



3MDR Presenter Agreement 2025/26

This agreement is ongoing while you are a presenter at 3MDR unless, and until, it is replaced by a revised agreement.

3MDR Programming Guiding Principles

- Promote harmony and diversity and contribute to an inclusive, cohesive and culturally diverse community;
- Pursue the principles of democracy, access and equity, especially for people and issues not adequately represented in other media;
- Support and advocate for local arts and music; and
- Provide an opportunity for community involvement in broadcasting.

3MDR and Presenter Responsibilities

3MDR agrees to provide the following:

- [Rules of Association](#);
- [Policies of 3MDR](#);
- Facilities, training, infrastructure, and a safe working environment that enables the presenter to work in a community radio station as a volunteer broadcaster.

The presenter agrees to:

- Participate in required training;
- Read all the documentation provided by 3MDR, in particular the [Programming Policy](#), [Complaints Handling Policy](#) and the [Volunteering Policy](#);
- Hold a valid Working With Children Check at all times;
- Volunteer, outside their show and show preparations, to assist with station special events and outside broadcasts;
- Attend advertised quarterly volunteer meetings. If unable to attend, it is the presenter's responsibility to notify the Station Manager ahead of time in writing;
- Abide by the [Community Radio Broadcasting Code of Practice](#) and the 3MDR program procedures stated below; and
- Ensure that they, and their guests, do not smoke, under any circumstances, anywhere on the entire 3MDR Upwey premises. Presenters will be held responsible for their guests. Breaches of this rule puts 3MDR's lease at serious risk and will result in the immediate termination of the presenter's show. 3MDR's Upwey premises are on Department of Education land and smoking on site is against Department of Education regulations;

Presenter Codes

- Presenters are 3MDR volunteers and have the same rights and responsibilities of all other 3MDR volunteers, as set out in the [Volunteering Policy](#);
- All presenters must abide by all the governing bodies of community radio: the [CBAA](#) and [ACMA](#); and the [Community Radio Broadcasting Code of Practice](#);
- Where a conflict exists between presenters, the parties must follow the [Internal Conflict Resolution Policy](#); and
- Any formal complaints received by presenters regarding on-air content should be forwarded to the Station Manager via office@3mdr.com.

Where it is believed a presenter, or presenters, are non-compliant with these codes, they will be requested to attend a meeting with the Committee of Management of 3MDR which may result in suspension of their show/s, disciplinary action or cancellation of their show/s.

Program Procedures

- Presenters will ensure that they review and implement any new operational procedures introduced by the Committee of Management or 3MDR staff;
- Presenters will undertake regular assessments to ensure that their skills are current and that station standards are maintained. Assessments may be self-assessed or peer assessed;
- Presenters must not breach copyright when obtaining music or interviews for broadcast - this includes playing music you don't own or from streaming services: eg Spotify, YouTube and Apple Music;
- Presenters will promote station events and station fundraising activities ie: Radiothon and End of Financial Year donation drive;
- Presenters will participate in station on air activities, eg NAIDOC Week, Aus Music Month and International Women's Day, this includes, where possible, designing their program to reflect these activities;
- Presenters must broadcast all scheduled Sponsorship Announcements, Community Service Announcements and Show Promos as part of their program presentation;
- Scheduled announcements should be played as close as possible to the half hour they are allocated in;
- Presenters should refrain from expressing negative comments regarding any 3MDR announcements, sponsors, events, subscribers or shows, either on or off air;
- All presenters and their guests must sign the attendance register on arrival and departure at the station, to meet OH&S and insurance requirements;
- The on-air presenter must finish their show on time;
- The incoming and outgoing presenters must be mindful of making excessive noise during set up / pack up, so as not to disrupt their neighbouring show, or create background noises while they are on air.



- If a presenter is unable to do their show, it is their responsibility to find a replacement or provide pre-recorded show content; and
- If a presenter is unable to do their show due to an emergency or illness and cannot find a replacement, they should contact the 3MDR office as soon as possible (it is also good etiquette to notify the presenters of the shows before and after).

Program Conditions

- No program can proceed unless all presenters and regular co-presenters are current financial members;
- Presenters must not use their position at 3MDR for personal gain. Excessive promotion of personal events is not permitted;
- Standard programs are a maximum of two hours. The only time a program may extend beyond two hours is when approved by the Committee of Management, and this extension may be removed when there is demand for a spot on the grid; and
- Any presenter with more than one program may have to relinquish the additional programs, depending on new applications received. Where possible the presenter will retain their preferred time slot.

The right to continue to broadcast is contingent upon all Program Conditions being met in the previous twelve months (or time on air, if less than twelve months) and a successful Program Renewal / Continuation. All presenters will be advised of their Program status by the Station. If unsuccessful, notification will be by phone and email, with a period of four weeks notice. Where notice has been provided that a program will discontinue, presenters may opt to discontinue their programming immediately;

Where it is believed a presenter, or presenters, is non-compliant with this Agreement they will be requested to attend a meeting with the Committee of Management of 3MDR which may result in disciplinary action or cancellation of their show/s.

I understand & accept all 3MDR Program Procedures and Conditions, and Presenter Codes:

Name:

Signature:

Date:

Updated May 2025