

PHOTOCOPYING SERVICES

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1. OBJECTIVE

The objective of the policy is to provide a free black and white photocopying service to eligible groups and set the parameters for such a service.

1.1 Definitions

In this policy the following words have the following meanings:

“Eligible Group” means a not for profit community service organisation or sporting club.

2. PRINCIPLES

Council offers a limited photocopying support service from its Welcome Road office in Karratha and a limited photocopying service from its branch libraries in Roebourne, Dampier and Wickham. This service is free of charge to eligible groups. Enquiries as to the extent of this service are welcome.

Eligible Groups are advised that all work will be carried out at the discretion of Council and the following conditions for service will apply:

- 2.1 Only black/white printing is provided. No colour printing is provided under this policy. Any colour printing will be at normal rates as advertised by the City's fees and charges.
- 2.2 White paper ONLY will be used for all copying free of charge up to 1,000 sheets per month per Eligible Group. Thereafter a charge of 2 cents per copy will be made for up to 3,000 copies (to cover cost of paper and copying).
- 2.3 If the Eligible Group request coloured paper they must supply their own paper and Council will copy up to 1,000 sheets free of charge. Thereafter, a charge of 1 cent per copy will be made for up to 3,000 copies (to cover copying).
- 2.4 If the City supplies A4 Card for photocopying, the first 25 sheets are free and thereafter a charge of 3 cents per copy will apply for each sheet of card.
- 2.5 The City will make available ten (10) sheets of A3 white paper per week free and all copies thereafter will be at 20 cents per copy.
- 2.6 The Eligible Group is to provide at least two (2) days' notice for all straight copying.
- 2.7 Stapling, collating and numbering shall be carried out by the individual Eligible Group.
- 2.8 Every effort will be made to assist an Eligible Group with their work, however when the City has a heavy workload or staff shortages, Council work will have priority over requests and no guarantee will be given that the requested work will be completed by the requested date.
- 2.9 The City reserves the right to refuse copying of material considered inappropriate.
- 2.10 Eligible Groups using this service are asked to include on the printed material a statement indicating that the document was “Printed with support from the City of Karratha”.
- 2.11 Eligible Groups utilising this free service for photocopying only in the Dampier, Roebourne and Wickham libraries do so under the following conditions:
 - (a) White paper only shall be used or supply your own coloured paper and a limit of 100 x **A4 sheets** per month per eligible group.
 - (b) White paper only shall be used or supply your own and a limited of 10 x **A3 sheets** per month per eligible group.

- (c) If copying is to exceed the above numbers this work must be carried out at the City offices in Welcome Road, Karratha.

3. CONSEQUENCES

This policy represents the formal policy and expected standards of the City of Karratha. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Council.

4. ROLES AND RESPONSIBILITIES

Customer Service Officers, Library Officers or other delegated staff tasked to assist with this community service are to ensure that the task is completed within three (3) working days. Where this cannot be accomplished, the contact for the eligible group is to be notified of a reasonable time as to when the task will be completed.

Any monies owing are to be collected by Council staff upon pick up of the services rendered.

5. REFERENCES TO RELATED DOCUMENTS

- Form CG03-1 "Photocopying Services"

Policy Number:	CG-03
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Responsible Officer:	Manager Governance & Organisational Strategy

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.