



Policy & Procedures

Paradise FM 101.9

Cherry Street Ballina NSW 2478

Volunteer Policy

Purpose:

Paradise FM Community Radio Association Inc is a community radio station, which relies largely on the efforts of our volunteers to maintain operations. Our volunteers come from a wide range of backgrounds and volunteer for different reasons.

Policy:

Our radio station requires volunteers for The Board of Directors, various Announcers, Technical support, and Administrative staff. We aim to treat all our volunteers equally, with respect and trust, and to provide a workplace that is safe, enjoyable, and fulfilling. We will endeavour to provide a working environment that is flexible 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.

Procedure:

Principles of Volunteering

- Benefits the community and the volunteer.
- Is an activity that is unpaid and not undertaken for the receipt of salary, pension, government allowance or honorarium.
- Is a legitimate way in which citizens can participate in the activities of their community.
- Volunteers may work for a maximum of 15 hours per week in a voluntary capacity, unless otherwise approved by the Station Manager.
- Volunteers may be invited to undertake activities, including those supporting fund-raising and community orientated projects and to provide non-essential services, that benefit the relationship between Paradise FM Community Radio Association Inc. and the community.

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- Is a vehicle for individuals or groups to address human, environmental and social needs.
- Does not replace paid workers nor constitute a threat to the job security of paid workers.
- Respects the rights, dignity, and culture of others.
- Promotes human rights and equality.
- Be prompt, reliable and productive with commitments and agreements made with Paradise FM Community Radio Association Inc.
- Accept and abide by station rules and must meet a minimum standard set by Paradise FM Community Radio Association Inc.
- Volunteer workers may operate mechanical equipment only if they have received specific training by a staff member and/or they are able to demonstrate that they are competent in the use of such equipment.
- Volunteers are to cooperate with Paradise FM Community Radio Association Inc's safety requirements and take reasonable care to ensure the health and safety of others at the place of work.

Related Legislation: Work Health and Safety Act 2012
Health and Safety Regulations 2012

Consulting Bodies: Community Broadcasting Association of Australia

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