

ANU STUDENT MEDIA POLICIES AND PROCEDURES:

GENERAL:

1. Woroni Admin Manual
2. Interpretation of the Constitution: **To be Completed**
3. Ongoing Constitutional Obligations
 - a. Handover Timeline: **To be Completed**
 - b. Elections Timeline: **To be Completed**
4. Conflict of Interest Policy: **To be Completed**

FINANCIAL:

5. Expenses and Reimbursement Policy
6. Financial Oversight and Reporting
7. Fraud Prevention Policy
8. Payments to Individuals for their work
9. Purchases/Debit Card
10. Gifts and Entertainment Policy
11. Inventory Policy: **Yet to be Passed**
12. Procedure for Restricted Access Areas
13. Procedures:
 - a. Payments
 - b. Receipts

LEGAL:

14. Press Council Principles
15. Defamation
16. Copyright
17. Privacy: **To be Completed**
18. Licencing Agreements: **To be Completed**

PRINT:

19. Publishing Policy (Duty of Care and Duty to Avoid Harm)
20. Corrections Policy
21. Advertising Policy
22. Facebook Publishing Policy
23. Online Policy

GENERAL

1. Woroni Admin Manual

Login Details/General Info

ATO Publication Ordering Service for Businesses http://business.iorder.com.au/ <ul style="list-style-type: none">• TFN Declaration Form• Change of Registration Details Form (NAT2943)• Payment Summary Annual Report• Individual PAYG Payment Summary	User: finance@woroni.com.au PW: [REDACTED] Secret answer: [REDACTED]
ACNC	User: finance@woroni.com.au PW: [REDACTED]
finance@woroni.com.au	User: woronifinance@gmail.com PW: [REDACTED]
contact@woroni.com.au	User: contact@woroni.com.au PW:
Dropbox	
MediaSuper (Used when a new employee does not have a super account)	User: finance@woroni.com.au PW: [REDACTED] Secret answer: [REDACTED] Contacts: Tara Shenoy Alex Catalan-Flores Dallas Proctor
PayPal	Contact: AJ Nielson
Account signatories	Tara Shenoy Alex Catalan-Flores
Authorised Contact Person (ATO) & administrator Auskey holders	Dallas Proctor Tara Shenoy
ASIC Connect (business name registration)	Use AusKey
Tax Agent	Bob Coffey at Halletts Financial Services
Auditor	Adrian Bray
Cleaner	None

Paper distributor	Alice Zhang
Xero subscriber	Tara Shenoy

To Do

After Election	How	When	
Get new editors to complete Employee Details Form		Immediately	https://docs.google.com/forms/d/1Iv9730Fxr5oaQv2Vcnx1WrBjTwDaDnOp3hOa3YF7V1c/viewform
Add editors to Xero as employees	Xero → Employees → Add new	Immediately	xero.com.au
Archive old employees in Xero	Xero → Employees → Set Termination Date	Immediately	xero.com.au
Add Commbiz users and remove old ones	Commbiz → Users	Immediately	commbiz.com.au
Once users have been identified, change electronic account authorities	Commbiz → Maintenance Request → Edit Electronic Account Authority	Immediately	commbiz.com.au
Change bank signatory authorities (for in person and phone communication with bank)	All new authorities must go to the branch together, with minutes of the handover meeting and photo ID	Immediately	Any CBA branch
Change AusKey users	AusKey (administrator user)	Immediately	
Update committee	ACT ORS	Within 1 month of election	\$0 http://www.ors.act.gov.au

particulars			/community/associations/forms_and_fees
Update associates with ATO	AusKey	Immediately	
Update responsible persons with ACNC		Immediately	https://www.acnc.gov.au/ACNC/Pblctns/AF/ACNC/Publications/AF_Forms.aspx
Update public officer (if required)	ACT ORS		
Change Xero Auto Super authoriser	Xero	After change in managing editor	xero.com.au

After change in Finance Officer	How	When	
Add Commbiz users and remove old ones	Commbiz → Users	Immediately	commbiz.com.au
Change ATO authorised contact person	AusKey (administrator user)		
Change MediaSuper contact persons			
Remove old Finance Officer's AusKey and create AusKey for new Officer	Auskey	Immediately	

Employing someone			
Identify appropriate arrangement	Casual employee/taxed volunteer - see below Contractor - need <u>valid tax invoice</u> Hobbyist - need <u>Statement by a supplier</u> Honoraria - need to carefully <u>consider criteria</u> (generally not OK)		<u>Refer to payments to individuals policy</u>

Employee: Need details	Login to woronifinance@gmail.com Google Drive account	Immediately	https://docs.google.com/forms/d/1lv9730Fxr5oaQv2Vcnx1WrBjTwDaDnOp3hOa3YF7V1c/viewform
Employee: Need to draw up employment contract	Talk to Legal Officer		
Enter into Xero	Xero → Employees		

Recurring Basis			
Subeditor honoraria	Get amounts from Board and pay in Commbiz	Quarterly	commbiz.com.au
Payroll	Xero → Payroll → New pay run → Export ABA → send payslips → create Draft Bill	As needed/quarterly for editors	xero.com.au
Superannuation	Xero → Employees → Superannuation	By 28/1, 28/4, 28/7, 28/10	xero.com.au
BAS		Quarterly	BAS portal
Lodge Annual Return	ACT ORS	31st May	\$37 http://www.ors.act.gov.au/community/associations/forms_and_fees
Lodge Annual Information Statement	ACNC	31st May	https://www.acnc.gov.au/ACNC/Manage/ACNC/Report/2014AISGuide.aspx
Issue PAYG summaries to staff	Xero → Employees → Payment Summaries	14th July	xero.com.au
PAYG Summary Statement and PAYG summaries to be sent to ATO		14th July	Create EMPDUPE file in Xero and lodge online

Workers comp update		~30th June	AON will email
Write SSAF Report Send to Chancelry Upload to website, with link on the front page	Spreadsheet	15 June and 15 Dec	Refer to ANU Funding Agreement for template
AGM			See constitution

When constitution changes		
Submit to ANU Council		
Submit to ORS	Change of rules of association form	http://www.ors.act.gov.au/community/associations/forms_and_fees
Upload to website		woroni.com.au

New advertiser		
Add as supplier in Xero	Xero → suppliers → add new	xero.com.au
Issue invoice including GST	Xero → invoice → new invoice	xero.com.au

2. Interpretation of the Constitution: To be Completed

3. Ongoing Constitutional Obligations:

a. Handover Timeline: To be Completed

b. Elections Timeline: To be Completed

4. Conflict of Interest Policy: To be Completed

FINANCIAL

5. Expenses and Reimbursement Policy

Part 1 Expense & Reimbursement Policy

- (I) It is the policy of the ANU Student Media ('Woroni') to reimburse its Editors and Members for expenses that are necessarily incurred in the operation of activities and business of Woroni.
- (II) Woroni expects all Editors and Members to act responsibly and professionally when incurring and submitting expenses. Woroni will reimburse applicants for *reasonable* expenses on pre-approved purchases made on behalf of Woroni.

Part 2 General Guidelines for Expenses

- (I) Woroni expects all Editors and Members to purchase any and all items through the Executive Committee because:
 - a. The Executive have bank cards and separate Internet banking capabilities; and
 - b. Centralized purchasing creates less paperwork for accounting and auditing;
- (II) For all expenses equal to, and under, \$200, all Editors and Members are to seek reimbursement from:
 - a. Any one member of the Executive; or
 - b. Approval by the Board of Editors.
- (III) For all expenses over \$200, and for contractual arrangements, all Editors and Members must seek pre-approval from:
 - a. Four Members of the Board of Editors, not counting the applicant seeking approval; and
 - b. Written notice, via e-mail, to the Board of Editors.
- (IV) In accordance with Part 1 (I) Woroni will still reimburse its Editors and Members for expenses incurred in violation of Part 2 (1), Part 2 (II) and Part 2 (III) provided that:
 - a. Four Members of the Board of Editors, not counting the applicant seeking approval; and
 - b. Written notice, via e-mail, to the Woroni Board of Editors.
- (V) All expenditure of SSAF funds must be documented in an Expense Form with receipts attached and made available to the Managing Editor within 3 days of the date of purchase.

Part 3 General Guidelines for Reimbursement

- (I) The Managing Editor is authorized to reimburse Editors and Members for any and all costs incurred pursuant to Part 2 of this Policy.
- (II) The Method for reimbursement is as follows:
 - a. Submit an original copy of the receipt of purchase; or some other proof of purchase; and
 - b. Fill in the Woroni-ANUSA-PARSA *Expense Form* ('The Form').

6. Financial Oversight and Reporting

Principle

ANUSA, PARSA and Woroni are committed to transparency and openness in financial reporting.

Internal Oversight

All organisations' constitutions contain provisions allowing for the public inspection of financial records in each association's physical office "at any reasonable hour":

ANUSA	PARSA	Woroni
s17	s15	s17.6

Financial Review Committee [ANUSA Only]

The Financial Review Committee (FRC) is established by s31 of the Constitution to oversee the Association's financial procedures, policies and internal controls. The FRC must submit a report at each general meeting, detailing (s31(4)):

- The Association's compliance with its financial protocols; and
- The suitability of the Association's financial protocols.

External Reporting

All associations are subject to the following external financial reporting requirements.

Note: The following table does not include administrative reporting requirements which may also apply to the listed external bodies.

	Name	Description	Due
Australian Taxation Office (ATO)	Business Activity Statement (BAS)	Record of GST paid/collected and PAYG withheld during period	14 April 14 July 14 October 14 January
	Instalment Activity Statement (IAS)	Record of PAYG withheld during period	14th of each month, except in BAS months (PARSA and ANUSA only)
	PAYG Summary Statement	Record of total wages and PAYG withheld during the financial year	14 August
ACT Office of Regulatory Services (ORS)	Annual Return	Lodgement of financial statements	31 May (ANUSA/Woroni) 30 June (PARSA)

Australian Charities and Not-for-profits Commission (ACNC)	Annual Information Statement (AIS)		31 May (Woroni) 30 June (PARSA) N/A (ANUSA)
Australian National University	Annual Student Services and Amenities Fee (SSAF) Report		15 January
	Financial Statements		30 April
	Half-Yearly SSAF Report		15 July

Internal Reporting

Annual Financial Statements

NB: Deadlines in this table are constitutional, and may be preceded by external deadlines (see above)

	ANUSA	PARSA	Woroni
Audit Due	16 April	17 May	16 April
Financial Statements Due	30 April	31 May or 14 days pre-AGM (whichever is earlier)	30 April
Presented At	AGM	AGM	AGM
Additional Requirements	Unaudited appendix containing list of all organisations to which a donation/subscription fee has been paid (s17(15))		

Constitutional Reporting Requirements

ANUSA

- Budget to be passed at the first general meeting of each year (s17(2))
- Financial statements to be presented at the Annual General Meeting (AGM)
- Report of SRC/CRC income and expenditure to be presented at each general meeting (s(8)(4)(i))
- Report of Grants and Affiliations Committee expenditure to be presented at each Student Representative Council (SRC) meeting (*Grants and Affiliations Regulations 2.3.2*)
- Provisional budget to be passed at the final general meeting of each year (s17(3))

- Income and expenditure reports to be submitted by each ANUSA department by 30 November (s26(6))

Provisions requiring constitutional amendment

- s26(6): Education Officer no longer maintains separate accounts; this report can be generated centrally by the treasurer themselves
- *Grants and Affiliations Regulations 2.3.2*: There is no such thing as a “Combined Representative Council”; rather GAC reports to SRC.

PARSA

- Budget to be passed at the AGM (s5(11))
- Budget to be presented to PRC for approval (s11B(7))
- Financial statements to be presented at the AGM (s5(11))
- Income statement and balance sheet to be presented at each Postgraduate Representative Council (PRC) meeting (current practice, not constitutional)

Provisions requiring constitutional amendment

- s11A(b): President is currently eligible (subject to approval) to pay paid 30% of the annual surplus in honoraria
- s11B: Honoraria has completely changed since this clause was written
- s5(11) and s11B(7) are inconsistent

Woroni

- Budget to be presented at first board meeting of each year (s17.3)
- Management report to be presented at each board meeting (s7.4.3(d))

7. Fraud Prevention Policy

Purpose

The purpose of this policy is

1. To ensure that all parties are aware of their responsibilities for identifying exposures to fraudulent activities and for establishing controls and procedures for preventing such fraudulent activity and/or detecting such fraudulent activity when it occurs.
2. To provide guidance to staff/volunteers/contractors as to action which should be taken where they suspect any fraudulent activity.
3. To provide a clear statement to staff/volunteers/contractors forbidding any illegal activity, including fraud for the benefit of the organisation.
4. To provide assurance that any and all suspected fraudulent activity will be fully investigated.

Policy

ANUSA, PARSA and Woroni will not tolerate fraud in any aspect of its operations.

ANUSA, PARSA and Woroni will investigate any suspected acts of fraud, misappropriation or other similar irregularity. An objective and impartial investigation, as deemed necessary, will be conducted regardless of the position, title, length of service or relationship with the organisation of any party who might be the subject of such investigation.

Any fraud shall constitute grounds for dismissal. Any serious case of fraud, whether suspected or proven, shall be reported to the police. Any person reporting a fraud, or a suspected fraud, shall suffer no penalty in their employment.

Procedure

Responsibilities

The executive committee/board of editors has ultimate responsibility for the prevention and detection of fraud and is responsible for ensuring that appropriate and effective internal control systems are in place.

All directors are responsible for investigating instances of fraud reported to them.

All employees, representatives and volunteers must ensure that there are mechanisms in place within their area of control to:

- Assess the risk of fraud;
- Educate employees about fraud prevention and detection; and
- Facilitate the reporting of suspected fraudulent activities.

Representatives should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.

All staff/representatives/volunteers share in the responsibility for the prevention and detection of fraud in their areas of responsibility.

All staff/representatives/volunteers have the responsibility to report suspected fraud.

Any staff member, representative or volunteer who suspects fraudulent activity must immediately notify their supervisor or those responsible for investigations.

In situations where the supervisor is suspected of involvement in the fraudulent activity, the matter should be notified to the next highest level of supervision or to the Office Administrator.

Processes

Fraud prevention accounting procedures shall be incorporated in the organisation's [Purchases](#) and [Financial Reporting](#) policies.

Fraud prevention procedures shall be incorporated into the induction of staff members, representatives and volunteers.

All complaints of suspected fraudulent behaviour must be reported to the executive committee/board of editors.

Upon notification or discovery of a suspected fraud, the executive committee/board of editors will promptly arrange to investigate the fraud (see Appendix A below).

Every effort will be made to keep the investigation confidential, subject to constitutional and legal requirements. In addition, from time to time other staff members/representatives/volunteers will need to be consulted in conjunction with the investigation.

After an initial review and a determination that the suspected fraud warrants additional investigation, the executive committee/board of editors shall coordinate the investigation with the appropriate law enforcement officials. In addition, any allegations will be reported immediately to Richard Baker, Pro-Vice Chancellor (Student Experience). Internal or external legal representatives will be involved in the process, as deemed appropriate.

Once a suspected fraud is reported, immediate action will be taken to prevent the theft, alteration, or destruction of relevant records needs to occur. Such actions include, but are not necessarily limited to, removing the records and placing them in a secure location, limiting access to the location where the records currently exist, and preventing the individual suspected of committing the fraud from having access to the records.

Where a prima facie case of fraud has been established the matter shall be referred to police. Any action taken by police shall be pursued independent of any employment-related investigation by the organisation.

If a suspicion of fraud is substantiated by the investigation, disciplinary action, up to and including dismissal, shall be taken.

The organisation will also pursue every reasonable effort, including court ordered restitution, to obtain recovery of the losses from the offender.

No employee, volunteer or representative of the organisation, or person acting on behalf of the organisation in attempting to comply with this policy shall:

- be dismissed or threatened to be dismissed;
- be disciplined or suspended or threatened to be disciplined or suspended;
- be penalised or any other retribution imposed; or
- be intimidated or coerced;

based to any extent upon the fact that the employee has reported an incident or participated in an investigation in accordance with the requirements of this Policy. Violation of this section of the Policy will result in disciplinary action, up to and including dismissal.

If an allegation is made in good faith, but it is not confirmed by the investigation, no action will be taken against the originator.

Appendix A:

[Checklist of Actions in Relation to the Detection/Suspicion of Fraud or Misconduct](#)
(for executive committee/board of editors use only)

8. Payments to Individuals for their work

There are strict rules surrounding payments to individuals. Without exception, they must take one of the following forms:

i) Formal Employment Arrangement

Example: Professional Staff

The individual becomes an employee of the relevant association, and in turn receives superannuation (and leave if part time or full time) in addition to their wage. It has long been custom to employ people under the ANU EBA as the Finance Officer is familiar with it and is able to direct questions to ANU HR. However, casual employees may also be employed under the relevant industry award to save money (especially hospitality staff), or at minimum wage in the case of paid student representatives.

Steps:

- Identify the appropriate pay grade. If using the EBA, refer to: <http://hr.anu.edu.au/employment-at-anu/salaries-and-conditions/casual-rates> (NB: ANU Officer 1 is still used by our organisations - contact the Finance Officer for the relevant rate)
- Ask the Legal Officer to draw up an employment contract (N/A for student reps)
- Ask the employee to complete [this form](#)
- Finance Officer will input information from the form into Xero
- Finance Officer will pay staff in next fortnightly pay run

ii) Volunteer Receiving Taxable Honoraria

The individual is treated the same as employees for tax purposes only - they have tax deducted and receive superannuation. They are not an “employee” for the purposes of the *Fair Work Act*. (However receiving \$ for work may be a strong indicator of formal employment in the event of a legal challenge - this is not settled presently)

Example: ANUSA/PARSA Exec, Woroni Editors

Steps:

- Ask the employee to complete [this form](#)
- Finance Officer will input information from the form into Xero
- Finance Officer will pay staff in next fortnightly pay run

iii) Volunteer Receiving Non-Taxable Honoraria

Example: Woroni Subeditors

If the payment fulfils [these criteria](#), it may be paid as non-assessable honoraria as defined by the ATO. These criteria are extremely stringent, e.g.: the payment must not be required or expected; the payment must not be a consequence of

employment (i.e. or election); and it must be a token amount. For example, accountants have explicitly told us that ANUSA O-Week Honoraria (\$500) is taxable honoraria.

Hence for our purposes, any payment of \$500 or above may still be called 'honoraria' but must be treated as a wage for tax purposes (See (ii)).

iv) Independent Contractor

Example: musician, auditor

If the individual doing work has an ABN, request that they provide a [valid tax invoice](#) for payment.

v) Hobbyist

Example: non-professional musician or artist

If someone is working "in the course or furtherance of an activity done as a private recreational pursuit or hobby" (this means they do not routinely get paid for the type of work they are doing), ask them to fill out a [Statement by a supplier form](#). Once completed, they may be paid directly without worrying about tax/invoices, however you must still provide evidence of what the payment is for (e.g. an email).

9. Purchases/Debit Card

How to Initiate a Payment

Related Procedure: [Payments](#)

1. Seek approval from authorised delegate(s) (see below table)
2. Process transaction using an organisation debit card (see below guidelines) or using personal funds. For direct supplier invoices go to step 3.
3. Complete the [Expense Form](#), signed by relevant delegate(s) from step 1
4. Email completed form to Finance Officer as instructed on form

If payment is required:

5. Finance officer initiates payment in Xero (accounting software) on Tuesdays and Thursdays.
6. At least two electronic account authorities review the transaction in Commbiz against the documentation in Xero, reconciling amount and bank details.
7. If all payments are consistent, they will be authorised. If not consistent, they will be rejected and discussed with Finance Officer.
8. Payment received by claimant or claimant's nominee within 24 hours (CBA) or 48 hours (OFI). If not received, claimant contacts Finance Officer.

Delegation Matrix

The following table summarises who must approve expenses incurred by the organisations:

Amount* (\$)	ANUSA	PARSA	Woroni
0 - 100	Verbal approval from staff member or representative responsible for the relevant portfolio	Approval from treasurer or president	Approval from 1 executive or majority of the Board of Editors
100 - 200	Written approval from treasurer and vice-president or 2 other executive members if T/VP unavailable	Approval from president and executive	As above
200 - 500	As above	As above	Written approval from 4 Editors (not counting the applicant)
500+	Minuted in an executive meeting, held 8am each Wednesday or, if urgent, approved via email execution	Minuted in a PRC meeting	As above

*For ongoing contracts, 'amount' refers to the annual cost of the item

Debit Cards

A CBA Debit MasterCard (“debit card”) may be issued to executive representatives and staff of the associations, to be used for the payment of association expenses or purchases allowed under the conditions of this policy.

To make purchases for the association under this policy, the purchase must meet the following conditions, unless formal prior written approval is received by the President, Editor-in-Chief or Office Manager:

- the cardholder must press CR (not CHQ/SAV) so they can be identified on the bank statement
- the purchase must be authorised by the relevant budget manager;
- the purchase must be for the value of \$100 or more and;
- the purchase must not be able to be made using EFT;

The debit card cannot be used for the following under any circumstances:

- the purchase of firearms, fireworks, pornography or tobacco products;
- cash withdrawals or the purchase of bank cheques, traveller's' cheques or foreign currency;
- personal expenditure;
- the payment of fines, payroll, reimbursement or grants.

(ANUSA and PARSA Only) The account linked to the debit card must never have a balance of over \$1000 for a period of time more than 2 business days.

Non-cardholder members wishing to use the debit card for the associations' expenses must submit an itemised list of what is to be paid prior to usage, with enough time allowed for transfer of funds for relevant purchases. Cardholders must approve any payments on the debit card before payment is made.

A completed [Expense Form](#) with tax invoices attached must be sent to the Finance Officer within 3 business days of the transaction by the cardholder (see above procedure).

Cardholders must ensure that their debit card is maintained in a secure manner to prevent loss, theft or misuse and that they do not store their full debit card number and expiry date anywhere.

In the event of non-compliance with provisions related to the use of debit cards, a majority of the board may require the cardholder to surrender their debit card to the Office Administrator until such time as all missing receipts have been provided, or until a resolution is passed by the majority of the executive/board to return the card to the cardholder.

10. Gifts and Entertainment Policy

Purpose

The purpose of this policy is to provide guidelines to all student representatives and staff members when receiving gifts. It is also used to specify when the provision of entertainment and hospitality is appropriate, and the level of accountability for these activities.

Scope

This policy applies to all elected representatives and paid staff.

Policy Principles

In the interest of professional integrity, employees and representatives should discourage the receipt of any gift or benefit in connection with the performance of their duties. If an individual is presented with a gift or benefit in connection with the performance of their duties in an official capacity, such gifts belong to ANUSA/PARSA/Woroni (as applicable).

These gifts or benefits must be declared to their supervisor, or where the recipient is a member of the executive committee, another executive member. If the value of the gift is equal to or less than \$50 AUD and the gift has no obvious inscription/indication that it is a presentation to the organisation, the supervisor/fellow executive may re-gift the gift to the recipient, but the maximum allowable annual value of such re-gifting must not exceed \$200. A written record, in the form of a gift register, must be kept of the declaration and whether the gift was re-gifted to the recipient.

Gifts and gratuities include any of the following:

- Money in cash or kind;
- Merchandise;
- Special personal discounts; or
- Any item or benefit providing personal gain or gratification or which could be seen to compromise either the employee, a representative or the organisation.

This policy does not prevent an employee or representative accepting an invitation to a artistic, social, sporting or cultural function provided it does NOT include paid travel and/or accommodation. Such invitations include tickets or press passes issued to representatives for the purpose of publishing reviews. Invitations must also be recorded in the gift register.

Entertainment and Hospitality

The provision of entertainment, hospitality and gifts to/for employees and representatives to further organisational objectives is a legitimate professional activity. As a student funded body, however, standards of accountability must be maintained.

Expenditure on entertainment and hospitality must be:

- in the furtherance of the organisation's interests;
- properly documented; and
- available for scrutiny by both internal and external audit.

For any expenditure on entertainment, hospitality and gifts outside of general meeting catering (defined as catering for any staff meeting, executive/board meeting, CRC, PRC, SRC, AGM, OGM or SGM) or catering otherwise exempted by this policy, formal approval must be obtained in writing prior to the event from the President/Editor-in-Chief of the association.

Expenditure of this nature must also be of a reasonable nature, being no greater than outlined in the [Australian Tax Office's Table 3 of Reasonable Meal Allowance Expense amounts](#).

11. Inventory Policy: Yet to be passed

- I. Inventory falls under the portfolio of the Managing Editor.
- II. The Managing Editor must keep and periodically update an Inventory Register and an Assets Register.
 - a. The format of the Inventory Register will be at the discretion of the Managing Editor, but it is hereby recommended that it be a list of all highly circulating equipment regarded to be property of ANU Student Media.
 - b. The Assets Register is to be a list of all ANU Student Media equipment the purchase value of which was greater than or equal to \$1,000 AUD. It is to include the name of the asset, the purchase price, the date of purchase and the serial number.
- III. The lending of any ANUSM equipment can only be authorised if it is for a purpose within the parameters of section 3 of the Constitution. If a situation does not adequately suit the objects stated in section 3, an affirmative resolution of the Board will be deemed as sufficient authorisation.
- IV. The lending of radio equipment will be at the discretion of the Radio Editor.
 - a. 'Radio equipment' refers to anything that is necessary for the daily operations of the radio portfolio. This excludes items such as non-radio computers, video cameras, photo cameras, office stationary and any other item that can be reasonably deemed to not contribute substantially to the daily operations of the radio portfolio.
 - b. No member of ANU Student Media will be held financially liable for lost or damaged equipment. Persons will be deemed 'members' if they fall under the definition in section 5 of the ANUSM Constitution.
- V. The lending of non-radio equipment is hereby not authorised, unless a simple majority of the Board authorises it.
- VI. When lending equipment, an entry must be recorded in the Inventory Hiring Ledger. All fields in the ledger are mandatory, and no equipment may be hired out if it has not been recorded in the ledger.
- VII. Deposits will follow the following schedule:

Estimated Value of the Item	Size of the Deposit
\$0 - \$500	\$5
\$500 - \$1,000	\$20
\$1,000 - \$1,500	\$30
\$1,500 - \$2,000	\$40
\$2,000 - \$3,000	\$50
\$3,000 +	\$70

- a. Value estimates will be at the discretion of the Radio Editor or whomsoever authorises the hire, and they are to be calculated in light of the item's likely replacement price.

DRAFT

12. Procedure for Restricted Access Areas

- I. The following are hereby denominated 'Restricted Access Areas':
 - a. The Woroni Office
 - b. The Woroni Store Room
 - c. The Woroni Lockers
- II. The Woroni Office is accessible with authorised hard keys and swipe keys. Only the Editor-in-Chief is permitted to authorise swipe key access for the Woroni Office. One (1) hard key to the Woroni Office will be kept by each Executive Officer.
- III. The Woroni Store Room is accessible with hard keys only. There will only be three (3) keys available to access the Woroni Store Room. One will be kept in a designated and secured key safe, another will be kept by the Managing Editor and the third key will be kept by the Radio Editor.
- IV. Each of the Woroni Lockers is accessible with hard keys. The Woroni Lockers can be either private or public lockers.
 - a. For private lockers, the hard keys will be kept by whomsoever is responsible for that locker.
 - b. For public lockers, one hard key will be kept in the aforementioned designated and secure key safe, and one will be kept by the Managing Editor.

13. Procedures:

a. Payments

	Supplier EFT	Reimbursement	Debit Card	Bookshop (ANUSA Only)	GAC (ANUSA Only)	SEEF Round 1 - 75% (PARSA Only)	SEEF Round 2 - 25% (PARSA Only)	Wages/Honoraria	Petty Cash (PARSA Only)	Superannuation
1				Refer to Online Shop Manual	Refer to GAC Handbook and Constitution	Applications close, decision made via meeting, offer letters sent, acceptance received within 10 days	Applicants submit receipts via Orgsync	Casual staff only: complete Xero timesheet	Seek approval for payment: refer to Purchases Policy	
2	Obtain tax invoice	Make purchase and obtain tax invoice		Finance Officer retrieves stamped orders from BKSS		SEEF Officer sends Finance Officer a spreadsheet of grants payable	SEEF Officer reviews receipts	Casual staff only: Timesheets approved by authoriser	Obtain cash from PARSA Administrator, make purchase and obtain tax invoice	
3	Forward invoice to Finance Officer (Expense form may be	Complete Expense Form		Finance Officer enters booksellers as contacts in Xero	Finance Officer exports Payment Request from Orgsync	Finance Officer enters receipts as contacts in Xero			PARSA Administrator receives receipt and records transaction in a spread	

	requested if claimant lacks delegation to improve the expense)				and marks as 'complete' in Xero			sheet	
4	Finance Officer creates new bill in Xero with receipt attached		Finance Officer creates Spend Money entry with receipt attached		Finance Officer creates new bill in Xero		Finance Officer creates Pay Run	Monthly, Finance Officer enters spreadsheet into Xero as spend money transactions, and marks as reconciled	Finance Officer creates payment in Xero Auto Super
5	Ref: [Invoice #]	Ref: [Surname] Reimbursement [DDMMYY]	Ref: [Surname] Debit Card [DDMMYY]	Ref: Order [Order Number]	Ref: [Payment Request ID]	Ref: SEEF [Grant #]			Authoriser enters authorisation code
6	Finance Officer makes batch payment			Finance Officer makes batch payment	Finance Officer makes batch payment for 75% of the grant amount	SEEF Officer makes individual payments for 25% of the grant amount (or balance of receipts submitted)	ANUSA/Woroni: Finance Officer makes batch payment PARSA: Automated scheduled payment is generated		Payment is direct debited
	Ref: BATCH [DDMMYY]			Ref: BOOKS [DDMMYY]	Ref: GAC [DDMMYY]	Ref: SEEF P1 [DDMMYY]	Ref: SEEF P2 [Grant #]		

			MY]]	MY]]	No]			
7	Finance Officer emails bank authorities with screenshot of batch		Finance Officer emails bank authorities with screenshot of batch		SEEF Officer emails bank authorities with screenshots of payments			
8	Bank authorities review expense forms in Xero, ensure they are signed by relevant authoriser, and approve the transaction in Commbiz		Bank authorities review in Xero, then approve the transaction in Commbiz		Bank authorities review pay runs in Xero, and approve the transaction in Commbiz			
9	Finance Officer completes bank reconciliation							Finance Officer completes bank reconciliation
SLA	7-10 days	14 days	5 days		As per pay cycle			As per ATO deadlines

b. Receipts

Invoices (Sponsorship and Advertising)	Ticket Sales (ANUSA Online Shop)	Ticket Sales (Eventbrite)	Ticket Sales (In Person)	BKSS Canteen	Bar Sales
Receive request to issue invoice	Receive request to have event listed	Organising individual lists event on Eventbrite	Conduct stocktake of total tickets/wristbands	Utilise VendHQ	Utilise VendHQ
Finance Officer to issue invoice in Xero with 14 day terms	List event. If sales are on behalf of another student organisation, add booking fee amount (set amount to cover Paypal Fee of 2.4% + 30c)	Receive payment	Issue to cashiers, along with float and EFTPOS terminal	Daily: record sales	At event: record sales
Receive payment	Guests purchase tickets	Create spending money transaction to Ticket/Event Sales	At end of each day, conduct stocktake of wristbands. Reconcile takings to stock.	Weekly: print till report and reconcile to cash. Bank cash less float	After event: print till report and reconcile to cash/EFTPOS report. Bank cash
Reconcile to invoice	Create spend money transactions in Online Sales Clearing Account 8010 from the PayPal feed, noting what the event is		Create invoice in Xero for that day's takings	Monthly: conduct stocktake and reconcile to sales. Print report and add to exec meeting agenda	
	At conclusion of event, prepare reconciliation spreadsheet detailing total ticket sales revenue		Bank cash and print EFTPOS report		
	Enter manual journal to transfer ticket sales revenue to Ticket/Event Sales account, recognising GST on Income OR If ticket sales were on behalf of another		Reconcile cash and correct portion of that day's EFTPOS payment against invoice		

	<p>organisation, create a new Bill for total revenue amount minus Paypal fees (calculate as ticket value less booking fee * number sold), expensed to the Online Sales Clearing Account. GST code: BAS excluded</p>				
			<p>Office manager to lock away ticket stock and float overnight</p>		
<p>IF PAYMENT NOT RECEIVED</p>					
<p>Issue reminder notices at 14 day intervals to supplier</p>					
<p>After 2 notices, follow up with phone call</p>					
<p>After further 7 days, ask Legal Officer to prepare a letter of demand</p>					
<p>If payment still not received, send to Executive to add as an agenda item to next Exec meeting. Exec to decide whether to take legal action or write off. Exec to minute</p>					

decision

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LEGAL

14. Press Council Principles:

Accuracy and clarity

1. Ensure that factual material in news reports and elsewhere is accurate and not misleading, and is distinguishable from other material such as opinion.
2. Provide a correction or other adequate remedial action if published material is significantly inaccurate or misleading.

Fairness and balance

3. Ensure that factual material is presented with reasonable fairness and balance, and that writers' expressions of opinion are not based on significantly inaccurate factual material or omission of key facts.
4. Ensure that where material refers adversely to a person, a fair opportunity is given for subsequent publication of a reply if that is reasonably necessary to address a possible breach of General Principle 3.

Privacy and avoidance of harm

5. Avoid intruding on a person's reasonable expectations of privacy, unless doing so is sufficiently in the public interest.
6. Avoid causing or contributing materially to substantial offence, distress or prejudice, or a substantial risk to health or safety, unless doing so is sufficiently in the public interest.

Integrity and transparency

7. Avoid publishing material which has been gathered by deceptive or unfair means, unless doing so is sufficiently in the public interest.
8. Ensure that conflicts of interests are avoided or adequately disclosed, and that they do not influence published material.

15. Defamation: Attached
16. Copyright: Attached
17. Privacy: To be Completed
18. Licencing Agreements: To be Completed

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PRINT

19. Publishing Policy

The Woroni Editorial Board must exercise a duty of care in the content they publish. Duty of care will be interpreted subjectively as per Schedule 1 & 2 in the Constitution

The Woroni Editorial Board must exercise to the best of their ability the duty to avoid causing harm in the content they publish.

The Test for publishing content is determined by a balancing act between the harm to our brand and harm to students weighed against the public interest

The Woroni Board adopts the definition of harmful content as 'Content assumed to reasonably cause tangible detriment to a person most at risk'.

20. Corrections Policy

Triggering the Policy

This policy will be triggered when someone sends an email to the contact@woroni.com.au address outlining their request for a correction to be made. It will also be triggered when an editor requests for a correction to be made.

What doesn't trigger the policy

Allegations made in person or via social media will not trigger the policy, unless an editor then requests for the policy to be triggered.

Policy Steps

1. Editor-in-Chief & Deputy Editor-in-Chief are informed that a correction has been requested.
2. The Editor-in-Chief informs the person who has made a correction request that it is being assessed and that they will be informed once a decision has been made
3. Subject to any conflicts of interest, an editor is selected as the 'Correction Investigator' (CI) and will lead the corrections process. The below list details who has priority by default on leading the correction investigation.
 - a. Editor-in-Chief
 - b. Deputy Editor-in-Chief
 - c. Print Editor
 - d. Managing Editor
 - e. Radio Editor
4. The CI then investigates the request. This includes ascertaining the following:
 - a. Has inaccurate or misleading material been published?
 - b. Should the content be retracted?
 - c. Should a correction be made?
 - d. What should the correction state?
 - e. What form should the correction take? Will it be in print, radio or online, or a combination of those?
5. The CI advises the board of their assessment as to if a correction or retraction should be made
6. The board has a vote on the correction being made
7. If the board approves a correction then the CI ensures that the correction will be made
8. The Editor-In-Chief immediately informs the person who has requested a correction about the decision that has been made

Online

Correction:

A correction that is made online should take the following form:

The correction should be marked with an asterisk immediately following the sentence that has been corrected.

At the bottom of the article the following template must be used:

**Editor's Note (DATE): An earlier version of this article [OUTLINE INNACURCY OR MISLEADING STATEMENT]. This article has since been amended to correct this. We apologise for this error.*

Retraction:

At the beginning of the article the following template must be used:

**Editor's Notes (DATE): An earlier version of this article [OUTLINE INNACURCAY OE MISLEADIGN STATEMENT]. In light of that, this article has since been retracted. We apologise for this error.*

Print

Correction:

A correction made in print should take the following form:

The correction should be listed in a prominent location in the following printed edition of the paper. It should read as follows:

Correction: It has come to the attention of Woroni that in the article titled '[ARTICLE TITLE]' published on [DATE OF PUBLICATION] that [OUTLINE INNACCURACY OR MISLEADING STATEMENT]. [OUTLINE CORRECTION]. Woroni apologises for this error.

Retraction:

A retraction of a print article should take the following form:

The retraction should be listed in a prominent location in the following printed edition of the paper. It should read as follows:

Correction: It has come to the attention of Woroni that in the article titled '[ARTICLE TITLE]' published on [DATE OF PUBLICATION] that [OUTLINE INNACCURACY OR MISLEADING STATEMENT]. in light of this, Woroni has decided to retract that article. Woroni apologises for this error.

Radio

Correction:

A correction made on radio should take the following form:

"Woroni would like to issue the following correction. On [DATE OF BROADCAST], [PERSON/POSITION WHO MADE INACCURATE/MISLEADING STATEMENT] said

*[OUTLINE INACCURACY OR MISLEADING STATEMENT]. [OUTLINE CORRECTION].
We apologise for this error."*

Retraction:

A retraction on radio should take the following form:

"Woroni would like to issue the following retraction. On [DATE OF BROADCAST], [PERSON/POSITION WHO MADE INACCURATE/MISLEADING STATEMENT] said [OUTLINE INACCURACY OR MISLEADING STATEMENT]. In light of that, Woroni would like to retract that statement. We apologise for this error."

21. Advertising Policy

The test to determine between an advertisement and an article in Woroni's publishing policy is whether it serves a wider benefit to the students which is a subjective test

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22. Facebook Publishing Policy

Publication on the official Woroni social media accounts of content can occur when the head of the Digital Media portfolio and one other editor approves. If there is disagreement, then it will be decided by a simply majority vote.

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23. Online Policy

News content will be published online as per the discretion of the head of the News portfolio. All other print content will be published online after the approval of a simple majority, with the timing of the publication at the discretion of the print team.

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