

WORONI

Australian National University Student Media

COLLABORATIVE AND AUTONOMOUS PUBLICATIONS POLICY

1. Purpose:

1. This policy shall form the Student Creative Publication (SCRIPT) Fund Guidelines
2. This policy establishes a procedure for grants of money to be issued to organisations from the Student Creative Publications Fund ("the Fund") in accordance with the principles of procedural fairness.
3. The objects of the Fund are to:
 - a. Support and promote the development of specialised or autonomous publications on campus;
 - b. Support and promote the creative talents of students of the University, particularly in the fields of arts and culture;
 - c. Foster greater ties between ANUSM and other publications and organisations on campus, to benefit from ANUSM's institutional knowledge, expertise, and resources, as well as administrative and cost savings; and
 - d. Contribute to a sense of University identity and to reflect the scholarly and cultural diversity of the University community
4. This policy shall have a dual purpose in informing the grant of money for SCRIPT applications as well as to guide the production and publication of autonomous publications both through the SCRIPT fund and internally in ANUSM, where a section refers to the production and/or publication of autonomous publications it shall be taken to include both of these purposes. Where a section refers broadly to publications produced pursuant to a grant under this policy it shall not have effect with regards to Autonomous Publications produced by or on behalf of ANUSM
5. An individual who identifies with a certain identity is taken to have that identity, any attempt to question or investigate an individual's claim to identify in any way by any Editor, Sub-Editor or otherwise is a breach of this policy

2. Definitions:

1. Autonomous Publication: a publication, or section of a publication, which is led and contributed to exclusively by people with a specific identity or experience. In determining what constitutes an autonomous publication, regard may be given to
 - a. The existing relationship the publication has with ANUSM; and
 - b. The existing organisational structures and relationships to groups on campus that are not ANUSM

2. Autonomous Group: the group containing all people who identify with a specific identity or experience
3. Contributor: an individual who creates or is part of the creation of works which are voluntarily submitted to a publication with the intention of the work being published on that publication's platform
4. Publication: any publication, or section of a publication, whether in print, online, radio or TV. Publications are not restricted to traditional formats but include other forms and types of creative and artistic expression, this includes but is not limited to, art folios, virtual exhibitions, audio-visual projects, and exhibitions
5. Publication Coordinator: the Managing Editor, or their delegate who must be a member of the ANUSM Board, given the responsibilities to them under section 12 of this policy
6. Publication Contact: the primary representative of a SCRIPT-funded publication and its interests to ANUSM, as defined and given responsibilities in section 12 of this policy
7. Non-Autonomous Publication: a publication which is not an autonomous publication or a Woroni collaborative publication
8. Woroni Collaborative Publication: a publication that is led by ANUSM in conjunction with an ANU community organisation, such as ANUSA, PARSa or ANU Sport, and is administered by ANUSM

3. Other Policy Documents:

This policy should be read in conjunction with the Association's Constitution, Approvals Procedure, Content Warnings Policy, Intellectual Property Policy, Grievances and Disputes Procedure and Social Media and Communications Policy

4. Administration:

1. ANUSM has been given funding to establish a Collaborative Publication and Creative Fund. The funding comes from the Student Services and Amenities Fee ('SSAF'), which is allocated by the University in consultation with students of the ANU.
 - a. The Managing Editor shall set a maximum total amount of funding allocated to the Fund from ANUSM's budget for an academic year. The total amount of funding must at least equal the amount of funding allocated by the University through SSAF for the fund
2. The Fund is administered by ANUSM

3. Monies allocated to the Fund must only be spent in accordance with these Guidelines
4. The Guidelines are a policy of ANUSM and therefore may be changed in any way and at any time that the ANUSM Board sees fit
5. The Guidelines are subject to the ANUSM Constitution and procedures. In the case of any conflict, the ANUSM Constitution shall prevail

5. The Grants Committee:

1. The Grants Committee ('the Committee') shall have responsibility for approving the grant of monies from the Fund
 - a. The Committee must have regard to the Guidelines and selection criteria in approving or rejecting applications.
2. The Committee shall be comprised of:
 - a. The Editor-in-Chief (the Chair);
 - b. The Managing Editor;
 - c. The Content Editor;
 - d. The Radio Editor;
 - e. The TV Editor and;
 - f. Any other member of the Association that the Board may from time to time appoint to the Committee.
3. The Committee is quorate when three out of the five Editors in s 5.2 are present
4. Meetings of the Committee may be called from time to time by the Chair but must be called at least once per month, unless there are no applications pending discussion by the Committee
5. Decisions of the Committee are made according to a simple majority vote. In the event of the tie, the Chair shall have a casting vote
6. Decisions of the Committee must be minuted
7. Any decision of the Committee awarding or refusing a grant is final and cannot be overturned

6. Appropriation of Funds, Grant Categories and Eligibility:

1. The Committee may only appropriate money from the Fund for the following purposes:
 - a. To make a grant under one of the following grant categories:
 - i. Autonomous publication grants;
 - ii. Non-autonomous publication grants; and
 - iii. ANUSM collaborative publications

- b. To promote the Fund including past and current publications funded under the Fund
- 2. Autonomous Publication Grants:
 - a. Are for publications which are given the meaning in and governed by s 7 of this policy with the additional requirement that grants may only be distributed to autonomous groups on campus
 - b. Are for up to \$10,000
- 3. Non-Autonomous Publication Grants:
 - a. Are for publications which are not autonomous or Woroni collaborative publications, including publications organised by individuals or groups of individuals
 - b. Are for up to \$3,000
- 4. ANUSM Collaborative Publications:
 - a. Are for publications that, from time to time, ANUSM may wish to organise in partnership with ANU community organisations, such as ANUSA, PARSA or ANU Sport. The organisation must agree to formal terms and conditions as reasonably imposed by the Committee in consultation with the organisation
 - b. There is no maximum amount of funding per grant; however, the total funding awarded to ANUSM collaborative publications must not exceed 50% of the total funding allocated to the Fund
- 5. Applicants must be
 - a. Current undergraduate or postgraduate students at the ANU;
 - b. A group composed of undergraduate or postgraduate students at the ANU; or
 - c. An ANU community organisation, including but not limited to:
 - i. Organisations that directly participate in the SSAF funding allocations process;
 - ii. ANUSA-affiliated Clubs or Societies;
 - iii. ANU Sport-affiliated clubs;
 - iv. ANU theatre groups;
 - v. Residential halls; and
 - vi. Academic college groups

7. Autonomous Publications:

- 1. This section governs Autonomous Publications produced by or in conjunction with Woroni as well as wholly independent publications which receive a grant under s 6.2 of this policy, all sections of this section shall be taken to have effect on both classes of publication unless expressly or impliedly provided for otherwise
- 2. Contributors

- a. Only contributions made by members of the autonomous groups may be published in an autonomous publication
 - b. A contribution may include, but it not limited to:
 - i. Artwork;
 - ii. Written work, including scripts;
 - iii. A radio show or segment;
 - iv. A musical or audio work; or
 - v. A video or video segment
 - c. All contributions to a publication should be credited except at the request of the contributor
3. Involvement of ANUSM Volunteers
- a. At the discretion of the Publication Contact, ANUSM Editors and Sub-Editors may be involved in the technical stages of production, such as video editing, copy-editing or sub-editing, even if they do not identify within the autonomous group
 - b. Where someone who does not identify as part of the autonomous group is invited to assist in the production, they should not themselves produce substantive content which would appear in the autonomous publication
 - c. The Publication Contact must have the opportunity to give feedback on any aspect of an autonomous publication that has been produced, in part or in whole, by someone who does not identify as part of the autonomous group, prior to publication
4. Any autonomous publication produced by or on behalf of ANUSM shall be subject to the following dispute resolution mechanism, subject to this, autonomous publications produced via a SCRIPT grant shall not be subject to these provisions:
- a. The distribution of any autonomous publication by ANUSM is contingent on approval in compliance with the processes outlined in the ANUSM Approvals Procedure
 - b. All disagreements relating to the approvals process must utilise the disagreement processes listed in the ANUSM Approvals Procedure
 - c. In the event of any other disagreement, all effort must be made to follow the processes outlined in the ANUSM Grievances and Disputes Procedure
 - d. Any inquiries not covered by this section must be brought to the ANUSM Board and submitted to a vote

8. Funding Rules and Prohibitions:

- 1. The Panel may partially fund applications, request additional information, or attach additional requirements on any funded publication, considering
 - a. The Guidelines;
 - b. The reasonableness of the budgeted expenditure;

- c. The remaining amount of money in the Fund; and
 - d. The strength of the application
2. As the Fund is provided through SSAF grants, funding must only be used for the publication outlined in the application form and approved by the Committee, or reasonable incidental costs
3. All funds awarded in a year must be spent by 30 November of that year. Funds spent must be fully acquitted by 15 December of that year
4. Any unspent funds, or funds spent other than in accordance with the approved budget, must be returned to the Fund unless otherwise determined by the Committee
5. 10% of the annual profits generated from the project for a period of 3 years, or up to the value of the grant (whichever is lesser), shall be returned back to the Grant as advised in the offer letter provided
6. A Publication which has received funding from the Student Extracurricular and Enrichment Fund or an ANUSA Clubs Grant or any successor programs to these cannot receive a SCRIPT Grant
7. Funds cannot be used as payment:
 - a. For alcohol;
 - b. For cash or cash like products, including gift cards;
 - c. To students in the form of honoraria or salaries; or
 - d. Anything else which is prohibited under the *Higher Education Legislation Amendment (Student Services and Amenities) Act 2011*
8. The Committee reserves the right to rescind funding or to recover costs from applicants if the project contravenes any federal or territory law or legislative instrument, ANU policy, any ANUSM policies, the Guidelines, or any agreement made between the Committee and the Applicant

9. Application:

1. Applications may be sent at any time during the academic year, or at the discretion of the Committee
2. Funding is not available retrospectively and must be spent in the year it is granted
3. Applicants must adhere to the ANU Code of Conduct when communicating with ANUSM and Committee members. All contact and correspondence shall be in a respectful and constructive manner, free from discrimination or harassment

4. Applications shall be made in a manner and form determined and advertised by the Panel
5. It is the Applicant's responsibility to demonstrate that they meet all requirements of any Grant for which they are applying
6. The Committee considers grants on a competitive basis. Meeting the requirements does not guarantee funding
7. Unsuccessful applications may be resubmitted

10. Selection:

1. In making the decision, the Committee may consider the:
 - a. Contribution made by the Applicant and the publication to university life and the University's public profile;
 - b. Contribution made by the Applicant and the publication to a sense of University identity and to reflect the scholarly and cultural diversity of the University community;
 - c. Contribution made by the Applicant and the publication to developing the creative talents of students in arts and culture;
 - d. Extent to which the Applicant and the publication furthers the objects of the Fund and the objects of ANUSM;
 - e. Extent to which the Applicant publication demonstrates or facilitates the development of artistic, creative, journalistic and related skills;
 - f. Degree of financial prudence demonstrated, including from sponsorship, self-funding, or external revenue raising undertaken;
 - g. Degree of support from relevant organisations and stakeholders;
 - h. Sustainability of the publication;
 - i. Historical record of the Applicant and the publication, including capability to deliver and quality of any previous publication;
 - j. Extent to which the benefits to the ANU community are clearly outlined and described; and
 - k. Any such reasonable criteria as the Committee deems appropriate for the objects of the Fund
2. The outcome of applications shall be communicated to the Applicant within two academic weeks of the Committee meeting at which the application was discussed
3. Publications that infringe on Woroni's Ethical Media Standards or ANU's Code of Conduct will not be funded. This includes, but is not limited to, content that is defamatory, discriminatory, or incites hatred or vilifies a group of people.
4. Limited feedback may be provided to applicants

11. Terms and Conditions:

1. Upon receipt of an offer, successful applicants have two academic weeks to accept
2. The Applicant must undertake and complete their publication as outlined in their Application and subject to any requirements imposed by the Committee
3. Acceptance of the offer of a grant constitutes a binding acceptance of the Guidelines and any terms and conditions contained within
 - a. For ANUSM collaborative publications, a provision within the terms and conditions may be displaced by an equivalent provision of a written legal agreement with the partner organisation
 - b. For any other publication, a provision within the terms and conditions may be displaced upon written agreement, or legal agreement, decided at the discretion of the Committee
4. Disbursement of successful funds:
 - a. For Woroni collaborative publications, the Managing Editor shall separate the successful grant from the Fund in ANUSM's books and treat the successful grant as its own line item in ANUSM's operating budget
 - b. For all other publications the Committee may, at their discretion and in considering the circumstances of individual publications, elect to offer to disburse the grant in any number of the following ways:
 - i. 75% of the grant within one month of receiving the publication's acceptance of the offer and the remaining amount within a reasonable time following full acquittal of the grant amount, in this case, the acquittal must be received at least 5 days before the end of the grant period outlined in the offer letter to allow for full disbursement of funds within ANUSM's financial year
 1. Subject to this the Committee reserves the right to not disburse the remaining portion of the approved funding amount if the conditions of the grant are not complied with;
 - ii. 100% of the funds within one month of receiving the publication's acceptance of the grant offer; or
 - iii. 100% of the funds paid directly to a supplier/s
5. Upon completion of the project or the spending of the grant, the applicant must submit an acquittal report to the Committee in a manner and form prescribed by the Committee, including:
 - a. A budget report of all expenditure against all spending, including copies of all tax invoices or, if invoices cannot be provided, a completed statutory declaration form;
 - b. A signed declaration that all funds were expended for the purposes for which they were provided; and
 - c. A GST calculation for all relevant items

6. The Applicant must acknowledge the source of the funding in their publication, at minimum, with:
 - a. The ANUSM logo on their advertising material and in the acknowledgements section in the publication; and
 - b. A formal acknowledgement of ANUSM's contribution to the project in an acknowledgements section of the publication, or an equivalent section where relevant

7. Editorial oversight of publications by ANUSM:
 - a. For autonomous and non-autonomous publications, the Applicant agrees that ANUSM will restrict editorial oversight to issues pertaining to ANUSM's Ethical Media Standards or ANU's Code of Conduct, unless specified in a legal agreement between both parties
 - b. For Woroni collaborative publications, editorial oversight and division of roles and responsibilities must be agreed to in writing in a legal agreement

8. Copyright assignment
 - a. Copyright over works funded by the grant shall subsist in the author of the works involved. The terms and conditions of the grant are not intended to reassign copyright in any way unless explicitly stated
 - b. The Applicant agrees to assigning ANUSM a perpetual, royalty-free, worldwide, non-exclusive licence to re-use the funded publication and the promotional materials created for archival purposes and for promotional purposes, particularly to promote the purposes of this Fund, without modification and with full attribution to the author(s)

9. Limited legal liability
 - a. The grant of funding by ANUSM does not constitute an endorsement by ANUSM of the content in the publication. For the purposes of law, ANUSM is not a publisher of the successful publication
 - b. To avoid doubt, the Applicant agrees to indemnify ANUSM against any legal liability that may arise from the publication of the successful publication. ANUSM accepts liability only up to the undisbursed value of the successful grant. This includes but is not limited to liability arising from copyright infringement, defamation, and negligence

12. Publication Contact:

1. All publications shall be led by a Publication Contact

2. This position shall be:
 - a. Appointed by the Editor-in-Chief, or the relevant supervising Editor for an autonomous publication produced by or on behalf of ANUSM;

- b. The individual who applies for a SCRIPT grant as an individual or on behalf of a group for publications which receive a grant under s 6.2 or 6.3 unless and until otherwise communicated to the Committee; or
 - c. Appointed by the Editor-in-Chief with the consent of the the relevant community group for publications which receive a grant under s 6.4
3. This person must meet certain eligibility requirements in order to maintain the integrity of the publication's autonomy and ANUSM's publications. The Publication Contact:
 - a. Must be a current ANU student;
 - b. Must identify as part of the relevant autonomous group (for Woroni Autonomous publications and publications which receive a grant under s 6.2);
 - c. May or may not hold an existing role with ANUSM
4. This position is a volunteer role, and does not represent a sub-editor position or any other formal position with ANUSM
5. The Publication Contact must be involved throughout the production of the publication, including in the initial planning and the publication phases
6. It may be appropriate for the Publication Contact to review a publication before it is finalised or released. This may involve:
 - a. Reviewing a proof copy of a print publication, inclusive of attached artworks;
 - b. Reviewing a proof copy of an online publication;
 - c. Reviewing an outline or plan for a radio show or segment; or
 - d. Reviewing a video
7. It is at the Publication Contact's discretion to delegate any role or responsibilities in the production of the publication to another member of the association, so long as that member's role fits within any constraints outlined in this policy including constraints regarding membership of an autonomous group for autonomous publications. This may include but is not limited to:
 - a. Co-opt a member to write or contribute;
 - b. Co-opt a member to edit;
 - c. Co-opt a member to proof;
 - d. Co-opt a member to present;
 - e. Requesting assistance from Editors and sub-editors engaged by ANUSM

13. Publication Coordinator:

1. The Managing Editor or their delegate, who must be an Editor of ANUSM, shall be the Publication Coordinator for each publication under this policy on behalf of ANUSM. The Publication Coordinator will be the first point of contact between ANUSM and the Publication Contact

2. Publications under this policy may, on approval from the relevant Publication Coordinator, use ANUSM's offices, computers, and other resources for the purpose of the publication, as well as attend ANUSM training and workshop sessions
 - a. The Publication Coordinator must coordinate use of ANUSM's resources with ANUSM Editors and sub-editors to ensure ANUSM's activities are not adversely impacted
3. It may be appropriate for the Publication Coordinator to review a publication before it is finalised or published. This may involve:
 - a. Reviewing a proof copy of a print publication, inclusive of attached artworks;
 - b. Reviewing a proof copy of an online publication;
 - c. Reviewing an outline or plan for a radio show or segment; or
 - d. Reviewing a video.
4. Subject to 12.3, the Publication Coordinator must communicate an intention to review the publication within a reasonable timeframe
 - a. If the publication believes that the Coordinator has not communicated this intention within a reasonable timeframe they may contact the ANUSM's Editor-in-Chief to appeal this, the Editor-in-Chief must then take this appeal to the Committee within one week of receiving the appeal
 - i. If the Editor-in-Chief is the Publication Coordinator, the publication should contact the Managing Editor

14. Dispute Resolution:

1. Unless otherwise stated in this policy:
 - a. All disputes should follow the process outlined in the ANUSM Grievances and Disputes Procedure, unless the dispute pertains to the approval or refusal of a grant
 - b. Any inquiries not covered by this clause must be brought to the ANUSM Board and submitted to a vote

15. Policy Details:

This policy merged and superseded the previous Collaborative Publications (SCRIPT Fund Guidelines) and Autonomous Publications Policies on 01/06/2023