



FINANCIAL MEMBER INFORMATION POLICY

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About Hills Radio

Hills Radio is the *"Voice of the Adelaide Hills"* providing community based radio to Mt Barker and the Adelaide Hills since it began on 22 August 2014.

The station broadcasts 24/7 within the council designated areas of Mt Barker District Council and Adelaide Hills Council. This forms an approximate 40 kilometre radius from the Echunga transmitter, from Crafers to Callington, Mt Pleasant to Meadows. As well as tuning in to 88.9FM, Hills Radio can be heard live by streaming from the website or by downloading our app.

The station provides a voice for local residents and a connection to other Hills communities. It complements the local print media and extends the community spirit.

Hills Radio patrons can expect to hear a wide range of music, engaging discussion, community news, sport, weather reports and emergency warnings. Individuals, organizations, clubs, local government and council bodies can get their message out to the community. Through structured programs, listeners and community members are invited to communicate their concerns and issues, promote their events, become involved and interact with this exciting medium.

The Structure of Hills Radio

Hills Radio is a not-for-profit incorporated body and a registered charity. This means that the station operates in and for the community and is not driven by corporate imperatives. It does not depend on being tied to the latest trend in music.

The station is run by an enthusiastic group of approximately 70 dedicated volunteers. Their role may be as a studio presenter, administration assistant, production assistant, music librarian, technical assistant or a combination of these.

The General Manager is a paid full time employee who is responsible for the overall management and maintenance of the station. Hills Radio also employs part time staff in production, sponsorship and bookkeeping.

The Board of Directors consists of station volunteers and community members who meet regularly to provide direction and make decisions about the running of the station.



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Administration	info@hillsradio.com.au	8391 3885
Production	production@hillsradio.com.au	
Board of Directors	board@hillsradio.com.au	
Chairman <i>Richard Bridge</i>	Vice Chairman <i>Shawn Hutchinson</i>	Secretary <i>Michelle Tamblyn</i>
Treasurer <i>Mark Newman</i>	<i>Rod Cooper</i>	<i>Karen Shinnick</i>
<i>Tim Walsh</i>		

The Objectives of Hills Radio

Hills Radio aims to:

- Operate as a non-profit organisation.
- Provide a professional standard of radio that is relevant and responsive to the needs of Hills' residents, community groups and people living in the Adelaide Hills region.
- Broadcast programs of news, current affairs, discussion of social issues, contemporary popular music and provide a medium for expression of opinion in a format which appeals to the greater proportion of Hills' residents and community groups living in the Adelaide Hills.
- Stimulate thought, debate and discussion on the issues affecting Hills' residents and community groups through programs presented and produced.
- Promote the achievements of Hills' residents and community groups and improve community understanding of their concerns and aspirations.
- Provide assistance to community groups within the Adelaide Hills Region.
- Improve the conditions of community life for Hills' residents and community groups.
- Promote the benefits of Hills Radio broadcasting.
- Participate in the benefits of public broadcasting and to exercise any of the powers and authorities granted by such a license, and to apply to the Australian Communication and Media Authority (or whichever government department is responsible at the time) for a broadcast license to service the area known as the Adelaide Hills.

Mission Statement

Hills Radio, through the process of ongoing evaluation, will foster an environment of harmony, be active and vocal in the community and create a voice that is authentic, unique and accessible to all.

Vision Statement



Hills Radio will strive to be outstanding, uplifting and a community radio station for all in the Adelaide Hills and Mt Barker regions.

This document sets out Hills Radio'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.

Principles of Volunteering at Hills Radio

Hills Radio 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, including:

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

We aim to treat all our volunteers equally, with respect and trust, and to provide a safe, enjoyable and fulfilling workplace. We will endeavour to provide a working environment that is flexible in order to allow our volunteers to gain the benefits they wish from volunteering.

Conversely, we expect our volunteers to act professionally and in good faith towards our station at all times. 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, our station and the community we serve.

The undertaking of volunteering should be:

- of benefit to the community and the volunteer
- of the volunteer's own free will and without coercion
- for no financial payment
- in designated volunteer positions only

Volunteering is a vehicle for individuals or groups to address human, environmental and social needs and volunteers do not replace paid workers nor constitute a threat to the job security of paid workers.



The Principles of Financial Membership

In accordance with Section 5 of the Constitution, Hills Radio offers two classes of membership:

- Full Member – entitled to full voting rights and active participation in the running of the station
- Subscriber Member – no voting rights or active participation in the running of the station

Full Membership Process

- Interview with the General Manager and Administration Manager
- Completion of Membership, Volunteer Registration and Volunteer Worker Agreement forms
- Submission of a satisfactory National Police Check
- Payment of annual Membership fee - \$60.00 (full), \$50.00 (concession)
- Board of Director's approval
- Entry into Financial Membership Registry
- Induction and receipt of Financial Member Information Policy

Subscriber Membership Process

- Completion of Subscriber Membership form
- Payment of annual Subscriber Membership fee - \$20.00

Hills Radio may accept or reject a membership application whether the applicant has complied with the requirements as set out in the By-Laws (Section 1.2) or not.

In accordance with Section 1.6 of the By-Laws, Hills Radio may reject membership if:

- • There are reasonable grounds to believe the applicant will not abide by the Constitution and/or station rules; or
- Where applicants are employed or volunteer at competing broadcasters, radio stations or internet based streaming services; or
- • There are reasonable grounds to believe that the applicant will not abide by the ACMA's Code(s) of Practice; or
- The applicant has been or is to be convicted of an indictable offence; or
- • The Board has reasonable grounds to believe the applicant poses a risk of theft or damage to station property or personnel.

In accordance with Section 2 of the By-Laws an applicant may appeal against a rejected membership application.

Participation Guidelines and Entitlements

Financial Members of Hills Radio are entitled to –

- Be involved in discussion and decision making
- Attend and vote at meetings
- Nominate for membership of boards and committees



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- Participate in boards and committees
- Propose items of business for general meetings
- Submit a notice of motion to a general meeting

Affiliated Organisations

ACMA - Australian Communications Media Authority – is a statutory authority tasked with ensuring that telecommunications, broadcasting, radio communications and the internet work for all Australians through various legislation, regulations, standards and codes of practice.

CBA – Community Broadcasting Association of Australia – provides stations with guidance, support and expertise on many different aspects of community broadcasting. CBA is a go-to source for information, knowledge and advice. All Hills Radio members are encouraged to visit the website and explore the many resources offered.

AMRAP – Australian Music Radio Airplay Project – is a service for musicians and broadcasters which distributes new Australian music to community radio stations nationwide via Airlt and helps broadcasters promote music on air and online. Hills Radio has an Airlt account but members can apply for a free personal Airlt account to access music for their own program.



The Rights and Responsibilities of Volunteers at Hills Radio

Volunteers at Hills Radio 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 organization 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.
- 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 recognized.
- Have training provided that will enable participation at the station at a variety of levels.

Volunteers at Hills Radio have the **responsibility** to:

- Have a professional attitude towards your voluntary work.
- Be prompt, reliable and productive with regard to commitments and agreements made with Hills Radio.
- Notify the appropriate person if unable to meet commitments.
- Accept and abide by station rules.
- Understand and adhere to the Community Radio Codes of Practice 2008 and maintain familiarity with broadcast laws such as defamation law and the Broadcast Services Act 1992.
- Not represent Hills Radio publicly or commercially unless prior arrangement has been made.
- Not bring into disrepute the operations, management, staff or other volunteers of Hills Radio.
- Treat technical equipment with due care and respect and to notify technical staff of faults and problems.



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- 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 Hills Radio 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 Hills Radio 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.



The Rights and Responsibilities of Hills Radio towards Volunteers

Hills Radio has the **right** to:

- Expect your cooperation in working to uphold and maintain the station's mission statement, the station charter and program policies.
- Expect you to be familiar with the laws relating to broadcasting, station policies and procedures.
- Expect you to be prompt, reliable and productive with regard to commitments and agreements made.
- Have confidential information respected.
- Make a decision, in consultation with you, as to where your services and skills would best be utilized.
- Make decisions which may affect your work.
- Make programming decisions in accordance with programming policies and procedures.
- Develop, implement and enforce rules, policies and procedures for all aspects of station operation.
- Develop and maintain all property and residence of the station.
- Provide you with feedback to enhance your programming and broadcasting development.
- Expect clear and open communication from you at all times.
- Suspend or dismiss you in accordance with station policies and procedures due to contravention of station rules.

Hills Radio has the **responsibility** to:

- Provide you with a work environment which embraces the principles of access and equity.
- Value the importance of your role within the organization; placing you in an appropriate, suitable position and environment.
- Give you appropriate tasks in accordance with your strengths, abilities, training and experience.
- Provide you with training so that you can expand your expertise and abilities.
- Acknowledge your contribution to the station and provide you with the appropriate recognition and/or rewards.
- Ensure staff have the appropriate skills required to work with you.
- Provide adequate opportunities for formal and informal constructive feedback.
- Provide you with information regarding any activities or changes at the station which may affect your work.
- Consult with you (where possible and practicable) on issues that may affect your work.
- Ensure that all station democratic processes are adhered to and that you are consulted in major decision-making processes.
- Ensure that you are aware of station democratic processes and are encouraged to



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participate in them.



Constitution, By-Laws, Policies, Procedures and Forms

The Hills Radio Constitution & By-Laws, policies, procedures and forms are available to volunteer members electronically by request to administration at info@hillsradio.com.au or by obtaining a hard copy from the office.

- Anti-Discrimination, Sexual Harassment and Equal Employment Opportunity Policy
- Community Radio Codes of Practice 2008 (CBAA)
- Conflict of Interest Policy
- Electrical Safety Policy
- Financial Member Information Policy
- First Aid Policy
- Gender Equality in the Workplace Policy
- Internet and Email Use Policy
- Performance and Misconduct Policy
- Personal Grievance Policy
- Rights and Responsibilities of Volunteers and Hills Radio
- Social Media Policy
- Sponsorship Policy
- Vehicle Safety Policy
- Work Health and Safety Policy
- Workplace Bullying Policy
- Workplace Drug and Alcohol Policy
- Emergency Evacuation Policy and Procedures
- Manual Handling/Ergonomics Procedure
- Purchasing Procedure
- Record and Document Control Procedure
- Risk Management Procedure
- Safe Use of Ladders Procedure
- Hazard Report Form
- Incident/Injury Report Form
- Induction Form
- Membership Form
- Membership Renewal Form
- National Police Check Application Form
- Podcast Agreement Form
- Subscriber Form
- Volunteer Induction Form
- Volunteer Registration Form
- Volunteer Worker Agreement Form



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Volunteer Member Information

Variations

Hills Radio reserves the right to vary, replace or terminate this policy from time to time.

Workplace Participant Acknowledgement

I acknowledge:

- *having received, read and understood the Financial Member Information Policy*
- *that I will comply with the Policy; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

Member name: _____

Signed: _____

Date: _____