



POLICY

Drafted by	J. Briscoe	Approved by Board on	April 2017
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Outdoor Broadcasts

Purpose

Valley FM (VFM) Broadcasters Association Radio Inc. as a community radio station has occasionally undertaken outdoor broadcasts in order to take that the station out into the community and the community into that station's programs. As a community radio station this is important for licence compliance.

The purpose of this policy is to clarify the station's position on outside broadcasts and to provide the procedural basis for these events.

Policy

VFM 89.5 is committed including Tuggeranong Valley community in its broadcasting and other associated activities such as outdoor broadcasts.

The Board shall appoint a coordinator for each outdoor broadcast whose responsibility will be to oversee and support the event. Should an outdoor broadcast be required on a particular time then the coordinator can request that time as the time belongs to the station and not to any specific presenter.

Outdoor broadcasts considered important in any emergency situation can be called without notice to particular presenters. This can only be called by the President/Station Manager or a delegated person.

A request for an outdoor broadcast must be put in writing to the President/Station Manager and the request must detail the planned date, time and place of the event as well as the reason for the broadcast. At least one month's notice is required (unless in an emergency situation). The President/Station Manager shall consult with VFM's Insurer to ascertain if additional insurance coverage is required for any outside broadcast and if it is required then arrange payment for suitable indemnity cover. **Until this is known, NO outside event can proceed.**

The appointed outdoor broadcast coordinator must consider the viability of the broadcast in terms of:

- Who will be the technical operator of the event (this person must be fully cognisant with the station's outdoor broadcast equipment, will follow the direction of the appointed program coordinator and be the contact person on the day of the event)?
- Who will the anchor presenter/s?, and
- Who will be the support people?

The requirements for the outside broadcast will be determined by the appointed coordinator in consultation with relevant key personnel. Decision must include the requirements of:

- Transport
- Power availability
- Equipment required
- Length of broadcast
- Media law requirements
- Special requirements, and
- Effect on existing programs.

On the day of the event the team will be notified by the coordinator and/or technical officer on what is to be done in the case of inclement weather. Communication with the organisation for which the event has been planned shall only be undertaken by the appointed coordinator.

On the day of the event the team shall assemble at the station to pack and collect the required technical and promotional equipment well forward of the scheduled time. The technical person must make a list of all items leaving the station and that list will be signed and kept with the station's asset register.

On arrival at the event everyone assigned a role is required to assist the technical officer. All care must be made to ensure safety when setting up, and taking down, equipment. It is expected that all members work as a team to ensure a quality and efficient broadcast.

After the conclusion of the broadcast all equipment is to be checked off and returned to the station for correct storage. A report of the broadcast is to be presented to the Board at its first meeting following the event by the coordinator.

Legislation Framework

Refer to relevant legislation noted in the VFM Policies noted below.

References

Valley FM policy: Insurance, June 2018, VFM Policy Manual / studio computer desktop

Valley FM policy: Media/Community Broadcast Law, May 2018

Valley FM policy: Workplace Safety, April 2017