

POLICY: OUTSIDE BROADCASTS

DATE INTRODUCED & RATIFIED BY THE BOARD ON 14TH JULY 2020

BACKGROUND:

Since 2019 Gulf FM has undertaken outside broadcasts in order to take the Station out into the community, which is an important requirement for licencing compliance for a community radio Station. The Community Broadcasting Foundation has provided funding to enable the Station to equip announcers to conduct outside broadcasting.

PURPOSE:

The purpose of the policy is set out the requirements and conditions applicable to the Station supplying members to conduct broadcasts, and decide which activities outside broadcasts will be attended by 89.3 Gulf FM.

POLICY:

- 89.3 Gulf FM is committed to include the people of the Station's broadcast area in the organisation of events to be attended.
- 89.3 Gulf FM will endeavour to provide regular and quality outside broadcasts.
- A co-ordinator to be assigned by the committee to oversee and support outside broadcasts.
- If an outside broadcast has been expressly organised it will take priority over any on air programmes as the air time belongs to the Station, not the presenter. The co-ordinator is to oversee this requirement.
- In matters of urgency an outside broadcast can be presented without prior notice to the presenter.

PROCEDURE:

1. A request should be made to the Board in writing, not less than two weeks prior to the required date of the broadcast. It should contain details relating to the time, date, location and reason for the broadcast. Sufficient information of requirements is required. (2 weeks not required for emergency broadcasts)
2. The OB co-ordinator will take into account the viability of the broadcast, including:
 - Technical operator on the day.
 - Anchor and presenters on duty.
 - Support staff.
 - Marketing operative if a stall is required.
3. Requirements for the day to be conveyed to all involved and include decisions made regarding:
 - Transport
 - Accessibility of power
 - Equipment required and any special requirements organised
 - Ensure research required prior to the day

- Period of broadcasts or timeslots to be used
 - Consider effects on existing shows
 - Compliance with broadcast laws
4. Technical officer to be qualified and competent with operation of the OB equipment and ensure compliance of the anchor in relation to the broadcast.
 5. The co-ordinator is to be responsible for all contact between 89.3 Gulf FM on the day and in relation to all requirements of the outside broadcast for that event, to prevent loss of information or confusion.
 6. All members involved on the day of the broadcast to attend the Station prior to the event to collect all required equipment, ensure all members are aware of their duties and responsibilities as well as Station personnel being aware of their requirements during the broadcast. A record of those on duty and equipment to be taken are to be recorded prior to leaving the Station and booked back in on return to the Station, and personnel signed off duty.
 7. On arrival at the broadcast location associated roles are assigned, all to assist the technical officer to set up. OH&S is to be adhered to at this event (eg. Lifting, safety installation requirements and the like)
 8. All are required to work as a team, cordially and effectively to ensure an efficient broadcast.
 9. On completion of the broadcast all equipment is to be checked off as packed up and stored correctly. Equipment to be returned to the Station and booked back in. Members to sign off duty.
 10. A report is to be submitted to the board in relation to the event and presented at the next board meeting. The report should list what worked well, any problems identified and suggestions to improve operations for future broadcasts.

(This Policy was written by Dave Hurrell – July 2020)

Related Documents

- 89.3 Gulf FM policies
- Media Law requirements
- Third Party insurance coverage
- Application for Outside Broadcast Form
- Equipment Register & Checklist