

**NOOSA DISTRICT COMMUNITY RADIO ASSOCIATION INCORPORATED
POLICY STATEMENT 1.09 - DAILY BROADCASTING OPERATION**

1. Authority and responsibility for overseeing daily broadcasting operation is delegated to the position of Day Manager, a member of the Association with broadcasting experience at the station.
2. The position of Day Manager is voluntary and filled by whatever mechanism the Management Committee considers appropriate from time to time.
3. The Day Manager's responsibilities are:
 - 3.1 To be present at the broadcasting facility during the agreed period of duty;
 - 3.2 If unable to be present, to ensure that a replacement person is found to undertake the duties of Day Manager for the period agreed;
 - 3.3 To act as contact point between the Association and members of the public or other members of the Association, gathering and disseminating information as required;
 - 3.4 To act as standby presenter in the unavoidable or unexpected absence of a presenter scheduled to present a programme during the Day Manager's period of duty;
 - 3.5 To receive, and if appropriate authenticate, any emergency notification from appropriate authorities or emergency services, and ensure that it is broadcast as rapidly as possible after receipt, and thereafter at whatever frequency seems appropriate given the nature of the notification;
 - 3.6 To control and manage access to any and all studios and station facilities, including resolving conflicts between competitors for limited facilities where prior bookings may not have been possible;
 - 3.7 To maintain the security of the broadcasting facility's premises;
 - 3.8 To clean and tidy general areas of the broadcasting facility as necessary;
 - 3.9 To contact Technical Committee members for assistance in the event of any failure or malfunction of broadcast or production equipment that may occur during the agreed period of duty;
 - 3.10 Where approved by Technical Committee, to perform routine cleaning and preventative maintenance on the radio station's broadcasting and production equipment, and to report to Technical Committee any faults, malfunctions, or prospective failures found in the process.
 - 3.11 To issue and receive as returned portable equipment borrowed by members, to confirm that all borrowed equipment is returned intact, and to report to Technical Committee any defective or missing equipment.
 - 3.12 To receive and authorise or reject material submitted as Community Service Announcements where that material is of an urgent nature and should not be delayed for scrutiny by the Community Service Announcements Committee.
 - 3.13 To monitor broadcasts via open radio to ensure that the station is transmitting.
 - 3.14 To take bookings for the use of station facilities.