

Council Policy

Community Group Use of Photocopiers



COUNCIL POLICY

 <p>Adelaide Hills COUNCIL</p>	COMMUNITY GROUP USE OF PHOTOCOPIERS POLICY
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Policy Number:	COM-02
Responsible Department(s):	Libraries and Customer Service
Other Relevant Policies:	None
Relevant Procedure(s):	None
Relevant Legislation:	None
Policies and Procedures Superseded by this policy on its Adoption:	Community Group Use of Photocopiers Policy, Item 12.4, 37, 10 June 2014
Adoption Authority:	Strategic Planning and Development Policy Committee
Date of Adoption:	11 July 2017
Effective From:	25 July 2017
Minute Reference for Adoption:	SP33/17
Next Review:	No later than July 2020 or as required by legislation or changed circumstances

COMMUNITY GROUP USE OF PHOTOCOPIERS POLICY

1. INTRODUCTION

The attached policy provides Council and its administration with principles and guidelines for the subsidised use of photocopiers in the Council's public libraries and community centres by community groups.

2. OBJECTIVES

The objectives of this policy are:

- To assist community based groups communicate with their members and stakeholders
- To support the sustainability of community based groups through providing access to affordable photocopying

3. DEFINITIONS

"Community group" means a not-for-profit community based organisation with objectives relating primarily to the social, economic, environmental and cultural needs of the Adelaide Hills community.

4. POLICY STATEMENT

Principles

The following principles will be applied to community groups' use of Council photocopiers:

- Community groups are encouraged to find means of communicating with members and stakeholders that do not consume resources
- The Council's support in providing its copying resources to community groups should be provided on the basis that it does not substantially affect normal public or administrative access to these resources and that it involves minimal staff time and cost to administer
- Groups should be expected to meet the cost of some consumables and the service should be limited to basic copying.

Policy position

Council will provide access to photocopiers in the Adelaide Hills Council libraries and community centres at a cost reflecting the cost of consumables, for community groups which provide services on behalf or in support of Council and for groups that produce community newsletters.

Use of the copier will be only for those items that relate directly to the Council service where applicable and for community newsletters that do not have significant advertising or commercial bias.

Where the use will be extensive, a time for the Community Group use will be determined so as to limit the disruption to other users.

Examples of these groups include:

- Friends of the Library
- Hall committees (or similar) managing a Council-owned or Community-owned asset
- Volunteer groups which work directly with Council
- Resident groups
- Historical societies

Subsidised cost access will only apply to black and white copy, due to the high cost of colour copying.

The group is required to pay a charge reflecting the cost of consumables.

No assistance will be provided for sporting groups, social clubs or fee-for-service community groups such as dance classes, fitness groups, etc.

No support will be provided for groups whose activities are the responsibility of another tier of Government.

5. DELEGATION

The CEO has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy.
- Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

6. AVAILABILITY OF THE POLICY

This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website www.ahc.sa.gov.au. Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.