

Purpose

This process ensures that the appointment of subcommittee members is fair, transparent, and consistent, while recognising that subcommittee members are volunteers who contribute their time for the benefit of the local community.

It also clarifies that governance and decision-making sit with Council committees (currently the Community Committee), and that subcommittee members operate within this framework. The process supports positive behaviour, constructive participation, and decision making that aligns with the Buller District Council (BDC) Elected Member Code of Conduct and the BDC Complaints Policy.

1. Joining a Subcommittee

Step A. Expression of Interest

Community members submit a simple Expression of Interest (EOI).

To support transparency and help prospective members understand the current work of the subcommittee, the meeting minutes for the last 12 months, along with the most recent workshop minutes, will be made available to any applicant upon request. Agendas for all formal meetings remain publicly available online.

Applicants should:

- Live in the local area
- Explain how they see the subcommittee benefiting the community
- Describe how they will contribute positively to the outcomes of the subcommittee
- Be nominated by two residents / ratepayers

Step B. Subcommittee Recommendation

After receiving an Expression of Interest, the Chair or the Elected Member appointed to the subcommittee will:

- Share the applicant's EOI with the subcommittee
- Invite subcommittee members to provide feedback on the applicant
- Identify any valid, evidence-based concerns that may affect the applicant's suitability
- Document the subcommittee's recommendation (support / do not support)

If the subcommittee does not support an applicant, the reason must be:

- Clear
- Specific
- Related to behaviour, conduct, or conflicts of interest
- Able to be shared with the applicant if requested

Examples of valid reasons:

- A known conflict of interest that would prevent participation
- A history of behaviour inconsistent with the Code of Conduct
- Previous conduct that disrupted subcommittee functioning

Examples of invalid reasons:

- Personality clashes
- Disagreement with past community views
- "We just don't think they'd fit"

The recommendation is then forwarded to the Community Committee panel (Chair, Deputy Chair, Elected Member and Group Manager Community Services) as part of the appointment decision. The Community Committee is responsible for overseeing all subcommittees, and delegates membership authority to their panel for recommendation reviews and final appointment decisions.

Step C. Review and Appointment

- The Community Committee panel reviews each Expression of Interest.

- The Chair, Deputy Chair, and the Elected Member appointed to the subcommittee consider the applications, recommendation from Subcommittee and collectively determine which candidates will be recommended for appointment.
- The Group Manager Community Services participates to ensure the process is followed correctly, records are maintained, and to provide operational oversight. The Group Manager also acts as a backup panel member if one of the appointed members is unable to attend.
- Each candidate is advised in writing of the outcome of their Expression of Interest.
- The panel will meet once in between Community Committee meetings.

Step D. Induction

New members receive:

- The BDC Elected Member Code of Conduct
- Standing Orders / Terms of Reference overview
- Reserve and Asset Management Plan overview
- A summary of expectations, including:
 - Respectful behaviour
 - Social media guidelines
 - Conflict of interest explanation
 - Confidentiality expectations and process
- A Health & Safety induction, covering:
 - Key H&S responsibilities for volunteers
 - How to report hazards, incidents, or near misses
 - Site specific risks relevant to the reserve or hall
 - Expectations for keeping themselves and others safe
 - Who to contact for H&S support or clarification

Members are to be reminded that although subcommittee work is voluntary, online and public behaviour can still reflect on Council and the individual.

Step E. Acknowledgement

Members sign an induction form confirming they understand and agree to follow:

- The Code of Conduct
- Subcommittee expectations
- The BDC Complaints Policy
- Council health and safety requirements, noting that everyone has a role in keeping themselves and others safe

2. Leaving a Subcommittee

Voluntary Resignation

- Member resigns in writing.
- The Community Committee records the resignation.
- An exit survey is offered to the member to identify any learnings or suggested changes to process or operation that the member may have (document will be attached created and added to this process)

Removal (as per misconduct process)

- Decision is documented and communicated formally.

Exit Steps

- Return of keys, access, or Council property
- Removal from email lists and communication channels

3. Recordkeeping

All steps—onboarding, concerns, warnings, and offboarding—must be documented and stored securely.

Ratepayer nomination name:	
Contact number:	
Ratepayer nomination name:	
Contact number:	

1. Why would you like to join this subcommittee?
 (How do you see the subcommittee benefiting the local community?)

2. How do you believe you can contribute to the community through this role?

3. Relevant skills, experience, or community involvement:

4. Confirmation

I confirm that: (please tick)

☐	I live in the local area
☐	I understand this role is voluntary and community-focused
☐	I agree to follow the BDC Code of Conduct and all subcommittee expectations

Signature:	
Date:	

Completed forms to be sent to the subcommittee chair
 and the subcommittee liaison officer.slo@bdc.govt.nz

Section	Questions
Overall Experience	How would you describe your overall experience as a member of the subcommittee? (High-level reflections)
Comments:	
Governance Processes	Were the governance processes (meetings, decision-making, communication, expectations) clear and effective?
Comments:	
Communication & Information Flow	Did you feel you received the right level of information to participate effectively in governance discussions?
Comments:	
Subcommittee Functioning	Do you have any suggestions for improving how the subcommittee operates at a governance level? (e.g., clarity of roles, meeting structure, documentation)
Comments:	
Support & Induction	Did you feel adequately supported and informed when you joined the subcommittee? Comments:
Comments:	
Learnings or Reflections	Are there any learnings, insights, or reflections you would like to share to help strengthen the subcommittee in future?
Comments:	
Optional Follow-Up	Would you be open to a brief follow-up conversation if clarification is needed? (This could be the chair or the Elected member)
Comments:	