



INVERELL COMMUNITY RADIO INC

VOLUNTEER POLICY

1. Purpose

Inverell Community Radio Inc (STA-FM 91.9) relies on the valuable contribution of volunteers to operate and serve the local community.

This policy sets out a clear framework for the **responsible management of volunteers**, defining:

- The principles of volunteering
- The rights and responsibilities of volunteers
- The rights and responsibilities of the station
- Standards of conduct, safety, and professionalism

The policy aims to ensure volunteering at STA-FM 91.9 is **safe, inclusive, respectful, rewarding, and sustainable**.

2. Scope

This policy applies to all volunteers engaged in any capacity at STA-FM 91.9, including:

- Presenters and producers
- Technical and broadcasting support
- Administration and office support
- Events, promotions, and fundraising
- Committee and governance roles (where applicable)

3. Principles of Volunteering

STA-FM 91.9 adopts the nationally recognised principles of volunteering.

Volunteering:

- Benefits both the community and the volunteer
- Is always a matter of choice
- Is unpaid and not undertaken for salary, pension, government allowance, or honorarium
- Is a legitimate way for people to participate in their community
- Supports social, cultural, and community development
- Does not replace paid employment or threaten job security
- Respects the rights, dignity, culture, and diversity of others
- Promotes human rights, equity, and inclusion

4. Volunteer Status

- Volunteers are **not employees** of STA-FM 91.9
- No employment relationship is created
- Volunteers may be reimbursed for approved out-of-pocket expenses where agreed in advance
- Volunteering may be ended by either party at any time

5. Recruitment, Induction & Training

- Volunteers must complete an application and be approved by station management or the committee
- Induction is mandatory and may include:
 - Station values and governance
 - Broadcasting standards and Codes of Practice
 - WHS and emergency procedures
 - Studio and equipment use
- Volunteers involved in programming must complete the **minimum required training** before broadcasting (*Refer to the Programming Policy*)
- Ongoing training and development opportunities will be provided where practicable

6. Rights of Volunteers

Volunteers at STA-FM 91.9 have the right to:

- Be treated with respect and as valued co-workers
- Be placed in suitable roles considering skills, interests, and experience
- Clear communication about station policies, procedures, and changes
- Appropriate guidance, feedback, and supervision
- A safe working environment compliant with WHS and anti-discrimination legislation
- Access to training and skill development
- Be heard, make suggestions, and express constructive opinions
- Appropriate volunteer and public liability insurance cover
- Fair grievance and complaint handling procedures
- Written notification and reasons where suspension or release occurs
- Recognition and appreciation for their contribution

7. Responsibilities of Volunteers

Volunteers are responsible for:

- Acting professionally and in good faith at all times
- Being reliable, punctual, and honouring commitments
- Notifying the station if unable to attend scheduled duties and update the leave notice board
- Complying with all station policies, procedures, and directions
- Adhering to the Community Radio Broadcasting Codes of Practice and relevant laws (including defamation and the Broadcast Services Act 1992)
- Using station equipment responsibly and reporting faults
- Completing required training relevant to their role
- Using station resources only for authorised station purposes
- Maintaining current contact details
- Respecting diversity, inclusion, and the rights of others
- Avoiding discriminatory, harassing, or inappropriate behaviour
- Not representing STA-FM 91.9 publicly or commercially without authorisation
- Not bringing the station, its volunteers, or its community into disrepute

8. Code of Conduct & Behaviour

STA-FM 91.9 is committed to a safe, inclusive, and respectful environment.

Volunteers must not engage in:

- Bullying, harassment, or discrimination
- Offensive, abusive, or unsafe behaviour
- Misuse of station platforms, equipment, or reputation
- Behaviour that undermines community trust or broadcasting standards

9. Workplace Health & Safety (WHS)

- STA-FM 91.9 will provide a safe working environment
- Volunteers must:
 - Follow WHS procedures and instructions
 - Use equipment safely
 - Report hazards, incidents, or injuries immediately
- Volunteers must not attend the station under the influence of drugs or alcohol

10. Confidentiality & Privacy

- Volunteers may access confidential information
- Confidential and personal information must not be disclosed without authorisation
- Confidentiality obligations continue after volunteering ends

11. Media, Social Media & Public Representation

- Volunteers may not speak to media or external parties on behalf of the station unless authorised
- Social media content referencing the station must align with station values and policies
- Personal views must not be presented as official station positions

12. Grievances & Complaints

- Volunteers are encouraged to raise concerns early
- Complaints may be raised with:
 - Station Manager, or
 - Committee representative
- All matters will be handled confidentially, fairly, and without retaliation

13. Performance, Suspension & Termination

- Feedback and additional training may be provided where issues arise
- The station may suspend or end volunteer involvement due to:
 - Policy breaches
 - Unsafe or inappropriate behaviour
 - Failure to comply with broadcasting standards
- Decisions will aim to be fair, respectful, and proportionate

14. Insurance

- Volunteers are covered by the station's volunteer and public liability insurance while undertaking authorised duties
- Volunteers must comply with station procedures to ensure coverage applies

15. Consultation & Democratic Participation

STA-FM 91.9 will:

- Consult with volunteers where practicable on matters affecting them
- Encourage participation in station democratic processes
- Ensure transparency in governance and decision-making

16. Policy Review

This policy will be reviewed periodically by the committee to ensure ongoing relevance, compliance, and best practice.