

Council Policy

Community Group use of Photocopiers



COUNCIL POLICY



COMMUNITY GROUP USE OF PHOTOCOPIERS

Policy Number:	COM-02
Responsible Department(s):	Libraries and Customer Service
Relevant Delegations:	As per the Delegations Register and as detailed in this Policy
Other Relevant Policies:	Nil
Relevant Procedure(s):	Nil
Relevant Legislation:	Nil
Policies and Procedures Superseded by this policy on its Adoption:	Community Group Use of Photocopiers Policy, adopted 11 July 2017
Adoption Authority:	Council
Date of Adoption:	24 May 2022
Effective From:	07 June 2022
Minute Reference for Adoption:	Item 12.5, 127/22
Next Review:	No later than March 2025 or as required by legislation or changed circumstances

Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
1.0	10/06/2014	Policy Review	Council - Res 37
2.0	11/07/2017	Policy Review	Council - Res SP33/17
3.0	24/05/2022	Policy Review	Council - Res 127/22

COMMUNITY GROUP USE OF PHOTOCOPIERS POLICY

1. INTRODUCTION

- 1.1. The 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.
- 1.2. This policy is to be read in conjunction with other relevant Council policies.

2. OBJECTIVES

- 2.1. 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

- 3.1. **"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

- 4.1. 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.
- 4.2. Council will provide access to photocopiers in 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.
- 4.3. 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.

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- 4.4. 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.
- 4.5. 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
- 4.6. The group is required to pay a charge reflecting the cost of consumables.
- 4.7. No assistance will be provided for sporting groups, social clubs or fee-for-service community groups such as dance classes, fitness groups, etc.
- 4.8. No support will be provided for groups whose activities are the responsibility of another tier of Government.

5. DELEGATION

- 5.1. The Chief Executive Officer has the delegation to:
- Approve, amend and review any procedures that shall be consistent with this Policy; and
 - Make any legislative, formatting, nomenclature or other minor changes to the Policy during the period of its currency.

6. AVAILABILITY OF THE POLICY

- 6.1. This Policy will be available via the Council's website www.ahc.sa.gov.au