



TATIARA DISTRICT COUNCIL

PHOTOCOPYING FACILITIES FOR COMMUNITY GROUPS POLICY

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PURPOSE OF THIS POLICY

The Photocopying Facilities for Community Groups Policy enables Council to support non-profit groups to utilise Council photocopying facilities in order to participate in community activities, project or programs

PRINCIPLES

The policy provides affordable access to Council photocopying facilities by eligible community organisations to support activities that benefit residents of the Council area.

APPLICATION

This policy is limited to the use of photocopying facilities managed by Council.

DEFINITIONS

For the purpose of applying this policy the definition of a community group is as follows:

“A community group is a community based non-profit organisation or association of persons where open membership and participation in activities is encouraged. A community group may take part in profit-making activities, but the surplus is reinvested in pursuit of the group's goals.

POLICY

Eligible groups shall be invited to apply in writing to use Council's photocopying facilities on an individual basis. Groups granted a discount will receive a 100% discount of the scheduled photocopying fee in accordance with the following conditions:

- (1) Only organisations based in the Tatiara District may be eligible for the photocopying facility.
- (2) The photocopier is for the purpose of the community organisations reproducing such items as Flyers for Special Events, Newsletters, and Annual Programs.
- (3) A community organisation shall be limited to a maximum number of 5,000 free black and white copies (single sided A4 black and white only), or the equivalent value in colour copies or folding and stapling costs, which is to reviewed annually and set for each financial year.
- (4) Only approved/suitable paper is to be used in the photocopier (white A4 paper only). A service fee for repairs may be incurred if the photocopier is damaged through use of non-Council supplied materials.
- (5) Community organisations wishing to use the photocopier facility shall be required to fill out an application form providing details of their organisation and the level of service required (see Appendix 1).
- (6) Use of the photocopier facility is available during Council opening hours with the exception of the final hour prior to cessation of each business day.
- (7) The Council is authorised to waive 100% of the photocopying fees for community groups and individual members who do not have the capacity to pay the photocopying fees.

- (8) Applications will be received and processed throughout the year and must be submitted within at least 1 day prior to the service, or 1 week if a large number is requested.
- (9) Photocopying Facilities for Community Groups are provided by way of a contra journal entry against the Income account for the respective facilities for the equivalent amount in accordance with Council's scheduled hire fees.

RESPONSIBILITY

Management of this policy rests with the Chief Executive Officer, while day-to-day administration of this policy is delegated to the Manager Corporate and Community Services

RECORD OF AMENDMENTS

DATE	REVISION NO	REASON FOR AMENDMENT
1 st October 2006	Rev: 00	Original Issue Draft
8 th December 2009	Rev: 01	Reviewed and adopted to include "A community organisation shall be limited to a maximum number of 5,000 free black and white copies (single sided A4 black and white only), or the equivalent value in colour copies or folding and stapling costs, which is to reviewed annually and set for each financial year."
12 th April 2016	Rev: 02	Reviewed and adopted by Council



**TATIARA DISTRICT COUNCIL
PHOTOCOPYING FACILITIES
FOR COMMUNITY GROUPS POLICY REQUEST FORM
APPENDIX 1**

Date:..... Organisation:.....

Contact Name:..... Contact No:.....

Original No of Pages:..... Date/Time Required By:.....

REQUIREMENTS:	
Output	Black & White <input type="checkbox"/> Full Colour <input type="checkbox"/>
No of Copies Required
Page Size	A4 <input type="checkbox"/> A3 <input type="checkbox"/>
Print Style	Double Sided <input type="checkbox"/> Single Sided <input type="checkbox"/>
Binding	Loose <input type="checkbox"/> One Staple <input type="checkbox"/> Two Staples <input type="checkbox"/>
Other	Z Fold <input type="checkbox"/> Half Fold <input type="checkbox"/>

OFFICE USE ONLY:	
Total Value:.....	Approved:.....
Details Entered in Register: <input type="checkbox"/>	Date:.....