

Title	Charges for Copies of Minutes, Agendas, Reports and By-Laws
Council Resolution	Item 12, 29 August 2016 as per Council Minutes
Responsible Directorate	Corporate Governance
Due for Review	Four (4) years from Council Resolution Date
Strategic Plan Reference	<p>Leading our community</p> <p>4.1.2 Ensure Council is open and transparent in its communication and dealings with our communities.</p> <p>4.2.1 Deploy Council's resources in a way that maximises the effectiveness of the organisation and delivers value for money.</p> <p>4.2.4 Maintain fair systems and processes that result in high levels of regulatory compliance in Council and the community.</p>
ECM	Council policy

PURPOSE

This policy provides direction as to the fees that Council will charge for copies of documents that it is required to make available to the public for purchase.

SCOPE

This policy applies to the purchase of hard-copies of the documents referred to in this policy.

It does not apply to the inspection of the relevant documents or the provision of electronic copies of the relevant documents, whether downloaded from Council's website or transmitted by other electronic means.

STATUTORY REQUIREMENTS

Council, through the General Manager, is required to make copies of the following documents available for purchase at its public office:

- the agenda for a meeting and any associated reports and documents made available for inspection (r. 9(3), *Local Government (Meeting Procedures) Regulations 2015* [LGMPR]);
- minutes and copies of any extract from the minutes of a Council meeting that was open to the public (r. 35(2), LGMPR);
- copies of a by-law the Council proposes to make and the regulatory impact statement (s. 158, *Local Government Act 1993* [LGA]); and
- copy of every by-law in force (s. 166, LGA).

Council can only charge the following fees for the purchase of those documents:

- for minutes, agendas, reports and associated documents, the amount prescribed in Schedule 1 of the LGMPR; and
- for by-laws and associated documents, a price that does not exceed the approximate cost of providing the documents (ss. 157(6) and 166(2), LGA).

Acts	<i>Local Government Act 1993</i> <i>Fee Units Act 1997</i>
Regulations	<i>Local Government (Meeting Procedures) Regulations 2015</i>
Australian/International Standards	Not applicable

POLICY STATEMENT

For ease of administration, consistency, and compliance with the statutory requirements outlined above, Council will charge the same fee for copies of all documents the subject of this policy.

Fee Units

Fees for the purchase of the documents referred to in this policy are charged by reference to 'fee units'. The value of a fee unit is adjusted each financial year in accordance with section 5 of the *Fee Units Act 1997*.

Fees for Minutes, Agendas and Related Documents

The fee payable for the purchase of:

- (a) the minutes of a meeting;
- (b) a copy of any part of an extract from the minutes of a meeting;
- (c) the agenda for a meeting; and
- (d) a copy of any part of or extract from the agenda for a meeting;
- (e) a record or document associated with the agenda for a meeting; and
- (f) a copy of any part of or extract from a record or documents associated with the agenda for a meeting,

is **1 fee unit for every 5 pages**, being the amount prescribed in Schedule 1 of the LGMPR.

Fees for By-Laws and Related Documents

The fee payable for the purchase of:

- (a) copies of a by-law the Council proposes to make and the regulatory impact statement; and
- (b) a copy of a by-law in force,

is also **1 fee unit for every 5 pages**.

The fee does not exceed the approximate cost to Council of providing the documents. It should be noted that this fee is the same as the fee charged for minutes, agendas and related documents but is not set at that amount by any legislation.

Minimum Fee Payable

Council will not charge any fee where the total amount payable is less than the value of 3 fee units. This is in consideration of the costs associated with processing a payment for less than that amount.

Availability of Documents

Documents will be available for purchase at the following times:

- for minutes and related documents, in respect of the most recent Council meeting;
- for agendas and related documents, in respect of the next and most recent Council meetings;
- for proposed by-laws and associated documents, during the period identified in section 157 of the LGA; and
- for by-laws in force, during the period that the by-law is in force.

BACKGROUND

Council is required by law to make copies of particular documents related to its minutes, agendas, reports and by-laws available to the public for purchase.

Council must ensure that the fees it charges for the provision of those documents are consistent with the fees prescribed in the relevant legislation and do not exceed the cost to Council of providing those documents.