

<b>POLICY : POL06</b>	<b>RIGHTS AND RESPONSIBILITIES OF VOLUNTEERS</b>
<b>Reference</b>	<b>CBA Code of Practice : Code 2 : Clause 2.3 (b)</b>

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## **1. BACKGROUND**

Fraser Coast Community Radio Inc is a community radio station, which relies largely on the efforts of volunteers to maintain operations. 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, and
- to facilitate personal growth.

Fraser Coast Community Radio Inc aims to treat all volunteers equally, with respect and trust, and to provide a workplace that is safe, enjoyable and fulfilling. It endeavours to provide a working environment that is flexible in order to allow volunteers to gain the benefits they wish from volunteering.

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

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## **2. PURPOSE**

This document sets out Fraser Coast Community Radio Inc policy on the responsible management of its Volunteer Program.

This policy provides a clear statement about the roles and responsibilities of volunteers and those of the Station.

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## **3. 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.

#### **4. THE RIGHTS AND RESPONSIBILITIES OF VOLUNTEERS**

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##### **a) Rights**

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 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 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 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.

##### **b) Responsibilities**

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 Fraser Coast Community Radio Inc,
- 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 Fraser Coast Community Radio Inc publicly or commercially unless prior arrangement has been made,
- not to bring into disrepute the operations, management, staff or other volunteers of Fraser Coast Community Radio Inc,
- 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 intending to work in any area of programming,
- use Station resources and equipment only in carrying out work for Fraser Coast Community Radio Inc and not for personal or private purposes,
- ensure that the Station has current contact details,
- respect the racial and religious backgrounds and the sexual preferences of co-volunteer workers and work to ensure that Fraser Coast Community Radio Inc 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.

## **5. THE RIGHTS AND RESPONSIBILITIES OF FRASER COAST COMMUNITY RADIO INC TOWARDS VOLUNTEERS**

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### **a) Rights**

Fraser Coast Community Radio Inc has the right to:

- expect volunteers' cooperation in working to uphold and maintain the Station's mission statement, the Station Charter 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 Fraser Coast Community Radio Inc,
- have confidential information respected,
- make a decision, in consultation with volunteers, as to where the services and skills of volunteers would best be utilized,
- 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 Station operation,
- develop and maintain all property of the Station,
- provide volunteers with feedback to enhance his/her programming and broadcasting development,
- expect clear and open communication from volunteers at all times,
- suspend or dismiss volunteers in accordance with Station policies and procedures in the event of Station rules being contravened.

### **b) Responsibilities**

Fraser Coast Community Radio Inc 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, suitable position and 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 the Station and offer appropriate recognition and/or rewards,
- ensure staff have the appropriate skills required to work with the volunteer,
- provide adequate opportunities for formal and informal constructive feedback,
- provide the volunteer with information regarding any activities or changes at the Station which may affect the volunteer's work,
- consult with volunteer (where possible and practicable) on issues that may affect his/her work,
- ensure that all Station democratic processes are adhered to and that volunteers are consulted in major decision-making processes, and
- ensure that volunteers are aware of Station democratic processes and are encouraged to participate in them.