



TE KAUNIHERA O PAPAIOEA
PALMERSTON NORTH CITY COUNCIL

LOCAL GOVERNANCE STATEMENT 2022-25

GUIDE FOR THE COMMUNITY
ON COUNCIL PROCESSES

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.

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1. WE HAVE MANY FUNCTIONS AND RESPONSIBILITIES

Our purpose is to enable democratic local decision making by and on behalf of our community. Our 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. We want 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 inform our strategies and activity plans. Check this out below.

Ahunga rautaki



Strategic direction



To achieve our strategic vision, we undertake 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

We have 16 elected members, including the mayor, who are ultimately responsible for our Council's performance. Council employs the chief executive, who then employs staff, on behalf of the council. The role of the chief executive and their staff is to provide advice to the council and implement its decisions.

Most of these decisions are made in formal hui, or under delegation by staff or our committees. And the way that these decisions are made are all subject to a number of rules and regulations set out in the Local Government Act 2002 and other statutes.

2. WE HAVE SOME OF OUR OWN LAWS IN PALMY

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 2022 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 2020

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

Last reviewed/adopted: 3 March 2021

Review due date: the Speed Limits Bylaw is due to be revoked. Speed limits are now set via a different process through the Speed Management Plan

Stormwater Bylaw 2022

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

Last reviewed/adopted: 4 May 2022

Review due date: 4 May 2027

Trade Waste Bylaw 2022

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

Last reviewed/adopted: 4 May 2022

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.

Review due date: 4 May 2027

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: 11 August 2021

Review due date: 11 August 2031

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: 25 March 2020

Review due date: 25 March 2030

3. ELECTORAL SYSTEMS AND THE OPPORTUNITY TO CHANGE IT

Our elections operate under the Single Transferable Voting (STV) Electoral System. 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 meant the electoral system was changed to STV for the 2013 election. All Council elections since 2013 have been held using STV. 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 mid February 2024, if it were to apply to the 2025 election.

(Local Electoral Act 2001; Local Electoral Regulations 2001; Local Government Act 2002)

4. HOW YOU ARE REPRESENTED

The Council is made up of a Mayor and fifteen Councillors. Council has two city-wide wards:

- Te Hirawanui General ward consists of 13 councillors elected by people on the General electoral roll; and
- Te Pūao Māori ward consists of two councillors elected by people on the Māori electoral roll.

Having a Māori ward provides a way for Māori to contribute to decision-making and have representation at council. Te Pūao Māori ward councillors will have a particular responsibility to represent people of Māori descent and bring forward Māori views and aspirations. But just like Te Hirawanui General Ward councillors, they also represent the entire city. Candidates can decide which ward they wish to stand in. But only those on the Māori electoral roll are able to vote for candidates who stand in Te Pūao Ward.

The Mayor is elected 'at-large' by electors on both rolls. There are no community boards in Palmerston North.

The Council's current arrangements were reviewed in 2021 and agreed by Council after public consultation. No appeals were received.

Review of Representation Arrangements

The Council is required to review its representation arrangements at least once every six years. Council initiated a representation review in 2021, after resolving to have Māori wards for the 2022 election.

The review included 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.

During the Representation review, the public had 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.

We now have a Māori Ward

The Local Electoral Act 2001 gives the Council the ability to establish wards for General and Māori electors. The option of Māori wards was developed by Parliament to enhance the role of Māori in

local government. One of the requirements of the Local Government Act 2002 is to facilitate participation by Māori in local authority decision-making processes.

Council had previously resolved to establish a Māori ward in Palmerston North however this was overturned by poll demand. In 2021, the right to call a poll on Māori wards was removed by the Government when it passed the Local Electoral (Māori Wards and Māori Constituencies) Amendment Act 2021. This Act aligns the requirements around Māori wards with other elements of a representation review.

In 2021, following the amendment to the Electoral Act, Council decided again to establish a Māori ward. As a consequence, through the Representation Review, Council then determined the details of the general and Māori wards, considering how this affected other representation arrangements.

Following public consultation, Council resolved to have two wards representing the whole city at the 2022 local government elections:

- a Māori ward called Te Pūao Ward, with 2 councillors
- a general ward called Te Hirawanui Ward, with 13 councillors
- A mayor across the whole city.
- No community boards

The Local Government Commission is currently investigating an appeal to establish a community board for Greater Bunnythorpe, under Schedule 6 of the Local Government Act.

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.

In May 2021 the Local Government Commission decided not to adopt a reorganisation plan for including Ōpiki and Tokomaru in Palmerston North City. This means that Ōpiki and Tokomaru remain part of Horowhenua District.

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. WHAT OUR ELECTED MEMBERS DO

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, with the following additional responsibilities:

- Managing the Chief Executive Performance review process
- Deputising for the Mayor when the Mayor is absent for Committee
- Deputising for the Mayor at community events
- Assuming any powers of the Mayor if the Mayor is incapacitated or unavailable

- Speaking to the media at request of the Mayor
- Assume any appointments to council organisations as set out in Policy and/or Delegations

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
- representing the Council at community events relating to their Committee's responsibilities and
- speaking to the media on matters relating to their committee

Deputy Chair of Committee

A Deputy Chair of a Committee is appointed by the Council.

Deputy Committee Chairs are responsible for:

- Deputising for the Chair when the Chair is absent for Committee
- Supporting the Chair to uphold Council's meeting procedures and agreed principles.
- Attending community events relating to Committee responsibilities and
- Deputising for the Chair (when required) at community events

The Deputy Mayor, a committee chair or deputy chair may be removed from office by a resolution of the Council.

The names of Committee Chairs and Deputy 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

6. OUR COMMITTEES, 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 2022 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 2022-2025 term, the standing committees are:

- Economic Growth Committee,
- Culture and Sport Committee,
- Community Committee,
- Sustainability Committee,
- Strategy and Finance Committee,
- Rangitāne o Manawatū Committee, and
- Risk and Assurance Committee

All Council and committees meetings are on Wednesdays at either 9am or 1pm 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 and can be found on the website.

The [terms of reference](#) of the Council and committees can be found in the Delegation Manual and is attached as Appendix Two.

Appointed Members on Council Committees

In 2022 Council agreed that two members be appointed onto the Risk and Assurance Committee, one of which will chair the committee; and three iwi representatives onto 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 Council or 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. Up to two people may speak for 10 minutes each. The presentation can be about anything within the Committee's terms of reference 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 email governance@pncc.govt.nz or call us.

Petitions should not exceed 150 words, and 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). 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. They receive an annual grant from Council to assist in delivering these services, with the expectation that they also seek additional funds through external providers.

CCOs are organisations in which the Council controls 50% or more of the voting rights or has the right to appoint 50% or more of the directors or trustees. CCOs have a legal obligation to regularly report to Council and must prepare and adopt a statement of intent, six month report and Annual Report, which is presented to a Council committee. Council (as shareholder) may also ask CCOs to develop long term, thematic and asset management plans.

Organisation	What it does/Why it exists	Reports to
<p>Central Economic Development Agency (CEDA) (50/50 shareholding with Manawatū District Council)</p> <p>Annual Council Grants: \$ 1,890,713 (PNCC) \$ 619,288 (MDC) (2022)</p>	<p>To:</p> <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 	Economic Growth Committee
<p>Globe Theatre Trust Board</p> <p>Annual Council Grant: \$118,075 (2022)</p>	<p>To:</p> <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. 	Culture and Sport Committee
<p>Regent Theatre Trust Board</p> <p>Annual Council Grant: \$370,669 (2022)</p>	<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. 	Culture and Sport Committee

	<ul style="list-style-type: none"> • 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 Annual Council Grant: \$3,264,227 (2022)	To: <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. 	Culture and Sport Committee

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	Reports to
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.	Economic Growth Committee

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
Manawatū Whanganui Disaster Relief Fund Trust (exempted Aug 2021- Aug 2024)	To: <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 following a significant natural or man-made disaster in the Manawatu-Wanganui Region or elsewhere in New Zealand. • Seek public donations and raise funds

<p>Palmerston North Performing Arts Trust (exempted June 2022- June 2025)</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.
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Further information on any of the above organisations can be obtained from the Council’s [website](#).

We also get Feedback and Advice from various Reference and Advisory Groups

These groups provide a link between Council and our community, helping us shape a number of our decisions. Normally meeting every 6 weeks, these groups bring knowledge and extra insight into Council about how the different needs of our communities can be addressed.

The Disability Reference Group ensures that the needs of disabled people are appropriately given consideration when the Council plans projects and activities across the city.

A Seniors Reference Group and Pasifika Reference Group were established in 2022. Both of these groups came out of our 10-Year Plan 2021-2031 and will provide dedicated platforms for older and Pacific people’s voices to be heard and considered by Council.

We love getting feedback from residents (community organisations and individuals) who make submissions and come and speak to councillors at committees or whenever councillors are out and about in our community.

7. THE WAY OUR MEETINGS WORK

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 presentation 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 their 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 are kept as evidence of the decisions of the meeting. These are available for inspection on the council’s [website](#), 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. WE CONSULT WITH OUR COMMUNITIES

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 2021](#) 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:

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public issues and concerns are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
EXAMPLE TOOLS	<ul style="list-style-type: none"> • Fact sheets • Websites • Open houses 	<ul style="list-style-type: none"> • Public comment • Focus groups • Surveys • Public meetings 	<ul style="list-style-type: none"> • Workshops • Deliberate polling 	<ul style="list-style-type: none"> • Citizen Advisory committees • Consensus-building • Participatory decision-making 	<ul style="list-style-type: none"> • Citizen juries • Ballots • Delegated decisions

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. WE ACTIVELY ENGAGE 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. The [Committee Terms of Reference](#) for all committees are listed in the Council's Delegations Manual.

Partnership with Rangitāne o Manawatū

We have a strong relationship with our Te Tiriti o Waitangi partner and tangata whenua, Rangitāne o Manawatū. This relationship is founded in Rangitaanenuirawa and is essential to the long-term future and wellbeing of Palmy people.

A partnership agreement was signed in 2019, formally acknowledging Rangitāne as mana whenua, and ensures that Rangitāne values and perspectives have significant weight in decision making, as Council works towards becoming a Te Tiriti-led city. In this current term, Rangitāne representatives sit on the Community Development, Economic Development and Environmental Sustainability Committees, as well as on the co-governance committee for Te Motu o Poutoa.

Council officers and management have regular hui with Rangitāne o Manawatū leaders and this is enhanced by kanohi-ki-te-kanohi (face to face) proactive engagement with our elected members on the Long-Term Plan, major projects and programmes and the general direction of the city.

Through this partnership, Council gains a better understanding of the views and needs of Māori. We're provided with invaluable history and knowledge of Rangitaanenuirawa, tikanga Māori, te ao Māori and together we set out to deliver the aspirations of a multi-cultural city.

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. WE'RE COMMITTED TO 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. OUR POLICIES AND PLANS

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 2021-2031](#) was adopted in July 2021. It sets out the Council's Vision and Goals and how we plan to achieve them.

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

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:

Te rautaki tāone auaha, tāone tiputipu – **Innovative and growing city strategy** (Goal 1)

A city that is clever about the way it uses its natural advantages to encourage and support innovation, entrepreneurship and new industries, and positions itself to take advantage of change to fuel sustainable growth, prosperity and wellbeing.

The [Innovative and growing city strategy](#) describes Council's 10-year plan vision for Goal 1. Three plans sit beneath this strategy and describe Council's activities for the first three years of the 2021-2031 10-Year Plan: City growth, Economic development and Transport.

Te tāone whakaihihi, tapatapahi ana – Creative and liveable city strategy (Goal 2)

A city that draws inspiration from the diversity within its culture and creates a vibrant urban environment that attracts creative and clever people, and nurtures creative talent.

The [Creative and liveable city strategy](#) describes Council's 10-year plan vision for Goal 2. Three plans sit beneath this strategy and describes Council's activities for the first three years of the 2021-2031 10-Year Plan: Active communities, Arts and heritage and City shaping.

Te rautaki hapori tūhonohono – Connected communities' strategy (Goal 3)

A city that includes, supports, connects and uses the talents and advantages of the whole community in the pursuit of prosperity and wellbeing. A city that has an international reputation as a safe city in which to live, study, work and play. A city that embraces its iwi heritage and partnership, and where people connect with the city's past, celebrating its history and heritage.

The [Connected communities' strategy](#) describes Council's 10-year plan vision for Goal 3. Two plans sit beneath this strategy and describe Council's activities for the first three years of the 2021-2031 10-Year Plan: Connected communities and Safe communities.

He rautaki tāone tautaiiao – Eco city strategy (Goal 4)

We want a future-focused city that plans for and cares about the future, enhancing its natural and built environment. Our city will realise the benefits to society from creating clean energy, lowering carbon emissions, and reducing our ecological footprint.

Five plans sit beneath the [Eco-city strategy](#) and describes Council's activities for the first three years of the 2021-2031 10-Year Plan: Climate change, Environmental sustainability, Manawatū River, Resource recovery and Waters.

Driven and Enabling Council (Goal 5)

A Council and organisation that works as one team with its communities and is a catalyst and enabler for change in the city.

One plan sits beneath the [Driven and Enabling Council](#) and describe Council's activities for the first three years of the 2021-2031 10-Year Plan: Governance and Active Citizenship.

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.

Due to delays in the Report being audited by Audit New Zealand, Palmerston North City Council adopted the [Annual Report 2021-22](#) late on 14 December 2022

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 impact 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 2022-23](#) on 29 June 2022.

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 key 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.
- **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 District Plan is periodically reviewed and updated through a process known as a plan change. Changes to the plan may be initiated by the council or by individuals.

A proposed plan change must be publicly notified, and there is then the opportunity to make a submission (during the first phase) and then a further submission (during the second phase) on the proposal.

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

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:

- Parks and Reserves
- Property
- Resource Recovery
- Stormwater
- Transport
- Wastewater
- Water

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

12. OUR MANAGEMENT

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 elected members of 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.
- Facilitating and fostering representative and substantial elector participation in elections and polls held under the Local Electoral Act 2001.
- 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 all 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, and the lead officers of each of the Council's units.

The Executive Leadership Team consist of:

Chief Executive: Wald Crockett
Personal Assistant to Chief Executive: Sheila Monaghan
Acting Chief Executive Unit Manager: Donna Baker
Chief Customer Officer: Chris Dyhrberg
Chief Financial Officer: Cameron McKay
Acting Chief Infrastructure Officer: Bryce Hosking
Chief People and Performance Officer: Danelle Whakatihi
Chief Planning Officer: David Murphy

The Units of Council as of March 2023 are:

Headquarters

Office of the Chief Executive;
Wald Crockett, Chief Executive
Contact 063568199 wald.crockett@pncc.govt.nz

Sheila Monaghan, Personal Assistant to Chief Executive
Contact 063568199
sheila.monaghan@pncc.govt.nz

Chief Executive's Unit

Managed by Donna Baker, Acting Chief Executive's Unit Manager
email: donna.baker@pncc.govt.nz

Responsibilities: Marketing and Communications, Events, Legal Services, Democracy and Governance, Business Assurance and Executive Support.

Customer

Managed by Chris Dyhrberg, Chief Customer Officer
email: chris.dyhrberg@pncc.govt.nz

Responsibilities: Business Support, Building Services, Planning Services, Environmental Protection Services, Contact Centre Services, Venues, Library Services, Community Development, Housing Tenancy and Wildbase Recovery Centre.

Finance

Managed by Cameron McKay, Chief Financial Officer
email: cameron.mckay@pncc.govt.nz

Responsibilities: Finance, Commercial Advisory, Procurement, Financial Strategy, Treasury, and Risk & Resilience.

Infrastructure

Managed by Bryce Hosking, Acting Chief Infrastructure Officer
email bryce.hosking@pncc.govt.nz

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

People and Performance

Managed by Danelle Whakatihi, Chief People & Performance Officer

email: danelle.whakatihi@pncc.govt.nz

Responsibilities: Organisational Development, Strategic Human Resources, Health, Safety & Wellbeing, Business Partners, Human Resources Services and Information Management

Strategic Planning

Managed by David Murphy, Chief Planning Officer

email: david.murphy@pncc.govt.nz

Responsibilities: Strategy and Policy, Community Planning, City Planning, International Relations, Maori Advisory, External relations.

Three Waters – reporting directly to the Chief Executive

Managed by Mike Monaghan, Group Manager- Three Waters

email mike.monaghan@pncc.govt.nz

Responsibilities: Water, Wastewater and Stormwater Management

13. YOU CAN MAKE 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 LGOIMA@pncc.govt.nz

14: GET IN CONTACT WITH OUR ELECTED MEMBERS

[Contact details](#) for the Elected Members are available on the website.



Grant Smith ^{JP}

Kahika Mayor

06 356 8199
mayor@pncc.govt.nz

Committee Leadership

Chair – Council

Chair/Deputy – Rangitāne o Manawatū (annually alternate)



Debi Marshall-Lobb

Kahika Mātārua Deputy Mayor

021 240 7297
debi.marshall-lobb@pncc.govt.nz

Committee Leadership

Deputy Chair – Council



Mark Arnott

021 240 8035
mark.arnott@pncc.govt.nz



Brent Barrett

022 014 1749
brent.barrett@pncc.govt.nz

Committee Leadership

Chair – Sustainability



Rachel Bowen

021 167 2267
rachel.bowen@pncc.govt.nz

Committee Leadership

Chair – Culture and Sport



Vaughan Dennison

027 601 1428
vaughan.dennison@pncc.govt.nz

Committee Leadership

Chair – Strategy and Finance



Lew Findlay ^{QSM}

021 615 245
lew.findlay@pncc.govt.nz



Roly Fitzgerald

021 240 6596
roly.fitzgerald@pncc.govt.nz



Pat Handcock ^{ONZM}

027 978 9313
pat.handcock@pncc.govt.nz

Committee Leadership

Deputy Chair – Community



Leonie Hapeta ^{JP}

027 5307 207
leonie.hapeta@pncc.govt.nz

Committee Leadership

Chair – Economic Growth



Lorna Johnson

021 246 0668
lorna.johnson@pncc.govt.nz

Committee Leadership

Chair – Community



Billy Meehan

021 197 2513
billy.meehan@pncc.govt.nz

Committee Leadership

Deputy Chair – Culture and Sport



Orphée Mickalad

021 539 793
orphée.mickalad@pncc.govt.nz



Karen Naylor

027 562 0470
karen.naylor@pncc.govt.nz

Committee Leadership

Deputy Chair – Strategy and Finance

Deputy Chair – Risk and Assurance



William Wood

021 169 2299
william.wood@pncc.govt.nz

Committee Leadership

Deputy Chair – Economic Growth



Kaydee Zabelin

021 240 8371
kaydee.zabelin@pncc.govt.nz

Committee Leadership

Deputy Chair – Sustainability

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 Reserves Empowering Amendment Act 2021	
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

Chair	Mayor Grant Smith
Deputy Chairperson	Deputy Mayor Debi Marshall-Lobb
Membership (16)	Mayor and all Councillors
Meeting frequency	Monthly
Quorum	8

Terms of Reference:

1. To exercise any powers that cannot be delegated under law (as set out in Local Government Act 2002 Sch 7, cl 32) and that have not otherwise been delegated to Committees, including to agree:
 - a. Strategic Direction, community outcomes and priorities through the Long Term Plan (10 Year Plan)
 - b. Annual Plan (Budget)
 - c. Rates
 - d. Schedule of fees and charges
 - e. District Plan
 - f. Policies and Bylaws
 - g. Borrowing or loan guarantees
 - h. Disposal of assets other than in accordance with the Long Term Plan
 - i. Elected Member remuneration
 - j. Terms of Reference of Committees
 - k. Submissions to Select Committee and any proposal to promote legislation in the name of Palmerston North City Council
 - l. Any financial commitment above the specified sum
2. To have oversight of progress and implementation of programmes of work agreed in Goal 5: Driven and Enabling Council (Performance and Governance and Active Citizenship Plans), including but not limited to the following:
 - a. Partnership with Rangitāne o Manawatū
3. To monitor:
 - a. Civic and Cultural Precinct Masterplan (under development)
 - b. Asset management plans: Strategic Assets
 - c. Section 17A of the Local Government Act 2002 reporting
 - d. Residents Survey results
 4. To consider and adopt, amend, receive, note or not adopt:
 - a. Annual Report
 - b. Committee recommendations
 - c. Exempted Council Controlled Organisation annual reporting
 - d. Chief Executive performance review
 - e. Travel of the Mayor or Chief Executive outside of New Zealand and Australia
5. To monitor, review, agree for consultation, hear submissions and approve the following policies:
 - a. Significance and Engagement; Financial Strategy; Infrastructure Strategy; Asset Management Plans; Treasury Policy
 - b. Long Term Plan (10 Year Plan) and subsequent Annual Plans (Budgets)
 - c. Representation Review

6. To monitor, review, consider and approve the following Governance Policies:
- a. Delegations; Local Governance Statement; Appointment of Directors
 - b. Code of Conduct; Elected and Appointed Member Development and Training Policy; Expenses and Allowances Policy, Standing Orders
7. To appoint:
- a. Chief Executive
 - b. Appointed Members to Standing Committees
 - c. District Licensing Commissioners, Resource Management Act Commissioners; Panel of Independent Complaints Investigators
 - d. Council representatives to external bodies, except where those bodies have granted authority to appoint to the Mayor or Chief Executive
 - e. Trustees and Directors to Council Controlled Organisations
 - f. Civic Honours awardees

Committees

Economic Growth Committee

Chair	Councillor: Leonie Hapeta
Deputy Chair	Councillor William Wood
Membership (12)	Mayor and Councillors Mark Arnott, Brent Barrett, Rachel Bowen, Vaughan Dennison, Roly Fitzgerald, Lorna Johnson, Debi Marshall-Lobb, Billy Meehan and Orphée Mickalad.
Meeting frequency	6-weekly
Quorum	6

Terms of Reference:

1. To consider matters relating to economic wellbeing.
2. To have oversight of progress and implementation of programmes of work agreed in Goal 1: Innovative and Growing City (Transport, City Growth and Economic Development Plans), including but not limited to the following strategic projects:
 - a. Masterplans: Streets for People; Urban Cycleway
 - b. Housing development (except social housing)
 - c. Te Utanganui Central New Zealand Distribution Hub
3. To monitor, review, agree for consultation, hear submissions and make recommendations to Council on relevant policies, strategies and plans.
4. To monitor:
 - a. Council Controlled (trading) Organisations: Central Economic Development Agency, in collaboration with Manawatū District Council; and Palmerston North Airport Limited.
 - b. Asset management plans: Property

5. To receive:

- a. Memoranda: transport network safety; transport maintenance report; city economic performance data; international relations activity
- b. Presentations from related strategic and city partners and external bodies

Delegations

The Economic Growth Committee has been delegated the following responsibilities by Council. Within its Terms of Reference and complying with the purpose of the Local Government Act 2002, to:

- Develop and approve for consultation relevant strategies, plans and policies.
- Agree the Statement of Expectation for the relevant Council Controlled Organisations.
- Monitor and agree the performance of the relevant Council Controlled Organisations, including the Statement of Intent, six monthly and annual reporting.
- Receive or note any report or memorandum or other information submitted to the Committee.
- Instruct the Chief Executive to report back to the Committee or to Council.
- Refer any report or memorandum to any other Committee or Council for consideration.

Culture and Sport Committee

Chair	Councillor Rachel Bowen
Deputy Chair	Councillor Billy Meehan
Membership (12)	Mayor Grant Smith and Councillors Mark Arnott, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Pat Handcock, Leonie Hapeta, Debi Marshall-Lobb, William Wood and Kaydee Zabelin
Quorum	6
Meeting schedule	6-weekly

Terms of Reference:

1. To consider matters relating to cultural wellbeing.
2. To have oversight of progress and implementation of programmes of work agreed in Goal 2: Creative and Liveable City (Active Communities, City Shaping and Arts and Heritage Plans), including but not limited to the following strategic projects:
 - a. Masterplans: Victoria Esplanade; Central Energy Trust Masterplan; Caccia Birch Masterplan and conservation plan (under development)
 - b. Regional and city sports facilities' plans
3. To monitor, review, agree for consultation, hear submissions and make recommendations to Council on relevant policies, strategies and plans.
4. To monitor:
 - a. Cultural Council Controlled Organisations: Te Manawa Museums Trust, Regent Theatre Trust, Globe Theatre Trust
 - b. Contractual relationships: Sport Manawatū
 - c. Asset management plans: Parks and Reserves

- d. Reserves and pathways management plans: Ahimate Reserve Development Plan, Ashhurst Domain Reserve Management Plan, Kahuterawa Outdoor Recreation Plan, Memorial Park development plan,
5. To receive:
- a. Related annual Sector Lead reports
 - b. Memoranda: Cultural facilities maintenance; Heritage themes in Council programmes; Artist in residence scheme
 - c. Presentations from related strategic and city partners and external bodies

Delegations

The Culture and Sport Committee has been delegated the following responsibilities by Council. Within its Terms of Reference and complying with the purpose of the Local Government Act 2002, to:

- Develop and approve for consultation relevant strategies, plans and policies.
- Agree the Statement of Expectation for the relevant Council Controlled Organisations.
- Monitor and agree the performance of the relevant Council Controlled Organisations, including the Statement of Intent, six monthly and annual reporting.
- Receive or note any report or memorandum or other information submitted to the Committee.
- Instruct the Chief Executive to report back to the Committee or to Council.
- Refer any report or memorandum to any other Committee or Council for consideration.

Community Committee

Chair	Councillor Lorna Johnson
Deputy Chair	Councillor Pat Handcock
Membership (11 Members)	Mayor Grant Smith and Councillors Brent Barrett, Rachel Bowen, Lew Findlay, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin
Quorum	6
Meeting schedule	6-weekly

Terms of Reference:

1. To consider matters relating to social wellbeing.
2. To have oversight of progress and implementation of programmes of work agreed in Goal 3: Connected and Safe Community (Connected and Safe Plans), including but not limited to the following strategic projects:
 - a. Social Housing
 - b. Animal Shelter
 - c. Strategic Grant funding
 - d. Libraries
 - e. Community Centres

3. To monitor, review, agree for consultation, hear submissions and make recommendations to Council on relevant policies, strategies and plans.
4. To monitor:
 - a. Civil Defence
 - b. City Safety
5. To receive:
 - a. Related annual Sector Lead reports
 - b. Memoranda: Welcoming Communities activities; libraries activities; enabling good lives in service delivery including accessibility; community facilities
 - c. Presentations from Disability Reference Group, Pasifika Reference Group, Seniors Reference Group and Youth Council
 - d. Presentations from related strategic and city partners and external bodies

Delegations

The Community Committee has been delegated the following responsibilities by Council. Within its Terms of Reference and complying with the purpose of the Local Government Act 2002, to:

- Develop and approve for consultation relevant strategies, plans and policies.
- Approve the allocation of grants to community groups by the Palmerston North Community Services Council, from the funds granted to the Palmerston North Community Services Council by the Council for that purpose.
- Receive or note any report or memorandum or other information submitted to the Committee.
- Instruct the Chief Executive to report back to the Committee or to Council.
- Refer any report or memorandum to any other Committee or Council for consideration.

Sustainability Committee

Chair	Councillor Brent Barrett
Deputy Chair	Councillor Kaydee Zabelin
Membership (9)	Mayor Grant Smith and Councillors Roly Fitzgerald, Pat Handcock, Leonie Hapeta, Lorna Johnson, Debi Marshall- Lobb and Karen Naylor
Quorum	5
Meeting schedule	6-weekly

Terms of Reference:

1. To consider matters relating to environmental wellbeing.
2. To have oversight of progress and implementation of programmes of work agreed in Goal 4: Eco-City (Sustainability, Waters, Climate Change, Resource Recovery, the Manawatū River Plan), including but not limited to the following strategic projects:
 - a. BPO consent project – wastewater
 - b. Low Carbon Fund allocation
 - c. Low Carbon Roadmap

3. To monitor, review, agree for consultation, hear submissions and make recommendations to Council on relevant policies, strategies and plans.
4. To monitor:
 - a. PNCC and City Emissions Inventory
 - b. Water Conservation Management Plan; water safety plans and compliance; Waste Management and Minimisation Plan progress
 - c. Reserves and pathways management plan: Turitea Reserve Management Plan
 - d. Asset management plans: Resource Recovery; Stormwater; Wastewater; Water
5. To receive:
 - a. Regional Climate Change Committee presentations
 - b. Annual Sector Lead report from Environment Network Manawatū
 - c. Regular reporting on city sustainability; biodiversity activity

Delegations

The Sustainability Committee has been delegated the following responsibilities by Council. Within its Terms of Reference and complying with the purpose of the Local Government Act 2002, to:

- Develop and approve for consultation relevant strategies, plans and policies.
- Receive or note any report or memorandum or other information submitted to the Committee.
- Instruct the Chief Executive to report back to the Committee or to Council.
- Refer any report or memorandum to any other Committee or Council for consideration.

Strategy and Finance Committee

Chair	Councillor Vaughan Dennison
Deputy Chair	Councillor Karen Naylor
Membership (12)	Mayor Grant Smith and Councillors Mark Arnott, Brent Barrett, Lew Findlay, Pat Handcock, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood and Kaydee Zabelin
Quorum	6
Meeting schedule	6-weekly

Terms of Reference:

1. To consider matters relating to Council’s planning and finance activity.
2. To monitor:
 - a. Council’s financial and non-financial performance against the Long Term Plan or subsequent Annual Plans (Budgets).
 - b. Treasury reporting
3. To have oversight of development and progress of:

- a. District Plan Changes
 - b. Council bylaws
 - c. Financial commitments above Officer financial delegation or unbudgeted items
4. To consider (agree for public notification, consultation and agree) any leases entered into by Council under the Support and Funding Policy or where the lease relates to a reserve under the Reserves Act 1977.
5. To consider rate remission and postponement where Officers delegated this authority seek the Committee's guidance.
6. To set, vary or waive rental fees for subsidised housing; charges for admission to aquatic facilities; charges for the use of reserves, and burial and cremation charges.

Delegations

The Strategy and Finance Committee has been delegated the following responsibilities by Council. Within its Terms of Reference and complying with the purpose of the Local Government Act 2002, to:

- Make any determination required under s155 of the Local Government Act 2002.
- Agree for consultation, hear submissions and make recommendation for adoption to Council bylaws.
- Agree for consultation changes to the District Plan.
- Accept, decline or vary any contract for the purchase or supply of goods, services, plant, capital works, etc. to the value of the specified sum, as long as it has been agreed in the Council's Long Term Plan or subsequent Annual Plans (Budgets).
- Agree for notification, accept or decline any lease agreement entered into by Council under the Support and Funding Policy or that relate to a lease of a Reserve.
- Set, vary or waive the following classes and categories of fees and charges:
 - (a) Rental fees for subsidised housing;
 - (b) Charges for admission to aquatic facilities;
 - (c) Charges for the use of reserves;
 - (d) Burial and cremation charges.
- Receive or note any report or memorandum or other information submitted to the Committee.
- Instruct the Chief Executive to report back to the Committee or to Council.
- Refer any report or memorandum to any other Committee or Council for consideration.

Rangitāne o Manawatū Committee

Chair*	Mayor Grant Smith
Deputy Chair	Mr Wiremu Te Awe Awe
Membership (10) (Mayor, 4 Hirawanui ward councillors, 2 Te Pūao ward councillors and 3 Rangitāne representatives)	<p><i>Te Hirawanui ward councillors</i> Councillors Vaughan Dennison, Karen Naylor, Billy Meehan and Kaydee Zabelin</p> <p><i>Te Pūao ward councillors</i> Councillors Roly Fitzgerald and Debi Marshall-Lobb</p> <p><i>Rangitāne representatives</i> Ms Danielle Harris and Mr Chris Whaiapu</p>
Quorum	6 (minimum of 3 members from Council and 3 members from Rangitāne)
Meeting schedule	Quarterly
Venue	Meetings may be held at Council Chambers and marae.

* Chair and Deputy Chair to alternate annually

Terms of Reference:

1. To consider matters relating to the wellbeing of Māori in Palmerston North, by monitoring:
 - a. City wellbeing data from a demographic perspective (Māori)
 - b. Long Term Plan community outcome commitments and impact on the local Māori communities
2. To have oversight of progress and implementation of programmes of work agreed in Kawenata in Relation to Te Motu o Poutoa Agreement, including but not limited to the following strategic projects:
 - a. Development of a reserve management plan for Te Motu o Poutoa
 - b. Manawatū River Framework
3. To consider matters of strategic relevance to Māori, including but not limited to:
 - a. The Manawatū River Plan
 - b. urban development and infrastructural capacity
 - c. boundary issues
 - d. water and wider environmental issues within Palmerston North City Council's authority
 - e. the development of relationships between other Iwi/Hapū and Council
 - f. participation and access
4. To receive presentations on:
 - a. Te Apiti Manawatū Gorge Masterplan
 - b. Any matter that may impact on Māori in the city
5. In the spirit of partnership, to recommend to Council:

- a. Leadership direction or guidance with regard to Council’s obligations or responsiveness to Māori in the city and related budget implications for future planning
- b. The reserve management plan for Te Motu o Poutoa
- c. Any emerging matters for submission to Central Government
- d. Reserves which are wāhi tupuna to Rangitāne o Manawatū which could also fall under te Kawenata
- e. Any modifications to Standing Orders or meeting procedures to enable the Committee to effectively operate.

Delegations

Rangitāne o Manawatū Committee has been delegated the following responsibilities by Council. Within its Terms of Reference and complying with the purpose of the Local Government Act 2002, to:

- Receive or note any report or memorandum or other information submitted to the Committee.
- Instruct the Chief Executive to report back to the Committee or to Council.
- Refer any report or memorandum to any other Committee or Council for consideration.
- To undertake any special project oversight as requested by Council.

Risk and Assurance Committee

Chair	Mr Steve Armstrong
Deputy Chair	Councillor Karen Naylor
Membership (12)	Mayor Grant Smith, Councillors Mark Arnott, Brent Barrett, Vaughan Dennison, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin and 1 Appointed Member (<i>vacant</i>)
Quorum	6
Meeting schedule	Quarterly

Terms of Reference:

1. To independently consider matters which will assist the Council to discharge its responsibilities to exercise due care and diligence to manage risk robustly and appropriately.
2. To agree:
 - a. Business Assurance forward work programme
3. To monitor the effectiveness of risk identification and mitigation measures and assess the impact of emerging risks by overseeing risk management activities, including but not limited to receiving:
 - a. Health and Safety reporting
 - b. Business Continuity planning
 - c. Business Assurance reviews

- d. Enterprise risk reporting
 - e. Audit NZ annual report management report
 - f. Lessons Learned project reporting
4. To assess the effectiveness of Council’s work programme by considering accountability reporting, including but not limited to monitoring progress against recommendations in:
 - a. Business Assurance accountability reporting
 - b. External review action plans
 5. To review and monitor:
 - a. Business Assurance charter
 - b. Enterprise Risk Management policy
 6. To recommend to Council:
 - a. Any new policies or changes necessary to improve effectiveness of internal controls or communication of statutory reporting.

Any purchase of external audit services that is outside of budget agreed in the Long Term Plan or subsequent Annual Plans (Budgets) that may be necessary to prioritise an urgent external audit.

Delegations

The Risk and Assurance Committee has been delegated the following responsibilities by Council. Within its Terms of Reference and complying with the purpose of the Local Government Act 2002, to:

- Receive or note any report or memorandum or other information submitted to the Committee.
- Instruct the Chief Executive to report back to the Committee or to Council.
- Refer any report or memorandum to any other Committee or Council for consideration.
- Commission independent reviews as appropriate through internal Business Assurance activity.
- To undertake any special project oversight as requested by Council.

REGULATORY

District Licensing Committee

Commissioners	Susan Baty Aleisha Rutherford
Deputy Chair	<i>vacant</i>
List Members	Cr Rachel Bowen Vicki Beagley Stewart Davies Rod Titcombe
Meeting Schedule	As and when required

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 Panels List

Hearing Commissioners (Independents)	Jane Black Dean Chrystal Lindsay Daysh John Maassen Judith Makinson David McMahon Chris Mitchell Miria Pomare Reginald Proffit Paul Rogers Mark St Clair Robert Schofield Gina Sweetman Eileen von Dadelszen
Hearing Commissioners (Elected Members)	Councillor Brent Barrett Councillor Lorna Johnson Councillor Patrick Hancock Councillor Leonie Hapeta Councillor Karen Naylor
Panel Schedule	As and when required



PAPAIOEA
PALMERSTON
NORTH
CITY

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