



COUNCIL 28. 6. 2012

11. GREATER CHRISTCHURCH URBAN DEVELOPMENT STRATEGY IMPLEMENTATION COMMITTEE – PUBLIC FORUM PROPOSAL

General Manager responsible:	General Manager, Strategy and Planning, DDI 941 8177
Officer responsible:	General Manager, Strategy and Planning
Author:	Mike Theelen, General Manager, Strategy and Planning

PURPOSE OF REPORT

1. The purpose of this report is to present a report from the Greater Christchurch Urban Development Strategy Implementation Committee's proposal to hold a public forum section for future meetings.

EXECUTIVE SUMMARY

2. Please see **Attachment A** for a report.

STAFF RECOMMENDATION

It is recommended that the Council endorse the report.

Greater Christchurch Urban Development Strategy

Report To: UDS Implementation Committee (UDSIC)
Subject: Public Forum proposal for UDSIC meetings
Report Author: Independent Chair and Implementation Manager
Meeting Date: 11 May 2012

1. PURPOSE OF REPORT

This report proposes that UDSIC formalises a process which enables public speaking rights at future UDSIC meetings. A proposed process is included as Appendix 1.

2. BACKGROUND

All the UDS Partner Councils have a procedure for receiving deputations and presentations, as outlined in their respective standing orders. These are all broadly similar, adapting NZS 9202:2003 the Model Standing Orders for Meetings of Local Authorities and Community Boards, but with some variation in notification timeframes. Deputations to the general Council meetings of Christchurch City Council (i.e. not specific earthquake related Council meetings or other committee meetings) are intended to relate to a report on the agenda for that meeting.

As a joint committee of the UDS Partner Councils, UDSIC would already be covered by the above standing orders. However, to provide greater transparency and to clarify which variant of these procedures are applicable to UDSIC it would be beneficial for UDSIC to endorse a specific guideline which can be made available on the UDS website. This procedure would require ratification by respective Council meetings of UDS Partner Councils. Proposed 'UDSIC Public Forum Guidelines' are attached as Appendix 1.

As well as establishing this process for administering requests for speaking rights, UDSIC might also wish to proactively request presentations from external organisations to better understand their position on matters relating to growth management.

3. RECOMMENDATIONS

It is recommended that UDSIC:

- a. Adopt the process in Appendix 1 to enable public speaking rights to be considered as part of a Public Forum section of future UDSIC meetings.**
- b. Refer this matter to respective Council meetings of UDS Partner Councils for endorsement.**

Bill Wasley - Independent Chair
Keith Tallentire – Implementation Manager

Appendix 1 UDSIC Public Forum Guidelines

The Greater Christchurch Urban Development Strategy Implementation Committee (UDSIC) is a joint committee of the UDS Partner Councils and welcomes speakers at its meetings. The right to speak at meetings must however be specifically requested and the following guidelines set out the process which must be followed.

Requests to speak

1. Any person requesting to speak at a meeting of UDSIC must make such a request in writing to the Independent Chair at least six clear working days before the date of the meeting concerned.
2. Such a request must detail who would be speaking, which organisation (if any) they would be representing and the topic of the presentation sought to be covered.
3. Presentation topics must relate to matters covered in the Greater Christchurch Urban Development Strategy (2007).
4. Presentation topics do not need to relate to any specific agenda items for the meeting concerned.

Confirmation of requests

5. The Independent Chair will consider any request to speak and confirm his/her decision at least two working days before the date of the meeting concerned.
6. The Independent Chair may refuse requests which are repetitious, vexatious or offensive.

Urgent requests

7. Notwithstanding point 1 above, where in the opinion of the Independent Chair a request made outside the above timeframes is considered urgent or of major public interest, such a request may be granted.

Presentations

8. It would be of assistance to UDSIC representatives and associated staff if a written summary of the speaker's topic is submitted to the Independent Chair prior to the meeting concerned.
9. If a written submission is presented prior to the meeting concerned it will not be necessary for the speaker to read it verbatim, but merely to outline the general content.
10. Unless given specific prior permission by the Independent Chair, speakers should present for no more than ten minutes.
11. The Chairperson may terminate a presentation in progress which is disrespectful or offensive, or where the Chairperson has reason to believe that statements have been made with malice.
12. If the presentation relates to an agenda item to be subsequently debated UDSIC representatives may ask questions of clarification but will not enter into debate.

Responses to presentations

13. UDSIC (or staff on behalf of UDSIC) will provide a written response to any points raised by speakers, as considered appropriate by the Independent Chair, within two working days of the meeting concerned.

Note: Presentations to UDSIC may be made in English, Maori or any other language, including New Zealand sign language. Prior arrangement with the Independent Chair should be sought at least two working days before the meeting if the address is not in English. The Independent Chair may order that any speech or document presented be translated and/or printed in another language. If the other language is an official language of New Zealand (e.g. English, Maori or New Zealand sign language), the translation and printing costs will be met by the UDSIC.



UDSIC Public Deputations Guidelines

The Greater Christchurch Urban Development Strategy Implementation Committee (UDSIC) is a joint committee of the UDS Partner Councils and welcomes speakers at its meetings. The right to speak at meetings must however be specifically requested and the following guidelines set out the process which must be followed.

Requests to speak

1. Any person requesting to speak at a meeting of UDSIC must make such a request in writing to the Independent Chair at least six clear working days before the date of the meeting concerned.
2. Such a request must detail who would be speaking, which organisation (if any) they would be representing and the topic of the presentation sought to be covered.
3. Presentation topics must relate to matters covered in the Greater Christchurch Urban Development Strategy (2007). The Independent Chair will advise where requests would more appropriately be referred to an individual partner for their own consideration. The decision of the Independent Chair in respect of this matter is final.
4. Presentation topics do not need to relate to any specific agenda items for the meeting concerned.

Confirmation of requests

5. The Independent Chair will consider any request to speak and confirm his/her decision at least two working days before the date of the meeting concerned.
6. The Independent Chair may refuse requests which are repetitious, vexatious or offensive.

Urgent requests

7. Notwithstanding point 1 above, where in the opinion of the Independent Chair a request made outside the above timeframes is considered urgent or of major public interest, such a request may be granted.

Presentations

8. It would be of assistance to UDSIC representatives and associated staff if a written summary of the speaker's topic is submitted to the Independent Chair prior to the meeting concerned.
9. If a written submission is presented prior to the meeting concerned it will not be necessary for the speaker to read it verbatim, but merely to outline the general content.
10. Unless given specific prior permission by the Independent Chair, speakers should present for no more than ten minutes.
11. The Chairperson may terminate a presentation in progress which is disrespectful or offensive, or where the Chairperson has reason to believe that statements have been made with malice.
12. If the presentation relates to an agenda item to be subsequently debated UDSIC representatives may ask questions of clarification but will not enter into debate.

Responses to presentations

13. An agenda item at the end of the meeting will consider what response UDSIC might wish to make in relation to the presentation.
14. UDSIC (or staff on behalf of UDSIC) will then provide a written response to any points raised by speakers, as considered appropriate by the Independent Chair, within two working days of the meeting concerned. These will be reported to the subsequent meeting of UDSIC.

Note: Presentations to UDSIC may be made in English, Maori or any other language, including New Zealand sign language. Prior arrangement with the Independent Chair should be sought at least two working days before the meeting if the address is not in English. The Independent Chair may order that any speech or document presented be translated and/or printed in another language. If the other language is an official language of New Zealand (e.g. English, Maori or New Zealand sign language), the translation and printing costs will be met by the UDSIC.

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Further information:

<http://www.greaterchristchurch.org.nz/>