



Terms of Reference for the Representation Review Subcommittee

Adopted by the Wellington Regional Council on 15 December 2005

Draft

FOR FURTHER INFORMATION

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1. Membership

The following 4 councillors are the members of the Representation Review Subcommittee:

- ?
- ?
- ?
- ?

The chairperson of the Subcommittee is ?

The quorum is 3 members of the Subcommittee.

2. Meeting Procedure

All members have equal speaking and voting rights (one per member).

Meetings will be publicly notified and open to the public, except where there are grounds to exclude the public in terms of the Local Government Official Information and Meetings Act 1987.

The Wellington Regional Council Standing Orders apply.

Members must be present for the substantial part of the hearings and deliberations in order to participate in the decision-making of the Subcommittee.

3. Purpose

The purpose of the Representation Review Subcommittee is to aid the Council in reviewing its representation arrangements under 19I of the Local Electoral Act 2001 in time for the Wellington Regional Council's 2007 triennial general elections.

4. Powers

The Subcommittee has the power to:

- (1) Consider and decide on all process matters relating to the review of the Council's representation arrangements¹, including the level of consultation that is to be undertaken. This includes ensuring that all

¹ Representation arrangements mean the:

- number of constituencies
- name and boundaries of each constituency
- number of members to be elected by the electors of each constituency.

legal requirements such as public notification and the submission process are met.

- (2) Make recommendations to the Council, through the Policy, Finance and Strategy Committee, on what the proposed representation arrangements for the Wellington Regional Council should be for public consultation. This needs to include an explanation of the reasons for the proposed arrangements.
- (3) Consider any written and oral submissions the Council receives on its proposed representation arrangements.
- (4) Once submissions have been considered, make recommendations to the Council through the Policy, Finance and Strategy Committee on what, if any, amendments should be made to the Council's proposed representation arrangements. The report containing these recommendations should note that where the Council decides not to comply with the population formula under section 19V(2) of the Local Electoral Act 2001, it must refer the decision to the Local Government Commission, even if no appeals or objections are received.
- (5) Receive any appeals from submitters or objections from interested persons or organisations, on the Council's revised proposal and note the contents.
- (6) Notify the Council of any appeals or objections that have been received.
- (7) Receive any determination that is made by the Local Government Commission on the Council's representation arrangements and make a recommendation to the Council through the Policy, Finance and Strategy Committee on whether or not it should accept the determination or appeal it on a point of law.

5. Responsibilities

The Subcommittee shall ensure that:

- (1) Where submissions are received, submitters are provided with the best possible opportunity to be heard.
- (2) Where submissions are received, they are heard and considered in a way that is effective and timely.
- (3) Decision-making processes are robust and transparent.
- (4) Quality advice is given when recommendations are made to the Council through the Policy, Finance and Strategy Committee.
- (5) The process and advice the Subcommittee provides to the Council is consistent with the Council's relevant policies and the legislative requirements of the Local Electoral Act 2001, in particular sections 19I to 19Y.

6. Duration of subcommittee

This Subcommittee will dissolve once the representation arrangements have been finalised for the Wellington Regional Council's 2007 triennial general elections.

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