties and place in the book at reception.
- **Respect** is crucial to the running of this station. This refers to behaviour on air and off. If you have been offended by someone please alert the Station Coordinator. If this can not be resolved by the Station Coordinator, it will go a Committee Member.
- **Under 18**, encouraging young people to join the Station is vital, however written permission is required from a parent or guardian for anyone under the age of 18.
- **Competitions** are for listeners only, Station staff can not enter competitions.
- **Station property** is not to leave the station without permission from the Station Coordinator, this includes all music CD's. You will also need to sign the item out in the book at reception. Any damage to station property or suspected theft must be reported to the Station Coordinator. Augusta FM Radio reserves the right to fine volunteers or recoup costs for lost or damaged equipment.
- **Announcers**, it is a privilege to have your own show. While your time here is appreciated the station needs your help to keep it on-air. You can assist by
  - Cataloguing music for the music library.
  - Talking to local businesses about sponsorship.
  - Training new announcers.
  - Assisting other announcers with their shows.
  - Recording general station promo's.
  - Fundraising
  - Assisting with outside broadcasting or other events.

If you are unsure where to spend your time please talk to the Station Coordinator.

- **Live Shows**, if you have a live show you must be committed to it and show up for your time slot. This builds your audience and loyalty. If you cannot do your please let the Station Coordinator know. Please sign in on the book provided at Reception.
- **Air Checks:** New announcers are to record their shows and listen back for the first 3 months, this is invaluable training.

- **Criticism** This is our radio station and we are proud of it, no matter what shortfalls there may be. Don't criticise it on-air or on social media. Don't express your disappointment and not finding the track you wanted to play. We can't possibly have every music track in our playlist, what we have we are grateful for. Equally, don't apologise for your mistakes on-air, that only highlights them.
- **New Shows** If you wish to change your show or start a new one, please fill in the form titled "Announcer Application" found on our web-site in the About Us tab under Presenter Application and email it to the Station Coordinator, for approval prior to commencing.
- **Repeat Shows** Shows are only to be repeated once and in the same week.
- **Studio Bookings** if you need to record your show, record promo's or use the studios outside of your live show time slot, you will need to make a booking at reception.
- **Studio Etiquette**, Please leave studio as you found it. A/C on in studio one only. No eating or drinking in the studios, water kept on the floor is allowable.
- **Guests and Visitors** if you would like someone to sit in on your show who is not an on-air guest please notify the Station Coordinator and sign them in the book at reception.
- **Local content** Copies of the local papers, community newspapers and the community announcements are in the Studio, please use these for content for your programme, to connect and inform the community.
- **Time calls, Station I.D's, local weather updates** should all be included in every live show.
- **Defamation:** as an announcer it is your responsibility to understand what this means. If you are unsure please familiarise yourself with the Broadcasting Act, parts of which are outlined in the Stations Codes of Practice. Defamation laws apply to our radio station. This link has a helpful explanation.  
[https://www.thenewsmanual.net/Resources/medialaw\\_in\\_australia\\_02.html](https://www.thenewsmanual.net/Resources/medialaw_in_australia_02.html)  
It is vital you are always honest, balanced and impartial, particularly in regards to politics and religion.
- **Breaching** of some of the following Rules may lead to disciplinary action and possible exclusion from the Station. Please refer to Internal Conflict Policy (Code 1.5)

This Policy and Procedures document complies with the Augusta FM Radio Codes of Practice. These policies are intended to inform and guide the Augusta FM Radio team.

Volunteers are an invaluable resource to Augusta FM Radio and our primary aim is to encourage and support their contribution to our station. However, it is also recognised that there may be times when a volunteer needs to be counselled, disciplined and perhaps dismissed.

We undertake to handle such situations in a professional manner, ensuring communication between our station and the volunteer is clear, fair, objective and remains within the policies outlined above.