



Report **06.403**
Date 14 August 2006
File E/01/04/05

Committee **Representation Review Subcommittee**
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Process for considering submissions on representation proposal

1. Purpose

To agree a process for handling submissions on the Council's initial representation proposal at the Representation Review Subcommittee meeting on 21 August 2006, and following that meeting.

2. Significance of the decision

The matters for decision in this report do not trigger the significance policy of the Council or otherwise trigger section 76(3)(b) of the Local Government Act 2002. The decisions only relate to the process for handling the submissions Greater Wellington has received on its proposed representation arrangements.

3. Background

The consultation requirements for representation reviews are set out in the Local Electoral Act 2001. On 14 June 2006 the Council notified the public of its proposed representation arrangements and invited submissions. The meeting of the Representation Review Subcommittee on 21 August 2006, and the following meeting on 1 September 2006, completes the consultation process on the Council's initial proposal.

4. Comment

Greater Wellington has received 84 written submissions and is expecting to hear 10 oral presentations. It is important that the Subcommittee agrees a robust and transparent process for considering the submissions Greater Wellington receives. At its meeting on 21 August, the Subcommittee will be hearing oral submissions and considering written submissions. Please note that this will not include making a decision on the final representation arrangements to recommend to Council or a full analysis of reasons for/against the points that have been raised in submissions. This will happen at the Subcommittee meeting on 1 September 2006.

4.1 Oral submissions

Oral submissions provide submitters with the opportunity to speak to the Subcommittee face-to-face about the key issues raised in their submission. It is a time for Subcommittee members to listen, but there is also the chance for members to ask questions, particularly with the aim of clarifying points made by submitters.

Officers have provided a 15-minute timeslot for each oral submission. This allows approximately five minutes for the submitter to get across their key messages (but not read their submission in full), five minutes for subcommittee members to ask any questions of clarification and five minutes in case it takes a little longer than expected. A list of submitters wanting to make oral presentations is provided in **Attachment 1**. A copy of the timetable of oral submissions will be provided to you at the meeting.

4.2 Written submissions

All councillors are given a copy of the written submissions Greater Wellington has received. Report 06.401 provides a summary of the key points raised in the written submissions.

4.3 Process after Subcommittee meeting to hear and consider submissions

The Subcommittee will be meeting on 1 September 2006 to decide on the final proposal the Subcommittee will recommend to Council. After the meeting a paper outlining the Subcommittee's recommendation(s) to Council will be prepared by officers and the Subcommittee Chairperson. The Council will decide on its final proposal at its meeting on 12 September 2006.

The Subcommittee's recommendation(s) and Council's decision must be made in light of the submissions that have been received. It must include the reasons for any amendments and the reasons for any rejection of submissions.

Formal replies will be sent to all submitters who have supplied their contact details soon after the Council has made its decision on the final representation arrangements. It is proposed that the replies include a brief summary of the reasons for any amendments and the reasons for any rejection of submissions and outline the next steps in the process. It is suggested that these replies be sent from the Council chairperson and that the same response be sent to all submitters.

5. Communication

Oral submitters have already been advised of the process that is generally followed for making oral submissions. Responses to submitters are discussed under 4.3 above.

6. Recommendations

That the Representation Review Subcommittee:

1. **receives** the written submissions Greater Wellington has received on making the Council proposed representation arrangements.
2. **hears** submitters' oral presentations.
3. **agrees** to the process for handling these submissions and making recommendations to Council as set out in section 4 of this report.

Report prepared by:

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Attachment 1: List of submitters requesting oral presentations