

Name to be Confirmed

Publication Charter

Version	Approved by	Approval date	Effective date	Next review
1.0	Arc Board	29 May 2024	29 May 2024	Every 2 years or as required.
Policy Statement				
Purpose	<ul style="list-style-type: none">• Of the publication: To tell stories, while reflecting the interests of UNSW's diverse student community.• Of the Charter: Outline the functions, obligations and responsibilities related to the custodianship of (name to be confirmed) student publication at UNSW. <p><i>Note - This Charter refers to the publication previously called Tharunka, its interim publication and the NEW PUBLICATION under its future name once confirmed.</i></p>			
Scope	This Charter applies to all Arc staff, Editorial Team, Contributors, volunteers. and affiliates.			

Structure

1. The Editorial Team will have 5 members in the following roles, who operationalise the publication under a consensus-based management model in accordance with the Operational Plan:
 - a. Designer Editor
 - b. News Editor
 - c. Features Editor
 - d. Media Editor
 - e. Administrator
2. All roles will be expected to contribute an average of 10 ordinary hours a week,
 - a. This should be for 33 weeks of the year
 - b. This should average 40 hours over 4 weeks
 - c. This should never exceed 20 hours per week
3. All roles must meet regularly as agreed in their Team Contract.
4. Editorial Team will conduct themselves in alignment with the Publisher's Code of Conduct, including but not limited to professionalism, courtesy, fairness and integrity in all aspects of their work including factual accuracy.

Appointment

5. The Publisher will oversee the advertising, review, appointment and onboarding of Editorial Team.
6. Applications for roles will be held open for at least 4 weeks.
7. Only current UNSW students with active Ordinary Arc membership will be considered for roles.
8. If a member of the team withdraws:
 - a. Prior to Term 2, the Publisher may appoint the next best suitable candidate.
 - b. If not suitable, or after Term 2, the procedure outlined 5-11 will be repeated
9. The Editorial Team and contributors must be compliant with all Arc Policies and Procedures.

Onboarding & Resources

10. The [name to be confirmed] Publication Editorial Team must acknowledge, read and sign their Contract of Appointment, the Publisher's Code of Conduct, the MEAA Code of Conduct and this Charter and all onboarding requirements of the Publisher prior to commencement.
11. Editorial Team must read and acknowledge their compliance with the Operational Plan.
12. Prior to solicitation of contributions the Editorial Team must devise in consultation with the Publisher and sign an agreed Team Contract outlining their obligations to each other.
13. The Publisher will facilitate training for the team in:
 - a. Media Law (including defamation law and litigation risk)
 - b. Media Ethics (including MEAA Code of Conduct)
 - c. Social Media
 - d. Volunteer Recruitment
 - e. Teamwork (including conflict resolution between the publication and publisher)
14. All team members must attend all training in order to commence publication.
15. The [Name to be confirmed] publication members must make themselves available to meet regularly with the Publisher-for operational advice and support.
16. The Publisher will provide reasonable resources to the Editorial team to enable and facilitate their purpose. This includes but is not limited to:
 - a. Email Access
 - b. Folders Access
 - c. Social Media Access
 - d. Design Access
 - e. Website Access
 - f. Workspaces
 - g. Podcasting equipment
17. All [name to be confirmed] publication material must be developed and stored on Arc, or Arc endorsed platforms (i.e. SharePoint).

Content

18. Editors must solicit contributions from the UNSW student community that reflects diverse interests and backgrounds.
19. Content must not be discriminatory, illegal, prurient, culturally offensive, hate speech or otherwise against the purpose of the [name to be confirmed] publication in accordance with the publisher's Code of Conduct.
20. Editors will make regular efforts to promote the [name to be confirmed] publication to the UNSW student community.
21. In the interests of maintaining a reasonable work-life balance and preserving the approvals process, content can only be published between 9AM and 8PM Monday to Friday.
 - a. Content can be scheduled outside this time with consensus approval (as per clause 26 and 27).
22. Digital and multimedia content will be treated in the same spirit and intention as written material.
23. Once published, all material developed in the context of the [name to be confirmed] publication is the copyright and intellectual property of the Publisher.
 - a. An author may request for their content to be removed at the discretion of the Editorial Team.
24. Content may be removed if retrospectively the Editorial Team and/or in-house Legal believes that content is no longer accurate or contains (or is likely to contain) content which a reasonable viewer or reader would consider to be discriminatory, illegal, prurient, culturally offensive, hate speech or otherwise against the purpose of the [name to be confirmed] publication.
 - a. In this event, a retraction statement must be issued.
25. Paid promotion, advertorial or similar is permitted at the discretion of the Editorial Team with full disclosure and approval of funding source.

Approval

26. All content Approvals must be completed prior to publication.
27. The Editorial Team will follow the '4 out of 5' consensus process for Approval as detailed in the Operational Plan.
28. All articles must be subject to fact-checking by Editorial, and sources may be requested by in-house Legal. Failure to comply with reasonable source requests in a timely manner may result in delayed or non-publication.
29. All contributors and editors will make reasonable efforts to undertake true and accurate reporting.
30. All conflicts of interest must be declared, and sources must be credible.
31. All content is subject to in-house Legal approval for fact-checking, defamation risk, safety considerations, privacy considerations and any other publisher risk in accordance with Operational Plan.
 - a. Editors and reporters should seek advice from in-house Legal as early as possible in story development.
32. The Publisher will make themselves available to work with Editorial Team on steps required to de-risk any content.

33. All articles will ensure the subject is given a right to respond, within a reasonable timeframe.
 - a. Reasonable timeframes differ depending on each circumstance and must be considered on a 'case by case' basis. As a guide only, 24 hours should be considered a minimum response time for subjects.
 - b. Guidance must be sought from Editorial and/or in-house Legal for any uncertainty as to a 'reasonable timeframe'.
34. The Publisher may withhold content from publishing, this will be utilised primarily for the safety and wellbeing of students or staff in the spirit of harm minimisation.
35. Irrespective of urgency, breaking news will always be evaluated through the lens of the MEAA Code, with particular consideration given to factual reporting, fairness, balanced reporting, independence, defamation risk, wellbeing risk and consensus approvals.

Performance & Violations

36. Any Editorial Team member may confidentially raise a performance issue with the Publisher at any time.
37. The Publisher will take reasonable steps to investigate and remedy Editorial Team members' performance issues.
38. Where the Publisher and the Editorial Team are in disagreement about Charter interpretation the following process will be followed:
 - a. Genuine efforts to negotiate
 - b. Informal mediation
 - c. Formal mediation
 - d. Appeal to the Chair of the Arc Board
39. Violations of any aspects of the Charter by the Editorial Team will be subject to review and penalty by the Publisher which can result in the following outcomes in accordance with the Operational Plan:
 - a. Content removal
 - b. Additional education
 - c. Public apology
 - d. Informal warning
 - e. Formal warning
 - f. Termination of Contract

Arc Elections

40. All Arc election coverage, regardless of its nature, is to be submitted to the Returning Officer for review, feedback and approval in accordance with Arc Regulations.
41. The Publisher will facilitate liaison with the Returning Officer.

Disclaimer

42. The [name to be confirmed] publication shall clearly mark its publications with the following disclaimer: "The views expressed herein are not the views of Arc, SRC or PGC, unless expressly stated. Arc accepts no responsibility for the accuracy of any of

the opinions or information contained within the [name to be confirmed] publication. Any complaints should be made in writing to the [name to be confirmed] publication Editorial Team.”

Contract Payments & Expenses

43. The [name to be confirmed] publication Editorial Team will receive a regular contract payment.
 - a. It is the intention of Contract Payment to reflect the expenses of Editorial Team in the execution of the role.
 - b. Contract payments will be based on 10 hours of contribution per week for 33 weeks of the year as agreed in contract.
44. The Publisher will be responsible for the distribution of the Editorial Team’s fortnightly payments.
45. The [name to be confirmed] publication will be allocated an annual discretionary fund for events, promotion and print as allocated by the Publisher.

Changes to Charter

46. Student Development Committee (SDC) will receive a the [name to be confirmed] publication presentation annually to demonstrate performance, contribution and ambitions.
47. SDC will review the [name to be confirmed] publication Charter in consultation with the Publisher and Editors every 2 years.

Accountabilities	
Responsible Officer	Media & Publications Coordinator or their delegate.
Contact Officer	Media & Publications Coordinator or their delegate.
Supporting Information	
Legislative Compliance	NA
Supporting Documents	Operational Plan Contract of Appointment (as between Arc and Editor) Team Contract (as between Editors) Arc Code of Conduct Arc Regulations
Related Documents	MEAA Code of Practice
Superseded Documents	Tharunka Charter v17
Definitions and Acronyms	

News	Where a story is “breaking” and timely reportage is desired, a “news” style must be adhered to. This style includes rigorously factual reporting only. Do not present factual content in a way that will materially mislead the audience.				
Consensus Approval	The [name to be confirmed] publication will utilise Consensus Approval on all HIGH-RISK content. This approval required 4 out of 5 Editors to approve content before publication.				
Team Contract	The agreed “ways of working” document as agreed internally by the Editorial Team. The contract reinforces mutual and reciprocal obligations between team members in their ways of working. The drafting is facilitated by the Publisher.				
Operational Plan	The agreed handover and guide for interpreting the Charter, workflows and kept institutional knowledge for the Editorial Team. This operational plan is maintained by the Publisher for the purpose of clarifying publication roles and work				
Publisher	Arc @ UNSW Ltd				
Legal	In house legal service. They provide legal advice and support to the publisher and publication.				
MEAA	The Media, Entertainment and Arts Alliance (MEAA) established a code of ethics for Australian journalists. It holds them accountable to producing content that is honest, fair, independent and respectful to the rights of others.				
Revision History					
Version	Approved by	Approval date	Author	Sections modified	Details of Amendments
1.0	Arc Board	29 th May 2024	New Charter	New Charter	New Charter