



CITY OF HOBART

AGENDA

Finance and Governance Committee Meeting

Open Portion

Tuesday, 18 August 2020

at 4:30 pm

THE MISSION

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

THE VALUES

The Council is:

People	We care about 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 are transparent, 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, 18 August 2020 at 4:30 pm.

This meeting of the Finance and Governance Committee is held in accordance with a Notice issued by the Premier on 3 April 2020 under section 18 of the *COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020*.

COMMITTEE MEMBERS

Zucco (Chairman)
Deputy Lord Mayor Burnet
Sexton
Thomas
Coats

Apologies:

Leave of Absence: Nil.

NON-MEMBERS

Lord Mayor Reynolds
Briscoe
Harvey
Behrakis
Dutta
Sherlock
Ewin

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, 21 July 2020](#), 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 2019-20 Annual Plan - Final Report Period Ended 30 June 2020 File Ref: F20/81276

Report of the Senior Advisor Strategic Planning and the Director
Community Life of 12 August 2020 and attachment.

Delegation: Council

**REPORT TITLE: 2019-20 ANNUAL PLAN - FINAL REPORT
PERIOD ENDED 30 JUNE 2020****REPORT PROVIDED BY:** Senior Advisor Strategic Planning
Director Community Life**1. Report Purpose and Community Benefit**

1.1. The purpose of this report is to present the 2019-20 Annual Plan Final Report for the period ended 30 June 2020 (refer **Attachment A**)

1.1.1. Performance on each of the major actions and initiatives will be included in the City of Hobart 2019-20 Annual Report.

2. Report Summary

2.1. 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.

2.1.1. 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 was developed prior to the endorsement of the 2019-29 Capital City Strategic Plan.

2.2. The final progress report for the 2019-20 Annual Plan covers a six month period from 1 January 2020 to 30 June 2020. Due to the COVID-19 pandemic and the uncertainties this led to for various programs, actions and initiatives the progress report on the Annual Plan for the third quarter was not undertaken.

2.3. The 2019-20 Annual Plan has 136 major actions and initiatives listed. Sixty (44 per cent) of the initiatives have been completed, 70 (51 per cent) of the initiatives are ongoing or underway and six (4 per cent) have not been started or are on hold.

2.3.1. Of the actions and initiatives listed as being underway, 56 (69 per cent) are multi-year programs or projects, 7 (9 per cent) are nearing completion and 18 (22 per cent) have been impacted by COVID-19. The COVID-19 impacts include financial, inability to undertake community engagement and changed priorities.

3. Recommendation

That the Council endorse the Annual Plan Final Report for the period ending 30 June 2020, marked as Attachment A to this report.

4. Strategic Planning and Policy Considerations

- 4.1. 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.
- 4.2. The Annual Plan final report provides commentary on the progress of the major actions and initiatives in the 2019-20 Annual Plan and aligns with various strategies in the Capital City Strategic Plan 2019-29 including best practice, transparency and accountability to the community.

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 Practice and communicate good city governance and decision-making.
- 8.1.3 Ensure systematic and useful measurement of community outcomes and the City's performance.

5. Delegation

- 5.1. 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.



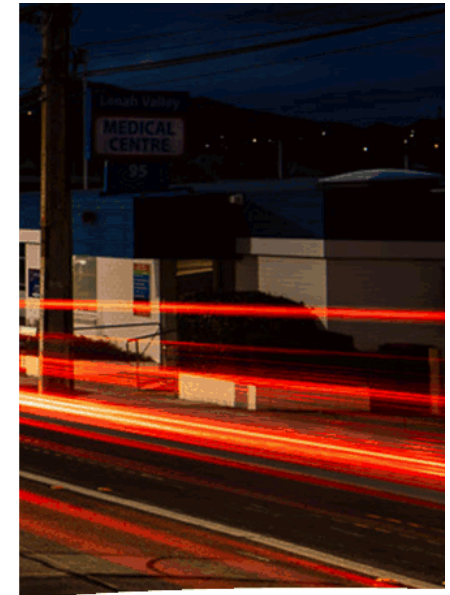
Paula Gudgeon
**SENIOR ADVISOR STRATEGIC
PLANNING**



Tim Short
DIRECTOR COMMUNITY LIFE

Date: 12 August 2020
File Reference: F20/81276

Attachment A: 2019-20 Annual Plan Final Report for the Period 1 January to 30 June 2020 ↓



ANNUAL PLAN

PROGRESS REPORT 2019–20 PERIOD ENDING 30 JUNE 2020



City of **HOBART**

CITY OF HOBART ANNUAL PLAN 2019-20
PROGRESS REPORT FOR PERIOD ENDED 30 JUNE 2020

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INTRODUCTION

The major actions and initiatives for the City of Hobart Annual Plan 2019-20 were developed in June 2019 and approved as part of the Annual Budget estimates in July 2019. The final six months of the 2019-20 financial year have been a time of great uncertainty for the community and the City due to the COVID-19 pandemic. The City's response to the pandemic included adapting services by taking precautionary safety measures and providing information and support to the community and local businesses.

Like the community and local businesses the City was impacted financially by the COVID-19 pandemic and some actions and initiatives were cancelled, postponed or the funding redirected to provide assistance packages and community grants.

Progress reports on the Annual Plan are usually provided to the Council every quarter. However due to the uncertainty surrounding some actions and initiatives and with the focus of the City administration on COVID-19 the progress report for the third quarter, 1 January to 31 March 2020 was not undertaken. This report is the final progress report for the 2019-20 Annual Plan and covers the six month period from 1 January to 30 June 2020.

ANNUAL PLAN 2019-20

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 January to 30 June 2020.

✓ Completed

⇒ Underway

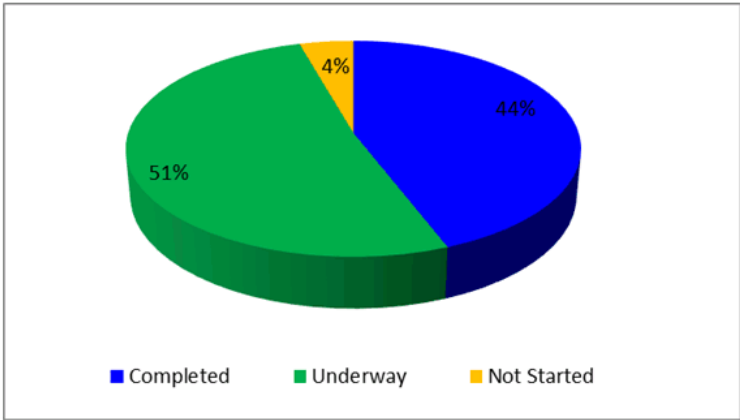
X Not commenced

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

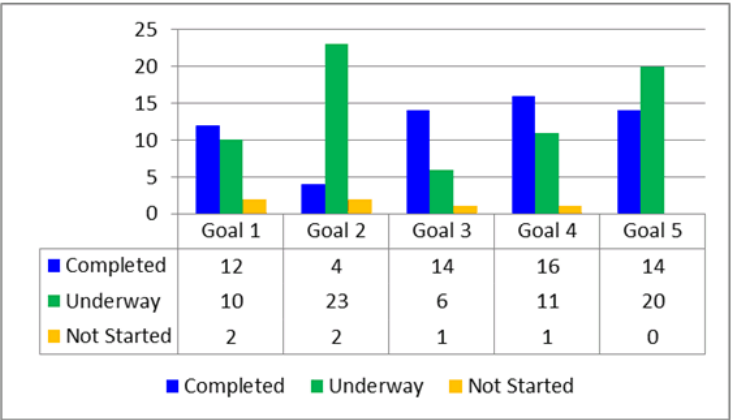
PROGRESS FOR PERIOD ENDED 30 JUNE 2020

The implementation of the Annual Plan for the period of 1 January to 30 June 2020 has seen, 70 (51 per cent) of major actions and initiatives underway, 60 (44 per cent) complete and 6 (4 per cent) not started. Of the major actions and initiatives that are underway 56 (69 per cent) are multi-year programs or projects.

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

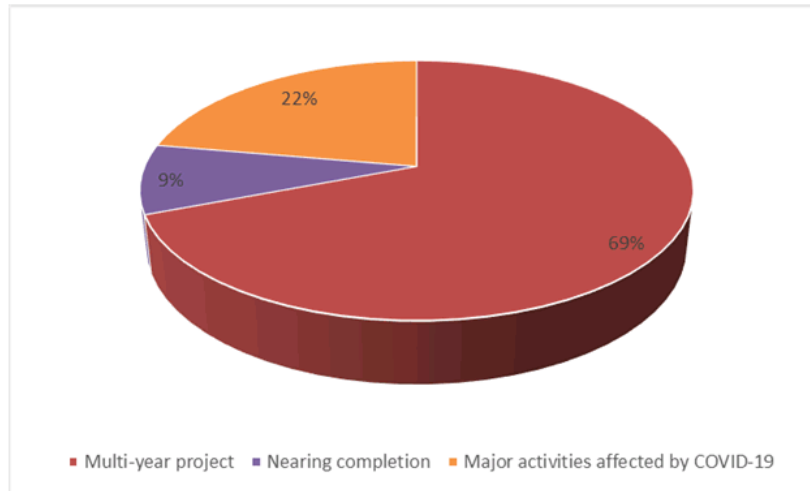


OVERVIEW OF PROGRESS OF IMPLEMENTATION OF
MAJOR ACTIONS AND INITIATIVES



✓ Completed ⇒ Underway X Not commenced
Indicate with a ✓ in column 3 if the action or initiative is multi-year project or ongoing

OVERVIEW OF MAJOR ACTIONS AND INITIATIVES UNDERWAY



✓ Completed

⇒ Underway

X Not commenced

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

HIGHLIGHTS FOR THE YEAR 2019-20

Through the major actions and initiatives in the Annual Plan the City of Hobart continued 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.

Highlights for the period include:

<p>Goal one Economic development, vibrancy and culture</p>	<ul style="list-style-type: none"> – Public Art Forum – <i>Making or Performing Public Art in Hobart</i> – attended by over 120 people. – Expansion of the Hello Hobart marketing program to include more businesses in the wider Hobart area. – In response to COVID-19 Hello Hobart developed a listing of retailers offering on-line shopping facilities and cafes and restaurants providing service and take away options. – An online portal was established for Salamanca Market stallholders following the closure of the market. – A business survey was undertaken between 27 April to 19 June with 655 calls made to businesses and 200 in-depth interviews and surveys completed. – The anti-racism campaign, 'Hobart respects all', was delivered across a range of platforms. – A number of initiatives from the Connected Hobart Action Plan smart city program were initiated including: <ul style="list-style-type: none"> ○ The preparation of a site for installation of an electric vehicle charging station and smart pole (installation scheduled for mid-July 2020). ○ Works for the connected precincts at South Hobart and The Springs commenced. ○ A lighting asset audit and database has been developed. ○ Launch of a digital bus shelter design competition.
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✓ 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"> – Community and business engagement undertaken for the North Hobart Precinct Place Vision, Access and Parking Plan. – The South Hobart Community Centre redevelopment was completed and an official launch was held on 20 July 2020. – Replacement toilets at Swan Street were completed and include an accessible toilet with parenting facilities and two ambulant toilets. – The internal refurbishment of the toilets at Hobart Central car park was completed and included an accessible toilet, changes to improve the layout of the toilets and the parenting room. – The Rose Garden Bridge was opened in April 2020. – The Baseline Report and Economic Study for the Central Hobart Precincts Plan was completed in January 2020 and community engagement started in March 2020. The engagement is now on hold due to COVID-19 with further review of the economic impacts now needed before it can proceed to the next stage.
<p>Goal three Environment and natural resources</p>	<ul style="list-style-type: none"> – The single-use plastics by-law was finalised and a toolkit and information has been developed for affected businesses. – The Bushcare and Trackcare programs restarted in June following the COVID-19 restrictions. There are 750 actively engaged volunteers and a wait list has been developed. – Bush Adventures delivered 107 events in 2019-20 with more than 1800 people attending. – All works at the Fern Tree Visitor Node have been completed including a bus shelter, public toilets, barbecue, shelter facilities and roadworks and Fern Glade car park and pathway works. – Vegetation condition assessments have been completed for high biodiversity areas. – An interactive online map has been developed to help people explore Hobart's bushland tracks. – A plan for improved mountain bike riding in the foothills of kunanyi/Mount Wellington has been developed and endorsed by Council to go out for community consultation. – The Coastal Hazards Strategy is being developed with completion expected in October 2020.

✓ Completed

⇒ Underway

X Not commenced

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

<p>Goal four Strong, safe and healthy communities</p>	<ul style="list-style-type: none"> – The launch of the Aboriginal Commitment and Action Plan was held on Salamanca Lawns in February 2020. – The grant round scheduled for February was suspended and refocused to create Resilient Hobart and Resilient Hobart Quick Response Grant streams. – Smoke-free Hobart CBD was declared in April 2020. – Hobart Together was developed to help Hobart communities to respond to COVID-19 by providing support, information and advice. – During the closure of the Doone Kennedy Hobart Aquatic Centre, facility and minor works were undertaken. – A successful grant award of \$855,000 for the development of various security, safety and CCTV projects has been received.
<p>Goal five Governance</p>	<ul style="list-style-type: none"> – The first Community Conversation was held in Glebe in February 2020. – An engagement toolkit for officers has been developed. – Council meetings continued during COVID-19 remotely and were broadcast live on You Tube.

✓ 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

Delivered by the following City of Hobart functions:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Community and Cultural Programs • Tasmanian Travel and Information Centre • Communications • Economic Development • Salamanca Market • Infrastructure Planning • Community Development Policy and Management | <ul style="list-style-type: none"> • Cleansing and Solid Waste • City Activation • Events • The Taste of Tasmania • Traffic Engineering • City Design • 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	Annual Plan					
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
1.1.1	Deliver Economic Development activities in line with the Guiding Principles.	✓	⇒	⇒	✓	An action plan was developed from the economic guiding principles to inform the activities of the Economic Development unit. This action plan is now being adapted to guide the unit's COVID-19 economic recovery plan, which will be delivered by the last quarter of 2020.
1.1.1	Continue to engage with the Hobart business community through City programs, such as Hello Hobart and Connected Hobart.	✓	⇒	⇒	⇒	<p>The Hello Hobart marketing campaign has expanded its footprint to include more businesses in the wider Hobart area. Business welcome packs are being delivered to new businesses within the campaign footprint. Several networking events for Hobart retailers have now been held.</p> <p>Internal discussions have been held regarding the potential development of a business engagement strategy.</p>
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.	✓	⇒	⇒	⇒	Consultation and engagement with UTAS is ongoing.

✓ Completed

⇒ Underway

X Not commenced

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

2019-20 Annual Plan						
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
1.1.6	Deliver the actions associated with the Welcoming Cities Program.	✓	⇒	⇒	⇒	<p>Welcoming Cities branding has been developed and displayed through the City. The anti-racism campaign <i>Hobart respects all</i> was delivered through a range of platforms.</p> <p>A round-table was held on 8 May 2020, providing an opportunity for representatives from multicultural communities and agencies to raise concerns in response to COVID-19.</p> <p>The multicultural strategy continues to be delivered and a new Multicultural Commitment is in development for delivery in 2020-21.</p>
1.2.4	Continue to review and deliver actions from the International Relations Action Plan 2016.	✓	⇒	⇒	✓	<p>Activity continues to be guided by the International Relations Action Plan. An annual report was to be delivered in June, but given the impact of COVID-19 on travel and budgets, this report has been deferred until August 2020, when a review of international relations activities will be conducted.</p> <p>A tool to measure the value of international relations has been developed by a third party, to be presented to Committee in August, which may inform the content of the action plan and Council's current <i>Guidelines for Future International Relationships</i> policy, which is due for review in December 2020.</p>

✓ Completed

⇒ Underway

X Not commenced

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

2019-20	Annual Plan					
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
1.3.1	Develop a strategic plan for Salamanca Market.		⇒	✓		A strategic plan for Salamanca Market has been completed.
1.3.1	Deliver the 2019-20 Taste of Tasmania festival.		⇒	✓		The 2019-20 Taste of Tasmania was successfully delivered. The festival focused on promoting local communities in Tasmania with the involvement of local community groups and associations. Initial figures show that attendance across all five days was in the range of 225 700.
1.3.1	Deliver a range of community events, including the Christmas program, annual floral shows and other activities as required.	✓	⇒	⇒	✓	A range of events have been successfully delivered through the year including Dogs on the Domain, the Christmas Pageant, lighting of the Christmas tree and seven community Christmas Carols and 12 smaller Christmas activations.
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.	✓	⇒	⇒	✓	The Sandy Bay Regatta was successfully delivered in January. The Royal Hobart Regatta, Festa Italia and Theatre Council of Tasmania Awards events successfully took place in February 2020. The Estia Greek Festival and ANZAC Day events were cancelled as a result of COVID-19.
1.3.1	Develop Terms and Conditions of Use for Salamanca Square, Mathers Place, Collins Court, Wellington Court and Elizabeth Mall.		⇒	⇒	⇒	This work is being progressed in alignment with the development of the Activation Framework.

✓ Completed

⇒ Underway

X Not commenced

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

2019-20	Annual Plan					
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
1.3.1 1.3.3 1.4.1	Adopt and implement initiatives within the Connected Hobart Action Plan smart city program.	✓	⇒	⇒	⇒	<p>The following Connected Hobart actions have commenced:</p> <ul style="list-style-type: none"> • Electric Vehicle Charging infrastructure site prepared and ready for installation along with smart pole in mid July 2020. • Connected precincts at South Hobart and The Springs have been started, with fibre, power and wireless connectivity in place. • Lighting asset audit and database has been developed and is in advanced stage, giving the City much better visibility of its lighting assets. • The Digital Bus Shelter competition (Smarter Hobart Challenge) has been launched and entries are expected over the next month. • A grant win in July of \$855,000 will allow development of various security, safety and CCTV infrastructure projects.

✓ Completed

⇒ Underway

X Not commenced

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

2019-20	Annual Plan					
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
1.3.1 1.3.4	Continue to deliver and further develop the City of Hobart Food Truck Program.	✓	⇒	⇒	⇒	There was an increase in participation in the food truck program up to February 2020, with 15 participating permit holders. A review of the program was completed in February, with recommendations adopted by Council in March 2020. COVID-19 restrictions resulted in all permit holders suspending their permits from March 2020.
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.	✓	⇒	⇒	✓	In total, 330 organisations, groups and individuals have been supported through the City of Hobart Grants Program. This is an increase from 140 successful recipients in the previous financial year. The number of businesses engaged saw a significant increase in response to the programs offered as a result of COVID-19. A total of 195 businesses were supported through the eCommerce Support and Professional Assistance Grants.
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.	✓	⇒	⇒	✓	Whilst public events have been significantly reduced due to COVID-19 restrictions, the frequency and service level of cleaning in public spaces and public toilets has increased.
1.3.2	Investigate opportunities for improved pedestrian connections between Elizabeth Mall and Wellington Court.	✓	X	X	X	On hold until the Kemp Street works are complete.

✓ Completed

⇒ Underway

X Not commenced

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

2019-20	Annual Plan					
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
1.3.3	<p>Progress the Local Retail Precincts Plan:</p> <ul style="list-style-type: none"> Complete detailed designs for the New Town Retail Precinct. Complete the construction of the New Town Retail Precinct. Complete the New Town Retail Precinct Interpretation Project. Develop concept designs for the Elizabeth Street (Midtown) Retail Precinct. 	✓	⇒	⇒	⇒	<p>Construction on stage 1 of the New Town Retail Precinct is now complete.</p> <p>Given the financial impact of COVID-19, the next stages of the New Town Retail Precinct project can now only proceed to construction if external funding can be secured. In order to get the project 'shovel ready' however, detailed design documentation of second and third stages will be completed by October 2020.</p> <p>Given COVID-19 financial considerations, the New Town Retail Precinct Interpretation project will no longer take place.</p> <p>The Elizabeth Street (Midtown) Retail Precinct upgrade is progressing to the next stage of community engagement. The concepts designs will take into consideration the community Project Action Team's desired outcomes and recommendations.</p> <p>Again, given the financial impact of COVID-19, the Midtown Retail Precinct project can now only proceed to construction if external funding can be secured.</p> <p>Given this, a range of tactical urbanism (no-dig) street scape interventions and improvements are being developed,</p>

✓ Completed

⇒ Underway

X Not commenced

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

2019-20	Annual Plan					
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
						alongside a 'shovel ready' design for the full Midtown Retail Precinct upgrade
1.3.4	Develop an innovative activation framework for city facilities.		⇒	⇒	⇒	The draft framework is being reviewed in light of changes to divisional responsibilities and the Council's financial situation as a result of the impacts of COVID-19.
1.4.1	Implement the Hobart Waterfront Interpretation Project.	✓	⇒	⇒	⇒	Initial scoping and project planning work has been undertaken. The final scope of the project is being reviewed.
1.4.2 1.4.3	Undertake consultation with the State government and tourism stakeholder groups on the development of a Tourism Strategy for the City of Hobart.		⇒	⇒	X	This project has been placed on hold due to the budgetary impacts of the COVID-19 pandemic.
1.4.3	Develop the information and booking service at the enhanced Elizabeth Mall information booth to provide services to locals, visitors and students.		⇒	⇒	✓	The Elizabeth Mall info hub was temporarily closed due to the COVID-19 pandemic. Since reopening, staff from the Tourism Information Centre are providing a face to face service for locals as well as an online booking service for interstate enquiries.
1.5.1	Implement the Creative Hobart Strategy, including hosting forums that engage the community and the cultural sector.	✓	⇒	⇒	✓	The Creative Hobart Strategy continues to be implemented with support being provided for a range of creative initiatives including promotion through the Creative Hobart E-News and brochure. A public forum on public art was held on 19 February with good attendance and feedback.

✓ Completed

⇒ Underway

X Not commenced

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

2019-20	Annual Plan					
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
1.5.1	Implement the Public Art Framework.	✓	⇒	⇒	✓	The Public Art Framework was approved by Council in September 2019 and continues to be implemented.
1.5.1	Implement the biennial multi-disciplinary creative program in partnership with the Tasmanian Museum and Art Gallery.	✓	⇒	⇒	⇒	The Hobart Current program is well underway with the theme for the inaugural exhibition being <i>Liberty</i> . Broad community engagement is a key aspect of the project currently being delivered. The exhibition was scheduled for September 2020, but has been postponed to March 2021 due to COVID-19 implications.
1.5.3	Deliver a range of public art projects including the New Town Public Art Project.		⇒	⇒	✓	The New Town Public Art Project has been fabricated by the artist and is awaiting installation in New Town. As noted above, installation as part of stages 2 and 3 of the New Town project will be dependent on securing external funding. The resilience project 'Rain Coming' was launched in December at the Hobart Rivulet park adjacent to Tara Street, this project was led by the City's Public Art Team.

✓ Completed

⇒ Underway

X Not commenced

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

GOAL TWO—URBAN MANAGEMENT

City Planning promotes our city's uniqueness, is people focused and provides connectedness and accessibility

FD4—achieves good quality development and urban management

In 2025 Hobart will be a city that remains unique in its own right, protecting its built heritage and history while pursuing quality development, the principles of sustainable cities and the reduction of ecological impacts. It will value access to the waterfront, foreshores, public and open spaces and continue to enjoy the benefits of scale and proximity.

FD5—is highly accessible through efficient transport systems

In 2025 Hobart will be a city that maintains its convenience and accessibility through the greater use of transport alternatives and an effective road and travel network. An integrated approach to transport planning within the city and across the wider metropolitan region will be the result of improved public transport options, cycleways and walking tracks linking open spaces for transport and recreation, the availability of adequate parking for commuters and shoppers, the take-up of sustainable transport options, the reduction of through traffic and the management of a safe and efficient road network.

Strategic Objectives

- 2.1 A fully accessible and connected city environment.
- 2.2 A people-focused city with well-designed and managed urban and recreation spaces.
- 2.3 City and regional planning ensures quality design, meets community needs, and maintains residential amenity.
- 2.4 Unique heritage assets are protected and celebrated.

Key Function Areas

Delivered by the following City of Hobart functions:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Traffic Engineering • Design Services • Parking Operations • Road and Environmental Engineering • Development Appraisal • Civil Works • Project Delivery | <ul style="list-style-type: none"> • Parks and Recreation • Community and Cultural Programs • Cleansing and Solid Waste • Community Development Policy and Management • Open Space Planning • City Design • 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 Annual Plan						
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
2.1.1 2.1.2	Finalise the Transport Strategy and commence the implementation of the strategy actions.	✓	⇒	⇒	⇒	The strategy has been revised and an Action Plan prepared to report to the Council in late 2020 or early 2021. Implementation of some actions has commenced.
2.1.2	Undertake construction of the Elizabeth Street Bus Mall improvements.	✓	⇒	⇒	⇒	Improvement works on the Post Office side of the Mall are complete, with planning and design progressing for the other side of the road. South west platform shelters are under construction and will be completed in mid-October 2020.
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.	✓	⇒	⇒	⇒	Design to be completed by August with construction planned for October 2020.
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.	✓	⇒	⇒	⇒	Concept design for consultation with key stakeholders on potential separated bicycle facilities on Argyle Street, Campbell Street, Bathurst Street, and Liverpool Street have been prepared.
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.	✓	⇒	⇒	⇒	Detailed design to commence first quarter of the 2020-21 financial year.
2.1.2 2.1.3	Undertake road shoulder improvements at Weld Street, South Hobart.		⇒	⇒	✓	Complete.

✓ Completed

⇒ Underway

X Not commenced

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

2019-20 Annual Plan						
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
2.1.2 2.1.3	Undertake footpath and road surface improvements at New Town Road from Argyle Street to Risdon Road.	✓	⇒	⇒	⇒	Works progressing. Works completed between Pedder and Roope Street. Further works planned and carried out in conjunction with the Precinct Upgrade Works.
2.1.2 2.1.3	Undertake footpath renewal at Digney Street, Dynnyrne from Antill Street to Pillinger Street.	✓	⇒	⇒	⇒	Planning and concept design progressing for works to be scheduled in 2021-22.
2.1.2 2.1.3	Undertake footpath and road surface improvements at Abermere Avenue to Elphinstone Road, Mount Stuart.		⇒	⇒	✓	Complete.
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.	✓	⇒	⇒	⇒	These considerations will be addressed in the Central Hobart Precincts Plan, as well as current network and urban design planning for lower Campbell Street and the inner city cycling network more generally.
2.1.2	Increase the availability of parking in North Hobart through expansion of existing car parks and identification of new parking areas.	✓	⇒	⇒	⇒	Officers are negotiating the expansion of the Lefroy Street Car Park, and they are also exploring an expression of interest process for the development of the Condell Street Car Park.
2.1.2 2.2.5	Complete network and urban design planning for lower Campbell Street.	✓	X	⇒	⇒	Trial treatment in the RHH block has been approved and implemented. Modelling is progressing for this project and the related Argyle, Campbell, Bathurst and Liverpool Streets Bicycle lane project.
2.1.3	Commence installation of the guard rails on Pinnacle Road.	✓	⇒	⇒	⇒	Initial consultant design submitted following on site investigations.

✓ Completed

⇒ Underway

X Not commenced

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

2019-20 Annual Plan						
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
2.1.4	Review parking operations and develop and implement a new Parking Plan.	✓	⇒	⇒	⇒	A Parking Operations review is underway which was formally scheduled to take place following the EBA process but has now been brought forward.
2.1.6 2.2.5 2.3.3	Finalise the concept design for improved bicycle connections along Collins Street.	✓	X	X	X	Works have not progressed due to resourcing issues, the Campbell Street and Argyle Street proposals are being progressed as priority projects.
2.1.7 2.3.3	Partner with the State government to undertake the development of a Central Hobart Precinct Plan.	✓	⇒	⇒	⇒	The Baseline Report and Economic Study was completed in January 2020. The first stage of community engagement has been delayed by the impacts of Covid-19. Further review of the economic impacts of Covid-19 will be required before the project proceeds to the next stage.
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.	✓	⇒	⇒	⇒	The development of the plan is ongoing, with the principal project, the Central Business District Network operating Plan under development.
2.2.1	Undertake the redevelopment of the South Hobart Community Centre.		⇒	⇒	✓	Construction was completed at the end of June. An official launch to open the building was held in July.
2.2.1 2.2.2	Undertake the construction of the Stage 2 upgrade of Collins Court, including the 'Playful City' element.	✓	⇒	⇒	⇒	Design work on the first 'Playful City' project as part of the stage two upgrade of Collins Court is complete. Key stakeholder engagement will be undertaken in early 2020-21 with a report to Council to follow.

✓ Completed

⇒ Underway

X Not commenced

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

2019-20 Annual Plan						
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
2.2.1 2.2.2	Develop a Hobart Design Manual to guide public place making initiatives.	✓	X	X	X	This project will be undertaken in the 2020-21 financial year.
2.2.1 4.2.2	Investigate the establishment of a Park-lets Program.	✓	⇒	⇒	⇒	Detailed background research has been undertaken and a draft proposal developed. Further internal stakeholder engagement will be undertaken with a report to Council later in the year.
2.2.1	Investigate the development of guidelines for outdoor dining infrastructure in Hobart.	✓	X	X		This project will be undertaken by the end of the current calendar year.
2.2.2	Continue the implementation of the Public Toilet Strategy 2015 – 2025 by completing the following projects: <ul style="list-style-type: none"> Annual Accessibility Upgrades Swan Street, North Hobart Long Beach, Sandy Bay Hobart Central Car park Undertake the concept design for the Tolmans Hill Public convenience. 	✓	⇒	⇒	⇒	<ul style="list-style-type: none"> Annual accessibility upgrades for the year have been completed. Replacement toilets at Swan Street have been completed. The proposal for new toilets at Long Beach, Sandy Bay was endorsed by the Council following community engagement. Given the financial impact of COVID-19, this project can now only proceed to construction if funding can be secured. The concept design for Tolmans Hill toilets was endorsed by the Council to allow for community engagement to commence in 2020. As above, given the financial impact of COVID-19, this project can now only proceed to construction if funding can be secured.

✓ Completed

⇒ Underway

X Not commenced

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

2019-20 Annual Plan						
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
2.2.2	Undertake the redevelopment of Swan Street park.		⇒	⇒	⇒	The statutory planning application is being progressed.
2.2.5	Oversee the completion of the Brooker Avenue pedestrian and cycling bridge.		⇒	⇒	✓	The Rose Garden Bridge was open to the public on 28 April 2020. An official opening will be scheduled once replanting works have been completed, and as allowed by COVID-19 public assembly restrictions.
2.2.5 2.3.3	Complete Stage 2 of the Salamanca Place Precinct Upgrade Project.	✓	⇒	⇒	⇒	Stage 2A works, including pedestrian and vehicle arrangements on Castray Esplanade and Morrison Street are complete. Stage (2B) of works, including central Salamanca Place zone and the corner of Gladstone and Salamanca Place have been accelerated, and will be completed as soon as possible prior to December 2020.
2.2.5 2.3.3	Complete the design and commence construction of Stage 3 of the Salamanca Place Precinct Upgrade Project.	✓	X	⇒	⇒	Development of concept design options are underway.
2.3.3	Review the status of Inner City Action Plan (ICAP) projects in the context of a Central Hobart Precinct Plan.	✓	⇒	⇒	⇒	The status of ICAP projects will be reviewed in the context of the Central Hobart Precincts Plan during the 2020-21 financial year.
2.3.4	Exhibit the Hobart Local Provisions Schedule and implement through the Tasmanian Planning Scheme.	✓	⇒	⇒	⇒	Awaiting Tasmanian Planning Commission assessment to be completed 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

Delivered by 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 Annual Plan						
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
3.1.1	Finalise the Hobart Climate Change Strategy.	✓	⇒	⇒	⇒	The Draft Sustainable Hobart Action Plan was approved by Council for release for community consultation on May 25, 2020. A program of consultation and engagement, adapted to meet Covid-19 requirements, will begin in August and be available on the City's YourSay site. Following community consultation, the Action Plan will be edited if necessary, and presented to Council to consider for endorsement.
3.1.3	Finalise the Hobart Coastal Hazards Strategy.	✓	⇒	⇒	⇒	The Coastal Hazards Strategy is being drafted for completion by October 2020.
3.2.1	Progress the City's Fire Trail Renewal Program.	✓	⇒	⇒	✓	Geotechnical investigation has been completed and design options are being sought for the renewal of several fire trails in 2020-21.
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.	✓	⇒	⇒	✓	Works programmed for the 2019-20 financial year are complete.
3.2.2	Complete stormwater system management plans for all of the City's catchments.		⇒	⇒	✓	Catchment plans completed. Modelled inundation to be reflected in the new Tasmanian Planning Scheme.

✓ Completed

⇒ Underway

X Not commenced

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

2019-20 Annual Plan						
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
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.	✓	⇒	⇒	✓	Risk assessment complete. Work programed to be completed in future years capital works program.
3.2.3	Continue with the program to repair flood damage to stormwater systems and rivulets.		⇒	⇒	⇒	Twenty-three sites completed by end of June 2020. Two sites delayed and scheduled for completion by December 2020.
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.	✓	⇒	⇒	✓	The by-law was published in the government Gazette on 8 April 2020. The by-law toolkit and information is available on Councils website and in hard copy for affected businesses. Councils waste education and environmental health teams will undertake awareness raising activities over the coming months with active enforcement to commence later in 2021.
3.2.4	Participate in the Local Government Association of Tasmania / Environment Protection Authority five-year Work Program, including Environmental Health Officer Workforce Development Plan and the shared resources project.	✓	⇒	⇒	✓	Participation is ongoing.
3.2.4	Consider and scope a background noise survey for the waterfront night time entertainment precinct to establish baseline data on reasonable levels of noise for the area.		⇒	✓		The background noise survey was completed in late 2019. The proposed precinct noise limits will be tested as venue operations return to normal post-pandemic.

✓ Completed

⇒ Underway

X Not commenced

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

2019-20 Annual Plan						
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
3.2.4 3.2.5 3.4.3 3.4.4	Implement actions and initiatives from the Connected Hobart Action Plan.	✓	⇒	⇒	⇒	<p>The following Connected Hobart actions have commenced:</p> <ul style="list-style-type: none"> • Electric Vehicle Charging infrastructure site prepared and ready for installation along with smart pole in mid July 2020. • Connected precincts at South Hobart and The Springs have been started, with fibre, power and wireless connectivity in place. • Lighting asset audit and database has been developed and is in advanced stage, giving the City much better visibility of its lighting assets. • Digital Bus Shelter competition (Smarter Hobart Challenge) is launched and entries are expected over the next month. <p>A grant win in July of \$855,000 will allow development of various security, safety and CCTV infrastructure projects.</p>
3.2.5	Implement year three of the Waste Management Strategy Action Plan 2016-2019.	✓	⇒	⇒	✓	The Strategy continues to be implemented, including the City's new FOGO service which commenced in November 2019.
3.2.5	Consider the implementation of kerbside collection of Food Organics and Garden Organics (FOGO).		⇒	✓	✓	The FOGO service was introduced in November 2019. Significant number of new services, and tonnages collected increasing.
3.2.5	Deliver the Waste Education Plan in accordance with the Waste Management Strategy 2015-2030.	✓	⇒	⇒	✓	Public and stakeholder education undertaken, in particular in respect to the new FOGO service, public events and at Salamanca Market.

✓ Completed

⇒ Underway

X Not commenced

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

2019-20	Annual Plan					
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
3.2.5	Complete construction and upgrade works for Kemp Street, specifically the streetscape and waste compactor installation works.		⇒	⇒	⇒	Final electrical testing and trailing of bin collection/connectivity was undertaken in June 2020. Stakeholder engagement developed and will be rolled out alongside engagement work associated with the Kemp Street traffic flow reversal project.
3.2.6	Progress implementation of the Environmental Management Plan for the McRobies Gully landfill.	✓	⇒	⇒	✓	The site continues to operate in accordance with its Environmental Management Plan. Flood works completed.
3.3.1	Continue support of the Bushcare Program to assist in maintaining and improving the bushland network.	✓	⇒	⇒	✓	750 volunteers are actively engaged within the City's Bushcare and Trackcare programs with an increasing waiting list for participation.
3.3.2	Complete the works associated with the Fern Tree Visitor Node Master Plan (including the new toilet).		⇒	⇒	✓	Redevelopment of Fern Tree Park is complete, this included a new bus shelter, public toilet and bbq and shelter facilities. Civil roadworks and the Fern Glade car park and pathway works were completed in early 2020.
3.3.2	Progress the implementation of the Queens Domain Summit Redevelopment Plan.	✓	⇒	⇒	⇒	Planning and statutory approvals progressing and will be submitted in 2020.

✓ Completed

⇒ Underway

X Not commenced

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

2019-20	Annual Plan					
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
3.3.5	Progress the implementation of actions from the Biodiversity Plan.	✓	⇒	⇒	✓	<p>The second year of Orange Hawke Weed inspection program is underway.</p> <p>Research with the UTAS is being integrated into condition assessments. Vegetation condition assessments have been completed for high biodiversity areas. Feral animal control projects have been successful at Waterworks Reserve.</p> <p>A She-Oak Thinning Research Trial being undertaken.</p>
3.4.4	Install a further 70 kilowatts of solar power panels on the City's buildings.	✓	⇒	X	X	<p>Council endorsed a report supporting exploration of options beyond PV installation, including microgrids, storage and other innovative technologies. While the City's existing 747 kW PV continues to provide significant savings to the City, these installations can be followed by other renewables initiatives with greater CO2 offset potential and faster payback periods.</p>

✓ Completed

⇒ Underway

X Not commenced

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

2019-20 Annual Plan						
Strategy ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
4.1.1 4.2.2	Complete the redevelopment of the Youth ARC facility.	✓	⇒	✓		The construction, fit out and setup completed was completed in late November and a launch held. The full program of events have now resumed.
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).	✓	⇒	⇒	⇒	The review has commenced with some engagement undertaken prior to COVID-19 impacting on operations. Further engagement will take place later in 2020 with the strategy and associated plans due for completion by end June 2021.
4.1.1 4.1.2	Complete the Reconciliation Action Plan.	✓	⇒	✓		The Aboriginal Commitment and Action Plan was endorsed by Council in December 2019 with subsequent final endorsement from Reconciliation Australia. The Plan was launched in February 2020 with actions in the plan now being delivered.
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.	✓	⇒	⇒	⇒	Engagement and activities continue through the delivery of the Aboriginal Commitment and Action Plan.
4.1.2	Deliver the Still Gardening Program in accordance with the Department of Social Services funding agreement.	✓	⇒	⇒	✓	The Still Gardening program continues to be delivered in accordance with the funding agreement. This program continued in a reduced format during COVID-19.

✓ Completed

⇒ Underway

X Not commenced

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

2019-20 Annual Plan						
Strategy ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
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.	✓	⇒	⇒	✓	A range of activities have been successfully delivered.
4.1.5	Deliver the Community Development Grants Program and explore opportunities to support applicants and recipients.	✓	⇒	⇒	✓	The February 2020 grants round was suspended and refocused to create the Resilient Hobart and Resilient Hobart Quick Response Grant Streams. The eCommerce and Professional Assistance Grant streams were created in March 2020 in order to support local businesses impacted by COVID-19.
4.1.6	Strengthen and develop the Community and Culture volunteer programs.	✓	⇒	⇒	⇒	Development of training for Positive Ageing Volunteers is ongoing. Peer development opportunities are being investigated for the volunteers on the Housing with Dignity Reference Group. Volunteer programs have been impacted by COVID-19 however the majority should recommence by July 2020.
4.2.1	Deliver a wide variety of health and wellbeing, aquatic and recreational programs and activities at the Doone Kennedy Hobart Aquatic Centre.	✓	⇒	⇒	✓	Planning for DKHAC is focused on recovery and stabilisation under a very different set of requirements and operational delivery due to COVID-19. The primary goal is to ensure that programs and services meet the safety requirements of the COVID-19 restrictions, and that risks are managed carefully whilst building the business back up to a more sustainable level.

✓ Completed

⇒ Underway

X Not commenced

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

2019-20 Annual Plan						
Strategy ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
4.2.1	Progress the refurbishment of the Donne Kennedy Hobart Aquatic Centre in accordance with the master plan.	✓	⇒	⇒	⇒	The refurbishment is on hold subject to sourcing external funding, due to the impacts of COVID-19 on the financial priorities of Council.
4.2.2	Complete the Intercity Cycleway extension from McVilly Drive to the boundary Macquarie Point.		⇒	⇒	⇒	Procurement for works underway.
4.2.2	Complete the connection of 'City to Gardens Way' from the Brooker Avenue Bridge to the Bridge of Remembrance.		⇒	⇒	✓	Complete.
4.2.2	Progress the connection of 'City of Gardens Way' from Davies Avenue to the Royal Tasmanian Botanical Gardens	✓	⇒	⇒	⇒	The concept plans have been endorsed by the Council and community engagement is underway
4.2.2	Undertake sporting grounds playing surface upgrades at Sandown Park and John Turnbull Park.	✓	⇒	⇒	⇒	Design works being finalised for implementation in 2020-21.
4.2.2	Work with sporting clubs to deliver major projects funded by external grants.	✓	⇒	⇒	✓	Support in delivery of projects undertaken.
4.2.2 4.3.3 4.3.8	Implement actions from the Connected Hobart Action Plan.	✓	⇒	⇒	⇒	<p>The following Connected Hobart actions have commenced been undertaken or commenced through the year:</p> <p>Initiatives from the first half of 2020 include:</p> <ul style="list-style-type: none"> • Installation of underground infrastructure at the South Hobart Connected Precinct site;

✓ Completed

⇒ Underway

X Not commenced

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

2019-20	Annual Plan					
Strategy ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
						<ul style="list-style-type: none"> • Development of an internet of things data hub for the city; • Procurement of environmental sensor technology; • Procurement of a city-wide data wireless data transfer system; • Development of connectivity into remote sites such as The Springs. <p>Other actions include:</p> <ul style="list-style-type: none"> • Installation of cameras for testing of smart city technologies. • Launch in June 2020 of the Smarter Hobart Challenge Bus Shelter Design Competition. • Site preparation and procurement of EV Charger and Smart Pole for the Dunn Place car park. • Testing of micromobility devices as transport alternatives for the city. • Testing of autonomous vehicle technology; • Preparation for city dashboards. • AI analysis of Hobart's lighting assets. • Investigation into lighting technology for environmental and cost savings.

✓ Completed

⇒ Underway

X Not commenced

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

2019-20	Annual Plan					
Strategy ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
						<ul style="list-style-type: none"> Investigations into business cases for smart lockers and digital wayfinding technology.
4.3.1 4.3.2	Prepare Evacuation Centre Operating Procedures.		✓			Complete.
4.3.1 4.3.2 4.3.3	Implement recommendations from the evaluations of the May 2018 storm event and the January 2019 Southern Tasmanian fires.	✓	⇒	⇒	✓	Storm damage repair works to the Fire Trail Network are complete.
4.3.2 4.3.6	Implement resilience projects which have been funded jointly by the Australian and Tasmanian governments under the Natural Disaster Relief and Recovery Arrangements		⇒	✓		All projects have been successfully delivered. The website for the Stories of Resilience project to further share these stories is currently being developed and will be finalised soon.
4.3.3	Commence implementation of actions arising from Hobart's Crowded Spaces public safety review.	✓	⇒	⇒	⇒	<p>Several initiatives have commenced, including installation of camera technology in various CBD locations, particularly around the waterfront.</p> <p>This work will now be accelerated following a successful bid for \$855,000 in grant funding, announced in July 2020, from the Federal Government's Safer Communities Fund Infrastructure Grants Scheme.</p>
4.3.5	Undertake regular outfall testing of stormwater systems.	✓	⇒	⇒	✓	Monthly testing is ongoing.

✓ Completed

⇒ Underway

X Not commenced

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

2019-20 Annual Plan						
Strategy ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
4.3.5	Effectively implement the newly declared smoke-free areas and finalise an awareness and enforcement program for future management of these areas.	✓	⇒	⇒	✓	Three new smoke-free areas were declared in October 2019 and Smoke-free Hobart CBD was declared in April 2020.
4.3.5	Provide Meningococcal ACWY vaccination extension programs for Grade 10 students.		✓			Program completed.
4.3.5	Participate in the Department of Health pilot project for allergen management resources for food businesses.		⇒	✓		Program completed
4.3.5	Develop a local food policy/framework.		X			Currently on hold.
4.3.6	Review and update the Hobart Corporate Climate Adaptation Plan.	✓	⇒	⇒	⇒	The review will occur in conjunction with the completion of the community consultation process and review of the Sustainable Hobart Action Plan in 2020.
4.3.7	Complete the review of the Affordable Housing and Homelessness Strategy.	✓	⇒	⇒	⇒	The review of the Affordable Housing and Homelessness Strategy is underway. Progress on the review has been impacted by COVID-19, including resourcing. The review will recommence later in 2020 with completion expected by June 2021. Several forums have been delivered.

✓ Completed

⇒ Underway

X Not commenced

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

2019-20	Annual Plan					
Strategy ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
4.3.8	Implement actions from the Community Safety Commitment.	✓	⇒	⇒	✓	The Community Safety Commitment continues to be delivered. Late night safety and amenity across the waterfront precinct and CBD 'hotspots' are ongoing priorities. The impacts of COVID-19 on community safety continues to be assessed and addressed where possible.

✓ Completed

⇒ Underway

X Not commenced

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

GOAL FIVE—GOVERNANCE

Leadership provides for informed decision-making for our capital city

FD3—is well governed at a regional and community level

In 2025 Hobart will be a city that works effectively to lead an integrated approach to the planning and development of the metropolitan region. Partnerships with governments, the private sector and local communities in achieving significant regional, city and community goals will be created.

Strategic Objectives

- 5.1 The organisation is relevant to the community, and provides good governance and transparent decision-making.
- 5.2 Opportunities are embraced and risks are recognised and managed.
- 5.3 Quality services are delivered in the most safe, cost effective and efficient way.
- 5.4 An engaged civic culture where people feel part of decision-making.
- 5.5 Capital city leadership is provided.

Key Function Areas

Delivered by the following City of Hobart functions:

- Financial Services
- Rates
- Civil Works
- Procurement
- The General Manager's Office
- Communications and Marketing
- People and Capability
- Planning Policy and Heritage
- Cleansing and Solid Waste
- Environmental Health
- Future Communities
- City Innovation and Technology
- Customer Services
- City Governance
- Asset Services
- Council Support
- Economic Development
- Development Appraisal
- Information, Communications and Technology
- Records and Information
- Legal and Governance
- Design Services
- The Executive Leadership Team
- Development Appraisal
- Community and Cultural Programs
- Project Delivery

✓ Completed

⇒ Underway

X Not commenced

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

2019-20 Annual Plan						
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
5.1.1 5.1.2	Deliver the new Asset Management Information System (AMIS) conversion from Conquest to AssetMaster.	✓	⇒	⇒	⇒	Data conversion and alignment with GIS are well underway. Workshops with Business areas have commenced to determine further functional need for our overall Asset Management requirements that will highlight any gaps in the new platform that will need to be addressed using our Spatial Services
5.1.2	Progress the ongoing implementation and development of new management frameworks, procedures and business systems including: <ul style="list-style-type: none"> • Finance (Navision) • Customer Services • Property and Rating • Project and Portfolio Management • Fleet Management • Records Management. 	✓	⇒	⇒	⇒	Navision financial reporting is being enhanced.
5.1.2	Progress the implementation of integrated business systems and processes throughout the organisation.	✓	⇒	⇒	⇒	Work continues to refine the business systems and processes. Ongoing training and support is being provided for staff.
5.1.2	Continue the enhancement of capabilities to manage the integration of business systems.	✓	⇒	⇒	⇒	This is being progressed. Pilot integrations well underway with the vendor and internal resources looking to finalise by September 2020.

✓ Completed

⇒ Underway

X Not commenced

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

2019-20 Annual Plan						
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
5.1.3	Implement the enhancement of audio-visual systems in the Council Chambers and Lady Osborne Room.		⇒	⇒	⇒	Installation will commence in August 2021.
5.1.3	Implement live minute taking for Council meetings.		⇒	⇒	⇒	Ongoing.
5.1.4	Undertake effective qualitative assessment of all grant programs.	✓	⇒	⇒	✓	Thorough qualitative assessment of all grants programs was undertaken after the delivery of each grant round, including relevant changes to guidelines, application, assessment and acquittal forms in response to grant recipient and Council staff feedback.
5.1.4	Develop and implement a Strategic Measurement System to provide systematic and useful measurement of community outcomes and the City's performance	✓	⇒	⇒	⇒	Development of the Strategic Measurement Framework is progressing and will be used for reporting for the 2020-21 financial year. Some delays in engaging with staff and the community have occurred due to Covid-19 restrictions around engagement.
5.1.4	Undertake a review of the City's Planning and Reporting Framework.		⇒	⇒	✓	The review of the Strategic Measurement Framework has been completed.
5.1.7	Review and update the Long-term Financial Management Plan.		⇒	⇒	✓	Complete.
5.1.7	Prepare annual budgets in the context of the Long-term Financial Management Plan.		⇒	⇒	✓	Complete.
5.1.7	Develop and implement a new Budget Management Strategy.		⇒	⇒	⇒	Development is underway.

✓ Completed

⇒ Underway

X Not commenced

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

2019-20 Annual Plan						
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
5.1.8	Improve system and process capability for rates management.		⇒	⇒	✓	Complete.
5.1.9	Implement the 2019-20 actions from the City of Hobart Procurement Strategy, including: <ul style="list-style-type: none"> Increased procurement performance reporting through new business systems. Increased contract management system and process capability and engagement with the market. Develop a policy framework around procurement sustainability and ethical purchasing. 		⇒	⇒	✓	Complete.
5.2.4	Commence with the development of a program to reduce flooding impacts through mitigation works in the stormwater drainage system.	✓	⇒	⇒	⇒	Program development and actions progressing. Significant work submitted through federal grant scheme.
5.3.1	Establish the Enterprise Data Governance Council and Data Management Executive to support contemporary data management functions required to perform the City's future information (reporting and analytics) needs.	✓	⇒	⇒	⇒	Tools are currently being explored to support the initial high-level framework. Framework and tools to be ratified with vendor in the next two quarters

✓ Completed

⇒ Underway

X Not commenced

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

2019-20 Annual Plan						
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
5.3.1	Enhance spatial services delivery through technology augmentation and alignment with data management and integration initiatives.	✓	⇒	⇒	⇒	Enhanced spatial tools and services are being introduced to improve support for Asset Information Management, Project and Portfolio Management and other operational needs throughout Council. Further alignment and enhancements will be made as the data management framework and integration initiatives become more solid.
5.3.1	Progress the establishment of an organisation-wide program to support a continuous improvement culture.	✓	⇒	⇒	⇒	<p>Planning is underway to address all three phases of the continuous improvement program with high priority units and functions areas within the organisation.</p> <p>However, focus over the last six months has been diverted to ensuring a basic understanding of our process mapping tool and expected governance. A small number of business functions are being used to pilot initial governance and improvement initiatives.</p> <p>A mini-project was undertaken to assess potential improvements across the 337 certificate process.</p>
5.3.3 5.3.4	Highlight critical infrastructure assets in the City's asset register.	✓	⇒	⇒	⇒	Currently with individual portfolio Asset Managers to highlight their critical assets and include in their Asset Management Plans to enhance the Asset Register.

✓ Completed

⇒ Underway

X Not commenced

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

2019-20 Annual Plan						
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
5.3.5 5.3.6	Implement the new Values and Code of Conduct.		⇒	⇒	⇒	The impact of the Covid-19 pandemic has impacted on the workforce and delayed the finalisation of the Enterprise Agreement and Consultative Committee. Implementation will be finalised when the impacts of the pandemic are fully realised
5.3.5	Implement and promote new recruitment standards and processes.		⇒	⇒	⇒	Development is ongoing.
5.3.5	Commence development of a Workforce Planning Framework.		⇒	⇒	⇒	The impact of the Covid-19 pandemic has impacted on the workforce and delayed the finalisation of the Enterprise Agreement and Consultative Committee. The Framework will be finalised when the impacts of the pandemic are fully realised
5.3.6	Deliver an integrated social media business policy for the whole organisation.		⇒	⇒	⇒	Draft developed.
5.3.6	Continue with the implementation of the Managers' Leadership Development Program with the rollout of the third cohort at Team Leader/Supervisor level.	✓	⇒	⇒	✓	The Program has been implemented.
5.3.6	Facilitate the development of a cohesive and supportive corporate culture across the newly formed City Governance Division.		⇒	⇒	✓	Complete.
5.3.6	Consolidate the new organisational structure.		⇒	✓		The new organisational structure has been resolved.
5.3.6	Develop and deliver a mental health and well-being program.		⇒	⇒	✓	The mental health and well-being program has been delivered.

✓ Completed

⇒ Underway

X Not commenced

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

2019-20 Annual Plan						
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
5.3.7	Deliver the Customer Service Strategy.		⇒	✓		The Customer Service Strategy has been completed.
5.4.1 5.4.3	Provide, through workshops and other methods, International Association of Public Participation (IAP2) training for elected members, the executive leadership team and staff.	✓	⇒	⇒	⇒	Due to COVID-19 physical distancing restrictions and budgetary constraints, no further IAP2 training has been undertaken by Council officers.
5.4.1	Develop a staff community engagement toolkit.		⇒	⇒	⇒	Significant work has been undertaken on the development of a staff toolkit. A revised draft is being finalised by Community Engagement Officers and the Communications team. An engagement plan is in development to increase internal capacity for engagement processes amongst staff.
5.4.1	Design community engagement plans that are in line with the IAP2 best practice.	✓	⇒	⇒	✓	The community engagement team continues to develop project specific engagement plans for a wide range of programs and projects across the City.
5.4.3	Provide regular opportunities through 'community conversations' for communities to interact with the City officers and elected members.	✓	⇒	⇒	⇒	The first Community Conversation was held in February 2020. Due to COVID-19 disruptions, no further events have been held. Planning is currently underway to develop a revised format and a new schedule of Community Conversations for late 2020 (subject to public health restrictions).

✓ Completed

⇒ Underway

X Not commenced

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

2019-20 Annual Plan						
Strategic Plan ref	Actions and initiatives	Multi-Year or ongoing	30 Sept	31 Dec	30 June	Progress update
5.5.1	Support the implementation of the Hobart City Deal and the Greater Hobart Act.	✓	⇒	⇒	✓	Commenced projects in the Hobart City Deal Implementation Plan, including active transport initiatives; Hobart Precinct Plan and Smart City Strategy. The City contributes to the Hobart City Deal Implementation Board and Steering Committees and Greater Hobart Advisory Group to promote strategic collaboration and governance across Greater Hobart Councils.
5.5.1	Actively participate in the Council of Capital City Lord Mayors (CCCLM) activities and support projects that will benefit Hobart.	✓	⇒	⇒	✓	The Council continues to be an active participant in the activities of the Council of Capital City Lord Mayors (CCCLM), including contributing to a number of working groups around culture and the arts; infrastructure and public transport and climate action.

✓ Completed

⇒ Underway

X Not commenced

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

**6.2 City of Hobart - Customer Service Charter - Complaints and
Compliments - Annual Report 2019/20
File Ref: F20/74313; 11-15-9**

Report of the Group Manager City Government & Customer Relations
and the Principal Advisor – Customer Relations of 13 August 2020.

Delegation: Committee

**REPORT TITLE: CITY OF HOBART - CUSTOMER SERVICE CHARTER
- COMPLAINTS AND COMPLIMENTS - ANNUAL
REPORT 2019/20**

REPORT PROVIDED BY: Group Manager City Government & Customer Relations
Principal Advisor - Customer Relations

1. Report Purpose and Community Benefit

- 1.1. The purpose of this report is to provide the annual report in relation to complaints and compliments for 2019/2020.

2. Report Summary

- 2.1. Section 339F (5) of the *Local Government Act 1993* requires the General Manager to provide the Council with a report at least once a year on the number and nature of complaints received against the Customer Service Charter.
- 2.1.1. During 2019/20, the City received 145 complaints and 126 compliments.
- 2.1.2. Comparatively, the number of complaints recorded for the previous financial year 2018/2019 was 22. There is no reliable data for compliments however it is estimated that their number was similar to complaints.
- 2.2. The significant variation in the reported numbers over the past two financial years reflects an improved process around the capture and reporting of both complaints and compliments, and a whole of business approach.
- 2.3. An internal awareness campaign in relation to compliment and complaint management, and regular reporting to the Executive Management Team has assisted with the capture and recording of complaints and compliments.
- 2.4. Of the complaints received during 2019/20, 44% were in relation to employee behaviour or a delay in responding to customers.
- 2.5. The remaining 66% of complaints were around Council process, such as unhappiness with the City's parking processes and infringement procedures or the time taken to complete civil works projects.
- 2.6. Of the 145 complaints 57% were closed in 10 days or less, 22% took longer to close and there are 21% still under investigation.
- 2.7. The complaints process involves investigation by the respective manager or technical delegate with feedback or a resolution provided to the complainant.

- 2.8. The introduction of the Council's first whole of organisation customer request system, proposed for the 2nd quarter of this year, will further assist in capturing, and responding to customer requests and subsequent complaints.
- 2.9. The number of compliments recorded for the 2019/20 period was 126.
- 2.9.1. Over 50% of the compliments received were about the look and feel of the City.
- 2.9.2. This included general appreciation of tree planting, timely rubbish clean up, the standard of cleanliness within the City or the hard work of our visible staff.
- 2.10. The Capital City Strategic Plan 2015-2025 commits the organisation to "Deliver best practice customer service across the organisation".

3. Recommendation

That the report be received and noted.

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.



Margaret Johns
**GROUP MANAGER CITY
GOVERNMENT & CUSTOMER
RELATIONS**



Anna Holland
**PRINCIPAL ADVISOR - CUSTOMER
RELATIONS**

Date: 13 August 2020
File Reference: F20/74313; 11-15-9

6.3 Council Policy Manual Review July 2020
File Ref: F20/88806; 18/17

Report of the Deputy General Manager of 13 August 2020 and attachment.

Delegation: Council

REPORT TITLE: COUNCIL POLICY MANUAL REVIEW JULY 2020**REPORT PROVIDED BY:** Deputy General Manager**1. Report Purpose and Community Benefit**

- 1.1. The purpose of this report is to present to the Council the findings from the July 2020 review of the City's Policy Manual.

2. Report Summary

- 2.1. To ensure good governance, the Council's Corporate Calendar previously provided that the Policy Manual is reviewed every 2 years.
- 2.2. At the last review however, the Council resolved that a portion of the policy portfolio be reviewed every six months such that, all policies are reviewed within a two year period.
- 2.3. The Policy Manual contains 84 policies. In July 2020, 18 policies were reviewed for relevance, accuracy and currency by relevant officers across four Divisions.
- 2.4. Attached is a summary of recommendations in respect to the 18 policies reviewed (**Attachment A**).

3. Recommendation

That the Council Policies marked as Appendices 1 to 18, as shown in Attachment A to the report be endorsed.

4. Background

- 4.1. The City's Policy Manual contains 84 policies. Historically, the City has conducted an annual review of all its policies. At the last review however, Council resolved that a portion of the policy portfolio be reviewed every six months such that, all policies are reviewed within a two year period.
- 4.2. Eighteen policies from the City's Policy Manual have recently been reviewed for relevance, accuracy, and currency by relevant officers across four Divisions.
- 4.3. All 18 policies are presented to Council, irrespective of whether changes are proposed, as a good governance practice. A summary of recommendations is provided at **Attachment A**.
 - 4.3.1. Thirteen policies are recommended for amendment. The majority of changes proposed are to improve grammar, consistency, clarity or to update strategic or legislative references.

- 4.3.2. Five policies have been reviewed and do not require any amendments.
- 4.3.3. There are no recommendations to rescind a policy.
- 4.3.4. There are no new policies. However, two new policies are currently under development; a policy for Competitive Neutrality, and a policy for Tactical Urbanism.

5. Proposal and Implementation

- 5.1. It is proposed that the Finance and Governance Committee endorse the schedule of policies shown in **Attachment A**, for presentation to the Council at its meeting of 24 August 2020.

6. Strategic Planning and Policy Considerations

- 6.1. The review of the City's Policy Manual is aligned with Pillar 8 of City's *Capital City Strategic Plan 2019-2029*, specifically objective 8.1;
 - 8.1 *Hobart is a city of best practice, ethical governance and transparent decision-making.*
 - 8.1.1 *Practise integrity, accountability, strong ethics and transparency in the City's governance, policymaking and operations.*

7. Delegation

- 7.1. 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.



Heather Salisbury
DEPUTY GENERAL MANAGER

Date: 13 August 2020
File Reference: F20/88806; 18/17

Attachment A: July 2020 Council Policy Manual Review Summary of Recommendations and Appendices ↴

**July 2020 Policy Manual Review
Summary of Recommendations**

Policy Title:	Private Works - Charges (Appendix 1)
Category:	Corporate Governance
Review Proposal:	Amend
Comment:	Amendments to terminology and wording to improve readability and addition of a new paragraph to clarify negotiation and application of charges.
Recommendation:	That the Council Policy titled <i>Private Works - Charges</i> be amended as outlined in the appendix.
<hr/>	
Policy Title:	Christmas Pageant - Off-Street Parking Charges (Appendix 2)
Category:	Community Services and Events
Review Proposal:	No change
Comment:	Last approved by Council September 2019
Recommendation:	That no change be made to the Council Policy titled <i>Christmas Pageant – Off-Street Parking Charges</i> at this time.
<hr/>	
Policy Title:	Information Privacy (Appendix 3)
Category:	Corporate Governance
Review Proposal:	No change
Comment:	Last approved by Council September 2019
Recommendation:	That no change be made to the Council Policy titled <i>Information Privacy</i> at this time.
<hr/>	
Policy Title:	Tenancies – Payment of Rent (Appendix 4)
Category:	Property Management
Review Proposal:	Amend
Comment:	Minor word changes and removal of agistment tenancies.
Recommendation:	That the Council Policy titled <i>Tenancies – Payment of Rent</i> be amended as outlined in the appendix.

**July 2020 Policy Manual Review
Summary of Recommendations**

Policy Title: Investment of Council Funds (Appendix 5)
Category: Corporate Governance
Review Proposal: Amend
Comment: Updated to include a new position title.
Recommendation: That the Council Policy titled *Investment of Council Funds* be amended as outlined in the appendix.

Policy Title: Procurement Policy (Appendix 6)
Category: Corporate Governance
Review Proposal: Amend
Comment: Minor word changes.
Recommendation: That the Council Policy titled *Procurement Policy* be amended as outlined in the appendix.

Policy Title: Guarantee of Loans (Appendix 7)
Category: Corporate Governance
Review Proposal: Amend
Comment: Amendment of the dates of the Capital City Strategic Plan 2019-2029 as referenced in the policy.
Recommendation: That the Council Policy titled *Guarantee of Loans* be amended as outlined in the appendix.

Policy Title: Anonymous Information Requests (Appendix 8)
Category: Corporate Governance
Review Proposal: No change
Comment: Last approved by Council September 2019
Recommendation: That no change be made to the Council Policy titled *Anonymous Information Requests* at this time.

**July 2020 Policy Manual Review
Summary of Recommendations**

Policy Title: Insurance Policy (Appendix 9)
Category: Corporate Governance
Review Proposal: Amend
Comment: Minor amendments to terminology and update of a position title.
Recommendation: That the Council Policy titled *Insurance Policy* be amended as outlined in the appendix.

Policy Title: Council Borrowing Policy (Appendix 10)
Category: Corporate Governance
Review Proposal: No change
Comment: Last approved by Council September 2019
Recommendation: That no change be made to the Council Policy titled *Council Borrowing Policy* at this time.

Policy Title: Election Signage (Appendix 11)
Category: Corporate Governance
Review Proposal: Amend
Comment: Update of the policy's Responsible Officer to the General Manager.
Recommendation: That the Council Policy titled *Election Signage* be amended as outlined in the appendix.

Policy Title: External Bodies – Representations and Reporting on Activities (Appendix 12)
Category: Corporate Governance
Review Proposal: Amend
Comment: Grammar correction and update of the policy's Responsible Officer to the General Manager.
Recommendation: That the Council Policy titled *External Bodies - Representations and Reporting on Activities* be amended as outlined in the appendix.

July 2020 Policy Manual Review Summary of Recommendations

Policy Title:	Probity Guidelines for the Consideration of Commercial Property Transactions (Appendix 13)
Category:	Corporate Governance
Review Proposal:	Amend
Comment:	Minor changes to terminology.
Recommendation:	That the Council Policy titled <i>Probity Guidelines for the Consideration of Commercial Property Transactions</i> be amended as outlined in the appendix.
<hr/>	
Policy Title:	Meeting Procedure Guidelines (Appendix 14)
Category:	Corporate Governance
Review Proposal:	Amend
Comment:	Minor amendments to grammar and formatting. Revision of 'Public Question Time' to clarify process and time limits. Removal of 'Notice of Motion'.
Recommendation:	That the Council Policy titled <i>Meeting Procedure Guidelines</i> be amended as outlined in the appendix.
<hr/>	
Policy Title:	Lord Mayor's Charity Concert (Appendix 15)
Category:	Corporate Governance
Review Proposal:	No change
Comment:	Last approved by Council September 2019
Recommendation:	That no change be made to the Council Policy titled <i>Lord Mayor's Charity Concert</i> at this time.
<hr/>	
Policy Title:	Use of Salamanca Square for Events (Appendix 16)
Category:	Corporate Governance
Review Proposal:	Amend
Comment:	Minor word changes, update to 'Legislation, Terminology and Reference' and inclusion of the relevant By-Law.
Recommendation:	That the Council Policy titled <i>Use of Salamanca Square for Events</i> be amended as outlined in the appendix.

**July 2020 Policy Manual Review
Summary of Recommendations**

Policy Title:	Humanitarian Crisis Assistance (Appendix 17)
Category:	Corporate Governance
Review Proposal:	Amend
Comment:	Minor word changes and correction of grammar.
Recommendation:	That the Council Policy titled <i>Humanitarian Crisis Assistance</i> be amended as outlined in the appendix.
<hr/>	
Policy Title:	Leases to Non-profit Organisations (NFPO) (Appendix 18)
Category:	Corporate Governance
Review Proposal:	Amend
Comment:	Minor amendments to terminology, expanded definition of what constitutes an NFPO, and revision of wording to clarify lease conditions.
Recommendation:	That the Council Policy titled <i>Leases to Non-profit Organisations (NFPO)</i> be amended as outlined in the appendix.
<hr/>	

City of Hobart

Policy

Title: Private Works – Charges**Category:** Corporate Governance**Date Last Adopted:** 23 September 2019

1. Objectives

To ensure charges for private works undertaken by the ~~Council~~ City cover all associated ~~incurred~~ costs ~~incurred~~.

2. Background

The organisation has considerable in-house skills and resources which can be made available for supply to parties outside the organisation.

On occasions that such private works are provided, all associated costs, at a minimum, need to be recouped.

3. Policy

That in any case where the City has undertaken work, for which the ~~Council itself~~ is not responsible nor has directed to be ~~done~~ undertaken, and is carried out at the specific request of another a organisation or person third party/organisation, that work shall be charged out ~~at to~~ include all direct and indirect costs incurred by the City total cost, including overheads to the Council, and with an appropriate profit margin. ~~with the possible exception of charities and emergency works.~~

The General Manager, or his delegate, be authorised to negotiate a charge on commercial terms or waive/reduce a charge on charitable or hardship grounds, with any subsequent benefit to be acknowledged in the Council's Annual Report, in accordance with the Council Policy.

4. Legislation, Terminology and References

Not applicable.

Appendix 1

Responsible Officer:	Director City Amenity
Policy first adopted by the Council:	
History	
Amended by <u>the</u> Council	7/3/2016
Approved by <u>the</u> Council	23/9/2019
Next Review Date:	July 2021
File Reference:	F16/65298

City of Hobart

Policy

Title: Christmas Pageant – Off-Street Parking Charges

Category: Community Services and Events

Date Last Adopted 23 September 2019

1. Objectives

The Policy defines the arrangements for on and off-street parking on the day of the Christmas Pageant is staged each year.

2. Background

The Christmas Pageant is a free event conducted by the City of Hobart. Parking for people viewing the Pageant is also free for the day to encourage attendance and shopping in the City following the event.

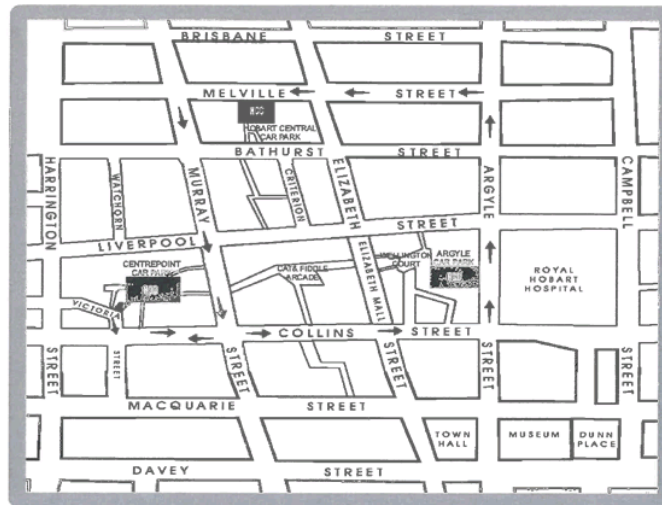
3. Policy

That on the day on which the City of Hobart stages the Christmas Pageant each year, Council car parks and parking meters within the CBD area will be free of charge.

Definition of CBD:

The CBD is bordered by Brisbane Street, Harrington Street, Davey Street and Campbell Street.

Appendix 2



4. Legislation, Terminology and References

Responsible Officer:	Director City Innovation
Policy first adopted by the Council:	25/3/1985
History	
Amended by Council	13/12/1993
Amended by Council	15/2/2005
Amended by Council	10/12/2012
Amended by Council	7/3/2016
Amended by Council	23/9/2019
Next Review Date:	July 2021
File Reference:	F16/65302

Appendix 3

City of Hobart

Policy

Title: Information Privacy**Category:** Corporate Governance**Date Last Adopted:** 23 September 2019

1. Objectives

The policy statement sets out the Council's approach to managing, handling and protecting the personal information of customers and demonstrates its commitment to protecting the privacy of ratepayers.

2. Background

The City of Hobart collects and uses personal information about individuals to enable it to carry out its functions under the *Local Government Act 1993*. It also has the responsibility to keep information securely so as to protect the privacy of individuals, in accordance with the *Personal Information Protection Act 2004*, and relevant Federal legislation.

3. Policy

Purpose:

1. This policy statement sets out the Council's approach to managing, handling and protecting the personal information of customers.
2. The Council is committed to upholding the right to privacy of all individuals who have business dealings with the Council. The Council will take the necessary steps to ensure that the personal information that customers share with us remains confidential.
3. This policy will also serve to regulate and consolidate Council procedures in relation to the handling of personal information.

Scope:

1. This policy applies to employees and contractors of the Council.

Appendix 3

2. The policy covers personal information that is collected, retained, stored and used by the Council where it is necessary for one or more of the Council's functions or activities.
3. Personal information is defined as:
 - (i) Information or an opinion in any recorded format, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion and who is alive or has not been dead for more than 25 years.
 - (ii) Examples of personal information held by the Council include; information relating to individual properties and property owners; the names of complainants and objectors; dog registration information; parking infringement information; rates information; and sensitive information such as health details collected on the DKHAC membership form.

Information Managers:

1. The Council has a number of information coordinators including the Manager Customer Services, Manager Human Resources, Manager Commercial Services and Rates, and the Manager Legal and Governance who oversee the operation of the Privacy Policy in consultation with the Council's legal team. Additionally there are trained Right to Information (RTI) officers included in all divisions. These staff will liaise with customers with respect to requests, enquiries and complaints regarding personal information kept by the Council.
2. The Council will receive customer requests for access to personal information and action these requests; respond to requests in writing; amend personal information; and liaise with the relevant divisions/units in relation to information requests and amendments. Staff will consult with the Council's Legal Team where appropriate.

The Collection of Personal Information:

1. It is the policy of the Council to collect personal information only if it is necessary for one or more of its functions or activities.
2. Certain information is collected in order to comply with laws and regulations.
3. Whenever the Council collects personal information, the information and the reasons for its collection will be shared with customers upon request. Requests of this nature are to be forwarded to the Council's Customer Services Manager.
4. The Council will only use personal information collected for the purposes for which it was collected and for any other use authorised or required by law, including law enforcement and compliance activities.

Appendix 3

5. At the time that personal information is collected, or upon request, an individual will be provided with a copy of the Council's Privacy Statement. The Privacy Statement is a summary of the Privacy Policy and will be readily available and accessible to the public.
6. Sensitive information shall not be collected without express consent and unless the collection is required by law.

Use and Disclosure:

1. It is the Council's policy that personal information will not be divulged to third parties outside the Council for their independent use unless the person to which the information relates has authorised the Council to do so, or the disclosure is required or allowed by law. The Council and its employees will not sell, trade or make available personal information to others. Information provided by members of the public will only be shared with other business units within the Hobart City Council, where necessary.
2. Where the Council outsources functions that involve the collection, utilisation and/or holding of personal information, contractual measures shall be taken to ensure that the contractors and subcontractors do not act in a way that would amount to a breach of privacy standards. The Council will require that these vendors and service companies maintain the confidentiality of this information and abide by all applicable laws. This Council will not permit third parties to sell or use the information for their own purposes.

Data Quality:

The Council will take all reasonable steps to ensure that customers' personal information is accurate, complete and up-to-date. The Council will respond to any requests from the public to correct inaccurate information in a timely manner. Such requests must be forwarded to the Council's Customer Services Manager in the first instance.

Data Security:

1. The Council will take steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.
2. Employees are responsible for protecting personal information from misuse, loss, corruption or disclosure. Personal information will be handled with care and only used for authorised purposes.
3. All employees must maintain public confidentiality and respect the privacy of individuals who have dealings with the Council. Employees must treat all personal information as confidential, and sensitive information as highly confidential. Council employees will not disclose any confidential information,

Appendix 3

use any information to their personal advantage or permit unauthorised access to information.

4. Requests for information from police, government agencies or anyone outside the Council, in regard to customers, should be directed to the Customer Services Manager and these will be referred elsewhere as required.
5. Council files are strictly confidential and under no circumstances should a member of the public have access to files. Employees must also be conscious of security within the office environment when members of the public are present. External customers must not be left unattended with Council files.
6. Where a complaint or objection is received by the Council the identity of the complainant shall not be disclosed.
7. The Council maintains security standards and procedures to help prevent access to confidential information by anyone not authorised to access such information. Employees are obliged to assist in maintaining security standards and procedures. Examples of the type of security measures that the Council has implemented and will continue to support include:
 - (i) Physical security – the Council has adopted measures to prevent unauthorised entry to premises, systems to detect unauthorised access and secure containers for storing paper-based personal information;
 - (ii) Computer and network security – the Council has adopted measures to protect computer systems and networks for storing, processing and transmitting personal information from unauthorised access, modification and disclosure;
 - (iii) Communication security – Council has adopted measures to prevent unauthorised intrusion into computer networks; and
 - (iv) Personnel security – the Council has adopted procedural and personnel measures for limiting access to personal information by authorised staff for approved purposes and controls to minimise security risks to the organisation's IT systems.
8. Destruction of records containing personal information, including personal records is by secure means. Ordinarily, garbage disposal or recycling of intact documents are not secure means of destruction and should only be used for documents that are already in the public domain.
 - (i) Reasonable steps to destroy paper documents that contain personal information include shredding, pulping or the disintegration of paper. All computers that are removed from use and made available for non-council purposes will have all data removed from the hardware.

Appendix 3

Openness:

The Council has a Privacy Statement, which is a summary of this policy, readily available and accessible to the public. There is a link to the Privacy Statement on the internet and intranet. Hard copies of the Privacy Statement will always be available at the Customer Service Centre.

Access and Correction:

Individuals are entitled to access personal information about themselves which is held by the Council. Individuals are entitled to know generally what sort of personal information the Council holds about them, for what purposes, and how it collects, holds, uses and discloses that information.

1. Requests for access to such information are to be made in writing and forwarded to the Council's Customer Services Manager for action. Staff must establish the identity of the individual asking for the information.
2. If an individual has made a written request for access, the assigned officer will acknowledge the request as soon as possible or at least within 7 days of the request. If granting access is straight forward, it will be appropriate to grant access within 14 days, or if providing access is more complicated, within 30 days.
3. The Council will respond to public requests to correct information in a timely manner.
4. The Council will provide written reasons when a request for access or correction of personal information is refused

Anonymity:

Whenever it is lawful and practicable to do so, customers will be given the option of not identifying themselves when dealing with the Council.

Training:

All Council employees will receive training to increase their awareness in relation to the treatment of personal information in the workplace. Staff will be trained in security awareness, practices and procedures.

4. Legislation, Terminology and References

Section 130(3) of the Local Government Act 1993

Hobart City Council Privacy Statement

Appendix 3

A Privacy Officer is a position within the Council that oversees the operational management and release of information under the Privacy Policy in consultation with the Council's legal team.

Personal Information for the purpose of this Policy is defined as:

Information or an opinion in any recorded format, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion and who is alive or has not been dead for more than 25 years.

Sensitive information is defined as:

Information or opinion about individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences or practices, criminal record, health information and financial status.

Types of security measures include, physical security, computer and network security, communication security and personnel security.

Responsible Officer:	Director City Innovation
Policy first adopted by the Council:	8/4/2002
History	
Amended by Council	17/12/2007
Amended by Council	12/9/2011
Amended by Council	7/3/2016
Amended by Council	23/9/2019
Next Review Date:	July 2021
File Reference:	F19/79648

City of Hobart

Policy

Title: Tenancies – Payment of Rent**Category:** Property Management**Date Last Adopted:** 23 September 2019

1. Objectives

To detail the way in which all rentals of Council properties, according to the nature of the particular tenancy, are paid.

2. Background

This policy was developed at the request of ~~the Finance and Parking a Council~~ Committee.

3. Policy

That the rental payable under a lease of Council property be made in accordance with the following provisions:

- (a) residential tenancies – fortnightly in advance;
- (b) commercial tenancies – monthly in advance;
- (c) sporting club tenancies – monthly in advance; ~~and~~
- ~~(d) – agistment tenancies – monthly in advance; and~~
- (e) tenancies attracting a nominal rent – yearly in advance.

4. Legislation, Terminology and References

[Deliberately No Text]

Appendix 4

Responsible Officer:	Director City Governance
Policy first adopted by the Council:	21/3/1988
History	
Amended by Council	7/3/2016
Amended by Council	23/9/2019
Next Review Date:	July 2021
File Reference:	F16/65256

Appendix 5

City of Hobart

Policy

Title: Investment of Council Funds**Category:** Corporate Governance**Date Last Adopted:** 23 September 2019

1. Objectives

To maximise the Council's return on its investments, subject to the satisfaction of the criteria of safety and security, liquidity, and ethical nature.

2. Background

The permitted methods of investment of Council funds are defined within the *Local Government Act 1993 (Tas)*. The below policy outlines the Council processes within legislated parameters.

3. Policy

1. Scope

The Council has the following funds;

Nature of Funds	Purpose	Underlying Investments	Benchmark
Working Capital – Transactional Funds including “at call” funds*	To provide sufficient cash to meet the day to day financial obligations of City of Hobart in a timely manner	Cash and at call funds	N/A
Investment Funds	Funds that are surplus to working capital and are available for longer term investment	Term Deposits with a maximum maturity of 12 months	90 Day Bank Bill Swap Rate (BBSW)

Appendix 5

Heritage Funds*	To fund grants to owners of heritage properties in order to help facilitate the maintenance of heritage properties in Hobart	Cash, Australian Equities & International Equities	Composite of:- S&P ASX 300 Acc MSCI Total Acc ex AUS UBS Warburg Bank Bill
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*The Transactional Funds and Heritage Funds are outside the scope of this policy.

2. Criteria for Investment

- (i) Safety and Security – Security of the ratepayer's capital is a primary consideration in all investment decisions.
- (ii) Liquidity – Investments must be managed to ensure that sufficient funds are available to meet cash requirements as they fall due.
- (iii) Ethical in Nature – the Council commits to investing 100% of its Investment Funds in non-fossil fuel aligned financial institutions.
- (iv) Rate of Return – Subject to the three preceding considerations, Council will aim to maximise its return.

3. Expected Rate

The performance benchmark is the 90 day Bank Bill Swap Rate (BBSW).

4. Delegated Authority

The Director City Governance and Chief Financial Officer Manager Finance are delegated authority to invest according to Section 75 of the *Local Government Act 1993*, from the Council through the General Manager.

5. Investment Guidelines

- (i) Section 75 of the *Local Government Act 1993*, will be complied with at all times.
- (ii) Investments may be made for any period up to a maximum of one year.

Appendix 5

- (iii) Investments can only be made with Authorised Deposit-taking Institutions (ADI's) regulated by the Australian Prudential Regulation Authority, in products where the underlying assets are cash.
- (iv) Exposure to ADI's with a Standard and Poors short-term credit rating of A1 or A1+ (or equivalent from a different rating agency) is limited to \$7,000,000.
- (v) Exposure to ADI's with a Standard and Poors short-term credit rating of A2 (or equivalent from a different rating agency) is limited to \$3,000,000.
- (vi) Where an ADI is a subsidiary of another and has its own credit rating, the two institutions shall be treated as separate and subject individually to the exposure limits above.
- (vii) Where an ADI is a subsidiary of another, and is a non-fossil fuel aligned institution, but the parent company is a fossil fuel aligned institution, the subsidiary will be regarded as a fossil fuel aligned institution.
- (viii) For any fixed term investment, whether new or rollover, quotes must be sought from a minimum of three ADI's. Investment decisions must be documented.
- (ix) Any investment outside of the investment guidelines contained within this policy must be referred to the Finance and Governance Committee for prior approval.

6. Provision of Information to Elected Members

- (i) Details of all current investments are to be provided to any elected member upon request and are to be included in the quarterly financial report provided to the Finance and Governance Committee.

4. Legislation, Terminology and References

Section 75 of the Local Government Act 1993 (Tas)

City of Hobart Delegations Register

Appendix 5

Responsible Officer:	Director City Governance
Policy first adopted by the Council:	13/11/1995
History	
Amended by Council	13/6/2000
Amended by Council	28/7/2008
Amended by Council	24/10/2011
Amended by Council	8/9/2014
Amended by Council	27/4/2015
Amended by Council	7/3/2016
Amended by Council	18/12/2017
Amended by Council	23/9/2019
Amended by Council	
Next Review Date:	July 2021
File Reference:	F16/65293

Appendix 6

City of Hobart

Policy

Title: Procurement Policy**Category:** Corporate Governance**Date Last Adopted:** 23 September 2019

1. Objectives

The City of Hobart is committed to implementing best practice procurement [procedures](#) to achieve maximum sustainable benefit for its community. This policy is the foundation from which detailed procedures will be developed and education [for Council Officers](#) provided to ensure the continuous improvement of Council's procurement procedures and honouring of its commitment.

This policy applies to all forms of procurement by the City of Hobart including acquisition, provision and disposal of materials, services [and facilities and works](#). The principles in this policy and its implementing procedures must be followed by all employees.

2. Background

This Policy was developed to ensure that the Council's procurement framework is of [a](#) sound policy basis for the guidance and control of procurement processes.

3. Policy

Governance and Structure

1. The City of Hobart will ensure that its procurement activities meet the legislative and legal framework within which it operates.
2. Council will establish a procurement management and delegations structure that ensures accountability, transparency and auditability of all procurement decisions made over the lifecycle of all goods, services and works [purchased procured](#) by the Council.
3. Procedures for implementation of this Policy and related policies are contained in the City's Integrated Management System.

Appendix 6

Principles

4. Council will ensure value for money with a balanced whole-of-life evaluation that includes consideration of financial, social, ethical, risk mitigation, local [benefit](#), economic and environmental factors. To deliver on this commitment to procurement in a way that meets operational requirements and achieves the highest commercial and sustainability outcomes, it is the Council's policy to:
 - (i) comply with applicable legislation and laws;
 - (ii) undertake efficient, effective and sustainable procurement;
 - (iii) establish procedures that ensure fair, transparent and effective competition;
 - (iv) establish procedures aimed at fostering relationships with our suppliers in a manner that is reasonable, ethical, efficient and open;
 - (v) exercise responsible financial management and accountability for actions;
 - (vi) establish and maintain a diverse supply chain, with particular focus on supporting the delivery, or potential to deliver, social, economic and/or environmental benefit to the Hobart region;
 - (vii) support Australian owned suppliers and/or suppliers who manufacture in Australia, where doing so is appropriate and permissible by law, focusing on those in the Hobart region;
 - (viii) consider suppliers and industry groups that develop and/or apply innovative responses in relation to sustainability issues;
 - (ix) actively manage our contracts;
 - (x) engage our suppliers on strategies for achieving our procurement objectives and assist in building market capacity, and
 - (xi) identify and manage the risks associated with procurement.

Tender Threshold

5. For the purposes of calculating the requirement to undertake a public tender as defined by the *Local Government Act 1993 (Tas)* and the *Local Government (General) Regulations 2015 (Tas)*, it is the Council policy to conduct a public tender where:
 - (i) For any procurement that is in the nature of a lump sum contract the value exceeds, or it is reasonably foreseeable that the value will exceed \$250,000; and

Appendix 6

- (ii) For any procurement that is in the nature of a periodic supply contract (whether sole provider or panel of providers etc.) where the whole of Council aggregate value will exceed, or is reasonably likely to exceed \$250,000 over a period of two (2) consecutive years, or over the intended length of the contract, whichever is the greater.

4. Legislation, Terminology and References

Local Government Act 1993 (Tas)

Local Government (General) Regulations 2015 (Tas)

Responsible Officer:	Director City Governance
Policy first adopted by the Council:	13/2/2013
History	
Amended by Council	24/08/2015
Amended by Council	7/3/2016
Amended by Council	23/9/2019
Next Review Date:	July 2021

Appendix 7

City of Hobart

Policy

Title: Guarantee of Loans**Category:** Corporate Governance**Date Last Adopted:** 23 September 2019

1. Objectives

This policy is to provide a framework for the approval of Loan Guarantees for community organisations that wish to substantially self-fund capital asset projects on Council owned/controlled land, whilst limiting the Council's exposure to potential loss.

The policy objectives are to achieve:

- A means of supporting local communities and sporting organisations to self-fund capital asset projects.
- A mechanism to fund community assets that are on land that is owned or controlled by Council that will vest in, or ultimately be controlled by the Council. These are assets which provide essential services or a clear benefit to the wider community, that also align to the Capital City Strategic Plan 2015-2025.
- A funding solution that enables the community organisation to manage the resultant loan agreement directly with the lending institution.
- Proposals for loan guarantees are required to satisfy the criteria identified in the policy statement as well as being the subject of a report to Council. Satisfaction of the criteria does not guarantee approval as all approvals are at the discretion of the Council.
- To establish the maximum amount of Council's exposure to loan guarantee commitments.

2. Background

The City of Hobart is committed to supporting community groups that provide facilities and services that benefit the Hobart community.

This policy provides general guidelines and principles against which requests for the Council to act as a Guarantor will be assessed.

Appendix 7

3. Policy

Loan guarantees will only be considered when all of the following policy criteria have been met.

General

1. Where is it demonstrated that the project will provide essential services or a clear benefit to the wider community, and will align to the Capital City Strategic Plan 2015-2025.
2. Borrowings are only to be used for the construction and/or acquisition of capital assets on Council owned or controlled land that will be vested in and ultimately controlled by the Council.
3. The applicant is a "not for profit" organisation and has a legal status (incorporated or a company), and is the current lessee of the land.
4. The applicant has no outstanding debts to the Council.
5. The useful life of the asset exceeds the life of the loan guarantee.
6. The term of the loan shall not exceed the term of the existing lease agreement. The lease agreement refers to the agreement between the Council as landlord and the community organisation.
7. The loan must not include a redraw facility.
8. The loan must not be an interest only loan.
9. Guarantees will not be provided where works have already commenced, unless the Council resolves that extenuating circumstances exist.

Maximum Exposure

The Council's maximum exposure to loan guarantee commitments be limited to five percent (5%) of annual revenue, subject to Council's forecast net financial liabilities ratio for the term of the requested guarantee remaining between 0% and 50%.

Guarantee Term

The maximum period that the Council will guarantee a loan for is twenty-five (25) years.

Appendix 7

Documentation

The applicant will be required to demonstrate in their application the requirements as set out in 'General' together with their ability to service the loan repayments. The Council reserves the right to request and receive any information that may be required in its consideration of the guarantee request.

Should the Council resolve to act as guarantor of the loan, the applicant will be required to:

1. Notify the Council of any legal action that they enter or are joined to, and any intention to take out further borrowings.
2. Support any necessary amendments to the loan guarantee documentation to the satisfaction of the Council. Council reserves the right to review and amend the loan guarantee documentation in order to minimise exposure to "generic" loan guarantee documents issued by lending institutions.
3. Provide the Council with bi-annual loan statements that demonstrate the status of loan repayments.
4. Immediately notify the Council in the event of any default in loan repayments.
5. Ensure the asset is appropriately insured with a certificate of currency provided annually to Council.
6. Provide the Council with minutes of the organisation's annual general meeting plus audited financial statements, and any other information the Council may reasonably require to assure itself of the status of the loan.
7. All costs in relation to the guarantee are to be paid by the applicant.

4. Legislation, Terminology and References

Not applicable.

Responsible Officer:	Director City Governance
Policy first adopted by the Council:	19 September 2016
History	
Amended by Council	23/9/2019
Amended by Council	
Next Review Date:	July 2021
File Reference:	F16/113156

City of Hobart

Policy

Title: Anonymous Information Requests**Category:** Corporate Governance**Date Last Adopted:** 23 September 2019

1. Objectives

This policy statement sets out the City's approach in response to anonymous information requests.

2. Background

The City's elected members and administration receives numerous requests for information. On occasion these requests are made anonymously.

While not all requests for information are submitted under the *Right to Information Act 2009*, the Act does provide guidance on the appropriate minimum requirements for making requests for information.

The *Right to Information Act 2009* section 13(3) and the *Right to Information Regulations 2010* (Regulation 4), in outlining minimum information that must be provided as part of an application, requires the name of the applicant to be provided.

3. Policy

In alignment with the minimum requirements for requests for information as outlined in section 13(3) of the *Right to Information Act 2009*, the Council does not respond to anonymous requests for information.

4. Legislation, Terminology and References

Right to Information Act 2009

Right to Information Regulations 2010

Appendix 8

Responsible Officer:	Director City Governance
Policy first adopted by the Council:	23 April 2018
History	
Amended by Council	Not applicable
Amended by Council	23/9/2019
Next Review Date:	July 2021
File Reference:	F18/110316

City of Hobart

Policy

Title: Insurance Policy**Category:** Corporate Services**Date Last Adopted:** 20 May 2019

1. Objectives

This policy was developed to provide guidance on the selection and placement of ~~City of Hobart's~~ insurance to ensure the City ~~of Hobart~~ is appropriately insured.

2. Background

The City of Hobart engages an ~~i~~insurance ~~b~~Broker to ensure sufficient and appropriate insurance cover is maintained by the City ~~across a number of categories~~. The broker markets and negotiates insurance on behalf of the City based on the information provided by officers during the pre-renewal period.

3. Policy

General

Due to the nature of services provided, City of Hobart require a number of insurance policies to both mitigate risk and provide assurance.

Appendix A provides a high level summary of the policies held by the City and the scope of cover. Additional information is provided in the Insurance Procedure.

Enquiries regarding insurance policies, inclusions, exclusions, insurer contact details or the claims process should be directed to the General Manager (elected members) or Principal Advisor Risk and Audit ~~Systems~~.

4. Exclusions

There are certain categories of assets which are not insured by the City of Hobart. **Appendix B** provides a general breakdown of insured and non-insured assets.

In addition, City of Hobart will not cover:

Appendix 9

- Claims made against contractors engaged by City of Hobart. All independent contractors are required to hold and maintain appropriate insurance policies for the work being conducted.
- Damage to or loss of elected member, employee or other worker's property or personal effects, including loss or damage to private motor vehicles, except as detailed in specific policies.
-

The City of Hobart should at all times maintain a denial of liability with regards to incidents or events. Accepting liability is an exclusion under a number of insurance policies, meaning that a claim could not be made where liability has been accepted.

5. Responsibilities

Council has a duty of disclosure under the Insurance Contracts Act 1984 to disclose any changes to Council's circumstances or details that are known or could be reasonably be expected to be known, that may affect the insurer's decision to insure the City and on what terms. This duty also applies to all persons, companies and parties named within Council's policies.

Many of the City's insurance policies are on a "claims made" basis and notification must be received by the insurer within the period of cover, irrespective of the date when the cause of action occurred.

All elected members are responsible for notifying the General Manager as soon as practicable in the event a claim is made or they become aware of circumstances that may give rise to a claim.

Employees and other workers are responsible for notifying their Unit Manager and/or Principal Advisor Risk and Audit ~~Systems~~ as soon as practicable in the event a claim is made or they become aware of circumstances that may give rise to a claim.

It is the responsibility of the Principal Advisor Risk and Audit Systems to advise the broker of any potential or actual claims.

It is the responsibility of the elected members, employees and other workers to mitigate risk and follow ~~any~~ insurer instructions. The insurer must be advised prior to taking any action, including engaging legal representation. Failure to advise of an claim or incident that may give rise to a claim, to follow insurer advice or to mitigate risk may result in liability or a claim not being accepted.

Directors are responsible for ensuring assets are appropriately insured.

Appendix 9

6. Related Documents

- Insurance Procedure
- Insurance Policies and Certificates of Currency

7. Legislation, Terminology and References

Not applicable.

Responsible Officer:	Principal Advisor Risk and Audit Systems
Policy first adopted by the Council:	20 May 2019
History	
Amended by Council	
Next Review Date:	July 2021
File Reference:	F19/79648

Appendix 9

APPENDIX A: Insurance Policies

Insurance Class	Scope (summary)
Public Liability and Professional Indemnity (mutual)	The City is part of a mutual public liability and professional indemnity scheme. This policy protects the City against third party claims for damages, injury or loss related to negligence or where a claim for compensation results from Council's activities or incorrect professional advice or services.
Public/Products Liability – Salamanca Market	The Policy covers stallholders in the event that the stallholder becomes legally liable to pay compensation for personal injury and/or property damage arising from products sold or supplied through their Salamanca Market site or as a result of the business activities at the site.
Community Liability	Provides liability cover to declared uninsured third parties operating on City of Hobart premises.
Motor Vehicle	Insures all motor vehicles, trailers and registered plant (mortgaged, under Hire Purchase Agreement, hired or leased by the City) as declared within the Schedule of Vehicles.
Marine Hull Commercial	Insures the marine vessel Matilda.
Hangarkeepers Liability	Provides liability cover for declared aircraft sites.
Crime and Cyber Liability	Insures against incidents such as theft, fraud, privacy liability, cyber extortion, data loss and other similar events, as well as business interruption resulting from the same.
Personal Accident and Sickness	Provides accident and sickness insurance, when engaged on Council business, to: - Elected Members - Volunteers - Independent board members of the Risk and Audit Panel.
Travel	Travel insurance for personnel engaged on authorised business travel. The insurer must be advised of all international travel. An itinerary is to be provided with sufficient time prior to travel to allow the policy to be placed.
Workers Compensation	Provides Legal Liability to employees in accordance with the Workers Rehabilitation and Compensation Act for Tasmania.
Councillors and Officers Liability	Provides General Liability cover to officers and Council members against various internal or external claims not covered under the Public Liability or Professional Indemnity policy.
Building, Contents and Property Insurance (Discretionary Trust)	The City is part of a discretionary mutual fund. The policy insures City of Hobart buildings, contents, artwork and other assets and property as detailed in the insured asset register. Business interruption is also covered when declared assets are damaged.
Environmental Impairment Liability	Provides cover for breaching environmental laws, causing harm to surroundings, in relation to gradual pollution conditions. Includes clean-up costs and injury or property damage from pollution conditions.

Note: All policies are reviewed on an annual basis prior to renewal. The mutual funds are periodically tested against standard market products to ensure these are providing value.



City of HOBART

Appendix 9

APPENDIX B: Insured Asset Categories

Asset category	Insured	Not insured*
Roads & Bridges	<ul style="list-style-type: none"> Bridges - minimal coverage under property policy Bridges need to be declared. 	<ul style="list-style-type: none"> Roads Roads & Bridge – Leased Car parking areas Traffic management Fire trails Kerbs and Channels Roads & Bridge – Leased
Pathways and Cycleways		<ul style="list-style-type: none"> Pathways and Cycleways Pathways and Cycleways - Leased
Stormwater		<ul style="list-style-type: none"> Infrastructure, leased or otherwise
Buildings	<ul style="list-style-type: none"> Buildings and contents Note – for leased buildings the lease agreement details responsibilities for insuring both property and contents. At the time of lease preparation it should be considered as to whether Council or the lessee should be responsible for building and contents insurance and the appropriate changes to the insurance arrangements made in the asset system. 	<ul style="list-style-type: none"> Lessee contents
Land		<ul style="list-style-type: none"> Council owned land Council owned land – leased Leased land
Plant & Equipment	<ul style="list-style-type: none"> Fleet (as per Schedule of Vehicles) Solid waste equipment General plant and equipment Sporting equipment ICT equipment Leased plant and leased equipment (Dry Hire) 	<ul style="list-style-type: none"> Leased plant and equipment (Wet Hire)



City of HOBART

Appendix 9

Valuables	<ul style="list-style-type: none">Valuables, public art valued above \$5,000. (Must be placed on the insurance asset list to be insured).	<ul style="list-style-type: none">Valuables, public art valued below \$5,000Valuables - Leased (unless insurance is delegated according to an agreement and has been included in the policy).
Intangibles		<ul style="list-style-type: none">Intellectual PropertySoftwareValuation roll
Land Improvements	<ul style="list-style-type: none">Playground infrastructureSports infrastructureLighting and powerOutdoor infrastructureLandfill infrastructureParking infrastructureNatural (green) assetsHydraulic infrastructure <p>Insurance of these assets is dependant on risk and value. It is the responsibility of the Director to determine if an asset should be insured and the insured value.</p>	

Note:
Assets are only insured if included in the asset register as an insured item and to the value specified.
*If an asset requires insurance (e.g. due to the value, an agreement, risk profile, etc) contact Principal Advisor Risk and Governance Audit to organise inclusion under the policy.

Appendix 10

City of Hobart

Policy

Title: Council Borrowing Policy**Category:** Corporate Governance**Date Last Adopted:** 23 September 2019

1. Purpose

This policy outlines Council's Loan Borrowing Strategy and provides guidance for the prudent borrowing of funds.

2. Objectives

- To detail Council's planned financial management strategy for existing and future debt;
- Provide guidance as to the information that must be taken into consideration when Council is considering the use of debt;
- Minimise the cost of borrowing;
- Have regard to the long term and cumulative effects of Council's decisions;
- Exercise reasonable care and diligence that a prudent person would exercise when borrowing funds.

3. Limitations

- Division 2 of part 8 of the Local Government Act 1993 applies.
- Per Section 78, State Treasurer approval is required to enter into borrowings.
- Per Section 80, annual servicing costs are not to exceed 30% of revenue (excluding specific purpose grants).

4. Borrowing Guidelines

- Borrowings are not a form of revenue and do not replace the need for Council to generate sufficient operating revenue to service its operating requirements;
- Financing of major infrastructure assets requires a strategic approach to evaluate the risk exposure to Council;

Appendix 10

- Council, where it is appropriate, may enter into a borrowing facility for a long term asset construction or purchase projects;
- There will be no long term debt to finance operating activities, non-capital projects or recurring expenditure of Council;
- The term of the loan should not exceed the expected economic life of the asset being funded, subject to the maximum periods below; and
- The maximum period for borrowing will be set at 15 years. Variations to this will require a resolution of Council.

5. Determination of the Appropriate Lending Institution

- Once borrowing has been approved by Council as part of the Annual Budget Estimates, a quotation process will be conducted whereby appropriate lending institutions (Authorised Deposit-taking Institutions) will be invited to submit written quotations on Council's borrowing requirements.
- Written quotations must include;
 - Interest rate;
 - Term of the loan;
 - Repayment intervals;
 - Repayment installment amount;
 - Any applicable fees; and
 - The ADI's exposure to the Fossil Fuel industry.
- Interest rates may be fixed or variable for the term of the loan;
- Appropriate and acceptable documentation must be provided to Council by any prospective lender during the quotation/tender process;
- The calculation for any loan break costs must be clearly set out in the loan documentation; and
- Subject to the preceding considerations, in making borrowing decisions, regard will be taken to a lending institution being environmentally and socially ethical. Subject to the terms of the borrowing being the same, preference will be given to lending institutions that do not invest in the fossil fuel industry.

6. Provision of Information to Elected Members

Details of all current borrowings are to be provided to any elected member upon request and are to be included in the quarterly financial report provided to the Finance Committee.

Appendix 10

7. Legislation, Terminology and References

The following legislation, circulars or guidelines are relevant to Councils when considering loan borrowing:

- *Tasmanian Local Government Act 1993*;
- *Tasmanian Trustee Act 1898*.

Responsible Officer:	Director City Governance
Policy first adopted by the Council:	18/12/2017
History	
Amended by Council	23/9/2019
Next Review Date:	July 2021
File Reference:	F17/164690

Appendix 11

City of Hobart

Policy

Title: Election Signage**Category:** Corporate Governance**Date Last Adopted** 23 September 2019

1. Objectives

To ensure that any form of political advertising on Council owned or controlled land is prohibited. This prohibition is to enable the Council to retain its apolitical status during election campaigns and to help ensure that all candidates have the same opportunities to display election signage.

2. Background

This policy was developed in response to a number of issues arising from previous election campaigns in order to assist in administering the arrangements for electoral advertising.

3. Policy

- (a) The placement of electoral signage during an election campaign period in the Hobart municipal area is subject to the following:
 - (i) the length of display of any sign at one location does not exceed the defined election campaign period;
 - (ii) signs are:
 - A. to be properly supported and maintained;
 - B. not to protrude over footpaths; and
 - C. to be removed at the conclusion of the election campaign;
 - (iii) prior permission for the placement of signs must be obtained by the sign owner from the relevant property owner; and

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- (iv) no sign is to be placed on Council owned or Council controlled property or infrastructure. Any signs that are placed on property owned or controlled by the Council will be removed by Council staff;
- (b) The Council does not permit any election advertising signage to be affixed to any Council owned or Council controlled land save and except that election candidates will be permitted to display election signage on registered vehicles on Council controlled highways (including metered spaces) and car parks; and
- (c) This policy applies to Federal, State and Local Government elections and any other elections that may be conducted.

4. Legislation, Terminology and References

Election Campaign Period	(i) For Federal and State elections, from the date on which the election writ is issued until 7 days after the election day; and
	(ii) For Local Government elections, from the date of publication of the Notice of Election until 7 days after the close of poll.
Location	any one property
Electoral Signage	any graphic, pictorial or written display that can be viewed from a public street and that promotes a candidate or political party vying for election in a Federal, State or Local Government election or any other elections that may be conducted.

Responsible Officer:	Director Corporate Services General Manager
Policy first adopted by the Council:	13/3/2007
Amendments	
Amended by Council	17/12/2007
Amended by Council	9/2/2010
Amended by Council	7/3/2016
Amended by Council	23/9/2019
Next Review Date:	July 2021
File Reference:	F16/65288

Appendix 12

City of Hobart

Policy

Title: External Bodies – Representations and Reporting on Activities

Category: Corporate Governance

Date Last Adopted: 23 September 2019

1. Objectives

The objective of this policy is to ensure proxy representatives are appointed, where allowable, to those bodies or organisations on which the Council is represented to ensure continuity of representation and reporting.

Additionally, the policy establishes the opportunity for annual reporting on activities of bodies and organisations on which the Council is represented.

2. Background

Where proxy representation is allowed by outside bodies and organisations on which the Council is represented, it is desirable to have such positions in place in the interests of continuity of representation and the flow of information.

The Council has historically received reports from its appointed representatives on external bodies and organisations.

3. Policy

That:

1. Where the Council has representatives on an outside body, it appoints a proxy to represent the Council on such bodies which have indicated that a proxy would be accepted in the absence of the duly appointed representative.
2. Reports from representatives on outside bodies be made once each year and an item for this purpose be listed annually on the Finance and Governance Committee agenda.
 - (i) The annual reporting, where possible, should include the number of meetings held by the body and the number of meetings which have been attended by the Council representative.

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4. Legislation, Terminology and References

Responsible Officer:	Director Corporate Services <u>General Manager</u>
Policy first adopted by the Council:	25/3/1985
History	
Amended by Council	24/1/2000
Amended by Council	7/3/2016
Amended by the Council	9/5/2016
Amended by the Council	23/9/2019
Next Review Date:	July 2021

Appendix 13

City of Hobart

Policy

Title: Probity Guidelines for the Consideration of Commercial Property Transactions

Category: Property Management

Date Last Adopted: 23 September 2019

1. Objectives

- (a) to provide:
 - (i) suitable guidelines for assessing all potential developments and/or disposal of Council owned land; and
 - (ii) criteria to determine the appropriate method of sale; and
- (b) to ensure the Council adopts the probity principles and follows best practice processes-procedures in all of its commercial property transactions.

2. Background

This policy has been developed as an amalgam of two former policies. These former policies were developed as a result of:

- (a) a request from the State Government for Council to list a number of Council owned properties on the State Government development site database; and
- (b) the Council's involvement in a number of expressions of interest to dispose of Council land.

It was decided it would be appropriate to combine these former policies given their similar subject matters and because the Council has been ~~more~~ recently more involved in property transactions relating to major development assistance.

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3. Policy

The Assessment of Council Owned Property for Potential Development and/or Disposal

- (a) The following criteria be adopted by the Council when assessing all potential developments on, and/or disposal of, Council owned real property where such initiatives are submitted to the Council from an external party:
 - (i) Before a decision can be made on whether the proposal is suitable the following criteria must be evaluated:
 - A. Benefits and costs to Council, including:
 - (1) financial benefits or costs;
 - (2) ongoing maintenance and management;
 - (3) risk management issues; and
 - (4) protection of property;
 - B. Public benefit or costs, including consideration of:
 - (1) Is there a benefit to the public or community from the sale?
 - (2) Is the land 'public land' as defined in Section 178 of the *Local Government Act 1993*?
 - C. Community interest;
 - D. Value and law of the land;
 - E. Alternative uses;
 - F. Land use controls; and
 - G. Natural and cultural heritage issues; and
 - (ii) Once the Council has considered each of these issues and determined that ~~a~~ the property should be sold or developed, a decision will then need to be made on the method of sale. The criteria for assessing the method of sale should include all of those noted above at item 3(a)(i) and:
 - (a) Economic conditions (for example, whether the market is competitive);
 - (b) Number of likely interested purchasers; and

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- (c) Degree of control the Council wishes to have over the final development (for example, stratum title hold over portion of property).
- (b) Having regard to the criteria noted above, the Council can advise the proponent about the manner in which the proposal will proceed.

Probity GuidelinesPrinciples

- (c) The Council will observe probity best practice when disposing of Council owned real property;
- (d) the business of Council in the context of this policy must be fair, open and demonstrate the highest levels of integrity consistent with the public interest;
- (e) Key Requirements:
 - (i) fairness and impartiality - potential proponents are to be treated equally and must have the same opportunity to access information and advice;
 - (ii) use of a competitive process - consistent with Council policy, a competitive process should be used at all times;
 - (iii) consistency and transparency of process – proponents are to be evaluated in a systematic manner against explicit predetermined evaluation criteria;
 - (iv) security and confidentiality - the processes adopted for receiving and managing proponent information are to ensure the security and confidentiality of intellectual property and proprietary information; and
 - (v) identification and resolution of conflicts of Interest - any person involved in the disposal process is to declare and address any actual or perceived conflict of interest prior to undertaking any evaluation; and
- (f) Where a decision is made to deal directly with a proponent without an open and competitive process, the Council must have a business case prepared that includes the:
 - (i) social, economic and environmental costs and benefits of not going to the open market; and
 - (ii) appointment of a probity advisor - to ensure all other respects of the decision is consistent with this policy and better practice.

Case for Engaging a Probity Auditor

- (g) For large, sensitive or complex transactions, the Council may appoint an external probity auditor to provide ongoing advice on probity issues;

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- (h) For the purposes of this policy, the phrase 'large, sensitive or complex transactions' may include one or more of the following:
- (i) transactions in excess of \$500,000;
 - (ii) the matter is highly complex, unusual or contentious;
 - (iii) the integrity of the project may be questioned;
 - (iv) there is a history of controversy or litigation with the property;
 - (v) it is anticipated that a bid may be received from within the Council and there is a need to ensure that appropriate procedures and scrutiny are in place to maintain the integrity of the procurement process;
 - (vi) the matter is politically sensitive or vulnerable to controversy;
 - (vii) the nature of the market place makes bidder grievances more likely;
 - (viii) where there is a high likelihood of there being a conflict of interest associated with the purchasing process or the participants;
 - (ix) to demonstrate probity;
 - (x) to seek advice on a potential decision to depart from a competitive process;
 - (xi) to save a process that is already tainted (e.g. when things are already going wrong); or
 - (xii) to protect the intellectual property rights of bidders.

4. Legislation, Terminology and References

[Deliberately No Text]

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Responsible Officer:	Director City Governance
Policy first adopted by the Council:	27/1/2004
History	
Amended by Council	15/8/2005
Amended by Council	7/3/2016
Amended by Council	23/9/2019
Next Review Date:	July 2021

Appendix 14

City of Hobart

Policy

Title: Meetings: Procedures and Guidelines**Category:** Corporate Governance**Date Last Adopted:** 23 September 2019

1. Objectives

The objective of this Policy is to provide the framework for the effective conduct of the business of the Council and the governance of Council and Council committee meetings.

The Policy covers:

- A. [Meeting Procedures – Council Committees](#);
- B. [Improving Council and Committee Effectiveness](#);
- C. [Special Council Committees – Constitution and Procedures](#);
- D. [Guidelines for Sub-Committees](#);
- E. [Membership – City Planning Committee](#);
- F. [Meeting Times](#);
- G. [Communication with Government](#);
- H. [Placement of Correspondence concerning Elected Members on Agendas](#);
- I. [Public disclosure of Closed Council and Council Committee Meetings](#); and
- J. [Conduct of Council Workshops](#)

2. Background

The business of Council is channelled through a number of committees and special committees which have been established by the Council to assist in ensuring the good governance of the City.

The head of power around the conduct of meetings is contained in the *Local Government (Meeting Procedures) Regulations 2015*, which are referenced in this policy.

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In addition to these references, the content of this policy contains a range of matters of relevance to the conduct of Council and committee meetings, which have been determined by the Council.

3. Policy

A. MEETING PROCEDURES – COUNCIL COMMITTEES

That in accordance with the *Local Government (Meeting Procedures) Regulations 2015*, the following procedures be adopted in respect to the operation of Council committees:

1. ELECTION OF CHAIRPERSONS

All Chairpersons of Council committees and Special committees be chosen by the full Council.

2. EX-OFFICIO MEMBERSHIP TO MAKE OR MAINTAIN A QUORUM

Unless already an appointed member an -elected member who is in attendance at a Council committee meeting will be an ex-officio member of that committee for that meeting for the purpose of establishing and maintaining a quorum at that meeting.

3. ELECTION OF CHAIRPERSON IN THE ABSENCE OF AN APPOINTED CHAIRPERSON

That the following legal advice in respect to the election of a -Chairperson of a Council committee, where the appointed Chairperson is absent, be utilised to assist with the process:

- (i) *The Local Government (Meeting Procedures) Regulations 2015 (MPR) govern procedures at Council committee meetings (see Section 23(3) of the Local Government Act 1993 (LGA));*
- (ii) *Regulation 10(4) of the Meeting Procedures Regulations provides the mechanism by which a Council committee may elect a replacement Chairperson, where the committee's appointed -Chairperson is absent from a meeting.*
This Regulation further provides that elected members who are members of a Council committee are to elect one of their members present at a meeting to be the -Chairperson of that meeting.
- (iii) *In the event that those committee members present at a meeting are unable to decide upon a replacement -Chairperson, there are two options open to the committee. One option is for the committee to*

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exercise its right to adjourn the meeting. This decision is to be made by a majority of those present.

- (iv) *Where a committee member, including the ~~Chairperson~~ is absent, the committee has a power by virtue of Section 23(2) of the Local Government Act 1993, to request an ~~elected~~ member to fill a vacancy for a meeting.*
- (v) *There is no procedure set out in the LGA or the MPR to determine the manner in which the Council committee is to fill a vacancy for a meeting by the appointment of another ~~elected~~ member.*
- (vi) *Regulation 37 of the MPR provides that a Council may determine any other procedures relating to meetings it considers appropriate. In the absence of the Council having a set procedure for the filling of vacancies on Council committees, the Council committee should resolve to fill a vacancy on the committee, and should appoint a specific ~~elected~~ member to fill that vacancy.*
- (vii) *Once a vacancy is filled, the substitute committee member will have a single vote per Regulation 26(2) of the MPR and the committee should then be in a position to elect a ~~Chairperson~~ without a deadlock in the voting.*

Notwithstanding the legal advice quoted above, in the absence of the elected ~~Chairperson~~ from a meeting of a committee, the Council has resolved to adhere to the longstanding practice that replacement Chairperson be appointed in recognition of order of precedence of those committee members present at a meeting where the appointed Chairperson is absent, who have not been appointed as ~~Chairperson~~ of a Council committee, and also noting that such nomination requires ratification at the meeting of the respective committee, in accordance with Regulation 10(3) of the *Local Government (Meeting Procedures) Regulations 2015*.

4. CO-OPTION OF COMMITTEE MEMBERS

- (i) Where a (casual) vacancy exists on a Council committee due to the absence of an *appointed* member(s), co-opting to the committee be undertaken with preference being given to non-committee members in order of precedence, who may be present at a meeting.
- (ii) The period of the *co-opting* be applied in the following terms:
 - (a) a co-opted *committee* member remains a committee member until an appointed member of the committee arrives, or for as

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long as the co-opted ~~elect~~ member remains at the meeting, whichever shall first occur, and

- (b) in the event of the arrival of an appointed committee member, the co-opted member is automatically un-co-opted, unless discussion on a matter has commenced prior to the arrival of that committee member, in which case the co-opted member will remain co-opted until the matter under discussion has been completed.

5. MOTIONS – MOVING, SECONDING AND AMENDING

- (i) In accordance with Regulation 16(3) of the *Meeting Procedures Regulations 2015*, the requirement to second a motion in respect to all council committees be waived.
- (ii) It be acceptable procedure at a committee meeting for the Chairperson to allow a proposed amendment to be accepted into a motion, with the consent of both the mover of the motion and the proposer of the amendment.

6. PROCEDURAL MOTIONS

In respect to Regulation 20 of the *Meeting Procedures Regulations 2015*, the ~~Chairperson~~ of a committee may elect to:

- (i) accept the motion and put it forthwith, or
- (ii) reject the motion, with reasons which may include the wish of the Chairperson to hear further debate, followed by advice to the mover of the procedural motion that the motion may be taken as a foreshadowed motion at the end of debate.

Where the ~~Chairperson~~ rules as such, the mover of the procedural motion does not lose their right to speak to a motion already before the chair.

7. ADDRESSING COUNCIL

In accordance with Regulation 21(3) of the *Meeting Procedures Regulations 2015*, the following provisions, as contained in Regulation 21, be adopted in respect to all committee meetings:

- (i) A person is to refer to the chairperson by ~~his or her~~ their title.
- (ii) If ~~two~~ two or more councillors wish to address a meeting of the council, the chairperson is to decide the order in which they are to do so.

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- (iii) If a councillor is addressing a meeting of a council, another councillor is not to converse aloud or interrupt the speaker or interject, except to call attention to a point of order or to call attention to the want of a quorum.

8. ACTING AS PLANNING AUTHORITY

Where a committee is acting as a planning authority pursuant to Regulation 25 of the *Meeting Procedures Regulations 2015*, and an amendment or contrary motion to that recommended is proposed, the supporting reasons are to be identified by the -Chairperson of the committee to enable them to be read back to the committee and recorded accurately in the minutes.

9. VOTING PROCEDURE

In accordance with Regulation 27(2) of the *Meeting Procedures Regulations 2015*, the following voting procedure be adopted for all council committees:

- (i) The -Chairperson shall take the vote on a motion verbally, first putting it in the affirmative, then in the negative.
- (ii) If no negative vote is forthcoming the -Chairperson will seek the committee's confirmation that the vote is unanimous.
- (iii) Where a dissenting vote may be forthcoming, the -Chairperson will call for an indication of the committee's vote on the motion, first in the affirmative, then in the negative.
- (iv) The -Chairperson will then call out the vote, both in the affirmative and in the negative, to enable the vote to be recorded for the minutes.
- (v) The -Chairperson will then declare the motion carried or lost.

10. QUESTIONS WITHOUT NOTICE

In respect to Section 29 of the *Local Government (Meeting Procedures) Regulations 2015*, the following procedures apply:

- (i) An -elected member may, at a Council committee meeting, ask a question without notice of the chairperson or, through the chairperson, of another -elected member, the General Manager or the General Manager's representative.
- (ii) In putting a question without notice, the proponent must have regard to the provisions of Section 15 of the *Local Government (Meeting*

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Procedures) Regulations 2015, as they relate to matters which are to be discussed in the closed portion of a meeting.

- (iii) The chairperson will refuse to accept a question if it does not relate to the Terms of Reference of the Council committee at which it is asked.
- (iv) In putting a question without notice, an -elected member must not:
 - (a) offer an argument or opinion; or
 - (b) draw any inferences or make any imputations – except so far as may be necessary to explain the question.
- (v) The chairperson must not permit any debate of a question without notice or its answer.
- (vi) The chairperson, -elected member, General Manager or General Manager's representative who is asked a question without notice may decline to answer the question if, in the opinion of the intended respondent it is considered inappropriate due to its being unclear, insulting or improper.
- (vii) The chairperson may require an -elected member to put a question without notice in writing.
- (viii) Where a question without notice is asked at a meeting, both the question and the response will be recorded in the minutes of the meeting.
- (ix) Where a response is not able to be provided in relation to a question without notice, the question will be taken on notice and a written response circulated to all -elected members, as soon as possible.
 - (a) In respect to such circumstances, the minutes of the meeting at which the question is put will record the question and the fact that it has been taken on notice.
 - (b) Upon the answer to the question being circulated to -elected members, in accordance with 10(ix) above, both the question and answer be listed on the agenda for the next available ordinary meeting of the committee at which it was asked.
 - (c) As prescribed in Section 29(3) of the *Local Government (Meeting Procedures) Regulations 2015*, the question and answer are to be noted only with no debate or further questions permitted.

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11. QUESTIONS ON NOTICE

In respect to Section 30 of the *Local Government (Meeting Procedures) Regulations 2015*, the following procedures apply:

- (i) Questions are to be lodged with the General Manager at least seven clear days prior to an ordinary meeting of the Council or a Council committee.
- (ii) Questions which relate to another item which is listed on the same agenda of a Council or Council committee meeting will not be accepted by the General Manager.
- (iii) The General Manager will refuse to accept a question on notice for a Council committee if the subject matter does not relate to the Terms of Reference of the committee.
- (iv) In placing a question on the relevant agenda, the General Manager is to determine whether the subject matter necessitates placement on either the open or closed portion of the meeting, in consideration of r15 of the *Local Government (Meeting Procedures) Regulations 2015*.
- (v) The General Manager may refuse a request to place a question on an agenda if it has been previously asked, is unclear, defamatory or improper, in which case the -elected member submitting the question will be notified accordingly.
- (vi) Where it has not been possible to prepare a response to a question for inclusion on the relevant agenda, the General Manager will note this accordingly on the agenda and provide advice as to the timing of the response.
- (vii) Where a response to a question has been provided by the General Manager the Council or Council committee, will permit debate of question on notice, or its response, and will accept amendments, including requests for further information.

12. DEPUTATIONS

The following procedures in respect to deputations to council committees apply:

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- (i) A person may make a deputation to a Council committee with the approval of the committee chairperson.
- (ii) The deputation may relate to an item listed on an agenda for a Council committee meeting or.
- ~~(iii)~~ (a) If the matter is not listed to be discussed on the appropriate agenda but is in accordance with the Terms of Reference of that Committee, the item is to be listed as a general deputation and the current procedure in relation to a deputation will apply.
- (iii) Any person who wishes to make a deputation to a committee may be requested to provide a written request to the ~~Chairperson~~ setting out:
 - (a) The likely members of the delegation.
 - (b) The purpose of the request.
 - (c) The nature of the matter or matters intended to be placed before the committee.
- (iv) The committee ~~Chairperson~~ is to decide whether or not the deputation is to be received.
- (v) If the ~~Chairperson~~ decides that the deputation is to be received, the Chairperson is to inform the General Manager to note the item on the appropriate agenda.
- (vi) Where the ~~Chairperson~~ decides the deputation not be received, the Committee will be advised.
- (vii) A deputation:
 - (a) is not to exceed 3 persons;
 - (b) is limited to a duration of 5 minutes in total irrespective of the number of people presenting; and
 - (c) time may be extended at the discretion of the chairperson.

13. PUBLIC QUESTION TIME

In accordance with the *Local Government (Meeting Procedures) Regulations 2015*, the Council conducts a Public Question Time Forum at each ordinary Council meeting to enable members of the public to ask questions on Council related matters.

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~~Public Question Time will be limited to a maximum of 15 minutes in duration and will be declared closed following the expiration of the allocated time period, or where all valid questions have been dealt with, whichever is the sooner.~~

The Chairperson will invite any member of the public present at the meeting to ask questions subject to the following conditions:

- The Chairperson will determine the order in which questions are heard. Priority will be given to those who lodge their question prior to the meeting.
- If there are a number of persons wishing to ask questions, the Chairman may take the questions in such order so as to hear as many members of the public as practical during the time allocated.
- Individuals will be allocated 3 minutes per question ~~60 seconds to provide background or rationale to introduce each question.~~
- ~~The Chairperson will not allow any discussion or debate on either the question or the response.~~
- Questions cannot relate to any item appearing on the Council Agenda.
- Persons asking questions consent to being live streamed to the public.
- Persons asking questions are to personally ask the questions otherwise the questions will be treated as correspondence and responded to in writing.

~~The Chairperson retains the right to accept or decline questions and to determine if a question is to be answered or taken on notice. The decision to take the question on notice may also be taken by the Elected Member or employee to whom the question is directed. Questions taken on notice at the meeting will be answered in writing in addition to being answered at the meeting.~~

~~The Chairperson may rule a question inappropriate, and thus inadmissible if in their opinion it has already been asked, is unclear, irrelevant, insulting, improper or relates to any matter which would normally be discussed in the~~

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closed portion of the meeting as defined in the Local Government (Meeting Procedures) Regulations 2015.

~~14. NOTICES OF MOTION~~

- ~~1. In accordance with r16(5) of the Local Government (Meeting Procedures) Regulations 2015 an elected member may provide to the General Manager, at least 7 days before a meeting, written notice of a motion together with supporting information and reasons to be included on the agenda for a Council or Council committee meeting.~~
- ~~2. Where a motion is included on an agenda for a Council committee meeting it must be in accordance with the Terms of Reference for that Council committee.~~
- ~~3. If a motion has been included on an agenda for a Council meeting and an elected member is of the view that it is not urgent and should firstly be considered by a Council committee, then that elected member may move a procedural motion in accordance with r20 (1)(c) of the Local Government (Meeting Procedures) Regulations 2015 that the matter of the motion be referred to a committee.~~
- ~~4. The General Manager is to provide qualification as to whether the substance of a NoM resides within the jurisdiction of the Hobart City Council.~~

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B. IMPROVING COUNCIL AND COUNCIL COMMITTEE EFFECTIVENESS

That the following procedures be adopted for the improved functioning of Council and Council committee meetings:

1. Chairperson are to liaise with the relevant Divisional Director prior to each Council committee meeting.
2. Motions and amendments moved in Council or council committee meetings should be clearly stated, and provided in writing if possible, and in the case of deferrals, the reason for such deferral recorded.
3. There needs to be an appropriate level of formality at Council committee meetings taking into account the requirements of *the Local Government (Meeting Procedures) Regulations 2015* and this Council Policy.
4. Dates, times and duration of Council committee meetings should be adhered to as much as possible.
5. The General Manager and Divisional Directors should provide advice when they consider it necessary, express opinion as appropriate but never debate at Council or Council committee meetings.
6. Reports to Council and Council committees are to be concise but informative.
7. Council committees and Council must make decisions which are not unreasonable nor abrogate statutory duties.
8. The Chairperson should move without amendment the recommendations of ~~his or her~~their Council committee at the Council meeting, or in the event that ~~he or she~~they does not wish to do so, should invite someone else to move the Council committee's recommendation.
9. The format of agendas will as much as is practical place like items together and, based upon the recommendation contained in the accompanying report, provide an indication of the delegation of items as being reserved either to the committee or the Council.
10. Where written officer advice may be provided to an -elected member in respect to a matter under consideration by a Council committee or the Council, a copy of such advice is to be provided to all elected members by memorandum, at the first available opportunity prior to the relevant meeting.

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C. SPECIAL COUNCIL COMMITTEES – CONSTITUTION AND PROCEDURES

The following procedures will be followed in respect of the appointment of special Council committees:

1. Where a proposal is put forward to appoint a special Council committee to deal with a matter that is already covered by the terms of reference of a single Council committee then, unless that proposal has been made by the relevant Council committee, it will be referred to the Council committee in question for its comment, before a decision on the appointment by Council is made.
2. In any case where the proposed special Council committee's function would relate to a matter not coming wholly within any one Council committee's terms of reference, the decision to proceed with the appointment or not may be made by the Council.
3. Where a decision to appoint a special Council committee is made, the Council will resolve its name, terms of reference, number and details of membership, its convenor for the first meeting and a date by which the special Council committee shall complete its task and be dissolved, unless before that date an extension of time is sought and granted by the Council.
4. Where a special Council committee formulates recommendations which, if acted upon, would introduce into the budget additional expenditure demands for development or redevelopment projects, or which would reduce the income expectation from any operation, the report of the special Council committee will first be directed to the Council committee with responsibility for that section of the budget.

D. GUIDELINES FOR SUB-COMMITTEES

That agendas and minutes of all Council constituted sub-committees be distributed to all elected members as a matter of course, subject to the following:

1. The method of distribution will generally follow the distribution pattern for Council committees unless there is a particular reason, approved by the Chairperson of the Sub-Committee and the General Manager, for special arrangements to be followed.
2. Material which, in the opinion of the General Manager, is confidential for commercial, legal or any other valid reason, may not be distributed to elected members other than to those persons directly involved in the matter as members of the relevant Sub-Committee.

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3. All material shall, however, be available to all elected members when the matter is an issue before the Council or the relevant Council committee for consideration.
4. Copies of agendas and minutes are to be made available for perusal by elected members if required, in accordance with the tenor of this policy.

E. MEMBERSHIP – CITY PLANNING COMMITTEE

That in the allocation of Council committees, membership of the City Planning Committee is regarded as being the equivalent of serving on two of the other Council committees.

F. MEETING TIMES

That no change of meeting time or day be agreed to by a committee unless all its members are present or their agreement either verbally or in writing is provided to the meeting.

G. COMMUNICATION WITH GOVERNMENT

That:

1. Except where there is specific delegated authority, Council committees must not communicate directly to representatives of Government, views which have not been endorsed by Council and must not arrange deputations to Government on any matter without Council authorisation.
2. No recommendation of a Council committee to seek a grant or other financial assistance from a Government or outside body must be acted upon until the recommendation has been approved by the Council.

H. PLACEMENT OF CORRESPONDENCE CONCERNING ELECTED MEMBERS ON AGENDAS

That any letter received concerning an elected member be directed to the elected member in question prior to any action being taken by the Administration in placing the matter on any agenda.

I. PUBLIC DISCLOSURE OF CLOSED COUNCIL AND COUNCIL COMMITTEE MEETINGS

That:

1. In order for the Council or a Council committee to release content from a closed meeting, the following process should be followed:

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- (i) Following the completion of an item on the agenda, or the whole of the closed section of the meeting, an elected member may wish to put a motion that all or part of the item discussed be released to the public.
 - (ii) The Council or Council committee needs to consider whether it wishes to release content from a closed meeting (whether it be minutes, discussion, decision, reports or documents relating to the closed meeting, as provided under Section 15(9) of the *Local Government (Meeting Procedures) Regulations 2015*. The content proposed to be released must be specifically articulated and identified in the resolution.
 - (iii) The Council or Council committee then needs to consider whether there are any privacy or confidentiality issues relevant to the parts of the closed meeting that the Council or Council Committee wish to release to the public. The General Manager will need to provide qualified advice in respect to this issue, and will submit a report providing such advice at the following meeting of the Council or Council committee.
 - (iv) If there are privacy or confidentiality issues, the Council or Council committee can decide to not release the content, or alternatively release only a limited part of what was originally proposed to be released. An example of this may be where the Council has entered into (or is proposing to enter into) a commercial arrangement with a party. The Council or Council committee may determine that they believe the details of this commercial arrangement ought to remain confidential, but they may elect to disclose the fact that it has been entered into to the public.
- 2. It is important that the context of any information to be released is considered by the Council or Council committee before the information is released to the public.
 - 3. It will not be possible to release certain information due to the confidential nature of these matters an example of this are discussions in relation to matters being mediated in the Resource Management and Planning Appeal Tribunal.
 - 4. Factors that may be relevant in considering privacy or confidentiality issues are:
 - (i) the basis on which information was provided to Council;

Appendix 14

- (ii) whether the content of the meeting contained commercially sensitive information;
- (iii) if there is personal information of a third party;
- (iv) whether releasing content of the meeting may impact on a party's future dealing with the Council;
- (v) whether the release of the information may amount to a waiver of any right of the Council to claim privilege in legal proceedings; and
- (vi) the reason for closing the meeting.

(This list is not exhaustive and is only intended to be a guide for the Council or Council committee).

J. CONDUCT OF COUNCIL WORKSHOPS

The City of Hobart utilise the council workshops forum as allowed under the *Local Government (Meeting Procedures) Regulations 2015* as a mechanism to receive information in relation to specific matters, and adopt the following rules in relation to the conduct of workshops:

- (i) Elected members may utilise and participate in Council workshops to receive information on specific matters, so that they may gain maximum understanding and appreciation of the subject matter.
- (ii) As informal forums conducted for the purpose of providing elected members with information, attendance is optional.
- (iii) Decisions may not be taken on any matter at Council workshops as qualified advice is required in accordance with Section 65 of the *Local Government Act 1993* before any decisions can be made.
- (iv) Council workshops will not be used with the intent to gain consensus on matters, but it is reasonable that elected members ~~will~~ discuss issues and exchange views.
- (v) Where the General Manager deems appropriate, external parties may be used to facilitate or assist with the conduct of Council workshops.
- (vi) These rules will be published ~~on the cover page of documentation provided for all workshops or displayed~~ electronically in the calendar invitation.

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4. Legislation, Terminology and References

Local Government Act 1993

Local Government (Meeting Procedures) Regulations 2015

Appendix 14

Responsible Officer:	<u>Director City Governance General Manager</u>
Policy first adopted by the Council:	12/9/2011 (Policies Amalgamated)
History	
Amended by Council	14/2/2012
Amended by Council	16/4/2012
Amended by Council	8/10/2012
Amended by Council	10/12/2012
Amended by Council	11/6/2013
Amended by Council	8/9/2014
Amended by Council	6/2/2017
Amended by Council	23/4/2018
Amended by Council	23/9/2019
Next Review Date:	July 2021
File Reference:	F16/65294

Appendix 15

City of Hobart

Policy

Title: Lord Mayor's Charity Concert**Category:** Community Services and Events**Date Last Adopted:** 23 September 2019

1. Objectives

The purpose of this policy is to provide the opportunity for the Lord Mayor or Council committee acting on behalf of the Lord Mayor, to access council facilities for the purpose of conducting a charity concert or similar event.

2. Background

From time to time, the Lord Mayor of the day may elect to conduct a charity concert or similar event.

3. Policy

That upon request to the General Manager, the Lord Mayor or a Council committee acting on the Lord Mayor's behalf with the Lord Mayor's consent, be granted on one occasion annually, free use of either the Town Hall or City Hall for the purpose of conducting a charity concert or similar event, to raise money for a Lord Mayor's Charity Fund.

4. Legislation, Terminology and References

Nil

Responsible Officer:	General Manager
Policy first adopted by the Council:	25/3/1985
History:	
Amended by Council	14/8/2014
Amended by Council	7/3/2016
Next Review Date:	July 2021
File Reference:	F16/65305

Appendix 16

City of Hobart

Policy

Title: Use of Salamanca Square for Events**Category:** Community Services and Events**Date Last Adopted:** 23 September 2019

1. Objectives

To enable the controlled use of Salamanca Square for events by not-for-profit organisations or groups providing they have some entertainment or public interest value.

2. Background

Salamanca Square is a public ~~space highway~~ and as such the legal basis for ~~al basis for controlling and managing conduct, including events, is the City of Hobart Council's Public Spaces By-Law, which requires Highways By-law which would require users to obtain apply for a permit or licence, pursuant to the by-law occupation licence. As~~ ~~In addition,~~ Salamanca Square is not a defined mall, ~~so~~ control of events or activities is not as clearly defined as for a mall. As such, a policy is required to capture the type of event that it is believed the majority of the community would enjoy.

3. Policy

That:

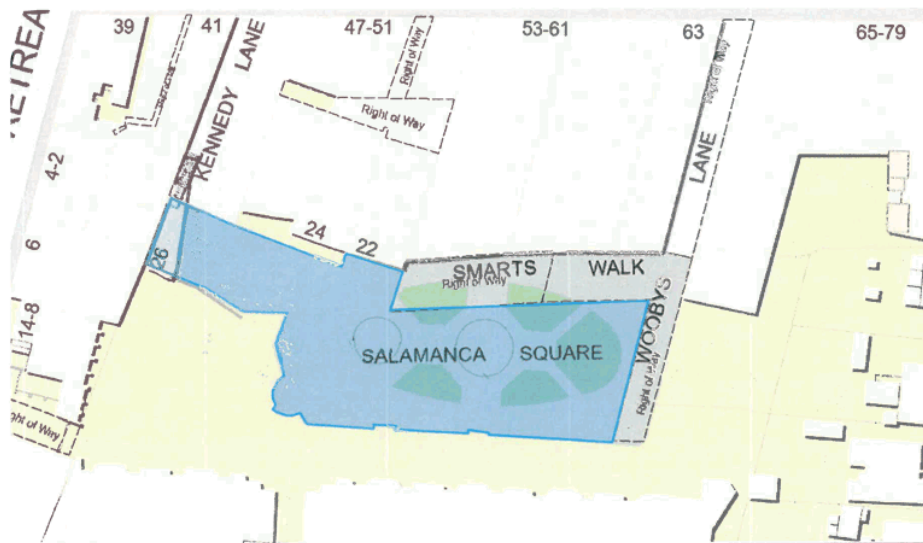
- 1 Salamanca Square, excluding Kennedy Lane and Wooby's Lane, may be used for the following events:
 - (i) Entertainment being provided by bands, dance groups and similar not-for-profit organisations or groups;
 - (ii) Activity by not-for-profit organisations and agencies that is of public interest, community and cultural value and is of an apolitical nature;
 - (iii) Entertainment or display events, including busking, that are associated with a Council owned or Council supported festival or similar;
 - (iv) Entertainment or events, including busking, owned and managed by Salamanca Square Inc.

Appendix 16

- 2 Kennedy Lane and Wooby's Lane from Salamanca Place to Salamanca Square may be used for approved busking activities associated with Salamanca Market

4. Legislation, Terminology and References

For the use of events and entertainment, Salamanca Square is defined as the area bound by Kennedy Lane, Woobys Lane and Smarts Walk, also incorporating the stage area at the western end of the precinct. The image below shows the area that constitutes Salamanca Square for use of entertainment and events.



Appendix 16

Responsible Officer:	Director Community Life
Policy first adopted by the Council:	13/11/2006
History	27/10/2008
Amended by Council	8/9/2014
Amended by Council	7/3/2016
Amended by Council	23/9/2019
Next Review Date:	July 2021
File Reference:	F16/65303

Appendix 17

City of Hobart

Policy

Title: Humanitarian Crisis Assistance**Category:** Community Services and Events**Date Last Adopted:** 23 September 2019

1. Objectives

The policy aims to provide a guide to the Council when considering responses to humanitarian crises.

2. Background

The City of Hobart has historically provided assistance and financial contributions in response to natural disasters and humanitarian crises both within Australia and internationally.

The following policy is designed to assist Council decision-making should future natural disaster and humanitarian crisis events warrant a response from the Council in the future.

3. Policy

That:

1. The Council may determine to respond to humanitarian crises by making donations to non-government organisations which provide humanitarian assistance in relevant countries.
2. It is recognised that the most effective way the Council can support a relief effort is by cash donation.
3. Donations will be directed to non-government organisations which are signatories to the Australian Council for International Development (ACFID) Code of Conduct and/or those which have been declared as an 'Approved Organisation' by the ~~Minister of Foreign Affairs (administered by AusAID) Federal Government~~.
4. For the purpose of this policy, a humanitarian crisis is defined as:

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A profound social crisis which is characterised by:

- (i) High numbers of casualties; and/or
- (ii) Large scale internal and external displacement; and/or
- (iii) Widespread hunger and disease.

5. A humanitarian crisis may arise from any natural or man-made disaster.
6. The City will consider making donations when:
 - (i) An affected country has officially requested assistance from the ~~Federal Australian~~ Government; or
 - (ii) An Australian natural disaster has been declared in accordance with relevant legislation
7. The Council will not consider donations in response to humanitarian crises arising from war or conflict without seeking prior advice from the ~~Federal Australian~~ Department of Foreign Affairs and Trade.
8. The Council will give preference to:
 - (i) Australian natural disasters;
 - (ii) The Council's Sister Cities;
 - (iii) Countries in Australia's neighbourhood, i.e. the Asia Pacific region;
 - (iv) Countries that are represented by a strong local community in Hobart; and
 - (v) Countries with whom Australia has an existing development or aid partnership, as listed on the website of the Department of Foreign Affairs and Trade, ~~and AusAID's website.~~
9. Assistance to developed countries will only be considered when:
 - (i) A Federal Government Treasury Minister has officially recognised the disaster for Australian tax purposes;
 - (ii) Inhabitants of that country are in distress as a result of the disaster; and
 - (iii) ~~a Approved Australian~~ non-government organisations that have been declared as an 'Approved Organisation' by the ~~Federal~~ Minister of Foreign Affairs. ~~in Australia is/are~~ accepting targeted donations for the disaster.
10. The amount contributed will be determined by resolution of Council and will take into account:

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- (i) The scale of the crisis;
- (ii) The capacity of the domestic government and local agencies to respond to the crisis;
- (iii) The impact of the crisis on the Hobart community; and
- (iv) Any formal connections the City may have with the affected location.

4. Legislation, Terminology and References

Australian Council for International Development

The Australian Council for International Development (ACFID) unites Australia's non-government aid and international development organisations to strengthen their collective impact against poverty. The Department of Foreign Affairs and Trade works closely with the ACFID to achieve the goals of the Australian aid program.

4.

Appendix 17

Responsible Officer:	Director Community Life
Policy first adopted by the Council:	13/12/2010
Amendments	
Amended by Council	14/8/2014
Amended by Council	7/3/2016
Amended by Council	23/9/2019
Next Review Date:	July 2021
File Reference:	F16/65306

Appendix 18

City of Hobart

Policy

Title: Leases to Non-profit Organisations (NFPO)**Category:** Property Management**Date Last Adopted** 23 September 2019

1. Objectives

- (a) To ensure the Council's community assets provide the best possible use and value to the Hobart community.
- (b) To demonstrate a clear and fair process for granting a lease to a Not-For-Profit Organisation (NFPOs) for a property owned by the Council.
- (c) To ensure the rates and rental charges for NFPOs leasing Council property are equitable.
- (d) To ensure a range of Council-owned community facilities are accessible for leasing by NFPOs through the provision of a subsidised rent.
- (e) To ensure there is recognition of the Council's contribution to the community through its provision and management of facilities for community use, granting of leases to NFPOs and the provision of subsidised rent for eligible NFPOs.
- (f) To demonstrate the benefit for the Council that derives from the provision of subsidised rental to eligible NFPOs leasing Council property.

2. Background

The Council leases a number of properties under a range of agreements, some of which are provided to NFPOs at a subsidised rate.

A NFPO ~~can be~~ is defined as "an organisation that does not distribute its surplus funds to owners or shareholders and is registered with either the Australian Charities and Not-for-profits Commission ("ACNC") or Consumer, Building and Occupational Services ("CBOS")".

The Council owns and manages a number of properties / assets for the purpose of promoting community participation in a range of accessible and affordable activities.

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To assist the Council in this endeavour (and to share this responsibility with the community), many of the properties (and the activities that occur within them) are managed by NFPOs.

NFPO tenants:

- (a) provide access to facilities and/or activities for the community;
- (b) manage the facilities on behalf of the Council;
- (c) cover operational costs and some maintenance costs;
- (d) invest in the development of the facility; and
- (e) in some cases, directly distribute some of their surplus funds back into the local community.

In return, NFPOs receive a subsidised rent.

3. Policy

That:

- (a) The Council will clearly demonstrate the application of equity for all lease arrangements with NFPOs for the occupation of property owned by the Council – both for new leases and for the renewal of existing leases.

Works

- (b) There is an expectation by the Council that the costs of internal and, in some cases, external maintenance of the facility are borne by the lessee.

However, the lessee may approach the Council for separate funding assistance to help meet any maintenance and/or building costs.

- (c) The Council and lessee will work together to identify and implement strategies that would improve the environmental sustainability of the asset.

Rates and Rental Charges

- (d) The minimum level of rates and rental charges to be imposed on eligible NFPOs leasing Council-owned property will be no less than Council Service Rate/s (including the Fire Service Rate where applicable, any service charges applicable to the property - including in some cases proportional charges from TasWater) and a nominal rent of \$50.00 per annum, subject to the assessment process detailed below.

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Eligibility

- (e) ~~Organisations deemed to be eligible to apply for~~ To be eligible for a rental subsidy an organisation must ~~satisfy~~ satisfy the definition of a NFPO ~~stated above,~~ and ~~be applying for a lease in of a Council-owned property Council-owned property located with~~ in the Hobart Municipal Area.

Assessment for Granting a Lease and Providing Subsidised Rental

- (g) The following criteria will be considered when the Council determines whether it will grant a lease, provide a subsidised rent and the level of subsidy. These criteria will apply to NFPOs applying for a new lease and those seeking renewal of a current lease.

(i) Evidence of ACNC or CBOS registration supplied by the organisation;~~(i)(ii)~~ (ii) Use, or proposed use, of the property;~~(ii)(iii)~~ (iii) Alignment with the Council Strategic Plan and other relevant Council strategic documents;~~(iii)(iv)~~ (iv) Level of community benefit – proposed or provided, which could include one or more of the following:

- A. Health and wellbeing;
- B. Life-long learning;
- C. Arts and culture;
- D. Social inclusion;
- E. Heritage and history;
- F. Economic implications;
- G. Environment/environment management; or
- H. Welfare;

~~(iv)(v)~~ (v) Value of land and buildings;~~(v)(vi)~~ (vi) Potential for alternative use;~~(vi)(vii)~~ (vii) Viability and capability of the organisation;

Appendix 18

~~(vii)~~(viii) Capacity to pay after all income and expenditure is taken into account;

~~(viii)~~(ix) Capacity to invest in and maintain the asset, or degree of capital investment undertaken;

~~(ix)~~(x) Type of facility;

~~(x)~~(xi) Capacity to invest in the community, or level of community investment provided, through disbursement of surplus funds to local community groups, organisations or activities;

~~(xi)~~(xii) Length of tenure sought; and

~~(xii)~~(xiii) For lease renewals only, the level of compliance with existing lease terms and conditions.

Tenure

- (h) The Council will consider the following criteria when deciding the tenure to be granted to a NFPO:
 - (i) Value of the organisation to the community;
 - (ii) Capacity to pay, including the ability to maintain the asset;
 - (iii) Potential, or actual investment in the asset;
 - (iv) Historical tenure;
 - (v) Potential for alternative use (noting that a number of community assets would be unsuitable for an alternative use); and
 - (vi) Future Council needs for the asset or the site;
- (i) Leases to NFPOs are generally not to exceed a term of five (5) years, unless otherwise determined by the Council based on the issues raised in the Council report. These issues could include whether the lessee has fully funded the construction of a facility, has/is making a substantial investment in the site, and/or is responsible for all operational costs; and
- (j) Should a leased community asset become vacant/available, an expression of interest process will be advertised which allows eligible NFPOs to apply for a lease. The criteria outlined in items 3(g)-(i) will be used to assess any expression of interest received.

Appendix 18

Valuations and Building Condition Assessments

- (k) A market valuation will be undertaken prior to a new lease being considered, or at the time an existing lease falls due for renewal, in accordance with s177(2) in the *Local Government Act 1993*. A Building Condition Assessment will also be undertaken at this time

Lease Management

- (l) Leases with accepted practice terms and conditions will apply to all NFPO leases for Council-owned property. One of these conditions will be that the NFPO continues to meet the definition of a NFPO. However, additional terms and conditions may apply depending on the type of facility, its purpose and its use. An Asset Maintenance Plan for the lessee may be included as a condition in the lease.

All terms and conditions will be clearly outlined in the lease.

Some conditions of the lease will be performance indicators that allows the Council to monitor compliance, and the lessee will be obliged to provide information annually about:

- (i) community access and utilisation of the leased facility;
- (ii) income and expenditure (including maintenance costs);
- (iii) investment in the asset and the community from funds raised through income generation; and
- (iv) compliance with an asset maintenance plan.

This will provide the opportunity for the lessee to demonstrate the level of benefit to the Council and the wider community that is derived from a rental subsidy.

- (m) The Council will conduct an annual audit of all NFPO's that have been granted a lease of a Council-owned property with a reduced rent by checking that the NFPO has maintained its ACNC or CBOS registration.

Reciprocity

- (nm) The lessee will be required to acknowledge the Council's support, whether this support is providing a facility for the lessee's use at a reduced rent and/or for the Council's ongoing maintenance of the asset.

Those organisations that receive a subsidised rent will be listed in the Council's annual report.

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The Council will acknowledge the benefit it, and the Hobart community more generally, receives as a result of these arrangements.

General

(OR) A report that assesses each criteria in items 3(g)-(i) will be referred to the relevant Council Committee when leases fall due for renewal or review, when a new application for a lease of a Council facility is made by a NFPO, and/or when a specific request is made by a NFPO for a reduction rent.

4. Legislation, Terminology and References

Section 177 *Local Government Act 1993* (Tas)

Section 78 *Fire Service Act 1979* (Tas)

Appendix 18

Responsible Officer:	Director City Governance
Policy first adopted by the Council:	21/09/2015
History:	
Amended by Council	7/3/2016
Amended by Council	23/9/2019
Next Review Date:	July 2021
File Reference:	F16/65254

6.4 Procurement - Quotation Exemption Report
File Ref: F20/83174; 18/311

Report of the Manager Finance and City Procurement and the Deputy General Manager of 12 August 2020 and attachment.

Delegation: Committee

REPORT TITLE: PROCUREMENT - QUOTATION EXEMPTION REPORT**REPORT PROVIDED BY:** Manager Finance and City Procurement
Deputy General Manager**1. Report Purpose and Community Benefit**

- 1.1. The purpose of this report is to provide a listing of exemptions from the requirement to seek 3 written quotations granted for the period 1 January to 30 June 2020 for the information of Elected Members as requested by the Finance and Governance Committee.
- 1.2. The community benefit is providing transparency and delivering best value for money through strategic procurement decision-making.

2. Report Summary

- 2.1. At its meeting on 19 March 2018, the Council resolved that a report of exemptions granted from the requirement to seek 3 written quotes be presented to the Finance and Governance Committee quarterly as at 31 March, 30 June, 30 September and 31 December each year.
- 2.2. A report is attached for the period 1 January to 30 June 2020. A report was not provided as at 31 March 2020 previously due to the evolving COVID-19 crisis at the time.
- 2.3. It is proposed that the Committee note the exemption from the requirement to seek 3 written quotes granted for the period 1 January to 30 June 2020.

3. Recommendation***That:***

1. ***The Finance and Governance Committee receive and note the report titled 'Procurement – Quotation Exemption Report'.***
2. ***The Committee note the exemption granted from the requirement to seek 3 written quotations for the period 1 January to 30 June 2020.***

4. Background

- 4.1. At its meeting on 19 March 2018, the Council resolved inter alia that:
 - 4.1.1. *A report of exemptions granted from the requirement to seek 3 written quotes be presented to the Finance and Governance Committee as at 31 March, 30 June, 30 September and 31 December each year.*

- 4.2. A report outlining the quotation exemption from the requirement to seek 3 written quotes granted during the period 1 January to 30 June 2020 is attached – **refer Attachment A.**
- 4.3. As outlined in the City's Code for Tenders and Contracts (the Code) where a Council Contract does not exist the City will seek a minimum of 3 written quotes for procurements between \$50,000 and \$249,999.
- 4.4. There may be occasions where, for a number of reasons, quotation(s) cannot be obtained / sought from the market or where doing so would have no additional benefit to the City or the market.
- 4.5. Therefore, exemptions from the requirement to seek written quotes can be sought from the Divisional Director but only if an acceptable reason exists as outlined in the Code, as follows:
 - (a) where, in response to a prior notice, invitation to participate or invitation to tender:
 - no tenders were submitted; or
 - no tenders were submitted that conform to the essential requirements in the tender documentation;
 - (b) where the goods, services or works can be supplied only by a particular supplier and no reasonable alternative or substitute goods, services or works exist for the following reasons:
 - the requirement is for works of art;
 - the protection of patents, copyrights or other exclusive rights or proprietary information; or
 - due to an absence of market competition for technical reasons.
 - (c) for additional deliveries of goods, services or works by the original supplier that are intended either as replacement parts, extensions or continuing services for existing equipment, software or installations, where a change of supplier would result in the purchase of goods, services or works that do not meet requirements of interchangeability with existing goods, services or works;
 - (d) for goods purchased on a commodity market;
 - (e) where there is an emergency and insufficient time to seek quotes for goods, services or works required in that emergency;
 - (f) for purchases made under exceptionally advantageous conditions that only arise in the very short term, such as from unusual disposals, liquidation, bankruptcy or receivership and not for routine purchases from regular suppliers; or
 - (g) for a joint purchase of goods or services purchased with funds contributed by multiple entities, where Council is one of those entities and does not have express control of the purchasing decision.

- 4.6. For the period 1 January to 30 June 2020 there were 5 exemptions granted, where expenditure was between \$50,000 and \$249,999 and therefore 3 written quotations were required to be sought in line with the Code.
- 4.7. One exemption was granted on the grounds that the goods or services could only be supplied by one particular supplier and four exemptions were granted on the grounds that the goods and services were additional goods and services by the original supplier intended as continuing goods and services for existing equipment.

5. Proposal and Implementation

- 5.1. It is proposed that the Committee note the exemption granted from the requirement to seek 3 written quotes for the period 1 January to 30 June 2020.
- 5.2. As outlined in the Code, quotation exemptions for a value under \$50,000, that is where 1 or 2 written quotations are required to be sought but an exemption from that requirement has been granted by the relevant Divisional Director, have been reported to the General Manager.
- 5.3. All approvals for the exemptions from the requirement to Tender are sought and reported through the formal Committee / Council approval processes.

6. Strategic Planning and Policy Considerations

- 6.1. The City's Code for Tenders and Contracts is referenced in this report as it provides a framework for best practice procurement and sets out how the City will meet its legislative obligations in respect to procurement, tendering and contracting.
- 6.2. This report is consistent with strategy 8.5.4 in the City of Hobart Capital City Strategic Plan 2019-29, being to *deliver best value for money through strategic procurement decision-making*.

7. Financial Implications

- 7.1. Funding Source and Impact on Current Year Operating Result
 - 7.1.1. All expenditure noted in the attached listing of quotation exemptions granted was funded from the 2019-20 budget estimates.
- 7.2. Impact on Future Years' Financial Result
 - 7.2.1. Not applicable.

7.3. Asset Related Implications

7.3.1. Not applicable.

8. Legal, Risk and Legislative Considerations

8.1. Regulation 28 of the *Local Government (General) Regulations 2015* states that the Council's Code for Tenders and Contracts must (j) *establish and maintain procedures for reporting by the general manager to the council in relation to the purchase of goods or services in circumstances where a public tender or quotation process is not used.*

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
**MANAGER FINANCE AND CITY
PROCUREMENT**



Heather Salisbury
DEPUTY GENERAL MANAGER

Date: 12 August 2020
File Reference: F20/83174; 18/311

Attachment A: Report - Quotation Exemptions Granted (3 Quotes) 1 January to 30 June 2020 ↓

Purchasing Quotation Exemptions Granted: 1 January to 30 June 2020

(Exemptions granted from the requirement to seek 3 written quotations)

Date	Supplier	Description of Goods / Services	Amount (ex GST)	Policy Exemption Clause	Exemption Reason	Purchasing Officer	Approved by
26 February 2020	Tibco Software Australia Pty Ltd	11 month software service subscriptions to two 'Tibco Cloud Integration – Hybrid' instances, two Spotfire Analyst named Seats and five days of senior consulting from Tibco Professional Services to upgrade the current off-street car park integration with a reliable end-point and other urgent integrations required for operational purposes.	\$135,000	11.1(c)	<p>The exemption was granted on the grounds that the goods and services were for additional deliveries of goods and services by the original supplier for existing installations where a change would not have met the City's requirements.</p> <p>Tibco Software Australia was originally engaged by Council as a result of an open request for quotation to the market in the first quarter of 2019.</p> <p>The upgrade of the off-street car parking integration POC and its conversion to a production pilot will provide for:</p> <ol style="list-style-type: none"> 1. A ready data feed already identified as a requirement for the City's multi-use mobile parking application. 2. Reliable and automated off-street car park operational data reporting. 	Manager City Information	Director City Innovation

					<p>3. A reliable data feed for Omni-channel city traffic direction for the public.</p> <p>4. The expansion of the original POC to include the Trafalgar off-street car park (particularly for weekend usage).</p> <p>Furthermore, the extension of the Integration subscription will be used for:</p> <p>5. The urgent requirement to connect the City's Project Portfolio Management System (currently being configured) with the recently configured NAVision finance system to ensure real-time communication of financial data both systems require for executive reporting purposes.</p> <p>6. The urgent requirement to provide a low-cost stable and flexible integration between relevant HR data and the upgraded cloud Risk Management System that will enable the City to replace either part to this integration as per contemporary integration practices.</p> <p>7. The addition of council road closure data flows and any flows supporting data sharing</p>		
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					<p>agreements with State Government departments.</p> <p>The tight timelines for the urgent integration requirements (5 and 6 above) will not allow for a complete and comprehensive procurement process necessary to engage an Integration platform partner that the City could ensure would meet the City's longer-term integration strategy.</p> <p>This interim solution will provide the City with its immediate needs and have the integration flows operating while we go to market to procure a long-term integration partner along more realistic timelines.</p>		
5 March 2020	Splunk Data#3	Machine generated data collection and analysis platform	\$218,242.50 (3 year Contract)	11.1(c)	<p>The exemption was granted on the grounds that the goods and services were for additional deliveries of goods and services by the original supplier for existing installations where a change would not have met the City's requirements.</p> <p>Splunk is the current platform used by the City to audit and monitor the performance and security status of its application, datacentre and network</p>	Manager City Technology	Director City Innovation

					<p>facilities. The functionality of the platform meets or exceeds operational needs for the foreseeable future including the expansion of its use for cloud and IoT systems.</p> <p>During the initial phases of COVID it was required and extended to manage the operational work from home environment of over 300 Council employees.</p> <p>Given the existing considerable investment in the implementation, configuration and training of staff in the platform, changing to another platform would:</p> <ul style="list-style-type: none">• Offer no functional advantage to the City.• Incur significant cost and risk.• Slow the rollout of logging, monitoring and analysis services to cloud and IoT systems. <p>In preparation for the yearly subscription renewal, Splunk offered a number of options through its preferred supplier Data#3. The best value option, considering the future use of the platform, is a 36 month annualised subscription for the</p>		
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					<p>following reasons:</p> <ul style="list-style-type: none"> • The City is very unlikely to considering changing platforms in this time period for the reasons above. • The 36 month subscription is at a significant discount over the yearly subscription. • Splunk have offered to help migrate the currently onsite platform to the cloud at no extra cost enabling easy integration with IoT and other cloud systems. 		
22 April 2020	TMA Technology (Australia) Pty Ltd	Preventative maintenance and consumable supply for the City of Hobart's Car Park equipment.	\$80,000	11.1(c)	<p>The exemption was granted on the grounds that the goods and services were for additional deliveries of goods and services by the original supplier for existing installations where a change would not have met the City's requirements.</p> <p>The City is in the process of considering its future needs for car park equipment. However, in the interim the City will need to continue with the incumbent TMA Technology (Australia) Pty Ltd (TMA) to fulfil the requirements of maintaining the hardware and software and the supply of consumables that are</p>	Procurement Officer	Director City Innovation

					required to ensure the efficient running of the City of Hobart's multi-level car park for the next 12 months. TMA's technical is local which facilitates quick attention to faults and breakdowns and as TMA supplied the car park equipment, by way of a public tender process, they have the knowledge that is required to repair and maintain these systems to the standards required with minimal disruption to the car parks operations. The equipment is at a stage that is nearing a point of replacement.		
13 May 2020	Ordital Pty Ltd	Street lighting data collection and collation app.	\$100,000	11.1(b)	<p>The exemption was granted on the grounds that the services could only be supplied by this particular supplier and no reasonable alternative or substitute services existed.</p> <p>Ordinal Pty Ltd has a unique product that is not available on the open market and is developing functionality within this product for the City's lighting purposes.</p> <p>It was identified as being able to audit and identify longitudinal cost savings in Council's \$1m + per annum street lighting expenditure and as a</p>	Manager Smart and Sustainable City	Director City Innovation

					planned project was used to support the redeployment of numerous staff during the COVID shut-down period.		
28 May 2020	Australian Security Fencing t/a Oztime Technologies	Vehicle mitigation bollards for Salamanca Place.	\$98,923.00	11.1(c)	<p>The exemption was granted on the grounds that the goods and services were for additional deliveries of goods and services by the original supplier for existing installations where a change would not have met the City's requirements.</p> <p>Artwork was required to be replaced that was to act as a vehicle mitigation barrier.</p>	Senior Project Officer	Director City Planning

6.5 Outstanding Long Term Parking Permit Debts as at 31 July 2020
File Ref: F20/81587

Memorandum of the Manager Finance and City Procurement and the Deputy General Manager of 12 August 2020 and attachments.

Delegation: Committee



City of **HOBART**

MEMORANDUM: FINANCE AND GOVERNANCE COMMITTEE

Outstanding Long Term Parking Permit Debts as at 31 July 2020

Information on sundry and long term parking permit debts is provided to the Finance and Governance Committee on a quarterly basis. At the Finance Committee meeting of 15 June 2016, it was resolved that the debts be reported separately to allow the reporting of long term parking debts to appear on the Open portion of the Finance and Governance Committee agenda.

This memorandum provides information on long term parking permit debts only. Debts relating to rates, sundry debts and parking fines are reported separately to the Finance and Governance Committee.

The table below provides a comparison to the same period last year and shows:

- A decrease (\$38,832) in total debts outstanding;
- An increase (\$4,738) in the 90 days and over category; and
- A decrease (\$3,281) in debts 30 days and older (*).

	31-Jul-19	% of total O/S	30-Jun-20	% of total O/S	31-Jul-20	% of total O/S
	\$		\$		\$	
Current	91,204	82%	45,616	75%	55,653	78%
30 days	11,584	11%	7,187	12%	65	0%
60 days	1,830	2%	0	0%	5,330	8%
90 days	5,059	5%	7,982	13%	9,797	14%
Total	109,677		60,785		70,845	
* 30 days+(all)	18,473	18%	15,169	25%	15,192	22%

The appearance of a decrease in the 30 days category is due to timing; invoices are generally raised on the first day of each month, reporting periods are 30 day increments and months are 28-31 days long.

Attachment A shows a three year comparison of outstanding long term parking permit debts.

RECOMMENDATION

That the information contained in the memorandum of the Manager Finance and City Procurement and the Deputy General Manager of 4 August 2020 titled 'Outstanding Long Term Parking Permit Debts as at 31 July 2020' be received and noted.

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.



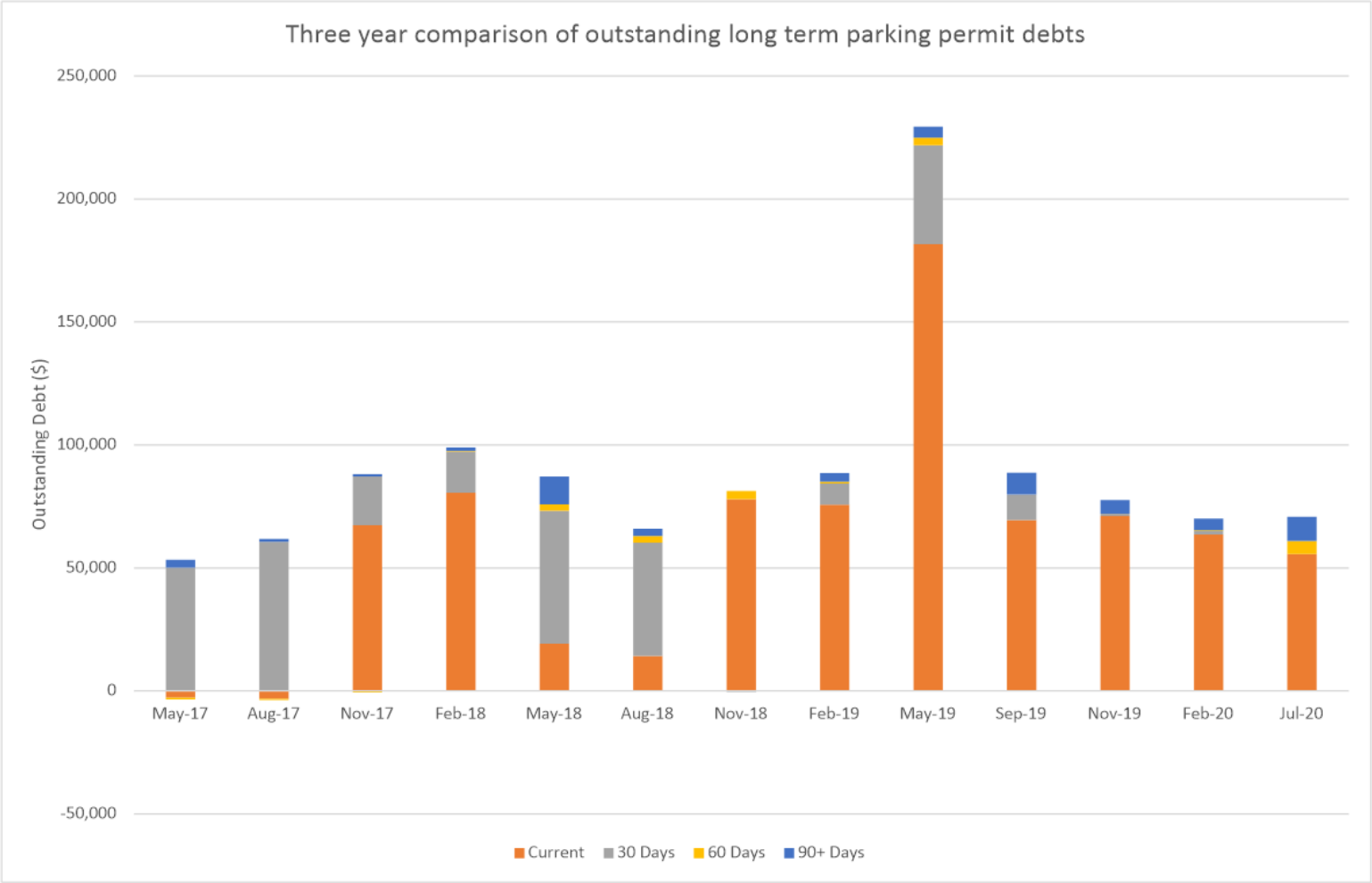
Lara MacDonell
**MANAGER FINANCE AND CITY
PROCUREMENT**



Heather Salisbury
DEPUTY GENERAL MANAGER

Date: 12 August 2020
File Reference: F20/81587

Attachment A: Three Year Comparison of Outstanding Long Term Parking Permit Debts ↓



6.6 Professional Development Reporting - Deputy Lord Mayor - Local Government Association of Tasmania Elected Member Professional Development Weekend 2020, Launceston
File Ref: F20/87891

Memorandum of the General Manager of 12 August 2020 and attachment.

Delegation: Committee



City of **HOBART**

MEMORANDUM: FINANCE AND GOVERNANCE COMMITTEE

**Professional Development Reporting - Deputy Lord Mayor -
Local Government Association of Tasmania Elected
Member Professional Development Weekend 2020,
Launceston**

The Deputy Lord Mayor Councillor Helen Burnet has submitted the attached report in accordance with Clause H(2) of the Council's policy titled *Elected Member Development and Support* in relation to:

- The Local Government Association of Tasmania Elected Member Professional Development Weekend 2020 – Launceston – 29 February to 1 March 2020.

RECOMMENDATION

That the information be received and noted.

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.

N D Heath
GENERAL MANAGER

Date: 12 August 2020
File Reference: F20/87891

Attachment A: Conference Report | LGAT Elected Members Professional Development Weekend from 29 February 2020 to 1 March 2020 ↓

LGAT ELECTED MEMBERS PROFESSIONAL DEVELOPMENT WEEKEND

29 February – 1 March 2020, Launceston

I attended the weekend professional development sessions in Launceston earlier in the year, with Cr Ewin and Cr Coats. I was particularly interested in the sessions on financial training (to support my role on Finance and Governance and Risk and Audit Panel), bullying and harassment, and on mental health and wellbeing and resilience, given the cut and thrust of the council environment.

A precis of the relevant sessions is provided in this report.

I felt that much of the information was useful, with some reinforcing knowledge, others providing new information to consider and practise. Feedback was provided to the organisers where I felt there could be more relevant information for elected representatives.

Session one: MENTAL HEALTH presented by Tracey Groombridge

General discussion on what effects mental health - emotional well-being, stress, anxiety, sleeplessness

Ways to improve mental wellbeing:

- Exercise to release endorphins and reduce adrenalin
- Positive relationships-invest in friendships
- Financial security
- Connection with people, community, animals
- Having choices
- Self-awareness
- Making informed decisions-being organised,
- Hope, positive mindset. Sometimes need too "unlearn"
- Talking not ruminating-for perspective
- Journal writing
- Active Listening
- Space-having hobby, something outside of work-important for resilience and identity
- Hobby helps time fly.
- Fun and laughter
- Mindfulness-being present in the moment, and being aware of inner/negative self-talk
- Self-esteem-how we compare ourselves to others -changing inner talk is about building self-compassion
- Being kind and caring to others
- Responding thoughtfully, not just reacting to physical sensations such as anger
- Accepting help
- Self-empowerment
- Purpose-what makes a difference for you or for someone else.

- Flexibility
- Belief systems, philosophy

Stress can be a motivator, anger is a motion that comes and go. Family, community.
Routine-having life sorted
Growth, education

Poor mental health manifest when:

- Poor sleep patterns
- Isolation, withdrawal, loneliness
- Structural oppression,
- Poor relationships
- Discrimination
- Strained/unhealthy relationships
- Poor physical health
- Poverty
- Hopelessness
- Worthlessness
- Rural hardship
- External pressures we don't have control over
- Family violence and sexual abuse and other types of abuse, divorce separation

What is mental illness? A mental illness is a disorder diagnosed by a medical professional that significantly interferes with a person's cognitive emotional or social abilities

Workplace Stress

There are 7 contributing factors to workplace stress:

1. Level of control
2. To manage change well and to adjust to change
3. Open and meaningful communication
4. Interpersonal relationships
5. Bullying and harassment
6. Role clarity
7. Demands

Other: Physical environment

Bullying is repeated unreasonable behaviour directed towards a person or group of persons at a workplace, which creates a risk to health and safety. Fair Work Australia.

As LG Code of Conduct doesn't have a definition, it would be good to introduce one

Bullying looks like:

Eye rolling, trolling, abusive, insulting language

4 markers of bullying:

1. Imbalance of power
2. Intent to harm, sometimes people don't even realise because they have no insight into their own behaviour
3. Threat to further action
4. Terror -it is systematic violence

Bullying is **not** the following:

Reasonable allocation of work, reasonable action, fair feedback on a worker's performance, single incidents of unreasonable behaviour.

Report to police any violence, assault, stalking, sexual harassment, racial hatred and discrimination

Work Health and Safety must be upheld

What to do if bullied:

Document, stay informed, EAP support, tell someone, get accurate info and advice from Work Safe Tasmania

Resilience is:

- The capacity to prepare for, recover from and move on from a negative experience
- Mental flexibility - incorporate multiple points of view, spiritual connection to something bigger than you the individual, physical durability.
- Set realistic expectations, maintain a positive outlook.
- Confidence and calmness, asking for help, empathy understanding and a high emotional quotient, persistence and determination.
- Able to pull out meaning from suffering.

The ABC of resilience:

Adversity

Beliefs

Consequences

Dispute

Session 2: FINANCE FOR LOCAL GOVERNMENT Presenter: Martin Thompson
Aust National Audit Office advisor

Accounting Standards being introduced by Auditor-General. Model rules come in by 2022. For example, Volunteer services may need to be accounted for as revenue with a matching expense line.

Financial Reports

1. Statement of comprehensive income Profit & Loss statement
2. Statement of financial position- balance sheet shows the dollar value of assets and liabilities

3. Statement of changes in equity showing net assets (assets less liabilities) of the council and the movement between the prior and current year
4. A statement of cash flows or cash flow statement showing the dollar amount of cash receipts and cash paid.

1. Statement of comprehensive income P&L statement

Shows net profit and loss for financial year. It is presented on an actual basis- revenue is recognised when earned not received and expenses when incurred, not paid.

Depreciation is the biggest outflow of revenue i.e. as an expense item on balance sheet.

Accrual e.g. leave calculated in year leave is owing. Salaries budget blowout if doesn't get taken.

2. Statement of financial position

Balance sheet shows the dollar value of assets and liabilities Divided into Current and non-current assets. Financial statements are subjective, depending on who has written them.

3. Asset valuation

- Current valuation-amount to replace in today's dollars
- Accumulated depreciation-how worn the assets are. If accumulated depreciation is half the current valuation then they are halfway through their life. Of the average useful life is fifty years and to have \$5m them you need to spend x amount in order to keep assets on a good condition

4. Cash flow statement

A significant budget variance +/- 10%. If there is a blowout in staffing of 5% then you'd be asking questions because it is a big expense overall.

There are benchmark ratios. 'Know Your Council' website marks Vic Councils against 13 or so indicators.

Session 3: MANAGING CONFLICT OF INTEREST Presenter: MARY GUTTERIDGE. INTEGRITY COMMISSION

Fairness and reciprocity, compassion and empathy is hard wired.

Democracy: governing by consent

Much of it is based in perception, just as much as the actions undertaken.

Commonly, elected reps are there to represent the community or parts thereof.

You should have lots of personal interests but it is about managing those and the perception.

Reasonable is an objective measure-administratively lawful...made in good faith

Fairness is internal and subjective. It is free from favouritism and self-interest.

Personal inventory-what do you declare? This keeps you aware of who you are, and should be updated regularly-monthly. Helps you consider self-interest and public perception.

Think about the following for perceived conflicts of interest: Myself, Family, Friends, Work, Volunteering, Interests, and Hobbies.
 Try and understand others perspective.
 If a conflict, make sure you seek advice.
 Perception of community needs to be clear.
 Needs to be fair and transparent.
 How do you demonstrate reasonableness.
How can you demonstrate fairness -people may not like the decision but it is how you act in your decision-making that may transcend this.
Must be transparent, consistent and transparent.
Treatment: if people don't feel respected, then it is difficult to have a decision that is respected.

Session 4: WHS FOR LOCAL GOVERNMENT Presenter: David Dilger

What are behaviours-think of the description of how someone acts.
 Behaviour depends on the interaction and regulations governing LG.
 Expectations have moved. No longer custom and practise. It is now "What does the community expect?"
 The Code of Conduct application and your workplace are "Bigger than you Thought".
 As a councillor or when on private page-jigsawing: If people can put pieces together, and link back to you, then it has an impact.

What is unlawful and/or what is inappropriate?
 What is the obligation to eliminate or manage unsafe behaviour?
 If policies in place then good. It could be that if there is an unsafe practice occurring, then the GM as PCBU.

Code of Conduct matters of note:

- There is an obligation to try and get conflicts resolved.
- Expectations for those in politics for longer are greater, and they should behave with that expectation.
- Running a good meeting does involve some conflict, but needs to be managed appropriately.

Elements of Direct Discrimination

Proscribed attribute -direct discrimination
 Can discriminate on meeting the requirements of the job. They don't meet inherent requirements of the job.

Indirect Discrimination e.g. police having to be five ten. Majority of people in a different group-Asian women-would not be eligible.

Harassment

Like bullying but against one of the prescribed attributes
 Elements of sexual harassment #metoo use of power for positions, subtle persuasion which is more of a subjective perception. If objectively unwelcome.

Victimisation

Vilification specific to prescribed groups

Workplace violence especially towards staff - can include present ability to affect your purpose or standing there with a gun ready to shoot. It may be a threat to put name on social media.

Bullying

Very often used wrongfully but needs to be objectively has to be a threshold.

Unreasonable behaviour + repeated + it creates a risk to health and safety.

COC panel views on bullying still not clear.

Distinctions are important between conflict right through to bullying.

Take home message: be responsible for your own actions.

Evolution of resolution Honour victim or honour culture. Should be fairness for victim and perpetrator. Take reasonable steps to work through the process.

We should be accountable, allow proper debate, act responsibly and with respect.

Final Session UPDATE & INTRODUCTION Presenter: Craig A/Dir Local**Government**

Looking after climate change as well as infrastructure delivery, emergency services, planning review including POSS, whole of government policy etc.

For LG Division, a new statutory position will be formed and will be held by the Dep Sec (Craig)

LG legislative review. 860 community submissions-the largest in the country. Some decisions made by government, others sent back to the steering committee. There'll be a document released in the spirit of transparency. Craig Samar's the Act well supported by the community.

Model financial statements for adoption by 2022.

Code of conduct. 77 complaints, 39 dismissed before further investigation, with 34% through to investigation. How do we get the balance right?

Bullying in LG-needs to be looked at in a whole of government approach.

Amalgamations won't be forced, but LG Division interested in ensuring the capacity of councils.

Review of TPC's role and functions.

Cr. Helen Burnet

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: Open Finance and Governance Committee Status
Report - August 2020

FINANCE AND GOVERNANCE COMMITTEE - STATUS REPORT

OPEN PORTION OF THE MEETING

August 2020

Ref	Title	Report / Action	Action Officer	Comments
1.	<p>CITY HALL – DEVELOPMENT OPPORTUNITIES – VENUES</p> <p>Council, 23/2/2015 Item 12</p> <p>CITY HALL RESTORATION</p> <p>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. This matter is reported on in the Status Report in the closed section of this 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.	NOTICE OF MOTION COUNCIL CAR PARKS - SECURE SHORT TERM BICYCLE FACILITIES Council, 23/05/2016 Item 14	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.	Director City Innovation	<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 in the <i>Connected Hobart Action Plan</i>.</p> <p>Further actions will be identified in the <i>Parking Action Plan 2020-2025</i> currently in draft</p> <p>COMPLETE</p>
3.	ELECTRIC VEHICLES AND CHARGING STATIONS Council, 25/7/2016 Item 20	<p>That:</p> <ol style="list-style-type: none"> 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. 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. 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. 	Director City Innovation	<ol style="list-style-type: none"> 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. A draft initiative has been included for public consideration in the Sustainable Hobart program. 2. Options for canvassing employees are being considered. Charging stations have been installed in the Hobart Central Car Park on a trial basis. Further assessment is required. Charging stations are being modified to allow two different types of charge ports to increase useability. 3. Officers are investigating broader wayfinding signage options.

Ref	Title	Report / Action	Action Officer	Comments
		4. The Hobart Bicycle Advisory Committee be requested to consider initiatives to encourage the wider use of electric bicycles.		4. The Committee has provided input into the Connected Hobart development process and will be further consulted on the draft framework and action plan.
4.	COUNCIL AND COMMITTEES - STRUCTURE AND GOVERNANCE MATTERS Council 4/12/2017 Item 21	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	Possible options for the structure of Committees were discussed at a workshop on 4 February 2020. This will be further considered and a report provided at the mid point of the Council term (November 2020).
5.	SHAPING THE CITIES OF HOBART AND GLENORCHY – DETERMINING THE BENEFITS OF ENHANCED LAND VALUE THROUGH INVESTMENT IN A PUBLIC TRANSIT SYSTEM Council 9/2/2016 Supp Item 16	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.
6.	REVIEW OF PARKING - NORTH HOBART (UPDATE ON ACTIONS) Council 19/2/2018 Item 15	That 1. 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; (a) additional on-street car parking spaces;	Director City Innovation	As detailed in Item 9, Assessment of clauses 1(a), (b) and (c) have been included in the Place Vision and an Access and Parking Plan project. .

Ref	Title	Report / Action	Action Officer	Comments
		(b) additional metered parking spaces; (c) development of the Condell Place car park.		
7.	CONDELL PLACE CAR PARK - DEVELOPMENT OPPORTUNITIES AND EOI REQUEST Council, 23/7/2018 Item 17 NOTICE OF MOTION CONDELL PLACE CAR PARK - REDEVELOPMENT Council, 23/9/2019 Item 17	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).	Deputy General Manager / Director City Planning	<p>Placemaking specialists Village Well and sustainable transport planners MRCagney were engaged to develop an integrated Place Vision and an Access and Parking Plan to guide the future delivery of better public amenity, access and parking in the Elizabeth Street retail and entertainment precinct.</p> <p>As advised to Elected Members via the Hub on Wednesday 3 June 2020, the outcomes from this engagement, together with the consultants' other investigative work in response to the project brief, has informed a <i>Place Vision Framework</i> and an <i>Access and Parking Plan for the North Hobart Retail and Entertainment Precinct</i>, as well as specific recommendations for Condell Place Car Park. The outcome of the consultant reports was reported to the Council meeting of 6th July 2020. In line with the Council resolution, the consultants' reports</p>

Ref	Title	Report / Action	Action Officer	Comments
		<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>4. The Council's preferred position be subject to community engagement at the appropriate time.</p>		<p>have be publicly released on-line for information only. Officers will now prepare a further report which includes 10 questions to be asked in the subsequent public consultation process. These questions will be considered and approved by the Council.</p>
8.	<p>OUTSTANDING PARKING DEBT DECEMBER 31, 2017</p> <p>Finance and Governance Committee 15/5/18 Item 6.1</p>	<p>That: 1. The General Manager investigate owners of vehicles who have at least 3 outstanding infringements of 90 days old having their vehicles clamped.</p> <p>2. Costs associated with the clamping of vehicles and subsequent</p>	Director City Innovation	<p>A strategy for debt collection, including the capacity to clamp vehicles is currently being investigated.</p>

Ref	Title	Report / Action	Action Officer	Comments
		<p>recoveries be charged to the owner of the vehicle.</p> <p>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.</p>		
9.	<p>2019-20 FEES and CHARGES – CITY GOVERNANCE</p> <p>Council, 20/05/2019 Item 26</p>	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 model for the capture of full costs is nearing completion. Given the current hold on increases in fees and charges, details will be used to more accurately inform fee structures into the future.
10.	<p>2019-20 FEES and CHARGES – PARKING OPERATIONS</p> <p>Council, 20/05/2019 Item 27</p> <p>Finance and Governance Committee, 13/08/2019 Item 6.3</p>	<p>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.</p> <p>2. 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:</p> <p>(a) Pensioner voucher parking scheme;</p>	Director City Innovation	<p>1. A report is being prepared for the Committee following completion of pending commercial negotiations with new hotel operators.</p> <p>Awaiting final automatic door piece to be installed by end of August and Hobart Central Car Park will be fully functional for after hour hotel guest parking.</p> <p>2. Responses are being consolidated in the Parking Action Plan 2020-2025 currently in draft.</p>

Ref	Title	Report / Action	Action Officer	Comments
		<ul style="list-style-type: none"> (b) 90 minute free parking in short term car parks; (c) On-street rates (floating rates); (d) Off-street parking technologies; (e) Hours of operation of car parks; (f) Peripheral parking (commuter shuttle service); (g) 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. 		
11.	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.	Deputy General Manager	Initial approach made to Port Arthur Historic Site. Informal advice received, seeking written confirmation.

Ref	Title	Report / Action	Action Officer	Comments
		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 future of The Matilda		
12.	ELECTED MEMBERS DEVELOPMENT AND SUPPORT – POLICY Council, 18/11/2019 Item 12	That: 1. Clause G titled <i>International Relationships</i> of the Elected Members' Development and Support policy be deferred and be the subject of a further report following the outcomes of the following investigations: <ul style="list-style-type: none"> (i) The future of international city relationships. (ii) The Risk and Audit Panel be engaged to assess and provide a recommendation to the Council on an appropriate budget allocation for Elected Members in regards to travel for international relationships. 	Deputy General Manager	The matter was formally considered by the RAP on 5 March 2020. The RAP recommendation was considered by the Council at its meeting of 27 July 2020. COMPLETE

Ref	Title	Report / Action	Action Officer	Comments
		<p>2. The General Manager refer the following allocation amounts, contained within the Elected Members' Development and Support Policy, to the Risk and Audit Panel for consideration with a recommendation provided back to Council:</p> <p>(i) Section C – Elected Member Professional Development - \$5,000 per annum;</p> <p>(ii) Section H – General Provisions - \$40 daily travel allowance;</p> <p>(iii) Section K – Expense Reimbursement:</p> <p>1. Telecommunications - \$2,000 per annum.</p> <p>2. Local travel – 1,500 litres of fuel per annum, and other transport costs.</p> <p>(iv) Section M – Benefits:</p> <p>1. Community Activities Participation:</p> <p>(a) Lord Mayor \$5,000 per annum.</p> <p>(b) Deputy Lord Mayor \$2,500 per annum.</p> <p>(c) Elected Members \$1,000 per annum.</p>		

Ref	Title	Report / Action	Action Officer	Comments
13.	PARKING IN NORTH HOBART - HOURS OF OPERATION OF CAR PARKS Council, 18/11/2019 Item 12	Dynamic pricing options for paid parking in both the Condell Place and Lefroy Street Car Parks in North Hobart be explored and be the subject of a further report.	Director City Innovation	Dynamic pricing is currently being addressed as referenced in clause 11, 2(d) above.
14.	CITY OF HOBART MULTI-STORY CAR PARKS – REMOVAL OF EARLY BIRD PARKING Council, 16/12/2019 Item 19	That: <ol style="list-style-type: none"> 1. The Early Bird parking program be removed completely from the Hobart Central and Centrepont Car Parks from 1 January 2021. 2. The Council notify the removal of the service to relevant stakeholders including customers, businesses, car park operators and Metro and collaborate regarding alternative transport options. 3. Number plate recognition be brought forward as a matter of urgency. 	Director City Innovation	<ol style="list-style-type: none"> 1. Early Bird parking recommenced in Hobart Central and Centrepont car parks on the 2 January 2020. Operation will continue throughout the year and will be removed on or before the 31 December 2020. 2. The process of notification will commence with advice to customers by way of advertising in the car parks. Notification to all other stakeholders will progress throughout the year. 3. Licence Plate Recognition is currently operating in both early bird car parks. Modification of the system to detect “turn-around” drivers will be progressed with the system suppliers.

15.	COVID-19 RATES REMISSION GRANTS REPORT Finance and Governance Committee, 16/06/2020 Item 8	The provision of a report to Elected Members in relation to Rates Remissions Granted due to COVID-19 on a monthly basis.	Deputy General Manager	A report of rates remissions granted due to COVID-19 will be provided to Elected Members on a monthly basis. <p style="text-align: center;">COMPLETE</p>
16.	CITY OF HOBART RATES AND CHARGES POLICY AMENDMENT Council, 27/07/2020 Item 12	That: 1. The Council adopt the amended City of Hobart Rates and Charges policy marked as Attachment A to item 6.1 of the Open Finance and Governance Committee agenda of 21 July 2020. 2. The General Manager be authorised to finalise the City of Hobart Rates and Charges Policy and arrange for it to be made available to the public in a paper format from the Council's Customer Service Centre and in an electronic format from Council's website.	Deputy General Manager	The amended City of Hobart Rates and Charges Policy has been finalised and made available from the Council's website. <p style="text-align: center;">COMPLETE</p>

8. 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.

9. 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:

- Proposals for the council to acquire land or an interest in land or for the disposal of land;
- The personal hardship of any person who is resident in, or is a ratepayer in, the relevant municipal area;
- Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential; and
- Contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.

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 | Giblin Street Ex-Asphalt Plant Site - Future Options for Residential Zones Land - Further Information
LG(MP)R 15(2)(f) |
| Item No. 4.2 | Charitable Rates Exemption - Rates Remission Request
LG(MP)R 15(2)(j) |
| Item No. 4.3 | Request for Remission of Rates Paid
LG(MP)R 15(2)(g) |
| Item No. 4.4 | Outstanding Rates as at 30 June 2020
LG(MP)R 15(2)(g) and (j) |
| Item No. 4.5 | Outstanding Sundry Debts as at 31 July 2020
LG(MP)R 15(2)(g) |
| Item No. 4.6 | Contract Variation - P17/114 Security Services
LG(MP)R 15(2)(d) |
| Item No. 5 | Committee Action Status Report |
| Item No. 5.1 | Committee Actions - Status Report
LG(MP)R 15(2)(b), (c)(i), (c)(ii), (d), (f), (g), (i) and (j) |
| Item No. 6 | Responses to Questions Without Notice |
| Item No. 6.1 | TasWater MoU
LG(MP)R 15(2)(g) |
| Item No. 7 | Questions Without Notice |