

RADIO USAGE

All staff has access to radios whilst at Wiltja.

Rostered staff is issued a personal radio for use on shift.

Personal radios are the responsibility of the user at all times. They are responsible to charge immediately after use, report any malfunction to In-Charge of Radios (Adrian Elson).

There are three types of radios in use.

The large ICOM IC – 406 (the brick, used for off site)
The small Digitalk
The small Uniden (rostered staff use)

The ICOM have a long range and are for use on and off site for recreation activities.

Digitalk and Uniden are for allocated personal use on site.

All radios come under the National Broadcasting Act therefore the code of conduct is applicable.

Therefore conduct of radio use is imperative.

Do not use surnames

Do not relay any confidential information

Limit amount of conversation to information needed only. (If more information needed arrange a place to meet and discuss)

Use appropriate language in line with Code of Conduct as a Public Servant

The codes for radio are:

Code RED - immediate assistance
Yellow - Fire
Blue - Bomb threat

Radios are to be carried at all times whilst on duty. (Unless directed otherwise)

Radio maintenance is to be logged in Radio Maintenance Booklet in service Pigeonhole.

Under no circumstance (other than medical emergency) is any student/s to be given or permitted to use a radio.