

EDGE RADIO 99.3FM

# Station Worker Handbook

May 2012

## WHAT IS EDGE RADIO 99.3FM?

Edge Radio is a not-for-profit community station, in Hobart, Tasmania. As **Hobart's only youth station**, Edge Radio provides a mix of music, entertainment, local journalistic content and information to enhance Hobart's cultural landscape. Edge Radio broadcasts to the greater Hobart area on **99.3fm**, and webstreams globally on **www.edgeradio.org.au**.

## WHO IS EDGE RADIO'S AUDIENCE?

**Youth of all ages.** Hobart has a richly diverse community and Edge Radio recognises the unique needs of youth. Edge Radio's core audience is between 15-30 years. Edge Radio's programming is broad, and designed to reflect the interests of Hobart. This approach caters not only for the core audience, but has seen a substantial audience beyond this community grow. Whilst we remain committed to serving the needs of our core audience, Edge Radio is fast becoming a service for **'youth of all ages'**.

62% Of Hobart's Radio Listeners Aged 15+ Tune To Community Radio each month (McNair Ingenuity Research Pty Ltd 2010)

## GET ON THE EDGE OF GREAT RADIO...

Nothing like Edge Radio has existed before in Hobart. Edge Radio is a chance for you to make the 'kind of radio you want to listen too'. Edge Radio will help you to make fun and exciting radio, whilst learning some great skills.

We are Hobart's youth station; we are not an exclusive student station or a University station. Edge Radio station workers create radio for all of Hobart's young people.

### We are Edge Radio: not Edge FM

Edge Radio Was Australia's Community Radio **Station Of The Year** - 2003 CBAA Community Radio National Industry Awards, from over 350 community stations nationwide

Edge Radio Was Awarded **Excellence in Spoken Word** - 2006 CBAA National Industry Award – for our Port Arthur Commemoration Special

Edge Radio Was Awarded **Best Contribution To Local Music** - 2003 CBAA National Industry Award

Edge Radio Elizabeth College 'Schoolies' Program Received The **'Award For Educational Excellence'** - 2003 Tasmanian Department Of Education

Edge Radio Received Hobart's Volunteer Organisation **'Best Practice'** Award - Hobart City Council 2004 Volunteer Recognition Awards

Edge Radio Was Awarded **Excellence in Community Participation** - 2009 CBAA National Industry Award – for our School of Rock Youth Engagement Program

## **Edge Radio's Mission Statement**

**"The radio station for youth, by youth"**

Our mission as a community radio station is to entertain as well as educate our listening audience.

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We aim to provide a vibrant, youth focused and broadly inclusive radio station for the Tasmanian community that:

- Enlivens the culture and social climate of Tasmania
- Is high quality
- Is participative
- Has a Tasmanian perspective
- Provides programming relevant for youth
- Is responsive to the needs of its audience
- Provides a forum to discuss current issues
- Is artistically diverse
- Has informative and educational programming

*Edge Radio 99.3FM* has an emphasis on, and actively encourages, local content including current issues that affect Tasmanians, broadcasting local music talent and cultural activities/ events. It strives to broadcast fresh, creative, informative and intelligent programming for our listeners.

### **Statement of Objectives**

- To present original, rich and diverse programming of music and other forms of expression free from the direct constraints of commercial interests.
- To provide the target audience with a significant alternative to other broadcast media within the station's service area.
- To provide entertaining musical programming, informative educational and public affairs programming and information on issues and events of interest to the target audience.

## Definitions

"*TYB Inc.*" refers to **Tasmanian Youth Broadcasters Inc.**, an incorporated association and the licensee of Edge Radio 99.3FM as per the **Australian Communications and Media Authority** Permanent Community Broadcasting Licence.

"*TYB Inc.*" or "*The Committee*", unless otherwise stated or implied, refers to the **Committee of Management** of Tasmanian Youth Broadcasters Inc.

"*TYB Inc. Executive*" or "*The Executive*", unless otherwise stated or implied, refers to the Executive Committee of Management of Tasmanian Youth Broadcasters Inc. constituting the **President, Vice-President, Secretary/Public Officer and Treasurer** of the Association.

"*Station staff*" refers to any staff under the **paid employment** of TYB Inc.

"Station Management" refers to **senior** station staff.

"*Station Worker*" is any person involved with Edge Radio - **paid or voluntary**.

"*Volunteer Station Worker*" is any person who **volunteers** their services for Edge Radio.

"*University or UTAS*", unless otherwise stated or implied, refers to the **University of Tasmania**.

"*CBAA Codes of Practice*" refers to the **Community Broadcasting Association of Australia** (CBAA) Codes of Practice where approved by the **Australian Communications and Media Authority** (ACMA). Where the Codes or any provisions specified by the CBAA and the ACMA are in conflict, the ACMA Codes or provisions shall be considered superior.

"*Edge Radio*" or "*Edge Radio 99.3FM*" is the trading name of Tasmanian Youth Broadcasters Inc.

## Disclaimer

Tasmanian Youth Broadcasters Inc. and the agents, contractors and employees of these bodies provide the information in this document as advice to station workers only. It is not intended to be, or to replace, advice from a qualified legal professional. In any circumstance where persons are intending to rely on this document for legal purposes, or where there is doubt or uncertainty, they are encouraged to seek advice from a legal professional.

## Contact Details

Office: 03 6226 7273

Production Studio: 03 6226 7599

Office Fax: 03 6226 7616

Studio Mobile: 0427 334 336 (0427 EDGE FM)

University Security: 03 6226 7600

Postal Address:

Edge Radio  
 Private Bag 44  
 Hobart  
 TAS 7001

General & Admin

[admin@edgeradio.org.au](mailto:admin@edgeradio.org.au)

Accounts

[accounts@edgeradio.org.au](mailto:accounts@edgeradio.org.au)

Station Manager

[manager@edgeradio.org.au](mailto:manager@edgeradio.org.au)

Program Manager

[programs@edgeradio.org.au](mailto:programs@edgeradio.org.au)

Education Officer

[schools@edgeradio.org.au](mailto:schools@edgeradio.org.au)

Sponsorship & Promotions

[sponsor@edgeradio.org.au](mailto:sponsor@edgeradio.org.au)

Music Department

[music@edgeradio.org.au](mailto:music@edgeradio.org.au)

Interviews Department

[interviews@edgeradio.org.au](mailto:interviews@edgeradio.org.au)

Supporter Department

[supporter@edgeradio.org.au](mailto:supporter@edgeradio.org.au)

Events Department

[events@edgeradio.org.au](mailto:events@edgeradio.org.au)

Emergencies:

Please refer to the emergency contact list in the on-air studio above the phone.

## Staff and Committee

### **Committee of Management, Tasmanian Youth Broadcasters Inc (TYB Inc or the 'Board').**

Tasmanian Youth Broadcasters Inc. (TYB Inc.) is the incorporated licensee of *Edge Radio 99.3FM*, as provided under licence from the Australian Communications and Media Authority.

The Committee of Management is the highest body of *Edge Radio 99.3FM*. It is responsible for the governance and strategic planning of the station. Membership is made up of the President, Vice-President, Secretary and Treasurer, six ordinary members, all of whom are elected at the Annual General Meeting, plus a staff representative. There are two community representative positions and two education representative positions on the committee.

### **Station Manager**

The Station Manager is usually the staff representative on the Committee of Management and is employed by the Committee of Management to conduct the day-to-day operations of the station including staffing and financial operations, and provides technical and logistical solutions to both the presenters and management. The Station Manager also works largely in business development for the station.

### **Program Manager**

The Program Manager is responsible for developing the on-air sound of the station as well as implementing and developing programming initiatives. The role includes assessing program applications and implementing new schedules; coordinating over 100 volunteers to produce over 60 radio programs per week; on-air presentation and technical training and program development; introducing programming initiatives; monitors and maintains the quality of programs and ensures that station policy is being adhered to; with a focus on community participation.

### **Sponsor Promotions & Account Manager**

The Sponsorship Manager is primarily employed to conduct sponsorship sales. This is an important

position as station operations, maintenance and expansion rely on a steady stream of income. Sponsorship is Edge Radio's main source of income.

Within the Sponsor Department there is also a Music Sales Representative who deals with touring artists and album releases.

### **Education Officer**

The Education Officer works in the programming department with a sole focus on educational outcomes through pre-tertiary school participation. The *School of Rock* program engages students from a number of schools to produce a daily weekday program for their peers.

### **Office Administration & Accounts**

Office Administrators take care of the station's day-to-day functions and are the first point of contact for enquiries to the station. As well as being responsible for the station's account keeping, they handle all administration tasks and coordinate volunteers in the Music Department.

**For more information on current staff  
visit [edgeradio.org.au/about/staff/](http://edgeradio.org.au/about/staff/)**

### **Volunteer Positions**

Volunteer portfolios provide support, development, and implementation of core station activities. They also provide professional development opportunities for portfolio holders.

There is always something that needs to be done – hence the number of volunteer positions, which grows all the time.

**There is more information about volunteer positions in the Getting Involved section.**

## Getting Involved

Everyone who works at Edge Radio is called **Station Workers**.

Some are staff, most are volunteers.

The core of Edge Radio is its **volunteer station workers**.

With direction and training from paid staff, volunteer station workers are responsible for the programs that go to air and for the quality of programs produced.

**Edge Radio is more than just a microphone. Everything that has happened - and will happen - is because of the work of our volunteer station workers.**

### What is a Volunteer?

A volunteer station worker at *Edge Radio* is a person who:

- Is recognised by station staff as being a bona-fide volunteer
- Contributes to the operations of TYB Inc. or Edge Radio by working on a regular basis without salary in one or more defined duties as set out by the station
- Is a current financial member of TYB Inc. and supports TYB's objectives (per the Mission Statement)
- Has signed the acknowledgment of the Community Broadcasting Association of Australia (CBAA) Industry Codes of Practice
- Offers their services out of personal choice.

### What You Can Do

Volunteer station workers can be involved in a wide range of roles both on-air and off-air. These can include:

music cataloguer	music listener
music communicator	program producer
music interviewer	events crew
live sound engineer	production assistant
photographer	website maintenance
graphic designer	promotions distributor
administration	researcher
journalistic content producer	

### Principles of Volunteerism

Edge Radio recognises the following points in the *Universal Declaration on Volunteering* (as proclaimed by the International Association for Volunteer Effort, September 1990):

- People who volunteer do so out of personal choice
- That volunteer effort be encouraged to manifest itself in as many forms as possible, including mutual self-help groups and service groups
- That volunteer effort should be encouraged as an activity for all
- That volunteer effort be seen as a source of individual empowerment
- That volunteer effort be seen as a strong force for social and economic change, enabling citizens to participate fully in the democratic process determining their own lives and enhancing the lives of the clients they serve
- That volunteer effort can create new relationships amongst the community, government, business and importantly, between clients of non-profit organisations and volunteers
- That volunteer effort be viewed as a force in itself, relevant in the context of the wider society, not simply as a service of isolated agencies and individuals
- That volunteer effort is a powerful force for both volunteers and clients to participate in social, economic and cultural life
- That volunteer effort be seen to be effective and accountable, reflecting good practices in the management and development of volunteers
- That volunteer effort be seen as a partnership between volunteers and their clients, celebrating the differences between social and ethnic groups and between individuals based on mutual trust, respect and honour.

## Volunteer Rights and Responsibilities

### Rights of Volunteer Station Workers

Volunteer station workers at Edge Radio have the right to:

1. Be treated as a co-worker
2. Suitable assignment with consideration for personal preference, temperament, abilities, training and employment
3. Open access to the station's policies & management programs
4. Expect clear and open communication from management at all times
5. Appropriate induction and training as well as provision of information about new developments
6. Sound guidance and direction in the workplace
7. A place of work complying with statutory requirements
8. Mediation or arbitration if a dispute occurs through appropriate grievance procedures, as specified in Station Policy
9. Participate in quality assurance programs
10. Have services appropriately recognised, as determined by TYB Inc. from time to time
11. If they have worked in excess of six months, to be given a reference at the completion of the term of voluntary service, covering character and competence

### The Rights of Edge Radio

Edge Radio has the right to:

1. Expect a volunteer station worker to abide by station objectives, policies and principles
2. Expect equivalent effort and service from a volunteer worker as from a paid one with regard to reliability, punctuality, honesty, performance and productivity
3. Ensure that confidential information is respected and that all confidential information not be disclosed

4. Make a decision in consultation with the volunteer station worker as to where (s)he would best be suited
5. Establish consultation and feedback mechanisms for volunteers
6. Expect clear and open communication from station workers at all times
7. Release a volunteer station worker due to contravention of station policy, per appropriate grievance procedures

### Responsibilities of Volunteer Station Workers

Volunteer station workers at Edge Radio will:

1. Have a professional attitude towards voluntary work
2. Be prompt, reliable and productive with regard to commitments and agreements made with Edge Radio
3. Be a faithful representative of Edge Radio's objectives when representing the station
4. Notify the appropriate person if unable to meet commitments, and do so with reasonable notice
5. Respect and not disclose any confidential information gained through service
6. Undertake training to improve performance if required by management
7. Participate in station activities in a way that promotes harmony and the efficient running of the station
8. Make themselves aware of and respect station policies



## Communications

With over 150 volunteers, communications can be a challenge for us, especially when we need *EVERYONE* to know important station information.

This is why it's really important you take note of our different communication methods and ensure you read the information we give you, to maximise the smooth operation and continual functioning of the station.

### Emails

If station staff need to contact a volunteer station worker individually, we use our designated email accounts. Please make sure you have the following staff email addresses in your email address book so they do not get filtered through to your spam folder:

manager@edgeradio.org.au  
programs@edgeradio.org.au  
admin@edgeradio.org.au  
sponsor@edgeradio.org.au  
schools@edgeradio.org.au  
interviews@edgeradio.org.au

It's also important that you let us know of any changes to your personal details.

### Programming Noticeboard

In the on-air studio there is a noticeboard on the back wall. Check this each time you commence your show for any important notices. These notices will often be placed under the glass panel in front of the studio console as well.

### Edge Radio Soapbox

We are as technologically savvy as the next station, and our online forum, the Edge Radio Soapbox serves several functions. Every station worker is required to register on the Soapbox.

The Soapbox is a social space where you're able to discuss various topics freely with other volunteers and members of the public. At the beginning of your show each week, log into the Soapbox via the Edge Radio website.

This is where station staff post the most up to date information that is immediately relevant to you while in the studio, e.g. instructions on procedures to follow while one of the CD players is missing, or links to reapplying for your program in the next schedule.

If you need help registering on the Soapbox contact an Office Administrator or the Program Manager.

Your Soapbox account enables you to access the program administration panel of the website. In this section you will be able to administer your program page with pictures and the latest relevant information. You are also able to browse the music catalogue and post a current "What's on Edge" update for your show.

### Volunteer Updates

A bulk volunteer update email is sent out monthly, and occasionally fortnightly. This has been introduced to minimise and consolidate staff communications with volunteer station workers. These updates are incredibly important as they include training opportunities, vacant volunteer positions, information about station events, and handy tips.

### Studio In-Tray

If something arrives at the station addressed to you, or we have a hard copy of a document we need to give you, it will be put in the studio in-tray that sits next to the phone. This is especially relevant if you present a program outside of office hours. Station staff will send you an email to inform you that mail has been placed in the in-tray.



## Training

### Basic Radio Skills

*Edge Radio 99.3FM* is dedicated to giving as many people as possible the opportunity to get involved in community radio. To ensure that you get the most out of the station that you can – and to ensure you understand the way radio broadcasting works – we require all broadcasters to attend the following:

- **Technical Training:** Technical training will show you how to use the station's computer facilities, the scheduler, microphone technique, how to change and select songs, sponsorship announcements and promos, and console operation.
- **On-Air Presentation:** Good radio technique, conversation on the air, working with guests and fellow presenters and making your program sound both more fluent and more professional.
- **Broadcast Law & Station Induction:** Learning about the requirements set down under both Australian law and under the station's rules and policies relating to radio broadcasting, including privacy, industry codes, defamation, copyright and sponsorship.

Presenters are also required to sign a declaration that they have read, understand and agree to abide by the Community Broadcasters'

Association of Australia (CBAA) Codes of Practice.

### Skills Recognition

If you have previous experience from another radio station and/or hold a Certificate in Broadcasting (Radio), please contact the Program Manager to arrange an assessment session.

### Advanced Training

Advanced training is available to station workers who wish to continue developing their skills beyond the induction course. Edge Radio has a partnership with the Community Media Training Organisation (CMTO), which provides further training in presentation, media law and OHS, interviewing, and Editing/Podcasting. Contact can contact the Program Manager if you would more information about these courses.

### Station Membership

All volunteer station workers and station staff are required to be members of Tasmanian Youth Broadcasters Inc.

Membership costs \$20 (incl GST) and lasts until December 31st in that year. Membership forms are available from the station office. Membership includes the annual Supporter Fee – allowing station workers to enter exclusive Supporter only competitions.

## Programming

Edge Radio broadcasts 24 hours a day, 365 days a year, as well as web streaming globally on [www.edgeradio.org.au/listen.htm](http://www.edgeradio.org.au/listen.htm).

### Structure

Edge Radio has two six monthly programming schedules per year - June-Nov/Dec-May. Applications for each program schedule open roughly eight weeks before the commencement of each schedule.

Current programs are required to follow procedures for reapplying for their show.

### Music and General Programming

Our programming is made up of two categories –

Specialist Music: From 6pm onwards weekdays and variable on weekends. These programs are generally based on music genres i.e. funk, hard rock, metal, drum n bass, and rely on the presenters' knowledge of their chosen genre and large CD/vinyl collection.

General Talk: 7am - 6pm weekdays and variable on weekends. These programs are based on focused talk content i.e. current affairs, queer culture, film reviews, anime, the paranormal. These programs do not specialise in music and therefore use the Edge Radio music catalogue. Our breakfast and lunch time shows also fit into this category and are a great way to learn basic

radio presentation skills without having to have a super duper idea for a show.

### Station Programs

The majority of Edge Radio programs are station programs. Station programs are planned in consultation with the Program Manager and station staff to ensure they comply with our mission and objectives.

The Program Manager has the final say on program timeslots, personnel, content, editorial etc.

### Program Agreements

All program broadcasters are required to sign a Program Agreement once their program has been given approval. An example can be viewed in the Appendices.

### Surrender of Copyright by Workers and Employees

All recordings made using materials leased by Tasmanian Youth Broadcasters Inc., or by employees, station workers, contractors or agents of Tasmanian Youth Broadcasters Inc., or using the facilities administered by Tasmanian Youth Broadcasters Inc., are surrendered to Tasmanian Youth Broadcasters Inc. for the purposes of copyright, as far as is possible under Commonwealth copyright legislation. Please also refer to the *Distribution of Recordings* policy in the Additional Policies section.

## Production Facilities

Edge Radio has one on-air studio and one production studio.

The on-air studio operates 24 hours a day, with a human presence from 7am – midnight most days. At present the on-air studio can be booked for pre-recording programs from 3 – 4pm weekdays. This must be arranged in consultation with the Program Manager.

The production studio operates during office hours as it requires key entry.

Our resources are limited and with such a large number of volunteer station workers and staff

requesting use of the facilities for a variety of needs, a strict booking system is in place.

The production studio can be booked for:

- Phone interviews
- Production & Editing

To book, contact an Office Administrator with your preferred times.

You don't need to book for:

- Online researching
- Scheduling (interviews or announcements)

online during your program.

## AIRTIME CARETAKER POLICY

**YOU ARE 100% RESPONSIBLE FOR FILLING YOUR TIMESLOT.  
IF YOU CAN'T MAKE YOUR PROGRAM YOU MUST FIND A FILL-IN.  
YOU ARE THE AIRTIME CARETAKER FOR THE TIMESLOT YOU HAVE TAKEN ON.**

We do not accept emails or phone calls saying you can't do your show this week. Why?

By signing a Program Agreement you have made a commitment to broadcast your program for the duration of the program schedule. It is your responsibility to make arrangements for your program each week.

There are over 60 programs – the admin work of finding replacements is not the job of station staff.

There are over 100 station workers at Edge Radio – if you can't do your show, there is sure to be someone who can...work together to fix the problem.

### **As the AIRTIME CARETAKER, you need to:**

- Swap phone numbers with ALL presenters before and after your program, and discuss fill in options.
- Contact the Program Manager if you would like the contacts of any program you think would be a suitable fill-in 'buddy' (ie programs that have a similar program to you and can keep your timeslot *sounding consistent*).
- If you can't make your show, ring the shows before and after yours and ask them to cover for you. We **MUST** have someone on-air. If all programs work together we'll sound much better on-air.
- It can also be used as a courtesy if you have an emergency at the last minute, you can let them know so they aren't waiting for you.
- This also means that if the show after you doesn't turn up you can follow them up with a call so you aren't waiting for them.
- If you'll be absent for more than one week (ie you may go on holidays for three weeks) let the Program Manager know who will be filling in for you.

**IF YOU ORGANISE A FILL-IN BUT THEY LET YOU DOWN:** We don't want to mediate disputes. If this occurs the ***AIRTIME CARETAKER will still be responsible for the unfilled airtime.*** So make sure the person you organise doesn't let you down...or you will be held accountable for letting the station down.

**IF YOU HAVE EXHAUSTED EVERY POSSIBILITY: CALL THE STATION OFFICE AND EXPLAIN WHY AND HOW:** We will be sympathetic in extraordinary circumstances, and we will help when the need is genuine:

**PLACING THE SYSTEM IN 'AUTOMATION' IS UNACCEPTABLE:** Time has proven that humans are much smarter than technology. Our technology can still play up and freeze, leaving our listeners with nothing. You are needed, and you are responsible. The only time we rely on the computer to be 'automated' is from midnight to 7am.

**No Show Policy:** If program after you doesn't show up you should have their number. Ring them and ask them how long they'll be. If they aren't coming in then they need to create a solution. If the above steps are taken then this situation should never occur.

Program 'no shows' will be disciplined.

**We have a responsibility to all our listeners. These policies are designed to strengthen our service through professionalism and consistency.**

## Music

Edge Radio's music mission is to play *underrepresented* music. We play a lot of music that is new, artists that you may not have heard before (including great 'independent' artists), or music styles that don't get played on commercial radio. This approach to music is very important, and our station is committed to supporting underrepresented music, so the artists can gain an audience.

### Music Mission

- To have the largest radio catalogue on rotation in Tasmania:

We have Over 13,000 songs, with nearly 100 new tracks added every week!

- To air more Tasmanian music than any media on the planet:

We guarantee Tassie music every breakfast lunch & drivetime, & 2 hours exclusively every Tuesday night

- To bring you the music that's coming to your state:

We mix it up every day in primetime with the best Local, Australian & International bands & DJ's who are set to play live shows in Tasmania

- To expand your musical horizons  
We challenge you with innovative sounds & emerging artists to expand your musical palette

- To respect the past, & bring the future to the airwaves:

We fill your ears with the best from Black Sabbath to Wolf Mother, Kraftwerk to Krafty Kuts, Grandmaster Flash to The Hilltop Hoods, The Velvet Underground to Belle & Sebastian

- To build music careers, not one hit wonders:  
We respect artists enough to know that some true musical gems include album tracks, b-sides, remixes & live tracks

- To KNOW music  
Our volunteer DJs are not paid to pretend, they know what they love & they keep you informed. Our vinyl weighs a ton, our cds overflow our shelves, our passion is not a fashion.

- To help you to KNOW music:  
We put the latest & greatest new music online for you to keep up with the tunes @ [www.edgeradio.org.au/music](http://www.edgeradio.org.au/music)

We don't jump on the bandwagon, we lead the horse!

### Australian & Tasmanian Music

We support Australian independent artists and play over 40% Australian music everyday. 10% of all music you hear on Edge is Tasmanian!

Australian music is categorised as 'A' on the music schedule, and Tasmanian music is categorised with a 'T', making it easy for you to recognise them.

### General Programs

To support our music mission, we need General Programs to play the music that the computer schedules: The computer is designed to play a diverse mix of music that supports our music mission. This means that you do not get to play your own CDs – but it does mean that you can support our music mission and help lots of musicians who are looking for an audience through Edge.

You may be playing music that you've never heard before, or maybe don't like. But if everybody played the music they liked or were familiar with we would most likely begin to sound like a national broadcaster or a commercial station (or very obscure) and we wouldn't be meeting our community license requirements.

For this reason we ask that general programs do not make more than three changes per hour to the music that is scheduled.

### Primetime Lists

Each fortnight a Primetime List will be updated in the studio. This outlines the current ERRs and touring acts that have been placed on rotation. Whether you are a General or Music program, you can refer to the Primetime List, play the artists and use the information supplied.

Primetime music appears in the 'PT' Category of the music scheduler.

## Primetime Programs

All weekday Breakfast (7-10am), Lunch (12-2pm) and Drive (5-6pm) programs are required to back announce music from the Primetime Lists using the information provided in the studio each fortnight.

Weekday breakfast programs are also required to present news bulletins on the half hour.

## Music Programs

We trust that your music selection reflects our music mission.  
(Please see the *Copyright* section under *Content Policies* for more information on music copyrights)

You have a responsibility and an obligation as a broadcaster, to make sure we have a record of what goes to air on Edge Radio. This is to satisfy our requirements when we are audited by APRA (collecting royalties for artists) four times a year.

You also have a responsibility to let listeners know what you are playing on your show.

Music programs need to post their music play lists on their show page using the AMRAP Pages service each week.

This kills two birds with one stone. It (a) fulfils your obligation to log what music goes to air on your show by giving us an online record, and (b) enables listeners to look at your program page and see what music you played on your show.

Ultimately, by utilising the AMRAP Pages we are aiming to increase your audience base.

People who haven't heard your show before might read your playlists on your show's page, like them, and tune in every week, and your established listeners will love you for making it easier for them to get the name of a great track you played last week and go search out the artist/album.

During your show each week:

Type in the *Artist, Track Name, Album, Label/Publisher* for every song you play from CD/vinyl etc.

eg The Lucksmiths – To Absent Votes - A Hiccup in Your Happiness EP – Candle Records.

## AMRAP Pages

Australian Music Radio Airplay Project (AMRAP) Pages provide an easy way to log and playlist your show. AMRAP Pages automatically find content to match the music aired. When broadcasters enter a track and musician's name into their Amrap Page it searches the Internet and returns musician images, Wikipedia entries and music videos to match. Broadcasters can review these results, search for others, then approve or hide this content for public display.

It is station policy that all music played externally from Edge's computer catalogue must be logged via the show's AMRAP Page. AMRAP Pages streamline station airplay reporting to APRA to increase the accuracy of reports and royalty allocations to Australian musicians. Failure to log playlists is unacceptable and runs the risk of your show being cancelled.

More information: <http://www.amrap.org.au>

## Genre Shelf

In the on-air studio there is a CD shelf designed for use by Music Programs ONLY.  
The CDs are shelved and categorised by genre ie folk, punk, metal.

When CDs arrive at the station they are processed by the Music Department. If a CD is deemed unsuitable for general on-air rotation, but is applicable to a particular Music Program, it will be placed on the Genre Shelf in the on-air studio.

If it is relevant to your Music Program you will an email detailing its arrival.

CDs on the Genre Shelf are NOT to be removed from the station. They are station property and their removal is considered theft. Any station worker found stealing station property will be disciplined.

## Music & Interview Departments

If you have a special CD that you think supports our music mission, you can let the music department know.

You CANNOT approach record labels yourself. If there is a record label you think should be 'servicing' Edge that would be of benefit to your

show or general programming then let the music department know.

Likewise, you CANNOT approach bands, touring acts, managers, promoters etc about interviews.

If there is an artist you would specifically like to interview you need to contact the Program Manager for a request to be made. The Program Manager liaises with artists and arranges a suitable time for the interview to be conducted. You must also undertake interview training.



## CD-R Policy

CD-Rs are compact discs that can have audio data burnt to them by computer hardware or by domestic CD recorders. They allow users to create their own CD compilations, copy entire CDs or create CD copies of their self-created music. These days, more and more bands release CD-Rs of their music as it is a cheap way of distributing a high-quality release, and one that can be manufactured solely by the artists themselves.

The use of CD-Rs can be a problem for Edge Radio as our licensing agreement with APRA doesn't allow us to broadcast material sourced from illegal copies of CDs.

In order to play CD-Rs on Edge they must be legally obtained. Here's how they can be...

- CD-Rs used as a transfer medium for legally obtained recordings are considered legal.

Music from CDs, cassettes, records, minidisks or video can be transferred to CD-R to be brought into the studio and broadcast, so long as you legally obtained the original medium.

- Official CD-R releases from bands which have been paid for, or have been given freely with permission are considered legal.
- Copies of CDs owned by others, such as friends or libraries are not legal.

Please note: If you are ever in doubt, please feel free to contact station staff regarding the issue.

## MP3 Policy

MP3 is the name of one of many compressed digital audio formats. Audio compression is used to decrease the size of audio data files in order to make them faster and easier to transport through the internet. One result of compression is a reduction in audio quality and the creation of digital "noise". Another is that music can be more easily distributed illegally through the internet. Both of these factors are a problem for Edge Radio. Firstly, our broadcast compressors can amplify digital "noise", worsening the reduction in quality. Secondly, illegally obtained music is not covered by Edge's licence agreement with APRA, the organisation responsible for licensing music to radio stations.

However, Edge Radio recognises that some music is only available in MP3 format. These include special releases through iTunes or songs available on certain bands' websites. As these MP3s can be obtained legally and warrant broadcast due to their cultural importance, Edge has devised these five rules regarding the broadcasting of MP3 audio...

### **Rule 1: Compression quality is to be at least 128 kbps.**

The compression quality of files can be tested by playing them on most audio software.

### **Rule 2: Whenever possible, written permission is to be obtained from an artist or their official publisher before an MP3 is broadcast.**

This is especially important as certain artists might not want MP3 versions of their songs being broadcast and would prefer to supply a CD copy instead.

### **Rule 3: MP3s can only be sourced from a band's official website or from a legal MP3 distributor.**

iTunes is a legal MP3 distributor. Peer-to-peer sharing networks are not. Any doubts about whether a distributor is legal, or a band's website is official should be directed to station management. Email a link to the relevant web page to [manager@edgeradio.org.au](mailto:manager@edgeradio.org.au) and await approval.

### **Rule 4: MP3s legally available for purchase over the internet should only be used when a non-compressed version is not available.**

We may already have the song you wish to play on the computer system, thus the better quality version is to be used.

### **Rule 5: If you want to add an MP3 file to Edge's computer catalogue, written permission from the artist is to be sought, with an indication that they realise what the file is being used for.**

\* This policy refers to all compressed digital audio formats, including WMA, OGG etc.

## Additional Policies – A to Z

### Access and Security

**Emergencies:** There is an emergency contact list above the phone in the studio for broadcast related emergencies. Please choose the relevant person to call. During office hours, always call the Edge office first.

For after hours security issues call the University Security on extension 7600.

**Security:** All station workers must carry their Student ID or Drivers Licence on them at all times when on the station premises, as required under the by-laws of our landlord, the University of Tasmania. Station workers will also not enter areas of the faculty other than the studio premises during non-business hours. Station workers will also not allow non-authorised persons on to the premises.

Station workers are required to have a valid proxy card to enter the on-air studio at all times. See *Proxy Cards* for details.

**After Hours Access:** Station workers are required to have a valid proxy card to enter the premises after hours. See *Proxy Cards* for details.

**Computer Security:** A number of computers are available for use by station workers for Edge Radio use only. They are not available for personal use. Station workers will not alter past entries in the scheduling computer; and not make any act or omission which damages the computer, the computing network or any related software or hardware, including the installation of new software (unless with the permission of station staff) or viruses.

**Guests:** Edge Radio maintains the following policy: a person may be on-air as a guest for a maximum of three occasions in one year. Any person who will appear more than this must be registered as a member of Tasmanian Youth Broadcasters Inc and undertake Basic Radio Skills Training. Station workers are fully responsible for any guests and interviews broadcast on the station. It is a station worker's responsibility to ensure all guests of the station only enter station premises for the purposes they were invited, and leave the premises promptly afterwards. If you are suspicious of any guests on station premises please alert station staff or Uni Security.

**Proxy Cards:** All station workers require a valid proxy card to access the studio at any time, and to access the premises after hours.

Upon induction to the station you will need to provide a University Student ID, Drivers Licence number, or other valid ID, so a proxy card can be ordered for you.

If you hold a current proxy card from the University of Tasmania it can be activated to include the appropriate doors.

A \$10 deposit is payable upon collection of the card and can be refunded when you cease working at the station.

If you lose your proxy card please tell an Office Administrator immediately.

**Use of the Studio:** Edge Radio facilities will be used for Edge Radio purposes only. The use of station facilities for commercial purposes not related to Edge Radio is prohibited. This policy also encompasses the requirements under the *Broadcasting Services Act* that station workers will not use station facilities or on-air content to commit or incite the commission of any crime or offence.

- No food or drink in the studio at any time. Bottled water left on the window ledge is permitted.
- Station workers will not enter the premises with alcohol or illicit substances.
- Station workers will not broadcast while intoxicated (meaning alcohol or any other substance.)
- No touching or tampering with protected equipment or equipment essential for station operations other than the console and the scheduling computer. This includes: the CODECS, amplifiers, radio settings or anything else marked "Don't Touch."
- Do not damage or break equipment (especially the turntables and CD players.) If a problem does occur, contact station staff as soon as possible so it can be fixed.
- No vandalism or marking of studio facilities or station materials posted in the studio.
- Any person found to have committed such an act will be removed from station service and treated severely under disciplinary policies.

## Complimentary Stock

Complimentary stock including CDs, tickets, products for review, or entrance to events will be marked in the station's Comp Book and must be signed by an authorised station staff member.

Station workers should not accept any of the aforementioned items from a source outside of the station without prior consent from an authorised station staff member.

## Conflict of Interest (COI) Policy

Edge Radio has a large base of station workers from all walks of life. Many station workers are actively involved in **Projects**. The station considers these types of station workers 'active citizens' and is grateful for the skills and contribution these individuals make to Hobart's culture. In conjunction with this the station has a responsibility to acknowledge the potential interaction between these projects and broadcasted material, and to identify conflicts of interest.

This policy outlines station worker's responsibilities when they intend to present material that crosses over between the projects they are involved in, and their on-air programming content. The station classes this crossover material as a *conflict of interest* and requires *disclosure*.

This policy is designed to ensure that on-air content is both balanced and presented to the listener in the most transparent form.

- You have a responsibility to identify conflicting interest, and take necessary action to ensure that conflicting interest will be managed, reduced or eliminated.
- Display information to the listener in a partisan, honest and transparent form.
- To avoid the conflict of interest policy never deviate from your standard program format to mention a project you are involved in. Adhere your on-air comment or content to *your program format* as outlined in your program application.

## DEFINITIONS

**Cultural Significance:** A project or event that is of genuine relevance to Edge Radio's community of interest – YOUTH – and would not be

considered by station management as (entirely) centred on commercial gain.

**Projects:** (For the purposes of this policy defined as): Including but not limited to public events, artist collectives or bands, political activism, environmental issues, community or commercial organisations, employment services the entertainment industry or issues of public interest.

**Disclosure:** The submission of facts and details concerning a situation or business operation.

## STAGE 1: IDENTIFICATION OF COI

Your presentation of programming content is identified as a COI if it contains these two elements:

1. You have information about a project that is relevant to your program content and you intend to present this information on-air.
2. You are personally involved in this project.

## STAGE 2: IDENTIFY TYPE OF CONFLICT: How are you personally involved?

Two types, Definitive (A) and Potential (B):

### A. DEFINITIVE CONFLICT OF INTEREST: WILL INVOLVE A1 or A2

A1. You are employed through the project, or receive some cash or in kind recognition for your participation in the project.

A2. You are involved in a current issue (Project) that is of interest to the community and your on-air commentary will contribute to or influence public perception on the issue for *your personal gain*.

### Examples (including but not limited too)

- "I play in a jazz band (Project) and I present a jazz program on-air. My band is having a CD launch and I will/may receive profits from the event, and potential CD sales. I usually inform listeners of all Jazz events during my program and I want to include this event as part of my Jazz news content = **Definitive conflict of Interest**

- "I am involved in an issue that has been under public scrutiny. I usually discuss public issues that are relevant to my program format and I want to present material on this issue"

**= Definitive conflict of Interest**

**DISCLOSURE REQUIREMENTS:** This COI is regarded as Definitive (a clear cut case of COI) by station management.

You are absolutely obliged to disclose this information the General Manager prior to airing any content regarding this project.

The station worker is expected to follow the General Manager's directive in regards to any potential on-air presentation of this information.

## **B. POTENTIAL CONFLICT OF INTEREST: WILL INVOLVE B1 or B2**

B1. You are personally involved in this project but do not receive direct and immediate employment, cash or in-kind contributions through the project.

B2. You are involved in a current issue (Project) that is of interest to the community and your on-air commentary will contribute to public information *without you receiving personal gain.*

### **Examples (incl but not limited to)**

- "I am in a blues band (Project) and I present a blues program on-air. I want to play my music occasionally on my program because it suits the style of music that the station has authorised me to present to the listener = **Potential Conflict of Interest**
- "I am actively involved in the organisation of a local event (Project) but I am not being paid or given any in kind recognition for my efforts. My program application was approved to include general information on local events. I want to mention the event I am involved with on-air because it is similar to the type of information I usually cover on my show, and I think that *my program listeners* would think it was neglectful if I did not mention it" = **Potential Conflict of Interest**
- I am involved in a current issue (Project) that is of interest to the community, but I am not being paid or given any in kind

recognition for my involvement. I want to make comment on my program or include content regarding this issue because it fits with my approved program application. I also think that my *specific program listeners* would expect me to cover this issue and my program it would be neglectful if I did not acknowledge it. = **Potential Conflict of Interest**

**DISCLOSURE REQUIREMENTS:** This is regarded as Potential COI by station management. *You are required to clearly check the policy to ensure that you are confident that you do not have a definitive COI.*

If you have a potential COI all on-air content regarding this project must include an appropriate disclosure statement. You are obliged to seek advice from the General Manager if you are unsure what your disclosure statement should contain:

### **Disclosure statement examples:**

Situation
You play a song by your band or artist outfit
You mention a project that you are involved in as a performer
You mention a project that you are involved in coordinating or implementing
You mention an organisation that you are involved in
Disclosure statement
Your back announcement must say "I am a member of that band/outfit"
You must say "I am a member of that band/outfit"
"I am involved in the organisation of [project name]"
"I am the [your title or position] in [organisation name]"

NOTE: THESE DISCLOSURE STATEMENT EXAMPLES ARE INSUFFICIENT FOR DEFINITIVE CONFLICTS OF INTEREST...i.e....PERSONAL FINANCIAL GAIN, IN KIND GAIN ETC. *SEE COI TYPE "A"*

### **POLICY IMPLEMENTATION**

**Self-monitoring:** is required by individual station workers for their presented material. Station management will enforce the policy if self-monitoring is not deemed appropriate.

Failure to *identify*: a COI will result in counselling from station management: The station will assist you in identifying COI through examples (as above) and policy clarification on request.

**Common sense identification:** Once clarification and support is given it is expected that station workers will take the self-monitoring approach to identify COI's, and apply relevant disclosure as outlined in the policy.

Failure to follow disclosure requirements when a COI is identified: **If a COI has been identified, station workers are expected to follow disclosure requirements. Failure to do so may result in disciplinary action under the station's content policy.**

**Focus on personal projects:** station management will not accept *Creative implementation* of COI policy. Of particular note is the *disclosure statement examples*. They do not provide a mechanism to extend on-air focus on personal projects, they are designed to allow station workers to inform the listeners of relevant information with honesty and transparency.

**Extraneous programming focus:** on any particular project not pre-approved by the station

manager or chair of programming will be regarded as inappropriate.

## POLICY CLARIFICATION NOTES

The policy is intended to promote partisan, balanced and transparent information to the listener.

It is not intended to restrict your programming freedom – it is designed to maintain your program integrity.

The policy is not intended to create a sanctioned pathway for extraneous focus on your personal projects – extraneous use of the disclosure statement examples (ie those contained in section B – disclosure requirements).

The Policy is designed to manage, reduce and where necessary eliminate information that the station regards as in the personal station workers interest over the listeners interest.

*dx-We ask station workers to respect the spirit of this policy, and to seek clarification if you are unsure of the policies process, requirements or implementation.*



## Complaints (External)

This procedure relates to dealing with complaints and comments from the general public in relation to station operations.

Edge Radio recognises the right of the general public to comment and complain in relation to the station's compliance with laws, industry Codes of Practice, programme content, general service levels to the community and any other matters of interest to its listeners/sponsors. Edge Radio will make reasonable effort to resolve complaints except where such complaints are clearly frivolous, vexatious or not made in good faith.

If you receive a complaint from a member of the public please pass it on to the General Manager immediately.

If a complaint is made against a particular broadcast by a station worker, the station worker will be notified once the complaint has been processed.

## Complaints (Internal)

This procedure relates to internal complaints (complaints against a staff member or station worker from another member of Station Staff or a station worker.) This procedure requires that a reasonable attempt be made at using the "Dispute Resolution" procedure. **Action by Station Management against a station worker or employee is not to be conducted under this policy (see Disciplinary Policy, Non-Content)**

### *Initial Complaints Procedure*

Any station worker who has a complaint that they want dealt with must report the complaint in writing to the General Manager. The General Manager will -

- discuss the matter with the staff and any station worker immediately concerned;
- investigate the matter; and
- make a decision on the complaint.

The Station Manager may consult anyone they think appropriate before making a decision, and must give a copy of their decision to the complainant, without delay after making the decision. A copy must also be given for tabling to TYB Inc. Complainants should not initially go to TYB Inc. with their complaints, unless their complaint is against the General Manager. Any complaint against the General Manager will

initially be dealt with by the Executive of TYB Inc. as specified below under "Review Procedure".

### *Review Procedure*

The complainant may request that the decision of the General Manager be reviewed by the Executive of TYB Inc. The request must be in writing and clearly set out what the complaint is, and the grounds on which the review is sought. The complainant must provide any supporting documentation with the request.

The Executive of TYB Inc. will meet at the first reasonable opportunity and will decide whether to uphold, amend or nullify the decision of the General Manager (or, where the Executive is not acting as an appellate body, make a decision in relation to the complaint); the Executive will then notify the complainant(s) and respondent(s) in writing of the decision at the earliest possible opportunity.

In making any decision, if the complaint relates to a member of the Executive, that Executive member shall not be present for any discussion.

### *Appeal Procedure*

The only grounds for appeal of a decision are:

1. personal bias or ill-will on the part of the person or body making the decision;
2. failure to comply with the rules of natural justice;
3. evidence that the complainant did not have at the time of the decision, and could not be reasonable diligence have obtained at that time, and that would have probably affected the decision.

A complainant who wishes to appeal must lodge a written statement with the President of TYB Inc. setting out the following:

- the grounds specified above they intend to rely on, (either 1, 2 or 3, as provided above) and
- the basis on which they believe that the ground of appeal is made out.

Any appeal will be heard by the Committee of TYB Inc., limited to voting members only. The President of TYB Inc. must refuse to table the appeal before the Committee if they are satisfied that the notice of appeal does not disclose any of the grounds set out and must notify the complainant accordingly. The President's decision

as to whether to table the appeal is final; however, parties may, at their own expense, seek advice.

The Committee shall hear any tabled appeal and shall have reasonable opportunity to make their decision. All discussions relating to the appeal shall be held *in camera*. If the complaint relates to any member of the Executive, that person shall not be present during any discussion or decision making concerning the appeal.

After considering the material relied on in support of the appeal or in opposition to it, the Committee must dismiss the appeal or uphold it, and confirm, set aside or vary any decision made, or substitute its own decision for it. They must make their decision within a reasonable time.

The decision of the TYB Inc. Committee is final. If a staff member is dissatisfied with any outcome at this level they can, at their own expense, seek advice.

## Conflict Resolution

The purpose of this section is to prescribe appropriate methods of dealing with internal disputes and conflict resolution at Edge Radio. Conflict is the situation where the goals, values, interests and perceptions of one individual or group are incompatible with those of another individual or group.

In the first instance, the General Manager or a member of TYB Inc. will negotiate for dispute resolution by managing discussion between the disputants, which is aimed at bringing about agreement or a settlement of the opposing demands or attitudes.

If unresolved, a mutually acceptable facilitator or mediator may be sought to assist in the matter. This person would be expected to include the following guidelines in the resolution process:

- (a) Keep an open mind throughout.
- (b) Determine the issues and information needed.
- (c) Assess the probability of working towards a solution that will satisfy each party.
- (d) Focus the discussion on needs and issues before considering the solutions.
- (e) Allow ample time for each party to fully express their feelings and concerns.
- (f) Reflect understanding in statements devoid of judgement.
- (g) When agreement has been reached, confirm each party's individual commitment and acknowledge their efforts.

If the matter remains unresolved, disputants may agree to, and call for, arbitration, to be organised at the Station's satisfaction. If dissatisfied with arbitration, parties have the right to seek advice at their own cost.



## Content

### Prohibited Content

Programs will not include unreasonable content capable of offending listeners and/or staff, or content prohibited under station policy.

#### Unreasonable Content

As a guideline, "unreasonable content" means:

##### **Offensive Language:**

No profanity will be tolerated on air 24 hours a day.

##### **No swearing at all. Ever.**

This pertains to all on-air presentation including talk breaks and pre-recorded content.

##### **Offensive Themes:**

Programs will not include material unreasonably offensive on the basis of gender, sexuality, race, religion, disability or other discriminatory grounds, as per the Community Broadcasting Association of Australia Codes of Practice (especially Codes 2A and 2B).

Presenters will make every effort to ensure that their program does not include one of these themes. Of particular concern is the advocacy of the misuse of drugs, alcohol or tobacco.

##### **Offensive Lyrics - in songs:**

Between 10pm and 6am on any day, profanity will be tolerated but is not condoned. Only a low level is acceptable and this should be kept to the minimum extent possible.

Music that includes drug, sexual or violent references, or contains profanity, is permissible **but listeners must be pre-warned of such content.** (i.e. "The coming song contains drug references; those listeners who may be offended should tune out for four or five minutes.") Songs advocating the misuse of drugs and/or suicide are prohibited from broadcast.

**If there is any uncertainty as to whether material is offensive, broadcasters should contact station staff prior to broadcast.** If offensive material is accidentally put to air, broadcasters should make every effort to not draw attention to this content. Broadcasters should then contact station staff to advise them of the circumstances surrounding the content. However, broadcasters must be familiar with, and will be held responsible for, any music resources used in their programs.

#### Voluntary Censorship

ARIA has placed voluntary censorship on the sale of records and singles with highly offensive content. Any Band 3 (eg R-rated) material **may not be broadcast** on *Edge Radio 99.3FM*. Any material with explicit lyrics **must** be cleared by Station Management. Where presenters use music not from the station library, clearance must be gained from a Programming Manager or the Station Manager where there are **any** explicit lyrics. The station also keeps a list of banned songs and content. Presenters/producers must make every effort to be aware of the content of this list. The broadcast of any of this material is banned.

#### Live-to-Air and Talkback Content

**The on-air studio phone may not be used for live-to-air purposes without the explicit consent of the Program Manager.** We don't have a 'dump' button therefore it is impossible to predict what unreasonable content a caller may say. There are phone interview recording facilities in the on-air studio – speak to the Program Manager about it.

### Legality

Programs will meet all broadcasting, legal and policy requirements.

#### **Codes of Practice**

All station workers must sign a form stating they have read and understand the Codes of Practice for the Community Broadcasters Association of Australia (CBAA).

#### **Defamation**

No content will be broadcast that is libellous. **If unsure whether something broadcast could be defamatory, ask the Program Manager PRIOR to broadcast.** Whilst station personnel are trained in understanding defamation laws, we remind you: liability for defamatory broadcasts is both collective and several (meaning that we are all

individually responsible: the station, the broadcaster, the producer, the presenter and (where applicable) the interviewee; liability can be to any one of these people, some, or all).

Tasmanian legislation specifies that something is defamatory if:

- "(a)** the reputation of that person is likely to be injured;
  - (b)** that person is likely to be injured in his profession or trade; or
  - (c)** other persons are likely to be induced to shun, avoid, ridicule, or despise that person..."
- (Defamation Act 1957 (Tas.) s.5).

Understand that the use of humour or irony does **not** lessen liability (*Defamation Act*, s.6).

## Broadcasting

Community broadcasting licence holders have various legislative conditions on their licences, including: (*Sch. 2, Broadcasting Services Act 1996 (Cth)*)

- no advertising (especially no tobacco ads),
- no sponsorship for more than 5 min per hour,
- no use of the station in the commission of crimes or offences,
- no broadcast of R, X or NC rated material (per the Office of Film and Literature Classification).

## Compulsory Content

Programs will broadcast all compulsory content as prescribed by Station Staff.

We have basic requirements for broadcasting certain content. This includes prescribed announcements by ACMA, the station (incl. station promos, etc.) and sponsorship announcements. Be aware that all material under this criterion will be available within the studio; no breach will be

recognised where material cannot be found, in good faith.

The best example of compulsory content are the sponsorship announcements found within each clock hour on the schedule.

## Copyright

Programs will meet the requirements set down under Copyright laws and by the Australasian Performing Rights Association (APRA).

The law in relation to this is complex and may be misunderstood. In terms of radio broadcasting, any printed, taped or recorded material is likely to be subject to copyright. This includes all music recordings. There is no need for official registration of material to take place before copyright exists: a work is protected as long as it is covered as being under Australian law, is the original copy, and is recorded in some type of "material form".

## Music

Edge Radio is required to pay copyright fees for broadcast of music. These are collected through three agencies, APRA, AMCOS and PPCA.

The fee does **not** cover the following (ie you can't play, without extra permission):

- The adaptation of works (that is, translations arrangements or transcriptions)
- The broadcast of grand rights works (works longer than 20min, entire musicals, operas, etc.)
- The broadcast of parody versions that denigrates the musical work or is broadcast for an excessive period

- The broadcast of literary works (spoken word comedy records, plays, etc.)
- Live music recordings: please see the General Manager prior to recording any music for broadcast. There are special requirements.

For all of these areas not covered, you are going to need to gain **written** permission from the copyright holder. Such permission should be forwarded to station management for ratification **prior** to broadcast.

## Written Works

Including radio plays, dramatic performances, book readings and newspaper or Internet articles. *All uses of written or published works require the prior written permission from the current copyright holder.* Responsibility for this lies with presenters. Copies of all copyright permissions need to be forwarded to the Station Secretary prior to broadcast (this **includes** any radio plays, etc., written by Tasmanian authors or for the purposes of the station. Written approval is still required.)

## Political Content

All station workers need to be sensitive to their responsibilities as media presenters, particularly during election periods.

As with all political affairs, Edge Radio has a responsibility to provide balanced political and electoral coverage. The term 'balance' is quite subjective, but we ask that all broadcasters maintain the following position for the good of the organisation:

- You cannot arrange an 'Election program special', or political coverage without written approval from Station Management.
- Current Election candidates or representatives of political organisations are not permitted on your show in the lead up to the election: Even if they are talking about an issue unrelated to the election, we cannot provide them access.
- You cannot make political statements on air that appear to give the Station a political position: Edge Radio is an independent "A-Political" organisation. Please do not paint the organisation with a political hue through editorial comment that leans heavily in favour, or against a political party. Please be mindful that other presenters (and listeners) may not share your views, and do not want their Station to be given a "political identity".
- Your program has not been approved to allow you to present a political stance: Even if your show leans towards some philosophical lines that can be viewed as political (eg. an environmental program may often discuss "green" issues), you cannot align your coverage with a political party or campaign position.
- Humour that insults politicians, candidates or parties is not acceptable: Humour and satire can have the same affect as an overt political statement. Please leave the "wacky candidates" off the comedy trail during the Election period.
- If discussions veer towards politics take personal responsibility for the statement and move on: Say something like "that is my personal political view". **BUT BE WARNED**, this rule does not permit you make constant or regular personal political statements. The fact is, the listeners will respond negatively to politically opinionated presenters, even if they agree with you (this leads to our final point...)
- You are not a political commentator: Bear in mind why Edge Radio exists, and why you have this great opportunity to present on air. An election is not the time to try to make a name for yourself as a political commentator on Edge Radio.
- No political coverage 24 hours before the election: we are required to cease any form of political commentary 24 hours before the ballot opens, until the ballot period closes.
- If you do have ideas for political coverage contact the Program Manager: If you are serious about balanced journalistic coverage, we will do what we can to develop the appropriate platform for your ambitions.

## Ethical Practice

Programs will abide by the Media, Entertainment and Arts Alliance (MEAA) Code of Ethics.

This requirement applies to interviews and news/current affairs content.

This policy extends beyond media or journalistic content; ethical conduct is expected of all station workers in their business.

**A copy of the MEAA Code of Ethics is provided in the Appendices**

## Gig Guides

Programs will only broadcast gig guides according to appropriate guidelines.

Many station programs like to include gig guides as part of their program content, and we encourage broadcasters to include community engagement mechanisms. HOWEVER, broadcasters need to be aware of several points when presenting a gig guide so the sponsorship guidelines set down by ACMA are not broken.

You CAN mention:

- Band/event names
- Venue
- Date of performance

You CANNOT mention:

- Ticket prices or entry fees
- Ticket outlets
- Addresses of venues or ticket outlets

Understandably, if you were to mention all of the above points, you would effectively be broadcasting

what is constituted as advertising, or in Community Radio – a sponsorship announcement.

This contravenes sponsorship guidelines

Please also be aware of bias in your gig guides, which can also be seen to contravene sponsorship guidelines.

DO NOT:

- Mention only ONE gig/event/performance throughout your show repeatedly
- Only mention gigs /events/performance taking place at ONE venue

DO:

- Provide fair and balanced reporting – mention a variety of gig/events/performance from a variety of venues.

## Discussion of Current Legal Issues

Presenters are not permitted to discuss or report on any matter that involves the Australian legal system.

You CANNOT discuss:

- Australian legal cases
- Crimes
- Convictions
- Prosecutions
- Matters currently in the Australian courts
- Any Australian court trials (sub judge: judicial proceedings, not yet decided by a court of law or judge)
- Any arrests, potential prosecutions or legal battles that may involve the court system

Even if they are reported in other medias (TV, radio, print online etc) – you cannot report or discuss them on Edge Radio.

This applies to all programs, but is especially relevant to:

- General discussion programs
- Breakfast news updates
- Journalism programs
- Magazine / issue format programs

If you have any content planned for your program that is of a legal nature you must not put this to air.

Please put the content on hold and contact the General Manager to discuss the process for reporting.

You will require specialised training.

## Discussion of Rallies and Public Protests

Presenters are not permitted to promote or publicise rallies & public protests that are unauthorised.

Once again, we encourage broadcasters to include community engagement mechanisms and to promote and publicise events of a public nature HOWEVER, it is ILLEGAL for broadcasters to mention UNAUTHORISED events.

Before talking about an upcoming rally, broadcasters are required to check whether it has been authorised by the Tasmanian Police and by the relevant Council (ie Hobart City Council, Glenorchy Council). Failure to verify whether a rally/public event is authorised can lead to a contravention of our licence.

## Discipline (Content Related)

**All programs** are subject to the Content Policy. Station management may award or withdraw ratings from programs.

Programs are rated on a four-stage scale: 1 (Normal), 2 (Censure), 3 (Probation) or 4 (Cessation.)

### Stage 1 (Green) – Normal

No official warnings.

### Stage 2 (Yellow) – Censure

An official warning from station management about a minor breach of the Content Policy. Broadcasters will notify management on how they will rectify the fault in future; programs showing evidence of such rectification will be downgraded to Stage 1. Continued breaches will result in an upgrading to Stages 3 or 4.

### Stage 3 (Orange) - Probation

An official reprimand from station management about a significant breach of the Content Policy, but not severe enough to merit the cessation of the program. Programs rated at Stage 3 must have a member of station management present during future broadcasts and shall answer to the General Manager on how the program will rectify these faults.

Successful rectification of these faults, demonstrated over a significant period of time, will result in downgrading to Stage 2. Further breaches will result in an upgrading to Stage 4.

### Stage 4 (Red) – Cessation

A program rated at Stage 4 is removed from on-air. Such a rating may be appealed to the Committee of Management at its next meeting, unless the rating was decided upon by the Committee of Management or the Executive Committee. Programs are rated at Stage 4 for serious breaches, for consistent significant breaches, or for failure to follow directives from station management. Should an appeal be successful, the program will be downgraded to Stage 3. Should an appeal be denied, the program and presenters will remain off-air indefinitely at the sole discretion of the Board of Management.

## Discipline (Non-Content Related)

**This policy applies in situations where station management is concerned at the performance of a member of Tasmanian Youth Broadcasters Inc.** For situations where an individual staff member

wishes to make a complaint, see the *Complaints Policy (Internal)*.

If the General Manager is concerned with the performance of a station worker, paid or volunteer, or if concerns are placed in writing to the General Manager by two or more station employees, the issue of that person's performance will be considered by the TYB Inc. Executive. Where this procedure clashes with the *Complaints Policy (Internal)*, this procedure shall be considered inferior and overruled by any provision in the *Complaints Policy (Internal)*.

Such consideration by the Executive will include:

- on- and off-air behaviour
- ability and previous record in performing their duties and responsibilities, as outlined in either their employment agreement or in the Volunteer Policy;
- that person's rights, both legal and by station policy, in relation to the Station, as outlined in law, their employment agreement and/or the Volunteer Policy.

The person subject to the complaint:

- must be told of the complaint in writing,
- must have sufficient opportunity to make submissions to the Executive prior to the consideration of the complaint
- may be present at the consideration of the complaint by the Executive, and may be present with another person; and
- must be informed in writing in reasonable time of these rights.

The TYB Executive may, at their discretion, release the staff/Station Worker from their work at the Station, censure that staff/Station Worker, or take no further action. The Executive must notify both the complainant(s) and the staff member/Station Worker in writing at their first possible opportunity. If the complainant or respondent are a member of the Executive, they shall not be present for any such proceedings related to the decision.

That person, if released or censured, may appeal the decision to the TYB Inc. Committee. Such an appeal must be in writing addressed to the President of TYB Inc., and must be sent within ten working days of receiving notice of the Executive's decision. The written notice of appeal is subject to the same requirements as "Appeal Proceedings" as specified in the station's "Staff Complaints Procedure" as set out in this booklet. The decision of the TYB Inc. Committee is final, but parties may, at their own cost, seek advice.



## Email Policy

### Station Policy: Use of emails for Edge Radio activities

Emails are a very useful tool for communicating with businesses, organisations and listeners. The following station policy is designed to develop the use of emails for the positive development of the station:

Any Edge Radio volunteer station workers, who use an email address to represent station activities, must adhere to the following policy:

**Representation:** As a volunteer representing Edge Radio 99.3 you have a responsibility to the station to interact with the community in a professional and transparent manner.

Use the term “**Volunteer Station Worker**”: State on all correspondence that you are “a volunteer station worker representing Edge Radio 99.3fm”.

**All Emails sent representing the station must have the Edge Radio signature attached, with the appropriate representation tag.**

The full signature is outlined below, copy and paste it into your signature field and fill in the relevant details:

-----  
**Your Name**  
**Your program name**  
 Edge Radio 99.3FM  
**Your contact number – this is optional**

The sender of this email is a Volunteer Station Worker representing Edge Radio 99.3FM. For station enquiries contact:

Mark Cutler  
 Station Manager  
 Edge Radio 99.3FM  
 Private Bag 44, Hobart TAS 7001  
 Ph: 61 3 6226 7273  
 Fax: 61 3 6226 7616  
 email: [manager@edgeradio.org.au](mailto:manager@edgeradio.org.au)  
 web: [www.edgeradio.org.au](http://www.edgeradio.org.au)

This message and its attachments may contain legally privileged or confidential information. It is intended solely for the named addressee. If you are not the addressee indicated in this message, you may not copy or deliver this message or its attachments to anyone. Rather, you should permanently delete this message and attachments and kindly notify sender by e-mail. Any content of this message and its attachments

which does not relate to the official business of Edge Radio (Tasmanian Youth Broadcasters Inc.) or its subsidiaries must be taken not to have been sent or endorsed by any of them. No warranty is made that the e-mail or attachment(s) are free from computer virus or other defect.

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**If you get any general emails not related to your program or portfolio position do not reply to the email. You must forward it to the relevant email addresses:**

For all general emails, or if in doubt: forward to [admin@edgeradio.org.au](mailto:admin@edgeradio.org.au)

If you receive anything controversial from any third party: forward to [manager@edgeradio.org.au](mailto:manager@edgeradio.org.au)

If someone enquires about “sponsorship”, “advertising” or “promotions”: forward to [sponsor@edgeradio.org.au](mailto:sponsor@edgeradio.org.au)

If someone asks about applying for a program, “doing a show” or about current programs: forward to [programs@edgeradio.org.au](mailto:programs@edgeradio.org.au)

### Addresses for Programs:

Volunteer station workers are permitted to create email addresses for their specific programs. If so, you are required to:

- Forward the email address to station management for the station’s records (email [programs@edgeradio.org.au](mailto:programs@edgeradio.org.au) and [manager@edgeradio.org.au](mailto:manager@edgeradio.org.au), subject heading “program email address”)
- List the names of those accessing and using the email address
- Station management reserves the right to request the password for the account if an issue arises through the use of the email address

### Emails for Station Portfolios:

Station portfolios relate to the station business and co-ordination activities (eg events, music, interviews):

- Edge email addresses and passwords are only to be set up by the General Manager
- The General Manager can allocate these addresses to station workers for access, monitoring and use
- If emails are allocated, the password cannot be released to any third party without the General Manager's approval
- Correspondence from this email must relate specifically to the portfolio it represents (eg interviews@ is for Edge)

Radio music interviews only, edgemusicnow@ is for music releases and record labels only), it must not be used for any other purpose

- No personal or non-core portfolio information is to be disseminated from this address
- The user of the account is responsible for developing an address book (email addresses and bulk email lists) relating to the portfolio activity

## Giveaways

Under no circumstances should a volunteer station worker approach a business, venue, cinema etc for complimentary passes, giveaways, or sponsorship.

If a business/organisation offers you something you must contact the General Manager to follow up.

Legitimate giveaways are allocated to programs by an Office Administrator. Should one be allocated to your show you will be instructed in how to fill out the online forms and conduct the giveaway on-air. The giveaways procedure must be followed at all times.

## Privacy Policy

Tasmanian Youth Broadcasters Inc., from time to time, will collect information for its own purposes concerning station workers, which may include personal information – information which may be capable of identifying the person in question, or which may be capable of being used for discriminatory purposes.

Tasmanian Youth Broadcasters Inc. affirms the right of any person to inspect any personal information held by the Association, and to have such information altered or removed if it is inaccurate.

All personal information held by Tasmanian Youth Broadcasters Inc. is held under password-

protected computer files, or in offices with locked doors with access limited to station staff.

Tasmanian Youth Broadcasters Inc. affirms that it will not on-sell any individual's personal information to other parties. However, the Association reserves the right to collate such information for statistical and research purposes, and to on-sell such collation to third parties at its discretion.

Any person with questions or queries in relation to Tasmanian Youth Broadcasters Inc. policies, including privacy policy and privacy requests, should contact the Secretary/Public Officer on [board@edgeradio.org.au](mailto:board@edgeradio.org.au)

## Promoting Your Show

As soon as you have something planned for your show LET THE WORLD KNOW ABOUT IT!

Here are some simple steps to promote your show and get the listeners hungry for more:

1. What's on Edge on the home page of the Edge website.

Fill in your details, submit, and hey presto it appears on the Edge homepage.

Details on how to access the WOE will be given during Basic Radio Skills Training.

### 2. Edge Soapbox

All broadcasters should be using the Soapbox to publicise upcoming events on their shows.

Also:



Music Programs are required to post their playlists.

General Programs are required to post the content/themes/topics covered during their programs.

### 3. Produce a promo

What better way to let listeners know what's coming up on your show than to have a promo running about it everyday in the lead up?

Write a script and we'll take the time to help you produce it.

Write a simple script, up to 20secs long, outlining your show, what's happening on it, and when they can hear it.

## Redundancy System

Gone are the days where we go off air and listeners only hear fuzzy silence, thanks to a new redundancy system we have set up.

If our connection goes down the redundancy mechanism senses that there is silence and kicks in with a loop of music after a short period of time. HOWEVER - sometimes it can be a while until broadcasters realise that the music they're playing in the studio is different to what listeners are hearing on their radios!

WHAT TO DO - switch the monitors between

## Resources

Edge Radio has a number of resources available for station workers to use for station purposes. No station resources are to be used for personal use.

If you have an emergency situation, talk to station staff.

### **Phone/Fax/Printer/Photocopier**

Office resources are to be used by station staff only.

If you require these resources for broadcast purposes please seek approval from station management.

### **Mini Disk Kits**

Several MDs are available for loan on a strictly 24-hour basis.

Due to high usage it is necessary to contact an Office Administrator and book a kit in advance.

### 4. Why not promote your show to other communities of interest?

If you have a specific music program why don't you start a thread similar to your Edge Soapbox thread on a music website that has traffic relevant to your program, or if you have a journalism based show, let people on a science/environmental/political forum know about it.

### 5. Create your own fliers/posters

Feeling creative? Got some graphic design skills floating about? All we ask is you use the appropriate Edge signage.

Please contact an Office Administrator for a digital copy of the necessary Edge logos.

"PROG" and "OFF AIR" a few times during your show to make sure the music on both is the same. If the music on the "PROG" monitor (what you're sending out and hearing in the studio) is different to the music on the "OFF AIR" monitor (what people are hearing on their radios) then the redundancy has kicked in.

If this happens during your show, call the office (daytime weekdays) or the emergency contact list above the phone (after hours) so we can walk you through tech trouble shooting to get us reconnected and you and your music back on air.

## **Production Studio**

Please refer to the *Production Studio Facilities* section.

### **On-Air Studio Mobile**

This is for listeners to send comments, requests and competition entries.

You CANNOT send messages out from it. If it rings do NOT answer it.

### **On-Air Studio Phone**

This number is not open to the public and should never be disclosed.

It should only be used for pre-approved broadcast content purposes or for use of the emergency contact list.

In either circumstance an entry in the Phone Log Book has to be completed.

### **Production Studio Phone**

This should only be used for pre-approved production purposes or to conduct phone interviews.

## Recording Your Show

There are facilities available for you to record your program for self-assessment purposes only. We encourage self-assessment of all broadcasters as a way to develop and strengthen your personal on-air sound. You will need to undertake some

simple training to use the facility, as well as signing a legal document stating you understand the copyright of the recordings belongs to TYB Inc, and they cannot be distributed to third parties.

## Sponsorship Policy

No one but authorised staff members may solicit sponsorship. This includes items for giveaways, program sponsorship and any paid promotions.

We cannot have a range of people 'representing' the station.

Please direct all phone calls, letters, faxes or enquiries regarding advertising, sponsorship, publicity, promotion, etc. to the General Manager. If you deal regularly with particular businesses or have any potential sponsors in mind, contact the General Manager.

Community broadcasters are limited to a maximum of five minutes per hour of sponsorship announcements, reset on the hour.

Do NOT:

- Refer to any product or event that is currently the subject of a sponsorship announcement.
- Promote businesses on-air – this equates to sponsorship.

DO:

- Discuss or promote events on air if they are of 'cultural' or 'community' interest'.

Broadcasters will learn more about correct procedures for playing sponsorships

## Distribution of Recordings

Edge Radio is licensed to broadcast copyright music and third party works on 99.3fm, and via a 'simulcast' web stream on [www.edgeradio.org.au](http://www.edgeradio.org.au)

As with most broadcast licences, we do not have the rights to host third party materials for 'on demand' public usage – ie downloading, burning, selling, etc at a time that suits the consumer. This protects the rights of the copy write holders to ensure that their works are not readily available for free.

Music is the obvious example of third party copyright material that Edge Radio broadcasts, and as you can imagine, musicians do not want people distributing their music without their permission (or financial consideration).

Edge Radio also holds the mechanical rights to content that is broadcast. That means we do not want people distributing our broadcasts without our permission.

What does this mean?

If you take a recording of a broadcast, you cannot make this recording available to the public.

This means that you are not authorised too:

Distribute the recordings to any third party.

Upload the material to any online platform or public space.

Edit the music from the recordings to make a music compilation.

Edit material (including pre-recorded interviews, live interviews, documentaries) from the recordings and distribute to any third party or

upload to any online platform.

We can authorise you too:

Make a 'personal copy' of the broadcast for EDUCATIONAL PURPOSES. We can authorise you to have a broadcast recording for personal review and training purposes.

The primary purpose of this copy is for you to monitor your 'own performance' (ie your talk breaks and program content). This is not designed to make a 'personal music compilation' for your usage. The inclusion of the music is an incidental side effect of recording the broadcast, and should not be transferred to any other device or format.

Final Considerations:

We must be very careful not to do anything with third party works that would compromise copy write holders. This could lead to legal action against the station and/or individual volunteers, or parties responsible for the copyright infringement.

'Media on Demand', including 'Podcasting' has muddied the waters of copy write. Copy write bodies are implementing licences for the rights to use these technologies, but they come at considerable cost. Be mindful that lots of people are breaking copy write law at the moment, but that does not 'make it legal'. As an authorised broadcaster, Edge Radio must uphold the law, and ignorance on the part of any volunteer or station representative is no excuse.

## Tickets and Door Lists Policy for Station Workers

- If volunteers are offered tickets/door listing they **MUST** receive authorisation from the Station Manager, or the Sponsor & Promotions Accounts Manager in the absence of the Station Manager.

- If you are interviewing a touring band in the studio and they offer you tickets/name-on-the-door you should:

(a) Let them know you'll need to run it by someone from the station when the interview is over

(b) Decide whether you actually want to go and **WILL** go (read further for why)

(c) Come upstairs and speak to the Station Manager or Sponsor Accounts & Promotions Manager - we'll check whether we already have an arrangement for tickets/name-on-the-door that we can add you to (to avoid confusion) and whether there are other staff/volunteers that may wish to go - especially if you are unable/don't want to.

- It is Edge Radio policy that if you accept a ticket or name-on-door you **MUST** attend.

As a representative of Edge, if you don't attend the gig it reflects very poorly on Edge Radio as it has ramifications for all departments in the station when publicists, labels, management, and promoters discover that Edge is not turning up and using allocated tickets.

Much like when people with their names on the door didn't turn up to the Edge Birthday Party - it equals a loss of revenue and we won't receive an invite next time round.

- When attending an event using station tickets/door listing, remember, you are representing Edge Radio.

You are not an individual, you are "Edge Radio". That means no getting drunk and loitering backstage and trying to be best friends with the band. No drunken antics (especially not getting kicked out). And no using Edge Radio's name in the hope of getting freebies. Again, all these things reflect poorly on Edge and we will appear unprofessional.

- Under no circumstances should any staff or volunteers **SEEK** tickets/door listing.

No matter what your relationship to the event ie you booked their sponsor campaign, you produced their campaign, you organised an interview for the band, you interviewed the band, you **MUST NOT ASK FOR TICKETS**.

Again, this is highly unprofessional and not only makes us look pathetic, but desperate.

Publicists and bands will offer tickets/door listing to those that they choose. While perks of the job are nice, we need to remember we're conducting a professional radio service, not a charity.



## Program Brief and Agreement

Please fill in any boxes as indicated; boxes expand as you type

**Program Name**

**Timeslot**

**Main Program contact – name, phone, email**

**All other presenters – name, phone, email**

**Your Program Manager is**

Melanie Page – programs@edgeradio.org.au

### PROGRAM DESCRIPTIONS

Please write these for the listening audience, for our program guide or on our website. Subject to revision.

**3-5 words**

**1-2 sentences**

**100-200 words**

**Target Audience/s** Please indicate who your community of interest (COI) is

### AGREEMENT

- **Station Program**

I/we understand that final decisions regarding content, editorial, personnel and timeslot and other details are at the discretion of station management. Edge Radio is the owner of the copyright of all station programs.

- **Station Policies and Procedures**

I/we have a copy of the Station Handbook and have read and understood all station policies.

- **Compulsory Content**

I/we undertake to play all compulsory content during our program, as per Rule 3 of the Content Policy outlined in the Station Handbook.

- **Notice of Program Changes**

I/we understand that all airtime for station programs is allocated by Edge Radio and may be subject to change at the discretion of station management. Edge Radio undertakes to provide the maximum possible notice and will aim for 2 weeks minimum. However, sometimes changes with less notice will need to take place to support important station activities or unforeseen events. If you wish to propose a change to your program please book a time to meet with the Program Manager.

- **Program Reviews**

All programs will be subject to review by station management during each program schedule. You will be formally contacted only if there is a proposed change to your program. If your program is not to continue, you will be given a minimum of 2 weeks notice. Regardless of whether your program is to continue your commitment should be for the full program schedule.

- **If you wish to discontinue your program**

You are required to give a minimum of 4 weeks notice unless there are exceptional circumstances. Unless station management determines otherwise, you will continue the program to the end of the program schedule.

- **Program Presenters**

All presenters must be paid up members of TYB Inc and have completed Edge Radio training or equivalent authorised by the station. If you wish to add new presenters to your program, please first discuss with the Program Manager. The Program Manager may advise of potential new presenters for your program.

- ALL presenters have/will have completed Edge Radio training. Tick Yes ☐
- ALL presenters are paid-up members of TYB Inc? Tick Yes ☐
- You will provide a signed copy of this to ALL presenters, ensuring they abide by this agreement. Tick Yes ☐

## BROADCAST STANDARDS

- I/we understand that it is my/our responsibility to present the program live to air each week for the full program schedule, unless prior arrangements are made in consultation with station management. Tick Yes ☐
- I/we understand that it is my/our responsibility to find a fill-in presenter for the program if I/we cannot attend on any given date during the program schedule, unless prior arrangements are made in consultation with station management. Tick Yes ☐
- I/we have read and understood Edge Radio's broadcast policies (refer to Station Handbook) Tick Yes ☐

## STATION DUTY RESPONSIBILITIES

All station workers will maintain the integrity of Edge Radio, as per Rule 6 of the Content Policy outlined in the Station Handbook.

- Station workers will maintain the security of Edge Radio premises and surrounding areas and buildings. Guests and their conduct are the responsibility of individual station workers.
- Station workers will maintain the security of station computers, including any passwords, software and scheduling.
- Station workers will use Edge Radio facilities for Edge Radio purposes only. Misuse is grounds for dismissal.
- Station workers will represent the station appropriately at all times including email correspondence, as per the Email Policy in the Station Handbook, and public engagement.

### Signed on behalf of program

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Edge Radio management

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

