

2. **PRINTING OF AGENDAS AND REPORTS**

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Corporate Plan Output: Community Relations: Photocopy Charges	

The purpose of this report is to respond to a request made by some Councillors that we revert to the 12 pt font formerly used for reports and agendas. Since October 2000, these have instead been produced using a smaller 10 pt Times New Roman font, which some Councillors find too small.

**REASONS FOR INTRODUCTION OF SMALLER FONT**

The smaller font was introduced following discussions with the City Manager and the Chairman of the Strategy and Resources Committee, to:

- Reduce the size of Council and Committee agendas to more manageable proportions.
- Achieve significant savings in printing and paper costs, plus other indirect savings such as the amount of storage needed for bound minute books.

**FINANCIAL SAVINGS ACHIEVED**

The use of a 10 point font has reduced the size of agendas by about 37%, with corresponding cost savings. As an example, the reduction in the size and cost of the December 2000 Council agenda amounted to:

Type	No of Pages	Total Cost (excl GST)
12 pt Times NR (old font)	325 (estimated)	\$3,344 (estimated)
10 pt Times NR (new font)	239 (actual)	\$2,441 (actual)
Savings	86 pages	\$903

Taken across the Council as a whole, the resulting savings in the production of Community Board, Standing Committee, Council and other agendas and associated reports is estimated at over \$60,000 per annum.

**FONTS USED IN THE PRODUCTION OF OTHER WIDELY READ PUBLICATIONS**

The smaller font now being employed compares favourably with fonts commonly used in the production of other widely read publications, such as:

**Christchurch Press** (city-wide readership)

**WELLINGTON** — An establishment unit will be appointed by the end of this month to run the Government's \$350 million export credit insurance scheme, amid industry concerns that it might struggle to be running by its April 1 deadline.

After preliminary talks between officials and private sector insurers, it appears increasingly likely that one or more insurance companies will be used to administer aspects of the taxpayer-funded scheme, rather than an entire new organisation being set up.

Premiums will be set to cover

costs. The Government will restrict its liability at any one time to \$350m and its exposure to 60 per cent of any one export deal. Exporters must find the remainder of their export credit insurance from the private sector.

This is expected to support four or five guarantees a year — enough for about \$100m worth of exports.

In providing short-term export guarantees, the Government was likely to become a reinsurer through arrangements with private sector companies, a government official said. —NZPA

<b>10</b>	<b>5.21</b>	<b>NEW ZEALAND BLOODSTOCK 1600</b>	<b>1600m *</b>
		<b>\$8000, (c1)</b>	
<b>\$20,000 TAB SIX PACK</b>		<b>SIXTH LEG PICK6 JACKPOT</b>	
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4 ch m Bigstone-Try Venus Owners: C J Chry, S C Clewworthy, M J Duncan, B Ryder, P & Macf			
Jun 24 Heat 54½ c1 2000 E—Trid, led 150, Isle Floorem, shhd, 18-2/1-14 V Colgan			
Jul 13 Heat 56 c1 2000 E—Out well, drifted, rear, ran on, 3¼L Black Ledger, 4th 18-2/2-16 V Colgan			
Nov 28 TeRa 56 c1 1800 F—Trid 3rd, held up 350, lght, Fortoma, 1¼L, 2¼L, 16-7/7-1 L O'Sullivan			
<b>3224-3</b>	<b>NZR(15-1-3-3) F(6-1-2) E(6-0-2) S(1-0-0) H(2-0-2) C(1-0-0) D(5-0-1) \$9825</b>		
White, red diamonds with stylised logo, black sleeves, red cap Jockey:			
<b>2</b>	<b>BLAZE AWAY</b>	<b>56 9</b>	<b>B MacDonald, Cambridge</b>
5 blk g Blazing Keel-Wander Along Owners: J M MacDonald			
Nov 2 Heat 58 c1 1300 F—Ran 7th, fin well otr, Walkabout, rik, lght, 15-1/2-4 B Jones			
Nov 17 Awap 58 c1 1300 F—2nd last, came home well, Heat, 3L, 14-4/3-5 H Tinsley			
Dec 2 Ells 58 c1 1400 F—Slow, rear, big late run otr, 5¼L, Run Forest Run, 4th 14-3/3-14 B Jones			
<b>73-324</b>	<b>NZR(13-1-1-4) F(8-0-3) E(7-1-2) S(1-0-0) H(0-0-0) C(0-0-0) D(0-0-0) \$7200</b>		
Red, emerald green sash, white arm bands & cap Jockey:			

**Older and Bolder** (for Canterbury's over 50s)

**Elderly Drivers**

Because the vision undergoes certain natural changes with age this does not mean that older people must necessarily give up driving. However it is important to have regular vision tests. The eye's focusing ability is no longer as flexible. There is a need for more light as the pupil of the eye becomes smaller and headlight glare may cause discomfort, making night driving more difficult. Peripheral vision (ability to see to the side) also tends to diminish with age, and it may be more difficult to see the colour of traffic signals quickly and accurately because they appear less bright. There is also a tendency to react more slowly. If glasses have been prescribed they must be worn. As well as improving the vision they will reduce glare, both by day and at night. Sunglasses or tinted lenses

should not be worn for night driving, but good quality sunglasses will make the eyes more comfortable during the day.

**General Care**

It is important that older people have regular medical examinations to ensure that their health is normal. Regular eye examinations will also help to make the most of vision. Close tasks such as reading and sewing should be continued, as trying to avoid near vision tasks will not 'save' the eyes. However adequate lighting is important for close work, preferably with a reflector lamp. Never skimp on the wattage of light bulb you use. Outside, wearing a hat with a brim will reduce unwanted glare from the sky, and sunglasses may be helpful in bright conditions.

**New Zealand Women's Weekly** (mainly women readers)

**F**or eight turbulent and often lonely years, she regarded him as her right-hand man. While Princess Diana's personal life crumbled around her, Patrick Jephson was a constant support. Steadfast and understanding, there was little he did not see or hear.

Once he memorably described life at Kensington Palace during that time as "like a slowly spreading pool of blood seeping out from under a locked door".

In private, Patrick was often extremely uncomfortable about Diana's behaviour. "She could eat a baby for breakfast and the public would still forgive her," he once told a guest at Kensington Palace.

The end came eight weeks after Diana gave her controversial TV interview. Patrick felt humiliated because she hadn't told him about her secret meetings with reporter Martin Bashir. After a brief show down, he cleared his desk and left.....

**Mark Blumsky, Mayor of Wellington City.**

"I'm looking forward to working with, and supporting, Basil. He came in to see us and, importantly, to listen to us. He also explained that he's going to try and address such issues as constitutional and representational change.

"Basil's going to put up options and wants to move forward taking LGNZ's members with him. I think he's a good man for the job."

**Rex Kirton, Mayor of Upper Hutt City.**

"He will need to redress the situation. Local Government New Zealand has got itself into. Instead of serving the members, it's been PR-ing our stuff to prove that it's of value to members. What Morrison has to do is reverse that and have LGNZ prove through its actions why the members need it."

**COMPARISON OF AVAILABLE FONTS**

Set out below are examples of the 12 point font previously used, and a selection of smaller fonts which are in common use, and which Councillors may find easier to read than Times New Roman 10:

**Times New Roman 12 point** (this is the type previously used for CCC agendas and reports)

Many studies have shown that serif type is more readable in extended text than sans serif. It's not clear exactly why; suggestions are that the serifs tend to lead the eye along the horizontal line, or that the thick/thin variations in the strokes of most serif type eases reading, or perhaps simply the fact that we all grew up learning to read from books that used serif type. Whatever the reason, it has been well established that serif type is easier to read, particularly in extended text.

**Verdana 10 point**

This is a sans-serif font which is recommended for computer screens rather than for print purposes. However, it is considered to be a suitable type for people who have visual difficulties. It is larger than the Times NR 10 currently employed, and appears to be somewhat easier to read.

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**Helvetica 10 point**

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### **Courier 10 point**

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### **Century Schoolbook 10 point**

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### **CONCLUSION**

We are of course entirely in the hands of Councillors in this instance, as the principal readers of agendas and reports. However, in my view there is some middle ground, and, because of the savings which have been achieved, I think it would be a backward step to revert to Times NR 12 font formerly employed.

The Century Schoolbook 10 point font shown in this report appears to be an easy one to read, and if Councillors agree to a change then I think this would be a good choice, although the resulting savings would be rather less than those which are currently being achieved.

- Recommendation:**
1. That in view of the resulting savings, agendas and reports continue to be produced using a 10 point rather than a 12 point font.
  2. That Verdana 10 point font be used in future for agendas and reports.
  3. That every endeavour be made to ensure that double-sided photocopying takes place wherever possible and recycling bins are clearly labelled.