



## POLICY

Drafted by	J. Briscoe	Approved by Board on	May 2014
Date Drafted	7 March 2014	Last reviewed date	May 2018
		Scheduled review date	May 2021

## Volunteers

### Purpose

Valley FM Broadcasters Association Inc. oversees the Tuggeranong Valley community radio station, Valley FM 89.5, which relies on the efforts of volunteers to maintain its operations. Volunteers come from a wide range of backgrounds and volunteer for different reasons such as contributing to the community, personal growth and skill development or preservation or enjoying the social nature of a radio station.

### Principles and Practice of Volunteering

Valley FM aims to treat all volunteers equally, with respect and trust and to provide a broadcasting environment that is safe, enjoyable and fulfilling and that allows volunteers to gain the benefits they wish from volunteering.

Conversely, volunteers are expected to act professionally and in good faith towards Valley FM at all times. It is expected that they hold its, and the community's, interests in equal regard to their own and to ensure positive outcomes for themselves, Valley FM and the community it serves.

Volunteering benefits the community and the volunteer that:

- Is always a matter of choice
- Is an activity that is unpaid and not undertaken for the receipt of any payment or honorarium
- Is a legitimate way for people to participate in community activities
- Is a vehicle for individuals or groups to address human, environmental and social needs
- Does not replace paid workers nor constitute a threat to their jobs
- Respects the rights, dignity and culture of others, and
- Promotes human rights and equality.

### Policy

Valley FM's volunteer policy outlines the:

- Rights and responsibilities of volunteers within the station, and
- Rights and responsibilities of Valley FM to its volunteers.

## **Rights and Responsibilities of Volunteers**

Volunteers have the **right** to:

- Be treated as co-workers
- Suitable assignment with consideration for personal preference, temperament, abilities, education, training and employment
- Know as much about Valley FM as possible, its policies, people and programs
- Expect clear and open communication from management at all times
- Be given orientation, induction and information about current and new developments plus guidance and direction in the studio and station
- Advance notice (where possible) of changes which may affect work e.g. programming changes
- Undertake volunteer activity without interruption / interference from management or other volunteers
- A broadcasting environment that complies with statutory requirements i.e. equal employment, anti-discrimination legislation and workplace health and safety legislation and standards
- Be heard, to feel free to make suggestions and to be given respect for their 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/release of services
- Have services appropriately assessed and effectively recognised, and
- Have training provided that will enable participation at the station at a variety of levels.

Volunteers have the **responsibility** to:

- Maintain a professional attitude towards their voluntary work
- Be prompt, reliable and productive with regard to commitments and agreements made with Valley FM
- Notify the appropriate person if unable to meet commitments
- Accept and abide by Valley FM rules
- Understand and adhere to the Codes and maintain familiarity with broadcast laws e.g. Defamation Law, Broadcasting Services Act 1992
- Not to represent Valley FM publicly or commercially unless prior arrangement has been made
- Not to bring into disrepute the operations, management, staff or other volunteers of Valley FM
- Treat technical equipment with due care and respect and to notify technical staff of faults and problems
- Undertake to complete a minimum of the basic level of training offered at Valley FM if intending to work in presenting or programming
- Use Valley FM resources and equipment only in carrying out work for Valley FM and not for personal or private purposes
- Ensure that Valley FM has current contact details

- Respect the racial and religious backgrounds and the sexual preferences of co-volunteer workers and work to ensure that Valley FM is a safe work place for everyone, and
- Contribute to the achievement of a safe, tolerant and equitable working environment by avoiding, and assisting in preventing, behaviour which is discriminatory.

### **Rights and Responsibilities of Valley FM to Volunteers**

Valley FM has the **right** to:

- Expect volunteers' cooperation in working to uphold and maintain the Valley FM's mission statement and program policies
- Expect volunteers to be familiar with the laws relating to broadcasting, station policies and procedures
- Expect volunteers to be prompt, reliable and productive with regard to commitments and agreements made with Valley FM
- Have confidential information respected
- Make a decision, in consultation with volunteers, as to where the services and skills of volunteers would best be used
- Make decisions which may affect a volunteer's work
- Make programming decisions in accordance with programming policies and procedures
- Develop, implement and enforce rules, policies and procedures for all aspects of Valley FM's operation
- Develop and maintain all Valley FM property
- Provide volunteers with feedback to enhance their programming and broadcasting development
- Expect clear and open communication from volunteers at all times
- Suspend or dismiss volunteers in accordance with Valley FM policies and procedures in the event of Valley FM rules being contravened.

### **Responsibilities**

Valley FM has the **responsibility** to:

- Provide volunteers with a work environment which embraces the principles of access and equity
- Value the importance of volunteer roles within the organisation
- Ensure an appropriate and suitable environment
- Provide appropriate tasks in accordance with individual strengths, abilities, training and experience
- Provide suitable training towards expansion of the volunteer's expertise and abilities
- Acknowledge a volunteer's contribution to Valley FM and offer appropriate recognition and/or rewards
- Provide adequate opportunities for formal and informal constructive feedback
- Provide the volunteer with information regarding any activities or changes at Valley FM which may affect the volunteer's work

- Consult with volunteer (where possible and practicable) on issues that may affect his/her work
- Ensure that Valley FM democratic processes are adhered to and that volunteers are consulted in major decision-making processes, and
- Ensure that volunteers are aware of Valley FM's democratic processes and are encouraged to participate in them.

For grounds and procedures for the dismissal of volunteers see separate Valley FM Policy on Grievance and Dispute Resolution Policy

### **Valley FM Compliance Obligations**

The Board is responsible for the development, implementation and review of this policy. Compliance with the policy is the responsibility of all Board Members and Presenters who are all, by virtue of their membership, volunteers.

In all Valley FM activities and behavior we will make every endeavour to oppose and break down prejudice on the basis of ethnicity, race, language, gender, sexuality, age, physical or mental ability, occupation and religious, cultural or political beliefs.

### **Legislation Framework**

Commonwealth. Broadcasting Services Act 1992 available at <https://www.legislation.gov.au/Series/C2004A04401>

### **References**

Community Broadcasting Association of Australia (CBAA). 2008 and 2016. Code 2: Diversity and Independence. Community Radio Broadcasting Codes of Practice available at [CBAA Broadcasting Codes of Practice 2008/2016](#)