

Report No.	19-157
Decision Required	

HORIZONS REGIONAL COUNCIL STANDING ORDERS

1. PURPOSE

- 1.1. This report introduces for adoption, the new Local Government New Zealand (LGNZ) version of Standing Orders.

2. RECOMMENDATION

It is recommended that Council:

- a. receives the information contained in Report No. 19-157 and Annex.
- b. notes the requirement for Local Authorities to adopt Standing Orders for the orderly conduct of its meetings;
- c. notes the requirement to achieve the agreement of at least 75% of members present at a meeting to adopt (and amend) the Standing Orders;
- d. approves the adoption of Horizons Regional Council Standing Orders, 22 October 2019 (at Annex A), with or without the following amendments:
 - i. approves the amendment to Horizons Regional Council's Standing Orders with updates to Section 2, Definitions;
 - ii. approves the amendment to Horizon's Regional Council's Standing Orders, Section 4.2 Meeting duration, that no meeting can sit for more than two hours continuously without a break;
 - iii. approves the amendment to Horizons Regional Council's Standing Orders to include additional wording of clarification to Sections 3.5 Temporary suspension of standing orders; 9.6 Chair's report, 12.7 Right to attend by audio or audio visual link, 18.6 Request to have votes recorded, 19.2 Behaviour consistent with Code of Conduct, 20.5 Members may speak only once, 24.1 Procedural motions must be taken immediately, 24.2 Procedural motions to close or adjourn a debate (d), 27.1 Minutes to be evidence of proceedings;
 - iv. approves the amendment to Horizons Regional Council's Standing Orders to include new Sections 8.3 Emergency meetings may be called, 8.7 Process for calling an emergency meeting, 8.8 Public notice – emergency and extraordinary meetings, 28 Keeping a record (28.1 to 28.3);
 - v. approves the amendment to Horizons Regional Council's Standing Orders, to delete the following Sections: Emergency meetings may be called, Public notice – extraordinary meetings, Chief Executive may make other arrangements, Minute books – Inspection;
 - vi. approves the amendment to Horizons Regional Council's Standing Orders to include a new section, Section 22.6 Chair may recommend amendment.

3. FINANCIAL IMPACT

- 3.1. There is no financial impact as this is an administrative function.

4. COMMUNITY ENGAGEMENT

- 4.1. There is no requirement for community engagement as this is in response to a change in legislation.

5. SIGNIFICANT BUSINESS RISK IMPACT

- 5.1. There is no significant business risk associated with this item.

6. BACKGROUND

- 6.1. Local Authorities must adopt Standing Orders for the orderly conduct of their meetings. Standing Orders reflect the requirements of the Local Government Act, the Local Government Official Information and Meetings Act and other legislation concerning the conduct of meetings. Standing Orders require the agreement of at least 75% of members present at a meeting to adopt (and amend) the Standing Orders. They can be amended at any time by Council.
- 6.2. At the 2016 Inaugural Council meeting, Council resolved to adopt a revised version of standing orders, as released by Local Government New Zealand (LGNZ) in August 2016.
- 6.3. In June 2017, Council amended the August 2016 version of standing orders to strengthen the understanding of Sections 14 Public Forums, 15 Deputations, 15A Public Speaking Rights, 16.1 Form of Petitions, and 22.5 Amendments to be relevant and not direct negatives.

7. CHANGES INTRODUCED BY LOCAL GOVERNMENT NEW ZEALAND

New Features

- 7.1. The new features introduced into the Horizons Regional Council's Standing Orders, 22 October 2019, are as follows:
- The following additions/amendments have been added to Section 2, Definitions to explain the terminology used in the document:
 - Emergency meeting... (page 13)
 - Internet site... (page 13)
 - Meeting... (page 13)
 - Open Voting... (page 13)
 - Present at the meeting... (page 14)
 - Public notice... (page 14)
 - To reflect changes to employment law, no meeting can sit for more than two hours continuously without a break (Section 4.2 Meeting duration) (page 18).
 - The following sections contain various wording amendments to strengthen their intent and understanding:
 - 3.5 Temporary suspension of standing orders (page 16)
 - 9.6 Chair's report (page 29)
 - 12.7 Right to attend by audio or audio visual link (page 36)
 - 18.6 Request to have votes recorded (page 45)
 - 19.2 Behaviour consistent with Code of Conduct (page 47)
 - 20.5 Members may speak only once (page 50)
 - 24.1 Procedural motions must be taken immediately (page 58)

- 24.2 Procedural motions to close or adjourn a debate (d) (page 58)
- 27.1 Minutes to be evidence of proceedings (page 63)
- The following sections have been reworded and strengthened to provide clarity around interpretation and supersede previous sections:
 - 8.3 Emergency meetings may be called (page 25)
 - 8.7 Process for calling an emergency meeting (page 27)
 - 8.8 Public notice – emergency and extraordinary meetings (page 27)
 - 22.6 Chair may recommend amendment (page 55)
 - 28 Keeping a record (28.1 - 28.3) (page 65)
- The following sections have been superseded and can therefore be deleted:
 - Emergency meetings may be called (page 25)
 - Public notice – extraordinary meetings (page 26)
 - Chief Executive may make other arrangements (page 26)
 - Minute books – Inspection (page 65)

8. SIGNIFICANCE

- 8.1. This is not a significant decision according to the Council's Policy on Significance and Engagement.

Craig Grant

GROUP MANAGER CORPORATE & GOVERNANCE

ANNEXES

- A Draft Standing Orders