



Presenter Agreement

This is an agreement between **Dungog Community Radio Inc. (DCRI)** and

As a volunteer and/or presenter with DCRI, I agree to comply with station policies and procedures as outlined below.

1. I will abide by the CBA Code of Practice, ACMA regulations relating to community radio broadcasts and will not breach any part of the broadcast law act.
2. I will not present anything that could in any way be construed as being racist or sexist in its content or delivery, and avoid material that consciously seeks to undermine community harmony, particularly in the areas of race and gender.
3. I will be respectful, observe good manners and non-threatening language with other volunteers, guests and others using the building at all times.

Bullying and harassment will not be tolerated. Anyone found to be guilty of bullying and harassment will be suspended from all duties and banned from entering the station premises.

4. I will never criticise, abuse or offend other presenters, programs, station volunteers or station management whilst on air.
5. I will not use obscene or offensive language whilst on air or within the building premises

DCRI acknowledges there are certain styles of music that include songs with lyrics that may be considered obscene by some sections of the community.

I will avoid using this type of program content where possible, however if it relates to the theme and content of the program. I will issue a warning about the potentially offensive nature of the material before it is broadcast. Content which may be offensive or obscene is only to be broadcast between 6pm and 4am.

6. I will give consideration to other presenters at the station and will ensure I leave the studio tidy for the next presenter, normalise the panel and leave the studio free from rubbish and program left-overs.
7. I will not under any circumstances be under the influence of alcohol, drugs or other intoxicants when on air.
8. I will not consume or bring illicit drugs or alcohol onto the premises and I understand that the drug/alcohol free rule will be enforced in the studios at all times.
9. I will not smoke within the studio building. I understand that the entire building is a smoke-free environment.
10. I will ensure that I am on the premises at least 10 minutes prior to the start of my program and in the studio prior to the start of my show. If I require any studio preparation I will consult with the current presenter and only do so with their approval.

11. I will make a commitment to complete the allocated shift for the entire length of the program. If for any reason I am unable to complete my shift I will contact the President of DCRI (hereafter referred to as the President).
12. I will inform the President if I am unable to attend my scheduled shift at the earliest possible time, preferably one week in advance in order for a replacement to be organised. If I am able to organise my own replacement I will first notify and get the approval of the President.
13. I will inform the President within 24hrs of becoming aware of any complaint concerning my program or any incidents that may lead to a complaint.
14. I will discuss all complaints, problems and disagreements rationally and calmly with President or put it in writing to the President .

All complaints/issues raised will be treated seriously and respectfully by the Committee and complaints/issues put in writing need to be addressed to the President. These will be seriously and respectfully discussed and investigated by the management team, and the complainant will receive a comprehensive written response.

15. On arrival at the radio station premises for my shift, I will read all notices placed on the notice board. I will also attend meetings and complete all paperwork requested by the Committee in the time allocated.
16. I will undertake any additional training requested by the Committee within a 3-month period of time.
17. I agree to take my broadcasting privilege seriously and will, to the best of my ability, do my utmost to prepare and present my program to the highest possible standard.
18. I will play all scheduled spots during my program on time and complete the relevant paperwork.
19. I will not read community announcements unless they are authorised by the Committee.
20. I will not make unauthorised sponsorship announcements.
21. I will not change or embellish CSA and/or sponsorship announcements.
22. I will not make sponsorship or promotional agreements or enter into negotiations without the authorisation of the Committee.
23. I will not conduct any competitions/giveaways or make any agreements with other parties involving competitions/giveaways without the authorisation of the Committee. Records of all giveaways are to be kept indicating the date, the prize, the winner and who provided the prize.
24. I will notify and receive approval from the President/program subcommittee for any guests on my program. I will take responsibility for ensuring they sign in and comply with all station policies and procedures.



- 25. I will not engage any co-host for my program without notifying and receiving approval from the President/program subcommittee.
- 26. I will not conduct live or pre-recorded telephone interviews without prior approval from the President/program subcommittee.
- 27. I will only use the station’s computers and internet access for information & reference for my show. Any other use requires written Committee approval.
- 28. I acknowledge that my program, or any program broadcast by DCRI, is the property of DCRI. Such programs may only be distributed or broadcast to other outlets with the permission of the Committee.
- 29. I acknowledge that I am responsible to ensure that any content broadcast in my show does not breach any copyright laws. I also acknowledge that I will not broadcast any You Tube content.
- 30. I understand that any breach of this agreement may result in a verbal warning at first instance, a written warning in the second and a third breach may result in suspension of my broadcasting privilege. Serious breaches may result in immediate suspension of my broadcasting privilege and may also result in my being banned from the building*. I agree to return any property including keys to any committee member on demand.

*If you wish for a review of a decision it should be put in writing addressed to the Committee of Dungog Community Radio Incorporated. These will be seriously and respectfully discussed and investigated by the management team, and the complainant will receive a written response.

Declaration:

I..... have read and understood the above agreement and agree to comply with the above policies and codes of conduct. I understand that failure to comply with any station policies or procedures may result in forfeiting my broadcasting privileges and being suspended/banned from the station premises.

Signed

Date:

Presenters are reminded that AIR TIME is allocated according to the needs of the community and that no presenter “OWNS” a time slot allocated to them for any program