

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.

RELATED DOCUMENTS

- Schedule of Fees and Charges

STATUTORY REQUIREMENTS

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	N/A

DEFINITIONS

Meeting means a meeting of Council or a Council Committee.

Fee Unit means the amount prescribed under the *Fee Units Act 1997*.

POLICY STATEMENT

Legislative Context

The *Local Government Act 1993* requires Council to make copies of the following documents available for inspection and purchase:

- the agenda, and associated reports and documents, for any meeting
- the minutes of any meeting that was open to the public
- copies of any by-law that Council proposes to make, and the accompanying Regulatory Impact Statement

- copies of every by-law in force.

Fees Charged by Council

Council is committed to being open and transparent and making its meetings and other documents accessible to members of the public, particularly those who are disadvantaged or do not use technology to access electronic copies of documents.

Subject to the following conditions, Council will not charge a fee to a member of the public for providing a printed copy of any of the relevant documents:

- Council will provide 1 copy of each document per person free of charge
- where a person requests that Council posts a copy of a document to them, Council may charge a fee equivalent to the cost incurred by Council, although officers will have discretion to waive any reasonable postage costs.

For the avoidance of doubt, Council will continue to provide electronic copies of all the relevant documents free of charge on its website or through other electronic means (such as emails).

DOCUMENT CONTROL

Version:	3.0	Adopted		Commencement Date	25/11/2024
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Responsible Directorate	Corporate Services	Controller:	Executive Officer		
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