

# Palmerston North Anzac and Remembrance Day Organising Committee (PNARDOC)

## Terms of Reference

## Background

The annual Anzac Day and Armistice/Remembrance Day services in Palmerston North were originally coordinated by the Palmerston North Returned Services Association (PNRSA), in conjunction with the Palmerston North City Council (PNCC). Upon the demise of the PNRSA in 2012, 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 Palmerston North Defence Heritage Advisory Group (PNDHAG), the latter continued to coordinate these events, with event 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 PNARDOC in relation to the coordination of the Anzac Day and Armistice Day services. The TOR are to formalise the PNARDOC and associated arrangements which have been evolving and operating since 2015. The PNARDOC 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 PNARDOC is to provide advice and support to PNCC's event management and liaison services.

## Palmerston North Anzac and Remembrance Day Organising Committee

The PNARDOC operates under the auspices of the PNDHAG. The Committee comprises representatives from NZDF units at Linton 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 Rāngitane o Manawatū.

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

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

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

## Palmerston North City Council

PNCC provides funding and event management, through the Events team of the PNCC. 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 provides administrative support for the delivery of organisation meetings and agenda documents. PNCC Events provides a de-brief report following the events.

Funding is set annually from the approved PNCC annual budget (or Long-Term Plan, as the case may be) within the Community and Commemorative Events programme. The Chair of the Culture and Sport Committee is ex-officio to the PNARDOC. This appointment will be confirmed after each local body election for the entire triennium. The Council may delegate to another elected member as it sees fit. In the 2022 triennium, the councillors appointed to this committee are Cr Mark Arnott and Cr Pat Handcock.

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

### Reporting and Review

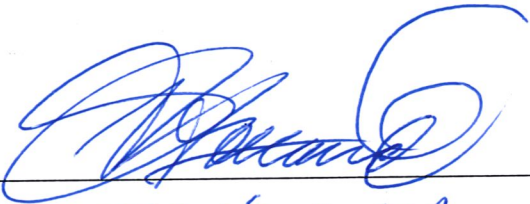
The PNARDOC may present to the PNCC Culture and Sport Committee via the PNCC Events team, on and following these events.

These TOR are to be reviewed by the PNARDOC and PNCC Events on a bi-annual basis and adjusted accordingly, in consultation with the PNDHAG.

## Commencement Date

Commencement Date of this agreement:

Signed for by PNDHAG authorised representative

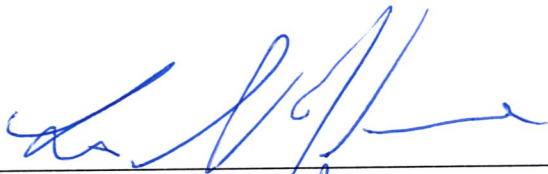


Name: JOE HOWARD

Position: CHAIR, PNDHAG

Date: 19 AUGUST 2024

Signed for by Palmerston North City Council authorised representative



Name: LUKE M'INDOE

Position: Head of Events

Date: 19/8/24