

Planning Policy Group Terms of Reference

Objectives of the Group	<ul style="list-style-type: none"> • To focus on planning strategy for the Eastern Region. • To establish efficient processes and policies that enhance our Cities value to the community. • To share information and provide support and advice to group members and other portfolios as appropriate. • To work collaboratively to respond to issues within the region • To become an influential group within Local Government planning that is consulted and has a strong voice. • To maximise efficiencies in all areas of planning within the region
Membership	<p>Chair Deb Richardson, Director Community and Planning, City of Prospect</p> <p>Proxy David Brown, Principal Policy Planner, City of Unley</p> <p>Spokesperson(s): Chair or another member of the group as nominated by the group</p> <p>Group Members: Deb Richardson, Director Community and Planning, City of Prospect David Brown, Principal Policy Planner, City of Unley Wendy Hoare, Architect, Planner, Policy and Projects, City of Burnside Sue Draper, Planner Policy and Projects, City of Burnside Nigel Litchfield, Manager Planning and Regulatory Services, Campbelltown City Council Eleanor Walters, Manager Urban Planning & Sustainability, City of Norwood, Payneham and St Peters Rita Giannantonio, Senior Strategic Planner, City of Tea Tree Gully Matt Romaine, Town of Walkerville Chris Newby, Manager Development Services, City of Prospect Rick Chenoweth, Policy Planner, City of Prospect</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	Meetings for 2013, Bi-monthly 10 am the second Wednesday of the month commencing March (or more frequently if required).
Meeting Venue	Meetings will be rotated throughout all participating councils

Meeting Procedures	<p>Meetings will be conducted informally and decisions will be made by consensus.</p> <p>Where consensus cannot be reached the Chair will call for a vote where the majority vote will rule.</p> <p>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.</p> <p>A tied vote will be deferred to future meetings until consensus or a majority view is obtained.</p>
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 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 quarterly 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>