

STATION POLICY DOCUMENT



Policy on Volunteers

OUTLINE

In accordance with Code 2.3(a), Code 2.3(b) and Code 2.3(c) of the Community Broadcasting Codes of Practice, this Policy and Procedure sets out the responsible management of the volunteer program and deals with the following:

- (a) Policy Statement
- (b) The principles of volunteering
- (c) The rights and responsibilities of volunteers within Capital Community Radio
- (d) The rights and responsibilities of Capital Community Radio to its volunteers, whether they are member or not.

THE POLICY OF THE STATION REGARDING VOLUNTEERS IS:

1. Capital Community Radio is exclusively operated by volunteers. Without volunteers there would be no radio station. We expect our volunteers to act diligently to the best of their ability and in good faith towards the Station at all times.
2. Certain positions, including Presenting and Producing are designated as volunteer positions only. An on-air Presenter is required to be a Financial Member at all times.
3. Volunteering at the Station is undertaken to benefit the Station and its community and also to benefit the volunteer. We acknowledge that our volunteers join for a variety of reasons and from a variety of backgrounds.
4. Volunteering is done freely and without coercion. We aim to treat all of our volunteers equally, with respect and trust, and to provide a broadcasting environment that is safe, enjoyable and fulfilling.
5. We are all volunteers. We are not paid. The Station endeavours to provide a broadcasting environment that is flexible to maximize the opportunity of volunteers to participate and enjoy their time at the Station.

THE PRINCIPLES OF VOLUNTEERING ARE:

Volunteering:

1. benefits the community and the volunteer
2. work is unpaid
3. is always a matter of choice
4. provides a way in which citizens can participate in the activities of their community
5. is a vehicle for individuals or groups to address human, environmental and social needs
6. is an activity performed in the not-for-profit sector only
7. is not a substitute for paid work
8. does not replace paid workers nor constitute a threat to the job security of paid workers
9. respects the rights, dignity and culture of others
10. promotes human rights and equality.

THE RIGHTS AND RESPONSIBILITIES OF VOLUNTEERS WITHIN CAPITAL COMMUNITY RADIO ARE:

RIGHTS:

Volunteers at Capital Community Radio have the right to:

- be treated with consideration and respect,
- a suitable assignment respecting their personal preference, temperament, abilities, education, training and background,
- know as much about the organisation as possible, its policies, people and programs,
- expect clear and open communication from management and other volunteers at all times,
- be given appropriate orientation, introduction, provision of information and training if necessary about new developments,
- sound guidance and direction in the broadcast environment,
- advance notice (where possible) of changes which may affect their tasks (such as programming changes),
- a broadcasting environment complying with statutory requirements in regard to equal employment, anti-discrimination legislation, the Commonwealth Racial Discrimination Act 1975 and occupational health and safety standards,
- be heard, to feel free to make suggestions and to be given respect for honest and constructive opinion,
- appropriate insurance cover such as volunteer and public liability insurance,
- appropriate grievance procedures in the event of a dispute and, if necessary, mediation or arbitration to assist with resolving the dispute,
- receive written notification and reasons for suspension or release of services,
- have services appropriately assessed and effectively recognised,
- have training provided that will enable participation at the Station at a variety of levels.

RESPONSIBILITIES:

Volunteers at Capital Community Radio are expected to:

- have a responsible attitude towards their voluntary commitments,
- be prompt, reliable and productive with regard to their commitments and agreements made with Capital Community Radio,
- notify the appropriate person if unable to meet commitments,
- accept and abide by the Constitution, Rules and Policies of Capital Community Radio,
- understand and adhere to the Codes of Practice and maintain familiarity with broadcast laws such as defamation law and the Broadcast Services Act 1992,
- not to represent Capital Community Radio publicly or commercially unless authorised to do so,
- not bring into disrepute the operations, management or other volunteers of Capital Community Radio,
- treat technical equipment with due care and respect and to notify technical volunteers of faults and problems,
- undertake to complete the appropriate level of training offered at the station if intending to participate in any area of presentation or production of programming,
- only use station resources and equipment in carrying out tasks for Capital Community Radio and not for personal or private purposes,
- ensure that the Station has their current contact details,
- respect the racial and religious backgrounds and the sexual preferences of co-volunteer and endeavour to ensure that Capital Community Radio is a safe place for everyone,
- contribute to the achievement of a safe, tolerant and equitable broadcasting environment by avoiding, and assisting in preventing, behaviour which is discriminatory.

THE RIGHTS AND RESPONSIBILITIES OF CAPITAL COMMUNITY RADIO TO ITS VOLUNTEERS

Capital Community Radio has the right to:

- the cooperation of volunteers in upholding and maintaining the Station's mission statement,
- require volunteers to be familiar with the Station's Constitution, Rules and Policies and operating procedures,
- expect volunteers to be diligent and reliable in carrying out their duties for or on behalf of Capital Community Radio,
- protect and maintain the confidentiality of the Station's confidential information,
- (subject to undertaking appropriate consultation) make decisions as to where, when and how a volunteer's services and skills may be best utilized,
- make programming decisions in accordance with the Station's programming policies and procedures,
- subject to the Constitution, to develop, implement and enforce the Station's Rules and Policies and to make operating procedures for the proper conduct of the Station's operations,

- provide volunteers with feedback to enhance programming and broadcasting activities and opportunities,
- expect clear, honest and open communication from volunteers at all times, and
- subject to the Constitution, suspend or dismiss any volunteer for failure to act in accordance with Station's Rules, Policies or operating procedures.

Capital Community Radio must:

- provide volunteers with a safe broadcasting environment and respect the principles of access and equity,
- value the importance of the roles of volunteers within the organisation,
- give volunteers tasks appropriate to their strengths, abilities, training and experience,
- to the best of its ability, provide training to volunteers to enhance their skills in performing their duties at the station,
- acknowledge the contribution of volunteers to the station and provide them with appropriate recognition for their service,
- consult with volunteers regarding any decisions which may affect their duties at the Station and provide appropriate opportunities for formal and informal constructive feedback regarding their performance,
- provide volunteers with information regarding any activities or changes at the Station which may affect the performance of their duties at the station,
- ensure that all Station democratic processes are adhered, and ensure that volunteers are aware of Station democratic processes and are encouraged to participate in them.