

Policy Number	D.10
Policy Name	Copyright
Version	002
Approved by the Board on	June 2023
Scheduled review date	June 2025

1. Policy

- 1.1. GBWA is responsible for managing its assets, including its intellectual assets, in a way that maximises their contribution to the goals of our Vision and Strategic Plan.
- 1.2. Subject to these responsibilities GBWA is committed to the widest possible dissemination of its ideas and findings where these may assist others.
- 1.3. 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.
- 1.4. GBWA understands that much of the material used will include GBA images and branding, and therefore will follow the GBA Copyright Policy in addition to this policy.
- 1.5. Material created by employees of GBWA, in the course of their employment, irrespective of whether it is created using GBWA facilities or materials, or during normal working hours, will belong to GBWA. What constitutes the course of employment will be determined by the employee's position description and usual duties.
- 1.6. Works by independent contractors and volunteers shall be owned in accordance with the written contract under which the work was created. GBWA 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.

2. People

- 2.1. The State Commissioner is responsible to
 - 2.1.1. Notify the Board of changes to the GBA Copyright policy that may effect this policy.
 - 2.1.2. Notify the Board of changes to State legislation that may effect this policy.
- 2.2. The Board Member – Governance is responsible to
 - 2.2.1. ensure that all Policies and Procedures are in line with those of GBA and State Legislation.
- 2.3. Operations Manager is responsible to
 - 2.3.1. ensure that every publication of GBWA including any books, brochures and reports contains the following statement: © GBWA, [Year of creation of material]. This statement should not be included in normal business letters, invoices, receipts.

3. Procedure

3.1. Use of copyright material

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

3.1.2. Staff and volunteers of GBWA may use copyright material belonging to or licensed to GBWA only for the purposes of their work for GBWA.

3.1.3. Staff and volunteers of GBWA may not reproduce, publish, distribute or adapt third party copyright material in the course of their work for GBWA without the authorisation of the copyright owner. Generic images may be obtained from a stock image supplier (eg Shutterstock or iStockphoto).

3.2. Copyright on GBWA materials

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

3.3. Where it is reasonable to do so, staff and volunteers of GBWA should ensure that when reproducing any written material, photograph or illustration, the creator should be acknowledged where it is appropriate to do so.

4. Papers

4.1. *GBA Copyright Policy (to be written)*

4.2. *Copyright Template Form (to be written)*

Date of approval _____

Signature of State Commissioner _____

The Girls' Brigade Western Australia