



Orange Community Broadcasters Inc.

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Policy Manual

Policy 17:

Station Logs

Introduction

This policy is applicable to all persons who have volunteered for duties setting the daily Logs on the Play-out System, Traffic Scheduler, Music Scheduler and Shift Scheduler.

Purpose

This Policy will ensure that volunteers engaged in these activities follow a coordinated procedure and work as a team.

Procedure

Violation of this policy may result in disciplinary and/or legal action up to, and including, expulsion from OCB Inc.

Log producers need to have:

- a reasonable level of computer skills
- preferably have experience in producing and/or presenting a radio programme
- reasonable interpersonal skills
- a commitment to work in a team environment
- training in producing station logs using the current software.

Log producers will:

- be given access to all areas of the production needed to produce daily logs
- use the computer systems and equipment responsibly and productively and not for personal use

- work in a team environment that best suits the station's operations
- keep the Log Calendar up-to-date by transferring absences/changes to the weekly programme from the Message Book/emails to the Log Calendar.

Log producers will:

- be given access to all areas of the production needed to produce daily logs
- use the computer systems and equipment responsibly and productively and not for personal use work in a team environment that best suits the stations operations
- keep the Log Calendar up-to-date by transferring absences/changes to the weekly programme from the Message Book/emails to the Log Calendar.

Log producers will not:

- access unauthorized levels of software relating to music, traffic and/or programming
- change passwords without authorisation
- edit or alter the Daily Log completed by another team member
- alter traffic without discussion with the President and/or the Technical Subcommittee
- alter the setting of any sponsorship listing without prior agreement with the President and/or the Technical Subcommittee or the Sponsorship sales representative
- alter the Programme Guide without consulting the President or Secretary
- alter his/her own programme on the Logs unless he/she has consulted with the President or Secretary.

Responsibility

The Technical Team members are responsible for the logs and will be answerable to the President. The implementation of this Policy is the responsibility of the CoM.

Policy carried at CoM meeting September, 2013
Policy revised: October, 2017