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# The GHD Group

## COPYRIGHT POLICY

GHD is committed to respecting the rights of copyright owners globally. Library services provided to our people are delivered in accordance with the provisions of copyright law applicable within the jurisdiction. GHD promotes the legal use of digital and print materials held under copyright. Legal use includes ownership, licence or permission and fair dealing.

To manage this, GHD has signed licence contracts for electronic material. Access to this material is restricted to GHD people, and is controlled by WAN access (i.e. restricted to workstations registered in the IP range) or password access (i.e. restricted to specific groups). Our Licence agreements with publishers allow for printing, downloading and copying of licensed electronic materials by authorised users.

We will inform all GHD people of copyright requirements by:

- ▶ Notices prominently displayed in strategic areas, such as networked printers and photocopiers.
- ▶ Information on the library website.

Reproduction of protected information is permitted only if such reproduction is permitted by law.

A handwritten signature in black ink, appearing to read 'D. Whybird', written over a decorative background of white wavy lines.

**Des Whybird**  
Chairman

A handwritten signature in black ink, appearing to read 'I. Shepherd', written over a decorative background of white wavy lines.

**Ian Shepherd**  
Chief Executive Officer



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# AUSTRALIAN COPYRIGHT PROVISIONS

**PRESCRIBED FORM OF NOTICE FOR SECTIONS 39A AND 104B OF THE COPYRIGHT ACT 1968, IN RELATION TO THE REPRODUCTION OF WORKS AND THE COPYING OF PUBLIC EDITIONS**

**COMMONWEALTH OF AUSTRALIA**  
**Copyright Regulations 1969**

## WARNING

Copyright owners are entitled to take legal action against persons who infringe their copyright. A reproduction of material that is protected by copyright may be a copyright infringement. Certain dealings with copyright will not constitute an infringement, including:

- ▶ A reproduction that is a fair dealing under the Copyright Act 1968 (the Act), including a fair dealing for the purposes of research or study; or
- ▶ A reproduction that is authorised by the copyright owner

It is a fair dealing to make a reproduction for the purposes of research or study, of one or more articles on the same subject in a periodical publication, or, in the case of any other work, of a reasonable portion of a work.

In the case of a published work in hardcopy form that is not less than ten pages and is not an artistic work, ten per cent of the number of pages, or one chapter, is a reasonable portion.

In the case of a published work in electronic form only, a reasonable portion is not more than, in the aggregate, ten per cent of the number of words in the work.

More extensive reproduction may constitute fair dealing. To determine whether it does, it is necessary to have regard to the criteria set out in subsection 40 (2) of the Act.

A court may impose penalties and award damages in relation to offences and infringements relating to copyright material.

Higher penalties may apply, and higher damages may be awarded, for offences and infringements involving the conversion of material into digital or electronic form.

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April 2009