



Deepwater & District Community FM Radio Inc.

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Glen Innes 105.9 MHz, Deepwater 91.1 MHz

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Rights and Responsibilities of Volunteers (Code 2.3)

Background:

Community radio organisations are required to comply with the Codes of Practice for the industry. Code 2.3 sets out the policies required to cover volunteers in the organisation. The policy framework set out below is adapted directly from the example code provided within the ACMA and CBAA endorsed; Community Radio Broadcasting – Codes of Practice”. Some aspects of this policy relate to other documents adopted by our association including: “Deepwater and Districts Community Radio Inc. Constitution” and the “Station and Presenter Manual”. This document is relevant to the drafting of station charter, policies and rules and must be administered within the rules laid down in the association’s constitution.

2CBD 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 benefits 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 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. Teamwork, respect and co-operation are key elements to a successful community radio operation.

Whilst volunteering normally indicates the provision of time as a resource to the station, some of our members may have very limited time to volunteer and from time to time assist in other ways. It is most important that we respect the services each volunteer provides regardless of the form the service may take. In community radio, a number of volunteers provide not only their expertise in their respective fields, but also substantial resources in the provision of music and equipment made available to the station. Positive interaction and networking within the community can be beneficial to the individual and 2CBD.

Purpose

This document sets out 2CBD'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 money / 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 2CBD. 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 with an induction
- 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 be given respect for your honest and constructive opinions,
- Appropriate insurance 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.

Note: Volunteers who are Financial Members of the Association have the right to have matters dealt with through the Constitution procedures.

The responsibilities of volunteers at 2CBD

- Have a professional attitude towards your voluntary work,
- Be prompt, reliable and productive with regard to commitments and agreements made with 2CBD
- Notify the appropriate person (or persons) 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 the defamation law and Broadcast Services Act.
- Make reasonable attempts to understand station rules, policies and the Station and Presenter Guide.
- Not to represent 2CBD publicly or commercially unless prior arrangement has been made,
- Not bring into disrepute the operations, management, staff or other volunteers of 2CBD,
- Treat technical equipment with due care and respect and to notify technical staff of faults or problems,
- Undertake to complete a minimum of the basic level training offered at the station if you intend to work in any area of programming including presenting, and accepting that 2CBD will require a level of competency.
- Only use station resources and equipment in carrying out work for 2CBD and not for personal or private purposes,
- Ensure that the station and the association Secretary have your current contact details,
- Respect the racial and religious backgrounds and the sexual preferences of your co-workers and work to ensure that 2CBD is a safe place for everyone,
- Contribute to the achievement of a safe, tolerant working environment by avoiding, and assisting in preventing, behaviour which is discriminatory or abusive.
- Assist in maintaining a clean and tidy station premises.
- As a volunteer, accept that you are a member of a team contributing to the same station goals.

The rights and responsibilities of 2CBD towards volunteers

2CBD has the right to:

- Expect your co-operation in working to uphold and maintain the Station's Mission Statement, the Station Charter, Station Manual, industry rules and Association policies,
- Expect you to be familiar with the laws relating to broadcasting, station policies and procedures, particularly those included in the Station Manual,
- Expect you to be prompt, reliable and productive with regard to commitments and agreements made with 2CBD,
- Have confidential information respected,
- Make a decision, in consultation with you, as to where your services and skills would best be utilised,
- 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, to ensure 2CBD operates ethically and legally,
- Develop and maintain all equipment and property of the station,
- Provide you with feedback to enhance your programming and broadcasting development,
- Expect clear and open communication from you at all times,
- Expect your interest and participation in the development of the station where appropriate,
- Suspend or dismiss you in accordance with station policies and procedures due to contravention of station rules.

Note: In all matters, the Association will be bound by the adopted Association constitution.

2CBD has the responsibility to:

- Provide you with a work environment which is safe embraces the principles of access and equity,
- Value the importance of your role within the organisation,
- Place you in an appropriate, suitable position and environment,
- Give you appropriate tasks in accordance with your strengths, ability, training and experience,
- Provide you with training so that you can expand your expertise and abilities, and also to provide you with an understanding of the roles of community radio,
- Acknowledge your contribution to the station and provide you with 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 at the station which may affect your work,
- Consult with you (where possible and practical) on issues that may affect your work,
- Ensure that all station democratic processes are adhered to as set out in the Association's constitution, policies and procedures. Wherever appropriate, the Association will adopt a transparent approach to all business activities.
- Ensure that you are aware of the Station's democratic processes and are encouraged to participate in them through mechanisms available.
- Ensure that your interests in 2CBD are protected by rigid and effective corporate governance standards in accordance with the requirements of the ACMA and State legislation.

Abbreviations / Acronyms:

ACMA Australian Communications and Media Authority

CBAA Community Broadcasting Association of Australia