



PALMERSTON NORTH CITY COUNCIL

LOCAL GOVERNANCE STATEMENT

2019 - 2022

GUIDE FOR THE COMMUNITY
ON COUNCIL PROCESSES

**Approved by Council April 2020
Updated 6 November 2020**

What is a local Governance Statement?

Palmerston North City Council's Local Governance Statement describes the processes of local government in Palmerston North City. The focus of the Statement is to provide residents with an explanation of the legislative framework of local government in New Zealand and specific information on how your Council makes decisions and how residents can engage with Palmerston North City Council.

The purpose of local government in New Zealand, as set out in section 10 of the Local Government Act 2002, is to:

- Enable democratic local decision-making and action by, and on behalf of, communities; and
- Promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

To this end, the Local Governance Statement covers:

- The functions, responsibilities and activities of Palmerston North City Council
- Local legislation and bylaws
- Electoral and representation arrangements
- Governance structure and processes, including meetings
- The way elected members make decisions and relate to each other, to the management of the local authority and to local Iwi
- Key policies of Palmerston North City Council, including consultation
- How to contact your Councillors
- Processes for accessing official information

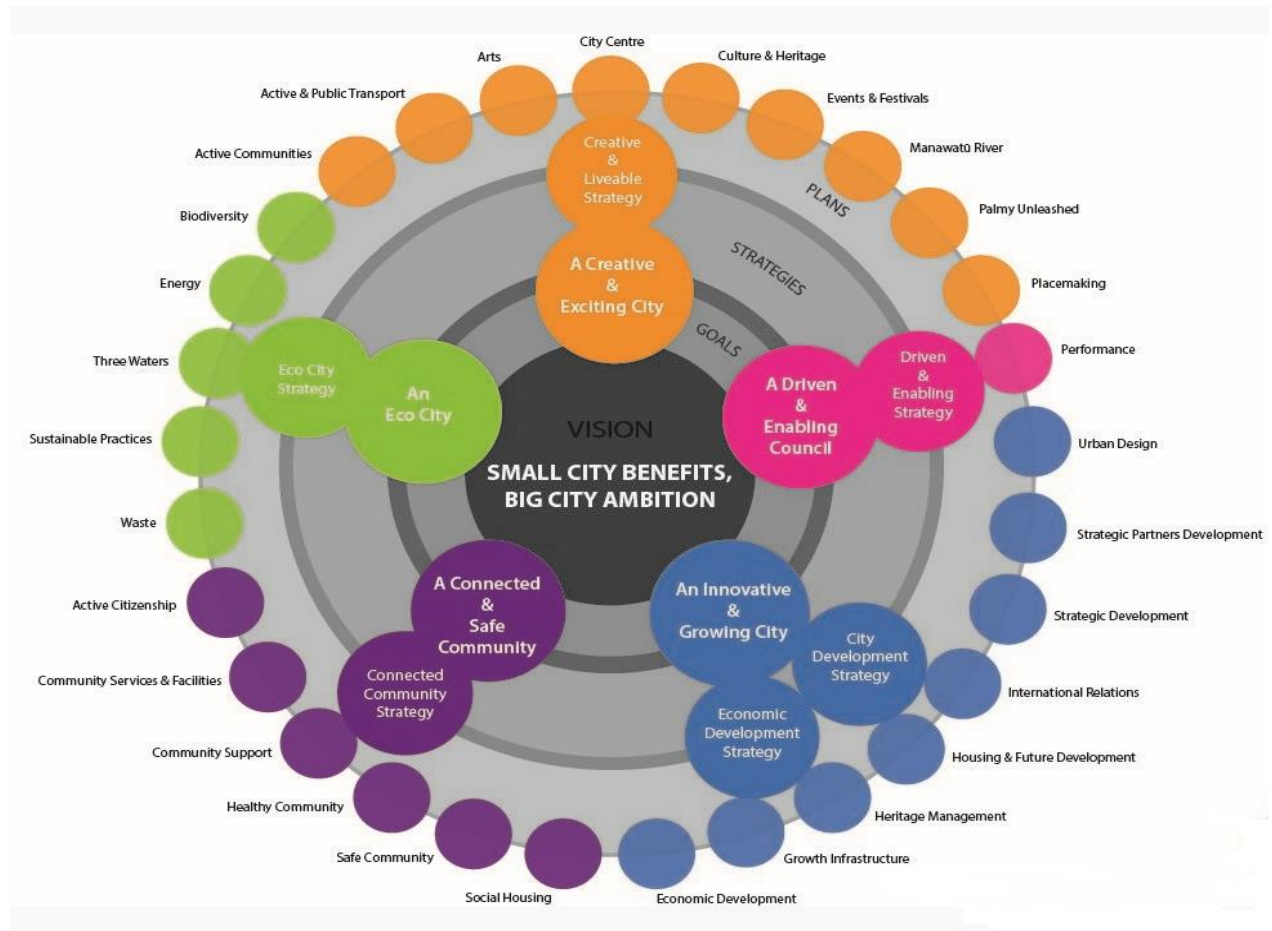
The Council must publish a Local Governance Statement under section 40 of the Local Government Act 2002 within six months of a triennial election. As the statement links to information on our website it will be updated frequently.

Contents

1.	FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES	4
2.	LOCAL LEGISLATION	5
3.	ELECTORAL SYSTEMS AND THE OPPORTUNITY TO CHANGE IT.....	7
4.	REPRESENTATION ARRANGEMENTS.....	8
	Review of Representation Arrangements.....	8
	Maori Wards	8
	The Re-organisation Process.....	8
5.	MEMBERS' ROLES AND CONDUCT.....	9
6.	GOVERNANCE STRUCTURES, DELEGATIONS AND COUNCIL RELATED ORGANISATIONS	11
	Governance Structures	11
	Council Controlled Organisations.....	13
7.	MEETING PROCESSES	15
8.	CONSULTATION POLICIES	15
9.	ENGAGEMENT WITH IWI AND MĀORI.....	17
10.	EQUAL EMPLOYMENT OPPORTUNITIES.....	18
11.	APPROVED PLANNING AND POLICY DOCUMENTS	18
	Long Term Plan (LTP).....	18
	Strategies	19
	Annual Report	20
	Annual Budget.....	20
	Funding and Financial Strategies and Policies	20
	District Plan	21
	Asset Management Plans.....	21
12.	MANAGEMENT STRUCTURES AND RELATIONSHIPS	21
13.	REQUESTS FOR OFFICIAL INFORMATION	23
14:	ELECTED MEMBERS' CONTACT DETAILS 2019-2022 TERM OF OFFICE.....	25
	APPENDIX ONE: LOCAL LEGISLATION	28
	APPENDIX TWO: TERMS OF REFERENCE FOR COUNCIL AND COMMITTEES.....	30
	APPENDIX THREE: COUNCIL PORTFOLIOS AND LEAD COUNCILLORS	38

1. FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES

The purpose of Palmerston North City Council is to enable democratic local decision making by and on behalf of the community. Council's vision for Palmerston North is for every resident to be able to enjoy the benefits of living in a small city, with the advantages of a big city He iti rā, he iti Pounamu. Our desire is for Palmerston North to be recognised for its great quality of life while at the same time offering the lifestyle, education and business opportunities available in much larger cities. We have five goals that contribute to our vision: Each of these goals informs our strategies and activity plans. This is depicted below.



To achieve the strategic vision, Palmerston North City Council undertakes the following activities, as found in the Long Term Plan:

- City Development
- Strategic Transport (Roading)
- Economic Development
- Active Public Space
- Arts, Culture & Heritage
- Active Community
- Active & Public Transport

- Connected Communities
- Safe Communities
- Rubbish and Recycling
- Biodiversity and Sustainable Practices
- Stormwater
- Waste Water
- Water Supply
- Leadership
- Corporate Support
- Commercial and Strategic Investment

2. LOCAL LEGISLATION

Local Legislation

In addition to the legislation that applies to all local authorities, Palmerston North City Council is bound by some local legislation (Acts that apply specifically to it). These Acts enable past actions of the Council, which were not provided for by the legislation governing the Council at that time. (see Appendix One)

Bylaws

Bylaws are rules or regulations made by the Council by virtue of powers contained in legislation. The Local Government Act 2002 provides Council with general bylaw making powers, and more specific bylaw making powers are also found in certain other legislation; for example the Health Act 1956 and the Dog Control Act 1996.

The Local Government Act 2002 sets out the responsibilities of councils in making and retaining bylaws. Councils must consider a range of options available to solve an identified problem before deciding if a bylaw is the most appropriate method of addressing the problem. If Council decides that a bylaw is appropriate, then a bylaw is drafted and made available for consultation with the public, particularly those most affected by the proposed bylaw.

Once passed, bylaws can only be retained if they are reviewed periodically. Failure to do so will result in bylaws ceasing to have effect after a further two years. Bylaws made after 1 July 2003 must be reviewed within five years of the date they were made. After the first review all bylaws must be reviewed every ten years.

Although the legislation sets out the maximum timeframes for a bylaw to be reviewed. Bylaws can be reviewed at any time if it becomes evident that there are emerging problems or issues that need to be addressed or if there are changes to enabling legislation. Amendments to parts of bylaws can also be made outside of the review process.

If a bylaw lapses or expires then it is automatically revoked. This would happen if the bylaw was no longer being used or required for the purpose it was created for. If a bylaw lapses, the Council can no longer continue any enforcement action or prosecution. Instead the issues previously dealt with under the bylaw would be managed using other options available to Council such as the District Plan or education.

The bylaws in force for Palmerston North City as at December 2019 are listed below with the date by when the next review must be completed¹. All bylaws are available on the Council's website www.pncc.govt.nz and a copy is available for inspection at the Council's Customer Service Centre.

Alcohol Control Bylaw 2015

Purpose: reducing the potential for public nuisance and offensive behaviour by people drinking and becoming intoxicated in a public place.

Last reviewed/adopted: 24 August 2015

Review due date: 24 August 2025

Animals and Bees Bylaw 2018

Purpose: to specify the requirements for the keeping on animals in the Palmerston North district and to protect the public from general nuisances related to the keeping of animals.

Last reviewed/adopted: 30 April 2018

Review due date: 30 April 2023

Cemeteries and Crematorium Bylaw 2018

Purpose: to regulate cemetery and crematorium activities.

Last reviewed/adopted: 27 November 2017

Review due date: 27 November 2027

Dog Control Bylaw 2018

Purpose: to give effect to the Palmerston North Dog Control Policy 2018 by specifying requirements for the keeping of dogs.

Last reviewed/adopted: 13 August 2018

Review due date: 13 August 2023

Signs and Use of Public Places Bylaw 2015

Purpose: to regulate the use of footpaths and other public places, including the display of signs.

Last reviewed/adopted: 25 August 2014

Review due date: 25 August 2024

Speed Limits Bylaw 2013

Purpose: to set speed limits in areas within the Palmerston North City Council jurisdiction.

Last reviewed/adopted: 25 September 2013

Review due date: 25 September 2018 (currently under review)

Stormwater Drainage Bylaw 2015

Purpose: to manage the stormwater system to promote a sustainable urban drainage system, safeguarding public health, property, and the environment.

Last reviewed/adopted: 29 May 2015

Review due date: 29 May 2020

Trade Waste Bylaw 2015

Purpose: to regulate the discharge of trade waste to the sewerage system and discharges to the stormwater system

Last reviewed/adopted: 29 May 2015

Review due date: 29 May 2020

¹ A bylaw which is not reviewed by this date is automatically revoked two years after the date the review should have been completed, unless it is replaced earlier by a new bylaw.

Traffic and Parking Bylaw 2018

Purpose: to regulate parking and traffic safety matters

Last reviewed/adopted: 28 May 2018

Review due date: 28 May 2028

Waste Management and Minimisation Bylaw 2016

Purpose: to protect, promote and maintain public health and safety by regulating the collection and disposal of waste.

Last reviewed/adopted: 26 September 2016

Review due date: 26 September 2021

Wastewater Bylaw 2019

Purpose: to ensure that wastewater is removed from both domestic and trade premises in an efficient manner that safeguards public health.

Last reviewed/adopted: 5 November 2018

Review due date: 5 November 2028

Water Supply Bylaw 2015

Purpose: to provide for the management of the supply of water to customers of Palmerston North City Council.

Last reviewed/adopted: 29 May 2015

Review due date: 29 May 2020

3. ELECTORAL SYSTEMS AND THE OPPORTUNITY TO CHANGE IT

Palmerston North City Council currently operates its elections under the Single Transferable Voting (STV) Electoral System. This system is also used in district health board elections. Electors rank candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes. The necessary number of candidates to fill all vacancies is achieved first by the counting of first preferences then by a transfer of a proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota, and then by the exclusion of the lowest polling candidates and the transfer of these votes in accordance with voters' next preferences.

The other option permitted under the Local Electoral Act 2001 is the First Past the Post (FPP) Electoral System.

Before 2013, Palmerston North City Council used the FPP electoral system. In 2011, after consulting with the public, Council resolved to change the electoral system to STV. This decision was not challenged by a public poll, which meant the electoral system was changed to STV for the 2013 election. All Council elections since 2013 have been held using STV.

Council resolved in 2020 to retain the STV electoral system for the 2022 elections. Under the Local Electoral Act 2001, the Council can resolve to change the electoral system to be used or conduct a binding poll on the question. Alternatively, a signed petition of at least 5 per cent of electors can demand that a poll be held. Poll results are binding for the two subsequent elections. A petition for a poll would need to be presented by 21 February 2021, if it were to apply to the 2022 election. (Local Electoral Act 2001; Local Electoral Regulations 2001; Local Government Act 2002)

4. REPRESENTATION ARRANGEMENTS

Present Arrangements

The Council currently comprises of a Mayor and fifteen Councillors. Both the Mayor and Councillors are elected on a city-wide vote. There are no community boards in Palmerston North.

The Council's current arrangements were agreed by the Local Government Commission after a representation review in 2018. Before 2013, councillors were elected on a ward-based system. Palmerston North City has not had community boards since the early 1990s.

Review of Representation Arrangements

The Council is required to review its representation arrangements at least once every six years. A representation review must occur before the 2025 election. This review must include the following:

- The number of elected members (within the legal requirement to have a minimum of six and a maximum of 30 members, including the Mayor).
- Whether the elected members (other than the Mayor) shall be elected by the entire City, or whether the City will be divided into wards for electoral purposes, or whether there will be a mix of 'city-wide' and 'ward' representation.
- If election by wards is preferred, then the boundaries and names of those wards and the number of members that will represent each ward.
- Whether to have community boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

The Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review and should also follow guidelines published by the Local Government Commission. The Act gives the public the right to make a written submission to the Council and to be heard if desired.

Members of the public have the right to appeal any decisions made to the Local Government Commission, which will make a binding decision on the appeal. Further details on the matters that the Council must consider in reviewing its membership and basis of election can be found in the Local Electoral Act 2001.

Maori Wards

The Local Electoral Act 2001 gives the Council the ability to establish separate wards for Māori electors. The Council may resolve to create a separate Māori ward or wards or conduct a poll on the matter, or the community may demand a poll.

Following public consultation in October 2017, Palmerston North City Council voted to establish a Māori ward(s) for the 2019 election. On 21 February 2018, Council received a valid public petition calling for a poll to determine whether the Council should establish one or more Māori wards. The poll was held by postal vote, with voting closing on 19 May 2018. 68.76% voted against establishing a Māori ward or wards. As the poll result is binding for the following two Council triennium elections, the Council is unable to re-consider establishing a Māori ward or wards until after the triennial council election in 2022.

The Re-organisation Process

A re-organisation application is separate to a representation review which as described above looks at governance arrangements within the Council.

Schedule 3 of the Local Government Act 2002 sets out procedures which must be followed for local government re-organisation proposals to do any or all of the following:

- amalgamate districts or regions
- create a new district or region
- dissolve a district or region
- make changes to the boundaries of a district or region
- transfer a particular function or functions to another council
- create a unitary authority.

The process begins with an application to the Chief Executive of the Local Government Commission from any person, body or group including one or more affected local authorities or the Minister of Local Government. If the application is from a group of electors, it must include evidence of support for the proposal from at least 10% of electors in the affected area. Any proposals for reorganisation are listed on the Local Government Commission website.

Once the Local Government Commission has completed its process of consultation and issued a final proposal A poll of electors on the re-organisation plan must be held in the affected area if the re-organisation plan relates to one of the following:

- the union of districts or regions
- the creation of a new district or region including a new local authority for that district or region
- the abolition of a district or region including the local authority for that district or region
- the assumption by a territorial authority of the powers of a regional council as a unitary authority
- the transfer from one local authority to another of:
 - responsibilities in relation to water services or transport services
 - responsibilities, duties and powers under the Resource Management Act 1991

A poll of electors will not be held on re-organisation plans solely involving boundary alterations; the establishment of joint committees or the establishment, abolition or alterations to local board areas and local boards.

Further information on these requirements can be found in the Local Government Act 2002. The Local Government Commission has also prepared guidelines on procedures for local government reorganisation.

(Local Electoral Act 2001; Local Electoral Regulations 2001; LGA 2002 amendment act 2019)

5. MEMBERS' ROLES AND CONDUCT

The Mayor

Following enactment of the Local Government Act 2002 Amendment Act 2012, the Mayor has been granted certain powers and assigned certain duties in relation to the Council and the City.

The Mayor is to provide leadership to the members of the Council and the people of the City. It is the role of the Mayor to lead the development of the Council's plans (including long term plan and annual plan), policies, and budgets for consideration by the members of the Council.

The Mayor has the power to appoint the Deputy Mayor, establish committees of the Council and appoint the chairperson of each committee.

The Mayor is responsible for the following roles:

- Ensuring the orderly conduct of business during meetings (as determined in Standing Orders).

- Advocating on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council.
- Ceremonial head of the Council.
- Providing leadership and feedback to other elected members on teamwork and chairing committees.
- Declaring a state of civil defence emergency in the City if the need arises.

Deputy Mayor

The Deputy Mayor is appointed by the Mayor. The Deputy Mayor exercises the same roles as other elected members. However, if the Mayor is absent or incapacitated, or if the office of the Mayor is vacant, then the Deputy Mayor must perform all mayoral responsibilities and duties; and may exercise the powers of the Mayor (as summarised above). The Deputy Mayor may be removed from office by a resolution of the Council.

Committee Chair

A Committee chair is appointed by the Mayor unless the Mayor declines to exercise this power, in which case it defaults to the Council. Committee chairs are responsible for presiding over meetings of the committee and ensuring that the committee acts within the powers delegated by the Council. A committee chair may be removed from office by resolution of the Council.

The names of Committee Chairs can be found in Section 14; further detail about the structure of Council Committees can be found in Appendix 2.

All Councillors

The Mayor and Councillors have the following roles:

- Setting the policy direction of the Council.
- Monitoring the performance of the Council.
- Prudent management of council resources.
- Representing the interests of the district (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the City).
- Employing the Chief Executive (under the Local Government Act the local authority employs the Chief Executive, who in turn employs all other staff on its behalf).

Elected members have specific obligations as to their conduct in the following legislation:

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive, and to abide by the current Code of Conduct and Standing Orders.
- The Local Authorities (Members' Interests) Act 1968 which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).
- The Secret Commissions Act 1910, which prohibits elected members from accepting gifts or rewards that could be seen to sway them to perform their duties in a particular way.

- The Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.

All elected members are required to adhere to the [Code of Conduct](#). The code sets out the Council's understanding and expectations of how the Mayor and Councillors will relate to one another, to staff, to the media and to the general public in the course of their duties. It also covers disclosure of information that is received by or is in possession of elected members, and contains details of the sanctions that the Council may impose if an individual breach the code

Portfolio holders

Portfolios enable effective sector engagement between Council and the community. For the 2019-2022 term, the Mayor established 11 portfolios each with its own lead and supporting councillors.

The Portfolios are: Climate Change, Defence, Education & Students, Health & Wellbeing, Housing, Inner City /CBD, Neighbourhoods, Villages & Rural, People & Community, Safe City; Science, Technology & Innovation and Transportation.

Portfolio holders act as Council's spokespeople and point of contact for matters within their portfolio. This may include:

- Building effective relationships with members of the portfolio sector;
- Attending sector group meetings;
- Attending council launches of new projects within the portfolio area;
- Informing the Mayor and elected members of emerging issues within the sector

Portfolio Leads are also required to report portfolio activity to the relevant council committee.

A list of Council's Portfolios and the Lead Councillors can be found in Section 14 and further details on Portfolios can be found in Appendix 3. Please contact a Portfolio holder to discuss an issue that falls within the Portfolio.

6. GOVERNANCE STRUCTURES, DELEGATIONS AND COUNCIL RELATED ORGANISATIONS

Governance Structures

Council

The Council comprises the Mayor and 15 Councillors. The Council is elected every three years. The Council retains the sole power to perform a number of functions and is responsible for approving all Council plans, policies and strategies.

Standing Committees

The Council reviewed the structure of its committees following the 2019 election. It is the responsibility of the Mayor (as required by section 41A of the Local Government Act 2002) to lead this process but the Council retains the power to revisit the structure. Committees scrutinise the progress of Council projects and strategies and make recommendations to Council on new policies. The committee structure is reviewed every three years after each election.

For the 2019-2022 term, the standing committees are: Arts, Culture & Heritage, Committee of Council, Community Development, Economic Development, Environmental Sustainability, Finance & Audit, Hearings, Infrastructure, Planning & Strategy, Play, Recreation & Sport, Rangitāne o Manawatū.

All Council and committees meetings are on Wednesdays at 9am in the [Council Chambers](#). An annual calendar of meetings is produced each year and up-to-date information can be found on the Council's [website](#). All Council and committee meetings for the forthcoming month are published in the local newspaper.

The [terms of reference](#) of the Council and committees (including the Chief Executive's Performance Panel, the Manawatu District & Palmerston North City Joint Strategic Planning Committee) can be found on our website and is attached as Appendix Two.

Iwi Representatives on Council Committees

In 2019, Council agreed to appoint iwi representation onto four committees: Economic Development, Environmental Sustainability, Community Development and the Rangitāne o Manawatū Committee. These appointed members have full voting and participation rights.

Public Participation at Committee meetings

There are several ways members of the public can speak at committee meetings:

- The **Public Comment** section enables members of the public to speak for up to 3 minutes each at committee meetings; on any topic listed on the agenda, or if time permits, on other matters related to that committee. Each committee has set aside up to 30 minutes for public comment and for Members' questions of the speaker. To take up this opportunity, please advise the Chair or Committee Administrator either before the meeting or at the start of the public comment period.
- Arrange a **presentation**
This is a formal mechanism through which members of the public can speak to Council or committees on a particular matter of concern. Each presenter can speak for up to 10 minutes and councillors can ask questions afterwards. The presentation can be about anything and does not need to be linked to an item on the agenda.
To request a presentation please contact the Democracy & Governance Manager governance@pncc.govt.nz
- Present a **petition**
If you have organised a petition and wish to present it to Council, please send it in to:

Democracy & Governance Manager
Palmerston North City Council
Private Bag 11-034
Palmerston North

Petitions should not exceed 150 words and contain at least 20 signatures; any petition with disrespectful content may be rejected. You will be given an opportunity to present your petition in person.

For further information on how to participate at Council please contact the Democracy and Governance Manager governance@pncc.govt.nz

Delegations

The Council believes that it is essential, in the interests of good management and effective administration, to encourage the delegation of decision making to the lowest competent level. To achieve the best use of the abilities of elected members and officers, minimises the cost of material, technical and financial resources, promotes the development of effective managers and minimises bureaucratic interference in the daily affairs of the City's residents.

The Council's [Delegations Manual](#) contains the Council powers that have been delegated to Council committees and officers. The Council reviews its Delegations Manual regularly.

Council Controlled Organisations

In order to achieve its objectives for Palmerston North, the Council has established several Council-controlled organisations (CCOs).

CCOs are organisations in which Palmerston North City Council controls 50% or more of the voting rights or has the right to appoint 50% or more of the directors or members. They have a legal obligation to regularly report to Council and must prepare and adopt a statement of intent which is agreed by Council. Council (as shareholder) may also ask CCOs to develop long term, thematic and asset management plans.

These organisations were set up to independently manage Council facilities, or to deliver significant services and undertake significant developments on behalf of the residents of Palmerston North. Where necessary, the Council funds the organisations.

Organisation	What it does/Why it exists
Central Economic Development Agency (CEDA) (50/50 shareholding with Manawatu District Council)	To: <ul style="list-style-type: none"> • Drive and facilitate the creation and growth of economic wealth for Manawatū and beyond. • Attract, retain and develop talent in the region • Attract, retain and develop business and investment in the region • Profile the region to attract people, business and investment • Lead inclusive and sustainable economic development for the Region
Globe Theatre Trust Board	To <ul style="list-style-type: none"> • Ensure the theatre remains available as a community theatre and, particularly, as the home of Manawatu Theatre Society Incorporated. • Increase the number of art performances and activities at the Globe. • Support the local performing arts community to showcase their diverse talents at the Globe. • Maintain and develop facilities that enable our communities to produce and enjoy the very best performing arts that can be offered.

Regent Theatre Trust Board	<p>To:</p> <ul style="list-style-type: none"> • Maintain the Regent Theatre so that it may be utilised and enjoyed by the inhabitants of the Manawatu area. • Programme and present the best live performances from all over the region, the nation and the world. • Secure the future of New Zealand's most valued historic regional venue. • Foster local sustainable practice within the performing arts sector.
Te Manawa Museums Trust Board	<p>To:</p> <ul style="list-style-type: none"> • Provide educational and enjoyment opportunities through exhibiting material evidence of people and their environment • Maintain collections and keep them relevant to the people of the Manawatu and New Zealand. • Recognise and act in accordance with the principles of the Treaty of Waitangi and to involve and give special attention to the history of the Tangata Whenua in the Region. • Ensure that the facility functions as an education resource and community asset for the citizens of Palmerston North and the Manawatu Region.

Council Controlled Trading Organisations

The Palmerston North Airport Limited is a council controlled trading organisation, this means it operates as a business for the purpose of making a profit:

Organisation	What it does/Why it exists
Palmerston North Airport Limited	To operate an airport located in Palmerston North for commercial aviation users providing both scheduled and chartered passenger services and airfreight services.

Exempted Council Controlled Organisations

Council has approved to exempt the following organisations from the obligations of council-controlled organisations. They are exempted for 3 yearly periods upon resolution from Council:

Organisation	What it does/Why it exists
Caccia Birch Trust Board (exempted Aug 2017- Aug 2020)	<p>To:</p> <ul style="list-style-type: none"> • Maintain and protect the category 1 listed heritage property and grounds for future generations. • Provide a high-class venue for functions and events. • Maintain an archive to teach the public about the heritage value of Caccia Birch.
Manawatū Wanganui Disaster Relief Fund Trust (exempted Aug 2018- Aug 2021)	<p>To:</p> <ul style="list-style-type: none"> • Provide financial and any other assistance to meet the needs of people who have suffered any damage or loss

	<p>following a significant natural or man-made disaster in the Manawatu-Wanganui Region or elsewhere in New Zealand.</p> <ul style="list-style-type: none"> • Seek public donations and raise funds
<p>Palmerston North Performing Arts Trust (exempted June 2019- June 2022)</p>	<ul style="list-style-type: none"> • Provides educational opportunities for the development of talented emerging performing artist in the Palmerston North region. • Runs two funding schemes annually.

Further information on any of the above organisations can be obtained from the Council's [website](#).

7. MEETING PROCESSES

The legal requirements for Council meetings are set down in the Local Government Act 2002 (LGA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

All Council and committee meetings are open to the public unless there is reason to consider some items with the public excluded. Although meetings are open to the public, members of the public do not generally have speaking rights. Council and its committees have set aside a part of their meeting for the public to comment on items listed on the agenda paper and with prior approval to the Chief Executive, members of the public can give a 10-minute deputation to Council and committees.

LGOIMA contains a list of the circumstances where councils may consider items with the public excluded. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order. The council agenda is a public document, although parts may be withheld if the above circumstances apply.

The Mayor or committee chair is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of the Council who does not comply with Standing Orders.

Minutes of meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to the provisions of the LGOIMA.

For an ordinary meeting of the Council, at least 14 days' notice of the time and place of the meeting must be given. Extraordinary meetings generally can be called on three working days' notice.

During meetings the Mayor and Councillors must follow [Standing Orders](#) (a set of procedures for conducting meetings). The Council may suspend Standing Orders by a vote of 75% of the members present.

8. CONSULTATION POLICIES

Community engagement is important to enable participation in decision making and for Council to understand the views and preferences of people who are likely to be affected by or interested in an issue, proposal or decision.

The Council’s [Significance and Engagement Policy](#) describes the principles Council will use to determine how to engage with the community during the Council’s decision-making processes.

The Policy sets out the Council’s approach to significance. The Local Government Act requires Council to take into consideration the significance of a decision when designing a community engagement process. The Act defines significance in terms of:

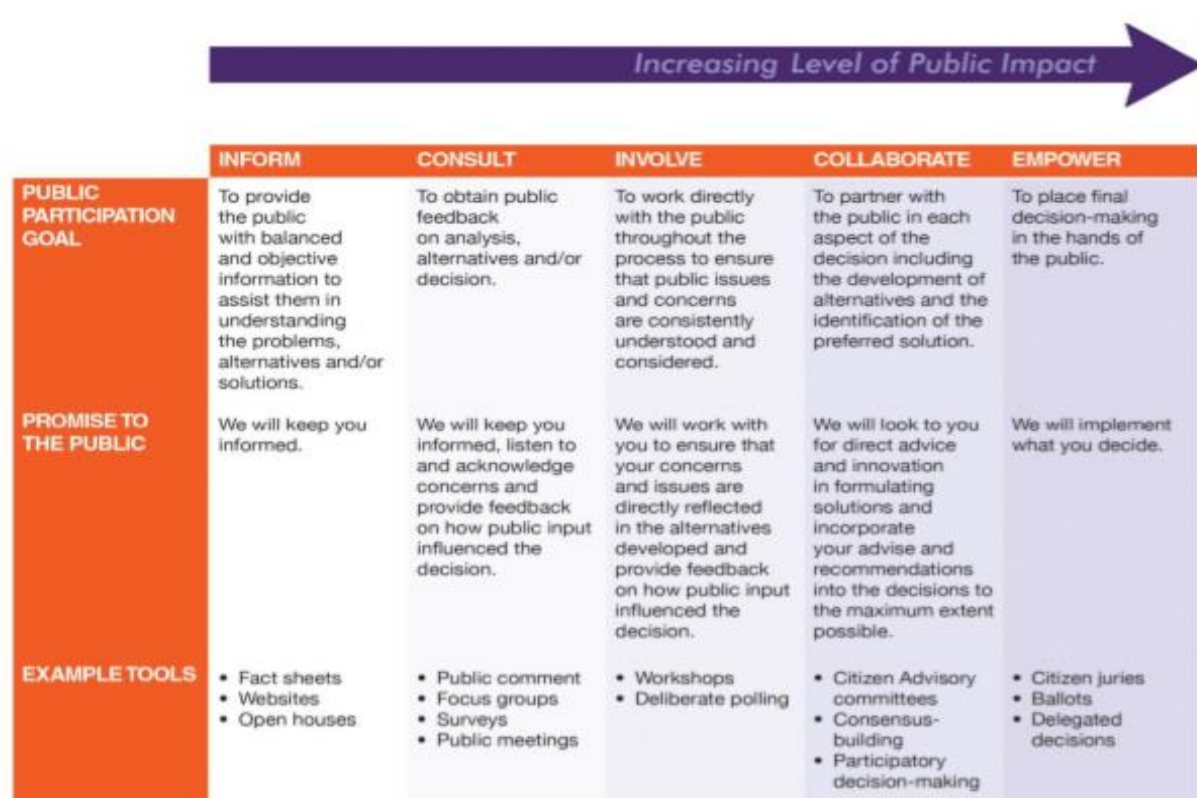
- a) the current and future social, economic, environmental, or cultural well-being of the district or region;
- b) any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter;
- c) the capacity of the local authority to perform its role, and the financial and other costs of doing so.

Hence Council defines Significance as an assessment of how important a decision is in terms of its impact on:

- achieving the Council’s Long Term Plan,
- Its impact on those persons who are particularly affected by or interested in the decision and
- its impact on Council resources and capacity to perform its role.

In general, the higher the impact a decision has on these three criteria, the more significant a decision is. The level of significance a decision has will determine the level of community engagement. However, the Council will ensure that its community engagement is always appropriate to the significance of the decision.

The Council uses the following model to guide its engagement level:



The IAP2 model is at <http://www.iap2.org.au/documents/item/84>

The nature of Community engagement will differ depending on the issue. In some cases the Council will use engagement techniques from a mix of levels and it may use different levels at different points of the engagement. Council's approach is to select appropriate techniques based on the issue it is engaging on and the communities it is engaging with, within appropriate levels of resource.

Council documents that are currently out for consultation and information about making a submission are listed on the [Have your Say](#) page on the Council website.

Council also has an [Active Citizenship Plan](#) that shows how it will engage residents and organisations in its decision making and elections.

9. ENGAGEMENT WITH IWI AND MĀORI

Palmerston North City Council engages with Māori formally and informally in its day to day operations and has many commitments at a strategic level which support the development of Māori capacity to participate more fully and effectively in the Council's decision-making processes.

Staff Resources

Underpinning Council's commitment to the effective engagement of Māori in decision-making is the Māori Advisory Team, who work closely with our mana whenua partners Rangitāne o Manawatū to build relationships and identify how Council can more effectively engage and respond to Iwi and wider Māori interests.

The Advisers provide advice and support to staff to ensure broader Māori community perspectives are reflected across the organisation in everything we do. This includes helping staff navigate through Iwi and Māori relationships, and building confidence around working in tikanga and te reo Māori environments.

Management of Reserves

In 2019, Palmerston North City Council signed the Kawenata Te Motu o Poutoa Agreement with local Iwi, Rangitāne o Manawatū. This agreement builds on the strong relationships Council has with Rangitāne to work together to develop the reserve Te Motu o Poutoa (Anzac Park).

The Rangitāne o Manawatū committee has been formed to administer Te Motu o Poutoa under the Reserves Act 1977 and to recommend other Council reserves which are wāhi tūpuna to Rangitāne that will come under the Kawenata arrangement.

Engagement with Rangitāne o Manawatū

The Council engages directly with Rangitāne o Manawatū as a part of its statutory responsibilities and as a means of giving expression to the Council's commitment to bicultural development and responsiveness. Rangitāne also provide a significant cultural leadership role for the City. There is active engagement with Rangitāne in relation to a wide range of issues including matters related to resource management, environmental health, cultural heritage, Māori social and economic development and issues related to indigenous custom or tikanga. Rangitāne also have a key role in promoting and supporting major events in the City, including cultural leadership on many significant occasions.

The Council has an active working relationship with Rangitāne and continues to be committed to improving the organisation's responsiveness to the priorities and aspirations of the local Iwi. The recent partnership arrangements negotiated between the Council and Rangitāne acknowledge an

accelerated pathway for Rangitāne development and greater participation in local decision-making, including formal representation on four standing committees. The Council is working collaboratively with Iwi representatives to ensure every opportunity for Rangitāne to maximise the potential of their key role in City and regional development for the benefit of their own people and the wider Manawatū community.

Palmerston North City Council has a Funding Partnership Agreement with Rangitāne. The Funding Agreement sets out the relationship between Council and Rangitāne, specifying areas of operations where partnership is critical to successful delivery and delineating how the contributions of Rangitāne will be recognised.

Wider Māori community

Engagement, including formal consultation, is a strategic priority, undertaken as a matter of course in the following key, but not exclusive areas: long-term plan, district plan, annual plan, roading, heritage, walkways, and reserves. Consultations use a range of approaches including focusing on community organisations who work closely with Māori, marae, Māori health providers and community groups. This engagement uses a range of approaches including targeted communication and use of te reo Māori, sometimes face-to-face with key staff alongside community development staff or Māori responsiveness staff.

10. EQUAL EMPLOYMENT OPPORTUNITIES

Palmerston North City Council is committed to equal employment opportunity for all employees and regards the elimination of discrimination, the implementation of the Treaty of Waitangi, and the provision of equal opportunities as essential components in its relationships with its employees. In all employment matters the Council will uphold the requirements of the Human Rights Act 1993 and Employment Relations Act 2000.

11. APPROVED PLANNING AND POLICY DOCUMENTS

A summary of Council's key strategies are listed below. More details on the Council's [policies](#) and plans are available on the council website.

Long Term Plan (LTP)

The LTP is the Council's 10-year plan which outlines what the Council intends to do to help contribute to the community's desired social, economic, leisure and environmental outcomes.

It identifies:

- The Council's Vision and Goals
- What services the Council intends to provide to work towards the Vision and Goals.
- What these services are expected to cost.
- How they will be funded.
- How Council's success will be judged.

The Council has to prepare a LTP every three years. This includes a proposed LTP for public consultation (in about March of the year in which it is adopted).

The current [LTP 2018-2028](#) was adopted in June 2018. It sets out the Council's Vision and Goals and how we plan to achieve them.

Vision: Palmerston North: Small city benefits, big city ambition. He iti rā, he iti Pounamu.

City Goals:

1. An innovative and growing city
2. A creative and exciting city
3. A connected and safe community
4. An eco-city
5. A driven and enabling city

Strategies

Palmerston North City Council has adopted five strategies to help achieve its vision and goals. The first four strategies are community focussed and reflect how the Council wants to improve Palmerston North city. The fifth one – A driven and enabling city focuses on how the Council can transform its own processes to become more efficient and enabling.

The strategies are:

City Development Strategy 2018

To drive entrepreneurship and innovation by providing the support, infrastructure, opportunities and conditions to enable traditional sectors to diversify and expand, and new industries and new economies to grow to create the employment opportunities that sustain and expand our city's future.

To achieve: Goal 1: An innovative and growing city.

Economic Development Strategy 2018

To drive entrepreneurship and innovation by providing the support, infrastructure, opportunities and conditions to enable traditional sectors to diversify and expand, and new industries and new economies to grow to create the employment opportunities that sustain and expand our city's future.

To achieve: Goal 1: An innovative and growing city.

Creative and Liveable Strategy 2018

To build Palmerston North's reputation as a creative and exciting place to live, work and study, that has great places for people, and the attractions, recreation options and experiences of a big city without the hassle and cost.

To achieve: Goal 2: A creative and exciting city.

Connected Community Strategy 2018

To make it easy for Palmerston North citizens to connect with each other and to the services, infrastructure, facilities, drinking water quality and opportunities that support individual development, health, prosperity and wellbeing, for the greater good of our community.

To achieve: Goal 3: A connected and safe community.

Eco-City Strategy 2018

Palmerston North will have a sustainable future and a reduced ecological footprint through effective planning of infrastructure and the protection, maintenance and enhancement of our natural and built environment. We are working towards our city becoming a low carbon economy.

To achieve: Goal 4: An eco-city.

Driven and Enabling Council

A series of strategies that outline how Palmerston North City Council will make its services more efficient through the use of digital transformation, strengthen partnerships and become more customer focussed.

To achieve Goal 5: A driven and enabling Council

More information on the [strategies](#) is available on the council website

Annual Report

The Council produces an Annual Report that shows how well the Council performed against what it said it would do in the Long-Term Plan or Annual Budget. The Annual Report is adopted by Council 4 months after the end of the financial year.

Palmerston North City Council adopted the [Annual Report 2018-19](#) on 23 September 2019.

Annual Budget²

The Council produces an Annual Budget which sets out what it plans to do in the current financial year and shows how this will impacts rates and Council's debt. Every three years the Annual Budget forms part of the 10 Year Plan.

Palmerston North City Council adopted the [Annual Budget 2020-21](#) on 24 June 2020.

Funding and Financial Strategies and Policies

The Council is required to adopt a number of funding and financial strategies and policies. These include the following:

- [Treasury Policy](#) – outlines the framework within which the Council will prudently plan and manage its borrowings and investments.
- [Development Contributions Policy](#) – outlines the nature and level of charges the Council will charge developers to fund infrastructure required due to growth. Charges in the Developments Contributions Policy are updated annually.

The following form part of the Long Term Plan and are reviewed 3 yearly in conjunction with it:

- **Financial Strategy** – provides a framework which guides the Council to make decisions in a financially responsible and transparent way, and is used in the formulation of the budgets for the 10 Year Plan.
- **Infrastructure Strategy** – identifies the keys issues, options and implications of them over a period of at least 30 years for the Council's core activities of Roading and Footpaths, Stormwater Drainage, Wastewater Collection and Treatment and Water Supply.

² Palmerston North City Council's Annual Budget is the Annual Plan under s95 Local Government Act 2002

- **Rating Policies** – outline Council’s rating objectives and the key elements of the rating system together with policies on the remission or postponement of rates in certain circumstances.
- **Revenue and Financing Policy** – sets out how the Council will fund its services.

District Plan

The [District Plan](#) is a statutory requirement under Section 73 of the Resource Management Act. Its purpose is to control the effects of the use, development and protection of land within the context of promoting sustainable management. It is a living document that is regularly reviewed and updated.

The full District Plan is reviewed every ten years, the last full review was completed in 2019. The plan can be reviewed in sections and the Council will make incremental changes as required.

Asset Management Plans

Asset Management Plans provide a framework for the efficient stewardship of Council’s infrastructural assets.

They show how the Council will meet current and future levels of service required by the community through the creation, operation, maintenance, renewal, and disposal of infrastructural assets in the most cost-effective way.

The Council has [Asset Management Plans](#) for:

- Recreation and Community Facilities
- Stormwater
- Wastewater
- Water Supply
- Rubbish and Recycling
- Roading and Parking
- Property

The Plans are constantly refined and are reviewed every three years as part of the LTP review.

12. MANAGEMENT STRUCTURES AND RELATIONSHIPS

The Chief Executive is appointed by the Council in accordance with section 42 and clauses 33 and 34 of Schedule 7 of the Local Government Act 2002. The Chief Executive implements and manages the Council’s policies and objectives within the budgetary constraints established by the Council. Under section 42 of the Local Government Act 2002 the responsibilities of the Chief Executive are:

- Implementing the decisions of the Council.
- Providing advice to the Council.
- Ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised.
- Managing the activities of the Council effectively and efficiently.

- Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council.
- Providing leadership for the staff of the Council.
- Employing staff (including negotiation of the terms of employment for the staff).

The Chief Executive is responsible for employing other staff on behalf of the Council and is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should therefore be directed to the Chief Executive, rather than the Mayor or Councillors.

Council operations are managed by the Chief Executive and the Executive Leadership Team which consists of the Chief Executive, Personal Assistant, Executive Officer and the Managers of each of the Council's units.

The Executive Leadership Team consist of:

Chief Executive: Heather Shotter

Personal Assistant to Chief Executive: Dominica Pikimaui

Executive Officer: Sandra King

Chief Customer Officer: Chris Dyhrberg

Chief Financial Officer: Stuart McKinnon

Acting Chief Infrastructure Officer: Sheryl Bryant

Chief People Officer: Patrick Watson

General Manager Marketing and Communication: Sacha Haskell

Acting General Manager Strategy and Planning: David Murphy

The Units of Council as of November 2020 are:

Headquarters

Office of the Chief Executive;

Heather Shotter, Chief Executive

Contacted 063568199 heather.shotter@pncc.govt.nz

Dominica Pikimaui, Personal Assistant to Chief Executive

Contact 063568199 dominica.pikimaui@pncc.govt.nz

Sandra King, Executive Officer

Contacted 063568199 sandra.king@pncc.govt.nz

Responsibilities: Co-ordinating cross organisation initiatives, Managing special projects, Policy advice to Chief Executive in respect of cross organisation matters, Research/briefing notes for Chief Executive, Expert advice to Chief Executive and Executive Leadership Team

Customer

Managed by Chris Dyhrberg, Chief Customer Officer

Contact 06 351-4537, email: chris.dyhrberg@pncc.govt.nz

Responsibilities: Business Support, Building Services, Planning Services, Environmental Protection Services, Contact Centre Services, Library Services, Community Development, Housing Tenancy, Wildbase Recovery Centre, Risk & Resilience

Finance

Managed by Stuart McKinnon, Chief Financial Officer
Contact 06 356 8199, stuart.mckinnon@pncc.govt.nz

Responsibilities: Finance, Commercial Advisory, Procurement, Financial Strategy, Treasury

Infrastructure

Managed by Sheryl Bryant, Acting Chief Infrastructure Officer
Contact 06 3514418, sheryl.bryant@pncc.govt.nz

Responsibilities: Property, Parks and Reserves, Transport and Infrastructure, Waste Management, Water Operations, Logistics and Support, Asset Planning, Project Management Office

Marketing and Communications

Managed by Sacha Haskell, General Manager Marketing and Communications
Contact: 06 3568199, sacha.haskell@pncc.govt.nz

Responsibilities: Venues, Communications and Content, Brand and Marketing, Events and Partnership

People and Performance

Managed by Patrick Watson, Chief People Officer
contact 06 3568199 patrick.watson@pncc.govt.nz

Responsibilities: Organisational Development, Strategic HR, Health, Safety & Wellbeing, Business Partners, HR Services, Transformation, Information Management

Strategy and Planning

Managed by David Murphy, Acting General Manager Strategy and Planning
Contact: 06 356 8199, david.murphy@pncc.govt.nz

Responsibilities: Legal and Governance, Strategy and Policy, Community Planning, City Planning, International Relations, Advocacy, Business Assurance, Maori Advisory, External relations.

13. REQUESTS FOR OFFICIAL INFORMATION

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from the Council. Any request for information is a request made under LGOIMA. You do not have to say you are making a request under LGOIMA.

Once a request is made the Council must supply the information unless reason exists for withholding it. LGOIMA says that information may be withheld if release of the information would:






- Endanger the safety of any person.
- Prejudice maintenance of the law.
- Compromise the privacy of any person.
- Reveal confidential or commercially sensitive information.
- Cause offence to tikanga Maori or would disclose the location of waahi tapu.
- Prejudice public health or safety.

- Compromise legal professional privilege.
- Disadvantage the local authority while carrying out negotiations or commercial activities.
- Allow information to be used for improper gain or advantage.






The Council must provide an answer within 20 working days (although there are certain circumstances where this timeframe may be extended). The Council may charge for official information under guidelines set down by the Ministry of Justice.

In the first instance you should address requests for official information to the Democracy and Governance Manager, on 06 356-8199 or governance@pncc.govt.nz






14: ELECTED MEMBERS' CONTACT DETAILS 2019-2022 TERM OF OFFICE

NAME		PUBLIC ADDRESS	HOME	MOBILE	E-MAIL	COMMITTEE CHAIR	PORTFOLIO
	Grant Smith Mayor JP	Palmerston North City Council Private Bag 11-034 Palmerston North 4442			mayor@pncc.govt.nz	Council Committee of Council	n/a
	Aleisha Rutherford JP Deputy Mayor	c/- Palmerston North City Council Private Bag 11-034 Palmerston North 4442		027 404 8551	aleisha.rutherford@pncc.govt.nz	Hearings Planning and Strategy	n/a
	Brent Barrett	c/-Palmerston North City Council Private Bag 11-034 Palmerston North 4442		022 014 1749	brent.barrett@pncc.govt.nz	Environmental Sustainability	Portfolio Lead: Science, Technology & Innovation Transportation Support Portfolio: Safe City Climate Change
	Susan Baty	69 Balrickard Way Palmerston North 4414	356-4007	027-453-3274	susan.baty@pncc.govt.nz	Finance and Audit District Licensing Chief Executive Performance	Portfolio Lead: Housing
	Rachel Bowen	c/- Palmerston North City Council Private Bag 11-034 Palmerston North 4442		021 167 2267	rachel.bowen@pncc.govt.nz	Arts, Culture and Heritage	Portfolio Lead: Education & Students Support Portfolio: People & Community Health & Wellbeing Science, Technology & Innovation Inner City/CBD Defence

Local Governance Statement 2019-2022

NAME	PUBLIC ADDRESS	HOME	MOBILE	E-MAIL	COMMITTEE CHAIR	PORTFOLIO
 Zulfiqar Butt JP	c/- Palmerston North City Council Private Bag 11-034 Palmerston North 4442		021 107 4737	zulfiqar.butt@pncc.govt.nz	N/A	Portfolio Lead: Climate Change Support Portfolio: Education & Students Inner City/CBD People & Community
 Vaughan Dennison	c/- Palmerston North City Council Private Bag 11-034 Palmerston North 4442		027-601-1428	vaughan.dennison@pncc.govt.nz	Infrastructure	Portfolio Lead: Neighbourhoods, Villages & Rural Safe City
 Renee Dingwall	c/- Palmerston North City Council Private Bag 11-034 Palmerston North 4442		021 324 689	renee.dingwall@pncc.govt.nz	N/A	Support Portfolio: People & Community Climate Change Housing
 Lew Findlay QSM	44 Catlins Crescent Palmerston North 4414	357 8700	021 615 245	lew.findlay@pncc.govt.nz	N/A	Portfolio Lead: Defence Support Portfolio: People & Community
 Patrick Handcock ONZM	c/- Palmerston North City Council Private Bag 11-034 Palmerston North 4442		027 978 9313	pat.handcock@pncc.govt.nz	N/A	Portfolio Lead: Safe City Support Portfolio: People & Community Neighbourhoods, Villages & Rural Inner City/CBD Housing Defence

Local Governance Statement 2019-2022

NAME	PUBLIC ADDRESS	HOME	MOBILE	E-MAIL	COMMITTEE CHAIR	PORTFOLIO
 Leonie Hapeta JP	c/- Palmerston North City Council Private Bag 11-034 Palmerston North 4442		027 5307 207	leonie.hapeta@pncc.govt.nz	Economic Development Play, Recreation and Sport	Portfolio Lead: Inner City/CBD Support Portfolio: Health & Wellbeing Science, Technology & Innovation Transportation Education & Students
 Lorna Johnson	93 Monrad Street, Highbury Palmerston North 4412		021 246 0668	lorna.johnson@pncc.govt.nz	Community Development	Portfolio Lead: People & Community Support Portfolio: Climate Change Housing
 Billy Meehan	53 Miro Street, Takaro Palmerston North 4410		021 197 2513	billy.meehan@pncc.govt.nz	N/A	Portfolio Lead: Health & Wellbeing Support Portfolio: People & Community Neighbourhoods, Villages & Rural
 Karen Naylor	c/-Palmerston North City Council Private Bag 11-034 Palmerston North 4442	354 4820	027 562 0470	karen.naylor@pncc.govt.nz	N/A	Support Portfolio: Health & Wellbeing Transportation
 Bruno Petrenas	c/- Palmerston North City Council Private Bag 11-034 Palmerston North 4442	213-8959		bruno.petrenas@pncc.govt.nz	N/A	Portfolio Lead: Neighbourhoods, Villages & Rural Support Portfolio: Health & Wellbeing Inner City/CBD Transportation

APPENDIX ONE: LOCAL LEGISLATION

TITLE OF ACT	REFERENCE NO.
Local Legislation Act 1926	1926 section 26
Local Legislation Act 1927	1927 sections 20, 21
Local Legislation Act 1935	1935 section 14
Local Legislation Act 1936	1936 section 36
Local Legislation Act 1938	1938 section 26
Local Legislation Act 1939	1939 sections 14, 16
Local Legislation Act 1943	1943 section 16
Local Legislation Act 1947	1947 sections 3, 4
Local Legislation Act 1950	1950 section 21
Local Legislation Act 1956	1956 sections 17, 18, 19
Local Legislation Act 1957	1957 section 28
Local Legislation Act 1958	1958 section 10
Local Legislation Act 1959	1959 section 20
Local Legislation Act 1969	1969 section 3
Palmerston North City Council Empowering Act 1938	
Palmerston North City Council Empowering Act 1995	
Palmerston North Insurance Funds Act Repeal Act 1998	
Palmerston North Library Empowering Act 1927	
Palmerston North Reserves Act 1922	
Palmerston North Reserves Empowering Act 1966	
Palmerston North Reserves Empowering Amendment Act 1988	
Palmerston North Reserves Empowering Amendment Act 2003	
Palmerston North Showgrounds Act Repeal Act 2009	
Palmerston North Town Planning Empowering Act 1951	
Reserves and Other Lands Disposal Act 1930	1930 section 9
Reserves and Other Lands Disposal Act 1939	1939 section 26
Reserves and Other Lands Disposal Act 1946	1946 section 23
Reserves and Other Lands Disposal Act 1947	1947 section 11
Reserves and Other Lands Disposal and Public Bodies Empowering Act 1912	1912 sections 40, 41, 71

Reserves and Other Lands Disposal and Public Bodies Empowering Act 1912	1915 sections 54, 117;
Reserves and Other Lands Disposal and Public Bodies Empowering Act 1912	1916 sections 41, 42, 45, 48;
Reserves and Other Lands Disposal and Public Bodies Empowering Act 1912	1917 section 60;
Reserves and Other Lands Disposal and Public Bodies Empowering Act 1912	1919 section 51;
Reserves and Other Lands Disposal and Public Bodies Empowering Act 1912	1920 sections 46, 108;
Reserves and Other Lands Disposal and Public Bodies Empowering Act 1912	1922 section 151;
Reserves and Other Lands Disposal and Public Bodies Empowering Act 1912	1923 section 70;
Reserves and Other Lands Disposal and Public Bodies Empowering Act 1924	1924 section 123
Special Powers and Contracts Act 1882	1882 clause 23 of the Schedule;
Special Powers and Contracts Act 1884	1884 clauses 31 of the Schedule
Special Powers and Contracts Act 1885	1885 clauses 29 of the Schedule
Wellington College Reserves Confirmation Act 1884	

APPENDIX TWO: TERMS OF REFERENCE FOR COUNCIL AND COMMITTEES

Council

Chairperson	Mayor Grant Smith
Deputy Chairperson	Deputy Mayor Aleisha Rutherford
Members	Mayor and all Councillors
Meeting frequency	Monthly
Quorum	8

Terms of Reference:

1. To consider all matters under clause 32 schedule 7 of the Local Government Act 2002 and
 - Governance Policy, including delegations
 - Civil Defence
2. Submission to select Committee
3. To consider and adopt the recommendations of the Standing Committees
4. To exercise any powers that cannot be delegated to Committee or officers.

Committees

The Mayor is a member of all of Council's standing committees

MONTHLY

Finance and Audit Committee

Chairperson	Councillor: Susan Baty
Deputy Chair	Councillor Karen Naylor
Elected Members	Mayor Grant Smith Councillors: Vaughan Dennison, Renee Dingwall, Lew Findlay, Leonie Hapeta, Patrick Handcock, Lorna Johnson, Bruno Petrenas and Aleisha Rutherford.
Appointed Member	Stephen Armstrong
Meeting frequency	Monthly
Quorum	7

Terms of Reference

1. To have oversight of Council's finances and investments, including quarterly performance reports and the Annual Report.
2. To monitor the performance of the Council's CCTO, Palmerston North Airport Limited, including Statement of Expectation, Statement of Intent, six-monthly and annual reporting.
3. To have oversight of the Council's business assurance activities, such as the Business Assurance Charter, External Audit Management issues, the Internal Business Assurance Programme, and the resulting audits.
4. To have oversight of Council's risk management activities (including health and safety), such as risk management policy and risk register reporting.
5. To consider matters covering:
 - Rates remissions and postponement

- Contracts
- Property leases, sales, purchases, and exchanges
- Fees and charges

Infrastructure Committee

Chairperson	Councillor: Vaughan Dennison
Deputy Chair	Councillor Susan Baty
Elected Members	Mayor Grant Smith Councillors: Brent Barrett, Rachel Bowen, Zulfiqar Butt, Lew Findlay, Billy Meehan, Karen Naylor, Bruno Petrenas and Aleisha Rutherford
Meeting frequency	Monthly
Quorum	6

Terms of Reference

1. To have oversight of progress of design and build projects, such as, but not limited to:
 - Wastewater Treatment Plant
 - Streets for People project implementation
 - Central Energy Trust Arena Masterplan implementation
 - Development of major facilities, for example, the Library and Te Manawa, dog pound
 - Water storage and drainage for growth
 - Infrastructure provision for growth
 - Victoria Esplanade Masterplan implementation
 - Major transportation projects
2. To exercise any powers as delegated by the Council.

Planning and Strategy Committee

Chairperson	Councillor: Aleisha Rutherford
Deputy Chair	Councillor Patrick Hancock
Elected Members	Mayor Grant Smith Councillors Brent Barrett, Rachel Bowen, Zulfiqar Butt, Renee Dingwall, Lorna Johnson, Karen Naylor and Bruno Petrenas
Meeting frequency	Monthly
Quorum	5

Terms of Reference

1. To have oversight of:
 - Council's strategic direction, outside the Long-term planning process, such as any amendments to strategies and plans, and performance monitoring of the strategic direction.
 - The development of Council's bylaws.
 - Council's policy development aligned to the strategic direction.
 - District Plan reviews and any associated plan changes.
 - RMA matters (excluding hearings)

- City growth and development.
 - Master planning of strategic facilities and spaces.
 - Strategic infrastructure planning.
 - Submissions to Select Committee
2. To receive reports from the lead portfolio councillor for:
 - Transport.
 3. To exercise any powers as delegated by the Council.

QUARTERLY

Arts, Culture and Heritage Committee

Chairperson	Councillor Rachel Bowen
Deputy Chairperson	Councillor Brent Barrett
Elected Members	Mayor Grant Smith Councillors Zulfiqar Butt, Renee Dingwall, Lorna Johnson, Karen Naylor, Bruno Petrenas and Aleisha Rutherford
Meeting frequency	Quarterly
Quorum	5

Terms of Reference:

1. To encourage engagement with arts, culture and heritage organisations within the sector.
2. To monitor the performance of the Arts and Culture Council Controlled Organisations, including Statements of Expectation, Statements of Intent, six-monthly and annual reporting.
3. To receive regular updates on council events within the sector.
4. To consider policy relevant to the Committee.
5. To consider matters covering:
 - Arts & Culture
 - Heritage
6. To receive reports as required from the CCNZ/Arts and Culture Fund Committee.
7. To receive portfolio reports as may be appropriate.
8. To exercise any powers as delegated by the Council.

Community Development Committee

Chairperson	Councillor: Lorna Johnson
Deputy Chair	Councillor Rachel Bowen
Elected Members	Mayor Grant Smith Councillors: Brent Barrett, Susan Baty, Zulfiqar Butt, Renee Dingwall, Lew Findlay, Leonie Hapeta, Patrick Handcock, Billy Meehan, Karen Naylor, Bruno Petrenas and Aleisha Rutherford.
Appointed Member	Danielle Harris (Rangitāne)
Meeting frequency	Quarterly
Quorum	8

Terms of Reference

1. To encourage engagement with community organisations within the sector.
2. To consider matters covering:
 - Libraries
 - Community grants
 - Community centres
 - Social housing
 - Community safety
3. To consider policy relevant to the Committee.
4. To receive regular updates on council events within the sector.
5. To receive reports from the lead portfolio councillors for:
 - Neighbourhoods, Villages & Rural
 - People & Community
 - Health & Wellbeing
 - Safe City
6. To exercise any powers as delegated by the Council

Economic Development Committee

Chairperson	Councillor Leonie Hapeta
Deputy Chairperson	Councillor Vaughan Dennison
Elected Members	Mayor Grant Smith Councillors Brent Barrett, Susan Baty, Rachel Bowen, Zulfiqar Butt, Renee Dingwall, Lew Findlay and Aleisha Rutherford
Appointed Member	Ruma Karaitiana (Rangitāne)
Meeting frequency	Quarterly
Quorum	6

Terms of Reference

1. To encourage engagement with the business community, economic agencies, and major economic sectors.
2. To monitor the economic environment with regular Quarterly reporting.
3. To monitor the economic contribution of major sectors to the local and regional economy through sector profiles e.g. Defence, Education, Agri-business, Tourism, Health, Science and Research, Logistics and Distribution.
4. To receive updates on Council's international relations activity with regular six-monthly reporting.
5. To receive regular updates of economic projects and activities undertaken by CEDA.
6. To consider policy relevant to the Committee.
7. To receive reports from the lead portfolio councillors for:
 - Inner City/ CBD
 - Education & Students
 - Defence
 - Science, Technology & Innovation
 - Housing
8. To exercise any powers as delegated by the Council.

Environmental Sustainability Committee

Chairperson	Councillor Brent Barrett
Deputy Chair	Councillor Aleisha Rutherford
Elected Members	Mayor Grant Smith Councillors: Zulfiqar Butt, Vaughan Dennison, Renee Dingwall, Lorna Johnson, Billy Meehan and Karen Naylor
Appointed Member	Christopher Whaiapu (Rangitāne)
Meeting frequency	Quarterly
Quorum	5

Terms of Reference

1. To encourage engagement with organisations within the sector.
2. To consider environmental matters including:
 - Climate change response, both mitigation and adaptation
 - Biodiversity
 - Waste minimisation
 - Environmentally Sustainable practices
 - Environmental aspects of energy, transport, and water
3. To monitor environmental wellbeing, including through the City’s annual environmental sustainability report.
4. To consider policy relevant to the Committee.
5. To receive reports from the lead portfolio councillor for:
 - Climate Change.
6. To exercise any powers as delegated by the Council.

Play, Recreation and Sport Committee

Chairperson	Councillor: Leonie Hapeta
Deputy Chairperson	Councillor Billy Meehan
Elected Members	Mayor Grant Smith Councillors: Brent Barrett, Zulfiqar Butt, Vaughan Dennison, Lew Findlay, Patrick Handcock, Karen Naylor, and Bruno Petrenas
Meeting frequency	Quarterly
Quorum	5

Terms of Reference

1. To encourage engagement with play, recreation and sport organisations within the sector.
2. To consider matters covering:
 - Playgrounds
 - Parks & reserves
 - Active recreation
 - Sports fields

- Recreation & sports facilities
3. To monitor the performance of Sport Manawatu with six-monthly reporting.
 4. To consider policy relevant to the Committee.
 5. To consider reserve management plans.
 6. To exercise any powers as delegated by the Council.

Rangitāne o Manawatū

Chairperson	Wiremu Te Awe Awe*
Deputy Chairperson	Mayor Grant Smith
Elected Members	Councillors Vaughan Dennison and Karen Naylor
Appointed Members	Danielle Harris, and Christopher Whaiapu (Rangitāne)
Meeting frequency	Six- Monthly
Quorum	3

Terms of Reference

1. To have oversight of and operate in accordance with the “Kawenata in Relation to Te Motu o Poutoa Agreement signed between Rangitāne o Manawatū and Palmerston North City Council.
2. To propose the name of the Committee.
3. To carry out the functions of the administering body of Te Motu o Poutoa under the Reserves Act 1977, in accordance with any powers that may be delegated by the Council.
4. To recommend Council reserves which are wāhi tūpuna to Rangitāne that will come under the Kawenata arrangement.
5. To recommend modifications to Standing Orders or meeting procedures to enable the Committee to operate in the spirit of the Agreement.
6. To exercise any powers as delegated by the Council

* the chair and deputy chair alternate each year.

MEETS AS REQUIRED:

Committee of Council

Chairperson	Mayor Grant Smith
Deputy Chairperson	Deputy Mayor Aleisha Rutherford
Elected Members	Mayor and all Councillors
Meeting frequency	Meets as required
Quorum	8

Terms of Reference:

1. To consider matters covering:
 - Council’s strategic direction, including vision and goals, strategies and plans as part of the long-term planning process.
 - Council’s Long-term plan

- All policies associated with the Long-Term Plan
- Asset Management Plans in association with the Long-Term Plan
- Council’s Annual Plans (budgets)
- Section 17A reviews

2.To exercise any powers as delegated by the Council.

Chief Executive’s Performance Review Panel

Chairperson	Councillor Susan Baty
Deputy Chairperson	Mayor Grant Smith
Elected Members	Councillors Vaughan Dennison, Pat Hancock, Leonie Hapeta and Aleisha Rutherford
Meeting frequency	Meets as required

Terms of Reference:

The primary purpose of the Chief Executive’s Performance Review Panel is to ensure Council carries out responsibilities of a Good Employer as the employer of the Chief Executive.

- To recommend to the Council a process for appraising the Chief Executive’s performance
- To provide the Chief Executive with regular feedback, mentoring and support through informal monthly meetings
- To ensure the Chief Executive receives relevant training and development opportunities
- To carry out an annual review of the Chief Executive’s performance and report the results to the Council
- To negotiate a process for reviewing the Chief Executive’s remuneration
- To carry out an annual review of the Chief Executive’s remuneration and make recommendations to the Council on the application of the review
- To manage the provisions of the Chief Executive’s Employment Agreement
- Appointment of an independent HR Contractor to assist with the Performance Review Process
- To negotiate any variation to the Employment Agreement and make recommendations to the Council
- To undertake the appraisal of the Chief Executive’s performance.
- To exercise any powers as delegated by the Council.

REGULATORY

District Licensing Committee

Chairperson	Councillor Susan Baty
Deputy Chairperson	
Appointed Members	Graham Rossiter, Rod Titcombe and Vicki Beagley

Meeting frequency	Meets as required
Quorum	2 (1 must be a Councillor)

Terms of Reference:

Council operates a District Licencing Committee established under the Sale and Supply of Alcohol Act 2012. The purpose of this committee is to decide applications relating to licencing of premises and certification of individuals in relation to the sale and supply of alcohol.

Hearings Committee

Chairperson	Councillor Aleisha Rutherford
Deputy Chairperson	Councillor Susan Baty
Elected Members	Councillors Brent Barrett, Zulfiqar Butt, Rachel Bowen, Leonie Hapeta, Lorna Johnson, Karen Naylor and Bruno Petrenas
Meeting frequency	Meets as required
Quorum	2

Terms of Reference

- Hearings conducted pursuant to any enactment to consider and determine any such matter such as hearings or related discussions under these acts:
 - Resource Management Act 1991
 - Dog Control Act 1996
- To conduct hearings on other issued where a full formal hearing is required by law or considered desirable by the Council; and,
- To exercise any powers as delegated by the Council.

Note: that Resource Management Act 1991 hearings include plan changes and variations other than those associated with the Sectional District Plan review; requirements, designations and heritage orders; applications for notified resource consents; applications for review of conditions under Sections 357, 357A, 357B, 357C and 357D of the Resource Management Act 1991.

JOINT COMMITTEE

Manawatū District and Palmerston North City Joint Strategic Planning Committee

Chairperson	Mayor Helen Worboys (Manawatu District)
Deputy Chairperson	Mayor Grant Smith (Palmerston North City)
PNCC Members	Councillors Susan Baty, Zulfiqar Butt, Leonie Hapeta and Aleisha Rutherford
MDC Members	Councillors Steve Bielski, Michelle Ford, Grant Hadfield and Phil Marsh
Meeting frequency	Meets as required
Quorum	5

Terms of Reference

1. To address strategic planning issues that impact both Manawatu District and Palmerston North City, in particular, issues relating to but not restricted to infrastructure, land use planning and economic development.
2. To consider community planning and community outcomes implications. For the purpose of the Joint Committee’s Terms of Reference, “Strategic Planning Issues” mean those that are referred to the Joint Committee by either MDC and/or PNCC and take an inter-regional perspective.
3. To consider and promote the creation and growth of economic wealth for Manawatu and beyond, with particular reference to the activities of the Central Economic Development Agency Limited.

APPENDIX THREE: COUNCIL PORTFOLIOS AND LEAD COUNCILLORS

Please contact the Portfolio Lead to discuss the work being undertaken within their Portfolio.

PORTFOLIO	LEAD COUNCILLOR	REPORTING COMMITTEE
Climate Change	Councillor Zulfiqar Butt	Environmental Sustainability
Defence	Councillor Lew Findlay	Economic Development
Education and Students	Councillor Rachel Bowen	Economic Development
Health and Wellbeing	Councillor Billy Meehan	Community Development
Housing	Councillor Susan Baty	Economic Development
Inner City/CBD	Councillor Leonie Hapeta	Economic Development
Neighbourhoods, Villages and Rural	Councillor Bruno Petrenas	Community Development
People & Community	Councillor Lorna Johnson	Community Development
Safe City	Councillor Patrick Handcock	Community Development
Science, Technology and Innovation	Councillor Brent Barrett	Economic Development
Transportation	Councillor Brent Barrett	Planning and Strategy