

# TERMS OF REFERENCE FOR PORTFOLIOS

## General Purpose

The purpose of portfolios is to enable more effective sector engagement between the Council and the community.

## Specific Responsibilities

1. Enhance relationships with key stakeholders
2. Support achievement of Council strategy within portfolio sector
3. Act as elected Council's spokesperson and point of contact for matters within their portfolio
4. Collaborate with committee chairs and other portfolio leads where there are shared objectives
5. Work effectively with the relevant GMs and delegated officers
6. Attend any advisory groups or external appointments made
7. As far as possible attend council launches of new projects and activities in their area of responsibility
8. Keep elected members informed through regular reporting to the relevant committee
9. Keep the Mayor informed of any emerging issues
10. Be mindful the code of conduct applies to elected members with staff contact, ethics and behaviour
11. Access Council resources and the centralised budget via the designated officer

## Scope

Portfolio	Indicative Scope	Reporting Committee
People & Community	Senior & older persons; youth; multicultural; children & families	Community Development
Whanau Ora Health & Wellbeing	Workforce & employment; Mid-Central Health DHB relationship; people with disabilities; active recreation	Community Development
Neighbourhoods, Villages & Rural	City neighbourhoods Awapuni, Highbury, Kelvin Grove, Milson, Roslyn and other community centres; villages of Ashhurst, Bunnythorpe, Linton, Longburn as well as surrounding rural communities; land transport	Community Development
Safe City	Safety Advisory Board; World Health Organisation accreditation; Neighbourhood Support; Road safety; Civil Defence & Emergency Management	Community Development
Education & Students	Domestic & international education; Massey University and other tertiary institutions relationships; schools sector; student city programme; workforce & employment	Economic Development
Science, Technology & Innovation	Workforce & employment; start ups & business innovation; Tech sector; digital; Agritech; The Factory; FoodHQ; Massey and other research institutions relationships, Young Enterprise	Economic Development
Inner City/ CBD	Retail; Business Improvement District; workforce & employment; CBD streetscapes improvements; Central City events	Economic Development
Housing	Social and public housing; development community relationship; PN City Housing Steering Group	Economic Development
Defence	Workforce & employment; NZDF - Linton Army - Ohakea relationships; military heritage	Economic Development

Portfolio	Indicative Scope	Reporting Committee
Climate Change	Environmental sector group relationships; natural and open spaces	Environmental Sustainability
Transportation	Rail – road – air intermodal; road safety; land transport; public & active transport; transport innovation	Planning and Strategy

## Portfolio Councillors

Portfolio	Councillors
People & Community	Councillor Johnson (Lead); supported by Councillors Bowen, Butt, Dingwall, Findlay, Handcock, Meehan, and Rutherford
Health & Wellbeing	Councillor Meehan (Lead) supported by Councillors Bowen, Hapeta, Naylor, and Petrenas
Neighbourhoods, Villages & Rural	Councillor Petrenas (Lead) supported by Councillors Dennison, Handcock, Meehan, and Rutherford
Safe City	Councillor Handcock (Lead) supported by Councillors Barrett and Dennison
Education & Students	Councillor Bowen (Lead) supported by Councillors Butt, and Hapeta
Science, Technology & Innovation	Councillor Barrett (Lead) supported by Councillors Bowen, Hapeta & Cr Rutherford (Digital)
Inner City/ CBD	Councillor Hapeta (Lead) supported by Councillors Bowen, Butt, Handcock, and Petrenas
Housing	Councillor Baty (Lead) supported by Councillors Dingwall, Handcock, and Johnson
Defence	Councillor Findlay (Lead) supported by Councillors Bowen and Handcock
Climate Change	Councillor Butt (Lead) supported by Councillors Barrett, Dingwall, and Johnson
Transportation	Councillor Barrett (Lead) supported by Councillors Hapeta, Naylor, Petrenas, and Rutherford