

## 1 PURPOSE

Under its broadcasting licence conditions and the Community Radio Broadcasting Codes of Practice, Sonshine is required to encourage the active involvement and participation of volunteers in the management of and day-to-day operation of the station. The various ways that Sonshine does this is set out in detail in Sonshine's Community Participation Policy. Sonshine values and appreciates the generosity of volunteers who give their time, skills and experience in an unpaid capacity to further the ministry of Sonshine. The purpose of this policy is to:

- 1.1 provide guidance to Sonshine's management team and Volunteer Program Coordinator in relation to the volunteer recruitment and induction process, the supervision of volunteers and the protections that we afford to volunteers; and
- 1.2 set out the expectations that Sonshine has of its volunteers.

## 2 COMMUNITY RADIO BROADCASTING CODES OF PRACTICE

The Community Radio Broadcasting Codes of Practice ("Codes of Practice") are made by the Community Broadcasting Association of Australia in consultation with the ACMA. Sonshine is legally obliged to comply with the Codes of Practice and as an overarching document they will necessarily inform all of Sonshine's Policies.

## 3 POLICY – SONSHINE'S RESPONSIBILITIES

### 3.1 VOLUNTEER RECRUITMENT PROCESS

- 3.1.1 All prospective volunteers must complete the Volunteer Application form which can be found at the link on Sonshine's website: [Become A Volunteer | Community Radio Volunteer Perth \(sonshine.com.au\)](http://sonshine.com.au/Become-A-Volunteer-Community-Radio-Volunteer-Perth);
- 3.1.2 The Volunteer Program Coordinator must review the Volunteer Application form upon receipt and forward the form to the relevant line manager. For example, a prospective volunteer wishing to be involved in event management would be referred to the Relationships Manager. Similarly, a prospective volunteer wishing to be involved in IT would be referred to the Operations Director.
- 3.1.3 If there is currently no capacity for Sonshine to take on a new volunteer, the prospective volunteer must be notified and their name and other details recorded in the volunteer database for possible future engagement.
- 3.1.4 If after receiving a referral and the relevant line manager is interested in meeting with a prospective volunteer, he or she will ask the Volunteer Program Coordinator to arrange a suitable date and time to meet. After meeting, the relevant line manager must communicate with the prospective volunteer as to whether or not their application has been accepted.

### 3.2 VOLUNTEER INDUCTION PROCESS

3.2.1 Upon acceptance as a volunteer and on the volunteer's first day, he or she must undergo an induction program that includes:

- a tour of the station to meet all available managers, staff and any other volunteers in attendance;
- a tour of the building including studios and offices;
- the volunteer being given the Sonshine Induction Pack to read before completing and signing the Volunteer Induction Questionnaire which is then returned to the Volunteer Program Coordinator for filing; and
- an explanation of job expectations, reporting structure and responsibilities.

### 3.3 SUPERVISION OF VOLUNTEERS

3.3.1 Sonshine must provide proper and ongoing supervision of its volunteers as appropriate to their assigned roles including:

- suitable assignment of tasks with consideration given to the volunteer's personal preference, strengths, abilities, education, training and experience;
- Initial and ongoing training for assigned tasks together with clear guidance and direction as required;
- The giving of formal and informal feedback and appropriate recognition.

3.3.2 It is the responsibility of the relevant line manager utilising the services of the volunteer to provide this supervision.

### 3.4 VOLUNTEER RIGHTS & PROTECTIONS

3.4.1 Volunteers are a vital resource to Sonshine and it is important that we encourage and support volunteers to contribute meaningfully to the station. To this end, our volunteers have a right to:

- The same protections offered to paid employees (where relevant) in accordance with Sonshine's policies including:
  - Workplace Health & Safety;
  - Diversity & Inclusion;
  - Bullying, Harassment & Discrimination;
  - Right to Disconnect; and
  - Internal Grievance;
- Appropriate insurance cover, such as volunteer and public liability insurance.
- Be reimbursed for all pre-approved expenditure incurred in the exercise of their functions upon completion of appropriate documentation.

#### 4 POLICY – VOLUNTEER EXPECTATIONS

Sonshine expects that the conduct of volunteers while undertaking their roles align with our station's Christian values and mission and, as such, expect that any person engaged as a volunteer will:

- Have a professional attitude toward his or her volunteering duties;
- Be prompt and reliable in attending to duties on agreed days and times and to notify his or her supervisor if unable to meet commitments;
- Comply with all of Sonshine's policies, standards and procedures;
- Keep information concerning Sonshine's operations and management confidential and not use information obtained while engaged by Sonshine for personal gain or otherwise for purposes outside of the volunteer's duties;
- Not bring the station into disrepute;
- Treat technical and office equipment with due care and notify his or her supervisor of faults, hazards or other problems with equipment; and
- If working on-air, in content creation or in sponsorship:
  - understand and adhere to the Community Radio Broadcasting Codes of Practice and the Community Broadcasting Sponsorship Guidelines; and
  - ensure content does not breach defamation, copyright or privacy laws;

### Document Details

Number	2.3
Name	Policy Name
Owner	CEO
Approved by	Board
Date Version Approved	25/11/2025

### Document Version Control

Version	Version Date	Amendment Details
0	25/11/2025	Original approved Policy

### Related Documents

Document Type	Document Name: ACMA Community Broadcasting Participation Guidelines 2010; Code 3 - The Community Radio Broadcasting Codes of Practice 2025.
Policy	2.1 Community Participation Policy 2.3 Membership Policy
Procedures	PR xx
Work Instructions	WI xx