



**AGENDA FOR THE
ORDINARY MEETING OF THE
REPRESENTATION REVIEW
COMMITTEE**

**TO BE HELD IN THE
COUNCIL CHAMBERS,
2 NORMAN KIRK DRIVE,
ROLLESTON**

WEDNESDAY 23 JUNE 2021

COMMENCING AT 10AM

Representation Review Subcommittee 23 June 2021

Mayor (S T Broughton), Councillors M A Alexander (Chair), S Epiha, J A Gallagher and G S F Miller, and Mr J B Morten (Malvern Community Board Chair)

23 June 2021 10:00 AM - 12:00 PM

Agenda Topic	Page
1. Cover Page	1
2. Welcome and Karakia	
3. Apologies	
4. Conflicts of Interest	
5. Confirmation of Minutes	3
6. Chairperson's Report (Verbal)	
7. Delegation to Community Boards	8
8. Indicative Operating Budgets for Community Boards	12
9. Representation Review: Options for Preliminary Consultation	14
9.1 Attachment 1	18
10. Representation Review: Timeline and Work Programme Update	29

Public portions of this meeting area audio-recorded and livestreamed via the Council's website and YouTube channel.

**MINUTES OF AN ORDINARY MEETING OF THE
REPRESENTATION REVIEW SUBCOMMITTEE
HELD IN THE COUNCIL CHAMBERS,
SELWYN DISTRICT COUNCIL, ROLLESTON
ON WEDNESDAY 9 JUNE 2021 COMMENCING AT 10.00AM**

PRESENT

Councillors M A Alexander (Chair), S N O H Epiha J A Gallagher, G S F Miller, Mayor S T Broughton, and Mr J B Morten (Malvern Community Board Chair)

IN ATTENDANCE

Councillors Mugford and Reid, Messrs D Ward (Chief Executive), S Hill (Group Manager Communication and Customers, Deputy Electoral Officer), M Staite (Miro Business Services Ltd); Mesdames D Kidd (Group Manager Community Service and Facilities) and N Smith (Executive Assistant); and Ms T Davel (Governance Coordinator)

KARAKIA

The Chair declared the meeting open and welcomed everyone present and on-line.

Councillor Epiha opened with karakia.

APOLOGIES

None.

CONFLICTS OF INTEREST

None.

CONFIRMATION OF MINUTES

Minutes of an Ordinary Meeting of the Representation Review Subcommittee held in the Council Chambers on Wednesday 12 May 2021

Moved – Councillor Epiha / **Seconded** – Mayor Broughton

‘That the Representation Review Committee confirm the minutes of its Meeting held on 12 May 2021, as circulated.’

CARRIED

CORRESPONDENCE

None.

REPORTS

1. Chair's Verbal Report

Verbal Report

The Chair told the Subcommittee of the recent workshop he held with Mr Hill to update the Malvern Community Board on the progress with the Representation Review. He asked that the Chief Executive thank the Board for their valuable inputs.

The Chair also noted his dissatisfaction that a member of the Subcommittee asked staff for an amended map to be brought to the Subcommittee meeting, without following the proper process. He reiterated the appropriate process being that a member should contact the Chairperson who will then discuss with the Chief Executive and staff. He said the way this was done was unhelpful and improper. The Mayor told the Subcommittee that he was the member referred to, and that he was entitled to do so, in his role as Mayor. He added that he was not present at the last meeting and said that if he was, he would have asked for that amendment in the meeting.

Moved – Councillor Alexander / **Seconded** – Mr J Morten

'That the Representation Review Subcommittee receive the report for information.'

CARRIED

2. Deputy Electoral Officer

Malvern Community Board Representation Review Briefing

The report was presented for information only and the Board Chair, Mr Morten, thanked the Chair of the Subcommittee and Mr Hill for addressing the Board. He said it helped bring them up to speed.

Councillor Epiha said he wanted the minutes to reflect that the PowerPoint presentation presented to the Board, and which formed part of the agenda for today's meeting, was not entirely correct. He referred to the words 'engagement and consultation with all of our constituents', noting it was his opinion that the Subcommittee failed to uphold full consultation. The PowerPoint states there were discussions, with mana whenua however, all Maori were not consulted on the issue of Maori Wards. He wanted the minutes to note that as a Subcommittee and as a Council and Councillors we failed to uphold our constitutional duties under Te Tiriti O Waitangi and the Local Government Act. While he was part of the decision not to pursue Maori Wards, future Councils needed to be aware that, in 6 years' time when this issue is raised again, all Maori need to be consulted and not only mana whenua.

The korero was not yet finished. The Chair acknowledged his input noting it was an ongoing korero to consider how to consult with other Maori in the District.

Moved – Mr J Morten / **Seconded** – Councillor Miller

‘That the Representation Review Subcommittee receive the report for information.’

CARRIED

3. Deputy Electoral Officer

Representation Review: Scenarios 4-10B and 3SE-9

Staff took the report as read and asked for comments from the Subcommittee about the proposed maps for pre-consultation.

The following are comments made around the table:

- Map 4-10E puts Springston in the Ellesmere Ward but the township does not consider Ellesmere as its community of interest.
- West Melton have mesh blocks in the Malvern Ward and while historically they may have an association with Malvern, they would probably rather identify with Rolleston than Malvern.
- Historic reference suggests that given its location, Springston is in the Springs Ward associating with the cycleway, university, local schooling. It is right on the peripheral edge of Ellesmere and a tipping point. As such it's a mesh block exercise with 4-10D being the only option to work in its favour.
- Each of the 4-10 models compromises something for each of the other Wards. Council need to decide what compromise it was willing to make.
- The amendment the Mayor asked for was 3SE-9C – a three ward, 9 councillor option moving West Melton into the Malvern Ward.
- Having two councillors in the Malvern Ward will also mean they would represent an urban community and not only rural communities.
- Important to look to the future and urban development, geographically these were huge wards and the workload and efficiency of representation will become important.
- Whatever model was chosen may not be sustainable and may not go past the next representation review.
- Focusing too much on the future may influence what is decided during this representation review round and while it was important to look to the future, there was a need to focus on the here and now, on 2022 and 2025.
- Staff reiterated the timeline, September being the time for consultation with July being the time for preliminary consultation with more than one option.
- Staff noted all options will be uploaded to the website so that communities can see where the Subcommittee came from to get where they are now.

Moved (as amended) – Mr Morten / **Seconded** – Councillor Epiha

‘That the Representation Review Subcommittee receive the report; and

*The subcommittee gives guidance to staff on whether any options provided in this report are to be taken forward for pre-consultation, **being 3SE-9C, 3SE-10C, 4-7B and 4-10D.***

CARRIED

4. Deputy Electoral Officer

Community Board and Representation Review Scenarios

Staff noted that the Act provides Council with the ability to bring Community Boards into play to meet its objectives. Staff presented a range of workable options for consideration.

Some of the comments made include:

- Would communities be better represented if there were Community Boards?
- With 3 ward scenarios, wards may be too large for elected members alone representing communities
- Ratepayers can contact Council directly, no need to go through a Councillor or a Board
- In the 4-7B option, reducing Councillors could lead to an increase of Community Boards, if Council delegated to them and gave them some work to do. Councillors can focus on strategy and policy, Community Boards can oversee footpaths, potholes etc.
- Uncertainty that there is support in the Malvern Ward for the Community Board.
- Think about what the role of the Community Board was, what delegations Council would be prepared to give them and consider the budget – being funded through a targeted rate.
- It would be good to give the community several options, including around community Boards.
- The future of community committees may also impact on Community Boards.
- Council never really empowered the Community Boards to be part of its governance function and this had led to the Board being less efficient in their community.
- There should be a review of the effectiveness of the current Community Board. From the outside it might not seem they bring huge benefits to Council, but the question is what they do to benefit their community.

The Chief Executive provided advice noting that a staff report should come back outlining what delegations Council might consider handing over to Community Boards, including a draft operating budget for Community Boards.

Staff said part of the consultation process will include public meetings where people can come along and discuss their views with the Subcommittee. Staff said they would also include in each option presented for consultation, the further option of either having a Community Board or not.

Moved (as amended) – Mr Morten / Seconded – Councillor Epiha

- a) 'That the Representation Review Subcommittee receive the report; and*
- b) Asks staff for a report to the next meeting of the Subcommittee on the delegated responsibilities for a Community Board; and*
- c) Asks staff to prepare an operating budget for a Community Board.'**

CARRIED

GENERAL BUSINESS

The meeting closed at 11.28am

DATED this day of 2021

CHAIRPERSON

UNCONFIRMED

REPORT

TO: Representation Review Subcommittee
FOR: Meeting on 23 June 2021
FROM: Chief Executive
DATE: 15 June 2021
SUBJECT: DELEGATION TO COMMUNITY BOARDS

RECOMMENDATION

'That the Representation Review Subcommittee receives the Delegation to Community Boards report for information.'

1. PURPOSE

If the Representation Review Subcommittee is to recommend the establishment / retention of Community Boards across Selwyn District then it will be a statutory requirement upon Council to determine by resolution, those delegations that it is to assign to its Community Boards.

2. LEGISLATIVE PROVISIONS

Community boards are established under Section 49 of the Local Government Act 2002.

A community board is a separate legal entity to the Council. Section 51 of the Local Government Act 2002 states that a community board is:

- (a) an unincorporated body
- (b) not a local authority
- (c) not a committee of the relevant territorial authority

3. ROLE OF THE COMMUNITY BOARD

The role of a community Board is specified in Section 52 of the Local Government Act 2002 as follows:

- (a) to represent, and act as an advocate for, the interests of its community

- (b) to consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board
- (c) to maintain an overview of services provided by the territorial authority within the community
- (d) to prepare an annual submission to the territorial authority for expenditure within the community
- (e) to communicate with community organisations and special interest groups within the community
- (f) to undertake any other responsibilities that are delegated to it by the territorial authority

4. DELEGATIONS

Community boards exercise such powers as are delegated to them by the Council (Section 53 of the Local Government Act 2002):

- (i) under Section 53(3) of the Local Government Act 2002, the following functions **cannot** be delegated to a community board:
 - the power to acquire, hold or dispose of property
 - the power to appoint, suspend or remove staff.
- (ii) under Schedule 7, clause 32(1) of the Local Government Act 2002, the following functions **cannot** be delegated to a community board or any other body or person:
 - the power to make a rate
 - the power to make a bylaw
 - the power to borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan
 - the power to adopt a Long Term Plan, Annual Plan or Annual Report
 - the power to appoint a Chief Executive
 - the power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long Term Council Community Plan or developed for the purpose of the Local Government Statement
 - the power to adopt a remuneration and employment policy

In addition, the Council has not delegated to the Malvern Community Board, other than as a recommending body, any matter which has been considered to be of district-wide significance.

- (iii) under Schedule 7, clause 32(3) a committee or other subordinate decision-making body, community board, or member or officer of the local authority may delegate any of its responsibilities, duties, or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the local authority or by the committee or body or person that makes the original delegation.
- (iv) where a community board is not empowered to act, the Board shall report to the council and make recommendations as required.

5. DELEGATIONS TO MALVERN COMMUNITY BOARD

When developing delegations of matters to the community board, these delegations shall clearly refer to the role of the Board which will principally be:

- (a) to advise the Council on the local implications of, policies, projects and plans which have impacts for the District and are referred to the board for comment
- (b) to make recommendations on policy matters to Council
- (c) to facilitate public meetings / discussions as part of consultation with the community within the board area
- (d) to perform such other functions as the Council may delegate to the board.

The overarching principle, regarding delegations, is to invite the community board to have significant input into matters that influence and assist the Council decision-making process.

The delegations following, acknowledge the principle that the Council is the ultimate decision-making authority, and can at any stage, rescind any of the delegations made to the community board.

For the avoidance of doubt, in the event of any potential conflict between policy developed under delegated authority and District Council policy, the District Council policy shall prevail.

Currently Council has one Community Board – the Malvern Community Board. Immediately following the Local Government elections in 2019, Selwyn District Council passed a resolution acknowledging the link between Council and the Malvern community that is provided by the Board and gave the following delegations to the Board:

- Long-term Plan and Annual Plan
 - To support Council's budgetary processes

- To make recommendations on priorities for funding of local projects and community issues
- Roothing
 - Consultation on the installation of pedestrian crossings
 - To assist in the management of temporary road use policies
 - To make recommendations on speed limits
- Resource management
 - To make submissions on matters pertaining to the District Plan specific to the Malvern Ward
- Civil Defence
 - To assist the Civil Defence controller during an emergency event
- Community development
 - To advocate for the community on any issue
- Sister City relationship
 - Maintaining responsibility for a specified Sister City within the Malvern area.

It would be incumbent on Council to consider the degree of delegation that it would wish to give to future Community Boards across the district and, more importantly whether that delegation is restricted to an advisory capacity or rather, whether there would be some operational responsibilities.

If it were to be the latter, then there would be additional staff resources required to assist the Board, which would add to the Board's operating budget and the targeted rate on properties.



David Ward
CHIEF EXECUTIVE

REPORT

TO: Representation Review Subcommittee
FOR: Meeting on 23 June 2021
FROM: Chief Executive
DATE: 15 June 2021
SUBJECT: **INDICATIVE OPERATING BUDGETS FOR COMMUNITY BOARDS**

RECOMMENDATION

'That the Representation Review Subcommittee receive the report titled 'Indicative Operating Budgets for Community Boards', for information.'

1. PURPOSE

This report has been prepared to provide an understanding of Community Board operating expenses to Representation Review Subcommittee members. Should the Representation Review Subcommittee consider that the establishment / retention of Community Boards is an option, then there will be a requirement to identify the operating cost of those Boards and the indicative targeted rate payable by each rateable property within the respective Electoral Ward.

2. BACKGROUND

The figures prepared in this report are based on the operating budget for the Malvern Community Board for the year ended 30 June 2021.

The costs for that Board's operation amounts to \$149,829. This comprises costs for members' remuneration, advertising and consulting fees, training, board member travel expenses, and Council staff support. The significant items are members' remuneration (\$54,755) and Council staff support (\$69,380).

Board member remuneration is determined by the Remuneration Authority, independent of Councils and is reviewed on an annual basis under a set of criteria prepared by the Authority. Council support expenses are a combination of secretarial support, management support and key staff support and comprise a variety of activities including agenda compilation, meeting attendance, response to action points, public relations and preparation of financial statements.

In addition to these support activities, Council management are required to prepare Board reports, attend meetings, provide advice to members on a regular basis and attend clinics or workshops on an as required basis.

The operating expenditure is recovered by way of targeted rate imposed across the Electoral Ward. Based on the current number of rateable properties within the Malvern Ward, that targeted rate for the 2021/2022 financial year will be \$44.00 per rateable property.

The Malvern Community Board comprises five elected members and two appointed Ward Councillors. No additional remuneration is paid to the Ward Councillors for their Community Board duties.

Given the geographic nature of the Selwyn District and current population levels, it would be reasonable to assume that the costs applicable to the Malvern Community Board would be very similar for other electoral Wards, assuming those Boards would have five elected members, meet on a monthly basis, and have no more than one constituent clinic each month.

Those Electoral Wards would then consider the proposed cost of the Community Board against the perceived benefit and enhanced engagement that such a Board would bring to an Electoral Ward.

The other matter which is addressed elsewhere in today's agenda is in respect to the delegated authority that Council transfers to Community Boards and how that impacts on Board Member workload and, the requirement for additional Council support staff.

A handwritten signature in black ink, appearing to read 'D Ward', with a stylized flourish underneath.

David Ward
CHIEF EXECUTIVE

REPORT

TO: Representation Review Subcommittee

FOR: 23 June 2021

FROM: Deputy Electoral Officer

DATE: 16 June 2021

SUBJECT: REPRESENTATION REVIEW: OPTIONS FOR PRELIMINARY CONSULTATION

RECOMMENDATION

- (a) That the Representation Review Subcommittee receive the report;*
- (b) That the Subcommittee confirms the four options, with community board sub-options, as the basis for preliminary consultation with the Selwyn community.*

1. PURPOSE

The purpose of this report is to provide the subcommittee with updated scenario options and maps which form the basis of information to take to the Selwyn community for Preliminary Consultation on the representation review process.

2. BACKGROUND

The Council last undertook a representation review in 2015 in preparation for the 2016 elections. Councils are required by law to review representation arrangements at least once every six years.

The process for the review is set out in the Local Electoral Act 2001. The Council must provide for effective representation of communities and their interests and fair representation of electors. Some of the factors the Council must consider include:

- Communities of interest
- Effective representation of communities of interest
- Number of elected members
- Fair representation of electors

The population of each ward, divided by the number of members to be elected by their ward, must produce a figure no more than 10% greater or smaller than the population of the district, divided by the total of elected members.

Selwyn's population has been growing rapidly in recent years. However, population growth has not occurred evenly across the district. This means the existing ward boundaries are no longer appropriate as they do not provide effective representation across the district. The current ward boundaries must be reviewed to provide for fair and effective representation.

Table 1 below shows the district population change from the last representation review until 2020 with the current +/-10% rule shown in the last column.

Table 1: Population increase by Ward

Existing Wards	Population 2014	Population 2020	Increase	+/-10% Rule
Ellesmere Ward	7,480	9,620	29%	-24.1%
Malvern Ward	8,460	9,320	10%	-26.4%
Selwyn Central Ward	19,450	30,640	58%	20.9%
Springs Ward	14,050	20,100	30%	5.8%
Total	49,440	69,680	41%	

Each ward is broken down into meshblocks and the Council is required to use the latest population data or estimate from Stats NZ. For this representation review the Council is using Stats NZ estimated meshblock data as at June 2020.

While the individual ward percentage increases have been significant, further complicating matters has been the extreme variation at meshblock level with some meshblocks increasing by 400% while others show minimal growth. The extreme growth has occurred around the district's townships and this makes it difficult to effectively gain compliance with the +/-10% rule without significant boundary changes or changes in representation.

With the changes in population, significant work has been completed to better understand which representation scenario or scenarios best provides for fair representation of electors.

Preliminary analysis has included

- workshops to review scenarios
- discussions with two other councils
- qualitative and quantitative research commissioned to canvass residents views of communities of interest, and fair and effective representation
- a workshop with the Malvern Community Board.

Over the past six months the Subcommittee has reviewed a range of scenarios presenting different mechanisms for meeting the requirements of effective representation and compliance with the +/-10% rule.

These have encompassed the full range of options from no wards (election at large) through to two, three, and four wards; and with the number of councillors ranging from seven to 11.

At its meeting of 9 June 2021, the Subcommittee confirmed it wished to proceed with four main options to take out to the community for preliminary consultation. These were:

- 4-10D – 4 wards, 10 councillors
- 4-7B – 4 wards, 7 councillors
- 3SE-10C – 3 wards (Springs/Ellesmere combined), 10 councillors
- 3SE-9C – 3 wards (Springs/Ellesmere combined), 9 councillors

All these scenarios meet the requirements of the +/- 10% rule, but must also be viewed against the Local Government Commissions points 1 to 3 relating to communities of interest and numbers of elected members.

The Subcommittee also considered a report on the role of community boards, and agreed to include options for the consideration of community boards as part of preliminary consultation.

3. PROPOSED CONSULTATION

It is now proposed to conduct consultation with the Selwyn community to seek residents' views on which of these options best meet their preferences for representation and which they would prefer to see put in place for future elections (2022 and 2025).

Consultation will be undertaken through an informal preliminary consultation phase. Although preliminary consultation is not required as a statutory process, it is encouraged under the Local Government Guidelines (Ch8).

8.4 Some local authorities undertake preliminary consultation before beginning the formal statutory representation review process, including community surveys or referenda, discussion documents, newspaper advertising, focus groups, email groups of interested citizens, and public workshops and meetings. These activities are often led or facilitated by local councillors, community boards, or other community groups. Targeted consultation may also be appropriate, including with iwi and hapu.

8.5 Preliminary consultation may seek views on particular representation options as well as on factors such as current communities of interest. This consultation can assist local authorities to identify issues relevant to the review process and enable them to consider a wider range of representation options when developing their formal proposal.

Good practice (and OAG guidelines) suggest a period of four weeks is appropriate for this consultation period.

Consultation activity

Consultation will be carried out through:

- Online engagement through the Council's YourSay platform
- Printed information and feedback forms
- Public meetings (min. one per existing ward)
- Workshop with the Malvern Community Board

Information and awareness will be provided through:

- News media articles
- Council Call articles
- Social media information
- Council website

Preliminary consultation will open on Monday 5 July and close at 5pm on Friday 30 July 2021. This preliminary consultation is non-statutory and no formal hearings are required.

Following this preliminary consultation, the Subcommittee will consider all public feedback before selecting one option as the Initial Proposal, to go out for formal consultation. The Subcommittee's recommendation will go to the full Council to formally adopt the Initial Proposal for consultation, which must be publicly notified no later than 8 September 2021. As outlined in the separate report on the timeline, consultation on the Initial Proposal would occur in September.

Following consultation on the Initial Proposal, the Council will review the public submissions, hold hearings (if required) and deliberations, and make a resolution determining its Final Proposal. This must be publicly notified within six weeks of the close of public submissions.

The Final Proposal is subject to appeal, and the Council must forward any appeals or objections to the Local Government Commission no later than 15 January 2022. The Commission will make its determination by 11 April 2022

Note this is essentially the same timetable and process as was followed in the Council's 2015 Representation Review.



Stephen Hill

Group Manager Communication and Customers/Deputy Electoral Officer

Appendix: Draft of Preliminary Consultation document setting out the options on which public feedback is sought.

DRAFT Preliminary Consultation document**June 2021****The way your Council is structured is changing.**

Selwyn District Council is currently undertaking a Representation Review, which will result in changes to the way the Council is elected and structured in the future. This includes possible changes to the number of wards, ward boundaries, the number of councillors, and whether there should be Community Boards.

What is the representation review?

Selwyn District Council last undertook a representation review in 2015, in preparation for the 2016 elections. Councils are required by law to review representation arrangements at least once every six years.

The processes for the review are set out in the Local Electoral Act 2001. The Council must provide for effective representation of communities and their interests and fair representation of electors. Some of the factors the Council must consider include:

- Communities of interest
- Effective representation of communities of interest
- Number of elected members
- Fair representation of electors

The population of each ward, divided by the number of members to be elected by their ward, must produce a figure no more than 10% greater or smaller than the population of the district, divided by the total of elected members.

What's the current structure?

At present, the Council is made up of the mayor, who is elected at large by all electors, and 11 councillors, who are elected across the four existing wards: Ellesmere (2), Malvern (2), Selwyn Central (4), and Springs (3).

There is a community board in Malvern ward which has five elected members across two subdivisions: Tawera (2) and Hawkins (3). The costs to operate this community board amounts to \$148,829. This cost comprises members' remuneration, advertising and consulting fees, training, board member travel expenses, and Council staff support. The significant items are members' remuneration (\$54,755) and Council staff support (\$69,380). These costs are recovered by way of a targeted rate (\$48.00) across all rateable properties in the Malvern ward.

What's changed since 2015?

Selwyn's population has been growing rapidly in recent years. However, population growth has not occurred evenly across the district. This means the existing ward boundaries are no longer appropriate as they do not provide effective representation across the district. The current ward boundaries must be reviewed to provide for fair and effective representation.

	2014 Estimated Population*	2020 Estimated Population*	% Increase
Malvern Ward	8,460	9,320	10%
Selwyn Central Ward	19,450	30,640	58%
Ellesmere Ward	7,480	9,620	29%
Springs Ward	14,050	20,100	43%
Total	49,440	69,680	41%

*Source: Statistics NZ

The level of growth that has occurred around the district's townships means the ratio of population to elected members no longer meets the +/-10% rule. For this reason a significant reorganization of ward boundaries and/or representation is unavoidable.

What's proposed?

The Council's Representation Review sub-committee has developed four options for reorganising the ward boundaries and is seeking community feedback on these. Within these options the sub-committee has proposed a number of different scenarios for community boards.

These are preliminary proposals at this stage. After this feedback process, the sub-committee will recommend to the Council its preferred option, which will then be open to the community for further consultation.

The options proposed for consideration are:

1. Four wards with 10 elected representatives.
2. Three wards with 10 elected representatives.
3. Three wards with 9 elected representatives.
4. Four wards with 7 elected representatives.

What about community boards?

The Council must consider whether community boards are appropriate to provide fair and effective representation for individuals and communities within our District.

The purpose of a community board is to:

- (a) represent, and act as an advocate for, the interests of its community; and
- (b) consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and
- (c) maintain an overview of services provided by the territorial authority within the community; and
- (d) prepare an annual submission to the territorial authority for expenditure within the community; and
- (e) communicate with community organisations and special interest groups within the community; and

(f) undertake any other responsibilities that are delegated to it by the territorial authority.

A community board is an unincorporated body and is not a committee of the council. Community boards are often established in wards which cover a wide geographical area and contain groups with significantly different communities of interest.

To ensure fair representation community boards can elect their members from different areas of the ward. These are called sub-divisions and the population of each subdivision, divided by the number of members to be elected by their subdivision, must produce a figure no more than 10% greater or smaller than the population of the ward, divided by the total number of elected community board members.

Given the geographic size of the Selwyn district and current population levels, it would be reasonable to assume that the costs applicable to the Malvern Community Board would be very similar for other electoral Wards, assuming those Boards would have five elected members, meet on a monthly basis, and have no more than one constituent clinic each month.

Based on the current targeted rate for the Malvern Ward, a rough estimate of the targeted rate for other wards would be in the vicinity of \$30 to 50 per rateable property.

How will any changes affect the rates I pay?

Councillors are funded from district rates, but any change to the ward boundaries or the number of councillors will not have a significant impact on rates. Remuneration of councillors is based on a fixed pool of funds, which is spread across all councillors, irrespective of the number of councillors.

Also note that a reduction or increase in the number of councillors would not affect the total amount paid to councillors overall, as the total pool of remuneration is set independently by a government agency and divided between the number of elected members.

Community boards are funded by a targeted rate within the respective ward.

Option 1

Four Wards with 10 elected representatives

Under this option the existing ward structure would largely be retained, with the major changes being West Melton moving from the current Selwyn Central ward to the Malvern ward, the area between Burnham and Rolleston moving from the current Selwyn Central ward to the Ellesmere ward and an area east of Rolleston moving from the current Selwyn Central ward to the Springs ward.

The total number of Councillors would drop from eleven to ten Councillors.

Ward	Population	Number of Councillors	Population per Councillor
Malvern	14,900	2	7,450
Selwyn Central	22,390	3	7,463
Ellesmere	12,700	2	6,350
Springs	19,690	3	6,563
Total	69,680	10	6,968

Community Board Alternatives

Option 1A – Four Wards with 10 elected representatives, no community boards

Under this option, the Malvern Community Board would be disestablished.

Option 1B – Four Wards with 10 elected representatives, one community board

Under this option, the Malvern Community Board would continue to operate.

Option 2

Three wards with 10 elected representatives

Under this option, the existing Springs and Ellesmere wards would combine into a single new ward, Springs-Ellesmere. Selwyn Central and Malvern wards would remain. The major changes being Burnham moving from the current Ellesmere ward to the Malvern ward, the area around Bankside moving from Ellesmere ward to the Malvern ward and an area east of Rolleston moving from the current Selwyn Central ward to the Springs-Ellesmere ward.

The total number of Councillors would drop from eleven to ten Councillors.

Ward	Population	Number of Councillors	Population per Councillor
Springs Ellesmere	27,450	4	6,863
Selwyn Central	28,310	4	7,078
Malvern	13,920	2	6,960
Total	69,680	10	6,968

Community Board Alternatives

Option 2A – Three wards with 10 elected representatives, no community boards

Under this option, the Malvern Community Board would be disestablished.

Option 2B – Three wards with 10 elected representatives, two community boards

Under this option, the Malvern Community Board would continue to operate and a new community board would be established in Springs-Ellesmere.

Option 3

Three wards with 9 elected representatives

Under this option, the existing Springs and Ellesmere wards would combine into a single new ward, Springs-Ellesmere. Selwyn Central and Malvern wards would remain with altered boundaries. The major changes being West Melton moving from the current Selwyn Central ward to the Malvern ward, the area around Bankside moving from Ellesmere to the Malvern ward and an area east of Rolleston moving from the current Selwyn Central ward into the Springs-Ellesmere ward.

The total number of Councillors would drop from eleven to nine Councillors.

Ward	Population	Number of Councillors	Population per Councillor
Springs Ellesmere	29,010	4	7,253
Selwyn Central	24,340	3	8,113
Malvern	16,330	2	8,165
Total	69,680	9	7,742

Community Board Alternatives

Option 3A – Three wards with 9 elected representatives, no community boards

Under this option, the Malvern Community Board would be disestablished.

Option 3B – Three wards with 9 elected representatives, two community boards

Under this option, the Malvern Community Board would continue to operate and a new community board would be established in the Springs-Ellesmere ward

Option 4

Four Wards with 7 elected representatives

Under this option the existing ward structure would largely be retained, with only minor changes being made to ward boundaries. The significant change with this option is that the total number of Councillors would reduce from the existing eleven to seven Councillors. This means that Malvern and Ellesmere wards would move from having 2 ward Councillors to only one.

Ward	Population	Number of Councillors	Population per Councillor
Malvern	10,830	1	10,830
Selwyn Central	29,330	3	9,777
Ellesmere	9,920	1	9,920
Springs	19,600	2	9,800
Total	69,680	7	9,954

Community Board Alternatives

Option 4A – Four Wards with 7 elected representatives, no community boards.

Under this option, the Malvern Community Board would be disestablished.

Option 4B – Four Wards with 7 elected representatives, four community boards

Under this option, the Malvern Community Board would continue to operate, and three new community boards would be established in Selwyn Central, Ellesmere, and Springs wards.

Other representation matters

Mayor: The mayor would continue to be elected 'at large' across the whole district.

Electoral system: The Council has resolved to retain the 'first past the post' system.

Māori wards: Following consultation with local rūnanga, the Council has resolved not to establish Māori wards at this time.

What happens with your feedback?

The Council's Representation Review Subcommittee will consider the community's feedback along with other analysis and community information before making a decision on which option to proceed with. That decision will be in the form of an Initial Proposal, which will be discussed and adopted by the full Council in August 2021, then be open to the community for formal consultation in September 2021.

The arrangements determined through this Representation Review will apply for the 2022 and 2025 local elections.

About the subcommittee:

The Representation Review subcommittee comprises Councillors Mark Alexander (Chair), Shane Epiha (Deputy Chair), and Jenny Gallagher, Mayor Sam Broughton and Malvern Community Board Chair Mr John Morten.

Agendas and minutes of Representation Review subcommittee meetings are available on the Council website.

Have your say!

The Council is now seeking your feedback on these preliminary options, including the number of councillors, number of wards, ward boundaries and community boards.

Please select the TOP TWO options you most prefer for the Council's election arrangements for the 2022 and 2025 elections.

You can provide your preferences and give feedback:

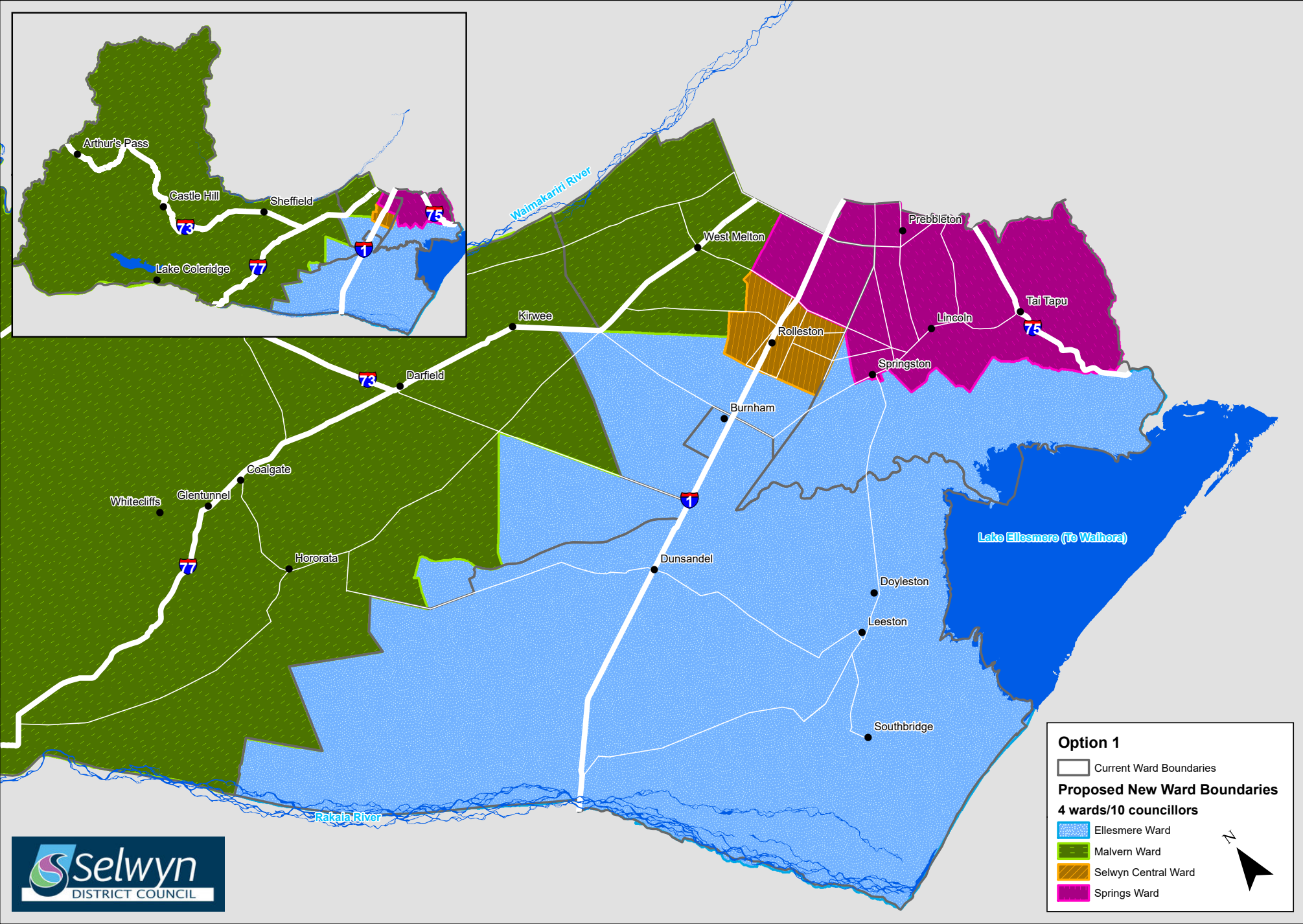
- Online at www.selwyn.govt.nz/representation
- Via a feedback form available at any Council service centre, or at public meetings.
- You can also send comments by email to: representation@selwyn.govt.nz

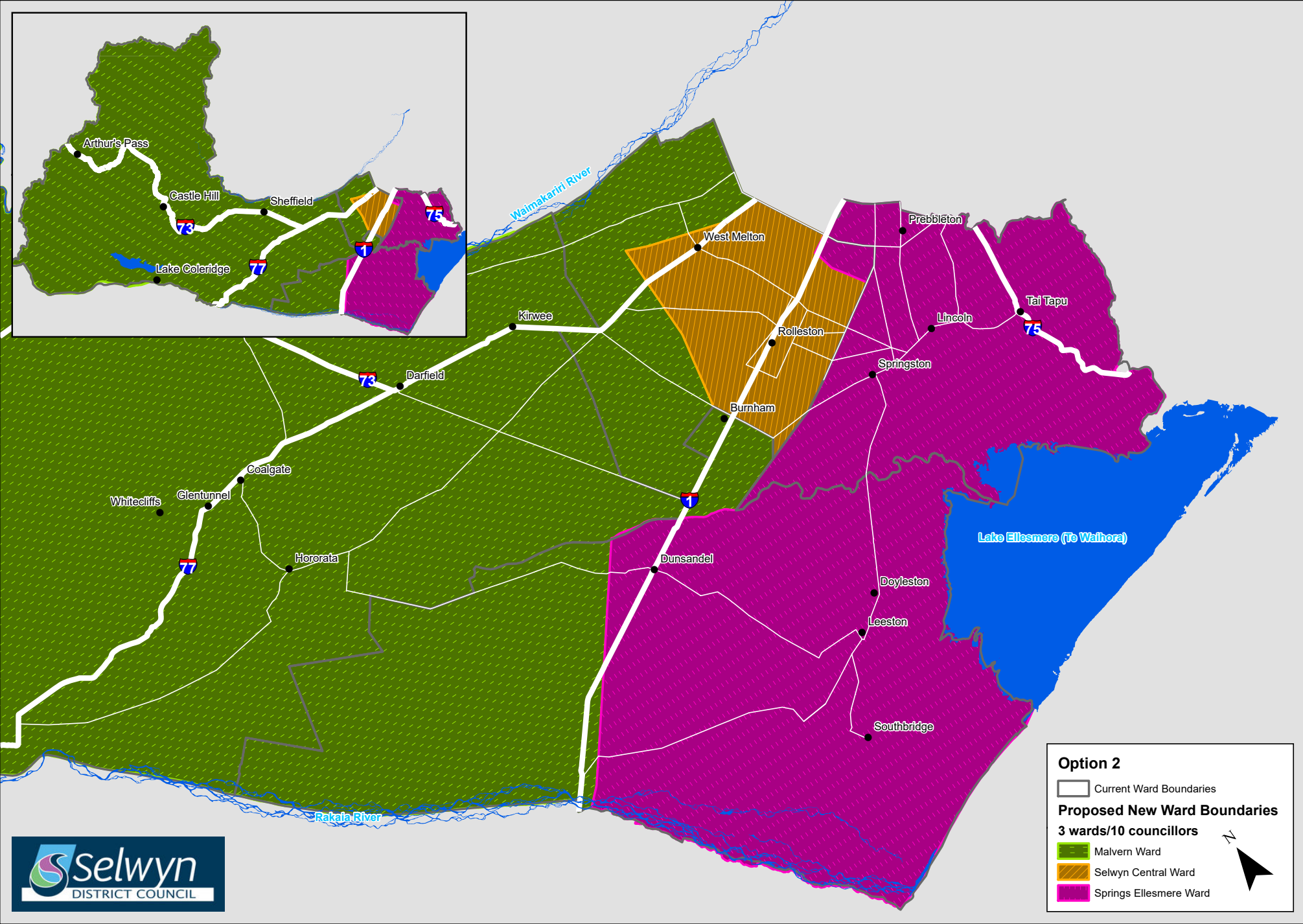
Consultation is open until 5pm, Friday 30 July.

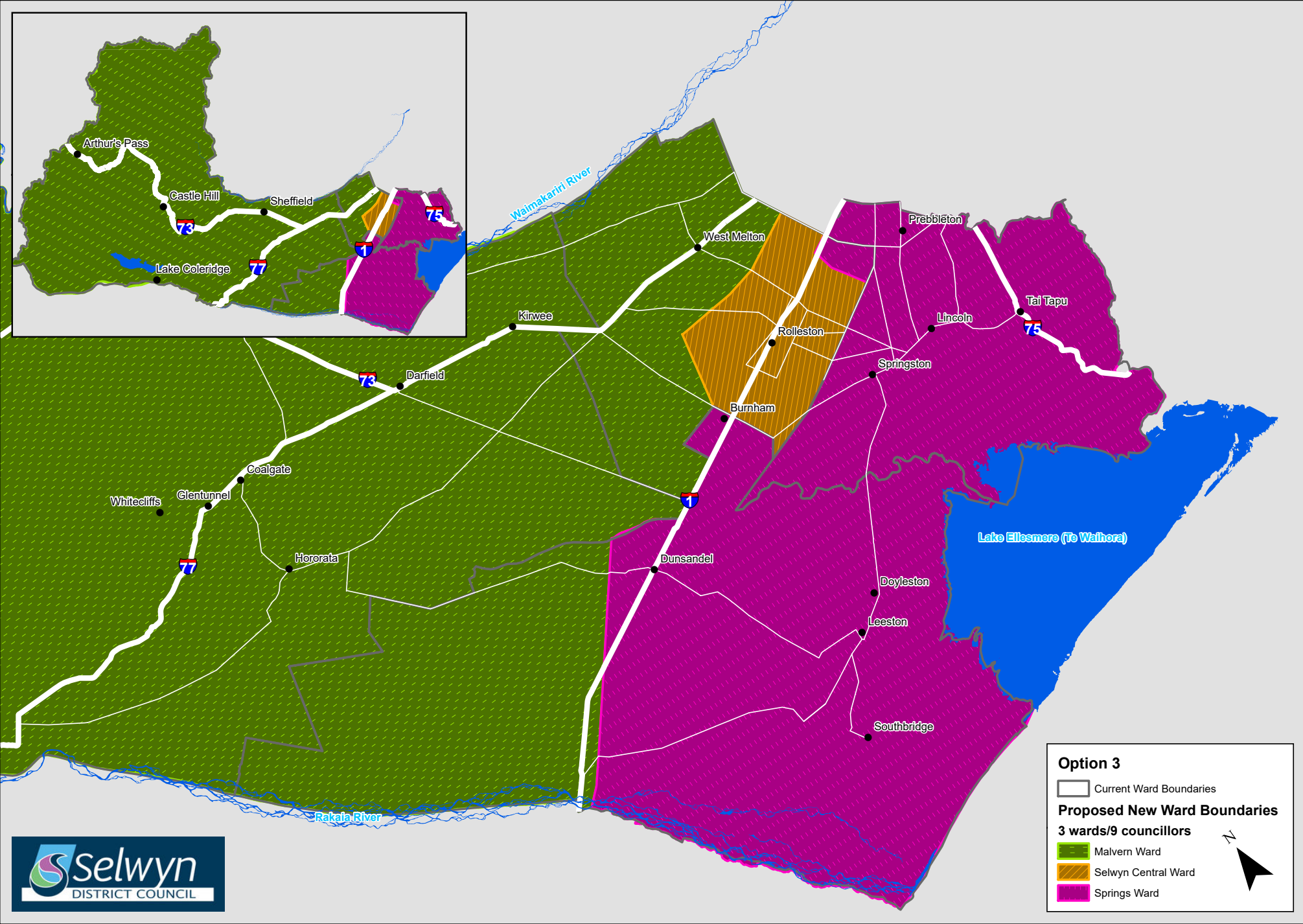
Public meetings to discuss options being considered as part of the representation review will be held at:

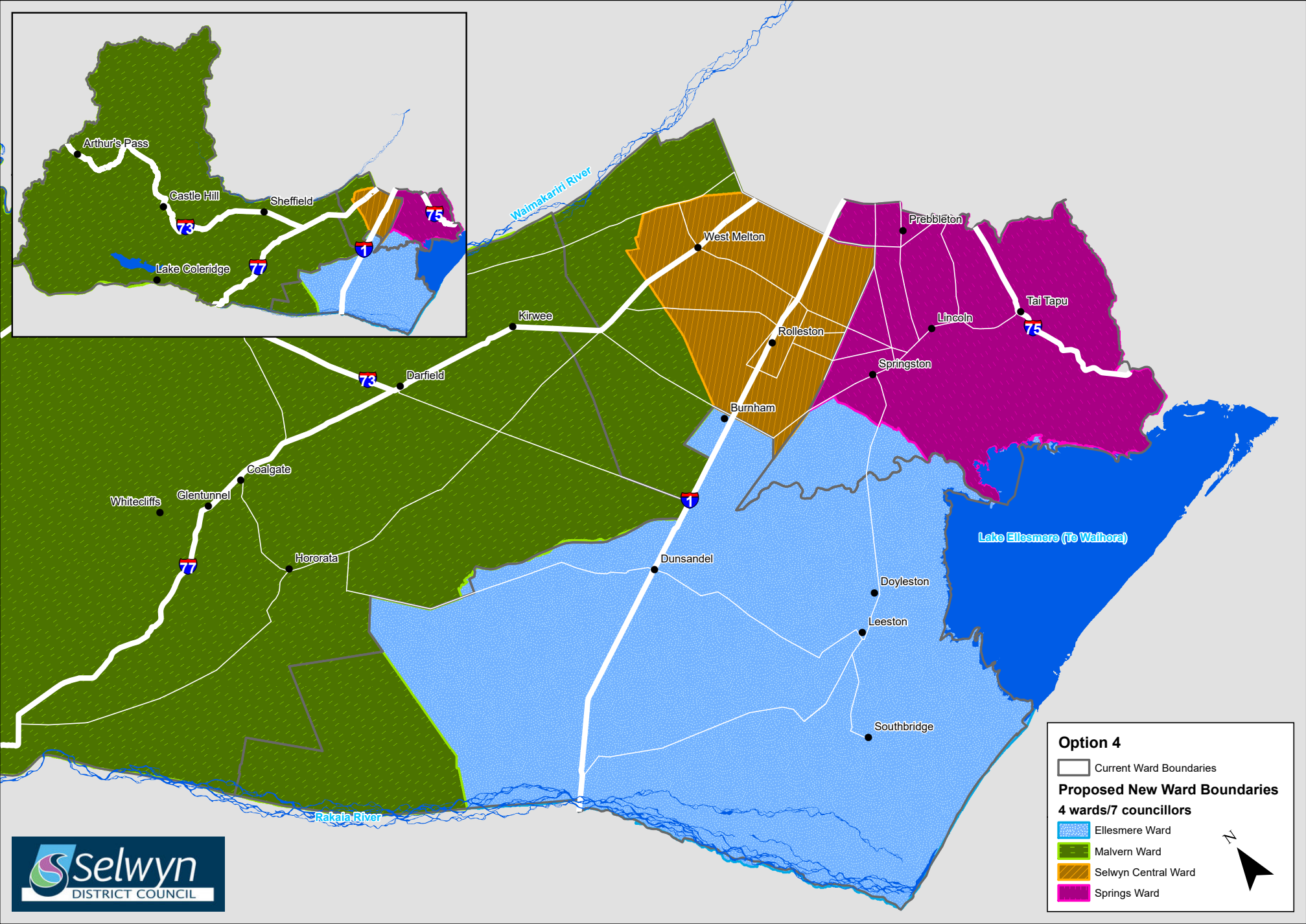
Darfield (Darfield Library) on xxx
Rolleston (Council offices) on xxx / West Melton TBC
Lincoln (Lincoln Library) on xxx
Leeston (Leeston Community Room, next to library) xxx

Information, maps and other details are also available online at www.selwyn.govt.nz/representation









REPORT

TO: Representation Review Subcommittee

FOR: 23 June 2021

FROM: Deputy Electoral Officer

DATE: 15 June 2021

SUBJECT: **REPRESENTATION REVIEW: TIMELINE AND WORK PROGRAMME UPDATE**

RECOMMENDATION

That the Representation Review Subcommittee receive the report for information.

1. PURPOSE

The purpose of this report is to provide an update on the timeline and work programme for undertaking the representation review; indicating key dates for consultation to meet the required statutory milestones.

2. BACKGROUND AND TIMELINE

Local authorities are required to undertake a representation review each six year period. Selwyn District Council last undertook a review during the 2015 calendar year in preparation for the 2016 elections.

The processes with respect to representation arrangements, procedural steps and timelines are clearly identified in section 19 of the Local Electoral Act 2001, and in SOLGM guidelines (previously circulated).

For reference, the following table (from (Local Government Commission: Guidelines for local authorities undertaking representation reviews) summarises the statutory timeline and process steps. Key points include;

- The Council must publicly notify its initial proposal for consultation, no earlier than 1 March and no later than 8 September
- Public submissions on the initial proposal must be open for at least one month
- The Council may resolve to make amendments to the initial proposal, following consideration of submissions
- The Council must give notice of its final proposal within six weeks of the close of public submissions
- The Council must forward any appeals or objections to the Local Government Commission no later than 15 January 2022
- The Commission makes its determination by 11 April 2022

3. SELWYN TIMELINE 2020/21

The Representation Review subcommittee adopted a timeline and work programme for Selwyn's review at its meeting of 27 January 2021. Following is an updated timeline to reflect the current status of the work programme, from preliminary consultation through to Final Proposal stage.

As the Subcommittee has noted, the Council will need to undertake two stages of consultation, with Preliminary Consultation prior to adopting our Initial Proposal for formal consultation. To meet the statutory timeframes we need to undertake the Preliminary Consultation in July, and the formal consultation on the Initial Proposal in September.

The key statutory date is 8 September, which is the last date by which the Council must publicly notify its Initial Proposal.

23 June	Subcommittee approve the preliminary consultation options
5-30 July	Preliminary consultation open
11 August	Subcommittee receives results of preliminary consultation and determines its preference for Initial Proposal; to recommend to full Council
25 August	Full Council: adopts initial proposal for consultation

Council briefing

The subcommittee has indicated that it wishes to brief the full Council on the process, before the Initial Proposal comes to the Council for adoption (ie on 25 August).

It is recommended that the Subcommittee briefs the wider Council by way of a report for information to the full Council meeting on 23 June. The report would briefly overview the process to date, and include the draft Preliminary Consultation document, to set out the options on which the Subcommittee is seeking public feedback prior to developing the Initial Proposal.

Representation Review 2020/21
Timeline/work programme
 2021

Approved 27 January 2021 | Updated 15 June

JANUARY		
27	Subcommittee meeting/ Workshop	Initial consideration of ward and councillor options
		Staff to develop draft proposal for preliminary consultation.
FEBRUARY		
24	Subcommittee meeting/workshop	Adopt proposal for preliminary consultation/research on ward and councillor options, communities of interest.
MARCH		
		Preliminary consultation/research on stage 1 open (approx. 1/3 - 26/3)
APRIL		
		[Note: LTP consultation open 29/3 – 30/4]
14	Workshop	Receive results of preliminary consultation stage 1
		Determine requirements for additional consultation/research
MAY		
		[Note: LTP hearings 13-14/5, deliberations 20/5]
12	Subcommittee meeting	Receive preliminary consultation/research Review ward scenario options and advise on further refinements
24	Malvern Community Board workshop	Overview of process to date
		Staff refine scenario options, prepare report on community board options.
JUNE		
9	Subcommittee meeting	Subcommittee to review draft scenarios, and consider community board options. Provide guidance on options for preliminary consultation.
23	Subcommittee meeting	Confirm options for preliminary consultation
		Staff to develop preliminary consultation

		Briefing report to full Council meeting
JULY		
Mon 5		Preliminary consultation opens (4 weeks)
5 - 30		Consultation including: <ul style="list-style-type: none"> • Online engagement • Consultation document • Malvern CB workshop • Drop-in sessions x 4 (per wards)
Wed 21	Subcommittee meeting	<i>[May not be required]</i>
Fri 30		Preliminary consultation closes
AUGUST		
Wed 11	Subcommittee meeting	Review findings of preliminary consultation Confirm preferred option for Initial Proposal
Wed 18		Staff report for Council agenda
Wed 25	Council meeting	Council adopts Initial Proposal for consultation
SEPTEMBER		
Fri 3		Public notice – Initial Proposal
		Initial Proposal consultation opens
3/9 – 4/10		Consultation activity including <ul style="list-style-type: none"> • Drop-in sessions x 4 (per wards)
OCTOBER		
Mon 4		Initial Proposal consultation closes
Thu 14	Council hearings and deliberations	Public hearing of submissions Deliberations on submissions
Fri 15		Additional day if required
Wed 27	Council meeting	Council resolves Final Proposal
NOVEMBER		
Wed 10		Public notification of Final Proposal
DECEMBER		
Mon 13		Appeals and objections close

4. CURRENT STATUS AND NEXT STEPS

The Subcommittee's work programme is running largely ahead of/aligned with the timeline. Pre-consultation has been completed, and an initial range of scenarios have been prepared and considered.

An outline of the scenarios and draft material for preliminary consultation is to be confirmed by the Subcommittee at this meeting. Preliminary consultation is scheduled to take place in July, and be reported back to the Subcommittee on 11 August.

A handwritten signature in black ink, appearing to read 'SH', is positioned above the printed name of Stephen Hill.

Stephen Hill
Group Manager Communication and Customers/Deputy Electoral Officer