



Lambing Flat Community Broadcasting Inc.  
44A Lovell Street  
YOUNG NSW 2594  
Ph: 02 6382 7200  
E: [yyradio@westnet.com.au](mailto:yyradio@westnet.com.au)

## VOLUNTEER APPLICATION FORM

Please return the completed form to the station for approval by the Management Committee. An interview and introduction to the station will be arranged in order of applications received. If you have any queries, please ask to speak to the Volunteer Coordinator or phone 6382 7200 during office hours. Monday to Friday 9.00am – 12.00pm.

**Name**.....

**Address**.....

**Tel (H)**..... **Tel (M)**.....

**Email**.....

Current Occupation/Activity.....

Previous experience or special skills.....

What area of 2YYY would you like to work in?

Off Air: Circle what type of volunteer work you wish to do:

- Reception
- Computer entry including library
- Station maintenance
- Fundraising and/or promotions
- Technical assistance

On Air: Circle areas of interest and list details where indicated:

- Music – indicate type or genre.....
- Talks – indicate subject.....
- News or sport
- Pre-production including voice overs.

Availability times:

- Weekdays (indicate times).....
- Weekends (indicate times).....

I acknowledge that Lambing Flat Community Broadcasting Inc. has made available to me and I have read and accept:

1. The Station Policy and Procedures
2. Community Broadcasting Code of Practice
3. I will treat all other volunteers, guests, staff and Committee of Management members with consideration and respect and will not discriminate based on race, religion, age, gender or mental or physical ability.
4. I acknowledge the Incorporated Body provides the facilities that enable me to work in a community radio station as a volunteer.
5. I will conduct my work for the Incorporated Body in the spirit of the rules and objects, policy and procedures of the Incorporated Body.
6. I acknowledge that the Incorporated Body encourages live broadcasting at all times if possible, however some programs may be pre-recorded.
7. I agree to comply with the Community Broadcasting Code of Practice and the Broadcasting Services Act, and I will accept all liability attached to the Co-operative caused by my breach of such code or Act
8. I accept responsibility for the content of my program and so far, as it is possible for me to do so, I agree to comply with the laws relating to defamation, libel, slander, obscenity and contempt of any court of law.
9. I agree to accept directions and decisions made by the Committee of Management of the Incorporated Body on program content, presentation, technical quality, on air conduct, access to radio station premises, use of the Incorporated Bodies equipment and property, strategic planning, risk management and Occupational Health and Safety.
10. In relation to transmission of my program I present I agree to:
  - a. Be at the radio station and ready to present the program at least **15 minutes prior** to broadcast time.
  - b. Make myself aware of the program content I am to present.
  - c. Make a commitment to complete my allocated shift for the entire length of the program.
  - d. Notify the Roster Manager in person or by telephone contact at least 24 hours prior to broadcast time if I am unable to present my program on a particular day, except in an extreme emergency.
  - e. Provide a replacement presenter, approved by the management if required, or provide a pre-recorded program at least 24 hours prior to broadcast time if possible.
  - f. If a volunteer is deemed to require a carer or responsible adult with them as part of their signed volunteer agreement, or if the Committee of Management deems it necessary, they shall not proceed to be in the premises alone while broadcasting their allocated time slot.
11. I will comply with any reasonable changes in broadcast times as required by Management.
12. I will inform the Committee of Management, within 48 hours, of becoming aware of any complaint concerning my program or any incident that may lead to a complaint.
13. I acknowledge that my program will be recorded for future reference by the Incorporated Body and remains the property of the Incorporated Body. Such programs may be sold or broadcast to other outlets with the permission of the Committee of Management of the incorporated Body.
14. I accept that the Incorporated Body will take every care with recorded material left by me at the station but cannot accept any responsibility for loss or damage.
15. I will treat the radio station equipment, property and facilities with due care.
16. I will not move or remove any radio station equipment or property, including any recordings, whether on tape, records or CD's etc. from or within the radio station premises without prior consent from the Management.
17. I will use the radio station equipment and facilities for the production and preparation of my program and for no other reason without the prior consent of the Management.

- 18 I will not make any commercial and/or promotional representations on behalf of the Incorporated Body, to any person or organisation without prior authority from the Committee of Management of the Incorporated Body.
- 19 On arrival at the radio station premises, I will read all notices placed on the Notice Board and check for personal notices in my folder.
- 20 I will attend regular volunteers' meetings as arranged by Management.
- 21 I will attend to any training deemed necessary by Management.
- 22 I will pay any subscriptions by the due date, or make arrangements to pay any outstanding monies with Management by the due day.
- 23 All volunteers and visitors are bound by 2YYY 92.3FM Policy and Procedures in taking reasonable care for their own health and safety. The Committee of Management will take all due care to provide a safe working space by;
  - a) Acknowledging the concept of dignity of risk ie: Volunteers attending station premises by their own choice.
  - b) If a volunteer is deemed to require a carer or responsible adult with them as part of their signed volunteer agreement, or if the Committee of Management deems it necessary, they shall not proceed to be in the premises alone while broadcasting their allocated time slot.
  - c) Take reasonable care of the health and safety of others.
  - d) Requiring volunteers to follow any reasonable instructions or procedures given by the Committee of Management.
  - e) Any incident relating to physical injury or physical station property, facilities or equipment must be reported to the Volunteer Co-ordinator in the first incidence.
  - f) In the event of any injury involving a volunteer an incident and injury report must be completed as soon as possible and forwarded to the Secretary for tabling at a Committee of Management meeting.
  - g) In the event of any damage occurring to station property, facilities or equipment a damage incident report must be completed forwarded to the Secretary for tabling at a Committee of Management meeting.

21. It is understood that failure to observe the above conditions could result in my suspension or dismissal from the radio station as explained in pages 13 to 14 in the 2YYY 92.3 FM Policy and Procedure.

I have read and agree with 2YYY FM92.3 Volunteer Rights and Responsibilities form:

Signed: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date: -----/-----/-----

Committee of Management signature: \_\_\_\_\_

Date: -----/-----/-----

**Presenters are reminded that “on air time” is allocated according to the needs of the radio station and that no presenter owns a time slot allocated to them for any program. Remember that your program is a privilege not a right.**

Thank you.  
 Lambing Flat Community Broadcasting Inc.  
 ABN 19 884 672 898