

**PRIVATE  
MEDIA**



Private Media & Media, Entertainment & Arts Alliance

Standard Terms for Contributors

## **1. Introduction**

Private Media are proud to partner with over 100 contributors around the world. Publishing a diverse range of contributors is key to rounding out our mastheads. While our freelance contributors are not employees of Private Media, we value their work and the breadth and depth that their voices add to our publications.

We wish to strengthen the framework for how we engage with contributors in order to provide more clarity, structure and standardisation across the group.

Below covers:

- Minimum article fees
- Republish fees
- Kill fees
- Invoicing process
- Payment terms
- Commissioning / publishing process
- Editorial style guide
- Quality standards and code of conduct
- Disputes process
- Annual review of these standard terms

## **2. Minimum article fees**

We wish to establish standard minimum rates for original writing, in order to provide stability and certainty for contributors and for editors. We can't have a one-size fits all approach to rates because we are a portfolio business with multiple mastheads and each masthead has distinctly different commercial models, types of journalism (longer-form analysis / feature/ opinion pieces vs. shorter news pieces) and commissioning processes.

Minimum rates for original writing by professional writers paid on a per article basis:

- Crikey \$310
- Mandarin \$275
- SmartCompany \$275

Where:

- professional writers are those who make a living from writing.
- upon agreement with the freelancer, pricing may differ from above as part of a retainer.
- GST is only applicable on above rates if the contributor has an ABN that is registered for GST.

## **3. Republish fees**

For any original writing by a contributor paid for by one Private Media masthead and republished in another Private Media masthead, that contributor is paid a republish fee of 50% of the original article fee. The onus is on Private Media to notify the contributor of a republish.

#### **4. Kill fees**

We fundamentally believe that the onus is on the editors to establish clear expectations when commissioning work. However, if in an extraordinary circumstance, a piece that has been commissioned in writing by a Private Media editor does not end up being published, a kill fee of 50% of the agreed article fee will be paid.

#### **5. Invoicing process**

Invoices are submitted for processing through emailing [invoices@privatemedia.com.au](mailto:invoices@privatemedia.com.au) with the relevant editor copied. Invoices are approved when the editor replies all with "Approved". Private Media has a monthly cutoff, so any invoices for work performed in a particular month must be emailed by 11:59pm on the last day of that month.

Invoices must include:

- Australian business number (ABN). If a contributor does not have an ABN, a statement by supplier form must be completed.
- Invoice date
- Masthead name
- Article date or dates and article \$ rates
- GST amount (only if the contributor has an ABN that is registered for GST)
- Bank details for payment
- Email address for remittance advice

#### **6. Payment terms**

Standard payment terms are 14 days within submission of invoice. Accounts payable are processed every Friday, so invoices can be paid earlier than 14 days if submitted and approved by editors in time for this weekly payment run.

#### **7. Commissioning process**

Our editors will either approach writers directly to commission them, or writers are able to pitch stories. Please refer to our submission guidelines for [Crikey](#), [SmartCompany](#) and [The Mandarin](#).

#### **8. Private Media editorial style guide**

We have a style guide that is applicable to each Private Media masthead [here](#). All employees and contributors should comply with this guide when writing for our publications.

#### **9. Quality standards and code of conduct**

Private Media respects and adheres to the MEAA Journalist Code of Ethics and the Australian Press Council Standards of Practice. A specific Private Media Code of Conduct also applies to all employees, freelancers and contractors. Contributors may request a copy of the Private Media Code of Conduct at any time. Please contact [hr@privatemedia.com.au](mailto:hr@privatemedia.com.au) for a copy.

#### **10. Editorial Guidelines (Crikey)**

Further to above, Crikey released [Editorial Guidelines](#) covering our policy on corrections, plagiarism, how we deal with sources, conflicts of interest, privacy, fact-checking, opinion writing and more, as well as articulating what guides how we write about people or sensitive topics.

#### 11. Disputes

First and foremost, we encourage direct communication with editors for any issues. Building a healthy feedback culture is fundamental to how we work, and extends to how we engage with our contributors. If direct communication with the editor has not resolved an issue under these standards terms, then an escalation can be directed to [hr@privatemedia.com.au](mailto:hr@privatemedia.com.au) by a contributor. The contributor may bring a MEAA representative as a support person and Private Media will recognise them.

#### 12. Annual review of these standard terms

In December, upon each anniversary of these terms, Private Media commits to solicit feedback from contributors and the MEAA, and consider any revisions to these standard terms.

Signed for **MEAA**:

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Adam Portelli, Acting Chief Executive, MEAA



DATE: 18/12/2024

Signed for **Private Media**:

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Ai Mawdsley, Chief Operating Officer, Private Media



DATE: 18/12/2024