

Infrastructure & Assets Portfolio Group Terms of Reference

<p>Objectives of the Group</p>	<p>The ERA Infrastructure and Assets portfolio will have the following objectives to guide its activities:</p> <ul style="list-style-type: none"> • <i>We will make improvements to the way we do things</i> <ul style="list-style-type: none"> ○ Consider and investigate projects, processes and programs which have potential for improving the efficiency, effectiveness and consistency of infrastructure and asset management and service delivery across ERA • <i>We will be a voice for eastern region councils</i> <ul style="list-style-type: none"> ○ Provide leadership, advice and advocacy for ERA councils and seek to influence the wider local government sector, related industries, government agencies and other stakeholders in relation to matters associated with infrastructure and asset management • <i>We will support and develop ERA council staff</i> <ul style="list-style-type: none"> ○ Provide a forum for personal and professional development of portfolio members and act as a key networking and learning forum for member councils.
<p>Membership</p>	<p>Chair: Thornton Harfield, Director Assets & Environment City of Tea Tree Gully</p> <p>Proxy: Gabby D’Aloia, Manager Civil Assets City of Tea Tree Gully</p> <p>Spokesperson(s): Chair or another member of the group as nominated by the group</p> <p>Group Members:</p> <p>City of Tea Tree Gully – Gabby D’Aloia, Manager Civil Assets</p> <p>City of Burnside - Kevan Delaney, Manager, Assets & Capital Works</p> <p>City of Unley - Mark Clark, Manager Assets & Sustainable Landscapes</p> <p>City of Norwood Payneham & St Peters - Sam Dilena, Assets & Special Projects Manager</p>

	<p>Town of Walkerville - Hazel Kotro, Property/Contracts Officer</p> <p>Campbelltown City Council - Andrian Wiguna, General Manager Infrastructure Services</p> <p>City of Prospect - Alex Cortes, Manager Infrastructure & Assets</p>
Appointment of Chair	The appointment of Chair will be made by ERA CEO's Group.
Conflict of Interest	Applies to all members as per Local Government Act 1999 Chapter 7 Part 4 Division 3.
Meeting Times	Bi-monthly commencing on 7 June 2011 and/or as required.
Meeting Venue	Meetings will be rotated throughout all participating councils.
Meeting Procedures	<ul style="list-style-type: none"> - Meetings will be conducted informally and decisions will be made by consensus. - Where consensus cannot be reached the Chair will call for a vote where the majority will rule. - 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. - Each council will have one vote per council. - A tied vote will be deferred to future meetings until consensus or a majority view is obtained. - All members are welcome to invite guests and observers to the meetings.
Record Keeping	<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 the Chair 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>
<p>Expenditure</p>	<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 of approved projects to the ERA CEO's Group quarterly.</p> <p>The Group will monitor and record expenditure in accordance with ERA requirements.</p>