

The Role and Structure of the Council

Palmerston North City Council recognises the expertise, commitment and relationships that exist in the community.

The purpose of the Council is to enable democratic local decision-making and to provide cost-effective and good quality local infrastructure, local public services and regulatory functions.

The purpose of the meetings is to ensure that Council affairs are being conducted in accordance with Council objectives and legislative requirements. The Council also has a monitoring role in relation to the performance of Council Controlled Organisations.

Council Representation

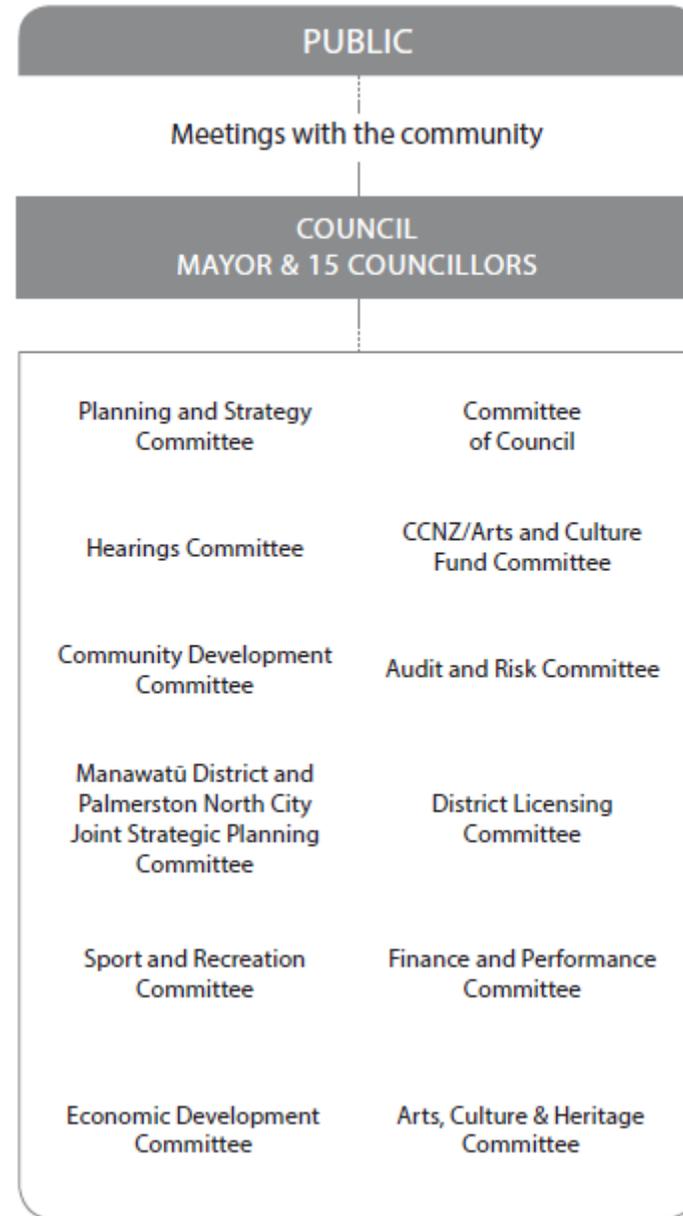
The Council is composed of 16 elected members – a Mayor and 15 Councillors. The Chief Executive is appointed by the Council to be in charge of Council operations, and certain powers of management are delegated to that position in accordance with Section 42 and clauses 33 and 34 of Schedule 7 of the Local Government Act 2002. The Chief Executive implements and manages Council's policies and objectives within the budgetary constraints established by Council.

Elections

Triennial Council elections take place every three years, with the most recent one being held in October 2016. The current Council comprises 15 Councillors, elected on a City-wide basis, and the Mayor. There are no Community Boards.

Council and Committee Structure

The Council reviews its committee structure after each election. The committee structure for the 2016-2019 term of Council changed from that of the previous term of office, namely with the addition of the Economic Development and Arts, Culture and Heritage Committees. The three primary standing committees, being the Economic Development, Finance and Performance, and Planning and Strategy Committees, remained the same. These committees meet monthly, with the full Council meeting on the last Monday of each month. There are four Committees which have four scheduled meetings, and these are: Audit and Risk, Community Development, Arts, Culture and Heritage and Sport and Recreation. Other committee meetings may occur on an as-required basis.



The Mayor and Councillors

Governance Documents

The Council has adopted a Local Governance Statement, as required by the Local Government Act 2002, setting the governance role of the Council. The statement ensures 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. This includes requirements for Conflicts of Interest.

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.

Legislative Compliance

Being a regulatory body, the Council administers various regulations and laws. It is imperative that Council also complies with all relevant legislation. External law firms with local government expertise are contracted to assist the Council to comply with applicable legislation.

Role of Management and Employees

The Council organisation is divided into six units, the managers of which report to the Chief Executive. The Chief Executive is responsible for day-to-day operation of the Council's activities

acting within statutory authority and delegated authority from the Council, as detailed in the Council's Delegation Manual.

The Chief Executive is employed by the Council with all other employees employed by the Chief Executive. When employing any individual equal employment opportunity protocols are followed.

The Council is committed to ensuring that all staff have the capability to deliver the annual plan, and Long Term Plan as agreed with the community. This involves training staff and also providing an environment in which staff can work to their full potential. Across the organisation there are training frameworks that are linked to New Zealand Qualifications to enable career development for staff.

Palmerston North City Council Organisational Chart

Heather Shotter CHIEF EXECUTIVE		
MANAGEMENT TEAM		
City Networks Ray Swadel GENERAL MANAGER	City Corporate Grant Elliott CHIEF FINANCIAL OFFICER	City Future Sheryl Bryant GENERAL MANAGER
Asset Management for water supply, rubbish and recycling, wastewater, stormwater, roading, recreation, property.	Governance, information management, finance and treasury, legal, risk management, internal audit.	Community outcomes, community planning (LTP), social, economic, City advocacy, environmental and leisure strategies and policies, economic development, Iwi and external relationships, bylaws development, resource management, district planning, urban design.
City Enterprises Ray McIndoe GENERAL MANAGER	Libraries & Community Services Debbie Duncan GENERAL MANAGER	Customer Services Peter Eathorne GENERAL MANAGER
Horticultural, parks and sports grounds maintenance, rubbish and recycling collections, civil works, emergency services, water and wastewater treatment plants, project consultancy, cemetery administration, Venues Palmerston North.	Library services, community facilities, community and social housing, Council controlled organisations, grant funding, community development, community safety, managing relationships with social and cultural organisations.	Public health, customer service centre, contact centre, planning and building, animal control, parking control, bylaws and liquor licensing enforcement.
Marketing & Communications To be advised GENERAL MANAGER	Human Resources Wayne Wilson MANAGER	
Communications, marketing, community events, Print Synergy	Human resources, industrial relations, health and safety, training and development, employee wellbeing, recruitment, payroll	

The Council organisation is divided into seven units, the managers of which report to the Chief Executive.