



P006 – Coast FM - Volunteers Policy

Policy Number	Version
Drafted by	Approved by Board
Responsible Person	

NOTE : If in any circumstance the following policy which has been adopted by the Board of Governance of Coastal FM Incorporated conflicts in any way with the Constitution and Rules of Coastal FM Incorporated the Constitution and Rules referred to takes precedence.

NOTE : Coastal FM Incorporated operates the FM Radio Station known as Coast FM, which has its main Studios at 2 Inglis Street, Wynyard. Any reference to Coastal FM Incorporated or Coast FM or vice versa therefore is a reference to either of those two entities.

Background

Coast FM is a community radio station, which relies largely on the efforts of volunteers to maintain its operations.

Introduction

Our volunteers come from a wide range of backgrounds, and volunteer for different reasons such as:

- 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

Purpose

This document sets out Coast FM Policy on the responsible management of the Volunteer Program. The purpose of this policy is to provide a clear statement about the roles and responsibilities of the volunteers and the organisation.



Definitions

- Volunteering benefits the community and the volunteer.
- Volunteering is always a matter of choice.
- Volunteering is an activity that is unpaid by Coastal FM Incorporated but a volunteer may receive a Government allowance for undertaking volunteer activities.
- 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.

Policy

Coast FM 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 endeavour to provide a working environment which is flexible in order to allow its volunteers to gain the benefits they wish from volunteering.

Conversely, Coast FM 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.

The Board of Governance will ensure that appropriate insurance is always in place to cover all volunteers for personal injury, loss or damage when they are engaged in activities on behalf of the station.



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Rights and Responsibilities

All volunteers have the right to:

- Be treated as a co-worker
- Suitable assignment with consideration by personal preference, temperament, abilities, education, training and employment
- Know as much about the organisation as possible, it's 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 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, feel free to make suggestions and be given respect for your honest and constructive opinion
- 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

All volunteers have the responsibility to:

- make application to become a member of Coastal FM Incorporated and comply with the requirements of the Constitution and Rules of Coastal FM Incorporated, ensure that your membership is maintained during the entire period of your involvement as a volunteer with Coast FM



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- sign an Agreement Form that requires you to comply with the requirements of the Operations and Procedures Manual
- have a professional attitude towards your volunteer work
- be prompt, reliable and productive with regard to commitments and agreements made with Coast FM
- notify the appropriate person if unable to meet your 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 Coast FM publicly or commercially unless prior arrangement has been made
- not to bring into disrepute the operations, management, staff or other volunteers of Coast FM
- treat technical equipment with due care and respect and to notify technical staff of faults and problems
- undertake to complete a minimum of 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 Coast FM and not for personal or private purposes
- ensure that the station has your contact details
- respect the racial and religious backgrounds and the sexual preferences of your Co-volunteer workers and work to ensure that Coast FM is a safe workplace for everyone
- contribute to the achievement of a safe, tolerant and equitable working environment by avoiding, and assisting in preventing behaviour which is discriminatory

Procedure



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