

## KEMPSEY SHIRE COUNCIL

### COUNCIL PUBLICATIONS - SUBSCRIPTIONS

### Procedure 2.3.3

Policy No. and title	2.3	Media and Community Awareness and Engagement Policy
Procedure	2.3.3	Council Publications - Subscriptions
Version	1	
Date Adopted	28 March 2012	

---

#### OBJECTIVES

To provide opportunity for any persons or organisations to purchase documents photocopied, published or printed by Council.

To recover a portion of the cost of publishing or printing papers made available for sale to the public.

#### STATEMENT

- 1 Generally the majority of Council documentation will be available from Council's website free of charge.
- 2 A fee in accordance with Council's adopted Operational Plan will be charged for copies of documents that are available on Council's website. This fee will relate to photocopying and postage (if required).
- 3 Copies of documents will be available for inspection free of charge at various Council locations including Customer Services and Council libraries.
- 4 This policy includes but is not limited to the following documentation:
  - Council Business Paper
  - Council Minutes
  - Council Management Plan
  - Council Policies and Plans

#### VARIATION

Council reserves the right to review, vary or revoke this procedure which will be reviewed periodically to ensure it is relevant and appropriate.