

4BI Structured Engagement Program: January 2017 – December 2020

4BI is licensed to represent the Brisbane youth interest in the Brisbane RA1 licence area. 4BI acknowledges its statutory obligation to continue to represent the youth community interest, noting the nature and diversity of the youth community in the licence area. This Engagement Program accompanies 4BI’s Consultation Strategy and details the outcomes that 4BI hopes to achieve as a result of its implementation.

<p>Objective</p> <p>To implement the engagement program according to the principles and protocols in the consultation strategy to enable members from a broad cross-section of the youth community in the Brisbane RA1 licence area to participate in the operations and programming of the service.</p>	<p>Aims</p> <ol style="list-style-type: none"> 1. To provide a structured framework for the Consultation Strategy. 2. To enable consultation to occur regularly with a broad cross-section of members of the community in the Brisbane RA1 licence area. 3. To encourage members of the community in the Brisbane RA1 licence area to participate in the operations and programming of the service. 	<p>Expected Outcomes</p> <ol style="list-style-type: none"> 1. The service continues to represent its youth community interest or obtains data to demonstrate the need to change the community interest at its next licence renewal. 2. The service has representation of members from a broad cross-section of the community in the Brisbane RA1 licence area participating in its operations and programming. 3. The service has documented relevant information and data to provide to the ACMA with its next licence application. 		
Actions	Timeframes	Responsibility	Expected Results	
<ul style="list-style-type: none"> • Identify and list community organisations in the licence area. • Consult Youth Engagement Sub-committee. 	<p>By 31 May, 30 November each year</p>	<p>Community Relations Sub-committee, Staff and volunteers</p>	<p>Provide a list of community organisations in the licence area to the Board/Management Committee, updated on a quarterly basis.</p>	
<ul style="list-style-type: none"> • Develop a schedule of meetings with the community organisations in the licence area. • Work with the Youth Engagement Sub-committee. 	<p>By 31 May, 30 November each year</p>	<p>Community Relations Sub-committee Staff and volunteers</p>	<p>Provide a schedule of meetings with the community organisations in the licence area for the coming quarter to the Board/Management Committee.</p>	

<ul style="list-style-type: none"> Meet with all community organisations identified to discuss participation at the station, including as members or volunteers and presenters or program providers. 	By 31 May, 30 November each year	Community Relations Sub-committee, Staff and volunteers	Provide a report to the Board/Management Committee on the responses provided at the meetings with the community organisations during the previous quarter. In particular, note any member or volunteer registrations and persons who became involved as presenters or who provided programs for broadcast.
<ul style="list-style-type: none"> Identify and list key community events in the licence area, including annual school fairs, university open days, sports tournaments, festivals and community open days. Consult Youth Engagement Sub-committee 	By 31 May, 30 November each year	Community Relations Sub-committee, Staff and volunteers	Provide a list of key community events in the licence area to the Board/Management Committee, updated on a quarterly basis.
<ul style="list-style-type: none"> Develop a schedule to ensure participation/involvement at the key community events in the licence area. Work with the Youth Engagement Sub-committee, Promotions & Sales team and volunteers. 	By 31 May, 30 November each year	Community Relations Sub-committee, Staff and volunteers	Provide a schedule for participation at key community events in the licence area for the coming quarter to the Board/Management Committee.
<ul style="list-style-type: none"> Participate at the key community events and distribute brochures and membership application forms to encourage participation at the station, including as members or volunteers and presenters or program providers. 	By 31 May, 30 November each year	Community Relations Sub-committee, Staff and volunteers	Provide a report to the Board/Management Committee on the responses received at the key community events during the previous quarter. In particular, note any member or volunteer registrations and persons who became involved as presenters or who provided programs for broadcast.
<ul style="list-style-type: none"> Identify and list sections of the community whose needs and interests are not being met by broadcasting services in the Brisbane RA1 licence area. Consult Youth Engagement Sub-committee 	By 31 May, 30 November each year	Community Relations Sub-committee, Staff and volunteers	Provide a list of sections of the community whose needs and interests are not being met by broadcasting services in the licence area to the Board/Management Committee, updated on a quarterly basis.

<ul style="list-style-type: none"> • Develop a schedule to ensure participation/involvement by sections of the community whose needs and interests are not being met by broadcasting services in the licence area. • Work with the Youth Engagement Sub-committee 	<p>By 31 May, 30 November each year</p>	<p>Community Relations Sub-committee, Staff and volunteers</p>	<p>Provide a schedule of meetings sections of the community whose needs and interests are not being met by broadcasting services in the licence area for the coming quarter to the Board/Management Committee.</p>
<ul style="list-style-type: none"> • Meet with sections of the community whose needs and interests are not being met by broadcasting services in the licence area to discuss participation at the station, including as members or volunteers and presenters or program providers. 	<p>By 31 May, 30 November each year</p>	<p>Community Relations Sub-committee, Staff and volunteers</p>	<p>Provide a report to the Board/Management Committee on the responses provided at the meetings with the sections of the community whose needs and interests are not being met by broadcasting services in the licence area during the previous quarter. In particular, note any member or volunteer registrations and persons who became involved as presenters or who provided programs for broadcast.</p>
<ul style="list-style-type: none"> • Identify new programs for community organisations, as well as cultural and linguistic groups in the licence area, whose needs and interests may be better met by the service. • Source and/or produce new programs for the community organisations, as well as cultural and linguistic groups in the licence area. • Consult Community Relations Sub-committee, Youth Engagement Sub-committee and Programming Sub-Committee 	<p>By 28 February, 31 August each year</p>	<p>Program Sub-committee, Staff and volunteers</p>	<p>Provide a list to the Board/Management Committee of the new programs for inclusion in the next program schedule that were identified from the meetings between January and June (or July and December) with community organisations and sections of the community whose needs and interests are not being met by broadcasting services in the licence area.</p>

<ul style="list-style-type: none"> • Revise the program schedule to introduce new programs by 1 January and 1 July, including programs by cultural and linguistic groups. • Consult Community Relations Sub-committee, Youth Engagement Sub-committee and Programming Sub-Committee 	<p>By 31 May, 30 November each year</p>	<p>Program Sub-committee, Staff and volunteers</p>	<p>New program schedule representing the diversity of the community organisations as well as sections of the community such as cultural and linguistic groups in the licence area prepared with members of the community interest participating in the selection of programs for broadcast.</p>
<ul style="list-style-type: none"> • Publicise new program schedule, including updating website, making on-air announcements and circulating information in newsletter. • Consult Technical Sub-committee. 	<p>By 1 June, 1 December each year</p>	<p>Program Sub-committee, Staff and volunteers</p>	<p>New program schedule is readily available to members of the community in the licence area.</p>
<ul style="list-style-type: none"> • Hold station open day and membership drive. • Work with Youth Engagement Sub-committee, Fundraising Sub-Committee 	<p>September each year</p>	<p>Community Relations Sub-committee, Staff and volunteers</p>	<p>Report to the Board/Management Committee on the numbers of member and volunteer registrations and persons who became involved as presenters or who provided programs for broadcast as a result of the open day and membership drive within a month of the event.</p>
<ul style="list-style-type: none"> • Review the numbers of members and volunteers on the basis of whether they reside within or outside the licence area as at 30 June and 31 December. 	<p>By 28 February, 31 August each year</p>	<p>Community Relations Sub-committee, Staff and volunteers</p>	<p>Identify any decreases in the numbers of members and volunteers and propose to the Board/Management Committee how the Consultation Strategy and/or Engagement Program may be amended to address this.</p>