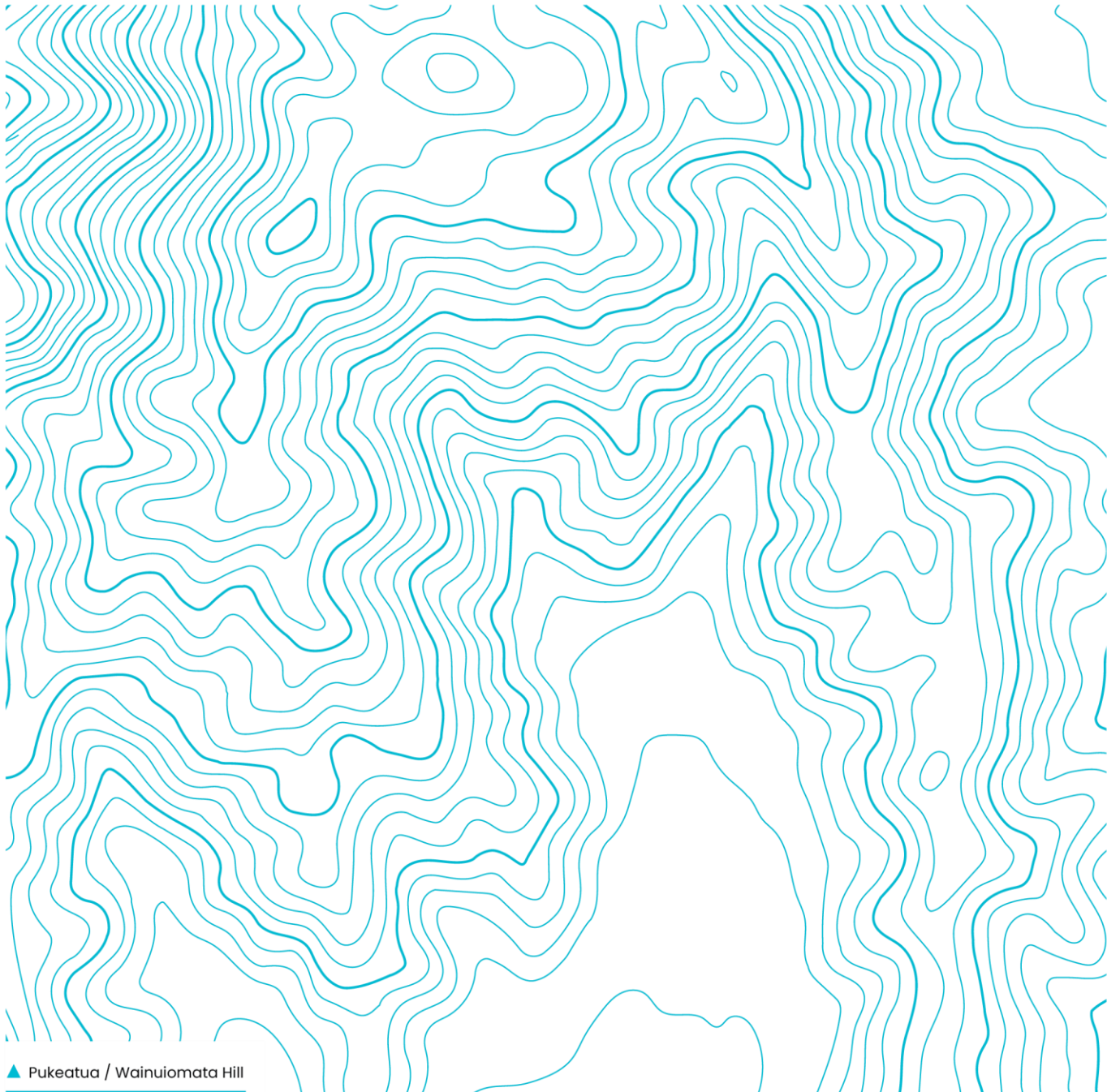


# Terms of Reference: Independent Panel for Representation Review 2023-24



# Purpose

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To recommend to Hutt City Council an initial representation proposal in terms of sections 19H and 19J of the Local Electoral Act 2001, having regard to the requirements for fair and effective representation set out in sections 19T and 19V.

The Council requires that the Independent Review Panel provide a representation review report and recommendation that allows the Council to make a fully informed decision on its initial proposal for representation arrangements for at least the 2025–2028 triennium, including arguments and implications for each possible alternative. The work undertaken by the panel will comply with all requirements of the Local Electoral Act 2001.

# Tasks

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1. Identify and define communities of interest in the city;
2. Identify all reasonably practicable options for achieving fair and effective representation arrangements for the communities of interest in the city, including the number of councillors, the basis of election of councillors (at-large, by ward or a mix of both) and the need for community boards;
3. Conduct such research, enquiries or other work as considered necessary to complete this brief;
4. Seek preliminary community input as required;
5. Report to Council on the representation options identified, the community feedback received, and the panel's recommended option including the reasons for this option;
6. Present and explain the panel's conclusions to the community as necessary;
7. In the event of appeals or objections against the Council's final proposal, provide support to the Council as appropriate; and
8. Such other tasks as may be identified during the process.

# Process

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The process to be followed by the Independent Review Panel is likely to include the following steps:

1. Establishment of a work programme;
2. Agreement on the approach for identifying communities of interest in the city;
3. Development of the range of possible options and supporting material for preliminary consultation;
4. Development of a preliminary consultation programme;
5. Undertaking of preliminary consultation;
6. Identification of the recommended option; and
7. Presentation of the recommended option to the Council.

The Panel will determine the final detailed process and timeline to be followed in order to achieve the tasks outlined above.

# Deliverables

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Agreed engagement and consultation process	August 2023
Update to HCC's Corporate Leadership Team on early engagement and consultation outcomes	30 October 2023
Report to the Policy, Finance and Strategy Committee on proposed changes to the electoral system	21 November 2023
Final recommendations to Council	July 2024

# Panel makeup

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The Independent Review Panel will comprise four members and include a range of skillsets and diversity.

## Estimated time involvement

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Meetings will be held as required. An estimated time involvement for the process is between 40-50 hours per person, depending on the process undertaken. It is anticipated that the Chair will be required for more hours in order to provide the leadership and documentation required to deliver the review.

Phase 1	Background reading and process familiarisation	3 hours
	Agreeing engagement and consultation process	6 hours
Phase 2	Undertaking engagement and consultation	15 hours
	Identifying possible representation options	10 hours
Phase 3	Agreeing recommended options	6 hours
	Development of report to Council and attendance at Council meeting	5 hours