

**NOOSA DISTRICT COMMUNITY RADIO ASSOCIATION INCORPORATED  
POLICY STATEMENT 1.17 - PRODUCTION AUTHORISATION**

1. This statement defines the Association's policy on production of material pre-recorded by the station for subsequent broadcasting.
2. Any member is authorised and entitled to prepare and broadcast his or her material for use in a programme presented by that member or another.
3. Authority for preparing and recording sponsorship or community service announcements to be broadcast by Noosa District Community Radio is delegated to a sub-committee of the Management Committee, titled the Production Committee.
4. Production Committee's responsibilities are to:
  - 4.1 Prepare and pre-record those announcements which the Association has determined should normally not be read live on air.
  - 4.2 Provide a readily-accessible copy of those announcements on appropriate media to the broadcast studio in time for scheduled use.
  - 4.3 Liaise with Technical Committee to determine equipment that is needed to facilitate and enhance preparation and recording of such announcements, and recommend to Management Committee the acquisition or upgrade of such equipment.
  - 4.4 Liaise with Training Committee to ensure that, where such equipment is to be generally available, suitable training can be offered to presenters to learn how to use it properly and effectively.