



2MCR Macarthur Community Radio Association Incorporated

Outside Broadcast Policy

Introduction

Since 2002 100.3FM @MCR 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 over a period of time 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

- 100.3FM @MCR is committed to including the Macarthur Community and associated activities in its broadcasting.
- 100.3FM @MCR will providing regular and quality outside broadcasts.
- A Co-ordinator shall be appointed by the Committee to oversee and support outside broadcasts.
- If an outside broadcast is required on a particular program at a particular time then the 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

1. A request to undertake an outside broadcast must be put in writing. Details should include date, time, place and the reason for the broadcast. As much detail as available should be included on the request. At least a month's notice is required, (unless an emergency/emerging situation).
2. The Outside Broadcast Co-ordinator will consider the viability of the broadcast, consisting of:
 - Technical operator for the day
 - Anchor and presenters
 - Two support staff
 - Marketing Representative if a stall is required.
 - A representative from any programs that might be affected.
3. The requirements of the day will be conveyed to everyone and decisions made about:
 - Transport
 - Availability of power
 - The equipment required.
 - Research to be undertaken
 - The length of the broadcast e.g. Is it a time slot or will there be crossovers to the studio?
 - Special requirements.
 - Effects on existing programs.

- Compliance to media law (e.g. no advertising)

Procedure cont...

4. The Technical Officer will be fully conversant with the OB equipment and the anchor prepared to follow directions of the Outside Broadcast Co-ordinator.
5. The Technical Officer 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 Co-coordinator so that communications are clear.
6. On the day the team will assemble at the station 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 Technical Officer 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.
7. On arrival, everyone assigned a role is required to assist the Technical Officer. OH&S is to be adhered to when setting up equipment (e.g. Lifting, safety installation rules).
8. It is expected that everyone works as a team to ensure a quality and efficient broadcast.
9. 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

2MCR OH&S policies
Media Law requirements
Third Party insurance coverage
Application for Outside Broadcast Form