

Palmerston North Anzac and Remembrance Day Organising Committee (PNARDOC)

Terms of Reference

Date of Review 09/2026


D. Palmer

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 PNCC.

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 Remembrance 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 principal 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 Rangitāne o Manawātū.

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 representative, 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.


D. Chakrabarti

Palmerston North City Council

PNCC provides funding and event management. 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 personnel. PNCC manage the communication and promotion of these events and the provision of printed material to support these events within the local community. PNCC 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 provides a de-brief report following the events.

Funding is set annually from the approved PNCC annual budget (or Long-Term Plan) within the Community & Commemorative Events programme. Council will appoint a representative to PNARDOC after each local body election for the entire triennium. The Council may delegate as many elected members as it sees fit. In the 2025 triennium, the councillor appointed to this committee is Cr Mark Arnott.

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 invite 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 Arts, Culture and Heritage Committee via the PNCC officer, on and following these events.

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

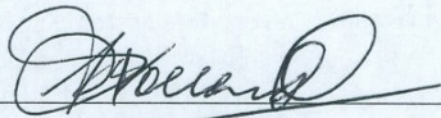

D. Whelan

Commencement Date

Commencement Date of this agreement:

SEPTEMBER 2026

Signed for by PNDHAG authorised representative

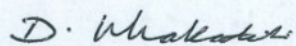


Name: JOE S. HOLLANDER

Position: PNDHAG CHAIR

Date: 22 SEPTEMBER 2026

Signed for by Palmerston North City Council authorised representative



Name: Danelle Whakatū

Position: General Manager, Customer & Community

Date: 23/9/26