

# Unilink

## Legal & Risk Newsletter

## Our New Website

We are excited to have recently launched a new and improved Legal and Risk website:  
[www.adelaide.edu.au/legalandrisk/](http://www.adelaide.edu.au/legalandrisk/).

With simplified content, additional functionality and new resources, users can more easily search for services and find the people they need to speak with. There are handbooks and contract templates to download, Frequently Asked Questions and other useful information. We've also updated the Legislation Directory, where you can find Acts and resources specific to your School or area.

We want to keep improving the service we provide, so there's a Feedback Form where you can leave suggestions, comments, commendations or criticisms. Please let us know what you think.

## 2014 Insurance Guides

Updated Insurance Policy Guides can be downloaded from the [resources](#) page of the Legal and Risk website, including those for University Travel, Clinical Trials, Personal Accident and Student Work Experience. Guides contain information on pre-conditions to cover, proof of insurance and claim procedures.

For further information, see the [Insurance](#) section of the Legal and Risk website, or contact Joe Di Pinto (Manager, Insurance) on 34635 or [joseph.dipinto@adelaide.edu.au](mailto:joseph.dipinto@adelaide.edu.au), or Tom Pontt on 33878 or [thomas.pontt@adelaide.edu.au](mailto:thomas.pontt@adelaide.edu.au).

## Education and Training—Legal, Risk, Compliance, Insurance

The following training sessions are scheduled for 2014. However, it is possible to offer sessions outside these times. We can also tailor training to your particular area to more directly meet your needs. All sessions are held in the Legal and Risk Branch meeting room (B03 Mitchell Building), unless otherwise specified.

- **Contract Management**

Mon 28 April, 2.00pm - 3.30pm (*Intro to Contract Management*)  
Mon 7 July, 10.00am - 11.30am (*Contract Negotiation*)  
Wed 13 August, 2.00pm - 3.00pm (*Tenders and RFT*)

- **Competition & Consumer Law**

Tues 18 March, 2.00pm - 3:30pm

- **University Insurance and Your Role**

Wed 14 May, 10.00am - 11.00am  
Thurs 12 June, 11.00am - 12.00pm

- **Freedom of Information (FOI)**

Thurs 15 May, 10.00am - 11.30am

- **Risk Management**

Tues 20 May, 2.00pm - 3.30pm  
Wed 11 June, 10.00am - 11.30am  
Thurs 10 July, 2.00pm - 3.30pm  
Mon 11 August, 10.00am - 11.30am  
Wed 17 September, 2.00pm - 3.30pm  
Mon 13 October, 10.00am - 11.30am

Contact us to arrange a session on any of the following topics; Copyright, Fraud Control, Scholarships and Sponsorships, Bequests, Whistleblower Protection or Mandatory Reporting (Independent Commissioner Against Corruption).

Please note that we require a minimum of 3 attendees to run a session. Email [helpdesklegal@adelaide.edu.au](mailto:helpdesklegal@adelaide.edu.au) to register or to inquire about any session.



The screenshot shows the 'Legal and Risk' website homepage. It features a navigation menu on the left with categories like Services, People, Compliance, Contracts, Copyright, Education and Training, FAQs, Insurance, Internal Audit, Legal, Resources, Risk Management, and Trusts/Bequests. The main content area includes a 'Welcome to The Legal and Risk Branch' message, 'Our Services' (Travel Insurance, Education and Awareness, Personal Legal Advice), and 'Resources'. A 'Quicklinks' sidebar on the right lists Handbooks, Unilink Newsletter, Forms and Templates, and Legislation Directory. A 'General Counsel' section features a photo of Celine McInerney and a quote: 'We are here to help you and the University to understand and confidently manage individual and institutional obligations. We will provide practical and objective advice, and work with you to help solve problems and support you in your decision making.'

Check out the Frequently Asked Questions section of our website ([www.adelaide.edu.au/legalandrisk/faq](http://www.adelaide.edu.au/legalandrisk/faq)) to learn more about Legal Compliance, the University's Insurance Program and Travel Insurance specifically. More questions and answers will be added in the near future.



## Reminder—Don't be a Copyright infringer

Need an image to spice up your website, newsletter or publication? Just grab one from the internet – that's free for all, right? **WRONG.**

Copyright attaches to material on the internet just as it would if it were in a book, and regardless of whether a © symbol is displayed. This means that someone out there owns the copyright in an image and you may not use it in your publication or website without the express consent of the copyright owner.

Some websites have copyright notices that permit re-use of material on their website, however, do not rely on the website's copyright notice unless you are certain that the image actually belongs to the website owner. If such a notice does not exist, you will need to make direct contact with the copyright owner to ask for permission.

There are some rights-holders that will actively pursue you or the University for unauthorised use of their images, even if your use has only been on a non-commercial basis. If you upload the infringing copy onto a website, this greatly increases the risk, as websites are easily searchable.



The University has recently had to make a settlement payment to avoid overseas court action for unauthorised use of a photo obtained from a Google image search. In a recent UK case, the court awarded damages of £5,600 for a company's use of a photo obtained from social networking site Tumblr.

**Do not put the University at risk.** Always check your source and make sure you have the appropriate copyright clearances. If in doubt, check first or don't use the material.

To learn more about Copyright in the University context, refer to the Copyright 101 on the [Resources](#) page of the Legal and Risk website, or contact Geraldine Yam (Copyright Officer) on 35244 or email [geraldine.yam@adelaide.edu.au](mailto:geraldine.yam@adelaide.edu.au).

### Where can I find images?

The Marketing & Communications [Photo Library](#) provides staff and students with a selection of free photos for use in University of Adelaide professional or academic materials—including the University website. There are also numerous sites (such as [stock.xchng](http://stock.xchng)) where you can download stock images for free or for a small fee. Contact the [Web Team](#) for more information.

## Who We Are and What We Do

If you've been working at the University for less than five years, you might not know that the Legal and Risk Branch used to be called 'Prudential Services', and the General Counsel, the 'Chief Prudential Officer'.

To be prudent, means *to be careful and sensible, and to exercise judgment, forethought or common sense, especially in business.*

We changed our name to Legal and Risk in 2009, because the title better described what we do, but the remit of our team remains the same.

**We provide professional advice and support to help the University "act with prudence" in making and implementing its decisions.**

If you need assistance from one of the team and don't know who to speak to, [browse or search our Services](#) on the Legal and Risk website to find the appropriate person. Still not sure? Give any of us a call.



Celine McInerney,  
General Counsel



Geraldine Yam,  
Associate Director,  
Legal Services



Anne Hill,  
Associate Director,  
Risk Services



Kim Evans,  
Senior Legal Counsel



Richard Duddy, Legal Counsel & Senior Project Officer (Policy)



Jackie Morris,  
Trusts Officer



Sandra Lilburn,  
Manager,  
Compliance



Joe Di Pinto,  
Manager,  
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Tom Pontt,  
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Phillipa Schliebs,  
Project Officer



Caroline Lauber,  
Executive Assistant to  
General Counsel



Kinga Gasiorowski,  
Records Officer