

## MEMORANDUM

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**TO** All participants: Notice of Requirement – Te Ahu a Tūranga Manawatū Tararua Highway

**FROM** David Murphy  
City Planning Manager  
Palmerston North City Council  
On behalf of the Territorial Authorities

**DATE** 4 February 2019

**SUBJECT** **APPOINTMENT OF HEARINGS ADMINISTRATOR**

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1. Further to paragraph 38 of the first minute of the Hearings Panel dated 28 January 2019, I write to confirm that Kath Olliver has been appointed as the Hearings Administrator. Kath will be supported by Merle Lavin.
2. Kath is the primary point of contact as Hearings Administrator.
3. Kath and Merle are familiarising themselves with the directions in the first minute and are beginning the process of preparing for the hearing.
4. Kath and Merle's contact details are below:

Kath Olliver  
Project Support Officer  
[kath.olliver@pncc.govt.nz](mailto:kath.olliver@pncc.govt.nz)  
06 3568199, extension 7889

Merle Lavin  
Administration Secretary  
[merle.lavin@pncc.govt.nz](mailto:merle.lavin@pncc.govt.nz)  
06 3568199, extension 7153



David Murphy  
City Planning Manager  
Palmerston North City Council  
On behalf of the Territorial Authorities.