

Governance – Role and Structure of Palmerston North City Council

Role of the Council

The purpose of the Palmerston North City Council is to enable democratic local decision making to promote the social, economic, environmental and cultural well being of Palmerston North City in the present and for the future.

In meeting its purpose the Palmerston North City Council has a variety of roles:

- facilitating and monitoring of community outcomes
- formulating the Council's strategic direction in conjunction with the community through the Long Term Council Community Plan (LTCCP)
- determining the services and activities to be undertaken
- managing principal risks
- administering various regulations and upholding the law
- monitoring the delivery of the LTCCP and Annual Plan
- advocacy on behalf of the local community with central government, other local authorities and other agencies
- facilitating solutions to local needs
- development of local resources
- management of local infrastructure including network infrastructure (e.g. roads, sewage disposal, water, stormwater, flood and river control works) and community infrastructure (libraries, parks and recreational activities)
- environmental management
- planning of the future needs of the local district.

Council Operations

The Council appoints a Chief Executive to be in charge of Council operations and delegates certain powers of management to that position 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.

Governance System

Elections

Council elections are held every three years, with the most recent election held in October 2007. The representation arrangements for that election, as decided by the Local Government Commission, were that the Council comprise 15 Councillors elected by five wards, plus the Mayor, with no community boards to be established. The Council had previously proposed that Councillors be elected on a Citywide basis, with a community board to be established for Ashhurst.

Council Meetings

Council and committee meetings are held on a monthly cycle. Included in the cycle are meetings on the Long Term Council Community Plan, the Annual Plan and other strategic issues to facilitate its contributions to the community's desired social, economic, environmental and cultural outcomes.

The Council meets to monitor management activities and to ensure that the affairs of the Council are being conducted in accordance with legislative mandate and Council objectives. The Council also monitors performance of related organisations including Council Controlled Organisations.

Governance Statement

The Council is required by the Local Government Act 2002 to adopt a Governance Statement which sets out the governance role of the Council. The Governance Statement will ensure that the community has information on the processes the Council follows when making decisions and taking action and how the community can influence these processes.

Other Governance documents include the Code of Conduct, Policy on the Appointment of Directors to Council Organisations, and the Council’s Standing Orders.

The Council believes that it is essential, in the interests of good management and effective administration, to encourage the delegation of decision-making. The full list of delegations can be viewed in the Council’s Delegations Manual, which is available on the Council’s website, www.pncc.govt.nz. However the overall responsibility for maintaining effective systems of internal control ultimately rests with the Council. Internal controls include the policies, systems and procedures established to provide measurable assurance that specific objectives will be achieved.

Risk Management

Legislative Compliance

Being a regulatory body, the Council administers various regulations and laws. As such, it is vital that it also complies with all relevant legislation. The Council contracts external law firms with local government expertise to assist the Council to comply with applicable legislation.



Back row From left: Pat Kelly (Awapuni Ward), David Ireland (Takaro Ward), Bruce Wilson (Ashhurst-Fitzherbert Ward), John Hornblow (Papaioea Ward, Deputy Mayor), Vaughan Dennison (Takaro Ward).

Middle row From left: Jan Barnett (Papaioea Ward), Ross Linklater (Papaioea Ward), Gordon Cruden (Hokowhitu Ward), Peter Wheeler (Awapuni Ward), Annette Nixon (Awapuni Ward).

Front row From left: Lew Findlay (Papaioea Ward), Mayor Jono Naylor, Anne Podd (Ashhurst-Fitzherbert Ward), Jim Jefferies (Hokowhitu Ward).

Palmerston North City Council Committee Structure

The Council reviews its committee structure after each triennial election. At the last review the Council established the following standing committees to monitor and assist in the effective discharge of specific responsibilities.

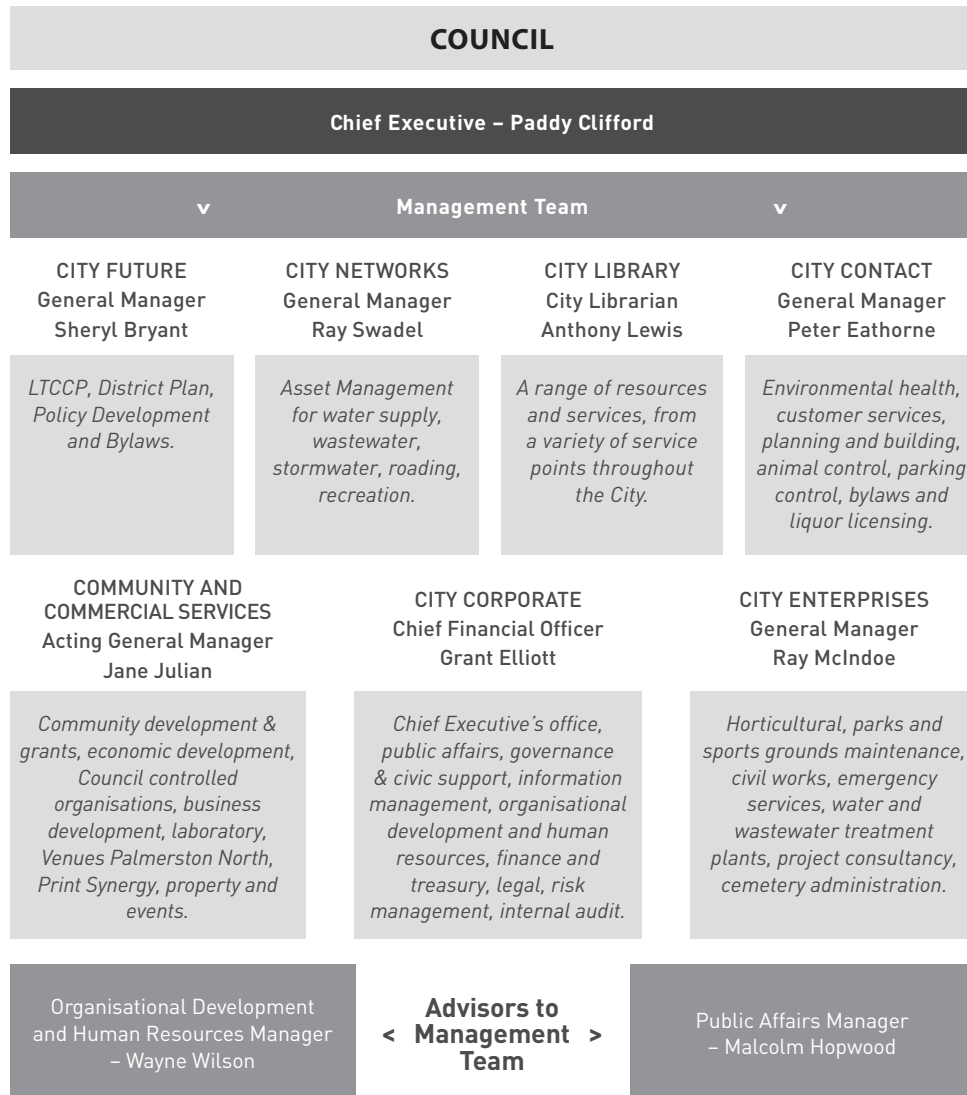
Each standing committee is made up of a selection of the elected members. Most committees hold monthly meetings, however some only meet as required. Additional (extraordinary) meetings can be scheduled as necessary,



Mayor and Councillor Contact Details

| NAME | ADDRESS | WARD | CONTACT DETAILS | | | |
|---------------------------|--|---------------------------|--------------------------|--------------------------|--------------|---|
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| Anne Podd | 12 Forest Hill Road RD 1 Aokautere, PN | Ashhurst - Fitzherbert | 357 3490 | - | 021 168 7281 | anne.podd@pncc.govt.nz |
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| Bruce Wilson | 276 Aokautere Drive, RD1, PN | Ashhurst - Fitzherbert | 353 3522 354 0594 (F) | - | - | bruce.wilson@pncc.govt.nz |

Palmerston North City Council Organisational Chart



Management Team

Back Row: Ray Swadel, Malcolm Hopwood, Sheryl Bryant, Anthony Lewis and Peter Eathorne.

Front Row: Grant Elliott, Jane Julian, Paddy Clifford, Wayne Wilson and Ray McIndoe.