



Tasmania University Union

Student Media “*Togatus*” Policy

Responsible Officer: Executive Officer
Approved By: Board of Management
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1. Introduction

This shall be the policy of the Tasmania University Union (TUU), and it shall apply in all relevant matters relating to student media and the production of *Togatus*, or any other student media produced by the TUU.

Togatus has operated almost continuously since 1931, and provides a student media platform for students by students. It provides a crucial outlet for the student voice on student issues, and also engages with the wider Tasmanian community on these issues. Since its foundation *Togatus* has seen many changes, some of which have effected its operations for short periods of time. It has been a launching pad for many successful careers, including notable alumni cartoonist John Kudelka, academic Richard Eccleston and decorated writer Richard Flanagan, to name just a few.

The TUU and *Togatus* Editors are committed to the following values in the publication of *Togatus*:

- Truth
- Balance
- Independence
- Respectful discourse
- The rights of all groups including the marginalised to be heard

2. Objectives

The purpose of this policy is to:

- 2.1 Provide policy, guidelines and processes for the *Togatus* Editorial Team;
- 2.2 Provide regulation for the powers, duties, obligations, code of conduct and responsibilities of the *Togatus* Editorial Team;
- 2.3 Provide guidance with regards to the relationship between the *Togatus* Editorial Team, State Council and TUU.

3. Definitions

- 3.1 The definitions in Clause 2 of the *TUU Constitution* apply to this policy.
- 3.2 In this policy:
 - a) 'Current Student' means any currently enrolled student as defined in Rule 3 of the University, whether that person is enrolled as a full time, part time or external student;
 - b) 'Publisher' shall be the TUU State Council;
 - c) 'Student Media Committee' refers to a committee formed by the TUU Board of Management as per the Student Media Committee Terms of Reference;

- d) '*Togatus* Editor in Chief' means a student appointed to the position of *Togatus* Editor in Chief;
- e) '*Togatus* Editors' means students appointed to the positions of *Togatus* Editor in Chief, *Togatus* Print Editor, *Togatus* Digital Editor, *Togatus* Assistant Editors, and any other *Togatus* sub-Editors;
- f) '*Togatus* Editorial Team' refers to the team of students appointed to manage the operations of and produce *Togatus*, including the Editor in Chief, sub-editors and other *Togatus* support staff;
- g) 'TUU' means Tasmania University Union;
- h) 'University' means University of Tasmania.

4. Relationship between State Council, TUU and *Togatus*

- 4.1 State Council is the publisher of *Togatus*.
- 4.2 The Editor in Chief shall submit a report detailing the actions relating to their role as Editor in Chief, to the Publisher at all meetings of the TUU Council.
- 4.3 Neither State Council nor TUU will interfere with the operation or publication of *Togatus* provided the *Togatus* Editorial Team:
 - 4.3.1 Ensure *Togatus* remains a medium through which all University student views may be expressed subject to editorial discretion;
 - 4.3.2 Abide by the obligations and code of conduct as stipulated in this policy;
 - 4.3.3 Do not undertake illegal activities;
 - 4.3.4 Do not discriminate on the basis of race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, political, religious or ideological conviction, or national or social origin;
 - 4.3.5 Fulfil their obligations under this policy.

5. State Council and TUU Obligations

- 5.1 State Council and TUU have an obligation to:
 - 5.1.1 Allow the publication of any material, including material related to State Council, TUU and the University, and/or associated organisations and/or persons, except in circumstances where it would be illegal, defamatory or discriminatory for the material to be published;
 - 5.1.2 Not interfere with any editorial decision of the *Togatus* Editors, other than as sanctioned by this Rule;

- 5.1.3 Provide access to appropriate training and facilities throughout the year required for the *Togatus* Editorial Team to fulfil their roles, as determined in consultation with the Publisher;
- 5.1.4 Ensure that the *Togatus* Editor in Chief is consulted in the TUU budget process in relation to *Togatus* funding;
- 5.1.5 Consult with the *Togatus* Editor in Chief in the making and the review of this policy where practical.

6. *Togatus* Editorial Obligations

- 6.1 The *Togatus* Editorial Team respects the right of the TUU to manage the financial and administrative operations of the TUU, and to protect its assets by mitigating the risk of legal liability associated with editorial independence of student media.
- 6.2 The role of the *Togatus* Editorial Team under the guidance of the Editor in Chief encompasses the following duties:
 - 6.2.1 Ensure that as many printed copies of *Togatus* are distributed as is reasonably practicable, avoiding wastage.
 - 6.2.2 Ensure that the digital copy of each issue is uploaded online the day that the physical publication is distributed.
 - 6.2.3 The *Togatus* editors must give due consideration to all work submitted by any University of Tasmania student or association. No preference or bias is to be shown to any student, association, affiliation or opinion in any situation.
 - 6.2.4 The *Togatus* editors reserve the right to make the final decision on whether to publish a piece or not.

If a student or association feels their work has been unfairly withheld from publication they may:

- Lodge a formal request to the Editor-in-Chief to have their work reviewed by the members of the editorial team, and receive justification from each *Togatus* editor as to why their piece was withheld.
 - Lodge a request to the Student Media Committee to investigate the reasoning behind the decision to withhold an article from publication. If they find the reasoning unsatisfactory, the Editor-in-Chief should be compelled to take their decision under advisement.
- 6.2.5 Oversee the appointment and training of *Togatus* sub-editors and other support staff in consultation with the publisher, and the Student Media Committee where appropriate.

- 6.2.6 Negotiate with the publisher the publication schedule for their term of office at the beginning of each year. However the schedule may be updated throughout the year provided all parties agree.
 - 6.2.7 Consult the publisher about any proposed changes to the publication schedule.
 - 6.2.8 Provide appropriate handover guidance and all necessary assistance to the incoming *Togatus* Editorial Team upon their appointment.
 - 6.2.9 Provide at least two copies and an electronic copy of each *Togatus* edition to the publisher for the purpose of archives. The publisher is responsible for the archiving of all editions.
 - 6.2.10 Provide a quarterly report to the publisher indicating how many hardcopy and digital copies of each *Togatus* edition were distributed, and how many were left undistributed.
 - 6.2.11 Mail or digitally transfer copies of *Togatus* to editors of other university student publications where possible, in order to share ideas, skills and information, and to promote a spirit of cooperation and goodwill amongst student media, as well as establishing links between student media groups and between universities.
 - 6.2.12 Endeavour to increase the prominence of the publication within the general student body and community.
- 6.3 A *Togatus* Editor must not:
- 6.3.1 Make significant deviations from the publication schedule agreed to without reasonable excuse or appropriate consultation with the publisher.
- 6.4 Members of the *Togatus* Editorial Team must not:
- 6.4.1 Be found by a court of law to have broken any law in connection with their duties as a member of the *Togatus* Editorial Team.
 - 6.4.2 Misappropriate any amount of Student Media funding.

7. Code of Conduct

- 7.1 Members of the *Togatus* Editorial Team must:
- 7.1.1 Make the *Togatus* a medium through which all UTAS students' views may be expressed, rather than only that of the *Togatus* editors or other support staff.
 - 7.1.2 Act in accordance with all TUU Regulations and Policies and Procedures except where the *Togatus* Editorial Team are excluded from the scope of the document.

- 7.1.3 Not engage in any behaviour that contravenes the University of Tasmania Inclusion, Diversity and Equity Policy, or Behaviour Policy.
- 7.1.4 Ensure that all members of the *Togatus* Editorial Team and volunteers are treated fairly and without discrimination.
- 7.2 *Togatus* editors must abide by the Media, Entertainment and Arts Alliance - Journalists Code of Ethics as stated in Appendix A to this policy.
- 7.3 *Togatus* editors are expected to abide by the Australian Press Council, Statement of General Principles as stated in Appendix B to this policy.
- 7.4 *Togatus* editors are expected to abide by the Australian Press Council, Statement of Privacy Principles as stated in Appendix C to this policy.

8. Appointment of *Togatus* Editorial Team

- 8.1 The term of office for the *Togatus* Editorial Team is from the 1st December to 30th November.
- 8.2 The Editor in Chief, in consultation with the publisher, will be responsible for advertising all positions on the *Togatus* Editorial Team prior to the end of the term of office.
- 8.3 There shall be an interview panel who will be responsible for interviewing and appointing the *Togatus* Editor in Chief. The interview panel shall be comprised of the outgoing Editor in Chief or delegate, the President of the Council, and a member of the Student Media Committee.
- 8.4 The newly appointed *Togatus* Editor in Chief and one other person nominated by the publisher will be responsible for interviewing and appointing the remaining members of the *Togatus* Editorial Team.
- 8.5 Only currently enrolled students can be appointed a member of the *Togatus* Editorial Team.
- 8.6 It is not permitted for a student to simultaneously hold an elected student representative position within the TUU and be appointed to a position on the *Togatus* Editorial Team.
- 8.7 Prior to the expiration of their terms of office, the outgoing *Togatus* Editor in Chief will arrange for all materials and resources under the control of the outgoing *Togatus* Editorial Team to be transferred to the new *Togatus* Editorial Team. This includes but is not limited to, *Togatus* equipment, office space, social media accounts, email accounts, and website access codes.

- 8.8 If a student ceases to be a member of the *Togatus* Editorial Team prior to their expiration of term of office, their position may be filled by appointment as per clause 8.3 or 8.4 of this policy.

9. Ceasing to be a member of *Togatus* Editorial Team

- 9.1 A student ceases to be a member of the *Togatus* Editorial Team:
- 9.1.1 Upon expiration of their term of office;
 - 9.1.2 Upon the receipt by the publisher or the TUU Executive Officer of a written letter of resignation from the Editor in Chief; or
 - 9.1.3 Upon the receipt by the Editor in Chief of a written letter of resignation from any other member of the *Togatus* Editorial Team;
 - 9.1.4 Upon being dismissed pursuant to this policy; or
 - 9.1.5 When that student ceases to be a currently enrolled student at the University of Tasmania as defined in Rule 3.

10. Disciplinary Action

- 10.1 A member of the *Togatus* Editorial Team can only be removed in the event of a serious or continual breach of their obligations or Code of Conduct.
- 10.2 In the event of a suspected breach by a *Togatus* sub-editor or *Togatus* support staff of their obligations or Code of Conduct as per this policy, the *Togatus* Editor in Chief will investigate the matter, take the appropriate performance management steps if required, and report the matter to the Student Media Committee.
- 10.3 In the event of a suspected breach by the *Togatus* Editor in Chief of their obligations or Code of Conduct as per this policy, the Student Media Committee will investigate the matter, take the appropriate performance management steps if required, and report the matter to the TUU Board of Management.
- 10.4 The Student Media Committee must determine whether the member of the *Togatus* Editorial Team in question breached their obligation or Code of Conduct.
- 10.5 The Student Media Committee may employ any methods and procedures it sees fit in order to make this determination, but must abide by the principles of procedural fairness and natural justice.
- 10.6 The Student Media Committee must ensure that the member of the *Togatus* Editorial Team in question is afforded a face to face hearing before the Student Media Committee, and are aware of the content of all allegations made against them at the time of the hearing.

- 10.7 The Student Media Committee may consult with the TUU Board of Management or seek professional advice where applicable.
- 10.8 If alleged breaches are confirmed to have occurred, disciplinary action recommended to the TUU Board of Management by the Student Media Committee may include the following:
- Official warning; or
 - A fine equivalent to two week's pay (or such other amount determined by the Student Media Committee); or
 - Suspension from duties for a period of one month without pay (or such other period determined by the Student Media Committee); or
 - Termination of employment.

In most instances, unless the breach is determined to be serious or repetitive in nature with no indication of performance improvement following previous warnings, the Editor in Chief or Student Media Committee will recommend the issuance an official warning, detailing the nature of the breach and consequences of further breaches.

- 10.9 If the Student Media Committee determines that the member of the *Togatus* Editorial Team should be removed from their position, the chair will submit a report to the TUU Board of Management with a recommendation and supporting documentation.

11. *Togatus* Volunteers

- 11.1 *Togatus* Editors may appoint and remove volunteers (contributors) at their discretion, provided there is no breach of clause 7 *Code of Conduct*.
- 11.2 If the student media budget allows, the *Togatus* Editors may incentivise contributions and reward volunteers for their work for the publication.

12. Editorial Control

- 12.1 Except where required by law or sanctioned by this Rule, TUU shall not interfere with the editorial independence of *Togatus*.
- 12.2 The TUU Board of Management, after consulting with the Student Media Committee, may prevent or recall the distribution of an issue of *Togatus* if TUU Board of Management has reasonable grounds to fear legal action may be taken against it should the issue be distributed.
- 12.3 The TUU Board of Management must seek legal advice if they have reasonable grounds to fear legal action may be taken against it should the issue be distributed.

13. *Togatus* Content

13.1 The publication of diverse and contrary views shall be considered part of the aim of *Togatus*, which is to provide a democratic and transparent forum in which student affairs and interests can be discussed. The publication of diverse and dissenting views is also consistent with the values of balance, independence and the rights of all groups, including the marginalised to be heard.

13.2 Student News

13.2.1 News content shall be as unbiased, independent and accurate as possible, with a predominant focus on student issues.

13.2.2 Interviewees shall not be paid. Interviewees are free to answer "no comment" to any question. No legal indemnity or promise of legal assistance is granted by TUU to an interviewee for any legal actions which may arise in relation to their comments.

13.2.3 Once a student has identified themselves as participating in the production of content for *Togatus*, it shall be assumed that comments are on the record unless it is agreed otherwise.

13.2.4 Comments may be :

- On the record:- what is said may be disclosed and attributed to the interviewee or source;
- On background or non-attributable:- what is said may be disclosed but not attributed to the interviewee or source; or
- Off the record:- what is said may not be disclosed or attributed to the interviewee or source.

13.2.5 Students participating in producing student news shall abide by all relevant laws and may not use concealed recording equipment.

13.2.6 Information about the author's background (including employment, affiliations or activity) which may be relevant to the story should be succinctly reported alongside the article.

13.2.7 News articles should be prepared with due care, especially when dealing with sensitive subjects such as sexuality, violence or suicide. It is important to ensure that the language and tone is not disrespectful and that the article does not encourage or advise others to do harm to themselves or others. Contact details of 24-7 crisis support services should be included in the news article if applicable.

13.3 Student Opinion

13.3.1 Content which presents a particular point of view or opinion of an author may be published in *Togatus*.

13.3.2 Editors are obliged to print the below disclaimer in each edition of *Togatus*;

"The opinions expressed herein are not those of the editors, the publishers, the University of Tasmania, or Tasmania University Union. Reasonable care is taken to ensure that Togatus articles and other information are up-to-date and as accurate as possible at the time of publication, but no responsibility can be taken by Togatus Magazine for any errors or omissions contained herein."

13.3.3 The *Togatus* Editors are free to publish an additional disclaimer alongside opinion pieces to remind readers that the opinions expressed are those of the author and not those of the Editors, State Council, TUU, and the University.

13.3.4 An opinion piece may be biased, however it must still present the facts accurately, abide by relevant laws and treat interviewees and sources properly, as per this policy. *Togatus* editors shall not discriminate between content based on the opinion which is expressed.

13.3.5 Opinions which disagree with or criticise State Council, TUU, and/or the University, their position, actions and/or conduct may be published in *Togatus*, provided they do not contain defamatory or discriminatory content which may lead to legal action, or breach any other requirements of this policy.

13.4 Topical and Factual Content

13.4.1 Topical and factual content covers a broad range of content which is not news, opinion or creative content. This includes, but is not necessarily limited to, research articles, reviews and interviews.

13.4.2 Such articles must abide by the same rules as Student News content regarding independence and accuracy, the treatment of interviewees or sources, and the disclosure of relevant aspects of the author's background. Topical and factual content may present the particular point of view or opinion of the author.

13.4.3 An extra emphasis shall be placed on accuracy and if the editors deem it necessary, may seek a review from someone with relevant expertise in the area. This may include, but is not limited to, a student undertaking a relevant major or an academic who is an expert in the field.

13.5 Creative Content

13.5.1 Creative content refers to cartoons, short stories, poems, drawings, paintings and other artistic contributions to *Togatus*.

13.5.2 Creative content may also include satire and parody which may critique the objects which it represents, such as society, the University or the TUU. Such content may be published in the interest of providing a "democratic and transparent forum", except where it

would be illegal, defamatory or discriminatory for the content to be published.

13.6 User-generated Content

13.6.1 Content generated by users may be published in *Togatus*, primarily in the form of Letters to the Editor.

13.6.2 A Letter to the Editor or other user-generated content is not bound by the same rules as other types of content. Such content is free to present the view of its author and shall only be edited for legal reasons, grammar or layout (space) considerations. There shall be no guarantee that the facts presented in user-generated content are accurate.

13.6.3 Publication of a Letter to the Editor shall be the most common platform for anyone exercising a right of reply. *Togatus* editors shall not discriminate between user-generated content based on the view that is expressed.

13.7 Content Standards

13.7.1 TUU recognises that some students contributing to *Togatus* may only be willing to contribute if allowed to remain anonymous or use a pseudonym. In the interests of providing a democratic forum, where all groups have the right to be heard, anonymous or pseudonymous contributions shall be permitted if they provide their identity to the editor who will be responsible for maintaining the confidentiality of an anonymous or pseudonymous author's identity.

13.7.2 The editors should prevent the use of anonymous or pseudonymous publications from interfering with the values of this policy: truth, balance, independence, respect and the rights of all groups including the marginalised to be heard.

13.7.3 The editors may use their discretion to determine whether to publish content which may be offensive, but should abide by the Australian Press Council, Statement of General Principles as stated in Appendix B of this policy. The editors should take into account the following considerations in their decision-making process:

- How substantial is the potential of the content to offend?
- What is the contribution of the content to debate or incite student interest?
- How closely linked is the potential to offend to the substance of the work?
- Will the article cause harm or promote harmful practices?

13.7.4 If an article can be revised so that its substance remains largely intact, but its potential to offend is reduced, then the editors should strongly consider requesting the author to revise it.

- 13.7.5 If potentially offensive content is highly likely to cause harm or promote harmful practices, it should not be published.
- 13.7.6 If legal advice is obtained that the publication of potentially offensive content would be in breach of the law, then it must not be published.
- 13.7.7 Where errors are discovered they should be corrected in the next edition of *Togatus*, and a correction be posted online as soon as the error is detected.

13.8 Student politics and elections

- 13.8.1 The editors may not use their editorial powers to endorse one or more candidates in the TUU elections.
- 13.8.2 Informing the student body about the world of student politics is important. Additional election coverage may be published provided that it is produced by students who do not hold elected positions in the TUU or other student representative associations within the University, or are nominating for a TUU student representative position. This may include, but is not necessarily limited to:
- Interviews with candidates;
 - Reports on candidate debates;
 - Reports on student political groups; and
 - Opinion pieces.
- 13.8.3 A *Togatus* editor or staff member cannot hold a TUU elected student representative position, or intend to nominate for a TUU student representative position.

14. Complaints

- 14.1 Where a person feels that they, another person or another group of people have been treated unfairly, they must have an avenue through which to respond. Any person, or group of people, shall have the ability to respond to a piece by contacting the *Togatus* editors. The editors must advise the most appropriate avenue for reply, such as the publication of a Letter to the Editor.
- 14.2 If a person feels the response from the *Togatus* editors provides insufficient reparation for the damage caused and there has been a clear breach of this policy, they may register a complaint. A complaint may only be registered by someone who is affected either as the subject of perceived unfair treatment or as the member of a group which believes itself to have been treated unfairly, due to the breach of this policy.
- 14.3 A complaint in the first instance should be made in writing stating how the policy have been allegedly breached and provide evidence of the alleged breach. The complaint should be forwarded to the *Togatus* Editor in Chief, who will respond with a written acknowledgment of the receipt of the

complaint within one business day. A complainant is entitled to have their confidentiality respected.

- 14.4 A complaint should be made in a timely manner, no more than ten business days or two weeks, whichever is the lesser, following the release of an edition of *Togatus*, or the posting of an online article or comment. The Editor in Chief may report on and respond to complaints after this time, but are not required to.
- 14.5 The *Togatus* Editor in Chief should respond to the complaint within 5 business days or one week, whichever is the lesser.
- 14.6 If a complainant is not satisfied with the *Togatus* Editor in Chief's response, the *Togatus* Editor in Chief must provide the complainant with the Chair of the Student Media Committee's contact details.
- 14.7 A complaint forwarded to the Student Media Committee must be in writing, state how this policy has been allegedly breached, and provide evidence of the alleged breach. The Student Media Committee will investigate the complaint, and provide a response to the complainant and the *Togatus* Editor in Chief within 10 business days or two weeks, whichever is the lesser.
- 14.8 The Student Media Committee may seek professional advice to determine the outcome of the complaint.

15. Sponsorship and Advertising.

- 15.1 The *Togatus* Editor in Chief (or delegate) may solicit advertising material for publication in *Togatus* in consultation with the publisher (or nominee) provided it does not contravene any of these rules.
- 15.2 The *Togatus* Editor in Chief in conjunction with the publisher may set the fees for placing advertising material in *Togatus*.
- 15.3 In-kind payment may also be accepted, provided that it is approved by the publisher and does not compromise the independence of *Togatus*.
- 15.4 It must be clear that advertising material is not student content. Where this is not immediately obvious, it should be noted alongside the advertising material, "This is a paid advertisement".
- 15.5 *Togatus* may publish content which promotes community and charitable causes. This may be done through publishing opinion or topical and factual content written by students.

16. Supporting Documentation

- TUU Constitution
- SSAF Agreement

- Appendix A: Media Entertainment & Arts Alliance – Journalists' Code of Ethics
- Appendix B: Australian Press Council – Statement of General Principles
- Appendix C: Australian Press Council – Statement of Privacy Principles

17. Review

This policy will be reviewed annually, or as needed, by State Council and the Executive Officer, in consultation with the Editor in Chief and the Student Media Committee. Any amendments deemed necessary will be approved by the TUU Board of Management.

18. Versioning

<i>Title</i>	<i>Para. Amended</i>	<i>BOM Approval Date</i>
Policy approval		23/02/2016
Policy amendment		28/2/2017
- addition	4.2	
- deletion	6.2.4	
- amendment	8.3	
- deletion	15.5	

19. Appendices

Appendix A: Media Entertainment & Arts Alliance – Journalists' Code of Ethics

1. 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.
2. 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.
3. Aim to attribute information to its source. Where a source seeks anonymity, do not agree without at first considering the source's motives and any alternative attributive source. Where confidences are accepted, respect them in all circumstances.
4. Do not allow personal interest, or any belief, commitment, payment, gift or benefit, to undermine your accuracy, fairness or independence.
5. 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.
6. Do not allow advertising or other commercial considerations to undermine accuracy, fairness or independence.
7. Do your utmost to ensure disclosure of any direct or indirect payment made for interviews, pictures, information or stories.
8. 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.
9. Present pictures and sound which are true and accurate. Any manipulation likely to mislead should be disclosed.
10. Do not plagiarise.
11. Respect private grief and personal privacy. Journalists have the right to resist compulsions to intrude.
12. Do your utmost to achieve fair correction of errors.

Guidance Clause

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 B: Australian Press Council – Statement of General Principles**The Statement of General Principles**

Publications are free to publish as they wish by reporting facts and expressing opinions, provided they take reasonable steps to comply with the following Principles and the Council's other Standards of Practice:

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.

Appendix C: Australian Press Council – Statement of Privacy Principles

The Statement of Privacy Principles

The Council has published the following Statement of Privacy Principles. Along with the General Statement of Principles, the Privacy Principles are applied by the Council when providing advice or adjudicating on individual complaints.

Privacy Principle 1: Collection of personal information

In gathering news, journalists should seek personal information only in the public interest. In doing so, journalists should not unduly intrude on the privacy of individuals and should show respect for the dignity and sensitivity of people encountered in the course of gathering news.

In accordance with Principle 5 of the Council's Statement of Principles, news obtained by unfair or dishonest means should not be published unless there is an overriding public interest. Generally, journalists should identify themselves as such. However, journalists and photographers may at times need to operate surreptitiously to expose crime, significantly antisocial conduct, public deception or some other matter in the public interest.

Public figures necessarily sacrifice their right to privacy, where public scrutiny is in the public interest. However, public figures do not forfeit their right to privacy altogether. Intrusion into their right to privacy must be related to their public duties or activities.

Privacy Principle 2: Use and disclosure of personal information

Personal information gathered by journalists and photographers should only be used for the purpose for which it was intended. A person who supplies personal information should have a reasonable expectation that it will be used for the purpose for which it was collected.

Some personal information, such as addresses or other identifying details, may enable others to intrude on the privacy and safety of individuals who are the subject of news coverage, and their families. To the extent lawful and practicable, a media organisation should only disclose sufficient personal information to identify the persons being reported in the news, so that these risks can be reasonably avoided.

Privacy Principle 3: Quality of personal information

A media organisation should take reasonable steps to ensure that the personal information it collects is accurate, complete and up-to-date.

Privacy Principle 4: Security of personal information

A media organisation should take reasonable steps to ensure that the personal information it holds is protected from misuse, loss, or unauthorised access.

Appendix C: Australian Press Council – Statement of Privacy Principles (Cont.)**Privacy Principle 5: Anonymity of sources**

All persons who provide information to media organisations are entitled to seek anonymity. The identity of confidential sources should not be revealed, and where it is lawful and practicable, a media organisation should ensure that any personal information which it maintains derived from such sources does not identify the source.

Privacy Principle 6: Correction, fairness and balance

In accordance with Principle 3 of the Council's Statement of Principles, where individuals are a major focus of news reports or commentary, the publication should ensure fairness and balance in the original article. Failing that, the media organisation should provide a reasonable and swift opportunity for a balancing response in the appropriate section of the publication.

A media organisation should make amends for publishing any personal information that is found to be harmfully inaccurate, in accordance with Principle 2 of the Council's Statement of Principles. The media organisation should also take steps to correct any of its records containing that personal information, so as to avoid a harmful inaccuracy being repeated.

Privacy Principle 7: Sensitive personal information

In accordance with Principle 8 of the Council's Statement of Principles, media organisations should not place any gratuitous emphasis on the categories of sensitive personal information listed in Principle 8, except where it is relevant and in the public interest to report and express opinions in these areas.

Members of the public caught up in newsworthy events should not be exploited. A victim or bereaved person has the right to refuse or terminate an interview or photographic session at any time.

Unless otherwise restricted by law or court order, open court hearings are matters of public record and can be reported by the press. Such reports need to be fair and balanced. They should not identify relatives or friends of people accused or convicted of crime unless the reference to them is necessary for the full, fair and accurate reporting of the crime or subsequent legal proceedings.