



Government of **Western Australia**
Department of **Local Government**
and **Regional Development**

Review of Wards and Representation:

for local governments with a ward system and
local governments without a ward system

November 2008

Review of Wards and Representation

Introduction

This information package is distributed by the Local Government Advisory Board (the Board) to assist local governments undertaking a review of wards and representation in accordance with Schedule 2.2 of the *Local Government Act 1995* (the Act).

The package contains the following information:

For local governments with a ward system:

- How to do a review;
- Attachment 1 Example Newspaper Advertisement;
- Attachment 2 Example Discussion Paper;
- Attachment 3 Example Assessment of Options;
- Attachment 4 Example Officer's Report;
- Attachment 5 Checklist;
- An explanation of the processes for reviewing ward boundaries and representation.

For local governments without a ward system:

- How to do a review;
- Attachment 6 Example Newspaper Advertisement;
- Attachment 7 Example Discussion Paper;
- Attachment 8 Example Assessment of Options;
- Attachment 9 Example Officer's Report
- Attachment 10 Checklist;
- An explanation of the processes for reviewing ward boundaries and representation.

An explanation of the Board's policy regarding councillor vacancies and changes that may result from changes to wards and representation is also enclosed.

Every attempt has been made to ensure that the information contained in this package is correct. However, it is recommended that local governments check the requirements of Schedule 2.2 of the Act.

For further information please contact Ross Earnshaw 9217 1510 (or 1800 620 511 – country callers only).

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Review of Wards and Representation

How to do a review Local governments with a Ward System

Local Governments with a Ward System

1. What you have to do

A local government that has a ward system is required to carry out reviews of:

- (a) its ward boundaries; and
- (b) the number of offices of councillor for each ward;

from time to time so that not more than eight years elapse between successive reviews.

The purpose of a review is to evaluate the current arrangements and consider other options to find the system of representation that best reflects the characteristics of the district and its people. Any of the following may be considered:

- Creating new wards in a district already divided into wards;
- Changing the boundaries of a ward;
- Abolishing any or all of the wards into which a district is divided;
- Changing the name of a district or a ward;
- Changing the number of offices of councillor on a council; and
- Specifying or changing the number of offices of councillor for a ward.

A local government may also carry out a review when it has received a valid submission from 250 or 10% of the total number of affected electors who petition for a change to the ward system.

The Board encourages local governments to complete their reviews so that any changes can be in place within the eight year period. It is appropriate for local governments to undertake reviews on a more frequent basis when the district is experiencing changes to its population that may impact on representation.

2. How to start

The Council must resolve to undertake a review of its ward system.

Before conducting the review, a local government is to give local public notice that a review is to be carried out.

The notice must also advise that submissions may be made to the local government by a date at least 42 days from the date of the first notice (not including the day of the notice). It is helpful if the closing date for submissions avoids weekends or public holidays.

The purpose of the public notice is to inform the community that the Council intends to conduct a review – it is not to try to “sell” the Council’s preferred option.

Attachment 1 is an example of a newspaper advertisement.

It is helpful to develop a range of alternatives to the current ward system so that all options can be considered. Whilst the Council may have a preferred option, the public notice must not limit the possible responses and suggestions from the community.

In addition to giving public notice, local governments may undertake other initiatives to promote community discussion including public and/or ward meetings, media articles and interviews, sending information to non-resident electors, ratepayers or progress associations and distributing information to all households. Maps clearly showing the current situation and possible options are essential.

A discussion or information paper can be prepared to outline the various options and explain the five factors against which the options will be assessed. The availability of this discussion paper can be included in the public notice. **Attachment 2 is an example of a discussion paper.** Maps need to be included with the discussion paper to clearly show the current situation and possible options.

3. What to consider

The local government must consider all submissions it receives and record this in the minutes of its meeting.

All options must be assessed against the following factors:

- Community of interest;
- Physical and topographical features;
- Demographic trends;
- Economic factors; and
- The ratio of councillors to electors in the various wards.

It is helpful to consider these factors in terms of the whole district prior to assessing the options.

The Board considers that the ratio of councillors to electors is always significant. It is expected that each local government will have similar ratios of electors to councillors across the wards of its district.

It may become apparent that of the other four factors some have less relevance to the local situation or a particular option. It may emerge that in some cases, factors are in conflict with each other. It is for the local government to decide which of the other four factors have the most relevance to the assessment of options and why.

The Minister for Local Government (the Minister) has indicated that he will not consider changes to ward boundaries and representation that result in ward councillor/elector ratios that are greater than plus or minus 10% of the average councillor/elector ratio for that local government.

The examples in this package include figures for the % ratio deviation for each ward. This gives a clear indication of the % difference between the average councillor/elector ratio for the whole local government and the councillor/elector ratio for a particular ward. The % ratio deviation is calculated by subtracting the councillor/elector ratio for a ward from the average councillor/elector ratio. The result is then divided by the average councillor/elector ratio and multiplied by 100 to give a percentage. A negative result indicates that the ward is under represented and a positive result indicates that the ward is over represented.

If local governments consider that they have exceptional circumstances that justify ward councillor/elector ratio deviations greater than plus or minus 10% then they must present the arguments for these circumstances to the Board.

Attachment 3 is an example of an assessment of options.

It is recommended that an officer's report (including consideration of submissions and assessment of options against the factors) forms the basis of the Council's deliberation on these matters. **Attachment 4 is an example of an officer's report.**

4. Reaching a decision

It needs to be clear from the consideration of submissions and the assessment of options against the factors why an option has been chosen as the best one for the district.

If the Council proposes to maintain the status quo then reasons for this **must** be included in the resolution.

If the Council decides to make a change, then an **absolute majority** is required. The resolution of the Council must propose the making of an order under s2.2 (1), s2.3 (3) and/or s2.18 (3) of the Act.

In some cases a local government determines that no change is required at the current time and identifies that other factors within the community may impact on the future balance of representation (for example, housing development, declining populations, new industries, closure of mining

operations, extension of freeways and railway networks). It would be appropriate for a local government to resolve to undertake another review of wards and representation before the eight year period required by the Act, because of the expected impact of these other factors.

The timing of this next review may be specified at the completion of the review, or at a later time.

5. The impact of change

Once a decision is made the local government may consider the impact of implementing any change at the next ordinary election. In some circumstances elected members may be unable to complete their term of office in view of the implementation of changes.

The Board has developed a policy that outlines how various changes impact on the offices of councillor and how change can be implemented. A copy of this policy is included in this package.

6. Reporting to the Local Government Advisory Board

Once the local government has completed its review, it must provide a written report about the review to the Local Government Advisory Board. If a local government expects changes to be in place in time for an ordinary election, it must submit its report to the Board by the **end of December** in the year prior to an ordinary election day. This will allow sufficient time for any changes to be considered and processed for the beginning of the election cycle.

The report must outline the process and outcome of the review and include any recommendations for change. The officer's report to the Council forms the basis of this report. **Attachment 5 is a checklist of what to provide to the Board.**

Three copies of cadastral maps must be included with the report clearly showing current ward boundaries. If any changes to boundaries are recommended then the maps must show the current situation and the proposed changes. These are required by the Department of Land Information to assist the preparation of new technical descriptions for the proposed new ward boundaries.

The Board considers all review reports submitted by local governments and assesses them against the requirements of the Act.

If the Board determines that some part of a review does not meet the requirements of the Act, then the local government may be requested to undertake another review (or part of a review) that does meet the requirements.

The Board will consider all recommendations for change submitted as part of the review. The Board makes recommendations to the Minister who has the final decision and may accept or reject the Board's recommendations.

7. Implementing changes

If the Minister accepts the Board's recommendations, then several other processes follow. Changes to wards and representation are subject to an order to be signed by the Governor and then published in the *Government Gazette*. The order will include the date of implementation of changes which may be the date of gazettal or the next ordinary election day) and any resulting elections arising from the changes.

Where there are changes to boundaries, the order will also include a new technical description of the ward boundaries, prepared by Landgate at the local government's cost. If a boundary change affects electors, then the WA Electoral Commission prepares new rolls for those affected wards.

Attachment 1 Example Newspaper Advertisement

The following pro forma can be used as a guideline for the design of advertisements for giving local public notice of a review.

See Clause 7 of Schedule 2.2 of the *Local Government Act 1995* for the requirements of advertising a review.

SHIRE OF BOTTLEBRUSH

Review of Wards and Representation

The Shire of Bottlebrush is conducting a review of its wards and representation and invites public participation in the review.

Ward boundaries and the number of offices of councillor for each ward will be reviewed against the following factors:

- Community of interest
- Physical and topographic features
- Demographic trends
- Economic factors
- Ratio of councillors to electors in the various wards.

(**An information sheet/discussion paper is available outlining the current situation and several alternative ward structures.)

Public submissions are invited and must be submitted to the Shire of Bottlebrush at:

Shire of Bottlebrush

3 Read Road
BOTTLEBRUSH WA
Fax: (08) [Insert fax number]
Email: Bottlebrush@[insert address]

By [*a date not less than 6 weeks after the notice is first given*]

**For further information (and a copy of the information sheet/ discussion paper) please contact Ms Kylie Jones at the Shire of Bottlebrush on [insert phone number]

** It is helpful for the local government to make available at least an information sheet outlining the current ward structure (including a map) or a discussion paper that includes the current situation and provides several alternatives that might be considered (including, for example, a no ward structure). This sentence can be included if this information has been made available.

Review of Wards and Representation

Attachment 2 Example Discussion Paper

The following example can be used as a guideline for a discussion paper to inform the community and to stimulate discussion about ward boundaries and representation.

SHIRE OF BOTTLEBRUSH

DISCUSSION PAPER

REVIEW OF WARDS AND REPRESENTATION

Background

The Shire of Bottlebrush has resolved to undertake a review of its ward system to comply with the requirements of the *Local Government Act 1995* (the Act).

Schedule 2.2 of the Act requires local governments with wards to carry out reviews of the ward boundaries and the number of councillors for each ward from time to time so that no more than eight years elapse between successive reviews.

The last review of wards in the Shire of Bottlebrush was undertaken in [Insert date] and it is now appropriate to carry out another review.

Current situation

Currently the Shire of Bottlebrush has twelve (12) councillors elected from four (4) wards as follows:

Ward	Number of Electors	Number of Councillors	Councillor: Elector Ratio	% Ratio Deviation
West	675	3	1:225	21.33%
Central	513	3	1:171	40.21%
East	450	3	1:150	47.55%
South	1800	3	1:600	-109.80%
Total	3438	12	1:286	

The % ratio deviation gives a clear indication of the % difference between the average councillor/elector ratio for the whole local government and the councillor/elector ratio for each ward.

It can be seen that there is a significant imbalance in representation across the Shire with the West, Central and East Wards being over represented and

the South Ward being under represented. A balanced representation would be reflected in the % ratio deviation being within plus or minus 10%.

A map showing the ward boundaries is attached.

Review process

The review process involves a number of steps:

- The council resolves to undertake the review;
- Public submission period opens;
- Information provided to the community for discussion;
- Public submission period closes;
- The Council considers all submissions and relevant factors and makes a decision;
- The Council submits a report to the Local Government Advisory Board (the Board) for its consideration; and
- (If a change is proposed) The Board submits a recommendation to the Minister for Local Government and Regional Development (the Minister).

Any changes approved by the Minister where possible will be in place for the next ordinary election.

Factors to be considered

When considering changes to wards and representation, Schedule 2.2 of the Act specifies factors that must be taken into account by a local government as part of the review process:

1. Community of interest;
2. Physical and topographic features;
3. Demographic trends;
4. Economic factors; and
5. Ratio of Councillors to Electors in the various wards.

The Board offers the following interpretation of these factors.

1. Community of interest

The term community of interest has a number of elements. These include a sense of community identity and belonging, similarities in the characteristics of the residents of a community and similarities in the economic activities. It can also include dependence on the shared facilities in an area as reflected in catchment areas of local schools and sporting teams, or the circulation areas of local newspapers.

Neighbourhoods, suburbs and towns are important units in the physical, historical and social infrastructure and often generate a feeling of community and belonging.

2. Physical and topographic features

These may be natural or man made features that will vary from area to area. Water features such as rivers and catchment boundaries may be relevant considerations. Coastal plain and foothills regions, parks and reserves may be relevant as may other man made features such as railway lines and freeways.

3. Demographic trends

Several measurements of the characteristics of human populations, such as population size, and its distribution by age, sex, occupation and location provide important demographic information. Current and projected population characteristics will be relevant as well as similarities and differences between areas within the local government.

4. Economic factors

Economic factors can be broadly interpreted to include any factor that reflects the character of economic activities and resources in the area. This may include the industries that occur in a local government area (or the release of land for these) and the distribution of community assets and infrastructure such as road networks.

5. Ratio of Councillors to Electors in the various wards

It is expected that each local government will have similar ratios of electors to councillors across the wards of its district.

Options to consider

The Council will consider the following options and members of the community may suggest others:

- Option 1** Maintain the current ward system
- Option 2** Create three wards (West, East and South) using the areas of economic activity as the boundaries
- Option 3** Create four wards (West, North, East, South West) using the main roads as the boundaries
- Option 4** Create five wards (Maintownone, Maintowntwo, West, East, South) using the town boundaries and main roads as boundaries
- Option 5** No wards

The attached maps indicate the options.

Also under consideration will be the number of councillors for each ward and the district. For example, it may be that fewer councillors will provide good representation and may result in financial savings and more effective and efficient decision making.

The names of the wards will also be considered. For example, rather than west, north, east, etc, it may be preferable to use the names of localities, or the names of pioneering families in the district.

Public submissions

Members of the community are invited to make a written submission about any aspect of ward boundaries and representation and lodge it at:

Shire of Bottlebrush
3 Read Road
BOTTLEBRUSH WA

Fax: [Insert fax number]

Submissions will also be accepted by email: Bottlebrush@ [Insert address]
All submissions must be received by 5pm on [Insert date]

Thank you for your interest and involvement in this review. Council welcomes your comments on any matters that may assist it to make informed and responsible decisions for the benefit of the people of the Shire of Bottlebrush.

Councillor [Insert name]
PRESIDENT

[Insert name]
CHIEF EXECUTIVE OFFICER

Review of Wards and Representation

Attachment 3 Example Assessment of Options

As part of the review a range of options need to be developed. It is essential that Council consider each option against the prescribed factors (community of interest, etc). This will enable the Council to determine objectively which option best reflects the characteristics of the local government.

The following example is based on a hypothetical local government. In addition to the current situation, several options have been developed for three wards, four wards, five wards and no wards. Each option also includes several alternative representation scenarios.

The attached maps indicate the options including the new ward structure.

In this example the three ward option proves to be the best one for this local government.

Features of the District

Community of interest

Maintownone and Maintowntwo are the service and commercial centres of the district and the residents use both towns. Maintownone has a district high school, a hall, football, cricket, netball and tennis facilities. Maintowntwo has a primary school and a recreation centre used for squash, basketball and volleyball. There is a general store at Quickgrowsite.

Outside the towns there are communities of interest of broadacre farmers, pastoralists and those involved in the mining activities.

Physical & topographic features

The local government has three arterial roads:

- Main Road that bisects the district;
- Beach Road that runs from the south west corner to main road; and
- Bay Road that runs from main road to the north east corner of the Shire.

A river bisects the district from north to south.

Demographic trends

The population of Maintownone is declining and is increasing slowly in Maintowntwo. The southern part of the district is experiencing a growth in population.

Economic factors

An intensive agricultural activity has emerged in the southern area of the district. There has been a reduction in pastoral activity with broadacre wheat farming replacing it. Whilst the area of wheat farming has increased, the number of farms has reduced considerably, with many of the properties being bought up by several agricultural corporations.

The local government is planning to release 10 light industrial lots on the outskirts of Maintowntwo in two years time.

Ratio of councillors to electors

The current situation is as follows:

Ward	No. Councillors	No. Electors	Councillor: Elector Ratio	% Ratio Deviation
West	3	675	1:225	21.33%
Central	3	513	1:171	40.21%
East	3	450	1:150	47.55%
South	3	1800	1:600	-109.80%
Total	12	3438	1:286	

The % ratio deviation gives a clear indication of the % difference between the average councillor/elector ratio for the whole local government and the councillor/elector ratio for each ward. It can be seen that there is a significant imbalance in representation across the Shire with the West, Central and East Wards being over represented and the South Ward being under represented. A balanced representation would be reflected in the % ratio deviation being within plus or minus 10%.

Option 1 Maintain current ward boundaries

The following is an assessment of the current situation against the factors.

Community of interest

Ward boundaries do not reflect town or rural interests or current economic activities.

Physical & topographic features

Ward boundaries do not reflect physical or topographic features.

Demographic trends

Ward boundaries do not reflect demographic trends.

Economic factors

Ward boundaries do not reflect economic activities.

Ratio of councillors to electors

The current situation is as follows:

Ward	No. Councillors	No. Electors	Councillor: Elector Ratio	% Ratio Deviation
West	3	675	1:225	21.33%
Central	3	513	1:171	40.21%
East	3	450	1:150	47.55%
South	3	1800	1:600	-109.80%
Total	12	3438	1:286	

There is a significant imbalance in representation across the local government with the West, Central and East Wards being over represented and the South Ward being under represented.

There is an opportunity to examine reducing the number of councillors to 11, 10 or 9, and still maintain adequate representation. It is expected that reducing the number of councillors would produce financial savings and would lead to more effective and efficient decision making.

A comparison can be made as follows:

Ward	No. Electors	No. Councillors/Councillor: Elector Ratio/% Ratio Deviation					
West	675	3	1:225	21.33%	3	1:225	27.88%
Central	513	3	1:171	40.21%	3	1:171	45.19%
East	450	3	1:150	47.55%	2	1:225	27.88%
South	1800	3	1:600	-109.80%	3	1:600	-92.31%
Total	3438	12	1:286		11	1:312	

Ward	No. Electors	No. Councillors/Councillor: Elector Ratio/% Ratio Deviations					
West	675	3	1:225	34.59%	2	1:337	11.78%
Central	513	2	1:256	25.58%	2	1:256	32.98%
East	450	2	1:225	34.59%	2	1:225	41.10%
South	1800	3	1:600	-74.42%	3	1:600	-65.74%
Total	3438	10	344		9	382	

From this comparison it can be seen that reducing the number of councillors without changing ward boundaries would improve the councillor: elector ratios when compared with the current situation. However, there is still an unacceptable imbalance in representation across the Shire.

Option 2 – Create 3 wards (West, East and South) using the areas of economic activity as the boundaries

The following is an assessment of this option against the factors.

Community of interest

Maintownone is in the West Ward; Maintowntwo is in the East Ward; and Quickgrownsite is in the South Ward. There is community of interest for those involved in similar kinds of economic activities.

Physical & topographic features

The boundaries are distinguishable with the West Ward bounded by two main roads and the river; the East Ward bounded by two main roads; and the South Ward bounded by a main road and the river.

Demographic trends

The South Ward takes in the major part of the growth area and the other two wards take in the declining areas.

Economic factors

The boundaries reflect the economic activities of the district.

Ratio of councillors to electors

This option results in the following:

Ward	No. Electors	No. Councillors/Councillor: Elector Ratio/% Ratio Deviation					
		No. Councillors	Ratio	% Deviation	No. Councillors	Ratio	% Deviation
West	1548	5	1:309	-8.04%	5	1:309	0.96%
East	390	1	1:390	-36.36%	1	1:390	-25.00%
South	1500	6	1:250	12.58%	5	1:300	3.85%
Total	3438	12	1:286		11	1:312	

Ward	No. Electors	No. Councillors/Councillor: Elector Ratio/% Ratio Deviation					
		No. Councillors	Ratio	% Deviation	No. Councillors	Ratio	% Deviation
West	1548	4	1:387	-12.5%	4	1:387	-1.31%
East	390	1	1:390	-13.37%	1	1:390	-2.09%
South	1500	5	1:300	12.79%	4	1:375	1.83%
Total	3438	10	1:344		9	1:382	

It does not seem feasible for the East Ward to have more than 1 councillor so the councillor/elector ratio will be higher in all scenarios. The 9 councillor option is the best one in that it reflects a balanced representation across the Shire. In all other options the imbalance in representation is unacceptable.

Option 3 – Create four wards (West, North, East, South West) using the main roads as the boundaries.

The following is an assessment of this option against the factors.

Community of interest

Maintownone is in the North Ward; Maintowntwo is in the East Ward; and Quickgrownsite is in the South West Ward. The boundaries do not reflect any communities of interest.

Physical & topographic features

The boundaries follow the main roads.

Demographic trends

The South West Ward is the largest ward and is likely to grow. The other wards are likely to continue to decline in population.

Economic factors

The boundaries do not reflect any areas of economic activity.

Ratio of councillors to electors

This option results in the following.

Ward	No. Electors	No. Councillors/Councillor: Elector Ratio/% Ratio Deviation					
West	430	1	1:430	-50.35%	1	1:430	-37.82%
North	533	2	1:266	6.99%	2	1:266	14.74%
East	390	1	1:390	-36.36%	1	1:390	-25.00%
South West	2085	8	1:260	9.09%	7	1:298	4.48%
Total	3438	12	1:286		11	1:312	

Ward	No. Electors	No. Councillors/Councillor: Elector Ratio/% Ratio Deviation					
West	430	1	1:430	-25.00%	1	1:430	-12.56%
North	533	2	1:266	22.67%	1	1:533	-39.53%
East	390	1	1:390	-13.37%	1	1:390	-2.09%
South West	2085	6	1:347	-0.87%	6	1:347	9.16%
Total	3438	10	1:344		9	1:382	

It is not feasible for the West and East Wards to have more than one councillor and so the councillor/elector ratios will be higher for these wards.

None of these options result in balanced representation across the Shire.

Option 4 – Create five wards (Maintownone, Maintowntwo, West, East and South) using the town boundaries and the areas of economic activities as the boundaries.

The following is an assessment of this option against the factors.

Community of interest

There are communities of interest for town residents and for those living in the areas of economic activities.

Physical & topographic features

The boundaries follow the town boundaries, main roads and the river.

Demographic trends

The South Ward is likely to be the area of largest growth. Maintownone is declining in population and Maintowntwo is experiencing slow growth.

Economic factors

The boundaries reflect areas of economic activity.

Ratio of councillors to electors

This option results in the following.

Ward	No. Electors	No. Councillors/Councillor: Elector Ratio/% Ratio Deviation					
		No. Councillors	Ratio	% Deviation	No. Councillors	Ratio	% Deviation
Main-townone	433	2	1:216	24.47%	1	1:433	-38.78%
Main-towntwo	367	1	1:367	-28.32%	1	367	-17.63%
West	1115	4	1:279	2.45%	4	1:279	10.58%
East	23	1	1:23	91.96%	1	1:23	92.63%
South	1500	4	1:375	-31.12%	4	1:375	-20.19%
Total	3438	12	1:286		11	1:312	

Ward	No. Electors	No. Councillors/Councillor: Elector Ratio/% Ratio Deviation					
Main-townone	433	1	1:433	-25.87%	1	1:433	-13.35%
Main-towntwo	367	1	1:367	-6.69%	1	1:367	3.92%
West	1115	3	1:372	-8.14%	3	1:372	2.61%
East	23	1	1:23	93.31%	1	1:23	93.98%
South	1500	4	1:375	-9.01%	3	1:500	-30.89%
Total	3438	10	1:344		9	1:382	

There is a major problem with this option because the East Ward has insufficient population to make it a viable ward in this situation. Including Maintowntwo in the East Ward would improve the population in the ward but is inconsistent with the assumption behind this option that town and rural areas have their own community of interest and need to be treated differently. This is not a viable option.

Option 5 – No wards

The following is an assessment of the current situation against the factors.

Community of interest

Communities of interest are not reflected by the local government boundary.

Physical & topographic features

The district boundary does not follow any physical or topographic features.

Demographic trends

The growth area is in the south of the Shire and the other areas are declining in population. The district boundary does not reflect these trends.

Economic factors

The district boundary does not reflect the areas of economic activity.

Ratio of councillors to electors

This option results in the following:

Ward	No. Electors	No. Councillors/Councillor: Elector Ratio/% Ratio Deviation					
Total	3438	12	1:286	0.00%	11	1:312	0.00%

Ward	No. Electors	No. Councillors/Councillor: Elector Ratio/% Ratio Deviation					
Total	3438	10	1:344	0.00%	9	1:382	0.00%

This option results in balanced representation across the Shire.

The 9 councillor option would provide the most financial savings and lead to more effective and efficient decision making.

Which option is the best one?

To determine which option is the best one for the district, an example of one approach to making this assessment follows. It involves rating each of the factors in each of the options and uses a simple 'yes' or 'no' assessment.

Option	Community of interest	Physical & topographic features	Demographic trends	Economic factors	Ratio C:E
1 Current situation	No	No	No	No	No
2 Three Wards	Yes	Yes	Yes	Yes	Yes
3 Four Wards	No	Yes	Yes	No	No
4 Five Wards	Not a viable option				
5 No Wards	No	No	No	No	Yes

Only two of these options provide balanced representation across the Shire (options 2 and 5) and therefore the best option will be one of these.

From this assessment, Option 2 (three wards) is the best option since it scores 'yes' in more of the other factors than Option 5 (in this case, for each factor).

This is not the only approach to making this assessment and others may be used.

It is recommended that the three wards are named after pioneering families of the district. The ward structure would be as follows:

Ward	No. Electors	No. Councillors	Councillor: Elector Ratio	% Ratio Deviation
Patterson	1548	4	1:387	-1.31%
McDowell	390	1	1:390	-2.09%
Brown	1500	4	1:375	1.83%
Total	3438	9	1:382	

This option results in the Patterson and McDowell Wards being slightly under represented and the Brown Ward being slightly over represented. The Patterson Ward is expected to experience a decline in population. The McDowell Ward may experience an increase in population through the growth of Maintowntwo. The Brown Ward is expected to experience the quickest growth of the three wards.

Another review of wards and representation will be required in four years time to check these predictions about population growth and consider any other relevant factors.

Recommendations

In accordance with Schedule 2.2 (9) of the *Local Government Act 1995* (the Act), it is recommended to the Local Government Advisory Board that

- 1. An order be made under s 2.2 (1) to abolish the existing ward boundaries and divide the district into three new wards with boundaries as detailed in the map (ref: CEO's report to Council dated 14 February 2003).**
- 2. An order be made under s 2.3 to name the three wards Patterson, McDowell and Brown (as detailed in the map).**
- 3. An order be made under s 2.18 to designate the following number of offices of councillor for each ward: Patterson (4), McDowell (1), Brown (4).**
- 4. The local government to undertake another review of wards and representation in four years time.**

**Moved
Seconded
ABSOLUTE MAJORITY REQUIRED**

Review of Wards and Representation

Attachment 5 Checklist

It is suggested that the following checklist be used when submitting a ward review report to the Board to ensure that all the legislative requirements are met.

Item	√ Included
Ward Review Report	
Copy of Council Minutes recording the decision to undertake a review of wards and representation.	
Copy of Council Minutes recording the consideration of public submissions received.	
Copy of Council Minutes recording the assessment of options against the prescribed matters.	
Copy of Council Minutes recording the final decision of Council (absolute majority required).	
Copy of the newspaper advertisement as it appeared in the press.	
Copy of the discussion or information paper and any other materials circulated to the community.	
Copy of the officer's report to Council.	
3 sets of cadastral maps clearly showing the current ward boundaries and any proposed changes. Ward boundaries need to follow cadastral boundaries.	

Review of Wards and Representation

How to do a review

Local Governments without Wards

1. What you have to do

A local government without wards is not required to carry out regular reviews under the provisions of Schedule 2.2 of the *Local Government Act 1995* (the Act). However, a local government without wards can undertake an assessment of the number of elected members and the no wards system to explore whether change is desirable. The following outlines a suggested process.

A local government without wards may be required to carry out a review if it has received a valid submission from 250 or 10% of the total number of affected electors who petition for a change to the representation system. A full review in accordance with Schedule 2.2 of the Act would be required in this instance.

2. How to start

The Council must resolve to undertake a review of its representation.

Before conducting the review, a local government is to give local public notice that a review is to be carried out. The notice must also advise that submissions may be made to the local government by a date at least 42 days from the date of the first notice (not including the day of the notice). It is helpful if the closing date for submissions avoids weekends or public holidays.

The purpose of the public notice is to inform the community that the Council intends to conduct a review – it is not to try to “sell” the Council’s preferred position. **Attachment 6 is an example of a newspaper advertisement.**

It is helpful to develop a range of alternatives to the current situation so that all options can be considered. Whilst the Council may have a preferred position the public notice must not limit the possible responses and suggestions from the community.

In addition to giving public notice, local governments may undertake other initiatives to promote community discussion including public and/or ward meetings, media articles and interviews, sending information to non-resident electors, ratepayers or progress associations and distributing information to all households.

A discussion or information paper can be prepared to outline the various options and the availability of this discussion paper can be included in the public notice. **Attachment 7 is an example of a discussion paper.**

3. What to consider

The local government must consider all submissions it receives and record this in the minutes of its meeting along with any other community input received from other initiatives (public meetings, etc).

The Council is not required to consider any other factors though it may choose to evaluate for example, the advantages and disadvantages of a reduction in the number of elected members, and the advantages and disadvantages of a no ward system. **Attachment 8 is an example of an assessment of options.**

4. Reaching a decision

It needs to be clear from the consideration of submissions, any other community input and the assessment of any other matters why an option has been chosen as the best one for the district.

If the Council proposes to maintain the status quo then reasons for this **must** be included in the resolution.

If the Council decides to make a change, then the resolution of the Council must propose the making of orders under various sections of the Act. **Attachment 8 gives examples of recommendations.**

In some cases a local government determines that no change is required at the current time and identifies that other factors within the community may impact future representation (for example, housing development, declining populations, new industries, closure of mining operations, extension of freeways and railway networks). It would be appropriate for a local government to resolve to undertake another review of its system of representation at a specified future time.

5. The impact of change

Once a decision is made the local government may consider the impact of implementing any change at the next ordinary elections. The Board has developed a policy that outlines how various changes impact on the offices of councillor and how change can be implemented. **A copy of this policy is included in this package.**

6. Reporting to the Local Government Advisory Board

Once the local government has completed its assessment, it must provide a written report about the assessment to the Local Government Advisory Board. If a local government expects changes to be in place in time for an ordinary election, it must submit its report to the Board by the **end of December** in the year prior to an ordinary elections day. This will allow sufficient time for any changes to be considered and processed for the beginning of the election cycle.

The report must outline the process and outcome of the review and include any recommendations for change. The officer's report to the Council forms the basis of this report. **Attachment 9 is an example officer's report and Attachment 10 provides a checklist of what to provide to the Board.**

The Board considers all reports submitted by local governments and assesses them against the requirements of the Act. If the Board determines that some part of a assessment does not meet the requirements of the Act, then the local government may be requested to undertake another assessment that does meet the requirements.

The Board will consider all recommendations for change submitted as part of the review. The Board makes recommendations to the Minister for Local Government (the Minister) who has the final decision and may accept or reject the Board's recommendations.

7. Implementing changes

If the Minister accepts the Board's recommendations, there may be some time before the changes can be implemented. Changes to wards and representation are subject to an order to be signed by the Governor and then published in the *Government Gazette*. The order will include the date of implementation of changes which may be the date of gazettal or the next ordinary elections day. Local governments may indicate in their reports to the Board when they prefer any proposed changes to be implemented.

Review of Wards and Representation

Attachment 6 Example Newspaper Advertisement

The following pro forma can be used as a guideline for the design of advertisements for giving local public notice of a review.

See Clause 7 of Schedule 2.2 of the *Local Government Act 1995* for the requirements of advertising a review.

SHIRE OF BOTTLEBRUSH

Review of System of Representation

The Shire of Bottlebrush is conducting a review into its system of representation and invites public participation in the review.

The number of elected members and the no ward structure will be assessed though this does not limit the matters that members of the community can raise in relation to the system of representation in the Shire.

This assessment will take into account the views of the community and
(**outline any other matters that may be considered*).

(**An information sheet/discussion paper is available outlining the current situation.*)

Public submissions are invited and must be submitted to the Shire of Bottlebrush at:

Shire of Bottlebrush
3 Read Road
BOTTLEBRUSH WA

Fax: [Insert fax number]

Email: Bottlebrush@[Insert address]

By (*a date not less than 6 weeks after the notice is first given*)

** For further information and a copy of the information sheet/ discussion paper please contact Ms Kylie Jones at the Shire of Bottlebrush on [Insert telephone number]

** It is very helpful for the local government to make available at least an information sheet outlining the current situation or a discussion paper that includes the current situation and provides several alternatives that might be considered. This sentence can be included if this information has been made available.

Review of Wards and Representation

Attachment 7 Example Discussion Paper

The following example can be used as a guideline for a discussion paper to inform the community and to stimulate discussion about representation.

SHIRE OF BOTTLEBRUSH

DISCUSSION PAPER

REVIEW OF REPRESENTATION

Background

The Shire of Bottlebrush has resolved to undertake a review of its system of representation. The purpose of the review is to assess whether twelve (12) councillors and a no wards structure is still appropriate to the situation of the Shire.

The last review of representation in the Shire of Bottlebrush was undertaken in *[Insert date]* and it is now appropriate to carry out another review.

Current situation

Currently the Shire of Bottlebrush has twelve (12) councillors and 3438 electors with a councillor/elector ratio of 1 councillor to each 286 electors.

Review process

The review process involves a number of steps:

- The Council resolves to undertake the review;
- Public submission period opens;
- Information provided to the community for discussion;
- Public submission period closes;
- The Council considers all submissions and relevant factors and makes a decision;
- The Council submits a report to the Local Government Advisory Board (the Board) for its consideration; and
- (If a change is proposed) The Board submits a recommendation to the Minister for Local Government and Regional Development (the Minister).

Any changes approved by the Minister where possible will be in place for the next ordinary election.

Factors to be considered

Several factors will be considered as part of the review and will include:

- The advantages and disadvantages of no wards;
- The advantages and disadvantages of reducing the number of councillors;
- The implications of any change to the councillor/elector ratio;
- The cost of elected members;
- The effectiveness and efficiency of Council meetings;
- The advantages and disadvantages of a ward structure.

Options to consider

The Council will consider the following options and members of the community may suggest others:

- Option 1** Maintain the current system of representation with 12 councillors and no wards.
- Option 2** Reduce the number of councillors to 10.
- Option 3** Reduce the number of councillors to 9.
- Option 4** Create a three ward structure with 9 councillors. A map showing proposed wards is attached.

Public submissions

Members of the community are invited to make a written submission about any aspect of this review and can lodge it at:

Shire of Bottlebrush
3 Read Road
BOTTLEBRUSH WA

Fax: [Insert fax number]

Submissions will also be accepted by email: Bottlebrush@[Insert address]
All submissions must be received by 5pm on [Insert date].

Thank you for your interest and involvement in this review. Council welcomes your comments on any matters that may assist it to make informed and responsible decisions for the benefit of the people of the Shire of Bottlebrush.

Councillor [Insert name]
PRESIDENT
OFFICER

[Insert name]
CHIEF EXECUTIVE

Review of Wards and Representation

Attachment 8 Example Assessment of Options

As part of the review a range of options need to be developed. The discussion paper outlines four options for a hypothetical local government.

The Act does not specify the factors to be considered when a local government with no wards is reviewing its system of representation. Therefore, it is for the local government to determine which factors are most relevant to the assessment.

The following example details a range of matters that a local government might consider in this process. These are suggestions, they are not prescriptive nor are they exhaustive.

Background Information

Elected Members

The ideal number of elected members for a local government is for the local government to determine. There is a diverse range of councillor/elector ratios across Western Australia reflecting the sparsely populated remote areas and the highly populated urban areas. The structure of the Council's operations will provide some input into the number of elected members needed to service the local government.

The **advantages** of a reduction in the number of elected members may include the following:

- The decision making process may be more effective and efficient if the number of elected members is reduced. It is more timely to ascertain the views of a fewer number of people and decision making may be easier. There is also more scope for team spirit and cooperation amongst a smaller number of people.
- The cost of maintaining elected members is likely to be reduced (an estimate of the cost of reduction would be helpful).
- The increase in the ratio of councillors to electors is unlikely to be significant.
- Consultation with the community can be achieved through a variety of means in addition to individuals and groups contacting their local elected member.
- A reduction in the number of elected members may result in an increased commitment from those elected reflected in greater interest and participation in Council's affairs.
- Fewer elected members are more readily identifiable to the community.
- Fewer positions on Council may lead to greater interest in elections with contested elections and those elected obtaining a greater level of support from the community.
- There is a State wide trend for reductions in the number of elected members and many local governments have found that fewer elected members works well.

The **disadvantages** of a reduction in the number of elected members may include the following:

- A smaller number of elected members may result in an increased workload and may lessen effectiveness. A demanding role may discourage others from nominating for Council.

- There is the potential for dominance in the Council by a particular interest group.
- A reduction in the number of elected members may limit the diversity of interests around the Council table.
- Opportunities for community participation in Council's affairs may be reduced if there are fewer elected members for the community to contact.
- An increase in the ratio of councillors to electors may place too many demands on elected members.

No Ward System

The **advantages** of a no ward system may include:

- Elected members are elected by the whole community not just a section of it. Knowledge and interest in all areas of the Council's affairs would result broadening the views beyond the immediate concerns of those in a ward.
- The smaller town sites and rural areas have the whole Council working for them.
- Members of the community who want to approach an elected member can speak to any elected member.
- Social networks and communities of interest are often spread across a local government and elected members can have an overview of these.
- Elected members can use their specialty skills and knowledge for the benefit of the whole local government.
- There is balanced representation with each elected member representing the whole community.
- The election process is much simpler for the community to understand and for the Council to administer.

The **disadvantages** of a no ward system may include:

- Electors may feel that they are not adequately represented if they don't have an affinity with any of the elected members.
- Elected members living in a certain area may have a greater affinity and understanding of the issues specific to that area.
- There is potential for an interest group to dominate the Council.

- Elected members may feel overwhelmed by having to represent all electors and may not have the time or opportunity to understand and represent all the issues.
- It may be more difficult and costly for candidates to be elected if they need to canvass the whole local government area.

Ward System

Many local governments have a ward system and find that it works well for them. The **advantages** of a ward system may include:

- Different sectors of the community can be represented ensuring a good spread of representation and interests amongst elected members.
- There is more opportunity for elected members to have a greater knowledge and interest in the issues in the ward.
- It may be easier for a candidate to be elected if they only need to canvass one ward.

The **disadvantages** of a ward system may include:

- Elected members can become too focussed on their wards and less focussed on the affairs of other wards and the whole local government.
- An unhealthy competition for resources can develop where electors in each ward come to expect the services and facilities provided in other wards, whether they are appropriate or not.
- The community and elected members can tend to regard the local government in terms of wards rather than as a whole community.
- Ward boundaries may appear to be placed arbitrarily and may not reflect the social interaction and communities of interest of the community.
- Balanced representation across the local government may be difficult to achieve, particularly if a local government has highly populated urban areas and sparsely populated rural areas.

Discussion of Options

It is helpful if each option is discussed and the advantages and disadvantages outlined for each option. If a new ward system is one of the options then a map showing the proposed ward boundaries is essential.

Which option is the best one?

The consideration of public submissions, any other community input and the discussion of options will, in most cases provide sufficient information for the Council to determine which option is the best one.

Local governments without wards are not required to carry out reviews on a regular basis so the next assessment of the system of representation can be undertaken at any time. At the conclusion of the review it may be helpful to propose the time for the next one.

Recommendations

If the local government proposes change to the system of representation then the following are examples of recommendations that may be formulated to reflect the change.

The Shire of Bottlebrush recommends to the Local Government Advisory Board that an order be made under s 2.18 (3) of the *Local Government Act 1995* to reduce the number of offices of councillor on the Council from eleven (11) to nine (9).

**Moved
Seconded**

The Shire of Bottlebrush recommends to the Local Government Advisory Board that:

- 1. An order be made under s 2.2 (1) to divide the district into three wards with boundaries as detailed in the attached map.**
- 2. An order be made under s 2.3 (2) to name the three wards Patterson, McDowell and Brown (as detailed in the map).**
- 3. An order be made under s 2.18 (3) to designate the following number of offices of councillor for each ward: Patterson (3), McDowell (3), Brown (3).**

**Moved
Seconded**

Review of Wards and Representation

Attachment 9 Example Officer's Report

It is recommended that the following format be used as an outline for an officer's report to Council. It can then be used as the basis for a report to the Local Government Advisory Board.

Introduction

A description of the current situation and information on the number of councillors and electors is included here along with an explanation of how the review came about.

The date of the last review is included along with what, if any, changes were made.

The Review Process

This section includes information about advertising (dates and newspapers) and the community consultation process. It also indicates whether a discussion paper was provided to the community. Copies of the advertisement and any other material circulated to the community (including discussion papers) are to appear as appendices.

Summary of Public Submissions

This is to include the number and content of the submissions received. If any other initiatives were undertaken to obtain community input a summary of the views expressed is to be included.

Assessment of the Options

This section includes an assessment of options and any other matters that are relevant to the review. **Attachment 8 is an example.**

Recommendations

The recommendations are to be consistent with the consideration of public submissions, any other community input and relevant matters. The recommendations should be clear and explain exactly what changes are being suggested.

The reasons for the recommendations need to be identified, either within the resolution or by reference to an officer's report. This includes a recommendation to maintain the current situation. **Attachment 8 provides example recommendations.**

Implementation of Proposed Changes

The local government can indicate to the Board when it prefers the implementation of proposed changes to take place. In most cases this will be at the next ordinary elections day though there may be some instances where proposed changes are preferred to be implemented as soon as possible.

Appendices

The following are to be appended to the report:

1. A copy of the sections of the Council minutes that record:
 - The decision to undertake a review;
 - Consideration of public submissions and community input received;
 - Assessment of relevant matters; and
 - Final decision of the Council in relation to the review.
2. A copy of the newspaper advertisement as it appeared in the press.
3. A copy of the discussion or information paper, if one was produced and any other materials circulated to the community.
4. A copy of the officer's report to Council.

Review of Wards and Representation

Attachment 10 Checklist

It is suggested that the following checklist be used when submitting a ward review report to the Board to ensure that all the legislative requirements are met.

Item	√ Included
Ward Review Report	
Copy of Council Minutes recording the decision to undertake an assessment of structure of representation.	
Copy of Council Minutes recording the consideration of public submissions and any other community input received.	
Copy of Council Minutes recording the assessment of relevant matters.	
Copy of Council Minutes recording the final decision of Council.	
Copy of the newspaper advertisement as it appeared in the press.	
Copy of the discussion or information paper and any other materials circulated to the community.	
Copy of the officer's report to Council.	

Review of Wards and Representation

The Impact of Ward and Representation Changes on Councillor Terms and Representation

The Local Government Advisory Board (the Board) has revised its policy regarding the implementation of ward and representation changes. The Minister for Local Government and the Department for Local Government and Regional Development have indicated their support for this policy.

The following details the new policy in relation to the various changes that a local government could make. Changes will be implemented from the next ordinary elections day (October 2009).

1. All wards are abolished

It is not necessary for all offices of councillor to be declared vacant to implement a change from a ward system to no wards.

If a local government does not wish to declare all offices of councillor vacant, then this must be communicated in a submission to the Board. If the request is supported, at the next ordinary elections councillors complete their terms as normal and nominations are called to fill these vacancies. The remaining councillors who still have two years in office represent the electors of the whole district.

Example 1

A local government with four wards and nine councillors decides to abolish its wards and that it does not want to declare all offices of councillor vacant. This is supported and at the next ordinary elections, five councillors complete their terms leaving four councillors who still have two years in office. Elections are held for the five vacant positions and the four remaining councillors represent the whole district.

In a submission to the Board a local government may request that all offices of councillor be declared vacant. If the request is supported then councillors conclude their terms at the next ordinary elections and elections are held for all vacant positions.

Example 2

A local government with four wards and nine councillors decides to abolish its wards and declare all offices of councillor vacant. This is supported and at the next ordinary elections all councillors conclude their terms. Elections are held for the nine vacant positions.

2. New wards are created

It is not necessary for all offices of councillor to be declared vacant to implement the creation of a ward system where there were no wards.

If a local government does not wish to declare all offices of councillors vacant, then this must be communicated in a submission to the Board. The local government can recommend the allocation of councillors who still have two years in office to the new wards. The Board requires evidence that the local government has consulted with the continuing councillors and the community about the proposed allocation of councillors to new wards.

If the request is supported, at the next ordinary elections councillors complete their terms as normal. Continuing councillors would be allocated to the new wards and elections are held for all vacant positions.

Example 3

A local government with no wards and nine councillors decides to create a three ward system (Patterson Ward, Brown Ward and McDowell Ward) with three councillors in each ward. At the next ordinary elections four councillors are due to complete their terms leaving five who still have two years in office. The local government advertises that it intends to make a submission to the Board recommending the allocation of the remaining five councillors to the three wards with one in Patterson Ward, two in the Brown Ward and two in the McDowell Ward based on where the councillors currently reside. Public submissions are invited. After consideration of submissions the allocations are recommended to the Board. This is supported, councillors are allocated to the new wards and elections are held for two vacancies in the Patterson Ward, one vacancy in the Brown Ward and one vacancy in the McDowell Ward.

In a submission to the Board a local government can request that all offices of councillor are declared vacant to implement new wards. If the request is supported then all councillors conclude their terms at the next ordinary elections and elections are held for all vacant positions in the new wards.

Example 4

A local government with no wards and nine councillors decides to create a three ward system (Patterson Ward, Brown Ward and McDowell Ward) with three councillors in each ward. The local government's submission to declare all offices of councillor vacant is supported. At the next ordinary elections all councillors conclude their terms and elections are held for the nine vacant positions in the new wards.

3. All wards are abolished and new wards created

It is not necessary for all offices of councillor to be declared vacant where all wards are abolished and a new ward system created.

If a local government does not wish to declare all offices of councillors vacant, then this must be communicated in a submission to the Board. The local government can recommend the allocation of councillors who still have two years in office to the new wards. The Board requires evidence that the local government has consulted with the continuing councillors and the community about the proposed allocation of councillors to new wards.

If the local government request is supported, at the next ordinary elections councillors complete their terms as normal. Continuing councillors would be allocated to the new wards and elections are held for all vacant positions.

Example 5

A local government with five wards and ten councillors decides to create a new ward structure with two wards (Patterson Ward and McDowell Ward) and four councillors in each ward. At the next ordinary elections five councillors are due to retire leaving five who still have two years in office. The local government advertises that it intends to make a submission to the Board recommending the allocation of the remaining five councillors to the new wards with three in the Patterson Ward and two in the McDowell Ward based on where the councillors currently reside. Public submissions are invited. After consideration of submissions the allocations are recommended to the Board. This is supported, councillors are allocated to the new wards and elections are held for one vacancy in the Patterson Ward and two vacancies in the Brown Ward.

In a submission to the Board a local government can request that all offices of councillor are declared vacant to implement new wards. If this request is supported then all councillors conclude their terms at the next ordinary elections. Elections are held for all vacant positions in the new wards.

Example 6

A local government with five wards and ten councillors decides to create a new ward structure with two wards (Patterson Ward and McDowell Ward) and four councillors in each ward. The local government's submission to declare all offices of councillor vacant is supported. At the next ordinary elections all councillors conclude their terms and elections are held for the eight vacant positions in the new wards.

4. Ward boundaries are amended

It is not necessary for offices of councillor to be declared vacant to implement amendments to ward boundaries.

If a local government does not wish to declare all offices of councillors vacant, then this must be communicated in a submission to the Board. The local government can recommend the allocation of councillors who still have two years in office to the new wards if necessary. The Board requires evidence that the local government has consulted with the continuing councillors and the community about the proposed allocation of councillors to new wards.

If the local government request is supported, at the next ordinary elections councillors complete their terms as normal. Continuing councillors may be allocated to the new wards and elections are held for all vacant positions.

Example 7

A local government with four wards and two councillors in each ward abolishes one ward (Ritchie Ward) and amends the boundaries of the other three wards (Patterson Ward with three councillors; Brown Ward with three councillors and McDowell Ward with two councillors). At the next ordinary elections four councillors complete their terms leaving four who still have two years in office. Three of these councillors continue to reside in the wards from which they were elected however one councillor, Cr Keen was elected from the Ritchie Ward that no longer exists. The local government advertises that it intends to make a submission to the Board recommending the allocation of Cr Keen to the Brown Ward. Although Cr Keen now resides in the Patterson Ward most of her former constituents live in the Brown Ward. Public submissions are invited. After consideration of submissions the allocation of Cr Keen to the Brown Ward is recommended to the Board. This is supported, Cr Keen is allocated to the Brown Ward and elections are held for two vacancies in the Patterson Ward, one vacancy in the Brown Ward and one vacancy in the McDowell Ward.

In a submission to the Board a local government can request that offices of councillor are declared vacant to implement the abolition of one ward and the amendment of ward boundaries. If this request is supported then councillor/s conclude their terms at the next ordinary elections. Elections are held for all vacant positions in the new wards.

Example 8

A local government with four wards and two councillors in each ward abolishes one ward (Ritchie Ward) and amends the boundaries of the other three wards (Patterson Ward with three councillors; Brown Ward with three councillors and McDowell Ward with two councillors). At the next ordinary elections four councillors complete their terms leaving four who still have two years in office. Three of these councillors continue to reside in the wards from which they were elected however one councillor, Cr Green was elected from the Ritchie Ward that no longer exists. Although Cr Green now resides in the Patterson Ward most of her former constituents live in the Brown Ward. The local government's submission that Cr Green concludes her term at the next election to give opportunity for her to nominate for the Brown Ward is supported. At the next ordinary elections the four councillors completing their terms retire and Cr Green concludes her term. Elections are held for two vacancies in the Patterson Ward, two vacancies in the Brown Ward and two vacancies in the McDowell Ward.

In a submission to the Board a local government can request that all offices of councillor are declared vacant to implement amendments to ward boundaries. If this request is supported then all councillors conclude their terms at the next ordinary elections. Elections are held for all vacant positions in the new wards.

Example 9

A local government with four wards and two councillors in each ward decides to amend the boundaries of all wards and declare all offices of councillor vacant. The local government's submission is supported and at the next ordinary elections all councillors conclude their terms and elections are held for the eight vacant positions in the new wards.

5. Number of councillors reduced

In most instances, a reduction to the number of councillors can be implemented by reducing the number of vacancies at the next ordinary election.

There are some exceptions and the Board may declare offices of councillor vacant in the following circumstances.

- Where the number of councillors in a ward is reduced and the retiring councillor/s indicate that they wish to renominate for that ward but there is no vacancy.

Example 10

A local government decides to reduce the number of councillors in a ward from two to one. Currently Cr Paterson will complete her term at the next election and Cr McDowell will continue for a further two years. If Cr Paterson indicates that she wishes to renominate for a position in the ward, then Cr McDowell would be required to conclude his term at the next election. This creates one vacancy and provides the opportunity for Cr Paterson, Cr McDowell and any other candidates to nominate for the ward.

- Where the number of councillors in a ward or district is reduced and the number of councillors remaining after the next ordinary election would be greater than the number of positions available.

Example 11

A local government decides to reduce the number of councillors in a ward from three to one. At the next ordinary election only one councillor in that ward is due to complete his term leaving two councillors but only one position. All three councillors are therefore required to conclude their terms and an election is held for the one vacancy.

6. Other Situations

In a submission to the Board a local government may request that offices of councillor are declared vacant whether or not it is necessary under this policy. In some situations the Council may believe that it is fairer for all elected members to be affected by changes to ward boundaries and representation rather than a minority who have been directly affected.

A local government may also request that no offices of councillor are declared vacant to implement a change and can recommend the allocation of councillor/s to ward/s. The Board requires evidence that the local government has consulted with continuing councillors and the community about the proposed allocation of councillors to new wards.

The Board may declare offices of councillor vacant or may allocate councillor/s to ward/s where a local government does not make a submission with its request or if the Board determines that community consultation about the proposed allocation of councillors to wards is inadequate.