

104.1 Territory FM

Involvement Policy

If you believe in the principle of professional community broadcasting and you are interested in volunteering with us, we have a 2 stage process to ensure you are genuinely keen and that we are the right place for you.

1. How to Apply as a Group

Not-for-profit incorporated associations may become a member of Territory FM and apply to produce an Access Program.

Any not-for-profit incorporated community group or association may apply to produce an 'Access Program'. Your application will be discussed with the Station Manager and you may be invited to the station for an interview to clarify matters relating to your plans.

The cost of access programming ranges from \$100.00 per hour to \$500.00 (min 1 hour) depending on daypart & weekday. All applications are judged on merit and is at the sole discretion of the Station Manager.

As 104.1 Territory FM's program line-up is reviewed half yearly, you should expect a minimum of six months before you can go to air if approved. If we can confirm a broadcast time and start date for you, the next stage is to meet with the Training Manager so that all members of the group's broadcast team can undertake station training. This can occur either by group members applying for the standard Basic Radio Skills Course (our preference) or by a specific training course for your group.

If your request cannot be accommodated immediately, your application will be held on file until a suitable time-slot becomes available.

Before final approval, you will need to present a sample tape of your program. Program reviews will occur from time to time to ensure your program still meets its brief.

A copy of the standard Access Agreement is available from the Station Manager.

2. How to Apply as an Individual

Territory FM receives numerous enquiries about volunteering each month. For that reason, we have a process for getting involved with several stages, to ensure you are genuinely keen and that we are the right place for you.

I. Information Night

Phone or email us, or visit us during business hours to register for a free Information Session (4 times a year). At this session, you'll receive information to help you decide whether you're interested in this station. If you are, then we'll set up a personal interview with a Staff Member.

II. Interview

At this Interview you'll discuss your radio interests. If you both decide you and Territory FM are a good match it's time to sign up as a Station Worker.

III. Subscribe and become a Station Worker

Parties other than staff who work at the station must fill in our volunteer form and enter into an undertaking to follow station policies and procedures.

IV. Enrol for Training

If you want to become a broadcaster, your Interviewer will provide you with a Training Enrolment form. After your training fee is processed (\$360/\$240 concession) you will receive a letter from the Training Manager offering you a place on the next available training course.

V. Induction

Our Training Course starts with the Induction Session. All volunteers attend these, regardless of whether you are going on to our training course or not, to orient to Territory FM systems, procedures and policy.

VI. Training / First roles

Our training courses run 4 times a year, so you might have a short wait until the next course is ready to start. When you complete your training & assessment and if successful, you will be supported by staff to move into a program or other area. If broadcasting is not your interest - even just at this stage - you will be supported to move into an off air volunteer activity.

What You Can Do

Station workers can be involved in a wide range of roles, both on-air and off-air. Here are just a few roles or activities:

- Administrative Assistant
- Copy Writer
- Panel Operator
- Program Presenter
- Program Producer
- Reception Assistant
- Researcher
- Segment Producer

Volunteer Co-ordination

We don't have a single volunteer co-ordinator at Territory FM - all staff play that role, in different areas. Whilst you will be inducted initially through the Station Manager, Music Co-ordinator and Training Manager, as you become involved in the station you may work closely with a range of different staff.

All volunteers accepted by 104.1 Territory FM must sign a Presenter / Volunteer Agreement before commencement with the station

A copy of the standard Access Agreement is available from the Station Manager.

Evaluation

Regular performance evaluation is a quality control principle that 104.1 Territory FM insists on. Conducted by station management who possess professional broadcasting experience is a condition of involvement that encompasses both staff & volunteers.

All evaluations will be scheduled during weekday office hours offering a choice of 3 day-part appointments. Should any volunteer miss more than 3 consecutive scheduled evaluation sessions it will be considered a contravention of station policy and may result in the termination of broadcast rights.

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Even in the best run stations it is inevitable that conflict can arise from time to time, given the diverse interests that exist between groups and individuals, as prudent management, Territory FM has evaluation mechanisms in to place to reduce the potential for conflict before it becomes destructive.

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Your Rights

1. be treated as a co-worker
2. a suitable assignment
3. know as much about the organisation as possible
4. appropriate orientation and training for the job
5. continuing education on the job
6. sound guidance and direction
7. a safe place to work
8. promotion and a variety of experience
9. be heard
10. clear and open communication from management and board
11. have confidential information respected by management and board
12. mediation or arbitration if a dispute occurs
13. be adequately insured
14. receive loyalty and support from management and board

Auspicing bodies have a responsibility to its members to deliver the above.

Your Responsibilities

1. have adequate time to do the job and attend station meetings
2. have a professional attitude towards volunteer work
3. accept station rules and comply with broadcasting laws
4. be loyal and supportive
5. be willing to learn
6. keep on learning
7. welcome supervision
8. speak up, ask questions when unsure
9. be dependable & do the work as agreed
10. respect confidential information gained through service
11. be a team player and respect the rights of other broadcasters to communicate their point of view

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12. assist new volunteers by making them feel welcome and by passing on acquired skills

Terms & Conditions

- I. *Programs will only be approved if it meets access guidelines and our programming objectives.*
- II. *All programs must meet access guidelines and our programming objectives*
- III. *Presenters must be 18 years of age or over*
- IV. *Groups & Individuals must complete a contemporary radio training course*
- V. *Access groups / individuals must meet an approved credit check*
- VI. *104.1 Territory FM has deemed that no volunteer can work more than 10 hours in any week.*
- VII. *Auspecting bodies will be deemed to ensure member compliance with all terms & conditions.*
- VIII. *Internet streaming via the Territoryfm.com domain is not provided to access groups/individuals due to international licensing.*

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