
MINUTE OF THE PANEL CONVENER

Delegation

(8 April 2025)

[1] The purpose of this Minute is to advise on the delegation of the panel convener's functions, duties and powers.

Background

[2] On 6 February 2025, I was appointed as the panel convener for the purpose of the Fast-track Approvals Act 2024 (FTAA). On the same date, Helen Atkins and Jennifer Caldwell were appointed as associate conveners.

[3] Under the FTAA, the panel convener has a quasi-judicial role. The Environmental Protection Authority provides advice and secretariat support to panels and panel conveners. To ensure timely, efficient, consistent, and cost-effective processes¹, the Authority has a registry arrangement to manage listed projects and referral applications.

The delegation

[4] Following consultation with the Minister, and in line with the FTAA's procedural principles - particularly the promotion of efficiency - I have delegated all functions and powers of the panel convener as set out in Appendix 1 to the associate conveners.² In accordance with Schedule 3, clause 2(7) of the FTAA, I

¹ FTAA, s 10.

² I will assign Bledisloe North Wharf and Fergusson North Berth Extension application (FTAA-2503-1028) and Delmore Application (FTAA-2502-1015) to the associate conveners after the projects' first case management conference and assign other projects after they have been provided to me pursuant to ss 46 & 47 of the FTAA.

will remain seized of jurisdiction to exercise all delegated functions and powers.

[5] Adopting a registry approach to manage the applications for approvals, I will have oversight of the South Island matters and Helen Atkins³ and Jennifer Caldwell⁴ (associate conveners) will have oversight of the North Island matters.

[6] As panel convener, I will:

- (a) Maintain oversight of the associate conveners.
- (b) Manage the workload of the associate conveners.
- (c) Serve as a point of contact for participants engaged with the FTAA.

[7] In consultation with the associate conveners, I will:

- (a) Act as a liaison between the conveners, the administrative bodies, and other government departments or agencies.
- (b) Engage with professional bodies and government departments and agencies to develop Fast-track processes and procedures.

A handwritten signature in black ink, appearing to read 'Jane', is written over a horizontal line.

Jane Borthwick

Panel convener for the purpose of the Fast-track Approvals Act 2024

³ Auckland and Northland Regions.

⁴ Excluding Auckland and Northland, the balance of the North Island.

Appendix 1 Table of proposed delegated functions and powers

Fast-track Approvals Act 2024	
Reference	Summary of functions and powers
Section 50; Sch 3, cl 3	Appoint members of panel
Sch 3, cl 4	Appoint a chair
Section 51	Direct the EPA to obtain advice and reports
Section 52	Provide information to the panel
Section 79	Set a timeframe for issuing decisions
Sch 3, cl 6	Appoint a replacement member
Sch 3, cl 9	Remove a person appointed to a panel