



CITY OF HOBART

AGENDA

Finance and Governance Committee Meeting

Open Portion

Tuesday, 12 November 2019

at 4:30 pm

Lady Osborne Room, Town Hall

THE MISSION

Working together to make Hobart a better place for the community.

THE VALUES

The Council is:

People	We value people – our community, our customers and colleagues.
Teamwork	We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community.
Focus and Direction	We have clear goals and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.
Creativity and Innovation	We embrace new approaches and continuously improve to achieve better outcomes for our community.
Accountability	We work to high ethical and professional standards and are accountable for delivering outcomes for our community.

ORDER OF BUSINESS

Business listed on the agenda is to be conducted in the order in which it is set out, unless the committee by simple majority determines otherwise.

APOLOGIES AND LEAVE OF ABSENCE

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**Finance and Governance Committee Meeting (Open Portion) held Tuesday,
12 November 2019 at 4:30 pm in the Lady Osborne Room, Town Hall.**

COMMITTEE MEMBERS

Zucco (Chairman)
Deputy Lord Mayor Burnet
Sexton
Thomas
Dutta

Apologies:

Leave of Absence:

Alderman D C Thomas.

NON-MEMBERS

Lord Mayor Reynolds
Briscoe
Denison
Harvey
Behrakis
Ewin
Sherlock

**1. CO-OPTION OF A COMMITTEE MEMBER IN THE EVENT OF A
VACANCY**

2. CONFIRMATION OF MINUTES

The minutes of the Open Portion of the Finance and Governance Committee meeting held on [Tuesday, 15 October 2019](#) and the Special Finance and Governance Committee meeting held on [Monday, 4 November 2019](#), are submitted for confirming as an accurate record.

3. CONSIDERATION OF SUPPLEMENTARY ITEMS

Ref: Part 2, Regulation 8(6) of the *Local Government (Meeting Procedures) Regulations 2015*.

Recommendation

That the Committee resolve to deal with any supplementary items not appearing on the agenda, as reported by the General Manager.

4. INDICATIONS OF PECUNIARY AND CONFLICTS OF INTEREST

Ref: Part 2, Regulation 8(7) of the *Local Government (Meeting Procedures) Regulations 2015*.

Members of the Committee are requested to indicate where they may have any pecuniary or conflict of interest in respect to any matter appearing on the agenda, or any supplementary item to the agenda, which the Committee has resolved to deal with.

5. TRANSFER OF AGENDA ITEMS

Regulation 15 of the *Local Government (Meeting Procedures) Regulations 2015*.

A Committee may close a part of a meeting to the public where a matter to be discussed falls within 15(2) of the above regulations.

In the event that the committee transfer an item to the closed portion, the reasons for doing so should be stated.

Are there any items which should be transferred from this agenda to the closed portion of the agenda, or from the closed to the open portion of the agenda?

6. REPORTS

6.1 Elected Members Development and Support - Policy File Ref: F19/138642

Memorandum of the Deputy General Manager of 7 November 2019 and attachments.

Delegation: Council



City of **HOBART**

MEMORANDUM: FINANCE AND GOVERNANCE COMMITTEE

Elected Members Development and Support - Policy

At the Finance and Governance Committee meeting of 17 September 2019 the Council's suite of policies was submitted for review.

While the policies were reviewed and proceeded to Council, the Finance and Governance Committee resolved the following in relation to the Elected Members Development and Support policy:

"That the Elected Members' Development and Support policy be referred back to committee for further consideration to include investigation of the policy positions of other capital cities with regards international travel."

As a result of further comments and debate at the meeting the following issues raised have been incorporated:

- \$10,000 budget allocation over two years, not to be rolled-over.
- Class of travel may be determined by the elected member.

A marked up version of the policy is at Attachment A.

In addition the Capital City Councils were contacted to ascertain their policy positions in relation to international travel which concludes in the majority that all international travel requires the approval of the Council refer Attachment B.

RECOMMENDATION

That the Council adopt the Elected Members' Development and Support policy as shown in track changes and marked as Attachment A to this report.

As signatory to this report, I certify that, pursuant to Section 55(1) of the Local Government Act 1993, I hold no interest, as referred to in Section 49 of the Local Government Act 1993, in matters contained in this report.



Heather Salisbury
DEPUTY GENERAL MANAGER

Date: 7 November 2019
File Reference: F19/138642

Attachment A: Elected Members Development and Support Policy - Marked Up Version ↓
Attachment B: International Travel - Capital City Councils ↓

City of Hobart

Policy

Title: Elected Members' Development and Support

Category: Corporate Governance

Date Last Adopted: 18 February 2019

1. Objectives

This policy sets out the benefits and entitlements available to elected members in support of their roles as elected representatives of the City of Hobart.

They are summarised below:

- | | |
|--|---|
| A. Certificate of service | K. Expenses Reimbursement |
| B. Insurance | L. Claims Processing |
| C. Elected Member Professional Development | M. Benefits |
| D. Representing Council as a Conference Speaker | N. Disclosure of Expenses and Benefits |
| E. Representation of the Council in Local Government and Related Business Activities | O. Facilities |
| F. Study and Inspection Tours | P. Loan of Equipment |
| G. International Relationships | Q. Reimbursement of Legal Expenses |
| H. General Provisions | R. Use of Vehicle and Drive – Lord Mayor |
| I. Allowances | S. Retirement Function – Long Serving Elected Members |
| J. Sponsorships | <u>T. Elected Member Use of Social Media Guidelines</u> |

2. Background

This policy provides a consolidated point of reference for the identification of benefits and entitlements for elected Members.

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3. Policy

In the interest of good governance, the Council has resolved to formally endorse its policy in relation to elected members development and support, on an annual basis, in advance.

Elected members will also individually attest their compliance with the policy on an annual basis

A. CERTIFICATES OF SERVICE

Upon election to the Council the Lord Mayor, Deputy Lord Mayor and each elected member will be presented with an unframed Certificate of Election signed by the General Manager.

Upon retirement from the Council, each elected member is to be presented by the Lord Mayor with a framed Certificate of Appreciation under the seal of the Council and the signatures of the Lord Mayor and General Manager.

Upon retirement from the role of Lord Mayor or Deputy Lord Mayor, the General Manager will present a framed Certificate of Appreciation to the retiree on behalf of the Council.

B. INSURANCE

Elected members will be covered, on a 24 hour a day basis by insurance taken out by the Council against the risk of death, disablement or accident whilst they hold office.

The amount of cover is to be reviewed annually as part of the organisation's review of its insurance portfolio.

C. ELECTED MEMBERS PROFESSIONAL DEVELOPMENT

In order to meet the obligations of their Oath of Office, taken upon election, elected members are to engage in ongoing professional development in order to maintain and improve their skills and effectiveness and to stay in touch with issues relevant to the City.

Continuing professional development for elected members is an investment which enhances the effectiveness of the City's performance in achieving its goals. Well trained and informed elected representatives are best placed to represent their community.

It is important that activities relate to the role of elected members and the Council as a whole, as defined within the *Local Government Act 1993*.

In considering professional development requirements, it should be noted that, as decision and policy makers, elected members are not expected, or required to hold specialist technical knowledge regarding Council activities, as the provision of qualified advice is the responsibility of the General Manager, in accordance with Section 65 of the *Local Government Act 1993*.

The primary function of elected members' professional development activities is to improve the operations and capacity of the Council; with a residual professional benefit to the individual elected member from undertaking the training and development.

This policy provides the framework for the delivery and management of elected member's participation in professional development activities which are provided by the City via the following framework:

Post-election induction program;
Ongoing in-house training and awareness activities; and
Elective professional development activities.

The maximum expenditure for individual elected members on [elective](#) professional development activities is \$5000 per annum and is subject to review annually.

The total cost of funding for elected members activities, as described within this policy, will be attributed to the annual operating budget as approved by the Council

Any expenditure in excess of the annual budget must be approved by the Council.

1. Post-Election Induction Program

Following their election elected members will be supported in their roles through access to a comprehensive induction program which will be offered as soon as possible after the induction of a new Council, and normally occur during the first months of office.

An effective induction program provides the opportunity for elected members to become familiar with the structure of the organisation and how it interacts with its community and assists the newly elected Council build effective working relationships.

Induction programs are normally delivered in-house by the City, local government related entities such as the Local Government Association of Tasmania, Local Government Office; or subject matter specialists such as the Integrity

Commission.

Topics include, but are not limited to the following issues:

- (i) Organisational structure and operations; including the structure and cycle of Council business delivery, meeting procedures and the role of [Chairmen](#) [Chairperson](#);
- (ii) Roles and responsibilities of the Lord Mayor, Deputy Lord Mayor and elected members of the Council, including Code of Conduct, conflict of interest, ethical decision making and building effective working relationships;
- (iii) The Council's role as the planning authority;
- (iv) Community engagement;
- (v) Strategic business planning including annual plans, policy development, delegations, strategic plan, financial management plans, budgetary framework and asset management;
- (vi) Briefings on specific issues affecting the City of Hobart at the time.

2. **Ongoing In-house City of Hobart Training & Awareness Activities**

The legislative provisions of the *Local Government Act 1993* provide the formal framework for the presentation and discussion of the business of Council, via an approved schedule of meetings.*

In addition to the formal legislative structure which governs the flow of Council business through meetings of the Council and its appointed committees, there is a need for elected members to be aware of a wide range of issues relating to their roles as elected representatives of the City.

Matters may include legislative updates, City specific projects and inter- government matters, as well as refresher training and awareness on issues including WH&S responsibilities, ethical decision making and Code of Conduct.

Information on such matters will be presented to elected members as the need arises, using the most appropriate forums, including training sessions, briefings, presentations and workshops.

3. **Other Individual Elective Professional Development Activities**

In keeping with the elected member's Oath of Office, ongoing professional development will involve participation by elected members in training and development activities to improve their knowledge,

competence and effectiveness.

Activities may be provided through a number of avenues which suit individual needs, including:

- (i) *formal study;*
- (ii) *workshops; briefings, seminars and business forums;*
- (iii) *peer programs;*
- (iv) *local government sector activities; and*
- (v) *conferences.*

All professional development activities must be conducted within Australia.

The Lord Mayor* will approve an annual professional development plan for the Council, having discussed individual needs with elected members, in accordance with the policy guidelines.

~~*In all instances involving elective professional development planning for the Lord Mayor, the Deputy Lord Mayor will act in lieu of the Lord Mayor.~~

In support of individual planning, elected members may access a training needs facilitator should they so wish, in accordance with the policy guidelines.

In determining individual requirements for professional development, the Lord Mayor will be mindful of the available budget; equity of expenditure and distribution of activities; and any other issues considered to be relevant at the time.

The Lord Mayor will inform the Council of the annual professional development plan, for noting purposes only, together with any approved variations as they occur.

Elected members will be required to report to the Council on their professional development training and development activities, in accordance with the policy.

The total cost of elected members participation in professional development activities will be attributed to individual elected members under this specific category and will appear on the City of Hobart's website.

~~*In all instances involving elective professional development planning for the Lord Mayor, the Deputy Lord Mayor will act in lieu of the Lord Mayor.~~

D. REPRESENTING COUNCIL AS A CONFERENCE SPEAKER

The Council may resolve to send an elected member as a representative of the City to a conference [forum/panel etc.](#), in the capacity of speaker, presenter, or to accept an award.

Elected members who may represent the Council as a [conference](#)-speaker or presenter will be required to provide a report to the Council on their [conference](#) attendance, in accordance with the policy.

The total cost of elected members' participation in activities under as a conference speaker will be attributed to individual elected members under this specific category and will appear on the City of Hobart's website, [however the cost will not form part of the \\$5,000 annual allowance.](#)

E. REPRESENTATION OF THE COUNCIL IN LOCAL GOVERNMENT AND RELATED BUSINESS ACTIVITIES

As the City's civic leader, the Lord Mayor, is a member of a range of local government bodies, including the Local Government Association of Tasmania, the Southern Tasmanian Council's Association and the Council of Capital Cities Lord Mayor's.

The Lord Mayor also participates on various working parties and special committees representing local government activities.

Participation in these activities are not subject to Council approval as they form part of the operational activities of the Council.

The Lord Mayor may, due to unavailability, request an elected member to represent the Lord Mayor by participating in such activities.

The cost of the Lord Mayor's participation in local government activities, as the representative of the City will be recorded in the operating budget for the Office of the Lord Mayor, as will be the case for any elected member who represents the Lord Mayor, at the Lord Mayor's request.

[The total cost of elected members' participation in activities representing Council in Local Government and related business activities be attributed to individual elected members under this specific category and will appear on the City of Hobart's website, however the cost will not form part of the \\$5,000 annual allowance.](#)

F. STUDY AND INSPECTION TOURS

The Council may resolve to send one or more elected members participating in a study or inspection tour to examine a particular program or activity operating outside of the City, in order to assess its application or suitability for the City of Hobart.

In considering participation in study tours, the Council will be provided with details of all costs associated with attendance, including resourcing and any other associated costs.

The total cost of elected members' participation in study and inspection tours will be attributed to individual elected members under this specific category and will appear on the City of Hobart's website, [however the cost will not form part of the \\$5,000 annual allowance.](#)

G. INTERNATIONAL RELATIONSHIPS

Individual elected members may elect to participate in Council funded and approved international city relationship delegations, up to a maximum budget allocation of [\\$10,000,000, over two years. The allocation is not able to be rolled-over beyond the two year period during their four-year term of office.](#)

As part of any such visit, where appropriate, the Council may advise community representatives, business, State Government and other relevant stakeholders, in order to ascertain their interest in participating in the visit as part of the Council delegation.

In addition to Council delegations, the Council may also approve participation in appropriate delegations conducted by the State Government or other relevant agencies.

The following criteria applies to travel on international delegations:

- (a) The objectives of individual visits should be clearly defined.
- (b) Visits will be timed to coincide with or support:
 - (i) Significant events in the life of the City acknowledged by the Council as a City of significance or with which the Council has a formal relationship;
 - (ii) Trade missions and delegations;
 - (iii) Major cultural events; or
 - (iv) Strategic opportunities to build on and reinforce relationships.

In relation to international cities relationships, where the Council may send a delegation to a Sister City or international destination of significance, as resolved by the Council; with the exception of the Lord Mayor's partner, elected members' partners shall meet their own costs of travel and accommodation (excluding ordinary travel insurance costs).

Where an elected member represents the Lord Mayor on an international delegation, the policy provisions which relate to funding by the Council of travel for the Lord Mayor and their partner, also apply to the representing elected member.

The total cost of elected members' participation in international relationship delegations will be attributed to individual elected members under this specific category and will appear on the City of Hobart's website.

H. GENERAL PROVISIONS

1. Where an elected member undertaking travel on City of Hobart business, may seek to add a personal travel component, this can only occur where the elected member can demonstrate that there is no financial or material detriment to the City.
2. Where elected members are required to provide reports in respect to activities undertaken under this policy, the report is to include the name, location and date of the activity, together with a summary of the outcomes, including any matters which may be considered relevant to the City of Hobart. An electronic template will be made available for this purpose. Reports will be submitted to the relevant Council committee.
3. Upon return from any activity approved under the Elected Members Development and Support Policy, elected members are to provide a reconciliation of all expenditure incurred in attending the activity, within 30 days.
4. All additional costs associated with a partner accompanying an elected member undertaking any activity covered under this policy are the responsibility of the individual elected member and are to be met personally by them.
5. The class of All air travel may be determined individually by for the elected members is to be economy class.
6. A daily incidentals travel allowance of \$40 shall be provided to (elected members) who travel away from the City in all circumstances of legitimate Council business, as covered under this policy. This allowance is not subject to any acquittal or reconciliation process.

7. The Council's administration will make and pay for all arrangements for elected members' travel.

I. ALLOWANCES

The *Local Government Act 1993* provides that councillors are entitled to prescribed allowances. Mayors and deputy mayors are entitled to additional allowances.

The *Local Government (General) Regulations 2015* prescribe those amounts, which are adjusted by the CPI inflationary figure as at 1 November in each year.

Allowances are paid in arrears.

In the interest of transparency and good governance, there is no capacity to debit from elected member's allowances.

J. SPONSORSHIPS

Where the Council resolves to ~~sponsor major support~~ events through a grant or sponsorship, free tickets ~~are maybe~~ provided to the Council by the event organisers ~~as part of the Council's sponsorship package~~.

Where ~~sponsorship~~ tickets are made available to elected members, their value will be advised to them at the time in, order to enable elected members to make an informed choice as to whether or not they wish to accept tickets.

Where elected members elect to accept free ~~sponsorship~~ tickets, the details of the event and the estimated value will only appear in the Elected Members Gifts and Donations Register, to be recorded by the Manager Legal and Governance on behalf of those elected members concerned.

Confirmation of the details entered into the Register will then be provided in writing for the information of those elected members.

K. EXPENSES REIMBURSEMENT

Regulation 43 of the *Local Government (General) Regulations 2015* provides that an councillor is entitled to be reimbursed for reasonable expenses in accordance with this policy in relation to:

- (a) Telephone rental, telephone calls and use of the internet; and
- (b) Travelling; and
- (c) Care of any person who is dependent on the councillor and who requires the care while the councillor is carrying out his or her duties or functions as a councillor; and
- (d) Stationery and office supplies.

The Council will reimburse elected members for reasonable out-of-pocket expenses incurred in relation to the abovementioned, provided that such expenses are incurred whilst they are carrying out the functions of office, pursuant to Section 28 of the *Local Government Act 1993*.

The following arrangements will apply in respect to the prescribed expenses:

1. Telecommunications;

Elected members are entitled to be reimbursed for reasonable out-of-pocket expenses incurred as part of their roles in relation to expenses for telephone rental and calls and the use of the internet.

In respect to mobile phone services, elected members may make their own arrangements in terms of the selection of a call and data service provider of their own choice and claim reimbursement of costs incurred.

Alternatively, they may elect to use the Council's provider, in which case individual plans are required for each elected member to enable the identification of individual usage for transparency purposes.

In order to avoid excessive mobile phone accounts, and where required, the Council purchase relevant mobile phone data packs, for use by elected members who are travelling overseas in the following circumstances:

- (i) Where the Lord Mayor, as the Council's principal elected representative may be overseas on leave from Council, and considers it appropriate to retain contact in respect to Council issues; with the agreement of the General Manager, and

- (ii) Where an elected member may be representing the City as part of a Council approved delegation.

Under such circumstances the cost of data pack(s) be attributed and disclosed as an expense to the Lord Mayor or individual elected member, however the cost of the pack(s) not be included as part of the annual telecommunications cap.

An annual expenditure cap of \$2,000 per elected members per financial year applies for telecommunications expenses.

The Council not be involved in the provision of telecommunications connections to elected members' private property.

2. Travelling;

Local Travel

For the purposes of this policy, travel is defined as modes of transport utilised by elected members for local travel which attract costs, such as, fuel, taxi and bus services etc.

Elected members may claim the cost of travel incurred by means other than private vehicle use such as taxis and other public transport by the lodgement of a reimbursement claim to be accompanied by appropriate tax invoices and receipts indicating proof of payment along with details of the travel undertaken including date, cost, destination and details of the Council activity being undertaken.

[Where public transport costs are incurred through pre-loading funds to a card, the costs of this can be claimed by an elected member provided that evidence of payment can be provided \(ie: receipts\)](#)

Where elected members utilise private vehicles, they will be requested to nominate one (only) of the following options in any financial year:

- (i) Seek the reimbursement of costs through the submission of kilometre claims, which will be paid at the relevant rate per km, as set by the State Public Service, (as also applying to City of Hobart employees), subject to the provision of supporting information including travel date, destination, and details of the Council activity undertaken.
- (ii) As an alternative to kilometre claims, elected members may nominate to be issued with a fuel card which enables a maximum allocation of 1,500 litres of fuel to be drawn from the Council's provider in each calendar year. Under

this option there is no requirement for elected members to submit travel details. Elected members who nominate to draw from this fuel allocation must only do so by utilising the Council issued fuel card.

Non-Local Travel

Travel for purposes other than local transport will be approved and funded by the Council as part of its policy on elected members' professional development activities under section C, or as part of travel associated with international relationships under section G.

[The Council may provide an elected member with a travel card pre-loaded with funds to cover incidental expenses while travelling.](#)

3. Care of any Person Who is Dependent on an Elected Member;

Care claims must be accompanied by either a receipt from a licensed care provider or, a document with dual signatures of the claiming elected member and the service provider detailing the following:

- (i) The name, address and phone contact details of the care provider;
- (ii) The date and time of the service, including the hours involved;
- (iii) The hourly rate paid; and
- (iv) Details of the Council event attended by the elected member.

A maximum hourly rate of \$20 applies for care, unless otherwise approved by the Lord Mayor, or in the case of the Lord Mayor, the Deputy Lord Mayor.

Council funding of care relates only to Council [or Council committee](#) meetings and Council attended events.

Elected members may seek the approval of the Lord Mayor or Deputy Lord Mayor for the reimbursement for additional care arrangements, in extenuating circumstances.

L. CLAIMS PROCESSING

Claims for the reimbursement of expenses incurred, as provided in this policy must be submitted directly to the Manager Legal and Governance together with tax invoices and receipts indicating proof of payment along with the full details of the nature of the expenditure. ~~*In instances where service providers do not issue tax invoices (such as Uber) receipts will suffice.~~

[*In instances where service providers do not issue tax invoices \(such as Uber\) receipts will suffice.](#)

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In respect to reimbursements and reconciliations where there is genuinely no means available to provide the stipulated supporting documentation, a statutory declaration must be submitted, together with an adequate description of the purchase, in support of the expense being claimed.

The Manager Legal and Governance will verify that claims are in accordance with the policy and will subsequently follow the approval/authorisation process by seeking the approval of claims by the Lord Mayor and authorisation for payment from the General Manager.

The Deputy Lord Mayor will approve claims submitted by the Lord Mayor.

In the interest of good governance claims are to be submitted within sixty (60) days of the expense being incurred.

Where for good reason, this requirement cannot be met; the approval of the Lord Mayor or Deputy Lord Mayor and General Manager will be required to reimburse a claim.

Where, in the opinion of the General Manager, a question arises as to whether a claim for reimbursement of expenses is ineligible under these policy provisions, the General Manager shall determine such claims, and in so doing, take such action as considered appropriate, including seeking advice from Council's internal auditors.

The claim form for reimbursement and reconciling expenditure is located on the Hub.

Upon submission of the appropriate paperwork to the Manager Legal and Governance, claims will be paid within a 30 day period.

Under no circumstance should an elected member transact a purchase of any nature which is subsequently claimed as an elected member expense, where the goods or services purchased are intended for personal use.

M. BENEFITS

The Council has resolved to make the following benefits available to elected members:

1. Parking Permits

In order to provide parking for elected members in Council controlled areas whilst they are undertaking their duties of office, the following arrangements will apply.

Elected members must provide the details (including make, model, colour and registration number) of a maximum of two

vehicles to the Manager Legal and Governance for inclusion in the Council's parking database as elected members' vehicles. Elected members must ensure that these details remain current at all times.

Elected members will subsequently be provided with one transferrable parking permit (which is issued in each financial year) which must be displayed on the windscreen of their nominated vehicle(s) whilst they are on Council business.

The display of the permit will enable elected members to park in the following Council controlled areas only:

- (i) In the space designated for elected members parking on the Town Hall parking deck, without any time limit;
- (ii) In the Council's Argyle Street, Centrepoint, and Hobart Central multi- storey car parks, without any time limit; and
- (iii) In on-street metered parking spaces and in the Council's Dunn Place and Salamanca Square voucher car parks, for the maximum time allowable, without the need to pay the required fee*

*In respect to clause (iii) above, it should be noted that the permit does not cover overstaying beyond the maximum parking time allowed.

In consideration of the provisions outlined in this policy, where an elected member believes that an infringement has been issued in error and subject to adherence to the following requirements:-

- (i) The Council's records verifying that the vehicle details match the those appearing on the parking database, and
- (ii) The elected member's parking permit being appropriately displayed on the vehicle, thereby verifying that the elected member was on Council business at the time of the infringement,

~~Elected~~ elected members may submit an application to the General Manager to have the infringement withdrawn.

The General Manager will seek the endorsement of the Lord Mayor in determining such applications.

2. Doone Kennedy Hobart Aquatic Centre Access

In line with the Council's commitment to health and wellbeing,

elected members are permitted access to the Doone Kennedy Hobart Aquatic Centre at no cost.

Elected members are required to identify to the Manager Legal and Governance their preferred membership category or casual entry preference from the Centre's approved schedule of fees and charges, to enable costs associated with elected members' usage of the Centre to be accurately identified in the Gifts and Donations Register.

3. Community Activities Participation Allocation

In order to facilitate the participation of elected members in community functions and activities which contribute to the advancement of the Council's strategic objectives, funding will be provided for such purposes subject to the following annual cap (per financial year):

The Lord Mayor -	\$5,000;
The Deputy Lord Mayor -	\$2,500; and
Aldermen/Councillors Elected Members	\$1,000

Elected members may elect to have their partner accompany them to an event, in which case the cost of attendance will also be allocated to their individual cap.

Arrangements for attendance at such functions, including payment, where applicable, are to be made by individual elected member.

Where elected members attend functions and activities involving a cost, they are requested to submit a reimbursement form to the Manager Legal and Governance, including the name and date of the function, the tax invoice outlining the cost of attendance and proof of payment.

4. Office of the Lord Mayor – Determination of Discretionary and Non-Discretionary Funding

There are two arrangements related to funding for ticketed events where the Lord Mayor attends or where the Lord Mayor is represented by an elected member:

(iv) Non-Discretionary Activities:

Where an invitation/request is received for the Lord Mayor to be a special invited guest or to take on a participatory role (ie; to speak, to make a presentation, to open an event or unveil a plaque, or to receive an award on behalf of the Council) and the event contributes to the



advancement of the Council's strategic activities and/or where the presence of a Council representative is deemed to be required, the costs associated with the event for either the Lord Mayor or their representative be charged to the Lord Mayor's civic Activities Function and not recorded against the attendee's Community Activities Participation allocation.

|

(v) Discretionary Activities:

Where an invitation/request is received for the Lord Mayor with no participatory role, but the invitation contributes to the advancement of the Council's strategic activities, should the Lord Mayor choose to attend, the costs associated with the event will be noted against the Lord Mayor's \$5,000 community Activities Participation Allocation for discretionary activities, and be included in the elected member's expenses report and disclosed accordingly.

If an elected member has agreed to represent the Lord Mayor at a discretionary event, then the cost of the event will be noted against the relevant elected member's Community Activities Participation allocation (\$2,500 for the Deputy Lord Mayor and \$1,000 for elected members).

In determining what may be discretionary or non-discretionary in relation to specific invites, the General Manager will provide clarification on a case by case basis, as required.

5. Funded Business and Topical Issues Events

From time to time the Council receives invitations to business functions which the Lord Mayor and General Manager may deem to be of specific relevance and interest to the City of Hobart. Examples include budget briefings and forums on topical issues.

In such circumstances, all elected members will be invited to attend the function which will be paid for by the Council, with the cost being subsequently attributed as an expense to those elected members who attend.

6. Elected Members Assistance Program

In support of the health and wellbeing of elected members they are entitled to utilise the services of the Council's contracted counselling service.

The Elected Members Assistance Program will provide up to three, free (and totally confidential) counselling sessions per annum (financial year) to assist with personal, family or work issues that may be affecting elected members' personal wellbeing.

Further free sessions may be approved in consultation with the Lord Mayor and General Manager.

Counselling costs associated with the program are not to be disclosed, given the confidential nature of the service.

N. DISCLOSURE OF EXPENSES AND BENEFITS

In the interests of transparency and accountability, the Council has resolved to publicly report information pertaining to allowances, entitlements and expenses for individual elected members.

Accordingly, information is made available on a monthly basis on the City of Hobart website.

The Manager Legal and Governance will provide details of the information to be published on the website to each individual elected member two business days prior to publication to enable any queries to be addressed.

O. FACILITIES

The Council makes a number of facilities and services available to elected members in support of their roles.

1. Elected Members' Lounge

The use of the Elected Members' Lounge is confined to elected members who may, from time to time, extend an invitation to those persons who are in the Town Hall on Council business or municipal affairs to join them.

In addition to this general usage, individual elected members may, if they so desire, host a private function in the Aldermen's Lounge, subject to the following procedures and conditions:

- (i) Elected members wishing to host such a function shall book the room with the Manager Legal and Governance.
- (ii) All refreshments provided at functions hosted by

individual elected members will be funded by the host.

- (iii) Functions are not to be conducted immediately prior, during or directly after a scheduled Council or committee meeting.
- (iv) Elected members who host functions are to be responsible for admitting any guests arriving outside normal office hours, seeing their guests off-site and securing the premises when they leave.
- (vi) No Council employee is to be involved in Town Hall security or in the serving of food or drink during such functions.

2. Office Facilities

As the City's civic leader, the Lord Mayor is provided with a suite of rooms in the Town Hall in which to conduct day-to-day business and host civic functions and activities.

Elected members are provided with a furnished and equipped office space in the Town Hall for use for Council business, at their convenience.

The elected members' office area includes a furnished communal space provisioned with standard office equipment. A kitchen facility is also provided.

P. LOAN OF EQUIPMENT

As a means of supporting elected members in their roles, the Council will make the following services and equipment available:

EQUIPMENT

- (i) Hosted email account
 - ald.[surname]@hobartcity.com.au or
 - cr.[surname]@hobartcity.com.au
- (ii) Mobile phone
 - iPhone (current model)
 - Included accessories:
 - Apple silicone case
 - One additional charging cable
- (iii) Tablet device
 - Microsoft Surface LTE (current generation - specifications available upon request)
 - LTE/4G Data Service

Included accessories:
Keyboard Type Cover
Stylus
Wireless Mouse

(iv) Printer

HP Officejet Printer (current available model)
All-in-one unit that provides printing and scanning functionality.

Equipment will be replaced in line with the Council's standard replacement schedules.

Retiring elected members may make application to the General Manager to purchase equipment which has been issued to them subject to their agreement to pay the market/valuation price, as determined by the General Manager.

SUPPORT

The Enterprise Technology Unit provides technical support to the Council in the performance of their elected member duties. Aldermen/Councillors are asked to address their queries and requests through the channels listed below for technology related issues.

Business Hours (Monday to Friday 8am – 5pm)

Enterprise Technology Unit: Floor 2, Annex to the Town Hall, 50 Macquarie St, Hobart TAS 7000

Email: helpdesk@hobartcity.com.au

Phone: 6238 2784

When wishing to speak to a technician in person, if possible, please call ahead to help ensure the technician or equipment will be available upon your arrival, so your request can be actioned with minimal delay.

Technical services provided:

- Support & troubleshooting of items included in the Aldermanic Technology and Telecommunication services offering
 - Requests for new or replacement items included in the Aldermanic Technology Offering
 - Replacement consumables for council issued printers
 - General operational technical support and advice *
 - Reporting of lost, stolen or damaged devices
 - Questions or feedback about ICT support and services
- * Enterprise Technology may not be able to provide advice or support of technologies that are not included in the Aldermanic Technology Offering.

After Hours

(Outside business hours and public holidays)

Phone: (03) 8508 7664

Technical services provided:

- Report failure of major Enterprise Technology IT Services
- Report the loss or theft of IT equipment provided by Enterprise Technology
- Report cyber security incidents

Reception will take your details and a summary of the problem.

A technician will then contact you within 30 minutes.

Q. REIMBURSEMENT OF LEGAL EXPENSES

This section of the policy specifies the circumstances under which elected members are entitled to reimbursement of legal expenses in accordance with Clause 1(2)(b) of Schedule 5 of the Local Government Act 1993.

Clause 1(1) of Schedule 5 of the Local Government Act 1993, requires the Council to adopt a policy with respect of payment of expenses incurred by Aldermen in carrying out the duties of office.

Sub-clause (2) entitles an elected member to be reimbursed for reasonable expenses in accordance with the policy adopted under Sub-clause (1) in relation to any expenses prescribed in the Local Government (General) Regulations 2015, and any other expenses the Council determines appropriate.

Pursuant to Clause 1(2)(b) of Schedule 5 of the *Local Government Act 1993*, an elected member will be reimbursed their reasonable legal expenses in the following circumstances:

- (i) Where the elected member is defending or responding to a claim, action or demand made by a third party against the elected member;
- (ii) Where the elected member is acting as a plaintiff in a claim, action or demand against a third party to the extent that the elected member may obtain initial advice regarding the merits of their claim.

Any reimbursement provided in accordance with this policy is subject to:

- (i) The elected member acting in accordance with the functions of an elected member as specified in Section 28 of the *Local Government Act 1993*;
- (ii) The elected member acting in good faith; and
- (iii) The quantum of costs sought to be reimbursed being reasonable.



|

In determining whether an individual elected member is entitled to reimbursement in accordance with this policy, the General Manager is authorised to approve initial legal consultation and to obtain professional external legal advice that the circumstances of an elected member's claim satisfy the criteria listed above.

No reimbursement for legal expenses will be provided to an elected member in relation to any claims, actions or demands made against another elected member or the Council itself.

For the purposes of this policy, the term "third party" excludes another elected member the Council as an organisation and any single or joint authorities that the Council has established pursuant to the provisions of the Local Government Act 1993.

Where:

- (i) An elected member is entitled to reimbursement of legal expenses in accordance with this policy;
- (ii) That elected member is successful in the proceedings; and
- (iii) In those proceedings that elected member receives an award of costs and/or damages;

any reimbursement in accordance with this policy is to be discounted by the value of any sum awarded as part of the proceedings.

The Council is to provide final approval of any reimbursement.

R. USE OF VEHICLE AND DRIVER – LORD MAYOR

A vehicle and driver will be made available for use by the Lord Mayor and their partner in the following circumstances:

- (i) For civic and ceremonial occasions where the Lord Mayor and their partner are representing the City. A vehicle will be available for pickup and delivery from the Town Hall or the Lord Mayor's principal place of residence, or from their place of employment when time constraints would otherwise preclude their attendance at a civic or ceremonial function.
- (ii) This policy does not preclude the Lord Mayor or their partner being accompanied by other dignitaries or staff or other persons and family members on those occasions when the Lord Mayor and their partner have attended a civic function and family members may be picked up if he or she is between the function location and the home address; and

- (iii) When the Lord Mayor is representing the Council on matters involving the Council (e.g. Think South and LGAT meetings).
- (iv) This policy also applies to any other elected member and their partner who may be representing the Lord Mayor on civic and ceremonial occasions.

The General Manager or their nominee may authorise the use of a vehicle and driver on such other occasions as deemed appropriate.

A vehicle will not be available for the following use:

- (i) Attending to normal duties at the Town Hall including Council or Committee meetings or for use in the role as an elected member, other than on those occasions when the Lord Mayor or their partner has had civic responsibilities to attend to immediately prior to or after Council and Committee meetings; and
- (ii) Personal or family use.

S. RETIREMENT FUNCTION – LONG-SERVING ELECTED MEMBERS

The Lord Mayor is to extend an invitation to arrange a farewell dinner on behalf of the Council, to honour any retiring elected member who has given three (3) terms of service to the Council

Where the retiring elected member accepts the Lord Mayor's offer, invitations to this function are to be extended to serving elected members and their partners, together with the General Manager, Divisional Directors and their partners.

Any retiring elected member may invite four other persons to attend the dinner as their personal guests, should they so wish.

The Certificate of Appreciation of their service as an elected member, Lord Mayor or Deputy Lord Mayor, as appropriate and as provided under clause A of this Policy will be presented at the farewell function, wherever possible.

T. ELECTED MEMBER USE OF SOCIAL MEDIA GUIDELINES

- 1.1 Elected Members may maintain their own social media accounts identifying themselves as Elected Members for the City of Hobart.
- 1.2 Elected Members should qualify their comments on social media as being their own, and not necessarily the position of the Council.
- 1.3 Information that is not already publicly available must not be disclosed at any time.
- 1.4 The personal details of City of Hobart staff or management must not be shared or disclosed.

- 1.5 Content that could bring the City of Hobart, its Elected Members or its Employees into disrepute, or which defames or otherwise harms the reputation of the City of Hobart should not be published or shared.
- 1.6 All external communications must be respectful of all members of the community and comply with the principles of the Elected Member Code of Conduct.
- 1.7 Personal (not specific to their role as an Elected Member) social media accounts may also be maintained by Elected Members but are subjected to the same conditions as their more official accounts.
- 1.8 Elected Members are reminded that they are responsible for all content published on their social media accounts whether this be posted by themselves or a third party.
- Comments, links, images and videos that includes material that may be deemed as offensive, discriminatory, defamatory or vulgar to any person should be removed.

4. Legislation, Terminology and References

Local Government Act 1993

Local Government (General) Regulations 2015

5. Appendix

A: *Guidelines to the elected members' Development and Support Policy*

Responsible Officer:	Director Corporate Services
Policy first adopted by the Council:	25/3/1985
History	
Amended by Council	15/12/1986
Amended by Council	27/1/1987
Amended by Council	26/9/1994
Amended by Council	13/12/1999
Amended by Council	13/3/2000
Amended by Council	12/6/2001
Amended by Council	11/2/2003
Amended by Council	14/6/2005
Amended by Council	14/8/2006
Amended by Council	13/11/2006
Amended by Council	17/12/2007
Amended by Council	15/12/2008
Amended by Council	9/6/2009
Amended by Council	12/7/2010
Amended by Council	12/9/2011
Individual policy documents amalgamated into a single consolidated policy	31/10/2011
Amended by Council	13/4/2014
Amended by Council	14/7/2014
Amended by Council	9/6/2015
Amended by Council	22/6/2015
Amended by Council	13/7/2015
Amended by Council	7/3/2016
Amended by Council	9/5/2016
Amended by Council	7/11/2016
Amended by Council	24/7/2017
Amended by Council	17/9/2018
Amended by Council	22/10/2018
Amended by Council	18/2/2019
Next Review Date:	March 2020 Annual Review

Appendix A

Guidelines to the Elected Members Development and Support Policy

The following guidelines support the implementation and delivery of the Elected Member Development and Support Policy.

ANNUAL ELECTIVE PROFESSIONAL DEVELOPMENT – PLANNING:

- (i) In accordance with the role of the Lord Mayor to oversee the performance of the Elected Members, the Lord Mayor will facilitate annual elective professional development planning for individual Elected Members, with administrative support from the General Manager.
- (ii) In order to assist the Lord Mayor with the preparation and approval of individual plans, the General Manager will inform the Lord Mayor of the total annual budget which is available for expenditure.
- (iii) The Lord Mayor will contact individual Elected Members to discuss their requirements and formulate a professional development plan.
- (iv) To assist this process, a checklist of training and development activities which would support professional development for Elected Members of the City of Hobart will be provided to each Elected Member.
- (v) Where an Elected Member may elect to seek the input of a training needs facilitator to assist with the identification of their particular needs, the General Manager will provide access to a suitable practitioner. Where there may be a cost for this service, it will be attributed to the cost of professional development for the Elected Member concerned.
- (vi) The annual planning process will not preclude an Elected Member approaching the Lord Mayor to discuss “out of session” professional development activities; or variations to professional development plans, which the Lord Mayor may consider, taking account of the policy provisions.

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- (vii) Elected Members are to submit a bi-monthly report in respect to professional development activity undertaken within the preceding two month period to the relevant Council committee. For the purposes of this process, the monthly periods are defined as calendar months.
 - (viii) Further to clause (vii) above, where professional development involves formal education or a training activity which is conducted over a set period of time and/or involves some form of examination, assessment and/or accreditation, the finalisation date of the activity will be deemed as either the last date on which the activity occurred; or the date of receipt of notification of the evaluation or examination result, whichever is the latter.

Council	Comments
Sydney City Council	Detailed proposals for overseas travel, including the benefits to Council, a list of associated costs and anticipated expenses must be included in the Committee or Council business papers by way of a report and approved by a meeting of Council prior to a Councillor undertaking a trip. Overseas travel is to be approved on an individual trip basis
Melbourne City Council	<p>All proposals relating to interstate and international travel by the Lord Mayor, Deputy Lord Mayor and Councillors (with the exception of interstate travel by the Lord Mayor) requires the approval of the Future Melbourne Committee or Council. Such proposals should be presented in a report by the Lord Mayor, Deputy Lord Mayor, Councillor, relevant Director or Manager. Management will present proposals which they identify as underpinning or supporting Council's framework guiding international connections, Melbourne - doing business globally, or other key programs. Such proposals may be suggested by a Councillor/s for management consideration. Other proposals must be submitted by a Councillor/s as General Business at a Future Melbourne Committee or Council meeting.</p> <p>Proposals for travel shall be completed on the report template as approved by the Chief Executive Officer or delegate.</p>
Adelaide City Council	<p>Expenditure by Council Members incurred by attending meetings, conferences, seminars, training or other engagements overseas must be approved by Council in advance, if such expenditure is to be reimbursed to the Council Member or paid by the Corporation of the City of Adelaide. Council Members are expected to discuss proposed attendance with the Lord Mayor prior to the proposal being considered by Council.</p> <p>Any international travel proposed by the Lord Mayor must be approved by Council prior to any such travel with an appropriate budget for travel, accommodation and subsistence.</p>
Perth City Council	Interstate and overseas travel may be undertaken with the authority of the Council.
Brisbane City Council	For Councillors travelling internationally, the travel must be approved by full Council
Darwin City Council	<p>Business class travel shall be available to the Lord Mayor when travelling on Council business. Council approval is required for international travel.</p> <p>In accordance with Section 71(2) and 72(b) of the Local Government Act 2008(As amended), when a Member of Council is required to travel outside the Darwin region to attend to Council approved activities, the Council shall meet all reasonable travel,</p>

	<p>conference, meals and accommodation fees associated with that attendance.</p> <p>The Council shall meet the cost of air travel where required for Aldermen attending a Council Approved Activity.</p> <p>In normal circumstances the Council will purchase the most economical class of travel ticket available for Aldermen. This might be a discounted ticket or an economy ticket.</p> <p>Business class tickets will not be purchased for Aldermen.</p>
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**6.2 Council of Managers of National Antarctic Programs (COMNAP) -
Annual General Meeting - August 2020 - Request to Use City Hall
File Ref: F19/139774**

Memorandum of the Principal Advisor - Customer Relations and
Hallkeeping and the Deputy General Manager of 7 November 2019.

Delegation: Council



City of **HOBART**

MEMORANDUM: FINANCE AND GOVERNANCE COMMITTEE

**Council of Managers of National Antarctic Programs
(COMNAP) - Annual General Meeting - August 2020 -
Request to Use City Hall**

In 2018, the Council of Manager of National Antarctic Programs (COMNAP) requested support from Council to host its Annual General Meeting 2-7 August 2020. At the time the Town Hall was identified as an appropriate location to hold this meeting.

On 23 July 2018, the Council approved the use of the Town Hall at no charge. The General Manger was authorised to waive the hire fees. The fee waiver was to be reported in the 2020-21 Annual Report.

At the time the indicative cost was estimated to be \$4,300, including hire fees and internal cost.

Kim Ellis the Director of the Antarctic Division has contacted the Lord Mayors Office and advised that the due to the steady growth of the COMNAP delegation the Town Hall will not be big enough.

A request has been made to move the AGM to the City Hall, Council has again been asked to consider waiving the increased fees.

The updated indicative cost for this event would be \$7,308, which includes the increased hire fee plus internal costs.

RECOMMENDATION

That:

- 1. The Council approve the request from the Australian Antarctic Division to use the City Hall for the 2020 COMNAP Annual General Meeting, to be conducted from 2-7 August 2020, at no charge.***
- 2. The General Manager be authorised to waive the hire fees associated with the use of the City Hall for the event.***

3. Details of the fees waived be included in the 2020-21 Annual Report, in accordance with the Council's policy in relation to grants and benefits.

As signatory to this report, I certify that, pursuant to Section 55(1) of the Local Government Act 1993, I hold no interest, as referred to in Section 49 of the Local Government Act 1993, in matters contained in this report.



Anna Holland
**PRINCIPAL ADVISOR - CUSTOMER
RELATIONS AND HALLKEEPING**



Heather Salisbury
DEPUTY GENERAL MANAGER

Date: 7 November 2019
File Reference: F19/139774

6.3 Financial Report as at 30 September 2019
File Ref: F19/140680; 18/17

Report of the Budget and Reporting Manager of 6 November 2019 and attachment.

Delegation: Council



City of **HOBART**

MEMORANDUM: FINANCE AND GOVERNANCE COMMITTEE

Financial Report as at 30 September 2019

The purpose of this memorandum is to present Council's Financial Report for the period ending 30 September 2019 and to seek approval for changes to the 2019-20 Estimates (budget). It should be noted that this report shows the City's financial position for the first 3 months of the year.

The Financial Report as at 30 September 2019 is attached, refer **Attachment A**. The Financial Report provides details of:

- The Council's financial position as at 30 September 2019;
- The result of operations for the first three months of the 2019-2020 financial year;
- Forecasts for 30 June 2020; and
- Progress towards the achievement of the Council's financial sustainability outcomes.

Highlights from the 30 September 2019 financial report are provided as follows:

Item	Commentary
Operating result	<ul style="list-style-type: none"> • The revised forecast for the 30 June 2020 underlying result is currently a surplus of \$0.41M being \$0.14M less than the original budget. • The main reasons for the decline are the inclusion of the 2018-19 operating carry forwards of \$0.22M and a decrease to expected net interest revenue \$0.11M, partially offset with savings due to cost transfers to the capital budget for the Navision Implementation project \$0.19M. • Year to date Expenses overall are \$460K (1.4%) unfavourable to budget. • In more detail: <ul style="list-style-type: none"> • Labour costs are favourable due to lower than expected wages and salaries including delayed EA increase and external labour.

Item	Commentary
	<ul style="list-style-type: none"> ○ Materials and Services are unfavourable due to the impact of 2018-19 year end expense accruals and prepayments, overhead recovery and minor equipment capitalisation timing variances and insurance costs. ● Revenues overall are \$337K (1.0%) unfavourable to budget. This includes offsetting favourable and unfavourable variances: <ul style="list-style-type: none"> ○ Favourable variances include fees and charges and operating grants. ○ Unfavourable variances include rates, fines, car parks, on-street parking and rents. ● The final operating result may differ from the current forecast for the following reasons: <ul style="list-style-type: none"> ○ Current budget variances which are assumed to be timing variances (and therefore forecasts have not been amended) may prove to be permanent variances; and ○ Further variances could arise during the remainder of the year.
Capital expenditure	<ul style="list-style-type: none"> ● With 25% of the year elapsed, capital expenditure is under spent for Plant and Equipment (20.8% of budget spent) and for Projects (11.2% of budget spent).
Budget changes	<ul style="list-style-type: none"> ● As noted above, requested budget changes will result in a net decrease of \$0.14M in the forecast operating result (from a surplus of \$0.55M to \$0.41M). ● Operating changes include increases for other expenses \$10K, rates revenue \$11K, fees and charges revenue \$19K and operating grants \$31K and decreases for labour \$19K, materials and services \$44K, financial costs \$391K, on street parking revenue \$100K, interest revenue \$500K and rent revenue \$50K.

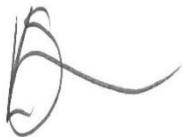
Item	Commentary
	<ul style="list-style-type: none"> • Changes in projects total \$0.55M are numerous and most are either reallocations or offset capital grant income/contributions. Costs associated with the South Hobart Community Centre \$286K offset grant revenue carried forward from 2018-19. Costs associated with Navision Implementation \$193K offset savings included in the operating budget. • Changes in PPE net to a decrease of \$17K and includes a transfer of the art prize to projects for public art for children \$20K, offset with \$3K transferred from the operating budget to fund additional PPE requirements for Arboricultural Services.
Cash position	<ul style="list-style-type: none"> • The cash balance at 30 June 2020 is expected to be \$25M, although this will depend on final capital expenditure. • The proposed changes to the Estimates will result in net expenditure increasing and the forecast cash balance decreasing by \$0.67M, primarily due to increased capital expenditure and increased operating costs.
KPIs	<ul style="list-style-type: none"> • Budget targets for three of Council's eight financial sustainability indicators are not forecast to be met. <ul style="list-style-type: none"> ○ Indicator 1 – Underlying Surplus and indicator 2 – Underlying Surplus ratio are not expected to be met due to the reduced forecast. ○ Indicator 5 – Net Interest Expense Cover ratio is not expected to be met due to a reduction in net interest revenue. • Despite not meeting targets, indicators 1, 2, and 5 will still be well within accepted benchmarks
Other Matters	<ul style="list-style-type: none"> • Impact of some potential headwinds currently not included in forecasted result which may affect the final underlying operating result and/or additional capital spend including: <ul style="list-style-type: none"> ○ Depreciation costs potentially increasing due to revaluations, ○ Expected increases for workers compensation and insurance costs, ○ The impact of additional interest rate reductions,

Item	Commentary
	<ul style="list-style-type: none"> ○ Flood event projects which may not be currently included in forecasts, and ○ Any further general rate exemptions.

RECOMMENDATION

That the Council approve the changes to the 2019-20 Estimates listed in tables 4, 5, 7 and 9 of Attachment A, the financial impacts of which are to decrease the underlying surplus by \$0.14M, and to decrease the cash balance by \$0.67M.

As signatory to this report, I certify that, pursuant to Section 55(1) of the Local Government Act 1993, I hold no interest, as referred to in Section 49 of the Local Government Act 1993, in matters contained in this report.



Karelyn Stephens
BUDGET AND REPORTING MANAGER



Heather Salisbury
DEPUTY GENERAL MANAGER

Date: 6 November 2019
 File Reference: F19/140680; 18/17

Attachment A: Financial Report ending September 2019 ↓



Financial Report

Period Ending September 2019

Financial Year 2019-20

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1. Introduction

The purpose of this report is to provide a high level summary of: -

- Council's financial position as at 30 September 2019,
- the results of operations for the first three months of the 2019-20 financial year,
- the forecast end of year results, and
- progress towards the achievement of Council's financial sustainability outcomes.

The report also seeks to have the 2019-20 estimates (budget) amended to take account of expected differences from budget at 30 June 2020 (permanent variances).

Council's financial direction is enunciated in its Long-Term Financial Management Plan (LTFMP) first adopted by Council in October 2010. At this time, it was also resolved that annual Council budgets would be prepared within the context of the LTFMP.

The primary objective of the LTFMP is to achieve financial sustainability. The eight measures adopted in the LTFMP for the purpose of measuring financial sustainability are set out in this report (refer section 9) along with an indication as to whether targets for each are expected to be achieved in 2019-20.

2. Operating

The forecast end of year result is an **underlying surplus** of \$0.41M, a decrease of \$0.14M due to the factors listed in tables 4 and 5 below. The history for the year has been: -

- Original budget forecast \$0.55M surplus
- Inclusion of carry-forwards from 2018-19 \$0.33M surplus
- September revised forecast (this report) \$0.41M surplus

The main reasons for the decline in the underlying surplus are the inclusion of the 2018-19 carry forwards and a reduction in expected interest revenue, partially offset by transfers to the capital budget for costs associated with the Navision Implementation Project.

The Income Statement as outlined in Table 1 shows the financial impact of providing Council's general services to the community. It compares actual expenses (by expense type) and actual revenues (by revenue type) to the end of September (YTD Actual) with what was expected at the same stage (YTD Budget). The difference between the two is the variance, and this is also expressed as a percentage of the YTD budget.

Table 1 also shows the **original** 2019-20 budget, the **revised** 2019-20 budget, and the projected year-end result.

Table 1: Income Statement as at 30 September 2019

	Ref.	YTD Actual (\$,000)	YTD Budget (\$,000)	Variance Fav/(Unfav) (\$,000)	Variance %	2019-20 Original Budget (\$,000)	2019-20 Revised Budget (\$,000)	Forecast Year-End Result (\$,000)
Expenses								
Labour	2.1	(15,605)	(15,738)	133	0.8%	(62,117)	(62,117)	(62,098)
Materials and Services	2.2	(8,495)	(7,851)	(644)	-8.2%	(33,172)	(33,172)	(33,128)
Energy Costs		(246)	(287)	41	14.3%	(2,318)	(2,318)	(2,318)
Finance Costs	2.3	(577)	(583)	6	1.0%	(2,334)	(2,334)	(1,943)
Fire Levy		(2,847)	(2,847)	0	0.0%	(11,388)	(11,388)	(11,388)
Depreciation		(5,508)	(5,508)	0	0.0%	(22,032)	(22,032)	(22,032)
Asset Write-offs		(551)	(551)	0	0.0%	(2,202)	(2,202)	(2,202)
Bad Debts		0	0	0	0.0%	(351)	(351)	(351)
Other Expenses	2.4	(689)	(693)	4	0.6%	(4,932)	(4,932)	(4,942)
		(34,518)	(34,058)	(460)	-1.4%	(140,846)	(140,846)	(140,402)
Revenues								
Rates and Charges	2.5	21,843	21,896	(53)	-0.2%	88,394	88,394	88,405
Fire Levy Commission		114	114	0	0.0%	455	455	455
Fines	2.6	1,938	2,132	(194)	-9.1%	8,530	8,530	8,530
Fees and Charges - Car Parks	2.7	2,663	2,771	(108)	-3.9%	11,219	11,078	11,078
Fees and Charges - On Street Parking	2.8	1,806	1,882	(76)	-4.0%	7,389	7,530	7,430
Other Fees and Charges	2.9	4,139	4,032	107	2.7%	15,370	15,370	15,389
Operating Grants	2.10	456	428	28	6.5%	3,226	3,226	3,257
Interest	2.11	99	98	1	1.0%	930	930	430
Rents	2.12	1,217	1,259	(42)	-3.3%	3,714	3,714	3,664
Tas Water Distributions		0	0	0	0.0%	2,172	2,172	2,172
		34,275	34,612	(337)	-1.0%	141,399	141,399	140,810
Underlying Result		(243)	554	(797)		553	553	408

Results

For the first three months of the year:

• Expenses	\$ 460,000 (1.4%)	unfavourable to budget
• Revenues	\$ 337,000 (1.2%)	unfavourable to budget
• Total	\$ 797,000	unfavourable to budget

Table 2 provides an explanation of the main variances in expenses for the first three months of the year.

Table 2: Significant Expense Variances Explained

Ref.	Expenses Category	Variance	Explanation
2.2	Materials & Services	\$644K (8.2%) Unfavourable	<p>Includes favourable variances for: -</p> <ul style="list-style-type: none"> Expensed projects \$307K due to timing in expending projects, McRobies Waste Management Centre \$136K mainly due to timing of water and sewage costs and wet hire, and Parking enforcement \$158K and Off-Street parking \$75K primarily in costs relating to credit card fees, licences – ICT, legal fees and contractors. <p>Includes unfavourable variances for:-</p> <ul style="list-style-type: none"> Insurance \$72K due to higher than expected premium costs, Overhead recovery \$137K due to timing of expected capital works, and Minor equipment purchases \$168K due to timing of asset capitalisation processes. Variance is expected to reduce over the remainder of the year. <p>The remaining balance of the unfavourable variances are attributed to the impact of estimated expense accruals, expense prepayments and timing variances.</p> <p>Budget adjustment decreases of \$44K are proposed in this report (See Table 4) and are pending Council approval.</p>

Table 3 provides an explanation of the key variances in revenue for the first three months of the year.

Table 3: Significant Revenue Variances Explained

Ref.	Revenue Category	Variance	Explanation
2.6	Fines	\$194K (9.1%) Unfavourable	Lower than expected, but anticipated to meet budget at end of year.
2.7	Fees and Charges – Car Parks	\$108K (3.9%) Unfavourable	Due to a combination of changed parking trends and timing variances.

2.8	Fees and Charges – On Street Parking	\$76K (4.0%) Unfavourable	<p>Parking meter collections less than expected, but expected to meet budget at end of year.</p> <p>Budget adjustment decreases of \$100K are proposed in this report (see Table 5) and are pending Council approval.</p>
2.9	Other Fees and Charges	\$107K (2.7%) Favourable	<p>Includes favourable variances for: -</p> <ul style="list-style-type: none"> • Development Compliance \$37K for licence and fees, • McRobies Waste Management Centre \$25K, • Recreation and Projects management \$30K, and • Road Strategy and Projects \$25K. <p>Budget adjustment increases of \$19K are proposed in this report (See Table 5) and are pending Council approval.</p>

In many cases, variances represent “timing differences” only, which are **not** expected to result in a variance from budget at year-end. A final underlying surplus of around \$0.41M is currently forecast.

However, some variances represent “permanent differences”, which **are** expected to result in a variance from budget at year-end. Changes to the budget are requested for these known permanent differences in tables 4 and 5 below. These are reflected in the annual forecasts shown in the Income Statement (table 1). These changes result in the forecast underlying result decreasing by \$0.14M (from \$0.55M to \$0.41M).

Please note that the annual forecast includes some items which are difficult to reliably estimate during the year. These may result in the end of year actual result being different to forecast. Examples include ‘asset write-offs’, ‘expensed projects’, ‘expensed plant and equipment’ and ‘movements in employee leave provisions’.

Operating Budget Changes Requested – Requiring Council Approval

Tables 4 and 5 list budget items which are expected to differ from budget at year-end. Changes to budget are therefore requested.

Table 4: Expenses - Budget Changes Requested – Requiring Council Approval

Ref.	Expenses Category	Increase/ (Decrease)	Explanation
2.1	Labour	\$19K decrease	<p>Includes increases for:</p> <ul style="list-style-type: none"> • Contractor cost budgets transferred to labour for Taste of Tasmania \$117K, Solid Waste Strategy \$40K and Parking Enforcement \$30K (offset shown in materials and services below). <p>Includes decreases for:</p> <ul style="list-style-type: none"> • Operating labour costs to be capitalised in the Navision Implementation Project \$123K, • Labour cost budgets transferred to contractors for Sustainable City \$80K (offset shown in materials and services below), and

			<ul style="list-style-type: none"> Transfer of operational budget to fund plant and equipment for Arboricultural Operations \$3K (offset shown in Table 7 – Property Plant and Equipment budget changes)
2.2	Materials & Services	\$44K decrease	<p>Includes increases for:-</p> <ul style="list-style-type: none"> Contractor costs transferred from labour budget for Smart and Sustainable City \$80K due to costs associated with delays in recruitment (offset shown in labour above), Equipment hire \$51K to reflect increased glass and recycling costs, Contractors – business management \$10K for defined benefit annual report costs omitted from original budget, and 2018-19 operating carry forwards \$219K for conditional operating grants including: <ul style="list-style-type: none"> Battery Point Foreshore Public Access Way \$75K, Foundations for Resilience \$25K, Forces of Nature Public Art \$47K, and Stories of Resilience \$42K. <p>Includes decreases for:-</p> <ul style="list-style-type: none"> Contractor cost budgets transferred to labour for Taste of Tasmania \$117K, Solid Waste Strategy \$40K and Parking Enforcement \$30K (offset shown in labour above), Contractors – Business Management \$67K transferred to the Navision Implementation Project, Credit card fees \$100K for Parking Operations (offset with revenue reduction shown in Table 5 below), and Salamanca stallholder reimbursements \$50K transferred to revenue (offset shown in Table 5 below).
2.3	Finance Costs	\$391K decrease	Decrease due to a reduction in forecasted interest expense as a consequence of reduced interest rates and expectations that cash flow will be sufficient to borrow later than originally forecast.
2.4	Other Expenses	\$10K increase	Increase due to additional audit fees to cover the cost of storm cost review.

Table 5: Revenues - Budget Changes Requested – Requiring Council Approval

Ref.	Revenue Category	Increase/ (Decrease)	Explanation
2.5	Rates	\$11K increase	Due to increased green waste collection revenue than originally forecast.
2.8	Fees and Charges – On Street Parking	\$100K decrease	Due to revision of forecasted revenue expectations (offsets fully with reduced credit card fees shown in Table 4 above).

2.9	Other Fees and Charges	\$19K increase	Due to contributions from other Councils for the removal of recycling materials from SKM. This offsets the increased costs for materials and services shown in Table 4 above.
2.10	Operating Grants	\$31K increase	Due to an increase in the Financial Assistance Grants based on advice post budget.
2.11	Interest	\$500K decrease	Decrease due to a reduction in forecasted interest revenue as a consequence of lower bank balances and reduced interest rates.
2.12	Rents	\$50K decrease	Decrease due to the reallocation of reimbursements from Salamanca Stallholders to revenue. This offsets a decrease in materials and services shown in Table 4 above.

3. Property, Plant and Equipment

Council owns a significant amount of plant and equipment. Each year, items of plant and equipment are replaced in accordance with relevant asset management plans. From time to time, Council also purchases parcels of property necessary to meet its strategic objectives.

The tables below show a summary of property, plant and equipment expenditure (net of proceeds obtained from the sale of assets) compared to budget. This includes carry-forward budgets of \$2.46M from 2018-19 approved by Council on Agenda Item 9 of its meeting on 17 June 2019.

Table 6.1: Plant and Equipment Expenditure (Net of Sale Proceeds) as at 30 September 2019

Division	Net amount spent (\$,000)	2019-20 Budget (including carry-forwards) (\$,000)	% Spent	Amount unspent (\$,000)
General Manager	1	70	1.4%	69
City Governance	5	88	5.7%	83
City Amenity	965	3,845	25.1%	2,880
Community Life	27	353	7.6%	326
City Planning	8	15	53.3%	7
City Innovation	253	1,399	18.1%	1,146
Doone Kennedy Hobart Aquatic Centre	(2)	103	-1.9%	105
Parking Operations	53	432	12.3%	379
	1,310	6,305	20.8%	4,995

The City Innovation Division budget is mainly comprised of information technology equipment. The City Amenity Division budget is mainly comprised of trucks, heavy plant, light vehicles and minor equipment items. The Community Life Division budget is mainly comprised of requirements for the Christmas decorations, DKHAC and Salamanca Market.

Results

Table 6.1 shows that with 25% of the financial year elapsed, only 20.8% of the project budget has been spent.

Table 6.2: Property (Net of Sale Proceeds) as at 30 September 2019

Property	Net amount spent (\$,000)	2019-20 Budget (including carry-forwards) (\$,000)	% Spent	Amount unspent (\$,000)
No property sales	0	0	0.0%	0
	0	0	0.0%	0

Property, Plant and Equipment Budget Changes Requested – Requiring Council Approval

Table 7 lists budget items which are expected to differ from budget at year-end. Changes to budget are therefore requested.

Table 7: Budget Changes requested – requiring Council approval

Description	Adjustment Increase / (Decrease) \$'000	Reason for adjustment
Art Prize	(20)	Transfer of PPE budget to Public Art for Children project
Arboricultural Services	3	Transfer of Operations budget to fund PPE
Net Increase / (Decrease) in PPE	(17)	

4. Projects

Projects include capital expenditure on Council's infrastructure assets in accordance with relevant asset management plans, and include both 'asset renewal' and 'new assets'.

The tables below show a summary of expenditure against budget for projects. Budgets have been increased to reflect the 2018-19 carry forward budgets approved by Council on Agenda Item 9 of its meeting on 17 June 2019. This includes \$1.53M for externally funded capital projects and \$20.96M for internally funded capital projects. The current status of projects carried forward from 2018-19 by stage is shown below in Table 8.1.

Table 8.1: Carry Forward Project Status

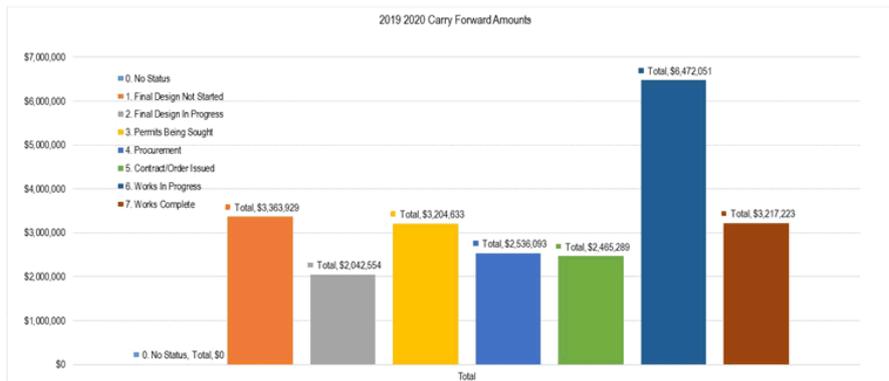


Table 8.2: Project Expenditure as at 30 September 2019 – Summary

Division	Amount spent (\$,000)	2019-20 Budget (including carry- forwards) (\$,000)	% Spent %	Total unspent (\$,000)
City Governance	246	1,076	22.9%	830
City Amenity	4,185	30,865	13.6%	26,680
Community Life	123	692	17.8%	569
City Planning	39	2,066	1.9%	2,027
City Innovation	28	1,078	2.6%	1,050
Doone Kennedy Hobart Aquatic Centre	223	9,416	2.4%	9,193
Public Infrastructure Fund	1,637	9,990	16.4%	8,353
Parking	2	2,606	0.1%	2,604
Bushland Fund	0	161	0.0%	161
	6,483	57,950	11.2%	51,467

Results

Table 8.2 shows that with 25% of the financial year elapsed, only 11.2% of the project budget has been spent.

Table 8.3: Deferred Projects

Project	(\$,000)
No projects currently deferred	0
	0

Some particular projects/programs which have significant amounts unspent are listed in Table 8.4 below:

Table 8.4: Project Examples – Significant Budgets Remaining

Project	Amount spent (\$,000)	2019-20 Budget (including carry-forwards) (\$,000)	% Spent %	Amount unspent (\$,000)
DKHAC - Asset Management	223	9,416	2.4%	9,193
Building Projects	294	5,950	4.9%	5,656
Newtown Retail Precinct	161	1,607	10.0%	1,446
Salamanca Pedestrian Works	510	1,838	27.7%	1,328
Brooker Highway Pedestrian and Cycle Crossing	461	1,750	26.3%	1,289
Elizabeth St Bus Mall	400	1,667	24.0%	1,267
Kemp Street	0	1,173	0.0%	1,173
Roads Infrastructure - New Assets	0	1,170	0.0%	1,170
Civil Works Program	1,049	7,004	15.0%	5,955
Overlay Program	14	2,781	0.5%	2,767
Stormwater Program	370	2,444	17.2%	2,074
Sporting Facilities Renewal Program	128	2,153	5.9%	2,025
Footpaths Program	304	1,871	16.2%	1,567
Other - Unspent less than \$1 Million	2,569	17,126	15.0%	14,557
	6,483	57,950	11.2%	51,467

Table 8.5: Project Status as at 30 September 2019

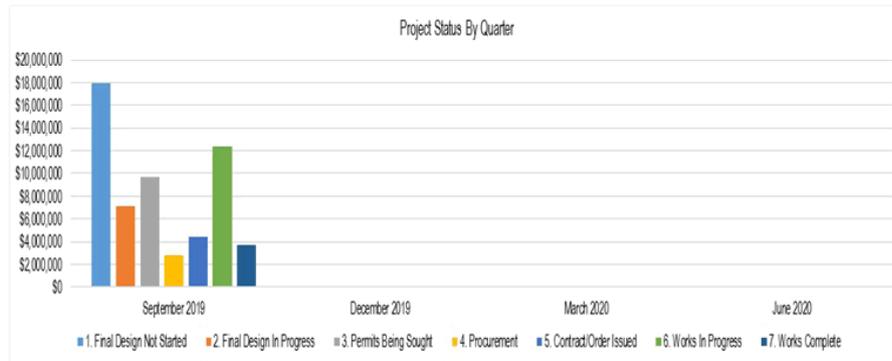


Table 8.5 shows data extracted from the Finance and Asset Management systems for the Project Delivery Committee which monitors and reports on organisational progress of projects and reports to Executive Leadership Team monthly. It shows that at the end of the first quarter the implementation of the City's Capital Works Program is progressing well as individual projects move between phases. As at 30 September 2019 the current status of projects by stage is as follows:

Stage	\$ Budget	% Budget
1. Final Design not started	\$17,911,457	30.91%
2. Final design in progress	\$7,063,839	12.19%
3. Permits being sort	\$9,691,917	16.72%
4. Procurement	\$2,789,920	4.81%
5. Contract/Order Issued	\$4,381,637	7.56%
6. Works in progress	\$12,404,985	21.41%
7. Works complete	\$3,706,173	6.40%
Total	\$57,949,928	100%

Please note that Table 8.5 includes Property, Plant and Equipment and committed expenditure. For these reasons, values will differ from other tables in this chapter.

Project Budget Changes Requested – Requiring Council Approval

Table 9 lists budget items which are expected to differ from budget at year-end. Changes to budget are therefore requested.

Table 9: Budget Changes Requested – Requiring Council Approval

Description	Increase / (Decrease) \$'000
Expensed Projects	
Phoenix - General Project - Other (Non-Capital)	3
Revenue	
INCOME - Woodcutters Road Pedestrian Improvements	(60)
INCOME - Bromby Street Pedestrian Improvements	(11)
INCOME - Wellwood Street Pedestrian Improvements	(35)
INCOME - Newdegate St - Melifont to Lochner	(200)
INCOME - Solar Panels	(8)
Reallocations	
Drops Climber Track	130
Strickland Falls Track	(160)
Drops Track Rectification	30
Abermere Ave - Elphinstone to deadend - LK&C	7
Traffic Project Master	(7)
Other - Capital	
Public Art Project for Children	20
Newdegate St - Mellifont to Lochner - Pavement Reconstruction	200
South Hobart Community Centre Redevelopment - 42 Darcy Street	286
Community Hall Creek Road 18 - Kitchen Renewal	(9)
Woodcutters Road Pedestrian Improvements	60
Bromby Street Pedestrian Improvements	11
Wellwood Street Pedestrian Improvements	35
Solar Array Installations on Council Buildings 2016 - 2017	(8)
Implementation of Stormwater Strategy	(147)
Lansdowne Cres - Alison St SW Upgrade	107
Kemp Street Upgrade - Stormwater Renewal (AP19)	40
Action 19 - Kemp Street Project	240
Kemp Street Upgrade - Pavement Renewal (AP19)	(180)
NAVISION Implementation	193
Regatta Ground Tram Depot & Public Toilet Concept Design	10
Phoenix - General Project - Non-OO Contracted Software	(3)
Net Increase / (Decrease) in Projects	545

5. Cash and Investments

Table 10 shows how Council's cash balances are invested at 30 September 2019.

Table 10: Cash Balances as at 30 September 2019

	Amount (\$,000)	Weighted Average Interest Rate	Fossil Fuel Friendly (Y/N)
Term Deposit Accounts			
Auswide	1,000	2.30%	Y
Members Equity Bank	1,000	2.40%	Y
MyState	3,000	2.35%	Y
IMB Limited	1,000	2.30%	Y
	6,000		
Cheque Accounts			
Commonwealth Bank - HCC	262		
Commonwealth Bank - TTIC	788		
	1,050		
High Interest At-Call Cash Accounts			
CBA Business Online Saver	17,165		
Tascorp	444		
	17,609		
Heritage Account			
Tasmanian Perpetual Trustees - cash fund	1,292		
Tasmanian Perpetual Trustees - equity fund	271		
	1,563		
Summary			
Term Deposit Accounts	6,000		
Cheque Accounts	1,050		
High Interest At-Call Cash Accounts	17,609		
Heritage Account	1,563		
	26,222		
* Tascorp funds are guaranteed by the State of Tasmania. Other guaranteed funds are guaranteed by the Australian Government, under the Financial Claims Scheme. The guarantee is limited to \$250,000 per financial institution. Funds with Tasmanian Perpetual Trustees are not guaranteed.			
* Heritage account funds have been placed in accordance with a resolution of the Heritage Account Special Committee at a meeting held on 24 May 2001.			

Results

Table 10 shows that Council's cash balance at 30 September 2019 is around \$26M. This balance is expected to decrease to around \$25M at 30 June 2020, although this will depend on the final capital expenditure outcome. This amount will be allocated to the various purposes listed in Table 11 below.

Table 11: Composition of Cash Balance

	As at 30 June 2019 (\$,000)	Expected 30 June 2020 (\$,000)
Contributions in Lieu of Public Open Space *	114	114
Contributions in Lieu of Parking *	135	135
Heritage account	1,549	1,503
Unspent grants	779	779
Plant and equipment carry-forwards	2,485	2,485
Bushland fund	182	232
McRobies Gully tip site rehabilitation	3,670	3,648
Queens Domain Facility Upgrades	1,339	1,339
Other project carry-forwards	18,014	18,014
Public Infrastructure Fund	1,750	1,750
Refundable deposits *	1,534	1,534
Future asset renewal reserve	(11,426)	(6,343)
	20,125	25,190

* no change has been assumed

Table 11 demonstrates that the cash balance is not "un-utilised funds". Rather, all of the cash balance is either externally restricted, or allocated by Council to particular purposes.

The above table also shows that the future asset renewal reserve (total cash less reserved amounts) continues to be negative in 2019-20. This situation results from Council's expanded capital works program which will exhaust cash balances, and necessitate borrowings. This means that the aggregate of reserved amounts exceeds the available cash balance. Of itself, this is not a concern because the majority of reserved amounts can be utilised for other purposes by Council decision, and not all amounts are required at the same point in time. However, balances and cash flow requirements will need to be closely monitored and further refined to ensure adequate liquidity.

6. Receivables

Table 12 below shows a summary of amounts owed to Council, including projections for the position at 30 June 2020.

Table 12: Receivables

	As at	As at	As at	Expected
	30 June 2018 (\$,000)	30 June 2019 (\$,000)	30 September 2019 (\$,000)	30 June 2020 (\$,000)
Rates	1,245	1,363	1,801	1,300
Parking Fines	8,128	8,279	8,177	8,000
Trade Receivables	1,159	1,527	1,430	1,125
Accrued Interest on investments	76	41	50	75
Other Receivables	1,422	936	1,932	1,500
	12,030	12,146	13,390	12,000

Results

Table 12 shows that parking fines owing to Council account for around 61% of the receivables balance, and the balance of fines owing is forecast to remain consistent. A detailed report of outstanding fines is provided to Finance and Governance Committee twice per year.

Trade receivables are high due to the May 2018 Storm recovery claim 1 for \$640K being invoiced and remaining unpaid as at 30 September 2019. The invoice was paid in October 2019.

The level of other receivables is satisfactory.

A detailed report of outstanding rates is provided to the Finance and Governance Committee in August each year, and detailed reports of trade receivables are provided quarterly.

7. Loans

Table 13 below shows the composition of Council's loan portfolio at 30 September 2019.

Table 13: Loan Balances as at 30 September 2019

Lender	Loan Amount (\$,000)	Principal & Interest (P&I) or Interest	Drawdown Date	Term (years)	Maturity Date	Interest Rate (fixed)	Balance (\$,000)
C'wealth Bank	4,800	P&I	30/06/2006	30	30/06/2036	6.41%	3,717
Tascorp	1,750	P&I	30/06/2010	10	30/06/2020	6.48%	229
Tascorp	1,850	P&I	30/06/2011	10	30/06/2021	6.24%	466
Tascorp	5,000	P&I	29/06/2012	10	29/06/2022	4.89%	1,761
Tascorp	2,500	P&I	28/06/2013	10	30/06/2023	5.13%	1,154
Tascorp	2,375	P&I	30/06/2014	10	30/06/2024	4.56%	1,321
National	10,000	P&I	29/06/2018	15	30/02/2033	4.02%	9,493
Tascorp	20,000	P&I	18/01/2019	15	18/01/2034	3.59%	19,491
							37,632

Results

Table 13 shows that Council currently has eight loans totalling \$37.63M, with annual servicing costs totalling \$5.441M (3.85% of revenues). The Commonwealth Bank loan taken out in 2006 was used to purchase land at Porter Hill, and has a thirty year term. The National Australia Bank loan taken out in 2018 and the Tascorp loan taken out in 2019 have been used to fund capital works and both have a fifteen year term. All other loans have terms of ten years.

In all cases, principal and interest is paid half-yearly, and the interest rate is fixed for the term of the loan. The weighted average interest rate of the above loans is 4.17%.

The only security Council has offered for the above loans is future revenues - no Council assets have been pledged as security for loans.

8. Loan Guarantees

Council has provided the following loan guarantees for which the principal borrowing amount is shown in table 14 below: -

Table 14: Loan Guarantees Principal Borrowing Amounts

Association	Principal Borrowing Amount (\$'000)
Southern Tasmanian Netball Association	631
Hockey Tasmania	1,500
Buckingham Bowls Club	50
Derwent Sailing Squadron	4,100
TOTAL	6,281

Council's maximum liability is \$6.28M based upon the original commitments provided.

A summary of the loan guarantor repayment arrangements is shown in Table 15 below:

Table 15: Loan Guarantor Repayment Arrangements

Borrower	Lender	Guarantee Amount (\$'000)	Balance at 30 September 2019 (\$'000)	Repayment Arrangements (Per Month)
Southern Tasmanian Netball Association	Westpac	631	270	Re-draw facility on loan being utilised.
Hockey Tasmania	Tasmanian Perpetual Trustees	1,500	1,000	Interest only paid in arrears per quarter.
Buckingham Bowls Club	Bendigo	50	0	Re-draw facility on loan.
Derwent Sailing Squadron	CBA	4,100	4,000	Interest only for 2.5 years
TOTAL		6,281	5,270	

Results

All loans are being serviced within required arrangements. The limit of Council's potential exposure is currently is \$5.27M.

9. Financial Sustainability Indicators

As outlined in Council's LTFMP, eight financial sustainability measures have been adopted for the purpose of measuring Council's financial sustainability.

- Indicators 1-2 are measures of profit performance and the extent to which expenses are covered by revenues.
- Indicators 3-4 are measures of indebtedness and the amount council owes others (loans, employee provisions, creditors) net of financial assets (cash investments and amounts owed to council).
- Indicator 5 measures the proportion of income required to meet net interest costs.
- Indicators 6-8 are measures of asset management.

Council's performance against the eight financial sustainability indicators is shown in Table 16 below.

Table 16: Performance against Financial Sustainability Indicators

Indicator No:	Description	Target (original budget) 2019-20	Sep Qtr Forecast for 2019-20	Target Met
1	Underlying Surplus	553,000	413,000	X
2	Underlying Surplus ratio	0.39%	0.3%	X
3	Net Financial Liabilities	49,262,565	49,124,000	✓
4	Net Financial Liabilities ratio	34.8%	35.0%	✓
5	Net Interest Expense Cover ratio	0.93%	1.02%	X
6	Asset Sustainability ratio *	99.9%	99.9%	✓
7	Asset Consumption ratio	52.7%	52.7%	✓
8	Asset Renewal Funding ratio	69.6%	100.0%	✓

* assumes that the asset renewal budget will be fully expended.

Results

Table 16 shows that budget targets for most of Council's financial sustainability indicators are expected to be achieved in 2019-20. Benchmarks are expected to be achieved (or exceeded) in all cases.

At this stage indicator 1 and 2 are not expected to be met due to a reduction in expected interest revenue and the inclusion of carry forwards from 2018-19. Indicator 5 is not expected to be met due to the reduction in interest revenue.

10. Conclusions

Targets set for most of Council's eight financial sustainability indicators are expected to be achieved in 2019-20. Benchmarks are expected to be achieved or exceeded in all cases.

An underlying surplus of around \$0.41M is currently forecast. However, both expenses and revenue are currently unfavourable when compared to budget. If this position continues, the final result may vary from the current forecast.

A significant proportion of the capital budget remains unspent at 30 September 2019.

Investments continue to be well-managed with a very competitive rate of return achieved.

Cash reserves are currently forecast to be around \$25M at year end (subject to capital expenditure outcomes), most of which is either externally restricted or allocated to various purposes.

Significant effort continues to be directed toward pursuing collection of amounts owed to Council. As a result, receivables balances are expected to remain constant at around \$12M.

With borrowings totalling \$37.63M, Council's level of indebtedness is low, and annual servicing costs (principal and interest) require only 3.85% of revenues.

Council currently acts as guarantor for several loans taken out by various local sporting organisations. All loans are being serviced within the required arrangements, so there are currently no financial implications arising from the existence of these guarantees.

The currently approved LTFMP (June 2019) projects modest underlying surpluses into the future. An updated LTFMP will be presented to Council for consideration in June 2020.

6.4 Grants and Benefits Listing as at 30 September 2019
File Ref: F19/143162; 25-2-1

Report of the Group Manager Rates & Procurement and the Deputy General Manager of 4 November 2019 and attachments.

Delegation: Committee

REPORT TITLE: GRANTS AND BENEFITS LISTING AS AT 30 SEPTEMBER 2019**REPORT PROVIDED BY:** Group Manager Rates & Procurement
Deputy General Manager**1. Report Purpose and Community Benefit**

- 1.1. The purpose of this report is to provide a listing of the grants and benefits provided by the Council for the period 1 July to 30 September 2019.

2. Report Summary

- 2.1. A report outlining all grants and benefits provided by Council Committees and Council for the period 1 July to 30 September 2019 is attached.
- 2.2. It is proposed that the Committee note the listing of grants and benefits provided for the period 1 July to 30 September 2019, and that these are required, pursuant to Section 77 of the *Local Government Act 1993* ("LG Act"), to be included in the annual report of Council.

3. Recommendation

That the Finance and Governance Committee receive and note the information contained in the report titled 'Grants and Benefits Listing as at 30 September 2019'.

4. Background

- 4.1. A report outlining the grants and benefits provided for the period 1 July to 30 September 2019 is provided at **Attachment A**.
- 4.2. Pursuant to Section 77 of the LG Act, the details of any grant made or benefit provided will be included in the annual report of the Council.
- 4.3. The listing of grants and benefits marked as Attachment A, has been prepared in accordance with the Council policy titled *Grants and Benefits Disclosure* – refer **Attachment B**.

5. Proposal and Implementation

- 5.1. It is proposed that the Committee note the grants and benefits listing as at 30 September 2019.
- 5.2. It is also proposed that the Committee note that the grants and benefits listed are required to be included in the Annual Report of the Council and will be listed on the City of Hobart's website.

6. Strategic Planning and Policy Considerations

- 6.1. Grants and benefits are provided to organisations which undertake activities and programs that strongly align with the City of Hobart Capital City Strategic Plan 2019-2029 as well as other relevant City of Hobart strategies.
- 6.2. The linkage between the City's grants and benefits provided and the City of Hobart Capital City Strategic Plan 2019-2029 is referenced in Attachment A.

7. Financial Implications

- 7.1. Funding Source and Impact on Current Year Operating Result
 - 7.1.1. All grants and benefits provided as at 30 September 2019 were funded from the 2019-20 budget estimates.

8. Legal, Risk and Legislative Considerations

- 8.1. The Council provides grants and benefits within the requirements of Section 77 of the LG Act as follows:
 - 8.1.1. **Grants and benefits**
 - (1) *A council may make a grant or provide a pecuniary benefit or a non-pecuniary benefit that is not a legal entitlement to any person, other than a councillor, for any purpose it considers appropriate.*
 - (1A) *A benefit provided under subsection (1) may include:*
 - (a) *in-kind assistance; and*
 - (b) *fully or partially reduced fees, rates or charges; and*
 - (c) *remission of rates or charges under Part 9 (rates and charges)*
 - (2) *The details of any grant made or benefit provided are to be included in the annual report of the council.*
- 8.2. Section 72 of the LG Act requires Council to produce an Annual Report with Section 77 of the LG Act providing an additional requirement where individual particulars of each grant or benefit given by the Council must be recorded in the Annual Report.
- 8.3. Section 207 of the LG Act provides for the remitting of all or part of any fee or charge paid or payable.
- 8.4. Section 129 of the LG Act provides for the remitting of rates.

9. Delegation

9.1. This report is provided to the Finance and Governance Committee for information.

As signatory to this report, I certify that, pursuant to Section 55(1) of the Local Government Act 1993, I hold no interest, as referred to in Section 49 of the Local Government Act 1993, in matters contained in this report.



Lara MacDonell
**GROUP MANAGER RATES &
PROCUREMENT**



Heather Salisbury
DEPUTY GENERAL MANAGER

Date: 7 November 2019
File Reference: F19/143162; 25-2-1

Attachment A: Grants and Benefits Listing as at 30 September 2019 ↓
Attachment B: Council Policy - Grants and Benefits Disclosure ↓

**Grants, Assistance and Benefits Provided as at 30 September 2019
Section 77 (1)**

Detail	Strategic Plan Reference	GST Inclusive Amount
Reduced Fees or Charges		
North Hobart Football Club Limited - Rental Rebate	2.3.1	5,124
Water Polo Tasmania - Under 14 National Championships 2019 - Doone Kennedy Hobart Aquatic Centre - Remission of Hire Charge	2.3.1	9,983
Remission of hire charges for Council halls, sports fields and parks	2.3.1	120
In-kind Assistance		
Global Climate Strike - in-kind	6.4.2	812
Reduced Rates		
E Kalis Properties Pty Ltd - Development Assistance - Rate Remission	1.2.5	425,984
Stormwater Removal Service Rate Remission	8.5.8	57,795
Sultan Holdings Pty Ltd - Development Assistance - Rate Remission	1.2.5	402,579
240L Wheelie Bin Rebate	8.5.8	4,030
Charitable Donations and Gifts		
Sponsorship / Investment - Economic, Cultural, Festivals and Events		
Business Events Tasmania - Annual Grant	3.1.5	116,111
Cycling South - 2019-20 Contribution	3.1.5	13,200
Kath Melbourne - Quick Response Grant	3.1.5	1,000
State Emergency Service - Southern Regional Volunteer SES Unit - Annual Contribution 2019-20	3.1.5	22,677
Surf Life Saving Tasmania Inc. - Grant	3.1.5	1,100
Tasmanian Canine Defence League - Funding Contribution	3.1.5	7,882
Tasmanian Symphony Orchestra - Creative Hobart Major Cultural Grant	3.1.5	27,500
Wellington Park Management Trust - 2019-20 Contribution	3.1.5	33,403
Youth Network of Tasmania - Contribution	3.1.5	215
Community		
CatholicCare Tasmania - Awareness Raising for Issues of Homelessness - Community Quick Response Grant	2.3.8	550
Colony 47 Inc. - National Homelessness Week Sound Scape - Community Quick Response Grant	2.2.3	550
Department of Police, Fire and Emergency Management - SES Southern Regional Unit - Contribution to the Incident Management Unit for 2019-20	2.3.8	2,500
Department of Police, Fire and Emergency Management - SES Southern Regional Unit - Contribution to the Search and Rescue Unit for 2019-20	2.3.8	5,000
Derwent Estuary Program Limited - Member Contribution to the Derwent Estuary Program 2019-20	2.3.8	59,164
Derwent Sailing Squadron Inc. - Annual Grant	2.3.8	2,433
Domain Tennis Centre Hobart - Annual Maintenance Grant 2018-19	2.3.8	50,027
Down Syndrome Association of Tasmania - Step UP! For Down Syndrome - Community Quick Response Grant	2.3.8	500
Hockey Tasmania Inc. - Annual Maintenance Grant 2019-20	2.3.8	78,793
Landcare Tasmania Inc. - Landcare Tasmania 25th Anniversary Celebration Welcome to Country - Community Quick Response Grant	2.3.8	550
The Trustee for the Salvation Army (TAS) Social Work - Community Creative Mentorship - Community Quick Response Grant	2.3.8	550
Vietnamese Student Association Tasmania - Music Heat - The Vietnamese Society Show - Community Quick Response Grant		500
Environmental and Climate Change		
Heritage and Conservation		
Anglican Diocese of Tasmania - St George's Battery Point Anglican Church Stone Work Restoration - Heritage Grant	1.2.4	255,508
TOTAL		1,586,140

City of Hobart

Policy

Title: Grants and Benefits Disclosure

Category: Corporate Governance

Date Last Adopted: 7 March 2016

1. Objectives

1. To articulate the Council's interpretation of grants and benefits for the purposes of disclosure within the Annual Report under Section 77 of the *Local Government Act 1993* (S77 LGA).
2. This Policy only applies to S77 LGA. There may be other legislative requirements to be considered when assessing grants and benefits.
3. To address the relevant transactions of the Council that meet the definition of the disclosure.
4. To identify the delegations for approval of 'benefits'.
5. To identify the methodology of disclosing amounts in aggregate or individually, and the basis for determining the value of the benefits provided.

2. Background

An internal audit of the grants and benefits approval and reporting processes in accordance with S77 LGA has been undertaken by the Council's internal auditors as part of the 2013/2014 internal audit program.

The findings from the audit have resulted in a recommendation to develop a formal policy in relation to 'grants and benefits' and disclosure requirements in accordance with S77 LGA.

3. Definition of Grant and Benefit

A "grant" is to give a sum of money to a person or organisation for a specified purpose.

A "benefit" is to provide goods and services free of charge or at reduced rates to people or organisations for which they would otherwise be liable to pay.

4. Policy

This policy interprets the grants and benefits transactions within the Council; identifies the transaction types which meet the definition for disclosure in accordance with S77 LGA; and determines the requirements and process for disclosing grants and benefits within the Council's Annual Report.

5. Classifications of Grants and Benefits

Grants and benefits are provided to organisations which undertake activities and programs that strongly align with the Council's Strategic Framework – Hobart 2025, the City of Hobart Strategic Plan 2014-2019 as well as other relevant City of Hobart strategies.

The Council provides the following classifications of grants and benefits:

1. Reduced fees or charges

A full or partial reduction in fees or charges imposed by the Council pursuant to Section 205 of the *Local Government Act 1993*, which are published in the Council's Annual Fees and Charges Booklet, for the use of recreational, community or other Council owned facilities or services.

2. In-kind assistance

The provision of a Council service, including staff and/or equipment at nil or reduced charge.

3. Reduced rates

A full or partial reduction in rates including:

- (i) Pensioner rate remissions (net of reimbursements provided by the State Government and associated bodies).
- (ii) Remissions of rates pursuant to Section 129 of the *Local Government Act 1993*.
- (iii) Rate rebates.

4. Charitable Donations and Gifts

A donation or gift is given as cash with no expectation of receiving a benefit.

5. Sponsorship/Investment

Any sponsorship/investment provided either as cash or in-kind is considered a grant. There are three types of sponsorship/investment – Economic, Cultural, and Festivals and Events (including sporting events).

Funds are provided as a grant or benefit for which the Council receives recognition for the contribution and the community receives a benefit from these contributions.

In these circumstances, the Council has a strong interest or may be an active partner in the activity for which the sponsorship/investment is given, and/or the activity is strongly aligned with a Council Strategy, such as the Economic Development Strategy or the Creative Hobart Cultural Strategy.

4.1 Economic

Assistance to organisations that endeavour to build a strong economic foundation through increased activity in the City that is aligned with the *Economic Development Strategy* or any transactions entered into under the Major Developments Assistance Incentives/Policy (7.06.02) which are captured by S77 LGA.

Such assistance may take the form of reduced fees and charges and/or reduced rates as outlined above.

4.2 Cultural

Assistance to support key cultural institutions in the City of Hobart in the delivery of programs and activities that promote the distinctive character of the city and enhance the city's vibrancy and closely align with the Council's Creative Hobart Cultural Strategy.

4.3 Festivals and Events

Assistance to support major and community festival and event (including sporting) programs and activities which present the greatest opportunity to leverage quantifiable economic, visitor, city promotional, cultural and community outcomes that align with the Council's strategic objectives to enhance City vibrancy and build healthy communities.

6. Community Grants

Assistance through the provision of cash grants to support programs and activities in support of community participation and valuing diversity to support a safe, friendly and compassionate society.

7. Environmental and Climate Change Grants

Assistance through the provision of cash grants or rebates to increase environmental awareness and in supporting ratepayers and organisations to minimise the effects of environmental damage and climate change.

8. Heritage and Conservation Grants

Cash grants for small to medium scale works, heritage studies and conservation plans, education projects on heritage listed places to protect the built heritage and history of the City.

9. Interest Free Loans

Interest which would normally have been payable on interest free loans provided to eligible social enterprises who have a social mission under the Council's Interest Free Loans program.

A combination of the above classifications of grants and benefits may be used at any one time.

6. Delegations for approval

All grants and benefits are approved in accordance with the Council's Delegations Register (Financial Delegations), Council Committee's Terms of Reference and Council Policy Manual.

7. Disclosure of all Grants and Benefits

1. Section 72 of the *Local Government Act 1993*, sets out the mandated requirements for the material to be included in the Annual Report. S77 LGA provides an additional requirement, which is the documenting of individual particulars of each grant or benefit given by the Council being reported in the Annual Report.
2. S77 LGA does not require the disclosure of Council decisions of a commercial nature or the disclosure of reduced rents on Council owned properties.
3. For the purposes of S77 LGA, the following grants and benefits will be disclosed in the Annual Report:
 - (i) Reduced fees and charges;
 - (ii) Established monetary value of in-kind assistance;
 - (iii) Reduced rates;
 - (iv) Charitable donations and gifts;
 - (v) Sponsorship/Investment;

- (vi) Community grants;
 - (vii) Environmental and Climate Change grants;
 - (viii) Heritage and Conservation grants;
 - (ix) Interest free loans; and
 - (x) Reduced Rentals.
4. All grants and benefits requiring disclosure under S77 LGA will be reported on an individual basis in the Annual Report except for the following classifications:
- (i) Reduced fees and charges for Council halls, sports fields, and parks up to an individual value of \$500;
 - (ii) Pensioner rate remissions (net expenditure);
 - (iii) Rate rebates up to an individual value of \$600; and
 - (iv) Ex-Aldermen's entitlements.

which will be aggregated for each individual classification, except where approved under the Major Developments Assistance/Incentives Policy and captured by S77 LGA.

8. Financial treatment:

Accounting treatment of grants and benefits will be undertaken in accordance with the *Audit Act 2008*, and associated standards and requirements issued by the Australian Account Standards Board.

All grants and benefits will be captured and recorded in the financial management system and will be recorded as a total benefit. The total benefit will include cash and in-kind assistance.

9. Legislation, Terminology and References:

Relevant legislation and Council's procedures that should be referred to when interpreting this policy are:

Local Government Act 1993, specifically Sections 72, 77, 129 and 205

Procedures for grants and benefits as contained within the Council's Integrated Management System

Delegations Register

Policy Manual



Responsible Officer:	Director Corporate Services
Policy first adopted by the Council:	
History	
Amended by Council	21/9/2015
Amended by Council	7/3/2016
Next Review Date:	March 2017

6.5 2019-20 Annual Plan - Summary Report
Period Ended 30 September 2019
File Ref: F19/142810

Report of the Senior Advisor Strategic Planning and the Manager
Economic Development, Engagement and Strategy of 7 November 2019
and attachment.

Delegation: Council

**REPORT TITLE: 2019-20 ANNUAL PLAN - SUMMARY REPORT
PERIOD ENDED 30 SEPTEMBER 2019****REPORT PROVIDED BY:** Senior Advisor Strategic Planning
Manager Economic Development, Engagement and
Strategy**1. Report Purpose and Community Benefit**

- 1.1. The purpose of this report is to present the 2019-20 Annual Plan summary report for the period ended 30 September 2019 (refer **Attachment A**).
- 1.2. The Annual Plan summary report provides information for the community on the City's progress of the major actions and initiatives in the annual plan.

2. Report Summary

- 2.1. The Annual Plan is required pursuant to S71 of the *Local Government Act 1993*.
- 2.2. The Annual Plan sets out the major actions and initiatives for the 2019-20 financial year and is aligned with the City's strategic plan.
- 2.3. The 2019-20 Annual Plan has 136 major actions and initiatives listed with 126 initiatives (93 per cent) commencing in the first three months of 2019-20.
- 2.4. The summary report for the period ending 30 September 2019 provides a snapshot of progress against the major actions and initiatives in the annual plan and provides highlights for the period (refer **Attachment A**).

3. Recommendation

That the Council endorse the Annual Plan 2019-20 summary report for the period ending 30 September 2019, marked as Attachment A to this report.

4. Background

- 4.1. The Annual Plan is required pursuant to S71 of the *Local Government Act 1993*. It describes the major actions and initiatives to be undertaken to achieve the objectives of the Strategic Plan.
- 4.2. The Strategic Plan is a requirement pursuant to S66 of the *Local Government Act 1993* and the *Local Government (Miscellaneous Amendments) Act 2013*. The Council is required to develop a strategic plan every ten years and review at least every four years.

- 4.2.1. A review of the strategic plan was undertaken following the endorsement of the community vision in July 2018. The review commenced in September 2018 with the new plan, City of Hobart Capital City Strategic Plan 2019-29, being endorsed by Council September 2019.
- 4.2.2. For the purposes of the 2019-20 Annual Plan the major actions and initiatives are aligned with the Capital City Strategic Plan 2015-25 as the annual plan is developed with the budget estimates and had to be finalised before the start of the 2019-20 financial year.
- 4.3. The 2019-20 Annual Plan has 136 major actions and initiatives listed with 125 initiatives (92 per cent) commencing in the first three months of 2019-20.
 - 4.3.1. Four reports are prepared throughout the financial year providing an account on progress against each of the major actions and initiatives in the Annual Plan. The reporting periods for the 2019-20 Annual Plan are as follows:
 - Summary report – period ending 30 September
 - Progress report – period ending 31 December
 - Summary report – period ending 31 March
 - Final report (Annual Report) – period ending 30 June.
 - 4.3.2. Accordingly, this report is the first summary report for the 2019-20 Annual Plan and provides a snapshot of progress against the major actions and initiatives in the annual plan and highlights for the period (refer **Attachment A**). The report also indicates the major actions and initiatives that will be delivered across multiple-years or are ongoing programs and projects.
 - 4.3.3. It is worth noting that as this report is a summary report only comments in the body of the report are limited and are provided by exception only. Full comments will be provided in the progress report for the second quarter of 2019-20 which covers the period 1 October to 31 December. Quarterly highlights are provided at the beginning of the attached report.
 - 4.3.4. In 2019-20 the City is continuing to progress a number of its major medium-term projects which include the capital works program *Transforming Hobart*, the ongoing implementation of new business systems (Project Phoenix), implementation of actions from the Connected Hobart Framework and leading discussions in relation to the implementation of the Hobart City Deal.

- 4.3.5. Transforming Hobart projects underway for 2019-20 include the Brooker Highway all abilities shared access bridge; the upgrade of Kemp Street (including a commercial waste and recycling receiving facility); local retail precinct upgrades and several public toilet upgrades.

5. Strategic Planning and Policy Considerations

- 5.1. The preparation of the report provides an account of the major actions and initiatives identified for the 2019-20 financial year as set out in the Annual Plan.
- 5.2. The Annual Plan Progress Report aligns with the following pillars and outcomes in the Strategic Plan :

Capital City Strategic Plan 2019-29

Pillar 8: Governance and civic involvement

Outcome 8.1: Hobart is a city of best practice, ethical governance and transparent decision-making.

8.1.2 Practise and communicate good city governance and decision-making.

8.1.3 Ensure systematic and useful measurement of community outcomes and the City's performance.

6. Delegation

- 6.1. This matter is delegated to the Council.

As signatory to this report, I certify that, pursuant to Section 55(1) of the Local Government Act 1993, I hold no interest, as referred to in Section 49 of the Local Government Act 1993, in matters contained in this report.



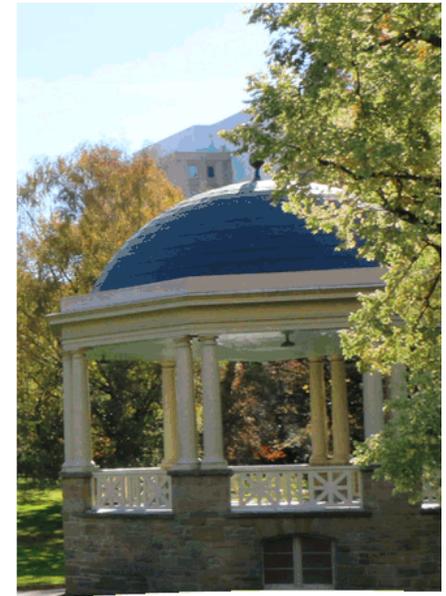
Paula Gudgeon
**SENIOR ADVISOR STRATEGIC
PLANNING**



Luke Doyle
**MANAGER ECONOMIC
DEVELOPMENT, ENGAGEMENT AND
STRATEGY**

Date: 7 November 2019
File Reference: F19/142810

Attachment A: Annual Plan 2019-20 - Summary Report for the Period Ended 30 September 2019 ↓



ANNUAL PLAN

PROGRESS REPORT 2019–20

PERIOD ENDING 30 SEPTEMBER 2019



City of HOBART

CITY OF HOBART ANNUAL PLAN 2019-20
PROGRESS REPORT FOR PERIOD ENDED 30 SEPTEMBER 2019

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INTRODUCTION

The City of Hobart Annual Plan 2019-20 sets out the major action and initiatives for the year to achieve the outcomes of the City's Strategic Plan. In 2018-19 a review was undertaken of the City of Hobart Capital Strategic Plan 2015-25 and a new strategic plan was developed that integrated and reflected the community vision; *Hobart: A community vision for our island capital*. The new strategic plan; the City of Hobart Capital Strategic Plan 2019-29 was endorsed by the Council in September 2019. As adoption of the new strategic plan came after the annual planning process for the 2019-20 financial year this Annual Plan is aligned with the 2015-25 strategic plan and based around the following goals:

- Goal one—Economic development, vibrancy and culture
- Goal two—Urban management
- Goal three—Environment and natural resources
- Goal four—Strong, safe and healthy communities
- Goal five—Governance.

This report provides a snapshot of progress for the major actions and initiatives for the period 1 July to 30 September 2019.

✓ Completed

⇒ Underway

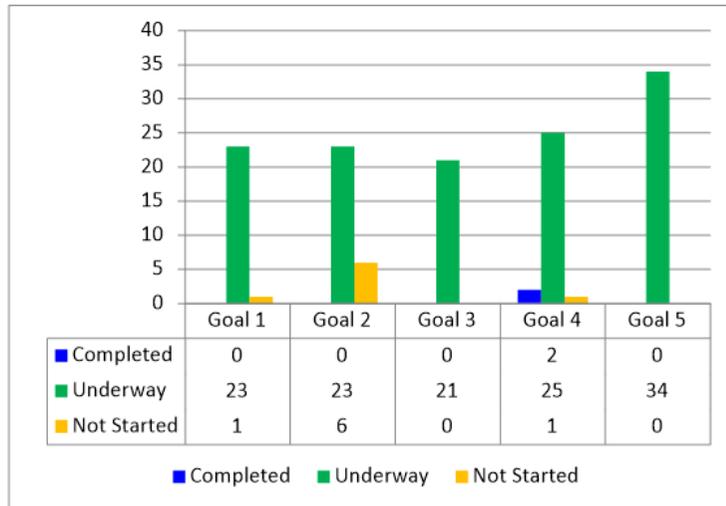
X Not commenced

Indicate with a ✓ in column 3 if the action or initiative is multi-year project or ongoing

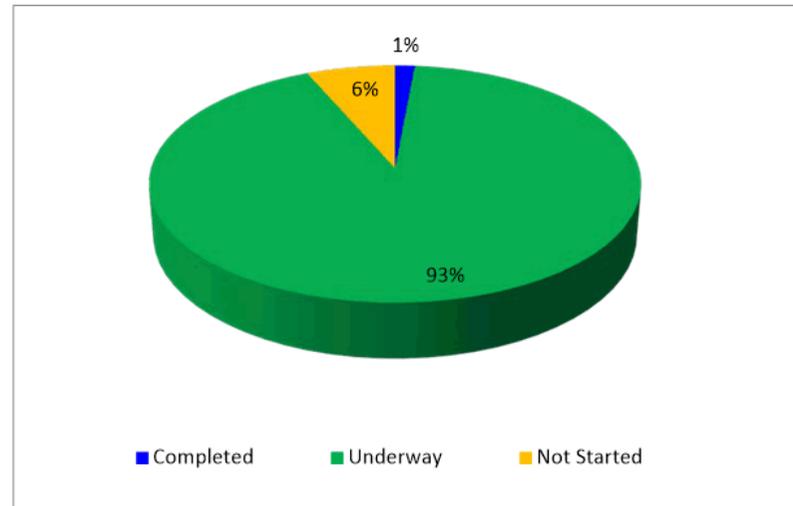
PROGRESS FOR PERIOD ENDED 30 SEPTEMBER 2019

The implementation of the Annual Plan for the period of 1 July to 30 September has seen the commencement of 93 per cent of major actions and initiatives. As illustrated in the following graphs, 126 (93 per cent) are underway, 2 (1 per cent) are complete and 8 (6 per cent) not started.

OVERVIEW OF PROGRESS OF IMPLEMENTATION OF MAJOR ACTIONS AND INITIATIVES BY GOAL



OVERVIEW OF PROGRESS OF IMPLEMENTATION OF MAJOR ACTIONS AND INITIATIVES



✓ Completed

⇒ Underway

X Not commenced

Indicate with a ✓ in column 3 if the action or initiative is multi-year project or ongoing

QUARTER HIGHLIGHTS FOR THE PERIOD ENDED 30 SEPTEMBER 2019

Through the major actions and initiatives within the Annual Plan the City of Hobart continues to progress its major and medium-term projects during 2019-20 including Transforming Hobart (the City's most ambitious capital works plan to date), the ongoing implementation of new business systems (Project Phoenix), implementation of actions from the Connected Hobart Framework and leading discussions in relation to a Capital City Act and a City Deal for Hobart.

Transforming Hobart projects underway for 2019-20 include the Brooker Highway all abilities shared access bridge; the upgrade of Kemp Street (including a commercial waste and recycling receiving facility); local retail precinct upgrades and several public toilet upgrades.

<p>Goal one Economic development, vibrancy and culture</p>	<ul style="list-style-type: none"> - The <i>Hello Hobart</i> marketing campaign has expanded its footprint to include more businesses in the wider Hobart area and several networking events for Hobart retailers have been held. - The Connected Hobart Framework and Action Plan was endorsed by the Council in September 2019 and the first initiatives are now underway. - Detailed design for stage 3 of the New Town Retail Precinct is complete and the concept design for the Elizabeth Street Precinct is now being developed. - Service at the Elizabeth Mall information booth recommenced in July 2019. In the first quarter of 2019-20 the information booth has seen an increase in growth of 37 per cent. - The City's first Aboriginal Art Commission was awarded to artist Michelle Maynard for work on the Elizabeth Mall information booth which was launched in October 2019. - The Public Art Framework was endorsed by Council in September 2019 and several initiatives are underway. - Planning for The Taste of Tasmania is advanced and progressing well. This year's Taste festival focuses heavily on promoting the local communities in Tasmania with over 1500 people involved, to date, from organisations, community groups and associations.
--	--

✓ Completed

⇒ Underway

X Not commenced

Indicate with a ✓ in column 3 if the action or initiative is multi-year project or ongoing

<p>Goal two Urban management</p>	<ul style="list-style-type: none"> - The planning permit has been issued for the redevelopment of the South Hobart Community Centre. Work is due to commence in November 2019. - Community engagement is taking place for toilet facilities and outdoor gym equipment at Long Beach, Sandy Bay and for toilet facilities at Tolmans Hill Park. - The architectural canopy for the bridge on Brooker Avenue was successfully installed with completion expected in late November 2019. - Construction works for stage 2 of the Salamanca Place Precinct Upgrade Project are underway. - Construction work is underway for bus shelter and paving improvements on the GPO (eastern) side of the Elizabeth Street bus mall.
<p>Goal three Environment and natural resources</p>	<ul style="list-style-type: none"> - The Regulatory Impact Statement for the implementation of the Single-use Plastics by-law has been approved by Department of Premier and Cabinet. - Works on the park upgrade at the Fern Tree Visitor Node are nearing completion. Construction for the pathway and car park will commence during the October to December quarter. - <i>Protecting our Wild Heart – an action plan for Hobart’s Bushland</i> was launched. - The commencement of the food organics and garden organics (FOGO) collection service was announced. The service will be launched in November 2019. - Salamanca Market has been named as a finalist in the 2019 Tasmanian Community Achievement Awards in the EPA Sustainability Award category. - Amendments were initiated to the Significant Tree Code of the <i>Hobart Interim Planning Scheme 2015</i> following the consideration of nominations from the community.

✓ Completed

⇒ Underway

X Not commenced

Indicate with a ✓ in column 3 if the action or initiative is multi-year project or ongoing

GOAL ONE—ECONOMIC DEVELOPMENT, VIBRANCY AND CULTURE

City growth, vibrancy and culture comes when everyone participates in city life

FD1—offers opportunities for all ages and a city for life

In 2025 Hobart will be a city that provides opportunities for education, employment and fulfilling careers. A city that is able to retain its young people and provide a lifestyle that will encourage all ages to see the city as a desirable location and lifelong home.

FD7—is dynamic, vibrant and culturally expressive

In 2025 Hobart will be a city that is a destination of choice and a place for business. Clever thinking and support for creativity will help build a strong economic foundation, and entertainment, arts and cultural activities promote the distinctive character of the city. Lifestyle opportunities and strong communities will ensure a vibrancy and way of life that is Hobart.

Strategic Objectives

- 1.1 Partnerships with government, the education sector and business create city growth.
- 1.2 Strong national and international relationships.
- 1.3 Vibrant city centre and suburban precincts.
- 1.4 An enriched visitor experience.
- 1.5 Cultural and creative activities build community wellbeing and economic viability.

Key Function Areas

This will be delivered through the following City of Hobart functions:

- Community and Cultural Programs
- Tasmanian Travel and Information Centre
- Communications and Marketing
- Economic Development
- Salamanca Market
- Infrastructure Planning
- Community Development Policy and Management
- City Design
- Cleansing and Solid Waste
- City Activation
- Events
- The Taste of Tasmania
- Traffic Engineering
- Tourism
- Project Delivery Civil Works

✓ Completed

⇒ Underway

X Not commenced

Indicate with a ✓ in column 3 if the action or initiative is multi-year project or ongoing

2019-20 Actions and initiatives				
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	Comments (by exception only)
1.1.1	Deliver Economic Development activities in line with the Guiding Principles.	✓	⇒	
1.1.1	Continue to engage with the Hobart business community through City programs, such as Hello Hobart and Connected Hobart.	✓	⇒	
1.1.2	Respond to and support the consolidation of the University of Tasmania's campus in central Hobart as part of the development of a Hobart Precinct Plan.	✓	⇒	
1.1.6	Deliver the actions associated with the Welcoming Cities Program.	✓	⇒	
1.2.4	Continue to review and deliver actions from the International Relations Action Plan 2016.	✓	⇒	
1.3.1	Develop a strategic plan for Salamanca Market.		⇒	
1.3.1	Deliver the 2019-20 Taste of Tasmania festival.		⇒	
1.3.1	Deliver a range of community events, including the Christmas program, annual floral shows and other activities as required.	✓	⇒	
1.3.1	Continue to work in partnership with key event organisers to deliver major events and festivals through sponsorship agreements and the City Partnership Program.	✓	⇒	
1.3.1	Develop Terms and Conditions of Use for Salamanca Square, Mathers Place, Collins Court, Wellington Court and Elizabeth Mall.		⇒	

✓ Completed

⇒ Underway

X Not commenced

Indicate with a ✓ in column 3 if the action or initiative is multi-year project or ongoing

2019-20 Actions and initiatives				
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	Comments (by exception only)
1.3.1 1.3.3 1.4.1	Adopt and implement initiatives within the Connected Hobart Action Plan smart city program.	✓	⇒	
1.3.1 1.3.4	Continue to deliver and further develop the City of Hobart Food Truck Program.	✓	⇒	
1.3.1 1.3.5	Provide support of events, festivals and activities that activate the Hobart local government area through the City of Hobart Grant Programs.	✓	⇒	
1.3.1 1.4.1	Provide cleansing services to support events, festivals and markets and ensure that city streets, public toilets and other streetscape infrastructure are cleaned and maintained to a high standard.	✓	⇒	
1.3.2	Investigate opportunities for improved pedestrian connections between Elizabeth Mall and Wellington Court.	✓	X	

✓ Completed

⇒ Underway

X Not commenced

Indicate with a ✓ in column 3 if the action or initiative is multi-year project or ongoing

2019-20 Actions and initiatives				
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	Comments (by exception only)
1.5.1	Implement the Creative Hobart Strategy, including hosting forums that engage the community and the cultural sector.	✓	⇒	
1.5.1	Implement the Public Art Framework.	✓	⇒	
1.5.1	Implement the biennial multi-disciplinary creative program in partnership with the Tasmanian Museum and Art Gallery.	✓	⇒	
1.5.3	Deliver a range of public art projects including the New Town Public Art Project.		⇒	

✓ Completed

⇒ Underway

X Not commenced

Indicate with a ✓ in column 3 if the action or initiative is multi-year project or ongoing

2019-20 Actions and initiatives				
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	Comments (by exception only)
2.1.1 2.1.2	Finalise the Transport Strategy and commence the implementation of the strategy actions.	✓	⇒	
2.1.2	Undertake construction of the Elizabeth Street Bus Mall improvements.	✓	⇒	
2.1.2 2.1.3 2.1.6	Design and commence construction of Huon Road widening between Hillborough Road and Pillinger Drive to provide improved uphill overtaking opportunities.	✓	⇒	
2.1.2 2.1.6 2.2.5	Develop concept designs for improved infrastructure for cyclists in the city centre and undertake temporary installations to connect the new Brooker Avenue bridge and the city.	✓	⇒	
2.1.2 2.1.3 2.1.6 2.3.3	Prepare the concept design for new traffic signals at the Collins and Molle Street intersection to improve safety for cyclists and pedestrians.	✓	⇒	
2.1.2 2.1.3	Undertake road shoulder improvements at Weld Street, South Hobart.		⇒	
2.1.2 2.1.3	Undertake footpath and road surface improvements at New Town Road from Argyle Street to Risdon Road.		⇒	
2.1.2 2.1.3	Undertake footpath renewal at Digney Street, Dynnyrne from Antill Street to Pillinger Street.		⇒	

✓ Completed

⇒ Underway

X Not commenced

Indicate with a ✓ in column 3 if the action or initiative is multi-year project or ongoing

2019-20 Actions and initiatives				
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	Comments (by exception only)
2.1.2 2.1.3	Undertake footpath and road surface improvements at Abermere Avenue to Elphinstone Road, Mount Stuart.		⇒	
2.1.2 2.1.7	Understand the movement and access impacts of the future relocation of the University of Tasmania from Sandy Bay into the city.	✓	⇒	
2.1.2	Increase the availability of parking in North Hobart through expansion of existing car parks and identification of new parking areas.	✓	⇒	
2.1.2 2.2.5	Complete network and urban design planning for lower Campbell Street.	✓	X	
2.1.3	Commence installation of the guard rails on Pinnacle Road.	✓	⇒	
2.1.4	Review parking operations and develop and implement a new Parking Plan.	✓	⇒	
2.1.6 2.2.5 2.3.3	Finalise the concept design for improved bicycle connections along Collins Street.	✓	X	
2.1.7 2.3.3	Partner with the State government to undertake the development of a Central Hobart Precinct Plan.	✓	⇒	
2.1.7 2.3.2	Commence the development of a Road Network Plan to provide guidance and direction for the future development of the City's road and access network.	✓	⇒	

✓ Completed

⇒ Underway

X Not commenced

Indicate with a ✓ in column 3 if the action or initiative is multi-year project or ongoing

2019-20 Actions and initiatives				
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	Comments (by exception only)
2.2.5 2.3.3	Complete Stage 2 of the Salamanca Place Precinct Upgrade Project.	✓	⇒	
2.2.5 2.3.3	Complete the design and commence construction of Stage 3 of the Salamanca Place Precinct Upgrade Project.	✓	X	
2.3.3	Review the status of Inner City Action Plan (ICAP) projects in the context of a Central Hobart Precinct Plan.	✓	⇒	
2.3.4	Exhibit the Hobart Local Provisions Schedule and implement through the Tasmanian Planning Scheme.	✓	X	Awaiting Tasmanian Planning Commission assessment before exhibition.

✓ Completed

⇒ Underway

X Not commenced

Indicate with a ✓ in column 3 if the action or initiative is multi-year project or ongoing

GOAL THREE—ENVIRONMENT AND NATURAL RESOURCES

An ecologically sustainable city maintains its unique character and values our natural resources

FD2—is recognised for its natural beauty and quality of environment

In 2025 Hobart will be a city that respects the natural beauty of kunanyi/Mount Wellington, the River Derwent, the bushland surrounds and foreshore locations. The community connection to the environment has been enhanced through the protection of views, vistas, access and linkages. The physical environment has been conserved in a manner that will ensure a healthy and attractive city.

Strategic Objectives

- 3.1 Increased resilience to climate change.
- 3.2 Strong environmental stewardship.
- 3.3 A highly valued natural and cultural open space network.
- 3.4 Leadership in environmental performance with the efficient use of natural resources.

Key Function Areas

This will be delivered through the following City of Hobart functions:

- Road and Environmental Engineering
- Asset Services
- Cleansing and Solid Waste
- Environmental Health
- Planning Policy and Heritage
- Open Space Group
- Civil Works
- Parks and Recreation

✓ Completed

⇒ Underway

X Not commenced

Indicate with a ✓ in column 3 if the action or initiative is multi-year project or ongoing

2019-20 Actions and initiatives				
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	Comments (by exception only)
3.1.1	Finalise the Hobart Climate Change Strategy.	✓	⇒	
3.1.3	Finalise the Hobart Coastal Hazards Strategy.	✓	⇒	
3.2.1	Progress the City's Fire Trail Renewal Program.	✓	⇒	
3.2.1	Continue to plan and implement a multi-year works program to improve the City's fuel break network, including the enhancement and extension of existing breaks and new breaks, which are consistent with current Tasmania Fire Service Fuel Break Guidelines.	✓	⇒	
3.2.2	Complete stormwater system management plans for all of the City's catchments.		⇒	
3.2.3	Progress the completion of design work for flood mitigation works for the lower reaches of the Maypole Rivulet and New Town Rivulet catchments.	✓	⇒	
3.2.3	Continue with the program to repair flood damage to stormwater systems and rivulets.		⇒	
3.2.4	Implement the Single-use Plastics by-law in a staged manner, maximising stakeholder engagement and educational opportunities, and providing information and tools to enable affected businesses to transition to compliance.	✓	⇒	

✓ Completed

⇒ Underway

X Not commenced

Indicate with a ✓ in column 3 if the action or initiative is multi-year project or ongoing

2019-20 Actions and initiatives				
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	Comments (by exception only)
3.3.1	Continue support of the Bushcare Program to assist in maintaining and improving the bushland network.	✓	⇒	
3.3.2	Complete the works associated with the Fern Tree Visitor Node Master Plan (including the new toilet).		⇒	
3.3.2	Progress the implementation of the Queens Domain Summit Redevelopment Plan.	✓	⇒	
3.3.5	Progress the implementation of actions from the Biodiversity Plan.	✓	⇒	
3.4.4	Install a further 70 kilowatts of solar power panels on the City's buildings.	✓	⇒	

✓ Completed

⇒ Underway

X Not commenced

Indicate with a ✓ in column 3 if the action or initiative is multi-year project or ongoing

GOAL FOUR—STRONG, SAFE AND HEALTHY COMMUNITIES

Our communities are resilient, safe and enjoy healthy lifestyles

FD6—builds strong and healthy communities through diversity, participation and empathy

In 2025 Hobart will be a city that reflects a spirit of community and tolerance. By valuing diversity and encouraging participation by all ages in the life of their community a friendly and compassionate society will underpin a safe and healthy city.

Strategic Objectives

- 4.1 Community connectedness and participation realises the cultural and social potential of the community.
- 4.2 City facilities, infrastructure and open spaces support healthy lifestyles.
- 4.3 Build community resilience, public health and safety.
- 4.4 Community diversity is encouraged and celebrated.

Key Function Areas

This will be delivered through the following City of Hobart functions:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Doone Kennedy Hobart Aquatic Centre • Equal Access Coordination • Environmental Health • Community Development Policy and Management • Design Services • City Infrastructure • Cleansing and Solid Waste | <ul style="list-style-type: none"> • Positive Ageing • Youth Programs • Community and Cultural Programs • Parks and Recreation • Civil Works • Open Space Group • Planning Policy and Heritage |
|--|---|

✓ Completed

⇒ Underway

X Not commenced

Indicate with a ✓ in column 3 if the action or initiative is multi-year project or ongoing

2019-20 Actions and initiatives				
Strategy ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	Comments (by exception only)
4.1.1 4.2.2	Complete the redevelopment of the Youth ARC facility.	✓	⇒	
4.1.1 4.1.2	Review the Social Inclusion Strategy 2014 – 2019 and associated plans. (Children and Families; Youth; Positive Ageing; Equal Access; Multicultural; Resilience).	✓	⇒	
4.1.1 4.1.2	Complete the Reconciliation Action Plan.	✓	⇒	
4.1.2 4.4.1 4.4.3	Strengthen links with the Aboriginal community through involvement in City programs, community and cultural events and engagement activities.	✓	⇒	
4.1.2	Deliver the Still Gardening Program in accordance with the Department of Social Services funding agreement.	✓	⇒	
4.1.4 4.1.7 4.2.4 4.4.1	Deliver and support community events, including Children and Families Week, National Youth Week, Harmony Day, Seniors Week, Adult Learners' Week, Homelessness Week, Anti-Poverty Week and Mental Health Week.	✓	⇒	
4.1.5	Deliver the Community Development Grants Program and explore opportunities to support applicants and recipients.	✓	⇒	
4.1.6	Strengthen and develop the Community and Culture volunteer programs.	✓	⇒	

✓ Completed

⇒ Underway

X Not commenced

Indicate with a ✓ in column 3 if the action or initiative is multi-year project or ongoing

2019-20 Actions and initiatives				
Strategy ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	Comments (by exception only)
4.2.1	Deliver a wide variety of health and wellbeing, aquatic and recreational programs and activities at the Doone Kennedy Hobart Aquatic Centre.	✓	⇒	
4.2.1	Progress the refurbishment of the Donne Kennedy Hobart Aquatic Centre in accordance with the master plan.	✓	⇒	
4.2.2	Complete the Intercity Cycleway extension from McVilly Drive to the boundary Macquarie Point.		⇒	
4.2.2	Complete the connection of 'City to Gardens Way' from the Brooker Avenue Bridge to the Bridge of Remembrance.		⇒	
4.2.2	Progress the connection of 'City of Gardens Way' from Davies Avenue to the Royal Tasmanian Botanical Gardens	✓	⇒	
4.2.2	Undertake sporting grounds playing surface upgrades at Sandown Park and John Turnbull Park.		⇒	
4.2.2	Work with sporting clubs to deliver major projects funded by external grants.	✓	⇒	
4.2.2 4.3.3 4.3.8	Implement actions from the Connected Hobart Action Plan.	✓	⇒	
4.3.1 4.3.2	Prepare Evacuation Centre Operating Procedures.		✓	

✓ Completed

⇒ Underway

X Not commenced

Indicate with a ✓ in column 3 if the action or initiative is multi-year project or ongoing

2019-20 Actions and initiatives				
Strategy ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	Comments (by exception only)
4.3.7	Complete the review of the Affordable Housing and Homelessness Strategy.	✓	⇒	
4.3.8	Implement actions from the Community Safety Commitment.	✓	⇒	

✓ Completed

⇒ Underway

X Not commenced

Indicate with a ✓ in column 3 if the action or initiative is multi-year project or ongoing

2019-20 Actions and initiatives				
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	Comments (by exception only)
5.1.3	Implement live minute taking for Council meetings.		⇒	
5.1.4	Undertake effective qualitative assessment of all grant programs.	✓	⇒	
5.1.4	Develop and implement a Strategic Measurement System to provide systematic and useful measurement of community outcomes and the City's performance	✓	⇒	
5.1.4	Undertake a review of the City's Planning and Reporting Framework.		⇒	
5.1.7	Review and update the Long-term Financial Management Plan.		⇒	
5.1.7	Prepare annual budgets in the context of the Long-term Financial Management Plan.		⇒	
5.1.7	Develop and implement a new Budget Management Strategy.		⇒	
5.1.8	Improve system and process capability for rates management.		⇒	

✓ Completed

⇒ Underway

X Not commenced

Indicate with a ✓ in column 3 if the action or initiative is multi-year project or ongoing

2019-20 Actions and initiatives				
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	Comments (by exception only)
5.4.1	Design community engagement plans that are in line with the IAP2 best practice.	✓	⇒	
5.4.3	Provide regular opportunities through 'community conversations' for communities to interact with the City officers and elected members.	✓	⇒	
5.5.1	Support the implementation of the Hobart City Deal and the Greater Hobart Act.	✓	⇒	
5.5.1	Actively participate in the Council of Capital City Lord Mayors (CCCLM) activities and support projects that will benefit Hobart.	✓	⇒	

✓ Completed

⇒ Underway

X Not commenced

Indicate with a ✓ in column 3 if the action or initiative is multi-year project or ongoing

6.6 Parking in North Hobart - Hours of Operation of Car Parks
File Ref: F19/142712; 17/181

Memorandum of the Director City Innovation of 6 November 2019.

Delegation: Council



City of **HOBART**

MEMORANDUM: FINANCE AND GOVERNANCE COMMITTEE

Parking in North Hobart - Hours of Operation of Car Parks

At its meeting held on 20 May 2019, the Council resolved the following:

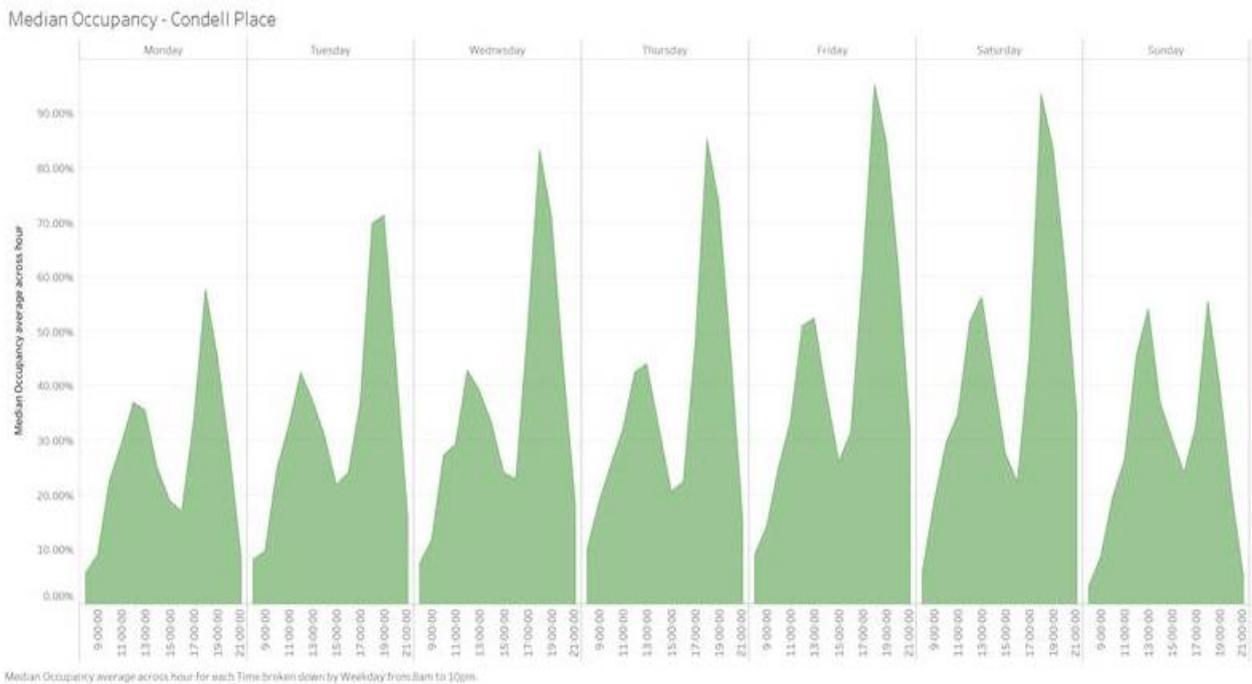
“In accordance with section 96(1) of the Local Government Highways Act 1982, amendments to the operational hours of Dunn Place, Condell Place, Lefroy Street and Salamanca Square Car Parks be approved.”

In response to the above resolution and with regard to parking in North Hobart, City officers increased the enforceable hours of parking operations in North Hobart to 10pm.

Following a review of this new operating model, officers have identified that by 9pm the occupancy of the car parks ranges from 5% to 20% from Sunday through to Wednesday, and 20% to 35% from Thursday through to Saturday.

Therefore, officers recommend a 1-hour reduction in the sign-posted and enforceable times for paid parking in both the Condell Place and Lefroy Street Car Parks in North Hobart.

- Current paid parking times: 8.30 am – 10.00 pm
- Recommended paid parking times: 8.30 am – 9.00 pm



Dynamic pricing (the use of different fees levied at different times of the day) will be the subject of a future report to Committee.

RECOMMENDATION

That the sign-posted and enforceable times for paid parking in both the Condell Place and Lefroy Street Car Parks in North Hobart be reduced from 8.30am - 10pm to 8.30am - 9pm.

As signatory to this report, I certify that, pursuant to Section 55(1) of the Local Government Act 1993, I hold no interest, as referred to in Section 49 of the Local Government Act 1993, in matters contained in this report.

Peter Carr
DIRECTOR CITY INNOVATION

Date: 6 November 2019
 File Reference: F19/142712; 17/181

7. COMMITTEE ACTION STATUS REPORT

7.1 Committee Actions - Status Report

A report indicating the status of current decisions is attached for the information of Elected Members.

RECOMMENDATION

That the information be received and noted.

Delegation: Committee

Attachment A: Committee Action Status Report - Open

FINANCE AND GOVERNANCE COMMITTEE - STATUS REPORT
 OPEN PORTION OF THE MEETING
 November 2019

Ref	Title	Report / Action	Action Officer	Comments
1.	<p style="text-align: center;">CITY HALL – DEVELOPMENT OPPORTUNITIES – VENUES Council, 23/2/2015, Item 12</p> <p style="text-align: center;">CITY HALL RESTORATION Council, 22/02/2016 Item 19</p>	<p>That: 1. A consultant be engaged to develop a business plan for the City Hall, as a matter of urgency to inform long term infrastructure investment, the future management and operational model for the facility, at an approximate cost of \$100,000 to be funded from 2015/2016 operational savings.</p> <p>2. A further report also be prepared that provides details of all Council physical building assets and their current uses including options for maximising community usage for buildings that are underutilised.</p>	<p>Executive Manager City Place Making</p>	<p>1. A report presenting a summary of Draft Master Plan options for the Hobart City Hall was considered in the closed portion of the June 2019 Finance and Governance Committee meeting.</p> <p>2. Officers are currently scoping the preparation of a report detailing Council physical building assets and their current and potential use.</p>

Ref	Title	Report / Action	Action Officer	Comments
2.	<p style="text-align: center;">NOTICE OF MOTION COUNCIL CAR PARKS - SECURE SHORT TERM BICYCLE FACILITIES</p> <p style="text-align: center;">Council, 23/05/2016 Item 14</p>	<p>That a report be prepared on options for appropriate secure short-term cycling facilities with a focus on the 42 vacant spaces in the Argyle Street car park along with other Council car parks, for people who choose to cycle into the city.</p>	<p>Director City Innovation</p>	<p>An Elected Member workshop was held on 16 July to discuss a range of strategic options relating to the City's off-street parking facilities.</p> <p>Additionally, an initiative has been included for public consideration in the <i>Connected Hobart Action Plan</i>.</p>
3.	<p style="text-align: center;">SANDY BAY BATHING PAVILION, LONG BEACH</p> <p style="text-align: center;">Council, 24/7/2017 Item 15</p>	<p>That proposals associated with the development of a new second floor restaurant above the Sandy Bay Bathing Pavilion be proceeded with and the expenditure of \$16,800 be approved.</p>	<p>General Manager</p>	<p>Upper floor: Architects Terroir have developed a new design in conjunction with the Pavilion's original architect, Mr Dirk Bolt who supports the design.</p> <p>Pre-application advice has been received from City of Hobart Planning and Heritage teams, as well as Heritage Tasmania.</p> <p>Endorsement for the design was granted by Council on 17 June. The next step is to lodge a DA.</p> <p>Ground floor: A new lease has been offered to Surf Life Saving Tasmania for a reduced footprint (this is subject to community consultation).</p> <p>A new proposal for the use of the ground floor of the Pavilion has been submitted to Council for a café. Control over the leasable area for a café has been retained by the City of Hobart.</p>

Ref	Title	Report / Action	Action Officer	Comments
				<p>The proponent will be consulting with Heritage Tasmania and the original architect of the Pavilion before lodging a DA.</p> <p>It is anticipated that both DAs will be considered at the same time.</p>
4.	<p>ELECTRIC VEHICLES AND CHARGING STATIONS</p> <p>Council, 25/7/2016 Item 20</p>	<p>That: 1. Council officers continue to monitor the types of electric and hybrid vehicles available on the market to determine whether any would be suitable for inclusion in the City's fleet.</p>	Director City Innovation	<p>1. Officers are monitoring electric and hybrid vehicle models for potential inclusion in the fleet. Models have now been added to the State Government list and we are looking to include these on the City's list. The range of suitable vehicles available in Australia continues to be very limited, though is expected to improve over the next 12-24 months.</p>
		<p>2. City employees be canvassed to determine demand for electric bicycle charging stations at the City's corporate buildings. If there is sufficient demand, then power outlets be installed in suitable locations.</p>		<p>2. Options for canvassing employees are being considered. Charging stations have been installed in the Hobart Central Car Park on a trial basis.</p>
		<p>3. Appropriate street signage be installed to direct users of electric vehicles (EV) and bicycles to the charging stations located at the Hobart Central Car park.</p>		<p>3. Officers are progressing the signage installation.</p>
		<p>4. That the Hobart Bicycle Advisory Committee be requested to consider initiatives to encourage the wider use of electric bicycles.</p>		<p>4. The Committee has provided input into the Connected Hobart development process and will be further consulted on the draft framework and action plan in 2019.</p>

Ref	Title	Report / Action	Action Officer	Comments
5.	<p style="text-align: center;">COUNCIL AND COMMITTEES - STRUCTURE AND GOVERNANCE MATTERS</p> <p style="text-align: center;">Council 4/12/2017 Item 21</p>	That further consideration of the strategic realignment of its existing committee structure occur after the completion of the Council's visioning project.	Deputy General Manager	Now that the Council's new strategic plan has been finalised, it is proposed to review the committee structure early in 2020.
6.	<p style="text-align: center;">SHAPING THE CITIES OF HOBART AND GLENORCHY– DETERMINING THE BENEFITS OF ENHANCED LAND VALUE THROUGH INVESTMENT IN A PUBLIC TRANSIT SYSTEM</p> <p style="text-align: center;">Council 9/2/2016 Supp Item 16</p>	That the Council initiate a Public Transit Corridor Urban Utilisation and Economic Benefit project for the current rail corridor, based on the proposal titled 'Shaping the Cities of Hobart and Glenorchy – Determine the Benefits of Enhanced Land Value through Investment in a Public Transit System', subject to the matched support of the Glenorchy City Council.	General Manager	At its 20 August 2018 meeting, the Council resolved that further activities by the Hobart Glenorchy Public Transit Corridor Committee be put on hold pending finalisation of the Hobart City Deal process.
7.	<p style="text-align: center;">UNIVERSITIES CONFERENCE AND STUDY TOUR</p> <p style="text-align: center;">Council 6/2/2017 Item 17.</p>	That a further report be provided to investigate extending an invitation to Gehl Architects to visit the City for the purposes of reviewing the urban transformation work the City has done to date and to provide a public lecture.	General Manager	A suitable opportunity to invite Gehl Architects has not been identified at this time. Investigations on future opportunities is ongoing.
8.	<p style="text-align: center;">REVIEW OF PARKING - NORTH HOBART (UPDATE ON ACTIONS)</p> <p style="text-align: center;">Council 19/2/2018 Item 15</p>	That 1. The results of the recent North Hobart parking survey be released to the North Hobart Traders Association and other interested parties for their review and comment, for a period not exceeding 30 days.	Director City Innovation	The results of the parking survey have been provided to the North Hobart Traders Association and other interested parties. An executive summary has now been prepared to provide more clarity around the information provided. This has also been distributed to the Traders Association.

Ref	Title	Report / Action	Action Officer	Comments
		<p>2. Following the finalisation of the consultation, a Council workshop open to the public be held to review all data collected and to consider all options, and potential costs, including;</p> <p>(a) additional on-street car parking spaces;</p> <p>(b) additional metered parking spaces;</p> <p>(c) development of the Condell Place car park.</p>		<p>Extensions to the operating hours of the following car parks were approved by Council at its 20 May 2019 meeting:</p> <p>(i) Dunn Place hours to extend from 8am – 5pm daily to 8am – 8pm daily;</p> <p>(ii) Salamanca Square Car Park to extend its operational days to include Sundays; and</p> <p>(iii) Condell Place and Lefroy Street Car Parks to extend from 8.30am – 7pm daily to 8.30am – 10pm daily.</p> <p>Parking Officers have commenced patrolling the car parks and restaurant strip of an evening up until 9pm, where allowable under the current EBA.</p> <p>The time limited parking spaces in Elizabeth Street and surrounding streets were reviewed in order to extend both the operating times and days to match the new enforcement regime. On-street signage updates were completed in February 2019.</p> <p>In ground sensors were installed in time restricted spaces in Elizabeth Street, between Warwick and Federal Streets in April 2019.</p>
		<p>3. Prior to the conduct of the workshop, the matter be referred back to the Finance and Governance Committee to seek details of further issues it wishes to have pursued by Council Officers for presentation and discussion at the open workshop.</p>		<p>A proposal for the City to lease a property for car parking was approved by Council in December 2018.</p> <p>A project has been initiated within Parking Operations to deliver the outcome. A lease agreement is being prepared with conditions contingent on an assessment by the Tasmanian Planning Commission.</p>

Ref	Title	Report / Action	Action Officer	Comments
9.	<p>CONDELL PLACE CAR PARK - DEVELOPMENT OPPORTUNITIES AND EOI REQUEST Council, 23/7/2018 Item 17</p> <p>NOTICE OF MOTION CONDELL PLACE CAR PARK - REDEVELOPMENT Council, 23/9/2019 Item 17</p>	<p>That: 1. An urgent report be prepared addressing any issues for the Council immediately pursuing expressions of interest for the redevelopment of the Condell car park in North Hobart, as per the most recent report to Council (as attached to the agenda for the Finance and Governance Committee meeting held on 17 July 2018).</p> <p>2. A further report to also address the broader parking, mobility and smart cities issues and solutions for North Hobart (as per the Council decision of 23 July 2018).</p> <p>3. The report to consider any other existing report relevant to the development of car parking within the North Hobart precinct.</p>	<p>Deputy General Manager / Director City Planning</p>	<p>The Director City Planning and Deputy General Manager are preparing an urgent report on these matters.</p>

Ref	Title	Report / Action	Action Officer	Comments
		4. The Council's preferred position be subject to community engagement at the appropriate time.		
10.	<p style="text-align: center;">OUTSTANDING PARKING DEBT DECEMBER 31, 2017</p> <p style="text-align: center;">Finance and Governance Committee 15/5/18 Item 6.1</p>	<p>That:</p> <ol style="list-style-type: none"> 1. The General Manager investigate owners of vehicles who have at least 3 outstanding infringements of 90 days old having their vehicles clamped. 2. Costs associated with the clamping of vehicles and subsequent recoveries be charged to the owner of the vehicle. 3. A warning be included in the second infringement notice that the Council will clamp vehicles where 3 or more infringements exceeding 90 days are currently outstanding on a vehicle. 	Director City Innovation	The City is currently undertaking a review of Parking Operations to inform its future strategy in relation to capacity and any required changes to underlying business, operational and technology services and functions. A strategy for debt collection, including the capacity to clamp vehicles will be included in the review.
11.	<p style="text-align: center;">OCCUPANCY RATES - MULTI-STOREY CAR PARKS</p> <p style="text-align: center;">Finance and Governance Committee, 15/5/18 Item 6.2</p>	<p>That:</p> <ol style="list-style-type: none"> 1. Additional incentives be investigated for early bird parking and multiple occupancy vehicles in Council's multi-story car parks namely utilisation outside of normal operating hours. 2. The City Innovation Division prepare a spatial and digital dashboard that includes near-real-time updates on the occupancy rates of the Council's Multi-storey car parks, along with other key city 	Director City Innovation	<ol style="list-style-type: none"> 1. Following completion of the Parking Operations review an Elected Member workshop was held prior to the 16 July FGC to discuss a range of strategic options relating to the City's off-street parking facilities. 2. Draft demonstrated at 16 July FGC workshop. A Proof of Concept (POC) has been developed using contemporary Integration technologies connecting the Council Multi-storey car park Licence Plate Recognition (LPR) systems with a City of

Ref	Title	Report / Action	Action Officer	Comments
	Finance and Governance Committee, 13/3/19 Item 6.5	parking data not addressed in the current report.		Hobart managed cloud database to provide near-real-time occupancy counts for each car park. The data being collected will allow for the provision of detailed occupancy and dwell time reporting with greatly improved accuracy. COMPLETE
12.	SOUTHERN TASMANIAN COUNCILS AUTHORITY MEMBERSHIP Council, 15/04/2019 Item 21 Council, 23/09/2019 Item 19	That the Council remain in the Southern Tasmanian Councils Association and a review of the membership be undertaken in 12 months' time. The Council consider those proposed infrastructure projects that may be beneficial to the region.	Deputy General Manager	A review of the membership is scheduled for May 2020.
13.	2019-20 FEES and CHARGES – CITY GOVERNANCE Council, 20/05/2019 Item 26	That a fee structure be investigated for hall and venue hire which represents potential full cost recovery or a percentage thereof.	Deputy General Manager	A revised fee structure will be investigated prior to considering fees and charges for the 2020/21 year.
14.	2019-20 FEES and CHARGES – PARKING OPERATIONS Council, 20/05/2019 Item 27	That. 1. Investigations be undertaken with appropriate hotel and accommodation establishments for the use of the Council's off street parking facilities outside of normal business hours.	Director City Innovation	Hadley's Hotel currently have reserved spaces in the Trafalgar Car park and Moss Hotel has reserved spaces in the Salamanca square car park. Discussions are currently underway with the operators of the Crowne Plaza Hotel in relation to the use of Hobart Central car park.

Ref	Title	Report / Action	Action Officer	Comments
		2. In accordance with section 96(1) of the <i>Local Government Highways Act 1982</i> , amendments to the operational hours of Dunn Place, Condell Place, Lefroy Street and Salamanca Square Car Parks be approved.		A memorandum addressing clause 2 of the recommendation is attached to this agenda. COMPLETE
	Finance and Governance Committee, 13/08/19 Item 6.3	That the Finance and Governance Committee note the following nine topical areas to be reviewed by officers within the City Innovation Division, and report back to Council: (a) Early bird parking; (b) Pensioner voucher parking scheme; (c) 90 minute free parking in short term car parks; (d) On-street rates (floating rates); (e) Off-street parking technologies; (f) Hours of operation of car parks; (g) Peripheral parking (commuter shuttle service);		Reports will be provided on each individual topical area once reviews have been completed.

Ref	Title	Report / Action	Action Officer	Comments
		(h) Commuter parking in inner city areas; and (i) Off-street, off-peak parking demand management solutions to encourage the spread of shopping and trade, including late night trading and night-shift worker safety.		
15.	COUNCIL POLICY MANUAL REVIEW 2019 Council, 23/09/2019 Item 17	The Elected Members' Development and Support policy be referred back to committee for further consideration to include investigation of the policy positions of other capital cities with regards international travel.	Deputy General Manager	A report is included on the agenda to this meeting.
16.	MAWSON PLACE – MATILDA Council, 21/10/2019 Item 19	That: 1. The Council authorise the General Manager to formally approach the Port Arthur Historic Site with regard to the return of the Matilda. 2. If the Port Arthur Historic Site is not interested in the return, an Expression of Interest be called to identify possible options for the further of The Matilda	Deputy General Manager	Initial approach made to Port Arthur Historic Site.

8. RESPONSES TO QUESTIONS WITHOUT NOTICE

Regulation 29(3) *Local Government (Meeting Procedures) Regulations 2015*.
File Ref: 13-1-10

The General Manager reports:-

"In accordance with the procedures approved in respect to Questions Without Notice, the following responses to questions taken on notice are provided to the Committee for information.

The Committee is reminded that in accordance with Regulation 29(3) of the *Local Government (Meeting Procedures) Regulations 2015*, the Chairman is not to allow discussion or debate on either the question or the response."

8.1 Elector Poll
File Ref: F19/111160

Memorandum of the Manager Legal and Governance of 7 November 2019.

8.2 Town Hall Reception
File Ref: F19/136414

Memorandum of the Manager Community and Culture of 30 October 2019.

8.3 Rates Exemptions - Charitable Living Units
File Ref: F19/136423

Memorandum of the Group Manager Rates & Procurement of 12 November 2019.

8.4 Long Term Parking Occupancy
File Ref: F19/136425

Report of the Director City Innovation of 12 November 2019.

Delegation: Committee

That the information be received and noted.



City of **HOBART**

Memorandum: Lord Mayor
 Deputy Lord Mayor
 Elected Members

Response to Question Without Notice

ELECTOR POLL

Meeting: Finance and Governance Committee **Meeting date:** 16 July 2019

Raised by: Alderman Behrakis

Question:

In regards to the Height Limit elector poll and the \$200k of ratepayers funds spent, can a breakdown be provided from the TEC as to what that money was spent on? What percentage was for advertising, and what forms of advertising were used?

Response:

Further to the memorandum included on the Finance and Governance Committee agenda of 13 August 2019, the Council has now received the final accounts from the Tasmanian Electoral Commission for conducting the building height elector poll. The final cost was \$118,516.13 and is broken down as follows:

Returning Officer and election staff – postal voting and scrutiny	\$16,000.00
TEC Administration	\$500.00
Printing brochures and instruction sheets	\$6,873.45
Inserting Ballot Material	\$1,550.00
Postage Out	\$17,500.00
Return Postage	\$8,000.00
Envelopes	\$2,002.00
Insertion and addressing Ballot Paper envelopes	\$1,260.83
Ballot Papers	\$3,473.65
Advertising	\$10,000.00
Returning officer and election staff – postal voting and scrutiny	\$15,477.49
TEC Administration & IT	\$2,566.69
Postage Out	\$17,406.15
Return Postage	\$3,563.86
Advertising	\$12,342.01
Total	\$118,516.13

Advertising represents 18.85% of the total cost and the following forms of advertising were used:

Press

Mercury newspaper

Radio

Triple M
Hit FM
7HO FM

Digital

Spotify
Facebook and Instagram video
YouTube
Page Search (SEM)

As signatory to this report, I certify that, pursuant to Section 55(1) of the Local Government Act 1993, I hold no interest, as referred to in Section 49 of the Local Government Act 1993, in matters contained in this report.



Paul Jackson
**MANAGER LEGAL AND
GOVERNANCE**

Date: 7 November 2019
File Reference: F19/111160



City of **HOBART**

Memorandum: Lord Mayor
Deputy Lord Mayor
Elected Members

Response to Question Without Notice

TOWN HALL RECEPTION

Meeting: Finance and Governance Committee **Meeting date:** 15 October 2019

Raised by: Alderman Briscoe

Question:

A reception is proposed to be held for the new initiative “Night Shelter” for the Salvation Army and the Hobart City Mission. How much would this reception cost?

Would it be better to donate the reception costs to the Salvation Army and the Hobart City Mission?

Response:

A request was received by the Lord Mayor from The Salvation Army to host a briefing on the Safe Night Space project.

Whilst the Lord Mayor is hosting the event in her Court Room over drinks and canapes, the format is unlike a traditional Lord Mayoral Reception. It is being held in partnership with the Salvation Army and Hobart City Mission and the purpose is to bring together key people in the community to raise awareness of and provide a briefing on the program, seeking their support - moral, communal and financial.

The proposed program for the evening includes a welcome by the Lord Mayor, a video presentation and address from The Salvation Army, an address by a donor - ‘A donor’s perspective’ and the opportunity for The Salvation Army and Hobart City Mission staff to speak to potential donors with the view of securing funding for the program.

The invitation list, developed by the Salvation Army and Hobart City Mission, is made up of 60+ potential donors, being predominately Tasmanian business people and local philanthropists.

The estimated cost of the event is \$1,500.

As signatory to this report, I certify that, pursuant to Section 55(1) of the Local Government Act 1993, I hold no interest, as referred to in Section 49 of the Local Government Act 1993, in matters contained in this report.



Kimbra Parker
**MANAGER COMMUNITY AND
CULTURE**

Date: 30 October 2019
File Reference: F19/136414



City of **HOBART**

Memorandum: Lord Mayor
Deputy Lord Mayor
Elected Members

Response to Question Without Notice

RATES EXEMPTIONS - CHARITABLE LIVING UNITS

Meeting: Finance and Governance Committee

Meeting date: 15 October 2019

Raised by: Deputy Lord Mayor Burnet

Question:

Can the General Manager advise what is the total value of the rates exemptions for charitable living units and what is the bottom line impact on the budget?

Response:

The total value of the rates exemptions granted for charitable (independent) living units in 2019-20 was \$324,311.

There is no impact on the budget as the City has raised the amount of rates it requires for the budget using the total rateable municipal Assessed Annual Value (AAV).

As signatory to this report, I certify that, pursuant to Section 55(1) of the Local Government Act 1993, I hold no interest, as referred to in Section 49 of the Local Government Act 1993, in matters contained in this report.

Lara MacDonell
**GROUP MANAGER RATES &
PROCUREMENT**

Date: 6 November 2019
File Reference: F19/136423



City of **HOBART**

Memorandum: Lord Mayor
Deputy Lord Mayor
Elected Members

Response to Question Without Notice

LONG TERM PARKING OCCUPANCY

Meeting: Finance and Governance Committee **Meeting date:** 15 October 2019

Raised by: Alderman Briscoe

Question:

Can the General Manager advise what the current usage status of the Council's long term car parking spaces is?

What is the demand for spaces and is there a waiting list. If so how many are on the list?

Response:

The City of Hobart currently operates seven (7) long term car parks with a total of 836 spaces available for permit holders. All of these car parks are currently fully occupied and have been since early 2019.

Each car park has a waiting list, and currently there is a combined total of 146 names on the waiting lists, with Salamanca Square and Hobart Central Car Parks having the largest lists.

The table below provides actual details on the current status of each car park.

Car Park Name	No. of Spaces	Current Occupation	Number on Waiting List
Argyle Street	45	45	17
Elizabeth Street	27	27	17
Lefroy Street	12	12	15
Liverpool/Barrack	38	38	24
Hobart Central	44	44	25
Trafalgar	544	544	22
Salamanca Square	126	126	26
Total Count	836	836	146

A further report is the subject of a current Finance and Governance Committee status report action.

As signatory to this report, I certify that, pursuant to Section 55(1) of the Local Government Act 1993, I hold no interest, as referred to in Section 49 of the Local Government Act 1993, in matters contained in this report.



Peter Carr
DIRECTOR CITY INNOVATION

Date: 6 November 2019
 File Reference: F19/136425

9. QUESTIONS WITHOUT NOTICE

Section 29 of the *Local Government (Meeting Procedures) Regulations 2015*.
File Ref: 13-1-10

An Elected Member may ask a question without notice of the Chairman, another Elected Member, the General Manager or the General Manager's representative, in line with the following procedures:

1. The Chairman will refuse to accept a question without notice if it does not relate to the Terms of Reference of the Council committee at which it is asked.
2. In putting a question without notice, an Elected Member must not:
 - (i) offer an argument or opinion; or
 - (ii) draw any inferences or make any imputations – except so far as may be necessary to explain the question.
3. The Chairman must not permit any debate of a question without notice or its answer.
4. The Chairman, Elected Members, General Manager or General Manager's representative who is asked a question may decline to answer the question, if in the opinion of the respondent it is considered inappropriate due to its being unclear, insulting or improper.
5. The Chairman may require a question to be put in writing.
6. Where a question without notice is asked and answered at a meeting, both the question and the response will be recorded in the minutes of that meeting.
7. Where a response is not able to be provided at the meeting, the question will be taken on notice and
 - (i) the minutes of the meeting at which the question is asked will record the question and the fact that it has been taken on notice.
 - (ii) a written response will be provided to all Elected Members, at the appropriate time.
 - (iii) upon the answer to the question being circulated to Elected Members, both the question and the answer will be listed on the agenda for the next available ordinary meeting of the committee at which it was asked, where it will be listed for noting purposes only.

10. CLOSED PORTION OF THE MEETING

RECOMMENDATION

That the Committee resolve by majority that the meeting be closed to the public pursuant to regulation 15(1) of the *Local Government (Meeting Procedures) Regulations 2015* because the items included on the closed agenda contain the following matters:

- contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal;
- proposals for the council to acquire land or an interest in land or for the disposal of land;
- information of a personal and confidential nature or information provided to the council on the condition it is kept confidential.

The following items are listed for discussion:-

- | | |
|--------------|---|
| Item No. 1 | Minutes of the last meeting of the Closed Portion of the Committee Meeting |
| Item No. 2 | Consideration of supplementary items to the agenda |
| Item No. 3 | Indications of pecuniary and conflicts of interest |
| Item No. 4 | Reports |
| Item No. 4.1 | Request to Waive Requirement to Tender - The Mercury Newspaper Advertising
LG(MP)R 15(2)(d) |
| Item No. 4.2 | Derwent Sailing Squadron - Council Loan Guarantee - Loan Arrangements
LG(MP)R 15(2)(g) |
| Item No. 4.3 | Hobart Council Centre - Renewal of Existing Lease - Derwent Estuary Program
LG(MP)R 15(2)(f) |
| Item No. 4.4 | Sale of Council Property - 89 Doyle Avenue, Lenah Valley
LG(MP)R 15(2)(f) |
| Item No. 5 | Committee Action Status Report |
| Item No. 5.1 | Committee Actions - Status Report
LG(MP)R 15(2)(a), (c)(i), (f), (i), (j) and e(ii) |
| Item No. 6 | Questions Without Notice |