

## Assets & Services Committee

Chair	Brian Dawson
Deputy Chair	Jonathan Rosene
Membership	Scott Adams David Croad Deborah Dalliessi Matt Flight Mayor Nadine Taylor Dawn McConnell (Iwi Representative)
Quorum	The quorum as per clause 11.1 of the Standing Orders 2022 for a meeting of the Committee is: (a) half of the members present, where the number of members (including vacancies) is even; and (b) a majority of the members present, where the number of members (including vacancies) is odd. Present at the meeting to constitute quorum means the member is either to be physically present in the room or attending the meeting via audio/visual link.
Meeting Cycle	6 weekly
Reports to	Full Council

### Responsibilities

This Committee is responsible for reviewing strategy and policy for Council's infrastructure. In fulfilling their role on the Assets and Services Committee, members shall be impartial and independent at all times.

#### Activity Areas

- Civil Defence Emergency Management Group (The delegation to act as this group is given to the Assets and Services Committee)
- Solid waste and waste management (including recycling)
- ~~Climate Change Action Plan~~ [amended at the Assets & Services Committee meeting 9 July 2024]
- Parks and Open Spaces Reserves
- Community Facilities and Halls
- Public conveniences
- Water, wastewater (sewerage) and storm water
- Roads including road network; road safety (including walking and cycling strategies), parking, and public transport
- Regional Transport Committee (Statutory Committee)
- Road naming
- Sporting Reserves and Facilities
- Cemeteries
- Rivers and drainage

#### Responsibilities and Key Projects

1. Contribute to the preparation or amendment of Annual Plan and Long-Term Plans.
2. Oversee preparation and approval of 30-year Infrastructure Strategy and Asset Management Plans.
3. Delivery of Work Programmes.

4. Overseeing provision of capital and maintenance programmes to deliver effective:
  - a. water, wastewater and storm water networks (including collection, treatment, reticulation and disposal);
  - b. rivers and drainage networks, and
  - c. road network (including roads, bridges, footpaths, cycleways, wharves, landscaping and ancillary services and facilities, areas of public amenity and street lighting).
5. Overseeing provision of transportation planning, public transport and road safety.
6. Regional Transport Committee: prepares the Regional Land Transport Plan or any variations to the Plan for approval by Council and provides Council with advice and assistance in relation to its transport responsibilities.
7. Overseeing provision of solid waste collection and disposal services (including kerbside solid waste and recycling collection services, waste minimisation programmes, landfills and transfer stations).
8. Oversee the management and future planning for Parks and Open Spaces and Sporting Reserves and Facilities.
9. Oversee the management and future planning for community facilities, halls, cemeteries and public conveniences.
- ~~10. Oversee the implementation, review and ongoing development of Council's Climate Change Action Plan. [amended at the Assets & Services Committee meeting 9 July 2024]~~
11. Overseeing the development, maintenance, monitoring and evaluation, and implementation of the Group Plan as required under s 17(1)(i) of the Civil Defence and Emergency Management Act 2014.

## Powers

The Assets and Services Committee will have delegated authority to carry out activities within its terms of reference and the activity areas listed above (excluding all powers reserved to the Council by law, or by resolution of the Council).

The committee has:

1. All powers necessary to perform the committee's responsibilities, including:
  - a. approval of a submission to an external body; and
  - b. establishment of working parties or steering groups.
2. **Associated decision:** If a matter relates primarily to the responsibilities of the Assets and Services Committee, but aspects require additional decisions by the Civil Defence Emergency Management Group, Regional Transport Committee, and/or Road Naming Sub-Committee, then the Assets and Services Committee has the powers to make associated decisions on behalf of those other committee(s). For the avoidance of doubt, this means that matters do not need to be taken to more than one of these committees for decisions.
3. **Referral of decisions:** The Committee may, from time to time, refer matters which it would ordinarily consider, to another Committee, if it considers the matter/project would be better dealt with by that other Committee.
4. **Referral for urgency:** The Committee Chair is authorised to refer urgent matters to the Council for decision, where this Committee would ordinarily have considered the matter. The Chairperson must make this referral in writing stating reasons for the referral.

### Power to Act

The Assets and Services Committee will:

Approve the adoption of strategies, policies and plans that relate to any activity area listed above were authorised by the Council;

1. Maintain the Council strategic relationships with NZ Transport Agency/Waka Kotahi;

2. Lodge and present submissions to external bodies on policies and legislation relevant to the Assets and Services Committee's Terms of Reference and any activity area listed above. (Note: Where timing constraints apply, the Chairperson (or in their absence, the Deputy Chairperson) has the authority to lodge submissions and seek retrospective approval);
3. Approve the review of bylaws under the Assets and Services Committee's jurisdiction and consider submissions; and
4. Initiate commencement of a consultation process, excluding initiating the special consultative procedure under the Local Government Act 2002 related to any activity area listed above.

### **Power to Recommend**

The Assets and Services Committee will:

1. Recommend the adoptions of strategies, policies and plans that relate to any activity area listed above where the final decision must be made by the Council;
2. Consider any proposal where public consultation is (or may be) required (including the use of the special consultative procedure) related to any activity area listed above, and to make recommendations to the Council as appropriate;
3. Recommend adoption of any new or amended bylaw related to any activity area listed above; and
4. Prepare a draft Assets and Services Strategy and recommend it for approval by the Council as part of the Long-Term Plan.

### **Delegation Limitations**

The Assets & Services Committee may not delegate any of its responsibilities, duties or powers under the Local Government Act 2002, and its powers exclude powers that cannot be delegated to committees.

### **Procedure**

The Chairperson will report back to the Council with recommendations of the Assets and Services Committee at the next Council meeting following each committee meeting.