

COMMUNITY PANEL MEMBER APPLICATION FORM



COMMUNITY REPRESENTATION

Expression of Interest

COMMUNITY PANEL MEMBER

Hutt City Council is establishing four new Community Panels and is seeking expressions of interest from potential members. The Panels will represent the Northern, Western, Central and Eastern Communities.

Community Panels key responsibilities

- **Representation** – discuss, debate and provide feedback to Council on all important local issues, city wide matters of significance, Annual Plans and policy setting. You will be expected to gather community feedback via your existing connections within the community – this will be gathered more informally than it was under the previous Community Committee model.
- Manage a new **Local Community Projects fund*** (\$120,000 per triennium for each Panel).
- Manage the **Community Engagement fund**

*Local Community Projects Fund

- Each Community Panel will determine how it will identify and then select the community assets that will be funded.
- This fund could be used to fund one or more local community assets per triennium.
- Projects are to develop community assets that are not able to be funded in Council's Long Term Plan. Where ongoing maintenance and/or other costs are required after completion, the projects need to be formally agreed with the relevant division of council.
- Community assets include playgrounds, street furniture, public art, tree planting, lighting, safety improvements, way finding, signage, improvements to existing public places and facilities.

Panel Membership

- Each panel will consist of five members and the two elected Councillors for that Ward, working together as a team. Each panel will appoint their own chair.
- Community Panel members will be paid a small honorarium to cover expenses.
- We are looking for candidates who:
 - Demonstrate a real commitment and passion to their local community
 - Can provide clear evidence of a connection or strong networks with local community groups and residents

Applications close at 5.00 pm 30 June 2017

- Live in the ward they seek to represent or alternatively be able to demonstrate clear connections/commitment to that community
- Demonstrate an interest in local body matters and/or including an interest in standing for Council in the future
- Demonstrate an ability to represent their community both in the community and in formal public settings including to Council
- In addition, the selection panel will take the following into account when making their final decision regarding panel membership:
 - Professional skills
 - Existing membership to community groups eg Residents Associations, Marae, School Boards etc.

Important Information

- Applications close 5.00 pm 30 June 2017
- The Mayor and relevant Councillors will confirm the final membership of the Community Panels.
- Please make sure all sections are correctly filled in, otherwise the nomination may not be valid.
- Please print clearly on all pages. Use a black or blue pen as the pages will be copied.
- Please supply the names and details of two referees who can confirm you have the skills, abilities and community connections necessary to effectively represent your community and the value you will add as a decision maker of the local community projects fund.
- Candidates may only stand for one Community Panel.
- Candidates are encouraged to attach a CV and references if available.

COMMUNITY PANEL MEMBER APPLICATION FORM

PLEASE SEND THIS FORM AND ANY ENCLOSURES TO:

To: Hannah Stewart
Community Services
Hutt City Council
Private Bag 31 912
Lower Hutt

OR Deliver to:
Customer Service Centre
Hutt City Council
30 Laings Road
Lower Hutt
Attn: Hannah Stewart

1. APPLICANT DETAILS

Name:

Residential Address:
.....

Postal Address (if different from above):
.....

Contact Phone Numbers: Day
Home

Email Address:

For the following Community Panel: Northern Eastern Western Central
(please circle one)

2. DETAILS OF APPLICANT'S SUITABILITY FOR THE ROLE

In no more than 250 words, please provide a summary of the enthusiasm, community connections, skills, knowledge and abilities you would bring to the role of Community Panel member. Please ensure that you address the criteria on page 1 and 2 above (continue overleaf if necessary).

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3. REFEREE DETAILS

Please supply the names and details of two referees who can confirm that you have the skills, abilities and community connections necessary to effectively represent your community.

Referee 1

Name:

Contact Number:

Email:

Relationship to applicant:

Referee 2

Name:

Contact Number:

Email:

Relationship to applicant:

4. PRIVACY STATEMENT

I acknowledge that:

1. Personal information concerning me provided to Hutt City Council ("Council"), whether contained in this form or otherwise obtained, is provided and may be held, used and disclosed by Council:
 - a. To enable Council to communicate with me for any purpose;
 - b. To enable Council to make an informed decision for the appointment of community panel members.
 - c. To enable Council to administer and maintain its records and carry out its required functions.
2. The personal information provided in this nomination form is collected and will be held by Council, whose address is 30 Laings road, Lower Hutt.
3. I have the right under the Privacy Act 1993 to obtain access to and to request correction of any personal information concerning me held by Council.

If you do not wish to provide all the information requested on the nomination form or have any other concerns regarding privacy issues, please ask Council's Privacy Officer for assistance (telephone 570 6666).

5. DECLARATION

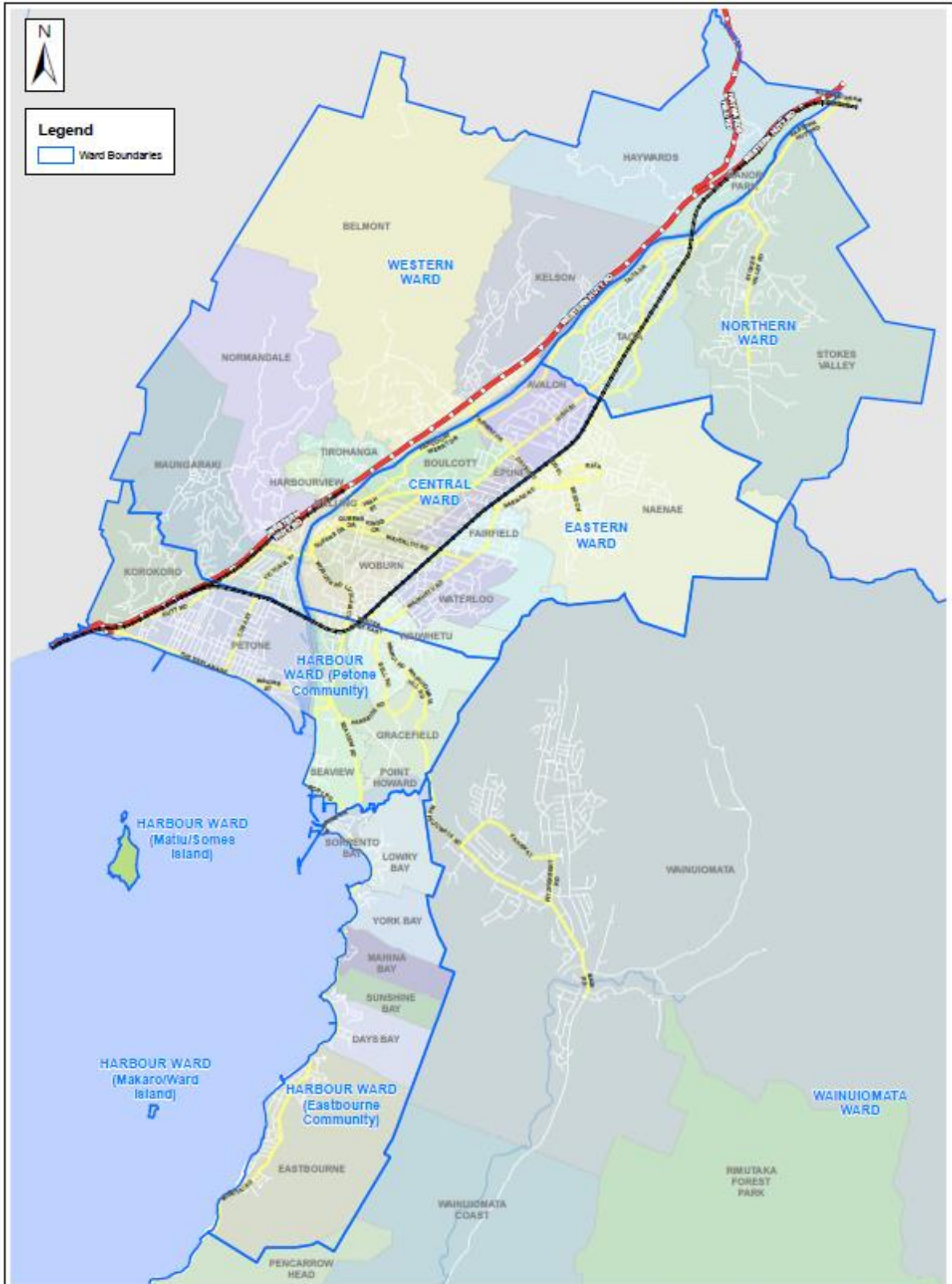
In signing this form I confirm that I am eligible to be appointed to the Community Panel and understand the process of appointment that will take place.

I have checked the form and all the information is complete.

Signature of applicant:

Date:

Ward boundaries



<p>Land Information Services</p>	<p>Compiled: David Fowler Initiated: [blank] Job Ref: 2016-17/L/S Date: May 2017</p>	<p style="text-align: center;">Lower Hutt Ward Boundaries</p> <p style="text-align: center;">2,000 1,000 0 2,000</p> <p style="text-align: center;">Meters</p>	<p><small>Although the information displayed has been prepared with care and to good faith, this map is designed to be illustrative only. The council cannot guarantee the accuracy or completeness of the information and accepts no liability for any loss suffered as a result of reliance on it. Property boundaries may not be survey accurate, and can only be verified by a registered surveyor. This map is drawn on the New Zealand Transverse Mercator projection using New Zealand Standard Datum 2000. Datastral information sourced from Land Information New Zealand data. Crown Copyright Reserved.</small></p>
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