

Case Study Presentation 4: Kagoshima City

“Town planning with citizen co-operation
- Guidelines for Promoting Citizens’ Participation”

Ms. Keiko Harada, Chief

Citizens’ Participation Promotion Division, Kagoshima City

I am from the Citizens’ Participation Promotion Division of Kagoshima City. My name is Harada. Last year, we began with the formulation of our measures to promote citizens’ participation and this time I would like to give you an introduction of our city’s ordinance for promoting citizens’ participation. The majority of my presentation will be done through PowerPoint.



[Background]

First of all, let me give you the background of the formulation of our ordinance. In Japan a decentralized society is emerging, and in order to have a city with individuality and attractiveness, there has been a rise in the consciousness of citizens in order to be involved and participate in the formulation of our plans and implementation of our projects.

On the other hand, the national government and the local governments are facing severe financial situations. Therefore, efficient administrative and financial management are sought, so we need to grasp the needs of the citizens and also select effective and efficient measures. There have been rising needs to do so.

In this kind of situation, the local governments need to provide information to the citizens as to how the local government and how the local administration is done at this moment, and how the city is changing. And we try to reflect, where possible, our citizens’ opinions and carry out measures. Therefore, we try to build a city management where citizens are the central protagonists in town planning. So a collaborative town planning process is needed.

[The 4th Kagoshima City Comprehensive Plan]

In Kagoshima City for the beginning of the 21st century, the highest level guideline is the Fourth Kagoshima City Comprehensive Plan. And our city image is a vigorous city where people and Kagoshima City shine with individuality, and also we strive to become an administration that is open to the citizens and also promote a city where the citizens are the main actors.

So in order to realize this image we created measures, significant and strategic measures; namely, our Town Planning Scheme. And under this Scheme we put forth formulation of this ordinance for citizen participation so that we can further promote collaboration with the citizens and administration.

Last April, we established a full-time division to promote citizens’ participation, namely my division, the Citizens Participation Promotion Division. This chart (Slide 5) shows the image where the citizens and the administration collaborate with one another to plan the town towards the future. And what were the

2. Content of Conference

measures up to this point?

[Citizen Participation until Now]

In Kagoshima City, as we try to pursue our measures, we have carried out various deliberative councils, and we have listened to opinions from citizens and carried out city administration in such manner.

Especially for the formulation of the Fourth Kagoshima City Comprehensive Plan, we conducted a citizens' consciousness survey, and we solicited citizens' hopes for the future. We held the so-called Hundred Citizen Meeting, and also we held idea exchange meetings with various groups from the regions. And in the formulation of an important environmental basic plan and for the urban master plan or city master plan, we try to listen to the citizens' opinions as much as possible and try to reflect these to our administration.

[Progress on Local Ordinance Decisions]

Let me outline to you the process of the ordinance formulation. In order to have the citizens review our draft for the ordinance and try to disseminate information about the necessary items, we formed an Investigation Committee, which was formed by representatives from the academia, local activities and also citizens from the public. And we asked them to review the contents of the ordinance.

Also we have set up the Kagoshima Citizens' Council for participation promotion. So, in parallel with the Investigation Committee, both parties have committed review on the draft.

And also last October we disclosed the draft plan of the ordinance to the public, and we implemented a public comment process on a trial basis. And also we held opinion exchange meetings to listen to their opinions. Ultimately we have presented the bill to our first regular city assembly meeting, and the Assembly passed it on the 29th of March.

[Public Comment Process]

The public comment process involves a set of processes or procedures where the draft or the original plan of the city is disclosed to the public. We receive comments and proposals from the residents, and we try to reflect these in our reviews. We also try to disclose an outline of their opinions and the results of our review. All of this is included in the public comment procedure.

This (Slide 9) is the flow chart of the public comment procedures. First of all, the draft is formulated on the very left, and that is disclosed to the citizens where we solicit opinions or ideas from them. We review whether those opinions can be reflected upon in the draft, and in conjunction with the outline of the opinions, we disclose the results of our review. After that we decide on the final draft, and we disclose its contents. So the initial draft, the pre-draft, is put through these procedures and finally composed into a final draft.

[Local Ordinance Features]

Let me give you some of the features of the ordinance to promote citizens participation. First of all, this ordinance involves a kind of principal regulation that stipulates the roles of the citizens and also the

basic rules of citizen participation. It also involves another aspect, a concrete procedures regulation, which includes a public comment system as well as the introduction of citizens' solicitations into deliberative councils. So it is a comprehensive sort of ordinance containing these two parts. We have always tried to listen to the opinions of our citizens, but we tried to put such a force into the City Hall level.

The second feature is we try to clarify the procedures of citizens' participation as concrete procedures. First of all we implemented the public comment procedures and we discussed them at deliberative council and we opened idea exchange meetings, and also implemented workshops. So we regulated four methods for the procedures. And upon these four we have decided to include the public comment procedures into our procedures.

The third feature is clarifying the relative policies and applicable policies include drawing up and amending the plans for the basic policies of the city and plans to decide the basic items of the policies for individual administrative areas, and drawing up or amending the plans involving building of public facilities or facilities to be used by the public, and also abolishing or establishing ordinances and regulations, and those deciding basic policies or systems of the city in matters that limit the rights of citizens or impose obligations for citizens.

There are a set of exceptions for application to public participation. For instance, matters regarding levying or collecting regional taxes and collection of rental fees, commissions, or expenses, and matters in which opinion hearing process is already provided by the law, and matters requiring urgent attention.

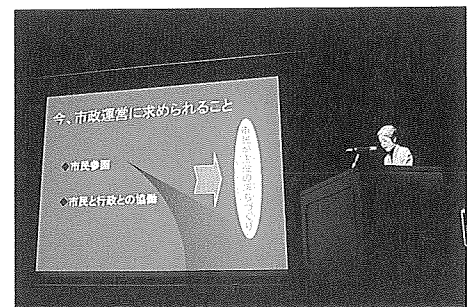
This chart (Slide 16) shows those applicable to the ordinance. The outer orange color framework shows all the policies of the city, and the green shows policies applicable to the ordinance. The exceptions are also in the circle.

And here (Slide 17) is the series of applicable policies where the citizens' participation procedure may be applied for fiscal 2003: Development of guidelines for promotion of citizens' activities, development of basic environmental ordinance, and regional welfare plan, and new welfare plan for the people with disabilities, new child care support plan, maternal and child health plan, as well as the development of maintenance of public health centers.

In the fourth feature, public opinions will be studied to see if they can be reflected in the ordinance, and the result will subsequently be announced.

The fifth feature is the introduction of a system to include citizens in the deliberation council. The members in the council are selected from the public and will be included in the deliberation council unless otherwise stated in the law or for other justifiable reasons.

As the sixth feature, we have established a Citizens' Council for Promoting Citizen Participation. Fifteen members are appointed and the Council was put in place in August of this year.



2. Content of Conference

[Citizens' Participation Process]

This (Slide 24) shows the citizen participation process flow chart. The city develops the plans, and the draft is studied. Then the deliberation council meets, holds a workshop, and a citizens' questionnaire will be conducted so the citizens can speak up, namely, give their comments. Citizens' requirements are identified and the initial draft of the plan is developed and published. Then we go through the public comment or gain a deliberation council meeting. We thus collect the views, opinions on the first draft from the citizens, then we reflect such comments in the draft. Also, eventually we have the citizen council evaluating the progress of the citizen participation.

[Future Tasks]

For the future plan with the ordinance being put in place, we have an environment conducive to public participation. We believe that we need to promote the town planning and city management with the collaboration between citizens and the local government. We hope to better enlighten citizens with more information and also we need to change the awareness on the part of the government employees, so both have a better understanding of the ordinance.

We hope to involve as many citizens as possible in the running of the municipality, so the citizens develop a sense of ownership related to the town planning. Also we need to proactively provide information on city policies to the public as much as possible so again it would be easier for the public to take part in the municipal government affairs.

Thank you very much for your attention.

Slides

Asian-Pacific City Summit Working Level Conference

Town Planning with Citizen Cooperation

'Guidelines for Promoting Citizens' Participation'

Kagoshima City
Citizens' Participation Promotion Division

1

Background

- ◆ Development of decentralized society
- ◆ Diversification of citizens' lifestyles and values
- ◆ Growing sense of participation in public administration by the citizens
- ◆ Difficult fiscal situations of the national and local governments
- ◆ Need to choose effective and efficient measures

2

What is required in public administration

- ◆ Planning and Participation by the citizens
- ◆ Cooperation between citizens and public administration

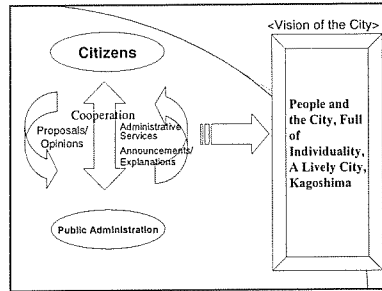
Community Planning by the People

3

Fourth Kagoshima-city Comprehensive Plan

- ◆ Vision of the City ◆
People and the City, Full of Individuality, A Lively City, Kagoshima
- ◆ Promoting the basic concepts ◆
1. To create a decentralized society open to the public
- Promote citizen participation
- ◆ Plan to create vitality ◆
(Implementation of strategic and focused plan to realize the vision of the city)
- A hand-made plan for "Our City"
- Establish an ordinance for planning and participation by the citizens
- Introduction of Public Comment System

4



5

Accomplishments for citizen participation in our city

- ◆ The Fourth Comprehensive Plan
- Citizen's opinion survey, Invite people to share their dreams
- Holding "100 Citizen " meetings
- Meetings to exchange ideas with various organizations in different areas
- ◆ Basic Environmental Plan
- Conducting public meetings to discuss environmental issues and holding workshops
- ◆ City Master Plan
- ◆ Public meetings to discuss education in Kagoshima, etc

6

Process to draw up an ordinance

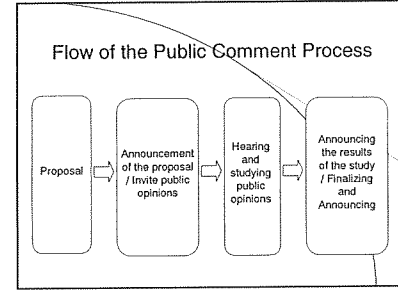
- ① Establish a working committee (consisting of scholars, representatives from relative organizations, and representatives from the public)
- ② Establish a committee to promote citizen participation (consisting of managers of general affairs departments and managers of the concerned sections in the city government)
- ③ Implementation of the Public Comment Process (trial)
- ④ Hold public meetings to exchange opinions

7

What is Public Comment Process?

- ◆ A process in which the purpose and the content of a policy is announced to the public while it is still a proposal, and the policy will be decided after hearing opinions and suggestions from the public.

8



9

Feature of the Ordinance to Promote Citizen Participation

10

Feature of the Ordinance (1)

- ◆ Comprehensive Ordinance
It is a comprehensive ordinance providing the "Rules of the Principles" and "Rules of Procedures". "Rules of the Principles" include basic guidelines of citizen participation, and roles of the citizens and the City. "Rules of the Procedures" include the Public Committee Process and others.

11

Feature of the Ordinance (2)

- ◆ Clarifying Citizen Participation Procedures
 - ① Implementing Public Comment Process
 - ② Discussion at a deliberation council
 - ③ Holding meetings to exchange opinions
 - ④ Implementing work shop systems
- When Citizen Participation Procedures are implemented, the general rule is to exercise Public Comment Process

12

Feature of the Ordinance (3)

- ◆ Clarifying the relative policy
 - It clarifies the policies which the Citizen Participation Procedures are to be used

13

Article 7 Clause 1
Application of Citizen Participation Procedure

- ◆ Drawing up or amending plans for the basic policies of the city, and plans to decide the basic items of policies for individual administrative areas.
- ◆ Drawing up or amending plans involving building of public facilities or facilities to be used for public purposes.
- ◆ Abolishing or establishing ordinances and regulations
 - 1) Deciding basic policies or systems of the City
 - 2) Matters that limit the rights of citizens, or impose obligations to citizens
 - 3) Matters that severely affect the lives of the citizens
- ◆ Other matters which are recognized to require the Citizen Participation Procedures

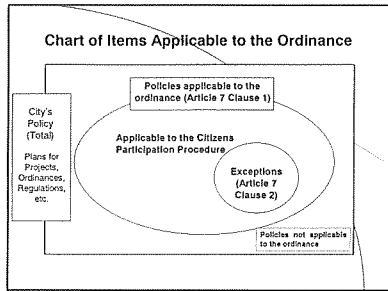
14

Article 7 Clause 2 (Exceptions)

- ◆ Matters regarding levying and collecting regional taxes, and collecting of rental fees, commissions, or expenses. (In case of drawing up new ordinance which include collection of money, it will apply only to the amount of money)
- ◆ Matters in which opinion hearing process is already provided by the law
- ◆ Implementation criteria is provided by the law
- ◆ Matters regarding maintenance and management of facilities
- ◆ Matters applicable only to the relevant organization internally
- ◆ Insignificant matters
- ◆ Matters requiring urgent attention

15

2. Content of Conference



16

◆ Applicable Policies in 2003

- Guidelines for Promotion of Citizen's Activities
- Basic Environmental Ordinance
- Regional Welfare Plan
- New Welfare Plan for People with Disabilities
- New Child Care Support Plan, Maternal and Child Health Plan
- Maintenance of Public Health Centers, etc

17

Feature of the Ordinance (4)

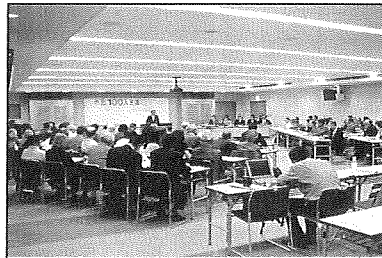
- ◆ **Announcement of the results of the studies done on the public opinion**
 - Public opinions will be studied to see if it could be reflected into the ordinance, and the result will be announced.

18

Feature of the Ordinance (5)

- ◆ **Introduction of a system to include citizens in the deliberation council.**
 - Members selected from the public will be included in the deliberation council, unless otherwise stated in the law, or for other justifiable reasons.

19



100 Citizen meeting regarding merger (2003.4.23・24)

20

Feature of the Ordinance (6)

- ◆ **Establishment of the Citizen's Council for Promoting Citizen Participation**
 - A Citizen's Council will be established to study and discuss the promotion of citizen participation.

21

Citizen's Council for Promoting Citizen Participation

Article 22 Establishing Citizen's Council

- ◆ Citizen's Council is set up to study and discuss the promotion of citizen participation.

Article 23 Responsibilities

- ◆ Make a statement regarding the status of promotion of citizen participation
- ◆ Study and research new methods of citizen participation
- ◆ Other necessary items for the promotion of citizen participation

Article 24 Organizations

- ◆ Up to 15 members consisting of scholars, and citizens selected from the public.

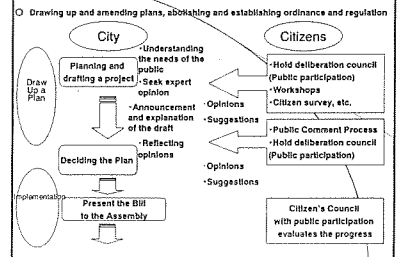
22



The first Citizen's Council (2003.8.29)

23

Flow-Chart of the Citizen Participation Process



24

Administrative Issues

- (1) Familiarizing the Ordinance to the public
- (2) Reforming staff consciousness

25

Asian-Pacific City Summit Working Level Conference

Town Planning with Citizen Cooperation

'Guidelines for Promoting Citizens' Participation'

Kagoshima City

Citizens' Participation Promotion Division

26