



## VOLUNTEERS POLICY

Drafted by	John Poole	Approved by	14 April 2018
		Management Committee on	
Responsible person	Secretary	Scheduled review date	April 2019

### INTRODUCTION AND PURPOSE

1. Volunteers contribute to the operations of Cairns FM 89.1 by working on a regular basis without a salary. The CBAA Code of Practice recognises that community radio stations rely on volunteers and Code 2 states that community radio stations must have written policies and procedures in place that:
  - Encourage community participation,
  - Recognise their reliance on volunteer workers for continued operation, and
  - Ensure that the rights and responsibilities of volunteers are addressed.
2. This policy addresses this requirement and needs to be read in conjunction with the Queensland Associations Incorporation Act, the Community Radio Broadcasting Codes of Practice and the Constitution of Cairns Community Broadcasters Inc – the licence holder of Cairns FM 89.1.

### POLICY AND PROCEDURE

3. A volunteer is a person who contributes to the operations of Cairns FM 89.1 by working on a regular basis without a salary. Volunteers may also be members of CCB and membership confers rights and responsibilities as set out in the CCB Constitution or Rules copies of which are available to all members of the community. Current Cairns FM 89.1 policy is that volunteers who are also presenters must be members of CCB although volunteers who assist the station in a purely administrative or technical capacity are not subject to this requirement.

#### MEMBERSHIP OF CCB

4. All members of the community are encouraged to apply for membership of CCB. A prospective member need only supply his or her name and residential address. The application form should incorporate an acknowledgment that if the application is successful, the member will abide by the Rules. The member's name and address is entered into a statutory register of members which is open to inspection by any other member. Members may request that their addresses not be included in the register available for inspection if they have concerns that disclosure would put the member concerned at risk of harm.
  5. Applications for membership need to be accompanied by a membership fee the level of which is set by the Management Committee from time to time.
  6. Other conditions attaching to membership are set out in the Rules. In particular, prospective members should note that membership does not imply that they have been accepted as a volunteer in any capacity and in particular, membership does not confer on-air privileges.
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### **VOLUNTEER ROLES**

7. Members of the community may also apply to be accepted as volunteers. Whether or not the application is accepted depends on the station's situation at the time as well as the skills and experience a prospective volunteer can bring to the station. Applications are considered by the Cairns FM 89.1 Station Manager.
8. Roles are potentially available to support the station in an administrative or technical capacity where the latter includes the use of computer software relevant to broadcasting and the preparation of on air content.
9. In order to assess the prospective volunteer's potential to support the station, and create the administrative records needed if the application is successful, a volunteer application form will need to be completed setting out personal information such as email address and telephone number together with details of the applicant's qualifications and experience. A parent or guardian must endorse the application where the prospective volunteer is under age 18.
10. The format and structure of the volunteer application form is determined by the Station Manager. Volunteer details will be maintained at the station electronically but this information is viewed as personal data and not open to inspection by any person other than those involved in station management or administration.
11. Unless they aspire to a presenter role (see below) volunteers do not have to become members of CCB although they should be encouraged to become so.

### **VOLUNTEER RIGHTS AND RESPONSIBILITIES AND THE VOLUNTEER CONTRACT**

12. Volunteers have rights and responsibilities and Cairns FM 89.1 also has rights and responsibilities in relation to volunteers. These are set out in the Volunteer Contract attached to this policy. If a volunteer application is successful, the Station Manager will discuss the contract with the volunteer; both parties will sign the contract with a copy retained by each.

### **PRESENTER ROLES**

13. Volunteers may also wish to become presenters. The principles set out above for volunteers generally apply to them and as already stated the station's policy is that presenters will also be members. Applications to present are considered by the Program Sub-Committee of which the Station Manager is an ex officio member.
14. A prospective presenter may also be proposing a specific program in which case a program application will also need to be completed.
15. Potential presenters are required to undertake specific training before going on air and need to acknowledge additional responsibilities such as adherence to their program specification and compliance with Australian music content and copyright requirements.
16. The format and structure of program applications and presenter acknowledgements are matters for the Station Manager and the Programming and Training sub-committees.

## **AUTHORISATION**

John Poole  
Secretary  
April 2018

## CAIRNS FM 89.1 VOLUNTEER CONTRACT

Rights of volunteers at Cairns FM 89.1	Responsibilities of volunteers at Cairns FM 89.1
<ul style="list-style-type: none"> <li>• Be treated as a co-worker</li> <li>• Suitable assignment with consideration for personal preference, temperament, abilities, training and employment</li> <li>• Know as much about the organisation as possible, its policies, people and programs</li> <li>• Expect clear and open communication from management and staff at all times</li> <li>• Be given appropriate orientation, introduction and provision of information about new developments</li> <li>• Sound guidance and direction in the workplace</li> <li>• Advance notice (where possible) of changes which may affect your work (such as programming changes)</li> <li>• Undertake your volunteer activity without interruption or interference from management, staff or other volunteers</li> <li>• 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</li> <li>• Be heard, to feel free to make suggestions and to be given respect for your honest and constructive opinion</li> <li>• Appropriate insurance cover such as volunteer and public liability insurance</li> <li>• Appropriate grievance procedures in the event of a dispute and, if necessary, mediation or arbitration to assist with resolving the dispute</li> <li>• Receive written notification and reasons for suspension/release of services</li> <li>• Have services appropriately assessed and effectively recognised</li> <li>• Have training provided that will enable participation at the station at a variety of levels</li> </ul>	<ul style="list-style-type: none"> <li>• Have a professional attitude towards your voluntary work</li> <li>• Be prompt, reliable and productive with regard to commitments and agreements made with Cairns FM 89.1</li> <li>• Notify the appropriate person if unable to meet commitments</li> <li>• Accept and abide by station rules</li> <li>• Understand and adhere to the Codes and maintain familiarity with broadcast laws such as defamation law and the Broadcast Services Act 1992</li> <li>• Not to represent Cairns FM 89.1 publicly or commercially unless prior arrangement has been made</li> <li>• Not to bring into disrepute the operations, management, staff or other volunteers of Cairns FM 89.1</li> <li>• Treat technical equipment with due care and respect and to notify technical staff of faults and problems</li> <li>• 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</li> <li>• Only use station resources and equipment in carrying out work for Cairns FM 89.1 and not for personal or private purposes</li> <li>• Ensure that the station has your current contact details</li> <li>• Respect the racial and religious backgrounds and the sexual preferences of your co-volunteer workers and work to ensure that Cairns FM 89.1 is a safe work place for everyone</li> <li>• Contribute to the achievement of a safe, tolerant and equitable working environment by avoiding, and assisting in preventing, behaviour which is discriminatory</li> </ul>

<p><b>Cairns FM 89.1 has the right to:</b></p> <ul style="list-style-type: none"><li>• Expect your cooperation in working to uphold and maintain the station’s mission statement, the station charter and program policies</li><li>• Expect you to be familiar with the laws relating to broadcasting, station policies and procedures</li><li>• Expect you to be prompt, reliable and productive with regard to commitments and agreements made with Cairns FM 89.1</li><li>• Have confidential information respected</li><li>• Make a decision, in consultation with you, as to where your services and skills would best be utilised</li><li>• Make decisions which may affect your work</li><li>• Make programming decisions in accordance with programming policies and procedures</li><li>• Develop, implement and enforce rules, policies and procedures for all aspects of station operation</li><li>• Develop and maintain all property and residence of the station</li><li>• Provide you with feedback to enhance your programming and broadcasting development</li><li>• Expect clear and open communication from you at all times</li><li>• Suspend or dismiss you in accordance with station policies and procedures due to contravention of station rules</li></ul>	<p><b>Cairns FM 89.1 has the responsibility to:</b></p> <ul style="list-style-type: none"><li>• Provide you with a work environment which embraces the principles of access and equity</li><li>• Value the importance of your role within the organisation</li><li>• Place you in an appropriate, suitable position and environment</li><li>• Give you appropriate tasks in accordance with your strengths, abilities, training and experience</li><li>• Provide you with training so that you can expand your expertise and abilities</li><li>• Acknowledge your contribution to the station and provide you with the appropriate recognition and/or rewards</li><li>• Ensure staff have the appropriate skills required to work with you</li><li>• Provide adequate opportunities for formal and informal constructive feedback</li><li>• Provide you with information regarding any activities or changes at the station which may affect your work</li><li>• Consult with you (where possible and practicable) on issues that may affect your work</li><li>• Ensure that all station democratic processes are adhered to and that you are consulted in major decision-making processes</li><li>• Ensure that you are aware of station democratic processes and are encouraged to participate in them</li></ul>
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*We jointly accept and acknowledge the rights and responsibilities of volunteers at Cairns FM 89.1 and the rights and responsibilities that Cairns FM 89.1 has in relation to its volunteers.*

Peter Ricketts  
Station Manager

Volunteer

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