

Curtin FM 100.1 Volunteer Policy

Curtin FM relies on its volunteers in on and off air roles to enable it to operate 24/7. Volunteers must become familiar with the [Community Broadcasting Codes of Practice](#), the University's [Code of Conduct](#) and the Station manual. Important information is also provided in training.

Volunteer roles include:

- On-air presenter
- Producer
- Researcher
- Administrative support

Curtin FM recruits volunteers via on-air announcements or the website. Volunteers receive training.

Responsibilities

All Curtin FM volunteers are considered University Associates, which ensures appropriate levels of insurance, a safe workplace and that they have the same rights and responsibilities as a paid Curtin FM/University staff member.

As part of Curtin University, Curtin FM 100.1 upholds values of the University:

- Integrity: to act ethically, honestly and with fairness
- Respect: to listen, value and acknowledge
- Courage: to lead, take responsibility and take action
- Excellence; To strive for excellence in all that we do
- Impact: to empower, enable and inspire

Volunteers must adhere to the University's Code of Conduct which supports the Stations/University's values, and can expect the same level of behaviour from staff, other volunteers and the University. The [Code of Conduct](#) provides clarity and guidance about ethical behaviour including:

- Intellectual Freedom
- Personal and Professional Behaviour
- Conflicts of Interest/Gifts, Benefits and Hospitality
- Communication and Use of University Information
- Recordkeeping
- Fraudulent, Corrupt and Criminal Behaviour
- Use of University Resources

Volunteers are provided with a copy of the Code of Conduct and must complete online courses to ensure ongoing compliance with this and other University policies.

All volunteers become University Associates for an initial period of one year.

Engagement with volunteers

Curtin FM encourages all feedback. The Station has a Volunteer Coordinator who coordinates volunteers' rosters and is a conduit for feedback, both positive and negative. Station management also meets regularly with all volunteers to provide information and receive feedback.

Curtin FM has a volunteer representative on the Curtin FM Advisory Board (a two-year appointment). The Station distributes confidential feedback surveys and provides results to the Board and volunteers.

The Station holds functions to recognise the efforts and support of volunteers.

Volunteer Cessation

A volunteer may cease to provide their services to Curtin FM by advising the Station Manager in writing that they will no longer be volunteering at the Station.

Volunteer Termination

Curtin FM may terminate or dismiss a volunteer following review and consideration of all relevant factors by the Station Manager, on the basis of:

- Unsatisfactory work performance including absenteeism
- Inability to undertake required tasks and responsibilities
- Misconduct including: negligence in the performance of a volunteer's duties; refusal to carry out a lawful and reasonable instruction; a breach of the University's Code of Conduct, policies, regulations or procedures; or a breach of the Australian Communication and Media Authority's rules and regulations for community radio stations.
- Serious misconduct including conduct of a kind which includes but is not limited to: wilful or deliberate misbehaviour or conduct that causes an imminent and serious risk to the health and safety of another person or the environment; theft; fraud; assault; intoxication; or circumstances where the volunteer has engaged in repeated misconduct; or a serious breach of University or Station policies and procedures.

Termination Procedures

- Except in the case of serious misconduct, prior to termination the Station Manager will take all reasonable steps to support an individual to change behaviours or personal circumstances, which may lead to termination.
- All termination discussions will be conducted by the Station Manager and the impacted volunteer should be offered the opportunity to have a support person attend the meeting with them.
- The Station Manager will outline the reasons for termination and the date from which the termination will take effect.

- The discussion will be conducted confidentially and in a professional manner aligned with Curtin's value of respect.

Appeal procedures

- Any volunteer who wishes to appeal the Station Manager's decision can do so by emailing the Director, Strategic Communications or by contacting Curtin University's [Integrity and Standards Unit](mailto:ISU-CaseManagement@curtin.edu.au) (92669184 or via email ISU-CaseManagement@curtin.edu.au).
- All appeals will be considered in a professional manner aligned with Curtin's value of respect.

This policy has been developed in accordance with the Community Radio Broadcasting Codes of Practice.

Last updated June 2021