

 <p>THAMES COROMANDEL DISTRICT COUNCIL</p> <p>LIAISON REPRESENTATIVES FOR OTHER ORGANISATIONS TERMS OF REFERENCE</p>	Authorising Body	Whangamata Community Board
	Status	Liaison Representative
	Organisation	{Name}
	Dated	14 November 2016
	Administrative Support	Area Manager, Whangamata/Tairua/Pauanui

Purpose

To ensure the Board is aware of the needs and activities of community organisations through an identified liaison representative.

Responsibilities

On behalf of the Board, the liaison representative (or in his/her absence, an alternate representative) shall have specific responsibility for:

1. Providing the initial point of contact for the Organisation on behalf of the Community Board.
2. Developing an effective working relationship between the Board and the Organisation where necessary.
4. Reporting back to the Board following any contact with the Organisation.
6. Liaising with the Thames-Coromandel District Council officer where necessary (usually the Area Manager) to ensure that all parties are kept informed of relevant issues.

Delegations

In order to carry out his/her liaison role, the liaison representative (or in his/her absence, an alternate representative) is delegated authority to:

1. Provide public information on relevant Board activities to the Organisation and bring general issues from the Organisation to the notice of the Board where necessary. Note: formal written communication to the Board is to be encouraged on issues other than general informational updates.

The representatives do not have delegated authority to:

1. Delegate any of their responsibilities, duties, or powers.
2. Hold a position on the management committee of the Organisation on behalf of the Board.
3. Commit Thames-Coromandel District Council or the Board to contractual obligations or expenditure.

Skills Required by Representatives

Representatives to the Organisation are required to demonstrate the following skill sets:

1. A willingness to learn and understand the objectives of the Organisation with which they liaise.
2. An understanding of the Local Government Act 2002 particularly related to consultation requirements.
3. An understanding of governance issues.
4. An ability to provide an overview of Board processes relevant to the organisation e.g. the Community Grants.

Representation

The authorised liaison representative for {*Organisation name*} shall be:

- {*Name*}

Conduct of Affairs

The representatives shall conduct their affairs in accordance with the *Local Government Act 2002*, the *Local Government Official Information and Meetings Act 1987*, the *Local Authorities (Members' Interests) Act 1968*, Council's Standing Orders, Code of Conduct and approved Thames-Coromandel District Council policies and plans.

Reporting

At the Board meeting following any contact with the Organisation, the representative (or in his/her absence, an alternate representative) shall present a report (usually through their Members report) to the next Ordinary Meeting of the Tairua-Pauanui Community Board.

Administrative Support

The Area Co-ordinator will provide administrative support to the representative as required.

Approval

These terms of reference were adopted by the Tairua-Pauanui Community Board at its meeting held on 14 November 2016.

(Chairperson)

(Date)