

BROADCASTER HANDBOOK 2021



oar 
105.4 FM
dunedin

"Our City, Our Voices"

Welcome to Otago Access Radio / OAR FM Dunedin



OAR FM Dunedin is all about people.

With more than 100 locally made programmes and podcasts, our difference is that we're not the same as everyone else.

Our biggest strength? We're not the same as everyone else.

Thank you for being part of what makes community access media in Ōtepoti Dunedin so strong.

We are very proud of our station - it's a valuable community asset, located in a historic building that we share with many other community agencies.

Please read this Broadcaster Handbook and become familiar with the helpful information in it. That way, we can make the most of working together in a safe, welcoming environment.

Ngā mihi nui,

Lesley Paris, OAR FM Manager

Our Vision

Diverse local communities are heard, enriched and connected through programmes and services that inform, educate and entertain.

Our Mission

OAR FM Dunedin embodies the spirit of community by providing opportunities for people of all backgrounds and beliefs to have their voices heard.

Through discussion, debate, music and storytelling we celebrate our differences, share our experiences, support creativity and encourage participation.

Our Values

In fulfilling our mission we act with respect, inclusivity and integrity, and champion diversity and accessibility for all.

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What is Otago Access Radio?

OAR FM is Dunedin's only community access station, providing facilities, training and infrastructure specifically for citizens to make their own radio shows/podcasts. The station is wholly owned by the Hills Radio Trust, a non-profit charitable Trust. OAR embraces multi-platform technology to reach diverse audiences via online (podcasts and live stream) and radio broadcasts (105.4FM and 1575AM).

OAR provides for a range of interests not catered for on commercial stations, specialising in hyper-local programming made by, for and about Dunedin's ethnic, refugee and migrant communities; women; youth; children; and people with disabilities. From programmes on health and wellbeing to politics, science, spirituality and music, our schedule reflects the diverse nature of the community we serve.

OAR also promotes a wide range of community events and services, profiles community groups and service organisations and their fundraising events. OAR encourages participation, information sharing and involvement in community life, ensuring the language, identity and interests of local communities are celebrated. OAR is also an effective means of promoting vital community health and wellbeing messaging, a platform for discussion on social justice and sustainability issues, and a window into the achievements of our creative communities.

An access radio station:

- Has a focus on getting the community involved in making radio and reflects that community in its programming
- Sees itself as a community resource for community development
- Has voices on air that reflect the nature of the community and the programmes broadcast. They will differ, sometimes quite radically. Announcers are encouraged to use their voices naturally
- Unlike other stations, provides training and education on the skills of broadcasting for all interested people
- Has multiple target audiences i.e. each programme is made to reach a different audience
- Is characterised by diversity both in programming, human resources and language
- Provides what other stations do not or cannot provide
- Is talk focused. Where music is played, the station encourages forms that are not generally available elsewhere. i.e. youth music, New Zealand music, specialist interest (e.g. genre, music history, indigenous music)
- Places editorial control in the hands of the individual programme maker, thus permitting the broadcasting of a wide range of ideas, opinions and beliefs (subject to the programme maker abiding by requirements of the Broadcasting Standards Act)
- Is characterised by a small paid staff and a large volunteer work force · Is a not-for-profit organisation
- Seeks income from non-advertising sources such as airtime charges, sponsorship, grants, endowments etc
- Is an open station that continually welcomes new people

Otago Community Broadcasters Society

Everyone who wants to broadcast with Otago Access Radio is required to be a member of the Otago Community Broadcasters Society (OCBS). The Society exists to support the station and represent the interests of programme makers.

Being a member of OCBS also makes you a member of the wider station community, providing opportunities to network with other people who make radio shows and podcasts. Each October at the Annual General Meeting, you can nominate yourself and/or others for positions on the OCBS Executive Committee, which works closely with the station manager and staff on a wide range of promotional and fundraising projects.

OCBS annual membership charges are based on the 1st July to 30th June financial year and vary for individuals and groups.

- Individual Membership \$20 per annum (July to June)
- Group Membership \$30 per annum (July to June)]



The **Community Access Media Alliance (CAMA)** is the national representative body for the 12 community radio stations across Aotearoa. CAMA's vision is for all people to have a space in the media.

The 12 stations are:

- Auckland - Planet FM
- Waikato - Free FM
- Taranaki - Access Radio Taranaki
- Manawatū - Manawatū People's Radio
- Hawke's Bay - Radio Kidnappers
- Wairarapa - Arrow FM
- Wellington - Wellington Access Radio
- Kāpiti Coast - Coast Access Radio
- Nelson/Marlborough - Fresh FM
- Canterbury - Plains FM
- Otago - OAR FM Dunedin
- Southland - Radio Southland

General Information

Car parking at Dunedin Community House

OAR FM has one car park available for a broadcaster when you are presenting a live-to-air programme. Please park only in number 17 or 18 in the Dunedin Community House car park, (entrance from Moray Place). Note: The use of car parks are for live-to-air broadcasters only (not if you are at the station to pre-record). You must display your Parking Permit while parked in the Community House car parks or you will be fined. One Parking Permit per radio show is available from OAR FM reception. The car park is private and not available for broadcasters use at any other time, including evenings and weekends. If a vehicle is parked illegally in another numbered carpark, Dunedin Community House reserves the right to have the vehicle towed away at the owner's expense.

Arriving for your programme

During business hours, please enter via Dunedin Community House reception, off the car park. Business hours are Mon-Thurs 9am to 5pm, Friday 9am to 4pm. (See separate instructions for After-Hours access - Page 9).

Please arrive at the Station in sufficient time to allow yourself to be prepared for your programme. OAR FM and your listeners expect your programme to start on time. You may enter the on-air studio during the 4 minute changeover time between programmes, when the station's messages are being broadcast. Start your show exactly on time according to the clock on the programming computer on the left. (e.g, a 10am show starts at exactly 10am)

Vacating the On-Air Studio

All broadcasters are required to vacate the on-air studio as soon as possible in the 4 minutes before the next scheduled programme, regardless of whether the next scheduled programme is live-to-air or pre-recorded. This ensures the following broadcasters have a fair and reasonable amount of time to prepare to start their show at the scheduled time. It also ensures that OAR FM's pre-scheduled notices/promos are broadcast as required, and that station staff have access to the studio as needed.

Sponsorship

Airtime charges are met through a number of different sources. OAR FM's primary funder is NZ On Air, which helps to keep the cost to volunteer broadcasters low, and from time to time other agencies provide grants to support certain types of programming. Some broadcasters find sponsorship to pay for the cost of their show (e.g. a local business). It is important that any broadcaster seeking sponsorship discuss this first with the OAR FM Manager BEFORE approaching a potential sponsor. If a sponsorship is confirmed, any payment for airtime must be made directly to OAR FM by the sponsor (and not to the volunteer broadcaster or their organisation).

Unable to Make Your Regular Programme?

- If you are unable to make your regular live programme, it is essential that you contact OAR FM staff so we can schedule another episode in its place. Call the office on ph 471 6161.
- We recommend that you pre-record a 'stand-by' episode that can be scheduled at short notice if you cannot make your live show. Please contact the Studio Engineer if you would like to book a pre-recording session for this.
- Going on holiday? If you know in advance that you will be away, you should book in to pre-record shows to be broadcast while you are away, if possible (it will sound as if your show is 'live').
- Feeling ill? If you are unable to make your regular live programme due to illness, please phone the station on 471 6161 as soon as possible to notify a staff member. If we have enough notice, we may be able to schedule a repeat of an earlier show (or a pre-recorded 'stand-by' episode, if you have one).
- Any repeated episodes of your programme that are scheduled in place of your regular live programme are charged at the regular live programme rate.
- If you don't give any warning that you will not make your live show, you will be charged at full price.
- Please note: If you do not turn up for your show and have failed to notify the station in advance and within office hours, you may lose your timeslot.

Phone calls

Any phone calls made to international mobiles or toll calls from the Station's studio or office telephones will be charged to the broadcaster. Please notify the office if you have made a call, along with your name and the number that you have called. (And remember, Zoom and Skype are available to use for free in both studios).

Scheduled Time Slot

The scheduling of your programme's time slot is determined by the OAR FM Manager. From time to time, we may wish to make scheduling changes in a manner that supports the strategic direction of the Station. The Station reserves the right to make such changes that may include the time and day of your programme, the scheduling of a repeat time slot or the length of your show. No changes are made by the Station without first discussing the reasons and purpose with the broadcasters concerned.

No Food or Beverages in Studio

The consumption of food and/or beverages in either studio is strictly forbidden. Also, please do not leave food containers in the rubbish bins as this makes the station smelly for the broadcasters following you. We appreciate you taking any rubbish and recycling with you from the premises.

Health, Safety and Security

The health and safety of staff and programme makers is our first priority. If at any time you notice anything that might represent a risk to your health and safety, or that of others, it is very important that you report it to the OAR FM Manager or another staff member straight away. If an accident does occur, please let the OAR FM Manager know immediately and make sure an accident register form has been filled out (available from the blue folder in the On-Air studio, or from reception).

Please do not come into the station for your show if you are feeling unwell. If you are unable to make your regular live programme due to illness, please phone the station on 471 6161 as soon as possible to notify a staff member. If we have enough notice, we may be able to schedule a repeat of an earlier show (or a pre-recorded 'stand-by' episode, if you have one).

COVID-19 and Civil Defence Emergency

Programme makers are required to follow all Government and/or Emergency Management instructions in effect at times of health crisis and/or Civil Defence emergency. This includes all Government guidelines for COVID-19 Alert Levels, and any additional rules and conditions put in place by the OAR FM Manager. OAR FM is deemed an essential media service and it is critical that this is not jeopardised by breaches of conditions.

Fire evacuation procedure

In the event of fire (and/or the sounding of the fire alarm), move directly to the carpark via the Dunedin Community House entrance or after-hours door, or via the fire exit past the toilets on the ground floor. The meeting place is in the Dunedin Community House car park next to the Crazy Deals \$2 Shop on Moray Place. It is essential that you stay at the meeting place until everyone from the building is accounted for. Please report to an OAR FM staff member who will notify the Fire Warden on duty that the station is clear. It is very important that you notify us of your whereabouts as soon as possible so we know you are safe. Fire detectors are linked directly to the fire department; there is no need to activate an alarm.

Electronic Equipment

Any electrical equipment that is brought into the station should have a current tag showing that it has been tested for electrical safety (compliant with AS 3760).

After-Hours Broadcaster Information

'After hours' are considered to be from 5.30pm to 9am Monday to Friday, and all weekends and public holidays. Any after-hours access to the station is at the discretion of the OAR FM Manager and must be agreed in advance. It is a privilege to use OAR FM after hours and you are responsible for ensuring the security of the station and the building at all times.

After-Hours Key Wand

If your programme broadcasts live-to-air after hours, you will need to collect a key wand ahead of time from OAR FM, during office hours (9.00am - 5.30pm Monday to Friday).

After-Hours Security

Key wands are given for the specific reason of accessing the building for the purpose of your radio show. Access at any other time will be viewed as trespassing and acted on accordingly. Failure to observe this security policy will result in you no longer having access to OAR FM and Dunedin Community House after hours.

Entering the building:

After-hours access to the building is by use of a provided key wand.

- The key wand opens the after-hours Moray Place door of Dunedin Community House AND the door to the station.
- Once you have entered the building, immediately close the door behind you. The Moray Place door to Dunedin Community House must remain closed at all times after hours. You must make sure the magnetic device catches and locks when closing the door.
- Never leave the Moray Place door of Dunedin Community House open and unattended after hours. If you have a latecomer to your show there is an intercom system by the door in the on-air studio, with a door release button beside the light switch. Always check they have closed the Moray Place door behind them.

Leaving the building:

At the end of your show, if no other broadcaster is at the station to follow you on air, please check:

- The 'comp' fader is up in the studio
- no unauthorised people are in the station
- all lights are turned off
- the alarm is set
- your key wand is returned to the wooden box beside the alarm keypad
- the external door to the station is securely closed
- open the Moray Place door of Dunedin Community House with the big green button on left
- Always ensure the Moray Place door is securely closed behind you when you leave.
- The Moray Place door of Dunedin Community House and the front door of OAR FM Dunedin must never be left open and unattended.

After-Hours Health and Safety Procedures

If at any time you notice anything that might represent a risk to your health and safety, or that of others, it is very important that you report it to the OAR FM Manager as soon as possible. If a serious accident does occur after hours, please let the OAR FM Manager know immediately. In the event of any injury accident, when it is safe to do so please fill out an accident register form (available in the On Air studio blue folder, or from reception). Staff contact numbers in the event of an emergency are on the noticeboard in the on-air studio.

After-hours fire evacuation procedure

In the event of fire or other emergency fire (and/or the sounding of the fire alarm):

- move directly to the car park via the after-hours Moray Place door, or via the fire exit past the toilets on the ground floor.
- Fire detectors are linked directly to the fire department so there is no need to activate
- If you see a small fire starting and are able to use one of OAR FM's two fire extinguishers within 15 seconds to put it out, you may do so. However, NEVER PUT YOURSELF AT RISK. In all other situations, please evacuate the building immediately.
- Move safely to the Dunedin Community House car park next to the Krazy Deals \$2 Shop
- It is essential that you stay at this meeting place until you notify the OAR Manager so we know you are safe. Please let the Fire Service know that everyone from OAR FM and the building are accounted for.

Fire Extinguisher Locations:



Building Your Audience

Programme Information Form

Submitting episode topic and guest information for each episode IS ESSENTIAL. Topics, keywords and guests' names will make your show more searchable online, and will enable your listeners to find specific episodes that they want to listen to.

- Online link: bit.ly/oarproginfo
- Paper version: available in both studios and from reception.

Please feel free to fill in the Programme Information Form ahead of your show, if you can.

Podcasts

Podcasts are a great way to get your show out to an even wider audience. Learn how to grab a link to your podcast episode to email to your guests and to post online. You can find a direct link to each episode of your podcast from your programme page on oar.org.nz - Once the episode becomes available, it is a great idea to send the link to your guests, and you can post it online (to Facebook / Twitter / Instagram etc.)

From your programme page, click the copy icon  next to the list of episodes. You will get a "copied to clipboard" message, then you can paste it into an email, or social media post.

You can share your podcast link to:

- Social Media sites (Facebook, Instagram, Twitter, etc.)
- Your studio guests
- Any organisation that was featured in your show
- Your programme sponsor
- Friends and family
- Groups/organisations with similar interests



Promotion of Your Programme

Actively promoting your show is a great way of attracting new listeners and connecting with your existing audience. Talk to OAR FM staff if you want some tips! Ideas include:

- Creating a Facebook/Instagram page, website, posters and graphics for your show (please talk to station staff for guidelines on how to use station logos on your images)
- Use Hashtags and mention OAR FM Dunedin on your social media posts. This will help your posts to get more reach!
- If you take a photo in the studio, include a location link to OAR FM Dunedin

Hashtags: #OARsome #ListenLocal #OurVoices #OurStories #OARFM #accessmedianz

Mention @oarfm on Instagram

Mention 'OAR FM Dunedin' on Facebook

Recording Content Off-Site

Portable Recorders

There are eight portable Zoom recorders that can be booked out from the station. Smartphones and digital recorders can also be used, as long as the audio quality is high enough to broadcast (consult the studio engineer about this). You can also use the CAMA VoxPop app on your phone (ask Domi or Arina to explain it to you). The audio that you have recorded can be given to our studio engineer to put on the hotkeys, so that it is ready for you to play on your programme. Please return the audio at least a day before you want to air it, so that it can be edited and loaded into the system.

Zoom and Skype

Zoom and Skype are available in both studios for both pre-recorded and live interviews. The username in the on-air studio is oarfmstudio1, and the username in Studio 2 is oarfmstudio2. If you need help, please ask OAR FM staff.

Refresher Training

- If at any stage you would like further technical training or to learn more about interviewing or presenting skills, please ask OAR FM staff.
- As a volunteer broadcaster, you are not permitted to train another potential broadcaster. Please ask OAR FM staff to organise training.
- No other person may join you in hosting your show without prior approval of the Station Manager or Studio Engineer.

Programme Development

Station staff are happy to offer feedback about your show and to provide suggestions for how you can make it the best it can be. The OAR FM Manager can arrange to meet with you to discuss your show, to answer any questions you might have and to help resolve any training needs.

An Important Note About the Use of Music: Music can make your radio shows and podcasts more interesting and entertaining to listen to. However, there are licencing rules around playing music on air and online. This includes laws that prohibit us from broadcasting music from platforms such as Spotify and YouTube, and licencing agreements that specify what can and cannot be included in your programmes and podcasts. If you intend to use music in any part of your programme, please discuss this with OAR FM staff. We will let you know how best to do so in a way that complements the rest of your show's content, and meets all of the legal requirements.

Station Rules

OAR FM Dunedin provides broadcast facilities to a large number of Volunteer Broadcasters. It is important that all Volunteer Broadcasters understand that broadcasting on OAR FM Dunedin is a privilege that comes with responsibilities, and that all broadcasters are required to be familiar with, and comply with, the following Station Rules.

1. All OAR FM Dunedin staff, Volunteer Broadcasters and Volunteers agree to treat all other station staff, Volunteer Broadcasters, volunteers and guests with RESPECT and to conduct all station business with the best interests of OAR FM in mind.
2. No OAR FM staff member, Volunteer Broadcaster or Volunteer shall bring OAR FM into disrepute through their activities or behaviour, whether inside or outside station premises. Activities and behaviour outside station premises are not likely to be acceptable if they damage the standing or reputation of OAR FM because of their association with the station and/or interfere with the proper performance of duties, voluntary or otherwise.
3. OAR FM Dunedin reserves the right to refuse to broadcast any material the station deems unacceptable for legal or ethical reasons.
4. No material that is offensive with regard to gender, race, physical ability, age, marital status, sexual orientation, religious or political beliefs will be broadcast. No insulting or abusive material of a personal nature will be tolerated.
5. Alcohol and drugs are not permitted at OAR FM and no Volunteer Broadcaster will be under the influence of alcohol or drugs when broadcasting or conducting station business.
6. Drinking, eating and smoking is prohibited in all operational areas, including the studios.
7. Persons not directly involved in the presentation of a programme are not permitted in operational areas including the on-air studio without prior permission from OAR FM staff.
8. Visitors are not permitted on station premises outside normal office hours. All visitors must be accompanied by an OAR FM staff member or current OAR FM Volunteer Broadcaster who is an Otago Community Broadcasters Society (OCBS) member.
9. All Volunteer Broadcasters and volunteers working outside normal office hours are responsible for the security of our station and Dunedin Community House. They must ensure that the building is locked at all times and that only authorised persons are admitted.
10. OAR FM Dunedin reserves the right to interrupt, reschedule or defer any programme in the event of an emergency.
11. Any breach of the above rules may result in the cancellation of your OAR FM show.

Terms and Conditions

I understand that I am responsible for:

1. all of the content of my programmes and I indemnify OAR FM Dunedin and all Association of Community Access Broadcasters against any losses or costs resulting from legal action of any kind (including but not limited to an action for defamation or breach of copyright) which is based in any way on the content or presentation of my programmes.
2. arranging and managing sponsorship for my radio show.

All new OAR FM Dunedin broadcasters are required:

1. to commit to broadcasting their regular programme for a minimum three month period (unless otherwise agreed with the Station Manager).
2. To pay OAR FM Dunedin for their airtime costs for the first three months of their regular ongoing programme or short series, ahead of their programme commencing (unless otherwise agreed with the OAR FM Manager).
3. To pay their Otago Community Broadcasters Society Membership fee ahead of their programme commencing.
4. To abide by the Broadcasting Standards Authority's Radio Code of Practice at all times.

The Broadcasting Act 1989 requires every broadcaster to be responsible for maintaining, in programmes and their presentation, standards which are consistent with: a) The observance of good taste and decency

b) The maintenance of law and order

c) The privacy of the individual

d) The principle that when controversial issues of public importance are discussed, reasonable efforts are made, or reasonable opportunities are given, to present significant points of view, either in the same programme or in other programmes within the period of current interest

e) Any approved Code of Broadcasting Practice applied to programmes.

Broadcasting Standards www.bsa.govt.nz/radio-code/

If you have any questions about the content of your shows, please discuss it with the OAR FM Manager before your show goes to air. We are always happy to discuss any concerns you may have regarding your involvement with OAR FM Dunedin. Thank you for your support!

Local Body and General Elections:

In the lead-up to all Local Body and General elections, there are extra guidelines that all broadcasters must abide by. A breach of these guidelines can have serious consequences for you and the Station. An updated summary of broadcasting guidelines will be distributed to broadcasters ahead of each election.

OAR FM Contact Details



(L to R: Geoff Barkman, Lesley Paris, Jeff Harford, Domi Angelo-Laloli, Arina Aizal)

OAR FM Office	301 Moray Place Dunedin, 9016 New Zealand	Office - (03) 471 6161 On Air Studio - (03) 471 7171 admin@oar.org.nz
Lesley Paris	Station Manager	manager@oar.org.nz
Geoff Barkman	Studio Engineer	studio@oar.org.nz
Jeff Harford	Community Liaison	community@oar.org.nz
Domi Angelo-Laloli	Admin Manager	domi@oar.org.nz
Arina Aizal	Community Connector & Youth Coordinator	arina@oar.org.nz

