

Chairperson and Community Board Members  
**ŌTAKI COMMUNITY BOARD**

**16 NOVEMBER 2010**

Meeting Status: Public

Purpose of Report: For Information

## STANDING ORDERS FOR THE 2010-2013 TRIENNIUM

### **PURPOSE OF REPORT**

- 1 Legislation requires local authorities (including community boards) to adopt a set of standing orders for the conduct of its meetings. This report informs Ōtaki Community Board of the current arrangements for standing orders.

### **SIGNIFICANCE OF DECISION**

- 2 The Council's Significance Policy is not triggered by this report.

### **BACKGROUND**

- 3 The Local Government Act 2002 (clause 54(2) and Schedule 7, clause 27) state that a local authority must adopt a set of standing orders for the conduct of its meetings and those of its committees. The standing orders of a local authority must not contravene the Local Government Act (LGA) 2002, the Local Government Official Information and Meeting Act (LGOIMA) 1987 or any other Act.
- 4 In the previous triennium the Ōtaki Community Board adopted the New Zealand standard NZS 9202:2003 A1 "Model Standing Orders for Meetings of Local Authorities and Community Boards", together with some additional clauses.
- 5 The Standing Orders were subsequently amended by Council in October 2008 to remove one of the clauses which had become obsolete because it referred to meeting fees. (A final list of the adopted clauses is at Appendix A).
- 6 Legal advice confirms that these Standing Orders (including the additional clauses) are still current in the 2010-2013 triennium. Ōtaki Community Board may amend them or adopt a new set; however, these actions would require a vote of not less than 75% of the members present.
- 7 Copies of the Standard have been circulated to all elected members under separate cover.

### **CONSIDERATIONS**

#### Issues

- 8 The Standards New Zealand Model Standing Orders are designed to ensure that statutory public accountability requirements are met as well as prescribing procedures for the proper and orderly conduct of meetings.

- 9 Councillors have requested that a review of these standing orders take place after six months to ascertain how well they are working and whether any changes are required.

#### Financial Considerations

- 15 There are no financial considerations.

#### Legal Considerations

- 16 There are no additional legal considerations.

#### Delegation

- 17 Ōtaki Community Board has the delegation under the Local Government Act 2002 to adopt a set of standing orders.

#### Other considerations

- 18 There are no consultation or publicity considerations.

### **RECOMMENDATIONS**

- 19 That Ōtaki Community Board notes the application of NZS 9202:2003A1 'Model Standing Orders for Meetings of Local Authorities and Community Boards' plus the additional clauses listed in Appendix A of report CCI-10-17 for its meetings in the 2010-2013 Triennium.

**Report prepared by:**

**Approved for submission by:**

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**Appendix A**

**ADDITIONAL CLAUSES TO STANDING ORDERS, ADOPTED BY  
COUNCIL ON 8 NOVEMBER 2007 AND AMENDED ON 2 OCTOBER 2008**

- (a) A period of up to thirty minutes will be provided after the start of each meeting for Public Speaking Time to allow for oral submissions generally relating to agenda items, although other matters may be raised with the leave of the Chairperson. The period of time for each speaker shall be three minutes but it may be extended to five minutes at the discretion of the Chairperson recognising that Public Speaking Time is not a period for general debate.
- (b) Any written material associated with oral submissions shall be given to the Democratic Services Advisor prior to the start of the meetings, which may be distributed to elected members for their information at the Chairperson's discretion. Any written material accompanying an oral submission will not be appended to the minutes but briefly noted in the minutes.
- (c) The Chairperson will indicate, during the item in the agenda on Chairperson's/Members' Business, how oral submissions raised during Public Speaking Time will be dealt with, unless the meeting resolves otherwise.
- (d) In making oral submissions, members of the public shall not be disrespectful, not use offensive or malicious language nor make statements with malice.
- (e) The Mayor or Chairperson or any other person presiding at the meeting has a deliberative vote and in the case of an equality of votes, does have a casting vote.