



2oceansFM
Augusta Community Radio
66 Allnutt Terrace
AUGUSTA WA 6290
PH: 08 9758 0000

Volunteer Policy and Agreement

Part 1. The Organisation

2oceansFM was granted its community radio broadcasting licence in February 2009. The licence is held by the Augusta Community Resource Centre.

All Radio volunteers are encouraged to become members of the Augusta Community Resource Centre.

Volunteers are a vital and valued part of 2oceansFM and we hope that you enjoy volunteering with us and feel part of our team.

This Agreement tells you what you can expect from us, and what we expect from you. We aim to be flexible so please let us know if you have any comments or specific requirements, and we will do our best to accommodate them.

This agreement seeks to strike a balance between doing our best for you as a valued volunteer and our need – as the licence holders of a full-time radio station – to run a full schedule of programming for the benefit of Augusta.

We, 2oceansFM, will do our best to:

- Introduce you to how the organisation works and your role within it.
- Provide you with relevant training that you may need.
- Provide regular contact with the Station or Programme Manager so that you can tell us if you are happy with how your work is organised and get feedback from us.
- Respect your skills, dignity and individual wishes and do our best to meet them.
- Consult with you and keep you informed of possible changes to your role at the station.
- Provide you with a safe workplace.
- Apply our Disciplinary Procedure if there is a problem.
- 2oceansFM aims to promote equal opportunities for all and believes that everyone deserves to be treated with respect, including volunteers, staff and listeners.
- 2oceansFM acknowledges the traditional owners of the land the studio sits on.



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Part 2. The Volunteer

2oceansFM volunteers agree to do their best to:

- Work reliably and to the best of their ability, and to give as much warning as possible whenever they cannot work when expected.
- Follow the Ground Rules that are set out below in this Agreement
- Adhere to the station policies.
- Understand that being offered a show on 2oceansFM is a privilege and not a right and that the Station Manager reserves the right to withdraw such an offer at any time, with good reason.
- Have a sound understanding of the Broadcasting Act and the laws that cover broadcasting such as libel and contempt of court. More information on this can be found in Station Policies and Procedures.

Part 3. Ground Rules

- Volunteers must not make comments that encourage violence or are disrespectful towards people on the basis of their ethnicity, gender, sexual orientation, religion, political belief, national origin, race or marital status.
- Volunteers must not threaten, bully, intimidate or harass (verbally, sexually, physically, or by other means) anyone on the premises. Harassment may include paying people an unreasonable amount of attention.

Behaviour of this kind is anti-social and inappropriate. If a volunteer has any issue or concern regarding another volunteer or a member of staff this should be discussed in confidence with the Station Manager.

- All volunteers must act in an honest and transparent manner at all times. 2oceansFM operates to a standard of honesty which all staff, volunteers and participants are required to adhere to.
- Announcers must arrive at the station 15-30 minutes before the start time of any show they are presenting. In order to present or produce a good show you need to be prepared.
- Keep all areas of 2oceansFM tidy. Wash cups if you use them and clean up after yourself in the shared public areas of the building.
- Volunteers must play community and other sponsorship notices when scheduled or asked to by Station or Programme Manager. They must not be played outside of these times without approval from the Station or Centre Manager.
- Volunteers must not come to the station when intoxicated (this includes alcohol and drugs. If inebriated, you will be sent off station.
- Volunteers must not use 2oceansFM's internet, email or phone for personal purposes. Excessive use of these facilities results in a drain on 2oceansFM's resources.
 - Volunteers are encouraged to use social media to promote their programmes and 2oceansfm.
- **Music sourcing** – Music for your show can be sourced from the CD library, the station playlist or from your own music on a USB. If using a USB this must contain music only and be scanned for viruses prior to plugging into our system.
No music is to be played direct from the internet. If you want to play something from the internet it must be downloaded and listened to prior to your show.
You must be familiar with all the music you play and avoid explicit tracks if your show is on before 9:00pm.



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Part 4. Other volunteer responsibilities

As a community minded volunteer at 2oceansFM you should:

- Do your best to attend Volunteer Meetings, gatherings and workshops.
- Prepare your show and produce the best radio broadcast you can.
- Remember that the priority of 2oceansFM is to broadcast to the community in Augusta, always keep this in mind when planning your shows.
- Be prepared to volunteer for any fund raising or outside community events which promote the station.



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Part 5. Your agreement

I have read, understand and agree to adhere to all of the above. I understand that any breach of this agreement may result in 2oceansFM's Disciplinary Procedure being invoked.

Signed by volunteer: _____

Print Name: _____

Date: _____

Signed by your manager at
2oceansFM: _____

Print Name: _____

Date: _____

Note that this agreement is in honour only and is not intended to be a legally binding contract of employment.

Reviewed, updated and ratified by the Radio Sub-Committee August 2017