



ROLE AND DELEGATIONS OF THE MALVERN COMMUNITY BOARD

Adopted by Council on 8 February 2023

Adopted by the Malvern Community Board on 27 February 2023

1. LONG TERM PLAN AND ANNUAL PLAN

Every third year, the Council is required to prepare a Long Term Plan. In the intervening years, the Council is required to prepare an Annual Plan (budget).

These documents outline the works and services that are going to be undertaken during the period they cover, their cost, and the outcomes that are expected to be achieved.

The Malvern Community Board is **delegated** the responsibility to undertake the following for their ward:

- 1.1 to support the budgetary process by ensuring the management / advisory committees within the Malvern Community Board's area and provide input to Council's budget process.
- 1.2 to make recommendations on priorities for funding to Council for local projects and community issues
- 1.3 to make submissions on draft proposals to Council on programmes and projects in respect of the Long Term Plan and Annual Plan processes
- 1.4 to consult with the community on the draft Long Term Plan and Annual Plan, and provide recommendations to the Council that can be considered within the Long Term Plan and Annual Plan development and submission process.

2. ROADING

The Malvern Community Board is **delegated** the following responsibilities for roading matters within the Malvern Ward:

- 2.1 consultation on the installation of pedestrian crossings on roads
- 2.2 to assist in the management of policies regarding the temporary use and closure of roads, footpaths and Council-owned land for market days, street appeals, stalls and parades and specific events and functions where appropriate

- 2.3 to make recommendations on speed limits as part of the speed management process
- 2.4 consider and assist, road names within the Board's area.
- 2.5 consultation on the design and location of neighbourhood traffic improvements.

3. RESOURCE MANAGEMENT

Issues surrounding the Resource Management Act either create an impact, or have the potential to create an impact, or are perceived to create an impact on local communities. Input from the Malvern Community Board is important to ensure local issues are appropriately addressed.

The Malvern Community Board is **delegated** the following responsibility:

- 3.1 to make submissions to Council on matters pertaining to the District Plan specific to the Malvern Community Board's area of governance.

4. CIVIL DEFENCE

The Council has obligations under the Civil Defence Emergency Management Act 2002. These obligations include ensuring the community is adequately prepared to meet the challenges of events that will impact on the lives and property of the residents of Selwyn.

It is the responsibility of the Selwyn District Council Civil Defence officer to ensure that the Malvern Community Board members receive appropriate training in this area.

The Malvern Community Board is **delegated** the following role:

- 4.1 to assist the Civil Defence Controller during an emergency event to identify the community priorities for resources within its ward which the Controller can take into account when considering the priority of resource allocation across the District.

5. PROPERTY, PARKS AND RESERVES

The Malvern Community Board has a discretionary fund from which it can provide grants for local organisations to assist them in achieving their objectives.

The Malvern Community Board will provide advice to Council in relation to:

- 5.1 assisting with preparation, review, and change of management plans for reserves (s41 Reserves Act)
- 5.2 recommending to Council the approval of management plans for townships, halls and reserves
- 5.3 preparation, review and change of management plans for parks held under the Local Government Act 2002

- 5.4 having an overview of the temporary use of parks, reserves and Council-owned land for market days, street appeals, and stalls and specific events and functions and monitor their effects.

6. COMMUNITY AWARDS

The Malvern Community Board has a unique position in the community to identify or be advised of individuals who make significant contributions to their community.

Accordingly, the Malvern Community Board is **delegated** responsibility for the granting of community awards in its ward.

7. COMMUNITY DEVELOPMENT

The Council has obligations under the Local Government Act 2002 to promote the social wellbeing of communities for the present, and into the future.

Accordingly, the Malvern Community Board is **delegated** responsibility with regard to community development issues:

7.1 To advocate for the community on any issue

7.2 To make submissions to any organisation relating to matters of interest to the Malvern Community Board in respect of the Board's area.

8. SISTER CITY RELATIONSHIP

The Malvern Community Board initiated the Sister City relationship with Yubetsu-cho, Hokkaido, Japan.

The focus is primarily education-related with some interest and opportunities in agriculture. Biannually, groups of students, teachers and Council staff from Yubetsu visit Darfield High School. Darfield High School has an annual three month exchange with a student from Darfield and Yubetsu.

The Malvern Community Board will maintain responsibility for the Sister City relationship with Yubetsu. This includes the organization of events, meetings and other such activities involved in the relationship.