

AGENDA

Finance and Governance Committee Meeting

Open Portion

Tuesday, 20 April 2021

at 4:30 pm Council Chamber, Town Hall

THE MISSION

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

THE VALUES

The Council is:

People We care about people – our community, our customers

and colleagues.

Teamwork We collaborate both within the organisation and with

external stakeholders drawing on skills and expertise for

the benefit of our community.

Focus and Direction We have clear goals and plans to achieve sustainable

social, environmental and economic outcomes for the

Hobart community.

Creativity and

Innovation

We embrace new approaches and continuously improve to

achieve better outcomes for our community.

Accountability We are transparent, work to high ethical and professional

standards and are accountable for delivering outcomes for

our community.

ORDER OF BUSINESS

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

APOLOGIES AND LEAVE OF ABSENCE

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Finance and Governance Committee Meeting (Open Portion) held Tuesday, 20 April 2021 at 4:30 pm in the Council Chamber, Town Hall.

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

Apologies:

Zucco (Chairman)

Deputy Lord Mayor Burnet

Sexton Leave of Absence: Nil.

Thomas Coats

Ewin

NON-MEMBERS

Lord Mayor Reynolds Briscoe Harvey Behrakis Dutta Sherlock

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

2. CONFIRMATION OF MINUTES

The minutes of the Open Portion of the Finance and Governance Committee meeting held on <u>Tuesday</u>, <u>16 March 2021</u> and the Special Finance and Governance Committee meeting held on <u>Wednesday</u>, <u>31 March 2021</u>, are submitted for confirming as an accurate record.

3. CONSIDERATION OF SUPPLEMENTARY ITEMS

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

Recommendation

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

4. INDICATIONS OF PECUNIARY AND CONFLICTS OF INTEREST

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

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

5. TRANSFER OF AGENDA ITEMS

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

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

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

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

6. REPORTS

6.1 Youth ARC - Dance Studio and Office/Meeting Room Lease - Expression of Interest Process File Ref: F20/118050

Report of the Community Participation Coordinator and the Manager Community and Culture of 15 April 2021 and attachment.

Delegation: Council

REPORT TITLE: YOUTH ARC - DANCE STUDIO AND

OFFICE/MEETING ROOM LEASE - EXPRESSION OF

INTEREST PROCESS

REPORT PROVIDED BY: Community Participation Coordinator

Manager Community and Culture

1. Report Purpose and Community Benefit

- 1.1. This report is seeking approval to undertake an Expression of Interest (EOI) process for a tenant to occupy the upper level of the Youth ARC facility (also known as the City Hall Supper Room) for a two year tenancy.
 - 1.1.1. This main open space is currently used as a private dance studio each evening and weekend days with the office/meeting room space not hired out at present. It is considered that having a higher utilisation of this space would increase activation and support positive community outcomes.

2. Report Summary

- 2.1. The upper level of the Youth ARC facility comprises the following areas:
 - 2.1.1. An office/meeting room space facing Collins Street that has become vacant following the conclusion of a long term rental by the Department of Education for the delivery of an alternative education program.
 - 2.1.2. A large open space that has been utilised for many years by the Phoenix Danze School as a dance studio. Phoenix continue to operate from this space on a three month hire agreement.
- 2.2. Due to the office/workshop space being vacant and noting that the main area is currently only utilised of an evening and weekend, it is considered timely to undertake an EOI process to seek interest in a new tenancy arrangement that would support an increased utilisation of this space.
- 2.3. It is understood that this may be a highly sought after facility in a desirable location and there could be many potential tenants, some of whom have already been in contact with Council officers about the use of this site.
 - 2.3.1. It is noted however that there are limitations with this space as it is only accessible via staircases, is not heated and there is significant sound bleed between this space and the Youth ARC facility below and with the City Hall itself.

- 2.4. It is proposed to advertise an expression of interest for a community group or organisation to occupy the facility for a period of two years.
- 2.5. The Expression of Interest document is provided at **Attachment A** and details the opportunity and limitations within the facility.
- 2.6. It is anticipated that the successful applicant would provide positive outcomes for the community, in line with the City's vision and Council strategies, to ensure that the Council's community asset provides best possible use and value to the Hobart community.
 - 2.6.1. Due to the physical linkages with Youth ARC, it would also be advantageous if the new tenant was compatible with youth programs in order to consider collaboration opportunities.
- 2.7. Advertising this expression of interest for an initial two year tenancy/occupation is seen to be in alignment with the broader Re-Imagining City Hall Masterplan project that is underway and would not be expected to conflict with any of the currently proposed options for future use.

3. Recommendation

That:

- 1. The Council approve the commencement of an Expression of Interest process to identify a new tenant for the upper level of the Youth ARC facility (also known as the City Hall Supper Room) for a two-year lease period.
- 2. A further report detailing the outcomes of the Expression of Interest process would be presented to the Council in due course.

4. Background

- 4.1. The upper level of the Youth ARC facility has been recently occupied by two tenants, with a memorandum of understanding between the parties to govern the co-location noting the shared facilities.
 - 4.1.1. The Department of Education has occupied the office/meeting room space overlooking Collins Street since 2007. This area was utilised as an alternative education program classroom 'Ed Zone', for disengaged young people. The Department vacated in June 2020, following the purchase of a larger property in the northern suburbs.

- 4.1.2. The dance studio located in the large central area is currently utilised under a three month hire agreement until April 2020. Phoenix Danze, a private dance school, has been the lead tenant for the dance studio since 2009. They do not have a current lease, but for the last three years have been under six or three month agreements pending the City Hall Masterplan and subsequent changes.
 - 4.1.2.1. Phoenix Danze may wish to submit an expression of interest to continue to operate from this site.
- 4.2. Whilst there have recently been two tenants within this facility, it is noted that the original agreement was with a single tenant who then sub-let the office/workshop space to a third party.
 - 4.2.1. Given the layout of the facility, the presence of a single set of toilets and the considerable sound bleed between rooms, it is considered preferable to look for a single tenant in the first instance.
 - 4.2.1.1. There would be the ability for the tenant to sub-let out one of the spaces as long as this was specified in their EOI submission.
- 4.3. With the office/meeting room space currently vacant, and the resulting loss of income, it is considered timely to facilitate a new EOI process for a tenant for the whole space.
 - 4.3.1. It is noted also that the main floor space is not currently utilised during weekdays but only of an evening and weekend. It is considered there is an opportunity to increase utilisation.
 - 4.3.2. It is understood that this may be a sought after facility in a desirable location and there could be many potential tenants, some of whom have already been in contact with Council officers about the use of this site.
 - 4.3.3. This space, whilst self-contained and externally accessed, is in close proximity to the Youth Arts and Recreation Centre on the ground floor.
 - 4.3.4. The space is only accessible via staircases which would significantly restrict usage by a public facing programs and activities. There is also considerable sound bleed between the two floors and this will somewhat impact the usage of the first floor tenancy.
- 4.4. The larger project to develop a masterplan for the City Hall continues to progress, with the proposal for future use and works to be presented for Council's consideration at the appropriate time.

- 4.4.1. It is noted that advertising this expression of interest would be in alignment with the broader Re-Imagining City Hall Masterplan project and would not be expected to conflict with any of the current proposed options for future use.
- 4.4.2. It is therefore considered prudent to maximise the financial return and community benefit in the short term by ensuring the space is fully utilised.

5. Proposal and Implementation

- 5.1. It is proposed to undertake an Expression of Interest process for a community organisation or group to be provided with a lease to occupy the upper level of Youth ARC for a period of two years.
 - 5.1.1. The Expression of Interest document is provided at **Attachment A** and details the opportunity and limitations within the facility.
 - 5.1.2. It is anticipated that the successful applicant would provide positive outcomes for the community, in line with the City's vision and Council strategies, to ensure that the Council's community asset provides best possible use and value to the Hobart community.
 - 5.1.3. A further report would be presented to the Council detailing the outcomes of the Expression of Interest process with recommendations for the preferred tenant.

6. Strategic Planning and Policy Considerations

- 6.1. Maximising the use of this City Facility for community benefit is in line with the following strategies from the Capital City Strategic Plan 2019-29:
 - Strategy 2.3.1 Provide and progressively enhance a range of quality places and facilities where people can enjoy education, recreation, socialising, healthy living and other activities and events.
 - Strategy 3.4.1 Support the activation of City-owned spaces for creative, cultural and commercial initiatives.
 - Strategy 7.2.8 Explore measures to allow for the greater use of underutilised above-ground-floor levels in existing city centre buildings.
 - Strategy 7.3.1 Ensure the City's infrastructure supports affordable, sustainable and healthy living, and access to services for all.

7. Financial Implications

- 7.1. Funding Source and Impact on Current Year Operating Result
 - 7.1.1. A commercial valuation was undertaken in 2020 with the space having a market value of \$31,740 per annum (GST exclusive).
- 7.2. Impact on Future Years' Financial Result
 - 7.2.1. It is anticipated that the final rental fee for the facility will be negotiated with the preferred tenant with consideration given to community benefit and overall fit for the program.
 - 7.2.2. Subject to the outcome of the Expression of Interest process, there is an expectation that there could be an increase in the 2021-22 financial year of at least \$10,000 noting the current vacant space.

7.3. Asset Related Implications

- 7.3.1. The space as detailed will be advertised on an as is basis with the new tenant required to undertake any changes required to suit their requirements at their cost.
- 7.3.2. The City of Hobart will continue to be responsible for all maintenance of the facility.

8. Legal, Risk and Legislative Considerations

8.1. The Expression of Interest process will be managed internally in collaboration with the City's Legal and Governance Unit in accordance with standard practice.

9. Environmental Considerations

9.1. Future tenancies will be managed in line with the City's zero waste to landfill strategy.

10. Social and Customer Considerations

- 10.1. Maximising the utilisation of this important City facility will support activation and positive social outcomes in the CBD.
- 10.2. The EOI process will provide a transparent and open opportunity for community organisations and groups to register an interest in occupying the facility.

11. Marketing and Media

11.1. The EOI will be advertised publicly and through community networks to increase potential applicants.

12. Community and Stakeholder Engagement

- 12.1. The Youth Programs Team, Legal Officer and Executive Manager City Placemaking have all been consulted in the preparation of this report.
- 12.2. The current tenant of the facility, Phoenix Danze is aware that this process is being undertaken.

13. Delegation

13.1. This is a matter for the Council's determination.

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.

Sophie Calic

COMMUNITY PARTICIPATION COORDINATOR

Kimbra Parker

MANAGER COMMUNITY AND CULTURE

COLID

Date: 15 April 2021 File Reference: F20/118050

Attachment A: EOI City Hall Supper Room J. 🖀

TENANCY Youth ARC Upper Level 1st floor 44 Collins Street Hobart Closing Date XX/XX/XX



THE FACILITY

The Youth ARC upper level (also known historically as the City Hall Supper Room) is situated at the rear of the City Hall building, at first floor level. The rear section of the City Hall building has frontages to Collins Street, Market Place and Campbell Street with access to the subject tenancy gained via two separate stairwells from Market Place and Campbell Street.

The City Hall building is situated on the lower section of Macquarie Street with surrounding properties comprising the Royal Hobart Hospital, Market Place Carpark, Tasmanian Museum & Art Gallery, Hope and Anchor Tavern, Hotel Grand Chancellor, together with the newly completed Hedberg, the University of Tasmania's performing art school, city offices and inner city residential apartments.

The facility, owned by the City of Hobart, is in good condition and would suit a range of community uses. It is noted however that the facility is only accessible via sets of stairs, there is no accessible access to this space which will restrict options for usage. The property is included within the "Mixed Use" zoning under the Sullivans Cove Planning Scheme, 1997. The "Mixed Use" zoning provides for a wide range of commercial uses.

The City of Hobart, as property owner, is now seeking Expressions of Interest in the lease of the facility, ideally by a community organisation or group.

It is Council's intention that future use of the facility will align with the 2025 Strategic Framework, in particular Strategic Objectives 4.2.2: "Support effective utilisation of city facilities, infrastructure and open spaces" and 2.3.1 "Provide and progressively enhance a range of quality places and facilities where people can enjoy education, recreation, socialising, healthy living and other activities and events".

For more information visit: https://www.hobartcity.com.au/Council/Strategies-and-plans/Capital-city-strategic-plan-2019-2029

BACKGROUND and CURRENT USAGE

The City Hall was completed in 1915 and for just over a century has served the Hobart community well. The facility originally incorporated three separate parts; residential and administrative spaces on Macquarie Street, a large double height top lit market space on Collins Street and a hall street in the middle.

The market end of the building was significantly altered over time and now incorporates separate ground and first floor facilities. The ground floor has been occupied by the City of Hobart to deliver community programs as the Youth Arts and Recreation Centre for more than 20 years. This facility was upgraded in 2019 and currently provides drop-in and programmed activities for young people, children and the community sector. It is noted that there is considerable sound bleed between the ground and first floor facilities, in particular during the Open Access program that runs Tuesday – Friday, 3pm – 6pm. For more information on Youth ARC programing see: https://www.youthartsandrec.org/.

Over the past two decades, the first floor space has provided a venue for the operation of dance classes and alternative education programs catering primarily to children and young

people. Originally leased as a single facility, more recently the tenancy area has been occupied by two separate tenants: the Department of Education and the Phoenix Dance Studio. The Department of Education area has been vacated, whilst the Phoenix Dance Studio area is currently being occupied under a short term agreement.

The City of Hobart considers this facility to be a very valuable community resource and is therefore seeking a community organisation or group to take over the lease, with the intention that the facility continue to operate in a manner that provides a broad benefit to the local community.

BUILDING CONFIGURATION

The subject tenancy is situated at first floor level at the rear of the City Hall building above the area occupied by the Youth Arts & Recreation Centre. Construction of the City Hall building is of brick external walls, galvanised iron roof, timber flooring at first floor level and timber and steel window frames. Internal linings comprise a mixture of brick, cement render over brick and plaster sheet. Building services include thermal/smoke detectors, fire hose reels and extinguishers, fluorescent and down lighting, suspended ceiling heaters and access via two separate stairways from Market Place and Campbell Street.

A recent building assessment of the facility has been undertaken indicating that the building is in fair to good condition with no major outstanding maintenance or repair items noted. Rental value has been assessed on an "as is" basis having regard to the present condition of the tenancy areas.

The facility floor plan is included on page xx. The tenancy area has approximate floor area of approximately 456m² comprising of two distinct areas and central amenities:

Area 1: Dance Studio and storage room

This area incorporates an open dance studio area with polished timber floor, saw-tooth roof, mirrored wall linings and stair access off Campbell Street with additional access to hallway and stairs off Market Place. A lockable storage room provides storage within the dance studio area. It is noted that the dance studio cannot be locked off from the common areas or Area 2. Area 1 occupies 280m2.

Area 2: Meeting Room and Offices 1 & 2

Polished timber floor, built-in double stainless steel sink and drainer, built-in shelving, access off foyer and stairwell from Market Place. These rooms are self-contained and can be locked off from the common areas and Area 1. Area 2 occupies 104m2.

Common Amenities Area

Amenities that service both areas include: male toilets with vinyl floor coverings, a stainless steel urinal, two toilet suites and two hand basins; female toilets with vinyl floor coverings, five toilet suites and three hand basins; and a small storage area. The footprint of two external stair and entry foyers are also included within the combined amenities area of 81.6m2.

It is noted that an applicant may include a provision to sub-let one of the spaces to a separate group. Information relating to the sub-letting arrangements should be included in the Expression of Interest submission.

OPPORTUNITY

There is great opportunity for community, cultural, creative or similar organisations to utilise this facility. The facility is particularly attractive for any tenants wishing to be located in the CBD precinct within a vibrant and developing creative precinct. Additional gains may be had by a tenant wishing to engage young people through partnership with the Youth Arts and Recreation Centre.

It is anticipated that the successful applicant will provide positive benefits and values to the community, in line with the City's vision and Council strategies, to ensure that the Council's community asset provides best possible use and value to the Hobart community.

Whilst Expressions of Interest are not limited to Non-profit Organisations, preference will be given to those parties who can demonstrate positive community and social outcomes. Alignment with programs delivered within the Youth Arts and Recreation Centre may would be seen as an asset.

A copy of the Council's Leases to Non-profit Organisations can be found here: https://www.hobartcity.com.au/files/assets/public/council-meetings-aldermen/policies/policies-as-of-09.19/property-management/leases-to-non-profit-organisations.pdf

Applications will be assessed against the criteria included in the attached Expression of Interest form; noting that these will essentially be performance criteria and the lessee may be obliged to provide information annually.

RENTAL

Appropriate rental will be negotiated with the successful community organisation or group/s. It is noted that the rental fees would incorporate power and water usage and the Council would maintain responsibility for regular maintenance and as required. The facility will be leased on an as is basis with future tenants funding any fit outs or changes required.

To assist in your considerations, it is noted that the current market rental valuation for this space is \$31,740 (GST exclusive).

The tenancy is offered for an initial lease period of two years.

TIMETABLE

All Expressions of Interest are to be lodged with the City of Hobart by 5pm xxx. The City of Hobart reserves the right not to consider Expressions of Interest lodged after that date.

The Expression of Interest submissions will be assessed by a panel of relevant staff. The City of Hobart will advise all persons who have lodged Expressions of Interest whether or not the City wishes to progress their submission.

It is envisaged that negotiations would then be finalised relatively quickly to enable the City of Hobart to approve the successful applicant as soon as possible, noting that sections of the facility are currently vacant. The Council will make the final decision on the successful submission.

MARKETING AND MEDIA

The Expression of Interest will be advertised and widely promoted through community networks.

PROCESS

This is not a tender process and as such, the rules that apply to tenders do not apply to this Expression of Interest process; nor is this document an offer to enter into a contract.

The City of Hobart is free to negotiate on any terms with any person or organisation and is not bound to enter into any arrangement with any person or organisation lodging an Expression of Interest. The City may require further information from either a "short list" of proponents or a preferred proponent before proceeding to further negotiations. The City may also decide not to proceed at all.

The City of Hobart believes that the information contained in this document is correct at the time it was prepared. However, applicants are encouraged to make their own enquiries and satisfy themselves as to all issues relevant to an offer. The final lease will contain a provision that the applicant has relied entirely on their own enquiries and reliance on anything contained in this document will be expressly excluded.

None of the City's requirements and none of the responses to this Expression of Interest are binding until a lease is signed.

An assessment panel will be formed to consider the Expressions of Interest received rated against the assessment criteria. A report will be presented to Council with recommendations for the successful Expression of Interest (closed agenda).

The Council will keep confidential all information contained in an Expression of Interest, including the identity of the persons lodging them.

If you would like further information or would like to arrange an on-site tour of the facility, please contact:

Sophie Calic - Community Participation Coordinator

City of Hobart

Phone: 03 6238 2165 Mobile: 0409 984 509

Email: calics@hobartcity.com.au

Kimbra Parker - Manager Community and Culture

City of Hobart

Phone: 03 6238 2723 Mobile: 0400 932 197

Email: parkerk@hobartcity.com.au

COMPLETION AND LODGEMENT OF EXPRESSION OF INTEREST

Forward the completed Expression of Interest by 5pm, XXX, by email or post to:

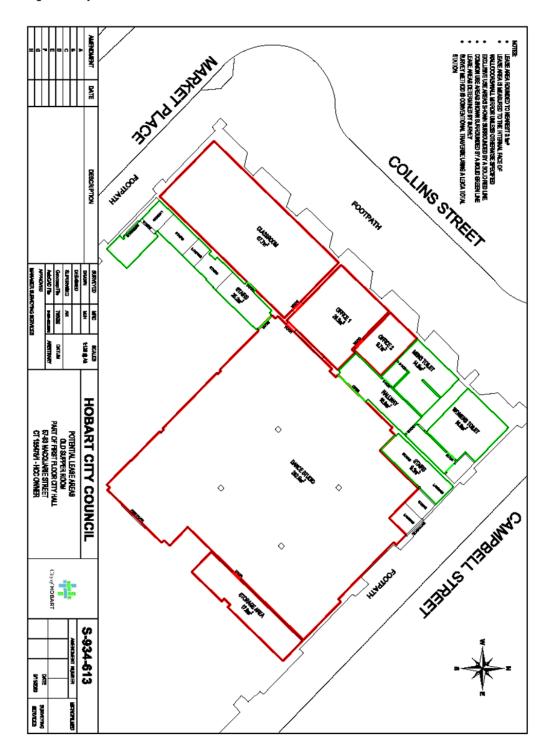
Sophie Calic calics@hobartcity.com.au
City of Hobart
Town Hall, Macquarie Street Hobart
GPO Box 503
Hobart Tasmania 7001

EXPRESSION OF INTEREST

TENANCY - Supper Room, City Hall

APPLICANT DETAILS				
Organisation Name:				
Name of individual representing organisation:				
If applicable, please provide ABN:				
Phone number:				
Email:				
Postal address:				
ASSESSMENT CRITERIA				
1.	Please provide details of your intended use for the facility including days and hours of operation;			
2.	Please detail how your usage of the facility would provide best possible value and benefit to the City of Hobart and the wider community;			
3.	Please detail how your usage of the facility would align with the Capital City Strategic Plan;			
4.	Please nominate the annual rental you would be prepared to pay as the successful lessee, indicated as amount per annum excluding GST;			
5.	Please advise your preferred lease term of 1, 2 or 3 years;			
6.	Please provide evidence of your organisations capacity to pay fees and insurances in a timely fashion. Evidence may be in the form of a referee report from an existing or previous Landlord or a written statement from a qualified accountant.			
7.	Please provide 19/20 Annual Report if applicable			
Signed				
Position				
On behalf of				

Image Gallery



Street Frontage



Collins Street Frontage

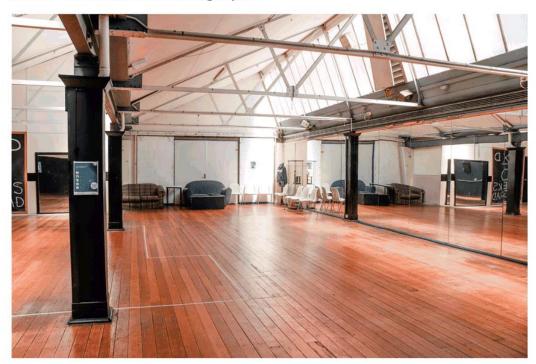


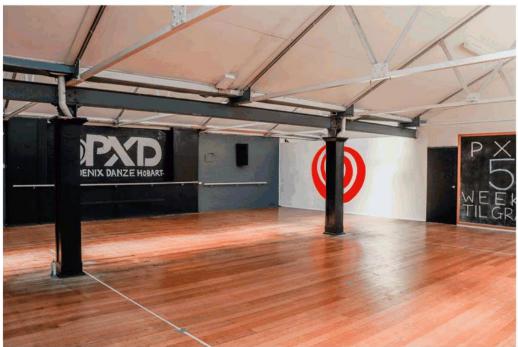
Campbell St Entry



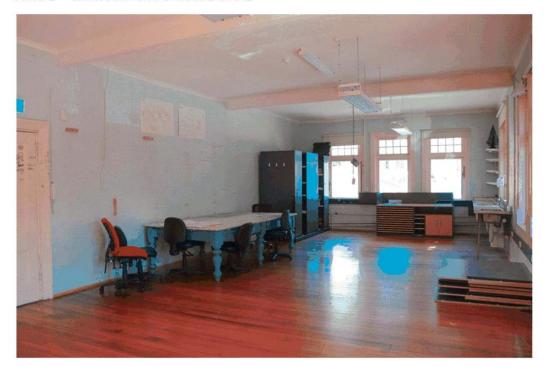
Market Place Entry

Area 1 - Dance Studio and Storage Space

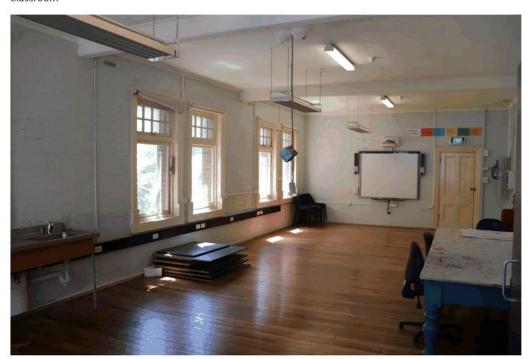




Area 2 - Classroom and Offices 1 and 2



Classroom



Classroom



Office 1



Office 2

Common Amenities Area





Hallway



Female Toilets

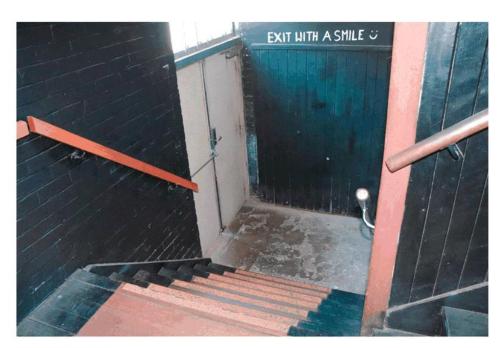


Male Toilets





Stairs to Market Place



Stairs to Campbell St

6.2 Local Government Association of Tasmania General Meeting - Call for Motions

File Ref: F21/25922

Report of the Acting General Manager of 15 April 2021.

Delegation: Council

REPORT TITLE: LOCAL GOVERNMENT ASSOCIATION OF TASMANIA

GENERAL MEETING - CALL FOR MOTIONS

REPORT PROVIDED BY: Acting General Manager

1. Report Purpose and Community Benefit

- 1.1. The purpose of this report is to determine whether the Council wishes to submit any motions to the Local Government Association of Tasmania's (LGAT) General Meeting to be held on 5 August 2021.
- 1.2. In providing motions to the LGAT, the Council has the opportunity to influence government policy in the areas of particular interest and benefit to the City of Hobart.

2. Report Summary

- 2.1. The LGAT's General Meeting is to be held on Thursday 5 August 2021.
- 2.2. Each year the LGAT invites councils to submit motions connected with the objectives of the Association or of common concern to members for inclusion in the August meeting agenda.

3. Recommendation

That the Council determine whether it wishes to submit any motions to the Local Government Association of Tasmania's (LGAT) August 2021 General Meeting.

4. Background

- 4.1. Every year the LGAT writes to members inviting them to submit motions on matters connected with the objectives of the Association or of common concern to members for inclusion on the agenda for its August meeting.
- 4.2. Elected members are invited to identify any appropriate motions which they may wish to see progress through this process.
- 4.3. In previous years, motions have centred around the following themes:

Roads and Infrastructure

Sector Profile and Reform

Sector Capacity

Financial Sustainability

Land Use Planning and Environment

Community and Health

Public Policy - General

4.4. The Council did not submit any motions in 2020, however, those considered by members included topics such as dog control and wildlife conservation; EPA resourcing and delegation; family and sexual violence strategies and indigenous sites of significance signage.

5. Proposal and Implementation

- 5.1. The Council determine whether it wishes to submit any motions to the LGAT General Meeting to be held on 5 August 2021.
- 5.2. The LGAT has requested that any motions for the 5 August 2021 meeting be submitted by close of business on 7 May 2021.

6. Strategic Planning and Policy Considerations

6.1. The Council has the opportunity to influence government policy in the areas of particular interest to the City of Hobart.

7. Financial Implications

- 7.1. Funding Source and Impact on Current Year Operating Result
 - 7.1.1. Nil.
- 7.2. Impact on Future Years' Financial Result
 - 7.2.1. Nil.
- 7.3. Asset Related Implications
 - 7.3.1. Nil.

8. Legal, Risk and Legislative Considerations

8.1. Not applicable.

9. Delegation

9.1. 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

ACTING GENERAL MANAGER

Date: 15 April 2021 File Reference: F21/25922

6.3 Council Policy Manual Review April 2021 File Ref: F21/31433; 18/17

Report of the Acting General Manager of 15 April 2021 and attachment.

Delegation: Council

REPORT TITLE: COUNCIL POLICY MANUAL REVIEW APRIL 2021

REPORT PROVIDED BY: Acting General Manager

1. Report Purpose and Community Benefit

1.1. The purpose of this report is to present to the Council the outcome from the April 2021 review of the City's Policy Manual.

2. Report Summary

- 2.1. To ensure good governance, the Council has resolved to review a portion of the Council's Policy Manual every six months such that all policies are reviewed within a two year period.
- 2.2. The Policy Manual contains 87 policies. In April 2021, 20 policies were reviewed for relevance, accuracy and currency by relevant officers across all Divisions.
- 2.3. Attached is a summary of recommendations in respect to the 20 policies reviewed (Attachment A).

3. Recommendation

That the Council Policies marked as Appendices 1 to 20, 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 April 2021, 20 policies from the City's Policy Manual were reviewed for relevance, accuracy, and currency by relevant officers across four Divisions.
- 4.3. All 20 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. Ten policies are recommended for amendment. The majority of changes proposed are to reflect changes to organisational structure, improve punctuation and grammar, consistency, and clarity or to update strategic or legislative references.

- 4.3.2. Ten policies have been reviewed and do not require any amendments.
- 4.3.3. There are no recommendations to rescind a policy.
- 4.4. The policy titled 'Open Data' and marked as Appendix 3, while not recommended for amendment at this time, has been identified as requiring a significant review and will be resubmitted in the October 2021 review cycle.
- 4.5. The policy titled 'Elected Member Development and Support' and marked as Appendix 12 contains general amendments throughout to reflect operational practices and more substantial amendments to Part Q of the policy which deals with the reimbursement of legal expenses.
 - 4.5.1. The changes have been made to respond to recent experiences in applying the policy. The changes result in an elected member being required to notify the General Manager prior to incurring any legal expenses. This affords the opportunity to engage with the Council's Councillors and Officers insurer so that any cover under that insurance policy can be determined prior to the expenses being incurred.
 - 4.5.2. This will ensure that the Council has greater certainty as to the quantum of any reimbursement to be made prior to the costs actually being incurred. It will also require the elected member to follow any instructions or directions of the insurer in handling the matter if they wish for the insurance policy to respond to the claim.
- 4.6. The next review, and final in the first two year cycle, is scheduled for October 2021. 27 policies will be included in this review.

5. Proposal and Implementation

5.1. It is proposed that the Finance and Governance Committee endorse the schedule of policies marked as Appendices 1 to 20 as shown in **Attachment A**, for approval by the Council at its meeting of 26 April 2021.

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

ACTING GENERAL MANAGER

Date: 15 April 2021 File Reference: F21/31433; 18/17

Attachment A: Summary of Recommendations - Policy Manual Review & 🖺

Draft - April 2021 Policy Manual Review Summary of Recommendations

Policy Title: Leases to Non-Profit Organisations (NFPO) (Appendix 1)

Category: Property Management

Review Proposal: Amend

Comment: Updated definition of NFPO, incorporating eligibility criteria and

minor administrative changes.

Recommendation: That the Council Policy titled Leases to Non-Profit

Organisations (NFPO) be amended as outlined in the appendix.

Policy Title: Guidelines for Future International Relationships (Appendix 2)

Category: Corporate Governance

Review Proposal: Amend

Comment: Minor administrative changes and an additional criteria added

relating to the Federal Foreign Arrangements Scheme.

Recommendation: That the Council Policy titled Guidelines for Future International

Relationships be amended as outlined in the appendix.

Policy Title: Open Data (Appendix 3)

Category: Corporate Governance

Review Proposal: No change

Comment: This policy requires a full review which will be undertaken

during 2021 and submitted in the October 2021 review.

Recommendation: That no change be made to the Council Policy titled Open Data.

Policy Title: Outstanding Debts - Collecting, Reporting and Writing Off

(Parking Infringements) (Appendix 4)

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

Outstanding Debts - Collecting, Reporting and Writing Off

(Parking Infringements)

Draft - April 2021 Policy Manual Review Summary of Recommendations

Policy Title: Closure and Reserving of Parking Spaces (Appendix 5)

Category: Parking Control

Review Proposal: Amend

Comment: Minor changes to policy to reflect new unit name change and

update punctuation and improve language.

Recommendation: That the Council Policy titled Closure and Reserving of Parking

Spaces be amended as outlined in the appendix.

Policy Title: Parking in Car Parks (Appendix 6)

Category: Parking Control

Review Proposal: Amend

Comment: Minor changes to policy to reflect new unit name change and

update punctuation and improve language.

Recommendation: That the Council Policy titled Parking in Car Parks be amended

as outlined in the appendix.

Policy Title: Parking – Voluntary Organisations (Appendix 7)

Category: Parking Control

Review Proposal: Amend

Comment: Minor changes to policy to reflect new unit name change.

Recommendation: That the Council Policy titled *Voluntary Organisations* be

amended as outlined in the appendix.

Policy Title: Residential Parking Permits in Metered Areas (Appendix 8)

Category: Parking Control

Review Proposal: Amend

Comment: Minor changes to policy to reflect new unit name change and

update punctuation and improve language.

Recommendation: That the Council Policy titled Residential Parking Permits in

Metered Areas be amended as outlined in the appendix.

Draft - April 2021 Policy Manual Review Summary of Recommendations

Policy Title: Residential Parking Permits in Non-Metered Areas (Appendix 9)

Category: Parking Control

Review Proposal: Amend

Comment: Minor changes to policy to reflect new unit name change and

update punctuation and improve language.

Recommendation: That the Council Policy titled Residential Parking Permits in

Non-Metered Areas be amended as outlined in the appendix.

Policy Title: Residential Parking Permits for Residents of the CBD and

Immediate Adjacent Areas (Appendix 10)

Category: Parking Control

Review Proposal: Amend

Comment: Minor changes to policy to reflect new unit name change and

update punctuation and improve language.

Recommendation: That the Council Policy titled Residential Parking Permits for

Residents of the CBD and Immediate Adjacent Areas be

amended as outlined in the appendix.

Policy Title: Increasing the Energy Efficiency of Council Assets

(Appendix 11)

Category: Property Management

Review Proposal: Amend

Comment: Minor changes to policy to clarify the unit in which the policy

now sits within.

Recommendation: That the Council Policy titled *Increasing the Energy Efficiency of*

Council Assets be amended as outlined in the appendix.

Policy Title: Elected Member Development and Support (Appendix 12)

Category: Corporate Governance

Review Proposal: Amend

Comment: General minor changes to reflect current operational practices.

Changes to Part Q of the Policy to reflect recent experience

with reimbursement of legal expenses.

Recommendation: That the Council Policy titled Elected Member Development and

Support be amended as outlined in the appendix.

Draft - April 2021 Policy Manual Review Summary of Recommendations

Policy Title: Commercial Activities in City of Hobart Parks and Reserves

(Appendix 13)

Category: Recreation, Parks, Bushland and Reserves

Review Proposal: No change

Comment: Last approved by Council September 2019

Recommendation: That no change be made to the Council Policy titled

Commercial Activities in City of Hobart Parks and Reserves

Policy Title: <u>Disposal of Excess Horticultural Plant Material (Appendix 14)</u>

Category: Recreation, Parks, Bushland and Reserves

Review Proposal: No change

Comment: Last approved by Council September 2019

Recommendation: That no change be made to the Council Policy titled Disposal of

Excess Horticultural Plant Material

Policy Title: Council Tree Compensation (Appendix 15)

Category: Recreation, Parks, Bushland and Reserves

Review Proposal: No change

Comment: Last approved by Council September 2019

Recommendation: That no change be made to the Council Policy titled Council

Tree Compensation

Policy Title: Donation of Park Furniture and Equipment for Installation in City

Parks, Bushland and Reserves (Appendix 16)

Category: Recreation, Parks, Bushland and Reserves

Review Proposal: No change

Comment: Last approved by Council September 2019

Recommendation: That no change be made to the Council Policy titled Donation of

Park Furniture and Equipment for Installation in City Parks,

Bushland and Reserves

Draft - April 2021 Policy Manual Review Summary of Recommendations

Policy Title: Establishment of Bushfire Hazard Management Area in

Bushland Reserves for New Developments on Adjoining

Property (Appendix 17)

Category: Recreation, Parks, Bushland and Reserves

Review Proposal: No change

Comment: Last approved by Council September 2019

Recommendation: That no change be made to the Council Policy titled

Establishment of Bushfire Hazard Management Area in Bushland Reserves for New Developments on Adjoining

Property

Policy Title: Conciliation Services (Appendix 18)

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 Conciliation

Services

Policy Title: Deferral of Planning Applications (Appendix 19)

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 *Deferral of*

Planning Applications

Policy Title: Planning and Development Control - Subdivisions

(Appendix 20)

Category: Environment, Planning and Development Control

Review Proposal: No change

Comment: Last approved by Council September 2021

Recommendation: That no change be made to the Council Policy titled *Planning*

and Development Control - Subdivisions

City of Hobart

Policy

Title: Leases to Non-profitNot-for-profit

Organisations (NFPO)

Category: Property Management

Date Last Adopted 23 September 2019

1. Objectives

(a) To ensure the Council's community assets provide the best possible use and value to the Hobart community.

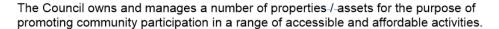
- (b) To demonstrate a clear and fair process for granting a lease to a Not-fFor-pProfit Organisation (NFPOs) for a property owned by the Council.
- (c) To ensure the rates and rental charges for NFPOs leasing Council property are equitable.
- (d) To ensure a range of Council-owned community facilities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

2. Background

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

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





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

NFPO tenants:

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

In return, NFPOs receive a subsidised rent.

3. Policy

That:

 (a) The Council will clearly demonstrate the application of equity for all lease arrangements with NFPOs for the occupation of property owned by the Council

 both for new leases and for the renewal of existing leases.

Works

- (b) There is an expectation by the Council that the costs of internal and, in some cases, external maintenance of the facility are borne by the lessee.
 - However, the lessee may approach the Council for separate funding assistance to help meet any maintenance and/or building costs.
- (c) The Council and lessee will work together to identify and implement strategies that would improve the environmental sustainability of the asset.

Rates and Rental Charges

(d) The minimum level of rates and rental charges to be imposed on eligible NFPOs leasing Council-owned property will be no less than Council Service Rate/s (including the Fire Service Rate where applicable, any service charges applicable to the property - including in some cases proportional charges from



TasWater) and a nominal rent of \$50.00 per annum, subject to the assessment process detailed below.

Eligibility

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

Assessment for Granting a Lease and Providing Subsidised Rental

- (fg) The following criteria will be considered when the Council determines whether it will grant a lease and/or, provide a subsidised rent and the level of that subsidy. These criteria will apply to NFPOs applying for a new lease and those seeking renewal of a current lease.
 - (i) Evidence supplied by the organisation of;
 - A. ACNC or CBOS registration;
 - B. past and present directors or committee members (whichever is relevant in the circumstances);
 - C. all related parties, transactions and arrangements in place;
 - D. any conflicts of interest within the governance of the organisation (including the provision of services);
 - (ii) Receipt of an undertaking from the directors or committee members of the organisation warranting they are a NFPO, they comply with this policy, the completeness of the information provided and the accuracy of that information;
 - (i)(iii) Use, or proposed use, of the property;
 - (ii)(iv) Alignment with the Council Strategic Plan and other relevant Council strategic documents;
 - (iii)(v) Level of community benefit proposed or provided, which could include one or more of the following:
 - A. Health and wellbeing;
 - B. Life-long learning;
 - C. Arts and culture;



- D. Social inclusion;
- E. Heritage and history;
- F. Economic implications;
- G. Environment/environment management; or
- H. Welfare;
- (iv)(vi) Value of land and buildings;
- (v)(vii) Potential for alternative use;
- (vi)(viii) Viability and capability of the organisation;
- (vii)(ix) Capacity to pay after all income and expenditure is taken into account:
- (viii)(x) Capacity to invest in and maintain the asset, or degree of capital investment undertaken;
- (ix)(xi) Type of facility;
- (x)(xii) Capacity to invest in the community, or level of community investment provided, through disbursement of surplus funds to local community groups, organisations or activities;
- (xi)(xiii) Length of tenure sought; and
- (xii)(xiv) For lease renewals only, the level of compliance with existing lease terms and conditions.

Tenure

- (gh) The Council will consider the following criteria when deciding the tenure to be granted to a NFPO:
 - (i) Value of the organisation to the community;
 - (ii) Capacity to pay, including the ability to maintain the asset;
 - (iii) Potential, or actual investment in the asset;
 - (iv) Historical tenure;
 - (v) Potential for alternative use (noting that a number of community assets would be unsuitable for an alternative use); and



- (vi) Future Council needs for the asset or the site;
- (hi) Leases to NFPOs are generally not to exceed a term of five (5) years, unless otherwise determined by the Council based on the issues raised in the Council report. These issues could include whether the lessee has fully funded the construction of a facility, has/is making a substantial investment in the site, and/or is responsible for all operational costs; and
- (ij) Should a leased community asset become vacant/available, an expression of interest process will be advertised which allows eligible NFPOs to apply for a lease. The criteria outlined in items 3(fg)-(hi) will be used to assess any expression of interest received.

Valuations and Building Condition Assessments

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

Lease Management

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

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

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

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



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

(I) The Council may conduct an annual compliance review of a NFPO, or a selection of NFPO's, that has been granted a lease of a Council-owned property with a reduced rent. This compliance review may be undertaken at the Council's discretion.

Reciprocity

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

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

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

General

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

4. Legislation, Terminology and References

Section 177 Local Government Act 1993 (Tas)

Section 78 Fire Service Act 1979 (Tas)

Responsible Officer:	Director City GovernanceManager Legal & Governance
Policy first adopted by the Council:	21/09/2015
History:	
Amended by Council	7/3/2016
Amended by Council	23/9/2019
Amended by Council	26/04/2021
Next Review Date:	March_April_20234
File Reference:	F16/65254



City of Hobart

Policy

Title: Guidelines for Future International

Relationships

Category: Corporate Governance

Date Last Adopted: 23 September 2019

1. Objectives

To provide guidance to the Council on the future management of existing sister city relationships and potential international relationships in order to attain cultural, social, economic and educational benefits for the City and its international city Sister City partners and to pursue strategic international alliances supporting local businesses and institutions in achieving economic, educational and tourism benefits for the City.

2. Background

This policy was developed as a result of an evaluation of the Council's existing international_sister_city relationships and outlines the criteria against which new proposals should be assessed. The policy was amended to create a second stream of 'Strategic Relationships' which would have a more direct economic focus.

3. Policy

That:

- Council policy for the establishment of new international relationships be based on a three tiered approach of:
 - (i) Information exchange.
 - (ii) Friendship Agreement or Strategic Relationship Agreement, time limited with clearly defined outcomes and review after three to five years.
 - (iii) Sister City relationship following a successful Friendship Memorandum of Understanding or Strategic Relationship Agreement.



- On receipt of any new request or proposal for an international relationship, or in the event the Council seeks to establish a relationship each request or proposal would be assessed in accordance with the following criteria, in order of priority:
 - (i) clear identification of the specific outcomes sought from the relationship;
 - (ii) relevance of the relationship in terms of achieving Council's major goals as outlined in the Strategic Plan;
 - (iii) the value of the relationship in terms of enhancing economic development, business investment, educational and tourism outcomes for Hobart and Tasmania, including specifically support for local businesses and educational institutions;
 - (iv) the value of the relationship in terms of supporting community and cultural linkages;
 - (v) willingness and capacity of the business or local community of interest to support the relationship;
 - (vi) the potential for mutual learning through exchanges and information sharing to facilitate sustainability and continuous improvement in the development of the Council's economic, social and environmental objectives;
 - (vii) the capability of the Council to provide skills and resources to assist in humanitarian and capacity building projects;
 - (viii) Council resources (human and financial) required to sustain the relationship to the satisfaction of both parties; and
 - (ix) evaluation of any political ramifications through consultation with the Department of Foreign Affairs and Trade and local communities; and-
 - (x) notification to and approval from the Minister of Foreign Affairs through the Foreign Arrangements Scheme in respect of both future and existing foreign arrangements

www.foreignarrangements.gov.au

4. Legislation, Terminology and References

Director Community Life
13/3/2001
16/4/2012
7/3/2016
23/9/2019
<u>26/4/2021</u>



Item No. 6.3

Agenda (Open Portion) Finance and Governance Committee Meeting - 20/4/2021



Next Review Date:	March April 20230
File Reference:	<u>F16/65301</u>



City of Hobart

Policy

Title: Open Data

Category: Corporate Governance

Date Last Adopted: 23 September 2019

1. Objectives

The policy sets out the Hobart City Council's approach to managing the online release of non-sensitive information and data to the public.

2. Background

The City of Hobart holds information and data of potential value to others outside of the Council. It is acknowledged that Council data can be used by third parties to develop knowledge and insights beyond the scope and intent of the original data.

Council supports 'open government' and 'open data' which is the core vision for government information management in Australia. It is recognised that public sector information is a national resource that should be published for community access and use...

3. Policy

Purpose:

This policy sets out the Council's approach to the open government principles supporting the release of information and data. Released data will be generic in form to comply with mandated privacy principles and confidentiality requirements.

Principles:

- Information held by the Council is a valuable community resource. Where there is no legal need to protect the information it can be open to public access. Where appropriate and demand can be demonstrated Council information may be proactively published. The default position is the Council supports openness and transparency in the release of information.
- 2 The Council will release as resources reasonably and practically permit, data through electronic means.



- The Council's Information Management Teams will set strategy and manage the publication of data ensuring all releases meet corporate and legislative requirements for data security, the protection of personal information, intellectual property rights and business confidentiality with the sought guidance of City Governance teams and Council's information and data security resources.
- 4 The Council will support the mutual exchange of digital information and data with other entities through publishing of viable data holdings to information portals such as data.gov.au or the Hobart City ArcGIS Open Data Portal.
- 5 Information and data published online will utilise industry based standards for presentation and format.

Licensing:

Wherever appropriate information published for community benefit will be issued under the Creative Commons 'BY' licensing standard, as recommended in the Intellectual Property Principles for Australian Government Agencies to minimise risk associated with errors or omissions.

Fees:

7 Information and data of wide community benefit would generally be free. The Council reserves the right however to charge fees and charges for the provision of information or data that is individually requested, specific in nature or requires Council resources to provide.

4. Legislation, Terminology and References

Acknowledgements/References:

The following resources are acknowledged in the compilation of this policy:

- The Office of the Australian Information Commissioner (OAIC)
- Ombudsman's Right to Information Act Manual
- Right to Information Act 2009
- Open Government Declaration, Commonwealth of Australia.
- G8 Open Data Charter, June 2013
- NSW Open Data Policy
- Glenorchy City Council; Open Data Policy
- Web Content Accessibility Guidelines



Responsible Officer:	Director City Innovation
Policy first adopted by the Council:	23/3/2015
History	
Amended by Council	7/3/2016
Amended by Council	23/9/2019
Biannual Policy Review	26/04/2021
Next Review Date:	March-October 20201
File Reference:	F16/65296



City of Hobart

Policy

Title: Outstanding Debts –

Collecting, Reporting and Writing Off

Category: Corporate Governance

Date Last Adopted: 23 September 2019

1. Objectives

To minimise the level of outstanding parking enforcement debts and set a timeframe within which uncollectable debts may be written off.

2. Background

The regular writing-off of debts considered uncollectable is appropriate. The writing off in June each year will enable Council's annual financial statements to be prepared disclosing only those debts considered collectable.

3. Policy

That:

- The intent of this policy is to minimise the level of outstanding parking enforcement debts and set a timeframe within which uncollectable debts may be written off.
- 2. The collection of outstanding debts will commence from the date of the initial infringement and progress through the following stages:
 - (i) Failure to pay parking infringement fine 18 days.
 - (ii) Reminder notice or courtesy reminder notices 18 days 1 month.
 - (iii) Referral of outstanding debts to a Council approved Collection Agency 2 months.
 - (iv) Forwarded to Monetary Penalties Enforcement Service (MPES) within 6 months



- 3. A report be submitted to the Finance Committee as at the end of June each year recommending that all "No Further Action" debts that have aged in excess of two (2) years be written off and include:
 - (i) The quantum (number and value) of the unpaid "No Further Action" infringements; and
 - (ii) A brief summary of the actions undertaken to collect the infringements.
- 4. A report be submitted to the Finance Committee as at the end of December each year detailing the total value of all fines outstanding at that time.

4. Legislation, Terminology and References

Responsible Officer:	Director City Innovation
Policy first adopted by the Council:	27/6/2005
History	
Amended by Council.	17/12/2007
Amended by Council.	9/2/2010
Amended by Council	7/3/2016
Approved by Council	23/9/2019
Biannual Policy Review	<u>26/04/2021</u>
Next Review Date:	December_April_201923
File Reference:	F16/65297



City of Hobart

Policy

Title: Closure and Reserving of Parking Spaces

Category: Parking Control

Date Last Adopted 23 September 2019

1. Objectives

To provide guidelines in respect to the management of requests for parking spaces to be closed and/or reserved.

2. Background

To allow the closure/reservation of parking spaces to allow tradespersons and other nominated essential users to secure parking close to the proximity of a nominated site.

3. Policy

That:

- 1. Parking spaces may be closed and/or reserved for the exclusive use of vehicles of an authorised person for such things as:
 - (i) Loading and unloading of material at a construction site;
 - (ii) Parking of service and trades vehicles adjacent to work site where it is evident that because of the requirements of tools, materials and equipment it is essential that the vehicle remain in close proximity to the site;
 - (iii) Removal vans delivering or removing furniture and equipment etc.;
 - (iv) Construction, maintenance and survey work by public authorities;
 - (v) Vans and Trucks used for Television, Film and Media outside broadcast and production $\underline{\cdot}_{\overline{\cdot}}$
 - (vi) Wedding Cars;



- (vii) Funeral Cars;
- (viii) Civic and State ceremonial occasions; or-
- (ix) Any other purpose which in the opinion of the Group Manager ParkingManager Smart and Sustainable City Operations is sufficient to justify such closure and/or reserving.
- 2. The Manager City-Smart and Sustainable City or their nominee Parking may authorise the affixing or placing and removal of Notices pursuant to Section 99(1) of the Local Government (Highways) Act 1982, by Council employees where it appears to them to be reasonable to do so. In all other cases the responsibility for affixing or placing and removal of Notices shall rest with the person to whom the permit is issued. For example, hoods/bags over meters, witches hats and signage to indicate 'No Parking without a Municipal Permit".
- 3. Such Notices shall not be issued unless the applicant has first paid such fees as prescribed by the Council for the period of the closure together with a deposit as determined for each Notice issued. The Group-Manager City-Smart and Sustainable City or their nomineeParking Operations, at their discretion, may issue Notices at such reasonable time prior to the commencement of the permit as deemed advisable if they are reasonably satisfied that the Notice will not be affixed prior to the commencement of the permit. If it is subsequently established that the Notice was affixed prior to the commencement of the permit, the extra fee for such period shall be deducted from the deposit held.
- 4. The deposit collected shall be refunded in full to the authorised person provided that the Notice is returned to the Customer Services Centre no later than one hour after the expiry of the permit, except that where the permit is issued for a whole day or a whole afternoon the Notice must be returned by 9.30 am on the next working day following the expiry of the permit.
- Where Notices are not returned within the time specified in Clause 4, the Manager <u>City Smart and Sustainable City or their nominee City Parking</u> shall deduct from the deposit the fees which would have applied had the permit not expired.
- Parking spaces adjacent to building sites shall be closed and/or reserved only on the recommendation of the Director City Planning.
- 7. Parking spaces shall be closed and/or reserved free of charge for:
 - (i) Funeral cars;
 - (ii) State and Civic ceremonial occasions; and
 - (iii) Any other purpose where the General Manager is of the opinion that the waiving of charges is proper.



- 8. Where a builder of a major construction requests the removal of parking meters adjacent to the site as an alternative to closure and/or reserving, or the closure and/or reserving of a parking space controlled by a voucher machine or where the appropriate Divisional Director is of the opinion that the meters ought to be reserved for the duration of all or part of the construction, the approval for the removal of the meters, sensors or any other parking infrastructure or the closure and reserving or the parking space shall be conditional upon the builder agreeing to pay the Council, in advance, the appropriate sum required to cover the cost of any parking infrastructure removal and replacement plus such daily amount as determined by the Council for each meter or reserved parking space for the estimated duration of their removal.
 - (i) If at the expiration of the estimated construction period, the building has not reached a stage where the meters can be replaced or reserved space reinstated, a further daily payment for each meter or reserved space shall be required from the builder in respect of the additional estimated construction period.
 - (ii) If in the opinion of the Manager <u>City-Smart and Sustainable City or their nominee City Parking</u> the meters can be replaced or reserved spaces reinstated earlier than at the expiration of the prepaid period, any excess payment is to be refunded to the builder.
 - (iii) In cases where a loading zone, bus stop, taxi rank, etc., has to be relocated to a new position clear of a building or demolition site and where this entails removal of meters or occupies a space normally controlled by a voucher machinemeter, the builder or contractor shall pay the same amounts as set out in Clause 8 above.

4. Legislation, Terminology and References

Section 99(1) of the Local Government (Highways) Act 1982

Responsible Officer:	Director City Innovation
Policy first adopted by the Council:	25/3/1985
History	
Amended by Council	7/3/2016
Amended by Council	23/9/2019
Amended by Council	26/04/2021
Next Review Date:	September April 20293
File Reference:	F16/65263



City of Hobart

Policy

Title: Parking in Car Parks

Category: Parking Control

Date Last Adopted: 23 September 2019

1. Objectives

To define the provision of complimentary parking vouchers to eligible pensioners.

2. Background

To make parking in Council car parks affordable for pensioners and to encourage shopping in the City.

3. Policy

That:

- 1. That pensioners who:
 - are the registered operator of a motor vehicle <u>and and the registered</u> address is within the City of Hobart; or;
 - (ii) are entitled to have a valid pensioner Pensioner concession Concession eard Card; or
 - <u>(iii)</u> are totally and permanently incapacitated ex-servicemen or women or war widows, who qualify for pensioner rate remissions;

may be granted one free parking voucher for up to four hours free parking on any one day per week (Monday-Friday) in either Argyle Street, Hobart Central or Centrepoint Car Parks, or in Argyle Street Car Park on any one day of a weekend or public holiday.

The operation of this concession be controlled by the Manager City
 ParkingSmart and Sustainable City Unit by means of a voucher system; the issue of vouchers being subject to a pensioner's eligibility being authenticated by the production of his/her their Pensioner Concession Card and his/her motor vehicle registration papers.



- 3. Parking vouchers issued to pensioners in accordance with this policy:
 - (i) shall be numbered to indicate the week of the year in which they nominally are due to be used; <u>and and</u>
 - (ii) may be allowed to accumulate prior to use but no more than four (4) vouchers may be used in advance of the week in which they are nominally usable.usable.
- 4. The Manager City ParkingSmart and Sustainable City Unit may under certain circumstances approve the use of more than four (4) weeks in advance where it is believed to alleviate situations of hardship on the user.

5.__

4. Legislation, Terminology and References

Responsible Officer:	Director City Innovation
Policy first adopted by the Council:	25/3/1985
History	25/11/2013
Annual Policy Review	8/9/2014
Annual Policy Review	7/3/2016
Amended by Council	23/9/2019
Next Review Date:	September 2020
File Reference:	F16/65262



City of Hobart

Policy

Title: Parking – Voluntary Organisations

Category: Parking Control

Date Last Adopted: 23 September 2019

1. Objectives

To define the authority of the Manager City ParkingSmart and Sustainable City in considering parking concessions to Voluntary Organisations and the appeals mechanism available to an applicant.

2. Background

Voluntary organisations rely on donations and public support. Free parking is provided to assist in transporting frail patients and/or collecting donations.

3. Policy

That:

- Applications for parking meter or off-street parking concessions, other than
 those covered by the policy, Elizabeth Mall Commercial Events Featuring
 Advertising, from Voluntary Organisations be considered by the Manager Smart
 and Sustainable City Unit Manager Smart and Sustainable City Unit and that
 the employee be granted the authority to approve such applications where they
 are of the opinion that special circumstances exist.
- Any request for a review by the applicant of the decision of the <u>Manager Smart</u> and <u>Sustainable City Unit Manager City Parking</u> be referred to the Finance and Governance Committee for individual consideration.

4. Legislation, Terminology and References

Infrastructure By-law, No. 1 of 2018

Delegations Register



Responsible Officer:	Director City Innovation
Policy first adopted by the Council:	25/03/1985
History	
Amended by Council	8/9/2014
Amended by Council	7/3/2016
Amended by Council	23/9/2019
Amended by Council	<u>26/04/2021</u>
Next Review Date:	August April 20203
File Reference:	F16/65258



City of Hobart

Policy

Title: Residential Parking Permits in Metered

Areas

Category: Parking Control

Date Last Adopted: 23 September 2019

1. Objectives

To improve residential amenity and provide a better balance of on-street parking supply in residential areas where <u>older houses_some residences</u> have little or no off-street parking provided and commuters are heavily using <u>the adjacentresidential areazones</u> <u>streets</u>-to park their vehicles.

2. Background

The policy was developed as a result of the Hobart Central Area Traffic and Parking Study to developed with the purpose of discourage discouraging commuter parkers parking from causing disadvantaging disadvantage to those local residents with access to who have little or no off-street parking facility.

3. Policy

That applicants for residential permits within metered areas only be considered from areas outlined on the following list and subject to the following conditions:

CONDITIONS

- 1. The vehicle must have a Tasmanian registration in the applicant's name.
- 2. Only one permit is issued for each separately assessed residential property in any area prescribed by the Council (as detailed below) subject to (4).
- Where more than one residential unit is located on a site the number of permits shall not exceed the number of spaces located in the street outside the frontage of the property.
- A permit can be issued only if no off-street parking is available on the property.



- Every permit must be applied for on the proper application form and the required fees paid.
- Owners or tenants of properties with off-street parking that are rented out to non-owners or non-tenants or non-owners are to, be refused resident parking permits to park on the street.
- 6. Owners or tenants of properties with off street parking, which is either commercialised by the owner or utilised by non-residents, will be refused resident parking permits to park on the street.
- 7. All permits expire on the 30th of June each year and a new application must be made for the succeeding year. The fee paid is for one year and no allowance or rebate can be made for a shorter period.
- The permit ceases to be valid on the change of ownership of the vehicle or change of address of the holder of the permit.
- 9. The If requested, the permit holder is responsible to present the vehicle to the Manager City ParkingSmart and Sustainable City Unit when a permit ceases to be valid under Condition 8 in order as proofto verify that the permit label has been removed.
- 10. A permit for another vehicle for a residential property will not be issued until Condition 9 above has been satisfied.
- Every permit will have inscribed on it the vehicle registration number for which it
 was issued and it will not be transferred to another vehicle the permit is nontransferrable.
- 12. Where a permit holder changes vehicles a new application must be made and another label fee is payable.
- 13. Every permit must be properly affixed to the windscreen or a front window of the vehicle on the near (left hand) side of the vehicle in such a manner as to be clearly visible from the outside of the vehicle.
- The issue of the permit does not guarantee the availability of any parking space to the holder.
- 15. The permit is only valid for the area for which it is issued.
- 16. Deposits as detailed are required for the issue of permits:
 - In the case of a resident owner or the spouse of a resident owner, no deposit.
 - (ii) In any other case, such fee as may be determined by the Council.



- 17. Deposits cannot be refunded unless Condition 9 has been satisfied.
- Permits can only be issued for private <u>passenger cars and station</u> wagonsvehicles and not for commercial vehicles.
- The permit may be cancelled by an authorised Council employee for a breach of any of the above conditions.
- 20. The permit is issued subject to direction of an authorised Council employee at any time.

STREETS WHERE PERMITS MAY BE ISSUED

- Goulburn between Harrington and Barrack;
- Barrack between Liverpool and Goulburn;
- · Murray between Melville and Brisbane;
- · Campbell between Brisbane and Patrick;
- Brisbane between Campbell and Argyle; and
- Wilmot.

Any <u>other</u> street where a separately assessed house remains in use as a residential dwelling within what has now become <u>a predominantly commercial area may be assessed on a case-by-case basis</u>.

4. Legislation, Terminology and References

<u>The CBD area is that the area bordered by Brisbane, Harrington, Davey and Campbell Streets.</u>

Responsible Officer:	Director City Planning
Policy first adopted by the Council:	17/3/1986
History	
Amended by Council	7/3/2016
Amended by Council	23/9/2019
Amended by Council	<u>26/04/2021</u>
Next Review Date:	September April 20203
File Reference:	F16/65257



City of Hobart

Policy

Title: Residential Parking Permits in Non-Metered

Areas

Category: Parking Control

Date Last Adopted: 23 September 2019

1. Objectives

To assist the parking needs of residents who live in non-metered areas within the City of Hobart, where it is not possible to park their vehicle/s on their own property, to have priority access over the general public to on-street parking in the vicinity of their property, for up to two eligible vehicles.

2. Background

The policy was developed as a result of the Hobart Central Area Traffic and Parking Study developed with the purpose of discouraging commuter parking causing disadvantage to those local residents who have little or no off-street parking. The policy was developed as a result of the Hobart Central Area Traffic and Parking Study to discourage commuter parkers from disadvantaging local residents who have no off-street parking facility.

The policy was developed as a result of the Hobart Central Area Traffic and Parking Study developed with the purpose of discouraging commuter parking causing disadvantage to local residents with access to no off-street parking.

3. Policy

That applications for residential parking permits in non-metered areas be considered, subject to the following conditions:

- 1. Applications, on the nominated application form, must be accompanied by relevant documents to verify vehicle ownership and residency.
- 2. A maximum of two (2) permits per household residence can be issued (household being a house, flat/self-contained residence (a residence being an assessable residence rated accordingly).



- 3. To be eligible for residential parking permits, there must be more eligible vehicles registered to residents living at the household than there are parking spaces for vehicles on that property for the household.
- To be eligible for a residential parking permit, a vehicle must be registered and drivable... Ccaravans, trailers and other non-drivable vehicles are not eligible for permits.
- 5. The number of off-street parking spaces for a household is to be determined onsite byat the sole discretion of appropriately authorised Council City of Hobart employeesofficers. If a resident disagrees with the outcome of the assessment, then the resident must put the matter in writing to the General Manager.
- The number of permits that can be issued to a household is reduced by one (1) for each off-street parking space at that address.
- 7. Owners or tenants of properties with off-street parking that are rented out to non-owners or non-tenants are to be refused resident parking permits. Owners or tenants of properties with off-street parking that are rented out to non-tenants or non-owners will be refused resident parking permits to park on the street.
- 7. Owners or tenants of properties with off-street parking, which is either commercialised by the owner or utilised by non-residents, will be refused resident parking permits to park on the street.
- Where, in the Council officer's opinion, a business is being conducted from the dwelling and the premises fronts a metered street, a resident parking permit will not be issued.
- No permits are to be issued within the designated Central Business District (CBD), except if issued in accordance with policy "Residential Parking Permits for Residents of the CBC and Immediate Adjacent Areas for Residents of the CBD and Immediate Adjacent Areas".
- A temporary resident parking permit is available for use by the resident, the resident's nominated visitor, tradesperson etc., at a monthly charge, as determined by the Council.
- 11. Transferable permits can be issued as follows:
 - (i) in the exceptional circumstance that no single vehicle is consistently used by the resident; and
 - (ii) Approved Bed and Breakfast establishments, where the owner lives in the household and operates the premises, the number of permits issued would not exceed the number of bedrooms less the available off-street spaces.



- 12. Applications must be in writing to the Manager Traffic EngineeringCity Mobility and must state the reasons for which the permit is required. A maximum of two (2) transferable permits per property will be issued.
- 13. Residential parking permits are for use in the immediate vicinity of the permit holder's residence only with Parking and Information Officers authorised under this policy to assess enforceability and/or non-compliance.
- 14. A resident parking permit will be cancelled if the holder of the permit uses the permit for commuter parking purposes outside the area for which the permit is issued.
- 15. The issue of a permit does not guarantee the availability of a parking space to the permit holder.
- 16. A permitted vehicle shall not remain parked in a manner to cause inconvenience or obstruction to other residents in a residential parking zone in the same location for seven (7) or more consecutive days without being removed.
- The annual cost of the permit is to be as determined by the Council. No refunds or discounts will apply.
- 18. Every permit must be properly affixed to the windscreen or a front window of the vehicle on the near (left hand) side of the vehicle in such a manner as to be clearly visible from the outside of the vehicle. Permits are valid when affixed to the left-hand side of the windscreen or the left side vent window of the vehicle with the registration number of the vehicle to match that shown on the permit.
- 19. Residents must remove permit labels if they dispose of the vehicle, move house or if the permit is cancelled.
- 20. A residential parking permit may be cancelled by the General Manager or his nominee for non-compliance with permit conditions.

4. Legislation, Terminology and References

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

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Responsible Officer:	Director City Planning



Agenda (Open Portion) Finance and Governance Committee Meeting - 20/4/2021

Policy first adopted by the Council:	10/11/1997
History	
Amended by Council	13/12/1999
Amended by Council	17/12/2007
Amended by Council	9/6/2009
Amended by Council	7/3/2016
Amended by Council	23/9/2019
Amended by Council	<u>26/04/2021</u>
Next Review Date:	September-April 20203
File Reference:	F16/65259



City of Hobart

Policy

Title: Residential Parking Permits for Residents of

the CBD and Immediate Adjacent Areas

Category: Parking Control

Date Last Adopted: 23 September 2019

1. Objectives

To improve residential amenity and to assist the parking needs of inner city residents who live in, or immediately adjacent to, the Central Business District (CBD) where there is no off-street parking space as part of their residence, either whether owned or leased by them.

2. Background

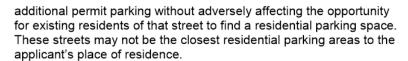
This policy was created as a result of an increasing number of enquiries and requests from inner city residents for residential parking permits.

3. Policy

That

- Residents of the CBD as shown on the plan labelled Attachment 1 and immediate adjacent areas, who reside in buildings constructed before December 1991 or in buildings that may have been renovated or had a change of use after December 1991 but where parking was not provided on site, be offered the following assistance to park their vehicles.
 - (i) Applications from the above residents for residential parking permits be considered subject to the following conditions
 - (a) Applications, on the nominated application form, must be accompanied by relevant documents to verify vehicle ownership and residency.
 - (b) Any permits issued will be for parking only in streets approved by the Manager Traffic EngineeringCity Mobility. These streets will be determined by the Manager City Mobility Manager Traffic Engineering on the basis of the capacity of the street to absorb





- (c) The number of permits that can be issued to a household is reduced by one (1) for each off-street parking space at that address.
- (d) -A maximum of two (2) permits per household can be issued (household being a house, flat/self containedself-contained residence) but only where each vehicle is registered to a separate owner residing at that address.
- (e) The number of on-site off-street parking spaces for a residence is to be determined by the <u>Manager City Mobility-Manager Traffic</u> <u>Engineering</u>. If a resident disagrees with the assessment, then the resident must put the matter in writing to the General Manager.
- (f) Owners or tenants of properties with off-street parking, which is either commercialised by the owner or utilised by non-residents rented out to non-tenants or non-owners, will be refused resident parking permits to park on the street.
- (g) A residential parking permit will be cancelled if the holder of the permit uses the permit in residential parking areas other than those approved.
- (h) The issue of a permit does not guarantee the availability of a space to the permit holder.
- (i) Every permit must be properly affixed to the windscreen or a front window of the vehicle on the near (left hand) side of the vehicle in such a manner as to be clearly visible from the outside of the vehicle. Permits are valid when affixed to the left hand side of the windscreen or the left side vent window of the vehicle with the registration number of the vehicle to match that shown on the permit.
- (j) Residents must remove permit labels if they dispose of the vehicle, move house or if the permit is cancelled.
- (k) Permits will be issued for residential use only; and where the applicant, at the request of a Council officer, signs a Statutory Declaration that they sleep at that address at least 5 nights a week.
- (I) A permitted vehicle shall not remain parked in a manner to cause inconvenience or obstruction to other residents in a street. It shall not be parked for longer than seven (7) consecutive days without being moved.



- (m) A residential parking permit may be cancelled by the General Manager or his nominee for non-compliance with permit conditions.
- (n) No residential parking permits will be issued to park in the designated CBD except as allowed for in Cclauses 1(i) (p) and 1(i) (q) below.
- (o) The above issued residential parking permits will entitle the permit holder to park on a designated parking meter free of charge up until 10.00am on days that the parking meters operate.
- (p) The parking meters to be available for this use will be as determined by the Manager Traffic EngineeringCity Mobility but will not include meters in the following streets, unless specifically permitted by the Manager City Mobility on a case by case basis:
 - (i) Argyle between Macquarie and Bathurst;
 - (ii) Bathurst between Harrington and Argyle:
 - (iii) Harrington between Bathurst and Macquarie;
 - (iv) Macquarie between Harrington and Argyle;
 - (v) all streets contained within the above block of streets; and
 - (vi) Elizabeth between Bathurst and Brisbane.
- (q) Special meter parking permits may be issued to the above residents for parking on parking meters only as described <u>listed</u> in Clauses 1(i) (p) and 1(i) (q) above. i.e. such a permit would not include the approval to park in a residential parking zone; however, these will be assessed on a case by case basis by Manager City Mobility.
- Residents of the CBD and immediate adjacent areas who reside in buildings
 constructed or renovated after December 1991 and where parking was provided
 as part of the development be offered the following assistance to park their
 vehicles if they can demonstrate that they are unable to park at their place of
 residence.
 - (i) Applications from the above residents for a special meter parking permit to park on a designated parking meter only, free of charge up until 10.00 am on days that the parking meters operate, be considered subject to the following conditions
 - (a) Applications, on the nominated application form, must be accompanied by relevant documents to verify vehicle ownership and residency.



- (b) The number of special meter parking permits that can be issued to a household is reduced by one (1) for each off-street parking space at that address.
- (c) A maximum of two (2) permits per household can be issued (household being a house, flat/self-contained residence) but only where each vehicle is registered to a separate owner residing at that address. A maximum of two (2) special meter parking permits per household can be issued (household being a house, flat/self contained residence) but only where each vehicle is registered to a separate owner residing at that address.
- (d) The number of on-site off-street parking spaces for a residence is to be determined on site by the Manager <u>Traffic EngineeringCity</u> <u>Mobility</u>. If a resident disagrees with the assessment, then the resident must put the matter in writing to the General Manager.
- (e) Owners or tenants of properties with off-street parking, which is either commercialised by the owner or utilised by non-residents, will be refused resident parking permits to park on the street.
- (e) Owners or tenants of properties with off-street parking, which is rented out to non-tenants or non-owners will be refused a special meter parking permit to park on the street.
- (f) If a vehicle with a special meter parking permit is parked on a meter that is not an approved meter then there will be no exemption to normal parking requirements on that meter.
- (g) The issue of a special meter parking permit does not guarantee the availability of a space to the permit holder.
- (h) The annual cost of a permit will be as determined by the Council from time to time. No refunds or discounts will apply.
- (i) Every permit must be properly affixed to the windscreen or a front window of the vehicle on the near (left hand) side of the vehicle in such a manner as to be clearly visible from the outside of the vehicle. Special meter parking permits are valid when affixed to the left hand side of the windscreen or the left side vent window of the vehicle with the registration number of the vehicle to match that shown on the permit.
- (j) Residents must remove permit labels if they dispose of the vehicle, move house or if the permit is cancelled.



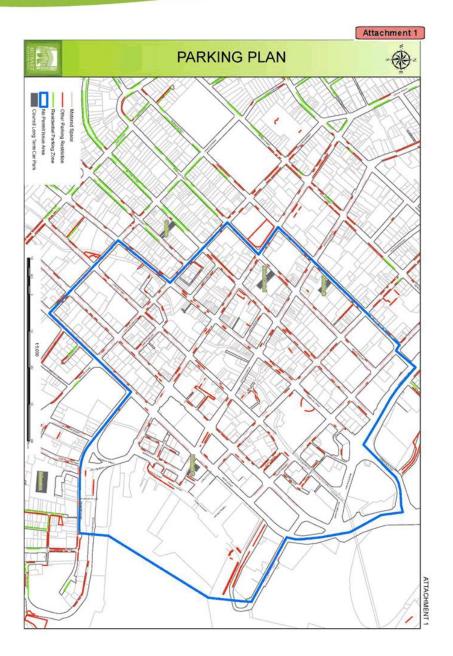
- (k) Permits will be issued for residential use only and where the applicant, at the request of a Council officer, signs a Statutory Declaration that they sleep at that address at least 5 nights a week.
- (I) A permit may be cancelled by the General Manager or his nominee for non-compliance with permit conditions.
- (m) The parking meters to be available for this use will be as determined by the Manager <u>Traffic EngineeringCity Mobility</u> but will not include meters in the following streets.
 - (i) Argyle between Macquarie and Bathurst;
 - (ii) Bathurst between Harrington and Argyle;
 - (iii) Harrington between Bathurst and Macquarie;
 - (iv) Macquarie between Harrington and Argyle;
 - (v) all streets contained within the above block of streets; and
 - (vi) Elizabeth between Bathurst and Brisbane.
- 3. All residents of the CBD and immediate adjacent areas who qualify for any of the above permits be listed for the offer of a parking space at a Council longterm car park closest to their residence ahead of any other person on the waiting list in lieu of being issued any of the above permits. The fee for such a parking space shall be at the current approved rate as determined by the Council from time to time.

4. Legislation, Terminology and References

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

Responsible Officer:	Director City Planning
Policy first adopted by the Council:	22/3/2010
History	
Amended by Council	7/3/2016
Amended by Council	23/9/2019
Amended by Council	26/04/2021
Next Review Date:	September April 20203
File Reference:	F16/65261







Appendix 11

City of Hobart

Policy

Title: Increasing the Energy Efficiency of Council

Assets

Category: Property Management

Date Last Adopted: 23 September 2019

1. Objectives

This policy establishes a framework for improving the management of energy at the Hobart City Council to ensure that the Council uses energy in a manner that achieves environmental, social and economic benefits in the long term.

2. Background

This Policy was developed by the Energy Management Team in response to a decision of the Corporate Management Team. It is now administered under the Smart and Sustainable City #Unit.

3. Policy

That:

- Energy use by the Council will be minimised by achieving the optimum level of energy efficiency for both new and existing assets.
- Estimates of projected energy use are to be calculated prior to the construction or purchase of new Council assets, and prior to the replacement or refurbishment of existing Council assets. An <u>internal or external</u> energy audit will be conducted if the projected energy use is greater than 2,500 kilowatt hours per annum.
- 3. The audit will investigate all areas of projected energy use and identify energy saving options. Particular attention will be given to innovative solutions and the use of renewable sources of power. The total cost of conducting the audit will not exceed 20% of the projected annual cost of energy for the asset.



- 4. Electricity connection and supply fees are to be minimised by wiring new assets to the electrical system of existing assets where possible. The Smart and Sustainable City #Unit will advise on sub-metering arrangements and technologies for analysis of fine-grained, real-time energy use.
- Energy saving options must be cost-effective. This will be determined by comparing the financial benefits of energy saving options with the cost of implementation. This cost/benefit will be calculated over the expected life of the asset.

4. Legislation, Terminology and References

Not applicable.

Responsible Officer:	Director City Innovation	
Policy first adopted by the Council:	26/7/1999	
History:		
Amended by Council	14/8/2014	
Amended by Council	7/3/2016	
Amended by Council	23/92019	
Amended by Council	26/04/2021	
Next Review Date:	March April 20231	
File Reference:	F16/65253	



Appendix 12

City of Hobart

Policy

Title: Elected Members' Development and Support

Category: Corporate Governance

Date Last Adopted: 18 November 2019

1. Objectives

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

They are summarised below:

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



2. Background

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

3. Policy

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

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

Definitions

In this policy reference is made to "annually", "per annum" and "per year". This is a reference to a period of time commencing on 1 November each year and expiring on 31 October the following year.

A. CERTIFICATES OF SERVICE

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

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

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

B. INSURANCE

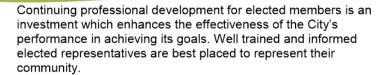
Elected members will be covered, on a 24 hour a day basis by insurance taken out by the Council against the risk of death, disablement or accident whilst they hold office.

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

C. ELECTED MEMBERS PROFESSIONAL DEVELOPMENT

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





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

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

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

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

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

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

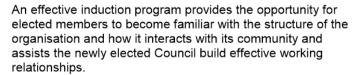
The total cost of funding for elected members activities, as described within this policy, will be attributed to the annual operating budget as approved by the Council

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

1. Post-Election Induction Program

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





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

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

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

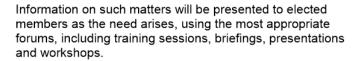
2. Ongoing In-house City of Hobart Training & Awareness Activities

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

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

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





3. Individual Elective Professional Development Activities

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

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

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

All professional development activities must be conducted within Australia.

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

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

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

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

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

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





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

D. REPRESENTING COUNCIL AS A CONFERENCE SPEAKER

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

Elected members who may represent the Council as a speaker or presenter will be required to provide a report to the Council on their attendance, in accordance with the policy. In the case where an officer accompanies an elected member, a report provided to the Council by the accompanying officer will meet the elected members' reporting requirements.

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

REPRESENTATION OF THE COUNCIL IN LOCAL GOVERNMENT AND **RELATED BUSINESS ACTIVITIES**

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

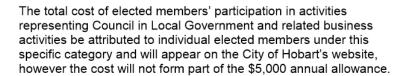
The Lord Mayor also participates on various working parties and special committees representing local government activities.

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

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

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





F. STUDY AND INSPECTION TOURS

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

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

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

G. INTERNATIONAL RELATIONSHIPS

Individual elected members may elect to participate in Council funded and approved international city relationship delegations, up to a maximum budget allocation of \$6,000, during their four-year term of office.

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

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

The following criteria applies to travel on international delegations:

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



- (iii) Major cultural events; or
- (iv) Strategic opportunities to build on and reinforce relationships.

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

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

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

H. GENERAL PROVISIONS

- Where an elected member undertaking travel on City of Hobart business, may seek to add a personal travel component, this can only occur where the elected member can demonstrate that there is no financial or material detriment to the City.
- Where elected members are required to provide reports in respect to activities undertaken under this policy, the report is to include the name, location and date of the activity, together with a summary of the outcomes, including any matters which may be considered relevant to the City of Hobart. An electronic template will be made available for this purpose. Reports will be submitted to the relevant Council committee. The Lord Mayor* will review compliance with reporting requirements annually.
- Upon return from any activity approved under the Elected Members Development and Support Policy, elected members are to provide a reconciliation of all expenditure incurred in attending the activity, within 30 days.
- 4. All additional costs associated with a partner accompanying an elected member undertaking any activity covered under this policy are the responsibility of the individual elected member and are to be met personally by them.



- 5. All air travel for elected members is to be economy class.
- 6. A daily incidentals travel allowance of \$40 per 24 hour period shall be provided to (elected members) who travel away from the City in all circumstances of legitimate Council business, as covered under this policy. This allowance is not subject to any acquittal or reconciliation process.
- 7. The Council's administration will make and pay for all arrangements for elected members' travel.

*In the case of the Lord Mayor, the Deputy Lord Mayor will act in lieu of the Lord Mayor.

I. ALLOWANCES

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

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

Allowances are paid in arrears.

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

J. SPONSORSHIPS

Where the Council resolves to -support events through a grant or sponsorship, free tickets <u>maybemay be</u> provided to the Council by the event organisers.

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

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

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



K. EXPENSES REIMBURSEMENT

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

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

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

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

1. Telecommunications;

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

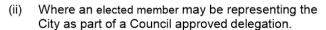
In respect to mobile phone services, elected members may make their own arrangements in terms of the selection of a call and data service provider of their own choice and claim reimbursement of costs incurred.

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

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

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





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

Data pack(s) can be purchased for use by elected members who are travelling overseas at their own expense for private purposes, however the cost of the data pack(s) will be reimbursed to the Council.

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

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

2. Travelling;

Local Travel

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

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

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

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

(i) Seek the reimbursement of costs through the submission of kilometre claims, which will be paid at the relevant rate per km, as set by the State Public Service, (as also applying to City of Hobart employees), subject to the provision of supporting information including travel date, destination, and details of the Council activity undertaken.



(ii) As an alternative to kilometre claims, elected members may nominate to be issued with a fuel card which enables a maximum allocation of 1,500 litres of fuel to be drawn from the Council's provider in each calendar year. Under this option there is no requirement for elected members to submit travel details. Elected members who nominate to draw from this fuel allocation must only do so by utilising the Council issued fuel card.

Non-Local Travel

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

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

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

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

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

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

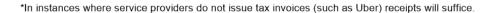
Council funding of care relates only to Council or Council committee meetings and Council attended events.

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

L. CLAIMS PROCESSING

Claims for the reimbursement of expenses incurred, as provided in this policy must be submitted directly to the Manager Legal and Governance together with tax invoices and receipts indicating proof of payment along with the full details of the nature of the expenditure. *





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

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

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

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

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

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

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

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

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

M. BENEFITS

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

1. Parking Permits

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

City of HOBART

Elected members must provide the details (including make, model, colour and registration number) of a maximum of two vehicles to the Manager Legal and Governance for inclusion in the Council's parking database as elected members' vehicles. Elected members must ensure that these details remain current at all times.

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

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

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

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

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

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

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

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





In line with the Council's commitment to health and wellbeing, elected members are permitted access to the Doone Kennedy Hobart Aquatic Centre at no cost.

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

3. Community Activities Participation Allocation

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

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

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

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

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

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

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

(iv) Non-Discretionary Activities:

Where an invitation/request is received for the Lord Mayor to be a special invited guest or to take on a participatory role (ie; to speak, to make a presentation, to open an



event or unveil a plaque, or to receive an award on behalf of the Council) and the event contributes to the advancement of the Council's strategic activities and/or where the presence of a Council representative is deemed to be required, the costs associated with the event for either the Lord Mayor or their representative be charged to the Lord Mayor's Ceivic Activities Function and not recorded against the attendee's Community Activities Participation allocation.

(v) Discretionary Activities:

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

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

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

5. Funded Business and Topical Issues Events

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

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



6. Elected Members Assistance Program

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

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

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

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

N. DISCLOSURE OF EXPENSES AND BENEFITS

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

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

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

O. FACILITIES

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

1. Elected Members' Lounge

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

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

 Elected members wishing to host such a function shall book the room with the Manager Legal and Governance.



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

2. Office Facilities

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

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

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

#Refer to section P (v).

P. LOAN OF EQUIPMENT

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

EQUIPMENT

- (i) Hosted email account
 - ald.[surname]@hobartcity.com.au or cr.[surname]@hobartcity.com.au
- (ii) Mobile phone
 - iPhone (current model)
 - Included accessories:

Apple silicone case
One additional charging cable

- (iii) Tablet Portable device
 - <u>HP X360 Laptop Microsoft Surface LTE</u> (current generation specifications available upon request)
 LTE/4G Data Service



· Included accessories:

Keyboard Type Cover
Stylus (upon request)
Wireless Mouse-(upon request)

) Distan

(iv) Printer

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

(v) Office equipment

- Docking station for portable device
- Monitors
- Landline phone
- Communal printer/photocopier

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

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

SUPPORT

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

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

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

Email: helpdesk@hobartcity.com.au

Phone: 6238 2784

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

Technical services provided:

- Support & troubleshooting of items included in the Aldermanic Technology and Telecommunication services offering
- Requests for new or replacement items included in the Aldermanic Technology Offering
- · Replacement consumables for council issued printers



- General operational technical support and advice *
- · Reporting of lost, stolen or damaged devices
- · Questions or feedback about ICT support and services
 - * Enterprise Technology may not be able to provide advice or support of technologies that are not included in the Aldermanic Technology Offering.

After Hours

(Outside business hours and public holidays)

Phone: (03) 8508 7664

Technical services provided:

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

Reception will take your details and a summary of the problem. A technician will then contact you within 30 minutes.

Q. REIMBURSEMENT OF LEGAL EXPENSES

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

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

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

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

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



Before incurring any legal costs, the elected member must first notify the General Manager. The General Manager will enquire with the Council's councillors and officers insurer as to whether any cover is available under that policy. If cover is provided, then the elected member must follow any instructions or direction of the insurer if they wish for the policy to respond to the claim.

In these circumstances the Council will meet the cost of any deductible payable under that insurance policy.

Should cover not be provided under that policy then any reimbursement will be subject to the hourly rate payable to the practitioners being no more than the average hourly rate for the Council's own external legal panel.

It is also a requirement that there is a letter of engagement between the elected member and the practitioner that expressly acknowledges the Council as a third party payer within the *Legal Profession Act 2007*.

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

- The elected member acting in accordance with the functions of an elected member as specified in Section 28 of the Local Government Act 1993;
- (ii) The elected member acting in good faith; and
- (iii) The quantum of costs sought to be reimbursed <u>not</u> being <u>un</u>reasonable.

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

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

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

Where:

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



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

The Council is to provide final approval of any reimbursement.

R. USE OF VEHICLE AND DRIVER - LORD MAYOR

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

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

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

A vehicle will not be available for the following use:

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

S. RETIREMENT FUNCTION - LONG-SERVING ELECTED MEMBERS

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



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

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

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

ELECTED MEMBER USE OF SOCIAL MEDIA GUIDELINES

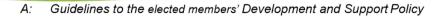
- 1.4 Elected mMembers may maintain their own social media accounts identifying themselves as eElected mMembers for the City of Hobart.
- 4.2 Elected mMembers should qualify their comments on social media as being their own, and not necessarily the position of the Council.
- 4.3 Information that is not already publicly available must not be disclosed at any time.
- The personal details of City of Hobart staff or management must not be shared or disclosed.
- 4.5 Content that could bring the City of Hobart, its eElected mMembers or its eEmployees into disrepute, or which defames or otherwise harms the reputation of the City of Hobart should not be published or shared.
- 4.6 All external communications must by respectful of all members of the community and comply with the principles of the Elected Member Code of Conduct.
- 4.7 Personal (not specific to their role as an elected member) social media accounts may also be maintained by elected mMembers but are subjected to the same conditions as their more official accounts.
- 4.8 Elected mMembers are reminded that they are responsible for all content published on their social media accounts whether this be posted by themselves or a third party.
- Comments, links, images and videos that includes material that may be deemed as offensive, discriminatory, defamatory or vulgar to any person should be removed.

4. Legislation, Terminology and References

Local Government Act 1993 Local Government (General) Regulations 2015

Appendix





Responsible Officer:	Director City GovernmentGeneral Manager
Policy first adopted by the Council:	25/3/1985
History	
Amended by Council	15/12/1986
Amended by Council	27/1/1987
Amended by Council	26/9/1994
Amended by Council	13/12/1999
Amended by Council	13/3/2000
Amended by Council	12/6/2001
Amended by Council	11/2/2003
Amended by Council	14/6/2005
Amended by Council	14/8/2006
Amended by Council	13/11/2006
Amended by Council	17/12/2007
Amended by Council	15/12/2008
Amended by Council	9/6/2009
Amended by Council	12/7/2010
Amended by Council	12/9/2011
Individual policy documents amalgamated into a single consolidated policy	31/10/2011
Amended by Council	13/4/2014
Amended by Council	14/7/2014
Amended by Council	9/6/2015
Amended by Council	22/6/2015
Amended by Council	13/7/2015
Amended by Council	7/3/2016
Amended by Council	9/5/2016
Amended by Council	7/11/2016
Amended by Council	24/7/2017
Amended by Council	17/9/2018
Amended by Council	22/10/2018
Amended by Council	18/2/2019
Amended by Council	23/9/2019
Amended by Council	26/04/2021
Next Review Date:	July April 20213
File Reference:	F16/78700





Guidelines to the Elected Members Development and Support Policy

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

ANNUAL ELECTIVE PROFESSIONAL DEVELOPMENT - PLANNING:

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



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



Appendix 13

City of Hobart

Policy

Title: Commercial Activities in City of Hobart

Parks and Reserves

Category: Recreation, Parks, Bushland and Reserves

Date Last Adopted 23 September 2019

1. Objectives

The purpose of this policy is to outline a framework and principles for making decisions about the use of the City of Hobart's parks and reserves for commercial activities.

This policy ensures that public interest remains paramount, while allowing for commercial activities in circumstances that provide community benefit and enhance the City's parks and reserves.

The objectives of this policy are to:

- 1. Encourage commercial activities in the City's parks and reserves that enhance recreation and visitor experience.
- Apply an equitable process in the assessment, procurement, regulation and charging of commercial operators for the commercial use of parks and reserves.

2. Background

The City regulates organised activities in the City's parks, bushland and reserves (including foreshore areas and sporting facilities) with the issuing of permits, licences, leases or bookings. This policy provides guidance on the approval of commercial activities in City of Hobart managed parks and reserves.

The City reserves absolute discretion to accept/decline any proposal for commercial use.

This policy does not apply to:

(i) Wellington Park.



- (ii) non-commercial use of the park, bushland or reserves
- (iii) filming and photography (refer to fees and charges).

3. Policy

That:

General

- Commercial activities operating within City of Hobart Parks and Reserves require approval;
- Commercial activities are to be located within suitable areas as identified in master plans or area based plans, where applicable, or to the satisfaction of the Director City Amenity;
- The City of Hobart reserves the right to undertake an expression of interest process or similar;

Assessment Criteria

- Proposals for commercial activities may be reviewed against the following assessment criteria:
 - (i) Demonstrated need

Why the proposal needs to be undertaken on public land and particularly the proposed location.

(ii) Compatibility

How the proposal provides a product/service compatible with:

- (a) the park's facilities and user needs (i.e. as identified in strategic documents like master plans etc).
- (b) community / key stakeholder views (including potential conflict issues with other park users).
- (iii) Value

If the proposal provides additional beneficial infrastructure for the area or income which may offset management costs.



(iv) Activation

How the proposal enhances visitor experience or helps activate the park.

(v) Impacts

Consideration of impacts on park values (environmental, social, cultural, recreational) and:

- (i) the amenity of the general locality;
- (ii) established businesses in the vicinity;
- (iii) the City's ability to sustainably maintain the facility / infrastructure (i.e. avoid overuse).
- (iv) Sustainability

How the proposal incorporates and promotes ethical, environmental and sustainable practices.

Community Engagement

Consideration of community / stakeholder views may form part of the assessment process.

Consultation that has taken place as part of the development of master / area based plans may inform the assessment of the proposal.

A determination on the extent of community consultation required will be made on a case by case basis.

Approval

- 6. Landlord approval may be granted to the applicant, subject to an assessment of the proposal's suitability being undertaken in accordance with the above criteria.
- 7. Approval to undertake the commercial activity may be given by way of lease, licence, permit or booking depending on the type of application (Table 1);
- 8. The Director City Amenity has the discretion to require that any proposal, regardless of size, be referred to the Council for its consideration;
- Following landlord approval, the applicant will be responsible for gaining all applicable statutory approvals (e.g. planning permit, place of assembly licences etc.);



- This process is separate to the proponent seeking the General Manager's consent to lodge a development application, if required, for a proposal on land owned or administered by the City.
- 11. Lease, licences, permits and bookings may include a clause that allows the City the right to revoke the lease, licence, permit or booking subject to conditions;

Fees and Charges

- 12. The City's fees and charges schedule are to be applied where the proposal fits within the schedule and is deemed appropriate
- 13. If a proposal does not align with the City's fees and charges schedule, a commercial valuation may be undertaken to determine appropriate charges
- 14. All direct costs arising from the proposal will be the applicants sole responsibility
- 15. Any increased operational costs and/or costs associated with reinstatement or repairs resulting from the commercial activity will be charged on a cost recovery basis to the operator. Appropriate bonds may be applied.

Table 1. Approval types and level of site security.

Type of permission	Usual application	Site sharing	Usual time frame	Applicant security over land	Delegation required
Lease	Semi-permanent/ daily/24 hour use.	Nil	>5 yrs <20 yrs	High security	Council
License/ Permit	Daily use or seasonal use	Ability to share	Annual	Medium security	Council
Booking	Daily use to occasional use	Ability to share	Annual	Low to medium security	General Manager

6. Exclusions

This policy does not apply to:

- (i) Wellington Park.
- (ii) the following users of the City of Hobart's parks and reserves:
 - (a) non-commercial recreation use by community members;



- (b) not-for-profit organisations that provide a service to their members and do not receive a financial reward beyond their direct costs to conduct the activity; and
- (c) primary or secondary school activities conducted as part of the school curriculum.
- (iii) filming and photography (refer to fees and charges).

4. Legislation, Terminology and References

- Local Government Act 1993
- Local Government (Building and Miscellaneous Provisions) Act 1993
- Land Use Planning and Approvals Act 1993
- Hobart City Council Public Spaces By-Law (By-Law No. 4 of 2018).

Terminology

For the purposes of this policy, City of Hobart parks, bushland and reserves include foreshore areas, sporting facilities and undeveloped open space.

Responsible Officer:	Director City Amenity
Policy first adopted by the Council:	15/12/2014
History	
Amended by Council	7/3/2016
Amended by Council	23/9/2019
Biannual Policy Review	26/04/2021
Next Review Date:	September April 20231
File Reference:	F16/65232



Appendix 14

City of Hobart

Policy

Title: Disposal of Excess Horticultural Plant

Material

Category: Recreation, Parks, Bushland and Reserves

Date Last Adopted: 23 September 2019

1. Objectives

To facilitate the management of the City's stock of vegetation and plantings that are no longer required by the City.

2. Background

The policy is to ensure that all excess horticulture material is disposed in a sustainable and cost effective manner.

3. Policy

That:

- All excess annual horticultural bedding and potted (herbaceous) plant material with a 12 month life cycle be composted or be provided to the Resource Work Cooperative (South Hobart Tip Shop).
- 2. Excess plant material that has a life cycle in excess of 12 months, be planted out in the City's parks where possible, otherwise as stated in Clause 1.
- 3. If requests/orders are received from organisations or institutions for the purchase of horticultural plant material, they be sold at a price as determined by the Director City Amenity.
- Upon request, suitable plant material may be donated to any school or charitable institution for the purpose of fundraising, decoration or amenity planting at the discretion of the Director City Amenity.
 - (i) The value of the material donated be appropriately recorded in the City of Hobart Annual Report.



4. Legislation, Terminology and References

Responsible Officer:	Director City Amenity	
Policy first adopted by the Council:	25/11/1991	
History		
Amended by Council	12/9/2011	
Amended by Council	7/3/2016	
Amended by Council	23/9/2019	
Biannual Policy Review	<u>26/04/2021</u>	
Next Review Date:	September April 20243	
File Reference:	F16/65233	



Appendix 15

City of Hobart

Policy

Title: Council Tree Compensation

Category: Recreation, Parks, Bushland and Reserves

Date Last Adopted: 23 September 2019

1. Objectives

The purpose of this policy is to outline the framework for the charging of a compensation fee for the loss of public trees that are approved for removal for the benefit of private development.

2. Background

The City of Hobart Street Tree Strategy 2017 outlines that the City should require remuneration for the removal of a public tree of a monetary value that includes both the estimated amenity value of the tree and the cost of the replacement planting (Section 7.4.3).

Street and park trees are essential public assets that require public funds to install and maintain. Unlike most other public assets, the value of an established tree is greater than the cost to purchase and install a replacement tree. A large tree provides significantly more amenity and value to the community than the tree that would be planted to replace it as it has been growing in the landscape for decades.

Trees provide amenity that enhances the image of the city and the experience of the community. This policy recognises that the value to the community of a tree cannot be adequately compensated for by the purchase and installation costs of the replacement tree alone but must also include an amenity value fee.

At the Council meeting 18 February 2019, the Council resolved that:

- In line with the City of Hobart Street Tree Strategy, a compensation fee be charged when a public tree is approved for removal that is associated with a private development, at the discretion of the General Manager.
- 2. The compensation fee comprise:
 - (i) the amenity value of the tree; and



- (ii) the replacement fee for a tree that includes the purchase cost of an advanced size and the planting and establishment costs
- 3. The amenity value fee be determined using the City of Hobart Tree Amenity Formula

This Policy document captures the Council decision.

3. Policy

That:

- The City has the discretion to charge a compensation fee when a public tree is approved for removal that is associated with a private development.
- 2. The fee comprises the amenity value of the tree, the cost of a replacement tree of an advanced size, and the planting and establishment costs.
- 3. The City will determine the amenity value fee of the tree using the City of Hobart's Tree Amenity Valuation formula.
- 4. The City will determine the purchase, planting and establishment fee for the replacement tree.
- 5. The fee determined by the City is final.
- 6. The fee must be paid prior to the removal of the tree.
- 7. The money will be directed to City's tree planting budget
- 8. The applicant is responsible for all works and costs associated with the removal of the tree, including acquiring any road opening or other permits

4. Legislation, Terminology and References

City of Hobart Street Tree Strategy 2017 Section- 7.4.3 and Sections 7.1.3

To regulate application of the AS 4970, the City should impose, as a condition of approval, a bond for the protection of all public trees that may be impacted by a proposed development.

The condition should note that failure to conduct works in accordance with AS 4970 will result in the loss of all or a portion of the bond. The size of the bond should be based on:

the estimated value of the tree (see Section 7.1.3); and



- the cost of a replacement tree:
 - o of an advanced size (say a 200L bagged tree or equivalent);
 - o of a species that will attain the mature height expected from the tree to be removed; and
 - o installed in line with the City's planting procedures.

In determining any discretion to allow removal of an established tree, the City should require replacement, as above, in a suitable location and/or remuneration for the value of the tree.

In no case should the City allow removal of trees for the construction of site hoardings.

Section 23 Protection of Vegetation, Public Spaces By-Law 2018:

A person must not, by any act, wherever performed, cut, prune, pluck, destroy or injure any tree, shrub, flower or other vegetation growing in a public space unless authorised to do so by permit.

Responsible Officer:	Director City Amenity
Policy first adopted by the Council:	24 July 2017 (with the approval of the Street Tree Strategy) formalised into a policy document 23 September 2019
History	
Approved by Council	23/9/2019
Biannual Policy Review	26/04/2021
Next Review Date:	September April 20243
File Reference:	F19/146329



Appendix 16

City of Hobart

Policy

Title: Donation of Park Furniture and Equipment,

Memorial Plaques and Tree Plantings in

Parks, Bushland and Reserves

Category: Recreation, Parks, Bushland and Reserves

Date Last Adopted: 23 September 2019

1. Objectives

To provide clear guidance when determining requests in respect to the donation of park furniture, equipment and the installation of memorial plaques or the planting of trees as memorials in City-owned parks, bushland and reserves.

2. Background

The City periodically receives requests to accept donated furniture and/or equipment for installation in parks, bushland and reserves. Requests are also received for the installation of plaques to commemorate events or individuals

This policy was developed to provide consistency and clear guidance when such applications are received.

3. Policy

That:

1. Memorial Plaques

The installation of plaques in suitable areas be permitted on the following basis:

- (i) All costs being met by the applicant.
- (ii) Plaques be only installed to commemorate historically important national or state events, or people who have made a significant contribution to the social, political and cultural life of Hobart subject to the approval of the Parks and Recreation Committee.



- (iii) The location be to the satisfaction of the Director City Amenity with due regard to any management or master plans, the values of the park, bushland or reserve and needs of users.
- (iv) The plaque be maintained by the City in accordance with its standard level of service for a minimum of 10 years.
- (v) The application for a plaque be supported by a minimum of three third parties, one of which must be a local community group.
- (vi) The City reserves the right to remove the plaque. The applicant shall be consulted, where appropriate, in such circumstances.
- (vii) The City may reposition a plaque if necessary for any future park or reserve improvements. The applicant shall be consulted, where appropriate, in such circumstances.
- (viii) Where an organisation has previously installed a plaque commemorating a significant milestone or event that plaque may be updated if another milestone is achieved. Unless with the approval of the Director City Amenity, the size of the new plaque must remain the same as the original plaque.
- (ix) Wording should avoid terminology used in cemeteries and be uplifting. Where applicable, the wording would recognise the nominee and their qualities. The final format and wording is to be approved by the Director City Amenity.
- (x) The size of the plaque is to be 150 mm x 100 mm for infrastructure and 300mm x 300mm for trees. The Director City Amenity may approve a variation of the size due to the location of the plaque and the associated infrastructure.
- (xi) The material of the plaque is to be to the satisfaction of the Director City Amenity.
- (xii) The City is to maintain a register of memorial plaques, tree plantings, and donated furniture and equipment.
- 2. Planting of commemorative trees

The planting of trees as memorials is permitted in suitable areas on the following basis:

(i) All costs being met by the applicant.



- (ii) Trees be only installed to commemorate historically important national or state events and people subject to the approval of the Parks and Recreation Committee.
- (iii) The location and tree species be to the satisfaction of the Director City Amenity with due regard to any management or master plans, the values of the park, bushland or reserve and needs of users.
- (iv) Memorial Trees can only be planted during the winter months.
- (v) The tree will be maintained by the City using standard arboricultural practices. Should the tree or related plaque be required to be removed, the applicant shall be consulted, where appropriate, in such circumstances.
- 3. Donation of park furniture and equipment.

The City welcomes the donation of park benches and other furniture (tables, barbeques, drinking fountains etc.) on the following basis:

- (i) All costs, including installation, being met by the applicant.
- (ii) The item of furniture or equipment is of appropriate quality, standard and design to the satisfaction of the Director City Amenity for the location.
- (iii) The location selected be the satisfaction of the Director City Amenity and will have due regard to any management or master plan, the values of the park and the needs of the users.
- (iv) Where the City is upgrading facilities and community groups wish to contribute towards the upgrade, a plaque may be placed in recognition of the support.
- (v) The City reserves the right to remove any donated item that has been damaged with the City to subsequently replace the damaged item as soon as practical.
- (vi) The City will maintain the item in accordance with its standard level of service for that type of item for a minimum period of ten years, or until the item is no longer functional.
- (vii) Any replacement costs being at the discretion of the Director.
- (viii) The party making the donation be permitted to have a plaque installed in recognition of the contribution, with the size and wording of the plaque to be to the satisfaction of the Director City Amenity



4. Legislation, Terminology and References

Responsible Officer:	Director City Amenity
Policy first adopted by the Council:	20/11/2017
History	
Amended by Council	23/9/2019
Biannual Policy Review	<u>26/04/2021</u>
Next Review Date:	September April 20213
File Reference:	F17/165062



Appendix 17

City of Hobart

Policy

Title: Establishment of Bushfire Hazard

Management Areas in Bushland Reserves

for New Developments on Adjoining

Property

Category: Recreation, Parks, Bushland and Reserves

Date Last Adopted: 23 September 2019

1. Objectives

To ensure new bushfire hazard management areas for the benefit of residential dwellings are contained within the property being developed.

To minimise the number and extent of any new bushfire hazard management areas established in the City's bushland and reserves network for the benefit of adjoining dwellings.

To ensure that new bushfire hazard management areas for the benefit of residential dwellings are only established in the City's bushland and reserves where, without such areas, existing vacant lots would be unable to be developed for a dwelling.

To provide clear requirements and criteria that enable assessment of requests to establish bushfire hazard management areas in the City's bushland reserves for the benefit of adjoining dwellings. To provide a consistent approach to the establishment and management of any bushfire hazard management areas in the City's bushland reserves for the benefit of adjoining dwellings.

2. Background

With the release of AS3959:2009 (Australian Standard for Construction of Buildings in Bushfire-Prone Areas) and the incorporation of that standard into the National Construction Code and Planning Directive 5 (Bushfire-Prone Areas Code), there is a statutory obligation to provide and maintain managed areas (Bushfire Hazard Management Areas) around new homes in bushfire prone areas.

In some cases, the dimensions of the required works mean that some pre-existing lots are too small to contain the necessary Bushfire Hazard Management Area wholly



within the subject lot. These lots will rely on the establishment of Bushfire Hazard Management Areas on adjoining properties.

As many pre-existing lots adjoin the City of Hobart's bushland reserves network, there is a need for a formal Council policy on how Bushfire Hazard Management Areas in the City's bushland reserves network are assessed and managed for the benefit of adjoining development.

3. Policy

That:

- Where possible, all bushfire hazard management areas should be contained within the property being developed, irrespective of the presence of an existing City maintained bushfire hazard management area within a bushland reserve adjoining the subject property.
- 2. Bushfire hazard management areas in bushland reserves will only be considered where the requested bushfire hazard management area is for the development of a new single dwelling, or an extension to an existing single dwelling, on a vacant lot that was created prior to Planning Directive 5.Bushfire hazard management areas for new subdivisions, non-habitable buildings (i.e. sheds, garages, gazebos and the like) and additional dwellings (i.e. studios, ancillary dwellings, multiple dwellings and the like) will not be approved in a bushland reserve.
- 3. Bushfire hazard management areas in bushland reserves may be considered for multiple dwellings only for lots created prior to Planning Directive 5 and only where the HMA requirement would be no greater than that required for a single dwelling on the lot sited and designed to minimise the extent of the HMA in the adjoining bushland reserve.
- 4. When submitting a request an applicant acknowledges that:
 - the maximum extent of the bushfire hazard management areas on the bushland reserve network will be the minimum necessary to provide a buffer appropriate for a habitable building constructed to BAL-40 under AS3959:2009.
 - the applicant is responsible for gaining all necessary statutory approvals, including all required documentation and associated costs (i.e. planning, legal, environmental and building).
 - (iii) the initial establishment of the bushfire hazard management area on City of Hobart land will be implemented by the City's staff and/or City managed contractors.



- (iv) all costs associated with establishment of the bushfire hazard management area will be borne by the applicant.
- (v) the initial establishment of the bushfire hazard management area on City of Hobart land will be implemented by the City of Hobart following the issue of a building permit, but before a certificate of occupancy.
- (vi) the ongoing management of the bushfire hazard management area on City of Hobart land will be managed and funded by the City of Hobart as part of the annual urban firebreak program.
- 5. If considering making a request for the establishment of a bushfire hazard management area in a bushland reserve, a potential applicant should contact the City of Hobart at the earliest possible stage.

A development application proposing works in a bushland reserve should not be prepared, or submitted, without first achieving the consent of the General Manager.

- 6. Where the incorporation of a bushland reserve in a bushfire hazard management area is requested, and the proposal satisfies clauses 2-5 of the policy, the City will assess request having regard to:
 - the likely impacts upon the natural and cultural values of the land (including recreational and visual amenity values),
 - (ii) the relevant management plan and/or strategy documents
 - (iii) available management resources
 - (iv) any practical alternatives to site and design the proposed dwelling in order to minimise the extent of any works in the bushland reserve.
- 7. Following assessment and endorsement by the relevant Director, the request will be submitted for the General Manager's consideration. If approved, written land owner confirmation will be provided which will then allow the lodgement of a development application.
- 8. Final approval for the establishment of a bushfire hazard management area is then subject to the development receiving all necessary statutory approvals.
- Only where an applicant can demonstrate there are exceptional circumstances will the City consider a request that does not meet all of the requirements (1-5 above).
- 10. In such cases it is the responsibility of the applicant to provide supporting evidence to the Council that substantiates their request. Any such request must be approved by the Council.



4. Legislation, Terminology and References

AS3959:2009

Australian Standard for Construction of Buildings in Bushfire-Prone Areas.

BAL-40

A Bushfire Attack Level specification, as defined in AS3959:2009 Section 2. The required buffer zone for a BAL-40 house in forested areas ranges from 12m on flat ground to 28m on steep ground (15 to 20 degrees downslope).

Bushfire Hazard Management Plan

A plan drawn up using AS3959:2009 that describes the architectural and land management requirements for a development to achieve an acceptable level of bushfire risk management. Bushfire Hazard Management Plans are drawn up by practitioners accredited by Tasmania Fire Service in the use of AS3959:2009.

Bushland Reserve

Public land owned and/or managed by the City of Hobart for its bushland values.

Responsible Officer:	Director City Amenity				
Policy first adopted by the Council:	27/4/2015				
History					
Amended by Council	7/3/2016				
Amended by Council	23/9/2019				
Biannual Policy Review	<u>26/04/2021</u>				
Next Review Date:	September April 20231				
Files Reference:	F16/65235				



Appendix 18

City of Hobart

Policy

Title: Conciliation Services

Category: Environment, Planning and Development

Control

Date Last Adopted: 23 September 2019

1. Objectives

The objective of this policy is to establish processes that will assist to:

Reduce the level of community conflict related to planning applications.

- Empower the parties in a dispute to take control of their own dispute and attempt to reach a resolution which satisfies the needs and interests of all those involved.
- Permit the parties the opportunity of informing the Council of any agreements
 they have reached and or clarification of the issues still in dispute, in order for
 the Council to take these matters into account in determining the planning
 application or resolving other matters that are in dispute.
- 4. To pursue consistency and fairness in the manner in which the Council deals with and resolves disputes.

2. Background

Previous attempts for either conciliation or mediation between parties experiencing conflict in respect to a planning application has been cumbersome and has not in the past achieved any significant result. The adoption of a policy that allows for the City Planning Committee to request parties in conflict over a planning application to enter into conciliation would overcome the shortfalls of Section 57A of the *Land Use Planning and Approval Act 1993*.



3. Policy

A. Purpose:

The purpose of this policy is to provide principles, guidelines and operating procedures for the conciliation service provided by the Hobart City Council in relation to the processing of planning applications.

B. Definitions:

What is Conciliation?

- Conciliation is the process in which the parties to a dispute with the assistance
 of a neutral third party (the conciliator) identify the disputed issues, develop
 options, consider alternatives and endeavour to reach an agreement.
- Conciliation aims to provide a fair, consensus building dispute resolution process in which the disputing parties are empowered to:
 - (i) clarify their needs and interests;
 - (ii) acknowledge the needs and interest of other parties;
 - (iii) become aware of the range of potential solutions; and
 - (iv) negotiate in good faith to achieve an agreement which:
 - (a) satisfies their mutual interests; and
 - (b) is fair and reasonable and is capable of implementation within the existing statutory process and the Council's planning schemes.

C. Application

The policy applies to the following:

- Disputes arising from development applications and related planning development and land management matters.
- 2. The following matters will be considered in determining whether conciliation will be applied:
 - It appears conciliation is the best method for dealing with the issues involved.
 - (ii) The parties are willing to participate in conciliation.



- (iii) There are a large number of participants, they are willing and are able to appoint representatives to attend conciliation on their behalf and agree on their behalf to any outcomes (a maximum of 5 persons is preferred).
- 3. Conciliation will not be pursued when it is considered that:
 - there are multiple parties involved and they are unable or unwilling to nominate a representative;
 - (ii) one or more of the parties is not willing to participate and negotiate in a genuine effort to reach a negotiated solution;
 - (iii) other dispute resolution procedures may be more appropriate;
 - (iv) the dispute does not involve Council's business or responsibilities; or
 - (v) the nature of the objections are not a reasonable basis for which to conduct conciliation
 (i.e. "I do not want any more two storey houses in my area" whilst the planning scheme allows two storey houses).

D. Principles

The following are the principles upon which the conciliation policy at the Hobart City Council is based:

- 1 Conciliation is to be conducted by a recognised and independent conciliator who is impartial to the dispute at hand.
- 2 Conciliation will not be treated as a whole as "confidential" (the conciliator or parties may determine that parts of the conciliation should be confidential) This will allow full disclosure of the matters discussed to be presented to the Council.
- 3 Conciliation is a voluntary process.
- 4 Conciliation is most effective when applied as soon as possible after a dispute and stakeholders are identified.
- Where the conciliation is attended by a representative of a group of people that representative should have "delegation" to agree to a particular outcome without reference to the group as a whole.
- Any agreement reached is a decision made by the parties themselves, and is one which satisfies their own needs and interests. Council will however take into consideration such agreement when considering the application but will still need to assess the application under any legislative requirements or the provisions of the Council's planning schemes.



- 7 The Council is not bound to a certain course of action because of an agreement reached at conciliation.
- 8 Conciliation does not prejudice any future action a party may wish to take.
- 9 Aldermen will not be present at conciliation sessions and the Council's officers will only be in attendance to provide technical advice.
- 10 Conciliation will not always be the most appropriate method of dispute resolution available.

E. Implementation

The policy will be implemented through the following process:

- Information of the Council's conciliation service will be provided at the time when the planning application is statutorily notified. The information will include advice that the representor should discuss the planning application with the relevant planning case officer before applying to participate in the conciliation service.
- 2 The representor will apply to the Council to participate in conciliation by completing the "request for conciliation" form (see attached) and lodging it with the Council before the closing date for representations.
- 3 The applicant within 7 days of the close of the representation period can also apply to participate in conciliation by completing the "request for conciliation" form and lodging it with the Council.
- The Director City Planning determines whether an application from a representor or a proponent fulfils the terms of the policy.
- The City Planning Committee or the Director City Planning may request that the relevant planning officer explore with the parties to the application (representors and applicant(s)) if they are prepared to enter into conciliation.
- Any conciliation is contingent on the applicant granting, to the Council, an extension of the statutory time, if necessary, in which it is able to deal with the application.
- 7 Conciliation will then be conducted in accordance with any guidelines adopted by the Council and/or in a manner the Conciliator considers appropriate for the circumstances.

4. Legislation, Terminology and References



Responsible Officer:	Director City Planning				
Policy first adopted by the Council:	9/3/2010				
History					
Amended by Council	12/9/2011				
Amended by Council	7/3/2016				
Approved by Council	23/9/2019				
Biannual Policy Review	<u>26/04/2021</u>				
Next Review Date:	September April 20203				
File Reference:	F16/65269				





Guide to Conciliation Service for disputes relating to planning applications

This guide is for paticipants involved in the Hobart City Council's conciliation program for Development Applications. It is intended to assist you in understanding of the conciliation process and the requirements for Council's Conciliation Policy.

What is Conciliation?

Conciliation is a voluntary process, where people in a dispute can come together to find a solution to their dispute with the assistance of an independent and impartial conciliator.

What are the steps in Conciliation?

If you would like to participate in the Conciliation Program, the following steps are involved:

- Lodge a completed Application of Conciliation.
- The Application for Conciliation will be considered and it will be determined if the matter is one, given the issues identified in the application, that can be dealt with through conciliation.
- If it is considered that conciliation should be undertaken the other parties will be asked if they wish to participate. If all parties agree the matter will proceed. If one party refuses the conciliation will not proceed.
- 4. The parties and the conciliator then conduct the conciliation at a mutually convenient time and place within 21 days of the receipt of the Application for Conciliation. The concilation will result in a signed agreement, a partial agreement or no agreement at all.

What is required for residents to attend the

Every person attending the conciliation should be prepared to discuss their needs, concerns and interests; are prepared to listen to the needs, concerns and interests of other at the conciliation; and are prepared to negotiate in a genuine effort to reach a negotiated solution.

What happens at the Conciliation?

The conciliator will conduct a meeting with the nominated respresentatives and the applicant to disucss their concerns and issues in relation to the development application. The parties will be advised of the venue of the meetings.

The conciliator helps the parties to explore options and assists the parties to reach agreement. The conciliator does not make recommendations or decisions on how the issues should be resolved, and are neutral and independent from Council.

There will be no Aldermen present at the conciliation. Council staff will attend to provided advice and assistance where possible.

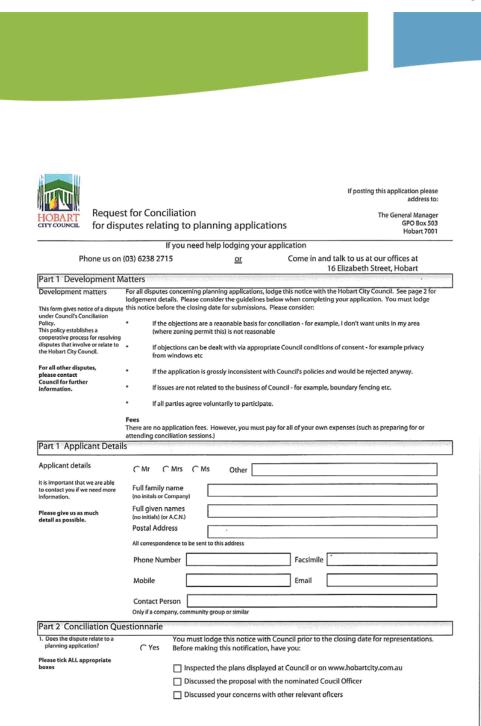
How does the conciliation affect Council's assessment of the Development Application?

Council's Development Appraisal Unit, will continue their DA assessment process while the conciliation process takes place. This can include the assessment by other areas of Council including traffic, stormwater, environment, etc. If an agreement is reached and both parties agree, then this information is generally forwarded to the planning officer for consideration in assessing the DA. Any agreement must still comply with relevant Legislation and planning scheme provisions.

If the matter is called before full Council the outcome of the conciliation will be included in the report to Council. One speaker from each side may also be given the chance to address Council's Development and Environmental Services Committee at its meeting. Please contact Council's Council Support Officer on 6238 2734 for further details.

Hobart Council Centre, 16 Elizabeth Street, GPO Box 503 Hobart Tasmanian 7001 Telephone: (03) 62382 711 TTY (03) 62382 187 Fax (03) 62347 109 AUSDOC DX109 Email: hcc@hobartcity.com.au Internet www.hobartcity.com.au







Details of the poposed development	House No.
	Street
	Suburb
	Application Number
	Subject
	Closing date for Submissions
	You must lodge this notice by this date where it relates to a development application.
Details of the dispute Please state your concerns clearly and succinctly. If insufficient	
space, attach a written statement	
Do you have any suggested solutions?	
Your suggestions can be ver helpful. We encourage you to put forward practicial and positive ideas.	
Part 3 Applicant(s) Declaration
Your declaration	I/We seek to have the above dispute resolved in accordance with the Hobart City Council's Conciliation Policy. I/We understand that I/We may be required to attend conciliation sessions conducted by neutral conciliators.
	Signature Date
The personal information the personal information are of	hat Council is collecting from you is personal information for the purposes of undertaking conciliation. The intended receipients of the filters/agents of the Council.
	se to people involved in the conciliation application process, personal information such as your name, address and issues of concern.
The supply of the information	on by you is mandatory. Personal information will be managed in accordance with the Personal Information Protection Act 2004.
1	Submit by Email Print Form Reset Form



Appendix 19

City of Hobart

Policy

Title: Deferral of Planning Applications

Category: Environment, Planning and Development

Control

Date Last Adopted: 23 September 2019

1. Objectives

To ensure that all planning applications are dealt with equitably.

2. Background

This policy was developed at the request of the Council to enable a process to be implemented to ensure extensions of time provided by applicants are sufficient for development applications to be considered by Committee and/or Council.

3. Policy

That:

- 1. The Council require all extensions of time requested by applicants to be a minimum of 42 days from the date of expiry of the current statutory period or from receipt by the Council of the amended proposal for planning approval.
- 2. Extensions of time requested for lesser periods will not be agreed to by the Council except where such time would enable consideration by the relevant Council or Committee meeting.

4. Legislation, Terminology and References



Responsible Officer: Director City Planning			
Policy first adopted by the Council:	10/11/1997		
History			
Amended by Council	15/2/2005		
Amended by Council	7/3/2016		
Approved by Council	23/9/2019		
Biannual Policy Review	<u>26/04/2021</u>		
Next Review Date:	September April 20230		
File Reference:	F16/65270		



Appendix 20

City of Hobart

Policy

Title: Planning and Development Control –

Subdivisions

Category: Environment, Planning and Development

Control

Date Last Adopted: 23 September 2019

1. Objectives

To fulfil the Council's obligations under Section 104 of the Local Government (Building and Miscellaneous Provisions) Act 1993.

2. Background

Amendments of sealed survey plans require all interested parties to the sealed plan to be formally notified of the amendment to allow objections to be made. Any party with an estate or interest at law affected by the proposed amendment may request to be heard by the Council prior to it making a determination. The City Planning Committee terms of reference make it the appropriate committee to hear such matters and to make the final determination.

3. Policy

That where, pursuant to Section 104 of the *Local Government (Building and Miscellaneous Provisions) Act 1993*, a proposal to amend a sealed plan is objected to, within 28 days after the giving of the last prescribed notice, the hearing of any persons who have asked to be heard shall be carried out by the City Planning Committee, in accordance with the provisions of sub-section (2) and that Committee shall act for the Council in all matters pertaining to making a determination.

4. Legislation, Terminology and References

Local Government (Building and Miscellaneous Provisions) Act 1993



Director City Planning
25/3/1985
September 2013
8/9/2014
7/3/2016
23/9/2019
<u>26/04/2021</u>
September April 20203
F16/65275



6.4 2021-22 Fees and Charges - Financial Services File Ref: F21/24504; 20/8

Report of the Manager Rates, Procurement and Finance Operations of 15 April 2021 and attachment.

Delegation: Council

REPORT TITLE: 2021-22 FEES AND CHARGES - FINANCIAL SERVICES

REPORT PROVIDED BY: Manager Rates, Procurement and Finance Operations

1. Report Purpose and Community Benefit

- 1.1. The purpose of this report is to present the proposed fees and charges for Council's financial services for the 2021-22 financial year.
- 1.2. Fees and charges are reviewed each year as part of the Council's annual budget process.

2. Report Summary

- 2.1. A review of Council's financial services fees and charges has been undertaken and a rounded 2.5% price increase for each is proposed for 2021-22.
- 2.2. No new Council fees or charges are proposed for 2021-22.
- 2.3. It is recommended that the attached schedule of fees and charges is adopted for 2021-22.

3. Recommendation

That the schedule of fees and charges for Financial Services marked as Attachment A to this report, be adopted for the 2021-22 financial year.

4. Background

- 4.1. At its meeting on 14 May 2012, the Council introduced three new fees, being a direct debit default fee, a cheque re-issue fee and an electronic funds transfer (EFT) default fee.
- 4.2. The direct debit default fee is charged to a customer where there are insufficient cleared funds in the nominated account when the agreed direct debit payments are to be drawn.
- 4.3. The cheque re-issue fee is charged when a customer requests Council to re-issue a cheque where the original may have been lost or misplaced. However, the fee is not charged when a cheque is re-issued as a result of a Council error.
- 4.4. The EFT default fee is charged when an EFT transaction is unsuccessful because the incorrect bank account information was supplied and the EFT is resent by Council as a result.

- 4.5. At its meeting on 25 May 2015, the Council introduced a new fee for the 2015-16 financial year, being a cheque default fee.
- 4.6. The cheque default fee is charged when a customer pays by cheque but the cheque is dishonoured by the financial institution e.g. 'bounced cheque'.
- 4.7. At its meeting on 22 May 2017, the Council introduced a new fee for the 2017-18 financial year, being an Australia Post payment default fee.
- 4.8. The Australia Post payment default fee is charged to a customer who pays at Australia post but the payment defaults. This will usually be because the customer pays by cheque but the cheque is dishonoured by the financial institution.
- 4.9. Similar fees and charges are imposed by councils both in Tasmania and interstate.
- 4.10. A pricing review of the financial services fees has been undertaken. A schedule showing the proposed fees for 2021-22 is attached **refer** attachment A.

5. Proposal and Implementation

- 5.1. It is proposed that the attached schedule of fees and charges be adopted for the 2021-22 financial year.
- 5.2. The proposed pricing level for each fee includes a 2.5% increase (rounded upwards to the nearest dollar), effectively a \$1 increase, from 2019-20 levels, to reflect increases in administrative costs and is inclusive of GST. It is noted that these fees have not increased since 2019-20 due to Council's decision at its meeting on 27 April 2020 to approve a COVID-19 community support package that included a policy of zero per cent increase on Council fees and charges for 2020-21.
- 5.3. The pricing of the proposed fees are set to recover any transactional banking fees imposed on Council by its financial institution and an amount to recover the administrative costs to Council.
- 5.4. The proposed Australia Post payment default fee of \$29 is similarly priced consistently with the other financial service fees and charges, and includes the cost charged to Council by Australia Post and an amount to cover the administrative cost to Council in rectifying the default.
- 5.5. Fees and charges for 2021-22 will become effective as at 1 July 2021.
- 5.6. Pursuant to section 206 of the *Local Government Act 1993*, the fees will be included in Council's fees and charges booklet, which is made available to the community from Council's website and the Customer Service Centre.

6. Strategic Planning and Policy Considerations

- 6.1. There are no direct strategic planning implications arising from this report.
- 6.2. The annual review of fees and charges has been undertaken in accordance with Council's Pricing Policy and Guidelines.

7. Financial Implications

- 7.1. Funding Source and Impact on Current Year Operating Result
 - 7.1.1. Not applicable.
- 7.2. Impact on Future Years' Financial Result
 - 7.2.1. It is difficult to determine the income that will be generated to Council from these fees as they are applied when a payment default has occurred.
 - 7.2.2. Based upon the number of instances where the fees have been applied to date this financial year, it is envisaged that approximately \$4,007 will be generated in income from these fees in 2021-22.
- 7.3. Asset Related Implications
 - 7.3.1. Not applicable.

8. Legal, Risk and Legislative Considerations

- 8.1. Pursuant to section 205 of the *Local Government Act 1993 (Tas)*, Council has the following powers:
 - (1) In addition to any other power to impose fees and charges but subject to subsection (2), a council may impose fees and charges in respect of any one or all of the following matters:
 - (a) the use of any property or facility owned, controlled, managed or maintained by the council;
 - (b) services supplied at a person's request;
 - (c) carrying out work at a person's request;
 - (d) providing information or materials, or providing copies of, or extracts from, records of the council;
 - (e) any application to the council;
 - (f) any licence, permit, registration or authorization granted by the council;

- (g) any other prescribed matter.
- (2) A council may not impose a fee or charge in respect of a matter if -
 - (a) a fee or charge is prescribed in respect of that matter; or
 - (b) this or any other Act provides that a fee or charge is not payable in respect of that matter.
 - (3) any fee or charge under subsection (1) need not be fixed by reference to the cost to the council.
- 8.2. Pursuant to section 206 of the *Local Government Act 1993 (Tas)*, council is to keep a list of all fees and charged and make the list available for public inspection during ordinary hours of business.

9. Delegation

9.1. 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.

Lara MacDonell

MANAGER RATES, PROCUREMENT AND FINANCE OPERATIONS

Date: 15 April 2021 File Reference: F21/24504; 20/8

Attachment A: Schedule of Financial Services Fees and Charges for 2021-22

T ages

Proposed 2021-22 Fees & Charges: Financial Services

NAVison Code	Description	2019-20 Actual excl. G ST	2020-21 Budget excl. GST	2020-21 Jan YTD excl. GST	2021-22 Estimate excl. GST
2901 J000049 0.001	Other Revenue incl. Default / Re-Issue Fees	-356	-4,000	-1,269	
Financial Services		356	4,000	1,269	4,007
				Change from 2020-21 to 2021-	22 0.17%

Fee Description	2019-2020 Fee incl. GST	2020-2021 Fee incl. GST	Pricing Method	Last Changed (type New Fee if applicable)	Proposed Fee 2021 - 2022 incl. GST	Fee includes GST (Y/N)	GST \$	Unit	% Variation	Estimated Quantity	Estimated Income excl. GST	Comment
Direct debit default fee			Full Cost			,						
Cheque re-issue fee	\$28.00		Full Cost	2019/20	\$29.00	T		per instance	4%	120		
Electronic funds transfer default fee	\$28.00		Recovery Full Cost	2019/20	\$29.00	Y	\$2.64	per instance	4%	9	\$237.24	
Cheque default fee	\$28.00		Recovery Full Cost	2019/20	\$29.00	Υ	\$2.64	per instance	4%	10	\$263.60	
Australia Post payment default fee	\$28.00		Recovery Full Cost	2019/20	\$29.00	Y	\$2.64	per instance	4%	5	\$131.80	
r mariana i sas pagineris delaun lee	\$28.00			2019/20	\$29.00	Υ	\$2.64	per instance	4%	8	\$210.88	

6.5 2021-22 Fees and Charges - City Innovation Division File Ref: F21/11554; 20/8

Report of the Director City Innovation of 15 April 2021 and attachments.

Delegation: Council

REPORT TITLE: 2021-22 FEES AND CHARGES - CITY INNOVATION DIVISION

REPORT PROVIDED BY: Director City Innovation

1. Report Purpose and Community Benefit

- 1.1. In accordance with the requirements of the City of Hobart's Pricing Policy and Guidelines dated 30 January 2020, the Council is to review its fees and charges on an annual basis as part of the budget process.
- 1.2. Pursuant to section 206 of the *Local Government Act 1993*, the fees will be included in the City's fees and charges booklet, which is made available to the community from the City of Hobart's website and via the Customer Service Centre.
- 1.3. Setting appropriate fees and charges for the City of Hobart's programs and services provides a sustainable framework within which programs and services can be delivered.
- 1.4. The purpose of this report is to present the proposed schedule of fees and charges for the City Innovation Division for the 2021-22 financial year to the Council for endorsement, which includes new fees and charges for both the City Parking and Smart and Sustainable City Units.

2. Report Summary

- 2.1. A comprehensive review of Council's City Parking fees and charges has been undertaken. An overall decrease of 7.9% over the original 2020-21 budget is proposed for 2021-22. This overall decrease in operating budget is a result of recovering utilisation across all parking assets since COVID-19.
- 2.2. This decrease is a result of adjustments in four (4) areas:
 - 2.2.1. A review of parking meter fees resulting in hourly rate modifications to a number of parking meters across the city;
 - 2.2.2. Adjustments in the State Government penalty unit fee resulting in an increase across both parking meters infringements and traffic infringements;
 - 2.2.3. A review of hourly rates in short-term car parks based on the reduction of the 90 minute free parking provision to 60 minutes;
 - 2.2.4. A review of monthly car park lease fees with adjustments in-line with market demand and comparative commercial services. Impacted services include Trafalgar Place, Hobart Central, Argyle Street, Lefroy Street, Elizabeth Street, Liverpool/Barrack Streets, Hunter Street and Salamanca Square Car Parks.

- 2.3. Budgeted increases also include the activation of new or dormant assets and services including:
 - 2.3.1. The introduction of four (4) cost-recovery fee-for-service drone services resulting in significantly increased interest in City of Hobart external drone services.
 - 2.3.2. The introduction of a CCTV footage retrieval fee from 2021-22. Officers are frequently receiving requests for access to CCTV footage for the purposes of investigations, insurance claims, and risk and safety audits.

3. Recommendation

That:

- 1. The schedule of fees and charges for the City Innovation Division marked as Attachments A-F to this report, and as referenced below, be adopted for the 2021-22 financial year:
 - (i) Parking Enforcement (Attachment A).
 - (ii) Off-Street Parking Long Term (Attachment B).
 - (iii) Off-Street Parking Short Term (Attachment C).
 - (iv) Off-Street Parking Short Term Motorbikes (Attachment D).
 - (v) Meters and Voucher Machines (Attachment E).
 - (vi) Smart and Sustainable City (Attachment F).
- 2. Council approve the reduction of the 90-minute free off-street parking service to 60-minutes commencing 1 July 2021.

4. Background

- 4.1. The attached fees and charges as summarised in Attachment A-F to this report outline the present fees and charges for the City Innovation Division and the proposed fees and charges for the 2021-22 financial year.
- 4.2. The proposed fees and charges for the 2021-22 financial year were assessed against demand, indexation and methods and timing of payment.
- 4.3. Where possible fees and charges are to be paid up-front with additional costs charged, as required, on a cost recovery basis.

4.4. A summary of the proposed fees and charges follows:

Parking Meter Fines

(i) The penalties for parking meter fines and traffic infringements are set using the State Government penalty unit fees. The State of Tasmania will adjust penalty unit fees for the 2021-22 financial year resulting in increases to penalties chargeable by Council.

The expectation is an average of \$1.25 for lower valued fines (expired meter) and \$3.00 - \$5.00 for serious offences (illegally parked in a disabled zone, no stopping zone or on yellow lines).

Parking Meter Fees

- (i) Using the Integrated Parking System, the City Innovation Division has undertaken an extensive analytical review of parking usage patterns across the city. This has identified high and low-demand areas across the city; in particular, areas where low parking fees considerably influence traffic congestion and service amenity.
- (ii) The annual review also identified areas that experience high usage and moderate turnover, along with areas where commuter parking (medium-to-long term stays and meter feeding) is occurring on short-stay bays.
- (iii) Based on this analysis, officers made the following recommendations to improve parking amenity and operations around the city as a basis for fee adjustments in 2021-22:
 - (a) Move the existing fee limit for premium CBD short-stay parking spaces from \$4/hr to \$5/hr;
 - (b) Standardise hourly short-term pricing across the City in three-bands: \$2/hr for City-fringe parking; \$3/hr for CBD-adjacent parking and \$5/hr for inner-CBD parking;
 - (c) Set Electric Vehicle fast-charging prices at \$20/hr; and
 - (d) Standardise short-stay pricing across Hobart's waterfront precincts.
- (iv) Accordingly, the following adjustments are proposed for the 1,876 on-street metered parking bays:
 - (a) 105 bays will incur a price decrease of 50 cents per hour. These bays relate to eight (8) specific zones on the fringe of the main CBD and North Hobart precinct exhibiting both low turnover and depressed usage. Prices will be decreased to incentivise parking and induce patrons from more highly congested areas across the CBD and North Hobart precinct.
 - (b) 153 bays will incur no change. These bays within the Condell Place and Lefroy Street Car Parks, along with five
 (5) specific areas within the CBD are currently optimised for both availability and occupancy.

- (c) 1,541 bays will incur a price increase of between 50 cents to \$1.00 per hour based on bay-by-bay and street-by-street modelling of occupancy, turnover, and usage patterns. These bays all exhibit medium-to-high occupancy and require intervention to induce medium-to-long term patrons into the area's off-street parking facilities or fringe/periphery areas of the city whilst providing a suitable balance of supply for short-stay.
- (d) 75 bays will incur a price increase of \$1.30/hour. These bays are all within the Hunter Street parking area and the price increase is designed to provide pricing and service consistency across all high-demand waterfront-parking services.
- (e) 2 bays will have a price increase of \$2.00. These two bays are on Murray Street (adjacent to the Parliament Square redevelopment) and are an exception to the standard pricing within the area. This price adjustment will also provide consistency across all high-demand waterfront-parking services.
- (f) There is no price change proposed for short-term rates in the Salamanca Square Car Park or the UTAS Melville Street Car Park.

Car Park Fees

- (i) Council's off-street car parks are designed to offer medium-to-long term parking and currently service 2.2 million customer visits per year. Independent expert advice provided to Council by ARRB indicated that the City's off-street parking services must start to be concurrently managed, through pricing, with Council's premium short-term on-street parking services in order to optimise both supply and demand and overall traffic amenity within and across the City.
- (ii) Through its current parking pricing mechanisms, Council is inadvertently contributing to current supply and congestion challenges across the City. Historic data indicates that 49% of all car park patrons currently park within the 90-minute free parking period (over 1 million free sessions) with post-COVID19 data highlighting significant growth in the use of the free parking for short duration stays with current usage within 90 minutes at 53% (approaching 1.2 million free sessions/year).
- (iii) To improve both the quality and public amenity of parking services across the City, while also ensuring Council can continue to sustainably operate, maintain, upgrade and renew its critical off-street parking infrastructure, it is proposed to:
 - (a) Reduce the 90-miunute free service to 60-minutes free;

- (b) Adjust off-street hourly car park tariffs in-line with on-street modelling to balance short- and medium-to-long term patrons across the service appropriate to their requirements; and
- (c) Reduce variable operational and strategic asset management costs across the off-street car parks to ensure sustainable maintenance and renewal funding for carpark assets.
- (iv) The following table summarises the proposed off-street car park fees and charges commencing July 1, 2021:

Service	Current	Proposed
0-30 minutes	Free	Free
30-60 minutes	Free	Free
60-120 minutes	\$2.00	\$4.00
120-180 minutes	\$4.00	\$6.00
>180 minutes	No change	

Long Term Car Park Fees

- (i) The monthly rental for all leased long-term spaces were reviewed and will be adjusted in-line with market demand and comparative commercial services. This represents an overall increase of 4.2%.
- (ii) Changes by carpark:
 - Argyle Street Car Park (45 spaces) to \$310 p/m (up \$10);
 - Elizabeth Street (32 spaces) to \$320 p/m (up \$10);
 - Hobart Central Car Park (42 spaces) to \$310 p/m (up \$10);
 - Hunter Street (12 spaces) to \$200 p/m (up \$20);
 - Lefroy Street (12 spaces) to \$125 p/m (up \$5);
 - Liverpool/Barrack (38 spaces) to \$260 p/m (up \$15);
 - Melville Street (20 spaces) to \$250 p/m (no change);
 - Salamanca Square (126 spaces) to \$310 p/m (up \$10);
 - Trafalgar (207 spaces all week) to \$310 p/m (up \$14); and
 - Trafalgar (131 spaces M-S) to \$290 p/m (up \$14);
- (iii) In the case of Lefroy Street, the current configuration is one (1) all week space at \$120 per month and eleven (11) Monday to Friday spaces at \$90 per month. It is proposed to standardise Lefroy Street long-term parking into an appropriately signed permit area and offer these spaces at the all-week rate only.
- (iv) The Trafalgar Place Car Park monthly rental is reviewed and increased annually as a result of an annual increase in the City's rental fee paid to the building owner. At this price point there is an expectation that the car park will fill (be fully leased) by September 2021.

- (v) All long-term motorcycle spaces to be increased in line with market rates to \$85 per month.
- (vi) The current fee for replacement of control door openers is under the actual cost incurred by Council. It is proposed to increase this fee from \$50 to \$75.

New Fees and Charges - Smart and Sustainable City

Retrieval of CCTV Footage

- (i) The City of Hobart continues to install CCTV infrastructure in offstreet parking areas, on owned property and around the city. Members of the public, state government agencies including Tasmania Police, other local government authorities and internal council staff frequently request access to CCTV footage for the purposes of investigations, legal proceedings, insurance claims, risk and safety audits and maintaining a safe and secure community.
- (ii) Access to footage is generally restricted to Tasmania Police, City of Hobart staff, Tasmanian State or Local Government agencies, lawyers and solicitors acting on behalf of their clients, members of the public defending themselves in court and other requests by interested parties on a case-by-case basis.
 - (a) In such cases where a member of the public is denied access to footage, requests may be elevated to a Director or an Elected Member, costing the City a significant amount of time to process, even when it is determined no footage is available.
- (iii) The process of obtaining footage is highly manual and not straightforward. A single request involves several hours of Officer time, and video editing to remove private information of unrelated parties. Legal advice may be required as to whether particular footage should be released or not, (for instance if it contains images of children or if there is a question around the bona fides of the person requesting the imagery). This time also includes the transfer of the video footage to the interested party i.e. Tasmania Police, and the subsequent administrative work to conclude the investigation such as completing statutory declarations.
- (iv) To support this fee proposal a policy is under development to define access rights and a webpage is being developed with an advanced footage request form, which has the proposed fee imbedded within the form. Tasmania Police will be exempt under a new MOU. The webpage will also help clarify how a member of the public may obtain footage if they are entitled to it, and to prevent ambit claims (as there is frequently no evidence in the footage of, for instance, who scratched a vehicle, even though an officer may spend several hours ascertaining this).

- (v) The \$148.50 GST inclusive charge includes:
 - (a) Server costs of \$14 per day, per channel to store video footage in high definition at a frame rate of greater than 14FPS:
 - (b) Licencing costs to operate the video management system which is costed per device (with the CCTV program of works installing over 300 devices over the next three years);
 - (c) An officers' hourly rate;
 - (d) Material cost of purchasing USBs to store video footage;
 - (e) Power costs to run cameras/servers/work stations;
 - (f) Legal advice (annualised over all requests);
 - (g) Routine and reactive maintenance to the network; and
 - (h) Website management and footage request management.

Drone Services

Four (4) new drone services fees and charges have been introduced. They are:

- (i) Drone Photography Package
 - (a) A new drone photography package will consist of 10 raw photos of a specific single location upon request.
 - (b) These photos are for the customers to use how they wish with full ownership of the 10 photos given to the client unedited. The photos will be in RAW (DNG) format.
 - (c) Should the customer wish for the photos to be processed (colour corrected, balanced, and edited to be more appealing to the eye), this must be stated on the form prior to submission and is included in the price. Should the client request panorama photos (either vertical or horizontal), one (1) will be provided in addition to the 10 standard photos at no extra charge. Any additional panorama photos in addition to the first one supplied will require prior approval before the request is accepted, this must be added to the notes and may reduce the number of standard raw photos in the package.
- (ii) Drone Videography Package (4 minutes @ 4K(24fps)
 - (a) A new drone videography package fee has been introduced, consisting of an unedited 4K (3840 x 2160) 24 frames per second video in 8-bit colour that can be supplied to a customer upon request.

(b) The video will be supplied to the customer as a single file with no effects, transitions, music, or colour grading. The file type container is MP4 and upon request, the combined 4minute video can be delivered in four separate video files of 1 minute each.

(iii) Drone Inspections

- (a) A new Drone Inspection fee includes a package of both photos and a video of a specific nominated inspection site for a specific single location that will be supplied upon request from a customer.
- (b) The photos and videos captured will be checked for quality, corrected for lighting, and visually enhanced (exposure levels and contrast). Standard image and video formats can be supplied, and should the nominated location be completed within the first 30 minutes a second site in close proximity can be selected on the day to be inspected at no additional charge.
- (iv) Drone Mapping (Photogrammetry)
 - (a) This is a new package of imagery and derived products for a nominated square kilometre of drone-captured mapping data is provided upon request to a customer. Imagery is captured using the DJI Matrice 300 RTK with the Zenmuse P1 payload.
 - (b) Images will be captured and processed to produce 3 datasets for a client – Orthophoto Mosaic, 3D Mesh and derived Point Cloud. Standard imagery and data formats can be supplied. The imagery comes with an unlimited and perpetual license of use, however, the City of Hobart reserves the right to utilise any data and imagery captured for Council purposes within both its GIS and Digital Twin.
 - (c) All Drone Service will be undertaken by the City of Hobart's qualified Drone Pilot in accordance with the Operator's certificate (ReOC -6949). Requests must be submitted using the online web service request form and all service deliverables will be made accessible to download by the client. Download access details will be supplied to the client at completion of a project. All deliverables must be used for legal and legitimate purposes only.

5. Proposal and Implementation

- 5.1. It is recommended that the attached schedules of fees and charges be endorsed for the 2021-22 financial year for the City Innovation Division.
- 5.2. Fees and charges for 2021-22 will become effective as at 1 July 2021.

5.3. Pursuant to section 206 of the *Local Government Act 1993*, the fees will be included in the City's Fees and Charges booklet, which is made available to the community from the City of Hobart's website and from the Customer Service Centre.

6. Strategic Planning and Policy Considerations

- 6.1. There are no direct strategic planning implications arising from this report.
- 6.2. The annual review of fees and charges has been undertaken in accordance with the City of Hobart's Pricing Policy and Guidelines.

7. Financial Implications

- 7.1 Funding Source and Impact on Current Year Operating Result
 - 7.1.1. None are foreseen.
- 7.2 Impact on Future Years' Financial Result
 - 7.2.1. The increase in the base value of parking fines for the 2021-22 financial year is noted as 0.58% based on State Government penalty unit rate increases. The projected increase in revenue from parking fines is 24.54% and is being estimated based on multiple factors. These are:
 - Increased use and reliance on sensor technologies and deployment of new sensor infrastructure in loading zones, clearways, and unmetered spaces;
 - (ii) Redesign of the parking enforcement work force and implementation of a new roster system increasing the scope of available enforcement hours and available Parking and Information Officers (PIO); and
 - (iii) Analysis of historic infringement patterns and areas of concern leading to a modification to PIO routes, and implementation of a city wide motor cycle PIO squad targeting high efficiency and high value infringements.
 - 7.2.1. In relation to drone services and CCTV retrieval footage, the impact on future years' financial results is indeterminate because the demand for the services cannot be initially projected. The coming year is a market test with pricing set at competitive rates using activity based costing and market research.
 - 7.2.2. The equipment and licensing required for the services are already covered by City of Hobart operational needs. Any fees acquired through these services will only further offset the associated expenses.

7.3 Asset Related Implications

7.3.1 Fees and charges, especially for off-street facilities have been identified to ensure the ongoing sustainable operational and strategic management of these critical assets.

8. Community and Stakeholder Engagement

8.1. Consultation has occurred with Divisional Managers, Principal Advisor Commercial Parking Operations, the City's Drone Pilot and Budget Function Officers in the preparation of this report.

9. Legal, Risk and Legislative Considerations

- 9.1. Pursuant to Section 205 of the *Local Government Act 1993*, the Council may impose fees and charges for various services.
- 9.2. Pursuant to Section 206 of the *Local Government Act 1993*, the Council is to keep a list of all fees and charged and make the list available for public inspection during ordinary hours of business.

10. Delegation

10.1 This matter is delegated to the Council for determination.

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: 15 April 2021 File Reference: F21/11554; 20/8

Attachment A: Parking Enforcement 4

Attachment B: Off-Street Parking Long Term U Carrier Off-Street Parking Short Term U Carrier U C

Attachment D: Off-Street Parking Short Term Motorbikes &

Attachment E: Meters and Voucher Machines \$\Pi\$ \$\mathbb{Z}\$
Attachment F: Smart and Sustainable City \$\Pi\$ \$\mathbb{Z}\$

Finance and Governance Committee Meeting - 20/4/2021

Proposed 2021-22 Fees & Charges: Parking Enforcement

2021-22 2019-20 Actual 2020-21 Budget YTD excl. Estimate excl. NAVison Code Description excl. GST excl. GST GST GST Income from Residential Parking Permits recorded against Parking Enforcement Job J000188 - refer City Planning Residential Parking Template 2131 J000188 0.001 Fines -2,325 2132 J000188 0.001 Parking Meter Fines 2133 J000188 0.001 Traffic Fines -3,449,207 -1,715,505 -4,130,893 -2,254,823 -2,387,194 -1,252,388 2210 J000188 0.001 Meter Collections -5,992,839 -5,269,536 -3,299,744 2262 J000188 0.001 Fees & Charges - On-Street Parking -100,733 0 -49,623 2279 J000188 0.001 Other Fees & Charges -28,456 -90,001 2,629 Parking Enforcement 12,510,068 11,195,937 6,316,765 108,601 Change from 2020-21 to 2021-

				Last Changed	Proposed Fee						Estimated	
	2019-2020 Fee	2020-2021 Fee	Pricing	(type New Fee	2021 - 2022	Fee includes			%	Estimated	Income excl.	
Fee Description	incl. GST	incl. GST	Method	if applicable)	incl. GST	GST (Y/N)	GST\$	Unit	Variation	Quantity	GST	Comment
Parking Meter Collections												
Parking Meter Hoods												
Up to 4 hours			Commercial									
	\$14.00	\$14.00	Pricing	2018/19	\$14.00	Y	\$1.27	per hood	0%	20	\$254.60	No change
Per day	****	****	Commercial		****		***				*****	
Deposit per hood or two traffic cones (GST	\$26.00	\$26.00	Pricing Security		\$26.00	Y	\$2.36	per hood	0%	10	\$236.40	No change
only applies on forfeiture of deposit)	\$60.00	\$60.00	Deposit		\$60.00		\$5.45	per hood	0%	10	\$545.50	No change
only applies on fortenate of deposity	300.00	\$50.00	Full Cost		\$60.00	'	90.40	per riood	0 70	10	\$343.30	No change
Replacement key	\$15.00	\$15.00	Recovery	2013/14	\$15.00	Y	\$1.36	per key	0%	10	\$136.40	No change
,	-		Full Cost					p = ,			4133113	
Replacement lock	\$20.00	\$20.00	Recovery	2010/11	\$20.00	Y	\$1.82	per hood	0%	10	\$181.80	No change
			Full Cost									
Damaged hood - repairable	Cost of repairs	Cost of repairs	Recovery	E-0-0E-0-0	Cost of repairs	Y						No change
Damaged hood - unrepairable - deducted from			Full Cost									
deposit	\$50.00	\$50.00	Recovery	2010/11	\$50.00	Y	\$4.55	per hood	0%	10	\$454.50	No change
Replacement traffic cones	*24.00	****	Full Cost		60400		00.40				64 004 00	No change
Remote control door opener - Liverpool Street	\$24.00	\$24.00	Recovery	2010/11	\$24.00	Y	\$2.18	per cone	0%	50	\$1,091.00	Based on full cost allocation.
Car Park			Full Cost									Current rate below cost of new
our rain	\$50.00	\$50.00	Recovery	2017/18	\$75.00	V	\$6.82	per operator	50%	25	\$1,704.50	
	\$00.00	\$00.00	Full Cost		970.00		Q 0.02	peroperator	0070	2.0	\$1,101.00	
Replacement swipe cards	\$60.00	\$60.00	Recovery		\$60.00	Y	\$5.45	per card	0%	50	\$2,727.50	No change
			Commercial									-
Parking meter permit	\$1,425.00	\$1,425.00	Pricing	2019/20	\$1,425.00	Y	\$129.55	per permit	0%		\$0.00	No change
Deposit for After Hours Use		F										
Elizabeth Street Mall (GST only applies on			Security									
forfeiture of deposit)	\$550.00	\$550.00	Deposit	2001/02	\$550.00	N	\$0.00	per entry	0%	not tracked	not tracked	No change
Salamanca Square (GST only applies on forfeiture of deposit)	8440.00	6440.00	Security		\$110.00	N	60.00		00/	not tracked	not tracked	No shanas
ioneiture or deposit)	\$110.00	\$110.00	Deposit Commercial	2001/02	\$110.00	N	\$0.00	per entry	0%	not tracked	not tracked	No change
Holding vehicle for safety	\$24.00	\$24.00	Pricing		\$24.00		\$2.18	per day	0%	not tracked	not tracked	No change
Trotaing Vernice for Surety	\$24.00	\$24.00	Commercial		924.00		\$2.10	perday	070	not tracked	HOL BACKEG	The change
Overnight fee	\$6.00	\$6.00			\$6.00	Y	\$0.55	per night	0%	9678	\$52,745.10	Carpark schedule
-		.,,,,,	Commercial					,gm				
Releasing vehicle after hours	\$56.00	\$56.00	Pricing	2019/20	\$56.00	Y	\$5.09	per release	0%		\$0.00	No change
Parking Meter Replacement												
			Full Cost									
'Strada Evo' meter	\$6,490.00	\$6,490.00	Recovery	2018/19	\$6,900.00	Y	\$627.27	per meter	6%	2	\$12,545.46	Based on full cost recovery

Fee Description	2019-2020 Fee incl. GST	2020-2021 Fee incl. GST	Pricing Method	Last Changed (type New Fee if applicable)	Proposed Fee 2021 - 2022 incl. GST	Fee includes GST (Y/N)	GST\$	Unit	% Variation	Estimated Quantity	Estimated Income excl. GST	Comment
'Strada Pal' meter	\$8,500.00	\$8,500.00	Full Cost Recovery	2018/19	\$9,400.00	Y	\$854.55	per meter	11%	1	\$8,545.45	Based on full cost recovery
'TX' Meter	\$6,331.00	\$6,331.00	Full Cost Recovery	2018/19	\$6,500.00	Y	\$590.91	per meter	3%	1	\$5,000,00	Based on full cost recovery
1X Weter	\$6,331.00	\$0,331.00	Commercial	2018/19	\$6,500.00	,	\$590.91	permeter	370	'	\$5,808.08	based off full cost recovery
Replacement parking bay number	\$18.00	\$18.00	Pricing	2018/19	\$26.00	Y	\$2.36	per number	44%	50	\$1,182.00	Based on full cost recovery
Parking Sensors			5.11.0									
Replacement sensor	\$425.00	\$425.00	Full Cost Recovery	2018/19	\$475.00	Y	\$43.18	per sensor	12%	25	\$10,795.50	Based on full cost recovery
Sensor cup replacement	\$55.00	\$55.00	Full Cost Recovery	2018/19	\$70.00	Y	\$6.36	per cup	27%	150	\$9,546.00	Based on full cost recovery
Sensor removal - roadworks	As per schedule	As per schedule	Commercial Pricing	2018/19	As per schedule	Y		per sensor		not tracked	not tracked	
Tow Away Fee												
,	4450.00	*****	Commercial		4450.00	.,	*****					
For tow	\$150.00	\$150.00	Pricing Commercial	2019/20	\$150.00	Y	\$13.64	per vehicle	0%	not tracked	not tracked	No change
For tow truck call	\$75.00	\$75.00	Pricing	2019/20	\$75.00	Y	\$6.82	per vehicle	0%	not tracked	not tracked	No change
Towing abandoned vehicle	\$150.00	\$150.00	Commercial Pricing	2019/20	\$150.00	Y	\$13.64	per vehicle	0%	not tracked	not tracked	No change
Holding fee - abandoned vehicle	\$23.00	\$23.00	Commercial Pricing		\$23.00	Y	\$2.09	per day	0%	not tracked	not tracked	No change
Temporary Disabled Permits	920.00	420.00		2010.20	920.00		Q2.00	por auy	0.0	THE GRADIEG	THE HACHES	
Permit	\$15.00	\$15.00	Commercial Pricing	2006/07	\$15.00	Y	\$1.36	per permit	0%	not tracked	not tracked	No change
Deposit (GST only applies on forfeiture of			Commercial			'	\$1.50	per permit	0.70	not tracked	not tracked	No change
deposit)	\$0.00	\$0.00	Pricing	2018/19	\$0.00	Y		per permit				
Parking Meter Fines Composition Fee - Over Parking												
Composition Fee - Over Farking	As per fee set in											
Initial fine	the Part 8 of the HCC Carparks and Parking By- Law 2008		Statutory		See supplementary information	Y		per issue				As per fee set in the Part 8 of the HCC Carparks and Parking By-Law 2018
After 14 days	As per fee set in the Part 8 of the HCC Carparks and Parking By- Law 2008		Statutory		See supplementary information	Y		per issue				As per fee set in the Part 8 of the HCC Carparks and Parking By-Law 2018
At collection agency	As per fee set in the Part 8 of the HCC Carparks and Parking By- Law 2008		Commercial Pricing		See supplementary information	Y		per issue				As per fee set in the Part 8 of the HCC Carparks and Parking By-Law 2018
At MPES (fines enforcement)	As per fee set in the Part 8 of the HCC Carparks and Parking By- Law 2008		Statutory		See supplementary information	Y		per issue				As per fee set in the Part 8 of the HCC Carparks and Parking By-Law 2018
Summons withdrawal Composition Fee - All Other Meters	As per fee set in the Part 8 of the HCC Carparks and Parking By- Law 2008		Statutory		See supplementary information	Y		per issue				As per fee set in the Part 8 of the HCC Carparks and Parking By-Law 2018

				Last Changed	Proposed Fee						Estimated	
	2019-2020 Fee	2020-2021 Fee	Pricing	(type New Fee	2021 - 2022	Fee includes			%	Estimated	Income excl.	
Fee Description	incl. GST	incl. GST	Method	if applicable)	incl. GST	GST (Y/N)	GST\$	Unit	Variation	Quantity	GST	Comment
	As per fee set in											
	the Part 8 of the HCC Carparks				0							As a section and in the Dark O of
	and Parking By-				See supplementary							As per fee set in the Part 8 of the HCC Carparks and Parking
Initial fine	Law 2008	information	Statutory		information	V		per issue				By-Law 2018
Three in the	As per fee set in		Otatatory					periodae				, Lan 2010
	the Part 8 of the											
	HCC Carparks				See							As per fee set in the Part 8 of
	and Parking By-				supplementary							the HCC Carparks and Parking
After 14 days	Law 2008		Statutory		information	Y		per issue				By-Law 2018
	As per fee set in											
	the Part 8 of the											
	HCC Carparks and Parking By-		Commercial		See supplementary							As per fee set in the Part 8 of the HCC Carparks and Parking
At collection agency	Law 2008	information	Pricing		information			per issue				By-Law 2018
y it concentrated agency	As per fee set in	Internation	Tricing		anomidaon			per issue				2, 2417 2010
	the Part 8 of the											
	HCC Carparks				See							As per fee set in the Part 8 of
	and Parking By-	supplementary			supplementary							the HCC Carparks and Parking
At MPES (fines enforcement)	Law 2008	information	Statutory		information	Y		per issue				By-Law 2018
	As per fee set in											
	the Part 8 of the				_							
	HCC Carparks				See							As per fee set in the Part 8 of
Summons withdrawal	and Parking By- Law 2008	supplementary information	Statuton		supplementary information			nor incur				the HCC Carparks and Parking By-Law 2018
By-Law Infringements - Voucher Car Parks	Law 2006	IIIIOIIIIauoii	Statutory		IIIOIIIIauoii	1		per issue				by-Law 2016
by-Law lillingements - voucher car Parks	As per fee set in											
	schedule 1 of											
	the Hobart City											
	Council Car											
	Parks and	See			See							As per fee set in the Part 8 of
F-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	Parking By-Law				supplementary							the HCC Carparks and Parking
Failure to display voucher	2008		Statutory		information	Y		per issue				By-Law 2018
	As per fee set in											
	schedule 1 of											
	the Hobart City Council Car											
	Parks and	See			See							As per fee set in the Part 8 of
	Parking By-Law				supplementary							the HCC Carparks and Parking
Failure to display voucher on dashboard	2008	information	Statutory		information	Y		per issue				By-Law 2018
	As per fee set in											
	schedule 1 of											
	the Hobart City											
	Council Car	0			0							A
	Parks and Parking By-Law				See supplementary							As per fee set in the Part 8 of the HCC Carparks and Parking
Parking outside of parking space	2008	information	Statutory		information	Y		per issue				By-Law 2018
5	As per fee set in		- miniony					por 10000				,
	schedule 1 of											
	the Hobart City											
	Council Car											
	Parks and				See							As per fee set in the Part 8 of
All -11	Parking By-Law				supplementary							the HCC Carparks and Parking
All other parking offences	2008	information	Statutory		information	Y		per issue				By-Law 2018
Traffic Infringements Joint Enforcement Fines As per the Traffic												
Act 1925 & Australian Road Rules												
							L					L

2019-2020 Fee incl. GST	2020-2021 Fee incl. GST	Pricing Method	Last Changed (type New Fee if applicable)	Proposed Fee 2021 - 2022 incl. GST	Fee includes GST (Y/N)	GST\$	Unit	% Variation	Estimated Quantity	Estimated Income excl. GST	Comment
in the Traffic Act 1925 &	See			See							As per fees set in the Traffic Act
Australian Road Rules	supplementary information	Statutory	1999/00				per issue				1925 and Australian Road Rules.
in the Traffic Act											
Rules fine plus	supplementary				Y		per issue				As per fees set in the Traffic Act 1925 and Australian Road Rules fine plus collection fee.
in the Traffic Act 1925 and Australian Road Rules fine plus collection fee plus MPES	See supplementary		1999/00				per issue				As per fees set in the Traffic Act 1925 and Australian Road Rules fine plus collection fee plus MPES lodgement fee.
	As per fees set in the Traffic Act 1925 & Australian Road Rules As per fees set in the Traffic Act 1925 and Australian Road Rules fine plus collection fee As per fees set in the Traffic Act 1925 and Australian Road Rules fine plus collection fee plus fine plus collection fee plus Mes	As per fees set in the Traffic Act 1925 & See Australian Road Rules As per fees set in the Traffic Act 1925 and Australian Road Rules fine plus collection fee See in the Traffic Act 1925 and Australian Road Rules fine plus collection fee See See See See See See See See See	incl. GST As per fees set in the Traffic Act 1925 & Australian Road Rules As per fees set in the Traffic Act 1925 and Australian Road Rules fine plus collection fee As per fees set in the Traffic Act 1925 and Australian Road Rules fine plus collection fee As per fees set in the Traffic Act 1925 and Australian Road Rules fine plus collection fee plus MPES collection fee plus MPES	2019-2020 Fee incl. GST	Incl. GST incl. GST Method if applicable) incl. GST As per fees set in the Traffic Act 1925 & Australian Road Rules As per fees set in the Traffic Act 1925 and Australian Road Rules fine plus collection fee As per fees set in the Traffic Act 1925 and Australian Road Rules fine plus collection fee As per fees set in the Traffic Act 1925 and Australian Road Rules fine plus collection fee plus MPES see See See See See Supplementary collection fee plus MPES supplementary supplementary supplementary supplementary supplementary supplementary supplementary supplementary	2012-2020 Fee incl. GST Method (ft per New Fee) incl. GST GST (Y/N) As per fees set in the Traffic Act 1925 and Australian Road Rules fine plus collection fee loss of the Traffic Act 1925 and Australian Road Rules fine plus collection fee supplementary see plus MPES supplementary see plus MPES supplementary see plus MPES supplementary see plus MPES supplementary see pricing see supplementary see supplementar	2019-2020 Fee incl. GST Method (type New Fee incl. GST GST (Y/N) GST\$ As per fees set in the Traffic Act 1925 and Australian Road Rules fine plus collection fee As per fees set in the Traffic Act 1925 and Australian Road Rules fine plus collection fee As per fees set in the Traffic Act 1925 and Australian Road Rules fine plus collection fee See supplementary Statutory 1999/00 See supplementary Information Y Inform	2012-2022 Fee incl. GST Method Itype New Fee incl. GST GST (Y/N) GST\$ Unit As per fees set in the Traffic Act 1925 and Australian Road Rules fine plus collection fee As per fees set in the Traffic Act 1925 and Australian Road Rules fine plus collection fee As per fees set in the Traffic Act 1925 and Australian Road Rules fine plus collection fee As per fees set in the Traffic Act 1925 and Australian Road Rules fine plus collection fee See supplementary Fricing 2008/09 See supplementary Information Y Pricing 2008/09 Inform	2012-2020 Fee incl. GST Method Itype New Fee incl. GST GST (Y/N) GST\$ Unit Variation As per fees set in the Traffic Act 1925 and Australian Road Rules fine plus collection fee As per fees set in the Traffic Act 1925 and Australian Road Rules fine plus collection fee As per fees set in the Traffic Act 1925 and Australian Road Rules fine plus collection fee See supplementary Fricing 2008/09 Fricing	2012-2022 Fee incl. GST Commercial collection fee Comm	2012-2020 Fee incl. GST As per fees set in the Traffic Act 1925 and Australian Road Rules fine plus collection fee plus mPES plus plementary plus pressure pricing and pressure pricing plus fee provided pressure pricing and pressure pressur

Proposed 2021-22 Fees & Charges: Off Street Parking Long Term

NAVison Code Description	2019-20 Actual excl. GST	2020-21 Budget excl. GST	2020-21 Jan YTD excl. GST	2021-22 Estimate excl. GST
2261 J000536 0 001 Other Car Parks	-105,720	-178,726	-41,961	
2261 J000540 0.001 Salamanca Square Car Park	-792,162	-706,605	,	
2261 J000538 0.001 Hunter Street Parking	-28,058	-27,982	0	
2261 J000539 0.001 Trafalgar Car Park Long Term	-1,157,350	-1,504,819	-623,865	
2479 J000539 0.001 Trafalgar Car Park Long Term - Other Ren	251	-347,247	-228,604	
2261 J000542 0.001 Liverpool Street / Barrack Street	-74,996	0	-50,913	
2261 J000544 0.001 Lefroy St Car Park	-82,947	-83,713	-46,143	
Off Street Parking Long Term	2,240,982	2,849,092	1,417,025	2,495,175

Change from 2020-21 to 2021-22 -12.42%

	2019-2020	2020-2021	Pricing	Last Changed (type New Fee	Proposed Fee 2021 - 2022 incl.	Fee includes			%	Estimated	Estimated Income excl.	
Fee Description	Fee incl. GST		Method	if applicable)	GST	GST (Y/N)	GST\$	Unit	Variation	Quantity	GST	Comment
Off-Street Parking Long Term												
Trafalgar - Monday to Saturday	\$276.00	\$276.00	Market Pricing	2019/20	\$290.00	Y	\$26.36	per month	5%	152 spaces	\$528,960.00	Change in line with market rates
Trafalgar - 24/7 Access	\$296.00	\$296.00	Market Pricing	2019/20	\$310.00	Y	\$28.18	per month	5%	238 spaces	\$885,360.00	Change in line with market rates
Trafalgar Motorcycles	\$50.00	\$85.00	Market Pricing		\$85.00	Y	\$7.73	per month	0%	1 spaces	\$85.00	Change in line with market rates
Elizabeth Street / Morrison Street	\$310.00	\$310.00	Market Pricing	2019/20	\$320.00	Y	\$29.09	per month	3%	32 spaces	\$122,880.00	Change in line with market rates
Goulburn Street	\$225.00	\$225.00	Market Pricing	2012/13	\$225.00	Y	\$20.45	per month	0%		Closed	Car Park Closed
Melville Street			Market Pricing	2018/19	\$0.00	Y		per month			Closed	Car Park Closed
Hobart Central	\$300.00	\$300.00	Market Pricing	2018/19	\$310.00	Y	\$28.18	per month	3%	42 spaces	\$156,240.00	Change in line with market rates
												Remove this fee and transfer all to 7
Lefroy Street	\$90.00	\$90.00	Market Pricing	2019/20	\$0.00	Y		per month	-100%			day parking.
Lefroy Street - 7 day parking	\$120.00	\$120.00	Market Pricing	2019/20	\$125.00		\$11.36	per month		12 spaces		Change in line with market rates
Liverpool Street / Barrack Street	\$245.00	\$245.00	Market Pricing	2019/20	\$260.00		\$23.64	per month	6%	38 spaces		Change in line with market rates
Salamanca Square	\$300.00	\$300.00		2018/19	\$310.00		\$28.18	per month	3%	126 spaces		Change in line with market rates
Salamanca Square - motorcycle spaces	\$45.00		Market Pricing	2012/13	\$50.00	Y	\$4.55	per month	11%	2 spaces		Change in line with market rates
Argyle Street	\$300.00	\$300.00	Market Pricing	2019/20	\$310.00	Y	\$28.18		3%	45 spaces	\$167,400.00	Change in line with market rates
Argyle Street - bicycle parking	\$0.00	\$0.00	Zero Pricing	2018/19	\$0.00	Y					Not charged	
Argyle Street - bicycle parking - Bond			Security									
	\$0.00	\$0.00	Deposit	2018/19	\$0.00	N		per month			Not charged	
UTAS / Henry Jones Art Hotel			Commercial									
	\$180.00	\$180.00	Pricing	2019/20	\$200.00	Y	\$18.18	per month	11%	12	\$28,800.00	Change in line with market rates

NAVison Code Description

GST

Proposed 2021-22 Fees & Charges: Off-Street Parking Short Term

excl. GST

2021-22 2019-20 Actual 2020-21 Budget 2020-21 Jan Estimate excl.

Note: Income for Argyle Street, Centrepoint and Hobart Central will include Short Term Motorbikes. Refer Short Term Motorbikes for Applicable Fees

excl. GST YTD excl. GST

Income for Argyle Street and Hobart Central will include Long Term. Refer Long Term for Applicable Fees

 2261 J000541 0.001 Argyle Street Car Park
 -3,178,815
 -3,046,681
 -1,771,852

 2261 J000545 0.001 Centrepoint Car Park
 -1,805,450
 -1,733,640
 -1,089,868

 2261 J000546 0.001 Hobart Central Multi-Storε
 -1,032,083
 -991,526
 -600,966

Off-Street Parking Short Term 6,016,348 5,771,847 3,462,687 9,458,918

Change from 2020-21 to 2021-22 63.88%

				Last Changed	Proposed Fee	Fee					Estimated	
	2019-2020 Fee	2020-2021 Fee		(type New Fee if	2021 - 2022	includes			%	Estimated	Income excl.	
Fee Description	incl. GST	incl. GST	Pricing Method	applicable)	incl. GST	GST (Y/N)	GST\$	Unit	Variation	Quantity	GST	Comment
Argyle Street,												
Centrepoint and												
Hobart Central Car												
Parks												
Sunday rate: 1st hour												
free - \$2 per hour												
thereafter to a maximum of \$10.00												
Public Holiday rate: 1st												
hour free - \$2 per hour												
thereafter to a maximum												
of \$10.00												
					First 30 mins							Following figures based on
1st hour	First 90 mins free	First 90 mins free	Market Pricing	2009/10		Y	\$0.18	per hour		0	\$0.00	60 minutes free parking
			a				40110	per near			40.00	Following figures based on
2nd hour	\$2.00	\$2.00	Market Pricing	2016/17	\$4.00	Υ	\$0.36	per hour	100%	574199	\$2,090,084.36	60 minutes free parking
				2018/19								Following figures based on
3rd hour	\$5.00	\$5.00	Market Pricing	2010/13	\$6.00	Y	\$0.55	per hour	20%	286274	\$1,560,193.30	60 minutes free parking
4th hour	***	***	Modest Drising	2018/19	#0.00	Y	#0.70			4.40077	#4 005 040 70	Following figures based on
4th hour	\$8.00	\$8.00	Market Pricing		\$8.00	Y	\$0.73	per hour	0%	149277	\$1,085,243.79	60 minutes free parking
5th hour	\$12.00	\$12.00	Market Pricing	2019/20	\$12.00	Υ	\$1.00	per hour	0%	80242	6075 440 22	Following figures based on 60 minutes free parking
Stirriour	\$12.00	\$12.00	warket Fricing		\$12.00	- 1	\$1.09	per nour	070	00242	\$075,440.22	Following figures based on
6th hour	\$15.00	\$15.00	Market Pricing	2019/20	\$15.00	Υ	\$1.36	per hour	0%	52421	\$715,022.44	60 minutes free parking
				2019/20								Following figures based on
7th hour	\$18.00	\$18.00	Market Pricing	2019/20	\$18.00	Y	\$1.64	per hour	0%	34143	\$558,579.48	60 minutes free parking
	***			2019/20	***							Following figures based on
8th hour	\$21.00	\$21.00	Market Pricing		\$21.00	Y	\$1.91	per hour	0%	32928	\$628,595.52	60 minutes free parking
Oth hour	#22.00	#22.00	Market Drieine	2019/20	622.00	v	#0.00		00/	24045	6700 070 05	Following figures based on
9th hour	\$23.00	\$23.00	Market Pricing		\$23.00	Y	\$2.09	per hour	0%	34915	\$730,072.65	60 minutes free parking
10th hour	\$23.00	\$23.00	Market Pricing	2019/20	\$23.00	Y	\$2.00	per hour	0%	51744	\$1.081.067.04	Following figures based on 60 minutes free parking
Tournour	\$23.00	\$23.00	warket Fricing		\$23.00	- 1	φ2.09	per nour	0%	51744	φ1,001,907.04	Following figures based on
Overnight fee	\$6.00	\$6.00	Market Pricing	2012/13	\$6.00	Υ	\$0.55	per hour	0%	9678	\$52,745.10	60 minutes free parking
Overnight fee	\$6.00	\$6.00	Market Pricing	2012/13	\$6.00	Υ	\$0.55	per hour	0%	9678	\$52,745.10	

	2019-2020 Fee	2020-2021 Fee		Last Changed (type New Fee if	Proposed Fee 2021 - 2022	Fee includes			%	Estimated	Estimated Income excl.	
Fee Description	incl. GST	incl. GST	Pricing Method	applicable)	incl. GST	GST (Y/N)	GST\$	Unit	Variation	Quantity	GST	Comment
Trafalgar Car Park												
Early bird	\$13.00	\$13.00	Market Pricing	2018/19	\$13.00	Y	\$1.18		0%			Removed as per Council decision
Saturday	\$6.00	\$6.00	Market Pricing	2016/17	\$6.00	Y	\$0.55		0%	14300	\$42,747.00	No change
Off Street Car Parks - Early Bird Parking	\$13.00	\$13.00	Market Pricing	2018/19	\$13.00	Y	\$1.18		0%			Removed as per Council decision
Special Events Parking in Salamanca Square Car Park - Cars	\$12.00	\$12.00	Market Pricing	2019/20	\$12.00	Y	\$1.09	Max 4 hours	0%	2920	\$31,857.20	
Special Events Parking in Salamanca Square Car Park - Motorcycles	\$10.00	\$12.00	Market Pricing	2020/21	\$12.00	Y	\$1.09	Max 4 hours	0%	Not tracked	Not tracked	
Salamanca Square Market Parking	\$9.00	\$9.00	Market Pricing	2019/20	\$9.00	Y	\$0.82	Max 3 hours	0%	Not tracked	Not tracked	
Special Circumstances Daily Parking - Including hospital, construction, special	_											New patient assisted travel
event etc.	\$8.00 to \$15.00	\$8.00 to \$15.00	Market Pricing	2013/14	\$5.00	Υ	\$0.45	per day	0%	1400	\$6,370.00	scheme rate to be written

Proposed 2021-22 Fees & Charges: Off Street Parking Short Term Motorbikes

2019-20 2020-21 2020-21 Jan

2021-22 Estimate

NAVison Code

Description

Actual excl. Budget YTD excl. GST

GST excl. GST

excl. GST

Note: Income for Argyle Street, Centrepoint and Hobart Central not split by Short Term Motorbikes Refer Off Street Short Term for Total Income for these Carparks

Off Street Parking Short Term Motorbikes

4532

Fee Description	2019-2020 Fee incl. GST	2020-2021 Fee incl. GST	Pricing Method	Last Changed (type New Fee if applicable)	Proposed Fee 2021 - 2022 incl. GST	Fee includes GST (Y/N)	GST\$	Unit	% Variation	Estimated Quantity	Estimated Income excl. GST	Comment
Argyle Street, Centrepoint and Hobart Central Car Parks												
1st hour	Free	Free	Zero Pricing		\$0.00	Y			0%	69	\$0.00	
2nd hour	Free	Free	Zero Pricing	2008/09	\$1.00	Y	\$0.09		0%	298	\$271.18	60 minutes new fee
3rd hour	\$1.00	\$1.00	Market Pricing	2013/14	\$1.00	Y	\$0.09		0%	223	\$202.93	No change
4th hour	\$2.00	\$2.00	Market Pricing	2013/14	\$2.00	Y	\$0.18		0%	153	\$278.46	No change
5th hour	\$3.00	\$3.00	Market Pricing	2013/14	\$3.00	Y	\$0.27		0%	124	\$338.52	No change
6th hour	\$4.00	\$4.00	Market Pricing	2013/14	\$4.00	Y	\$0.36		0%	101	\$367.64	No change
7th hour	\$6.00	\$6.00	Market Pricing	2013/14	\$6.00	Y	\$0.55		0%	79	\$430.55	No change
8th hour	\$7.00	\$7.00	Market Pricing	2013/14	\$7.00	Y	\$0.64		0%	89	\$566.04	No change
9th hour	\$8.00	\$8.00	Market Pricing	2013/14	\$8.00	Y	\$0.73		0%	103	\$748.81	No change
10th hour	\$9.00	\$9.00	Market Pricing	2013/14	\$9.00	Y	\$0.82		0%	160		No change
Overnight fee	\$3.00	\$3.00	Market Pricing	2008/09	\$3.00	Y	\$0.27		0%	7	\$19.11	No change

Proposed 2021-22 Fees & Charges: Meters and Voucher Machines

NAVison Code Description	2019-20 excl. (. 2020-21 Jan YTD excl. GST	2021-22 Estimate excl. GST
Note: Income for Other Carparks and Income from Parking Meters recorded	,	ng Term and Voucher	Machines. Refer Long	Term for Total Income for these Locations
2261 J000537 0.001 Dunn Street Car	Park -3	97,752 -530,93	20 -220,359	
2261 J000543 0.001 Melville St Car Pa	ark -	94,351 -84,4	79 -40,304	
2261 J000547 0.001 Condell Place Ca	r Park -2	02,703 -234,66	62 -150,520	
2261 J000548 0.001 Queens Domain	Car Parks -1	84,277 -321,9	70 -159,983	
Meters and Voucher Machines	8	79,083 1,172,0	571,167	12,046,169
			Change from 2020	-21 to 2021-22 927.80%

	2019-2020 Fee	2020 2021 Fee		Last Changed (type New Fee if	Proposed Fee 2021 - 2022	Fee includes				Estimated	Estimated Income excl.	
Fee Description	incl. GST	incl. GST	Pricing Method	applicable)	incl. GST	GST (Y/N)	GST\$	Unit	% Variation	Quantity	GST	Comment
Parking Meters												
15 minute meters	\$1.20 - \$4.00	\$1.20 - \$4.00	Market Pricing	2010/11	\$2.00 - \$5.00	Y	\$0.11 - \$0.36	per hour	0%	98254	\$27,422.00	
30 minute meters	\$1.20 - \$4.00	\$1.20 - \$4.00	Market Pricing	2010/11	\$2.00 - \$5.00	Y	\$0.11 - \$0.36	per hour	0%	908800	\$454,400.00	
1 hour meters	\$1.20 - \$4.00	\$1.20 - \$4.00	Market Pricing	2010/11	\$2.00 - \$5.00	Y	\$0.11 - \$0.36	per hour	0%	3538706	\$3,950,591.00	
2 hour meters	\$1.20 - \$4.00	\$1.20 - \$4.00	Market Pricing	2018/19	\$2.00 - \$5.00	Y	\$0.11 - \$0.36	per hour	0%	1673889	\$3,737,441.00	
3 hour meters	\$1.20 - \$4.00	\$1.20 - \$4.00	Market Pricing	2018/19	\$2.00 - \$5.00	Y	\$0.11 - \$0.36	per hour	0%	578530	\$1,937,600.00	
4 hour meters	\$1.20 - \$4.00	\$1.20 - \$4.00	Market Pricing	2018/19	\$2.00 - \$5.00	Y	\$0.11 - \$0.36	per hour	0%	11488	\$51,300.00	
8 and 10 hour meters	\$0.50 - \$2.00	\$0.50 - \$2.00	Market Pricing	2012/13	\$0.50 - \$2.00	Y	\$0.11 - \$0.36	per hour	0%	35824	\$359,953.00	
Voucher Machines												
Queens Domain/Regatta Ground												
including tennis centre and TCA areas	\$0.50 - \$2.00	\$0.50 - \$2.00	Market Pricing	2013/14	\$0.50 - \$2.00	Y	\$0.05 - \$0.18	per hour	0%	71892	\$318,344.00	Up to \$5.00 per day
Salamanca Place	\$1.20 - \$4.00	\$1.20 - \$4.00	Market Pricing	2013/14	\$2.00 - \$5.00	Y	\$0.11 - \$0.36	per hour	0%	128767	\$481,103.00	
Castray Esplanade	\$1.20 - \$4.00	\$1.20 - \$4.00	Market Pricing	2013/14	\$2.00 - \$5.00	Y	\$0.11 - \$0.36	per hour	0%	9353	\$41,425.00	
Hunter Street	\$1.20 - \$4.00	\$1.20 - \$4.00	Market Pricing	2013/14	\$2.00 - \$5.00	Y	\$0.11 - \$0.36	per hour	0%	20728	\$79,081.00	
Dunn Place	\$1.20 - \$4.00	\$1.20 - \$4.00	Market Pricing	2013/14	\$2.00 - \$5.00	Y	\$0.11 - \$0.36	per hour	0%	36195	\$237,317.00	
Melville Street Car Park	\$1.20 - \$4.00	\$1.20 - \$4.00	Market Pricing		\$2.00 - \$5.00	Y	\$0.11 - \$0.36	per hour	0%	19437	\$61,124.00	Maximum stay 3 hours
Salamanca Square Car Park	\$1.20 - \$4.00	\$1.20 - \$4.00	Market Pricing	2018/19	\$2.00 - \$5.00	Y	\$0.11 - \$0.36	per hour	0%	37716	\$204,840.00	Sunday to Friday
Salamanca Square Car Park	\$7.20	\$7.20	Market Pricing	2018/19	\$7.20	Y	\$0.65	3 hours	0%	13686	\$62,177.27	Saturday & Market days
Salamanca Square Car Park	\$10.00	\$10.00	Market Pricing	2018/19	\$10.00	Y	\$0.91	4 hours	0%	4380	\$18,500.91	Other Special Events
Meter Removal												
Removal and reinstatement	\$80.00	\$80.00	Full Cost Recovery	2017/18	\$80.00	Y	\$7.27	per meter	0%	10	\$727.30	
								per day/per				
Cost per day per metered space	\$26.00	\$26.00	Full Cost Recovery	2019/20	\$26.00	ν,	\$2.36	metered space		150	\$3.546.00	
Dunn Place Electronic Vehicle Park	420.00	420:00	,	2010:20			42.00			100	23,010.00	
and Charge												
Cost per hour to park in a designated park and charge space.		#nc cc	Full Cost Recovery	2020/04	enc.00	.,	64.00	b	00/	4000	£40,070,00	Maximum 1 hour
park and charge space.		\$20.00	Full Cost Recovery	2020/21	\$20.00	Y	\$1.82	per hour	0%	1060	\$19,276.36	Maximum 1 hour

Proposed 2021-22 Fees & Charges: Smart and Sustainable City

NAVIson Code Description excl. GST vextl. GS

	2019-2020 Fee	2022 2024 5		Last Changed	Proposed Fee 2021 - 2022	Fee includes			%	Estimated	Estimated Income excl.	
Fee Description	incl. GST		Pricing Method	(type New Fee if applicable)	incl. GST	GST (Y/N)	GSTS	Unit	% Variation	Quantity	GST	Comment
Dunn Place Electronic Vehicle Park and			-	,		. ,						
Charge												
Cost per hour to park in a designated park and			Full Cost									
charge space.	\$0.00	\$20.00	Recovery	2020/21	\$20.00	Y	\$1.82	Per hour	0%		\$0.00	Maximum 1 hour.
CCTV Footage												
												New fee. Not anticipating a large
												demand for this costed service as an
			Full Cost									MOU with Tasmania Police will be in
Retreival of CCTV footage	\$0.00	\$0.00	Recovery	New Fee	\$148.50	Y	\$13.50	Per hour	N/A	10	\$1,350.00	place and is our main client.
Drone Footage												
												10 Photos provided in either RAW or
Photography Package (10 photos)	\$0.00	\$0.00	Market Pricing	New Fee	\$500.00			Per package			40000110	colour corrected
Videography Package (4 Minutes)	\$0.00	\$0.00	Market Pricing	New Fee	\$1,500.00	Y	\$136.36	Per package	N/A	2		4 minutes of video @ 4K 24fps
Mapping (Orthomosaic + Mesh + Point Cloud)	\$0.00	\$0.00	Market Pricing	New Fee	\$3,200.00	Y	\$290.91	Per Sq KM	N/A	1		DJI Matrice 300 (Zenmuse P1) photogrammetry (no GCP). Includes processing and report, exported in a range of standard formats
Inspection (Photos, video or combination of both)	\$0.00	\$0.00	Market Pricing	New Fee	\$250.00	Υ	\$22.73	Per hour	N/A	1		Photos of external and internal assets, conducted with Matrice 300 and Mavic 2 Pro
Inspection Fee for Works in the Highway Reserve												
Use of Council's Conduits	\$13.00	\$12.00	Security Deposit	2017/2018	\$13.00	V	\$1.18	Per metre (per 32mm conduit)	0%	10		Transferred from Roads as not used, but a fee that Smart and Sustainable City will use.

7. COMMITTEE ACTION STATUS REPORT

7.1 Committee Actions - Status Report

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

RECOMMENDATION

That the information be received and noted.

Delegation: Committee

Attachment A: Finance and Governance Committee Status Report

- Open

FINANCE AND GOVERNANCE COMMITTEE - STATUS REPORT

OPEN PORTION OF THE MEETING

April 2021

Ref	Title	Report / Action	Action Officer	Comments
1.	NORTH HOBART PARKING OPERATIONAL POLICY CHANGES Council, 23/11/2020 Item 15 NOTICE OF MOTION CONDELL PLACE CAR PARK - REDEVELOPMENT Council, 23/9/2019 Item 17 CONDELL PLACE CAR PARK - DEVELOPMENT OPPORTUNITIES AND EOI REQUEST Council, 23/7/2018 Item 17	 That: 9. A further report be provided in June 2021 providing an operational update on the outcomes arising from implementation of new parking controls in North Hobart. 10. A further report be provided in June 2021 that considers that money raised from North Hobart parking charges be reinvested into amenity upgrades to the area of North Hobart. 	Director City Innovation	A report will be provided to the June 2021 Committee meeting.
2.	OUTSTANDING PARKING DEBT DECEMBER 31, 2017 Finance and Governance Committee 15/5/18 Item 6.1	 That: The General Manager investigate owners of vehicles who have at least 3 outstanding infringements of 90 days old having their vehicles clamped. Costs associated with the clamping of vehicles and subsequent recoveries be charged to the owner of the vehicle. A warning be included in the second infringement notice that the Council will clamp vehicles where 3 or more infringements exceeding 90 days are currently outstanding on a vehicle. 	Director City Innovation	A strategy for debt collection, including the capacity to clamp vehicles is currently being investigated. A report will be provided in mid-2021.

Ref	Title	Report / Action	Action Officer	Comments
Ref	Title 2019-20 FEES AND CHARGES – PARKING OPERATIONS Finance and Governance Committee, 13/08/2019 Item 6.3 Council, 20/05/2019 Item 27	 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. The Finance and Governance Committee note the following nine topical areas to be reviewed by officers within the City Innovation Division, and report back to Council: (a) Pensioner voucher parking scheme; (b) 90 minute free parking in short term car parks; (c) On-street rates (floating rates); (d) Off-street parking technologies; (e) Hours of operation of car parks; (f) Peripheral parking (commuter shuttle service); 		1. A report is being prepared for the Committee following completion of pending commercial negotiations with new hotel operators. Automatic door installation is complete and Hobart Central is able to facilitate the proposed activities. 2. Responses are being consolidated in the Parking Action Plan 2020-25 currently in draft and proposed changes (specifically for items 2. (c), (d), (e) and (g)) have been addressed in item 1 above that went to Council on 23/11/2020. Discussions occurred with Elected Members through the budget workshop process in March 2021. Clauses 2(a) and (b) will be the subject of a report to the Committee in mid-2021.
		 (g) Commuter parking in inner city areas; and (i) Off-street, off-peak parking demand management solutions to encourage the spread of shopping and trade, including late night trading and night-shift worker safety. 		,

Ref	Title	Report / Action	Action Officer	Comments
4.	NOTICE OF MOTION INVESTIGATION OF ASSET HOLDINGS Council, 26/10/2020 Item 11	 That: 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. 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	KPMG have been engaged to assist with this analysis. A report is expected for the May 2021 Committee meeting.
5.	EV CHARGING STATION AND PRICING Council, 23/11/2020 Item 14	A further report be provided in June 2021, detailing actual usage and costs associated with operation of the Dunn Place EV park and charge service.	Director City Innovation	A report will be provided to the June 2021 Committee meeting.
6.	REINVESTMENT OF PARKING REVENUE IN THE CBD Council, 7/12/2020 Item 12	1. A report be prepared that a percentage of CBD parking revenue be reinvested in the CBD. i) The report be prepared consistent with the Council's decision of 23 November 2020 requesting a report considering North Hobart parking charges being reinvested into amenity upgrades to the area of North Hobart. ii) The Parking Benefit District Policy be developed in line with the General Manager's advice. 2. The report also give consideration for all precinct shopping strips and centres within the City.	Director City Innovation	Officers are actioning the decision and a report will be provided to the June 2021 Committee meeting.

Ref	Title	Report / Action	Action Officer	Comments
7.	CITY OF HOBART FINANCIAL HARDSHIP ASSISTANCE POLICY Council, 31/03/2021 Item 14	That: 1. The Council adopt the amended City of Hobart Financial Hardship Assistance Policy marked as Attachment A to item 4.2 of the Closed Finance and Governance Committee agenda of 16 March 2021.	Deputy General Manager	Complete The decisions are being actioned by Officers including making the revised Policies available from the City's website.
	Council, 23/03/2021 Item 14 Council, 17/12/2020 Item 17	 The General Manager's delegation pursuant to section 22 of the Local Government Act 1993, delegating the power to approve rates remissions up to a limit of \$4,000 per property per application, with remissions above that limit being approved by absolute majority of the Council, be amended to \$2,000. (i) The change to the General Manager's delegation limit to approve rate remissions be reflected in the City of Hobart Rates and Charges Policy. 		
		 The support by way of rates remissions cease as at 30 June 2021. Applications received from 1 July 2021 that are related to financial hardship due to COVID-19 are offered negotiated payment plans, waiving of penalties and interest and formal postponement, in accordance with the City's revised Financial Hardship Assistance Policy. A media release and media alerts be released as soon as practicable to advise of the cessation of the COVID-19 financial hardship rates remissions and financial support to be offered after 1 July 2021. 		

Ref	Title	Report / Action	Action Officer	Comments
8.	POLICY FOR LOBBYISTS AND DEVELOPERS Council, 22/02/2021 Item 14	 That: The Council endorse a holistic statewide approach to the registration of lobbyist and developer contact. The Council write to the Minister for Local Government in regard to developing a statewide legislative approach for the registration of local government lobbyists and developers for elected members during the consultation process for the Draft Local Government Bill. A report be provided to the Council on the outcome, at the appropriate time. 	General Manager	Correspondence has been drafted and a report will be provided once a response has been received.
9.	PARKING INFRASTRUCTURE Council, 22/02/2021 Item 11	 That Council: Note the work being undertaken under the Hobart City Deal to improve public transport infrastructure within Greater Hobart, and continue to work with the State Government to expedite the implementation of policies to improve public transport services within the City; Note that the choice to work to improve public transport services and road/parking infrastructure are not mutually exclusive solutions to improving the commute of Hobartians, and that a combination of policies are required; Investigates locations within the municipality which could be utilised as full day park and ride facilities. 	Director City Innovation	Officers are investigating the matter and a report will be provided in the second half of 2021.

Ref	Title	Report / Action	Action Officer	Comments
10.	RONALD MCDONALD HOUSE CHARITY - PARKING SPACES IN ARGYLE STREET CAR PARK - LONG TERM PROVISION	 That: The provision of seven (7) free parking spaces to Ronald McDonald House Charity in the Argyle Street Car Park be discontinued, on the provision of 30-days written notice, following the conclusion of the initial 3-month period on 3rd February 2021. 	Director City Innovation	Delaying notification to Ronald McDonald House pending work on the Patient Assisted Travel Scheme. Action expected to be resolved (new policies and procedures in place) by 30 June 2021.
	Council, 22/02/2021 Item 13 Council, 12/10/2020 Item 11	2. A new Patient Assisted Travel Scheme rate of \$5 per day, or other similar contribution, be established to replace the Special Circumstances Rate of \$8 per day.		
		3. A simple process be implemented by Council officers to provide Ronald McDonald House Charity guests with access to the new Patient Assisted Travel Scheme rate of \$5 per day equalling a total annual benefit of approximately \$10,757.		

8. RESPONSES TO QUESTIONS WITHOUT NOTICE

Regulation 29(3) Local Government (Meeting Procedures) Regulations 2015.

File Ref: 13-1-10

The Acting General Manager reports:-

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

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

8.1 On-Street and Off-Street Parking Space Stock File Ref: F21/18679; 13-1-10

Memorandum of the Director City Innovation of 14 April 2021.

8.2 Points of Order

File Ref: F21/24513; 13-1-10

Memorandum of the Manager Legal and Governance of 14 April 2021.

Delegation: Committee

That the information be received and noted.



Memorandum: Acting Lord Mayor

Elected Members

Response to Question Without Notice

ON-STREET AND OFF-STREET PARKING SPACE STOCK

Meeting: City Infrastructure Committee Meeting date: 24 February 2021

Raised by: Alderman Behrakis

Question:

Could the Director please advise of the parking stock of on-street and off-street parking space availability at the commencement of this term of the Council, compared to the parking stock of on-street and off-street parking space availability currently?

Response:

The Director advises the following:

On-Street Parking Stock

There are currently 2,105 metered spaces and 604 unmetered spaces for a total of 2,709 spaces.

Changes made during the term of current Council:

- Seven (7) spaces surrendered on Elizabeth Street (between Melville Street and Brisbane Street). Reallocated to outdoor dining decks for a one-year project.
- Ten (10) spaces surrendered on Melville Street (between Elizabeth Street and Argyle Street). Initially blocked for construction works. New plans submitted to reallocate these spaces to alternate place making uses as part of the Midtown Project.
- 13 metered spaces, one (1) disabled space and one (1) loading zone allocated under permit in support of the Parliament Square redevelopment on Murray Street (between Davey Street and Morrison Street). Decision made prior to this Council term but not returned to parking stock.

- Six (6) metered spaces on Campbell Street (between Collins Street and Liverpool Street), surrendered to the installation of a drop-off lane implemented following development of the Royal Hobart Hospital K-Block.
- 146 unmetered spaces were installed (added) in the side streets of North Hobart.

In the same period, 12 long-term spaces, previously allocated to UTAS, have been returned to publically metered spaces (Midtown Carpark).

The recent changes in North Hobart (Elizabeth Street from Burnett Street to Federal Street) resulted in no loss of parking.

Off-Street Parking Stock

The breakdown of off-street parking spaces is as follows:

Facility	Long Term	Short Term
Argyle Street Car Park	45	1,080
UTAS Melville Street Car Park	0	102
Hobart Central Car Park	42	462
Centrepoint Car Park	0	782
Salamanca Square Car Park	126	118
Liverpool / Barrack Car Park	38	0
Elizabeth Street Car Park	27	0
Trafalgar Car Park	390	0
TOTAL	668	2,544

Overall there have been no material net changes in parking stock since 1st November 2018.

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: 14 April 2021 File Reference: F21/18679; 13-1-10



Memorandum: Acting Lord Mayor

Elected Members

Response to Question Without Notice POINTS OF ORDER

Meeting: Finance and Governance Committee Meeting date: 16 March 2021

Raised by: Alderman Behrakis

Question:

Are statistics kept regarding points of order raised in meetings and the rulings of them?

If so, what proportion of points of order raised against the Lord Mayor have been upheld or dismissed by the Lord Mayor?

Given the potential perception of conflicts of interest in situations where the chair is ruling on themselves, what changes to council procedures can be made to address this issue without conflicting with the *Local Government Act*?

What measures / protocols do other Council's use to address this issue?

Response:

Statistics or records regarding points of order raised during debate at Council and Council Committee meetings are not recorded as there is no requirement under the *Local Government (Meeting Procedures) Regulations 2015* ("the Regulations") to do so.

All Council and Council Committee meetings are conducted in accordance with the Regulations which are very clear as to what constitutes a point of order:

- a) a councillor speaking raises an issue that is irrelevant to the motion being discussed; or
- b) a councillor speaking is being interrupted or distracted; or
- c) the councillor is of the opinion that a meeting procedure is contrary to the Act or the meeting procedure regulations; or
- d) the councillor has been misrepresented during the debate; or

e) a statement is made by a councillor speaking that the councillor raising the point of order believes is, or is likely to be, offensive to a councillor or to another individual.

In accordance with the r23(3) of the Regulations, when a point of order is raised, the Chairperson is to immediately deal with the point of order which is not to be questioned and is binding on the meeting.

Contact has been made with Clarence, Launceston, Melbourne and Sydney councils with officers indicating their respective meeting procedure regulations are sufficient in dealing with points of order when they occur, with no further policy or protocols required to govern this. However it should be noted that in the case of Melbourne and Sydney, there are differences between Tasmanian and interstate meeting procedure regulations making it difficult to compare.

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

Paul Jackson

MANAGER LEGAL AND GOVERNANCE

Date: 14 April 2021

File Reference: F21/24513; 13-1-10

9. QUESTIONS WITHOUT NOTICE

Section 29 of the Local Government (Meeting Procedures) Regulations 2015.

File Ref: 13-1-10

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

- 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, Acting General Manager or General Manager's representative who is asked a question may decline to answer the question, if in the opinion of the respondent it is considered inappropriate due to its being unclear, insulting or improper.
- 5. The Chairman may require a question to be put in writing.
- 6. Where a question without notice is asked and answered at a meeting, both the question and the response will be recorded in the minutes of that meeting.
- 7. Where a response is not able to be provided at the meeting, the question will be taken on notice and
 - (i) the minutes of the meeting at which the question is asked will record the question and the fact that it has been taken on notice.
 - (ii) a written response will be provided to all Elected Members, at the appropriate time.
 - (iii) upon the answer to the question being circulated to Elected Members, both the question and the answer will be listed on the agenda for the next available ordinary meeting of the committee at which it was asked, where it will be listed for noting purposes only.

10. CLOSED PORTION OF THE MEETING

RECOMMENDATION

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

- Proposal for an interest of Council land; and
- Commercial information of a confidential nature.

The following items are listed for discussion:-

Minutes of the last meeting of the Closed Portion of the
Committee Meeting
Consideration of supplementary items to the agenda
Indications of pecuniary and conflicts of interest
Reports
Giblin Street Quarry, Lenah Valley - Deputation
LG(MP)R 15(2)(f)
Sandy Bay Bathing Pavilion
LG(MP)R 15(2)(c)(i)
Committee Action Status Report
Committee Actions - Status Report
LG(MP)R 15(2)(b), (c)(i), (f) and (g)
Questions Without Notice