

## THE NEW WOODEND STAR EDITORIAL POLICY

Please direct any questions or comments to [content@newwoodendstar.org.au](mailto:content@newwoodendstar.org.au)

This document was approved at the *July 7<sup>th</sup> 2021* meeting of the TNWS Management Committee.

### 1. Scope of the Policy

The Policy applies to all material submitted to The New Woodend Star (TNWS) for publication or distribution, which without limiting the foregoing includes; advertisements, business editorials, community contributions and material to be distributed, whether as an insert within TNWS or otherwise.

### 2. Editorial mission

In adopting the motto “by the community, for the community,” The New Woodend Star takes seriously its responsibility to the community and aspires to be an honest and informative source of news for its readers.

As such, The New Woodend Star welcomes material that:

- is timely, newsworthy, and well-written, and clearly communicates in a manner that is relevant to its readership, i.e. the community of Woodend and surrounds, i.e. postcode district 3442,
- stands on its own merits as accurate and correct,
- is objective and free from political, commercial and personal bias,
- represents a cross-section of our community, presenting material from a variety of voices.

### 3. Terms and condition

Submissions may include, but are not limited to announcements, articles, short creative works, releases and images of interest to the Woodend community, as well as business editorial material that meets the requirements of section 9 of this policy.

All material submitted for publication is assessed to determine whether it is editorial or advertising in nature, and, where the Committee considers that the material submitted is advertising in nature, the Committee reserves the right to invite the submitter to purchase advertising, or to return the material for rewriting as a news article.

3.1 The New Woodend Star Management Committee will not publish material that in the opinion of the Committee:

- a) contains prohibited or illegal content, or contains material that is derogatory, obscene, objectionable, or that could intimidate, harass, damage the reputation of, violate the privacy of, infringe the rights of, or harm, any person or organisation.
- b) contains wording that could be construed as being discriminatory, or that vilifies any group, on any basis, including, but not limited to, a religious, cultural, gender identity, or ethnic basis.

- c) contains wording that vilifies a member of, or candidate for Federal or State Parliament, local government, or a political party.
- d) contains explicit sexual descriptions or references.
- e) could, in the opinion of the Committee, be perceived as having the potential to give rise to action for defamation against the TNWS Management Committee or its agents, or,
- f) makes claims, including health claims, that are unsubstantiated, or, with respect to public health matters, are in contradiction of Department of Health and Human Services Chief Health Officer restrictions and directions.

3.2 In the event that material submitted for publication does not, in the opinion of the Management Committee, comply with any provision of this Editorial Policy, or for any other reason, the Committee, at its sole discretion, reserves the right to

- a) withhold from publication or distribution,
- b) to modify, or to reformat or edit such material in accordance with any provision in this document.

3.3 The Rotary Club of Woodend Inc. or its agents, or the TNWS Management Committee or its agents, will not accept liability for any loss, damages or other costs incurred by any submitter in circumstances where an article, advertisement or Business Editorial is not published, whether under any provision of this document or otherwise.

3.4 TNWS or its agents at their sole discretion reserve the right to determine the position of a piece of content.

All material to be published must be received by TNWS no later than 5.00pm on the 15th day of the month preceding publication.

3.5 Any person who has a complaint against TNWS must submit the complaint in writing to the Secretary, TNWS Management Committee, PO Box 333, Woodend, Victoria 3442, to enable the Committee to respond to the complaint.

3.6 TNWS offers to businesses the opportunity to publish a 'business editorial' relating to the business without charge, under the following terms and conditions:

- a) The Business (or its agent) agrees to take out three future consecutive advertisements in TNWS; Past advertisements are excluded from the conditions described in this section.
- b) the business editorial must accompany one of the three advertisements referred to above;
- c) A business editorial is not to exceed 300 words. A business editorial is not transferable to another person or business.
- d) A business is limited to a maximum of three business editorials in any 12-month period.
- e) A business editorial must include the following; The name and address of the business the editorial relates to, the name of the person who submits the business editorial and be clearly marked "Business editorial".
- f) Business editorials will be published in the order they are received by TNWS.

#### **4 Use of images**

TNWS welcomes images submitted under the following conditions. In submitting an image, a submitter warrants:

- 4.1 that they have secured any and all permissions, releases, and/or licenses that apply to publication of the material and
- 4.2 that they assign to TNWS an irrevocable royalty free right to publish it electronically and in print;
- 4.3 that they have appended the name of the photographer or copyright owner;
- 4.4 that they have indicated any licensing arrangements that apply to the image (e.g. Creative Commons Attribution Non-Commercial).
- 4.5 that it is understood that the Committee reserves the right to reject an image for publication, particularly in the event that a submitted image fails to satisfy this section's conditions.

#### **5 Public health policy**

- 5.1 The New Woodend Star reminds contributors to the publication of their responsibilities to ensure that material they submit is consistent with any public health directions and restrictions imposed by government entities such as DHHS / Chief Health Officer.
- 5.2 We refer readers to reputable and current official health information (e.g. Victorian DHHS and Australian DHS information sources about case numbers, restrictions and lockdowns) before submitting event announcements or similar for publication.

#### **6 General**

- 6.1 These Terms, with any other written agreement, represent the entire agreement of the Customer and The New Woodend Star for Advertising and other publication. They can only be varied in writing by an authorised officer of The New Woodend Star
- 6.2 The New Woodend Star will not be liable for any delay or failure to publish Advertising caused by a factor outside The New Woodend Star's reasonable control (including but not limited to any act of God, war, breakdown of plant, industrial dispute, electricity failure, governmental or legal restraint).