



# VOLUNTEERING

## *Background*

Alpine Radio is a community FM station which encourages community participation, provides diverse, informative and entertaining programs to the Kiewa and Ovens Valleys, and is an official emergency services broadcaster. To reflect this, Alpine Radio is open to a wide diversity of volunteers.

Volunteers can participate in any capacity that they feel comfortable with at Alpine Radio, either behind the scenes or to present a radio program. No prior experience is necessary as training is provided by experienced volunteers.

## *Objectives*

Alpine Radio's objective is to enable volunteers to contribute as follows:

- a. Present or produce a radio program either by joining an existing program or presenting their own program.
- b. Present or produce online-only media, such as podcasts or video content.
- c. Write reviews, editorials and online features for publishing on Alpine Radio's website or social media platforms.
- d. Work on event and admin projects that support Alpine Radio's daily operations, including voice-overs, promotional events and Outdoor Broadcasts (OBs).
- e. Maintain (including repair and clean) support technical equipment, IT hardware and applications, building interior spaces.
- f. Maintain gardens and general housekeeping, e.g. kitchen & bathroom cleaning and supplies.

## *Policy Statement*

1. Alpine Radio volunteers can expect:

- a. To participate in a hands-on environment and gain radio media experience among a diversity of peers.
- b. The opportunity to volunteer in activities that support the daily operations of Alpine Radio according to the volunteer's interests, abilities and availability.
- c. A friendly, safe and relaxed working environment supported by the Station Manager, the Committee of Management, fellow presenters and volunteers who are passionate about the value of community radio.

2. All Alpine Radio volunteers, including volunteers who are under 18 are invited to volunteer once they have completed an Alpine Radio induction, which includes signing a volunteer agreement. Volunteers can choose when to volunteer and

what activities they would like to be involved in.

3. Alpine Radio volunteers who wish to present a radio program are asked to complete a Program Application form where they can pitch their proposed program for review and approval by the Alpine Radio Committee of Management.
4. Alpine Radio presenters are required to sign a Presenter Agreement, which includes a requirement to keep their station membership current, before they undertake training.

## **Volunteers' Rights and Responsibilities Policy**

### *Purpose*

This policy is intended to provide Alpine Radio volunteers with clear guidelines to Alpine Radio's approach to the rights and responsibilities of Alpine Radio volunteers.

### *Objectives*

The objectives of this policy statement are to:

- a. Ensure that Alpine Radio is aware and respectful of the rights of its volunteers.
- b. Provide Alpine Radio volunteers with information about their rights at Alpine Radio.
- c. Provide Alpine radio volunteers with information about their responsibilities.

### *Policy Statement*

Alpine Radio Committee of Management and its volunteers agree that:

<b>Volunteers have the right to:</b>	<b>Volunteers have the responsibility to:</b>
<ul style="list-style-type: none"><li>• information about the organisation and its policies and procedures</li></ul>	<ul style="list-style-type: none"><li>• be committed to the philosophy and aims of the organisation</li></ul>
<ul style="list-style-type: none"><li>• a position statement/job description, if they hold a leadership position</li></ul>	<ul style="list-style-type: none"><li>• adhere to the organisation's policies and procedures</li></ul>
<ul style="list-style-type: none"><li>• know lines of accountability</li></ul>	<ul style="list-style-type: none"><li>• respect confidentiality</li></ul>
<ul style="list-style-type: none"><li>• know who to approach if problems arise</li></ul>	<ul style="list-style-type: none"><li>• respect and uphold the rights of all associated with Alpine Radio</li></ul>
<ul style="list-style-type: none"><li>• have access to appropriate training, both initial and on-going</li></ul>	<ul style="list-style-type: none"><li>• have a non-judgemental approach</li></ul>
<ul style="list-style-type: none"><li>• receive constructive feedback</li></ul>	<ul style="list-style-type: none"><li>• represent the interests of the</li></ul>

<b>Volunteers have the right to:</b>	<b>Volunteers have the responsibility to:</b>
	organisation - not personal interests
<ul style="list-style-type: none"> <li>• a safe and equal opportunity workplace</li> </ul>	<ul style="list-style-type: none"> <li>• be reliable and punctual, and personally arrange a duty exchange with another volunteer if unavailable for some reason</li> </ul>
<ul style="list-style-type: none"> <li>• be covered by appropriate insurance/s</li> </ul>	<ul style="list-style-type: none"> <li>• carry out their job description, if they hold a leadership position</li> </ul>
<ul style="list-style-type: none"> <li>• have choices, be able to negotiate, say “No” and not feel guilty</li> </ul>	<ul style="list-style-type: none"> <li>• give and accept constructive feedback</li> </ul>
<ul style="list-style-type: none"> <li>• be informed of the organisation’s policy on expenditure and purchasing</li> </ul>	<ul style="list-style-type: none"> <li>• be accountable to the Committee of Management and accept evaluation</li> </ul>
<ul style="list-style-type: none"> <li>• have access to committee minutes</li> </ul>	<ul style="list-style-type: none"> <li>• approach the Committee of Management on issues when necessary</li> </ul>
<ul style="list-style-type: none"> <li>• be reimbursed for out of pocket expenses necessarily incurred while on the job</li> </ul>	<ul style="list-style-type: none"> <li>• recognise personal limitations</li> </ul>
<ul style="list-style-type: none"> <li>• a feeling of belonging - as part of the team</li> </ul>	<ul style="list-style-type: none"> <li>• acknowledge and accept decisions made by the Committee of Management</li> </ul>
<ul style="list-style-type: none"> <li>• be supported when needed</li> </ul>	<ul style="list-style-type: none"> <li>• attend training and information sessions as part of their skills development</li> </ul>
<ul style="list-style-type: none"> <li>• have their work valued by the organisation</li> </ul>	<ul style="list-style-type: none"> <li>• address areas of conflict with the appropriate person, and follow the organisation’s internal conflict procedures</li> </ul>
<ul style="list-style-type: none"> <li>• not feel they are exploited</li> </ul>	<ul style="list-style-type: none"> <li>• ask for support when it is needed</li> </ul>
<ul style="list-style-type: none"> <li>• be taken seriously</li> </ul>	<ul style="list-style-type: none"> <li>• promote and create a safe space for children, free from discrimination and abuse</li> </ul>
<ul style="list-style-type: none"> <li>• where possible, be consulted on matters which affect their work, and be able to take part in decision making processes.</li> </ul>	<ul style="list-style-type: none"> <li>• not to use the station facilities for personal use.</li> </ul>

## Volunteer Conduct Warning Policy

### *Purpose*

This policy creates a framework for managing volunteer conduct at Alpine Radio, where the conduct may not be severe enough to trigger the disciplinary action outlined in Alpine Radio's Constitution (rules).

### *Policy*

The overarching framework for volunteer behaviour standards is outlined in the Alpine Radio Code of Conduct. Information about how disciplinary matters are handled is outlined in the Alpine Radio Disciplinary Action and Dismissal Policy.

1. The Volunteer Conduct Warning Policy applies to Alpine Radio volunteer misconduct of a low level – for example: misbehaving on radio, contravening policies on sponsorship, using the station facilities for personal use and other minor misdemeanours.
2. At any point, where appropriate, the Station Manager or relevant Committee member may escalate an incident to trigger disciplinary action as outlined in Alpine Radio's rules.

### *Procedure*

1. Where an Alpine Radio volunteer contravenes the organisation's policies, the Committee of Management may decide to act as follows:
  - a. Give an informal verbal warning
  - b. Give an informal written warning.
  - c. Give a formal written warning.
  - d. Refer to Alpine Radio's disciplinary procedure.

A formal written warning is usually given after the individual has been given an informal verbal warning and the behaviour has not been corrected or is worse.

2. If a member receives two formal written warnings for engaging in the same or similar conduct, the matter will be referred to the disciplinary procedure set out in Alpine Radio's rules.
3. The Committee of Management response should be proportionate to the volunteer's conduct.
4. When deciding which approach to take the Committee of Management should consider the following:
  - a. The nature and seriousness of the conduct.
  - b. Any history the member has of contravening the rules.
  - c. The member's attitude.
  - d. Any other relevant factors.

## Working With Children Check

### *Purpose*

Under the Working With Children Act 2005 people who are doing work which involves direct contact with children require the Working With Children Check. This applies to both paid and volunteer workers. Organisations must ensure that their workers doing child-related work have obtained a Check and a copy presented to Station Manager for registration.

### *Policy*

At Alpine Radio all presenters 18 years and over will need a Working With Children Check as their work brings them into direct contact with children under the age of 18. The Check is just one of Alpine Radio's responsibilities in creating and maintaining a child-safe environment.

### *Procedure*

New Alpine Radio presenters and volunteers will need to have a current Working With Children Check when they complete their induction.

- a. Presenters and volunteers who don't already have a Check will need to [apply](#) online.
- b. Presenters and volunteers who already have a Check should have a card showing the expiry date and will need to provide a copy to the Station Manager. If you are not sure a copy is held by Alpine Radio, please contact the Station Manager to confirm.

The Check is free for volunteer workers.

### *Related documents*

Alpine Radio Code of Conduct

Alpine Radio Volunteer Agreement

Alpine Radio Presenter Agreement

Community Broadcasting Code of Practice at:  
[www.cbaa.org.au/resource/community-radio-broadcasting-codes-practice](http://www.cbaa.org.au/resource/community-radio-broadcasting-codes-practice)

Alpine Radio Program Application Form.

*Policy updates*

<b>Version Control</b>	<b>Date Amended</b>	<b>Author</b>
Version 0.4	17 November 2018	Linda Parkinson
<b>Approver name and position:</b> Nick Brown, Secretary	<b>Signature:</b> 	
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