

**TERMS OF REFERENCE  
EASTERN REGION ALLIANCE AGEING GROUP**

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| <p><b>Objectives of the Group</b></p> | <p>The objectives of the ERA Ageing Group are to:</p> <ul style="list-style-type: none"> <li>• Provide a forum for senior representatives from the ERA Councils to discuss and plan for the impact of the ageing demographic on Councils in the Eastern Region.</li> <li>• Further develop the Ageing Key Result Area of the ERA Business Plan.</li> <li>• Develop an Eastern Region Ageing Strategy which will identify the needs of the ageing community in the Eastern Region and encourage a cross functional team approach to the ageing issue within each Council.</li> <li>• Share information and identify opportunities for joint projects, and joint community consultation</li> <li>• Plan strategically for the role of volunteers in the future</li> <li>• Develop a partnership approach with funding bodies such as the Office for the Ageing (Home and Community Care funding) and monitor the changes in HACC funding with respect to the ageing demographic.</li> </ul>   |
| <p><b>Membership</b></p>              | <p><b>Chair:</b> Peter Tsokas, General Manager City Development, City of Unley</p> <p><b>Proxy:</b> Helen Hoare, Manager Community Projects, City of Unley</p> <p><b>Spokesperson(s):</b> Peter Tsokas, General Manager City Development, City of Unley</p> <p><b>Group Members:</b><br/>         Peter Tsokas, General Manager City Development, City of Unley<br/>         Helen Hoare, Manager Community Projects, City of Unley<br/>         Celine Luya, Community Services Team Leader<br/>         Christine Murray, Community Services Officer<br/>         Chris Allan, Manager Aged &amp; Community Development, City of Burnside<br/>         Heather Lane, Social Planner, City of Tea Tree Gully<br/>         Kevin Sharpe, Manager Community Services, City of Tea Tree Gully<br/>         Rosanna Busolin, Manager Community Services, City of Norwood Payneham &amp; St Peters<br/>         Tracy Johnstone, Manager Customer and Community Services, City of Campbelltown<br/>         Fiona Marriott, Manager Community Care Services, City of Prospect<br/>         Representative from City of Walkerville (currently vacant)</p> <p>Members are appointed by the CEO of each Council</p> |
| <p><b>Appointment of Chair</b></p>    | <p>The appointment of Chair will be made by ERA CEO's Group.</p>  |

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| <b>Roles &amp; Responsibilities</b> | <p>The City of Unley is responsible for coordinating the Ageing portfolio for the Eastern Region Alliance members.</p> <p>The City of Unley will prepare and distribute the Agendas and Minutes of each meeting.</p> <p>The ERA Ageing Group consists of representatives from relevant senior management (or delegate at their discretion) of participating Councils to meet for strategic overview and forward planning purposes every 6 weeks.</p> <p>Each group member is responsible for completing tasks and actions as identified at each meeting.</p> |
| <b>Conflict of Interest</b>         | Applies to all members as per Local Government Act 1999 Chapter 7 Part 4 Division 3.   |
| <b>Meeting Times</b>                | Every 6 weeks (or more frequently if required)   |
| <b>Meeting Venue</b>                | City of Unley, Community Services Cottage, 49 Oxford Terrace, Unley  |
| <b>Meeting Procedures</b>           | <p>Apologies are to be sent to Helen Hoare, City of Unley at <a href="mailto:hhoare@unley.sa.gov.au">hhoare@unley.sa.gov.au</a></p> <p>A proxy may attend a meeting on behalf of a group member. The name of the proxy, position, Council, and who they are acting for is to be advised prior to the meeting. The proxy is responsible for providing an update to the group member they represent.</p>   |
| <b>Record Keeping</b>               | <p>The Group will maintain Agendas and Notes of each meeting.</p> <p>A copy of the Agenda and Meeting Notes will be forwarded to the ERA Secretariat by Helen Hoare 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>                                |
| <b>Expenditure</b>                  | <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>  |