

Harbourfront Commission

For discussion
on 21 July 2010

HC/01/2010

House Rules for the Harbourfront Commission and its Subsidiary Panels

PURPOSE

This paper seeks Members' views on and endorsement of the proposed House Rules for the Harbourfront Commission (the Commission) and its panels.

RECOMMENDATIONS AND ADVICE SOUGHT

2. We recommend that –
 - (a) the draft House Rules of the Commission and its panels at **Annex** be adopted;
 - (b) the requirements on declaration of interests as set out in paragraph 7 be endorsed and followed by Members; and
 - (c) the measures to amend the House Rules in future as set out in paragraph 10 be endorsed.

Members will be asked to advise whether the recommendations should be approved.

HOUSE RULES

3. The Commission is a non-statutory advisory body with the following terms of reference –
 - (a) to play an advocacy, oversight and advisory role in the envisioning, planning, urban design, marketing and branding, development, management and operation of the harbourfront areas and facilities on a continuous and ongoing basis;
 - (b) to exercise overall coordination and monitoring role for harbourfront planning, urban design, development and management to ensure effective integration of these major

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aspects; and

- (c) to foster and encourage the development, management and maintenance of the harbourfront through a wide range of contractual entrustment/partnership arrangements with the private sector (including the community, social enterprises and non-governmental organisations).

4. Members of the public have a high expectation of the Commission, and would look to the Commission for concrete and tangible contributions towards improving the harbourfront. For the effective operation of the Commission, it is necessary to draw up House Rules for managing the proceedings of the Commission and its panels. Making reference to the House Rules of the Harbour-front Enhancement Committee, the secretariat has worked out the draft House Rules for the Commission at **Annex** for Members' consideration. The draft House Rules comprise 16 parts, and cover matters relating to the Commission's proceedings and businesses. A few key areas are highlighted for Members' particular attention in the following paragraphs.

Chairmanship and Membership

5. The Chairmanship and membership of the Commission is set out at Parts 4 and 5 of the draft House Rules. The meetings of the Commission will be chaired by the Chairman. If the Chairman cannot attend a meeting or part of a meeting, the Vice-Chairman shall stand in to preside at the meeting. As regards the panels established under the Commission, if the panel Chairman cannot attend a meeting or part of a meeting, panel members present shall elect among themselves a panel member to preside at the meeting. The panel member so elected shall neither be a co-opted member nor a regular member of panel who has declared or has to declare conflict of interests in relation to any of the agenda items.

6. Each of the non-official Organisation Member can designate one alternate member. To ensure equal representation of all organisation members on the Commission, only either the regular or the alternate member may attend a meeting of the Commission or its panels.

Declaration of Interests

7. To uphold public trust and ensure good mode of governance, it is important that the Commission operates in an impartial manner free from acts of dishonesty and impropriety. To this end, members shall

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disclose any direct personal or pecuniary interests in any matter under consideration by the Commission or its panels as soon as they become aware of it. This is particularly relevant as one of the priorities of the Commission is to develop public-private partnership for harbourfront projects. All cases of declaration will be recorded in the minutes of the meeting. For details, please refer to Part 12 of the draft House Rules.

Frequency and Mode of Meetings

8. For better planning purpose, the Commission will meet on a regular bi-monthly basis. Special meetings may be arranged as and when necessary. The operation and proceedings of the Commission will be open and transparent. Members of the public are welcome to attend the meetings as observers. Agenda, papers and confirmed minutes of the meetings of the Commission/panels will be posted on the official website of the Commission for public viewing, except in situations where matters of commercial sensitivity and confidentiality are involved.

9. The panels will meet once every two months, or as panel members consider necessary. The panels shall make regular reports to the Commission on its major findings and recommendations. The Commission shall have the final decision on such recommendations. For details of the frequency and mode of meetings, please refer to Part 13 of the draft House Rules.

Amendments to the House Rules

10. The Commission and its panels may propose amendments to the House Rules in future to take account of their operational experiences. The amendments, however, shall not contravene the broad principles laid down in the House Rules, and the Commission's approval shall be obtained before any such amendments shall come into effect.

Secretariat
Harbourfront Commission
July 2010