



VOLUNTEER POLICY

2026/2027



PURPOSE AND SCOPE

This Volunteering Policy outlines the principles and guidelines for the recruitment, engagement, and management of volunteers within Ballarat Community FM Radio Co-operative Limited. It aims to ensure that all volunteers are treated fairly, ethically, and in compliance with relevant laws and regulations, including those under the Australian Communications and Media Authority (ACMA).

This policy is applicable to all individuals who wish to volunteer at Ballarat Community FM Radio Co-operative Limited, whether on a short-term or long-term basis, and covers various roles such as community outreach, communications, and administrative support, among others.

COMMITMENT TO COMPLIANCE

Ballarat Community FM Radio Co-operative Limited is committed to maintaining full compliance with all relevant regulations and guidelines issued by the Australian Communications and Media Authority (ACMA), and Community Broadcasting Association of Australia (CBAA) Codes of Practice.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION

We aim to treat all of our volunteers equally, with respect and trust, and to provide a workplace that is safe, enjoyable and fulfilling. We will endeavor to provide a working environment that is flexible in order to allow our volunteers to gain the benefits they wish from volunteering.

Conversely, we expect our volunteers to always act professionally and in good faith towards our station. We expect that they hold the interests of our station and its community in equal regard to their own to ensure positive outcomes for themselves, our station and the community we serve.

VOLUNTEERS RIGHTS AND RESPONSIBILITIES

VOLUNTEER RIGHTS

Volunteers have the right to:

- Be treated as a co-worker
- 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
- Be given advance notice (where possible) of changes which may affect your work (such as programming changes)
- Be in a workplace 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 your honest and constructive opinion.
- Be offered 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 training provided that will enable participation at the station at a variety of levels. Each volunteer position will have clearly defined roles and responsibilities that align with the objectives of the organization and any relevant ACMA guidelines (e.g., media content, communications standards). These roles may include, but are not limited to, assisting with community outreach, event organization, social media content creation, and administrative tasks.

VOLUNTEER RESPONSIBILITIES

Volunteers have the responsibility to:

- Have a professional attitude towards your voluntary work
- Be prompt, reliable and productive with regard to commitments and agreements made with Voice FM.
- Notify the appropriate person if unable to meet commitments
- Accept and abide by Voice FM station policies and rules
- Understand and adhere to the CBAA Codes of Practice, and maintain familiarity with broadcast laws such as defamation law and the Broadcast Services Act 1992
- Not to represent Voice FM publicly or commercially unless prior arrangement has been made
- Not to bring into disrepute the operations, management, staff or other volunteers of Voice FM, including online or via text messaging
- 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 you are intending to work in any area of programming or production
- Only use station resources and equipment in carrying out work for Voice FM and not for personal or private purposes
- Ensure that the station has your current contact details
- Respect the racial and religious backgrounds and the sexual preferences of your co-volunteer workers and work to ensure that Voice FM is a safe work place for everyone
- Contribute to the achievement of a safe, tolerant and equitable working environment by avoiding, and assisting in preventing, behavior which is discriminatory. Prevent any form of harassment, bullying, or discrimination.
- Not breach confidentiality agreements or share confidential information with unauthorized individuals.
- Not create or distribute content (whether digital or physical) that may violate ACMA guidelines, such as harmful or inappropriate media.
- Not engage in any activity that may damage the reputation or credibility of the Co-operative.

THE RIGHTS AND RESPONSIBILITIES OF VOICE FM TOWARDS VOLUNTEERS

Voice FM has the right to:

- Expect your cooperation in working to uphold and maintain the station's mission statement, the station charter and program policies
- Expect you to be familiar with the laws relating to broadcasting and station procedures
- Expect you to be prompt, reliable and productive with regard to commitments and agreements made with Voice FM
- Have confidential information respected
- Make a decision, in consultation with you, as to where your services and skills would best be utilized



- Make decisions which may affect your 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 and residence of the station
- Provide you with feedback to enhance your programming and broadcasting development,
- Expect clear, honest and open communication from you at all times
- Suspend or dismiss you in accordance with station policies and procedures due to contravention of station rules.

Voice FM has the responsibility to:

- Provide you with a work environment which embraces the principles of access and equity.
- value the importance of your role within the organization
- Place you in an appropriate, suitable position and environment
- Give you appropriate tasks in accordance with your strengths, abilities, training and experience
- Provide you with training so that you can expand your expertise and abilities
- Acknowledge your contribution to the station and provide you with the appropriate recognition and/or rewards
- Ensure staff have the appropriate skills required to work with you
- Provide adequate opportunities for formal and informal constructive feedback
- Provide you with information regarding any activities or changes at the station which may affect your engagement
- Consult with you (where possible and practicable) on issues that may affect your engagement,
- Ensure that all station democratic processes are adhered to and that you are consulted in major decision-making processes
- Ensure that you are aware of station democratic processes and are encouraged to participate in them.

HEALTH, SAFETY, AND WELLBEING

Ballarat Community FM Radio Co-operative Limited is committed to ensuring a safe working environment for all volunteers. Volunteers are responsible for:

- Adhering to health and safety guidelines while on-site or participating in any volunteer activities.
- Reporting any hazards or unsafe practices to a supervisor immediately.
- Taking care of their own health and safety while participating in volunteer activities.

In cases of injury or illness, volunteers should immediately report the incident to their supervisor and follow the appropriate procedures for seeking medical assistance.

INSURANCE

All volunteers are covered by the organization's insurance policies while participating in approved volunteer activities. Volunteers must not engage in any activities outside the scope of their designated roles, as this may not be covered by the organization's insurance.



TERMINATION OF VOLUNTEERING ENGAGEMENT

Volunteers may choose to end their engagement with Ballarat Community FM Radio Co-operative Limited at any time, and we ask that they provide reasonable notice to ensure a smooth transition. Written acknowledgment of termination from the volunteer to the Station Manager must take place within five days of the volunteer leaving the station.

Ballarat Community FM Radio Co-operative Ltd reserves the right to terminate a volunteer's engagement if there is a breach of policy, misconduct, or failure to meet the required standards of behavior and performance. Any such decision will be made following a fair process, including consultation with the volunteer.

POLICY REVIEW

This policy will be reviewed regularly to ensure that it remains compliant with all relevant legislation, including those enforced by the ACMA, and to reflect any changes in organizational practices or volunteer need.