



CITY OF HOBART

# **AGENDA**

## **Finance and Governance Committee Meeting**

### **Open Portion**

**Tuesday, 17 November 2020**

**at 4:30 pm**

## THE MISSION

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

## THE VALUES

**The Council is:**

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

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## **ORDER OF BUSINESS**

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**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, 17 November 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:**

Alderman Dr P T Sexton.

**NON-MEMBERS**

Lord Mayor Reynolds  
Briscoe  
Harvey  
Behrakis  
Dutta  
Sherlock  
Ewin

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

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**2. CONFIRMATION OF MINUTES**

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The minutes of the Open Portion of the Finance and Governance Committee meeting held on [Tuesday, 20 October 2020](#), are submitted for confirming as an accurate record.

**3. CONSIDERATION OF SUPPLEMENTARY ITEMS**

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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**

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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**

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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**

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### **6.1 Finance and Governance Committee - COVID-19 Format File Ref: F20/120710**

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Memorandum of the General Manager of 11 November 2020.

Delegation: Committee



City of **HOBART**

## **MEMORANDUM: FINANCE AND GOVERNANCE COMMITTEE**

### **Finance and Governance Committee - COVID-19 Format**

At its meeting of 9 November 2020, the Council resolved to resume physical Council meetings in the Council Chamber from the 23 November 2020, subject to conditions and in accordance with Public Health advice.

The General Manager noted that an item would be placed on each Council Committee agenda to enable each Committee to determine if they wish to return to physical meetings or remain on the Zoom format.

If physical meetings are to resume then the Lady Osborne Room will be configured to ensure the Public Health recommendations of 1.5m physical distancing and 1 person per 2m<sup>2</sup> is maintained.

A Covid Safe Plan for the return to physical meetings will be circulated to elected members as soon as practicable.

### **RECOMMENDATION**

***That the matter be considered by the Finance and Governance Committee.***

*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: 11 November 2020  
File Reference: F20/120710

**6.2 EV Charging Station and Pricing**  
**File Ref: F20/110592; 17/230**

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Memorandum of the Director City Innovation and the Principal Advisor  
Commercial Parking Operations of 3 November 2020.

Delegation: Council



City of **HOBART**

## **MEMORANDUM: FINANCE AND GOVERNANCE COMMITTEE**

### **EV Charging Station and Pricing**

Hobart's first electric vehicle charger, capable of exporting 50 kW of electricity, was launched in Dunn Place Car Park on 8 September 2020. The charger was installed with the support of grant funding received from the Tasmanian Climate Change Office.

At present, there is an upper limit of \$4.00 per hour on paid parking bays in Hobart. The committee's permission is sought to establish a new "park and charge" service fee.

Taking into account energy, transaction, finance, maintenance costs and the hours of service, a minimum "park and charge" fee of \$20 / hour (or part thereof) is recommended and would be applied to clearly marked EV charging bays 24-hours per day, 7 days per week.

"Park and charge" is a premium user-pays service whose customers benefit from reduced refuelling expenses currently at around half the cost of filling a combustion-engine vehicle.

Due to the high rate of energy delivered by the charger, it is estimated most vehicles would vacate the parking bay in around 30-60 minutes. The EV community is vigilant when it comes to the use of the chargers and self-manage quick turnover by their community members.

This fee will not be applied to Council's existing EV trickle chargers. These will continue to be freely available to customers in the Hobart Central Car Park.

The "park and charge" service will be managed through the existing Integrated Parking System infrastructure, and will require a software change to facilitate the new fee.

It is also proposed that the parking restrictions relating to the current fast charger be amended to reflect 1P zone timing and that associated EV ONLY signage be installed. This will facilitate fast turnover of electric vehicles, discourage use of the spaces by internal combustion vehicles, and is timed sufficiently to enable a vehicle to be fully charged whilst using the charger.

**RECOMMENDATION*****That:***

- 1. Pursuant to Section 205 of the Local Government Act, a maximum EV fast-charge “park and charge” fee of \$20 per hour (or part thereof), be set to allow Council to cost-recover investments in EV charging infrastructure and electricity consumption.***
- 2. The traffic controls relating to EV fast-charge parking spaces be restricted to a maximum of 1P.***

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



**Peter Carr**  
**DIRECTOR CITY INNOVATION**



**Craig Pettit**  
**PRINCIPAL ADVISOR COMMERCIAL**  
**PARKING OPERATIONS**

Date: 3 November 2020  
File Reference: F20/110592; 17/230

**6.3 North Hobart Parking Operational Policy Changes**  
**File Ref: F20/118769; 18/327-0002**

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Report of the Director City Innovation of 12 November 2020.

Delegation: Council

**REPORT TITLE: NORTH HOBART PARKING OPERATIONAL POLICY CHANGES****REPORT PROVIDED BY:** Director City Innovation**1. Report Purpose and Community Benefit**

- 1.1. The purpose of this report is to seek approval for proposed policy changes to a range of operational parking controls in specific areas of North Hobart.

**2. Report Summary**

- 2.1. City of Hobart has worked with key stakeholders over several years to build a supportive parking environment for businesses, their patrons, and local community residents. With the recent business impacts resulting from the COVID-19 pandemic, a significant downturn in business patronage and traffic volume was experienced by North Hobart businesses. These stakeholders highlighted some issues with the current parking configuration. This report seeks to address those concerns.
- 2.2. The North Hobart Trader's Association (NHTA) and the North Hobart Residents and Community Association (NHCA) are two key stakeholders in relation to the management of City of Hobart parking assets in the North Hobart precinct.
- 2.2.1. **NHTA.** In a series of ongoing meetings and email correspondence, the NHTA have formally expressed concerns about four aspects of the current parking configuration in North Hobart. Specifically:
- 2.2.1.1. The parking controls (time limit and tariff) of Condell Place Car Park and Lefroy Street Car Park;
  - 2.2.1.2. The time limits for the Elizabeth Street 'strip' between Burnett Street and Federal Street;
  - 2.2.1.3. Parking enforcement in the precinct; and
  - 2.2.1.4. The use of unmetered spaces by Social Delivery Drivers (SDDs).
- 2.2.2. **NHCA.** The NHCA have consulted with Council and identified a different set of challenges. Specifically:
- 2.2.2.1. Use of residential side-streets for commuter parking;
  - 2.2.2.2. Dangerous parking practises;



2.2.2.3. Appropriate wayfinding signage for patrons, including clarity around unmetered parking; and

2.2.2.4. Multi-modal transport access to the precinct.

2.2.3. **City of Hobart.** City of Hobart currently operates 57 unmetered and 105-metered spaces in the area with a broad range of tariff and time limit configurations.

### 3. **Recommendation**

**That:**

1. ***Parking in the Condell Place car park is charged at a rate of \$2/hr (or part thereof) between the hours of 9am and 6pm and free from 6pm onwards with parking controls of 3P. Existing 1/2P free spaces within this facility to be maintained.***
2. ***Parking in the Lefroy Street car park is charged at a rate of \$2/hr (or part thereof) between the hours of 9am and 6pm and free from 6pm onwards with parking controls of 3P.***
3. ***Parking on Elizabeth Street between Federal and Burnett Streets is charged at a rate of \$2/hr (or part thereof) between the hours of 11am and 2pm and 6pm and 8pm, and free at all other times with parking controls of 1/2P.***
4. ***There are no changes to the existing Bus Zones (3), Loading Zones (2), and P5 parking bays (3) on Elizabeth Street between Federal and Burnett Streets.***
5. ***Sensors and parking bay line marking be installed in Strahan Street, Swan Street, Burnett Place, Little Arthur Street, Newdegate Street and Lefroy Streets based on current parking controls.***
6. ***Officers explore the progressive installation of dynamic parking wayfinding signage within the North Hobart precinct.***
7. ***The General Manager be delegated the authority to implement the full recommendations contained in this report.***

#### 4. Background

- 4.1. City of Hobart has worked with key stakeholders over several years to build a supportive parking environment for businesses, their patrons, and local community residents. With the recent business impacts resulting from the COVID-19 pandemic, a significant downturn in business patronage and traffic volume was experienced by North Hobart businesses. These stakeholders highlighted some issues with the current parking configuration. This report seeks to address those concerns.
- 4.2. The North Hobart Trader's Association (NHTA) and the North Hobart Residents and Community Association (NHCA) are two key stakeholders in relation to the management of City of Hobart parking assets in the North Hobart precinct.
  - 4.2.1. **NHTA.** In a series of ongoing meetings and email correspondence, the NHTA have formally expressed concerns about four aspects of the current parking configuration in North Hobart. Specifically:
    - 4.2.1.1. The parking controls (time limit and tariff) of Condell Place Car Park and Lefroy Street Car Park;
    - 4.2.1.2. The time limits for the Elizabeth Street 'strip' between Burnett Street and Federal Street;
    - 4.2.1.3. Parking enforcement in the precinct; and
    - 4.2.1.4. The use of unmetered spaces by Social Delivery Drivers (SDDs).
  - 4.2.2. **NHCA.** The NHCA have consulted with Council and identified a different set of challenges. Specifically:
    - 4.2.2.1. Use of residential side-streets for commuter parking;
    - 4.2.2.2. Dangerous parking practises;
    - 4.2.2.3. Appropriate wayfinding signage for patrons, including clarity around unmetered parking; and
    - 4.2.2.4. Multi-modal transport access to the precinct.
- 4.3. **City of Hobart.** City of Hobart currently operates 57 unmetered and 105-metered spaces in the area with a broad range of tariff and time limit configurations.
- 4.4. City of Hobart reconfigured approximately 19 spaces in Condell Place Car Park, Lefroy Street Car Park, and Burnett Place for SDDs.

- 4.4.1. There was little to no use of these spaces due to the desire from SDDs to park on Elizabeth Street. This has heightened tensions between business owners and SDDs.
- 4.4.2. There are no restrictions within the existing parking controls or legislation to prohibit the use of on-street parking bays by SDDs.

## **5. Proposal and Implementation**

- 5.1. The following changes are proposed to a range of operational parking controls in specific areas of North Hobart.
  - 5.1.1. Parking in the Condell Place car park to be charged at a rate of \$2/hr (or part thereof) between the hours of 9am and 6pm and free from 6pm onwards with parking controls of 3P. This represents a significant decrease of \$1/hour on existing parking fees. Existing 1/2P free spaces within this facility to be maintained.
  - 5.1.2. Parking in the Lefroy Street car park to be charged at a rate of \$2/hr (or part thereof) between the hours of 9am and 6pm and free from 6pm onwards with parking controls of 3P. This is a significant decrease of \$1/hour on existing parking fees.
  - 5.1.3. Parking on Elizabeth Street between Federal and Burnett Streets is charged at a rate of \$2/hr (or part thereof) between the hours of 11am and 2pm and 6pm and 8pm, and free at all other times with parking controls of 1/2P.
    - 5.1.3.1. Customers will be actively encouraged to adopt the use of the EasyPark app to minimise the installation of parking meter assets.
    - 5.1.3.2. The proposed changes require the implementation of four (4) physical parking meters in the area.
  - 5.1.4. There are no changes to the existing Bus Zones (3), Loading Zones (2), and P5 parking bays (3) on Elizabeth Street between Federal and Burnett Streets.
  - 5.1.5. Sensors and parking bay line marking be installed in Strahan Street, Swan Street, Burnett Place, Little Arthur Street, Newdegate Street and Lefroy Streets based on current parking controls.
  - 5.1.6. Officers will explore the progressive installation of dynamic parking wayfinding signage within the North Hobart precinct with due consideration given to effect on the streetscape.
- 5.2. The implementation of these proposed operational changes are intended to deliver the following benefits to the community.

- 5.2.1. An increase of over 120 free car parks in North Hobart during peak times to support local businesses. This extends to 165 when surrounding streets are included.
- 5.2.2. Based on existing services and controls, the proposed fees will result in customers saving over \$2/hr per stay in Condell and Lefroy Street car parks during peak times.
- 5.2.3. Provision of convenient 1/2P parking on Elizabeth Street in support of commercial businesses will remain free outside of peak usage times.
  - 5.2.3.1. The average stay on Elizabeth Street prior to COVID controls was 23 minutes meaning the average customer will pay only \$1 for the convenience of 30-minute short stay parking in peak times.
  - 5.2.3.2. The average customer will pay only 85c when using the EasyPark app.
- 5.2.4. The proposed parking controls on Elizabeth Street will price regulate the use of parking bays by social food delivery services during peak times thereby freeing more spaces for short-stay customers.
- 5.2.5. Improved residential and commuter parking controls in immediate surrounding streets will assist in the management of commuter parking across the precinct.
- 5.2.6. The use of wayfinding signage to identify available parking spaces and locations will ease congestion and reduce traffic cruising within the precinct.

## 6. Strategic Planning and Policy Considerations

- 6.1. This proposal is strategically aligned with the City of Hobart Capital City Strategic Plan and with a number of operational recommendations contained within the *North Hobart Precinct Place Vision, Access and Parking Plan*. Specifically:
  - 6.1.1. Pillar 1 – Sense of Place
    - 6.1.1.1. Strategy 1.1.1 – Protecting and enhancing the core elements of Hobart's identity, in this case access to, and parking availability for, patrons of North Hobart's iconic 'strip'.
    - 6.1.1.2. Strategy 1.1.3 – Learning from other cities and their approaches to maintaining identity of an area whilst facilitating access to that area.

6.1.2. Pillar 3 – Creativity and Culture

- 6.1.2.1. Strategy 3.1.1 – Support to North Hobart’s cultural and unique commercial offering by managing parking assets in a way which facilitates stakeholder expectations.

6.1.3. Pillar 4 – City Economies

- 6.1.3.1. Strategy 4.1.6 – Supporting North Hobart’s local businesses and creating opportunities to benefit the area’s economy, patronage, and identity.

- 6.1.4. Strategy 4.4.1 – By engaging with NHTA and NHCA to providing collaborative engagement with the City of Hobart.

6.2. Pillar 5 – Movement and Connectivity

- 6.2.1. Strategy 5.1.2 – Providing a thorough and stakeholder involved engagement with economic decision making in support of North Hobart commercial operators and residents.

**7. Financial Implications**

7.1. Funding Source and Impact on Current Year Operating Result

- 7.1.1. The estimated cost of implementation of the proposed policy changes is \$250,000 (sensors, meters, line marking, communication smart spots) to be funded by the proposed parking policy reforms over time with no direct impact on the 2020-21 financial year result.

7.2. Impact on Future Years’ Financial Result

- 7.2.1. No future operational impact. Will result in forward capital management of additional depreciable (renewable) assets within the City Parking portfolio.

7.3. Asset Related Implications

- 7.3.1. Approximately 224 in-ground parking sensors and up to 11 parking meters will be added to the City Parking Asset Portfolio.

**8. Legal, Risk and Legislative Considerations**

8.1. There are no legal or legislative changes arising from this proposal.

- 8.1.1. As an often contentious city service, parking operations require due consideration at all times for both financial and reputational risks.

## **9. Environmental Considerations**

- 9.1. The proposed policy changes have support mechanisms by which traffic congestion, and therefore car based pollution and fuel waste, may be minimised in the North Hobart precinct.

## **10. Social and Customer Considerations**

- 10.1. The proposed changes have considered how best to balance the opportunity to improve social inclusivity and customer benefit to three (3) distinct stakeholder groups: North Hobart residents, North Hobart businesses and North Hobart customers.
- 10.1.1. North Hobart Residents: The proposal focuses on enhancing controls in the immediate precinct side-street arrangements to improve the experience of residents especially in relation to illegal parking across driveways and within 10m of corners. In addition, increased data will further inform future discussions with residents. The use of marked bays and sensors will also allow Council to explore the use of e-permits within the EasyPark app.
- 10.1.2. North Hobart Businesses: The proposal focuses on policy mechanisms to improve the management of social food delivery services within the precinct while simultaneously ensuring that price and access are managed to maintain appropriate levels of consumer turnover. Council will also explore the use of local business marketing support (e.g. digital coupons and vouchers) within the EasyPark app.
- 10.1.3. North Hobart Customers: The proposal focuses on providing equitable access to a wide-range of potential customers to the North Hobart precinct.

## **11. Marketing and Media**

- 11.1. Adoption of this proposal will draw community responses that Council will have to manage. Implementation of the proposed initiatives would be supported by the following marketing and media provisions:
- 11.1.1. Consultation with NHTA and NHCA as the respective business and resident bodies;
- 11.1.2. Letter drop to affected rate payers within the immediately impacted and surrounding areas;
- 11.1.3. Mixed media campaign (social and conventional media) to highlight the proposal and articulate the parking availability in the area;
- 11.1.4. A subsequent review of proposed wayfinding signage and consultation with stakeholders; and

11.1.5. Marketing campaign in consort with NHTA businesses to highlight the area and simultaneously promote parking availability and education about specific parking controls.

11.1.6. Additional marketing campaigns to encourage uptake of EasyPark application.

## **12. Community and Stakeholder Engagement**

12.1. The following community and stakeholder engagement activities were undertaken:

12.1.1. Meeting and communication with the North Hobart Traders Association.

12.1.1.1. NHTA were verbally supportive of and contributed to scoping of the proposed policy amendments.

12.1.2. Communication with the North Hobart Residents and Community Association (NHCA). An invitation to meet face-to-face with Council officers was not taken up. NHCA provided verbal and written feedback in relation to the proposed parking changes including that:

12.1.2.1. Free parking in Condell Place may increase demand in the carpark;

12.1.2.2. An increase in disabled spots would be welcome;

12.1.2.3. NHCA would like the commute to North Hobart to be more pedestrian- and bike-friendly;

12.1.2.4. Careful consideration be given to the implementation of any wayfinding signage to ensure no detrimental effect to the street scape;

12.1.2.5. Appropriate signage and communication be considered to minimise potential confusion around paid timing and zones.

12.1.2.6. Overall, association members (who are both residents of and visitors to North Hobart) are happy to see visitation to the precinct encouraged and assisted by improving access by all means of transport.

## 12.1.3. Site Visit to Elizabeth Street Businesses.

12.1.3.1. Feedback with business owners indicated that the proposed 1/2P controls on Elizabeth Street will be an improvement on the blanket 1/4P controls implemented during the pandemic. In addition, business owners indicated paid parking controls on Elizabeth Street would help resolve the social delivery driver issues restricting parking supply during peak periods.

12.2. Internal consultation was undertaken with relevant officers within the City Planning Division especially in relation to outputs of the Village Well / MR Cagney *North Hobart Precinct Place Vision, Access and Parking Plan*.

**13. Delegation**

13.1. Finance and Governance Committee has delegation to consider and make recommendations to the Council in respect to Parking Operations including on and off street parking and parking enforcement.

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



Peter Carr  
**DIRECTOR CITY INNOVATION**

Date: 12 November 2020  
File Reference: F20/118769; 18/327-0002



**6.4 Council Policy Manual Review October 2020**  
**File Ref: F20/118885; 18/17**

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Report of the Deputy General Manager of 12 November 2020 and attachment.

Delegation: Council

**REPORT TITLE: COUNCIL POLICY MANUAL REVIEW OCTOBER 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 October 2020 review of the City's Policy Manual.

**2. Report Summary**

- 2.1. To ensure good governance, the Council's Corporate Calendar provides that a portion of the Policy Manual is reviewed every six months such that, all policies are reviewed within a two year period.
- 2.2. The Policy Manual contains 86 policies. In October 2020, 15 policies were reviewed for relevance, accuracy and currency by relevant officers across four Divisions.
- 2.3. Attached is a summary of recommendations in respect to the 15 policies reviewed (**Attachment A**).

**3. Recommendation**

***That the Council Policies marked as Appendices 1 to 15, as shown in Attachment A to the report be endorsed.***

**4. Background**

- 4.1. The City's Policy Manual contains 86 policies.
- 4.2. In October, 2020, 15 policies from the City's Policy Manual were reviewed for relevance, accuracy, and currency by relevant officers across four Divisions.
- 4.3. All 15 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. Eleven policies are recommended for amendment. The majority of changes proposed are to improve grammar, consistency, and clarity or to update strategic or legislative references.
- 4.3.2. Four policies have been reviewed and do not require any amendments.
- 4.3.3. There are no recommendations to rescind a policy.

**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 23 November 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.*



Tim Short  
**DEPUTY GENERAL MANAGER**

Date: 12 November 2020  
File Reference: F20/118885; 18/17

Attachment A: Summary of Recommendations October 2020 Policy Manual Review ↓ 

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

Policy Title:	<a href="#">Climate Change Adaptation (Appendix 1)</a>
Category:	Environment, Development and Planning Control
Review Proposal:	Amend.
Comment:	Legislation, Terminology and References section revised and updated for currency and relevance.
Recommendation:	That the Council Policy titled <i>Climate Change Adaptation</i> be amended as outlined in the appendix.
<hr/>	
Policy Title:	<a href="#">Alterations to Gutter Crossing and Footpath Reinstatement (Appendix 2)</a>
Category:	Environment, Development and Planning Control
Review Proposal:	Amend.
Comment:	Addition of clauses to provide clarity regarding the obligations of private owners, and obligations of the City, and inclusion of references for required permits and processes.
Recommendation:	That the Council Policy titled <i>Alterations to Gutter Crossing and Footpath Reinstatement</i> be amended as outlined in the appendix.
<hr/>	
Policy Title:	<a href="#">Apportionment of Costs - New Stormwater Schemes (Appendix 3)</a>
Category:	Environment, Development and Planning Control
Review Proposal:	Amend.
Comment:	Minor language amendments.
Recommendation:	That the Council Policy titled <i>Apportionment of Costs - New Stormwater Schemes</i> be amended as outlined in the appendix.
<hr/>	
Policy Title:	<a href="#">New Infrastructure - Roads and Stormwater (Appendix 4)</a>
Category:	Environment, Development and Planning Control
Review Proposal:	Amend.
Comment:	Addition of clauses to provide clarity regarding the obligations of private owners, and obligations of the City, and inclusion of references for required permits and processes.
Recommendation:	That the Council Policy titled <i>New Infrastructure - Roads and Stormwater</i> be amended as outlined in the appendix.

### October 2020 Policy Manual Review Summary of Recommendations

Policy Title:	<a href="#">Permanent Private Signage on Highway Reservations (Appendix 5)</a>
Category:	Environment, Development and Planning Control
Review Proposal:	Amend.
Comment:	Minor language amendments.
Recommendation:	That the Council Policy titled <i>Permanent Private Signage on Highway Reservations</i> be amended as outlined in the appendix.
<hr/>	
Policy Title:	<a href="#">Residential Wheelie Bin Collection Service - Retrieval and Replacement Service (Appendix 6)</a>
Category:	Environment, Development and Planning Control
Review Proposal:	No change.
Comment:	Last approved by Council September 2019.
Recommendation:	That no change be made to the Council Policy titled <i>Residential Wheelie Bin Collection Service - Retrieval and Replacement Service</i> at this time.
<hr/>	
Policy Title:	<a href="#">City of Hobart Events - Equipment Hire (Appendix 7)</a>
Category:	Community Services and Events
Review Proposal:	Amend.
Comment:	Change of policy title to remove reference to Salamanca Market and The Taste of Tasmania.
Recommendation:	That the Council Policy titled <i>Events – Equipment Hire</i> be amended as outlined in the appendix.
<hr/>	
Policy Title:	<a href="#">Inbound Requests for Sponsorships (Appendix 8)</a>
Category:	Community Services and Events
Review Proposal:	Amend.
Comment:	Updated to include relevant changes for strategic references and grant program names.
Recommendation:	That the Council Policy titled <i>Inbound Requests for Sponsorships</i> be amended as outlined in the appendix.

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

Policy Title: [Consideration of Requests for the Council to Entertain \(Appendix 9\)](#)

Category: Corporate Governance

Review Proposal: Amend.

Comment: Minor corrections of grammar.

Recommendation: That the Council Policy titled *Consideration of Requests for the Council to Entertain* be amended as outlined in the appendix.

---

Policy Title: [Related Party Disclosures \(Appendix 10\)](#)

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 *Related Party Disclosures* at this time.

---

Policy Title: [Collection and Reporting of Outstanding Sundry Debts \(Appendix 11\)](#)

Category: Corporate Governance

Review Proposal: Amend.

Comment: This policy has been the subject of a comprehensive review to create a more contemporary policy for the collection and reporting of outstanding sundry debts.

Recommendation: That the Council Policy titled *Collection and Reporting of Outstanding Sundry Debts* be amended as outlined in the appendix.

---

Policy Title: [Disposal of Surplus Goods and Equipment \(Appendix 12\)](#)

Category: Corporate Governance

Review Proposal: Amend.

Comment: Updated to reflect changed position titles and to clarify which Council Officers have the delegated authority to approve disposals.

Recommendation: That the Council Policy titled *Disposal of Surplus Goods and Equipment* be amended as outlined in the appendix.

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

(Last updated 20/10/2020)

Policy Title:	<a href="#">Grants and Benefits Disclosures (Appendix 13)</a>
Category:	Corporate Governance
Review Proposal:	Amend.
Comment:	Updates to terminology and minor word changes.
Recommendation:	That the Council Policy titled <i>Grants and Benefits Disclosures</i> be amended as outlined in the appendix.
<hr/>	
Policy Title:	<a href="#">Community Requests for Council to Purchase Land (Appendix 14)</a>
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>Community Requests for Council to Purchase Land</i> at this time.
<hr/>	
Policy Title:	<a href="#">Strategic Property Infrastructure – Conservation and Enhancement (Appendix 15)</a>
Category:	Environment, Planning and Development Control
Review Proposal:	No change.
Comment:	Last approved by Council September 2019.
Recommendation:	That no change be made to the Council Policy titled <i>Strategic Property Infrastructure – Conservation and Enhancement</i> at this time.
<hr/>	

City of Hobart

# Policy

**Title:** Climate Change Adaptation

**Category:** Environment, Development and Planning  
Control

Date Last Adopted: 23 September 2019

## 1. Objectives

That the City of Hobart:

1. Takes all reasonable and practical measures to increase climate change resilience and reduce greenhouse gas emissions across the City's assets, functions, services and programs.
2. Increases the resilience of Hobart's communities, enabling better preparedness, response and recovery from inevitable climate change impacts and increased frequency and intensity of natural hazards, through targeted programs, services and appropriate management of the City's assets and other relevant resources.
3. Achieves a better understanding of future climate impacts across the City, municipal area, community and the region and share this information as appropriate.
4. Seeks opportunities to collaborate on climate change action (adaptation and mitigation) with key stakeholders, local governments and the Tasmanian and Australian governments.
5. Prioritises actions with co-benefits of mitigation and adaptation.
6. Is flexible and timely in its response to climate impacts, risks and hazards.
7. Takes advantage of new economic opportunities and avoid loss and unsustainable investment through climate planning.
8. Minimises the exposure of the City to potential liability for decisions made, or not made, now or in the future through better information and policies, guidelines and state-wide codes.



## Appendix 1

## 2. Background

This Policy reviews and updates the previous climate change Policy. It reflects maturation of the City's climate change actions and programs

## 3. Policy

That the City of Hobart:

1. Recognises that climate change is a complex issue that affects all aspects of the City's function, processes and roles and to this end will ensure climate impacts and hazards are considered through its decision making and strategic planning processes.
2. As Tasmania's Capital City, will provide effective and strong leadership to its communities, the region and inter-regionally on climate change to increase sustainability and resilience.
3. Will continue to develop and implement actions and strategies that assist communities to reduce carbon footprints, adapt to climate change impacts and increase their awareness and understanding of climate change.
4. Ensures that it complements, collaborates and establishes strong partnerships with key stakeholders and other tiers of government that strengthen the City's responses to climate change.
5. Ensures that the City plans for and manages Hobart's adaptation to the impacts of climate change, particularly where these impacts represent a threat to people and property.
6. Recognises the legitimacy and validity of the Intergovernmental Panel on Climate Change's (IPCC) review and assessment of scientific, technical and social climate change information. The City will review relevant actions, technical climate change guidelines and policies within six months of the publication of new IPCC reports using the two highest global greenhouse gas emissions trajectories Representative Concentration Pathways.
7. Ensures that the most up to date and recent climate change science and information is used in the City's strategic planning, administrative, technical climate change guidelines, operational and decision making processes, and where this information differs from the official sources shall use this information.
8. Will develop clear and certain criteria for decision making relating to climate change and natural hazards, ensuring that all relevant law is identified and the relevant information and facts are known and understood to increase public confidence that decisions are made on the basis of the best available scientific evidence.

## Appendix 1

9. Makes available information to the community on climate change risks and hazards to enable residents, businesses and community groups to manage the impacts on private property, business and community assets and services.

#### 4. Legislation, Terminology and References

*Local Government Act (Tas) 1993*

*Local Government Order (Content of Plans and Strategies) 2014*

*Climate Change (State Action) Act 2008*

Tasmanian Energy Strategy 2015

Climate Action 21, 2017 -2020

Southern Tasmanian Regional Climate Change Strategy 2013 - 2020

[Hobart: A Community vision for our island capital](#)

[Capital City Strategic Plan 2019 - 2020](#)

[City of Hobart Strategic Risk Register](#)

[Hobart Climate change information for decision making 2015](#)

Sustainable Hobart 2020 – 2025 (pending approval)

Hobart City Council Corporate Climate Change Adaptation Plan 2013 - 2016

Hobart City Council Energy Savings Action Plan 2018- 2020

[City of Hobart Strategic Plan](#)

Increasing the Energy Efficiency of Councils Assets 5.12.01

~~[Hobart climate change information for decision making 2015](#)~~

~~[City of Hobart Strategic Risk Register](#)~~

~~[Hobart: A Community vision for our island capital](#)~~

<b>Responsible Officer:</b>	Director City Innovation
<b>Policy first adopted by the Council:</b>	
<b>History</b>	
Amended by Council	07/03/2016
Amended by Council	23/09/2019
<b>Next Review Date:</b>	October 2021
<b>File Reference:</b>	F16/65267

## Appendix 2

City of Hobart

# Policy

**Title:** Alterations to Gutter Crossing and Footpath Reinstatement

**Category:** Environment, Planning and Development Control

**Date Last Adopted:** 23 September 2019

## 1. Objectives

To provide guidelines to ~~Council-City~~ Officers in relation to appropriate costs associated with vehicle crossing adjustments and reinstatement of footpaths.

## 2. Policy

That the following policy guidelines be used in relation to the costs ~~with-of~~ vehicle crossing adjustments and the reinstatement of footpaths:

~~1. Where a development requires a new or modified vehicular gutter crossing, a suitable condition may be applied to a planning permit to ensure the crossing is constructed to the City's standard requirements at the full cost of the developer.~~

~~1. Where in the opinion of the Director City Amenity or its delegated Officer a new vehicular gutter crossing is required to be constructed then a suitable condition be applied to the planning permit ensuring the developer meets the full cost of these changes.~~

2. Where reinstatement of the footpath and/or reinstatement of an existing gutter crossing is part of the work made necessary by the changes identified in Clause 1 above, it be included in the costs that the developer must meet.

3. Where it is decided by the Director City Amenity, and its delegated Officer, that the footpath should be reinstated or improved for a greater area than that required in Clauses 1 and 2 for reasons that a complete new surface is in the ~~Council's-City's~~ and the community's interest, ~~then the Director City Amenity General Manager be given delegated authority~~ to reach an agreement on cost-sharing based on the comparable areas involved.

~~Such agreement would also~~ take into account any area of footpath damaged

## Appendix 2

by the builder during building work or write off value of existing assets.

The City will not contribute any cost to remediation of damages cause by development on adjoining land, and will seek full reimbursement of costs if the work is undertaken by the City.

4. A contractor undertaking works in accordance with this Policy must obtain a Permit to Occupy and/or Permit to Carry Out Works on a Highway permit to Occupy and Open Up the Highway Reservation.
5. The owner may request the City's maintenance group to construct the crossing at full cost to the owner. If resources allow, a quotation will be provided and the work scheduled around the City's maintenance works program.
- 4-6. Where as part of normal Council City maintenance or construction work gutter crossings are reconstructed or abolished, then the cost of such work is to be borne by the Council City.

### 3. Legislation, Terminology and References

Local Government (Highways) Act 1982

Hobart City Council Infrastructure By-Law 2018

<b>Responsible Officer:</b>	Director City Amenity
<b>Policy first adopted by the Council:</b>	23/05/1994
<b>History</b>	
Amended by Council	14/03/2006
Amended by Council	07/03/2016
Amended by Council	23/09/2019
<b>Next Review Date:</b>	October 2021
<b>File Reference:</b>	F16/65265

## Appendix 3

City of Hobart

# Policy

**Title:** Apportionment of Costs –  
New Stormwater Schemes

**Category:** Environment, Planning and Development  
Control

**Date Last Adopted:** 23 September 2019

## 1. Objectives

The purpose of this policy is to inform relevant stakeholders of the apportionment of costs in respect to the implementation of new stormwater schemes to service properties where no system previously existed.

## 2. Background

Prior to the commencement of the *Local Government Act 1962*, the [Council-City](#) permitted the construction of residential dwellings without the requirement for proper stormwater disposal.

The [Council-City](#) now has obligation responsibilities under the *Urban Drainage Act 2013*, to provide stormwater systems in its urban areas.

## 3. Policy

That where it is required to implement a stormwater scheme to service properties where previously no stormwater system existed, the [Council-City](#) shall make an appropriate contribution as determined by the Council toward such work and where deemed fair and equitable, charge the remaining cost to the properties that benefit by the works.

## 4. Legislation, Terminology and References

*Local Government Act 1962*

*Urban Drainage Act 2013*

## Appendix 3

<b>Responsible Officer:</b>	Director City Amenity
<b>Policy first adopted by the Council:</b>	18/12/1989
<b>History</b>	
Amended by Council	15/02/2005
Amended by Council	07/03/2016
Approved by Council	23/09/2019
<b>Next Review Date:</b>	October 2021
<b>File Reference:</b>	F16/65266

## Appendix 4

City of Hobart

# Policy

**Title:** New Infrastructure – Roads and Stormwater**Category:** Environment, Planning and Development  
Control**Date Last Adopted:** 23 September 2019

## 1. Objectives

To establish a ~~state-wide~~consistent standard for public assets in accordance with State Legislation and minimise the ~~Council's~~City's risk and legal exposure, provide environmental constraints and provide for property owner needs and expectations for many years into the future.

## 2. Background

This Policy was prepared as a result of a request from the Institute of Public Works Engineering Australia, Tasmania Division to adopt a new state-wide civil engineering standard for roads, water, sewerage and stormwater together with a model policy.

## 3. Policy

That:

1. The ~~Council~~City will permit the design and construction of new public highway and stormwater assets within its jurisdiction (works) to a required standard by qualified and competent persons with appropriate insurance, where such works are required to be carried out pursuant to the

- ~~Land Use Planning and Approvals Act 1993;~~
- ~~Local Government (Highways) Act 1982;~~
- ~~Local Government (Buildings and Miscellaneous Provisions) Act 1993;~~
- ~~Urban Drainage Act 2013; and/or~~
- ~~Building Act 2016,~~



## Appendix 4

at the request of a property owner/developer, or at the request of another utility authority, subject to the following conditions.

- ~~1.~~ Detailed design plans must be endorsed by City's Stormwater and Roads Engineers before an application to commence construction.
2. A 'Permit to Occupy and/or Permit to Carry Out Works on a highway' permit to Construct Public Infrastructure is required for the above works and will be subject to conditions to ensure the City is receiving a suitably constructed and maintainable asset.

A 'Permit to Construct Public Infrastructure' Permit to Open Up the Highway Reservation may also be required.

### 3. CONDITIONS:

The following are conditions in the application of this policy:

- (i) The property owner/developer's consultants and designers, the Council's City's workforce, contractors, or other utility authorities shall comply with the required standards in the performance of the works as stipulated in the publications of the Institute of Public Works Engineering Australia titled *Tasmanian Standard Drawings* and *Tasmanian Subdivision Guidelines* 2013 and all the Australian Standards, legislation, By-laws, and other policy requirements relevant to the works.  
  
~~Prior to the works being carried out in the highway reservation and/or in private property, property owner/developer's consultants and designers, contractors, or other utility authorities must obtain a public infrastructure construction permit and/or road opening permit (Permit).~~
- (ii) The contractor must ensure that there is no damage to the City's infrastructure within or surrounding the works area.  
  
Any damage caused by the contractor must be repaired at their full cost.  
  
The permit holder is responsible for documenting the condition of all infrastructure, including underground assets, prior to commencement of works and on completion.
- ~~(+)(iii)~~ Prior to the works being carried out in the highway reservation and/or in private property, the Council-City will require security equal to 10% of the civil construction contract value for the works and compliance with the required standard pursuant to Section 86 of the *Local Government (Building and Miscellaneous Provisions) Act 1993*.



## Appendix 4

- ~~(ii)(i) Prior to the works being carried out in the highway reservation and/or in private property, property owner/developer's consultants and designers, contractors, or other utility authorities must obtain a public infrastructure construction permit and/or road opening permit (Permit).~~
- (iv) The Permit requirements must include public safety and protection measures such as the:
- a. appointment of the principal's engineer responsible for supervision of the works,
  - b. notifications to frontages,
  - c. provision of safe public access,
  - d. traffic and parking plans,
  - e. protective barrier installation,
  - f. signage,
  - g. lighting,
  - h. locating services,
  - i. clearance from other utility services, and
  - j. public relations communication plans, and
  - ~~(iii)k. provision of and adherence to a Safe Work Method Statement for high risk tasks.~~
- (v) The Permit requirements must include provisions for the Council's-City's protection such as
- a. insurance policies where the Council-City is named as an interested party for public liability, the works itself, third party property, and employee insurance;
  - b. Council fees and charges and
  - ~~(iv)c. submission of contract documentation identifying the principal, the contractor, the principal's engineer responsible for supervision, and any nominated sub contractors.~~
- (vi) The Permit requirements must include provisions for Council's-the City's asset protection including where applicable that connections to the City's

## Appendix 4

~~Council's~~ infrastructure be carried out by the City's Council's workforce or other approved persons.

~~(vii)~~ All new public infrastructure works are subject to a minimum 12 months maintenance period, with the security equal to 10% of the civil construction contract value (as per part (ii) and adjusted for variations) being held until any defects or maintenance issues identified during this period are rectified to the City's satisfaction.

~~(v)(viii)~~ and the inspection and surveyed recording As-constructed drawings of newly created public infrastructure must be provided by a registered land surveyor on completion of works.

~~(ix)~~ The Permit requirements must include provisions that protect the developer and employees by the application of contractor/employee competency to ensure that properly qualified and competent persons are engaged on work sites.

~~(vi)(x)~~ The contractor must work to the endorsed plans and a certification must be provided by a suitably qualified supervising engineer that the works have been completed in accordance with the plans.

Any variation from the plans requires a written direction from the supervising engineer and approval from the City's delegated officer.

~~(vii)(xi)~~ The Permit requirements must include nuisance prevention, and property and environmental protection measures such as work hours, compliance with statutory emissions limits for noise, dust, erosion and sediment, and to coordinate with other utility authorities.

#### 4. Legislation, Terminology and References

Land Use Planning and Approvals Act 1993

Local Government (Highways) Act 1982

Local Government (Buildings and Miscellaneous Provisions) Act 1993

Urban Drainage Act 2013

Hobart City Council Infrastructure By-Law 2018

Building Act 2016

<b>Responsible Officer:</b>	Director City Amenity
<b>Policy first adopted by the Council:</b>	26/11/2007
<b>History</b>	
Amended by Council	07/03/2016
Amended by Council	23/09/2019
<b>Next Review Date:</b>	October 2021
<b>File Reference:</b>	F16/65272

## Appendix 5

City of Hobart

# Policy

**Title:** Permanent Private Signage on Highway Reservations

**Category:** Environment, Planning and Development Control

**Date Last Adopted:** 23 September 2019

## 1. Objectives

To prevent the placement of permanent private signage at ground level on the [Council's-City's](#) highway reservation and to enable the [Council-City](#) to appropriately manage its highway reservations in terms of cleaning, maintenance and eventual replacement.

## 2. Background

The Policy was developed as a result of a development application for a ground-based sign in Collins Street outside the Trafalgar on Collins building.

## 3. Policy

That requests for the placement of permanent private signage on the [Council's-City's](#) highway reservation not be approved.

## 4. Legislation, Terminology and References

Not applicable.

<b>Responsible Officer:</b>	Director City Amenity
<b>Policy first adopted by the Council:</b>	15/03/2005
<b>History</b>	
Amended by Council	07/03/2016
Amended by Council	23/09/2019
<b>Next Review Date:</b>	October 2021
<b>File Reference:</b>	F16/65274

## Appendix 6

City of Hobart

# Policy

**Title:** Residential Wheelie Bin Collection Service - Retrieval and Replacement Service

**Category:** Environment, Planning and Development Control

**Date Last Adopted:** 23 September 2019

## 1. Objectives

This policy provides guidance to the eligibility and review process in relation to the residential waste collection service.

Specifically, it defines eligibility for the related retrieve and replace service is provided to eligible residents who are unable to place their wheelie bins by the kerb for collection.

## 2. Background

The City provides a retrieve and replace service to eligible residents who are unable to place their wheelie bins by the kerb for collection by the City's Waste Collection Service.

In order to collect the bins, the City's employees leave their vehicle and enter private property to collect, empty and return the wheelie bin.

In 2013 a review of the City's kerbside collection service was undertaken upon which guidelines were approved by the Council in the eligibility and review process of this service.

The Council meeting of 11 November 2013 reaffirmed the delivery of the service as captured by the below policy.

## Appendix 6

**3. Policy**

That:

- 1 For eligible residents unable to place their residential wheelie bin by the kerb for collection by the City's Waste Collection Service, the City provide a service whereby the bins are retrieved from the private residence, emptied and returned in place.

Eligibility to receive this service is determined through provision of medical certification that the applicant property is inhabited by residents who are unable to present and then retrieve the bin/s after collection.

The City may refuse provision of the service if it deems providing it to be unsafe to employees.

- 2 A review process be undertaken annually to re-affirm the eligibility of the residents for the service.
  - (i) The verification process not include the requirement for service users to produce medical certification to justify access to the service

**4. Legislation, Terminology and References**

References:

Council Procedure – Annual review of Retrieve and Replace Collection Service eligibility

<b>Responsible Officer:</b>	Director City Amenity
<b>Policy first adopted by the Council:</b>	11/11/2013
<b>History</b>	
Amended by Council	07/03/2016
Amended by Council	23/09/2019
<b>Next Review Date:</b>	October 2021
<b>File Reference:</b>	F16/65277

## Appendix 7

City of Hobart

# Policy

**Title:** ~~The Taste of Tasmania~~ City of Hobart,  
~~Salamanca Markets and Events -~~ **Equipment Hire**

**Category:** **Community Services and Events**

**Date Last Adopted:** ~~23 September 2019~~

## 1. Objectives

This policy addresses conditions regarding the hire of equipment managed by the Community Life Division as listed in the annual City of Hobart Fees and Charges Booklet. The policy applies to City of Hobart employees as well as the general public.

## 2. Background

The City of Hobart has event equipment available for hire to internal and external clients to allow the City to gain revenue from equipment not in use during non-event periods.

## 3. Policy

Event related equipment may be hired to external organisations under the following conditions:

### Equipment Availability

Priority will be given to the use of equipment for City staged events and activities.

### Application for Hire

~~Equipment required for The Taste of Tasmania will not be available for hire between 29 November and 12 January annually due to the proximity of the hire time to the use of equipment at The Taste of Tasmania.~~

### Application for hire and Approval

1. All equipment hire decisions are at the discretion of the City of Hobart and the City of Hobart reserves the right to refuse hire of this equipment without providing a reason.



## Appendix 7

2. In order to be approved for hire, a hirer can be required to demonstrate that :
  - (i) The equipment will be used in a professional context that is compliant with Australian Commonwealth, State legislation and City of Hobart policies or conditions of use; posing no undue health, safety or security risk to the City of Hobart, associated staff and attendees.
  - (ii) The equipment will be appropriately treated, maintained and not damaged by the hirer.
  - ~~(#)(iii)~~ All paperwork has been adequately filled out and returned to the City of Hobart officer.
3. Prior to approval of the hire application the City of Hobart will give consideration to credit history and any outstanding debts the applicant has.
4. Prior to approval of the hire application the City of Hobart will give consideration to any damage and/or poor treatment of hire equipment in any previous hire agreement made with the applicant.
5. Should any hired equipment be lost or damaged whilst on hire, the borrower will be liable for the full replacement costs as per the hire agreement.

**City of Hobart Supported Events**

6. Grant or Sponsorship recipients who receive a cash grant -equipment as part of their in-kind support or event booking can use the equipment subject to the terms of hire of the equipment in addition to any terms set out in the Grant or Sponsorship agreement. Costs not directly outlined in their grant application, or extra costs incurred during the hire are. All transport, external storage costs and any repairs to or replacement of hired equipment is excluded from the Grant or Sponsorship support and will need to be met by the borrower, unless the Grant or Sponsorship Agreement specifically allows for this.

**Endorsement**

7. Hire of City of Hobart equipment does not constitute an endorsement of an event.

**Termination of Hire**

8. The City of Hobart reserves the right to terminate bookings prior to, or during, the period specified for the hire without providing a reason.
9. Termination of hire will be effective immediately where the hirer is damaging or has damaged, or is likely to damage or is misusing or has misused, City of Hobart equipment.
10. If it is endangering, or is likely to endanger, the health or safety of event personnel or attendees or other persons.]

## Appendix 7

11. Is in contravention of any applicable ~~Commonwealth-federal~~ or ~~sState~~ legislation or any City of Hobart by-laws, rules or policies.

**Exclusion from Hire**

12. The City of Hobart may exclude from hire at any time any equipment which may present a conflict of interest to City of Hobart operations.

**4. Legislation, Terminology and References**

**City of Hobart** refers to the City of Hobart.

**Event equipment** means any and all equipment and objects managed by the Community Life Division.

**External client** means an individual, entity, or group hiring City of Hobart Events ~~and Salamanca Market~~ equipment or services and having no contractual or internal arrangements with the ~~Community Life Division Events and Salamanca Market Unit~~.

**Hire** means an arrangement for the use of Community Life Division facilities which is outside the scope of normal scheduled use.

**Internal client** means an individual or group directly associated with City of Hobart through contractual or internal arrangements.

**Supported event** means an event approved as fully or partially supported by the City of Hobart.

**Booking** means a reservation of a particular space or equipment owned by the Community Life Division.

<b>Responsible Officer:</b>	Director Community Life
<b>Policy first adopted by the Council:</b>	23/5/2016
<b>History</b>	
Amended by Council	23/09/2019
<b>Next Review Date:</b>	October 2021
<b>File Reference:</b>	F16/99865



## Appendix 8

City of Hobart

# Policy

**Title:** Inbound Requests for Sponsorships**Category:** Community Services and Events**Date Last Adopted:** 23 September 2019

## 1. Objectives

Ensure that sponsorship applications presented to the City are governed in a fair and transparent way. This policy aims to provide clear definitions, guidelines and procedures for sponsorship.

In particular, this policy covers:

- clarity on types of sponsorships the City is looking to engage in
- how sponsorship applications can be made to the City
- guidance for assessment, approval, and return on investment the City expects.

## 2. Background

This policy was developed to provide framework for processing of sponsorship requests that the Council receives.

This policy applies to all inbound sponsorship applications received by the City. It does not apply to requests that would be covered by the City of Hobart grants program. Further information on the City of Hobart grants is available in the policy titled [Applications for Grants – City of Hobart Grants Program](#).

This policy does not apply when the City of Hobart is seeking sponsorship. For example, if [The Taste of Tasmania Salamanca Market](#) was seeking sponsorship for [appliances for the festival equipment for the market](#). These types of sponsorships will be covered under a separate policy in due course.

## Appendix 8

### 3. Policy

#### Classification

1. Sponsorship is a commercial arrangement in which a sponsor provides a contribution of money to support an activity for a certain specified benefit.
  - i. A sponsorship application made to the City of Hobart must be:

A large scale commercial event, festival or activity (including sporting) that is high profile and as a result has the potential for significant promotional leverage (i.e. interstate media/branding opportunities) and significant economic benefit, improve visitation and provide enrichment to the community. As a result, most sponsorship applications will be initiated from well-established proven events.
2. Sponsorship is not:
  - i. a partnership where organisations work collaboratively together to share in the outcomes of an initiative
  - ii. a grant where non-repayable funds or products are disbursed from one party (grant maker) to a recipient (grant seeker)
  - iii. a donation for which little or no acknowledgement or commercial return is expected
  - iv. a discount for normal services
  - v. an endorsement of any product or service.
3. The Australian Tax Office defines sponsorships as receiving something of value (often advertising/naming rights) in return for sponsorship monies. It is not a gift, and as a result, if the organisation is registered for GST, it must pay GST on the sponsorship received.

#### Eligibility and Applications

4. An application can be made for multi-year funding with a maximum amount of 3-year funding agreements.
5. The total value of the sponsorship request must consider the full value of both cash and in-kind support. In-kind support from the City includes road closure fees, equipment hire, venue hire and other support as negotiated as either a full fee waiver or discounted fee. No further reductions on these in-kind support fees will be entered into after the approval of the sponsorship agreement.

## Appendix 8

6. To be eligible to receive sponsorship from the City, the applicant must:
  - i. be an Australian legal entity with an Australian Business Number (ABN); this includes incorporated associations, proprietary or public companies and trusts, but not sole traders
  - ii. have submitted the application not less than the prescribed period as outlines in the Sponsorship Guidelines from the event commencement date
  - iii. ensure the funding is not more than 30 per cent% of the total cash budget
  - iv. ensure the activity/event is not exclusive to a particular segment, but has broad appeal and can be attended by the general public. This does include ticketed events so long as tickets are available for purchase by the general public.
  - v. ensure the funding is not for retrospective events or activities.
7. Sponsorships will not be considered where they:
  - i. conflict with the City of Hobart's strategies, values and mission
  - ii. impede or potentially impede the City of Hobart from carrying out its functions and statutory obligations
  - iii. are applications emanating from ~~Commonwealth~~ federal, ~~s~~State or local government agencies, schools and government business enterprises
  - iv. are applications emanating from political parties
  - v. are proposals emanating from parties previously found guilty of relevant illegal or improper conduct
  - vi. are applications where the applicant has not correctly acquitted a previous City of Hobart grant or sponsorship, or where the applicant has outstanding debts to the City of Hobart
  - vii. are applicants that have already received funding from the City of Hobart (including in-kind) for the same event within the same financial year. This includes applicants who are currently receiving funds as part of the [Creative Hobart](#) Major Cultural Organisation Grant or Event Partnership Grant.
  - viii. are applications that directly benefit an individual or are a fundraiser
  - ix. discriminate by way of race, religion, gender or sexual orientation in employment, marketing, advertising practices or within the event itself
  - x. do not show a genuine readiness or capability to carry out the obligations or expectations of a sponsorship
  - xi. are connected to tobacco, drug companies or products, or excessive use of alcohol
  - xii. are in any way associated with illegal or dangerous activities or practices.

## Appendix 8

8. The City of Hobart retains the right not to accept sponsorships from any entity for any reason and equally may accept applications that do not meet all requirements in extenuating circumstances.
9. The provision of sponsorship can be advantageous for all parties, however, the City must ensure that the provision of such does not compromise or question the integrity of City operations or its reputation or interfere with its ability to complete its statutory requirements.
10. In addition to addressing the assessment criteria in point 6, applications must include the following:
  - i. details of the activity and overall objectives of the activity
  - ii. details of the sponsorship support requested
  - iii. the scale of the activity, the number of participants expected and their demographics
  - iv. previous event results if applicable
  - v. details of the sponsorship benefits to the City of Hobart (return on investment), see point 12.
  - vi. the names of other sponsors, proposed or confirmed, involved with the event or activity.

**Benefit to the City**

11. The decision to enter into a sponsorship agreement must be driven by sound business principles and only undertaken if it is likely to produce significant benefit to the City of Hobart.
12. The City of Hobart has an expectation that it receives a return on investment (ROI) through demonstrated benefits including, but not limited to:
  - i. appropriate branding and profile raising opportunities
  - ii. ability to be included in high-profile media/advertising
  - iii. participation, displays or on-site presence at events
  - iv. complementary tickets and promotional giveaways
  - v. promoting complementary City of Hobart programs or events
  - vi. providing mechanisms for the City of Hobart to reach and engage a large audience.

## Appendix 8

**Assessment**

13. The assessment criteria will be weighted with a focus on the economic benefit and the tourism benefit to the city. In particular the criteria will look at the:
  - i. ability of the activity/event to contribute to a measurable economic benefit to the City of Hobart and support local business through increased activity in the city;
  - ii. ability of the activity/event to contribute to increased visitation within the municipality, or if the activity/event is held outside the municipality, it will provide direct tourism/economic benefits to the municipality;
  - iii. degree to which the activity/event assists in the development of an inclusive and strong community and increases participation in city life for all;
  - iv. extent to which the activity/event proposes to raise awareness and increase the profile of the City of Hobart;
  - v. overall quality and capacity including the quality of the application, the key personnel and their experience, how manageable and organised the project is and the innovation of the project concept to achieve the outcomes they are wanting to.
14. Sponsorship arrangements will only be considered when there is alignment with objectives outlined in the *Hobart: A Community Vision for our Island Capital* and the *City of Hobart Capital City Strategic Plan 2019-2029*.
15. Eligible applications will be assessed by an assessment panel of City of Hobart officers from relevant business units. The panel will score the application on the criteria, taking into consideration risks and proposed benefits. The application, along with the panel recommendation, will then be presented to Committee/Council for final consideration.
16. Full funding is not guaranteed for any application. The panel may approve a sponsorship request, but may recommend to Council a reduced amount.

**Successful sponsorships**

17. Successful sponsorship applicants will be paid 70 per cent% of the approved cash amount prior to the event, with the remaining 30 per cent% paid upon completion of acquittal. This agreement may be negotiated on a case-by-case basis if reasonable argument can be made.
18. Successful applicants of a City of Hobart sponsorship will be required to:
  - i. enter into a written agreement that will detail the commitment of both parties, including terms and conditions of the sponsorship, delivery obligations, mutually agreed KPIs, reporting, use of corporate identity and termination provisions



## Appendix 8

- ii. provide a copy of the organisation/event public liability insurance of no less than \$20 million. On occasion, the need for a higher public liability cover may apply
  - iii. upon completion of the activity, submit a completed sponsorship acquittal that includes a project report within three months of the project's completion. This includes a detailed summary of the return on the investment made to the City.
19. The City of Hobart expects that an applicant who receives sponsorship must be experienced in event management. Sponsorship by the City of Hobart is not a given, and must be enacted similarly to that of a commercial entity. If an applicant is successful, the applicant must:
- i. proactively manage the sponsorship relationship with the City of Hobart
  - ii. ensure that the benefits agreed upon are met
  - iii. communicate regularly and provide updates to the City of Hobart
  - iv. provide evidence to the City of Hobart of benefits met
  - v. proactively update the sponsorship team of any changes in the direction of the event/sponsorship.

**Fair dealing**

20. To ensure the City of Hobart upholds the strictest transparency to the community, all sponsorship applicants are strictly forbidden to canvass any Elected Member of the City of Hobart. If a determination is made by officers that an applicant has attempted to provide additional information, either directly or indirectly, on any matter in relation to the sponsorship to an Elected Member, the applicant may be disqualified and the sponsorship excluded from consideration for approval.
21. Officers and Elected Members involved in sponsorship management or decision-making must maintain high levels of integrity in all official dealings including:
- i. disclosure of any real or perceived conflicts of interest
  - ii. refusal of gifts, invitations to events and functions, or other favours that would otherwise be outside of their normal work
  - iii. receiving approaches from organisations that might be interpreted as attempts to obtain influence or advantage
  - iv. maintenance of confidentiality in respect to commercial-in-confidence, intellectual property issues, matters under negotiation and any other confidential information.
22. A summary of sponsorship proposals will be available to the general public as part of the Council reports available via the City of Hobart website.

## Appendix 8

**Mitigating risk**

23. Each sponsorship proposal will be subject to a risk assessment completed by officers of the City of Hobart.
- i. Sponsorships will only be entered into where the risk or damage to the reputation of the City of Hobart is perceived as acceptable.
  - ii. If the assessment concludes that the risks are unacceptably high, the City of Hobart will discontinue consideration of the proposal at this stage, or renegotiate the terms.
  - iii. Sponsorship agreements will specify that a City of Hobart sponsorship is not a general endorsement of the organisation or its products, and that the arrangement must not be promoted or publicised as such.
  - iv. All sponsorship agreements must provide for termination/suspension of the arrangement, should the organisation/activity cease to be appropriate.
  - v. Sponsorship agreements will include procedures to recover or withhold financial benefits where there is inadequate delivery of agreed benefits by the other party.
  - vi. Every sponsorship proposal will be assessed against the possibility of a real or perceived conflict of interest and may be refused or terminated where, during the life of the sponsorship, any conflict of interest is likely to arise.
  - vii. Additionally, should the sponsorship limit the City of Hobart's ability to carry out its functions fully and impartially, sponsorship will be refused or terminated.

**4. Legislation, Terminology and References**

Not applicable.

<b>Responsible Officer:</b>	Director Community Life
<b>Policy first adopted by the Council:</b>	08/072019
<b>History</b>	
Amended by Council	Not applicable
<b>Next Review Date:</b>	October 2021
<b>File Reference:</b>	F19/100460

City of Hobart

# Policy

**Title:** Consideration of Requests for the Council to Entertain

**Category:** Corporate Governance

**Date Last Adopted:** 23 September 2019

## 1. Objectives:

The purpose of this policy is to provide a framework for the management of requests for delegations to visit the Council.

## 2. Background:

From time to time, the Council receives approaches to entertain delegations visiting the Town Hall.

## 3. Policy:

That:

1. Each request for a delegation to visit the Town Hall be considered on its merits with the following assistance being offered if considered appropriate:
  - (i) The Lord Mayor's involvement in each case is to be determined by the Lord Mayor and could range from unavailability to a courtesy call, a morning or afternoon tea or other such entertainment as deemed appropriate by the Lord Mayor in consultation with the General Manager.
  - (ii) A standard presentation be offered to local government delegations in respect to Hobart City Council and local government matters. This presentation is to be made by appropriate staff.
  - (iii) Costs incurred for any meals and transportation are not to be met by the Council unless specifically authorised by the General Manager or unless the Lord Mayor deems it appropriate as part of their civic function.



## Appendix 9

(iv) Should the visiting delegation be from a cCity that is either a friendship or sister city, or a city that the City of Hobart has visited, then so far as appropriate the level of hosting should be commensurate with the importance of that relationship or the level of hospitality that the City of Hobart has received on its visits.

a. The appropriate level of hosting to be determined by the Director Community Life or his/her representative.

This may include:

- Transportation within the cCity environs and or Hobart Airport.
- Cost of external meals.
- Cost of entry fees into local tourist attractions.

2. The authority to determine the level of involvement by the Council with overseas delegations not specifically involved with the Council is to be delegated to the Director Community Life or his/her representative.

#### 4. Legislation, Terminology and References

Not applicable.

<b>Responsible Officer:</b>	Director Community Life
<b>Policy first adopted by the Council:</b>	24/08/1992
<b>History</b>	
Annual Policy Review	07/03/2016
Amended by Council	23/09/2019
<b>Next Review Date:</b>	October 2021
<b>File Reference:</b>	F16/65285

City of Hobart

# Policy

**Title:** Related Party Disclosures

**Category:** Corporate Governance

**Adopted:** 23 September 2019

## Objectives

This policy outlines what is expected of elected members and staff of Council in relation to Australian Accounting Standard AASB 124 *Related Party Disclosures* (AASB 124).

Specifically, the policy outlines the disclosure requirements under AASB 124 of Key Management Personnel (KMP), which includes elected members. It also outlines the procedures Council will follow to collect, store, manage and report on related party relationships, transactions and commitments.

Under the *Local Government Act 1993* and the *Audit Act 2008* all local governments in Tasmania must produce annual financial statements that comply with Australian Accounting Standards.

## Background

From 1 July 2016, local governments (Councils) must disclose related party relationships, transactions and outstanding balances, including commitments, in their annual financial statements.

The objective of the Standard is to ensure that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and performance may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

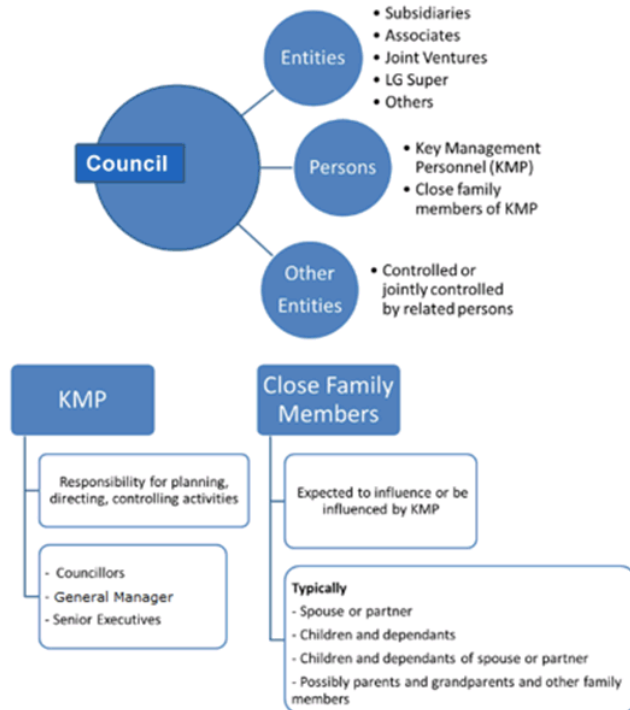
Hobart City Council's related parties are likely to include the Lord Mayor, Deputy Lord Mayor, Elected Members, the General Manager, Directors, their close family members and any entities that they control or jointly control. Any transactions between Council and these parties, whether monetary or not, may need to be identified and disclosed.

## Appendix 10

## Policy

### 1. Identifying Related Parties

The following diagram gives an overview of common related parties that a council will have:



1.1. The General Manager will establish, review and maintain a list of Key Management Personnel (KMP) for Council.

1.1.1. Key Management Personnel (KMP) for Council are: -

- Lord Mayor
- Deputy Lord Mayor
- Other Elected Members
- General Manager
- Directors

1.2. Those persons identified as KMP will complete an annual declaration which details their close family members and the entities, if any, that are controlled or jointly controlled by that KMP or their close family members and which are likely to have transactions with Council (Appendix 1).

## Appendix 10

1.3. For the purpose of this Policy, close family members include: -

- that person's spouse or domestic partner;
- that person's children;
- that person's dependants;
- children of that person's spouse or domestic partner; and
- dependents of that person's spouse or domestic partner.

1.4. It is the responsibility of the General Manager to seek a declaration upon a change of KMP.

1.5. All KMPs will be asked to provide their declarations by 1 July each year covering the previous financial year, or at an earlier date if the KMP ceases to be a KMP before the end of the financial year.

1.6. It is the responsibility of all identified KMP to update their declaration should they become aware of a change, error or omission.

1.7. Council will use the declarations of KMP to establish a list of related parties for the purpose of identifying transactions and reporting under AASB 124.

1.8. Updates will be provided to KMP and Council staff periodically on changes arising from amendments to Australian Accounting Standards, applicable legislation or policy and procedural requirements.

1.9. Register of Related Party Transactions

1.9.1. Maintain a Register

The General Manager is responsible for establishing and keeping up to date a register of related party transactions that captures and records the information for each existing or potential related party transaction (including ordinary citizen transactions assessed as being material in nature) during a financial year.

1.9.2. Contents of Register

The contents of the register of related party transactions will detail the following for each related party transaction: -

- a) description of the related party transaction;
- b) name of the related party;
- c) nature of the related party's relationship with Council;
- d) whether the notified related party transaction is existing or potential; and
- e) references to any relevant documentation.

The General Manager is responsible for ensuring that the information is disclosed in Council's annual financial statements to the extent, and in the manner, stipulated by AASB 124.

## Appendix 10

**2. Council Entities and Subsidiaries**

For the purpose of this policy, entities controlled by Council, jointly controlled by Council or over which Council has significant influence are related parties of Council. Council will need to identify transactions with these entities and may need to make extra disclosure about them in Council's financial statements.

When assessing whether Council has control or joint control over an entity, Council will need to consider AASB 10 *Consolidated Financial Statements* and AASB 11 *Joint Arrangements*. AASB 128 *Investments in Associates and Joint Ventures* details the criteria for determining whether Council has significant influence over an entity.

**3. Entities Controlled (or jointly controlled) by KMP or their close family members**

- 3.1. KMP will exercise their best judgement in identifying related parties.
- 3.2. KMP will carefully assess the information and examples following before declaring, or not declaring, an entity over which they, or a close family member, have control or joint control.
- 3.3. Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.
- 3.4. When assessing whether or not a KMP or a close family member controls, or jointly controls, an entity, Council will need to refer to AASB 10 *Consolidated Financial Statements* and AASB 11 *Investments in Associates and Joint Ventures*.

**Example for Guidance**

*Mayor is the President of a local football club.*

*The Mayor of Sunny Shire Council is the President of League Heroes Inc, the local football club. This club is overseen by a committee which comprises the President and four other committee members. Each member has a single vote when making decisions at meetings. The committee members are not related and do not have agreements to vote with one another. The club has over 100 members that each have a vote in electing the committee members at the club's annual general meeting.*

*From these facts it would appear that the Mayor does not control or jointly control the football club so it will not be a related party of Council just because the Mayor is the president of the club.*

## Appendix 10

**Example for Guidance (Joint control)**

*Fred is the Mayor of Sunny Shire Council and owns 50 per cent of the ordinary shares in Sunny Development Company Pty Ltd (the company). Fred's brother Stan owns the other 50 per cent of ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board.*

*Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both.*

*Fred will need to include the company on his related party declaration.*

**4. Related party disclosures by Council**

4.1. Each year Council will declare the following related party transactions: -

4.1.1. Transactions with Council subsidiaries, by transaction type.

4.1.2. KMP compensation, including: -

- short-term employee benefits;
- post-employment benefits;
- long-term benefits; and
- termination benefits.

4.1.3. Transactions with other related parties, including: -

- purchases or sales of goods (finished or unfinished);
- purchases or sales of property and other assets;
- rendering or receiving of services;
- leases;
- guarantees given or received;
- commitments to do something if a particular event occurs or does not occur in the future, including executory contracts (recognised and unrecognised); and
- settlement of liabilities on behalf of the entity, or by the entity on behalf of that related party.



## Appendix 10

4.1.4. Transactions of a similar nature will be disclosed in aggregate except when separate disclosure is necessary for an understanding of the effects of a related party transaction on the financial statements of Council, having regard to the following criteria: -

- the nature of the related party transaction;
- the significance of the transaction (individually or collectively) in terms of size or value (including where the materiality arises due to the fact that no consideration for the transaction is given or received by Council);
- whether the transaction is carried out on non-arm's length terms;
- whether the nature of the transaction is outside normal day-to-day business operations.

4.1.5. Outstanding balances in relation to transactions with related parties, including:

- Entities controlled by KMPs; and
- Bad or doubtful debts in respect of amounts owed by related parties.

4.1.6. Non-monetary transactions such as use of facilities, and peppercorn rents.

4.2. If a KMP or close associate is named individually in disclosure reports, the KMP will be given a copy of the intended disclosure for review and information purposes. Feedback must be provided within 7 days.

4.3. Council will not capture Ordinary Citizen Transactions (OCTs) with related parties. Nor will Council disclose non-material transactions.

4.4. For the purpose of this Policy, examples of OCTs are:

- Paying rates and charges;
- Dog registrations;
- Attending Council functions which are open to the public;
- Attending Council events after paying the normal fee;
- Using Council facilities after paying the normal fee;
- Parking fees at rates available to the general public;
- Fines on normal terms and conditions;

4.5. Examples of transactions that are not OCTs are:

- Infrastructure charges or contributions;
- Purchase of goods and services, regardless of conditions;
- Purchases or sales of property;
- Employee expenses of close family members of KMP;

The list of OCTs will be reviewed periodically with updates provided to KMP.

## Appendix 10

- 4.6. The General Manager will assess the materiality of the related party transactions that have been captured prior to disclosure.

Council does not have to disclose transactions that are not material. In determining materiality, the size and nature of the transaction individually and collectively will be considered and assessment will be made in consultation with Council's Risk and Audit Panel.

- 4.7. In making disclosures in the annual financial statements Council will include:

- 4.7.1. Relationships between a parent and its subsidiaries, irrespective of whether there have been transactions between them.

- 4.7.2. KMP compensation in total and for each of the following categories:

- short-term employee benefits;
- post-employment benefits;
- other long-term benefits; and termination benefits.

- 4.7.3. Where related party transactions have occurred:

- the nature of the related party relationship; and
- information about the transactions, outstanding balances and commitments, including terms and conditions.

- 4.7.4. Separate disclosure in aggregate for each of the following categories of related party transactions:

- 4.7.4.1. Key management personnel; and
- 4.7.4.2. Other related parties.

Note: Transactions that are individually significant, either because of their amount or nature, are included in the aggregate disclosure but also need to be disclosed separately.

- 4.7.5. The types of transactions disclosed such as:

- purchases or sales of goods;
- purchases or sales of property and other assets;
- rendering or receiving of services;
- leases;
- guarantees given or received;
- commitments;
- loans and settlements of liabilities;
- expense recognised during the period in respect of bad debts; and
- provision for doubtful debts relating to outstanding balances.



## Appendix 10

**5. Privacy and right to information**

Council must comply with the requirements of the *Archives Act 1983* (Tasmania), *Privacy Act 1988* (Commonwealth), *Personal Information Protection Act 2004* (Tasmania) and *Right to Information 2009* (Tasmania) in the collection, storage, management, disclosure and reporting of information.

A declaration statement from KMP is incorporated into the *Declaration of Related Party Transactions Form* (Appendix 1) to enable the disclosure and reporting of information in accordance with AASB 124. A Related Party Information Collection Notice will be provided to KMP and included in their Declarations (Appendix 2).

**6. Dispute resolution**

Disputes will be managed in accordance with the appropriate issue resolution policy.

**7. Legislation, Terminology and References**

There is overlap between the requirements of AASB 124 and the interest provisions in the *Local Government Act 1993* (LGA). Beyond the provisions of AASB 124 the LGA requires certain disclosures. Council will make these disclosures separately where not adequately covered by AASB 124 disclosures.

Other legislation referred to in this policy include the *Audit Act 2008*, *Archives Act 1983*, *Privacy Act 1988*, *Personal Information Protection Act 2004* (PIP Act) and *Right to Information Act 2009*.

Other Australian Accounting Standards referred to in this policy include AASB 10 *Consolidated Financial Statements*, AASB 11 *Joint Arrangements*, and AASB 128 *Investments in Associates and Joint Ventures*.

Appendix 10

**Key terms**

Term	Meaning
Arm's length terms	<p>Terms between the parties that are reasonable in the circumstances of the transaction that would result from: -</p> <ul style="list-style-type: none"> <li>• neither party bearing the other any special duty or obligation, and</li> <li>• the parties being unrelated and uninfluenced by the other, and</li> <li>• each party having acted in its own interest.</li> </ul>
Close Family Member	<p>Family members of Key Management Personnel (KMP) who may be expected to influence, or be influenced by, that person in their dealings with the entity. This includes, but is not limited to, that person's spouse or domestic partner; and the children and dependents of that person or that person's spouse or domestic partner.</p>
Control of an entity	<p>You control an entity if you have:</p> <ol style="list-style-type: none"> <li>a) power over the entity;</li> <li>b) exposure, or rights, to variable returns from involvement with the entity; and</li> <li>c) the ability to use your power over the entity to affect the amount of your returns.</li> </ol>
Declaration by KMP	<p>An annual declaration of close family members and entities that the KMP or their close family members control or jointly control, as per Appendix 1, updated during the year as necessary.</p>
Entities controlled by KMPs	<p>Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.</p> <p>You control an entity if you have:</p> <ul style="list-style-type: none"> <li>• power over the entity;</li> <li>• exposure, or rights, to variable returns from involvement with the entity; and</li> <li>• the ability to use your power over the entity to affect the amount of your returns.</li> </ul>
Entities related to Council	<p>Entities controlled by Council, jointly controlled by Council or over which Council has significant influence are related parties of Council.</p>
Joint control of an entity	<p>To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.</p>
Key Management Personnel (KMP)	<p>Persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly. In the council context this includes the Mayor, other elected members, the General Manager and senior council officers as outlined in the policy.</p>

## Appendix 10

KMP Compensation	<p>All employee benefits. Employee benefits are all forms of consideration paid, payable or provided by the entity, or on behalf of the entity, in exchange for services rendered to the entity. It also includes such consideration paid on behalf of a parent of the entity in respect of the entity. Compensation includes:</p> <ul style="list-style-type: none"> <li>a) short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, profit-sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free or subsidised goods or services) for current employees;</li> <li>b) post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care;</li> <li>c) other long-term employee benefits, including long-service leave or sabbatical leave, jubilee or other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit-sharing, bonuses and deferred compensation;</li> <li>d) termination benefits; and</li> <li>e) share-based payment.</li> </ul>
Materiality	<p>Information is material when, if omitted or misstated, it could influence decisions that users make on the basis of financial information about a specific reporting entity.</p> <p>Omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions that users make on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor.</p>
Ordinary Citizen Transactions (OCTs)	<p>Transactions that an ordinary citizen would undertake with Council are usually not material to related party disclosure requirements. OCTs do not apply if the terms and conditions are different to those offered to the general public.</p>
Related Party of Council	<p>People and entities, such as companies, trusts and associations, can be related parties of Council. Most commonly these will be entities related to Council, KMP of Council (including elected members), close family members of KMP and entities that are controlled or jointly controlled by KMP or their close family members.</p>
Related Party Transaction	<p>A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.</p>

## Appendix 10

<b>Responsible Officer:</b>	Deputy General Manager
Policy first adopted by the Council:	24/04/2017
<b>History</b>	
Amended by Council	23/09/2019
<b>Next Review Date:</b>	October 2021
<b>File Reference:</b>	F17/89648

## Appendix 10

## Appendix 1 - Declaration of Related Party Transactions and Consent Form



City of HOBART

## Private and Confidential

## Related Party Declaration by Key Management Personnel

Name of Key Management Person: ..... (insert name)

Position of Key Management Person: ..... (insert title)

Close Family Member Name	Relationship with KMP	Entities over which the close family member has sole or joint control	Nature of likely transactions with Council or Council entities

Name of Entity over which the KMP has sole or joint control	Relationship with KMP	Nature of likely transactions with Council or Council entities

I ..... (insert full name) ..... (insert position) declare that the above list includes all my close family members and the entities controlled, or jointly controlled, by myself or my close family members having had, or likely to have, transactions with Council. I make this declaration after reading Council's policy which details the meaning of the words "close family members" and "entities controlled, or jointly controlled, by myself or my close family members".

I permit the General Manager to access the register of interests of me and persons related to me and to use the information for the purposes specified in Council's Related Party Disclosures Policy.

Declared at ..... (insert place) on the ..... (insert date)

Signature of KMP: ..... Name of KMP: .....

In accordance with Council's Privacy Policy, your information, and the information of others, is protected by law, including the Privacy Act 1988 and the Personal Information Protection Act 2004.

## Appendix 10

## Appendix 2 –Related Party Information Collection Notice

**Collection Notice****Related party transactions disclosure by Key Management Personnel**

From 1 July 2016, Council must disclose related party relationships, transactions and outstanding balances, including commitments, in its annual financial statements, in order to comply with Australian Accounting Standard AASB 124 *Related Party Disclosures*.

**Purpose of collection, use and disclosure of related party information**

The reason for disclosure of related party transactions is to ensure that Council's financial statements contain the information necessary to draw attention to the possibility that its financial position and performance may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

Council's related parties are likely to include elected members, senior employees, their close family members and any entities that they control or jointly control. Any transactions between Council and these parties, whether monetary or not, may need to be identified and disclosed.

A related party transaction is a transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged.

A related party transaction must be disclosed in Council's financial statements if the transaction is material. Information is material when, if omitted or misstated, it could influence decisions that users make on the basis of financial information about a specific reporting entity.

Prior to disclosure, the General Manager will assess the materiality of related party transactions that have been captured, and, if deemed material, will disclose in its financial statements the nature of the related party relationship and information about the transaction. Disclosure in the financial statements may be in aggregate form and/or may be made separately, depending on the nature and materiality of the transaction.

**Related Party Transactions Declaration by Key Management Personnel**

Key management personnel (KMP) are the persons who have authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly and include elected members and senior employees. In order to comply with AASB 124, Council has adopted a policy that requires all KMP to declare any existing or potential related party transactions between Council and any of their related parties during a financial year.

Each KMP must provide an annual *Related Party Declaration* in the approved form, by 1 July each year, and update the Declaration should they become aware of any change, error or omission. KMPs must exercise their best judgment in identifying related parties when declaring, or not declaring, entities over which they, or a close family member, have control or joint control.



## Appendix 10

**How will the information captured in the Declaration be used?**

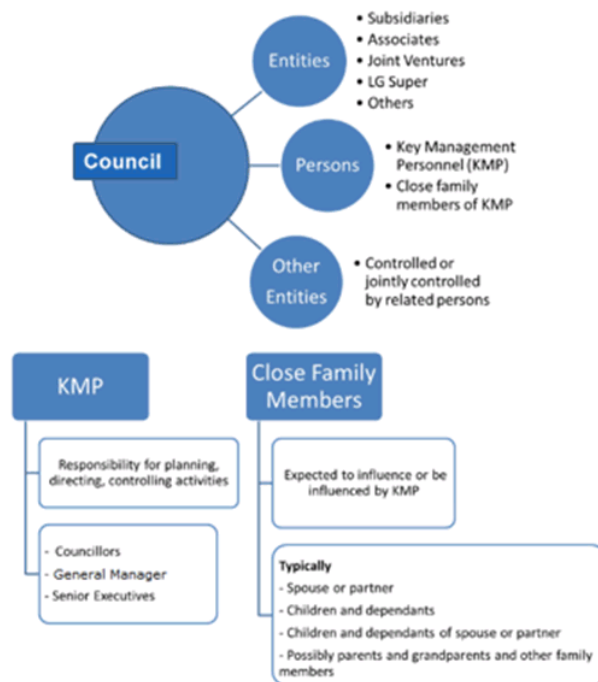
Council will use the declarations of KMPs to establish a list of related parties of Council for the purposes of identifying transactions and reporting under AASB 124. If a KMP or close family member is named individually in disclosure reports, the KMP will be given a copy of the intended disclosure for review and information purposes.

**Who are related parties?**

People and entities, such as companies, trusts and associations, can be related parties of Council.

The following diagram gives an overview of common related parties that a council will have.

The following diagram gives an overview of common related parties that a council will have:



For related party transaction disclosures under AASB 124, the related party relationship must be disclosed for both the KMP and their close family members, even if the same related party entity is held jointly or in common by them. This is separate and in addition to Council's register of interests which is required under the *Local Government Act 1993*.

## Appendix 10

Under AASB 124, those persons who are prescribed as definitely being close family members of a KMP include: -

- that person's children and spouse or domestic partner;
- children of that person's spouse or domestic partner; and
- dependents of that person or that person's spouse or domestic partner.

Council may determine other family members, such as a parent, grandparent, sibling, cousin, etc, who may be expected to influence, or be influenced by, that person in their dealings with Council or a Council entity.

**What is an entity that I, or my close family members, control or jointly control?**

Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.

You control an entity if you have: -

- a) power over the entity;
- b) exposure, or rights, to variable returns from involvement with the entity; and
- c) the ability to use your power over the entity to affect the amount of your returns.

You jointly control an entity if there is a contractually agreed sharing of control of the entity. Joint control exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

In some instances, it may not be easy to determine whether or not you, or your close family members, control or jointly control an entity. If you are unsure and require further clarification, you should contact the General Manager for a confidential discussion.

*For more information about Council's disclosure requirements under AASB 124 Related Party Disclosures, please refer to Council's Related Party Disclosures Policy, which can be found at [http://www.hobartcity.com.au/Council/Council\\_Policies](http://www.hobartcity.com.au/Council/Council_Policies).*

*All information collected by Council is in accordance with Council's Privacy Policy and is protected by law, including the Privacy Act 1988 and the Personal Information Act 2004. Council's privacy policy can be found at [http://www.hobartcity.com.au/Council/Council\\_Policies](http://www.hobartcity.com.au/Council/Council_Policies).*



## Appendix 11

City of Hobart

# Policy

**Title:** Collection and Reporting of Outstanding Sundry Debts

**Category:** Corporate Governance

**Date Last Adopted** 23 September 2019

## 1. Objectives

The objectives of the policy are to:

- ~~Ensure that sundry debts are collected in a fair and consistent manner;~~
- Minimise the level of outstanding sundry debts;
- ~~Ensure that uncollectable sundry debts are written off in a timely manner;~~  
and
- ~~Ensure timely reporting on outstanding sundry debts.~~

## 2. Background

The below policy was developed to ensure legislative compliance and procedural instruction in the collection and reporting of outstanding sundry debts.

## 3. Policy

### 1. Payment Terms

Council's standard payment terms for sundry debts is 30 days from date of invoice, except where documented in a lease agreement ~~or other contract~~, in which case the terms will agree to that agreement.

### Collection

~~The Revenue Operations Supervisor will initiate action for recovery of debt.~~

Depending on the value of the debt, if payment is not received by the due date of the invoice the debtor ~~will~~ may be issued with an account statement followed by a final notice.

## Appendix 11

Where a sundry debt remains unpaid, the debt may be referred to a collection agency.

Debts may be referred to a collection agency at the discretion of the Manager Finance.

The Manager Finance has the authority to vary the collection process in instances where appropriate. Phone contact will be made with the debtor where possible, prior to referring the debt to a collection agency, reinforcing that referral to a collection agency is imminent unless appropriate action is taken.

Officers will be attentive to the benefits of making personal contact with debtors and executing payment arrangements which are satisfactory to the Council.

In response to approaches by debtors who have difficulty in meeting invoice due dates, a suitable payment arrangement may be considered and entered into.

If a debtor has made a satisfactory arrangement with the Council to clear a sundry debt and has adhered to the arrangement, referral to a collection agency shall not be required.

Any payment arrangement will be recorded in the appropriate Council file and monitored, in an effort to achieve full payment.

Records of important transactions between officers and debtors in relation to the administration of this policy will be maintained in the appropriate Council file.

## 2. Interest

Interest will not be charged on outstanding sundry debt, except where the General Manager is delegated the authority to charge interest.

Where interest is charged, monthly interest it will be calculated monthly on, will be charged on overdue amounts at the same rate as the rate that is determined by the Council, from time to time, for the purposes of Section 128(2) of the *Local Government Act 1993*.

## 3. Reporting

A report highlighting outstanding sundry debts is to be submitted to the Finance and Governance Committee for consideration on a regular quarterly basis.

Debts that have been determined as being uncollectable are to be periodically recommended for write off, in line with delegations.

## Appendix 11

Details of debts written off by the General Manager are to be submitted to the Finance and Governance Committee for noting.

#### 4. Delegations

Delegations to write off debts are as follows (all amounts are exclusive of GST):

- The General Manager may write off or vary debts, including interest charges, up to a value of \$5,000 subject to the Finance and Governance Committee being later notified.
- Amounts in excess of \$5,000, and up to \$10,000, are to be written off by the Finance and Governance Committee.
- Amounts in excess of \$10,000 are to be written off by the Council.

Delegations to charge interest on overdue sundry debts are as follows:

- The General Manager, has discretion, in line with the following general criteria:
  - (i) The quantum of the overdue sundry debt exceeds \$5,000; and
  - (ii) The debt exceeds 90 days in age

#### 4. Legislation, Terminology and References

Sections 76 and 128(2) of the *Local Government Act 1993*

Council's Delegations Register

<b>Responsible Officer:</b>	Deputy General Manager
<b>Policy first adopted by the Council:</b>	13/05/1996
<b>History</b>	
Amended by Council	14/07/1997
Amended by Council	10/12/2012
Amended by Council	25/03/2013
Amended by Council	23/06/2014
Amended by Council	07/03/2016
Amended by Council	23/09/2019
<b>Next Review Date:</b>	October 2021
<b>File Reference:</b>	F16/65284

City of Hobart

# Policy

**Title:** Disposal of Surplus Goods and Equipment**Category:** Corporate Governance**Date Last Adopted:** 23 September 2019

## 1. Objectives

To provide guidance in the disposal of ~~Council~~ City-owned assets including, but not limited to: plant, vehicles, equipment, materials and stock items, structures which have salvage value as an item or as separable components or materials, office equipment and furniture; information technology, software and hardware.

This policy does not apply to:

- The process of selling land including the process of selling land for unpaid rates.
- The process of disposing of ~~Council's~~ the City's significant infrastructure assets e.g. roads, stormwater and buildings, which are managed based on the City's 5 year Strategic Asset Management Plans.
- Assets that are demolished or dismantled to reinstate sites or make way for replacement assets are not subject to this policy provided that there is no residual value contained within the components or materials comprising the asset which are considered obsolete or surplus to requirements.

The disposal of antiques, public art, valuables or collectables, and land and buildings is to be considered by the Council only.

This Policy:

- Outlines the methods by which assets are disposed of;
- Demonstrates ~~Council's~~ the City's accountability to the community;
- Seeks to be fair and equitable to all parties involved;
- Enables all asset disposal processes to be recorded;
- Seeks to ensure probity, accountability and transparency in all asset disposal processes;
- Seeks to ensure that the best outcome is achieved for ~~Council~~ the City and the community; and
- Applies to all Council Officers and Elected Members.

## Appendix 12

## 2. Background

The Council is required from time to time to dispose of equipment and goods that have become surplus to requirements.

## 3. Policy Statement

Council's disposal of assets is to be conducted in a manner that is consistent with the following policy statements:

- Encouragement of open and effective competition;
- Obtaining ~~y~~Value for ~~m~~Money;
  - ~~• This is not restricted to price alone.~~
  - ~~• An assessment of value for money must include consideration of (where applicable):~~
    - ~~• the contribution to Council's long term financial management plan and strategic plan;~~
    - ~~• any relevant direct and indirect benefits to Council, both tangible and intangible;~~
    - ~~• efficiency and effectiveness;~~
    - ~~• the costs of various disposal methods;~~
    - ~~• internal administration costs;~~
    - ~~• risk exposure; and~~
    - ~~• the value of any associated environmental benefits.~~
- Ethical behaviour and fair dealing;
- Probity, accountability, transparency and reporting;
- ~~Council~~The City will generally dispose of its assets using the methods outlined in this policy, which is consistent with the City's procurement policy; and
- Disposal of assets to Elected Members and employees of ~~Council~~the City should generally not occur outside of a public process.

It is noted that "value for money" is not restricted to price alone.

An assessment of value for money must include consideration of (where applicable):

- the contribution to the City's long term financial management plan and strategic plan;
- any relevant direct and indirect benefits to the City, both tangible and intangible;
- efficiency and effectiveness;
- the costs of various disposal methods;
- internal administration costs;
- risk exposure; and
- the value of any associated environmental benefits.

## Appendix 12

## 4. Policy

### Approval

Approval must be sought for permission to proceed with the disposal of surplus assets and the disposal method to be used.

The General Manager is authorised to approve the disposal of assets. The General Manager has sub-delegated this authority to Directors:-

- Directors have delegated authority to dispose of assets that meet disposal criteria and have an individual book value of less than \$10,000.
- The Director City Amenity also has the delegation to approve the disposal of machinery, vehicles, plant and equipment surplus to City requirements, attributed to the City Amenity Division, to the value of \$100,000.
- The Manager Enterprise Technology has the authority to recommend disposal of ICT assets.
- The Manager Fleet and Support Services has the authority to recommend disposal of fleet assets. Projects and Support Services has the delegation to approve the disposal of machinery, vehicles, plant and equipment surplus to City requirements, attributed to the City Amenity Division, to the value of \$50,000.

These Managers, as well as recommending specific classes of assets for disposal will also be responsible for recommending the appropriate disposal method.

Once approved, the Delegate will allocate the action to dispose of the asset to an appropriate Officer.

### 4.1 Asset Disposal Criteria

In deciding and recommending an asset for disposal, Directors should ensure all reasonable efforts are made to ensure no other area of Council needs the asset. This could take the form of an email communicating surplus assets to the *Asset Disposal* email group.

The following criteria should be considered when determining whether assets are suitable for disposal:

- No longer required or obsolete;
- Unserviceable or uneconomical to repair;
- Surplus to requirements;
- Technologically obsolete and/or operationally inefficient;
- Non-compliant with workplace health and safety standards;
- No use expected in the foreseeable future;
- No usage in the previous 12 months;



## Appendix 12

- Waste products;
- Deteriorated or perishable;
- Part of an asset replacement program; and/or
- Contains environmentally sensitive or hazardous material.

Before any asset is disposed the value of the asset should be determined as best as practicable as this may impact upon the method of disposal.

As a general principle, disposal of assets to Elected Members and employees of ~~Council the City~~ should not occur outside of a public process. However, it is recognised that on occasion there may be circumstances where sale to an elected member or ~~an~~ employee of ~~Council the City~~ may be the most practical or reasonable manner of disposal.

It may be reasonable that a motor vehicle that has been assigned to an employee for their full private use during the course of their employment with ~~Council the City~~ may be able to be procured following external valuation and through an auction house.

In this instance, the General Manager alone is to approve the disposal of a motor vehicle to the employee.

It may be also reasonable that an asset (e.g. personal computer, IPAD or mobile phone) that has been assigned to the employee or Elected Member for use during the course of their employment with ~~Council the City~~, may be able to be procured directly from the City at market rate / estimate by that employee or Elected Member.

In these instances, the General Manager or the Deputy General Manager is to approve the disposal of assets to an Elected Member or employee of Council.

All decisions and reasons for such decisions are to be documented and recorded in ~~Council's the City's~~ record management system.

#### Conflict of Interest

Elected Members and ~~Council City~~ officers involved in the disposal of assets are responsible for disclosing any actual or perceived conflicts of interest that may arise in the performance of their duties. All perceived and actual conflicts of interest are to be referred to the General Manager. The officer responsible for the disposal of any ~~Council City~~ asset and the relevant Director must ensure that no conflict of interest occurs in or as a result of the asset disposal process.

#### 4.2 Selecting a Disposal Method

When selecting a disposal method the following should be considered:

- Any Council decisions relevant to the disposal;
- The public demand and interest in the item;
- The method most likely to return the highest revenue;

## Appendix 12

- The value of the Asset;
- The condition of the Asset;
- The costs of the disposal method compared to the expected returns;
- Environmental and sustainability factors; and
- Any legislative requirements.

#### 4.3 Methods of Disposal

The disposal method chosen must be appropriate to the value of assets, size and portability, quantity, timeframe considerations, costs associated with disposal method, including transport and storage of assets, workload and resource implications of managing the disposal and location of the goods. The following disposal methods may be utilised:

##### Public Process

- Assets with a value between \$100,000 and \$249,999 may be disposed of by a public process that would usually occur via an auction house; all assets with a value of \$250,000 or greater must be disposed of by a public process.
- A public process for the disposal of goods is to be conducted in a manner ensuring a fair and transparent process with the auction house receiving an appropriate brief to ensure such.

##### Public Auction

- Any assets, including plant, vehicles or equipment with a value between \$1,000 and \$249,999 may be disposed of by public auction e.g. small items such as electrical equipment and small plant, and the big items such as the waste compactor and street sweepers.
- Public auction is an appropriate disposal method when:
  - there is likely to be public demand for the items;
  - alternative disposal methods are unlikely to result in higher revenue for the City; and
  - the costs associated with the auction are less than the expected returns.

##### Expressions of Interest

- ~~Council~~The City may dispose of items by advertising for expressions of interest from buyers where:
  - the value of the asset is under \$10,000;
  - the costs of disposal are less than the expected returns; or
  - ~~there~~ is very limited interest.
- All prospective buyers of ~~Council's~~The City's disposed assets must be advised in writing that items are to be disposed of, with any faults, at the buyer's risk. Buyers are to rely on their own investigations regarding the condition and workability of the items and ~~Council~~The City will not be responsible for any repairs or maintenance of the asset.



## Appendix 12

- No warranty or after sale service will be offered on any asset disposed of.
- Where an Elected Member or ~~Council~~ City employee, or members of their immediate family, purchase an asset from ~~Council~~ the City, approval must be received from the General Manager. All decisions, the reasons for the decisions and the disposal method chosen must be documented.
- A written record of the sale is to be prepared for signature by both parties.

**Recycle or Destroy (Write off Assets)**

- The value of an asset may be written off and the item recycled or destroyed if it is deemed:
  - to have no value to anyone in Council;
  - to be unserviceable or beyond economical repair; or
  - that the disposal cost is higher than the likely return.
- Where a recommendation to write off an asset is made, the relevant Officer will provide the Delegate with the assessment criteria used to determine that the asset has no potential to realise a return for ~~Council~~ the City and will detail the method of destruction and name of the officer who will be charged with the responsibility of ensuring the asset is destroyed.
- Dumping/recycling or destroying of assets shall be undertaken after consideration of the environmental issues so that any hazardous substances shall be assessed to ensure safe disposal.

**Trade-in**

- Trade-in should only be considered for the disposal of plant, vehicles and equipment in specific instances.
- Alternatively, when tenders / quotations are called for the replacement of plant, vehicles and equipment, suppliers may be invited to submit prices for the supply of the item without any trade-in and/or for the supply of the item less trade-in allowance on the item that is being replaced.
- Trading-in goods can be an efficient means of disposal, and a convenient way to upgrade equipment such as plant. However, trade-in prices do not always provide the best return. Any decision to trade-in goods other than plant, vehicles and equipment must be based on a clear analysis of the benefits of the trade-in as opposed to separate sale/auction/tender of the goods.

**Sale via Resource Work Cooperative (Tip Shop)**

- Allowable for goods with an estimated value of less than \$1,000.

**Donation to a Charity or Non-Profit Organisation**

- The donation of surplus goods and equipment to recognised charitable organisations may be considered for assets with an estimated value of less than \$1,000.

## Appendix 12

- Excess materials from projects / works which are unsuitable for new ~~Council~~ City projects may be donated to charities, non-profit organisations only with the authority of the relevant Director.
- In considering a request from a charity or non-profit organisation, the following should be undertaken:
  - A fair process to determine which charity receives surplus assets to avoid possible claims of bias.
  - A check that the organisation is a charity / non-profit organisation, carries out the activities for a public purpose and that their primary object is not commercial or aimed at making a profit;
- The charitable organisation should acknowledge that ~~Council~~ the City will not be responsible for any repair or maintenance of the asset and take responsibility for the timely removal of the asset and at no cost to ~~the City~~ Council.
- In instances where a charitable organisation approaches ~~Council~~ the City seeking donations, the General Manager alone is to approve the disposal of assets to charitable or non-profit organisations.

**Plant, Vehicles and Equipment Assets**

It is Council's preference that plant, vehicles and equipment controlled under Council's Fleet Management procedures are disposed of by public auction.

However, if tenders/quotations are called for the replacement of items of plant, vehicles and equipment, tenderers may be invited to submit prices:

- for the supply of the item without any trade-in.
- for the supply of the item less trade-in allowance on the item that is being replaced.

Tenders may be invited for the purchase only of the items which are to be replaced.

**4.4 Authority to Dispose of Assets**

Written approval of the Asset disposal method must be obtained by an officer with the delegation to dispose of the Asset:

Additionally, the following requirements apply:

- Disposal of all Assets with a value over \$250,000 must be by a public process unless resolved otherwise by Council.
- Only Assets with a value of less than \$1,000 can be sold via the Resource Work Cooperative (Tip Shop).
- All donations must be approved by a Director. Assets with a value of \$1,000 or more generally cannot be donated but may be donated at the discretion of the General Manager.

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If there is any doubt about the value of the Asset, consideration should be given to obtaining an independent valuation.

#### 4.5 Preparing Assets for Disposal

A check of the asset to be disposed of must be carried out to ensure assets do not contain:

- Confidential information (records, files, papers);
- Documents on ~~Council-City~~ letterhead or which may be used for fraudulent purposes;
- Additional items not intended for disposal;
- Software (which may lead to a breach of licence or contain confidential data); or
- Hazardous materials - any dangerous or hazardous goods are to be disposed of only in the authorised manner.

As far as practical, any ~~Council-City~~ branding or identifying marks should be removed.

Spare parts held for a particular asset should be disposed of in one lot with the asset.

Items of cultural or historical significance should first be discussed with ~~Council's-the City's~~ Senior Cultural Heritage Officer.

#### 4.6 Physical Disposal of Assets

Collection points for assets to be disposed of are already in place at the Store, the Council Centre and Town Hall. Council officers can place items at these locations where a consignment approach to disposal would be better than disposing of items singly.

#### 4.7 Asset Disposal Notification and Reporting

After an asset has been disposed of, the relevant Director or their delegate is responsible for notifying the following Officers via the *Asset Disposal* email group, as appropriate:

- Manager ~~Asset-Services~~Strategic Infrastructure and ~~Manager-Finance~~Chief Financial Officer to ensure ~~Council's-the City's~~ Asset Register and Asset Management Plans are updated and relevant financial accounting treatments are recorded;
- Principal Advisor Risk and Audit Systems to determine any impact on ~~Council's-the City's~~ insurance policies; and
- ~~Group Manager Rates and Procurement~~Manager Rates, Procurement and Finance Operations to determine any impact on Council's maintenance contracts.
- Stores and Procurement Coordinator to determine any impact on ~~Council's-the City's~~ inventory.

## Appendix 12

The relevant Director or their delegate is to ensure that the disposal process is documented and all documentation is saved in Council's—the City's records management system.

Where appropriate items disposed of should be entered on the Council's—City's Disposal Register.

Where disposal results in a grant or benefit to a person or organisation, this should be recorded in Council's—the City's financial system and disclosed within Council's—the Council's Annual Report. Please refer to Council Policy – Grants and Benefits Disclosure on the CBC at: <https://www.hobartcity.com.au/Council/About-Council/Council-policies>, for more information.

### 5. Legislation, Terminology and References

Local Government (General) Regulations 2015

Local Government Act 1993

City of Hobart Code of Conduct

City of Hobart Fraud and Corruption Control Plan

City of Hobart Code for Tenders and Contracts

Council's Delegations Register

Council Policy – Asset Management

<b>Responsible Officer:</b>	Deputy General Manager
<b>Policy first adopted by the Council:</b>	08/02/1999
<b>History</b>	
Amended by Council	10/04/2006
Amended by Council	10/12/2012
Amended by Council	08/09/2014
Amended by Council	18/12/2017
Amended by Council	23/09/2019
<b>Next Review Date:</b>	October 2021
<b>File Reference:</b>	F16/65286

City of Hobart

# Policy

**Title:** Grants and Benefits Disclosure**Category:** Corporate Governance**Date Last Adopted:** 24 August 2020

## 1. Objectives

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

## 2. Definition of Grant and Benefit

A "grant" is defined as non-repayable funds or products that are disbursed from one party (grant maker) to a recipient (grant seeker). All support provided through the City of Hobart Grants Program, be it cash or in-kind is referred to as a "grant" and recognised as an actual cost.

A "benefit" is either pecuniary or non-pecuniary, that is provided to people or organisations for which they would otherwise be liable to pay. This often includes goods or services provided free of charge or at reduced rates or cash contributions given to organisations in the form of charity donations or sponsorship.

## 3. Policy

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



## Appendix 13

#### 4. Classifications of Grants and Benefits

Grants and benefits are provided to organisations which undertake activities and programs that strongly align with the Council's [Strategic Framework—Hobart 2025 Vision](#), the City of Hobart Capital City Strategic Plan 2019-2025 as well as other relevant City of Hobart strategies.

The Council provides the following classifications of grants and benefits:

**1. Reduced fees or charges**

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

**2. In-kind assistance**

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

**3. Reduced rates**

A full or partial reduction in rates including:

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

**4. Charitable Donations and Gifts**

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

**5. Sponsorship**

A sponsorship is a commercial arrangement in which the City of Hobart provides a contribution of money or in-kind support for a specified benefit such as brand exposure or naming rights.

Assistance of a sponsorship is provided to support large scale commercial events or activities that are considered high profile. As a result, these sponsorships must have the potential for the City of Hobart to benefit from significant promotional leverage, economic benefits, improved visitation and enrichment to the community. [Most sponsorships](#) will be with well-established proven projects.

**6. Grants**

Assistance through the provision of cash grants to support programs and activities in support of community participation and valuing diversity to support a safe, friendly and compassionate society. Currently the City of Hobart provides grants supporting Community, Creative, Christmas, Event, Marketing and Urban Sustainability programs.

## Appendix 13

**7. Heritage and Conservation Grants**

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

**5. Delegations for approval**

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

**6. Disclosure of all Grants and Benefits**

1. Section 72 of the *Local Government Act 1993*, sets out the mandated requirements for the material to be included in the Annual Report. S77 LGA provides an additional requirement, which is the documenting of individual particulars of each grant or benefit given by the Council being reported in the Annual Report.
2. S77 LGA does not require the disclosure of Council decisions of a commercial nature or the disclosure of reduced rents on Council owned properties.
3. For the purposes of S77 LGA, the following grants and benefits will be disclosed in the Annual Report:
  - (i) Reduced fees and charges;
  - (ii) Established monetary value of in-kind assistance;
  - (iii) Reduced rates;
  - (iv) Charitable donations and gifts;
  - (v) Sponsorship;
  - (vi) Community grants;
  - (vii) Heritage and Conservation grants; and
  - (viii) Reduced Rentals.
4. All grants and benefits requiring disclosure under S77 LGA will be reported on an individual basis in the Annual Report except for the following classifications which will be aggregated for each individual classification, ~~except where approved under the Major Developments Assistance/Incentives Policy,~~ and captured by S77 LGA;
  - (i) Reduced fees and charges for Council halls, sports fields, and parks up to an individual value of \$500;
  - (ii) Pensioner rate remissions (net expenditure);
  - (iii) Rate rebates up to an individual value of \$600;
  - (iv) Rate remissions granted for an individual property/tenancy under the City of Hobart Financial Hardship Assistance Policy up to a total value of \$4,000.

## Appendix 13

**7. Financial treatment:**

The accounting treatment of grants and benefits will be in accordance with Accounting Standards and other pronouncements issued by the Australian Account Standards Board.

All grants and benefits will be captured and recorded in the [financial management system City's financial system](#) and will be recorded as a total benefit. The total benefit will include cash and in-kind assistance.

**8. Legislation, Terminology and References:**

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

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

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

Delegations Register

Policy Manual

Policy titled *Application for Grants – City of Hobart Grants Program*

Policy titled *Inbound Requests for Sponsorship*

<b>Responsible Officer:</b>	Deputy General Manger
<b>Policy first adopted by the Council:</b>	
<b>History</b>	
Amended by Council	21/09/2015
Amended by Council	07/03/2016
Amended by Council	23/09/2019
Amended by Council	24/08/2020
<b>Next Review Date:</b>	October 2021
<b>File Reference:</b>	F16/65292



City of Hobart

# Policy

**Title:** Community Requests for Council to Purchase Land

**Category:** Environment, Planning and Development Control

**Date Last Adopted:** 23 September 2019

## 1. Objectives

To allow for the objective consideration of issues relevant to the Council when deciding whether to purchase land following a community request to do so.

## 2. Background

The Council has received a number of requests from the community asking that the Council purchase particular parcels of land.

This policy was prepared as a result of those requests to address the issues the Council should consider when reviewing a request to purchase land.

## 3. Policy

The Council will consider the following issues when deciding whether or not to purchase land following a community request:

### STRATEGIC CONSIDERATIONS

- (a) Has the property been identified for possible purchase in any of Council's strategies (such as the Draft Council Land Review 2008) or other Council strategic or operational documents?
- (b) What is the demand/need for this acquisition?
  - (i) What is the proximity of the property to other Council land holdings and recreational and open space infrastructure or services?

### FINANCIAL CONSIDERATIONS

- (c) What is the total acquisition cost for the property?

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- (d) What improvements (and associated costs) are required to upgrade the property to ensure it is appropriate and safe for community use?
- (e) What are, or would be, the annual maintenance costs of the property?
- (f) Does the Council have funds available for the purchase of the land?
- (g) If item 2(iv) is answered in the negative, what other sources of funds (if any) exist to enable the purchase of the land, such as Commonwealth or State funding, community funding or other funds?

**RISK ASSESSMENT**

Are there any identified risks that might pose as a danger or expose the Council to potential liability when used by the community?

**ASSESSMENT OF VALUES**

- (h) Environmental values - does the property have any environmental values?  
Including:
  - (i) biodiversity values, including habitat values, native vegetation communities and threatened flora and fauna;
  - (ii) catchment values, such as improved protection of creek or rivulet corridors; and
  - (iii) landscape values, including landscapes of local and regional significance.
- (i) heritage values - does the property have any environmental values? Including: cultural heritage values (for example, historic and Aboriginal heritage values).
- (j) open space and recreational values. Including consideration of:
  - (i) does the property have any recreational attributes that will benefit the community?
  - (ii) will the property benefit the Council's current reserve system by providing additional recreational and open space links or necessary buffers from adjacent developments?
  - (iii) is the property generally accessible to the community?
- (k) is the property's location appropriate for the development of community facilities (for example, tracks and trails, playground, picnic and barbeque area or other recreational infrastructure)?

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- (l) Will the expected recreational use of the site meet a current or likely future community demand that is not, or is unlikely to be otherwise, met within the local area?
- (m) community values. Including consideration of:
  - (i) What is the level of community interest in the Council purchasing the property? For example, is the interest held by those people in a street, the local area to the property, suburban, or the wider community?
  - (ii) Is the purchase of the property likely to adversely impact the amenity of the neighbourhood to an unreasonable degree? For example, through the impact of increased vehicle movements, noise, anti-social behaviour.
- (n) community contribution - Including consideration of whether the community is prepared to assist the Council in buying the land (direct financial contribution, provision of time or resources, separate rate, etc.), and if so, to what extent?

**PLANNING CONSIDERATIONS**

- (o) Can the property be protected by existing planning scheme controls or by a public open space contribution through subdivision?
- (p) Is the loss of the land going to diminish the opportunity for improved urban consolidation and development?

**OTHER**

- (q) Are there any other special attributes that require the property to be in public ownership?

**4. Legislation, Terminology and References**

[Deliberately No Text]

<b>Responsible Officer:</b>	Deputy General Manager
<b>Policy first adopted by the Council:</b>	09/10/2006
<b>History</b>	
Amended by Council	28/05/2007
Annual Policy Review	07/03/2016
Amended by Council	23/09/2019
<b>Next Review Date:</b>	October 2021
<b>File Reference:</b>	F16/65268

City of Hobart

# Policy

**Title:** Strategic Property Infrastructure –  
Conservation and Enhancement

**Category:** Environment, Planning and Development  
Control

**Date Last Adopted:** 23 September 2019

## 1. Objectives

To achieve an overall improvement in streetscape amenity within the Central Business District (CBD).

## 2. Background

This was to encourage the upgrading of the exterior of CBD or other commercial centres' heritage properties to complement the Council's civic works programmes.

## 3. Policy

That:

1. In order to achieve an overall improvement in streetscape amenity, the Council, in conjunction with other key stakeholders, shall facilitate the conservation and enhancement of strategic property infrastructure within the CBD and established suburban commercial centres, including commercial shopfronts and building facades.
2. In order to facilitate this objective, the following strategies will be adopted:
  - (i) The Council will, through its Heritage and Conservation function, provide pre-lodgement advice to applicants in relation to proposals which involve conservation works to significant building facades.
  - (ii) The Council will provide heritage and architectural advice in relation to paint colour schemes, facade cleaning and conservation.

## Appendix 15

- (iii) The Council will identify strategic target sites within the CBD and suburban commercial areas and will seek to facilitate opportunities for major façade refurbishment projects.
- (iv) The Council will seek opportunities for appropriate public promotion of its initiatives in this area, including the provision of appropriate grants through its Heritage Account or general revenue.

#### 4. Legislation, Terminology and References

CBD – is the area bordered by Brisbane, Harrington, Davey and Campbell Streets.

<b>Responsible Officer:</b>	Director City Planning
<b>Policy first adopted by the Council:</b>	08/07/2002
<b>History</b>	
Amended by Council	15/02/2005
Amended by Council	07/03/2016
Approved by Council	23/09/2019
<b>Next Review Date:</b>	October 2021
<b>File Reference:</b>	F16/65279

**6.5 Procurement - Quotation Exemption Report**  
**File Ref: F20/119232; 18/311**

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Report of the Manager Rates, Procurement and Finance Operations and the Deputy General Manager of 12 November 2020 and attachment.

Delegation: Committee

**REPORT TITLE: PROCUREMENT - QUOTATION EXEMPTION REPORT****REPORT PROVIDED BY:** Manager Rates, Procurement and Finance Operations  
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 July to 30 September 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 July to 30 September 2020.
- 2.3. It is proposed that the Committee note the exemption from the requirement to seek 3 written quotes granted for the period 1 July to 30 September 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 July to 30 September 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 July to 30 September 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 July to 30 September 2020 there were 4 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. Three exemptions were granted on the grounds that the goods or services could only be supplied by one or two particular suppliers (one of these exemptions was granted following a request for quotation process which identified only one supplier) and one exemption was granted on emergency grounds in the context of the practical limitations of testing the market during COVID-19 when businesses were closed.

## **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 July to 30 September 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 2020-21 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 RATES, PROCUREMENT  
AND FINANCE OPERATIONS**



Tim Short  
**DEPUTY GENERAL MANAGER**

Date: 12 November 2020  
File Reference: F20/119232; 18/311

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

**Purchasing Quotation Exemptions Granted: 1 July to 30 September 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
20 July 2020	Life Floor	Foam rubber tiles to replace the tiles on the DKHAC leisure pool floor	\$115,000	11.1(b)	<p>The exemption was granted on the grounds that the goods could only be supplied by this particular supplier and no reasonable alternative or substitute goods exist.</p> <p>Life Floor has a unique product that is not available on the open market.</p> <p>There is no other foam, rubber or pour in place synthetic that is designed or warranted to be continuously submerged in water.</p>	Capital Works Project Manager – Consultant	Deputy General Manager
28 July 2020	Metz Speciality Materials	DKHAC pool concourse tiles for the entire facility	\$115,000	11.1(b)	Two quotes were sought for the concourse tiles instead of the required three quotes. The reason being that there are only two suppliers in Australia that supply the type of high quality german ceramic tiles required for the pool concourse area.	Capital Works Project Manager – Consultant	Deputy General Manager
3 August 2020	Fieldwicks Crushing and	Shredding of green waste at	\$72,000	11.1(e)	The exemption was granted on emergency grounds due to the	Procurement Officer	Director City Amenity

	Screening Pty Ltd	McRobies Gully Waste Management Centre			<p>COVID-19 pandemic.</p> <p>At the height of the global pandemic States and Territories were locked down impacting the normal operations of many businesses. A six month extension to the existing contract with Fieldwicks was offered under the circumstances.</p>		
28 August 2020	Jettech Networks	Supply, installation and support of inter-site radio links between Council premises for the Data Network.	\$70,000	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, evidenced following the outcome from a Request for Quotation process.</p> <p>Over the past few years inter-site radio links are being replaced by NBN services. This has impacted the number of businesses willing to supply, install and support radio links. As the City of Hobart has locations that are not serviced by the NBN or can achieve a cost effective connection using other technologies, inter-site radio links are still required.</p> <p>During a recent procurement process four companies in Hobart were approached to provide quotes. Only</p>	Network System Administrator	Director City Innovation

					one organisation responded with the others replying they no longer provide these services or they failed to reply to the request for quote even after follow up calls.		
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## **7. COMMITTEE ACTION STATUS REPORT**

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### **7.1 Committee Actions - Status Report**

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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: Finance and Governance Committee Action Status  
Report - Open

<b>FINANCE AND GOVERNANCE COMMITTEE - STATUS REPORT</b> <b>OPEN PORTION OF THE MEETING</b> <b>November 2020</b>
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Ref	Title	Report / Action	Action Officer	Comments
1.	<b>CITY HALL – DEVELOPMENT OPPORTUNITIES – VENUES</b>  Council, 23/2/2015 Item 12	That a report 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.	Deputy General Manager	This matter will be considered as part of the Council's COVID recovery and resilience and will be reported upon in due course.
2.	<b>CONDELL PLACE CAR PARK - DEVELOPMENT OPPORTUNITIES AND EOI REQUEST</b>  Council, 23/7/2018 Item 17  <b>NOTICE OF MOTION CONDELL PLACE CAR PARK - REDEVELOPMENT</b>  Council, 23/9/2019 Item 17	That: 1. 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).  2. The report to consider any other existing report relevant to the development of car parking within the North Hobart precinct.	General Manager / Director City Planning	A report in relation to the item is included on the agenda.  <b>COMPLETE</b>



Ref	Title	Report / Action	Action Officer	Comments
3.	<p><b>OUTSTANDING PARKING DEBT DECEMBER 31, 2017</b></p> <p>Finance and Governance Committee 15/5/18</p> <p>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 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>	Director City Innovation	<p>A strategy for debt collection, including the capacity to clamp vehicles is currently being investigated.</p> <p>A report will be provided to the December 2020 Committee meeting.</p>
4.	<p><b>2019-20 FEES and CHARGES – PARKING OPERATIONS</b></p> <p>Council, 20/05/2019</p> <p>Item 27</p> <p>Finance and Governance Committee, 13/08/2019</p> <p>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>Automatic door installation is complete and Hobart Central is able to facilitate the proposed activities.</p> <p>2. Responses are being consolidated in the Parking Action Plan 2020-2025 currently in draft.</p> <p>3. A number of the proposed changes (specifically for items 2. (e), (d) and (g)) are being assessed via a draft of proposed parking changes in the North Hobart precinct.</p>

Ref	Title	Report / Action	Action Officer	Comments
		<ul style="list-style-type: none"> <li>(b) 90 minute free parking in short term car parks;</li> <li>(c) On-street rates (floating rates);</li> <li>(d) Off-street parking technologies;</li> <li>(e) Hours of operation of car parks;</li> <li>(f) Peripheral parking (commuter shuttle service);</li> <li>(g) Commuter parking in inner city areas; and</li> <li>(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.</li> </ul>		
5.	<p><b>NOTICE OF MOTION DEVELOPMENT OF COUNCIL POLICY AND PROCESS FOR LOBBYISTS AND DEVELOPERS</b></p> <p>Council, 24/08/2020 Item 11</p>	That Council Officers prepare a report on the development of a council policy, in line with State Government policy, regarding the process for the registration of lobbyists and developers.	General Manager	A report will be provided to the Finance and Governance Committee meeting of 17 December 2020.

Ref	Title	Report / Action	Action Officer	Comments
6.	<b>RONALD McDONALD HOUSE CHARITY – PARKING SPACES IN ARGYLE STREET CARPARK</b>  Council, 12/10/2020  Item 11	<p>That:</p> <ol style="list-style-type: none"> <li>1. Council note the work Ronald McDonald House Charity (RMHC) Hobart undertakes in providing accommodation and support services to families of hospitalised children.</li> </ol>	Director City Innovation	
		<ol style="list-style-type: none"> <li>2. Council delegate authority to the General Manager to make available 7 parking spaces in Argyle Street Carpark for families utilising the services of the RMHC for the next 3 months.               <ol style="list-style-type: none"> <li>(i) In accordance with the Council's policy in relation to grants and assistance, the benefit of \$6,250 be recorded in the 'Grants, Assistance and Benefits Provided' section of the City of Hobart's Annual Report.</li> </ol> </li> </ol>		<ol style="list-style-type: none"> <li>2. RMHC took up the lease on 3 November 2020 for the initial 3 month term. Access cards and usage information has been provided and a lease has been completed</li> </ol> <p align="center"><b>COMPLETE</b></p>
		<ol style="list-style-type: none"> <li>3. Long term provision of these spaces to RMHC be considered once a report is prepared to assess financial implications, as well as appropriate guidelines, a potential policy position and any other issues that might arise.</li> </ol>		<ol style="list-style-type: none"> <li>3. A report is being prepared for the Committee</li> </ol>

Ref	Title	Report / Action	Action Officer	Comments
7.	<p><b>LEASE RENEWAL – SOUTH HOBART COMMUNITY CENTRE</b></p> <p>Finance and Governance Committee, 20/10/2020</p> <p>Item 6.5</p>	<p>That: 1. The Council approve a new three (3) year lease to the South Hobart Progress Association for the South Hobart Community Centre, located at 42 D’Arcy Street, South Hobart.</p> <p>2. The leased area be provided at a nominal annual rent of fifty dollars (\$50.00) per annum.</p> <p>3. The General Manager be authorised to finalise the terms and conditions of the lease.</p> <p>4. In accordance with the Council Policy ‘Grants and Benefits Disclosure’ the benefit recognised to the South Hobart Progress Association by way of reduced rental as part of the new lease be disclosed in the City of Hobart’s Annual Report.</p>	Deputy General Manager	<p>Draft lease is being prepared.</p> <p style="text-align: center;"><b>COMPLETE</b></p>
8.	<p><b>CITY OF HOBART LOCAL PREFERENCE PROCUREMENT POLICY</b></p> <p>Council, 26/10/2020</p> <p>Item 14</p>	<p>That: 1. The report ‘City of Hobart Local Preference Procurement Policy’ be received and noted.</p> <p>2. The Council adopt the City of Hobart Local Preference Procurement Policy, marked as Attachment A to item 6.3 of the Open Finance and Governance Committee agenda of 20 October 2020.</p>	Deputy General Manager	<p>The City of Hobart Local Preference Procurement Policy has been finalised and made available from the City’s website.</p> <p style="text-align: center;"><b>COMPLETE</b></p>

Ref	Title	Report / Action	Action Officer	Comments
		3. The General Manager be authorised to finalise the City of Hobart Local Preference Procurement Policy and arrange for it to be made available from the City's website.		
9.	<b>NOTICE OF MOTION</b>  <b>INVESTIGATION OF ASSET HOLDINGS</b>  Council, 26/10/2020  Item 11	That: 1. The General Manager provide a report with a proposal, including an estimation of costs, to the extent that it is needed to engage an external consultant to undertake and complete an analysis of better strategic use of or possible asset sales and/or the potential to allow council assets of all types to provide support as collateral security to reduce debt levels without having to sell the assets for consideration by the Council when developing a post COVID-19 recovery and resilience plan.  2. The following commercial attributes are to be addressed as part of the analysis: a. Current and potential use to value; b. Commercial value to commercial return; c. Rent return to capital return.	Deputy General Manager	This matter will be considered as part of the Council's COVID recovery and resilience and will be reported upon in due course.

## **8. QUESTIONS WITHOUT NOTICE**

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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

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### 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:

- Financial hardship;
- Potential disposal of land;
- Information of a personal and confidential nature; and
- Variation of a lease.

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	Financial Hardship - Rates Remission Request LG(MP)R 15(2)(j)
Item No. 4.2	Potential Development on Council Land LG(MP)R 15(2)(c)(i), (f) and (g)
Item No. 4.3	Lease of Council Property LG(MP)R 15(2)(b) and (c)(i)
Item No. 4.4	Potential Sale of Council Property LG(MP)R 15(2)(c)(i), (f) and (g)
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	Questions Without Notice