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Copyright Policy

INTRODUCTION Hunter Region Landcare Network 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, Hunter Region Landcare Network 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 Hunter Region Landcare Network 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 Hunter Region Landcare Network, or developed with the aid of Hunter Region Landcare Network's facilities or staff, or developed through funds administered by Hunter Region Landcare Network, shall be the property of Hunter Region Landcare Network except by specific prior written agreement.

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

Any dispute between Hunter Region Landcare Network 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 Hunter Region Landcare Network 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 HUNTER REGION LANDCARE NETWORK MATERIALS

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

All materials produced by or on behalf of Hunter Region Landcare Network 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 Hunter Region Landcare Network.
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 Hunter Region Landcare Network are binding on all staff, whether paid or voluntary. The copyright policies of Hunter Region Landcare Network, 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 Network 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: 19/04/2018

This version takes effect on: 19/04/2018

Authorised by: The Network Committee

Chairperson: Leslie Pearson

Chairperson signature:

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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