Local Government Wards and Representation Review

Executive Summary

Template

## **Local Government Name**

City/Town/Shire of <name>

## **Outcome of Council Deliberations**

<Date> of council resolution to confirm review outcome

Council resolution:

*“Council resolved by absolute majority (x/y) to propose to the Local Government Advisory Board (the Board) that:*

* *Description of proposed change eg:*
* *Abolish all wards*
* *Reduce number of councilors*
* *Change to directly elected Mayor/President*

Or any combination of the above

\*Please include copy of relevant council meeting minutes and resolution

## **Summary of Proposal to Board**

<Date> of council resolution to undertake review

Council resolution (example):

*“At its meeting of <date>, Council resolved to:*

1. *Give local public notice of its intention to carry out a review of wards and representation and invites submissions as required under Clause 6(1) of Schedule 2.2 of the Local Government Act 1995.*
2. *To endorse the Ward Review and Representation Discussion Paper for the purposes of seeking public submissions.*
3. *Xxx*
4. *Yyy*

\*Please include copy of relevant council meeting minutes and resolution

## **Background**

Year of last ward and representation review

Outcome of last ward and representation review

Details of current ward and representation structure

For Band 1 & 2 councils that will be maintaining their ward structure, demonstration of how the council has taken the following into consideration:

*Local Government Act 1995* - Schedule 2.2, clause 8:

Matters to be considered in respect of wards

Before a local government proposes that an order be made —

(a) to do any of the matters in section 2.2(1), other than discontinuing a ward system; or

(b) to specify or change the number of offices of councillor for a ward, or proposes under clause 4(2) that a submission be rejected, its council is to have regard, where applicable, to —

(c) community of interests; and

(d) physical and topographic features; and

(e) demographic trends; and

(f) economic factors; and

(g) the ratio of councillors to electors in the various wards.

Any other relevant factors

## **Elector Ratios (for councils that will be maintaining their ward structure)**

Current elector ratios as per following table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ward** | **Number of Councillors** | **Number of Electors** | **Councillor to Elector Ratio** | **% Ratio Deviation** |
| Name | X | Y | 1:zz | +/- % |
| Name | X | Y | 1:zz | +/- % |
| Name | X | Y | 1:zz | +/- % |
| TOTAL |  |  |  |  |

Proposed elector ratios as per following table/s:

Option 1:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ward** | **Number of Councillors** | **Number of Electors** | **Councillor to Elector Ratio** | **% Ratio Deviation** |
| Name | X | Y | 1:zz | +/- % |
| Name | X | Y | 1:zz | +/- % |
| Name | X | Y | 1:zz | +/- % |
| TOTAL |  |  |  |  |

Option 2:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ward** | **Number of Councillors** | **Number of Electors** | **Councillor to Elector Ratio** | **% Ratio Deviation** |
| Name | X | Y | 1:zz | +/- % |
| Name | X | Y | 1:zz | +/- % |
| Name | X | Y | 1:zz | +/- % |

## **Review Process**

The review process was initiated by Council at its meeting of <date>.

Officer recommendation/council resolution

That:

1. A review of ward boundaries and elected member representation be undertaken

2. Submissions be invited as per Clause 6(1) of Schedule 2.2 of the *Local Government Act 1995*

3. The Ward Boundaries and Elected Member Representation Review Discussion Paper be endorsed for the purpose of seeking public submissions.

The City/Town/Shire held a <six> week consultation period which commenced on <date> and concluded on <date>.

A community engagement plan was prepared as part of the review process and included several key areas such as advertising, a community discussion paper, public forum sessions, use of social media and a public submission process.

The following consultation and promotional activities were then undertaken in relation to this matter:

* Online survey and online submission form hosted on the <name of council> website
* Posting on the <name of council> Facebook social media account
* The provision of printed submission forms and discussion papers from council offices, local library, local shopping centre
* Notices and information pages were published in the local newspapers:
  + <name of newspaper> <date of publication>
* Public notice eNewsletter item published in the City/Town/Shire online eNewsletter and emailed to subscribers
* Public notice e-screen display visible on the e-screens located at the City/Town/Shire customer services centres, libraries, and leisure centre from <date> to <date>
* Twitter post published through the City/Town/Shire Twitter account on <date>
* Community information forums were held on the following dates:
  + <date>
* Meetings with residents or ratepayers groups on the following dates:
  + <date>
* Any other activities:
  + <details>

\*Please include copies of any of the advertising or promotional material plus the community information paper.

Council advises that a total of **<number>** public submissions were received in hardcopy and via an online survey in relation to the review.

Summary/assessment/analysis of public submissions – eg x% in favour of Option 1, y% in favour of Option 2, any other trends, observations and conclusions.

Formal assessment of the options that were presented in the public submission paper.

Further details on the rationale for council’s decision – you may wish to consider (if applicable), comments on:

* physical and topographic features
* demographic trends
* economic factors
* community of interest
* ratio of councillors to electors in various wards (if applicable)

Please note that it is important for each council to be able to clearly rationalise or justify their final decision and resolution, which may include, among other factors, for example community considerations or councillor considerations, or local government electoral reforms.

Current and future situation – details and analysis.

Officer recommendation was/was not supported.

## **Conclusion**

Based on the community feedback received, and following council discussions, it was determined that the <City/Town/Shire> propose the following outcome for the following reasons.

* Aaa
* Bbb
* Ccc

Accordingly, at the ordinary council meeting of <date>, it was resolved to submit a report to the Local Government Advisory Board, recommending <outcome of review>.

Note: for the purposes of the local government reforms, the officer recommendation/council resolution may propose to transition a reduction in the number of elected members over the 2023 and 2025 elections.

## **Recommendation examples**

1. Officer recommendation/council resolution:

That:

1. The <City/Town/Shire> move to a no ward system and reduce the number of elected members to seven; and
2. The <City/Town/Shire> authorises the Chief Executive Officer to prepare a report to be presented to the Local Government Advisory Board proposing that an order be made under section 2.2(1) of the *Local Government Act 1995* to abolish all wards for the <City/Town/Shire> district and reduce the number of elected members from nine to seven.

OR

1. Officer recommendation/council resolution:

That:

* 1. The <City/Town/Shire> move to a no ward system and reduce the number of elected members to seven; and

1. The <City/Town/Shire> authorises the Chief Executive Officer to prepare a report to be presented to the Local Government Advisory Board proposing that an order be made under section 2.2(1) of the *Local Government Act 1995* to abolish all wards for the <City/Town/Shire> district and reduce the number of elected members from nine to seven over two elections, as follows:
   * 1. 2023 ordinary election – reduce from nine to eight elected members
     2. 2025 ordinary election – reduce from eight to seven elected members

## **Local government confirmation**

🞏 The <City/Town/Shire> of Xyz confirms that the resolution as stated above is consistent with the requirements of the local government electoral reforms.

Please tick which of the following apply to your individual local government, and as are required under the reforms:

🞏 Change to directly elected Mayor or President

🞏 Reduce council representation

🞏 Abolish all wards

🞏 Other (please specify)

**\*Please note –** your particular council may not be able to complete all of the heading fields included on this template. It is intended as a model for you to provide the Local Government Advisory Board with the most essential elements of your ward and representation review. There may also be further topic headings you would like to include in the executive summary.