

<b>PART 2 - TERMS OF REFERENCE</b>
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COUNCIL**The Council's areas of responsibility include:**

1. To consider all matters under the Local Government Act clause 32 schedule 7; and:
  - Governance policy, including delegations
  - Civil Defence
  - Submissions to Select Committee
2. To consider and adopt the recommendations of the Standing Committees.
3. To exercise any powers that can not be delegated to Committees or officers.

COMMITTEES:***ARTS, CULTURE & HERITAGE*****The Committee's areas of responsibility include:**

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.

**CHIEF EXECUTIVE'S PERFORMANCE REVIEW PANEL****The Committee's areas of responsibility include:**

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.

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

***COMMITTEE OF COUNCIL*****The Committee's areas of responsibility include:**

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.

***COMMUNITY DEVELOPMENT COMMITTEE*****The Committee's areas of responsibility include:**

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*****The Committee's areas of responsibility include:**

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*****The Committee's areas of responsibility include:**

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.

### ***FINANCE & AUDIT COMMITTEE***

#### **The Committee's areas of responsibility include:**

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

### ***HEARINGS COMMITTEE***

#### **The Committee's areas of responsibility include:**

1. 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
2. To conduct hearings on other issues where a full formal hearing is required by law or considered desirable by the Council.
3. 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.

### ***INFRASTRUCTURE COMMITTEE***

**The Committee's areas of responsibility include:**

1. To have oversight of progress of design and build projects, such as, but not limited to:
  - Waste Water 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 & STRATEGY COMMITTEE***

**The Committee's areas of responsibility include:**

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.

### ***PLAY, RECREATION & SPORT COMMITTEE***

#### **The Committee's areas of responsibility include:**

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

#### **The Committee's areas of responsibility include:**

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.

JOINT COMMITTEES:

**MANAWATU DISTRICT AND PALMERSTON NORTH CITY JOINT STRATEGIC PLANNING COMMITTEE**

**The Committee's areas of responsibility include:**

1. To address strategic planning issues that impact on both Manawatū 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, taking an inter-regional perspective.
3. To consider and promote the creation and growth of economic wealth for Manawatū and beyond, with particular reference to the activities of the Central Economic Development Agency Limited.

*[Amended by Council 18 December 2019]*