**The New Woodend Star**

**Editorial Policy**

1 Scope Of The Policy

The Policy applies to all material submitted to The New Woodend Star (TNWS) for publication or distribution, which without limiting the foregoing includes; Advertisements, business editorials, community contributions and material to be distributed whether as an insert within TNWS or otherwise.

2 A person or organisation submitting material to TNWS must ensure that it:

2.1 Does not contain Prohibited or illegal Content, or wording that is derogatory, obscene, objectionable, or that could intimidate or harass any person or organisation.

2.2 Does not include wording that could be construed as being racist, or that vilifies or intimidates a religious, cultural or ethnic person or group.

2.3 Does not contain wording that vilifies or intimidates a member of, or candidate for Federal or State Parliament, local government, or a political party.

2.4 Does not contain explicit sexual descriptions or references.

2.5 Does not give rise to an action for defamation against the TNWS Management committee or its agents, or the Rotary club of Woodend Inc or its agents.

3 The New Woodend Star at its sole discretion reserves the right to withhold from publication or distribution, or to modify, reformat or edit material submitted for publication if the said material does not comply with any provision in this document; Or is not newsworthy, poorly written, or there is insufficient space to publish the material.

4 The Rotary club of Woodend Inc. or its agents, or TNWS Management Committee or its agents, will not accept liability for any losses, damages or other costs incurred by an advertiser in circumstances where an article, advertisement or Business Editorial is not published whether under any provision of this document or otherwise.

5 TNWS or its agents at their sole discretion reserves the right to determine the position of an article, advertisement or Business Editorial submitted for publication .

6 All material to be published must be received by TNWS no later than 5.00pm on the 15th day of the month preceding publication.

7 Any person who has a complaint against TNWS must submit the complaint in writing to enable TNWS Management Committee to respond to the complaint.

8 TNWS offers to businesses the opportunity to publish a ‘business editorial’ relating to the business without charge, under the following terms and conditions:

8.1 The Business (or its agent) agrees to take out three future consecutive advertisements in TNWS; Past advertisements are excluded from the conditions described in this part.

8.2 the business editorial must accompany one of the three advertisements referred to in part 8.1.

8.3 A business editorial shall not exceed 250 words.

8.4 A business editorial is not transferable to another person or business.

8.5 a business is limited to a maximum of three business editorials in any 12 month period.

8.6 A business editorial must include the following; The name and address of the business the editorial relates too, and the name of the person who submits the Business Editorial.

8.7 Business Editorials will be published in the order they are received by TNWS.

This document was approved at the 18th May 2016 meeting of TNWS Management Committee.

Barry Napthine

Secretary