

Version No: 07 Issue Date: 26/02/2019 Controller: Manager	Horizons Regional Council	Section No: 0.3 Page: 1 of 2
	Hydrology Operations Manual	

Manual Holders / Authorisers / Portfolio Holders

Controllers:

This manual has multiple controllers, which have been designated on a portfolio basis. The person who looks after the portfolio is the controller for the specific procedures contained in this manual. Changes to the procedures will be presented to the coordinators meeting for any discussion and final approval. The portfolio holder will then ensure the relevant staff is notified of any changes.

Portfolio holders are responsible for ensuring the procedures meet the needs of our customers and comply with or are aligned with any National Standards or industry best practice. They must also ensure processes are well documented, and hazards have been identified and controlled.

Portfolio	Controller / Authoriser	
Air Quality & Met	Andy Cawthorn	
Annual Plan Monthly reporting		Brent Watson
Archives	Brent Watson	
Asset Management	David Brown	
Boats	David Brown	
Civil defence	Nathan Penny	
Communications (radios, inspire, spark, vodafone)	Nathan Penny	
Contract Management	Darren Bentley-Hewitt	
Construction Standards		Brent Watson
Data and Web requests		Data (BW)
Databases and software	Brent Watson	
Data Loggers	Paul Peters	
Data Processing	Brent Watson	
Didymo Sampling	Darren Bentley-Hewitt	
Discharge monitoring	Darren Bentley-Hewitt	
Discrete Sampling	Darren Bentley-Hewitt	
Electronic field sheets	Craig Beaven	
Fire weather	Andy Cawthorn	
Flow (Discharge)	Jacob Channon	
Flow and ratings	Andrew Swanney	
Flow Meters	Jacob Channon	
Groundwater	Micah Dodge	
Ground water sampling programmes	Darren Bentley-Hewitt	
Health and Safety	Craig Beaven	
Hydrology Software development		Data (BW)
IFIM	Andrew Swanney	
Lahar Monitoring	Nathan Penny	
Lake Sampling	David Brown	
Land Access Agreements	Mathew Putt	
Low flows		David Brown
Missing Record		David Brown
Modelling		Data (BW)
Open Channel Flow	Nathan Penny	
Quality Management System	David Brown	
Purchasing (R&M, Capex)		Brent Watson
Rainfall	Micah Dodge	
Region: Central	Paul Peters	
Region: Eastern	Tane Humphrey	
Region: Northern	Nathan Penny	
Region: Special Projects	David Brown	

Version No: 07 Issue Date: 26/02/2019 Controller: Manager	Horizons Regional Council	Section No: 0.3 Page: 2 of 2
	Hydrology Operations Manual	

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Salt dilution	Tane Humphrey	
Service Level Agreements (reporting)		Brent Watson
Soil Moisture	Jacob Channon	
Telemetry -Data to office	Paul Peters	
Turbidity and Sediment	Michaela Rose	
Water Level	Paul Peters	
Water Quality Continuous	David Brown	
Weather sites	Nathan Penny	
Webcams	Nathan Penny	