

### **Photocopying of community newsletters**

**OBJECTIVE**

To define the degree of photocopying for the community.

**MINUTE NO(S)**

64/1999 – 22.02.1999

**APPROVED**

“That a budget be included in the operations expenses of the 1999–2000 Estimates for in–house photocopying of newsletters produced by Neighbourhood Watch and other approved community groups in the Central Coast municipal area.”

**BACKGROUND**

The Council continues to provide an administrative service to the public for photocopying and printing. The fees associated are published annually within the Council’s Fees and Charges.

At its Council meeting on 22 February 1999, Cr Miles submitted a Notice of Motion requesting...That a budget be included in the operations expenses of the 1999–2000 Estimates for in–house photocopying of newsletters produced by Neighbourhood Watch and other approved community groups in the Central Coast municipal area....

In the Council report, the Administrative Service Manager noted the following points:

1. “...Although not budgeted for, a photocopying service has been provided for several Neighbourhood Watch groups... The service has utilised the Council’s main photocopier, i.e. its high–volume, principal document producing machine... copier used because of production capabilities... less down–time for the Council’s regular administrative work;

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2. ...Introduction of a budget would tie in nicely with the move to activity-based costing of expenditure... development of an associated set of principles to determine validity for assistance....”

REVIEW DATE

1 July 2020