

Community Printing 2008/09



OBJECTIVE

To assist small volunteer based community non-profit organisations who provide a service to residents of Gosford LGA by providing them with a limited amount of printing of material to be used for the promotion and management of such organisations.

CONDITIONS

- 1 Community printing is available to community based non-profit organisations which provide a service to residents in the Gosford LGA and operate on a budget of less than \$25,000 per annum.
- 2 Community organisations meeting the conditions in 1 above need to apply for registration for the community-printing program on an annual financial year basis. Registration forms will be available on Councils Grants website or through the Community Development section of Gosford City Council.
- 3 The maximum amount that individual community organisations can access under this program on an annual basis will be published on Councils Grants Website once registration forms are available.
- 4 Applications for registration will be available in approximately July each year. Successful registrations will expire on 30 June of the registered year, and do not carry over to the next financial year.
- 5 The Print Room reserves the right to refuse any community printing job request due to the technical unsuitability of the request or the priorities of Council's Print Room at that time.
- 6 If community printing jobs contain advertising, the group must provide its own paper.
- 7 Council will only accept non-discriminatory content and will not be held liable for content in community printing.
- 8 Each printing job artwork submitted must bear the words "Printed by Gosford City Council, 49 Mann Street, Gosford. Printed in (year)". This does not apply to business cards, letterheads and with compliments slips.
- 9 Council will retain a copy of the item to be printed for six months after the print run.

Community
Printing

- 10 Council will issue guidelines and procedures from time to time to assist community groups in accessing this program.
- 11 The General Manager has delegated authority under Section 377 of the Local Government Act 1993 to refuse any application which does not comply with this Community Printing policy.
- 12 Community groups accessing community printing under this policy are required to ensure that the material being printed conforms to community standards of taste and decency and that the content of the material is in keeping with Commonwealth, State and Local Government legislation.

This program provides for community printing to be undertaken within the financial constraints of the Print Room's recurrent budget.

PROCEDURE

Eligible community groups must apply to Community Partnerships for registration for the community printing program prior to the commencement of the new financial year.

The Application for Registration forms is available from the Community Development Section or on the Gosford City Council website. Registration after the commencement of the new financial year is at the discretion of Gosford City Council.

An annual Community Printing Registration Card will be allocated to groups approved for registration.

A Request for Community Printing form is to be signed by Print Room staff documenting the monetary value of the job.

To assist community organisations in staying within the amount allocated to the Print Room for this program, personnel will advise applicants of:

- the potential cost of each job in advance of the print job being undertaken; and
- the cumulative value of their jobs over the year,