


### 3. ADMINISTRATION MANAGER'S UPDATE

The Administration Manager reported on the following:

#### 3.1 REQUEST FOR SERVICE – BANKS PENINSULA WARD



A printout showing the Requests for Service received for the month of June, broken down by ward, had been circulated for members information. Members noted that it would be beneficial to have the Banks Peninsula Ward further broken down into figures for the Lyttelton/Mt Herbert area and the Akaroa/Wairewa area.

#### 3.2 MATTERS ARISING

An explanation was given as to how matters arising from Board meetings were processed by Council staff.

Some members had concerns that the Board was not provided with a running summary of these matters and the Chairman was asked to raise this issue at the Community Board's Chairs Forum.

#### 3.3 PANDEMIC PLANNING

The Board **agreed** that Mr McKean and Mr Lowndes should work with the Administration Manager to arrange a meeting of appropriate community groups to identify how plans could be formulated at a community level to be implemented in the event of a pandemic.

#### 3.4 GREATER AKAROA, LITTLE RIVER & BIRDLINGS FLAT PLANS

Initial enquiries had been made by the Administration Manager regarding how the Board could commence the process for development of these plans.

#### 3.5 BANKS PENINSULA BROCHURES

The Administration Manager reported that she had arranged for some brochures about Banks Peninsula to be placed in the foyer of the Civic Offices.