



# Volunteer Policy

Adopted by The Committee of Management:    /    /20

## 1. Introduction

- 1.1. Casey Radio is a community radio station, which relies largely on the efforts of volunteers to maintain its operations. Our volunteers come from a wide range of backgrounds, and volunteer for different reasons such as:
  - to contribute to the community
  - to develop professional skills
  - to maintain existing skills
  - to enjoy the social nature of the organisation
  - to facilitate personal growth
- 1.2. Casey Radio aims to treat all of its volunteers equally with respect and trust and to provide a workplace which is safe, enjoyable and fulfilling. It will endeavor to provide a working environment which is flexible in order to allow its volunteers to gain the benefits they wish from volunteering.
- 1.3. Conversely, Casey Radio expects its volunteers to act professionally and in good faith towards the station at all times and that they hold the interests of the station and its community in equal regard to their own, thus ensuring positive outcomes for themselves, the station and the community we serve.

## 2. Purpose

- 2.1. This document sets out Casey Radio's Policy on the responsible management of the Volunteer Program.
- 2.2. The purpose of this policy is to provide a clear statement about the roles and responsibilities of the volunteers and the organisation.

## 3. Scope

- 3.1. This policy applies to:

Presenters	CoM members	Volunteers	Guests	Contractors
✓	✓	✓	✓	✓

## 4. Principles of Volunteering

- Volunteering benefits the community and the volunteer.
- Volunteering is always a matter of choice.
- Volunteering is an activity that is unpaid and not undertaken for the receipt of salary, pension, government allowance or honorarium.
- Volunteering is a legitimate way in which citizens can participate in the activities of their community.
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs.

- Volunteering is an activity performed in the not for profit sector only.
- Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers.
- Volunteering respects the rights, dignity and culture of others.
- Volunteering promotes human rights and equality.

## **5. Policy**

Casey Radio will as far as possible ensure that all volunteers will:

- 5.1. be treated as a co-worker
- 5.2. have a suitable assignment with consideration for personal preference, temperament, abilities, education, training and employment
- 5.3. know as much about the organisation as possible, its policies, people and programs
- 5.4. expect clear and open communication from management and staff at all times
- 5.5. be given appropriate orientation, introduction and provision of information about new developments
- 5.6. have sound guidance and direction in the workplace
- 5.7. advance notice (where possible) of changes which may affect work (such as programming changes)
- 5.8. undertake volunteer activity without interruption or interference from management, staff or other volunteers
- 5.9. enjoy 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
- 5.10. be heard, and are feel free to make suggestions and to be given respect for honest opinion
- 5.11. be protected by appropriate insurance cover such as volunteer and public liability insurance
- 5.12. use appropriate grievance procedures in the event of a dispute and, if necessary, mediation or arbitration to assist with resolving the dispute
- 5.13. receive written notification for suspension/release of services
- 5.14. have services appropriately assessed and effectively recognised
- 5.15. have training provided that will enable participation at the station at a variety of levels

## **6. The Responsibilities of Volunteers at Casey Radio**

As a volunteer you have the responsibility to:

- 6.1. have a professional attitude towards voluntary work
- 6.2. be prompt, reliable and productive with regard to commitments and agreements made with Casey Radio
- 6.3. notify the appropriate person if unable to meet commitments
- 6.4. accept and abide by station rules
- 6.5. understand and adhere to the Community Radio Codes of Practice and maintain familiarity with broadcast laws such as defamation law and the Broadcast Services Act 1992
- 6.6. not represent Casey Radio publicly or commercially unless prior arrangement has been made

- 6.7. not bring into disrepute the operations, management, staff or other volunteers of Casey Radio
- 6.8. treat technical equipment with due care respect and to notify technical staff of faults and problems
- 6.9. 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
- 6.10. only use station resources and equipment in carrying out work for Casey Radio and not for private purposes
- 6.11. ensure that the station has your current contact details
- 6.12. respect the racial and religious backgrounds and the sexual preferences of your co- volunteer workers and work to ensure that Casey Radio is safe work place for everyone
- 6.13. contribute to the achievement of a safe, tolerant and equitable working environment by avoiding, and assisting in preventing behaviour which is discriminatory.

## **7. Legislation & Industrial Instruments**

This policy & procedure is not intended to override any industrial instrument, contract, award or legislation.

- Broadcast Services Act 1992
- Fair Work Act 2009 (Cth)
- Fair Work Regulations 2009 (Cth)
- Commonwealth Racial Discrimination Act 1975

## **8. Contact information**

Should you require further information or assistance, please contact the Secretary:

secretary@caseyradio.com.au