



DIRECTOR CORPORATE SERVICES REPORT

10th May 2005

DCS4 QUESTIONS WITHOUT NOTICE – USE OF COPY PAPER FILE: * PJH

SUMMARY:

Reporting on a Question Without Notice from Council's Extra-Ordinary meeting of 4th April 2005.



At Council's Extra-Ordinary meeting of 4th April 2005, Councillor Green asked the following question and was advised the Director Corporate Services would provide the information sought: -

Could Council be provided with a review of expenditure; the use of stationery i.e. copying for the Council agenda as we seem to use a lot of paper?

Council's paper usage was reviewed in late 2004 in conjunction with preparation of the State of the Environment Report. At that time the 2003/2004 year showed the following usage of copy paper.

2003/2004 Usage: 3,527 reams of paper (500 sheet reams). Cost of this was \$19,917. This included coloured paper usage.

The 2004/2005 year to date shows usage at 2,440 reams with expenditure on this at \$12,785. The projection based on current monthly usage is 3,000 reams for 2004/2005, which shows some improvement.

Council staff have endeavoured to reduce the paper usage in the following areas over the last year: -

- Re-using blank side of used documents for other printing.
- Library collecting any single sided used sheets that can be reused.
- Trying to reduce number of business paper agendas printed for each Council meeting (currently 65 paper copies per meeting).

Printing of Council meeting agendas is a big paper usage because of the size of the agenda document and the number of copies produced. Some resistance has been felt regarding the provision of the Council meeting

agendas in electronic form instead of the paper copies for the following reasons:-

- The Local Government Act requires that paper copies be provided for collection if requested.
- Residents and ratepayer groups who get an agenda each meeting prefer the paper version rather than electronic as they state they don't have email access or don't have printing facilities to handle the printing volume.
- Media representatives who get an agenda prefer a paper copy to carry around with them in their vehicles.

The paper usage is being re-examined at the current time by the Manager Administration who will be actively seeking to reduce usage where possible.

REPORT IMPLICATIONS:

- ***Environmental***

The usage of paper is an environmental issue which Council can have some control over and has been identified in the State of Environment report as one issue that should be actively improved.

- ***Social***

Council has an obligation to provide the public with Council agendas if required and has tried to meet their needs. Council meeting agendas on the website have been prepared as separate reports to click on to make access and downloading easier.

- ***Economic (Financial)***

The cost of the copy paper usage has had a significant affect on the printing and stationery budget (about 30% of total cost). The printing and stationery budget expenditure to 30th April was \$59,000 against a 2004/2005 budget of \$60,000.

- ***Policy or Statutory***

The Local Government Act (section 9) provides that copies of the Agenda for meetings must be available for taking away by the public free of charge. It also states that the Agenda may in addition be provided in electronic form. As the Act is currently worded Council cannot force the public to accept the electronic versions. Council can though continue to encourage more use of the electronic version on the website in an endeavour to reduce the paper usage.

- ***Directors Review***

Nil.

RECOMMENDATION:

That the information be noted.

.....
G B Snape
DIRECTOR CORPORATE SERVICES