



Policy

Tribe FM Incorporated

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Audio Log Policy

It is the policy of Tribe FM that the audio log be used for its intended purpose only.

The purpose of the audio log is as a requirement of our broadcast license with the ACMA to hold recordings of the audio broadcast to air such that Tribe FM can provide evidence of any incident relating to an external complaint. Tribe FM also permits lead presenters to access the log to retrieve their own programs only for the purposes of self-evaluation.

This is to ensure that:

- The audio log is used for ACMA use and program self-evaluation only.
- Music licensing guidelines are not breached with respect to our licensing agreements with APRA/AMCOS and the PPCA.
- The potential for station conflict is reduced where a member see fit to review another's program outside of the station's nominated program review process.

Members are not permitted to download or request another member to download a program and deliver to them or remove another's program from audio log from the Tribe FM audio logging system.

If there is a question to be answered regarding a Tribe FM program the member can email programming@tribefm.org.au or board@tribefm.org.au at which point the Board will arrange the audio extraction and review based on a whole of station strategic view.

Exceptions to the above would be provided in writing / email from programming with respect to production work under delegated agreement from the Board to programming for the following tasks.

- Extraction of in show recorded CSA's and Spots.
- Extraction of in show recorded Interviews.
- Construction of Podcasts for use by and at Tribe FM.

The best method to achieve the above production tasks is by the lead presenter of the program to perform the above themselves in that they have ongoing permission to their program.

Ongoing use of the audio log for self-evaluation is based on adherence to the above policy and guidelines. Should the Board consider that the number of identified breaches pose a risk to Tribe FM Incorporated the access of presenter to the log will be withdrawn.

- 1. It should be acknowledged that Tribe FM may take disciplinary action on breach of this policy.**
- 2. Disciplinary action against the member may include termination of membership of Tribe FM Incorporated.**

OFFICE USE ONLY

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** Form to be sent to programming@tribefm.org.au

20181112 V0-1

FOR COMMENT
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