

Tharunka Charter

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| Responsible Officer | SRC President |
| Approved by | Arc Board |
| Approval date | 30 September 2018, 29 October 2019 |
| Related documents | Arc @ UNSW Constitution Arc @ UNSW Regulations Student Representative Council Charter Arc @ UNSW Social and Digital Media Policy Arc @ UNSW Social Media Procedures Arc @ UNSW Social Media Agreement |
| To be reviewed | Annually |

DEFINITIONS

Tharunka Charter: This charter refers to the Arc @ UNSW Limited publication known as Tharunka. This includes all versions of the publication including the printed publication, inserts, promotions, digital representations (including the Tharunka website and articles) and all Tharunka social media channels. The Tharunka Charter intends to be a permanent document which outlines the main operating parameters of Tharunka.

Editorial Guidelines: An operational document to be maintained by Arc Marketing that records annual or ad hoc changes to release dates, printing cost, circulation etc. This document is reviewed yearly in conjunction with the editorial team.

Managing Editor: Directly supervises the day-to-day operations of Tharunka. Including supervising the editors, designer and contributors.

Editorial Team: The people who are hired to the positions of Tharunka Managing, Sub-Editor and Designer by the selection panel.

Sub-Editor: The persons who are hired by the selection panel to edit and contribute to Tharunka.

Designer: The person who is hired by the selection panel to design Tharunka.

Contributors: The person or persons who are sourced by the Editorial Team to provide journalistic content.

Selection Panel: The interviewers and selectors of Tharunka Managing Editor.

Publisher: Arc @ UNSW Limited.

Arc Marketing Representative: Arc marketing staff member appointed the primary contact for Tharunka's editorial team.

Arc Member: A UNSW Student or associate who has joined Arc @ UNSW.

1. AIM

- 1.1** The purpose of Tharunka is to maintain and support the mission of Arc @ UNSW Limited. Tharunka aims to be the journal and voice for the political, social and cultural views and concerns of the students of UNSW.

2. GUIDELINES FOR PUBLICATION

2.1 Guidelines

- a)** Tharunka is an official publication of Arc @ UNSW Limited. All those involved in the production of the publication need to have, and demonstrate a strong commitment to upholding the mission of Arc and the aims of Tharunka.
- b)** The Tharunka editorial team, Arc employees and contributors involved in the production of Tharunka are expected to adhere to the Tharunka Charter, including the Tharunka Code of Ethics and the conditions outlined in the Editorial Guidelines.
- c)** Tharunka editorial appointees must be current UNSW students and members of Arc at the time of their appointment.
- d)** The Tharunka editorial team must attend regular editorial meetings at the Arc offices organised by the Managing Editor.
- e)** The publication of Tharunka relies on the provision of resources by Arc. The editorial team must abide by the decisions of Arc as the publisher. Failure to abide by such decisions or purposely excluding Arc management from such decisions may result in the withdrawal of the contracted payment paid by Arc.
- f)** The Managing Editor and editorial team will be responsible for the planning, editing and design direction of Tharunka within the Editorial Guidelines.
- g)** The Managing Editor and editorial team must meet with the designated Arc Marketing representative before commencement of the editing year and throughout the year upon request.
- h)** There is an expectation that Tharunka's print edition will be published at least 1 time per term and that regular updates will be made to Tharunka's online presence.
- i)** Accountability metrics set out in the Editorial Guidelines, measure the timely distribution of Tharunka. The Editorial team will be expected to meet these requirements in order to continue to receive the contracted payment.

2.2 Content and Appearance

- a)** Tharunka should actively encourage and solicit contributions from UNSW students on a regular basis.
- b)** Tharunka shall endeavour to publish a representative selection of material submitted for publication.
- c)** The principal focus of Tharunka will be to journal and voice the political, social and cultural views and concerns of the students of UNSW

- d) A priority list has been included to give guidance to the kind of content that should be included within Tharunka. Priority stories should dominate the publication across print, digital and social.
- e) Priority Categories:
 1. SRC Office bearer reports;
 2. UNSW student Issues;
 3. Tertiary Sector issues;
 4. Items of general interest to tertiary students;
 5. Satire and parody centering on recent news events;
 6. Letters to the editor;
 7. Opinion pieces and editorials;
 8. Reviews of books, music, films and technology.
- f) Tharunka should encourage content of informative and entertaining value but keeping in line with the conditions under '2.3 Exclusions'.
- g) The Editorial Team has a right to publish material critical of Arc and events occurring within the university community provided that the content of this material is factually accurate and does not fall within the listed exclusions.
- h) The Editorial Team has a right to publish material of a satirical nature provided that the content of this material does not fall within the listed exclusions.

2.3 Exclusions

- a) Material of an illegal, defamatory, pornographic or discriminatory nature, material which is prurient, or items deemed to be offensive, will not be accepted, and will be omitted from the publication.
- b) Any material involving criticism of Arc's services, events or staff members will not be published without providing the Chair of Arc or CEO (or delegate) with the opportunity to respond. The response should accompany the criticism in the same issue. If a response is not received within 2 business days, the response may instead be published in a later issue.
- c) At the publisher's discretion, any material critical of the publisher that the publisher deems a risk to its reputation, organisation or relationships or material that the publisher deems unacceptable.
- d) The Editorial Team should seek advice from the Arc Marketing representative concerning the suitability of material for inclusion in Tharunka.
- e) In the event of dispute as to whether a particular contribution falls within the above exclusions, the Editorial Team and Arc will endeavour to achieve a resolution as rapidly as possible so as to avoid publication delays, preferably within five working days.

2.4 Political Coverage

- a) Tharunka is able to engage in partisan political discussion. The Editorial Team will present these contributions in a fair and accurate way, and support the publication of a range of opinions.
- b) Political campaign advertisements or advertorial will not be published in Tharunka.
- c) Representations and/or images of Arc Board Directors or Arc staff shall not appear on the cover of Tharunka at any time.
- d) Any Tharunka Editors or Contributors must declare any conflicts of interest prior to the commencement of any coverage
- e) Those editors and/or contributors with a declared conflict of interest may not contribute to the election coverage
- f) All declared conflicts of interest must be published in any printed material
- g) Election coverage (including rolling coverage) of the ADC, SRC, PGC and Arc Board elections will be allowed within the following parameters
 - i. Where possible coverage to be equally divided between candidates and/or parties including page space
 - ii. All articles and coverage to be submitted prior to publication for sign off and approval by Arc Legal and where appropriate the Returning Officer
 - iii. Arc reserves the right withhold approval for any reason.

2.5 By Lines and Credit

- a) The authorship of articles or the photographer is to be disclosed in Tharunka unless, in the opinion of the Managing Editor and Arc Marketing representative, special circumstances exist. Anonymity is not to be promised to any author without the knowledge of the Arc Marketing representative. The Editorial Team shall take all reasonable precautions to satisfy themselves that the given author of a content is the real author and that permission has been given to publish. No article shall be published without the real name of the original author being known to the Editorial Team.
- b) All images including photographic or artwork submitted to Tharunka must either be accompanied by the artist's consent for reproduction in writing; an 'assignment of copyright' contract, completed and signed by the artist prior to publishing; or the work must be accompanied by accreditation, in the form of the owner's name appearing within the article (adjacent to images) and as a contributor's listing within the contents page.

2.6 Autonomous Editions

- 2.6.1 SRC Office Bearers may request to publish journals under the banner of Tharunka
- 2.6.2 This is to be done so with the approval of the SRC President

2.6.3 These “autonomous editions” must adhere to general Tharunka conventions as articulated by this Charter and Autonomous Tharunka Handbook, including final approval from Arc Legal and Arc Marketing

2.6.4 The printing of Autonomous Editions must be financed from the budget of the relevant collective.

2.7 Advertising

a) No advertising may appear in Tharunka without the support of the Tharunka Editorial Team at the time. Internal advertising must be consistent with the objectives of the Arc and the Advertising Policy of the Arc Board.

b) Internal advertising must not exceed 30% of the publication. The Editorial Guidelines will set out the types of advertising, which will and will not be accepted for that year's Tharunka.

2.8 Disclaimer

a) All iterations of Tharunka (printed issue and on the relevant About pages on the Tharunka websites) shall contain the following disclaimer:

b) “Tharunka is published periodically by Arc @ UNSW. The views expressed herein are not necessarily the views of Arc, the Student Representative Council or the Tharunka editing team, unless expressly stated. Arc accepts no responsibility for the accuracy of any of the opinions or information contained within Tharunka. Any complaints should be made in writing to the Tharunka Managing Editor.”

2.9 Liability

a) No material which is defamatory or otherwise liable to legal objection shall be published in Tharunka. No material covered by copyright (including articles, photographs and artwork) will be published in Tharunka without prior license or assignment of copyright from the artist or the artist's legal representative. The Editorial Team and Designer will not necessarily be indemnified by Arc should it be proven that material published was defamatory or in breach of copyright.

2.10 Approval

a) Tharunka editorial team shall submit all articles for publication for approval prior to their dissemination in any form of media.

b) Approval must be received from Arc Marketing and Arc Legal prior to publication. From time to time some articles will require only single sign off which will be explicitly informed by Arc Marketing at time of approval.

c) Arc Marketing and Arc Legal will make every attempt to approve articles and social media posts in a timely fashion, any urgent or critical articles should be marked as such and will be reviewed as a high priority.

- d) The printed publication of Tharunka should be provided to Arc as a final version for approval 2 days prior to the print deadline.
- e) The delivery to the printer of Tharunka is the responsibility of Arc Marketing.
- f) Any social media posts that reference UNSW should be submitted to Arc for approval, any other social media posts must be compliant with the Tharunka Charter and Arc's Social and Digital Media Policy (accompanying articles must follow the above approval process).
- g) The Tharunka team must undergo Arc Social Media training prior to being given access to Tharunka's social medias accounts

3. DISPUTES

3.1 In the case of a dispute between Tharunka Editorial Team and Arc Marketing, grievances will be escalated according to the following stages:

- Stage 1: Tharunka Editorial may lodge a grievance in writing to the Arc Marketing Manager. The Marketing Manager will investigate and inform relevant parties the result of grievance in writing within 10 working days.
- Stage 2: If either party is not satisfied with the outcome, they may appeal the decision in writing to the Chief Executive Officer and Chair of the Board. They will inform relevant parties the result in writing within 10 working days. Decisions of the CEO and Chair are final.

3.2 In the case of a dispute between an Arc Member or reader and Tharunka Editorial Team, grievances will be escalated according to the following stages.

- Stage 1: Lodge a grievance in writing to the Arc Marketing Manager. The Marketing Manager will investigate and inform relevant parties the result of grievance in writing within 10 working days.
- Stage 2: If either party is not satisfied with the outcome, they may appeal the decision in writing to the Chief Executive Officer and Chair of the Board. They will inform relevant parties the result in writing within 10 working days. Decisions of the CEO and Chair are final.

4. POSITIONS, SELECTION & APPOINTMENT

4.1 The Tharunka team will be comprised of a Managing Editor (1), Sub-Editors (3) and Designer (1)

4.2 The Tharunka team will be contracted to Arc, payments will be made as per the amounts in Appendix A.

4.3 Tharunka editorial vacancies will be advertised at the end of the preceding year for a period of not less than 3 weeks.

4.4 Should no applicants be received for a position the advertisement will be extended until such time that a suitable applicant is found.

4.5 The selection of the Tharunka editorial team will be conducted by a panel.

- a) Selection Panel for the Managing Editor will be:
 - Student Representative Council President or delegate
 - Chair of Arc Board or delegate
 - Immediate past Tharunka Managing Editor or delegate

- Member of Arc Executive Team or delegate
- b)** Selection Panel for Sub-Editors and Designers will be:
- Appointed Managing Editor
 - Arc Marketing staff member
 - Student Representative Council President (optional)
- 4.6** Appointment of the Tharunka Editorial team is subject to their agreement of:
- Tharunka Charter
 - Arc Social and Digital Policy
 - Arc Social Media Agreement
 - Arc Contract
- 4.7** Arc is committed to providing appropriate training to the Tharunka team to ensure understanding of all relevant legal and organisational responsibilities and expectations.

5. CODE OF ETHICS

Adapted from the Media Alliance Code of Ethics.

- 5.1** The Editorial Team commit themselves to the following principles:
- a)** Report and interpret honestly, striving for accuracy, fairness and disclosure of all essential facts. Do not suppress relevant available facts, or give distorting emphasis. Do your utmost to give a fair opportunity for reply.
 - b)** Do not place unnecessary emphasis on personal characteristics, including race, ethnicity, nationality, gender, age, sexual orientation, family relationships, religious belief, or physical or intellectual disability.
 - c)** Aim to attribute information to its source. Where a source seeks anonymity, do not agree without first considering the source's motives and any alternative attributable source. Where confidences are accepted, respect them in all circumstances.
 - d)** Do not allow personal interest, or any belief, commitment, payment, gift or benefit, to undermine your accuracy, fairness or independence.
 - e)** Disclose conflicts of interest that affect, or could be seen to affect, the accuracy, fairness or independence of your journalism. Do not improperly use a journalistic position for personal gain.
 - f)** Do not allow advertising or other commercial considerations to undermine accuracy, fairness or independence.
 - g)** Do your utmost to ensure disclosure of any direct or indirect payment made for interviews, pictures, information or stories.
 - h)** Use fair, responsible and honest means to obtain material. Identify yourself and your employer before obtaining any interview for publication or broadcast. Never exploit a person's vulnerability or ignorance of media practice.

- i)** Present pictures and sound which are true and accurate. Any manipulation likely to mislead should be disclosed.
- j)** Do not plagiarise.
- k)** Respect private grief and personal privacy. Journalists have the right to resist compulsion to intrude.
- l)** Do your utmost to achieve fair correction of errors.
- m)** Basic values often need interpretation and sometimes come into conflict. Ethical journalism requires conscientious decision-making in context. Only substantial advancement of the public interest or risk of substantial harm to people allows any standard to be overridden.

APPENDIX A - THARUNKA CONTRACT PAYMENT SCHEDULE

Annual Contract Amounts

Managing Editor \$10,981.00

Sub Editor* \$4,876.00

Sub Editor* \$4,876.00

Sub Editor* \$4,876.00

Designer \$4,876.00

Amounts will be paid in 8 equal installments upon the completion of the following events as agreed by the Managing Editor and Arc Marketing representative;

- Editorial Plan
- Submission of each print issue
- Ongoing digital maintenance (website, Facebook, Instagram)
- Debrief and Handover

Further details will be specified in the contract agreement.

*Sub Editor titles and categorisation are at the discretion of the Managing Editor.

| Version | Date | Author | Approval | Sections modified | Details of amendments |
|---------|---------|-------------------|----------|-------------------|---|
| [6.0] | 30/9/18 | SDC Convenor | Board | All sections | Changes to definitions. Formatting changes. Appendix A: addition of the contract payment schedule. Renumbering and reordering. Clauses 2.2.6 & 2.3.2 changes to right of reply. Clause 2.3.3 outline of discretionary power to not run the article. Updates to election coverage in 2.5.1, 2.5.2, 2.5.3 & 2.5.4. Approval section added. Disputes process clarified. Section 2.10, updates to better reflect roles in approval: 2.10.1, 2.10.2, 2.10.3, 2.10.4, 2.10.6, & 2.10.7. Number of publications amended to 6 from 8. |
| [7.0] | 20/8/19 | Marketing Manager | Board | All Sections | Formatting and grammatical changes. Inclusion of Autonomous Editions. Expansion of the dispute clause. |