



**COMMUNITY PARTICIPATION
POLICY
2026/2027**



PURPOSE

Ballarat Community FM Radio Co-operative Limited is committed to inclusive, transparent and meaningful engagement with its community, empowering community members to participate in broadcasting operations, programming, governance, decision-making and evaluation. This Policy also supports compliance with the Australian Communications and Media Authority (ACMA) licensing and CBAA code requirements.

SCOPE

This Policy applies to all volunteers, members, listeners, community stakeholders, and any individual or organization with an interest in the operations, programming and governance of the Station.

DEFINITIONS

Community Participation

Involvement of individuals and groups from the Station's community of interest in broadcasting activities — including contributing content, providing feedback, engaging in consultations, and influencing decisions affecting service provision.

Community of Interest

The group of people and stakeholders interested in broadcasting and community engagement purposes.

Stakeholder

Any person, group, organization, and volunteer who has an interest in the activities of the Station.

PRINCIPLES

Inclusivity & Accessibility

To encourage community participation, Voice FM takes active steps to:

- promote the service to the community;
- be open and accessible to the community;
- invite the community to participate in the service;
- offer a range of ways in which people can participate in the service; and make the community aware of opportunities to participate in the service.



- Voice FM gives members of the community an opportunity to participate as a volunteer in all aspects of the running of the organisation, such as on air presentation, fund raising activities, being on the board of management or part of a committee, being involved in programming, being involved in administrative tasks, being involved in activities whilst out and about in the community at community events.
- We encourage this participation by giving members of the community full training to produce and present programs and by having policies and procedures that provide support and training for all volunteers in all roles.

Transparency

- Information about how to participate in programming, governance and consultation will be made publicly available via the Station's website, newsletters, social media and on-air announcements..

Responsiveness

- The Station will listen to community input and strive to reflect community feedback in its programming and operations where practicable.
- Regular channels for two-way communication will be provided, ensuring stakeholders receive timely acknowledgement and responses.

Fairness & Respect

- All community engagement and participation activities will be conducted respectfully, fairly and free from discrimination.
- Volunteers and participants are expected to treat each other and Station staff with respect and dignity at all times

PROGRAMMING PARTICIPATION

- The Station will provide opportunities for volunteers and community members to contribute to content creation, hosting, production, and editorial roles.
- Programming opportunities will be promoted widely and fairly, ensuring openness in recruitment and selection.
- Measures will be taken to encourage involvement from diverse community sectors, aligning with Code 3 requirements to reflect community needs and diversity.



VOLUNTEER ENGAGEMENT

Recruitment & Induction

- Volunteers will be recruited through community outreach, local advertising, on-air announcements, and digital platforms.
- All volunteers will receive orientation and relevant training to support safe and effective participation.

Support

- The Station will foster a positive, supportive environment that values volunteers, encourages skill development, and promotes retention..

EQUITY AND INCLUSION

- All volunteer roles will be advertised with clear expectations and access considerations, with reasonable adjustments made to support participation for individuals with disability or special needs.
- Ballarat Community FM Radio Co-operative Limited will ensure that no person or group of people will be treated less favorably than another on discriminatory grounds and that all decisions will be based on merit. Volunteers are to be treated according to their skills, qualifications, competencies and potential. We recognise that laws exist that govern workplace equality and diversity and is committed to complying with them.
- Ballarat community FM Radio Co-operative Limited aims to ensure the workplace is free from all forms discrimination, hostility, harassment and bullying. At no time do we condone discriminatory behaviour that is based on individual or group attributes, such as gender, sexual preference, transgender status, marital status, disability, religion, culture, racial origins, political preference, pregnancy or age.

GOVERNANCE PARTICIPATION

- Members and stakeholders will be invited to contribute to strategic planning, annual reporting review, and governance discussions through formal and informal mechanisms (e.g. member meetings, committees).
- Election processes, committee nominations and governance opportunities will be communicated clearly and equitably to the community of interest.



CONFIDENTIAL AND PRIVACY

- Volunteers are entitled to confidentiality and privacy with respect to information that is personal to them.
- Volunteers are expected to maintain the confidentiality, integrity and security of information to which they have access as a result of their volunteering at Voice FM
- Volunteers must not use information to which they have access as a result of their volunteering at Voice FM to gain or seek to gain personal benefit for themselves or others.

MONITORING & REVIEW

- This Policy will be reviewed at least every three years, or earlier if required by changes to regulatory standards or community needs.
- Review findings and any revisions will be communicated to the community.