

Report



DATE: 27 February 2014

TO: Mayor and Councillors

FROM: Chief Executive

LOCAL GOVERNANCE STATEMENT

1.0 SUMMARY

- 1.1 The purpose of this report is to provide an update on Council's Local Governance Statement.
- 1.2 This issue arises from the requirement to provide an updated Local Governance Statement in accordance with the Local Government Act 2002.
- 1.3 The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act 2002. That purpose is:
 - (a) To enable democratic local decision-making and action, by and on behalf of, communities; and
 - (b) To meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
- 1.4 Council seeks to meet this obligation and the achievement of the District Vision set out in the Long Term Plan 2012-22. The matters raised in this report relate to those elements of the vision identified in the following table.

Vision's Objectives	Achieved By
Involving the community and stakeholders Having inspirational leadership	Updating the Local Governance Statement and making this document publicly available on Council's Website.

- 1.5 This report concludes by recommending that Council adopt the amended Local Governance Statement.

2.0 BACKGROUND

- 2.1 A local authority must prepare and make publicly available, following the triennial general election of members, a local governance statement that must include specific information. This must be adopted by Council 6 months after the triennial election.

3.0 CURRENT SITUATION

- 3.1 Council has a Local Governance Statement which was last adopted by Council on the 21 October 2005 and has subsequently been amended.
- 3.2 A marked-up version of the changes to the Local Governance Statement is attached to this report as Appendix 1.

4.0 OPTIONS

- 4.1 Option 1 – Adopt the amended Local Governance Statement.
- 4.2 Option 2 – Not adopt the Local Governance Statement.

5.0 SIGNIFICANCE AND CONSULTATION

- 5.1 The level of significance is medium as Council is required to have a Local Governance Statement in terms of the Local Government Act 2002.
- 5.2 No consultation is required, however once adopted by Council the Local Governance Statement will be published on Council's Website www.westland.govt.nz.

6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 Adopt the amended Local Governance Statement.
- 6.2 Not adopt the Local Governance Statement.
- 6.3 There are no financial implications in regards to this decision.

7.0 PREFERRED OPTION AND REASONS

- 7.1 That Council adopt the amended Local Governance Statement in accordance with the Local Government Act 2002.

8.0 RECOMMENDATION

- A) **THAT** Council adopt the amended Local Government Statement and publish it on Council's Website www.westland.govt.nz..

Tanya Winter
Chief Executive

Appendix 1: Amended Local Governance Statement



Local Governance Statement

Adopted by Council – 21 October 2005

Amended by Council - 27 February 2014

Version 2012-012014.01

Page | i

Record of Amendments

Date	Amendment	Clause	Page Reference
14.10.10	Update the Councillors Contact Details	2	6
19.11.10	Update the list of Committees as per Council Meeting of 18.11.10	7.1 & 7.2	17-18
18.07.12	Include the Council Vision		2
18.09.12	Update the Management Team Listing	2.2	3
18.07.12	Update the Representation Review	4.1-4.4	8-11
18.09.12	Include a clause regarding updating		
18.09.12	Add Conduct Review Committee (Council Resolution- 23.08.12)	7.2	20
26.09.12	Amend reference from Chief Executive Officer to "Chief Executive"		Various Pages
<u>27.02.14</u>	<u>Various amendments to reflect legislative changes and new Council committee and management structure, to insert list of bylaws, and to include the Consultation Policy and Elected Members Code of Conduct (for Council Resolution – 27.02.14)</u>		<u>Various Pages</u>

Page | 0

Table of Contents

Section	Page No.
1. Introducing the Local Governance Statement	34
1.1 What is the Purpose of the Local Governance Statement.....	34
1.2 What Information Does the Statement Contain.....	43
1.3 The Legal Requirement for Council to have a Local Governance Statement..	43
1.4 Updating of the Manual	34
2. How to Contact Us	54
2.1 Initial Contact.....	54
2.2 Council Office and Council Contacts.....	4-55
3. Functions, Responsibilities and Activities of the Council	106
3.1 Functions.....	610
3.2 Responsibilities.....	116-7
3.3 General and Local Legislation.....	127
3.4 Activities.....	7-813
4. Electoral Systems and Representation Arrangements	149
4.1 Electoral System.....	159
4.2 Wards and Constituencies.....	9-10 15-16
4.3 Representation Options.....	17-1
4.3.1 Maori Wards.....	11-17
4.3.2 Community Boards.....	11-17
4.4 Changing Representative Arrangements.....	11- 12-17
5. Reorganisation Processes	193
5.1 Changing the District's Boundaries or Functions.....	193
6. Roles and Conduct	21-4

6.1	Mayor and Councillors Role.....	2114
6.2	Mayor's Role.....	1421
6.3	Deputy Mayor's Role.....	14- 1522
6.4	Committee Chairperson's Role.....	1523
6.5	Chief Executive's Role.....	1523
6.6	Code of Conduct.....	1625
7.	Governance and Management Structure	1726
7.1	Governance Structure.....	17- 1826
7.2	Council Committees.....	19- 2028
7.3	Management Structure.....	21- 2230
7.4	Delegations.....	2232
8.	Meeting Processes	2333
8.1	The Rules for Meetings and Standing Orders.....	2333
9.	Consultation Policies	2434
9.1	Consultation Policy.....	2434
9.2	Special Consultation Procedure under Local Government Act 2002.....	24- 2534
9.3	Policy on Liaising with Maori.....	25- 2635
10.	Equal Employment Opportunity Policy	3727
10.1	Equal Employment Opportunity Policy.....	2737
11.	Key Planning and Policy Documents	2837
11.1	Long Term Plan (LTP).....	28- 2938
11.2	The Annual Plan.....	2940
11.3	The Policy Manual.....	2940
11.4	The Westland District Plan.....	29-

		3040
11.5	Bylaws.....	41
12.	Requests for Official Information	3142
12.1	Requests for Official Information.....	3142

COUNCIL VISION

“Westland will, by 2030, be a world class tourist destination and have industries and businesses leading through innovation and service”.

This will be achieved by:

- *Involving the community and stakeholders*
- *Having inspirational leadership*
- *Having expanded development opportunities*
- *Having top class infrastructure for all communities*
- *Living the ‘100% Pure NZ’ brand*

Council by-line in promoting Westland:

“Westland, the last best place”



Page | 4

1. Introducing the Local Governance Statement

1.1 What is the Purpose of the Local Governance Statement?

A local governance statement is a collection of information about the processes through which the Council engages with its community, how the Council makes decisions, and how citizens can influence those processes. A local governance statement helps support the purpose of local government by promoting local democracy. The statement does this by providing the public with information on the ways to influence local democratic processes.

1.2 What Information Does the Statement Contain?

To meet the purpose, this Local Governance Statement includes the following broad categories of information or identifies for citizens where this information can be found:

- governance structures and processes,
- functions, responsibilities, and activities of the Westland District Council,
- electoral arrangements, the way elected members make decisions and relate to each other and to the management of the Westland District Council,
- key policies of the Westland District Council.

1.3 The Legal Requirement for Council to have a Local Governance Statement

Section 40 of the Local Government Act 2002 (LGA 2002) requires Council to have a Local Governance Statement.

1.4 Amendments to this document

This document shall be maintained by the Executive Assistant who shall amend it in accordance with:

- a) any instructions to that affect given by the Council and any delegatee authorised to amend it; or
- b) any need for typographical, grammatical or other minor amendment where the intention of the Council is not altered.

2. How to Contact Us

2.1 Initial Contact

In the first instance members of the public should contact Council staff if they have an information or service request. Any member of the Council's staff can be contacted by phoning 03 756 9010. Council staff may be emailed either via a website enquiry through the Council Website at www.westland.govt.nz, at council@westlanddc.govt.nz; or directly to the staff member.

Staff members email addresses follow this format:

firstname.surname@westlanddc.govt.nz

2.2 Council Office

Street Address: 36 Weld Street, Hokitika 7810

Email: council@westlanddc.govt.nz

Monday to Friday 8.30 am to 5.00 pm

Telephone (03) 756 9010

Fax (03) 756 9045

Any initial contact regarding Council services should be made to the Council Office. Any complaints about the advice given by Council staff should be directed to the Chief Executive.

Staff Contacts

Name	Telephone	Email
Tanya Winter <i>Chief Executive</i>	03 756 9010	tanya.winter@westlanddc.govt.nz
Richard Simpson <i>Manager Planning and Regulatory</i>	DDI	richard.simpson@westlanddc.govt.nz
Jim Ebenhoh <i>Group Manager: Planning, Community and</i>	03 756 9035	jim.ebenhoh@westlanddc.govt.nz

Page | 6

<u>Environment</u>		
Vivek Goel <u>Group Manager Manager –</u> <u>Assets & Operations</u> <u>District Assets</u>	DDI 03 756 9034	vivek.goel@westlanddc.govt.nz
Tracy O'Malley <u>Chief Financial Officer</u> <u>Gary Borg</u> <u>Group Manager</u> <u>Corporate Services</u>	03 756 9081 03 756 9030	tracy.omalley@westlanddc.govt.nz gary.borg@westlanddc.govt.nz

2. How to Contact Us cont.

Council Contacts

Page | 8

MAYOR	POSTAL	PHONE	EMAIL
Mayor Mike Baylill	PO Box 62 <u>Ahaura 7843</u>	Ph: 03 732 3003 Mobile: 021 924 404	mayor@westlanddc.govt.nz
NORTHERN WARD			
Cr Anthes Keenan	240 Kaniere Road <u>Hokitika 7811</u>	Ph: 755 8374 (H) Fax: 755 8375	cr.keenan@westlanddc.govt.nz
Cr Murray Montagu	35A Montagu Spur RD 2 <u>Hokitika 7882</u>	Ph: 755 6807 (H) Mobile: 021 626 2924	cr.montagu@westlanddc.govt.nz
Cr Kees van Beek	1616 Old Christchurch Road RD 2 <u>Hokitika 7882</u>	Ph: 03 736 9844 (H) Ph: 755 8844 (H) Fax: 755 8844 Mobile: 027 644 5469	cr.vanbeek@westlanddc.govt.nz
HOKITIKA WARD			
Cr Jim Butzbach	227 Gillams Gully Road RD 2 <u>Hokitika 7882</u>	Ph: 755 8180 (WK) Mobile: 027 594 3616	cr.butzbach@westlanddc.govt.nz
Cr Mark Dawson	137 Brickfield Road RD 2 <u>Hokitika 7882</u>	Ph: 755 6878 (H) Mobile: 027 434 5845	cr.dawson@westlanddc.govt.nz
Cr Latham Martin	74 Park Street <u>Hokitika 7810</u>	Ph: 755 7337 (H) Fax: 755 7337 Mobile: 027 849 1424	cr.martin@westlanddc.govt.nz
SOUTHERN WARD			
Deputy Mayor Pauline Cox	121 Whites Road RD 1 <u>Hokitika 7881</u>	Ph: 755 6245 (H) Fax: 755 6633 Mobile: 027 439 3173	cr.cox@westlanddc.govt.nz
Cr Greg Hope	1 Marks Road PO Box 11 <u>Haast 7844</u>	Ph: 03 750 0877 (H) Ph: 03 750 0703 (W) Fax: 03 750 0718 Mobile: 021 942 9738	cr.hope@westlanddc.govt.nz

NAME	ADDRESS	PHONE	FAX	EMAIL
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NORTHERN WARD				
A.N. Bradley (Neil)	Three Mile RD 2, Hokitika 7882	755-7279	755-7280	
M.D. Montagu (Murray)	1508 Kumara Junction Highway, RD 2, Hokitika 7882	755-6807		
C.A. van Beek (Kees)	1616 Old Christchurch Road, RD 2, Hokitika 7882	03-736-9844 755-8844	755-8844	
HOKITIKA WARD				
J.H. Butzbach (Jim)	327 Gillams Gully Road RD 2 Hokitika 7882	755-7942 755-8180 (wlg)	-	jimbutzbach@westlandmed.co.nz # jbutzy10@ Field Code Changed
A.M. Hurley (Allen)	42 Fitzherbert Street, Hokitika 7810	755-8098	755-8096	heritage@ Field Code Changed hurley.all Field Code Changed
K.R. Scott (Kyle)	88 Stafford Street, Hokitika 7810	755-6581	-	kylescott@ Field Code Changed
F.L.W. Stapleton (Frances)	112 Stafford Street, Hokitika 7810	755-6205	755-6200	frances@ Field Code Changed
SOUTHERN WARD				
J.G. Birchfield (John)	P.O. Box 130, Bruce Bay, South Westland 7950	03-751-0095	03-751 0195	johnb3@ Field Code Changed
K.J. Eggeling (Kerry)	P.O. Box 8, Haast 7844	03-750-0848	03-750 0713	kieseg@ Field Code Changed Field Code Changed
B.O. Thomson (Bryce) (DEPUTY MAYOR)	Petersen Road, Harihari 7884	753-3138	753-3138	bryce.thomson@stra.co.nz

3. Functions, Responsibilities and Activities of the Council

3.1 Functions

~~Under the Local Government Act 2002, the Purpose of Local Government has been defined as being:~~

- ~~• “To enable democratic local decision-making and action by, and on behalf of communities and;~~

~~To promote the social, economic, environmental, and cultural well-being of communities, in the present and in the future”.~~

~~Under the Local Government Act 2002 (LGA), the purpose of local government is:~~

- ~~• (a) to enable democratic local decision-making and action by, and on behalf of, communities; and~~
- ~~• (b) to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.~~

~~And the Role of a Local Authority has been defined as being to:~~

- ~~• “Give effect, in relation to its district, to the purpose of local government and;~~
- ~~• Perform the duties, and exercise the rights, conferred on it by or under this Act and any other enactment”.~~

- ~~• The LGA states that the role of a local authority is to—~~

- ~~• (a) give effect, in relation to its district or region, to the purpose of local government stated in **Section 10**; and~~

- (b) perform the duties, and exercise the rights, conferred on it by or under this Act and any other enactment.

- The LGA states that in performing its role, a local authority must have particular regard to the contribution that the following core services make to its communities:

- (a) network infrastructure;
- (b) public transport services;
- (c) solid waste collection and disposal;
- (d) the avoidance or mitigation of natural hazards;
- (e) libraries, museums, reserves, recreational facilities, and other community infrastructure.

(Sections 10 and 11 of the Local Government Act 2002).

3.2 Responsibilities

The Westland District Council has interpreted these obligations to mean that it has the overall responsibility and accountability for the proper direction and control of the District's activities. This responsibility and accountability includes:

- Providing a leadership focus for the District.
- Formulating the District's strategic direction.
- Managing the principal risks facing Westland.
- Administering various regulations and upholding the law.
- Safeguarding the public interest.
- Ensuring the integrity of management control systems.
- Ensuring the effective succession of elected members.
- Promoting economic and social development of the District and acting as an advocate on behalf of community interests.
- Planning for a sound and sustainable physical and human environment and enforcing relevant regulations.

3. Functions, Responsibilities and Activities of the Council cont.

- Providing and maintaining infrastructural, physical, and utilities services.
- Providing and maintaining recreational facilities and facilitating the provision of social and community services.
- Reporting to ratepayers on the above.

3.3 General and Local Legislation

In fulfilling its purpose, Westland District Council exercises powers and fulfils responsibilities conferred on it by [much](#) legislation.

The major enactments are:

- Building Act 2004
- Civil Defence & Emergency Management Act 2002
- Dog Control Act 1996
- Health Act 1956
- Local Electoral Act 2001
- Local Government Act 1974 and 2002
- Local Government (Rating) Act 2002
- Resource Management Act 1991
- [Sale of Liquor Act 1989](#) [Sale and Supply of Alcohol Act 2012](#)
- Transit New Zealand Act 1989
- Reserves Act 1977
- And such further legislation and amendments that Government from time to time may impose on local authorities.

There is no local legislation applicable in Westland.

3.4 Activities

The Council groups the work it does under eight Activity Groups. These groups are:

3. Functions, Responsibilities and Activities of the Council cont.

- **Elected Representatives**

Governance, Meetings and Committees, Council Support, Council Consultation and Reporting.

- **Planning & Regulatory**

Animal Control, Building Control, District Plan, Environmental Health, Resource Management Act, Liquor Licensing.

- **Roading**

Bridges, Emergency Repairs, Footpaths, Road Legalisation, Road Maintenance, Capital Developments, Capital Replacements, ~~Civil Defence~~.

- **Water Supplies**

Kumara, Arahura, Hokitika, Ross, Harihari, Whataroa, Franz Josef, Fox Glacier, and Haast Township Supplies; and Whataroa Rural Water Supply.

- ~~Sewerage and Wastewater~~

Hokitika, Kaniere, Franz Josef, Fox Glacier and Haast sewerage systems.

- **Solid Waste Management**

Public Refuse Landfills, Closed Landfills, Urban Refuse Collection, Waste Transfer Station, Waste Minimisation and Recycling.

- **Community Activities**

Museum, Cemeteries, Elderly Housing, Halls, Libraries, ~~Parks~~ and Reserves, Swimming Pools, iSite, Events, Community ~~Liaison~~ Development.

- **Other Operational Activities**

~~Drainage in Townships~~ Stormwater, Commercial Buildings, Land Management, Jackson Bay Wharf, Street Furniture, Monuments, Rural Fire, Civil Defence, ~~Walkways~~, ~~Cemeteries~~, ~~Parks and Reserves~~, ~~Swimming Pools~~.

Page | 16

4. Electoral Systems and Representation Arrangements

4.1 Electoral System

Westland District Council currently operates its elections under the first past the post electoral system. ~~This form of voting is used in parliamentary elections to elect Members of Parliament to electorates.~~ Electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes is declared the winner regardless of the proportion of votes that candidate(s) obtained.

The other option permitted under the Local Electoral Act 2001 is the single transferable vote system (STV). This system is used in district health board elections. Further information on STV can be obtained from ~~the Manager Planning & Regulatory, who is the~~ Council's Electoral Officer.

Under the Local Electoral Act 2001 the Council can resolve to change the electoral system to be used at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll. A poll can be initiated by at least 5 per cent of electors signing a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two triennial general elections, i.e. we cannot change our electoral system for one election and then change back for the next election.

Council undertook a representation review in April 2012 and accordingly a decision was made to reduce the number of councillors to eight. The consultative procedures relating to this proposal and the redefined Ward boundaries were notified and no submissions were received. Accordingly, the proposal became the basis for the next election on 3 July 2012.

4.2 Wards and Constituencies

The Council resolved ~~on 26 April 2012~~ that for the 2013 ~~election~~ and the subsequent election, Westland District Council will comprise 8 members elected from three wards with the Mayor being elected at large.

Three Wards will reflect the following identified communities of interest:

Northern Ward	All that part of Westland District north of the Mikonui River but excluding Hokitika and Kaniere.
Hokitika	All that part of Westland including the town of

Ward	Hokitika, the area north to Three Mile and including the areas to the east known as Blue Spur, Brickfield, Kaniere Township and the extension of Kaniere onto the Lake Kaniere Road.
Southern Ward	All that area of Westland south of the Miconui River.

The population that each member will represent is:

Ward	Estimated Population	Members	Population per Member
Northern Ward	3130	3	1043
Hokitika Ward	3530	3	1177
Southern Ward	2290	2	1145

4. Electoral Systems and Representation Arrangements cont.

4.3 Representation Options

4.3.1 Maori Wards

The Local Electoral Act 2001 also gives the Council the ability to establish separate wards for Maori electors. The Council may resolve to create separate Maori wards or conduct a poll on the matter, or the community may demand a poll. A petition of five percent of electors can require the Council to conduct a poll.

Currently, the Council has not resolved to create Maori Wards and there has not been any demand for a poll to do so.

4.3.2 Community Boards

Westland District Council has no Community Boards.

4.4 Changing Representative Arrangements

The Council is required to review its representation arrangements at least once every six years. The Council conducted a review in April 2012. It is not legally required to begin to review representation again until May 2017.

4. Electoral Systems and Representation Arrangements cont.

This review must include the following:

- The number of Elected Members (between six and 30 including the Mayor);
- Whether the Elected Members (other than the Mayor) shall be elected by the entire district, or continue to be elected by their Ward (or a mix of both systems);
- The boundaries and names of those wards and the number of members that will represent each ward (if election by wards is preferred);
- Whether or not to have separate Maori wards;
- Whether to have Community Boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

The Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review and should also follow guidelines published by the Local Government Commission. The Act gives electors the right to make a written submission to the Council, and the right to be heard if they wish.

Electors also have the right to appeal any decisions to the Local Government Commission, which will make a binding decision on the appeal.

5. Reorganisation Processes

5.1 Changing the District's Boundaries or Functions

The process for reorganising local government has been significantly changed by the Local Government Act 2002 Amendment Act 2012.

Reorganisation applications can be made seeking one or more of the following things -

- the union of districts or regions
- the constitution of new districts or regions
- the abolition of districts or regions
- the alteration of boundaries of a district or region
- the transfer of a statutory obligation from one local authority to another
- establishing a territorial authority as a unitary authority

The new process is as follows -

- an application is lodged with the Commission
- the Commission decides whether the application has the required information to allow it to be assessed
- as part of the process, the Commission determines whether there is community support for the application
- if the application meets these requirements, it will be assessed by the Commission but first the Commission must be satisfied there is community support for local government reorganisation in the affected areas
- if the Commission is satisfied this is the case, the application is publicly notified and alternative applications are called for
- the Commission identifies the reasonably practicable options for local government in the affected area which must include current local government arrangements
- if the Commission decides there should be changes to current arrangements, in order to promote good local government in the area, it identifies its preferred option and a draft proposal is developed and publicly notified
- submissions on the draft proposal are made to the Commission
- the Commission considers the submissions and may hold hearings on submissions

Page | 21

- the Commission decides whether a final proposal is to be issued
- if a final proposal is issued, a poll on the proposal may be requested by 10% of the electors in one of the affected districts
- if a proposal is supported by a poll or there is no poll, a reorganisation scheme is prepared and implemented by Order in Council

The Local Government Act 2002 sets out procedures, which must be followed during proposals to:

- Make changes to the boundaries of the District;
- Create one or more new Territorial Local Authorities (City or District Councils);
- Create a Unitary Authority, i.e. transfer the functions of the West Coast Regional Council to Westland District Council;
- Transfer a particular function or functions to another Council.

The procedures for resolving each type of proposal are slightly different. In general, they begin with a proposal from the local authority, the Minister of Local Government, or by a petition signed by 10 percent of electors.

Proposals for a boundary alteration or the transfer of functions from one local authority to another will be considered by one of the affected local authorities or by the Local Government Commission if the local authorities refer the proposal to the Commission. The Commission will deal with proposals for the establishment of a new District or for the creation of a Unitary Authority. These proposals cannot be implemented without a poll of electors. The Local Government Commission has also prepared guidelines on procedures for local government reorganisation.

6. Roles and Conduct

6.1 Mayor and Councillors' Roles

The Mayor and the Councillors of the Westland District Council have the following roles:

- Setting the policy direction of Council.
- Monitoring the performance of the Council.
- Representing the interests of the district (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the district).
- Employing the Chief Executive (under the Local Government Act the local authority employs the Chief Executive, who in turn employs all other staff on its behalf).

6.2 Mayor's Role

The Mayor is elected by the district as a whole and as one of the elected members shares the same responsibilities as other members of Council. In addition the Mayor has the following roles:

- Presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Council's Standing Orders).
- Advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council.
- Ceremonial head of Council.
- Providing leadership and feedback to other elected members on teamwork and chairing committees.

6.3 Deputy Mayor's Role

The Deputy Mayor is elected by the members of Council at the first meeting of the Council. The Deputy Mayor exercises the same roles as other elected members. In addition:

- If the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers of the Mayor (as summarised above).

6. Roles and Conduct cont.

- The Deputy Mayor may be removed from office by resolution of Council.

6.4 Committee Chairperson's Role

The Council has created ~~several committees~~one committee of Council. A committee chairperson is responsible for:

- Presiding over meetings of the committee.
- Ensuring that the committee acts within the powers delegated by Council, and as set out in the Council's Delegations Manual.
- A committee chairperson may be removed from office by resolution of Council.

6.5 Chief Executive's Role

The Chief Executive is appointed by the Council 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 the Council's policies and objectives within the budgetary constraints established by the Council. Under section 42 of the Local Government Act 2002, the responsibilities of the Chief Executive are:

- Implementing the decisions of the Council
- Providing advice to the Council and community boards
- Ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised
- Managing the activities of the Council effective and efficiently
- Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council
- Providing leadership for the staff of the Council
- Employing staff (including negotiation of the terms of employment for the staff).

The Chief Executive is the only employee of the Council, and the only person who may lawfully give instructions to other staff. Any complaint about individual staff members should therefore be directed to the Chief Executive and not elected members or departmental managers. Any complaints about the CEO should be directed in the first instance to the

~~Chairperson of the Performance Management~~ Chairperson of the Executive
~~Committee,~~ and this can be done through any elected member.

6. Roles and Conduct cont.

6.6 Code of Conduct

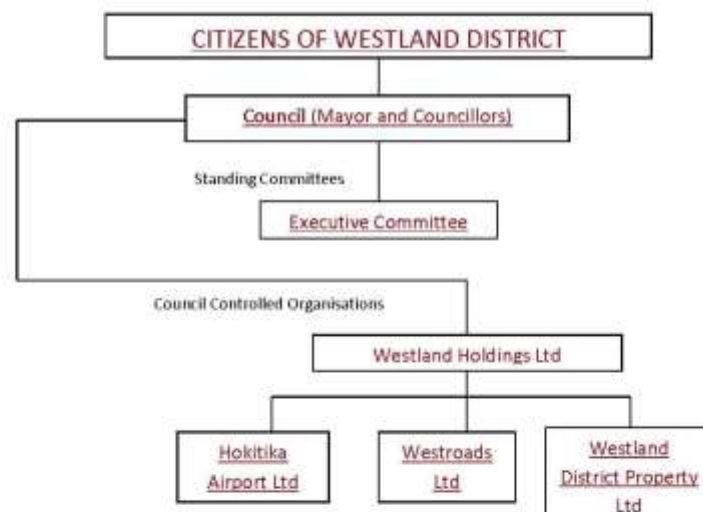
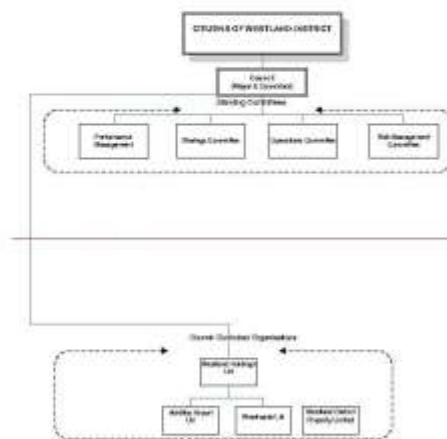
All elected members are required to adhere to Council's Code of Conduct. Council ~~intends to revise~~ its Code of Conduct after the each triennial election. Once adopted the Code of Conduct may only be amended by a 75 per cent or more vote of the Council. The code sets out the Council's understanding and expectations of how the Mayor and Councillors will relate to one another, to staff, to the media and to the general public in the course of their duties. [This is available on Council's website.](#)

7. Governance and Management Structure

7.1 Governance Structure

The Westland District Council Governance Structure





A key to the efficient running of local government is that there is a clear division between the role of Council and that of management. The Westland District Council elected members concentrate on setting policy, strategy, and determining the level of financial resources. The Council then reviews progress. Management is concerned with implementing Council policy and strategy.

7. Governance and Management Structure cont.

7.2 Council Committees

The Council reviews its committee structures after each triennial election. The Council has established the following committees – the first four are the principal standing committees:

Committee/ Chairperson	Membership Basis	Purpose/Activity
Performance Management Committee	Elected members of Council appointed from time to time by Council. Currently 7 members	Performance management is a process of determining objectives, measuring progress against those objectives, and using the results to improve the Council's delivery of services to the community.
Strategy Committee	Elected members of Council appointed from time to time by Council. Currently 5 members	The Committee will have responsibilities relating to strategy and policy for Council. In undertaking its responsibilities, the committee will at all times ensure relevance to Council's vision, which is <i>Westland will, by 2030, be a world class tourist destination and have industries and businesses leading through innovation and service.</i>
Operations Committee	Elected members of Council appointed from time to time by Council. Currently 5 members	The Committee will have responsibilities relating to all Council owned infrastructure assets and operations. This includes the following, but is not limited to: • 3 waters (Water, Wastewater and

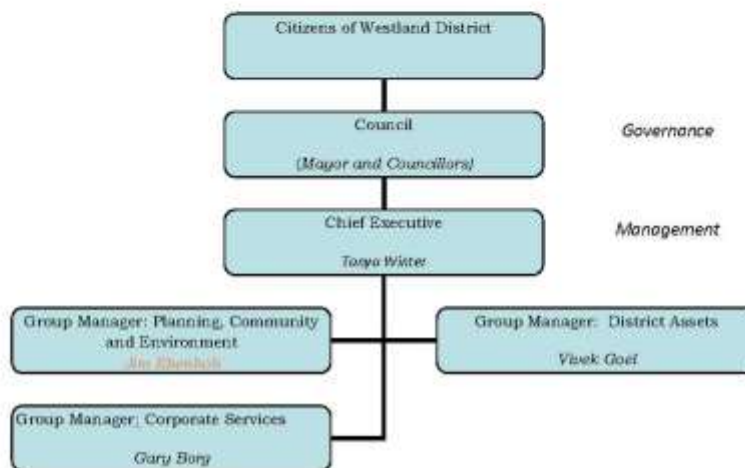
		<p>Stormwater)</p> <ul style="list-style-type: none"> • Solid Waste Management • Roading • Parks and Reserves and Public Toilets • Pools and Cemeteries • District Libraries • IT Systems for the Council infrastructure • Council-owned Buildings
--	--	---

Risk Management Committee	<p>Elected members of Council appointed from time to time by Council.</p> <p>Currently 6 members</p>	<p>The Risk Management Committee is responsible for ensuring that management has established a risk management framework that includes policies and procedures to effectively identify, treat and monitor principal business risks. The committee also regularly reviews Council's risk profile.</p>
Conduct Review Committee	<p>Mayor and the Chairpersons of the Performance Management, Strategy, Operations and Risk Management Committee.</p> <p>Currently 4 members</p>	<p>The Conduct Review Committee will have responsibilities relating to Council's Code of Conduct which provides guidance on the standards of behaviour that are expected from the Mayor and elected members of the Council.</p>
Executive Committee	<p>Mayor, Deputy Mayor with the power to co-opt as required</p>	<ol style="list-style-type: none"> 1. To enable Council to carry out its statutory and contractual responsibilities as employer of the Chief Executive. 2. To implement Council policies and processes for the selection, appointment and remuneration of

		<p><u>directors to Council Controlled Organisations and trustees to Council Organisations.</u></p> <p>3. <u>To maintain an on-going liaison with Boards of Directors of Council-Controlled Organisations in regard to Council's interest as a shareholder.</u></p> <p>4. <u>To undertake the role of Audit Committee.</u></p> <p>5. <u>To undertake the role of Risk Management Committee.</u></p> <p>6. <u>To determine matters within the authority of Council where the urgency of those matters precludes an Extraordinary Meeting of the full Council.</u></p>

7. Governance and Management Structure cont.

7.3 Management Structure



DepartmentsGroups:

Planning and RegulatoryPlanning, Community and Environment:

- Animal Control
- Civil Defence
- Inspections and Compliance
- Liquor Licensing
- Community Assistance/Funding
- MDI Projects
- Library

- [Museum](#)
- [Annual Plan](#)
- [Long Term Plan \(LTP\)](#)
- [Annual Report](#)

Community Services

- [Community Assistance/Funding](#)
- [MDI Projects](#)
- [Safer Community Council](#)

Corporate Services:

- [Annual Plan](#)
- [Annual Report](#)
- [Financial Finance](#)
- [CCO Monitoring and Reporting](#)
- [Insurance](#)
- [Internal Audit and Risk](#)
- [Long Term Plan \(LTP\)](#)
- [Customer Services](#)
- [i-Site](#)

Operations at District Assets

- [Assets](#)
- [Cemeteries](#)
- [Community Township Development](#)
- [Land and Buildings](#)
- [Parks and Reserves](#)

- Public Toilets
- Rural Fire and Civil Defence
- Stormwater
- Swimming Pools
- Transportation
- Wastewater
- Water Supply
- Information Technology

7.4 Delegations

Council is assigned powers to act by a wide range of legislation, trust deeds and documents. In order to allow its Committees and the Chief Executive to carry out their functions, Council has to delegate some these powers to act. The Chief Executive has to further delegate a number of these powers to allow Council staff to carry out their functions.

All delegations of power are contained in the Council's Delegations Manual copies of which may be obtained from Council's Office.

8. Meeting Processes

8.1 The Rules for Meetings and Standing Orders.

The legal requirements for Council meetings are in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

All Council and Committee meetings are open to the public unless there is reason to consider some item 'in committee'. ~~Although in~~ Meetings are open to the public, and members of the public do not have speaking rights unless prior arrangements are made with the Council are able to speak in the Public Forum at the start of the Council meeting. The LGOIMA contains a list of the circumstances where councils may consider items with the public excluded. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information and, the maintenance of public health, safety and order.

The Council agenda is a public document, although parts may be withheld if the above circumstances apply.

The Mayor or Committee Chair is responsible for maintaining order at meetings and may, at his ~~or her~~ discretion, order the removal of any member of the public for disorderly conduct, or remove any member of the Council who does not comply with Standing Orders (a set of procedures for conducting meetings). The Council has adopted the NZS 9202 model standing orders for territorial authorities.

Minutes of meetings are kept and made publicly available, subject to the provisions of the LGOIMA.

~~For an ordinary meeting of the Council, at least 14 days notice of the time and place of the meeting must be given. Extraordinary meetings can generally be called on three working days notice.~~

Public Notification of Meetings is in accordance with NZS 9202:2003.

During meetings of the Council or Committees, all Council participants (the Mayor, Chair or Councillors or Members) must follow Standing Orders unless Standing Orders are suspended by a vote of 75 per cent (or more) of the members present.

In addition the Council Code of Conduct sets out ~~some the~~ expectations of the behaviour, which elected members expect of each other at meetings.

9. Consultation Policies

9.1 Consultation Policy

Council adopted its Consultation Policy in August 2005. [This can be found on Council's website.](#)

9.2 Special Consultation Procedure under Local Government Act 2002

The Local Government Act sets out certain consultation principles and a procedure that [local-areis](#) followed when making certain decisions. This procedure, the special consultative procedure, is regarded as a minimum process.

The Council can and does consult outside of the special consultative procedure. When it is adopting its Long Term Plan, Annual Plan or District Plan it will hold formal meetings with community groups and other interested parties. At these meetings the Council will seek views on the matters the Council considers to be important and identify issues of concern to the community.

The special consultative procedure consists of the following steps:

- **STEP ONE: Preparation of a statement of proposal and a summary.**

The Council must prepare a description of the proposed decision or course of action. The statement must be available for distribution throughout the community and must be available for inspection at the Council Office and may be made available elsewhere. The Council also has to prepare a full and fair summary of the proposal, which must be distributed as widely as the Council considers to be reasonably practicable. [Use of the Council website is an acceptable way of making the statement of proposal and summary publicly available.](#) That statement must be included on an agenda for a Council meeting.

- **STEP TWO: Public notice.**

The Council must publish a notice in one or more daily newspapers, or in other newspapers of equivalent circulation, of the proposal and of the consultation being undertaken.

9. Consultation Policies cont.

- **STEP THREE: Receive submissions.**

The Council must acknowledge all written submissions and offer submitters a reasonable opportunity to make an oral submission. The Council must allow at least one month (from the date of the notice) for submissions.

- **STEP FOUR: Deliberate in public.**

All meetings where the Council deliberates on the proposal or hears submissions must be open to the public (unless there is some reason to exclude the public under the LGOIMA). Submissions must be made available publicly unless there is reason to withhold them under LGOIMA.

- **STEP FIVE: Follow up.**

A copy of the decision and a summary of the reasons must be provided to submitters. There is no prescribed format for such a summary.

By law, the Council must follow the special consultative procedure before it:

- Adopts a Long Term Plan (LTP) or Annual Plan
- Amends an LTP
- Adopts, revokes, reviews or amends a bylaw
- Changes the mode of delivery for a significant activity (for example from the Council to a Council-Controlled Organisation or from a Council Controlled Organisation to a private sector organisation) if that is not provided for in an LTP.

The Council may be required to use the special consultative procedure under other legislation, and it may use this procedure in other circumstances if it wishes to do so.

9.3 Policy on Liaising with Maori

Council will endeavour to recognise the Crown's responsibility to take appropriate account of the principles of the Treaty of Waitangi and to maintain and improve opportunities for Maori to contribute to local government decision making processes. Parts 2 and 6 of the Local Government Act 2002 provides principles and requirements for local authorities that are intended to facilitate participation by Maori in local authority decision making.

9. Consultation Policies cont.

The Council is therefore committed to acknowledging the unique perspectives of Maori as Papatipu Runanga and is further committed to on-going dialogue in developing processes to facilitate such activities.

10. Equal Employment Opportunity Policy

10.1 Equal Employment Opportunity Policy

The Council is committed to the principles of Equal Employment Opportunity for all its employees and accordingly will act in accordance with the following policy:

- People with the best skills and qualifications to do particular jobs are employed regardless of their gender, race, marital status, physical impairment, or sexual preference.
- All employees will have a fair and equitable chance to compete for appointment or promotion and to pursue their careers.
- The recruitment and promotion of employees is based on merit.
- All employees have equitable access to training and skills development.

11. Key Planning and Policy Documents

11.1 Long Term Plan (LTP)

On ~~31 July 2009~~^{28 June 2012}, the Council adopted the ~~2009 – 2019~~²⁰¹²⁻²⁰²² Long Term Plan (referred to as LTP) in accordance with the Local Government Act. The LTP is the central focus for the Council's future over the next 10 years. The ~~2012-2022~~ Long Term Plan ~~was reviewed in 2012 and will thereafter~~ be reviewed every three years.

• The purpose of a long-term plan as per the Local Government Act 2002 is to

- describe the activities of the local authority
- describe the community outcomes of the local authority's district or region
- provide integrated decision-making and co-ordination of the resources of the local authority
- provide a long-term focus for the decisions and activities of the local authority
- provide a basis for accountability of the local authority to the community
- provide an opportunity for participation by the public in decision-making processes on activities to be undertaken by the local authority

~~The~~^{is} LTP is the Council's key planning document and contains:

- Community Outcomes. What the Community wants to see happen in the District over the next 10 years.
- Groups of Activities. What activities the Council undertakes, the level of service Council will provide for those activities, the assets employed and the total costs (both capital and operating) to Council for providing those services.
- Council Controlled Organisations – a description of the CCOs Council has established to deliver some services
- Assessments of water services, ~~and~~ ^{and} sanitary services ~~and waste management~~ within the district.
- How Council will develop Maori capacity to contribute to the decision making process.

Page | 42

- Funding and Financing policies including:

- Revenue and Financing Policy (how and who pays for services provided).
- Investment and Liability [Management Policy-Policies](#) (what the Council can invest in or borrow).
- Development and Financial Contributions (what contributions will be required by developers for new subdivisions etc.).
- Local Authority and Private Sector Partnership Policy (if Council goes into partnership to provide services with a private organisation).
- [Maori Land Rates Remission Policy](#) (if and what Maori land receives a rate remission e.g. Landlocked land in a natural state).
- [Rates Remission Policy](#) (if and what charitable/public good organisations receive rates remissions)
- [Statement Concerning Balancing the Budget](#) (whether Council will produce a balanced budget over the life of the plan, and if not, why not)
- [Funding of Depreciation Policy](#) (describes how Council will fund depreciation to replace assets over the life of the plan)

- A summary of the Council's [Policy on Significance Policy](#).
- Forecast Financial Statements. Detailed forecasts for three years, and summary forecasts for the seven years after the first three.
- [Funding Impact Forecast Funding Income](#) Statement. How the rates are going to be allocated charged to ratepayers.
- Significant Forecasting assumptions. What the Council has assumed in preparing the LTP. For example levels of service, inflation, etc.

The LTP is adopted through the special consultative procedure set out in sections 83 & 84 of the Local Government Act 2002. It is important to note that Council cannot significantly deviate from the LTP without re-engaging the community through the special consultative procedure. In other words once the plan is adopted it determines the Council's direction for the next three years.

11. Key Planning and Policy Documents **cont.**

11.2 The Annual Plan

The year in which a Long Term Plan is adopted this document becomes the Annual Budget for that year. For the two years between reviews of the LTP Council will adopt an Annual Plan through the special consultative procedure set out in sections 83 & 85 of the Local Government Act 2002.

–This Annual Plan will focus on the budgets for the current financial year and the setting of rates. This document will not be able to significantly deviate from the LTP.

11.3 The Policy Manual

All policies adopted by the Westland District Council are ~~promulgated~~ ~~into~~ ~~contained in~~ a policy manual. ~~This is available on request from the Executive Assistant.~~

11.4 The Westland District Plan

The Westland District Plan was adopted on 16 May 2002 and is currently ~~proceeding to review~~ ~~being reviewed~~. This Plan sets out the framework of objectives, policies, and methods to be used to achieve integrated management of the effects of the use, development, and protection of the natural and physical resources of Westland District. Some of the methods to be used include rules ~~in this Plan~~ controlling the effects of land use and land subdivision.

The Plan has been prepared to fulfil the requirement of Part V of the Resource Management Act 1991 that there be, at all times, one district plan for each territorial authority district. Implementation of the Plan's policies and methods is intended to assist the Council to carry out its functions under the Act. The Plan is one of a number of initiatives to be used by the Council to achieve the (sustainable management) purpose of the Act.

The District Plan is available on the Council's Website at www.westland.govt.nz and at Council's Office, 36 Weld Street,

Hokitika in hardcopy or CD.

11. Key Planning and Policy Documents cont.

11.5 Bylaws

The following bylaws are in force and are due for review 5 years after the date of initial enactment printed at the end of the bylaw, or 10 years after the date of the most recent review [in brackets], whichever is later;

- Airport Charges Bylaw 1998 [19 June 2008]
- Dog Control Bylaw 1997 [19 June 2008]
- Fencing Bylaw 1991 [19 June 2008]
- Jackson Bay Wharf Bylaw 2001 [19 June 2008]
- Liquor Bans Bylaw 2007 [28 February 2013]
- Refuse Bylaw 1992 [19 June 2008]
- Speed Limits Bylaw 2006 [19 June 2008]
- Trading in Public Places Bylaw 2008 [19 June 2008]
- Traffic and Parking Bylaw 1999 [28 November 2013]
- Waste Water Bylaw 2010 [enacted 24 February 2011]
- Wildfoods and Other Events Bylaw 2003 incorporating the Wildfoods and Other Events Amendment Bylaw 2006 [9 December 2009]

12. Requests for Official Information

12.1 Requests for Official Information

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from the Council. All requests for information are a request made under LGOIMA. You do not have to say you are making a request under LGOIMA. Once a request is made the Council must supply the information unless reason exists for withholding it or the provisions of the Privacy Act 1993 apply. The LGOIMA says that information may be withheld if release of the information would:

- Endanger the safety of any person
- Prejudice maintenance of the law
- Compromise the privacy of any person
- Reveal confidential or commercially sensitive information
- Cause offence to tikanga Maori or would disclose the location of waahi tapu
- Prejudice public health or safety
- Compromise legal professional privilege
- Disadvantage the local authority while carrying out negotiations or commercial activities
- Allow information to be used for improper gain or advantage.

The Council answers requests within 20 working days (although there are certain circumstances where this time-frame may be extended). A charge shall be made to recover all reasonable costs incurred by Council in providing the information. [In 2013 Council adopted a set of fees and charges for requests under LGOIMA. These are on the Council website under fees and charges.](#) An estimation of cost prior to providing the information can be made available.

In the first instance you should address requests for official information to [the Chief Executive, as follows:](#)

Information Request, Chief Executive,
Westland District Council, Private Bag 704, Hokitika 7842,

Report



DATE: 27 February 2014

TO: Mayor and Councillors

FROM: Group Manager: Planning, Community and Environment

UPDATE TO DELEGATIONS MANUAL AND APPROVAL OF INDEPENDENT ACCREDITED RESOURCE MANAGEMENT HEARING COMMISSIONERS

1.0 SUMMARY

- 1.1 The purpose of this report is to request Council approval of a number of updates to the Delegations Manual since it was last approved by Council in August 2012, and to request that Council grant hearing commissioner powers under the Resource Management Act 1991 to a pool of accredited independent hearing commissioners.
- 1.2 The updates are required as a result of legislative changes, Council staff restructuring, and the current Council's decision to disband all standing committees with the exception of the Executive Committee.
- 1.3 The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act 2002. That purpose is:
 - (a) To enable democratic local decision-making and action, by and on behalf of, communities; and
 - (b) To meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
- 1.4 Council seeks to meet this obligation and the achievement of the District Vision set out in the Long Term Plan 2012-22. The matters raised in this report relate to those elements of the vision identified in the following table.

Vision's Objectives	Achieved By
Involving the community and stakeholders Having inspirational leadership	Having in place delegations that are clear and up-to-date, giving Councillors, the public and staff a better understanding of where

- 1.5 This report concludes by recommending that Council approves the updated Delegations Manual, attached as **Appendix 1**.

2.0 BACKGROUND

- 2.1 The Council's Delegations Manual lists which powers are delegated to various committees and to Council staff. The current Delegations Manual dates to 2006 or earlier, as it has a record of amendments beginning in May 2006. The last version Council approved was dated 23 August 2012. Since then, a number of minor administrative changes have been made that have not altered the balance of power within the organisation or between staff and Councillors. These are listed in the "Record of Amendments" at the start of the Manual.

3.0 CURRENT SITUATION

- 3.1 As a result of recent legislative changes, Council staff restructuring, and the current Council's decision to disband all standing committees with the exception of the Executive Committee, a number of changes are required to the Manual. These are highlighted in "tracked-changes" in **Appendix 1**.
- 3.2 The proposed changes generally do not result in any transfer of powers from Councillors to staff or vice-versa. The intent of the changes is primarily to maintain compliance with relevant legislation and reflect the latest structure of Council committees and staff. A more comprehensive of the Delegations Manual is planned for the coming year.
- 3.3 Each of the types of changes will now be described in turn.

Legislative

- 3.4 The primary legislative change reflected in the proposed changes to the Manual is the Sale and Supply of Alcohol Act 2012 and the repeal of the Sale of Liquor Act 1989. The Manual now needs to refer to the District Licensing Committee and other requirements of the new Act.
- 3.5 Another legislative requirement relates to the Resource Management Act 1991 (RMA), specifically Section 34A's requirement to avoid delegating the power of further delegation. Due to this requirement, the ability of a manager to subdelegate RMA powers has been replaced with a wider delegation to the District Planner, to be exercised in consultation with the Group Manager: Planning, Community and Environment.
- 3.6 Another change necessitated by this RMA requirement is for resource management hearing commissioners to be given authority directly by the Council, rather than leaving this as a subdelegation from other hearing commissioners, or the Mayor and Chief Executive. This report recommends that the Council give hearing

commissioner authority to all independent commissioners accredited under the RMA through the Ministry for the Environment's "Making Good Decisions" programme. There are currently several hundred commissioners on this list (see <http://consultation.mfe.govt.nz/rma/practitioners/good-decisions/certified-independents>), attached as **Appendix 2**. It is proposed that the Mayor and Chief Executive could then select hearing commissioners for particular matters as required, without the formation of each panel needing to be approved by Council. The Mayor and Chief Executive would follow the Manual's existing guidelines around expertise, conflict of interest, etc. In effect, nothing would change from the existing Manual except the Council would be explicitly avoiding subdelegation as required by the RMA. In practice, commissioners who have a successful track record and familiarity with Westland issues, or those who have the necessary expertise in particular technical issues, are still likely to be selected rather than random commissioners from elsewhere in the country.

- 3.7 The reliance on independent RMA commissioners is particularly important as none of the existing Councillors have RMA accreditation, as will be required for all hearing commissioners from September 2014. Councillors with an interest in attending RMA hearings, as per the Council's resolution of 28 November 2013, have been listed in the Manual, and it is made clear that these Councillors will not be able to vote as hearing commissioners.

Staff Structure

- 3.8 The recent restructure of the Council's Executive Team (referred to as "Management Team" in the Manual) has created some new job titles and removed others, and this has been reflected in the proposed changes to the Manual. For example, the delegations to the former Planning and Regulatory Manager have now been assigned to the Group Manager: Planning, Community and Environment. Similarly, a restructure within the District Assets group has led to some new titles and resulting proposed changes in the Manual.

Committee Structure

- 3.9 The current Council has decided to disband all its Standing Committees, with the exception of an Executive Committee. The Manual contains proposed changes to reflect this, including the terms of reference for the Executive Committee.

Administrative Changes

- 3.10 Finally, a few minor wording, formatting and punctuation edits have been proposed for clarity. These do not change the intent of the delegations policies.

4.0 OPTIONS

- 4.1 It is not a viable option for Council to leave outdated legislative references, non-existent job titles or defunct standing committees in the Delegations Manual. This would lead to confusion for staff, Councillors and the public, and could lead to legal challenges.

- 4.2 Options exist, however, around the delegation of resource management powers to hearing commissioners. For example, the Council could choose to give powers to a relatively small subset of the accredited independent commissioners listed in **Appendix 2**, rather than allowing the Mayor and Chief Executive to select from the larger list. Another option would be for the Council as a whole to retain the power to select commissioners for any particular hearing. Each of these options has some disadvantages, as explained below.
- 4.3 Another set of options exists around the extent to which Council gives resource management hearing commissioners the ability to make decisions as opposed to just recommendations, particularly around District Plan changes. Only the full Council has the ability to provide final approval to a District Plan change (i.e. to make it operative after any appeals are resolved), but many Councils give commissioners the ability to make and notify decisions, which are then subject to appeal. That option is proposed in the Manual (which was previously silent on District Plan changes), but if the Council wishes it could require commissioners to recommend decisions on District Plan changes to Council. It is recommended that commissioners retain the ability to make decisions on notified resource consents, as in the current Manual; this is consistent with common practice across local government.
- 4.4 There may also be other adjustments to the Manual the Council may wish to see.

5.0 SIGNIFICANCE AND CONSULTATION

- 5.1 In accordance with Council's Policy on Significance this matter is administrative in nature and therefore of low significance.
- 5.2 No consultation has been required in relation to this report.

6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 As stated above, choosing to leave outdated legislative references, non-existing job titles or defunct standing committees in the Delegations Manual would lead to confusion and could lead to legal challenges. The preferred option of making the appropriate changes would minimise the potential for confusion and legal challenge.
- 6.2 In terms of resource management hearing commissioners, the recommended option of giving authority to the entire available pool of accredited independent commissioners would eliminate the need to request a Council resolution every time a new commissioner was required. This would save staff and Councillor time, but would still provide the assurance that a commissioner has undertaken appropriate training accredited by the Ministry for the Environment.
- 6.3 The option of having a smaller pool of commissioners (for example, up to a dozen that the Council has used before) would have the advantage of providing greater assurance to the Council that it knows the people who might be commissioners; however it would reduce the flexibility to find the right person for each hearing, and

could lead to additional staff costs in preparing Council resolutions for new appointments. The same advantages and disadvantages apply (to a greater extent) to the option of the Council retaining the ability to select commissioners for every hearing.

- 6.4 The option of requiring decisions on District Plan changes to be made by Council rather than commissioners has the advantage of providing the appearance of a greater degree of Council oversight. On the other hand, in practice it is very difficult for the Council to deviate from the recommendations of a commissioner without risking judicial review since it has not heard the submissions itself, so the options are only really only to withdraw the plan change or to approve it. The Council can always choose to withdraw a plan change at any time prior to it going before the Environment Court, even after appeals are lodged, so this option is probably not necessary.

7.0 PREFERRED OPTION AND REASONS

- 7.1 The preferred option is that the Delegations Manual attached as **Appendix 1** be approved, and that the powers of resource management hearing commissioners under the RMA (as per Section 25 of the Delegations Manual) be granted to those accredited individuals listed in **Appendix 2**, for the reasons outlined above.

8.0 RECOMMENDATIONS

- A) **THAT** Council approve the Delegations Manual, as attached as **Appendix 1**.
- B) **THAT** pursuant to Section 34A of the Resource Management Act 1991, Council approves the granting of resource management hearing commissioner powers, as per Section 25 of the attached revised Delegations Manual, to the accredited individuals listed in **Appendix 2**.

Jim Ebenhoh

Group Manager Planning, Community and Environment

Appendix 1: Delegations Manual (with proposed amendments in tracked-changes)

Appendix 2: List of accredited Resource Management Act hearing commissioners in New Zealand (from <http://consultation.mfe.govt.nz/rma/practitioners/good-decisions/certified-independents>)

Version 201 .0

WESTLAND
DISTRICT COUNCIL

Delegations Manual



Adopted by Council – 23 August 2012

Amended February 2014

Record of Amendments

Date Amended	Amendment	Clause	Page Reference
17 May 2006	Add Swimming Pool Manager	30.7	21
17 May 2006	Add Engineering Officer	30.7	21
2 April 2007	Add Consents and Planning Officer	30.7	23
2 April 2007	Amend "Land and Resources Officer" to "Waste Management and Resources Officer"	30.7	21
15 October 2008	Update Standing Committees	20	10
15 October 2008	Amend Planning and Regulatory General Delegations, Resource Management Act Delegations, Sale of Liquor Act Delegations and Building Act Delegations.	31.3	27-36
1 May 2009	Amend Community Services Officer Delegations	31.4	37
1 May 2009	Amend "General Manager" to "Chief Executive Officer"	Various	Various
1 May 2009	Update Standing Committees	20	10
1 May 2009	Update Committees (add Councillor Butzbach to Assets and Planning and Development Committees)	20	10
1 May 2009	Update Other Committees (Solid Waste Committee, add Hearings and Licensing Commissioners)	20.1	11
1 May 2009	Amend Jurisdiction of the Planning and Development Committee (Planning Meeting 7/08/08)	23	13
1 May 2009	Amend Jurisdiction of the Recreation and Community Services Committee (Recreation Meeting 28/10/08)	24	13
1 May 2009	Amend Jurisdiction of the Assets Committee (adding Civil Defence Emergency Management and Rural Fire) (Assets Meeting 20/11/08)	25	14
1 May 2009	Add Jurisdiction of the Solid Waste Management Committee	27	15
1 May 2009	Add Guidelines to Jurisdiction of the Commissioners	28	16
1 May 2009	Add Delegation to Manager Audit and Compliance	30.7	19
1 May 2009	Amend Audit and Finance Delegations (Staff Delegations) (Audit Meeting 9-04-09)	31	Various
6 August 2009	Amend "Managers' Personal Assistant" to "Executive Assistant" in line with CEO's changed title	19 & 30.7	9, 22
18 August 2009	Amend delegations to Manager Planning and Regulatory	30.7	19
18 August 2009	Remove Delegations to Events Coordinator and Assistant Events Coordinator due to WBU Structure	30.7	23, 24
18 August 2009	Amend Standing Orders	33	42
19 August 2009	Amend Staff Delegations	32.7	19, 22,
	Resource Management Act Delegations	33.2.1	23, 28-37
8 September 2009	Remove Delegations to Manager Audit & Compliance	30	19
14 September 2009	Add "All functions, powers and duties pursuant to the Resource Management Act 1991 and not otherwise delegated."		13
16 October 2009	Amend Part 29.1 by removing the phrase "Deputy Mayor Councillor Bryce Thomson" and replacing it with Councillor Allen Hurley – Council Meeting 15 October 2009	29.1	15

Record of Amendments cont.

Date Amended	Amendment	Clause	Page Reference
3 December 2009	Add new Clause d) and e) relating to Commissioners and appointment of a mediator – Planning and Development Committee Meeting – 3 December 2009	29.1	16
19 January 2010	Amend Resource Management delegations as per recent amendments to the Resource Management Act.	33.3.2	27-34
26 March 2010	Added "Information Technology" to Information Technology Officer's delegations	32.7	21
6 April 2011	Update "Standing Committees"	20	11
6 April 2011	Update Listing of "Other Committees"	21	12
6 April 2011	Amend "Operations Manager" to "Group Manager – Assets & Operations" (Operations Department Restructure)	Various	Various
7 April 2011	Amend Swimming Pool Manager to Supervisor Pools (Operations Department Restructure)	29.7	26
7 April 2011	Amend Waste Management and Resources Officer to Development Control Officer (Operations Department Restructure)	29.7	26
7 April 2011	Amend Information Technology Officer to Supervisor IT Services (Operations Department Restructure)	29.7	26
7 April 2011	Amend Consents and Planning Officer to Consents Officer (Operations Department Restructure)	29.7	28
7 April 2011	Amend Community Liaison Officer to Community Development Officer (Operations Department Restructure)	29.7	28
2 May 2011	Increase delegations to Management Team and the Group Manager – Assets & Operations – Council Meeting 28 April 2011	32.7	22
2 May 2011	Amend Tender Procedures – Part V Miscellaneous – Council Meeting 28 April 2011	34	45-46
28 March 2012	Amend "four" Senior Managers to "three" Senior Managers	1.1	4
28 March 2012	Remove reference to Manager Audit and Compliance (Council Restructure)	1.1	
28 March 2012	Update Performance Management Committee Members	20	11
28 March 2012	Amend reference to "LTCCP" to "LTP"	25.3, 25.5	16
28 March 2012	Amend delegation of Development Control Officer to Planning Engineer – (Operations Department staffing)	29.7	25
28 March 2012	Amend reference from "Consents Officer" to "Planner" – (Planning and Regulatory staffing)	29.7	27
28 March 2012	Update delegations to the Chief Executive Officer – instructions from Council Meeting – 22.03.12	30.1	28
28 March 2012	Update delegations to the Chief Executive Officer – Authority to update Warrants of Appointments	30.1	29
28 March 2012	Update reference from "Planning and Development Committee" to "Strategy Committee"	30.3.2	31, 36
24 July 2012	Include delegations to "Community Services Team" due to restructure process.	29.7	30-31

Record of Amendments cont.

Date Amended	Amendment	Clause	Page Reference
24 July 2012	Update the Management Team Executive Team listing	1.1 a)	5
16 August 2012	Include a delegation for the Conduct Review Committee	20	12, 27
16 August 2012	Include the Terms of Reference for the Committees	24-27	16-26
16 August 2012	Update Delegations to Staff	29.7-30.6	28-54
16 August 2012	Remove Tender Procedures	31	55
16 August 2012	Remove Standing Orders	32	56
23 August 2012	Add reference to Council Bylaws	30.3.1	43
18 December 2012	Amend reference from Chief Executive Officer to "Chief Executive" – Risk Committee Meeting 20.11.12	Various	Various
18 December 2012	Amend reference from CEO to "CE" (Risk Committee Meeting - 20.11.12)	Various	Various
18 December 2012	Amend reference to Credit Card (internal policy change)	31.1 31.5	41 54-55
18 December 2012	Remove reference to "him"	31.1	42
18 December 2012	Add paragraph to Chief Executive and Departmental Managers regarding litigation	31.1	42
18 December 2012	Remove reference to property rentals	31.2	42
18 December 2012	Amend right of way clause (Risk Committee Meeting - 20.11.12)	31.3.2	45
7 February 2013	Part IV - Resource Management Act Delegations - Add reference to the Manager Planning and Regulatory's delegation to exercise the discretion to support or oppose any application made to the Environment Court (Council Meeting 24.01.13)	Part IV 31.3.2	47
7 February 2013	Part III - Elected Members Expenses - Add reference to the Elected Members Expenses for the Mayor, Chairperson of the Performance Management Committee and the Deputy Mayor (Council Meeting 24.01.13)	Part III Clause 30	29
7 February 2013	Part IV - Delegation to Staff - Remove reference to "non-capital" from staff delegations. (Council Meeting 24.01.13)	Part IV Clause 30.7	31-39
7 February 2013	Part IV - Delegation to Staff - Add a reference to the credit card for the iSite Manager's Delegation (Council Meeting 24.01.13)	Part IV Clause 30.7	34
7 February 2013	Part IV - Delegation to Staff - Add "Authority to operate two Business Visa Cards" (Council Meeting 24.01.13)	Part IV Clause 31.1	40
7 February 2013	Part IV - Delegation to Staff - Amend reference to the Finance Manager's Delegation to operate a Business Visa Card (Council Meeting 24.01.13)	Part IV Clause 31.5	54
28 February 2013	Part IV - Delegation to Staff - Add reference to Acting Group Manager - Corporate Services' Delegations (Council Meeting 28.02.13)	Part IV Clause 31.7	32
12 July 2013	Part 1 - Glossary - Amend reference to Management Team Executive Team (CE's Staff Review 12.07.13)	Part 1	5

Date Amended	Amendment	Clause	Page Reference
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Page | 3

12 July 2013	Amend Reference from "Chief Financial Officer" to Finance Manager (CE's Staff Review 12.07.13)	Various	Various
12 July 2013	Part IV – Delegations to Staff – Remove "Finance Manager" from "Management Team/Executive Team" Listing to the Table on Page 33 (CE's Staff Review 12.07.13)	Part IV Clause 31.7	31
12 July 2013	Amend reference from "Group Manager – Assets and Operations" to "Group Manager: District Assets" (CE's Staff Review 12.07.13)	Various	Various
03.02.14	General Amendment - Amend reference from "Manager: Planning and Regulatory" to "Group Manager: Planning, Community and Environment" (CE's Staff Review)	1, 31.7, 32.1, 32.3.2, 32.3.3, 32.3.4, 32.4	6, 43, 51, 60, 63, 64
03.02.14	Delegations to Committees - Remove reference to: Performance Management Committee, Strategy Committee, Operations Committee, Risk Management Committee and Conduct Review Committee (Council Meeting 28.11.13)	20, 22	13-14-15
03.02.14	Delegations to Committee - Add reference to "Executive Committee" (Council Meeting 28.11.13)	20, 22	13-14-15
03.02.14	Hearings Commissioners - Amend reference from "Hearings and Licensing Commissioners" to "Resource Management Hearings Commissioners" (Council Meeting 28.11.13)	21	15-16
03.02.14	Delegations to Standing Committees - Update reference from Long Term Council Community Plan to Long Term Plan (stratematical)	22	15
03.02.14	Delegations to Standing Committees - Remove Terms of Reference for Performance Management Committee, Strategy Committee, Operations Committee, Risk Management Committee (Council Meeting 28.11.13)	24, 25, 26, 27	16-38
03.02.14	Delegations to Other Committees - Remove reference to "Conduct Review Committee" - ceases to exist	28	29
03.02.14	Executive Committee - Add Terms of Reference to the Executive Committee	24	30-35
03.02.14	Elected Members Expenses - Remove reference to Chairperson of Performance Management Committee and remove paragraph relating to Deputy Mayor (Council Meeting 28.11.13)	30	37
03.02.14	Delegations to Staff - Executive Team meeting noted that Management Team/Executive Team Delegations had not been carried through the Manual due to an administrative error.	31.7	39
03.02.14	Delegations to Staff - Amend reference from Acting Group Manager Corporate Services to Group Manager Corporate Services (permanent appointment made to position)	31.7	43
03.02.14	Delegations to Staff - Remove reference to Community Development Officer (restructure of Community Development/Community Services)	31.7	45
03.02.14	Delegations to Staff - Amend reference from Community Services Officer to Community Development Officer (restructure of Community Development/Community Services 18.10.13)	31.7	46

03.02.14	Delegations to Staff - Amend reference from Team Leader - Operations to Manager Operations (District Assets Reorganisation 05.13.13)	31.7	47
03.02.14	Delegations to Staff - Amend reference of Planning Engineer (incumbent resigned) to Development Control Engineer 21.11.13)	31.7	48
16.02.14	Delegations to Staff (Group Manager: Planning, Community and Environment) - clarify resource management powers	32.3.2	?
03.02.14	Business Visa Cards - Amend reference to (Site Manager's Visa Card only increased to \$10,000. No increase to Finance Manager's delegation (Council Meeting 28.11.13)	32.1	51
03.02.14	Sale of Liquor Act Delegations - Amend reference to Sale of Liquor Act Delegations (Council Meeting 28.11.13) and replace with references to Sale and Supply of Alcohol Act 2012 along with relevant provisions	32.3.3	63
18.02.14	Resource Management Hearing Commissioners - Amend to reflect situation where no Councillors are accredited hearing commissioners; also reference to District Licensing Committee as per Sale and Supply of Alcohol Act 2012	21, 29, 30	15-16

TABLE OF CONTENTS

Record of Amendments	1-54
PART 1 - INTRODUCTION	76
1. Introduction	76
2. The Philosophy of the Council	6-77
3. General and Specific Delegations	87
4. The Meaning of Delegation	87
5. What May Be Delegated	98
6. The Characteristics of Delegation	98
7. Care in Defining Authority	109
8. Statutory Authority	109
PART II – GENERAL AND PROCEDURES	1110
9. Delegations to be in Writing	110
10. Extent of Delegation	110
11. Subdelegation	110
12. Reporting Decisions	110
13. Term of Delegation	110
14. Variation of Decision	121
15. Concurrent Jurisdiction	121
16. Policy and Delegated Decision Making	121
17. Delegation to Office	11-192-13
18. Appeals	132
19. Amendments to this Manual	132
PART III – DELEGATION TO STANDING COMMITTEES	143
20. Standing Committees/Other Committees	13-144
21. <u>Resource Management</u> Hearings and Licensing Commissioners	154
22. Delegation to Standing Committees	15-164
23. Subcommittees	14-16516
24. <u>Performance Management Committee</u>	15-18
25. <u>Strategy Committee</u>	19-21
26. <u>Operations Committee</u>	22-24
27. <u>Risk Management Committee</u>	25-27
28. <u>Conduct Review Committee</u>	
24. <u>Executive Committee</u>	28-3227-32
25. <u>Jurisdiction of the Commissioners</u>	33
26. <u>District Licensing Committee</u>	34
3027. Elected Members Expenses	3034
PART IV – DELEGATION TO STAFF	3634
34.28 Delegations to Staff – Contractual Authority and Activity Management	32-4036
2933- Staff Delegations	41-5737-64

PART I - INTRODUCTION

1. Introduction

1.1 Glossary

- a) **Management Team/Executive Team/Executive Team:** The Chief Executive and the three senior Managers comprising of the ~~Manager-Planning-and-Regulatory~~Group Manager, ~~Planning, Community and Environment~~, the Group Manager: District Assets and the ~~Acting~~ Group Manager-- Corporate Services.
- b) **Manager:** A member of the ~~Management-Team/Executive Team~~ other than the Chief Executive.
- c) **Activity:** The particular branch of the Council's functions (e.g. water, sewerage, library) as opposed to the particular accounts which comprise that activity.
- d) **Cost Centre Controllers:** Officers nominated by the ~~Management-Team/Executive Team~~ to assume responsibility for particular activities within the Council's functions so as to ensure agreed works are completed and the budget is not overspent.

1.2 The Place of the Delegations Manual

This Delegations Manual has been adopted by the Westland District Council to define methods and means of operations and managerial and administrative relationships. The manual is related to other key documents including Council's Bylaws and other formal expressions of policy.

2. The Philosophy of the Council

- 2.1 The Westland District Council believes that it is essential, in the interests of good management and effective administration, to encourage a delegation of decision making to the lowest competent level. This will achieve best use of the abilities of elected representatives and officers, minimise the cost of material, technical and financial resources, promote the development of effective managers and minimise bureaucratic interference in the daily affairs of the District's residents.
- 2.2 Authority and responsibility are inseparable. Those with responsibility for a task or function should always have the authority to carry it out effectively. Those with authority should always be responsible for its wise use. Delegations will not however remove from the Council and top management ultimate accountability for the affairs of this Council.
- 2.3 Delegates should willingly accept authority and responsibility for decision making in the certain knowledge that their decisions, if made in a full, fair and objective manner, will not be reviewed lightly.

2.4 It is the statutory function of this Council to lead and guide the good management of the District by determining primary goals and objectives, by setting strategies and policies for their achievement and to encourage their achievement through the considered use of committees and the appointment of a Chief Executive.

2.5 Officers in turn implement and administer those policies, contribute substantially to their formulation and provide and manage the infrastructures on which the District is based. Delegation focuses and sharpens this relationship and assists in the better achievement of the respective functions of elected representatives and officers.

2.6 A necessary consequence of delegation is the need for clear reporting. The Westland District Council adheres to the concept of exception reporting. This means that when the Council makes a decision; it expects the decision to be implemented without further reporting. Only if the target is not met, i.e. an exception occurs, should further reporting be necessary.

2.7 Finally, the level of delegation is symptomatic of the health and well-being of the Council. Without it, the mutual trust and respect which should exist between members of the Council and its officers, and the effectiveness and efficiency of the organisation must be at risk.

3. General and Specific Delegations

3.1 In this manual, a general delegation implies the granting of authority to determine a range of matters of a similar kind as and when they arise over a period of time without further reference to the delegator.

3.2 From time to time, the Council may delegate authority to determine a specific issue and this authority will exist only so long as that matter is unresolved and will then lapse. This is a specific delegation.

3.3 This manual will be revised for general delegations as they are granted, but not those of a specific nature, which will be largely historical by the time they are recorded.

4. The Meaning of Delegation

4.1 Delegation in the manual means the assignment of a duty or power of action to another together with the authority to carry out that duty or complete the action assigned with responsibility for the outcome.

4.2 A power merely to hear evidence or consider a proposal is not delegation and is not therefore generally included in this manual. It is assumed that all committees, subcommittees and officers have authority to hear any matter within their jurisdiction and submit a report or recommendation to a higher authority unless that is prohibited by law.

5. What May Be Delegated

- 5.1** In almost all situations the Council itself is a delegatee, in that its functions, powers and duties derive from Parliament through empowering legislation under which legislative, judicial and administrative authority is granted to the Council for specific purposes.
- 5.2** The limits under which functions, power and duties may be further delegated are strictly interpreted in accordance with the empowering legislation concerned, although rules in these matters are generally well settled.
- 5.3** Parliament has shown an awareness that, in the interests of the effective and efficient management of a district, delegation (of other than legislative powers) is permitted subject only to specific exceptions. Special additional common law rules apply also, particularly to the delegation of legislative powers.
- 5.4** In this environment, the Council has a wide discretion to arrange its own administration in a way which provides efficiency, flexibility and responsiveness to local needs. In doing so it must, however, comply with the special requirements imposed by law in given circumstances.

6. The Characteristics of Delegation

It is important to understand the following characteristics of delegation:

- 6.1** The delegator does not lose the function, power or duty by delegation and may exercise this concurrently with the delegatee;
- 6.2** It is implicit that a delegation may be revoked at any time without notice;
- 6.3** The delegatee is acting in their own name on behalf of the Council when exercising delegated authority;
- 6.4** If a delegatee's decision is invalid it cannot be ratified by the delegator. The correct action is generally for the matter to be considered in full again by the delegator, assuming it is within the delegator's power to determine the matter at issue;
- 6.5** The laws relating to Local Government generally recognise that the decisions of a delegatee may be reviewed or appealed to the delegator who may confirm, vary, override or substitute ~~and~~ decision, although there are some exceptions. In such cases the grounds for the review should be clearly stated and a decision varied only when compelling circumstances arise.

A local authority may not rescind or amend a decision made by the committee pursuant to a delegation authorising the making of the decision (Schedule 7, Section 30 (6) of the Local Government Act 2002).

7. Care in Defining Authority

- 7.1** The law recognises, in certain circumstances, the right of individuals acting in good faith in reliance on the apparent authority of a delegatee to enforce a decision of a delegatee, whether or not the delegatee in fact had the authority claimed.
- 7.2** Accuracy and precision should always be a feature when defining the scope and limitations of any delegated authority in order to protect the interests of the Council, the delegatee and any interested third party.

8. Statutory Authority

- 8.1** The delegations contained in this manual are made in accordance with the Local Government Act 2002 and any other statutory authority permitting delegation.
- 8.2** In accordance with Section 42(3)(a) of the Local Government Act 2002, the Council shall maintain a clear separation between regulatory and service delivery functions. The management structure shall also reflect this separation. The delegations to both committees and staff have been drafted to coincide with this separation.

PART II – GENERAL AND PROCEDURES

9. Delegations to be in Writing

Every delegation under this manual shall be in writing and shall define with reasonable precision the nature, purpose and bounds of a given delegation.

10. Extent of Delegation

Subject to any specified limitation, term or condition applied by the delegator or by law a delegatee may exercise the power or authority delegated in the same manner and to the same effect as could the delegator.

11. Subdelegation

11.1 Every committee, the Chief Executive and each manager may further delegate any power granted to them in this manual or otherwise by the Council either generally or specifically, and may impose any term or condition upon that subdelegation.

11.2 Subcommittees and officers below the level stated may not subdelegate a power of decision but may instruct an officer or person to carry out investigations and make recommendations.

11.3 Within 1 month of the manual being adopted by the Council each manager shall determine the delegations which they wish to make under this clause and shall supply a statement of these to the Chief Executive for inclusion as a schedule in the manual. Additional delegations may be made at this time in which case a statement of that delegation or delegations shall be supplied to the Chief Executive within 1 month of them being made.

12. Reporting Decisions

A delegatee need not generally report decisions to the delegator except:

12.1 All contracts accepted under delegated authority are to be reported by the delegatee (in this case either a manager, the ~~management team~~Executive Team or a standing committee) to the next higher level of authority (~~either the management team~~Executive Team, standing committee or Council) at the earliest opportunity.

12.2 Other decisions are to be reported on as specifically provided for.

13. Term of Delegation

Unless any delegation is expressed to be for a definable term it shall continue until revoked by the delegator or the Council, or withdrawn in any way by operation of law.

14. Variation of Decision

14.1 The Council and any delegator may review, reserve or vary any decision of a delegatee at any time except to the extent that the decision has already become binding on the delegator by operations of law and cannot be reversed.

14.2 A reversal or variation of a decision is not of itself a revocation of a delegation under this manual.

14.3 A decision of a delegatee shall only be reserved or varied where:

- a) it is manifestly wrong; or
- b) it is contrary to a decision of the delegator of which the delegatee was unaware; or
- c) it contains serious implications for the Council of which the delegatee was unaware; or
- d) there is other good cause to reserve or vary that decision.

15. Concurrent Jurisdiction

Nothing in this manual shall limit the power of the Council or a delegator to exercise a function, duty or power concurrently with or in substitution for a delegatee.

16. Policy and Delegated Decision Making

16.1 In reaching a decision under delegated authority full regard must be had to both:

- a) any Council policy applying to an issue; and
- b) all relevant facts applying to the case.

16.2 Should any delegatee, having considered all the facts of the case, be unable to make a decision which complies with Council policy on any matter, the correct action is then to refer the matter to the Council if a decision cannot be made in compliance with any policy applying to the decision to be made.

17. Delegation to Office

17.1 Unless a contrary intention is indicated, every delegation shall be to a stated office or position and not to an individual or the membership of a group in their personal capacities. In every case of this type the delegation shall survive any change in the occupiers of any such office.

17.2 Delegation to the ~~Management Team~~Executive Team shall be exercised by a majority vote. Dissenting votes are to be recorded and all exercises of this delegated power shall be recorded in the proceedings of the ~~Management Team~~Executive Team. The acceptance of tenders by the ~~Management Team~~Executive Team shall be subject to the approval of the manager of the department concerned. If the department manager does not approve, the matter will be referred to the appropriate standing committee.

18. Appeals

18.1 Any person affected by any decision of a delegatee may appeal that decision:

- a) in the case of a decision by an officer, to the Chief Executive in consultation with the appropriate department manager, as the case may be; and
- b) in the case of a decision made by the Chief Executive, a committee or subcommittee, to the Council; and
- c) in the case of a decision made pursuant to the Resource Management Act 1991, in accordance with Section 357.

18.2 In reviewing any decision on appeal under this clause the Chief Executive or the Council shall have regard to:

- a) any reason given by the delegatee in making a decision; and
- b) any Council policy applying to the matter at issue; and
- c) the facts of the case; and
- d) the grounds for review of a decision contained in clause 14 of this manual; and
- e) any other relevant matter.

19. Amendments to this Manual

This manual shall be maintained by the Executive Assistant who shall amend it in accordance with:

- a) any instructions to that effect given by the Council and any delegatee authorised to amend this manual; or
- b) any need for typographical, grammatical or other minor amendment where the intention of the Council in the matter of a delegation is not altered.

PART III – DELEGATION TO STANDING COMMITTEES

20. Standing Committees

Committee	Membership
Executive Committee Performance Management Committee	Mayor Mike Havill Deputy Mayor Pauline Cox Cr Mark Dawson (Chairperson) Provide to adopt one other Councillor • Deputy Mayor Bryce Thomson • Councillor Murray Montagu • Chairperson • Councillor Allen Hurley • Councillor Kees van Beek • Councillor Kyle Scott • Councillor Jim Butsach • Councillor Frances Stapleton
Strategy Committee	• Mayor Maureen Pugh • Deputy Mayor Bryce Thomson (Chairperson) • Councillor Murray Montagu • Councillor Frances Stapleton • Councillor Allen Hurley
Operations Committee	• Councillor Kyle Scott (Chairman) • Councillor Kerry Eggeing • Councillor Murray Montagu • Councillor Neil Bradley • Councillor John Hirschfeld
Risk Management Committee	• Mayor Maureen Pugh (Chairperson) • Deputy Mayor Bryce Thomson • Councillor Jim Butsach • Councillor John Hirschfeld • Councillor Kees van Beek • Councillor Allen Hurley

Other Committees

Conduct Review Committee	Mayor and the Chairpersons of the Performance Management, Strategy, Operations and Risk Management Committees Mayor Maureen Pugh (Chairperson) Councillor Murray Montagu Councillor Bryce Thomson Councillor Kyle Scott
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Quorum for Committee Meetings

The quorum at a meeting of a committee –

Is not fewer than 2 members of the committee and in the case of a committee other than a sub-committee, must include at least 1 member of the Council.

21. ~~Hearings and Licensing Commissioners~~Hearings Commissioners

Hearing Commissioners Other	Membership
Hearings and Licensing Commissioners Resource Management Hearings Commissioners appointed to sit with independent Commissioners in Resource Management Hearings (note: these Councillors cannot vote on a hearing panel as they are not accredited for decision-making or other hearing functions under Section 39A of the Resource Management Act 1991 and therefore cannot be given hearing commissioner authority under Section 39B of the Resource Management Act 1991 after 12 September 2014.	<ul style="list-style-type: none">• Her Worship the Mayor Maureen Pugh• Councillor Allen Hurley• Cr Kees van Beek• Cr Jim Butzbach• Cr Latham Martin• Cr Greg Hope

22. Delegation to Standing Committees

22.1 ~~The Council's only current Standing Committee is the Executive Committee, with the delegations as outlined in Section 23 below. No standing committee, including the Executive Committee, are able to be delegated the following powers:~~
~~To the extent it is permitted to do so by law the Westland District Council delegates to its respective standing committees of Performance Management, Strategy, Operations, and Risk Management Committees Executive Committee all the powers, functions and duties granted to the Council, in accordance with the broad functions allocated to those standing committees from time to time, EXCEPT:~~

- ~~the power to make a rate; or~~
- ~~the power to make a bylaw; or~~
- ~~the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term council community plan; or~~
- ~~the power to adopt a Long Term Plan, long-term council community plan, Annual Plan, or Annual Report; or~~
- ~~the power to appoint the Chief Executive; or~~
- ~~the power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the long-term council community planLong Term Plan or developed for the purpose of the local governance statement.~~

Page | 15

22.2 No officer may exercise the powers listed in clauses 22.1 (a) - (f) above.

23. Subcommittees

23.1 A subcommittee shall exercise only such delegated authority as is granted to it from time to time by the Council or the relevant head committee.

23.2 The primary purposes of subcommittees are:

- a) to dispose of matters which have been delegated to it; and
- b) to investigate and report, with recommendations if appropriate, on matters referred from the head committee; and
- c) to act as a forum for communication between elected representatives, officers, and interested parties.

24. Performance Management Committee

24.1 Responsibilities

Performance management is a process of determining objectives, measuring progress against those objectives, and using the results to improve the Council's delivery of services to the community.

The key feature of this definition is the link between the performance management information and improvement in service delivery. This Committee is responsible for ensuring that the levels of service and performance measures represent Council's commitment to the community in return for the rates and charges they pay.

The Performance Management Committee will ensure that management has established a performance management framework that includes policies and procedures to effectively create a performance management culture, or set of organisational values, beliefs and behaviours that focus on performance, and use measurement and reporting as tools for continuous improvement.

The Committee will also use the performance management framework information to make certain that Council is delivering on its strategic direction, or vision. The alignment of effective monitoring and reporting with the Council's Vision will assist the Council in future planning and decision-making.

In undertaking its responsibilities, the committee will at all times ensure relevance to Council's vision, which is "Westland will, by 2030, be a world class tourist destination and have industries and businesses leading through innovation and service".

24.2 General Purpose and Objectives

To assist the Council in having performance reports which:

- * are compliant with applicable laws, regulations, standards and best practice guidelines;
- * follow the principles of performance management;

- * clearly articulate strategy, link strategy to business/asset management plans, monitor the delivery, and evaluate the strategic effects and results;
- * demonstrate Council's levels of service are valued by users and are influenced by the community and stakeholders;
- * provide timely, accurate, evidence-based information which links to policy decisions;
- * understandable, have integrity and are appropriate for internal and external audiences;
- * can be used to evaluate Council-Controlled Organisations;
- * provide data that can be used for benchmarking.

24.3 Terms of Reference

The Performance Management Committee has the responsibility and authority to:

1. Undertake the administration of all statutory functions, powers and duties within its terms of reference, other than those specifically delegated to any other Committee or Working party, or retained by Council;

2. Legal Requirements

- 2.1 The Committee will monitor Council's compliance with laws (including governance legislation, regulations and associated government policies), with Council's own standards, and Best Practice Guidelines as applicable.

3. Principles of Performance Management

- 3.1 The Committee will ensure the performance framework follows best practice in principle. These principles that underpin the development of a good performance management framework are:

- i) **Specialised** – A performance framework developed against the Council's individual circumstance.
- ii) **Organisation-wide** – Performance management has financial, service delivery and capability implications and therefore should be approached in a systematic and transparent way across the Council.
- iii) **Alignment** – A good performance management framework should have coherent flows of logic from strategic priorities (including contribution to the Community Outcomes) through service level decisions to performance measures and targets.
- iv) **Robustness** – The performance management framework should deliver robust information that enables realistic assessment of the Council's performance.
- v) **Relevance** – The information generated by your framework gets to the people who have an interest in the information.

- vi) **Efficiency** – Performance management frameworks should collect only that information which is necessary to inform governance and management and enable an informed assessment of overall performance of the Council.
- vii) **Clarity and Transparency** – Performance frameworks should be clearly understood by all and the methodologies used clearly documented and available to all.
- viii) **Simplicity** – Performance management systems should be designed to be as simple to operate and understand as is necessary to meet the other requirements of a good performance management system.
- ix) **Feedback** – Measurement and feedback are the link between the framework and driving improvement in service delivery.

4. Council Strategies and Performance Management

4.1 The Committee will monitor that the performance management framework answers the question 'are we achieving what we set out to?'. Critical issues will be identified at a strategic level and will be monitored and evaluated by the Committee to help the Council to have the time and quality information to make informed decisions.

5. Levels of Service, Performance Measures and Targets

5.1 Levels of service are the things that the users of, or beneficiaries from the activity, actually value from receiving the service. Common ones are affordability, quality, reliability, customer service, sustainability, safety and accessibility. The Committee will play a key role in ensuring that the levels of service are defined by the community, elected members and activity managers.

6. Linking the Framework to the Day-to-Day

6.1 The Committee will ensure that there is a direct link between policy decisions made by Council to the capability of the Council. The key users of the performance management information are the Chief Executive (CE) and elected members. The key requirements of these users are that the process provides timely, accurate, evidence-based feedback on the Chief Executive's performance against performance targets.

6.2 The Committee will also, through the CE, ensure that there is a link from the CE's performance to the rest of Council staff. The key users of an individual's performance management are the employee and their manager. The key requirements of the users are that the process provides timely, accurate, evidence-based feedback on employee performance targets which are aligned with those of the CE.

7. Communicating and Reporting Performance Management

7.1 The Committee will make certain that the performance management information will be communicated with good practice. This introduces what the Office of the Auditor General termed the '5 C's of performance reporting'. These are:

- i) **Consistency** – using a consistent format for all of Council's activities
- ii) **Connections** – having a clear logical flow from the Community Outcomes or Council's Vision to Council's strategic priorities to activities to levels of service to performance measures.
- iii) **Contact** – including supporting information that helps give meaning to the levels of service and performance measures.
- iv) **Completeness** – including enough information so that people know what the Council is trying to do.
- v) **Compliance** – ensuring that the reporting meets statutory requirements and that there is robust evidence to support each result reported.

8. Performance Management and Council Controlled Organisations (CCOs)

8.1 The Committee will review the performance management framework of the CCOs to ascertain if a suitable performance reporting system is in place so that the Council, and in turn the community, can assess the effectiveness of its expenditure as well as its contribution to achieving community outcomes or the Council's vision.

9. Performance Benchmarking

9.1 The Committee will pursue opportunities to develop Council's performance management framework to provide data that can be benchmarked against other councils or against other relevant industries. This will provide the Council with the ability to compare apples with apples and the benchmark data provides a robust basis for performance comparisons leading to the identification of areas of best practice from which all can benefit.

25. Strategy Committee

25.1 Responsibilities

The Committee will have responsibilities relating to strategy and policy for Council. In undertaking its responsibilities, the committee will at all times ensure relevance to Council's vision, which is *"Westland will, by 2030, be a world class tourist destination and have industries and businesses leading through innovation and service."*

25.2 General Purpose and Objectives

The Strategy Committee has primary responsibility for:

- * Developing policy and strategy in relation to economic development, the environment, social and recreation matters, cultural well-being, urban development and transport, governance, and cross-strategy matters.
- * Considering recommendations from other Council Committees and make decisions where it has the authority to do so, or recommendations to the Council where a Council decision is required.
- * Monitor and review the development of the District Plan and related Policies.
- * Developing Council's Long Term Plans (LTPs) and Annual Plans.

25.3 Terms of Reference

The Strategy Committee has the responsibility and authority to:

- a) Undertake the administration of all statutory functions, powers and duties within its terms of reference, other than those specifically delegated to any other Committee or Working party, or retained by Council;
- b) Develop the Council's draft LTP and final LTP, Annual Plan, Community outcomes and all other policies required under the Local Government Act 2002 to be included in the LTP (including but not limited to the funding and financial policies and other significance policies) for recommendation to the Council;
- c) In respect of the District Plan:
 - * Review and approve for notification a proposed District Plan, a proposed change to the District Plan, or a variation to a proposed plan or proposed plan change (excluding any plan change notified under clause 25(a) First Schedule RMA).
 - * Withdraw a proposed plan or plan change under clause 8D First Schedule RMA.
 - * Conduct any hearing not otherwise provided for.
- d) Determine the form and extent of public consultation methods to be employed for the draft Annual Plan and LTP, and any other matters within the committee terms of reference (this is subject to the requirements as set out in the Local Government Act 2002).

- e) Approve submissions on behalf of the Council in relation to proposed legislation or policy by Government, Local Government or those regulatory authorities within its terms of reference (except where the submission has a technical input and the nature of Council submission is inconsistent with Council policies, the Chief Executive may approve the submission at his discretion);
- f) Develop, monitor and review policies of significance, strategy and plans, and recommend to the Council the adoption of a new or amended policy, strategy and plan. The recommendation of any policy shall include comments/recommendations from the Risk Management Committee;
- g) Define the Strategic framework for the Council for the areas included within the terms of reference for this Committee;
- h) Receive and review reports and recommendations from other Council Committees;
- i) Receive and review reports from the Risk Management Committee on Council's borrowings and investments to make sure the compliance with Council's revenue and finance policy and investment policy;
- j) Perform any of its delegated functions jointly with another committee when issues arise which are also within the terms of reference/delegated authority of that other Committee. In such cases, a joint meeting of two or more committees can be called in the following circumstances:
 - the chair of the Committee agree to such a meeting; or
 - Council directs a joint meeting; or
 - at least one third of the members of each committee so request;
- k) Recommend service level changes and new initiatives for the Annual Plan and LTP;
- l) Approve policy, if not delegated to any other committee in respect of financial reporting;
- m) Consider reports from officers on the acquisition and disposal of Council's property assets, for recommendation to Council (the report may include recommendations from the Operations Committee);
- n) Consider reports in respect of land held or managed under the Reserves Act 1977 and Council owned open space land;
- o) Oversee, develop and approve an appropriate Council response on the Treaty of Waitangi and relationship with Māori;
- p) Review and recommend to Council that it makes any resolution where in a bylaw the Council has reserved any matter to be regulated, controlled or prohibited by the Council by resolution either generally, for any specified case, or in a particular case;
- q) Review and approve the Statements of Intent and Business Plans of Council Controlled Organisations (CCOs);

- ~~r) Review and recommend to Council policy and practices in respect of governance;~~
- ~~s) Provide recommendation to Council to set fees and charges in accordance with legislative requirements unless the fees and charges are specified under a bylaw or set part of the LTP or Annual Plan;~~
- ~~t) Recommend any resolution to Council required under Section 39A of the LGA 1974 (naming of road);~~
- ~~u) To recommend the purchase of any land for open space purposes that is consistent with council policy and within the funding provided in the LTP;~~
- ~~v) To consider reports from the Operations Committee and the Risk Assessment Committee and makes recommendations under the Public Works Act 1981 regarding:
 - ~~* The transfer to another party of land for a public work under Section 50;~~
 - ~~* To exercise the Council's powers of compulsory acquisition under Section 4;~~~~
- ~~w) Consider and make decisions which are within the Chief Executive's delegations, and which the Chief Executive has referred to Strategy Committee for decision making.~~

26. Operations Committee

26.1 Responsibilities

The Committee will have responsibilities relating to all Council owned infrastructure assets and operations. This includes the following, but is not limited to:

- * ~~3 waters (Water, Wastewater and Stormwater)~~
- * ~~Solid Waste Management~~
- * ~~Roads~~
- * ~~Parks and Reserves and Public Toilets~~
- * ~~Pools and Cemeteries~~
- * ~~District Libraries~~
- * ~~IT Systems for the Council infrastructure~~
- * ~~Council owned Buildings~~

In undertaking its responsibilities, the committee will at all times ensure relevance to Council's vision, which is: **"Westland will, by 2030, be a world class tourist destination and have industries and businesses leading through innovation and service."**

26.2 General Purpose and Objectives

The Operations Committee has primary responsibility for:

- * ~~Ensuring that Council's assets are maintained, renewed, disposed of and added to in a sound and prudent manner, taking into account the needs of present and future customers;~~
- * ~~To review and monitor the Annual work programme (CAPEX and OPEX) and make recommendations to Council, as necessary, on any changes in programme scope and priorities;~~
- * ~~To develop Asset Management Plans for each activity and to maintain an overview of these plans;~~
- * ~~To pursue the matters referred to the Committee by Strategy and Risks committee and provide recommendations to Council within the scope of terms of reference of this Committee;~~
- * ~~To consider and review staff reports on policies, programmes and projects and make recommendations to Council on appropriate actions;~~
- * ~~Developing relevant sections of Council's Long Term Plans (LTP's) and Annual Plans along with the Strategy and Risk Committees.~~

26.3 Terms of Reference

The Operations Committee has the responsibility and authority to:

1. Undertake the administration of all statutory functions, powers and duties within its terms of reference, other than those specifically delegated to any other Committee or Working party, or retained by Council;
2. Develop the relevant sections of Council's draft LTP and final LTP, Annual Plan, Community outcomes and all other policies required under the Local Government Act 2002 to be included in the LTP (including but not limited to the scope of the terms of reference for this committee) for recommendation to the Council;
3. Receive and review reports and recommendations from other Council Committees;
4. Receive and Review reports from the Risk and Audit Management Committee on Council's infrastructure assets and prepare an improvement programme in line with the recommendations within the funding levels approved as part of the LTP or the Annual Plan;
5. Review and approve Asset Management Plans (the risk management sections will be developed and approved by Risk Committee);
6. To provide advice, guidance or direction to staff as to the scope and priority of work to be carried out, including new tasks to be undertaken;
7. Prepare reports on the recommended service level changes as per the assets performance;
8. Perform any of its delegated functions jointly with another committee when issues arises which are also within the terms of reference/delegated authority of that other Committee. In such cases, a joint meeting of two or more committees can be called in the following circumstances:
 - 8.1 — the chairs of the Committee agree to such a meeting; or
 - 8.2 — Council directs a joint meeting; or
 - 8.3 — at least one third of the members of each committee so request;
9. Receive and review progress reports on the upgrade and renewal programmes for Council assets (a full performance report may be requested and provided to Performance Management Committee);
10. Consider reports from officers on the acquisition or disposal of Council's property assets, for recommendation to Council;
11. Review the Statements of Intent and Business Plans for each activity within scope and terms of reference of this Committee;
12. To consider reports from the Group Manager – Assets and Operations and make recommendations under the Public Works Act 1981 regarding:
 1. The transfer to another party of land for a public work under Section 50
 2. To exercise the Council's powers of compulsory acquisition under Section 2
13. Consider and make decisions which are within the Chief Executive's delegations, and which the Chief Executive has referred to the Operations Committee for decision making;

27. Risk Management Committee

27.1 Responsibilities

The Risk Management Committee is responsible for ensuring that management has established a risk management framework that includes policies and procedures to effectively identify, treat and monitor principal business risks. The committee also regularly reviews Council's risk profile.

Council's Risk Management Committee receives reports on the effectiveness of the implementation of policies and processes designed to manage risk. The Risk Management Committee receives reports from internal audit on the adequacy and effectiveness of Council's internal controls.

Specifically Council's Managing Risk Policy requires Council's business units to:

- identify risks that relate to the achievement of their business objectives;
- assess those risks and determine whether they are acceptable under existing controls or whether additional treatment is required;
- respond appropriately to the risks, based on that assessment;
- monitor and report on the current status of risks and the effectiveness of their controls.

27.2 Terms of Reference

The Risk Management Committee has the responsibility and authority to:

Undertake the administration of all statutory functions, powers and duties within its terms of reference, other than those specifically delegated to any other Committee or Working party, or retained by Council;

Internal Control Framework

- Review whether management's approach to maintaining an effective internal control framework is sound and effective;
- Review whether management has taken steps to embed a culture that is committed to probity and ethical behaviour;
- Review whether there are appropriate processes or systems in place to capture and effectively investigate fraud.

Internal Report

- To consider the processes for ensuring the completeness and quality of financial and operational information being provided to Council;
- To seek advice periodically from internal and external auditors regarding the completeness and quality of financial and operational information that is provided to the Council;

External Reporting and Accountability

- Consider the appropriateness of the Council's existing accounting policies and principles and any proposed changes.

- Enquire of internal and external auditors for any information that affects the quality and clarity of the Council's financial statements, and assess whether appropriate action has been taken by management in response to the above.
- Satisfy itself that the financial statements are supported by appropriate management signoff on the statements and on the adequacy of the systems of internal control (i.e. letters of representation), and recommend signing of the financial statements by the Chief Executive/Mayor and adoption by Council.
- Confirm that processes are in place to ensure that financial information included in the entity's annual report is consistent with the signed financial statements.

Risk Management

- Review whether management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of the Council's significant risks.
- Consider whether appropriate action is being taken by management to mitigate Council's significant risks.

Internal Audit

- Review and approve the internal audit coverage and annual work plans to minimise risks to Council.
- Review the adequacy of management's implementation of internal audit recommendations.
- Ensure appropriate organisational structures, authority, access, independence, resourcing and reporting arrangements are in place.

External Audit

- At the start of each audit, confirm the terms of the engagement, including the nature and scope of the audit, timetable and fees, with the external auditor.
- Receive the external audit report(s) and review action to be taken by management on significant issues and audit recommendations raised within.
- Conduct a members only session (i.e. without any management present) with external audit to discuss any matters that the auditors wish to bring to the Committee's attention and/or any issues of independence.
- Ensure any recommendation by management that the Office of the Auditor General replace the external auditor is referred to and examined by the Risk Management Committee.

28. Conduct Review Committee

28.1 Responsibilities

The Conduct Review Committee will have responsibilities relating to Council's Code of Conduct which provides guidance on the standards of behaviour that are expected from the Mayor and elected members of the Westland District Council. The Code of Conduct applies to elected members in their dealings with:

- * each other
- * the Chief Executive
- * all staff employed by the Chief Executive on behalf of the Council
- * the media
- * the general public

28.2 General Purpose and Objectives

The Conduct Review Committee has primary responsibility for ensuring:

- * the effectiveness of the Council as the autonomous local authority with statutory responsibilities for the good local government of the Westland District;
- * the credibility and accountability of the Council within its community;
- * mutual trust, respect and tolerance between the elected members as a group and between the elected members and management;

The Council's Code of Conduct seeks to achieve its objectives by recording:

- * an agreed statement of roles and responsibilities (recorded in Part Two of the Code);
- * agreed general principles of conduct (recorded in Part Three of the Code);
- * specific codes of conduct applying to particular circumstances or matters (also recorded in Part Three of the Code);

28.3 Terms of Reference

The Conduct Review Committee has the responsibility and authority to:

- a) Monitor compliance with the adopted Council Code of Conduct;
- b) Investigate alleged breaches of the adopted Council Code of Conduct;
- c) Report to Council on its findings relating to a) and b) above.

24. Executive Committee

REPORTING TO: Council

CONSTITUTION: Mayor, Deputy Mayor and One member appointed by the Mayor as Chairperson (Cr Dawson)

MEETING FREQUENCY: As required.

QUORUM: Two.

OBJECTIVE:

1. To enable Council to carry out its statutory and contractual responsibilities as employer of the Chief Executive.
2. To implement Council policies and processes for the selection, appointment and remuneration of directors to Council Controlled Organisations and trustees to Council Organisations.
3. To maintain an on-going liaison with Boards of Directors of Council- Controlled Organisations in regard to Council's interest as a shareholder.
4. To undertake the role of Audit Committee.
5. To undertake the role of Risk Management Committee.
6. To determine matters within the authority of Council where the urgency of those matters precludes an Extraordinary Meeting of the full Council.

SCOPE OF ACTIVITY:

Employment of Chief Executive

1. All matters arising under Section 42 and Clauses 33, 34, 35 and 36 of Schedule 7 of the Local Government Act 2002.
2. All matters arising from Council's employment agreement with the Chief Executive, including but not limited to the conduct of performance reviews and remuneration reviews.
3. The setting of performance objectives for the Chief Executive.
4. The setting of remuneration for the Chief Executive.

Appointment of Directors and Trustees

3. All matters pertaining to the selection, appointment and remuneration of directors to Council-controlled organisations Controlled Organisations and trustees to Council organisations, in accordance with Council's Policy on Appointment and Remuneration of Directors.

Audit and Risk Committee

4. All matters pertaining to good practice for Audit and Risk committees, including consideration of the following matters,

(a) Internal Control Framework

- i. Review whether management's approach to maintaining an effective internal control framework is sound and effective.
- ii. Review whether management has taken steps to embed a culture that is committed to probity and ethical behaviour.
- iii. Review whether there are appropriate systems, processes and controls in place to prevent, detect and effectively investigate fraud.

(b) Internal Reporting

- i. Consider the processes for ensuring the completeness and quality of financial and operational information being provided to the Council.
- ii. Seek advice periodically from internal and external auditors regarding the completeness and quality of financial and operational information that is provided to the Council.

(c) External Reporting and Accountability

- i. Agree the appropriateness of the Council's existing accounting policies and principles and any proposed change.
- ii. Enquire of internal and external auditors for any information that affects the quality and clarity of the Council's financial statements and statements of service performance, and assess whether appropriate action has been taken by management in response to the above.
- iii. Satisfy itself that the financial statements and statements of service performance are supported by appropriate management signoff on the statements and on the adequacy of the systems of internal control (i.e. letters of representation), and recommend signing of the financial statements by the Chief Executive/Mayor and adoption of the Annual Report or Long Term Plan.
- iv. Confirm that processes are in place to ensure that financial information included in the entity's Annual Report and Long Term Plan is consistent with the signed financial statements.

(d) Risk Management

- i. Review whether management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of the Council's significant risks.
- ii. Review Council's annual insurance renewal and ensure the appropriateness of the level of self-insured risk.
- iii. Consider whether appropriate action is being taken by Management to mitigate Council's significant risks.

(e) Internal Audit

- i. Review and approve the internal audit coverage and annual work plans, ensuring these plans are based on the Council's risk profile.
- ii. Review the adequacy of management's implementation of internal audit recommendations.
- iii. Review the internal audit charter to ensure appropriate organisational structures, authority, access, independence, resourcing and reporting arrangements are in place.

(f) External Audit

- i. At the start of each audit, confirm the terms of the engagement, including the nature and scope of the audit, timetable and fees, with the external auditor.
- ii. Receive the external audit report(s) and review action to be taken by management on significant issues and audit recommendations raised within.
- iii. Conduct a members-only session (i.e. without any management present) with external audit to discuss any matters that the auditors wish to bring to the Committee's attention and/or any issues of independence.
- iv. Consider any recommendation by management that the Office of the Auditor-General replace the external auditor.

(g) Compliance with Legislation, Standards and Good Practice Guidelines

- i. Review the effectiveness of the system for monitoring the Council's compliance with laws (including governance legislation, regulations and associated government policies), with Council's own standards, and Good Practice Guidelines as applicable.

Emergency Powers

5. All matters within the authority of Council, other than those reserved to Council under s.48 and Sch. 7 of the Local Government Act 2002.

POWER TO ACT:

Employment of Chief Executive

- (a) To decide all matters arising under s.42 and Cl. 33, 34, 35 and 36 of Sch. 7 of the Local Government Act 2002 and all matters arising from Council's employment agreement with the Chief Executive, except for:

- (i) The appointment of a Chief Executive; and
- (ii) The re-appointment of a Chief Executive for a second term under Cl. 34 Sch. 7 of the Local Government Act 2002; and
- (iii) The termination of employment of the Chief Executive.

- (b) In undertaking performance reviews, whilst the process for undertaking the review is at the Committee's discretion; the Committee must:

- (i) Seek the views of all Councillors, prior to assessing the Chief Executive's performance review.
- (ii) Seek the advice of an independent employment advisor, at least annually, on good practice, in undertaking a review.

- (c) In undertaking a remuneration review the Committee must seek the advice of an independent employment advisor, on good practice, in undertaking a review.

Appointment of Directors and Trustees

- (d) All matters pertaining to the selection, appointment and remuneration of directors to Council Controlled Organisations and trustees to Council Organisations, except for the appointments of directors and trustees.
- (e) All matters are to be in accordance with Council adopted policy on Appointment and Remuneration of Directors.

Emergency Powers

- (f) To decide all matters within the authority of Council where urgency precludes convening an Extraordinary meeting of the full Council, except for those matters reserved to Council under s.48 and Sch. 7 of the Local Government Act 2002.

Other

- (g) Approve Executive Committee meeting minutes.
- (h) Appoint sub committees with written terms of reference, resolved by the Committee.

POWER TO RECOMMEND

Employment of Chief Executive

- (a) The appointment of the Chief Executive;
- (b) The re-appointment of a Chief Executive for a second term under CL 34 Sch. 7 of the Local Government Act 2002.
- (c) The termination of employment of the Chief Executive.

Appointment of Directors and Trustees

- (d) Appointees for directors to Council Controlled organisationsOrganisations and trustees to Council organisations that meet the requirements of s.57 of the Local Government Act 2002.

Council Controlled Organisations

- (c) Any matters pertaining to Council's interest as a shareholder in Council Controlled Organisations, including:
 - i. Consideration of Statements of Intent
 - ii. Review of six monthly and annual performance against the statements of intent.
 - iii. Consideration of major transactions.
 - iv. Consideration of major transactions, acquisitions and disposals.

29.25 Jurisdiction of the Resource Management Commissioners.

29.25.1 The following is delegated to Council's appointed Resource Management Commissioner(s), who must be accredited under Section 39A and Section 39B of the Resource Management Act 1991. The appointed Commissioner(s) may appoint a deputy to act on their behalf in their absence.

a) To act as Commissioner pursuant to Section 34A(1) of the Resource Management Act 1991 for the purposes of hearing any resource consent application and making decisions on that application, including objections; and

(b) To act as Commissioner pursuant to Section 34A(1) of the Resource Management Act 1991 for the purposes of conducting hearings on a District Plan or District Plan change and making decisions under Part 1, Schedule 1 of the Resource Management Act 1991; and

(c) to appoint a mediator pursuant to Section 99A of the Resource Management Act 1991

To co-opt any other Councillor and/or any other person to deputise or assist as a Commissioner at any hearing or inquiry.

This delegation may also be exercised by the Chairperson of the Strategy Committee in the absence or unavailability of an appointed Councillor Commissioner.

Guideline: Any Commissioner acting alone or as a Chair of a hearings panel shall be suitably qualified in accordance with Section 39A of the Resource Management Act 1991.

a) The authority pursuant to Section 100A of the Resource Management Act 1991 to appoint a Commissioner who is not a Councillor

Guideline: In making an appointment of any Commissioner who is not a Councillor regard shall be had as to field of expertise, experience and familiarity.

b) The authority pursuant to Section 100A to appoint a mediator.

Provided that all such decisions shall be reported back to the next meeting of the Council.

Guideline: The full Council appoints and delegates authority to a list of Commissioners, usually near the beginning of a triennium. This may be all persons accredited under the Ministry for the Environment's "Making Good Decisions" programme, or a subset thereof. This list can include any accredited Councillors or independent Commissioners.

Guideline: In co-opting/selecting any other Councillor or any other person/Commissioner(s) from the approved list referred to in Clause 29.1 above for any particular matter, regard shall be had for community of interest, expertise, conflict of interest and accreditation pursuant to section 39A of the Resource Management Act 1991.

Guideline: Where the Hearings Commissioner has any conflict of interest (real or perceived) the Mayor and the Chief Executive have the authority to appoint any other person to act as a Commissioner in accordance with this delegation.

Page | 33

Guideline: The Controller and Auditor-General has produced guidelines for elected members on conflict of interest. Pecuniary and non-pecuniary conflicts are identified and discussed. Pecuniary interests are generally able to be readily identified. Non-pecuniary interests involve bias, predetermination and relationships with other persons and organizations. Such interests involve judgment and degree and need to be approached by elected members with caution. It is appropriate in the case of a significant decision making authority being delegated to an individual that the Hearings Commissioner or any person acting for or assisting the Hearings Commissioner, exercises a greater degree of caution.*

~~29.25.2 In the case where there is no appointed Council Commissioner, the Mayor and Chief Executive, acting together, may appoint any person to be a Commissioner subject to the above Guidelines.~~

3026 District Licensing Committee

~~29.32026.1 The following is delegated to the District Licensing Committee(s) delegated to the Chairperson of the Strategy Committee:~~

- a) To hear all matters relating to the functions, duties and responsibilities of a District Licensing ~~Agency Committee~~ as provided for in the ~~Sale of Liquor Act 1989~~ Sale and Supply of Alcohol Act 2012.
- b) To co-opt any other Councillor and/or any other person to act in the Chairperson's place or to assist.

~~Provided that all such decisions shall be reported back to the next meeting of the Council.~~

~~In co-opting any other Councillor or any other person, regard shall be had for community of interest, expertise, conflict of interest.~~

~~**Guideline:** The Sale and Supply of Alcohol Act 2012 allows the Committee chairperson to decide certain matters (such as unopposed applications) without a hearing.~~

~~**Guideline:** The Council appoints the District Licensing Committee(s) for a five-year period, and members need not be Councillors.~~

2730. Elected Members' Expenses

Elected ~~members~~members' expenses are to be approved consistent with the Remuneration Authority rules and Council's Sensitive Expenditure Policy.

Mayor

~~3027.1 Approval of Councillors' expenses, except Chair of the Performance Management Committee.~~

Chairperson of Performance Management Committee Deputy Mayor

~~30.272 Approval of the Mayor's expenses.~~

Deputy Mayor

~~3027.3 Deputy Mayor approve the Chair of the Performance Management Committee's expenses.~~

PART IV – DELEGATION TO STAFF

3128. Staff: Contractual Authority and Financial Management of Activities

- 31.128.1** The contractual authorities for staff are set down in the charts following. Where staff are not included in the charts they have no authority to enter into contract/commitments on behalf of the Council. The amounts stated are all maximums.
- 3128.2** Members of the ~~management team~~Executive Team have the right (within the terms of their contractual authority) to enter into contracts for the expenditure of funds within activities for which their subordinates also have authority, and will be held accountable for the activities which they control. Managers should always consult with the designated cost centre controller prior to expending funds in accounts other than those for which they themselves are directly responsible.
- 31.28.3** Where a cost centre controller is aware that an activity is about to be or has been overspent, they should report that fact to the person to whom they are responsible as soon as practicable.
- 3128.4** The criterion to be used in assessing managerial financial performance will be whether or not the total budget for the department is adhered to. Variations on activity budgets within departments may therefore emerge but must be reported to the appropriate committee.
- 3128.5** No oral contract shall be made for a sum exceeding \$1,000 (see Section 3 Public Bodies Contracts Act).
- 31.28.6** All commitments entered into under the contractual authorities set out in the following charts shall be reported to the next highest level of authority at the earliest opportunity.

3129.7 Delegations to Staff – Contractual Authority and Activity Management

Staff Member	Item	Amount
	Contractual Authority for emergency expenditure not provided for in estimates.	\$250,000 per item
	Disposal authority for assets and goods (except Real Estate) with a value in excess of	\$100,000 per item
	Activities to which contractual authority applies.	All activities
	Activities for which the officer is the Financial Manager.	N/A

Page | 37

Management Team/Executive Team (acting together)	Contractual Authority for capital expenditure provided for in estimates.	\$250,000 per item
	Contractual Authority for emergency expenditure not provided for in estimates.	\$250,000 per item
	Contractual Authority of non-capital expenditure provided for in estimates.	\$250,000 per item
	Contractual Authority for purchase of plant items provided for in estimates.	\$100,000 per item
	Disposal authority for plant items provided for in estimates.	\$100,000 per item
	Disposal authority for assets and goods (except Real Estate).	\$50,000 per item
	Activities to which contractual authority applies.	All activities
	Activities for which the officer is the Financial Manager.	N/A
Chief Executive	Contractual Authority for emergency expenditure not provided for in estimates.	\$100,000 per item
	Contractual Authority for expenditure provided for in estimates.	\$100,000 per item
	Activities to which contractual	All activities

Page | 38

	authority applies.	
	Activities for which the officer is the Financial Manager.	W/AN/A (Does this contract responsibility + authority)
Group Manager: District Assets	Contractual Authority for emergency expenditure not provided for in estimates.	\$100,000 per item
	Contractual Authority for expenditure provided for in estimates.	\$100,000 per item
	Activities to which contractual authority applies.	Assets and Operations
	Activities for which the officer is the	Assets and Operations

	Financial Manager.

Staff Member	Item	Amount
Manager: Planning and Regulatory	Group Manager: Planning, Community and Environment	
	Contractual Authority for emergency expenditure not provided for in estimates.	\$100,000 per item
	Contractual Authority for expenditure provided for in estimates.	\$50,000 per item
	The return of any bond taken for the performance of a condition of consent.	The full amount
	Activities to which contractual authority applies.	Planning & Regulatory Department Planning, Community and Environment Group
	Activities for which the officer is the Financial Manager.	Planning & Regulatory Department Planning, Community and Environment Group
Acting Group Manager: Corporate Services	Contractual Authority for emergency expenditure not provided for in estimates.	\$100,000 per item
	Contractual Authority for expenditure provided for in estimates.	\$100,000 per item
	Activities to which contractual authority applies.	All activities
	Activities for which the officer is the Financial Manager.	Corporate Services Group
	All other delegations as provided to the Finance Manager	N/A

Page | 41

Staff Member	Item	Amount
Corporate Services		
Finance Manager		
	Contractual Authority for emergency expenditure not provided for in estimates.	\$100,000 per item
	Contractual Authority for expenditure provided for in estimates.	\$50,000 per item
	Activities to which contractual authority applies.	Accounting and Administrative Functions
	Activities for which the officer is the Financial Manager.	Accounting and Administrative Functions
Executive		
Executive Assistant		
	Contractual Authority for emergency expenditure not provided for in estimates.	\$5,000 per item
	Contractual Authority for expenditure provided for in estimates.	\$5,000 per item
	Activities to which contractual authority applies.	Elected Representatives Chief Executive's Department
	Activities for which the officer is the Financial Manager.	Nil

Page | 42

Staff Member	Item	Amount
Community Development Officer		
	Contractual Authority for capital expenditure provided for in estimates.	\$5,000 per item
	Contractual Authority for emergency expenditure not provided for in estimates.	Nil
	Contractual Authority for expenditure provided for in estimates.	\$5,000 per item
	Activities to which contractual authority applies.	Community Services Department
	Activities for which the officer is the Financial Manager.	Nil
Events Manager		
	Contractual Authority for capital expenditure provided for in estimates.	\$15,000 per item
	Contractual Authority for emergency expenditure not provided for in estimates.	Nil
	Contractual Authority for expenditure provided for in estimates.	\$15,000 per item
	Activities to which contractual authority applies.	Events Marketing
	Activities for which the officer is the Financial Manager.	Events Marketing
Assistant Events Officer		
	Contractual Authority for capital expenditure provided for in estimates.	\$5,000 per item
	Contractual Authority for emergency expenditure not provided for in estimates.	Nil
	Contractual Authority for expenditure provided for in estimates.	\$5,000 per item
	Activities to which contractual authority applies.	Events Marketing
	Activities for which the officer is the Financial Manager.	Nil
iSite Manager		
	Contractual Authority for capital expenditure provided for in estimates.	\$10,000 per item
	Contractual Authority for emergency expenditure not provided for in estimates.	Nil
	Contractual Authority for expenditure provided for in estimates.	\$10,000 per item
	Activities to which contractual authority applies.	Hokitika iSite
	Activities for which the officer is the Financial Manager.	Hokitika iSite
	Authority to operate a Council Business Visa Card as approved by the Chief Executive	Hokitika iSite

Staff Member	Item	Amount
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Page | 43

Museum Manager		
	Contractual Authority for capital expenditure provided for in estimates.	\$2,000 per item
	Contractual Authority for emergency expenditure not provided for in estimates.	Nil
	Contractual Authority for expenditure provided for in estimates.	\$2,000 per item
	Activities to which contractual authority applies.	Hokitika Museum
	Activities for which the officer is the Financial Manager.	Hokitika Museum
Community Services Officer/Community Development Advisor		
	Contractual Authority for capital expenditure provided for in estimates.	\$50,000 per item
	Contractual Authority for emergency expenditure not provided for in estimates.	Nil
	Contractual Authority for expenditure provided for in estimates.	\$50,000 per item
	Activities to which contractual authority applies.	Community Services (Development) Department
	Activities for which the officer is the Financial Manager.	Community Development Department
District Librarian		
	Contractual Authority for capital expenditure provided for in estimates.	\$2,000 per item
	Contractual Authority for emergency expenditure not provided for in estimates.	Nil
	Contractual Authority for expenditure provided for in estimates.	\$2,000 per item
	Activities to which contractual authority applies.	Library
	Activities for which the officer is the Financial Manager.	Library

Page | 44

Staff Member	Units	Amount
Operations		
Team Leader – Operations/Manager Operations		
	Contractual Authority for capital expenditure provided for in estimates.	\$20,000 per item
	Contractual Authority for emergency expenditure not provided for in estimates.	Nil
	Contractual Authority for expenditure provided for in estimates.	\$20,000 per item
	Activities to which contractual authority applies.	Professional Services Business Unit
	Activities for which the officer is the Financial Manager.	Professional Services Business Unit
3 Waters Supervisor/Supervisor		
3 Waters		
	Contractual Authority for capital expenditure provided for in estimates.	\$10,000 per item
	Contractual Authority for emergency expenditure not provided for in estimates.	Nil
	Contractual Authority for expenditure provided for in estimates.	\$10,000 per item
	Activities to which contractual authority applies.	Professional Services Business Unit
	Activities for which the officer is the Financial Manager.	Nil
Contracts Supervisor		
	Contractual Authority for capital expenditure provided for in estimates.	\$10,000 per item
	Contractual Authority for emergency expenditure not provided for in estimates.	Nil
	Contractual Authority for expenditure provided for in estimates.	\$10,000 per item
	Activities to which contractual authority applies.	Professional Services Business Unit Civil Defence Rural Fires
	Activities for which the officer is the Financial Manager.	Nil
Engineering Officer		
	Contractual Authority for capital expenditure provided for in estimates.	\$10,000 per item

Page | 45

	Contractual Authority for emergency expenditure not provided for in estimates.	Nil
	Contractual Authority for expenditure provided for in estimates.	\$10,000 per item
	Activities to which contractual authority applies.	Professional Services Business Unit
	Activities for which the officer is the Financial Manager.	Nil
Staff Member Units Amount		
Operations cont.		
Planning Engineer/Development Control Officer		
	Contractual Authority for capital expenditure provided for in estimates.	\$10,000 per item
	Contractual Authority for emergency expenditure not provided for in estimates.	Nil
	Contractual Authority for expenditure provided for in estimates.	\$10,000 per item
	Activities to which contractual authority applies.	Solid Waste Services
	Activities for which the officer is the Financial Manager.	Solid Waste Services
Supervisor IT Services		
	Contractual Authority for capital expenditure provided for in estimates.	\$5,000 per item
	Contractual Authority for emergency expenditure not provided for in estimates.	Nil
	Contractual Authority for expenditure provided for in estimates.	\$5,000 per item
	Activities to which contractual authority applies.	Information Technology
	Activities for which the officer is the Financial Manager.	Information Technology

Page | 46

Staff Member	Item	Amount
District Building Inspector		
	Contractual Authority for capital expenditure provided for in estimates.	\$52,000 per item
	Contractual Authority for emergency expenditure not provided for in estimates.	Nil
	Contractual Authority for expenditure provided for in estimates.	\$52,000 per item
	The return of any bond taken for the performance of a condition of consent.	The full amount
	Activities to which contractual authority applies.	Building Inspection Services
	Activities for which the officer is the Financial Manager.	Nil
Compliance Officers		
	Contractual Authority for capital expenditure provided for in estimates.	\$2,000 per item
	Contractual Authority for emergency expenditure not provided for in estimates.	Nil
	Contractual Authority for expenditure provided for in estimates.	\$2,000 per item
	The return of any bond taken for the performance of a condition of consent.	The full amount
	Activities to which contractual authority applies.	Pensioner Flat Maintenance & Building Inspection Services
	Activities for which the officer is the Financial Manager.	Nil
District Planner		
	Contractual Authority for capital expenditure provided for in estimates.	\$52,000 per item
	Contractual Authority for emergency expenditure not provided for in estimates.	Nil
	Contractual Authority for expenditure provided for in estimates.	\$52,000 per item
	The return of any bond taken for the performance of a condition of consent.	The full amount
	Activities to which contractual authority applies.	Planning and Regulatory Department/Resource Management
	Activities for which the officer is the Financial Manager.	Nil

Page | 47

Staff Member	Item	Amount
Planner		
	Contractual Authority for capital expenditure provided for in estimates.	\$2,000 per item
	Contractual Authority for emergency expenditure not provided for in estimates.	Nil
	Contractual Authority for expenditure provided for in estimates.	\$2,000 per item
	The return of any bond taken for the performance of a condition of consent.	The full amount
	Activities to which contractual authority applies.	Planning and Regulatory Department/Resource Management
	Activities for which the officer is the Financial Manager.	Nil

Page | 48

3229. Staff Delegations

3229.1 Chief Executive

- Interpretations of the delegated authority of all officers.
- Appointed as Principal Administrative Officer for the purpose of the Local Government Act 2002 and other relevant legislation.
- As Principal Administrative Officer, authority to exercise all those powers and duties specified in Council's standing orders with respect to the Common Seal.
- Cheque signing authority in conjunction with any one of the following:
 - Finance Manager
 - Assistant Accountant
 - ~~Manager Planning and Regulatory~~ Group Manager: Planning, Community and Environment
 - Group Manager: Corporate Services
- Authority to operate Council's bank accounts in conjunction with any one of the following:
 - Finance Manager
 - Assistant Accountant
- Authority to operate two Business Visa Cards subject to:
 - A credit limit of \$5,000 on the Finance Manager's card
 - A credit limit of \$10,000 on the iSite Manager's card on each card.
 - Cards are to be in the names of:
 - Finance Manager
 - iSite Manager.
- Statements are to be approved by the Chief Executive.
- Authority to issue press releases provided however that any such press releases shall not do anything whereby the goodwill and reputation of the Council may be prejudicially affected.
- Approval where applications for Class 4 Gambling Consents can be demonstrated to be in full compliance with Council's Class 4 Gambling Policy.
- To assess and approve discounts or alternative payments owed to Council, where a case of financial hardship has been proven.
- ~~The authority to issue warrants of appointment pursuant to Section 174 Local Government Act 2002, appoint enforcement officers pursuant to Section 177 Local Government Act 2002, appoint authorised officers pursuant to Section 222 of the Building Act 2004, appoint enforcement officers pursuant to Section 37(1B) of the Building Act 2004, appoint officers pursuant to Section 11 of the Fencing and Swimming Pools Act 1987, appoint officers under the Westland District Council bylaws, appoint enforcement officers pursuant to Section 38 of the Resource~~

Page | 49

Management Act 1991, and appoint licensing inspectors pursuant to Section 197 of the Sale and Supply of Alcohol Act 2012.

- The Principal Administrative Officer shall hold the Common Seal of the local authority and be responsible for the use of the same.
- The Chief Executive or other officers authorised by them may affix the seal to any document and shall report to the Council at its next ordinary meeting as to the documents thus sealed.
- Authority to appoint a Risk Coordinator.
- The authority to sign any form of information, evidence or consent relating to matters of litigation.

32.29.2 General Delegations to Departmental Group Managers

- Approval to carry forward annual leave for direct reports, of up to an accumulation of 10 days.
- Authority to direct officers to take leave if they have not reduced their excess annual leave.
- Authority to grant at their discretion, up to 10 days leave without pay in any one year to members of their staff. (Periods of leave in excess of 10 working days are to be referred to the Chief Executive).
- Authority to approve merit promotions, accelerated increments, and double increments to members of their staff; provided however that such increased salaries are no more than the approved maximum for that position.
- Require bonds for any use of Council property under departmental manager's control.

Where such is permitted by law and is not inconsistent with Council policy every manager may, in regard to matters within their jurisdiction, set, vary or waive fees or charges.

- Authority to issue such public notices as may be required from time to time by the Westland District Council, provided however that such public notices are issued under the name of the Chief Executive.
- Authority to issue press releases on activities for which the officer is the manager, provided however that any such press releases shall not do anything whereby the goodwill and reputation of the Council may be prejudicially affected.
- Authority to appoint staff within established limits, up to but excluding those reporting directly to ~~managers~~managers.
- Authority to make any decision on applications for the erection of extensions of ancillary buildings that are licensed to occupy legal road, subject to applicants having a right of appeal to Council.

- The authority to sign any form of information, evidence or consent relating to matters of litigation.

3229.3 ~~Manager: Planning & Regulatory Group~~ **Manager: Planning, Community and Environment**

3229.3.1 General Delegations:

- Authority to approve and issue and/or renew licences for trading in public places.
- Authority to approve and issue and/or renew Certificates of Registration for all premises to which the Health (Registration of Premises) Regulations 1996, refer.
- Authority to register, impound and destroy dogs. Authority to refund dog registration fees on the death of a dog and authority to remit registration fees or penalties where it would be just and equitable to do so.
- All of the functions, powers, duties and discretions of the Council pursuant to the Dog Control Act 1996.
- Authority to issue infringement notices pursuant to Section 66, Dog Control Act, 1996.
- Authority to issue permits for operations of an amusement device (Amusement Devices Regulations 1978, Regulation 11).
- Authority to issue Cleansing Orders (Section 41 Health Act 1956).
- Authority to carry out Disinfection of Premises (Section 81 Health Act 1956).
- Action under Section 183 Local Government Act 2002 in relation to removal of growth likely to constitute a fire hazard.
- Delegation of functions pursuant to Regulation 22 (1) Housing improvement Regulations 1947.
- Service of notices to occupiers of private land, to clear litter (Section 10, Litter Act 1979).
- Authority to issue notices pursuant to Section 29 of the Health Act 1956.
- Issue of demolition requisitions and enforcement of demolition orders under Section 48 and Section 51 of the Health Act 1956
- Issue of certificate pursuant to Sections 42 and 48 of the Health Act.
- Issue of repair notices under Section 42 of the Health Act.
- Authority to issue Certificates of Exemption pursuant to Regulation 6 of the Food Hygiene Regulations 1974 and Regulation 14 of the Camping Ground Regulations 1985.

Page | 52

- Power to refund fees in respect of any withdrawn applications in proportion to the remainder less cost incurred by the time of withdrawal.
- The power to remit fees and charges for volunteer or not-for-profit organisations. (Decisions to be reported back to the next meeting of Council.)
- Authority to affix the Common Seal in accordance with Clause 32.1 of this manual.
- Authority to cancel a building line restriction pursuant to Section 327A of the Local Government Act, 1974 subject to all buildings being in conformity with the Operative District Plan.
- Authority to approve of the creation of a right of way pursuant to Section 348 of the Local Government Act, 1974.
- Authority to remedy contravention under the Forest and Rural Fires Act 1977 and to initiate proceedings to recover costs for such actions.
- Authority to file prosecutions for offences under the Forest and Rural Fires Act 1977.
- Authority to issue fire restriction notices and burning permits pursuant to the Forest and Rural Fires Act 1977.
- All the functions, powers and duties vested in Council pursuant to Council Bylaws.
- Cheque signing authority in conjunction with any one of the following:
 - Chief Executive
 - Finance Manager
 - Assistant Accountant
 - Group Manager: Corporate Services

3229.3.2 Resource Management Act Delegations:

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Regional Council Applications | <p>In conjunction with the Group Manager; District Assets to make a submission on any Resource Consent notified by the West Coast Regional Council and grant Section 94 approvals (affected persons).</p> |
| <ul style="list-style-type: none"> ▪ Regional Council Plans | <p>To make a submission on any Plan or Policy Statement notified by the West Coast Regional Council.</p> |
| <p>Guidelines</p> | <p><i>It is anticipated that this delegation will be exercised on minor amendments and changes only. Any submission must be consistent with Council policy and any major change to a Plan or Policy Statement will be considered by the Strategy-Committee Council.</i></p> |
| <ul style="list-style-type: none"> ▪ Section 10 | <p>The authority to grant a time extension to an existing use.</p> |
| <ul style="list-style-type: none"> ▪ Section 36 | <p>The power to remit fees and charges for volunteer or not-for-profit organisations. (Decisions to be reported back to the next meeting of Council.)</p> <p>Ability to not perform an action to which a charge relates, until the charge has been paid in full.</p> <p>Authority to approve of the reimbursement in part or full of a fee where an application is withdrawn and the processing costs are less than the Authority to adjust or write off any outstanding fees where it is determined that the fee requires adjustment or it is unreasonable or not possible to try and collect it.</p> |
| <ul style="list-style-type: none"> ▪ Section 37 & 37A | <p>The power to waive and extend time limits.</p> |
| <ul style="list-style-type: none"> ▪ Section 38 | <p>The authorisation as Enforcement Officer and authorise any officer or other person to be an Enforcement Officer.</p> |
| <ul style="list-style-type: none"> ▪ Section 41 | <p>The authority to direct that evidence be provided before the hearing, the authority for staff to direct certain procedural aspects of the hearing before the hearing and the authority to request a party who made a submission to provide further evidence before a hearing.</p> |
| <ul style="list-style-type: none"> ▪ Section 42 | <p>Protection of sensitive information.</p> |
| <ul style="list-style-type: none"> ▪ Section 42A | <p>Authorisation to require the preparation of reports for each consent application.</p> |

- Section 88 To determine that an application for a resource consent is incomplete and the reasons for that determination.
- Section 91 Deferral of application pending additional consents.
- Section 92 To require further information to be provided or to commission a report before a Resource Consent Application is notified or heard and to postpone notification of a hearing.
- Section 92A The authority for staff to set time limits on applications in circumstances outlined in the Act.
- Section 92A The authority to set time limits for the receipt of further information.
- Section 99 The power to initiate pre-hearing meetings.
The authority to decide if staff that have the power to make a decision on an application may attend and participate in a pre-hearing meeting.
- Guideline* *This authority is subject to all parties agreeing.*
- Section 99A The authority to appoint a staff member as a mediator where the Council is the consent applicant.
- Section 100 The power to determine that a formal hearing is not needed.
- Section 101 The power to fix a hearing date.
- Guideline* *The fixing of a hearing date is to be undertaken in-so-far as possible with the applicant.*
- Section 102 The power to make a decision to establish a joint hearing.
- Section 103 Power to decide and arrange the holding of combined hearings where two or more applications are made to Council.
- Section 106 The authority for staff to decline an application in the circumstances outlined in the Act, i.e. adequate information not provided to enable the application to be determined.
- Section 109 The power to decide whether any work subject of a bond or covenant is completed satisfactorily.
- Section 114 To determine what other authorities and persons are considered appropriate to be notified of a decision on a resource consent application.

Page | 55

- Section 116 Exercise the discretion to support or oppose any application made to the Environment Court pursuant to Section 116 of the Resource Management Act 1991.
- Section 124 To permit an application to continue to operate pending determination of an application for a replacement consent as provided for in S124(b).
- Section 125 Power to extend the period in which a resource consent lapses.
- Section 126 The power to cancel unexercised consents.
- Section 127 The power to decide the circumstances when it would be unreasonable to seek written approval of other persons to the variation or cancellation of conditions.
- Section 128 to 132 Power to initiate review of condition of a resource consent and make a decision on the review.
- Section 133A The authority to correct minor mistakes or defects in resource consent.
- Section 139 To issue or decline Certificates of Compliance.
- Section 139A To issue an existing use certificate
- Section 176A The waiving of the need for an outline Plan. The approval of Outline Plans and the request for changes to be made.
- Section 222 The power to issue a Completion Certificate.
- Section 224 Authority to issue a completion certificate confirming that every building or part of a building complies with S46(4) of the Building Act 1991
- Section 226 The power to certify any survey plan or copy thereof to the effect that the subject land has not been subject to a previous statutory approval.
- Sections 227, 240 and 241 To cancel in whole or in part prior approvals or Certificates requiring the amalgamation of allotments.
- Section 234 Power to vary or cancel an esplanade strip.
- Section 243 The revocation of conditions as to easements.
- Section 310 & 311 To apply to the Environment Court for a declaration.

- Section 314 To apply to the Environment Court for an enforcement order.
- Section 316 & 320 Power to apply for enforcement order or interim enforcement order.
- Guideline* *The need for legal advice should be considered on each occasion.*
- Section 322 Power to serve abatement notices.
- Section 323 To act as and allow an enforcement officer to take appropriate action to reduce noise to a reasonable level or seize equipment to ensure compliance with an abatement notice.
- Section 325A To cancel or confirm an abatement notice or approve a request for change or cancellation of an abatement notice.
- Sections 327 & 328 To act as and allow an enforcement officer to give a directive to reduce excessive noise and take action to control the excessive noise.
- Section 330 In the case of emergency work, power to take preventative or remedial action.
- Sections 332 & 333 Power of entry for inspection survey, collect samples
- Guidelines*

Section 323
An enforcement officer must be accompanied by a constable when equipment is seized and impounded.

Section 333
Under this section the officer may undertake surveys for any purposes connected with the preparation, change or review of a policy statement or plans. In this case reasonable written notice shall be given to the occupier before entering the land. Warrants must be shown and written authorisations produced upon initial entry. As the Act is quite explicit it is not considered that any additional guidelines are required.

Under section 332 of the Act staff may enter onto a property but not enter a dwelling house to determine whether or not:

 - (a) *The Act, rules, consent etc, are being complied with;*
 - (b) *An enforcement order etc, is being complied with; or*

(c) *Any person is contravening a rule in a plan in a manner prohibited by specific sections of the Act.*

- Section 336 The power to consider an application to return seized property.
- 1st Schedule - The power to decide on whom public notice shall be sent in relation to the Proposed District Plan or a change thereto and to arrange public notification of that proposal.
- Clause 5
- 1st Schedule - The power to summarise submissions made in respect of a Proposed District Plan or a change thereto.
- Clause 7

NOTE: The Manager: Planning & Regulatory Group Manager: Planning, Community and Environment may subdelegate any or all of the above.

The above resource management powers are also delegated to the District Planner, and are to be exercised in consultation with the Group Manager: Planning, Community and Environment.

The following is delegated to the Chief Executive and Manager: Planning and Regulatory Group Manager: Planning, Community and Environment acting together or the Manager: Planning and Regulatory Group Manager: Planning, Community and Environment and the District Planner acting together, or any of the former acting individually, together with the Chairperson or a Member of the Strategy Committee.

- Section 95 The power to decide if an application for a Resource Consent should be limited notified or publicly notified.
- Section 95A Authority to exercise the discretion to publicly notify an application.
- Section 95B Authority to determine affected persons and affected order holders and to give limited notification.
- Section 95C Authority to publicly notify an application after a request for further information.
- Section 95D Authority to determine if adverse effects are likely to be more than minor.
- Section 95E Authority to determine if a person is an affected person if an activity's adverse effects are minor or more than minor.

<i>Guidelines</i>	<p><i>Consideration shall include the “novelty” of the proposal, public expectation outside of the Act and District Plan and factors not usually evident in the District.</i></p> <p><i>Applications are to be looked at as a whole by weighing positive and negative effects.</i></p> <p><i>Any effect greater than de minimus will require an assessment as to possible impact on any person.</i></p> <p><i>Proposals that involve activities that have a novel or markedly different approach or nature need to be evaluated with public participation in mind.</i></p>
<ul style="list-style-type: none"> • Section 99A • Section 104A • Section 104B • Section 104C • Section 104D • Section 106 • Section 108 • Section 220 	<p>The authority to refer a person to mediation.</p> <p>To approve applications for resource consents, including determining conditions for;</p> <p><u>Controlled</u> activities, Restricted discretionary activities, discretionary activities and Non-complying activities;</p> <p>where non-notified or where notified and:</p> <ul style="list-style-type: none"> - no submissions are received; or - no request is made for a hearing; or - the need for a hearing has been adverted by a submission being withdrawn.
<i>Guideline</i>	<i>The Act requires all applications to be notified unless specific circumstances provided for in the Act are met.</i>
<ul style="list-style-type: none"> • Section 127 	<p>Power to change or cancel a consent condition.</p> <p>The power to decide the circumstances when it would be unreasonable to seek written approval of other persons to the variation or cancellation of conditions.</p>
<ul style="list-style-type: none"> • Section 168A 	To consider and make a decision on any Requirement for a Designation which does not require a hearing.
<ul style="list-style-type: none"> • Section 171 	To consider and make a recommendation to any requiring Authority on any Requirement for a Designation which does not require a hearing.
<ul style="list-style-type: none"> • Section 181 	To consider and make decisions on any application to alter an existing designation.
<ul style="list-style-type: none"> • Section 221 	Power to issue and cancel a consent notice.

• Section 223	To approve any survey plan.
• Section 224	Authority to certify compliance as an 'authorised officer' with specified conditions prior to deposit of survey plan.
General	The authority to sign a form of consent or other document to be lodged with the Environment Court relating to resource consents.
Guideline	<i>The need for legal advice should be considered on each occasion.</i>

Provided that all such decisions pursuant to Section 104A, B, C & D shall be reported back to the next meeting of the Council.

32.29.3.3 Sale of Liquor and Supply of Alcohol Act 2012 Delegations:

1. Authority to grant all Special Licence applications where no objections have been received.
 2. Authority to determine all On, Off, BYO and Club Licence applications and renewals where no objections have been received.
 3. Authority to determine all General and Club Managers Certificate applications and renewals where no objections have been received.
- Authority to grant Temporary Authorities pursuant to the provisions of Sections 24 and 47 of the Sale of Liquor Act, 1989 subject to existing conditions.
- The authority to waive omissions pursuant to Section 111 of the Sale of Liquor Act, 1989.
- Authority to decide when it is appropriate or unreasonable to require an applicant to display a notice of application on or adjacent to the site to which the application relates.
4. To act as Secretary of the Liquor Licensing Agency District Licensing Committee.

NOTE: The Manager: Planning & Regulatory Group Manager: Planning, Community and Environment may subdelegate any or all of the above.

32.29.3.4 Building Act Delegations:

- All of the functions, powers, duties and discretions of the Council pursuant to the Building Act 1991 and the Building Act 2004 and Building Codes issued pursuant to them.

NOTE: The Manager: Planning & Regulatory The Group Manager: Planning, Community and Environment may subdelegate any or all of the above.

3229.4 Finance Manager

- Authority to institute legal proceedings for recovery of debts owed to Council.
- Authority to remit penalty on rates in respect to any particular ratepayer and ratepayers in the circumstances when the officer considers it would be just and equitable to do so. In all instances the amounts shall not exceed \$500. All penalties written off to be reported back to Council once a year.
- Authority to deposit surplus general funds with any bank and to invest special funds in any manner authorised by the Trustees Act and within the Audit Office and Council policy.
- Authority to negotiate loan interest rates and terms with brokers and/or lending institutes for loans raised by Council.
- The writing off of bad debts considered to be bad or uncollectable up to the value of \$200. All debts to be written off to be reported back to Council once a year.
- Arrange overdraft facilities up to statutory limit.
- Make or take any oath or declaration in regard to Council's financial affairs.
- Enter into any arrangements for payment of a debt owed to Council over a period.
- In consultation with the Group Manager: District Assets, discontinue any service for non-payment and authorise resumption of service where appropriate.
- Amend any entries in the valuation roll or the Council's rating records which are the result of an error or which are no longer correct as a result of changed circumstances.
- Authority to apply to the Valuer General for valuation equalisation certificates for rating purposes.

NOTE: The Finance Manager may subdelegate any or all of the above to the Assistant Accountant.

- Cheque signing authority in conjunction with any one of the following:
 - Chief Executive
 - Assistant Accountant
 - ~~Group Manager: Planning, Community and Environment Manager~~
 - ~~Planning and Regulatory~~
 - ~~Group Manager: Corporate Services~~

- Authority to operate a Council Business Visa Card as approved by the Chief Executive.
- Authority to operate Council's bank accounts in conjunction with any one of the following:
 - Chief Executive
 - Assistant Accountant.

3229.5 Group Manager: District Assets

- The powers conferred on the Council by clause 11 of the Tenth Schedule of the Local Government Act 1974 (temporary prohibition of traffic on roads.)
- Authority to remove motor vehicles which may be abandoned (Section 356 Local Government Act 1974).
- The closing of sports grounds as circumstances shall require from time to time.
- The granting of drainage easements over parks and reserves.
- Variation of the allocation of sports grounds, winter and summer.
- Temporary use of any park or reserve for any recreation or entertainment and to impose any terms and conditions applicable.
- Approval of applications to take up collections on reserves and beaches and Council owned public open spaces.
- Approval of the erection of commercial signs and sponsorship signs on sports parks, subject to other necessary approvals (i.e. CAA or Building Consents)
- Approval of temporary helicopter landing and take-off sites on parks and reserves, subject to other necessary approvals.
- Authority to issue notices to property owners and residents in area where works are to be carried out subject to any other statutory provisions.
- Authorise the planting or removal of trees from any reserve, street or other Council land.
- Approval of erection of directional signs.
- Authority to set fees and charges for inspections and repair of service authority trenches (i.e. utility providers), in conjunction with the Chief Executive.
- Fixing of charges within the limits imposed by the Reserves Act 1977, for the use of Council reserves in conjunction with the Chief Executive.
- All the functions, powers and duties vested in Council by virtue of the Jackson Bay Wharf Bylaw.
- The powers conferred on the Council by the Transport (Vehicular Traffic Road Closure) Regulations 1965.
- Power to carry out or authorise any relevant actions or procedures regarding market days and special functions in shopping areas.
- Authority to carry out or authorise any relevant actions or procedures regarding parades or processions, public entertainment and playing of Christmas Carols on streets and public places.

Page | 63

- Remission of burial charges pursuant to Section 49 of the Burial and Cremation Act 1964.

NOTE: The Group Manager: District Assets may subdelegate any or all of the above.



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Certificate holders - non local body elected members

Notes:

- Certificates are valid for a 3 year period from the date of first issue. On re-issue (at 're-certification') they are valid for a period of five years.
- The chairing endorsement column records those who, in attaining re-certification, have successfully demonstrated the competencies for chairing required by the Making Good Decisions programme.

<u>Certificate name</u>	<u>Position</u>	<u>Organisation or company</u>	<u>Area of practice</u>	<u>Field of expertise</u>	<u>Certificate expiry date</u>	<u>Chairing endorsement</u>
Abraham Witana	Iwi Natural Resource Manager	Te Runanga O Te Rauawa			30 Jun 2014	No
Aileen Lawrie	Chief Executive Officer	Opotiki District Council			30 Jun 2016	No
Alan Bickens	Independent Commissioner		Nationwide	Wastewater treatment and disposal; Water resources; Flood protection schemes; Energy generation (hydroelectric/geothermal); landfills; Land transport projects; Subdivisions/development of land/buildings; Public infrastructure projects; Coastal structures	30 Jun 2018	Yes
Alan Dornier	Independent Commissioner, Barrister	Shortland Chambers			31 Dec 2018	Yes
Alan Moss	Planning Manager	South Waikato District Council	Waikato, Bay of Plenty, Central North Island	Planning, land use consents, urban design	31 Dec 2015	
Alan Pattle	Director	Pattle Delamore Partners Ltd	Nationwide	Environmental Engineering, Groundwater	30 Jun 2017	No
Alan Trichenzer	Landscape Architect	Trichenzer Motoring Aitken Limited	Hawke's Bay, Gisborne, Tairāpiti, Manawatu primarily, although occasionally operate further afield	Landscape Architecture, Landscape Planning, Te Ao Māori	30 Jun 2014	No
Alan Watson	Independent Commissioner	AR Watson Associates Limited	Nationwide but emphasis on upper half of North Island	Planning and resource management, chair of hearings panels	30 Jun 2018	Yes
Alan Withy	Independent Commissioner	Alundale Associates			30 Jun 2015	Yes
Alastair Thompson	Planning Manager	Napier City Council			30 Jun 2016	No
Albert Puhimake Ihara	Director, Ngāi Te Rangi Fisheries Asset Holding Co Ltd	Te Runanga o Ngāi Te Rangi Iwi Trust Board	Tairāpiti Moana		31 Dec 2015	
Alec Neill	Independent Commissioner	Canterbury Regional Council			31 Dec 2018	Yes
Alex Dobie	Independent Commissioner	Opotiki District Council			31 Dec 2014	No
Ali Memon (Professor)	University Lecturer - Policy Analyst	Lincoln University			31 Mar 2014	No
Alick Shaw	Independent Commissioner				31 Dec 2014	No
Alison Frenney	Independent Commissioner	Waibi Consultants			31 Dec 2017	No
Alistair Arthur Aburn	Independent Commissioner	Urban Perspectives Limited			31 Jul 2014	Yes
Allan Baldoock	Independent Commissioner	AWL Environmental	Nationwide	Water takes, discharges, hydro power schemes, ecology, coastal subdivision, Regional Council activities	31 Jul 2014	No
Allan Cubitt	Independent Commissioner	Cubitt Consulting Limited			30 Jun 2014	No
Allan Goddard	Independent Commissioner	Waitomo District Council			31 Mar 2014	No
Allan Kirk	Independent Commissioner			Heritage Planning and urban design	31 Jul 2014	No
Allan Richards	Acting Consents Senior Programme Manager	Northland Regional Council			30 Jun 2015	No
Amanda Douglas	Independent Commissioner	Wynn Williams Lawyers	Nationwide		31 Dec 2017	Yes
Amy Robinson	Team Leader	Waikato Regional Council		Coastal	30 Jun 2016	No
Amy-Jane Millward	Applications Manager	Environmental Protection Authority			31 Dec 2015	
Anne Goodall	Independent Commissioner				31 Dec 2015	
Andre Baker	None	Kapiti Coast District Council			31 Dec 2016	No
Andrea Eag	General Manager, Compliance	Environmental Protection Authority			31 Dec 2015	

<u>Certificate name</u>	<u>Position</u>	<u>Organisation or company</u>	<u>Area of practice</u>	<u>Field of expertise</u>	<u>Certificate expiry date</u>	<u>Chairing endorsement</u>
Andrew Braggins	Senior Associate	Berry Simons	Auckland, Waikato and Bay of Plenty		31 Dec 2016	No
Andrew Carr	Associate Principal	Abley Transportation Consultants Limited	Nationwide	Traffic engineering and transport planning	31 Dec 2015	
Andrew Cumming	Consultant	Resource Management and Assessment Limited	Nationwide	Planning Ecology	31 Mar 2014	No
Andrew Fenemor	Water Management Researcher	Landcare Research NZ Limited	Nationwide	Water resource management	30 Nov 2016	No
Andrew Giles Hazelton	Partner	Hazelton Law			30 Nov 2016	No
Andrew Green	Partner	Brookfields Lawyers			30 Nov 2016	No
Andrew Henderson	Independent Commissioner	Beca Christchurch	South Island	District and Regional Planning	30 Jun 2014	Yes
Andrew Ralph	Manager Of Environmental Policy	Tauranga City Council			30 Nov 2016	No
Andrew Reeve	Independent Consultant				31 Mar 2014	No
Angela Dean	Consents Team Leader	Canterbury Regional Council	Canterbury	Planning	30 Jun 2014	No
Angeline Ngubana Greensill	Iwi Representative	Waikato-Tainui			31 Dec 2018	No
Anita Collie	Principal Consents Planner	Environment Canterbury			31 Dec 2015	
Ann Chapman MNZM JP	Independent Commissioner	Kapiti Coast District Council			30 Jun 2014	No
Ann Fosberry	Technical Director, Transport Services	Aurecon			30 Nov 2016	No
Ann Hickey	Independent Commissioner	South Taranaki District Council			30 Jun 2014	No
Ann Nicholas	Planning Consultant	Sigma Consultants Limited			31 Mar 2014	No
Ann Sheridan	Senior Aquaculture Analyst	Ministry of Agriculture & Forestry			31 Mar 2015	No
Anne Sutton	Independent Commissioner				30 Jun 2014	No
Anthony Cassins	Independent Commissioner	Tonkin and Taylor Limited			30 Jun 2018	No
Anthony Cutbush Hughes-Johnson	Independent Commissioner		Canterbury	Law	30 Dec 2015	No
Anthony Hughes-Johnson	Independent Commissioner		Canterbury	Law	31 Dec 2015	
Anthony William Olsen	Consultant	GeoPlan Ltd			30 Jun 2018	No
Antoine Coffin	Senior Cultural Advisor	Boffa Miskell Limited			30 Jun 2016	No
Antoinette Gregory-Hunt	Independent Commissioner	Chatham Islands Council			31 Jul 2014	No
April Bennett	Independent Commissioner	Massey University			30 Jun 2015	No
Annse Donald	Specialist Heritage Advisor	Auckland Council		Policy, Resource Consents, heritage, urban design, tree issues	31 Jul 2014	No
Asela Atapattu	Application Manager	Environmental Protection Authority			31 Dec 2015	
Ashleigh Turner	Business Analyst	Waikato Raupatu River Trust		Law, Te Ao Maori, Entrepreneurship, Strategic Management	31 Dec 2016	No
Barbara Woods	Independent Commissioner	Kaikoura District Council			31 Jul 2014	No
Barrie Penke (Dr)	Associate Professor	University of Otago			31 Dec 2015	
Berry Campbell	Resource Officer	Waikato Regional Council		Industry	30 Jun 2016	No
Berry Kaye	Independent Commissioner	Berry Kaye Associates Limited	Nationwide	Planning, coastal, rural issues, subdivisions, major projects	31 Jul 2014	Yes
Berry Loe	Independent Commissioner	Loe Pearce and Associates Limited	Nationwide, South Island	Discharge of contaminants into land and water	31 Jul 2014	No
Berry Shepherd	Managing Director	Berry Shepherd Ltd			31 Dec 2015	
Basil J Morrison CNZM JP	Independent Commissioner	Basil J Morrison and Associates Limited			30 Jun 2014	Yes
Boyd Barber	Maori Joint Committee Member	Hastings District Council			31 Dec 2015	
Bella Tait	Independent Commissioner				31 Dec 2015	
Bella Te Waiemana Tait	Independent Commissioner	Te Arawa River Trust			30 Dec 2015	No
Beverley Lorraine James	Researcher	Public Policy and Research		Social impact assessment, Housing	30 Jun 2015	No
Bianca Sullivan	Principal Consents Advisor	Environment Canterbury	Canterbury	Planning	30 Jun 2017	No
Bill (William) N. Vane	Chief Water Scientist	Waikato Regional Council			30 Jun 2017	No

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Bill Burrill	Independent Commissioner	Auckland Council			31 Dec 2014	No
Bill Smith	Independent Commissioner		Nationwide	Local Government	30 Jun 2018	Yes
Bill Wasley	Independent Commissioner	Wasley Knell Consultants			31 Dec 2018	Yes
Bob Penter	Consultant	GHD Limited	Nationwide	Environmental Science, Environmental Engineering, Planning, Te Ao Maori	30 Jun 2014	No
Bob Wilcock	Environmental Scientist	NIWA			30 Nov 2016	No
Brad Coomba	Independent Commissioner	Isthmus Group			30 Nov 2016	No
Bradley Syred	Business Manager	Dirtworks Trust			30 Jun 2014	No
Brent Cowie (Dr)	Independent Commissioner	Cowie Resource Management			30 Jun 2018	Yes
Brent Stanley Catchpole	Independent Commissioner	Auckland Council			31 Dec 2017	No
Brett Aldridge	Environment Protection Manager - Strategy, Implementation	Canterbury Regional Council	Canterbury	Environmental Science, resource management and regulation	31 Mar 2014	No
Brett Gawn	Surveying and Urban Development Leader	Spiire NZ Ltd	Nationwide	Subdivision and land development, planning, design and engineering	30 Jun 2018	No
Brett Ogilvie	Senior Environmental Scientist	Tonkin and Taylor Limited	Nationwide	Ecology, water quality, environmental science	30 Jun 2014	No
Brian Carey	Independent Commissioner	GNS Science			30 Nov 2016	No
Brian Fitzpatrick	Manager Resources Management Services	Lakes Environmental Limited			30 Jun 2015	No
Brian Fletcher	Independent Commissioner	Gussie Wicks			31 Jul 2014	Yes
Brian Hasell	Independent Consultant	Hasell Consulting Limited	Nationwide	Traffic, road engineering, historic heritage	31 Dec 2018	No
Brian McKinnon	Independent Commissioner	Waikato District Council			31 Jul 2014	No
Brian Waddell	Planning Consultant	Urbanista Limited			30 Nov 2016	No
Brigid McDonald	Manager Litigation and Regulatory	Auckland Council			31 Dec 2015	
Bruce Thompson	Planning and Regulation Manager	Waimakariri District Council			30 Jun 2014	No
Bruce W. Graham	Independent Commissioner	Graham Environmental Consulting Limited	Nationwide	Air quality, Environmental science, hazardous substances	31 Jul 2014	No
Brynn Bates	Consultant	Cirrus Associates Limited	Nationwide	Water resource management, Wastewater, Dams Stormwater, Coastal, General resource management	31 Mar 2014	No
Bryon Michael Tom Julian	Independent Commissioner	Beca Carter Hollings and Ferner Limited	Auckland	Planning	31 Jul 2014	Yes
Brydon Hughes Burnette O'Connor	Independent Commissioner	O'Connor Planning Consultants	Northland, Auckland and Waikato	Planning	30 Jun 2015	No
Caleb Royall	Company Director	Wairon Solutions Ltd	Maori Values - tikanga and kaupapa Maori. Environmental Monitoring and Ecological Management. Maori Freshwater monitoring and indicators, Integrated catchment management	Maori Values - tikanga and kaupapa Maori. Environmental Monitoring and Ecological Management. Maori Freshwater monitoring and indicators, Integrated catchment management	30 Jun 2016	No
Camilla Owen	Lawyer				31 Dec 2018	Yes
Caroline Conroy	Independent Commissioner	Auckland Council			30 Jun 2014	Yes
Carolyn Stone	Retired Councillor		Auckland region, based in Waitakere		30 Jun 2014	No
Carron Blom	Independent Commissioner	Anguill Consulting Engineers and Scientists Limited			30 Jun 2015	No
Catherine Clarke	Consultant	Boffa Miskell Limited			31 Dec 2018	No
Cathryn Bridge	Manager	Environmental Protection Authority			31 Dec 2015	
Celin Davison	Policy Planner	Auckland Council		District Planning, Resource Consents, resource management	30 Jun 2014	No
Charlotte Drury	Senior Consents Officer	Hawke's Bay Regional Council			30 Jun 2014	No
Cherie Lane	Planning Consultant	Lane Associates Limited			30 Jun 2018	No
Cheryl Cleary	Director	Cleary and Associates Limited			31 Mar 2014	No
Chris Cochran	Principal	Sundance Properties Limited	Nationwide		31 Mar 2014	No
Chris Dawson	Senior Planner	Bloom Burnett and Oliver Limited			30 Jun 2016	No
Chris Jensen	Manager, Regulatory and Planning	Kawerau District Council			30 Jun 2016	No
Chris Koroheke	Maori Trust Board Delegate	Maniapoto Maori Trust Board			30 Jun 2018	No

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Chris Sheston	Independent Commissioner				31 Jul 2014	No
Chris Southgate	Independent Commissioner	Taranaki District Council			30 Jun 2016	No
Christin Atchinson	Resource Officer	Waikato Regional Council		Coastal	30 Jun 2016	No
Christine Fletcher	Independent Commissioner	Auckland Council			30 Jun 2014	No
Christine Foster	Independent Commissioner	Environmental Management Services Limited			31 Dec 2018	Yes
Christine Kelly	Independent Commissioner				30 Jun 2018	No
Christine Rose	Independent Commissioner	Auckland Council			31 Jul 2014	No
Christopher P Shaw	Manager Consents	Otago Regional Council			30 Jun 2018	No
Cindy Robinson	Independent Commissioner				30 Jun 2015	No
Claire Mulcock	Independent Commissioner	Mulgor Consulting Limited	Canterbury	Water management, hydrology	31 Dec 2017	No
Clare Barton	Principal Planner	Horizons Regional Council	Central and Southern North Island	Planning	30 Jun 2015	No
Clare Lenihan	Barrister	Clare Lenihan Barrister	Southland and Otago	Law, Department of Conservation	31 Dec 2015	
Clarke McKinney	Principal Planner, Resource Consents	Auckland Council	Auckland Region	Planning	30 Jun 2017	No
Clive Anstey	Landscape and Resource Planner			Landscape Planning and design, forestry and ecology	31 Dec 2018	No
Clive Howard-Williams	Chief Scientist	National Institute of Water and Atmospheric Research Ltd	Nationwide	Freshwater quality, Freshwater ecosystems	31 Dec 2016	No
Colin Dall	Consents and Compliance Manager	West Coast Regional Council			31 Jul 2014	No
Colin Desmond Scurr	Independent Commissioner				30 Jun 2014	Yes
Colin McLellan	Consents Manager	Taranaki Regional Council			30 Jun 2014	No
Constantine Anastasiou	Solicitor	Con Anastasiou Barristers and Solicitors	Based in Wellington but practise Nationwide.	Law, specialising in Resource Management Law	31 Mar 2014	No
Conway Stewart	Independent Commissioner	Self Employed	Auckland, Northland, Waikato		31 Dec 2018	Yes
Craig Cairncross	Independent Commissioner, Expert Witness		Nationwide, North Island	Built Heritage, Planning Infrastructure: Transport, Electricity, Wastewater, Telco, Corrections Projects, Industrial Devt, Bulk E/W, Plan Changes, Notices of Requirement, High Density Residential, Commercial / Town centre	30 Jun 2014	No
Craig Little	Independent Commissioner	Reputations Limited			31 Dec 2014	No
Craig Neville Welsh	Independent Commissioner	Resource and Environmental Management Nelson Limited			30 Jun 2015	No
Craig Shearer	Independent Commissioner				30 Jun 2016	Yes
Curtis Gregorash	Manager Legal Team	EPA	Wellington	Law	30 Dec 2015	No
Curtis Gregorash	Manager Legal Team	Environmental Protection Authority	Wellington	Law	31 Dec 2015	
Daniel Rodie	Team Leader, Resource Consents	Auckland Council		Resource Management Planning and Subdivision	30 Jun 2016	No
Daniel Rodie	Team Leader, Resource Consents	Auckland Council		Resource Management Planning and Subdivision	30 Jun 2016	No
Darun Ponter	Independent Commissioner	Ponter Amor Consulting Limited	Bay of Plenty, Wellington, Manawatu-Wanganui, Taranaki	Foresore and Seabed Act 2004, Te Ao Maori (contemporary)	30 Jun 2018	No
Davey Charles Digby	Independent Commissioner	Waikato District Council			31 Mar 2014	No
Darrell Statham	Director	Statham Consulting Limited	Nationwide	Roading, traffic, transportation, subdivisions, developments	31 Dec 2017	No
Darren James Ludlow	Independent Commissioner	Invercargill City Council			30 Jun 2018	Yes
Darryl Murray Hicks	Principal Scientist	NIWA	Christchurch, NZ Rivers, coasts	River and coastal geomorphology, sedimentation, erosion. Environmental effects on dams and river water abstraction	31 Dec 2016	No
Dave Sergeant	Independent Commissioner		Northland, Auckland, Waikato, Christchurch	Planning and economics, Environmental Planning (Regional Resource Consents)	30 Jun 2016	Yes
David Allen	Special Counsel	Buddle Findlay	Wellington	Law	31 Mar 2015	No
David Benson-Pope (Hon.)	Independent Commissioner		Nationwide, lower South Island		31 Dec 2017	No
David Black (Dr)	Consultant, Environmental Physician	Enviromedix Ltd	Franklin, Waikato, Coromandel, Bay of	Clinical Medicine & Public Health, Infrastructure particularly energy,	31 Dec 2016	No

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			Plenty, King Country Rural communities, lifestyle and working environments	transport and mining; environmental and Occupational Physician, Physical environmental effects on health, Electromagnetic safety (power lines, radio, tv, communications), IT		
David Bridges	Independent Commissioner	Good Earth Matters Consulting			31 Jul 2014	No
David Caldwell	Independent Commissioner	Lane Nerve Lawyers			30 Jun 2015	No
David Cameron	Consultant	MWH New Zealand Limited	Nationwide	Water quality, aquatic ecology	31 Dec 2014	No
David Clarke	Independent Commissioner	Queenstown Lakes District Council			31 Jul 2014	Yes
David Collins	Independent Commissioner	Collins Consulting			30 Jun 2018	Yes
David Forrest	Independent Commissioner	Good Earth Matters Consulting			31 Jul 2014	No
David Gregory	Principal Planner	Canterbury Regional Council			31 Mar 2014	No
David Hill	Independent Commissioner	Sole Practitioner	Nationwide, International	Planning, social science, Te Ao Maori, Environmental science	31 Jul 2014	Yes
David Jackson	Independent Commissioner	Opus International Consultants Ltd	Nationwide	District and regional planning, plan changes and consents, air quality, urban design, commercial and town centres, heritage, Notices of Requirements, strategic and spatial planning, contaminated sites, transport and infrastructure	31 Jan 2016	No
David Jennings	Independent Commissioner				31 Dec 2015	
David Kirkpatrick	Independent Commissioner	Park Chambers	Nationwide	Law	31 Dec 2017	Yes
David L Hutchison	Independent Commissioner	Works Infrastructure Limited		Civil Engineering	30 Jun 2018	No
David L Roke	Independent Commissioner, Consents Specialist	D L Roke	Nationwide, Northland	Environmental Science Regional focus, esp. Water Resources, Discharges to Land and Water, Coastal Activities, Earthworks.	30 Jun 2018	Yes
David Laurence Mounifort	Independent Commissioner	Mounifort Planning Limited	Canterbury, South Island	General planning and resource management, policy and plan preparation, natural hazards, rural residential	31 Dec 2017	No
David MacPherson	Independent Commissioner				31 Dec 2014	No
David Marshall	Principal Planner, Natural Resource Policy	Auckland Council	Auckland	Environmental Planning and Natural Resource Policy	30 Jun 2016	No
David McGregor	Partner	Bell Gully			31 Jul 2014	Yes
David McLemon	Independent Commissioner	Octa Associates Limited	Christchurch	Engineering. Expertise in groundwater, discharges to ground and air	30 Jun 2014	Yes
David Mead	Independent Commissioner	Hill Young Cooper Limited	Auckland	Urban design, planning	30 Jun 2016	No
David Mitchell	Independent Commissioner	Traffic and Transportation Engineers			31 Dec 2017	No
David Nelson Jennings	Independent Commissioner				30 Dec 2015	No
David Painter (Dr)	Independent Commissioner	David Painter Consulting (DPC) Limited	Nationwide, South Island	Environmental science and engineering, ecological engineering	31 Dec 2017	No
David R.E. Chandler	Independent Commissioner	Auckland Council	Auckland	Planning, Civil and traffic engineering	31 Jul 2014	No
David Robert Puller	Independent Commissioner		Otago, Southland		30 Jun 2018	Yes
David Taipuri	Chairman	Independent Maori Statutory Board			31 Dec 2015	
David Totman	Independent Commissioner	Waikato District Council	Waikato and Auckland	Planning	30 Jun 2017	No
David Wayne Gair	Senior Resource Consents Planner	Kapiti Coast District Council	Kapiti Coast and Greater Wellington Region	Subdivision Development and Surveying - land title and related matters	30 Jun 2017	No
David Willetts	Independent Commissioner		Auckland	Planning, Ecology	30 Jun 2016	No
David William Richard Dew	Independent Commissioner	Marlborough District Council			31 Mar 2014	No
David Wren	Consultant	David Wren - Planning Policy Research	Auckland based available to practice Nationwide	Expertise in strategy, policy Planning, plan preparation and resource consents	31 Dec 2017	No
Deyle Fenton	Independent Commissioner	Kotuku Systems Ltd	Eastern Bay of Plenty	Planning, Maori Natural Resource Management	30 Jun 2017	No
Denn Chrystal	Independent Commissioner	Planit Associates Limited			30 Jun 2018	Yes
Deborah Jane Taylor	Independent Commissioner				30 Jun 2016	Yes
	Independent Commissioner	Hutt City Council			30 Jun 2014	No

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Deborah Joann Hislop						
Deidre Ewart	Manager Permissions/SLM	Department of Conservation			31 Dec 2015	
Denis Nugent	Independent Commissioner		Nationwide	District and Regional Planning, coastal Planning, heritage Planning	31 Dec 2018	Yes
Denise T Ewe	Iwi Representative	Waikato-Tairāni			30 Jun 2014	No
Derek Nolan	Independent Commissioner	Russell McVough	Auckland, Nationwide	Environmental Law	31 Jul 2014	No
Derek Todd	Director and Principal consultant	DTec Consulting Limited			31 Mar 2014	No
Di Luana	Independent Commissioner	Lucas Associates	Canterbury, Otago, Marlborough & other regions of Aotearoa NZ	Landscape ecology, heritage, natural character, urban design and landscape planning	30 Jun 2014	No
Diane Palmer	Resource Officer-Energy	Waikato Regional Council			30 Jun 2014	No
Dianne Glenn	Independent Commissioner	Auckland Council			31 Jul 2014	Yes
Dianne J Buchan	Independent Commissioner	Corydon Consultants Limited	Nationwide	Social and Community Effects	31 Dec 2018	No
Dinah Williams	Consultant				30 Jun 2014	Yes
Dirk Brand	Team Leader Consents Investigations	Canterbury Regional Council	Canterbury Region	Ecology	30 Jun 2016	No
Don Houghton	Independent consultant	Houghton Consulting			31 Mar 2014	No
Donald James Turley	Principal	Hannish Fletcher Lawyers	Nelson- Marlborough; Buller -West Coast; Wellington; Wairarapa; Manawatu; Hawkes Bay	Renewable Energy including wind farms and hydro ; Contaminated Sites; Waste Management; Major Infrastructure; Mediation	31 Dec 2018	Yes
Donald William Te Rangi Couch	Independent Commissioner	Te Runanga O Ngai Tahu	Ngai Tahu Rohe	Maori resource management	31 Dec 2014	No
Dorothy Wakeling	Independent Commissioner				30 Jun 2018	Yes
Doug Arcus	Independent Commissioner	Arcus Consulting			30 Jun 2018	Yes
Douglas Armstrong	Independent Commissioner	Auckland Council			30 Jun 2014	Yes
Douglas Kidd (Sir, Hon)	Independent Commissioner				31 Dec 2015	
Dudley Clemens	Consents Officer	Bay of Plenty Regional Council			31 Dec 2015	
Dudley James Clemens	Consents officer	Bay of Plenty Regional Council			30 Dec 2015	No
Dugald W Ley	Development Engineer	Tasman District Council	Top of the South Island Region	Civil Environmental Engineering	31 Jul 2014	No
Dylan Tahu	Environmental Manager	Tuwharetoa Maori Trust Board		Iwi, Ngati Tuwharetoa	31 Dec 2016	No
Edward Chapman-Cohen	Planning Consultant	Ayson and Partners Limited	Marlborough, Nelson, Kaitiaki, Buller	Planning - coastal, land use, subdivision, water, discharges	30 Jun 2014	No
Edward Ellison	Commissioner	Canterbury Regional Council and Marlborough District Council			30 Nov 2016	No
Edward Hardie	Independent Commissioner	Raukawa Charitable Trust		Natural Resources and Primary Industry Civil Engineering and Power Industry	30 Jun 2015	No
Edward Neha	Independent Commissioner	Maniapoto Maori Trust Board			30 Jun 2014	No
Edwin Hipkiss	Independent Commissioner	Hipkiss Property Centre			30 Jun 2014	No
Elizabeth Anne Burge	Independent Commissioner		Wellington region	Te Ao Maori, Environmental Planning	31 Jul 2014	No
Elizabeth Cunningham	Independent Commissioner	Te Runanga o Koukoumura, Ngai Tahu	Ngai Tahu Rohe, Te Waiapu	Resource management as it would apply to Iwi	30 Jun 2015	No
Emma Christman	Independent Commissioner		South Island	Planning, water allocation and management.	31 Jul 2014	No
Emma O'Neill	Regional Council Consultant	Hawke's Bay Regional Council			30 Jun 2014	No
Erina Watene-Rawiri	River Research Manager	Waikato-Tairāni College for Research and Development	Waikato	Environment, Fisheries	31 Dec 2016	No
Eva-Cherie Tuck	Independent Commissioner	Chatham Islands Council			30 Jun 2014	No
Evan Penny	Independent Commissioner	Informa Communications Limited			30 Jun 2014	No
Fay Freeman	Independent Commissioner	Freeman Associates Ltd			30 Jun 2017	No
Fay Holdom	Manager	Environmental Protection Authority			31 Dec 2015	
Faye Storer	Independent Commissioner		Auckland region	Community	31 Dec 2018	Yes
Fiona Aston	Independent Commissioner	Fiona Aston Consulting Limited	Nationwide	Resource Planning	31 Jul 2014	No

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Fiona McTavish	General Manager Strategy	Bay of Plenty Regional Council			30 Jun 2016	No
Fleur Masseyk	Practice Leader - Ecology	The Catalyst Group	Nationwide	Terrestrial ecology, natural resource management, regional and district planning, resource consents	30 Jun 2014	No
Floss Butcher	Independent Commissioner	Dunedin City Council	Otago, Southland		30 Jun 2015	No
Frank Boffa	Independent Commissioner	Boffa Miskell Limited	Nationwide	Landscape Planning, landscape design	30 Jun 2018	No
Fraser Campbell	Independent Commissioner	Campbell Consulting Limited	Nationwide	Environmental Engineering, Economic Analysis, Stormwater and River Management, Irrigation and Water Resource Allocation	31 Dec 2017	No
Gebriele Morgan-Logan	Independent Commissioner	Maniapoto Maori Trust Board			30 Jun 2014	No
Gail Tapa	Manager	Tape and Associates Ltd			31 Dec 2015	
Garry C. Venns	Director	Argo Environmental Limited			30 Jun 2017	No
Gary Harrison	Barrister	Shortland Chambers	Nationwide	Resource Management Law	31 Mar 2014	No
Gary Kircher	Independent Commissioner	Waitaki District Council			30 Jun 2014	Yes
Gary Roe	Independent Commissioner	Incite	Nelson, experienced in South Island and Central North Island Regions	Particular expertise in traffic, roading and noise issues	30 Jun 2016	Yes
Gavin Craig Lister	Independent Commissioner	Isthmus Group			30 Nov 2016	No
Gavin Ion	Chief Executive	Waikato District Council	Waikato Area	General management, structure planning, growth management, future proof strategy; development contributions; rural subdivision	31 Dec 2016	No
Gaynor Pavelka	Independent Mediator		South Island		30 Jun 2014	No
Gerald George McKay	Independent Commissioner	McKay Hill Solicitors	Nationwide	Environmental, Law	31 Jul 2014	No
Gerald Bird	Consultant	Tonkin and Taylor Limited	Nationwide	Environmental Science, discharges of contaminants, groundwater, contaminated sites, landfills	30 Jun 2018	No
Gerrard McCarten	Principal Planner	Auckland Council			31 Dec 2015	
Gerry Te Kapu Contes	Independent Consultant	Wise Analysis Limited	Nationwide	Engineering, Maori	31 Mar 2014	No
Giles Bramwell	Independent Commissioner	Harrison Grierson Consultants Limited			31 Jul 2014	Yes
Gillian Macleod	Independent Commissioner	Queenstown Lakes District Council			30 Jun 2018	No
Gillian Wratt	Board Member	Environmental Protection Authority			31 Dec 2015	
Gina Mohi	Independent Commissioner	Rangiwewehi Charitable Trust			30 Jun 2014	No
Gina Rangi	Independent Commissioner	Koi Consulting Ltd			30 Jun 2018	No
Gina Solomon	Te Runanga o Kaitiaki Member	Environment Canterbury			31 Dec 2015	
Gina Sweetman	Independent Commissioner	Sweetman Planning			30 Jun 2016	No
Glen Tupahi	Interim CEO	Te Runanga O Kiriakiroa	Auckland and Waikato	RMA plan development, land management, infrastructure development, social housing, papakaiti, customary rights, fisheries/aquaculture, water.	31 Dec 2016	No
Glenda Fryer	Independent Commissioner	Auckland Council			30 Jun 2014	No
Glenn Paine	Independent Commissioner				31 Jul 2014	No
Glenn Wilcox	Board Member	Independent Maori Statutory Board			31 Dec 2015	
Gneme Cooper	Resource Officer	Waikato Regional Council		Land and Soil	30 Jun 2016	No
Gneme Ridley	Independent Commissioner	Ridley Dunphy Environmental Limited	Nationwide, Auckland	Erosion and sediment control, earthworks, stormwater management	31 Jul 2014	No
Gneme Roberts	Technical Director - Planning	Beca Carter Hollings and Ferner Limited	Nationwide	Planning	31 Mar 2015	No
Graham B McBride	Principal Scientist	NIWA	Nationwide	Environmental Science, Human Health, Environmental Engineering, Environmental Monitoring, Wastewater Impacts	30 Nov 2016	No
Graham Taylor	Independent Commissioner	Resource Management Group			30 Jun 2015	No
Graham Thomas	Consultant	Resource Management Consultants	Nelson, Tasman, West Coast	Engineering, Maori Issues, Developments and Land Use Consents	31 Jul 2014	No
Graham Wheeler	Independent Commissioner				31 Jul 2014	No
Grant Blackie	Land and Soil Programme Manager	Waikato Regional Council			30 Jun 2014	No
Greg Carlyon	Director	The Catalyst Group	Nationwide		30 Jun 2014	No

<u>Certificate name¹⁶</u>	<u>Position</u>	<u>Organisation or company</u>	<u>Area of practice</u>	<u>Field of expertise</u>	<u>Certificate expiry date</u>	<u>Chairing endorsement</u>
				Biodiversity, land and water management, regional and district planning, resource consents		
Greg Mason	Independent Commissioner	Inform Planning Limited			30 Jun 2014	No
Greg Phillips	Planning Consultant	GP Planning-Design Limited	Northland	Planning, Resource Management, Architecture, Urban Design	31 Jul 2014	No
Greg Ryder (Dr)	Independent Commissioner	Ryder Consulting Limited			31 Dec 2014	No
Greg Shaw	Independent Commissioner	The Consulting Group 2005 Limited	Nationwide	Geotechnical, Civil and Structural Engineer, Coastal Engineering	31 Jul 2014	No
Gregory Hill	Independent Commissioner	Greg Hill Consultants	Auckland, Whangarei and Tauranga	Planning, Growth Management Strategy Mainly Coastal Areas	31 Dec 2018	Yes
Gwen Bull	Independent Commissioner				31 Jul 2014	No
				Coastal and marine Planning and resource management (especially aquaculture, marinas, reefs), tourism facilities, social science, Environmental impact assessment, common pool resources and co-management		
Hannah Gordon Rennie	Independent Commissioner	Ecolec Energy	Nationwide, Waikato, Bay of Plenty Regions		31 Jul 2014	No
Hannah Lowe	Independent Commissioner	Lowe Environmental Impact Limited	Nationwide	Environmental Science, Environmental Engineering, water takes, waste discharges, subdivisions	31 Dec 2018	Yes
Hans Versteegh	Manager	Murthorough District Council	Nationwide	RMA Regional and district	30 Jun 2015	Yes
Harriet Fraser	Consultant Traffic Engineer and Transportation Planner	Harriet Fraser Engineering and Transportation Planning			31 Dec 2015	
Harry Bhana	Independent Commissioner	Harry Bhana and Associates Limited			30 Jun 2018	Yes
Heike Lutz	Director	Archifact Limited	Nationwide	Building conservation, architecture, cultural heritage, urban design, policy	31 Mar 2015	No
Helen Atkins	Partner	Atkins Holm Majurey	Nationwide	Law	31 Dec 2017	No
Helen Gilbert	Policy Manager	Taupo District Council			31 Dec 2015	
Helen Gilbert	Policy Manager	Taupo District Council			30 Dec 2015	No
Helen Louise Creagh	Consents Manager	Bay of Plenty Regional Council			30 Nov 2016	No
Helen Marr	Planner	Perception Planning Limited	Nationwide, Particularly Lower North Island	Planning	30 Jun 2016	No
Helen Tobin	Independent Commissioner		Wellington area	Planning	31 Dec 2018	No
Henry Weston	Independent Commissioner				31 Dec 2015	
Henry Weston	Independent Commissioner				30 Dec 2015	No
Hester DenOuden	Independent Commissioner	Den Ouden Cooper Associates Limited			31 Jul 2014	No
Hilton Furness	Independent Commissioner	Seven Consulting Group Limited	Nationwide	Land-use impacts on water quality, nutrient management issues, water quality	30 Jun 2014	No
Hinemoa Dixon	Employment Mediator	Ministry of Business, Innovation and Employment - Market Services		Employment, Relationship Management, Group Facilitation, Conflict and Dispute Resolution, Decision Making, Tikanga -Maori Customs and Traditions	31 Dec 2016	No
Homi Langsburry Ngai Tahu Representative		Te Runanga O Ngai Tahu	South Island	Zoology, Ecology, Te Ao Maori	30 Jun 2017	No
Hugh Briggs	Independent Commissioner	Hugh Briggs Partnership	Nelson, Tasman, West Coast, Christchurch, Canterbury, Wellington, Hawke's Bay	Urban Planning, urban design, landscape Planning, transportation, town centre studies, subdivisions (urban and rural)	31 Dec 2018	Yes
Hugh Forsyth	Landscape Architect	Site Environmental Consultants Limited	Auckland, Waikato, Coromandel, and Otago	Landscape Architecture	30 Jun 2014	No
Hugh Hamilton	Independent Commissioner	Davidson Armstrong and Campbell Solicitors			31 Dec 2014	No
Hugh Jarvis	Independent Commissioner				31 Mar 2014	No
Hugh Kenne	Programme Manager	Waikato Regional Council		Infrastructure	30 Jun 2016	No
Hugh Leersnyder	Independent Commissioner	Beca Infrastructure Limited	Nationwide	Environmental science, regional consenting, coastal and soil and water related matters	31 Dec 2017	Yes
Hugh Thorpe	Independent Commissioner		Canterbury	Groundwater science, Environmental science. A fair understanding of Te Ao Maori. Have passed SC in Te Rau.	30 Jun 2018	No
Ian Gurn	Independent Commissioner	Environmental Engineering Consultant	Nationwide	Wastewater engineering and environmental management	31 Dec 2017	No
Ian Kenneth Grant Boothroyd	Principal Environmental Scientist	Golder Associates (NZ) Limited			30 Jun 2016	Yes

<u>Certificate name</u>	<u>Position</u>	<u>Organisation or company</u>	<u>Area of practice</u>	<u>Field of expertise</u>	<u>Certificate expiry date</u>	<u>Chairing endorsement</u>
Ian Leary	Independent Commissioner	Spencer Holmes Consultants			30 Nov 2016	No
Ian McAlley	Planning Consultant	McAlley Consulting Group			30 Jun 2018	Yes
Ian McDonald	Group Manager	Tauranga City Council			30 Jun 2014	No
Ian Munro	Independent Commissioner	Urbanism Plus Limited		Urban Design, Strategic Planning, and Resource Management	30 Jun 2018	No
Irene Clarke	Planning Consultant	GHD			31 Dec 2015	
Irene Clarke	Planning Consultant	GHD			30 Dec 2015	No
Jacinta Bowe	Senior Advisor Legal Team	Environmental Protection Authority			31 Dec 2015	
Jacinta Bowe	Senior Advisor Legal Team	EPA			30 Dec 2015	No
Jacinta Ruru	Independent Commissioner	Raukawa Charitable Trust	Dunedin	Environmental law Maori land law	30 Jun 2015	No
Jacqueline Marce Collier	Iwi Representative	Waikato-Tainui			31 Dec 2018	No
Jacqueline Stephanie Dyrer	Government Department Manager	Department of Conservation			30 Jun 2014	No
James Arthur Hodges	Project Manager / Senior Engineer	IPS Consulting Limited	Nationwide	Engineering, environmental assessment, policy development, community consultation, working with Maori and the practical application of the RMA as applicant, expert witness, consent officer and hearings commissioner	31 Mar 2015	No
James Bevan	Director	Latitude Planning Services	Nationwide, Upper North Island	Resource management and transportation planning	31 Mar 2015	No
James Ronald Hook	Managing Director	MPC Planning			31 Mar 2014	No
James Whetu	Independent Commissioner	Waikato-Tainui Te Kauhanganui	Waikato-Tainui	Waikato-Tainui representative	31 Dec 2018	No
Jan Sinclair	Independent Commissioner	Auckland Council			30 Jun 2014	No
Jane Black	Independent Commissioner	Incite Wellington			30 Nov 2016	No
Jane Sinclair	Independent Commissioner				30 Jun 2018	No
Jane Whyte	Resource Manager	Response Planning Consultants Limited			30 Jun 2018	Yes
Janeen Kydd-Smith	Independent Commissioner	Environmental Management Services Limited			30 Nov 2016	No
Janet Gough	Independent Commissioner		Canterbury	Risk Management	30 Nov 2016	No
Janet Kidd	Resource Consent Specialist	Stormwater Unit, Auckland Council	Auckland	Stormwater Management, Freshwater and Marine Ecosystems, Oil & Gas Industry, Environmental Assessment	31 Dec 2016	No
Jenette Dovey	Independent Commissioner	Bellbird Consulting Group Limited	Canterbury	Planning	31 Dec 2017	No
Janice Carter	Planner	URS New Zealand Limited	Nationwide, South Island, Christchurch	Resource Management Planning, policy, Plans, Statutory and Strategic Planning	31 Dec 2018	No
Janine Anne Bell	Independent Commissioner	Boffa Miskell Limited	Nationwide	Local and Regional Planning, Policy and Plan Development, Resource Consents	30 Jun 2018	Yes
Jasmine Mitchell	Consents Planner	Horizons Regional Council		Planner	31 Dec 2016	No
Jason Ward	Consultant Planner - Minister Appointee	Cannap Hawley Limited			30 Dec 2015	No
Jason Welsh	Partner	ChanceryGreen	All of NZ		31 Dec 2016	No
Jason Ward	Consultant Planner - Minister Appointee	Cannap Hawley Limited			31 Dec 2015	
Jayne MacDonald	Partner	Mactodd	Otago	Planning and law	31 Dec 2015	
Jeanette Ibbotson	Independent Commissioner				30 Jun 2014	No
Jeff Farrell	Manager Development and Compliance	Whakatane District Council			30 Jun 2017	No
Jeff Kemp	Independent Commissioner	Bay of Islands Planning Limited	Northland, Waikato, Bay of Plenty	Planning, Resource Management, Resource Consents, Coastal Consents	30 Jun 2018	No
Jeffrey Alexander Jones	Independent Commissioner	Jamao Partnership			31 Dec 2018	Yes
Jenni Vernon	Independent Commissioner	JJ Consultants Limited			31 Dec 2018	Yes
Jennie Hoadley	Independent Commissioner				31 Jul 2014	Yes
Jennie Smenton		Te Runanga o Teo Rangitikei Inc			30 Jun 2016	No
Jennifer Anne Hudson	Independent Commissioner				31 Jul 2014	Yes
Jennifer Caldwell	Lawyer	Auckland Council	North Island, based in Auckland	RMA law	31 Dec 2015	
Jennifer Hayman	Independent Commissioner	Hayman Consulting	Auckland	Heritage	30 Jun 2016	No
Jenny Clafferty	Independent Commissioner				30 Jun 2014	No

<u>Certificate name²⁶</u>	<u>Position</u>	<u>Organisation or company</u>	<u>Area of practice</u>	<u>Field of expertise</u>	<u>Certificate expiry date</u>	<u>Chairing endorsement</u>
		Tonkin and Taylor Limited				
Jenny Harrison	Independent Commissioner	Opus International Consultants Limited			31 Dec 2018	No
Jenny Simpson	Senior Environmental Engineer	Tonkin & Taylor Limited	Nationwide	Environmental Engineering, Air Quality	30 Jun 2018	No
Jeremy Phillips	Independent Commissioner	Novo Group	Canterbury	Land use planning, Regional Consents Planning, Particularly Discharges, Water, Ecology, Soils and Land Management. Also District Consents Planning, Particularly Rural.	31 Dec 2017	Yes
Jeremy Zachariah Butler	Council Staff	Tasman District Council	South Island, Lower North Island		31 Dec 2018	No
Jill Thomson	Independent Commissioner	Eclectic Energy			31 Dec 2014	No
Jim Bradley	Independent Commissioner	MWH New Zealand Limited			31 Dec 2018	No
Jim Cooke (Dr)	Independent Commissioner	Streamlined Environmental Limited	Nationwide	Environmental Science, Particularly Water Quality, Aquatic Ecology, Hydrology, Soil Science, Land Use and Diffuse Pollution	31 Jul 2014	No
Jim Lynch	Independent Commissioner	J D Lynch Barrister			30 Jun 2014	Yes
Jim Milne	Barrister	Barrister			31 Dec 2017	Yes
Jo Davey	Independent Commissioner	Maniapoto Maori Trust Board	Te Rohe Potae / King Country	Te Ao Māori, Law, Environment	31 Dec 2015	No
Jo Davey	Independent Commissioner	Maniapoto Maori Trust Board	Te Rohe Potae/King Country	Te Ao Māori, Law, Environment	31 Dec 2015	
Jomana Noble	Senior Planner	Bay of Plenty Regional Council			31 Dec 2017	No
Jomana Ross	Senior Tutor	Massey University			31 Dec 2014	No
Jomane Imogen Buckner	Company Director & Renewable Energy Consultant	Jo Buckner		Strategic policy - renewable energy, transport, agriculture and forestry	30 Jun 2015	No
Jomane Lewis	Independent Commissioner	Lewis Consultancy Limited			30 Jun 2016	No
Jocelyn Douglas	Principal Consents Planner	Environment Canterbury			31 Dec 2015	
Joe McCarthy	Hearings Advisor	Joe McCarthy Limited			31 Jul 2014	No
Joe Vesio	Principal	Provincial Planning			31 Mar 2014	No
Joel Clayford	Independent Commissioner	Auckland Council			31 Dec 2014	No
John (Jack) Allen	Independent Commissioner	Opus International Consultants Limited	Waikato to Marlborough	Hydrology, Land Use Impacts, Environmental Science, Hazard and Risk Assessment	30 Jun 2014	No
John Bernard Childs	Consultant		North Auckland, Auckland Region, Waikato, Bay of Plenty	District and Regional Planning, Coastal Planning	30 Jun 2018	Yes
John Christensen	Environmental Services Manager	Selwyn District Council			30 Jun 2017	No
John Clayton	Independent Commissioner				31 Jul 2014	No
John Cook	Principal / Director	Planning Solutions Limited	Canterbury, Otago	Planning, Subdivision	30 Nov 2016	No
John Easther	Independent Commissioner	Riskworks Limited	Nationwide, Wellington based	Hydro development, wind farms, open cut and underground mining, tunneling, flood plain management, river management, contaminated sites	31 Dec 2017	No
John Frew	Independent Commissioner		Southland, Central Otago	Planning	30 Jun 2014	Yes
John Gibson	Planning Manager	Christchurch City Council			31 Jul 2014	No
John Glennie	Independent Commissioner	John Glennie	Primarily South Island but able to go anywhere	Regional council planning, environmental science, setting of flow and allocation regimes	30 Jun 2015	No
John Hudson	Independent Commissioner	Hudson Associates	Nationwide	Landscape architecture, landscape assessment	31 Jul 2014	Yes
John Iseli	Independent Commissioner	Specialist Environmental Services	Nationwide	Air quality science	31 Jul 2014	No
John J Hassan	Partner, Resource Management	Chapman Tripp	Nationwide	Planning, Law	30 Jun 2018	Yes
John Lumsden	Independent Commissioner	J Lumsden Consultant	Nationwide	Coastal, water resources, energy supply, waste management, discharges	30 Jun 2018	Yes
John Maassen	Lawyer	Cooper Ripley Limited			31 Dec 2018	Yes
John Milligan	Independent Commissioner, Barrister		Nationwide, South Island	Resource management and Local Government Law	30 Jun 2018	Yes
John Murray Hill	Independent Commissioner	John Hill Architect			30 Nov 2016	No
John N Duder	Independent Commissioner				30 Jun 2014	No
John O'Shaughnessy	Town Planning Manager	Napier City Council	Hawke's Bay	Planning, project management	31 Dec 2018	Yes
John Simmons	Group Manager Biosecurity - Heritage	Waikato Regional Council		Land management, sustainable agriculture, forestry development, pest	30 Jun 2016	No

<u>Certificate name²⁶</u>	<u>Position</u>	<u>Organisation or company</u>	<u>Area of practice</u>	<u>Field of expertise</u>	<u>Certificate expiry date</u>	<u>Chairing endorsement</u>
				management and biodiversity and ecosystem evaluation		
John Smith	Project Manager	Auckland Council			30 Jun 2014	No
John Talbot	Director	Sustainability Limited Nationwide, Canterbury		Environmental Science and Engineering, Hydrology, Hydrogeology.	30 Jun 2016	No
John Williamson	Independent Commissioner				30 Jun 2018	Yes
Jon Robert Styles	Director and Principal consultant	Styles Group Acoustics and Vibration Consultants			31 Mar 2014	No
Jon Williamson	Independent Commissioner	Sinclair Knight Merz			30 Jun 2015	No
Jonathan Bengt (Dr)	Project Leader	Environmental Protection Authority	Auckland		30 Jun 2016	No
Jonathan Clease	Senior Planner	Planit Associates			30 Nov 2016	No
Jonathan Larsen	Independent Commissioner				31 Mar 2014	No
Jonathan Russell Street	Manager, Environmental Policy	Greater Wellington Regional Council			30 Jun 2014	No
Joycelyn Foo	General Manager, Governance and Regulatory	Hutt City Council	Wellington	Law	30 Jun 2015	No
Judith Bassett	Independent Commissioner	Auckland Council			30 Jun 2014	Yes
Judith Batchelor	Independent Commissioner	Humani District Council	Canterbury	Planning	30 Nov 2016	No
Julia Eason	Resource Management Officer/Hearings Facilitator	Marlborough District Council	Marlborough	Planner	31 Dec 2016	No
Julia Williams	Independent Commissioner	Drakeford Williams Limited		Landscape architecture	31 Dec 2018	No
Julian Ironside	Partner	Fletcher Vautier Moore		Resource Management/Local Government Law	30 Jun 2016	No
Julian Williams	Independent Commissioner	Waikato-Tairāni			31 Dec 2014	No
Julie Hobb	Independent Commissioner	Hauraki District Council			30 Jun 2018	No
Julie Mosde Rose	Director & Social Anthropologist	Social & Environmental Ltd	Nationwide	Social Impact Assessment	31 Dec 2016	No
Juliet Yates	Independent Commissioner		Auckland region, North Island, Nationwide	Planning, resource management and Law	31 Jul 2014	No
Justine Ashley	Director	Planit Associates Limited			30 Nov 2016	No
Justine Bray	Independent Commissioner	Opus International Consultants Limited	Auckland, Nationwide	Planning, designations, social impact assessment	31 Dec 2018	Yes
Kari Berube	Planning Consultant and Landscape Architect	Urbanic Environmental Management			30 Jun 2015	No
Karen Bell	Independent Commissioner	Enviro Solutions Limited			30 Jun 2018	No
Karen Price	Partner	Chemoery Green Sinclair			31 Dec 2017	Yes
Karyn Sinclair	Independent Commissioner	Environmental Limited			31 Dec 2018	Yes
Katamina J Belslaw	Staff Member	Bay of Plenty Regional Council			31 Mar 2015	No
Kate Berry-Piceno	Independent Commissioner, Barrister		Nationwide	Law, Planning, mediation	30 Jun 2014	No
Kate Dahan	Senior Planner	Rangitikei District Council	Planning	Planning (Council)	30 Jun 2016	No
Kate McArthur	Freshwater Scientist	Horizons Regional Council			30 Jun 2015	No
Kathleen Cecilia Ryan	Independent Commissioner	Sole Trader			30 Jun 2014	Yes
Kathleen Crisley	Regional Council Staff	Canterbury Regional Council	Canterbury	Hydrogeology, plan implementation	30 Jun 2015	No
Kathryn Carter	Independent Commissioner	Architect NZIA			30 Jun 2015	No
Kay Booth	Independent Commissioner	Lindis Consulting Limited			30 Jun 2016	No
Keith Hovell	Independent Commissioner	Hovell Environmental Planning			30 Jun 2018	Yes
Keith Huntington	Independent Commissioner	Dispute Settlement Associates Limited			30 Jun 2014	No
Keith Phyn	Independent Commissioner	KPA			31 Jul 2014	No
Ken Gimblett	Independent Commissioner, Planning Consultant	Boffin Miskell Limited			31 Dec 2018	Yes
Ken Lewa	Independent Commissioner	Independent Commissioner	Canterbury	Resource management planning, local government operational management	31 Dec 2017	Yes
Kenneth Aitken Palmer	Barrister	The University of Auckland			30 Jun 2014	No
Kenneth E Graham	Independent Commissioner		Auckland region, Northland, Waikato		30 Jun 2018	Yes
Kenneth Fletcher	Independent Commissioner		Economics, Statistics, Analysis, Mediation and facilitation	Economics, Statistics, Analysis, Mediation and facilitation	30 Jun 2016	No

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Keri Johnston	Natural Resources Engineer / Director	Iricon Resource Solutions Limited			30 Nov 2016	No
Kerry Connolly	Consultant				30 Jun 2016	No
Kevin Currie			Greater Wellington	General Resource Management, Water and Soil Management, Water quality	31 Dec 2016	No
Kevin Cyril Mahon	Independent Commissioner				31 Mar 2014	No
Kevin O'Shannessy	Team Leader Investigation, Monitoring and Quality Assurance	Thames-Coromandel District Council		Bachelor of Two Environmental Management	30 Jun 2016	No
Kevin Rolfe	Independent Commissioner	Kevin Rolfe and Associates Limited	Nationwide, Regional Councils	Discharge Permits Regarding Industrial Developments, Energy Projects, Air Quality Impacts	31 Dec 2014	No
Kim Hardy	Planning Consultant	Strategic Resources	Nationwide	District and regional planning, resource use and allocation, urban and rural land use and development, RMA policy	31 Dec 2017	Yes
Kim Sinton	Independent Commissioner	CPG New Zealand Limited	South Island	Planning	30 Jun 2014	No
Kimberley Beach	Lawyer	Z Energy Limited		Law	31 Dec 2015	
Kirsten Klitscher	Independent Commissioner	NZ Transport Agency			30 Jun 2016	No
Kit Rutherford	Engineer	NIWA			30 Jun 2016	No
Kit Robert Mayo Littlejohn	Independent Commissioner				30 Jun 2016	No
Kristy Rusher	Principal	Stratum Environmental Law			31 Mar 2015	No
Laura Hull	Consents Team Leader	Canterbury Regional Council			30 Jun 2014	No
Laura Swan	Senior Resource Planner	Haines Planning Consultants Limited			31 Jul 2014	No
Laurence Dolan	Independent Commissioner	Independent Commissioner	Nationwide	Resource Consents, particularly in respect of waste management	31 Dec 2017	No
Laurie Byers	Independent Commissioner	Far North District Council			30 Jun 2018	Yes
Leana Shirley	Consents Planner	Horizons Regional Council		Planning	30 Jun 2016	No
Lee Beattie	Independent Commissioner	Town Planning and Design Limited			31 Jul 2014	No
Leigh McGregor	Independent Commissioner		Nationwide	Law	31 Dec 2018	Yes
Leo Fietje	Principal Consents Advisor	Canterbury Regional Council			30 Nov 2016	No
Lee Simmons	Independent Commissioner	L J Simmons Limited	Nationwide, Upper North Island	Planning and resource management, chair of hearings panels	30 Jun 2018	Yes
Liam Dagg	Independent Commissioner	Rotorua District Council			30 Jun 2014	No
Linda Conning	Planning Consultant	Linda Conning Associates	Northland, Waikato, Bay of Plenty, Central North Island, Gisborne	Regional and district resource management planning, community planning, Conservation and Reserves Act	31 Mar 2014	No
Linda Cooper	Independent Commissioner	Auckland Council			30 Jun 2014	No
Linda Te Aho	Tribal Member	University of Waikato			31 Dec 2018	No
Lindsay Daysh	Independent Commissioner	Incite	Central New Zealand	Planning transportation	31 Dec 2018	Yes
Lisa Daniell	Legal Counsel	ChamneyGreen	Auckland, Nationwide	Environment Law	31 Dec 2016	No
Lisa-maree Gibellini	Planning Advisor	Nelson City Council		Planning Subdivision and Land Development	30 Jun 2016	No
Liz Mellish	Iwi Commissioner	Te Atisua			31 Jul 2014	No
Lloyd Barton	Director	Rodney District Council			30 Jun 2015	No
Loretta Lovell	Partner/Director	Te Naha Lovell & Co Ltd	Energy Sector, Heritage and Te Ao Maori	Legal Advice	30 Jun 2016	No
Lorraine Dixon	Cultural Environmental Advisor	Independent		Environmental wild foods microbiology, Maori Environmental Indicators and tools, Sustainable Development, Indigenous Natural Resource Management, Cultural Impacts Assessment and Monitoring	31 Dec 2016	No
Lon Alfild	Independent Commissioner	Queenstown Lakes District Council			30 Jun 2014	Yes
Louise Taylor	Resource Management Consultant	Mitchell Partnerships Limited	Primarily South Island	Planning, resource management	31 Dec 2017	Yes
Louise van der Voort	Manager Planning and Environment	Central Otago District Council	Central Otago	Planning	30 Jun 2016	No
Louise Wickham	Independent Commissioner	Emission Impossible Ltd	Nationwide	Industrial/Technical Consents, National Environmental Standards, Air Quality	31 Dec 2015	No
Lucy Brophy	Resource Planner	Mtsterton District Council	Subdivision and Land Use Planning, Resource Consents, Rural Issues		30 Jun 2016	No
Lucy Whiteroy	Independent Commissioner				30 Nov 2016	No
Luke Faithfull	Senior Consents Officer		Bay of Plenty	Planning	31 Dec 2015	

<u>Certificate name¹⁶</u>	<u>Position</u>	<u>Organisation or company</u>	<u>Area of practice</u>	<u>Field of expertise</u>	<u>Certificate expiry date</u>	<u>Chairing endorsement</u>
Lynda Weastell Murchison	Independent Commissioner	Bay of Plenty Regional Council			31 Mar 2014	No
Lynette Wharfe	Consultant	Canterbury Regional Council			31 Dec 2015	
Lynley Roberts	Independent Commissioner	The Agribusiness Group			31 Jul 2014	No
M J L Dickey	Solicitor	Brookfields Lawyers			30 Nov 2016	No
Maggie Burrill	Independent Commissioner				31 Jul 2014	Yes
Malcolm Hunt	Independent Commissioner	Malcolm Hunt Associates	Nationwide	Noise	31 Jul 2014	No
Mamata Takere	Iwi Representative	Waikato-Tainui			31 Dec 2018	No
Mamata Katamina Laurensen	Strategic Advisor Culture and Heritage	Hastings District Council	Nationwide	Strategic relationships, Relationships between Maori and Local Government and Environmental Management	30 Jun 2015	No
Mamata Muri-Lanning (Dr)	Anthropologist, Research Fellow	James Henare Maori Research Centre, University of Auckland		Environmental Anthropology, Applied Anthropology, Water-rights, indigenous rights, Maori issues, commodification and privatisation issues, governance, Waikato River discourses	31 Dec 2016	No
Mamata Veroe	Iwi Representative				31 Dec 2015	
Mamata Veroe	Iwi Representative				30 Dec 2015	No
Maree V. Pene-Quinn	Independent Commissioner	Te Kohiri Whenua, The Environmental Agency for Ngati Wairere, Waikato Tainui	Nationwide		31 Dec 2018	No
Margaret Hawthorne	Group Manager - Community Services	Rangitikei District Council		Property Asset Management	30 Jun 2016	
Margaret Rika-Heke (Makere)	Iwi Representative	Waikato-Tainui			31 Dec 2018	No
Margo Perpick	Independent Commissioner	Wynn Williams and Co			30 Jun 2014	Yes
Maria Horne	Te Komiti Maori Iwi Representative	Western Bay of Plenty District Council			31 Dec 2015	
Marian E Weaver	Staff Member	Otago Regional Council	Nationwide	Natural resources, Water, discharges, coast, air	31 Jul 2014	No
Marie Bradley	Independent Commissioner	Independent Commissioner			31 Dec 2015	
Marie Long	Manager, Planning Permissions	Department of Conservation			31 Dec 2015	
Marija Batistich	Senior Associate	Bell Gully	Nationwide	Planning, resource management Law	31 Jul 2014	No
Marilyn Hight Brown	Independent Commissioner Director	NM Associates Limited - Architects and Planners			30 Nov 2016	No
Marion Adele Smith	Independent Commissioner				30 Jun 2016	No
Mark Apeldoorn	Director	Traffic Design Group			30 Jun 2014	No
Mark Ashty	Independent Commissioner		Nationwide		30 Jun 2014	No
Mark Brookelashy	Council Staff	Waikato Regional Council	Waikato	General resource management practitioner	31 Dec 2017	Yes
Mark Chrisp	Independent Commissioner	Environmental Management Services Limited			31 Dec 2015	
Mark Chrisp	Independent Commissioner	Environmental Management Services Limited			30 Dec 2015	No
Mark Ennor	Senior Legal Counsel	New Zealand Transport Agency	Central North Island, Nationwide	Infrastructure advocacy	31 Dec 2017	Yes
Mark Farnsworth MNZM	Independent Commissioner	Farnsworth Management Services	Nationwide	Coastal issues, Plan Changes, Notices of Requirement, Land use and Water allocation, Good understanding Maori and RMA, Aquaculture, Panel Chair	30 Jun 2018	Yes
Mark Hugh Pizey	General Manager, Environment	Solid Energy New Zealand Ltd			31 Dec 2017	No
Mark Mabin (Dr)	Independent Commissioner	URS New Zealand Limited			30 Jun 2015	No
Mark Sly	Barrister	Chambers Green			30 Jun 2014	No
Mark St Clair	Independent Commissioner	Hill Young Cooper Limited			31 Dec 2018	Yes
Mark White	Planner	Tairāhema-Coromandel District Council			31 Dec 2014	No
Marlene Bosch	Senior Consents Officer	Bay of Plenty Regional Council		Industrial Sites, discharges (air, water and land), contaminated land	30 Jun 2016	No
	Independent Commissioner	Waikato-Tainui		Contract Management/negotiations, Relationship Management, Dairy	31 Dec 2016	No

<u>Certificate name</u>	<u>Position</u>	<u>Organisation or company</u>	<u>Area of practice</u>	<u>Field of expertise</u>	<u>Certificate expiry date</u>	<u>Chairing endorsement</u>
Marshall Te Wharearangi Tukukalo				Industry, Central Government, Community and iwi development		
Martin James Kennedy	Independent Commissioner	Westcoast Planning Limited			30 Jun 2018	Yes
Martin Ward	Independent Commissioner		Nationwide	Issues to do with mining, oil and gas production, roading, wood processing industry	30 Jun 2014	No
Martin Williams	Barrister	Shakespeare Chambers			31 Dec 2017	No
Mary Anne Monzingo	Independent Commissioner	Titabener Monzingo Aitken Limited	North Island	Landscape Architecture	30 Jun 2014	No
Mateosoa McDonald	Staff Member	Bay of Plenty Regional Council			31 Mar 2015	No
Mathias Mortiaux	Team Leader Regulatory Implementation	Canterbury Regional Council			31 Mar 2014	No
Matt Henle	Principal Advisor Resource Management Planning	Nelson City Council	Nationwide	Planning	31 Dec 2015	
Matt Henle	Principal Advisor Resource Management Planning	Nelson City Council	Nationwide	Planning	30 Dec 2015	No
Matt Smith	Principal Consents Planner	Christchurch Regional Council			30 Jun 2015	No
Matthew Lawson	Director	Lawson Robinson Ltd	Nationwide	Resource Management Law, Local Government Law, Civil litigation and general legal practice	31 Dec 2016	No
Matthew McCullum-Clark	Director	Incite			31 Mar 2014	No
Matthew Morgan	Environmental Manager	Solid Energy New Zealand Limited			30 Jun 2014	No
Matthew William Bonis	Associate	Planit Associates Limited			30 Jun 2017	No
Matthew William Bonis	Associate	Planit Associates Limited			30 Jun 2017	No
Mareen Poole	Independent Commissioner	Waikato Regional Council			30 Jun 2017	No
Maurice Betts	Independent Commissioner	New Plymouth District Council			30 Nov 2016	No
Max Baxter	Independent Commissioner	Otorohanga District Council			31 Mar 2014	No
Max Dima	Planning Consultant	Andrew Stewart Limited			30 Jun 2018	No
Maxine Moum-Tuwahangai	Iwi Authority	Waikato-Tainui Te Kauhanganui			31 Dec 2018	No
Megyn Belles (Dr)	Independent Commissioner	Earth and Ocean Sciences, University of Waikato	Nationwide	Soil and Environmental science, wastewater treatment and disposal	30 Jun 2014	No
Mellean Absolum	Independent Commissioner	Mellean Absolum Limited	Nationwide	Landscape architecture, landscape assessment	30 Jun 2014	No
Melissa Urban	Committee Advisor	Hamilton City Council			30 Jun 2016	No
Melvin David Sutherland	Assets and Engineering Manager	Grey District Council			30 Jun 2018	No
Mervyn R Williams	Independent Commissioner	Whangarei District Council			31 Jul 2014	No
Michael Campbell	Director	Campbell Brown Planning Limited			30 Jun 2014	No
Michael Durand (Dr)	Senior Analyst	Ministry for the Environment			30 Jun 2014	No
Michael Garland	Independent Commissioner	Robson Garland Limited	Taupo to Bluff	Planning	30 Jun 2014	No
Michael Graham Briggs	Independent Commissioner				30 Jun 2014	No
Michael Guest	Independent Commissioner	Dunedin City Council			31 Dec 2014	No
Michael Maltus	Independent Commissioner	Hurumui District Council			30 Jun 2016	No
Michael Parsonson	Independent Commissioner	Southern Skies Environmental Limited			31 Jul 2014	No
Michael Rachlin	Principal Planner	Environment Canterbury			31 Dec 2015	
Michael Russell Brim Hamilton	Iwi Representative	Waikato-Tainui			31 Dec 2018	No
Michael Savage	Barrister	Park Chambers			31 Jul 2014	Yes
Michelle Ormsby					31 Dec 2016	No
Mike Freeman	Director	Freeman Environmental	Nationwide	Environmental quality and water resources	30 Jun 2016	Yes
Miris Pomare	Independent Commissioner	Te Runanga o Teo Rangitira			30 Jun 2014	No
Miriam Robertson	Senior Consents Officer	Bay of Plenty Regional Council			30 Jun 2014	No

<u>Certificate name^a</u>	<u>Position</u>	<u>Organisation or company</u>	<u>Area of practice</u>	<u>Field of expertise</u>	<u>Certificate expiry date</u>	<u>Chairing endorsement</u>
Morris Te Whiti Love	Independent Commissioner		Nationwide	Te Ao Maori, Heritage Matters (Maori), Environmental engineering	30 Nov 2016	No
Morry Black	Iwi Community Board Member	Maori Committee Representative			30 Jun 2016	No
Muriel N Teh Johnston	Iwi Representative	Omaka Aparima Runksa Inc			31 Dec 2017	No
Murray Arnold	Independent Commissioner	Hastings District Council			30 Jun 2014	No
Murray Arthur Kay	Independent Commissioner	Franklin District Council			30 Jun 2018	Yes
Murray Hunt	Independent Commissioner	Hardy Jones Clark Buchanan			30 Jun 2018	Yes
Murray John Buchanan	Consultant	Environmental Services Limited			30 Jun 2018	No
Murray King	Independent Commissioner		Nationwide	Transport	31 Jul 2014	No
Murray Kivell	Independent Commissioner				31 Dec 2015	
Murray Kivell	Independent Commissioner				30 Dec 2015	No
Murray McLen	Independent Commissioner	Greater Wellington Regional Council	Lower North Island	Planning, ecology	30 Jun 2015	No
Murray Palmer	Principal	Nga Mahi Te Taiaro, Environment and Natural Resources (Te Taiaro National Mahi a Taiaro Ltd)	Tairāwhiti, Wider	Planning, Natural Resources, Freshwater, Bicultural approaches to Resource Management	31 Dec 2016	No
Myles McCauley	Senior Environmental Consultant	Environment Canterbury			30 Nov 2016	No
Naomi Simmonds	Advisor - Policy and Planning	Raukawa Charitable Trust	Central North Island	Iwi and Resource Management	31 Dec 2016	No
Neil A Harvey	Independent Commissioner	Gore District Council			30 Jun 2014	No
Neil Abel	Independent Commissioner				30 Jun 2014	No
Neil Te Kani	Iwi Representative	Ngati Re Rangī			31 Dec 2015	
Neil Te Kani	Iwi Representative	Ngati Te Rangī			30 Dec 2015	No
Ngahina Ariana Herangi	Independent Commissioner	Maniapoto Maori Trust Board	Central North Island		30 Jun 2014	No
Nicholas Evan Reganah	Senior Planner	MWH			30 Jun 2015	No
Nicholas J W Aiken	Principal Planner, Urban Designer	Opus International Consultants Limited	Nationwide	Urban Design and CPTED, RMA Planning esp. Major Infrastructure, Urban Design based District Plan Policy - Frameworks, Urban Centres, Mixed-use and mixed density, Urban growth, Subdivision, Objections	30 Jun 2014	Yes
Nicholas Timothy Brandon	Property Consultant	Optimax Property Advisory Limited			30 Jun 2014	No
Nicholas Tutengatanga Marama	Iwi Representative	Waikato-Tairāwhiti			31 Dec 2018	No
Nick Boyes	Independent Commissioner	Planit Zomac Partnership Limited (PZP)			30 Nov 2016	No
Nicki Williams	Senior Planner	Thames-Coromandel District Council			30 Jun 2016	No
Nicola Vryenhoek	Independent Commissioner		Queenstown (Otago), Christchurch, Wellington, and Auckland	Maori Policy Development, Environmental Science Business, Judicial Review and Commercial and Property Law	30 Jun 2014	No
Nigel Bradley (Dr)	Director	EnviroStrut Ltd	Nationwide	Coastal and marine resource management, freshwater resource management	31 Dec 2015	
Nigel Lloyd	Director of Acoustic Services	Acousafe Consulting Limited			30 Dec 2015	No
Nigel Lloyd	Director of Acoustic Services	Acousafe Consulting Limited			31 Dec 2015	
Nigel Mark-Brown	Director	Environmental Context Limited	North Island	Flood management, stormwater management, wastewater treatment and disposal, contaminated site remediation, sediment control, water resources	30 Jun 2017	No
Nigel Williams	Independent Commissioner	Clearway Consulting Limited		Traffic Engineering and Transportation Planning, Sustainable transport, Impacts of climate change and resource limitations on transport demand and infrastructure. Also qualifications and experience relating to land-based aquaculture	30 Nov 2016	No
Nia Thomas	Independent Commissioner	The University of Auckland			31 Jul 2014	No
Noel Kortright	Director	Environmental Management Services Limited			30 Dec 2015	No
Noel Kortright	Director				31 Dec 2015	

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		Environmental Management Services Limited				
Noel MD Smith	Independent Commissioner	Waikato District Council			30 Jun 2016	Yes
Olivier Aussel (Dr)	Independent Commissioner	Aquasol Consulting Limited	Nationwide	Environmental Science, water quality and aquatic ecology	31 Dec 2018	No
Orchid Lalofi Atimalele	Consultant	Atimalele Consulting		Resource management Planning, strategic development, community, social development	31 Dec 2018	No
Owen Burns	Planner	Green Group Limited			30 Jun 2017	No
Owen Taylor	Independent Commissioner	Owen Taylor Consulting Services			31 Dec 2014	No
Pamela Gare	Corporate Planner	Invercargill City Council		District Council focus	30 Jun 2018	Yes
Pamela Peters	Independent Commissioner		Nationwide	RMA planning, Infrastructure Development, Urban Design	30 Jun 2016	Yes
Pamela Rata	Senior Researcher and Education Coordinator, Board Member Ngati Tamatoko	Mangitangi Marae, Ngati Tamatoko	Auckland region	Adult Education, Literacy and Numeracy.	31 Dec 2016	No
Patricia Harte	Planner	David Lovell-Smith Limited			31 Jul 2014	No
Patrick Killalee	Resource Consents Manager	Far North District Council			30 Jun 2014	No
Paul Blaschke	Consultant	Blaschke and Rutherford			30 Jun 2015	No
Paul Hopwood	Resource Consent Team Leader	Canterbury Regional Council	Canterbury		30 Jun 2014	No
Paul Hoskins Cooney	Independent Commissioner	Cooney Lees Morgan			31 Dec 2018	Yes
Paul O'Shaughnessy	Planner	Napier City Council	Napier City	Land use Planning	31 Jul 2014	No
Paul Rogers	Independent Commissioner	Adderley Head	RMA lawyer admitted 1981	Chair, Resource consents - many sectors, Plan changes, Plan reviews, Particular interest, freshwater, irrigation	30 Jun 2018	Yes
Paul Thomas	Independent Commissioner	Environmental Management Services Limited			30 Jun 2018	Yes
Paul Thomas Carnegie QC	Quorum Counsel	Shepherd Chambers	Nationwide	Resource management and Local Government Law, chairmanship, broad understanding of issues before hearings panels	31 Jul 2014	Yes
Paula Hunter	Planning Consultant	MWH New Zealand Limited			30 Jun 2018	No
Peter Bierens	Manager	Auckland Council			30 Jun 2018	No
Peter Callender	Independent Commissioner	Petle Delamore Partners Ltd	Nationwide	Groundwater, contaminated land, environmental science	31 Dec 2017	No
Peter Constantine	Principle Planner	Marlborough District Council	Marlborough	Planning	31 Dec 2014	No
Peter Coop	Independent Commissioner	Urban Perspectives Limited		Statutory resource management and the overall assessment and weighting of Environmental effects	31 Dec 2014	No
Peter Crawford	Independent Commissioner		Bay of Plenty, Central North Island, Waikato	Planning, dispute resolution, strategic management	31 Dec 2018	Yes
Peter Frawley	Group Manager Customer and Environment Services	Tauranga City Council			30 Jun 2018	No
Peter Fuller	Independent Commissioner	Quay Chambers	Nationwide	Regional, territorial, policy, consents and Planning Law	30 Jun 2017	No
Peter Kite	Independent Commissioner	Egan and Kite			30 Nov 2016	No
Peter Phillips (Dr)	Managing Director	Dialogue Consultants Ltd	Nationwide	Social impact assessment, consultation, tourism, strategic planning, infrastructure project (including roading, airports, water treatment, wastewater treatment, mining, electricity generation including wind power, and distribution)	31 Dec 2015	
Peter Reburn	Independent Commissioner	Cato Bolan Consultants	Northern half of North Island	Planning	30 Jun 2016	Yes
Phil Doole	Staff Member	Tasman District Council			31 Jul 2014	Yes
Phil Gurnsey	Technical Director - Planning	Beca Ltd	Wellington and Nationwide	Planning, policy and plan making, climate change, air quality, water resource management, urban regeneration, land development	31 Dec 2016	No
Phil Mitchell (Dr)	Environmental Consultant	Mitchell Partnerships Limited	Nationwide	Resource Management Planning, Environmental assessment	31 Jul 2014	Yes
Philip Brown	Director / Planner	Campbell Brown Planning Limited			31 Mar 2015	No
Philip Burge					31 Dec 2015	

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	Team Leader Consents Planning	Environment Canterbury				
Philip Donald Brodie	Independent Commissioner	Waikato District Council			31 Mar 2014	No
Philip Lang	Barrister	Philip Lang			31 Mar 2015	No
Philip Milne	Environmental Lawyer, Independent Consultant	Simpson Grierson	Nationwide	All aspects of RMA Law with particular expertise in Regional issues, water management, designations and plan changes	30 Jun 2014	Yes
Philip Pannett	Independent Commissioner	Sole Practitioner	Nationwide, particularly Auckland and Otago	District and Regional Plans and Consents, Growth Management, Mediation, Strategic Policy and Planning	31 Dec 2016	No
Philippa Cope	Team Leader Consents Investigations	Canterbury Regional Council			30 Jun 2016	No
Philippa Lynch	Environmental Advisor	Te Runanga o Ngai Tahu		Planning	30 Jun 2016	No
Phillip Christopher Mitchell	Independent Commissioner	Mitchell Law	Nationwide	Resource management and Local Government Law	31 Jul 2014	Yes
Phillip Hindrap	Senior Consents Planner	Horizons Regional Council			30 Jun 2014	No
Phillip Percy	Independent Commissioner	Perception Planning Limited	Nationwide	Regional and district Planning	31 Dec 2018	No
Piatarahi C Bennett	Environmental Manager	Ngati Makino Iwi Authority	Bay of Plenty	Incorporation and integration of matauranga, Consultant Maori Tau Solutions Ltd, Maori and cultural values within planning regimes and mechanisms, Coastal processes, Water Issues	31 Dec 2016	No
Poto Davies	Waikato Tainui, Ngati Korokai Kahukura Trustee	Waikato-Tainui	Nationwide	Maori	31 Dec 2015	
Prue Harwood	Independent Commissioner	Beca Infrastructure Ltd	Canterbury, Otago and Southland	Air quality	31 Dec 2017	No
Rachel Dunningham	Independent Commissioner	Buddle Findlay	Canterbury	Law, especially Local Government and resource management	31 Jul 2014	Yes
Raewyn Cadlow	Manager - Urban design and development	Rodney District Council	Hibiscus Coast to Northland	Planning, residential development, rural issues, retail development.	31 Mar 2014	No
Raewyn Legge	Senior Policy Advisor	Waikato Regional Council		Policy planning, resource management	30 Jun 2016	No
Raewyn Solomon	Independent Commissioner	Environment Canterbury			30 Jun 2018	No
Rangitomona Wilson	Iwi Representative	Waikato-Tainui			30 Jun 2014	No
Rauru Kirikiri	Independent Commissioner	R K Associates Limited	Nationwide	Te Ao Maori, Environmental science, ecology	31 Dec 2014	No
Rawiri Faulkner	Appointed Committee Member	Greater Wellington Regional Council			30 Jun 2018	No
Ray Hedgland	Director, Environmental Engineering	Fraser Thomas Ltd	Central - Upper North Island	Environmental engineering especially wastewater treatment and disposal to land, rivers and the sea	31 Dec 2015	
Ray O'Callaghan	Independent Commissioner	Cardno TCB Limited			31 Jul 2014	Yes
Ray Smith	Building Development Engineer	Auckland Council			30 Jun 2014	No
Ray Wi	Iwi Representative	Mamapoto Maori Trust Board			30 Jun 2014	No
Rebecca Beals	Planning Consultant	Opus International Consultants Limited			30 Dec 2015	No
Rebecca Beals	Planning Consultant	Opus International Consultants Limited			31 Dec 2015	
Rebecca Macky	Independent Commissioner		Auckland, Nationwide	Resource Management and Local Government Law.	30 Jun 2016	Yes
Rebecca Skidmore	Independent Commissioner	RA Skidmore Urban Design Limited	Auckland, Otago, Canterbury	Urban design and landscape architecture	31 Jul 2014	No
Ree Anderson	Project Director-Housing	Auckland Council		Spatial and Infrastructure Planning; Housing; Resource Management; Local Government	31 Dec 2018	No
Reginald Proffit	Independent Commissioner				30 Dec 2015	No
Reginald Proffit	Independent Commissioner				31 Dec 2015	
Reina Solomon	Resource Management Advisor	Te Runanga o Teo Rangitira Inc			30 Jun 2016	No
Rereokeron Shaw	Iwi Representative	Waikato-Tainui			30 Jun 2014	No
Reuben Fraser	Senior Consents Officer	Bay of Plenty Regional Council			30 Nov 2016	No
Richard Blakey	Director/Planning Consultant	Blakey Scott Planning Limited			30 Nov 2016	No
Richard Budd	Independent Commissioner	Canterbury Regional Council			30 Jun 2014	Yes
Richard Coles	Consultant Planner	Boffa Miskell Limited			30 Jun 2014	No

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Richard Cooper	Principal Planner	Environment Canterbury			30 Jun 2015	No
Richard Fowler	Independent Commissioner	DLA Phillips Fox			30 Jun 2018	Yes
Richard Geoffrey Thomas	Independent Commissioner	Thomas Civil Consultants Limited			31 Dec 2018	No
Richard George Harkness	Independent Commissioner	URS New Zealand Limited	Central North Island	Land Use Planning for Hazardous Facilities	30 Jun 2017	No
Richard George Purdon	Consent Decision Maker	Canterbury Regional Council			31 Dec 2018	No
Richard Gibbs	Planning Consultant	Richard Gibbs	Central North Island	Planning	31 Mar 2015	No
Richard Harkness	Independent Commissioner	URS New Zealand Limited	Central North Island	Land use planning for hazardous facilities	30 Jun 2017	No
Richard Knott	Associate Director Design and Planning	Aecon New Zealand	Nationwide	Urban Design, Heritage, Plans and Policy, Resource Consents	31 Dec 2018	No
Richard Montgomerie	Director	Freshwater Solutions Ltd			31 Dec 2015	
Richard Munneke	Independent Commissioner	Horizons Regional Council			30 Jun 2015	No
Richard N Crowd	Consultant	Opus International Consultants Limited	Nationwide	Environmental Science, Engineering, coastal, rivers and hydraulics	30 Jun 2014	No
Richard Walls	Independent Commissioner	Dunedin City Council			30 Jun 2014	No
Rick Dunn	Hearings Administrator	Rotorua District Council			30 Jun 2014	No
Rob Hunter	Independent Commissioner				30 Nov 2016	No
Rob Loeffering (Dr)	Independent Commissioner	MWH New Zealand Limited	Nationwide	Environmental Science, discharge of contaminants to land and water, surface water takes, Regional Planning	30 Jun 2018	Yes
Rob Potts	Independent Commissioner	CPG New Zealand Limited			31 Dec 2017	No
Robert A Harris	Consultant	Tasmanhill Limited			30 Nov 2016	No
Robert Andrews	Independent Commissioner				30 Jun 2018	No
Robert Bell	Environmental Engineer	NIWA		Coastal and Environmental engineering, climate change effects, natural hazards, discharges, sediments	30 Jun 2015	No
Robert Chan	Independent Commissioner		Wanganui District	Planning	30 Jun 2015	No
Robert M Kirk (Professor)	Independent Commissioner	Canterbury Regional Council			31 Jul 2014	Yes
Robert Martin Frans Seldotjes	Environment and Planning Manager	Opoitiki District Council			30 Jun 2014	No
Robert Nixon	Independent Commissioner				30 Jun 2018	Yes
Robert Schofield	Independent Commissioner	Boffa Miskell Limited	Nationwide	Planning	30 Jun 2018	Yes
Robert Scott	Independent Commissioner	Blakey Scott Planning Limited	Auckland, North Island	District and Regional Planning, Resource Consents	30 Nov 2016	No
Robert van Duivenboden	Director/ Water Quality Specialist	RMpro Limited			31 Mar 2014	No
Robert van Voorthuysen	Independent Commissioner	Environmental Management Services Limited	Nationwide	Regional Council focus (consents and plans), also district plan changes and notices of requirement	30 Jun 2018	Yes
Robert Wear (Dr)	Independent Commissioner	R.G. Wear and Associates	Nationwide	Ecology, marine biology and Environmental science	31 Dec 2014	No
Robert Willoughby	Māori Reference Group - FNDC	Ngati Kuta Hapu	Bay of Islands and Northland	Te Ao Māori, Customary Lore	30 Jun 2015	No
Robin Arthur Grigg	Independent Commissioner				30 Jun 2014	No
Robin Stevenson	Independent Commissioner	Hazel-Hewitt and Associates	Nationwide	Mining and Quarrying, Landfills, Subdivisions, Civil Engineering, Stormwater and Contaminated Sites	30 Jun 2016	No
Rochelle Selby-Neal	Independent Commissioner	Neal Consulting	Nationwide	RMA and fisheries policy and planning, aquaculture, fluvial and coastal geomorphology, freshwater and marine ecology, customary fisheries management, rural land use, urban planning	30 Jun 2014	No
Rodney Witte	Term Lender Resource Management Act, Nationwide Coordination	Department of Conservation	Nelson, Tasman, Marlborough, West Coast	Coastal, Aquaculture, urban planning, Conservation Act, National Parks Act, Reserves Act, resource consent/concessions interface, EPA Board of Inquiry process, project management	31 Dec 2016	No
Roger Lane	Independent Commissioner		Wellington, Wairarapa and Manawatu Regions	Civil Engineering	31 Jul 2014	No
Roger Maaka	Independent Commissioner				31 Dec 2015	
Roger Maaka	Independent Commissioner				30 Dec 2015	No
Roger MacCulloch	Independent Commissioner	Waikato District Council			30 Jun 2014	No
Roland Sapsford	Independent Commissioner	Sustainability Solutions Consulting	Nationwide	Transport, economics, systems ecology, public health	30 Jun 2016	No
Ronnie Calland	Independent Commissioner	Aurecon			30 Nov 2016	No
	Independent Commissioner				31 Dec 2018	Yes

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Ronald David Crosby						
Rosemary Dixon	Specialist Environment Lawyer	Contact Energy Limited	Lower North Island	Law	30 Jun 2014	No
Ross Goudie	Independent Commissioner	Western Bay of Plenty District Council			30 Jun 2018	Yes
Ross Little	Independent Commissioner	Canterbury Regional Council			31 Jul 2014	No
Russell Joseph Hooper	Resource Management Planner	South Wairarapa District Council	Planning		30 Jun 2016	No
Russell Mortimer	Consultant	Resource Management and Assessment Limited	Whangarei, Northland	Planning, Environmental Science, Ecology, Economics	31 Mar 2014	No
Russell Wayne De Luca	Independent Commissioner, Mediator and Facilitator	Russell De Luca Planning Consultancy Limited	Nationwide, Tauranga	Planning, resource management, panel chairmanship, mediation and facilitation	31 Dec 2018	Yes
Ruth Bartlett	Independent Commissioner	Mitchell Partnerships Limited			31 Jul 2014	No
Ruth Paul	Independent Commissioner				31 Jul 2014	No
Sally Penke	Principal	Penke Design Limited			30 Nov 2016	No
Samuel Napia	Group Manager - Environmental Services	Tasman Coromandel District Council			30 Jun 2017	No
Sandra Hardie	Director	Technologyworks LTS			30 Jun 2014	No
Sara Jellie	Project Leader	Environmental Protection Authority			31 Dec 2015	
Sarah Dawson	Independent Commissioner	Boffa Miskell Limited			30 Jun 2014	Yes
Sarah Gardner	General Manager	Environmental Protection Authority			31 Dec 2015	
Sarah Jenkin	Project Manager	Environmental Protection Authority			31 Dec 2015	
Sasa te Heuheu	Independent Commissioner	Tairāwhiti			31 Mar 2015	No
Selva Selvarajah	Director Resource Management, Independent Commissioner	Otago Regional Council	Nationwide	Soil, Water and Effluent Chemistry, Quality	30 Jun 2018	No
Shane Kelly	Independent Commissioner	Coast and Catchment Limited	Nationwide	Marine Science, Contaminant Management, Aquaculture, Ecology, Stormwater, Wastewater	30 Jun 2016	No
Shane McGhie	Planner	Whakatane District Council			31 Dec 2015	
Shane Solomon	Director	Lazarus Group Ltd		Legal, Environmental, Treaty of Waitangi	31 Dec 2016	No
Sharon E.B. Gemmell	Independent Commissioner	Samson Consultancy Limited	Nationwide		30 Dec 2015	No
Sharon Gemmell	Independent Commissioner	Samson Consultancy Limited	Nationwide		31 Dec 2015	
Sharon McGarry	Independent Commissioner			Planning, Ecology, Marine Biology, Freshwater Biology	30 Jun 2018	Yes
Sharon Morgan	Independent Commissioner	Whangarei District Council			31 Mar 2014	No
Sharon Robinson	Group Manager Environment	South Waikato District Council			31 Dec 2015	
Shann Ogilvie (De)	Director	Eco Research Associates Ltd	Christchurch City, Canterbury, Nelson, Tairāwhiti, Bay of Plenty, Auckland	Environmental science (PhD in marine biology), ecology, Te Ao Māori (No Te Arawa me Ngāti Awa aha)	31 Dec 2015	
Shemagh Niles	Independent Commissioner	Auckland Council			30 Jun 2014	No
Sheena Tepeau	Consultant	Support Services International Limited			30 Nov 2016	No
Shelley Deeming	Independent Commissioner	Whangarei District Council			31 Dec 2017	No
Sheryl Aroas Ron	Senior Resource Officer				30 Jun 2016	Yes
Sheryl Bryant	Independent Commissioner	Palmerston North City Council			30 Jun 2014	No
Shirley Kame-Tateno	Iwi Representative	Waikato-Tairāwhiti			15 Jul 2014	No
Shona Myers	Senior Ecologist	Private Ecological Consultant	Auckland, Nationwide	Ecology, heritage	31 Dec 2015	
Simon Berry	Environmental Law Barrister		Nationwide, especially Auckland, Waikato and Bay of Plenty	Resource Management Law, with Particular Focus on Water, Wastewater, Electricity, Coastal Projects and Commercial, Retail Issues	31 Jul 2014	Yes
Simon Hunt	Independent Commissioner	URS New Zealand Limited	Nationwide	Resource management, Resource Consents, Waste management, mining, industry, hazardous substances, infrastructure, contaminated land	30 Jun 2014	No
	Senior Policy Planner		Canterbury Region	Policy planning, Te Ao Māori	31 Dec 2015	No

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Simon Mubonhori		Christchurch City Council				
Siobhán Quayle	Senior Solicitor, Strategy and Corporate	Ministry for the Environment			30 Jun 2014	No
Siobhán Hartwell	Consultant	URS New Zealand Limited			30 Jun 2015	No
Sir Douglas Kidd (Hon.)	Independent Commissioner				30 Dec 2015	No
Solitaire Robertson	Planner				30 Jun 2014	No
Stephen Bigwood	Planning Consultant	Bloxam Burnett and Olliver Limited			30 Jun 2014	No
Stephen Chiles (Dr)	Independent Commissioner	URS New Zealand Limited	Nationwide, Christchurch	Acoustics, Noise and Vibration	30 Nov 2016	No
Stephen Christensen	Solicitor	Anderson Lloyd Caudwell Limited			30 Jun 2018	Yes
Stephen Colson	Planning Manager	Nightly River Power			30 Jun 2017	No
Stephen Daysb	Independent Commissioner	Environmental Management Services Limited	Nationwide	Planning, infrastructure developments, energy projects, coastal issues	30 Jun 2014	Yes
Stephen Griffin	Manager of Operations	Buller District Council			30 Jun 2016	No
Stephen James Adams	Project Manager	Octa Associates	Nationwide	Project Management	30 Jun 2014	No
Steve Abley	Managing Director	Abley Transportation Consultants Limited	Nationwide	Traffic engineering and transport planning	31 Dec 2015	
Steven Kerr	Independent Commissioner	CPG New Zealand Limited	Nationwide	Planning - Resource Consents, Notices of Requirement and Designations, infrastructure, land use and development, economics, development and financial contributions, discharges, water takes.	30 Jun 2015	No
Steven McDowell	Independent Commissioner	Steve McDowell Consulting Limited	Nationwide	General Local Government background	30 Jun 2016	No
Steven Wilson	Independent Commissioner/Consultant	Maximize Consultancy Limited	Nationwide	Māori, Iwi	31 Dec 2018	No
Stewart Miller	Independent Commissioner	Christchurch City Council			30 Jun 2014	Yes
Struan Munro	Independent Commissioner	Waikato District Council			30 Jun 2014	Yes
Stuart Kinnear	Independent Commissioner	Stuart Kinnear Consulting Limited	Nationwide	District and Regional Plans and Consents, Subdivision and Land Use Planning	30 Jun 2018	Yes
Sue Bulfield-Johnston	Hearing Facilitator	Marlborough District Council			30 Jun 2015	Yes
Sue Piper	Independent Commissioner	Wellington City Council			31 Dec 2018	Yes
Sue Scott	Independent Commissioner	Opus International Consultants Limited			30 Jun 2015	No
Sue Smith	Landscape Architect				31 Mar 2014	No
Sue Wells	Independent Commissioner	Christchurch City Council			31 Dec 2017	Yes
Sue-Elleen Fenslon	Senior Environmental Engineer	Morpham Environmental Limited	Nationwide	Catchment Management, Stormwater Quality Engineering, Environmental Management	30 Jun 2016	No
Susan M. Jackson	Independent Commissioner			Commissioner, Civil engineer	30 Jun 2018	Yes
Susan Southey	District Planner	Masterton District Council			30 Jun 2018	No
Susan Yerex	Trustee	Lake Taupo Protection Trust			30 Jun 2018	No
Suzanne Bernsdorf Solty	Senior Planner	Nelson City Council	Nelson	Planning, environmental science, geography	31 Dec 2015	
Suzanne Janissen	Landscape Planner	Chapman Tripp	North Island	Law	31 Mar 2015	No
Suzanne Weld		Auckland Council			30 Jun 2017	No
Tahā-o-huā Te Aomaru Rangiawha	Independent Commissioner				31 Dec 2018	No
Tamam Mutu	Independent Commissioner	Te Arawa River Trust			31 Dec 2015	
Tamam Mutu	Independent Commissioner	Te Arawa River Trust			30 Dec 2015	No
Tania Harris	Consents Manager	Environment Canterbury			30 Jun 2017	No
Te Pē O Turangawaewae Mame Tukere	Te Kauhanganui Rangiawha Rep and Committee Member	Waikato Tainui (Turangawaewae Mame)			31 Dec 2016	No
Te Rangiāheke Yvonne Bidols	Iwi Authority Chairperson	Te Māori O Ngāti Rangiwewehi	Bay of Plenty/Wairariki	Te Ao Māori, iwi management planning, community development, iwi claims	31 Dec 2015	
Te Rangiāheke Yvonne Bidols	Iwi Authority Chairperson	Te Māori O Ngāti Rangiwewehi	Bay of Plenty / Wairariki		30 Dec 2015	No

<u>Certificate name²⁶</u>	<u>Position</u>	<u>Organisation or company</u>	<u>Area of practice</u>	<u>Field of expertise</u>	<u>Certificate expiry date</u>	<u>Chairing endorsement</u>
				Te Ao Māori, Iwi Management Planning, Community Development, Iwi Claims		
Te Wairi Clark	Independent Commissioner	Te Whakaminenga o Kapiti	Kapiti Coast, Wellington, Wairarapa, Manawatu	Te Ao Māori, Planning	30 Jun 2015	No
Terence Boylan	Planning Manager	Invercargill City Council			30 Jun 2018	Yes
Terence John Brown	Independent Commissioner	Resolve Group Limited			30 Jun 2015	No
Terence Leonard Broad	Consultant	Eco-Dynamic Systems Limited			31 Mar 2014	No
Terina Mache Rakema	Policy Analyst, Strategy	Waikato-Tainui Te Kauhanganui Incorporated		Plant and Animal Physiology, Natural Resource and Environmental Economics, Policy development and implementation	31 Dec 2016	No
Terry Huane (Dr) Scientist		NIWA	Nationwide	Coastal science and hazards, Environmental science	30 Jun 2014	No
Terry Scott	Independent Commissioner, Ngai Tahu Representative	Ngai Tahu	Canterbury, West Coast South Island	Natural Resources as they relate to Māori	30 Nov 2016	No
Terry Wyteward	Independent Commissioner	Tauranga City Council			30 Jun 2014	No
Tim Allan	Project Manager New Developments	Solid Energy			31 Dec 2015	
Tim Anderson	Lawyer	Gibson Sherratt Lawyers			31 Dec 2015	
Tim Anderson	Lawyer	Gibson Sherratt Lawyers			30 Dec 2015	No
Tim Harris	Planning Manager	Selwyn District Council			30 Jun 2018	No
Tim Kelly	Director	Tim Kelly Transportation Planning Limited	Nationwide but principally lower North Island and upper South Island	Transportation Planning/Traffic Engineering	31 Mar 2014	No
Tim Mankau	Independent Commissioner	Waikato-Tainui			31 Dec 2014	No
Tim McBride	Barrister	Tim McBride Law			30 Nov 2016	No
Tina Porou	Independent Commissioner	Te Araroa River Trust			31 Dec 2015	
Tina Porou	Independent Commissioner	Te Araroa River Trust			30 Dec 2015	No
Tom Heller	Independent Commissioner	Environmental Associates Limited	Nationwide	Environmental and Water Resources	30 Jun 2015	No
Toni Miller	Independent Commissioner	Auckland Council			30 Jun 2014	Yes
Tony McLaughlin			Waikato and Bay of Plenty	Property Development and Investment, including the rezoning and development of large scale land development projects and the consenting of greenfield and brownfield property development projects.	31 Dec 2016	No
Tony Petch (Dr)	Group Manager – Resource Information	Waikato Regional Council	Waikato, Nationwide	Environmental Science	30 Jun 2017	No
Tony Quickfall	Independent Commissioner	APL	South Island, Nationwide	Activities: coastal, iwi and cultural, urban design, traffic, noise, aviation, tourism. Expertise: planning, assessment of adverse effects, consent conditions, district and regional consents, subdivision and development, policy, plan changes	31 Jul 2014	Yes
Tracey Godfrey	Independent Commissioner	Te Whare Wānanga o Awanuiarangi			31 Dec 2016	No
Trevor J. Shields QC	Independent Commissioner	Trevor J. Shields QC, Barrister			31 Jul 2014	Yes
Trevor Kempton	Independent Commissioner	Otago Regional Council			31 Mar 2014	No
Trevor Philip Robinson	Independent Commissioner	Trevor Robinson	Nationwide	Law	30 Jun 2014	No
Trish Fordyce	Independent Commissioner				31 Jul 2014	Yes
Troy Churton	National Advisor	MBIE/Auckland Council			31 Dec 2017	Yes
Vanessa Tipoti		South Wairarapa District Council			30 Jun 2016	No
Vaughan Smith	Director	Bentley and Co Limited			31 Mar 2014	No
Victoria Casley	District Plan Manager	Waimānukū District Council			30 Jun 2014	No
Vin Smith	Regional Planning Manager	Canterbury Regional Council			31 Mar 2014	No
Walter Lewthwaite	Independent Commissioner	URS New Zealand Limited	Nationwide	Environmental Engineering especially water	30 Jun 2015	No
Wairahi (Wallace) Te Huanga Peki II	Iwi Representative	Waikato-Tainui			30 Jun 2014	No
	Independent Commissioner				31 Jul 2014	No

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Warren Houston Davidson		Tamara District Council				
Warwick Heal	Barrister	Warwick Heal Barrister	Nationwide	Resource Management and Local Body Law	30 Jun 2015	No
Warwick Pascoe	Independent Commissioner	ADAM Environmental Limited			30 Jun 2015	No
Wayne Donovan (Dr)	Director	Bioresearches Group Limited			30 Nov 2016	No
Wayne Douglas Jensen	Independent Commissioner	Maniapoto Maori Trust Board	Connected to areas from Business Management, Automotive South Kaitiaki to Mokau Engineering, Manawatu Maori, Tamarunui to Kihikahi, Consultation on Maori Land alignment to Maniapoto Hapu and Mase.	Management and Coastal Area Management	30 Jun 2014	No
Wayne McDonald	Independent Commissioner	NZ Transport Agency	North of Lake Taupo but could go further afield	Transport Planning and traffic engineering	31 Mar 2014	No
Wayne Te Kerei Harris	Policy, Claims	Waikato-Tainui Te Kauhanganui Incorporated		Resource Consent Construction Concrete, Settlements and Claims matters, Te Reo Maori	31 Dec 2016	No
Wendy Megget	Land Surveyor / Planner	Fraser Thomas Limited	Far North	Surveying	31 Mar 2015	No
Wendy N Brandon	Independent Commissioner	Auckland Council	Nationwide	Law	30 Jun 2018	No
Weo Ming	Independent Commissioner	Maniapoto Maori Trust Board			30 Jun 2014	No
Wes Edwards	Principal	Wes Edwards Consulting Limited			31 Mar 2015	No
William David Whitney	Planning Consultant	Johnston Whitney			30 Jun 2016	No
William John Barclay	Independent Commissioner	Barclay Traffic Planning		Traffic engineering	30 Jun 2014	No
William Kapen	Independent Commissioner				30 Jun 2014	No
William McWatt	Works Asset Manager	Napier City Council			30 Jun 2016	No
William Watt	Environment Director	William J Watt Consulting	Lower South Island	Mediation	30 Jun 2018	Yes
Wyn Hoadley QSO	Independent Commissioner	Barrister			31 Dec 2018	Yes
Yvette Couch-Lewis	Independent Commissioner	Environment Canterbury			31 Dec 2015	
Zella Smith		Environment Canterbury			30 Jun 2016	No

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