Subcommittee Roles and Responsibilities

Buller has 11 Subcommittees throughout the District. Each Subcommittee has an Elected Member appointed by Council to sit on the Subcommittee, and direct points of contact within Buller District Council for operational matters.

The purpose of these role descriptions is to provide clarity regarding the respective responsibilities of the Elected Member Representative, BDC staff (Governance Team, and Subcommittee Support Officer). These roles are intended to support the effective operation of the Subcommittee while preserving the autonomy, responsibilities, and decision-making authority of the Subcommittee and its members.

The support provided by Council representatives and staff is intended to assist the Subcommittee in meeting governance, compliance, and operational requirements. Such support does not extend to directing the affairs of the Subcommittee, making decisions on behalf of the Subcommittee, or assuming duties that are the responsibility of elected office holders unless expressly authorised by the Subcommittee or required by law.

Where significant governance, compliance, financial, health and safety, or operational issues are identified, these matters should be promptly referred to the Subcommittee Support Officer or business unit for advice and resolution.

Elected Member Representatives

The Elected Member Representative provides governance support, advocacy, and a formal link between the Subcommittee and Council. Responsibilities include:

- Supporting the Chair, Secretary, and Treasurer in the performance of their governance roles.
- Providing guidance on governance best practice and assisting members to understand and apply Standing Orders where appropriate.
- Acting as a conduit between the Subcommittee and Council, including advocating for the Subcommittee's interests and raising relevant matters with Council, when it needs to be escalated from the Chair-SSO
- Providing advice and support to the Chair on non-operational and non-material matters as required.
- Supporting the development and maintenance of effective working relationships between the Subcommittee and Council.

BDC Staff: Governance Team

The Governance Team provides support in relation to formal governance processes, statutory compliance, and capability development. Responsibilities include:

- Attending the annual formal meeting at which the Subcommittee's financial statements are considered and adopted. These will be held in August, October, November, February and March.
- Providing governance training and resources to office holders, including the Chair, Secretary, and Treasurer.
- Supplying templates, guidance material, and procedural advice.
- Supporting understanding of meeting procedures, minute-taking standards, records management requirements, and relevant legislative obligations, including obligations under the Local Government Official Information and Meetings Act 1987 (LGOIMA).
  (IE: going through standing orders, Terms of Reference and following up on the workshop / meeting requirements as per Ombudsman guidelines/LGOIMA)
- Providing advice on governance best practice and statutory requirements as required.

BDC Staff: Subcommittee Support Officer

The Subcommittee Support Officer provides operational support and serves as the primary day-to-day liaison between the Subcommittee and Council. Responsibilities include:

- Attending formal meetings and workshops where practicable.
- Acting as the primary Council contact for the Subcommittee – first: chair to SSO.
- Coordinating inductions for new members.
- Delivering training on the handbook, health and safety requirements, and operational processes.
- Providing support for meeting administration and coordinating follow-up actions as required.
- Escalating issues to relevant Council staff where necessary and supporting the Chair in managing day-to-day matters.
- Assisting with the resolution of operational issues and coordinating access to appropriate Council resources.