


9. ADMINISTRATION MANAGERS UPDATE

9.1 REQUEST FOR SERVICE – BANKS PENINSULA WARD



Attached is a printout showing the Requests for Service received for the month of June, broken down by ward. The figures for the Banks Peninsula ward are shown under - BANKSP. To give an example of how these figures can be further broken down I have also attached a printout of what the calls regarding Street Maintenance related to.

9.2 MATTERS ARISING

Some members have expressed concerns about the tracking of matters arising from Board meetings and the fact that "Matters Arising" is not an item on the Board's agenda. The Council Secretary has provided clarification on this issue. He explained that basically the Local Government Official Information & Meetings Act, has no provision for items of general business to be considered at meetings of a local authority (in this case the Community Board), unless the Board passes a resolution to deal with the matter and an explanation is given as to why it was not on the agenda, and why consideration of it can not be delayed until a subsequent meeting.

This provision is in the Act, and carried through in to Standing Orders, so that local authorities can not consider items of business which the public are unaware of, because the items of business have not been included on a publicly notified agenda.

Council has a very efficient resolution tracking process. An "Action Memo" is prepared after each meeting and circulated to the officers responsible for the follow up action, plus their General Managers. The items on the Action Memo are then transferred to a "Resolution Tracking Spreadsheet", which is regularly updated by the Committee Secretaries.

The Action Memo's and Resolution Tracking System are considered to be management tools and are not circulated to elected representatives.

It is generally accepted that officers be given three months to report back on items included on the Action Memo. If this is not possible the officer will inform the relevant Community Board Principal Advisor who can then report this to the Board, giving reasons for the delay. In many cases officers will report back on items well within the three month time frame, but obviously this is not always feasible. If Board members feel that an item needs to be dealt with more swiftly, they can ask for it to be treated urgently, but again this may not always be feasible.

If Board members have questions about any matter that has been raised at a meeting, or any issue that relates to Council, they should direct the question to me as Acting Community Board Principal Advisor. Community Board members should not approach other staff directly.

9.3 PANDEMIC PLANNING

I am aware that this is one of the issues on the Action Memo which some Board members feel should be treated with more urgency. Several Board members attended a recent seminar on this issue and are now keen to initiate some planning in our local communities.

I have spoken to Murray Sinclair (Manager, Civil Defence & Emergency Management) regarding what role he sees the Community Board taking in pandemic planning. He has suggested that the Board needs to act as a facilitator in the local community by bringing groups and organisations together to look at how we can look after each other at a community level in the event of a pandemic.

If the Board wishes to initiate a meeting(s) of local groups, Murray along with Medical Officers of Health for Canterbury, may be able to attend if they are given sufficient warning and a choice of dates.

9.4 GREATER AKAROA & LITTLE RIVER PLANS

I have made some initial enquiries with Jane Cartwright (Strategy Support Manager) regarding how the Board can commence the process for development of these plans. I will keep the Board informed on any feedback.

9.5 BANKS PENINSULA BROCHURES

I have made arrangements for some brochures about the local area to be displayed in the foyer of the Civic Offices following a suggestion from Mr Lowndes. The brochures to be sent are the official visitors guide to Akaroa, (Akaroa District Promotions), the Akaroa Museum brochure and a soon to be released brochure about The Gaiety. I am also trying to source some pamphlets relating to Little River and the whole of Banks Peninsula