

Management Structure and Relationship with Elected Members

The Local Government Act 2002 requires the Council to employ a Chief Executive, whose responsibilities are to employ other staff on behalf of the council, to implement Council decisions and provide advice to the Council (for further detail see the [Roles and Conduct](#) section).

The Chief Executive is the only employee of the Council. All the staff are employed by the Chief Executive. The Chief Executive is the only person who can lawfully give instructions to a staff member. Any issues about individual staff members should therefore be directed to the Chief Executive, rather than councillors.

At the ORC, the Chief Executive, Richard Saunders richard.saunders@orc.govt.nz is supported by a team of six General Managers, who make up the Executive Leadership Team.

- General Manager Strategy and Customer – Amanda Vercoe amanda.vercoe@orc.govt.nz
- General Manager Finance – Nick Donnelly nick.donnelly@orc.govt.nz
- General Manager People and Corporate – Tami Sargeant tami.sargeant@orc.govt.nz
- General Manager Environmental Delivery – Joanna Gilroy joanna.gilroy@orc.govt.nz
- General Manager Science and Resilience – Tom Dyer tom.dyer@orc.govt.nz
- General Manager Planning and Transport – Anita Dawe anita.dawe@orc.govt.nz

In addition, the following documents are relevant to the relationship between management and elected members:

1. [Otago Regional Council Standing Orders](#) – this covers how Council meetings are run, and the role of the Chair and Chief Executive in conducting council business.
2. [Otago Regional Council Code of Conduct](#) – this covers the roles and responsibilities of Members and the Chief Executive, and relationships between Members and staff.
3. [Roles and Conduct](#) – this covers the roles and responsibilities of the Chair, Deputy Chair, Chief Executive and Elected Members.
4. [Committee Structure, Membership and Terms of Reference](#) – this sets out the responsibilities of each Committee, which demonstrates how the Council organises itself.
5. [Delegations Manual](#) – to ensure the effective operation of Council business, the Chief Executive has also been delegated a range of responsibilities by Council. These are set out in this manual.

Alongside the Local Government Act, these documents guide the day-to-day functioning of the relationship between elected members and management.