



Rear 185 Dowling St Dungog NSW 2420
PO Box 1079 Dungog NSW 2420,
Email: email@radiodungog.org
Phone: 02 499 22 313

Rights and Responsibilities of Volunteers

Background

Radio Dungog 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.

These include:

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

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, Radio Dungog and the community we serve.

Purpose

This document sets out Radio Dungog's policy on the responsible management of our volunteer program. The policy's purpose is to provide a clear statement about the roles and responsibilities of volunteers and our station.

The rights and responsibilities of volunteers at Radio Dungog

You have the right to:

- be treated as a co-worker, suitable assignment with consideration for personal preference, temperament, abilities, education, training and employment,
- know as much about the organisation as possible, its policies, people and programs
- expect clear and open communication from management and staff at all times,
- be given appropriate orientation, introduction and provision of information about new developments, sound guidance and direction in the workplace,
- Receive advance notice (where possible) of changes which may affect your work (such as programming changes),
- undertake your volunteer activity without interruption or interference from management, staff or other volunteers,
- a place of work complying with statutory requirements in regard to equal employment, anti-discrimination legislation, the *Commonwealth Racial Discrimination Act 1975* and occupational health and safety standards,
- be heard, to feel free to make suggestions and to be given respect for your honest and constructive opinion,
- appropriate insurance cover such as volunteer and public liability insurance,

- appropriate grievance procedures in the event of a dispute and, if necessary, mediation or arbitration to assist with resolving the dispute,
- receive written notification and reasons for suspension/release of services,
- have services appropriately assessed and effectively recognised, and
- have training provided that will enable participation at the station at a variety of levels.

The responsibilities of volunteers at Radio Dungog

You have the responsibility to:

- have a professional attitude towards your voluntary work, be prompt, reliable and productive about commitments and agreements made with Radio Dungog,
- notify the appropriate person if unable to meet commitments,
- accept and abide by station rules, understand and adhere to the Codes and maintain familiarity with broadcast laws such as defamation law and the *Broadcast Services Act 1992* not to represent Radio Dungog publicly or commercially unless prior arrangement has been made,
- not to bring into disrepute the operations, management, staff or other volunteers of Radio Dungog,
- treat technical equipment with due care and respect and to notify technical staff of faults and problems,
- undertake to complete a minimum of the basic level of training offered at the station if you are intending to work in any area of programming,

- only use station resources and equipment in carrying out work for Radio Dungog and not for personal or private purposes,
- ensure that the station has your current contact details,
- respect the racial and religious backgrounds and the sexual preferences of your co-volunteer workers and work to ensure that Radio Dungog is a safe work place for everyone,
- contribute to the achievement of a safe, tolerant and equitable working environment by avoiding, and assisting in preventing, behaviour which is discriminatory