

# WEST GIPPSLAND COMMUNITY RADIO INC. (A0028524C)

## STANDING ORDERS

### 1. GENERAL

#### *1.1 Introduction:*

These Standing Orders are applicable to all members who are involved in the operations of West Gippsland Community Radio Inc., people accepted as trainees, and visitors to the studio.

All members are expected to be familiar with these Standing Orders.

As circumstances demand, these Standing Orders may be subject to change. Any changes or additions, or new policies, will be published in the newsletter, and have the same authority as this document.

#### *1.2 Breaches and Penalties:*

Any breach of these Standing Orders will be referred to the appropriate Convenor. If the breach is repeated, or considered to be serious enough, it will be referred to the Board for consideration and action.

The penalties for breaches may vary in accordance with the incident, and include verbal warning, suspension or expulsion (refer to Rules 7A 1-10).

Notwithstanding the above provisions, incidents of theft or other criminal activity will be reported to the police.

#### *1.3 Public Relations:*

Statements to the media or public may only be made by those persons authorised by the Board.

Members may not make mention of West Gippsland Community Radio Inc. verbally or in writing to companies, businesses, service clubs etc. when trying to obtain equipment or otherwise, to benefit West Gippsland Community Radio or themselves, without the knowledge and consent of the Board.

Comments critical of the governance, operation or management of West Gippsland Community Radio, or of other members, may not be made on air.

#### *1.4 Rules, Regulations, Acts:*

All members are to be familiar with, and abide by any Rules, Regulations and Acts covering Broadcasting, Copyright, or Defamation; the Code of Practice for Community Broadcasters; the Rules of West Gippsland Community Radio Inc, and any Policy Statements approved by the Board.

New programs or segments must not be introduced without approval by the Board.

### 2. PERSONNEL:

#### *2.1 Personal Attitude:*

Excessive noise, swearing, and unruly conduct will not be permitted in or about the premises, or on any West Gippsland Community Radio activity.

Smoking, consumption of liquor or taking of non-prescription drugs is not permitted.

An ashtray is provided outside the building for the convenience of smokers. Butts must not be dropped on the concrete or thrown down in areas accessible to small children.

Drinks may not be placed on the consoles or console desks, or on top of items of equipment.

Any person suspected of being under the influence of drugs or alcohol will not be permitted to remain on the premises.

All persons under the age of 16 years must at all times be under the direct supervision and control of an adult.

Harassment of any kind, or discrimination on the grounds of age, sex, religion, politics or sexual preference, is not permitted.

#### *2.2 Dress:*

All personnel are required to wear neat casual dress, including footwear. Loose fitting clothes or accessories that may hamper the operation of equipment must not be worn.

#### *2.3 Redress of Grievance:*

Should any member feel that a legitimate grievance exists, the matter must be referred to the appropriate Convenor, or a Member of the Executive. If the matter cannot be resolved, it will be dealt with by the Board through the provisions of the Grievance Procedure. Refer Rules 7B 1-8.

#### *2.4 Responsibilities:*

All members must advise the Secretary promptly of change of address and/or telephone number.

All members must read the whiteboard and check their files, preferably upon entering the building.

All members must record their entering and leaving the station premises in the IN/OUT REGISTER.

All visitors must record their visit in the VISITORS' BOOK, using their correct names.

The behaviour of visitors is the responsibility of the presenter whom they are visiting. In general, only one visitor at a time should be in the studio, and trainees must not invite visitors to their training sessions.

Unauthorised persons must not be permitted to enter the studios or access the sound library, and must not operate any equipment..

In-coming and out-going faxes must be recorded in the appropriate registers.

In-coming and out-going telephone calls must be recorded in the appropriate registers, and private calls must be paid for.

Mobile phones must be kept switched off inside the premises.

A minimum of two Community Service Announcements must be read or played as logged in each hour.

Only necessary alterations may be made to the Community Service Announcements or Daily Schedule, and must be initialled by the person making the alteration. The sheet must then be put into the file of the Convenor of Station Management.

The times on the Running Sheet must be adhered to as closely as possible. All announcements must be marked with the time played and the initials of the presenter.

Logging tapes must be started and changed over as scheduled by the Presenter on duty.

Program materials may only be borrowed according to the published rules.

All areas must be kept clean and tidy. The outgoing presenter must ensure that the console and table are clear of equipment, materials and rubbish. Crockery and cutlery must be washed and put away. Spills must be cleaned up immediately. Special attention must be paid to the cleanliness of the toilet bowl and surrounds.

Graffiti is forbidden, and any instances of it must be notified to the Convenor of Station Management as soon as they are noticed.

Notices and noticeboards are to be respected. Notices must not be defaced, nor altered without authority of the Convenor of Station Management.

#### *2.5. Training:*

All members who take an active part in any of the operations of West Gippsland Community Radio Inc. must undertake the appropriate training, or have prior experience accepted by the Convenor of Training.

No untrained or unauthorised person is to operate equipment or go to air live on West Gippsland Community Radio. Authorisation must be sought from the Programmer, Convenor of Station Management, or a Member of Executive.

#### *2.6 Shifts:*

Shifts are allocated taking into account the availability and preferences of Presenters and Duty Staff, and the needs of the station, its format and programming guidelines.

Presenters and Duty Staff must present themselves as rostered. If unable to do so, they must arrange replacements according to the published procedure.

Presenters and Duty Staff who are willing to work shifts at short notice must register their availability with the Convenors of Programming and Station Management.

Presenters and Duty Staff must arrive not less than 15 minutes before the commencement of their shift.

In the event of Presenter not arriving in time, the out-going Presenter must continue to broadcast until a suitable replacement has been found, or an alternative program authorised by the Programming Convenor, Convenor of Station Management, or a Member of Executive.

The Multi-Stacker or Computer may be used in emergencies, with the approval of the Programming Convenor, Convenor of Station Management, or a Member of the Executive.

Pre-recorded programs must be supervised from beginning to end.

Programs must commence and finish at the times stated on the published program, except in the case of a pre-recorded program, which must be played through to its end. Producers of pre-recorded programs must ensure that their programs do not exceed the stated time by more than 60 seconds.

Technical problems must be recorded in the Technical Book. In the case of an equipment failure, the Technical Convenor or Convenor of Station Management must be notified, and in-coming presenters warned of the need to bring in appropriate resources.

When no Duty Staff are available, the Presenter assumes responsibility for telephone calls, answering the door and receiving faxes.

Except in an emergency, Presenters wishing to change shifts permanently, or to cease broadcasting, must give at least two weeks notice to the Convenor of Programming.

A Presenter who withdraws services for any reason must ask permission of the Programming Convenor before resuming on air in any capacity.

#### *2.7 Discretion:*

No Presenter should transmit any message containing information of a personal nature, relating to themselves or to another person, except:

for urgent messages to persons whose whereabouts are unknown if authorised by a Police Officer;

in extreme emergencies, as authorised by a Convenor or Executive Member, or at the request of a Police Officer, SES, or CFA.

Messages of this nature must be confirmed by calling back the authoritative source, immediately after the message is received, and before

broadcast. Any return phone number must be noted and checked with the phone directory before returning the call.

Presenters' home phone numbers must not be released to callers. The caller's number should be noted and passed on to the Presenter for response.

Members must not provide station contact details as the prime contact for personal or business purposes.

### **3. STATION SAFETY AND EMERGENCY PROCEDURES**

#### *3.1 Personal Safety:*

If any member witnesses a situation where personal safety or station security is at risk, all necessary steps taken to abate the risk are to be taken, and the matter brought to the attention of the Convenor of Station Management or a Member of the Executive, as soon as possible.

#### *3.2 First Aid:*

There is a fully stocked, recognised First Aid Kit in the Toilet area.

A note of the nature of the injury and treatment must be made in the notebook provided.

If the supply of any item is exhausted, it is the responsibility of the presenter to use the last item to notify the Convenor of Station Management.

#### *3.3 Fire Control:*

All members working or operating in any capacity in or about the premises must be familiar with the location and operation of Fire Suppression Equipment.

Clear access to exits must be maintained at all times.

#### *3.4 Emergencies/Security Breaches:*

In the case of an emergency or security breach occurring in or about the station premises, immediate steps must be taken to alleviate the situation, appropriate emergency services notified, and the Convenor of Station Management or a Member of the Executive must be notified as soon as possible.

#### *3.5 Buildings:*

The Convenor of Station Management or a delegate will maintain a Key Register.

Keys will be issued to members of the Executive and Convenors, Technical and Production Staff, and to presenters who open or close the station on a regular basis.

Except in an emergency, keys must not be loaned to other persons. In the case of emergency, borrowed keys must be returned within twenty four hours.

Copies of keys must not be cut for any reason.

Published security procedures for the operation and closing down of the station must be adhered to.

The main door must be kept locked if the presenter is the only person in the building. In warm weather, the main door may be left open, but the security door must be snibbed.

Handbags and valuables must be in the care of the owner at all times.

### **4. EQUIPMENT**

All equipment purchased, donated or acquired becomes the property of West Gippsland Community Radio Inc.

Any equipment on loan must have a label affixed stating the name of the owner.

Any expenditure of West Gippsland Community Radio Inc. funds for purchase of equipment must be approved by the Board, or, in the first instance, by at least three members of the Executive, whose decision will then be submitted to the Board for ratification.

The Convenor of Technical Operations is responsible for the storage, usage, repair and maintenance of all equipment. Equipment must not be borrowed without permission from the Convenor of Station Management. All equipment on loan must be registered in the 'EQUIPMENT LOAN BOOK'. Equipment on loan must be returned promptly, and may be recalled at any time.

Maintenance of equipment used must be carried out to ensure readiness for the next operation. Any faults must be reported to the Convenor of Station Management, or to Technical Staff.

No person other than those authorised by the Convenor of Station Management or the Technical Staff may carry out adjustment or maintenance of equipment.

When booking sheets are provided for the use of facilities within the station, booked usage must be given priority to casual use.

## **5. THE COMPUTER**

Computers are to be used solely for the operations of West Gippsland Community Radio.

Dedicated computers are not to be used for any other purpose.

Visitors to the studio may not use the computers for any purpose whatsoever.

No games may be played on the computers.

The Internet may only be used for the purposes of West Gippsland Community Radio, subject to approval by the Convenor of Station Management.

The Internet must not be used for the downloading or storage of music for private use.

Passwords will be issued by the Convenor of Station Management, and must not be revealed to any other member.

Any new program or device must be installed by the officer responsible for computer maintenance.

## **6. PREMISES**

No animals are permitted on the premises, with the exception of authorised service dogs.

Damage to premises must be reported to the Convenor of Station Management, who will then arrange for repairs.

Deliberate damage to equipment or premises will be reported to the police.

Structural alterations may not be made without permission of the Landlord, and suggestions for alterations must be submitted for approval by the Board.

### **History:**

Adopted July 1995.

Reviewed July 1999.

Revised June 2005.

Revised 2011.

**Documents Related To This Policy:**

Community Broadcasting Codes of Practice  
West Gippsland Community Radio Inc. Rules  
West Gippsland Community Radio Volunteer Policy  
West Gippsland Community Radio Inc. Complaints and Dispute Policy  
West Gippsland Community Radio Inc. Privacy and Confidentiality Policy  
West Gippsland Community Radio Inc. External Communications Policy  
West Gippsland Community Radio Inc. Discipline Procedure  
West Gippsland Community Radio Inc. Duty Statements – Executive  
West Gippsland Community Radio Inc. Duty Statements – Convenors  
West Gippsland Community Radio Training Manual

**Compliance:**

West Gippsland Community Radio Inc. affirms the right of members and listeners to participate in discussions of programming policy, and the responsibility of presenters to accept and implement policy decisions.

Presenters who believe that their rights as defined by this policy have been infringed, have recourse by Complaint to the Board, and access to the Grievance Policy as specified in the Rules (Clause 7B; 1-6)

Presenters who do not comply with the responsibilities defined by this policy are subject to disciplinary action as defined in the Rules (Clause 7A; 1-10).