



COPYRIGHT POLICY

Policy number	1.13	Version	1.1
Drafted by	M.Kruck	Approved by Committee	05 Aug 2019
Responsible person	D.Manning	Scheduled review date	30 Nov 2022

INTRODUCTION

SLNC 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, SLNC is committed to the widest possible dissemination of its ideas 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 copyright.

POLICY

Production of copyright material

At law, any material created by members of SLNC, irrespective of whether it is created using 3rd party property with SLNC logo will belong to SLNC.

A contract may vary the default position of when copyright belongs to SLNC. The contract overrides the default position that exists at law. Members may be required to sign additional documents vesting or assigning copyright to SLNC where that material was created by the member with using SLNC logo. One example of when this may be necessary is if a member is required to engage in a project.

If any material was created using SLNC resources, then the onus is on the member to demonstrate that it was not created with SLNC resources. Members should be aware that performing illegal activities may subject them to disciplinary proceedings. Where any uncertainty exists, members are encouraged to discuss this with the committee members of SLNC.

Works by independent contractors and volunteers shall be owned in accordance with the written contract under which the work was created. SLNC shall ensure that there is a written contract for work by an independent contractor or volunteer specifying ownership. At law, unless a written contract specifies otherwise then independent contractors and volunteers will own copyright in everything that they create unless it has SLNC logo.

Any dispute between SLNC and its members, contractors or volunteers, or between members, or between contractors or between volunteers, on issues of copyright ownership shall be determined by the organisation's dispute resolution procedures. Such determination will be subject to the judgement of any court or tribunal.

Copyright notice

Members of SLNC should ensure that every publication of SLNC, including any books, newsletters, brochures, forms, reports and computer software contains the following statement:

© SLNC, Australia, [Year of creation of material]

This statement should not be included in normal business letters, invoices, receipts.

Use of copyright material

Members of SLNC are required to observe all applicable copyright laws and regulations.

Members of SLNC may use copyright material belonging to or licensed to SLNC only for the purposes of their work for SLNC. Where the material is used by SLNC under licence, members must act in accordance with that licence.

Members of SLNC may not reproduce, publish, distribute or adapt third party copyright material in the course of their work for SLNC without the authorisation of the copyright owner. Members may not download or reproduce text, photographs or illustrations found on the internet without authorisation of the copyright owner. This includes for use in internal or external newsletters, reports or presentations. All non-generic images and illustration should be sourced from and with the consent of the creator. Generic images may be obtained from a stock image supplier (eg Shutterstock or iStock photo).

When reproducing or otherwise using third party copyright material, it cannot be assumed that just because something is on the internet that it is free for everybody to copy and use. This includes images on Facebook or photo sharing websites such as Flickr. Acknowledgement of source of the material does not overcome the need for authorisation; actual authorisation is still required.

The President is required to institute procedures that will ensure:

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

Copyright on SLNC materials

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

All materials produced by or on behalf of SLNC will be classified by the President 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 SLNC.
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 SLNC are binding on all members, whether paid or voluntary. The copyright policies of SLNC, 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.

Moral rights

Where it is reasonable to do so, members of SLNC should ensure that:

- a) When reproducing any written material, photograph or illustration, the creator should be acknowledged where it is appropriate to do so. It is generally appropriate to acknowledge the author of a report or article in a newsletter, but it is not appropriate to acknowledge the creator of a marketing brochure or promotional flyer, or where it is desirable for operational reasons that correspondence be sent out in the name of somebody else (such as in the name of a director, executive or manager).
- b) When reproducing any written material, photograph or illustration, a person should not be falsely attributed as the creator unless it is reasonable to do so. For example, some correspondence may need to go out in the name of a director, executive or manager even though it was written by somebody else.

AUTHORISATION

Signature of Secretary



Date of Approval by Committee

05 / AUG / 2019

Springfield Lake Nature Care Inc (SLNC)





COPYRIGHT PROCEDURE

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Responsibilities

It is the responsibility of President to ensure that:

- Members, volunteers and contractors are aware of this policy;
- any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of the all employees, volunteers and contractors to ensure that they comply with this policy.

PROCESSES

Production of copyright material

A statement of this copyright policy shall be included in the organisation's terms and conditions of employment.

SLNC will keep records of any discussions made with any member regarding any agreements as to the copyright status of any material.

Contracts made by SLNC with third parties shall specify in writing the copyright status of any material produced under that agreement.

Each material item produced is required to be entered into the Intellectual Property Register, along with its Copywrite status, date and class.

Any dispute between SLNC and its members, on issues of copyright ownership shall be determined by the organisation's dispute resolution procedures.

Use of copyright material

The President shall institute procedures to ensure:

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

RELATED DOCUMENTS

- [Acceptable Use of Electronic Media Policy](#)
- [Contracts](#)

AUTHORISATION

Signature of President

Name of President

Date:


Luise Manning
05 / AUG / 2019