



NOTICE

of

SERVICES COMMITTEE MEETING

*Pursuant to the provisions of Section 84(1) of the
Local Government Act 1999*

TO BE HELD IN

**COUNCIL CHAMBERS
PLAYFORD CIVIC CENTRE
10 PLAYFORD BOULEVARD, ELIZABETH**

ON

**TUESDAY, 12 DECEMBER 2017 AT THE CONCLUSION OF
THE STRATEGIC PLANNING COMMITTEE MEETING**

**MAL HEMMERLING
CHIEF EXECUTIVE OFFICER**

Issue Date: Thursday, 7 December 2017

MEMBERSHIP

PRESIDING MEMBER – CR ANDREW CRAIG

Mayor Glenn Docherty	Cr Marilyn Baker	Cr Samantha Blake
Cr Denis Davey	Cr Joe Federico	Cr Shirley Halls
Cr Michael Joy	Cr Duncan MacMillan	Cr Dino Musolino
Cr Carol Muzyk	Cr Jane Onuzans	Cr Max O'Rielly
Cr Peter Rentoulis	Cr Adam Sherwood	Cr Gay Smallwood-Smith

CITY OF PLAYFORD STRATEGIC PLAN

1. Smart Service Delivery Program	
<p>This program is about continuing to provide for the changing needs and expectations of our diverse community, delivering the services they require. It means making the most of our community's existing strengths, talents and diversity, and working smarter to connect our community with each other to contribute to overall wellbeing and the economic life of the City.</p>	<p><i>Outcomes</i></p> <ul style="list-style-type: none"> 1.1 High quality services and amenities 1.2 Improved service delivery 1.3 Working smarter with our community 1.4 Enhanced City presentation, community pride and reputation
2. Smart Living Program	
<p>This program is about Council playing its part to make the City more liveable and connected. As our older suburbs age and our population and urban footprint expands, we will find innovative ways to renew and 'future proof' the liveability of our neighbourhoods. It also means ensuring our community has access to smart technologies.</p>	<p><i>Outcomes</i></p> <ul style="list-style-type: none"> 2.1 Smart development and urban renewal 2.2 Enhanced City presentation, community pride and reputation 2.3 Liveable neighbourhoods
3. Smart Jobs & Education Program	
<p>This program is about Council leading by example and advocating to other organisations to support the diversification of our local economy and improve the employment prospects for our community. This includes providing the right environment for investment and business attraction and connecting our community up with the right skills and education for the transitioning economy.</p>	<p><i>Outcomes</i></p> <ul style="list-style-type: none"> 3.1 Growth and diversification of local jobs matched with relevant education and training 3.2 Commercial and industrial growth 3.3 Sustainable economic transformation 3.4 International market connections
4. Smart CBD Program	
<p>This program relates to Council's long term strategy for the redevelopment and expansion of the Elizabeth Regional Centre. In the longer term Elizabeth can expect to be home to a number of facilities and services such as hospitals, a university, significant retail services, medium to high density commercial offices, peak business organisations and high density housing.</p>	<p><i>Outcomes</i></p> <ul style="list-style-type: none"> 4.1 Expanded range of local services 4.2 Growth and diversification of local jobs in the CBD 4.3 Greater housing choice 4.4 Increased social connections 4.5 Commercial growth
5. Smart Sport Program	
<p>This program is about Council's long term vision to create the Playford City Sports Precinct providing local community, state and national level sporting facilities. It will create a focus on healthy communities and promote greater participation in sport and physical activity. It will also support the renewal of adjoining suburbs.</p>	<p><i>Outcomes</i></p> <ul style="list-style-type: none"> 5.1 Enhanced community pride and reputation 5.2 Healthy and socially connected community 5.3 Access to elite sporting facilities
6. Smart Health	
<p>In the longer term the Playford will see expansion of the area around the Lyell McEwin Hospital into a key precinct with tertiary training, research, allied health facilities and residential accommodation. It will have potential links to advanced manufacturing in assistive devices in health, aged and disability. This program is about raising the profile and amenity of the precinct and facilitating new investment.</p>	<p><i>Outcomes</i></p> <ul style="list-style-type: none"> 6.1 Access to quality, local health services 6.2 Increased employment opportunities in health, disability and aged sectors



SERVICES COMMITTEE CHARTER

1 Role

1.1 The Committee's role is to:

- 1.1.1 Act in an advisory capacity to the Council regarding all high level operations.
- 1.1.2 Monitor the Operational performance of the Council as it relates to the delivery of services to standards.

2 Terms of Reference

2.1 The Committee's terms of reference are to consider all matters relating to the:

- 2.1.1 Review and develop operational aspects of Council business.
- 2.1.2 Review and develop the delivery of Council services.
- 2.1.3 Review and develop Council service standards assessed against community need.
- 2.1.4 Review and approve relevant policies where delegation permits.

3 Definitions

Act for the purpose of this policy means the *Local Government Act 1999*.

Chief Executive Officer (CEO) means the Chief Executive Officer of a council and includes a deputy or other person acting in the officer of Chief Executive Officer.

Committee includes Section 41 Committees, other Committees and Panels established by Council.

Council Member means the Principal Member or a Councillor elected by the electors of a particular ward, as a representative of the ward in the City of Playford.

Executive Officer is a staff member appointed by the Chief Executive Officer to support a Section 41 Committee, other committee or advisory group.

Independent Members are members on a committee or panel who are not elected but have been appointed by the Council to undertake a similar role as Councillors on Council's Section 41 Committees or the Council Development Assessment Panel. They are external appointees.

Mayor is the person elected as the Principal Member of the Council to represent the local government area as a whole.

Staff includes Council staff, contractors, volunteers and all others who perform work on behalf of Council.

4 Delegations

- 4.1** The Committee has delegation for the following:
- 4.1.1 Approve Committee's Minutes as a true and accurate record of proceedings.
 - 4.1.2 Develop and approve the Committee's Work Plan.
 - 4.1.3 Appoint a Presiding Member from within the Committee.
 - 4.1.4 Consider and provide a response to LGA Circulars, or other business of an operational nature, in line with the Committee's role.
 - 4.1.5 Consider and approve relevant policies submitted to the Committee in line with the Committee's Role and Terms of Reference. Nothing in this clause prevents the Committee from referring the policy to Council for consideration.
- 4.2** Any other business referred to the Committee in accordance with its Role and Terms of Reference, or where the Committee does not hold the delegated authority, this business may be debated with a recommendation referred to the next Ordinary Council Meeting for consideration.
- 4.3** The Executive Officer in consultation with the Presiding Member may approve a deputation request for business that falls in-line with the Committee's Role and Terms of Reference. The Committee may resolve to seek further information on the business of a deputation, although no further resolution may be passed for the business of a deputation at the meeting the deputation was provided.
- 4.4** Petitions are not delegated to the Committee and are only to be presented to Council.

5 Meetings

- 5.1** The Committee Meeting will be held on the 3rd Tuesday of the month, starting at 7:00pm.
- 5.2** The Committee Meeting will be held in Council Chambers at the Playford Civic Centre, 10 Playford Boulevard, Elizabeth, unless otherwise determined by the Committee prior to the meeting.
- 5.3** Committee Meetings may be called, amended or cancelled by the Committee's Executive Officer of the Committee, in consultation with the Presiding Member.
- 5.4** The agenda will be prepared and distributed to all Committee Members on the Thursday prior to the meeting, with the preference being to distribute electronically.
- 5.5** Special Meetings of the Committee may be necessary from time to time and may be called in accordance with Section 82 of the Local Government Act 1999. Notice of a Special Committee Meeting may be at a minimum of four (4) hours notice, due to the urgency of the matters on the agenda.

6 Membership

- 6.1 The Committee shall comprise the Mayor and all Council Members.
- 6.2 The Presiding Member will be determined by the Committee.
- 6.3 The Term of the Presiding Member will be one (1) year, after which they may stand for re-election.
- 6.4 The term of the Council Committee Members' appointment will be for a period not exceeding the next General Election.

7 Role of the Presiding Member

- 7.1 Oversee the conduct of Committee Meetings in accordance with the Local Government Act 1999 and Code of Practice for Council, Special and Committee Meetings.
- 7.2 Ensure all Committee Members have the opportunity to participate in debate and discussions in an open and encouraging manner.
- 7.3 Where a matter has been debated significantly and no new information is being discussed the Presiding Member may call the meeting to order and ask for the debate to be finalised and a motion be put forward.

8 Role of Committee Members

- 8.1 Actively participate in debate and discussion in a professional manner at all times.
- 8.2 Ensure the Member is prepared and informed of meeting matters prior to the meeting.
- 8.3 Utilise the skills and experience of the Committee Members to effectively carry out the Committee's role.

9 Role of the Executive Officer and Administrative Support

- 9.1 The Executive Officer is appointed by the CEO to support the administration and operation of the Committee.
- 9.2 The Executive Officer and relevant staff may provide advice during the meeting in order to aid informed decision making.
- 9.3 The Committee is appointed a Minute Taker.

10 Reporting and Review

- 10.1 Council will assess the on-going role and effectiveness of the Committee as part of the Committee Review following a General Election or as required by Council.
- 10.2 As determined by the Committee, it may communicate with Council Members and staff on issues of importance to the Council. This communication may be delivered by the Presiding Member or Executive Officer in the form of a presentation to Council Members, a communiqué, a written memo or a report to Council.

11 Supporting Documentation

- [Local Government Act 1999](#)
- [Code of Practice for Council and Committee Meetings](#)
- [Code of Practice for Public Access to Meetings and Associated Meeting Documents](#)
- [Code of Conduct for Council Members](#)

12 Approval and Change History

Approval Date	Approval by	Change
27 Nov 2012	Council Resolution	Scheduled review.
16 Dec 2014	Council Resolution No. 2008	Alignment to Council Elections 2014, Name change from Assets & Services to Services Committee, change to common format, meeting day changed to second Tuesday of month and other minor amendments
28 Jun 2016	Council Resolution No. 2604	Template & Committee Structure Review

**City of Playford
Services Committee Meeting**

AGENDA

**TUESDAY, 12 DECEMBER 2017 AT THE CONCLUSION OF
THE STRATEGIC PLANNING COMMITTEE MEETING**

1 ATTENDANCE RECORD

- 1.1 Present
- 1.2 Apologies
- 1.3 Not Present

2 CONFIRMATION OF MINUTES

RECOMMENDATION

The Minutes of the Services Committee Meeting held 21 November 2017 be confirmed as a true and accurate record of proceedings.

3 DECLARATIONS OF INTEREST

4 DEPUTATION / REPRESENTATIONS

Nil

5 STAFF REPORTS

Matters to be considered by the Committee and referred to Council

Matters which cannot be delegated to a Committee or Staff.

- 5.1 Delegations Report (Attachments).....10

6 INFORMAL DISCUSSION

Nil

7 INFORMAL ACTIONS

8 COMMITTEE WORKPLAN

- 8.1 Services Committee Work Plan (Attachment).....18

9 CONFIDENTIAL MATTERS

Nil

10 CLOSURE

STAFF REPORTS

MATTERS TO BE CONSIDERED BY THE COMMITTEE AND REFERRED TO COUNCIL

***Matters which cannot be
delegated to a Committee or
Staff.***

5.1 DELEGATIONS REPORT

Responsible Executive Manager : Mr Sam Green

Report Author : Ms Rosemary Munslow

Delegated Authority : Matters which cannot be delegated to a Committee or Staff.

Attachments :

1. Summary Sheet of Delegations Register provided to Council Members
2. Sub-Delegations by Department

PURPOSE

To report on the outcome of the delegations analysis in response to the resolution 2973 of the 26 September 2017 Council meeting.

STAFF RECOMMENDATION

That Council receive the report.

EXECUTIVE SUMMARY

Council requested information in relation to delegations at the Ordinary Council meeting held on 26 September 2017. Council were provided the full Delegations Register (Register) including the sub-delegate and a matrix of relevant legislation that department/s have administrative functions in respect to the Acts.

At the Designated Informal Gathering on 21 November 2017 a brief presentation was provided that outlined a number of characteristics of how delegations operate. Members were provided the opportunity to seek clarification or indicate any sections of the Register that they wished to undertake further analysis on.

1. BACKGROUND

As per Section 44(6) of the Local Government Act 1999, Council is required to keep a record of all delegations (Delegations Register) and this record should be reviewed at least once in every financial year to ensure that they relevant and current. Delegations allow the Council operations to run efficiently and effective in delivering services to the Community.

Council undertook an annual review of the delegations at the Ordinary meeting of 26 September 2017. In addition to the extensive resolution that revokes and re-issues delegations to relevant delegates, including the CEO, Fire Prevention Officer and Traffic Management Officers, the Council resolved the following:

9. *That in the months of October, November and December 2017 the Chamber receives an in-depth report and analysis to go to the Strategic Planning Committee, Services Committee, and the Corporate Governance Committee to ensure that all delegations are relevant and current.*
- 10 *The CEO provide an update on the current structure of the organisation; how many staff sit under each General Manager and which Departments undertake the delegations, which are in the delegations register.*

At the time the CEO clarified with Council that administration would provide the full delegations register including the sub-delegate and a brief presentation after which Council would then provide direction if they wished to do a deep dive on any specific delegation.

On the 21 November 2017 at the Informal Gathering Council were provided a brief overview on the characteristics of how the delegations operate.

2. RELEVANCE TO STRATEGIC PLAN

1: Smart Service Delivery Program

Outcome 1.2 Improved service delivery

This report links to Council's Smart Service Delivery Program as it requires Council to undertake its legislative requirement of reviewing the Register which allows Council administration to then be provided up to date sub-delegations to undertake their duties as required. This in turn allows Council administration to provide improved service delivery to internal and external customers, including the community.

3. PUBLIC CONSULTATION

There is no requirement to consult with the public on this matter.

4. DISCUSSION

- 4.1** In preparation for the Informal Gathering on the 21 November Council Members were sent via a memo, access to an electronic version of the full Register. This information was broken down into a number of elements for ease of reference to particular delegations (attachment 1, Summary Sheet of Delegations) and included officers that the CEO has sub-delegated the power or duty.
- 4.2** At the Informal Gathering administration gave a brief overview on a number of characteristics to assist Council Members to gain an increased understanding of how delegations operate.
- 4.3** Delegations allow Council to transfer powers and duties to the CEO. The CEO can then further sub-delegate powers to relevant staff which enables Council to be efficient in both decision-making and service delivery.
- 4.4** Not all powers can be delegated to the CEO and these matters remain with Council for decision. The following are explicit powers under section 44 that cannot be delegated:
 - 4.4.1 make a by-law or determine that a by-law applies only within a part of the area;
 - 4.4.2 declare rates or a charge;
 - 4.4.3 borrow money;
 - 4.4.4 adopt or revise a strategic management plan;
 - 4.4.5 adopt or revise an annual business plan or budget;
 - 4.4.6 approve expenditure of money on works, services or operations of the council not contained in a budget adopted;
 - 4.4.7 approve payment or reimbursement of expenses that may be paid at the discretion of the council and for which the council has not adopted a formal policy or made specific financial provision;
 - 4.4.8 establish a subsidiary, or to participate in the establishment of a regional subsidiary;

- 4.4.9 make an application or recommendation, or to report or to give a notice, to the Governor or the Minister;
- 4.4.10 vary or revoke a fee under section 188(1)(d) to (h); and
- 4.4.11 revoke the classification of land as community land.
- 4.5** Legislation commonly makes reference to a “**power**” and the “**duty**” which directly links to delegations in respect to what the Council are delegating.
- 4.6** The delegation of a power gives rise for the delegate (person or body) to make a decision on behalf of the Council. A duty is restricted to the task or an action that the delegate can physically perform or undertake.
- 4.7** Irrespective of Council approved delegations, Council holds the overarching power to make a decision or revoke a delegation at any time.
- 4.8** Council has the discretion to attach “**Conditions**” and “**Limitations**” which restricts the delegate in exercising the full authority in making a decision on a matter. Examples of this can be found in the Register that relate to some policy adoption or financial limits on expending funds.
- 4.9** At the Informal Gathering an opportunity was provided for Members to identify any areas of the Register that they would like to undertake a deep dive or have more clarification. There was no request for such additional clarification or deep dive. A more detailed look at any delegation can be undertaken at any time.
- 4.10** In relation to dot point 10 of the resolution a matrix of sub-delegation by department (attachment 2) was provide to Members and further clarification was sought at the Informal Gathering on these delegations. This matrix provides a high level view of specific legislation and which department the delegations are being administered by.
- 4.11** The following table seeks to provide a summary of staff numbers by business unit and to further address the request from Council.

	Head Count by Business Unit				FTE by Business Unit		
	Fixed Term	Permanent	Casual	Total	Fixed Term	Permanent	Total
Executive	5	2	0	7	4.80	1.60	6.40
City Services	52	114	25	191	45.78	101.77	147.55
Strategy & Corporate	24	62	0	86	23.30	56.98	80.28
Strategic Projects & Assets	9	169	0	178	9.00	168.26	177.26
Totals	90	347	25	462	82.88	328.61	411.49

5. OPTIONS

Recommendation

That Council receive the report.

Option 2

That Council note the report however request additional information as follows:

1. _____
2. _____
3. _____

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

Option 1 acknowledges the close out of the Council resolution that sought an in-depth report and analysis to ensure that all delegations are relevant and the information provided in relation to the current structure, satisfies Council's request.

6.1.2 Financial Implications

There are no financial or resource implications.

6.2 Option 2 Analysis

6.2.1 Analysis & Implications of Option 2

Option 2 acknowledges the Council resolution that sought an in-depth report and analysis to ensure that all delegations are relevant and the information provided in relation to the current structure, however seeks additional information to satisfy the close out of the resolution.

6.2.2 Financial Implications

There are no financial or resource implications.

SUMMARY SHEET

Documents for Mayor & Councillors			
	<u>Document</u>	<u>Colour Code</u>	<u>Number of Pages</u>
1	<i>Instrument of Sub-Delegations</i>	White	809
2	<i>Delegations to the Fire Prevention Officer</i>	Yellow	2
3	<i>Delegations to Committees</i>	Green	30
4	<i>Provisions Not Sub-Delegated</i>	Orange	28
5	<i>Provisions Not Delegated to the CEO</i>	Blue	31
6	<i>Sub-Delegations by Department</i>	White	1
	Total		901

Sub-Delegations by Department

Acts	CEO Only	Deputy/CEO													
		Sam Green						Maggie Dowling				James Pollock			
		Corporate Services	Finance	Organisational Development	Service Improvement	Strategy & Policy	Stretton Centre	Development Services	Health, Environment & Regulatory Services	Customer Care, Events & Arts	Libraries and Community Services	Marketing & Communications	Asset Operations	City Operations	Capital Works & Assets
Burial and Cremation Act 2013	x												x		
Community Titles Act 1996	x						x								
Development Act 1993	x	x	x			x	x						x	x	
Dog and Cat Management Act 1995	x	x						x							
Environment Protection Act 1993	x							x					x		
Expiation of Offences Act 1996	x						x	x							
Fences Act 1975	x											x			
Fire and Emergency Services Act 2005	x	x	x			x		x				x	x	x	
Food Act 2001	x	x						x							
Freedom of Information Act 1991	x				x										
Electronic Conveyancing National Law (South Australia) Act 2013	x													x	
Heavy Vehicle National Law (South Australia) Act 2013	x					x	x								
Planning, Development and Infrastructure Act 2016	x					x	x								
Land and Business (Sale and Conveyancing) Act 1994	x						x								
Liquor Licensing Act	x						x								

Sub-Delegations by Department

Acts	CEO Only	Deputy/CEO														
		Sam Green						Maggie Dowling					James Pollock			
		Corporate Services	Finance	Organisational Development	Service Improvement	Strategy & Policy	Stretton Centre	Development Services	Health, Environment & Regulatory Services	Customer Care, Events & Arts	Libraries and Community Services	Marketing & Communications	Asset Operations	City Operations	Capital Works & Assets	Major Projects
1997																
Local Government Act 1999	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Local Nuisance and Litter Control Act 2016	x	x	x					x	x							
Natural Resources Management Act 2004	x		x			x		x	x					x		
Real Property Act 1886	x		x					x					x		x	
Road Traffic Act 1961	x					x		x	x					x		
Roads (Opening And Closing) Act 1991	x														x	
Safe Drinking Water Act 2011	x	x							x							
South Australian Public Health Act 2011	x	x				x			x							
Strata Titles Act 1988	x							x							x	
Supported Residential Facilities Act 1992	x	x							x							
Unclaimed Goods Act 1987	x								x					x		
Water Industry Act 2012	x	x	x										x	x	x	x
Work Health and Safety Act 2012	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

COMMITTEE WORKPLAN

8.1 Services Committee Work Plan

Attachments : 1. Services Committee Work Plan

Presenter: Ms Maggie Dowling

Purpose: To provide notice of upcoming reports.

Duration: 5 Minutes

**City of Playford
Services Committee
WORKPLAN**

Meeting Date	Topic	Report Type
20/02/18	Code of Practice for Council and Committee Meetings Review	Decision Report
20/03/18	Nil	
10/04/18	Nil	