

## VOLUNTEERING

### *Background*

Alpine FM 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 FM is open to a wide diversity of volunteers.

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

### *Objectives*

Alpine FM'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 FM's website or social media platforms.
- d. Work on event and admin projects that support Alpine FM'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 FM 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 FM 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 FM volunteers, including volunteers who are under 18 are invited to volunteer once they have completed an Alpine FM 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 FM 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 FM Committee of Management.
4. Alpine FM 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 FM volunteers with clear guidelines to Alpine FM's approach to the rights and responsibilities of Alpine FM volunteers.

### *Objectives*

The objectives of this policy statement are to:

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

### *Policy Statement*

Alpine FM 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 FM</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 supported by Manager, 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</li> </ul>	<ul style="list-style-type: none"> <li>• not to use the station facilities for</li> </ul>

<b>Volunteers have the right to:</b>	<b>Volunteers have the responsibility to:</b>
matters which affect their work, and be able to take part in decision making processes.	personal use.

## **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 FM's Constitution (the 'rules').

### *Policy*

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

1. The Volunteer Conduct Warning Policy applies to Alpine FM 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 FM's rules (see Constitution and also Disciplinary Action and Dismissal of Volunteers policy).

### *Procedure*

1. Where an Alpine FM volunteer contravenes the organisation's policies, the Committee of Management may decide to act as follows:
  - a. Give an informal verbal warning within 5 days of contravention OR
  - b. Give an informal written warning within 5 days of contravention
  - c. Give a formal written warning after a specified time given to address the behaviour/concerns
  - d. Refer to the disciplinary procedure set out in Alpine FM's rules.

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 FM'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.

### *Policy*

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

### *Procedure*

New Alpine FM 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 FM, please contact the Station Manager to confirm.


The Check is free for volunteer workers.

### *Related documents*

Alpine FM Constitution (the rules)  
Alpine FM Code of Conduct  
Alpine FM Volunteer Agreement  
Alpine FM Disciplinary Action and Dismissal of Volunteers policy

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)

*Policy updates*

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