



OUTSIDE BROADCAST POLICY

Policy Number	10/3	Version 1.1	10/3-1
Drafted by Amendments	Carol North-Samardzic Ian Becker	Approved by board on	2010
Responsible person	OB Director/ Co-coordinator	Scheduled review date	January 2014

Introduction

Since 2009 89.3 2GLF has undertaken outside broadcasts in order to take the station into the community and the community into programs. As a community radio station this is important for licence compliance. The Community Broadcasting Foundation has provided funds for up to date outside broadcasting equipment to enable quality outside broadcasts.

Purpose

The purpose of this policy is to:

- Clarify the station's position on outside broadcasts.
- Provide the philosophical underpinnings for outside broadcasts upon which the *Procedures for Outside Broadcasts* are based.

Policy

- 89.3 2GLF is committed to including the Liverpool-Fairfield Community and associated activities in its broadcasting and to also promote 2GLF in the broadest possible way.
- 89.3 2GLF will providing regular and quality outside broadcasts.
- A Director/Co-ordinator shall be appointed from the board to oversee and support outside broadcasts.
- If an outside broadcast is required on a particular program at a particular time then the Director/Co-ordinator can request that time. Airtime does not belong to any presenter it belongs to the station.
- Outside broadcasts considered important in an emergency situation can be called without notice to particular presenters.

Procedure

A request to undertake an outside broadcast must be put in writing and delivered to the OB co-ordinator by either physical or electronic means.

Details are to include date, time, place and the reason for the broadcast. Consideration must be given and stated as to what benefit to the station the proposed broadcast would bring. As much detail as available, should be included on the request. As much notice as possible should be given - At least a month's notice is preferred, (unless an emergency/emerging situation).

Information relating to the proposed Broadcast must be conveyed to the programming Team as early as possible where it shall be considered and responded to in a timely manner.

The possibility of the inclusion of any affected programs in participating in the broadcast must be discussed with the OB Director/Supervisor

The programming team will advise any affected program(s) once approval is given for the broadcast to take place.

2. The Outside Broadcast Director/Co-ordinator will call an Outside Broadcast meeting to consider the viability of the broadcast, The team should comprise of at least, the following personnel;

- A Supervising Producer
- Technical operator(s) – working on a coordinated roster if necessary
- Anchor and presenters
- Two support staff – where possible
- Marketing Representative if a stall is required.
- A representative from any programs that might be affected by the broadcast
- A studio panel operator

Each person's role is to be identified and it should be made very clear on what that role requires.

Once the team for the broadcast is identified, phone numbers and email addresses of all participants are to be distributed to all team members.

3. The requirements of the day will be conveyed to everyone and decisions made about:

- What will be happening at the event and how 2GLF will integrate with that event
- Transport to and from the event

- Availability of power
- The equipment required.
- Research to be undertaken
- The length of the broadcast e.g. Whether the broadcast is an allocated time slot or if there be scheduled live or recorded crosses to the studio?
- Special requirements – if any
- Effects on existing programs.
- Compliance to media law (e.g. no advertising)

Minutes of the meeting will be taken and sent to board members for their information, input and acceptance within 48 hours of the meeting.

The technical operator(s) will be fully conversant with the OB equipment and the anchor prepared to follow directions of the Supervising Producer and/or Outside Broadcast Director/ Co-ordinator .

The Supervising Producer will be the contact person on the day. The team will be notified of what to do in the case of inclement weather. Team members will not contact the Group/ Organization for which the OB is being conducted. All communications will go through the Supervising Producer so that communications are clear.

3. Prior to the event, the Supervising Producer will make contact with the organizers of the event and establish what is expected to happen at the event and when. Where possible a run-sheet should be obtained or compiled and distributed to all members of the team.

The supervising Producer will attempt to obtain contact details of participants in the event, should interview opportunities be required. Any talent required by 2GLF for interviews is to be organized by the Supervising Producer on request of the Broadcast Team members if necessary.

On the day the team will assemble at the station or at an agreed place, to pack equipment including banners and promotional material. All panel requirements and instructions to be left in the studio must be completed and checked by the Supervising Producer and Technical Operator prior to departure. A list of equipment leaving the station will be kept in the assets register and signed out. Everyone signs the signing in book indicating that they are attending an OB.

Sufficient time to depart the office, arrive at the broadcast point and set- up must be taken into consideration and adhered to. An extra hour should be considered, in the event of something going wrong.

On arrival, everyone assigned a role is required to assist the Technical Operator and Supervising Producer.

As soon as the equipment is set up, an audio link must be established between the broadcast point and the studio and the establishment of that link confirmed with the studio by 'phone or some other means.

During the broadcast total professionalism must be observed. The behavior of the team will be on display and observed by members of the public as well as the event organizers. Any bad behavior will reflect on 2GLF. Event organizers and members of the public are to be treated with the utmost respect and courtesy at all times.

Any required Talent should be collected from an agreed place at the agreed time and escorted to the broadcast point. If necessary, talent should be escorted back to the point where they need to go. This is good manners and good PR.

WH&S requirements are to be adhered to when setting up equipment (e.g. Lifting, safety installation rules). No cables are to be run over areas where they may be a tripping hazard. This applies particularly to areas where the public or OB crew may pass.

It is expected that everyone works as a team to ensure a quality and efficient broadcast.

After the broadcast all equipment is to be checked off and stored correctly. A report on the broadcast is to be presented at the next board meeting.

Related Documents

OH&S policies

Media Law requirements

Third Party insurance coverage

Application for Outside Broadcast Form

Equipment Loan Sheets