



Outside Broadcast Policy

1. Introduction

Braidwood Community Radio (2BRW) 88.9FM undertakes 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.

2. OB Definition:

Refers to any radio or programme which is broadcast from a location away from the normal studio setting. The location doesn't actually have to be out-of-doors — the "outside" simply means "away from the Braidwood/Service Club Studio site".

This may be achieved with the use of the OB van and/or the portable OB kit.

3. Appendix 1:

An ongoing and detailed list of where signal strength is sufficient to conduct a successful OB (this will be updated as different sites are evaluated)

4. Purpose

The purpose of this policy is to:

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

5. Outside Broadcast Policy

Braidwood Community Radio (2BRW) 88.9FM is committed to including the Braidwood & Surrounds Community and associated activities in its broadcasting.

Braidwood Community Radio (2BRW) 88.9FM will provide, where possible, regular and quality outside broadcasts.

6. An Outside Broadcast committee is appointed to oversee and support outside broadcasts.

If an outside broadcast is required on a particular program at a particular time then the Management Committee and/or OB Committee can request that time. There will be specific community events scheduled during the year, these events, in most instances, can be run by the presenter whose time slot has been utilised, remembering that 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.

7. Procedure

To facilitate an outside broadcast, the studio console must be set correctly prior to the beginning of the outside broadcast. Specifically the OB(A) input must be turned on (Program ON) and the fader set to about -24 . This will allow for audio to come in from the Outside location and broadcast. In addition the PC must be stopped. Ideally Zara will be stopped to NOT allow automation to run whilst an Outside Broadcast is taking place.

An alternative to this is for the PC Program on the console be deselected. However this will require someone in the studio to manually reselect the PC program at the end of the Outside Broadcast.

1. A request to undertake an outside broadcast must be put in writing or sent to the OB committee via internal email. 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).

8. Broadcasts from Businesses.

All proposed OB broadcasts should be put to the Management Committee and/or the OB Committee **prior to** any offer of an OB broadcast, including what is proposed and the reasons for the OB.

There is nothing to prevent the station from holding an OB broadcast for a non-sponsor.

In regards to how presenters refer to the business, whether sponsor or not, any mention of the business needs to be general as opposed to specific. This means that any mention of the business would need to be simply letting the listener know where you are broadcasting from and not an endorsement of their goods or services. For example, the presenter saying 'Hey, were broadcasting live from the ..-(business name), come on down and say hello to us' - would be permitted, however, to say something such as 'We're broadcasting from ..-(business name) they have the best- in town" could be perceived as a breach of sponsorship regulations.

9. Broadcasting from a sponsors business.

When broadcasting from a sponsor's business we can broadcast on air that we are at the (business name) and why we are there. The sponsor's announcements can be played and this can be done constantly throughout the broadcast as they are supporting the station – as long as the total amount of airtime devoted to sponsors announcements does not exceed 5 minutes per hour.

10. The Outside Broadcast Committee will consider the viability of the broadcast, consisting of and the incorporation of:

- a/ The availability of a trained OB operator for the day or time required.
- b/ The availability of a studio anchor to act as support staff in the case of technical problems that may occur eg loss of transmission signal.
- c/ The availability of at least one support person on site.

11. The requirements of the OB broadcast

- a/ **Transport** – Suitable transport must be available in order to get to the OB location.
- b/ **Availability of power** – Adequate power should be available on site in order to power the necessary equipment. Alternatively the OB can be run by the portable studio Generator, in which case this would need to be tested and run prior to the OB and then refuelled and reserve fuel available.

NOTE: It should be noted that the volume of background noise of the portable generator may interfere with the broadcast.

c/ The equipment required - It is important that all the necessary equipment is checked and accounted for prior to leaving for the OB site Weather by OB van or Portable OB Kit.

12. The OB personnel will be fully conversant with the OB equipment and the studio anchor must be prepared to follow directions of the Outside Broadcast Co-ordinator.

13. The members of the OB Committee or the designated person for the day will be the contact on the day. The team will be notified of what to do in the case of inclement weather. The OB Team members can contact the Group/ Organization for which the OB is being conducted but must also notify the OB Committee. All communications will go through the designated responsible person so that communications are clear.

14. On the day the team or whoever is required will assemble at the station to pack equipment including banners and promotional material. Personnel leaving from the station must sign the sign in in book indicating that they are attending an OB, those going directly to the site must sign the sign in to the OB book at site.

15. OH&S is to be adhered to when setting up equipment (e.g. Lifting, safety installation rules).

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

17. After the broadcast all equipment is to be packed up, checked off and stored correctly. A report on the broadcast is to be presented at the next Board meeting mainly to outline any particular problems or concerns that may have appeared.

18. Equipment required to perform an Outside Broadcast.

All equipment required will be available in the OB van. The portable OB kit will be available from the studio