



Copyright POLICY for Landcare groups

TEMPLATE 017
VERSION 1 | 05.12.18

INTRODUCTION Hastings Landcare is responsible for managing its assets, including its intellectual assets, in a way that maximises their contribution to the goals of the organisation.

Subject to these responsibilities, Hastings Landcare is committed to the widest possible dissemination of its ideas, publications and findings where these may assist others.

PURPOSE The purpose of this policy is to clarify the status of material subject to copyright used by the organisation, and to remove any possible misunderstandings about ownership of copyrights.

POLICY: Material created by staff of Hastings Landcare entirely on their personal time and not involving the use of the organisation's facilities or materials shall be the property of the creator.

PRODUCTION OF COPYRIGHT MATERIAL

An individual's "personal time" shall mean time other than that for which they receive salary (in the case of staff) or perform assigned functions (in the case of volunteers).

Staff or volunteers who claim that material was made or created on personal time have the onus of demonstrating this proposition. Staff engaged in work during personal time where later confusion may possibly occur are encouraged to discuss this with their supervisors.

With the exception of material created on personal time, all materials that result from activities carried out at Hastings Landcare, or developed with the aid of Hastings Landcare's facilities or staff, or developed through funds administered by Hastings Landcare, shall be the property of Hastings Landcare except by specific prior written agreement.

Works by independent contractors shall be owned in accordance with the contract under which the work was created. Hastings Landcare shall ensure that there is a written contract for work by an independent contractor specifying ownership.

Any dispute between Hastings Landcare and its staff or volunteers, or between staff or between volunteers, on issues of copyright ownership shall be determined by the organisation's dispute resolution procedures.

**USE OF
COPYRIGHT
MATERIAL**

Staff and volunteers of Hastings Landcare are required to observe all applicable copyright laws and regulations.

The Office Manager is required to institute procedures that will ensure

- a) that all uses of copyright materials are recorded, and that
- b) all compensable uses of copyright material are appropriately processed.

**COPYRIGHT ON
HASTINGS
LANDCARE
MATERIALS**

All materials produced by or on behalf Hastings Landcare are copyright. Permission to reproduce such materials depends on the category into which they fall.

All materials produced by or on behalf of Hastings Landcare will be classified by the Office Manager into one of the following classes.

- 1. Those materials that are copyright and that cannot be reproduced by any process other than for the purposes of and subject to the provisions of the Copyright Act and any licensing agreement between the user and Hastings Landcare.
- 2. Those materials that are copyright and that may nonetheless be circulated and/or reproduced as long as any reproduction features specified credits and disclaimers.
- 3. Those materials that are copyright and that may nonetheless be reproduced without conditions.
- 4. Those materials that are not copyright.

The copyright policies of Hastings Landcare are binding on all staff, whether paid or voluntary. The copyright policies of Hastings Landcare, as amended from time to time, shall be deemed to be a part of the conditions of employment of every employee and shall be included in the orientation material given to every volunteer.

RESPONSIBILITIES

It shall be the responsibility of the Executive Committee to ensure that these requirements of this policy are complied with.

These policy and procedures shall be reviewed every year by the Committee.

AUTHORISATION:

This version was approved on: 20-02-2014

This version takes effect on: 20-02-2014

Authorised by: *L. Gale*

Chairperson: L. Gale

Chairperson signature: *L. Gale*

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of January 2014. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of Landcare NSW or the user's independent advisor.

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Department of Primary Industries

