



## COPYRIGHT POLICY

Policy number	001	Version	APPROVED_01
Drafted by	Suzanne Pritchard	Approved by board on	10/11/16
Responsible person	Executive Officer	Scheduled review date	November 2021

Australian Association of Bush Regenerators = AABR

### INTRODUCTION

AABR 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, AABR 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, material created by employees of AABR in the course of their employment, irrespective of whether it is created using AABR facilities or materials, or whether the working hours are normal, will belong to AABR. What constitutes the course of employment will be determined by the employee's position description, usual duties and contract.

Works by independent contractors and volunteers shall be owned in accordance with the written contract under which the work was created. AABR 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.

Any dispute regarding copyright ownership between AABR and its staff, contractors or volunteers, or between staff, between contractors or between volunteers, 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

**Policies** can be established or altered only by the Board: **Procedures** may be altered by the CEO.

Staff and volunteers of AABR should ensure that every publication of AABR, including any books, newsletters, brochures, forms, reports, movies and computer software contains the following statement:

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

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

### **Use of copyright material**

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

Staff and volunteers of AABR may use copyright material belonging to or licensed to AABR only for the purposes of their work for AABR. Where the material is used by AABR under licence, staff and volunteers must act in accordance with that licence.

Staff and volunteers of AABR may not reproduce, publish, distribute or adapt third party copyright material in the course of their work for AABR without the authorisation of the copyright owner. Staff and volunteers 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 iStockphoto).

When reproducing or otherwise using third party copyright material, it cannot be assumed that 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 Executive Officer 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 AABR materials**

All materials produced by or on behalf of AABR 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 AABR will be classified into one of the following classes and the appropriate attribution applied:

1. Those materials that are copyright and must not 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 AABR.
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 AABR are binding on all staff, whether paid or voluntary. The copyright policies of AABR, as amended from time to time, shall be deemed to be a part of **Policies** can be established or altered only by the Board: **Procedures** may be altered by the CEO.

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, staff and volunteers of AABR 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 Board Secretary>

<Date of approval by the Board>

<Australian Association of Bush Regenerators

# COPYRIGHT PROCEDURES

Procedures number	001	Version	01
Drafted by	Suzanne Pritchard	Approved by EO on	10/11/16
Responsible person	Suzanne Pritchard	Scheduled review date	Nov 2021

## RESPONSIBILITIES

It is the responsibility of the Executive Office to ensure that:

- Staff, volunteers and contractors are aware of this policy;
- A signed online agreement is completed for any work housed on AABR's website
- any breaches of this policy coming to the attention of management are dealt with appropriately.
- The appropriate copyright attributions are identified on relevant material, publications and productions

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.

All contributors of original material to AABR's website have signed AABR's Online Publication Agreement

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

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

Any dispute between AABR 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

The Executive officer 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.

**Policies** can be established or altered only by the Board: **Procedures** may be altered by the CEO.

## RELATED DOCUMENTS

- Contracts of Employment
- Online Publication Agreement- Online agreement AABR\_regenTV website.docx
- RegenTV Learning Resources [Creative Commons License](#)- Attribution-NonCommercial-Share Alike 4.0 International
- Creative Commons -<http://creativecommons.org.au>

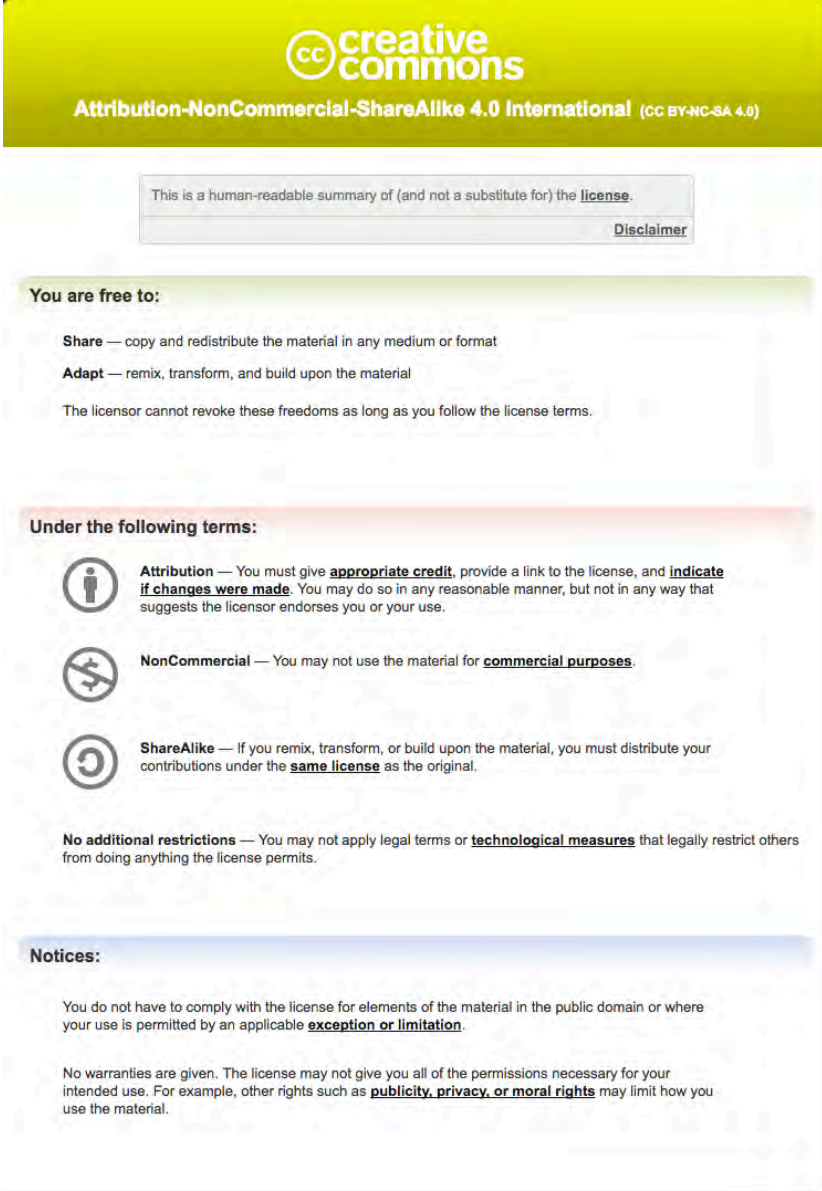
## AUTHORISATION

<Signature of CEO>

<Name of CEO>

<Date>

RegenTV Learner's Resources Attribution



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Policies can be established or altered only by the Board: Procedures may be altered by the CEO.