

# Palmerston North Anzac and Armistice Day Organising Committee (PNAADOC)

## Terms of Reference



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## Background

The annual Anzac Day and Armistice Day services in Palmerston North were originally coordinated by the Palmerston North Returned and Services Association (PNRSA), in conjunction with the Palmerston North City Council (PNCC). Upon the demise of the PNRSA in 2012, the PNCC along with assistance from RSA members and PNCC staff, continued to manage these events. In 2015, with the re-establishment of the PNRSA (2014) Inc and formation of the PN Defence Heritage Advisory Group (PNDHAG), the latter continued to coordinate these events, with management provided by the PNCC Events team and other PNCC staff.

## Purpose

These Terms of Reference (TOR) set out the parameters for members of the PNAADOC in relation to the coordination of the Anzac Day and Armistice Day services. The TOR are to formalise the PNAADOC and associated arrangements which have been evolving and operating since 2015. The PNAADOC seeks to ensure a collaborative and coordinated approach between Council, NZDF and other local organisations to provide high quality commemorative events within Palmerston North. The principle purpose of the PNAADOC is to provide advice and support to PNCC.

## Palmerston North Anzac and Armistice Day Organising Committee

The PNAADOC operates under the auspices of the PNDHAG. The committee comprises representatives from NZDF units at Linton Military Camp and RNZAF Base Ohakea, along with other organisations and agencies which provide both input and direct support to these events. These include, but are not limited to, PNCC, NZ Police, PNRSA, RNZN Association, NZ Cadet Forces (Army units and Air Training Corps) and Rangitāne Iwi.

Pipe and brass bands, choirs or singing groups and the PN Youth Council may be invited by PNCC onto the PNAADOC, as required.

Chair of the PNAADOC is appointed by way of vote by members of PNAADOC annually at the first organisational meeting for Armistice Day. The chair will lead organisation meetings, set meeting agendas with PNCC and provide a governance role for PNAADOC.

PNAADOC meetings are scheduled and called by the PNCC Events team, in consultation with the PNAADOC Chair and booked to meet the timings for the major annual events. The content/format of these events will be confirmed by the PNAADOC.

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## Palmerston North City Council

PNCC provides funding and event management, through the Events team of the PNCC Chief Executive Unit. A PNCC officer will be appointed as a single point of contact and overall event manager of the event. This officer holds delegation and oversight of any budget provided by PNCC.

Logistics, resources, budgeting, health and safety and other relevant services required for these events are managed and provisioned by the PNCC Events team. PNCC Events manage the communication & promotion of these events and the provision of printed material to support these events within the local community. PNCC Events supports the compilation and submission of the annual support request to NZDF Headquarters and coordination of this support with appointed units and their respective headquarters and sub-units. PNCC Events provides a comprehensive de-brief report following the events.

Funding is provided annually from the approved budget within Programme 1157 — "Military Commemorations and Heritage". The Councillor responsible for these events is the Chair, PNCC Arts, Culture and Heritage Committee, who is also ex-officio to the PNAADOC. This appointment will be confirmed after each local government election for entire triennial term.

PNCC will manage and run the Palmerston North City events at the Cenotaph in Te Marae o Hine - The Square. However, PNCC provide guidance and facilitate the following suburbs services: Ashhurst, Bunnythorpe, Linton Military Camp and the Māori Battalion Hall. PNCC will provide wreaths and councillors to attend all the above-mentioned services. PNCC will also include these services into their overall Anzac Day marketing.

## Reporting and Review

The PNAADOC reports to the PNCC Arts, Culture and Heritage Committee via the PNCC Events team, on and following these events. These TOR are to be reviewed by the PNAADOC and PNCC Arts, Culture and Heritage Committee on a bi-annual basis and adjusted accordingly, in consultation with the PNDHAG.

## Commencement Date

Commencement Date of this agreement:

1<sup>st</sup> July 2022

Signed for by PNDHAG authorised representative



Name: JOE HOLLANDER

Position: CHAIR, PNDHAG

Date: 6 July 2022

Signed for by Palmerston North City Council authorised representative



Name: Luke McIndoe

Position: Head of Events

Date: 6/7/22.