

THE DINGLEY DOSSIER POLICY

About

The Dingley Dossier is a local community newsletter that has been published since 1972 and as of January 2018 operated by the Dingley Village Neighbourhood Centre Inc.

It is a monthly publication, both print based and online

The Dingley Village Neighbourhood Centre Inc., delegates the management of The Dingley Dossier to the Editor of The Dingley Dossier

Objective

- To provide a monthly community newspaper to the public as a community service and for the amenity of the community of Dingley Village.
- To provide a vehicle for publishing information relevant to the community of Dingley Village
- To obtain financial contributions to the publication through advertising, to ensure full cost recovery

Policy

The Dingley Dossier seeks to create a newsletter which offers readers a fair, informed and balanced view and will give preference to news and events in the local area that are of general interest and of ongoing benefit of the community.

The Dingley Dossier will focus on positive news, which seeks to build community capacity and social capital.

The Dingley Dossier will assist local non-profit organisation and community groups to grow and develop through profiling their work and activities.

The Dingley Dossier seeks to support the local community in their understanding of local issues and where possible assist them to seek action from relevant local and state governments and relevant organisations.

The Dingley Dossier will reflect the values and comply with the policies and procedures of the Dingley Village Neighbourhood Centre.

Process

- As a community publication, the Dingley Village Neighbourhood Centre invites editorial contributions and advertising from the community, and charges fees for advertising goods and services. Fees and charges are reviewed annually.
- The Dingley Dossier reserves the right to amend, edit or not publish any advertisement, letter or article at its discretion.
- The Dingley Village Neighbourhood Centre Inc. is the Publisher.
- The Editor under the guidance of this policy and direction from the Board of Governance has editorial responsibility.
- Editorial content means unsolicited articles and letters submitted by the public, solicited articles, articles prepared by the editorial group, bulletins, public notices, community information such as broadcasting programs and calendar of events, and advertisements. In each case, as guided by this policy, the editorial group will determine/identify the category of editorial content submitted.
- The Dingley Dossier seeks to balance the community public interest in respect for privacy with the public interest in disclosure of information and freedom of expression.
- The Dingley Dossier will reflect the values and comply with the policies and procedures of the Dingley Village Neighbourhood Centre.
- The Dingley Dossier seeks to be inclusive of all groups and individuals within the community and will endeavour to use a range of avenues to engage the community in the making of their community news. This will include encouraging local writers, journalists and individuals to submit stories, images and letters. Letters and articles may be edited to ensure readability, for understanding, for legal, clarification, space or other reasonable reasons.
- By submitting letters and articles for publication the author gives permission for said letters and articles, once published to be reproduced by The Dingley Dossier at its discretion

Editorial

- The Dingley Dossier will publish articles, including views and opinions, where such material submitted is accurate and/or factual, is not defamatory or inflammatory, and the author or source of the material is identified.
- “Defamatory” means any statement, opinion, article or other material that, if published, may find a complaint of defamation proved against The Dingley Dossier.
- “Inflammatory” means any statement, opinion, article or other material that, if published, may be considered offensive to sections of the community for reasons of gender, race or religious conviction; or material containing derogatory references.
- “Accurate and/or factual” means material that appears on the face of it to be
 - Based on proper research, investigation, or known information
 - When using quotations or source information, that it accurately references such quotations or sources
 - Truthful, or not false or misleading or deceptive
 - In the case of advertising material, meet the standards set out in the advertising policy.
- Identification of source or author” means sufficient detail to know who has written an article, where the person resides, and where the article was previously published and any copyright requirements (in the case of re-printed articles).
- In some circumstances the name and address of an author will not be published, but the details must be supplied in the first instance.
- The Publisher has the right to edit or refuse to publish articles and letters submitted.

In the case of edited articles and letters, the author or source of the article will be advised of the required edits and asked whether or not they still want their article published. The author or source will be given the opportunity to withdraw and re-submit an article if they don't accept the proposed editing of the article or letter.

- In the case of letters to the editor, the letter will either be accepted or rejected.

- To ensure accuracy and fairness, The Dingley Dossier may, wherever possible, contact organisations and individuals to offer comment on news where it is known a story may involve them.
- The Dingley Dossier answers to the community for our conduct and letters to the editor opposed to viewpoints expressed in the Dingley Dossier that comply with accuracy and fairness, will not be disadvantaged for publication.
- The following general disclaimer will appear in each edition of The Dingley Dossier that “The material published in The Dingley Dossier, does not necessarily reflect the views of the Dingley Village Neighbourhood Centre, nor does the Dingley Village Neighbourhood Centre take responsibility for any errors or omissions in articles submitted for publication by external sources.
- It will also publish its editorial statement in each edition of The Dingley Dossier in the following terms:

‘The Dingley Dossier reserves the right to amend, edit or not publish any advertisement, letter or article at its discretion.’

Items need to be:

- Accurate and/or factual
- Not defamatory or inflammatory
- Identified by author (including letters to the Editor)

A full copy of Dingley Dossier policy is available from the Dingley Village Neighbourhood Centre website and on request.

Advertising

- In recognising that The Dingley Dossier is a reliable means of advertising goods and services as well as publishing bulletins, notices and community information, the Dingley Village Neighbourhood Centre will work to maximise its use through:
 - Maintaining a regular schedule of publication
 - Advertising publication deadlines
 - Facilitating electronic means of submission of articles and information
 - Maintaining a reasonable pricing structure for paid advertisements
- Where a commercial or community advertisement is submitted, it is required that the advertisements (where applicable):
 - Do not contravene the Trade Practices Act (false or misleading advertising) or other relevant laws
 - Do not encourage the breaching of any laws
 - Are truthful
 - Are clearly distinguishable as advertisements. If produced in an editorial style, or perception that it is not an advertisement, the word 'Advertisement' must be prominently displayed at the top of the copy. Where not supplied with copy, the publisher will include the word 'Advertisement' above the supplied advertisement.
 - The decision on whether an advertisement, requires clarification as an advertisement is at the discretion of the Editor
 - Does not disparage identifiable services, products or competitors in an unfair or misleading way
 - Does not contain anything which, taking into full account both the nature of the specific readership and generally prevailing community standards, is likely to cause serious offence to the community or a significant section of the community.
- As a general rule all of the following types of material will be treated as paid advertising for the purposes of this policy:
 - Commercial advertisements, include private "for sale" notices
 - Public bulletins and notices from all Government sources
 - Program or course details from community or not for profit organisations where any fees are payable for such courses or programs.
 - Job advertisements and expressions of interest
 - Events that incur entry charges or other fees

- As a general rule all of the following types of material will be treated as ‘free of charge’ advertising/community information for the purposes of this policy: Excludes pictures which will be charged on cost recovery basis.
 - Community organisation notices of AGM’s and meetings
 - Public interest information such as, emergency services details, requests for blood donations, volunteer drive etc.
 - Articles about activities within Dingley Village
 - Any notices where the community organisation can demonstrate an inability to pay
- Where there is any doubt about what category an advertisement of notice falls into, the Editor will decide.
- Free advertising is subject to fair use in terms of size and frequency of space utilised as decided by the editorial Group.
- The following notices will also appear in each edition
 - Advertising disclaimer plus
 - “A full copy of Dingley Dossier Policy, and our terms and conditions are available from the Dingley Village Neighbourhood Centre website and on request.”