



VOLUNTEER POLICY

INTRODUCTION

Hobart FM relies heavily on the unpaid work of volunteers and values their contribution highly.

PURPOSE

This policy is intended to ensure that volunteers working at Hobart FM have work that is safe, significant, fulfilling, and appreciated.

POLICY

All volunteers shall be treated with respect and gratitude for their contribution.

Volunteers shall carry out duties assigned by the Management Committee of Hobart FM.

RESPONSIBILITIES

It is the responsibility of the Committee of Hobart FM to appoint a Volunteer Coordinator.

The Volunteer Coordinator shall be responsible for organising the recruitment, training, and supervision of volunteers. The Volunteer Coordinator shall report to the Committee.

The Volunteer shall ensure that each volunteer is trained and capable of fulfilling their functions adequately.

The Volunteer Coordinator shall report to the Committee regularly on the Hobart FM volunteer program.

PROCEDURES

Recruitment

All volunteers are subject to suitability of chosen area of volunteering

Recruitment of volunteers shall also take into account Hobart FM's commitment to cultural diversity under its Access and Equity Policy.

Induction

All volunteers shall be offered appropriate information and training to discharge their functions, and successful completion of this training shall be a condition of carrying out these functions.

Supervision

All volunteers shall receive appropriate supervision in the exercise of their functions.



Volunteers are bound by the same ethics and rules as members of the organization.

*This policy meets the requirement of Code 2.3
Community Radio Broadcasting Association Codes of Practice.*

RELATED DOCUMENTS/POLICIES:

- Code of Conduct Policy
- Bullying Policy
- Complaints Policy
- Grievance Policy
- Dispute Resolution Policy
- Disciplinary Action Policy
- Sexual Harassment Policy
- Social Media Policy

AUTHORISATION

Date approved by the Committee: 17th January 2018
Review Date: January 2020

Committee President: _____
[Name]

[Signature]

Committee Secretary: _____
[Name]

[Signature]



APPENDIX A

Rights and responsibilities of Volunteers

Background

Hobart FM is a community radio station, which relies largely on the efforts of our volunteers to maintain operations. Our volunteers come from a wide range of backgrounds and volunteer for different reasons, including:

- to contribute something to the community,
- to develop professional skills,
- to maintain existing skills,
- to enjoy the social nature of the organisation,
- to facilitate personal growth.

We aim to treat all of our volunteers equally, with respect and trust, and to provide a workplace that is safe, enjoyable and fulfilling. We will endeavour to provide a working environment that is flexible in order to allow our volunteers to gain the benefits they wish from volunteering.

Conversely, we expect our volunteers to act professionally and in good faith towards our station at all times. We expect that they hold the interests of our station and its community in equal regard to their own to ensure positive outcomes for themselves, our station and the community we serve.

Purpose

This document sets out [Station Name's] policy on the responsible management of our volunteer program.

The policy's purpose is to provide a clear statement about the roles and responsibilities of volunteers and our station.

Principles of Volunteering

Volunteering:

- benefits the community and the volunteer,
- is always a matter of choice,
- is an activity that is unpaid and not undertaken for the receipt of salary, pension, government allowance or honorarium,
- is a legitimate way in which citizens can participate in the activities of their community,
- is a vehicle for individuals or groups to address human, environmental and social needs,
- does not replace paid workers nor constitute a threat to the job security of paid workers,
- respects the rights, dignity and culture of others,
- promotes human rights and equality.

The rights and responsibilities of volunteers

The rights of volunteers at Hobart FM. You have the right to:

- be treated as a co-worker,
- suitable assignment with consideration for personal preference, temperament, abilities, education, training and employment,
- know as much about the organisation as possible, its policies, people and programs
- expect clear and open communication from management and staff at all times,
- be given appropriate orientation, introduction and provision of information about new developments,
- sound guidance and direction in the workplace,
- advance notice (where possible) of changes which may affect your work (such as programming changes),
- undertake your volunteer activity without interruption or interference from management, staff or other volunteers,
- a place of work 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 your 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,
- have training provided that will enable participation at the station at a variety of levels.

The responsibilities of volunteers at Hobart FM

You have the responsibility to:

- have a professional attitude towards your voluntary work,
- be prompt, reliable and productive with regard to commitments and agreements made with Hobart FM,
- notify the appropriate person if unable to meet commitments,
- accept and abide by station rules,
- understand and adhere to the Codes and maintain familiarity with broadcast laws such as defamation law and the Broadcast Services Act 1992
- not to represent Hobart FM publicly or commercially unless prior arrangement has been made,
- not to bring into disrepute the operations, management, staff or other volunteers of Hobart 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 the station if you are intending to work in any area of programming,
- only use station resources and equipment in carrying out work for Hobart FM and not for personal or private purposes,
- ensure that the station has your current contact details,



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

The rights and responsibilities of Hobart FM towards volunteers

Hobart FM has the right to:

- expect your cooperation in working to uphold and maintain the station's mission statement, the station charter and program policies,
- expect you to be familiar with the laws relating to broadcasting, station policies and procedures,
- expect you to be prompt, reliable and productive with regard to commitments and agreements made with Hobart FM,
- have confidential information respected,
- make a decision, in consultation with you, as to where your services and skills would best be utilized,
- make decisions which may affect your work,
- make programming decisions in accordance with programming policies and procedures,
- develop, implement and enforce rules, policies and procedures for all aspects of station operation,
- develop and maintain all property and residence of the station,
- provide you with feedback to enhance your programming and broadcasting development,
- expect clear and open communication from you at all times,
- suspend or dismiss you in accordance with station policies and procedures due to contravention of station rules.

Hobart FM has the responsibility to:

- provide you with a work environment which embraces the principles of access and equity.
- value the importance of your role within the organization,
- place you in an appropriate, suitable position and environment,
- give you appropriate tasks in accordance with your strengths, abilities, training and experience,
- provide you with training so that you can expand your expertise and abilities,
- acknowledge your contribution to the station and provide you with the appropriate recognition and/or rewards,
- ensure staff have the appropriate skills required to work with you,
- provide adequate opportunities for formal and informal constructive feedback,
- provide you with information regarding any activities or changes at the station which may affect your work,
- consult with you (where possible and practicable) on issues that may affect your work,
- ensure that all station democratic processes are adhered to and that you are consulted in major decision-making processes,
- ensure that you are aware of station democratic processes and are encouraged to participate in them.



APPENDIX B

Principles

Hobart FM has an obligation to encourage and involve citizens in the broadcast area in the running of the station and broadcasting of programs.

The Committee will appoint staff (contracted) to perform specific management duties essential for the overall direction and performance of the station. Management will direct, train and generally organize all volunteers.

Volunteers are not reimbursed (financial or in kind) for their services. Receipted costs incurred by volunteers when performing a task directly related to the station are to be met by the station. All volunteers are to be made fully aware of these principles prior to any duties being performed on behalf of the station.

Rights And Responsibilities

All volunteers are to be treated with respect and on an equal basis by the Committee, management and other volunteers.

Management is to recognize the efforts of all volunteers either verbally and/or in written form on a regular basis to the volunteer or, when necessary, to the Committee.

Public Liability Insurance at the station or at the transmitter site covers all volunteers.

Volunteers have the right to make comment to the Committee or management on program or other issues that relate to the station and its constitutional objects.

Complaints and disputes must be addressed via the stipulated procedure.

Volunteers have the right to perform duties in the area of their choice once they have completed the appropriate training course(s) and those positions become available.

All volunteers must;

- (a) Be financial members of the Hobart FM to perform duties on behalf of the station
- (b) Ensure that the listed contact address and telephone numbers are up to date
- (c) Address any areas of complaint or concern immediately with the management
- (d) Comply with all station policies, standards and procedures;
- (e) **NOT** represent the station on any matter unless directed by the Committee or management
- (f) Inform management of any specific medical conditions or needs that may affect either their health or performance of duties.
(Eg. Asthma sufferer -Your procedure in the event you have an asthma attack)



Volunteer Duties And Training Courses

Volunteers can choose to attend the following course(s) so that they are able to perform specific duties;

- (a) General duties - office duties (eg. traffic, filing, typing, reception etc.)
- (b) Production - specific program production (writing, telephone, log political content etc.)
- (c) Presentation - on-air presenter, panel, voice-overs
- (d) Technical - maintenance of equipment
- (e) Research - surveying, specific research for programs/production and client servicing
- (f) Community liaison - co-ordinator of specific sub-committees
- (g) Committee member - a member of a specific committee related to regular programs

Volunteers who perform on-air duties (announcing, writing and producing) must be a financial member of the Wanneroo Joondalup Regional Broadcasting Association.

Policy On Procedures, Rules And Standards

1. No person under the influence of alcohol or non-prescribed drugs is permitted in the studio. People found in the studio either consuming or under the influence of alcohol or non-prescribed drugs will be removed and made aware that a second offence will result in a lifetime ban from the station.
2. Smoking of any substance in the studio and station is banned.
3. All on air staff are responsible to keep the studio clean during and at the completion of their shift. Consistent failure to do so will result in an on-air ban. Management will determine the length of the ban.
4. All on-air requirements must be performed (ie. relevant paper work, adhering to times, delivery style and legalities).
5. Any person found willfully damaging equipment or stealing from the studio and station premises will incur a lifetime ban from the station and legal prosecution.
6. Any person found committing similar offences (5) to private property of another person at the station would incur a lifetime ban from the station.

7. Any person found unethically profiting from Hobart FM and the station would incur a lifetime ban.
8. The Committee will appoint personnel to act as station representatives in such matters as;
 - (i) Representation of the station;
 - (ii) Negotiations for airtime;
 - (iii) Negotiations for sponsorship.
9. With regard to sponsorship sales;
 - (i) Authorized sponsorship sales person(s) will receive a commission on each sale;
 - (ii) Following receipt by the station of full payment per the sponsorship contract, the salesperson will receive the commission within five working days;
 - (iii) The salesperson will be responsible for writing the client's sponsorship copy;
 - (iv) All sponsorship announcements must be appropriately tagged and approved by management.
10. Pertaining to the broadcasting of sponsorship announcements;
 - (i) A scheduled sponsorship announcement must be broadcast at the specified time without alteration, modification or addition;
 - (ii) No unauthorized on-air comment may be made regarding sponsorship announcement.
11. The broadcast schedule **MUST** be adhered to at **ALL** times.
12. Only volunteers that have successfully completed the training course will be permitted to act in assigned station positions (eg. operators, producers, presenters).
13. With the exception of staff, staff business associates and on-air guests, only registered volunteers are permitted in the station.
14. A register, to be kept in the on-air studio, of all volunteers stating;
 - (a) Name;
 - (b) Address and telephone numbers;
 - (c) Position held at the station; and
 - (d) ID. Code is to be kept and updated monthly.
15. The Executive Officer or appointed shift manager has the right, given justifiable reason, too;
 - (a) Refuse entry to the station premises and/or studio;
 - (b) Insist on the departure from the station premises and/or studio;



- (c) Remove from air and prevent from further broadcasting any person who, in the Executive Officer's opinion, is not abiding by, or refuses to abide by, the listed procedures, rules or standards; or is not acting in the best interests of Hobart FM and its constitutional objects.