

Tasman FM Getting Involved Policy (Volunteering and Community Participation)

Tasman Community Broadcasters Association Inc (Tasman FM 97.7)

Policy number	03
Approved by the Committee on	31 August 2026
Responsible person	Station Manager
Review date	31 August 2028

Why this matters

Tasman FM runs entirely on volunteers and values their contribution highly. Our licence and the Codes of Practice require us to encourage and help people in our community to take part in the station and in choosing and making our programs, and to tell the community how their suggestions are used. This policy says how we do that and what volunteers can expect.

Ways to take part

- **Listen and tell us.** Suggestions, requests and feedback are welcome any time by phone, email, social media or at the studio, and each year we ask the community what they want to hear.
- **Become a member.** See the Membership Policy.
- **Volunteer off air:** events, sponsorship, the website, maintenance, administration.
- **Train to present a program,** or join an existing one.
- **Join the Committee** at the Annual General Meeting.

Each year the Station Manager reports to the Annual General Meeting on the suggestions received and what the station did with them.

Becoming a volunteer or presenter

1. **Apply.** Complete the membership application and sign the Code of Conduct and Volunteer Agreement.
2. **Registration to Work with Vulnerable People.** The studio is on the grounds of Tasman District School. Everyone who broadcasts from the studio, or volunteers on the premises, holds current Registration to Work with Vulnerable People (Tas). Apply through Service Tasmania; registration is free for volunteers. The Station Manager sights the card and records the registration number and expiry date at induction, and the volunteer tells the Station Manager if it lapses or is cancelled. No registration, no studio access.
3. **Induction.** The Station Manager takes every new volunteer through the station: the studio, facilities, exits and assembly point, the first aid kit, the hazards and how to report them, the

camera on the premises and its signage, who to go to with a concern, and insurance cover. The volunteer receives and signs for the Code of Conduct, the Anti-Discrimination and Respect Policy and the Health and Safety Policy. The signed Induction Record is kept on file.

4. **Training.** Presenters are trained on the panel using the Studio Broadcasting Form and are supervised until the trainer records them as competent. Every presenter completes the CBAA Codes of Practice eLearning within their first three months.
5. **Starting.** The Station Manager agrees the program, timeslot and expectations with the presenter in writing (an email is enough).

Support and adjustments

The Station Manager is the first point of contact for help, training and problems. We make reasonable adjustments so that people with a disability, a health condition or other needs can take part, in training, in the studio, in timeslots and in how we communicate. Volunteers are covered by the station's volunteer insurance (public liability cover through LCIS, Local Community Insurance Services) and may ask to see the cover.

Stepping back or finishing

Volunteers may step back or finish at any time; please tell the Station Manager so the program schedule can be covered. The station may end a volunteer role only under the Code of Conduct and the Complaints and Disputes Policy and Procedure, and only in writing with reasons. Ending a volunteer role is not the same as ending membership (see the Membership Policy). Station property and keys are returned, and the Station Manager offers an exit conversation.

Our engagement record

The Station Manager keeps, and reports to each Annual General Meeting: the Induction and Training Register (F6) and the signed Induction Records; training forms; the annual community survey and its results; the suggestions received and what was done with them; and the volunteer roster. This is the station's record of how it encourages participation.

Responsibilities

- **Committee:** adopts and reviews this policy, keeps the insurance current, receives the annual engagement report.
- **Station Manager:** inducts, trains and supports volunteers, verifies registrations, keeps the engagement record.
- **Volunteers:** keep their registration current, follow the Code of Conduct, and tell the Station Manager about changes to their availability.

Related documents

Membership Policy; Code of Conduct and Volunteer Agreement; Studio Broadcasting Form; Induction Record; Induction and Training Register (F6); Emergency Notice (F7); Anti-Discrimination and Respect

Policy; Health and Safety Policy; Complaints and Disputes Policy and Procedure; Registration to Work with Vulnerable People Act 2013 (Tas); Community Radio Broadcasting Codes of Practice 2025 (Codes 2.3 and 3).