



**Community Radio**  
Shop 6 Bowling Arcade, Colac  
Post: P.O. Box 31, Colac 3250  
Ph: 0352 321 991  
Email: [admin@ocrfm.org.au](mailto:admin@ocrfm.org.au)  
Web: [www.ocrfm.org.au](http://www.ocrfm.org.au)  
ABN 35 575 865 292

## OCR FM VOLUNTEER POLICY

### INTRODUCTION

Volunteering is generally considered an altruistic activity, intended to promote good or improve human quality of life. It is considered as serving the society through own interest, personal skills or learning, which in return produces a feeling of self-worth and respect, instead of money.

Volunteering is also famous for the skill development, to socialize and to have fun. It is also intended to make contacts for possible employment or for a variety of other reasons.

Volunteering takes many forms, and can be performed by anyone with their own set of skills.

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

The positions at the station do not replace paid workers nor constitute a threat to job security of paid workers. It is a vehicle for individuals or groups to address human, environmental and social needs and respects the rights, dignities and culture of others. It also is a means to promote human rights and equality.

### AIM

OCR FM Community Radio Inc. is manned entirely by volunteers. This policy outlines the specific rights and responsibilities of volunteers when representing OCR FM.

### POLICY

#### **Radio Volunteering Definition**

Volunteering for radio comes in many forms, such as:

- Presenter/announcer,
- Production,
- Receptionist,
- Sales representative,
- Research,
- Script writing/news,
- Fundraising,
- Maintaining music library,
- Cleaning and Maintenance of station,
- Any other activity that can be used such as a bus driver for outside broadcast bus.

### **VOLUNTEER RIGHTS**

#### **As a volunteer you have a right;**

- to work in a healthy and safe environment
- to be engaged in accordance with equal opportunity and anti- discrimination legislation.
- to be adequately covered by insurance.
- to be given accurate and truthful information about the organisation for which you are volunteering.
- to be reimbursed for major out of pocket expenses incurred as a result of approved station expenses. (Receipt and written approval need to be submitted prior to reimbursement).
- to be given a copy of the organisations volunteer policy and any other policy that affects your work.



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- to have access to a grievance procedure.
- to be provided with orientation to the organisation.
- to have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988.
- to be provided with sufficient training to do your job.

## **VOLUNTEER RESPONSIBILITIES**

### **As a volunteer you need to:**

- be reliable and arrive on time
- be trustworthy
- respect confidentiality
- respect the rights of people you work with
- have a non-judgmental approach
- support OCR FM and represent it's interests
- carry out the specified job description
- give feedback
- be accountable and accept feedback
- be committed to OCR FM
- avoid over-extending yourself
- acknowledge decisions made by the organization
- undertake necessary training
- address areas of conflict by following the appropriate grievance procedure
- ask for support when it is needed.

## **STATION RIGHTS**

### **OCR FM Incorporated has the right to:**

- expect cooperation in working to uphold and maintain the stations mission statement, the station charter and program policies
- expect volunteers to be familiar with the laws relating to broadcasting, station policies and procedures
- expect volunteers to be prompt, reliable and productive with regard to commitments and agreements made with OCR FM Incorporated
- have confidential information respected
- make a decision, in consultation with you, as to where your services and skills would be best utilised
- make decisions which may affect volunteers 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
- respect, develop and maintain all property and residence of the station
- provide volunteers with feedback to enhance programming and broadcasting
- expect clear and open communication from volunteers at all times
- suspend or dismiss volunteers in accordance with station policies and procedures due to contravention of station rules

## **STATION RESPONSIBILITIES**



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**OCR FM has the responsibility to:**

- provide volunteers with a work environment which embraces the principles of access and equality
- value the importance of volunteers role within the organisation
- place volunteers in an appropriate, suitable position and environment
- give volunteers appropriate tasks in accordance with their strengths, abilities, training and experience
- provide training so that volunteers can expand their expertise and abilities
- acknowledge volunteers contribution to the station and provide them with the appropriate recognition and/or awards
- ensure volunteers have the appropriate skills to work with you
- provide adequate opportunities for formal and informal constructive feedback
- provide volunteers with information regarding any changes at the station which may affect their work
- consult with volunteers (where possible and practicable) on issues which may affect their work
- ensure all station democratic processes are adhered to and that volunteers are consulted in major decision making processes
- ensure that volunteers are aware of station democratic processes and are encouraged to participate in them

This policy echoes clauses in the current constitution of OCR FM Incorporated and is not intended to replace any such clauses.

This policy was reviewed by the OCR FM Committee of Management

Signed *Tyson Graham*

Date 19<sup>th</sup> January 2022

This Policy is due for review within 24 months of the date shown above.