

Open Space and Leisure Facilities Portfolio Terms of Reference

<p>Objectives of the Group</p>	<ul style="list-style-type: none"> • Support of ERA objectives and the sharing of council resources • Establish a regional focus for open space and leisure facilities provision • Co-ordinated planning of open space, recreation and leisure facilities across the region • Identify and establish connections and relationships between existing recreation and leisure assets – for example, walking trails and linear park. • Identify and manage open space and nature corridors • Identify and work with external agencies to support the aims of the group
<p>Membership</p>	<p>Chair John Wilkinson, Recreation & Open Space Coordinator City of Unley</p> <p>Proxy: <i>To be appointed by the chair, rotating alphabetically</i></p> <p>Spokesperson(s):</p> <ul style="list-style-type: none"> • John Wilkinson, Chair • Kevin Lowe, GM Urban Planning & Leisure Services, City of Campbelltown <p>Group Members:</p> <p>Campbelltown Kevin Lowe, GM Urban Planning & Leisure Services Brad Wenske, Manager Leisure Facilities</p> <p>Burnside Mark Buckerfield, Manager Asset Services</p> <p>Tea Tree Gully Felicity VanDerHeul -Team Leader Recreation</p> <p>Walkerville Matthew Romaine - Principal Planner</p> <p>Norwood, Payneham, St Peters Mark Draper - Asset Manager</p> <p>Prospect</p>

	<p>Brendan Lott - Manager Recreation & Community Development</p> <p>Unley John Wilkinson - Recreation & Open Space Coordinator</p> <p>Members are appointed by their respective CEOs.</p> <p>Proxy: Each Council can provide a proxy if the member can't attend and other staff allowed if relevant to particular discussion</p>
Appointment of Chair	The appointment of Chair will be made by ERA CEO's Group.
Roles & Responsibilities	<p>Meetings start and finish on time.</p> <p>Members participate and contribute and be given the opportunity to voice their opinions.</p> <p>Members actively listen to what others have to say, seeking first to understand and then to be understood.</p> <p>Members follow up on the actions for which they have been assigned responsibility and complete them on time.</p> <p>Members give and receive open and honest feedback in a constructive manner.</p> <p>The group will use data to make decisions whenever possible.</p>
Conflict of Interest	Applies to all members as per Local Government Act 1999 Chapter 7 Part 4 Division 3.
Meeting Times	Bi-monthly commencing August 2011. 1:30pm on the first Tuesday for 2 hours (or longer if required)
Meeting Venue	Meetings will be rotated throughout all participating councils
Meeting Procedures	For the purposes of decision making at least four councils must be represented at the meeting and a majority will be half plus one of those in attendance.
Record Keeping	<p>The Group will maintain Agendas and Notes of each meeting.</p> <p>The hosting Council will be responsible for the agenda in consultation with the Chair and note taking.</p> <p>A copy of the Agenda and Meeting Notes will be forwarded to the ERA Secretariat by the note taker for each group meeting.</p>

	<p>The Group will retain other relevant records, or forward them to the ERA Secretariat for retention by ERA.</p> <p>The Chair is responsible for reviewing the portfolio webpage monthly and coordinating updates with the ERA Secretariat.</p> <p>The Chair will report to ERA CEO's on the Group's progress quarterly.</p>
Expenditure	<p>Expenditure will be undertaken in a responsible manner.</p> <p>The Chair has an expenditure delegation of \$2500 per financial year and is responsible for recording and reporting expenditure to ERA CEO's Group quarterly.</p> <p>The Group will monitor and record expenditure in accordance with ERA requirements.</p>