

# SOUTH WAIRARAPA DISTRICT COUNCIL

25 OCTOBER 2017

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## AGENDA ITEM C7

### ELECTRONIC DOCUMENT DELIVERY SOFTWARE

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#### **Purpose of Report**

To inform Councillors of the (Style Purpose Text)

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the Electronic Document Delivery Software Report.*
2. *Agree that Council agenda documents, including community board, committee and working group papers are delivered to councillors electronically utilising Stellar Board Books.*

## **1. Executive Summary**

Stellar Board Books is an electronic document delivery system that allows Council agenda's and papers to be distributed electronically to registered individuals via the cloud. Documents can be accessed securely, viewed and annotated anywhere and distribution management is extremely easy.

Mayor Napier and councillors Harwood, Craig and Ammunson have undertaken a free two-month trial of Stellar Board Books since 11 October 2017. Positive references have been received from our trial councillors as well as from Rotorua District Council and Tauranga City Council. Western Bay of Plenty District Council have publicly endorsed Stellar Board Books.

Based on a successful trial and positive references from other councils, Council officers recommend that Stellar Board Books is purchased for ongoing use. It is preferable not to run a hybrid system as costs would be incurred for both systems.

## **2. Discussion**

### **2.1 Options**

Stellar was selected for trial over Diligent Boards and LG Hub based on price and positive reports from other councils. Product suitability has been confirmed following trial.

A summary of the software costs is shown in the table below.

<b>Electronic Agenda Delivery System</b>	<b>One off Cost</b>	<b>Yearly Cost</b>
<b>Stellar Library</b> - 20 user license	NA	\$2,895
<b>LG Hub</b> - 15 user license	\$5,600	\$4,600
<b>Diligent Boards</b> - 15 user license - Base license charge	\$5,460	\$8,250 \$2,000
<b>Cr Portal;</b> and - iAnnotate (for Apple) or - PDF Annotator	\$14.99/person \$69.95/person	NA

Utilising the existing Cr Portal was also considered but discounted as Stellar Board Books provided better functionality at a break even cost to printing.

The financial cost to produce a printed agenda, discounting the preparation time to pull it together, is shown in the table below. This cost assumes that hand delivery is not required (which it sometimes is).

<b>Cost per Council agenda</b>	<b>Cost</b>
Photocopying charge	\$3.50
Paper, envelope, labels, binding spine and postage	\$4.93
Staff time per agenda (printing/binding)	\$3.70
<b>Total per agenda</b>	<b>\$12.13</b>

There is also an environmental cost of using paper. Moving to an electronic agenda system will minimise waste going to our landfills and supports the goals of the Waste Management and Minimisation Plan.

## **2.2 Community Board and Working Group Meetings**

It is anticipated that community board members would continue to receive hard copy agenda, but the Mayor and councillors attending these and other working group meetings would receive their agenda electronically.

## **2.3 Wairarapa Councils**

Masterton District Council have undertaken preliminary investigations into what other councils and available products but have not made a decision on electronic agenda delivery. Carterton District Council is adapting MAGIQ to be used as a document repository for users to download electronic documents (similar to SWDC's Cr Portal).

### **3. Financial Considerations**

Stellar Board Books software can be purchased and additional electrical outlets installed in the Council Chambers within existing budgets.

A decision on devices will be made on the 13 December 2017 via the decision on the Remuneration Authority's proposed communication allowance payment. The trial has successfully been run on modern devices already owned by the Mayor and councillors. The software is not suitable for older devices.

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