

 <p><b>THAMES COROMANDEL DISTRICT COUNCIL</b></p> <p>LIAISON REPRESENTATIVES TERMS OF REFERENCE</p>	<b>Authorising Body</b>	Thames Community Board
	<b>Status</b>	Liaison Representative
	<b>Organisation/activity</b>	As listed
	<b>Dated</b>	27 February 2020
	<b>Administrative Support</b>	Community Manager, Thames

### Purpose

The purpose of the portfolios is to allocate activity representation to individual board members to provide for coordinated and effective elected member liaison and communication with interest groups and stakeholders on a regular basis.

### Roles

The role of portfolio holders is to:

- Act as Thames Community Board representative to organisations, committees and individuals with interests in the portfolio in relation to work programmes, initiatives and/or projects that Council could assist with.
- Make themselves known to the interest groups and keep them informed about Council processes and services.
- Attend external meetings as required.
- Bring any other issues/opportunities to the attention of the Board for further discussion
- Provide a briefing to the Board on any engagement with the community via Elected Members Reports at each Board meeting.
- Liaise with the Thames-Coromandel District Council officer where necessary (usually the District Manager South) to ensure that all parties are kept informed of relevant issues.

**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 an 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 for a group or activity are required to demonstrate the following skill sets:

4. A willingness to learn and understand the objectives of the group with which they liaise.
5. An understanding of the Local Government Act 2002 particularly related to consultation requirements.
6. An understanding of governance issues.
7. An ability to provide an overview of Board processes relevant to a group or organisation e.g. the Community Grants.

### Representation

The authorised liaison representatives shall be:

Activity Portfolio	Representative 1	Representative 2
Airfield	Peter Revell	Strat Peters
Community Halls (excluding Civic Centre)	Cherie Staples	Strat Peters
Sports and Recreation Facilities	Cherie Staples	Strat Peters
Parks and Reserves	Sally Christie	Strat Peters
Art and Creative Industries	Martin Rodley	Strat Peters
Youth	Sheryll Fitzpatrick	Martin Rodley
Positive Aging	Robyn Sinclair	Sheryll Fitzpatrick
Positive Disability	Sheryll Fitzpatrick	Robyn Sinclair
Heritage	Martin Rodley	Strat Peters
Tararu Cultural Centre Management Committee	Martin Rodley	Strat Peters
Business Networks	Peter Revell	Strat Peters
Thames CBD upgrade and promotions	Strat Peters	Martin Rodley
Pool	Sally Christie	Cherie Staples
Public Transport	Robyn Sinclair	Peter Revell
Libraries	Robyn Sinclair	Sally Christie

### 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 a group, 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 Thames Community Board.

**Administrative Support**

The Community Manager will provide administrative support to the representative as required.

**Approval**

These terms of reference were adopted by the Thames Community Board at its meeting held on 1 April 2020.

\_\_\_\_\_  
(Chairperson)

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(Date)