

WORONI

Australian National University Student Media

APPROVALS PROCEDURE

1. Purpose:

Section 14.1 of the ANU Student Media (ANUSM) Constitution reads that 'The Association may establish and manage media platforms in the name of the Association.'

Section 14.5 of the Constitution reads that 'A publication of the Association may not be published without the approval of the Board. The Board may only authorise publication where:

- a. The publication complies in its entirety with the Principles, as issued from time to time by The Australian Press Council, outlined in Schedule 1 of this Constitution and is not otherwise contrary to the Constitution or any regulations or policies;
- b. The publication does not contain any material which may impose civil or criminal liability on the Association or Board members.'

This procedure has been created in light of sections 14.1 and 14.5 of the ANUSM Constitution

2. Definitions:

1. Contribution: A contribution refers to content submitted to an ANUSM publication. Examples include articles, creative writing, news pieces, radio shows, podcasts, videos and illustrations.
2. Publication: ANUSM publications are the Woroni magazine, Woroni Radio, Woroni Television and the Woroni website.

3. Other Policy Documents

This procedure document should be read in conjunction with ANUSM's:

- a. Advertising Policy
- b. Copyright Policy
- c. Content Warning Policy
- d. Social Media and Communications Policy

4. Feedback

1. While approval is of constitutional importance, it also serves a purpose in the way of facilitating an efficient feedback system. Editors should pass on relevant, honest and helpful feedback from their approval documents to their sub-editors and contributors.

5. Content – Print

1. Print content contributions are submitted to the Content Editor, who must compile them in a single document called the Content Approval Document (CAD). The CAD must be sent around to the Board for approval.
2. This is the final step of the editing process as the contributions would have already been edited by the content sub-editors and Content Editor. Contributions should be scanned for overlooked errors, potential content warnings and potential concerns.
3. Even if the content contribution has already been published online, it should be included within the CAD so it can be approved again for print.
4. If a news contribution has already been approved for online publication, then it does not need to be re-approved to be published in print. However, it must be included in the CAD so it can be checked for overlooked errors, potential content warnings and potential concerns.
5. How the CAD is sent around is at the discretion of the Content Editor, but a shared Google document is recommended.
6. Each contribution must individually receive an approval of 6/8 of the Board, so the Content Editor must insert a table for each contribution, such as the one below.

| | Feedback | Approve | Pending | Disapprove |
|------------------------|----------|---------|---------|------------|
| Editor-in-Chief | | | | |
| Deputy Editor-in-Chief | | | | |
| Content Editor | | | | |
| News Editor | | | | |

6. The Woroni Print Publication

1. Once the Art Editor has compiled the art and design contributions and finalised the print publication, they must send a PDF version around to the Board.
2. At this stage each contribution should be print-ready so that Board members can read through the PDF and approve the magazine for printing.
3. The print publication requires 6/8 Board approval to be sent to the printer.
 - a. This approval threshold must be obtained within 24 hours of the PDF version being sent to the Board.
 - b. In exceptional circumstances, it may be presumed that an Editor’s lack of response to the approval constitutes tacit approval of the PDF version.
4. Art and design contributions are to be considered and approved when the PDF proof of the print publication is sent around.
 - a. An artwork or illustration may be subject to individual approval separate to the proof of the print publication at the discretion of the Art Editor. Any such approval remains subject to 6/8 Board approval.
5. Editors should pay special attention to words being cut off, titles being incorrect, author’s names being inaccurate, observance to the style guide, team lists, etcetera.

7. Content – Online

1. If a content contribution has already been approved for print, then it does not need to be re-approved to be published online.
2. Content contributions must be sent to all Board members prior to publication online.
3. Each contribution must receive 6/8 votes to be published online. Editors have 4 days to complete their approval. After this period has lapsed, their approval is presumed unless otherwise indicated. However, a minimum of 4 approvals is required.
4. At any point within the 4-day period, an Editor may ask that the piece move to a standard 6/8 Approval.
5. This is the final step of the editing process as the contributions would have already been edited by sub-editors and the content editor. Contributions should be scanned for overlooked errors, potential content warnings and potential concerns.
6. Where a content piece has been approved for print, it should not be posted online until the print edition has been made publically available.

8. News

1. News pieces are submitted to the News Editor, who must compile them in a single document called the News Approval Document (NAD). The NAD must be sent around to the Board for approval before publication online.
2. If a contribution has already been approved for print, then it does not need to be re approved for publication online.
3. Each contribution should receive 4/8 votes from members of the Board to be published online.
 - a. During the hours of 9am to 9pm, members of the Board have 20 minutes to respond before it is presumed that they approve of the article.
 - b. At any point during the 20 minute period, a Board Editor may state they do not approve, or ask that the piece move to a standard 4/8 Board Approval.
 - c. At any point during the 20 minute period, an Editor may request that the 20 minute period be extended by a specified amount of time.
 - d. Outside of 9am to 9pm, a standard 4/8 Board Approval applies. This means that a piece must have been approved by four members of the Board, including the News Editor, before it can be published online.
 - e. If a contribution is put on the NAD outside of 9am to 9pm and does not have 4/8 approvals when it becomes 9am, the 20 minute period described in clause 3. a. begins
4. In the event of disagreement, any Editor can request a Board vote on a news article, where 6/8 votes will be required for the contribution to be approved.
5. Noting that it is preferable to ensure the quality of ANUSM content prior to release, once an article has been published online, the News Editor may make additional style guide, spelling or grammar edits without seeking further approval.
6. This is the final step of the editing process as the news article would have already been edited by news sub-editors and the News Editor. Articles should be scanned for overlooked errors, potential content warnings and potential concerns.
7. Each contribution must be approved individually, so the News Editor should insert a table for each contribution, such as the one below.

| | Feedback | Approve | Pending | Disapprove |
|------------------------|----------|---------|---------|------------|
| Editor-in-Chief | | | | |
| Deputy Editor-in-Chief | | | | |
| Content Editor | | | | |
| News Editor | | | | |

9. Radio – Live Broadcast and Podcasts

1. Prior to Woroni Radio's first broadcast of the semester, the Radio Editor will collect radio show plans from the hosts. There should be one plan per radio show.
2. The Radio Editor must compile these plans in a single document called the Radio Approval Document (RAD). The RAD must be sent around to the entire Board for approval via email.
3. Each plan must receive 6/8 votes before the hosts can begin broadcasting.
4. The plans will have been sent back and forth between the Radio Editor, executive producer, sub-editors, producers and hosts prior to the RAD being sent around, so the plans should be comprehensive and thought-through. The Board should look at the overall vision of each radio show and provide feedback in the form of potential concerns and ideas.
5. The RAD must be sent around to the Board from the Radio Editor before broadcasting begins.
6. Because each radio show plan must be approved individually, the Radio Editor must insert a table for each contribution, such as the one below.

| | Feedback | Approve | Pending | Disapprove |
|------------------------|----------|---------|---------|------------|
| Editor-in-Chief | | | | |
| Deputy Editor-in-Chief | | | | |
| Managing Editor | | | | |
| Radio Editor | | | | |
| Content Editor | | | | |
| News Editor | | | | |
| Television Editor | | | | |
| Art Editor | | | | |

10. Television

1. After the video is finalised it must be sent around to the entire Board for approval. A video must receive 6/8 votes before it is uploaded, shared or live streamed.
 - a. In the event of a livestream, the livestream must be supervised by an Editor or a television senior sub-editor who has read, understood and agreed to abide by the Social Media and Communications Policy.

11. Timely Works

1. This part is to be utilised in the event that an Editor elects to designate a work as a 'time sensitive' and is limited to works to be published online.
2. Any supervising Editor proposing a work for approval may designate it as 'time sensitive'.
 - a. For this process to be applied, the designation of an approval as 'time sensitive' must be clearly indicated.
 - b. The classification must be indicated when a work is first put forward for approval.
 - c. When the work is first put forward for approval, the Editor must indicate why it is being designated as 'time sensitive'.
 - d. A work cannot have its designation upgraded to timely if it has already been submitted for approval.
3. Timely works is a discretionary category, however may include some of the following indicative features:
 - a. Has been flagged to Editors prior to completion with aims to meet approval requirements by a pertinent time slot;
 - b. Responds to recent current affairs or developments;
 - c. Requires immediate release in order to retain relevance or value as a work.
4. Each timely work should receive 6/8 votes from the Board to be published online. a. During the hours of 9am to 9pm, members of the Board of Editors have 1 hour to respond before it is presumed that they approve of the work.
 - a. At any point during the 1 hour period, an Editor may state they do not approve, or ask that the piece move to a standard Approval.
 - b. At any point during the 1 hour period, an Editor may request that the 1 hour period be extended by a specified amount of time.
 - c. Outside of 9am to 9pm, a standard approval process applies. This means that a piece must have been approved by the process it would otherwise be subject to had it not been designated as 'time sensitive' before it can be published online.
5. In the event of disagreement, any Editor can request a timely piece have the relevant standard approvals procedure applied. The relevant disagreements sections are subsequently applied.

12. Events Approval

1. Event briefs are submitted to the Editor responsible for that specific event, who must compile them in a single document called the Events Approval Document (EAD). The EAD must be sent around to the Board for approval.
 - a. The EAD must state the:
 - i. Title, and proposed location and date of the event

- ii. Summary of the event, including an explanation of its purpose and contribution to the organisation.
 - iii. Itemised budget of the event, including but not limited to: venue hire, AV costs, catering, and entertainment. The budget must be in line with Woroni's Expense and Reimbursement Policy.
 - 1. The Managing Editor must be included in any communications, internal and external, involving Woroni expenditure.
 - iv. A brief summary of how the event will proceed.
 - v. What, if any, contributions, are required from other Editors
2. An event brief must receive 6/8 votes before the event may be organised in full (i.e. money spent, and confirmations made).
 3. If expenditure on one budget item is required before another quote can be provided, the Board may approve expenditure on the former budget item, providing there is an estimated budget provided.
 4. If approval is received, the Editor in charge may make the relevant posts on social media in order to advertise the event.

13. Disagreements

1. This part is to be utilised in the event any other disagreement process listed in this procedure fails to produce a resolution.
2. In the event of a disagreement, any one of the editors can call an informal meeting either online or in person. In this meeting the Board must discuss in a respectful manner the issues that may arise from the produced media content in question and vote accordingly.
 - a. This vote must have 7/8 approvals, or 6/8 approvals due to exceptional circumstances, to be published. In this vote, no editor may abstain.
 - b. For all media platforms, the vote can be called after further additions and/or edits are made, or the piece is reshaped all together.
 - c. For Content, News and Television the disagreement process outlined in the relevant parts of this procedure must be followed before an Editor may request a consensus approval requiring 7/8.
 - d. For Radio disagreements an Editor may move for a consensus approval in the event of a major disagreement.
 - e. For Radio, if a radio plan has been disrupted the Radio Editor must liaise with the potential presenters in question and request an edited or, if needed, a new radio plan.

14. Policy Details

This policy was adopted by ANU Student Media on 21/06/2017

The policy was updated on 14/02/2019

The policy was updated on 23/06/2022

The policy was updated on 22/09/2022

The policy was updated on 1/06/2023