

Rhema FM Tamworth Policy: Staff

Background

Rhema FM Tamworth is a community radio station, which relies largely on the efforts of our staff to maintain operations. Staff includes both paid and unpaid positions within the association. Rhema FM Tamworth is essentially a volunteered based and operated radio station. These responsibilities outlined in this document specifically apply to all staff.

Our staff come from a wide range of backgrounds and become involved for different reasons, including:

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

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

Conversely, we expect our staff 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.

Purpose

This document sets out Rhema FM Tamworth's policy on the responsible management of our staff. The policy's purpose is to provide a clear statement about the roles and responsibilities of all staff and our station.

Principles of Staff Involvement

Staff involvement:

- benefits the community and the staff member,
- is always a matter of choice,
- is an activity that is unpaid and not undertaken for the receipt of salary, pension, government allowance or honorarium,
- is a legitimate way in which citizens can participate in the activities of their community,
- is a vehicle for individuals or groups to address human, environmental and social needs,
- does not replace paid workers nor constitute a threat to the job security of paid workers,
- respects the dignity and culture of others,
- promotes equality.

The responsibilities of Rhema FM Tamworth and its Management

Staff Matters

Rhema FM Tamworth has the responsibility to:

- instruct staff about the organization, its policies, people and programs
- ensure clear and open communication from management and staff at all times
- give appropriate orientation, introduction and provision of information about new developments
- allow staff to undertake their activities without interruption or interference from management, staff or other staff members
- make a decision, in consultation with staff, as to where their talents and skills would best be utilized
- make decisions which may affect the work of staff
- ensure all staff are treated equally and without prejudice by management and co-workers
- provide suitable assignment with consideration for personal preference, temperament, abilities, education, training and employment
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- recognize staff skills and talents and appropriately assess them for service within the station
- provide training and opportunity that will enable participation in accordance with your strengths, abilities, training and experience

Station

Rhema FM Tamworth has the responsibility to:

- maintain the Christian nature and ethos of Rhema FM Tamworth
- make programming decisions in accordance with programming policies and procedures
- develop, implement and enforce rules, policies and procedures for all aspects of station operation

Communication

Rhema FM Tamworth has the responsibility to:

- ensure clear and open communication from staff to the station and its management at all times
- provide adequate opportunities for formal and informal constructive feedback,
- give appropriate orientation, introduction and provision of information about new developments
- provide sound guidance and direction in the workplace
- give advance notice (where possible) of changes which may affect staff e.g. their work (such as programming changes)
- ensure that all staff are able to be heard, to feel free to make suggestions and to be given respect for their honest and constructive opinion

Work Place Issues

Rhema FM Tamworth has the responsibility to:

- provide you with a work environment which embraces the principles of access and equity
- ensure that all station democratic processes are adhered to and that you are consulted in major decision-making processes
- suspend or dismiss staff in accordance with station policies and procedures due to contravention of station rules
- ensure the place of work complies with statutory requirements in regard to equal employment, anti-discrimination legislation, the Commonwealth Racial Discrimination Act 1975 and occupational health and safety standards
- maintain appropriate insurance cover such as volunteer and public liability insurance ensure appropriate grievance procedures in the event of a dispute and, if necessary, mediation or arbitration to assist with resolving the dispute
- give written notification and reasons for suspension or release of services

The responsibilities of staff at Rhema FM Tamworth

Staff Matters

A staff member has the responsibility to:

- have a professional attitude towards your work.
- be cooperative in working to uphold and maintain the station's mission statement, the station charter and program policies,
- be prompt, reliable and productive with regard to commitments and agreements made with Rhema FM Tamworth,
- notify the appropriate person if unable to meet commitments,
- ensure that the station has your current contact details,
- accept and abide by station rules,
- understand and adhere to the Codes of Practice and maintain familiarity with broadcast laws such as defamation law and the Broadcast Services Act 1992
- have a realistic appreciation regarding your personal preference, temperament, abilities, education, training and employment toward your role and responsibilities within Rhema FM Tamworth
- 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

Station

A staff member has the responsibility to:

- not to represent Rhema FM Tamworth publicly or commercially unless prior arrangement has been made,
- not to bring into disrepute the operations, management, staff or other staff members of Rhema FM Tamworth,

Communication

A staff member has the responsibility to:

- treat technical equipment with due care and respect and to notify technical staff of faults and problems,
- only use station resources and equipment in carrying out work for Rhema FM Tamworth and not for personal or private purposes,

Work Place Issues

A staff member has the responsibility to:

- contribute to the achievement of a safe, tolerant and equitable working environment
- respect your co- workers and work to ensure that Rhema FM Tamworth is a safe work place for everyone,
- respect confidential information