



## WAGGA WAGGA COMMUNITY MEDIA INCORPORATED (WWCMI)

# Volunteers

### Introduction

The *Broadcasting Services Act 1992* (the Act) outlines the legal framework for community broadcasting and explains the role the sector plays in delivering diverse media services that reflect a sense of Australian identity, character, and cultural diversity.

The Act vests responsibility for monitoring all broadcasting services, including community broadcasting services, in the *Australian Communications and Media Authority (ACMA)*. ACMA is responsible for allocating and determining the conditions that apply to broadcasting licences, and for guiding industry groups in developing Codes of Practices.

The *Community Radio Codes of Practice* (the Codes) set out the guiding principles and policies for programming on community broadcasting stations and also outline the operational standards for stations that hold a community broadcasting licence.

This policy complies with the requirements of ACMA and *Codes of Practice* Number 2.3.

### Background

WWCMI is a community radio station, which relies largely on the efforts of volunteers to maintain its operations. Volunteers come from a wide range of backgrounds, and volunteer for different reasons such as:

- to contribute to the community
- to develop new personal and professional skills
- to maintain existing skills
- to enjoy the social nature of the organisation
- to facilitate personal growth.

WWCMI aims to treat all its volunteers equally with respect and trust and to provide a workplace which is safe, enjoyable, and fulfilling. It will endeavour to provide a working environment which is flexible to allow its volunteers to gain the benefits they seek from volunteering.

Volunteers at WWCMI include presenters, administration/office assistants, technical assistants and, any other member of WWCMI who regularly contributes to the station through unpaid work.

## Purpose

This document sets out WWCMCI's policy for the responsible management and support of its volunteers.

The purpose of this policy is to provide a clear statement about the roles and responsibilities of the volunteers and the organisation.

## Policy

1. Any member of the community who wishes to volunteer as a presenter, administration assistant or in any other capacity must be a current financial member of WWCMCI.
2. WWCMCI undertakes to manage and support volunteers in a manner which acknowledges the following principles of volunteering;
  - Volunteering benefits the community and the volunteer.
  - Volunteering is always a matter of choice.
  - Volunteering is an activity that is unpaid and not undertaken for the receipt of salary, pension, government allowance or honorarium.
  - Volunteering is a legitimate way in which citizens can participate in the activities of their community.
  - Volunteering is a vehicle for individuals or groups to address human, environmental and social needs.
  - Volunteering is an activity performed in the not-for-profit sector only.
  - Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers.
  - Volunteering respects the rights, dignity, and culture.
  - Volunteering promotes human rights and equality.
3. Upon acceptance of their application, all volunteers will be provided with a formal document – *Rights and Responsibilities of Volunteers*- outlining their rights and responsibilities as a volunteer, along with the rights and responsibilities of WWCMCI in relation to volunteers.
4. WWCMCI will undertake the following responsibilities towards all volunteers:
  - provide a work environment which embraces the principles of equity and access and is free from harassment and inappropriate behaviour.
  - provide training and ongoing support and development appropriate to the role and responsibilities of the volunteer.
  - 1. acknowledge contribution to the station and provide appropriate recognition and/or rewards.
  - 2. provide adequate formal and informal channels for constructive feedback.
  - 3. provide volunteers with information regarding any activities or changes at the station which may affect their work.
  - 4. consult with volunteers (where possible and practicable) on issues that may affect their work.
  - 5. encourage the participation of volunteers in relevant teams, work groups, committees and other decision- making processes.

6. Volunteers may be suspended or dismissed under circumstances as outlined in WWCMCI's Constitution.

#### Related WWCMCI Documents

*Rights and Responsibilities of Volunteers Booklet, Volunteer Application Form, WWCMCI Constitution.*