



## 3MDR Presenter Agreement 2026/27

It is a privilege to be a volunteer presenter at 3MDR; to connect with your local community in a very real and immediate way.

This Agreement outlines the legal responsibilities and obligations pertaining to the Volunteer Presenter role.

A Volunteer Presenter must be a 3MDR member and agree to abide by the 3MDR Programming Policy and Rules of Association (see below).

3MDR will provide facilities, training, infrastructure, and a safe working environment that enables volunteer broadcasters to work in a vibrant community radio station.

### Organisational Values

3MDR members, volunteers and staff must at all times act in accordance with the organisation's values.

3MDR is:

- Inclusive and representative of our diverse community;
- Responsive to our community;
- Respectful to all;
- Committed to giving unheard people in our community a voice, championing creativity, and promoting environmental sustainability.

### Responsibilities

As a Volunteer Presenter I agree to meet my legal responsibilities.

I understand that there are standards for community radio that are built into a legal framework that I am required to comply with including:

- [The Community Radio Association of Australia's \(CBA\) Codes of Practice](#)
- 3MDR [Rules of Association](#)

I understand that 3MDR has policies in place that are aligned with our license agreement to ensure good governance. I confirm that I have read these policies and agree to abide by them:

- [Programming Policy](#)
- [Complaints Handling Policy](#)
- [Volunteering Policy](#)
- [Internal Conflict Resolution Policy](#)
- [Child Safety Policy](#)
- [Diversity Policy](#)

I understand that the Forest Park Homestead is located on Department of Education property which requires me to comply with regulations including:

- A strictly no smoking policy on the premises and grounds. I understand that I am responsible for ensuring that I, and my guests, comply with this policy. I understand that breaches of this rule puts 3MDR's lease at serious risk and will result in the immediate termination of my show; and
- If I am over 18 years of age, I must have a current Working with Children Check.

Where a presenter, or co-presenter, is non-compliant with the Codes, Rules and Policies, they will undergo disciplinary procedures with the 3MDR Station Manager which may result in suspension or cancellation of their show/s.

### **3MDR's Obligations to Presenters**

3MDR staff and Committee of Management must:

- Provide volunteers with the necessary training including opportunities to improve their skills;
- Respect all volunteers' privacy at all times and protect sensitive information;
- Provide a safe, inclusive and respectful working environment;
- Maintain station premises and equipment; and
- Provide clear and effective communication about changes in policies or procedures

### **Presenter's Obligations to 3MDR**

As a Volunteer Presenter I agree to meet my station obligations.

I understand that I need to do the following outside my show and show preparation time:

- Attend quarterly volunteer in-person meetings or submit an apology for non-attendance;
- Volunteer a minimum of 4 hours per year to support 3MDR events and activities;
- Complete training courses (online or in person) as and when required by 3MDR;
- Implement any new operational procedures introduced by the Committee of Management or 3MDR staff; and
- Undertake regular assessment to ensure that my skills are current and that station standards are maintained.

I understand that I am obliged to undertake the following during my show:

- Comply with copyright when obtaining music or audio, eg interviews, for broadcast. I will not play music I do not own which includes the use of streaming services such as : Spotify, YouTube and Apple Music;
- Promote station events and station fundraising activities ie: Radiothon and End of Financial Year donation drive;
- Incorporate station endorsed key themes, such as NAIDOC Week, AusMusic Month and International Women's Day, into show design; and
- Broadcast scheduled announcements as close to the half hour as possible. These include Sponsorship Announcements, Community Service Announcements, Station Announcements and Show Promos.

I understand that I must use 3MDR assets, including funds and equipment, in an authorised, efficient and appropriate way. This includes:

- respecting all studio and office equipment and preventing misuse; and

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- reporting damage to assets.

I understand that good studio etiquette shows respect and ensures smooth operations, ensuring that:

- I, and my guests, sign the attendance register on arrival and departure at the station. This is required in order to meet OH&S and insurance requirements;
- Finish my show on time;
- Be as quiet as possible during set-up and pack-up to minimise disruption and background noise leaking to the on-air show;
- Negotiate smooth handover with presenters whose shows precede and follow my show, within the same studio or between the two studios as the case may be;
- If I'm not able to do my show due to a clash with another event or circumstance, I will find a replacement presenter, or provide pre-recorded show content; and
- If I am unable to do my show in case of an emergency or illness, I will contact the 3MDR office as soon as possible and notify the presenters hosting shows before and after mine as a courtesy.

## **Conduct**

All 3MDR members, staff and volunteers must maintain the highest levels of respectfulness, in their interactions with each other, and when representing 3MDR and interacting with listeners, subscribers, sponsors and the wider community.

Relationships will be maintained in a manner consistent with the principles of:

- courtesy and respect for others;
- integrity and fairness;
- taking responsibility for one's actions and being accountable for the consequences;
- having regard for interests, rights, safety and welfare of others;
- acting honestly, cooperatively and being trustworthy; being fair and unbiased; and
- promoting a positive image of 3MDR.

3MDR members, staff and volunteers must not tolerate or participate in behaviour that is inconsistent with these principles.

Any 3MDR members, staff and volunteers must not use their position or association with the station for personal, material or financial gain, or the appearance of potential gain.

## **Program Conditions**

I must abide to the following program conditions:

- I understand that I must not use my program at 3MDR as a platform for personal gain or excessive personal promotion;
- 3MDR programs are a maximum of two hours;
- A program extension beyond two hours must be approved by the Programming Working Group;
- Extended programs, or presenters hosting multiple shows, may have to relinquish the additional timeslot or program, depending on grid demand placed by new applications;
- Program renewal is due annually. The Station Manager will notify Volunteer Presenter of their renewal status by email; and
- Discontinuing shows will be given 4 weeks notice.

By signing or typing my name below, I understand & accept all 3MDR Volunteer Presenter responsibilities, station obligations and Program Conditions as outlined above.

Name:

Signature:

Date:

If I am under 15 years of age, this agreement must also be signed by a parent or guardian.

Parent/Guardian Name

Signature:

Date:

Updated June 2026