



KU-RING-GAI MUNICIPAL COUNCIL LIAISON

STATUS: APPOINTED OFFICER (NO VOTING RIGHTS)

QUALIFICATIONS: Essential
Friendly, pleasant manner
Good people skills
Good communications skills

BACKGROUND:

In order to streamline communications and avoid confusion, Ku-ring-gai Municipal Council (KMC) require KNA to minimise the number of points of contact that KNA has with KMC. To this end, as far as possible, the points of contact are limited to the following:

- The KNA Executive and their delegates as required – for communications around KMC policy decisions, KMC budgetary decisions, and other communications requiring input from the KNA Executive.
- The Court Booking Officer – for communications relating to court bookings.
- The KMC Council Liaison – for communications around maintenance and operational issues not covered by the above.

RESPONSIBILITIES:

- For communications to KMC:
 - Receive requests regarding maintenance and operational issues from KNA to be communicated to KMC.

These requests:

- Will most often come from:
 - The KNA Grounds Convenor.
 - Clubs.
 - The KNA Executive.
- May occasionally come from other KNA position holders.
- Will include, for example:
 - Reporting maintenance issues to KMC.
 - Reporting issues around court lights not being turned on to KMC.
- Communicate such requests promptly and politely to KMC.
- Communicate the responses to such requests to the KNA originator.
- Politely follow up KMC if no response is received.

- For communications from KMC:
 - Receive requests from KMC to pass information to KNA, or request information from KNA.
 - Promptly and politely acknowledge receipt of these requests from KMC.
 - Promptly and politely forward these requests from KMC to the relevant KNA person.
 - Communicate the responses to such requests to KMC.
 - Politely follow up the relevant KNA person if no response is received.