

Copyright Procedure

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Approved By: Puckapunyal and District Neighbourhood Centre Committee
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Responsibilities

It is the responsibility of Executive Committee to ensure that:

- Staff, 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.

Puckapunyal and District Neighbourhood Centre 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 Puckapunyal and District Neighbourhood Centre with third parties shall specify in writing the copyright status of any material produced under that agreement.

Any dispute between Puckapunyal and District Neighbourhood Centre 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 Committee 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.