

## **PRINT RADIO TASMANIA VOLUNTEER POLICY**

### **Background**

Volunteer means an individual who offers their services, skills, and experiences of their own free will to perform agreed tasks, outside of those designated for paid staff, for no financial reimbursement.

Volunteering means time willingly given for the common good and of the volunteer's own free will and without coercion; for no financial payment; and in designated volunteer positions only.

### **Purpose**

The purpose of this policy is to articulate the framework that ensures volunteering at Print Radio Tasmania (PRT) is guided by fair and consistent principles and procedures that provide a positive experience and outcomes for volunteers, visitors and staff at PRT.

### **Scope**

This policy applies to all volunteers taking part in PRT volunteer roles and staff supervising and/or working with volunteers at PRT.

This policy includes, but is not limited to:

- Legal and regulatory responsibilities
- Volunteer roles at PRT
- The recruitment, supervision, management, and termination/resignation of volunteers

### **POLICY Statement**

Volunteering Australia defines volunteering as 'time willingly given for the common good and without financial gain'. We recognise and value the unique skills, experiences, insights, and energy that volunteers bring to PRT.

Volunteers help PRT to improve its capacity and deliver greater value to its audiences and community. PRT will utilise volunteers in ways that enhances their experiences and complies with legislation and duty of care.

The National Standards for Volunteer Involvement (2015) were developed by Volunteering Australia to guide and assist organisations when involving volunteers in unpaid but meaningful, relevant, and useful activities. PRT is committed to continuous improvement of its volunteer management practices, aligned with the Standards.

## **Volunteer roles**

Volunteer hours and attendance times will be negotiated between the volunteer and their supervisor based on the requirements of the role and the availability of the volunteer. The maximum regular commitment by a volunteer will be capped in line with Volunteering Australia guidelines at 16 hours per week.

All core work at PRT is carried out by paid staff. Volunteers make a valuable contribution to PRT by undertaking value-added tasks that would not be delivered by us if not carried out by volunteers. Volunteers do not replace staff or carry out the work of paid staff.

## **Recruitment and selection**

Recruitment of volunteers is coordinated by a staff member at the Station in discussion with management. The staff member supervising volunteers is responsible for interviewing and selecting candidates to meet the requirements of the volunteer role.

In accordance with its policies and legislation, PRT embraces diversity and values the unique contributions of all people regardless of gender, race, ethnic origin, age, religion, sexual preference, marital status, pregnancy, disability, or carer responsibility. We are committed to providing an environment free of harassment and discrimination.

Volunteer roles may be promoted via our website and through a range of volunteering recruitment and community organisations.

All volunteer applications are considered on a merit basis. Assessment of suitability includes relevant experience and competencies that demonstrate the ability to achieve agreed outcomes, and capacity to attend at agreed times. Reference checks, Police Background and/or Working with Children checks may be conducted as part of the assessment process.

Any possible conflict of interest a volunteer may have will be openly declared and satisfactorily resolved as soon as possible between the volunteer and PRT.

We have the right to offer or withhold an offer of a volunteer placement to any applicant at their discretion and without explanation. The offer of a volunteer role at PRT is in no way a commitment to an offer of a future paid role at the Station.

## **Responsibilities of volunteers**

As part of the recruitment process and prior to commencing as a volunteer, volunteers may be required to:-

Participate in interviews, induction, and training;

Acknowledge and agree to PRT's Volunteer Agreement, and all relevant policies and procedures;

Cooperate with PRT in any action it considers necessary to maintain a safe working environment; and,

Ensure the privacy and confidentiality of any information to which they have access is maintained.

## **Supervision, support, and development**

Staff managing volunteers are responsible for the appropriate request to engage and manage volunteers, in accordance with this policy and associated procedures.

Volunteer supervisors assigned to supervise, and coordinate volunteers will ensure that volunteers are supported in their role, in accordance with this policy and related procedures.

## **Performance and conduct**

If there are concerns with a volunteer's performance or behaviour, these will be addressed by their supervisor according to PRT policies and procedures.

## **Termination and resignation**

Termination of volunteers may be necessary where it is determined a volunteer:-

1. Fails to adhere to the Volunteer Agreement and all relevant policies and procedures;
2. Does not have the necessary skills for the role.
3. Breaches safety, privacy or confidentiality obligations specified by PRT; or,
4. Breaks the law.

Volunteers are entitled to end their volunteering activities at any time. Upon request, volunteers may be given an appropriate reference detailing their contribution to PRT such as length of hours, range of activities and achievements.

## **Privacy and confidentiality**

PRT respects the privacy and confidentiality of personal information supplied by volunteers.

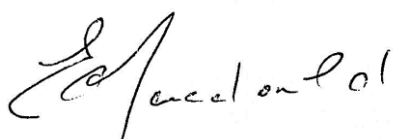
## **Health and safety**

PRT is committed to providing volunteers with a safe workplace.

On commencement, volunteers will be provided with relevant information and guidelines to ensure the maintenance of a safe and healthy workplace along with training and information regarding emergency procedures.

Volunteers are required to report all incidents to their supervisor as soon as possible, as outlined in the incident reporting procedures and guidelines.

Volunteers are expected to comply with the relevant OH&S policies and procedures of PRT.



President  
Print Radio Tasmania Inc.  
Date January 2022