

Radio Geeveston Youth Incorporated (RGYI)
trading as Huon and Kingston FM Community Radio
Interim Strategic Plan: September 2025 – September 2026

Purpose Statement

Huon and Kingston FM Community Radio promote and fosters the educational, cultural, recreational and social wellbeing of the Huon Valley and Kingborough communities through inclusive, independent community broadcasting.

We provide diverse local programming that informs, entertains and connects the community, with a strong emphasis on local news, music, arts, education and underrepresented voices. We support community participation through volunteering, partnerships and emergency broadcasting where appropriate.

We monitor and respond to community needs and ensure we comply with:

- The Broadcasting Services Act 1992 (Cth)
- The Community Broadcasting Association of Australia (CBAA) Codes of Practice
- Our Community Broadcasting Licence conditions

Our Values

- **INTEGRITY:** We act honestly and ethically in all our dealings
- **RESPECT:** We treat people with dignity and courtesy
- **ACCOUNTABILITY:** We take responsibility for our actions and decisions
- **SAFETY:** We prioritise the health and wellbeing of everyone
- **FAIRNESS:** We ensure consistent and equitable treatment for all

Strategic Priorities for 2025-2026

1. Meet the conditions of our Broadcasting License including addressing assigned actions and best practice suggestions from renewal notice 2024.

1.1 Assigned Actions:

- Include term limits for management committee members.
- Increase quorum for general meetings to a number greater than the management committee (preferably double the number of management committee members).
- Ensure that the composition of the Radio Geeveston Youth Incorporated (RGYI) management committee is consistent with its constitution.
- Report back to the Australian Communications and Media Authority (ACMA) within 2 years of the renewal date (August 2026) on the implementation of RGYI's changes to its constitution, and how the changes relate to compliance with the license conditions regarding encouraging participation.

- In the next ACMA broadcasting license application (due 2029), include a report to the ACMA on the progress of its proposed upgrades, specifically its plans to:
 - a) Update wheelchair access at the rear of the building
 - b) Make the studios and other areas more disability friendly
 - c) Install air conditioning and exhaust fans
 - d) Upgrade the lighting and the stations electrical systems
 - e) Ensure that the station is up to date with the current building standards
- Fix links on the website for the membership form and the Community Participation Policy (links broken at time of license renewal).

1.2 Priority Licensing Actions 2025-2026:

- a) The Management Committee will revise the RGYI Constitution using the Model Rules for Incorporated Associations in Tasmania as a template, making amendments consistent with Australian Charities and Not-for-Profits Commission (ACNC) guidelines, the Consumer Building and Occupational Services (CBOS) Tasmanian regulator, and Australian Communications and Media Authority (ACMA) Commonwealth communications and media regulator, guidelines and recommendations.
- b) The Management Committee will schedule a Special General Meeting to pass a resolution to adopt the revised Constitution by March 2026.
- c) The Management Committee will establish a sub-committee to address the proposed upgrades outlined in points a) to e) above. The Management Committee will develop Terms of Reference (TOR) for this sub-committee. The TOR will define the sub-committee's purpose, what it can and cannot decide, membership eligibility, the person authorised to convene meetings, the minimum quorum required, and reporting mechanisms to the general committee.

2. Governance system to be established which ensures RGYI acts in line with its charitable purpose, complies with law, operates ethically and transparently, and protects its reputation and sustainability.

- The Management Committee will develop a Governance Framework which clearly outlines our obligations as a Community Broadcaster, Incorporated Association, and registered Charity.
- The Management Committee will implement a comprehensive policy and procedure manual which reflects our core values and purpose, and which ensures a smooth transition between elected management committees and allows clarity for succession planning.
- The Management Committee will review and update existing policies and procedures annually; and update and implement new policies and procedures when new legislation deems necessary, to ensure we meet legal and compliance requirements.

2.1 Priority Governance Actions 2025-2026:

- Develop a risk register to identify governance priorities.
- Revision of Membership Policy consistent with the Constitution and that complies with the Privacy Act 1998.

- Development of a Membership Procedure that ensures the membership register is managed in accordance with the RGYI Constitution and the Privacy Act 1998.
- Development of a Volunteer Policy that aligns with Volunteering Australia's best practice to ensure adherence to current laws and requirements, and which clearly outlines Volunteer Recruitment, Induction, Retention and Support Procedures.
- Volunteer Agreements to be implemented to outline roles and responsibilities of both volunteers and the management team, and that promotes a positive and inclusive culture consistent with our core values and purpose, with clear mechanisms for reporting feedback and complaints.
- Position Descriptions to be developed for all volunteers including Management Committee and Presenters to ensure volunteers recruited have the appropriate skills and experience to undertake their role and/or receive appropriate mentoring and training to meet the requirements of their position.
- An Induction Package to be developed that requires existing and potential volunteers and presenters attend an information session which clearly outlines our Governance Framework and our obligations as a Community Broadcaster, Incorporated Association and Charity. Once completed each person will be obligated to agree and sign that they understand and will adhere to all aspects of the induction process.
- Presenters Policy to be developed which outlines training requirements including the CBAA Code of Practice, Broadcasting Law and Interview skills prior to commencing practical studio skills required for conducting a program.
- Development of a Code of Conduct Policy and Code of Conduct Agreement to ensure that everyone understands our values and expectations regarding how we interact with one another. Once implemented all members and volunteers will be required to agree to adhere to the Code of Conduct by signing the Code of Conduct Agreement. This will ensure a safe and inclusive culture for all people involved with RGYI.

3. Financial Sustainability

3.1 RGYI has a current 10-Year site license with Indara (formerly Axicom) for transmission from their Mt Herringback, Sandfly site which does not expire until 11 March 2030. This agreement was signed by previous Committee in 2021. The license fee in the contract is \$6754.12 per annum subject to CPI escalation rate with no exit clause. RGYI ceased using this site in June 2024.

- RGYI has requested early exit from this agreement due to ceasing using this site in June 2024.
- Although RGYI has ceased receiving invoices for use of the site we have still not received confirmation of early exit from this agreement.
- The current Management Committee continues to liaise with Indara to seek formal exit from the agreement.

3.2 Priority Financial Sustainability Actions 2025-2026

- Continue to communicate and liaise with Indara to seek early exit from site license agreement.

- Continued engagement with Sponsors within CBAA Code of Practice requirements to ensure maximum sponsorship revenue.
- The Management Committee will identify additional funding sources to increase revenue through fundraising, sponsorship, grants and donations.
- The Management Committee will aim (to the best of our ability) to increase sponsorship in the financial year 2026-2027.

4. Programming, Scheduling and Website Development

4.1 The Management Committee will appoint a Head of Programming and Scheduling to liaise with Presenters and oversee content output.

- The Head of Programming will be responsible for accepting programming proposals and making recommendations to the Management Committee.
- In consultation with the Management Committee, the Head of Programming will review and implement Community Radio Network (CRN) programs into the programming schedule to fill gaps where local Presenters are not available and to ensure we appeal to a broad listener base.
- We aim to be the preferred station for the Huon Valley and Kingborough regions, providing content relevant to these communities.

4.2 The Management Committee will appoint a Lead in Website Development to ensure that the website links are working, and ensure policies, procedures and content information is relevant and up to date.

4.3 Priority Programming, Scheduling and Website Actions 2025-2026

- Prioritise local presenters where possible, that have received adequate training in accordance with RGYI policies and procedures.
- Where local presenters are not available, use CRN content that is most aligned with the Huon Valley and Kingborough communities.
- Maintain relevant and accurate content and governance information on the website: huonfm.com.
- The Management Committee will seek feedback from listeners and RGYI members regarding programming and content.

5. Information Technology (IT) - Risk Management

5.1 IT Security and Remote Access

- Access to IT systems will be restricted to those approved by the Management Committee to access in accordance with their volunteer role.
- Remote access will be limited to those approved by the Management Committee to undertake programming and scheduling roles, in accordance with a Volunteer Agreement which clearly outlines roles and responsibilities.
- IT logins and passwords will be held securely in a password protected cloud-based service that is accessed by the Executive Committee Members and those given authority by the Management Committee.

5.2 IT Support and Training

- The Management Committee has agreed to engage professional IT support to ensure a consistent approach to any IT problems and solutions.
- The Management Committee seeks the input, recommendations and future training from a professional IT consultant to ensure the development of appropriate IT skills for volunteer technicians at RGYI.
- The Management Committee will develop a procedure for reporting IT issues and faults.
- The Management Committee will input these reports into a fault register to identify common themes and issues. This will inform training and the development of a 'trouble shooting' instruction manual.

5.2 Asset Management

- The Management Committee will appoint a committee member to be the Lead in Asset Management. Responsibilities will include:
 - Overseeing the review and maintenance of the Asset Register.
 - Overseeing identification and management of potential failures in technical assets.
 - Making recommendations to replace outdated assets as required to ensure RGYI's broadcasting technology operates efficiently and sustainably.
 - Reviewing and identifying the potential for more contemporary broadcasting software.

6. Development of 3-year Strategic Plan 2026-2029 with a focus on community consultation.

- The current Management Committee has developed this interim Strategic Plan to address immediate priorities and identified risks to the future sustainability of RGYI.
- The Management Committee wishes to ensure that a future 3-year strategic plan considers the views and opinions of the wider community, members and volunteers of RGYI.
- The Management Committee aims to begin consultation with members ahead of the next AGM in September 2026, which will help to inform the development of a 3-year Strategic Plan 2026 to 2029.
- The Management Committee will consider whether a grant is available to engage the services of a professional consultant, to assist with the development of a longer-term strategic plan; and to review all policies and procedures to ensure relevance, best practice and consistency for the future success of RGYI.

This Interim Strategic Plan has been prepared in accordance with discussions and ratified motions by the Management Committee since their election at the September 2025 AGM. This document was formally adopted in February 2026.