



CITY OF HOBART

AGENDA

Finance and Governance Committee Meeting

Open Portion

Tuesday, 22 February 2022

**at 4.30 pm
via Zoom**

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, 22 February 2022 at 4.30 pm via Zoom.

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*.

The title Chief Executive Officer is a term of reference for the General Manager as appointed by Council pursuant s.61 of the *Local Government Act 1993* (Tas).

COMMITTEE MEMBERS

Alderman M Zucco (Chairman)
Deputy Lord Mayor Councillor H Burnet
Alderman Dr P T Sexton
Alderman D C Thomas
Councillor W Coats

Apologies:

Leave of Absence: Nil

NON-MEMBERS

Lord Mayor Councillor A M Reynolds
Alderman J R Briscoe
Councillor W Harvey
Alderman S Behrakis
Councillor M Dutta
Councillor J Fox
Councillor Dr Z Sherlock

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

2. CONFIRMATION OF MINUTES

The minutes of the Open Portion of the Finance and Governance Committee meeting held on Tuesday, 7 December 2021, 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 Chief Executive Officer.

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 COVID-19 Business Support Package Financial Update File Ref: F22/12075

Report of the Senior Advisor Economic Development and Manager
Economic Development Engagement and Strategy of 8 February 2022.

Delegation: Council

**REPORT TITLE: COVID-19 BUSINESS SUPPORT PACKAGE
FINANCIAL UPDATE**

REPORT PROVIDED BY: Senior Advisor Economic Development
Manager Economic Development Engagement and
Strategy

1. Report Purpose and Community Benefit

- 1.1. The purpose of this report is to detail funding required to deliver the package of COVID-19 Economic Support endorsed by the Council on 20 January 2022.
- 1.2. The benefit to the community is transparency around the way in which a proportion of their rates are being used to support businesses that are struggling as a result of the pandemic.

2. Report Summary

- 2.1. The Council at a special meeting on 20 January 2022 endorsed a package of COVID-19 economic support including an extension of the waiving of fees for Outdoor Dining, Food Licenses, Occupation Licenses, the delivery of an outdoor dining program and parking incentives.
- 2.2. A report was taken to the Economic Development and Communications Committee on 3 February 2022 highlighting Council's progress in the development and delivery of the support package.
- 2.3. The final element of the Council resolution on 20 January called for a report to be taken to the Finance and Governance Committee detailing '*...any additional funding requirements...*' beyond what had already been allocated in the 2021/22 budget.
- 2.4. This report details the funding required to deliver the package of support endorsed by the Council.
- 2.5. It is estimated that officers can deliver the business support package through the reallocation existing funds in the 2021/22 budget.

3. Recommendation

That:

- 1. This report be received and noted.***
- 2. The Passport to Hobart Campaign be endorsed as an addition to the other business support initiatives.***
- 3. The \$100,000 redirected from the major events sponsorship budget be utilised to deliver these business support initiatives.***

4. Background

- 4.1. The World Health Organisation declared COVID-19 as a global pandemic on 11 March 2020, by which time the businesses of Hobart were already being impacted.
- 4.2. On 19 March 2020, the Tasmanian Government declared a state of emergency for Tasmania that saw some of the most restrictive border restrictions in the world implemented. Without international and inter-state visitation, many businesses struggled with lower than usual patron numbers.
- 4.3. Borders were opened to fully vaccinated travellers on 15 December 2021 which as anticipated resulted in the upsurge of COVID-19 cases in the state.
 - 4.3.1. As a result, some businesses saw lower than expected trade over the Christmas period with local patrons staying away from crowded areas. Other businesses had to close their doors due to staff shortages with their personnel contracting or coming into close contact with the virus.
- 4.4. As the daily case numbers of COVID-19 have begun to fall, these businesses have re-opened. The number of active cases in the state on 2 February is 3,876, down from a peak of 8,764 active cases on 12 January.
- 4.5. Regardless of whether COVID-19 numbers continue to decline or whether the state experiences a spike in numbers prompted by a return to school and work, the City is hearing from its business community that they continue to be adversely affected.
- 4.6. At a special Council meeting held on 20 January 2022 a report was presented setting out a business support and engagement package, the Council resolved as follows:

That:

1. *The Council note the progress to date in implementing the City of Hobart's COVID-19 Economic Support Package.*
2. *The Council delegate the Chief Executive Officer to:*
 - i. *Prepare an Outdoor Dining Program across the City in consultation with local traders, including a 'pop up' night time economy program that facilitates restaurateurs to provide dinner service during summer on footpaths, road reserves and local parks in accordance with appropriate safety standards.*
 - ii. *Work with the arts and events industry to facilitate access to Federal, State and Local Government funding to support*

those events that have been / will be impacted by COVID - 19 as a result of the most recent wave of infections across the State

- iii. Scale up a 'Check In and Chat' service to enable vulnerable and isolated members of the community to register to receive a regular call from a Council Officer to 'check in and chat'.*
- iv. Continue to offer parking incentives and CBD retail promotions to encourage retail spend in the CBD and Salamanca Market.*
- v. Extend the waiving of fees for Outdoor Dining, Food Licenses, Occupation Licenses (for authorised trading purposes by the CEO).*
- vi. Continue to undertake a comprehensive Hello Hobart Marketing campaign to profile local businesses and services across the city.*
- vii. Review Council's Grants Programs to ensure it's directed to those most affected areas in our arts / events and business community and provide a subsequent report to Council.*
- viii. Seek funding support from other levels of government to ensure Hobart receives appropriate levels of support for these and other related COVID-19 related economic interventions as has been the case in other capital cities across the country.*

3. The Council note that the delegated actions referred to in clause 2, will be funded from within current allocations of the 2021/22 budget and that any additional funding requirements will be the subject of a further report to the Finance and Governance Committee.

- 4.7. An update was taken to the Economic Development and Communications Committee on 3 February 2022 on how Council have progressed with the activities listed above.
- 4.8. This report is a response to item 3 above, specifically detailing instances where additional funding is required to deliver elements of the COVID-19 support package. Each item of support from the above resolution will be considered in turn from a budgetary perspective.

Outdoor Dining Program

- 4.9. Council officers have developed draft guidelines for a quick response 'Outdoor Dining Support Program'.

- 4.10. This seeks to assist the city's hospitality traders create new safe outdoor spaces in which people can stay connected, see friends and family, while supporting their wider local business community, including 'bricks and mortar' retailers.
- 4.11. This program would be in addition to the City's fee waiver available for business to expand their outdoor trading space, and would provide in-kind support in the form of:
- 4.11.1. City of Hobart owned public spaces (park, footpath or on-road spaces) at no cost.
 - 4.11.2. Bench and table sets for outdoor dining.
 - 4.11.3. Bean bags (where appropriate).
 - 4.11.4. The equipment necessary to create up to six on-street expanded dining areas.
 - 4.11.5. Simple outdoor furniture (folding tables and chairs) for use in these areas, if this need was identified, given traders would normally have their own furniture.
 - 4.11.6. Traffic engineering and other advice to support the placement and location of these expanded outdoor dining spaces.
 - 4.11.7. The installation and removal of these on-street expanded dining areas. A cost will need to be attributed to the delivery and removal of assets. This is a variable cost related to the amount of applications and will be transferred internally.
- 4.12. From the list above, the following equipment would need to be purchased and has not been included in existing budgets for the 2021/22 financial year.
- Equipment to create on street expanded dining areas
 - Simple outdoor furniture (this would only be purchased if required after liaison with traders)
- 4.13. It is anticipated that the cost of delivery of the on-street dining component of this program would be in the order of **\$39,972**, made up of the following purchases, fabrication and operational costs for up to six on-street dining installations:

Item	no	cost per item	subtotal
Rubber Wheel Stopper	5	\$74.00	\$370.00
Portable Trolley Ramp	1	\$184.00	\$184.00
Concrete block (600 x 600)	2	\$163.00	\$326.00
Concrete block (1200 x 600)	2	\$326.00	\$652.00
Planter boxes	11	\$200.00	\$2,200.00
Plants + Soil + Labour	11	\$150.00	\$1,650.00
Labour to install	8	\$60.00	\$480.00
Furniture (only if needed)			\$400.00
Transport			\$400.00
TOTAL			\$6,662.00

- 4.14. Savings would be made wherever possible, by using existing equipment.
- 4.15. This cost does not including any parking income foregone.
- 4.16. The design and configuration of the expanded dining areas would be achieved using existing staff resources in the City Place Making team.
- 4.17. However, additional support will be required to run a successful ongoing and optimally time responsive program, given the logistics involved principally to project manage equipment delivery and infrastructure installation.
- 4.18. Officers are currently fully determining these operational requirements in collaboration with the City Activation, Events and Grants team.
- 4.19. Consultation with the Senior Advisor Activations, Events and Grants has established that the loaning of Council owned bench and table sets and beanbags would also be coordinated using existing staff resources and thus can be achieved within existing budgets. Potential damage to these assets will be the responsibility of the business loaning the equipment.

Work with Arts and Events Industry to help access funding

- 4.20. Working with the arts and events industry to facilitate access to Federal, State and Local Government funding to support events that have been / will be impacted by COVID-19 as a result of the most recent infections in the State would require cross-Council resourcing coordinated by the COVID-19 Taskforce. It is likely that existing staff resources from Creative Hobart, Grants, Community Participation and Events would be required to coordinate this item. Additional budget would not be required.

Scale up 'Check In and Chat'

- 4.21. Check in and Chat will initially be delivered utilising existing resources within the Community Programs Unit. If there is considerable demand for this service, additional staff from other areas of the organisation may be repurposed to support this initiative.

Parking Incentives

- 4.22. Free parking at the Cenotaph has been provided from 18 December 2021 to 4 February 2022. Further provision of this would not require additional funding although it must be noted that it is estimated that Council revenue dropped by circa \$72,000 during times when free parking was provided from 18 December 2021 to 4 February 2022. It is estimated that the Regatta Ground Free Parking initiative accounted for 12% of the total downturn in parking revenue over this period.

Passport to Hobart campaign

- 4.23. Council officers are planning for the relaunch of the City's Passport to Hobart campaign which was originally held in 2021. This campaign will once again encourage people to dine at participating cafes and restaurants to earn voucher discounts. This campaign will likely be held in March.
- 4.24. The campaign costs have been adjusted from the previous year based on the outcomes of last year's performance.
- 4.24.1. In 2021 a total budget of \$90,000 was allocated to the campaign. This figure included costs for marketing and promotion, printed collateral for the stores to display, the Stamp Me Loyalty App and the reward vouchers that the public could redeem through the program.
- 4.24.2. \$70,000 was allocated for the reward vouchers, which allowed for 3500 of the \$10 vouchers and a further 1750 of the \$20 reward vouchers.
- 4.24.3. However, not all of the vouchers were redeemed and the total cost of the campaign, once all of the vouchers were processed was less than the original budget and delivered at a final cost of \$61,047.
- 4.25. This year the campaign will aim to encourage more participation from the public by making the rewards easier to achieve and more frequent.
- 4.26. The campaign this year will allow for participation by 75 businesses at an estimated cost of \$74,350, delivering \$55,000 in vouchers to the general public to use in participating businesses.
- 4.27. It is difficult to predict how the campaign will travel in a COVID-19 environment. As such it's likely that if the campaign is run again in the

same format as the previous year it will again not expend all of the vouchers.

- 4.27.1. The success of the campaign may be impacted by community uncertainty in dining out and a natural unwillingness to be around crowds.
- 4.27.2. However it is also likely that restaurants and cafes with outdoor dining may see good uptake from the campaign.
- 4.28. To ensure the campaigns success and deliver results for the business community, the campaign reward frequency will be adjusted.
 - 4.28.1. People will be able to earn 3 loyalty stamps to earn a \$20 reward to spend at a participating business. This will incentivise participation, deliver more value to participating venues and keep the reward program top of mind.
 - 4.28.2. In the previous campaign people had to earn 5 stamps before earning a reward voucher and it was identified that many people lost interest in the campaign as it went along.
- 4.29. As it is anticipated that now that the vouchers will be easier to earn, some consideration and flexibility will need to be built into the budget to support the campaign, if it is travelling well, and if it looks likely that the vouchers will be expended prior to the end of the campaign period.
- 4.30. If the vouchers are expended early then it is advisable that additional vouchers are made available so as not to disappoint the general public.
- 4.31. So as to ensure we provide for flexibility to support the campaign in a timely manner, it is requested that any additional funding requests for the Passport to Hobart campaign be delegated to the CEO.
- 4.32. The itemised costs of the campaign are as follows:

Campaign costs	Costs
Promotion including Mercury advert, radio and social media promotion	\$7,300
Printed collateral including window decals and posters	\$3,400
Graphic design and website pages on Hello Hobart	\$4,000

Loyalty app subscription for the campaign	\$4,950
Incentives	
2500 x \$10 vouchers upon sign up	\$25,000
3000 x \$20 vouchers upon receiving the 3 qualifying stamps	\$30,000
TOTAL PRIZE VALUE	\$55,000
TOTAL PROPOSED CAMPAIGN COST	\$74,650

Extended waiving of fees for Outdoor Dining, Food Licences and Occupational Licences

- 4.32.1. Application fees for businesses wishing to amend existing outdoor dining permits or apply for a new permit have been waived from 1st January 2022 until 31st March 2022.
- 4.32.2. Site fees have been waived from 1st January 2022 until 31st March 2022 for existing operators, and for those businesses who want to establish an outdoor occupation area for the first time, or want to expand their current area.
- 4.32.3. The City of Hobart will communicate with all current permit holders directly in regard to these changes.
- 4.32.4. Permits require outdoor dining facilities to ensure pedestrians can continue to move easily along footpaths and do not impede safe and convenient access.
- 4.32.5. The revenue forgone to Council from the waiver for outdoor dining fees from January to March 2022 is a total of \$65,241.71.

Continue Hello Hobart Marketing Campaign

- 4.33. The Hello Hobart Marketing Campaign focusses on the sharing of individual stories of businesses within the Hobart LGA. An interview and photoshoot takes place with either an internal member of the Communications team or a UTAS contractor depending on workflow.

4.33.1. Officers have budgeted \$7,000 of existing budget to produce an additional 50 posts and social media content boosting by the end of the 2021/22 financial year.

- 4.34. Officers continue to explore a shopfront activation campaign based on the success of the City of Melbourne initiative to utilise vacant shopfronts to display vibrant design and key messages. Design collateral is in production, however securing vacant premises is proving to be challenging.

Based on an estimate of 20 shopfronts including design and installation officers have budgeted \$40,000. This is however not a sunk cost and can be scaled up or down depending on the amount of premises officers can secure. The collateral currently in design can also be used through other digital assets to support the broader Hello Hobart Marketing campaign.

- 4.35. The City is in the process of developing a business directory on the Hello Hobart website. The directory will allow customers to search for businesses that offer a variety of service options in response to COVID-19 including online ordering, phone ordering, takeaway, delivery, or outdoor dining options. The design of this directory is expected to be completed by 11 February 2022 with the inputting of store information to begin after this time.

4.35.1. The estimated budget to design and install the Directory on the Hello Hobart Website is \$1,500. Additional administrative support to upload information submitted by businesses to the Directory is budgeted at \$3,100 from existing cost centres.

Review Council's Grants Programs

- 4.36. The Council's grant programs are constantly reviewed and adapted based on feedback from grant recipients and stakeholders. In the case of the business grants, feedback is sought via the Hobart Economic Recovery Business Consultative Group and Business Tasmania.

4.36.1. Business Tasmania has delivered \$80M+ in business grants since the start of the pandemic. Through these grants, they capture feedback from recipients which is used by the City of Hobart in the development of grants and initiatives.

- 4.37. The review of the Council's grants programs can be achieved using existing allocated budget.

Seek Funding from Other Levels of Government

- 4.38. Initial discussions have been had with the Director of Small Business (Tasmanian Government). There are opportunities to collaborate on the staging of business workshops but funding requests for other projects would require discussion at CEO level. This can be done using existing allocated budget.

5. Proposal and Implementation

- 5.1. Endorsement of Passport to Hobart Campaign and reallocation of funding.
 - 5.1.1. It is proposed to endorse the Passport to Hobart Campaign, utilising existing Economic Development cost centres and reallocate an additional \$100,000 from the Sponsorship and Events budget to facilitate additional business support initiatives.
 - 5.1.2. Approximately \$60,000 is required to support Hello Hobart initiatives beyond existing budget allocated.
 - 5.1.3. Approximately \$40,000 will be required for the fabrication and operational costs of the Outdoor Dining Program. Officers continue to work on the technical detail of the program and it is expected that additional internal resources will need to be seconded to assist with administering the program.

6. Strategic Planning and Policy Considerations

- 6.1. The City's COVID-19 economic response and recovery work aims to work across the whole of the community vision and strategic plan by encouraging initiatives that support a range of areas of city life.
- 6.2. It aligns primarily with the following outcome in the *Capital City Strategic Plan 2019-29*:
 - 4.5 *Hobart's economy is strong, diverse and resilient.*
- 6.3. The City's COVID-19 economic response and recovery work specifically advances the following strategies in the *Capital City Strategic Plan 2019-29*:
 - 2.4.6 *Deliver and support initiatives, activities and programs that build community resilience, wellbeing and safety.*
 - 4.5.1 *Understand and respond to the strategic context of the Hobart economy at regional, state, national and international levels.*

7. Financial Implications

- 7.1. Funding Source and Impact on Current Year Operating Result
 - 7.1.1. An increase to 2021-22 budget is not required. A reallocation of \$100,000 from the Sponsorships and Event budget at the discretion of the CEO is to deliver the business support initiatives excluding the potential requirement of repurposed staff to administer the programs.

8. Social and Customer Considerations

- 8.1. It is apparent that members of the community are wary of certain environments where the spread of COVID-19 may be a higher risk. Such environments include crowded and indoor spaces. The City's work to extend outdoor dining possibilities strives to address this community concern, thus enabling greater social interactions and support of the local economy.

9. Marketing and Media

- 9.1. A number of the initiatives highlighted in this report present the Council with the opportunity to communicate opportunities and outcomes for local business.
- 9.2. Officers work closely with the Communications Unit to ensure that information on business support will be shared with widely within the community.

10. Community and Stakeholder Engagement

- 10.1. This report has been written in consultation with:
- Executive Manager City Place Making
 - Senior Advisor Activations, Events and Grants
- 10.2. The City of Hobart maintains regular communications with the business community through:
- The Hobart Economic Recovery Business Consultative Group
 - The Business Concierge service
 - Through a close working relationship with Business Tasmania, a Tasmanian Government entity that exists to support the state's businesses.

11. Delegation

- 11.1. This matter is one for 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.



Lucy Knott
**SENIOR ADVISOR ECONOMIC
DEVELOPMENT**



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

Date: 8 February 2022
File Reference: F22/12075

6.2 Delegation - Use of Common Seal
File Ref: F22/9942

Memorandum of the Manager Legal and Governance of 4 February 2022
and attachment.

Delegation: Council



City of **HOBART**

MEMORANDUM: FINANCE AND GOVERNANCE COMMITTEE

Delegation - Use of Common Seal

The purpose of this report is to review the delegation for the use of the Common Seal following the organisational restructure.

Section 19 of the *Local Government Act 1993* states that each council is to have a common seal and that this is to be used as authorised by Council and be attested by those persons authorised by Council.

Currently this delegation, which was approved in 2019, reads as follows:

Pursuant to Section 19(5) of the *Local Government Act 1993* the common seal of the Council is to be attested by any two of the following Council officers, or such persons who may be acting in those positions:

General Manager
Deputy General Manager;
Director City Planning;
Director City Amenity;
Director City Innovation;
Director Community Life;
Manager Surveying Services;
Manager Legal and Governance.

As a result of the Organisational Transformation Project it is necessary to update the delegation to reflect the changes in position titles. As such it is proposed that the common seal be attested by members of the Executive Leadership Team or the Manager Legal and Governance.

Attachment A to this report is a copy of the proposed delegation.

RECOMMENDATION

That the Council endorse the delegation in respect to the affixation of the Common Seal in accordance with the instrument of delegation marked as Attachment A to this report.

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



Paul Jackson
**MANAGER LEGAL AND
GOVERNANCE**

Date: 4 February 2022
File Reference: F22/9942

Attachment A: DELEGATION - Common Seal ↓ 

DELEGATION

AFFIXATION OF COMMON SEAL

Pursuant to Section 19(5) of the *Local Government Act 1993* the common seal of the Council is to be attested by any two of the following Council officers, or such persons who may be acting in those positions:

Chief Executive Officer;
Director City Futures;
Director City Life;
Director Connected City;
Director City Enablers;
Head of City Projects;
Head of Intergovernmental Relations and Partnerships
Manager Surveying Services;
Manager Corporate Governance.

- * For the avoidance of doubt, Chief Executive Officer means the General Manager appointed by Council pursuant to s61 of the *Local Government Act 1993*.

6.3 Lease of Semaphore Cottage, Princes Park, Battery Point
File Ref: F22/15378; 15/153-587

Report of the Manager Legal and Governance of 17 February 2022 and attachment.

Delegation: Council

REPORT TITLE: LEASE OF SEMAPHORE COTTAGE, PRINCES PARK, BATTERY POINT**REPORT PROVIDED BY:** Manager Legal and Governance**1. Report Purpose and Community Benefit**

- 1.1. The purpose of this report is to consider a proposal from the Collection of Medical Artefacts (Tasmania) (COMA) to lease the Semaphore Cottage located in Princes Park, Battery Point.
- 1.2. COMA is an established museum that shares stories of Tasmanian health, medicine and science history. COMA has previously been located at Jane Franklin Hall, but was requested to vacate at the end of 2020 with 12 months' notice. COMA has been able to obtain storage in the Corby's Building at 168-170 Macquarie Street and through discussions with officers has identified that the Semaphore Cottage in Princes Park as being suitable for the 'visitor-focused' component of its work. COMA approached Council officers seeking to find a new location for its museum and the Semaphore Cottage at Princes Park was identified as potentially meeting COMA's requirements.
- 1.3. It is considered that the proposal represents a good use of this Council property and aligns with the Council's Policy: Leases to Non-profit Organisations. It also represents a good opportunity to have this space tenanted and open to the public – which it currently is not.

2. Recommendation***That:***

- 1. The Council grant a lease of the Semaphore Cottage, Princes Park, Battery Point, to the Collection of Medical Artefacts (Tasmania) for a period of 5 years at a nominal rent in accordance with the Council's Policy: Leases to Non-Profit Organisations.***
- 2. The benefit provided by Council be reported in the Council's Annual Report in accordance with the Council's Policy: Leases to Non-Profit Organisations.***
- 3. The Chief Executive Officer be delegated the authority to negotiate and agree to the final lease terms.***

3. Background

- 3.1. The Council owns the property known as the Semaphore Cottage in Princes Park, Battery Point. It is the former signal station cottage and was constructed in approximately 1880.
- 3.2. The Cottage has been tenanted from time-to-time, with the most recent tenant being an artist. The property is currently vacant.
- 3.3. Council was approached by COMA seeking a home for the visitor facing component of its museum operations as it was able to source an alternative location for storage of its collection.
- 3.4. It is considered that this represents a good use of this property from the Council's perspective. It is currently vacant and having a use that encourages public access to the property is a positive.
- 3.5. While it is open to Council to call for expressions of interest for the use of this property, recognising the unique nature of the property and the suitability of this use for it, it is considered that proceeding with the direct approach is a sensible outcome.
- 3.6. The attached proposal (**Attachment A**) outlines COMA's intent with respect to the property. The Council's Leases to Non-Profit Organisations policy sets out a number of criteria against which lease proposals seeking reduced rental are to be assessed. The table below provides commentary regarding the proposal against the criteria in that policy:

Criteria	Comments
Use, or proposed use of the property	The proposed leased area will be used as a medical museum that is accessible to the public.
Alignment with the Council Strategic Plan and other relevant Council strategic documents	Aligns strongly with Pillars 2 and 3 of the Capital City Strategic Plan 2019-29.
Level of community benefit – proposed or provided	<p>COMA's mission is to collect, document and collate Tasmania's medical heritage, providing an accessible insight into healthcare practices of the past to inform the present and future.</p> <p>The aim of the collection is to provide education on health topics that are relevant, innovative and engaging through public programs and displays.</p> <p>COMA is aiming to further develop their museum to help families, students and the</p>

Criteria	Comments
	community to explore questions about human health, Tasmanian society and science.
Value of land and buildings	The property has been appraised as having a market rental of \$7,245.00 per annum (excluding GST)
Potential for alternative use	The space is currently unoccupied
Viability and capability of the organisation	COMA was established in 2017 and has leased the Jane Franklin Hall in South Hobart since this time. It is also a registered charity with deductible gift recipient endorsement.
Capacity to pay, after all income and expenditure is taken into account	COMA has limited funding and little capacity to pay rent.
Capacity to invest in and maintain the asset, or degree of capital investment undertaken	COMA will have internal maintenance obligations imposed as part of the lease as well as undertaking improvements to the property to make it fit for purpose.
Type of facility	Caretakers Cottage
Capacity to invest in the community, or level of community investment provided, through disbursement of surplus funds to local community groups, organisations or activities	Not applicable.
Length of tenure sought	Five (5) year term.
For lease renewals only, the level of compliance with existing lease terms and conditions	Not applicable.

- 3.7. In accordance with the desire for improved due diligence relating to leasing to not for profit organisations, and in line with external accounting advice, additional information relating to the operations of COMA has been obtained and assessed. This information is included as part of **Attachment A** and includes:

(a) evidence of ACNC registration;

- (b) a list of all past and present committee members;
- (c) confirmation that there are no related parties, transactions and arrangements in place;
- (d) confirmation that there are no conflicts of interest within the governance of the organisation (including the provision of services); and
- (e) a written undertaking from the committee members of the organisation warranting they are a not-for-profit organisation, they comply with the policy, the completeness of the information provided and the accuracy of that information.

3.8. Based on the consideration of the proposal as against the requirements of the Policy it is considered appropriate to grant a lease of the property to COMA.

4. Proposal and Implementation

- 4.1. It is proposed that the Council grant a lease of the Semaphore Cottage, Princes Park, Battery Point, to the Collection of Medical Artefacts (Tasmania) for a period of 5 years at a nominal rent in accordance with the Council's Policy: Leases to Non-Profit Organisations.
- 4.2. It is also proposed that the benefit provided by Council be reported in the Council's Annual Report in accordance with the Council's Policy: Leases to Non-Profit Organisations.
- 4.3. Should Council endorse the approach, a draft lease will be prepared and finalised with COMA. Any alterations or 'fit-out' required by COMA will be undertaken at its expense and in accordance with any requirements from Council officers. COMA will also be responsible for obtaining any statutory approvals that may be required.

5. Strategic Planning and Policy Considerations

- 5.1. Strategy 3.4.1 of the Capital City Strategic Plan is to support the activation of City-owned spaces for creative, cultural and commercial initiatives. Given the current proposal is to have a publically accessible museum space within a Council building not currently being utilised, it is considered that there is strong alignment with this strategy.
- 5.2. Strategy 7.2.1 is to promote contemporary heritage conservation practices and support adaptive reuse of heritage assets. As this building was constructed in approximately 1880 it is clearly a heritage asset. This proposal seeks to use this asset to provide a way to engage with the public around the history of Tasmanian health, medicine and science, which strongly aligns with this strategy.

6. Financial Implications**6.1. Funding Source and Impact on Current Year Operating Result**

6.1.1. The property is currently vacant, so while no income will be generated from the proposal, there is no cost for Council in approving this request.

6.2. Impact on Future Years' Financial Result

6.2.1. There is no impact on future year's financial result.

6.3. Asset Related Implications

6.3.1. This proposal will seek the utilisation and activation of a currently underutilised Council asset. This is a positive outcome.

7. Legal, Risk and Legislative Considerations

7.1. Should Council agree to the proposal, a contemporary lease will be

8. Delegation

8.1. This matter requires the consideration of 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.



Paul Jackson
**MANAGER LEGAL AND
GOVERNANCE**

Date: 17 February 2022
File Reference: F22/15378; 15/153-587

Attachment A: COMA Letter of Representation ↓ 



16/11/2021

Kelly Grigsby
Chief Executive Officer
Hobart City Council
50 Macquarie Street
Hobart TAS 7000



Visitors to 'Pills, Potions & Pandemics' at Narryna, in collaboration with COMA Tasmania 2021

**Proposal to Hobart City Council regarding the Lease of *Semaphore Cottage*
'Developing Tasmania's Medical History Museum'**

Dear Kelly

COMA (Collection of Medical Artefacts) is an established museum that shares stories of Tasmanian health, medicine and science history. COMA explores the development of the medical and other health professions in Tasmania and the experiences of their patients from the colonial period to the present day.

Our mission is 'to collect, document and collate Tasmania's medical heritage, providing an accessible insight into healthcare practices of the past to inform the present and future. The

aim of our collection is to provide education on health topics that are relevant, innovative and engaging through public programs and displays.¹

We are seeking a five-year lease from the HCC for the **Semaphore Cottage** in Battery Point to develop programmes of value to the Hobart community focussing on human health.

COMA Tasmania has a collection of over 3000 objects, books, documents and artworks. The organisation is managed by an elected committee, with members drawn from healthcare, business management and the cultural heritage sectors.

COMA was incorporated on 24/11/2017 (Number: **IA12166**) and received Tax Deductible endorsement on 07/11/2018 (**ABN 71 629 316 835**).

Over the past 4 years COMA has been located in Jane Franklin Hall with displays and storage, offering guided tours, seminars, website (medicalmuseum.org.au), Facebook page, and a newsletter as well as collaborative activities and displays with other institutions and organizations. Over that time, we have established policies and procedures for our significant collection of artefacts, books, archive and health related items.

At the end of 2020 we were asked to vacate Jane Franklin Hall with 12 months' notice. COMA is now entering a new phase in the museum's growth. We have located safe storage for the collection in Corby's Building 168-170 Macquarie Street Hobart. **Semaphore Cottage** at Battery Point would allow us to become a visitor-focused museum. We held a strategic planning meeting of 13th November 2021 when we considered COMA's future possibilities and the process required to achieve successful outcomes.

We want to develop a well-known, specialist museum that helps families, students and our community to explore questions about human health, Tasmanian society and science.



Volunteers Lily and Alison at work on the ophthalmology collection 2021.

We want our museum to be responsive to public conversations about health, and sustainable through ticketed visitors, volunteer workers for visitor services and public programs and fundraising.

¹ COMA Tasmania Collection Policy 2019

Community Benefits

- **Access & Opportunity** : A new museum venue for COMA creates increased access to the collection and opportunities for our community to engage in information about health and science
- **Academic** : COMA has the potential to reflect the aspirations of healthcare professionals and scientists employed by the University of Tasmania and the Department of Health and Human Services.
- **Relevant** : COMA's new museum will be relevant to Tasmanians. Health literacy in the wider Tasmanian community is comparatively low, and the pandemic has led to unprecedented interest in health and science, and a need for science-based information.
- **Inspiring** : COMA can inspire potential healthcare professionals of the future, engaging them with their professional organisations and the University
- **Teaching Museum** : Skill development and increased social connection for volunteers, including work experience for aspiring museum and gallery professionals
- **Collaborative** : During 2021 , COMA demonstrated that we can form mutually beneficial partnerships with other organisations, to reach new audiences, and create new and exciting programs and displays.



Audience member helping Intensive Care Paramedic Lucy Oatley demonstrate a defibrillator at 'Science Week Sci-Art Crawl' August 2021

This representation letter is provided in connection with the application for a lease arrangement for **COMA Tasmania** . We recognise that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether we meet the requirements of the Council's Leases to Non-profit Organisations policy.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

A. Financial Report and Financial Records

We acknowledge, as members of management of the entity, our responsibility for the fair presentation of the financial report. We believe the financial report referred to above, and the draft we have provided to you as part of this application, gives a true and fair view of the financial position, financial performance and cash flows of the Entity in accordance with Australian Accounting Standards and Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, and is free of material misstatements, including omissions.

Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

The significant accounting policies adopted in the preparation of the financial report are appropriately described in the financial report.

As members of management of the entity, we believe that the entity has a system of internal controls adequate to enable the preparation of an accurate financial report in accordance with Australian Accounting Standards and Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* that is free from material misstatement, whether due to fraud or error.

The financial records of the entity have been kept so as to be sufficient to enable a financial report to be prepared and audited.

The notes to the accounts, particularly related party and Director remuneration, are accurate.

B. Compliance with Laws, Regulations and Council Policy

We have disclosed to you all known actual or suspected noncompliance with laws and regulations.

We confirm that we are a Not-for-profit Organisation for the purposes of the Policy and that we comply with the terms of the Policy.

C. Information Provided and Completeness of Information and Transactions

We confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the entity's Directors or Committee Members, related parties and all related parties and related party transactions of which we are aware, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the year end.

D. Not for profit status

We confirm our not-for-profit purpose and intent. We confirm we have obtained ACNC registration. If the purpose of our entity changes, we confirm we are under obligation to inform the Council and we understand that this can mean we no longer satisfy the terms of the Council's policy or lease agreement in place.

E. Enclosures

We have provided the following as an appendix to this letter:

- Our unaudited financial statement for 2020-2021
- Evidence of ACNC registration: **ABN 71 629 316 835**
- List of all past and present Committee Members;
- List of all related parties, transactions and arrangements in place. **Details of all grants, funding and donors are laid out in our financial statement, page 3.**
- and details of any conflicts of interest within the governance of the Entity (including, but not limited to, the provision of services). ***Nil known***

Yours faithfully,

Name: Dr Philip Thomson

Date: 16/11/2021

Role: President



Name: Mr Jack Dimsey

Date: 16/11/2021

Role: Treasurer

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Yours faithfully,



Name: Dr Philip Thomson

Date: 16/11/2021

Role: President



Name: Mr Jack Dimsey

Date: 16/11/2021

Role: Treasurer



Collection of Medical Artefacts (Tasmania)

ABN 71 629 316 835

FINANCIAL STATEMENTS

30 JUNE 2021

6 Elboden Street
SOUTH HOBART TAS 7004

Collection of Medical Artefacts (Tasmania)
30th June 2021

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Collection of Medical Artefacts (Tasmania)
30th June 2021

COMMITTEE'S REPORT

Your committee members submit the financial report of Collection of Medical Artefacts (Tasmania) (the Association) for the financial year ended 30 June 2021.

Committee Members

The names of committee members throughout the year and at the date of this report are:

Philip Thomson,	Chris Tassell,
Jack Dimsey,	Kevin Morgan,
Dennis Ransley,	Rowena Ransley,
Sophia Avery	Liz Bondfield,
Bryan Walpole,	Annabel Johnson

Principal Activities

The principal activities of the Association during the financial year were To collect, conserve, display and store items relating to medical history with a particular emphasis on those relating to Tasmania, to encourage the use of medical history to promote awareness of current health issues, to promote the recording of Tasmanian medical history through research and oral histories and to promote links between organisations with similar objectives particularly those with historical collections or those involved with health issues

Significant Changes

No significant change in the nature of these activities occurred during the year.

Operating Result

The surplus for the 2021 financial year amounted to \$1,957

Signed in accordance with a resolution of the members of the committee.



Dr Philip Thomson
President

Mr Jack Dimsey
Honorary Treasurer

Collection of Medical Artefacts (Tasmania)
30th June 2021

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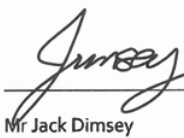
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Signed in accordance with a resolution of the members of the committee.



Dr Philip Thomson
President



Mr Jack Dimsey
Honorary Treasurer

Collection of Medical Artefacts (Tasmania)
30th June 2021INCOME AND EXPENDITURE STATEMENT
For the Year Ended 30 June 2021

	Note	2021 \$	2020 \$
INCOME			
Grant Income	2	21,704	20,007
Donations Received		5,550	5,460
Seminar Ticket Sales		1,030	290
Member & Friend Contributions		1,360	1,490
TOTAL INCOME		29,644	27,247
EXPENSES			
Accounting Software Fees		608	1,277
Administrator Fees		2,163	1,575
Advertising, Promotions & Postage		424	61
Assets Purchased <\$5,000		78	759
Bank & Merchant Charges		45	-
Computer Expenses		562	966
Consultancy Fees		180	4,950
Curator Fees		20,633	24,383
Equipment and Room Hire		700	197
Insurance		580	540
Memberships to Likeminded Organisations		150	143
Printing & Stationary		724	913
Repairs & Maintenance		840	-
Telephone & Website Expenses		-	28
TOTAL EXPENSES		27,687	35,792
TOTAL PROFIT / (LOSS) FOR THE PERIOD		1,957	(8,545)

The accompanying notes form part of the financial statements

Collection of Medical Artefacts (Tasmania)
30th June 2021

NOTES TO THE FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a) Statement of compliance

The committee has determined that the incorporated association is not a reporting entity because there are no users dependent on general purpose financial statements. The financial report is a special purpose financial report which has been prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act 1964.

These financial statements have been prepared in accordance with following Australian Accounting Standards:

AASB 101	Presentation of Financial Statements
AASB 108	Accounting Policies, Changes in Accounting Estimates and Errors
AASB 1031	Materiality
AASB 1048	Interpretation of Standards
AASB 1054	Australian Additional Disclosures

b) Basis of measurement

The financial statements have been prepared on an accrual basis and are based on historical cost and do not take into account changing money values except where specifically stated.

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

c) Income tax

The association is a not-for-profit organisation and is exempt from income tax under section 50-45 of the Income Tax Assessment Act 1997.

d) Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits, held at call with banks and other short-term highly liquid investments with original maturities cash within three months.

e) Revenue

Revenue is measured at the fair value of the consideration received or receivable.

Grant and donation income are recognised when the entity obtains control over the funds, which is generally at the time of receipt. If conditions are attached to the grant that must be satisfied before the association is eligible to receive the contribution, recognition of the grant as revenue will be deferred until those conditions are met.

Collection of Medical Artefacts (Tasmania)
30th June 2021

NOTES TO THE FINANCIAL STATEMENTS

f) Goods and services tax (GST)

As the Association is currently exempt from GST and therefore no funds are recoverable and/or payable to the Australian Taxation Office. All funds within the financial statements are represented gross of GST.

2. GRANT INCOME

	2021	2020
	\$	\$
Commonwealth Grant Funding	-	4,950
State Grant Funding	21,704	6,796
Non-Government Funding	-	8,261
TOTAL GRANT INCOME	21,704	20,007

3. GRANTS RECEIVED IN ADVANCE

	2021	2020
	\$	\$
Commonwealth Grant Funding	-	-
State Grant Funding	2,015	7,324
Non-Government Funding	138	-
TOTAL GRANTS RECEIVED IN ADVANCE	2,153	7,324

Australian Government
Australian Taxation Office

7 November 2018

Notice of endorsement as a deductible gift recipient

Endorsement as a deductible gift recipient under Subdivision 30-BA of the *Income Tax Assessment Act 1997* is provided as detailed below.

Name	COLLECTION OF MEDICAL ARTEFACTS (TASMANIA)
Australian business number	71 629 316 835
Endorsement date of effect	24 November 2017
Provision for gift deductibility	Item 1 of the table in section 30-15 of the <i>Income Tax Assessment Act 1997</i> Item 4 of the table in section 30-15 of the <i>Income Tax Assessment Act 1997</i>

Item(s) in Subdivision 30-B of the <i>Income Tax Assessment Act 1997</i>	12.1.3 public museum
--	-------------------------

Your organisation's endorsement as a deductible gift recipient together with the date or period of effect, is entered in the public register maintained by the Australian Business Registrar at www.abr.business.gov.au

Your organisation must notify us in writing if it ceases to be entitled to endorsement.

Chris Jordan
Commissioner of Taxation and
Registrar of the Australian Business Register

11/29/2018

List Committee Members and their qualifications - Google Docs

List Committee Members and their qualifications

Name	Committee Role	Qualifications, Profession
Dr Philip Thomson	President	MBBS FRACGP, General Practitioner, Churchill Fellowship Recipient 'Medical Museums'
Dr Bryan Walpole	Vice-President	FACEM, DTM&H, Emergency Physician
Dennis Ransley	Treasurer	CFP, DFP and JP, Financial Planner
Isobel Thomson	Secretary	BN, (MA Oncology), Registered Nurse, Clinical Nurse Consultant
Rowena Ransley	Committee member	Public Relations
Joanna Rosewell	Committee member	BA Hons CTB, Principal Jane Franklin Hall, UTAS
Kevin Morgan	Committee member	BA Pharmacy, Pharmacist
Christopher Tassell	Committee member	BSc(Hons), MSc, Museum Director and Consultant
Jack Dimsey	Committee member	BA Hons, BICT Accountant
Elizabeth Bondfield	Curator, ex-officio	BA Hons (History), Grad Dip Museum Studies

	Title	Email	Address	DOB	Phone number	Qualifications	Professional Association	Profession
Philip Thomson	President	philipthomson@gmail.com	15 Broadwaters Parade, Sandy Bay.	13/4/1949	0409970355	MBBS, FRACGP	RACGP, ANZSHM, CF	General Practitioner
Dennis Ransley	Assistant Treasurer	dennis@financialone.com.au	32 Zomay Avenue, Dynnyme. Tas.7005.	02/06/1949	0408316210	CFP, DFP & JP	FPA	Financial Planner
Rowena Ransley	Committee member	rransley@hotmail.com	32 Zomay Avenue, Dynnyme. Tas.7005.	23/03/1962	0408545719			Public Relations
Bryan Walpole	Vice-President	brwalpole@iinet.net.au	Marievale Esplanade, Sandy Bay 7005	31/05/1944	0439359950	FACEM, DTM&H	ACEM, AMA	Emergency Physician
Sophia Avery	Committee member	sophia.avery.mps@gmail.com	12 Grove Road, Glenorchy, 7010	23/2/84	0424622005	B Pharm,		Mngr, Health Dept
Kevin Morgan	Comittee member	kandkmorgan@gmail.com	South Hobart, Tas. 7004.	05/06/1940	0409237781	B Pharm		Pharmacist
Elizabeth Bondfield (Adkins)	Curator, ex-officio	astrolabe24@gmail.com	76 Coleman Street, Moonah. Tas.	06/12/71	0448448754	BA (Hons), Grad Dip Mus Studies	Member MA Tas	Professional Museum Curator
Christopher Tassell	Committee member	chris.tassell@qrgroup.com.au	21 Swanston Street, New Town, 7008	25/09/1949	418352641	BSc(Hons), MSc,	Aust ICOMOS, Member several Boards, Sec THRA.	Museum Director and Consultant
Jack Dimsey	Treasurer	jack.dimsey@wlf.com.au	GPO Box 1083, Hobart, 7001.	01/02/1995	484355420	BBus, BICT	AACS	Accountant

COMA Committee 2021-2022								
	Title	Email	Address	DOB	Phone number	Qualifications	Professional Association	Profession
Philip Thomson	President	philipthomson@gmail.com	Parade, Sandy Bay.	13/4/1949	0409970355	MBBS , FRACGP, CF	ANZSHM, CF	General Practitioner
Bryan Walpole	Vice-President	brwalpole@inet.net.au	Esplanade, Sandy Bay 7005	31/05/1944	0439359950	AM, FACEM, DTM&H	ACEM , AMA	Emergency Physician
Jack Dimsey	Treasurer	jack@vlocker.com	St. North Hobart , 7000.	01/02/1995	0484355420	CA, BBus, BICT	AACS	Accountant
Dennis Ransley	Assistant Treasurer	dennis@financialone.com.au	32 Zomay Avenue, Dynnyrne, Tas.7005.	02/06/1949	0408316210	CFP, DFP & JP	FPA	Financial Planner
Christopher Tassell	Committee member	chris_tassell@qrgroup.com.au	Street, New Town, 7008	25/09/1949	0418352641	AM, BSc(Hons), MSc	Member Several Boards,	Director and Consultant
Sophia Avery	Committee member	sophia.avery.mps@gmail.com	12 Grove Road, Glenorchy,7010	23/2/84	0424622005	B Pharm, GradCertBAanalytics, MPS		Mngr, Health Dept
Kevin Morgan	Committee member	kandkmorgan@gmail.com	314 Davey street, South Hobart, Tas. 7004.	05/06/1940	0409237781	B Pharm		Pharmacist
Jan Snashall	Committee member	snashrj@biopond.net.au	31 River Street, Bellerive , 7018	21/02/1948	0418132980	Cert QM	ANF	Nursing and Health Administrator
Elizabeth Bondfield (Adkins)	Curator, ex-officio	astrolabe24@gmail.com	76 Coleman Street, Moonah, Tas.	06/12/71	0448448754	BA (Hons), Grad Dip Mus Studies	Member MA Tas	Professional Museum Curator
Annabel Johnson	Administrative Assistant, ex-officio	annabel.o.johnson@gmail.com	6 Elboden Street South Hobart	30/09/2000	0447798484			Student: BA, BEc

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: Feb 2022 Finance and Governance Committee
Status Report

FINANCE AND GOVERNANCE COMMITTEE - STATUS REPORT
OPEN PORTION OF THE MEETING
February 2022

Ref	Title	Report / Action	Action Officer	Comments
1	SPECIAL REPORT – CEO NORTH HOBART PETITION, DIGITAL SIGNS AND REINVESTMENT Council, 20/9/2021 Item 16	That the Council: 1. Approve the preparation of a Precinct Plan for North Hobart to be developed in consultation with key agencies and stakeholders including North Hobart traders, landowners and residents. 2. Facilitate place-making activities across North Hobart that are community driven; and deliver on feedback received during the period of community consultation. ...	CEO	An update to all Your Say North Hobart survey participants, including the provision of the engagement summary report and the key actions arising from the Council's decision (20 September 2021), has been provided. Further:
	NORTH HOBART PARKING OPERATIONAL POLICY CHANGES Council, 23/11/2020 Item 15	5. Explore and implement enhanced mobility options; to encourage visitors into the precinct using alternate modes of transport; including trialling low-cost micro mobility modes.		1. The development of a Precinct Plan for North Hobart will be progressed following the development of the draft Central Hobart Precincts Plan in 2022.
	NOTICE OF MOTION CONDELL PLACE CAR PARK – REDEVELOPMENT Council, 23/9/2019 Item 17	6. Authorise the CEO to undertake all necessary actions to pursue opportunities to increase off street car parking stock within the coming months to accommodate future growth and install dynamic signage to alter motorists to available on street and off street parking.		2. Place-making activities will be developed once the marketing campaign has been established with the North Hobart trader community. ...
	CONDELL PLACE CAR PARK – DEVELOPMENT OPPORTUNITIES AND EOI REQUEST Council, 23/7/2018 Item 17	7. Engage with North Hobart Traders to design and implement a marketing campaign; as part of Hello Hobart to promote (NoHo) and encourage visitation.		5. Micromobility trial EOI completed and two vendors chosen (Beam and Neuron). Depending on legislation, possible launch in December 2021, otherwise Q1 2022. 6. Two new off-street locations being prepared for use as car parks in North Hobart, increasing off-street parking stock from 95 to about 140 spaces. DA being prepared for digital signage. Digital sign vendor has been chosen through RFQ process. 7. Campaign under development.

Ref	Title	Report / Action	Action Officer	Comments
2	<p>2019-20 FEES AND CHARGES – PARKING OPERATIONS</p> <p>Finance and Governance Committee, 13/08/2019 Item 6.3</p> <p>Council, 20/05/2019 Item 27</p>	<p>That.</p> <p>2. The Finance and Governance Committee note the following nine topical areas to be reviewed by officers within the City Innovation Division, and report back to Council:</p> <p>(b) Pensioner voucher parking scheme;</p> <p>(g) Peripheral parking (commuter shuttle service);</p> <p>(h) Commuter parking in inner city areas; and</p> <p>(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.</p>	<p>Director City Life and Director City Futures</p>	<p>No changes were applied to the Pensioner Voucher Parking Scheme (Item 2.b) in 2021-22.</p> <p>Item 2 g), h) and i) are part of a broader access parking policy being undertaken by the Manager City Mobility.</p> <p>Further, this matter will be addressed as part of the Central Hobart Precincts Plan.</p>
3	<p>REINVESTMENT OF PARKING REVENUE IN THE CBD</p> <p>Council, 7/12/2020 Item 12</p>	<p>1. A report be prepared that a percentage of CBD parking revenue be reinvested in the CBD.</p> <p>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.</p> <p>ii) The Parking Benefit District Policy be developed in line with the General Manager's advice.</p> <p>2. The report also give consideration for all precinct shopping strips and centres within the City.</p>	<p>Director City Life</p>	<p>Officers are actioning the decision and a report will be provided to Committee in 2022.</p>

Ref	Title	Report / Action	Action Officer	Comments
4	PARKING INFRASTRUCTURE Council, 22/02/2021 Item 11	<p>That Council:</p> <ol style="list-style-type: none"> 1. 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; 2. 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; 3. Investigates locations within the municipality which could be utilised as full day park and ride facilities. 	Director City Enablers	Officers are investigating the matter and a report will be provided to Committee in 2022
5	PARKING METERS IN THE CITY Council, 11/10/2021 Item 10	<p>That:</p> <ol style="list-style-type: none"> 1. The Hobart City Council re-evaluate on street parking meters in Salamanca & the central business districts as per any impact that the meters may have either in general or the recent parking fee increases on the relevant business areas and a report be forthcoming. 2. The CEO be provided delegated authority to consult with business owners and traders as per the current on street parking requirements and implement their needs as per signage and as part of the re-evaluation in accordance with the Council's engagement/communications policy. 3. The CEO also investigate the possibility of a "Shop and Save" incentive similar to "Victoria Gardens" whereby shoppers swipe their receipt and receive discounts on parking. 4. The CEO also provide a report that evaluates the re-establishment of a "parking fund" similar to previous and prior to changes to the Local Government Act. 	Director City Life	Officers are investigating the matter and will report back to the Council.

Ref	Title	Report / Action	Action Officer	Comments
		a. This could be that the entire parking or a percentage being used for Parking & Park and Ride purposes rather than consolidated revenue.		
6	PETITION - REDUCTION TO ON-STREET PARKING FEES Council, 11/10/2021 Item 6.2	The Chief Executive Officer tabled a petition from Mr Edwin Johnstone of Battery Point calling for the Council to drop the maximum on street parking rate from \$5.00 per hour to \$3.00 per hour and that there are no further increases above CPI until a detailed report on the impacts of parking costs are published and consulted on. There were 3,784 signatories to the petition.	Director City Life	Officers are investigating the matter and given the need to accumulate additional pedestrian and traffic movement data will report back to the Council in early 2022.

7	<p>COVID-19 - BUSINESS SUPPORT AND ENGAGEMENT PACKAGE</p> <p>Special Council, /1/2022 Item 2</p>	<p>That:</p> <ol style="list-style-type: none"> 1. The Council note the progress to date in implementing the City of Hobart's COVID-19 Economic Support Package. 2. The Council delegate the Chief Executive Officer to: <ol style="list-style-type: none"> i. Prepare an Outdoor Dining Program across the City in consultation with local traders, including a 'pop up' night time economy program that facilitates restaurateurs to provide dinner service during summer on footpaths, road reserves and local parks in accordance with appropriate safety standards. ii. Work with the arts and events industry to facilitate access to Federal, State and Local Government funding to support those events that have been / will be impacted by COVID - 19 as a result of the most recent wave of infections across the State iii. Scale up a 'Check In and Chat' service to enable vulnerable and isolated members of the community to register to receive a regular call from a Council Officer to 'check in and chat'. iv. Continue to offer parking incentives and CBD retail promotions to encourage retail spend in the CBD and Salamanca Market. v. Extend the waiving of fees for Outdoor Dining, Food Licenses, Occupation Licenses (for authorised trading purposes by the CEO). vi. Continue to undertake a comprehensive Hello Hobart Marketing campaign to profile local businesses and services across the city. vii. Review Council's Grants Programs to ensure it's directed to those most affected areas in our arts / events and business community and provide a subsequent report to Council. viii. Seek funding support from other levels of government to ensure Hobart receives appropriate levels of support for these and 	<p>Director Community Life</p>	<p>1 and 2 noted - close</p>
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Ref	Title	Report / Action	Action Officer	Comments
		other related COVID-19 related economic interventions as has been the case in other capital cities across the country.		
		3. The Council note that the delegated actions referred to in clause 2, will be funded from within current allocations of the 2021/22 budget and that any additional funding requirements will be the subject of a further report to the Finance and Governance Committee.		A report addressing this matter is included on this agenda.

8. RESPONSES TO QUESTIONS WITHOUT NOTICE

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

The Chief Executive Officer 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 Discussing Council Decisions
File Ref: F21/130729

Memorandum of the Chief Executive Officer of 9 February 2022.

That the information be received and noted.

Delegation: Committee



City of **HOBART**

**MEMORANDUM: LORD MAYOR
DEPUTY LORD MAYOR
ELECTED MEMBERS**

DISCUSSING COUNCIL DECISIONS

Meeting: Finance and Governance Committee

**Meeting date: 7 December
2021**

Raised by: Councillor Coats

Question:

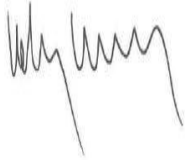
Can the Director advise that when the Lord Mayor is giving a media interview on Council decisions, to what extent can the Lord Mayor reflect or insinuate whether or not they are errors, when their role is to appear on behalf of the Council?

Response:

Under Section 27(1)(e) of the *Local Government Act 1993*, the Lord Mayor has a function to act as the spokesperson of the Council. In addition, under section 27(1A) of the Act, the Lord Mayor or Deputy Lord Mayor is to represent accurately the policies and decisions of the Council in performing the functions of Lord Mayor or Deputy Lord Mayor.

An Elected Member, including the Lord Mayor of the day, can express a personal opinion as long as it is clear that the comment is a personal opinion and not the position of 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.

A handwritten signature in black ink, appearing to read 'Kelly Grigsby', with a stylized, wavy line extending from the end.

Kelly Grigsby
CHIEF EXECUTIVE OFFICER

Date: 9 February 2022
File Reference: F21/130729

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 Chief Executive Officer or the Chief Executive Officer's representative, in line with the following procedures:

1. The Chairman will refuse to accept a question without notice if it does not relate to the Terms of Reference of the Council committee at which it is asked.
2. In putting a question without notice, an Elected Member must not:
 - (i) offer an argument or opinion; or
 - (ii) draw any inferences or make any imputations – except so far as may be necessary to explain the question.
3. The Chairman must not permit any debate of a question without notice or its answer.
4. The Chairman, Elected Members, Chief Executive Officer or Chief Executive Officer'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:

- Renewal of a contract including details of the terms and conditions of renewal
- Commercial information of a confidential nature
- Closed Questions Without Notice

The following items are listed for discussion:-

- | | |
|--------------|--|
| Item No. 1 | Minutes of the last meeting of the Closed Portion of the Committee Meeting |
| Item No. 2 | Consideration of supplementary items to the agenda |
| Item No. 3 | Indications of pecuniary and conflicts of interest |
| Item No. 4 | Reports |
| Item No. 4.1 | Risk and Audit Panel - Appointment of Independent Member
LG(MP)R 15(2)(d) |
| Item No. 4.2 | Risk and Audit Panel - Amended Terms of Reference and 2022
Work Plan
LG(MP)R 15(2)(a) and (c)(iii) |
| Item No. 5 | Committee Action Status Report |
| Item No. 5.1 | Committee Actions - Status Report
LG(MP)R 15(2)(b), (c)(i), (f) and (g) |
| Item No. 6 | Responses to Questions Without Notice |
| Item No. 6.1 | Council Vaccine Policy
LG(MP)R 15(2)(a) |
| Item No. 7 | Questions Without Notice |