

Curtin FM 100.1 Community Participation Policy

This policy outlines the methods Curtin FM uses to ensure appropriate levels of community participation across its operations.

- Promote the Station's community service announcement program on air, online and via social media.
- Curtin FM will contact all organisations involved in the program each year to seek feedback.
- Liaise with Curtin University to ensure that the Station promotes educational initiatives to the broader community. Primary initiatives are:
 - On air promotion of University initiatives including research programs.
 - Media training for academic staff so they can participate in Curtin FM programming and engage with other media outlets.
 - Interviews with academic staff to inform and educate listeners and promote lifelong learning.
- Promote relevant organisations including not-for-profits, community based organisations and members of the education community.
- Conduct a confidential volunteer survey every two years to gather information/opinions about the Station's operations and areas for improvement.
- Survey listeners via a web form every two years to gain feedback on music and programming.
- Engage a market research company twice a year to identify the size, demographic characteristics and interests of the Station's listeners.
- Conduct a Station open day, incorporating a membership/subscriber and volunteer drive, to coincide with the Curtin University Open Day.

This policy is a summary of the key elements of the Station's Community Consultation Strategy and a Structured Engagement Program to ensure ongoing community participation in all of its operations.

Community participation in programming

Curtin FM each year will actively promote submissions from listeners regarding new programming ideas and initiatives, for both new programs and/or a new segment within an existing Curtin FM program.

This will occur via on air promotions for a period of three months directing listeners to a newly established specific page on the Station's website.
(www.curtinfm.com.au/community-submissions)

This on air promotion will be ongoing and the web page will remain open for a period of three months in order for submissions to be considered for possible inclusion into Curtin FM 100.1 programming. The submissions will be received directly by the Station Manager.

The program and/or segment submissions will then be considered by a Station programming committee that will consist of the Station Manager, Music Director and three volunteer presenters who will assess the submissions.

The Committee will undertake a comprehensive evaluation process considering a number of factors (e.g. suitability, sustainability and relevance to Curtin FM, existing on air opportunities etc.)

Participants will be notified of the success or otherwise of their submission within eight weeks of the three month submission period closing.

Community membership of the Curtin FM 100.1 Advisory Board

The Advisory Board terms of reference gives community members the opportunity to express an interest in at least two positions on the Board to serve a term of up to 3 years.

This will occur via the following process as Board vacancies occur:

- The Station's website will provide prospective Board members the terms of reference of the Advisory Board
- The Station will issue a call for nominations both on air and via social media referring people to the website to complete a nomination form
- Nominations will be open for one month
- Key questions that will need to be addressed include:
 - Why they are interested in joining the board and their knowledge of Curtin FM
 - Their existing community involvement – volunteering, other Board memberships, involvement with community and not for profit organisations
 - Ability to attend quarterly Board meetings at Curtin FM
- Nominations will be assessed by a sub-group of the Board with interviews held with highly ranked potential candidates. Referees may be sought at this point to assist with selection

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

Last updated February 2022