



CITY OF HOBART

AGENDA

Community, Culture and Events Committee Meeting

Open Portion

Wednesday, 10 May 2017

at 5.00 pm

Lady Osborne Room, Town Hall

THE MISSION

Our mission is to ensure good governance of our capital City.

THE VALUES

The Council is:

about people	We value people – our community, our customers and colleagues.
professional	We take pride in our work.
enterprising	We look for ways to create value.
responsive	We're accessible and focused on service.
inclusive	We respect diversity in people and ideas.
making a difference	We recognise that everything we do shapes Hobart's future.

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.

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**Community, Culture and Events Committee Meeting (Open Portion) held
Wednesday, 10 May 2017 at 5.00 pm in the Lady Osborne Room, Town Hall.**

COMMITTEE MEMBERS

Harvey (Chairman)
Zucco
Sexton
Cocker
Thomas

Apologies: Nil

Leave of Absence: Nil

ALDERMEN

Lord Mayor Hickey
Deputy Lord Mayor Christie
Briscoe
Ruzicka
Burnet
Reynolds
Denison

**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 Community, Culture and Events Committee meeting held on [Wednesday, 5 April 2017](#), are submitted for confirming as an accurate record.

3. CONSIDERATION OF SUPPLEMENTARY ITEMS

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

Recommendation

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

4. INDICATIONS OF PECUNIARY AND CONFLICTS OF INTEREST

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

Aldermen 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 City of Hobart Community Christmas Carols and Activation Grants Program File Ref: F17/43027; 16/194

Report of the Manager Community and Cultural Programs and Director
Community Development of 4 May 2017 and attachments.

Delegation: Council

REPORT TITLE: CITY OF HOBART COMMUNITY CHRISTMAS CAROLS AND ACTIVATION GRANTS PROGRAM**REPORT PROVIDED BY:** Manager Community and Cultural Programs
Director Community Development**1. Report Purpose and Community Benefit**

- 1.1. This report responds to the Council resolution of 20 March 2017, which resolved *inter alia* the following:

“That the Council invite small-scale community groups and others to apply for grants offered by the Council through a publicly advertised grants program, to run carols events for 2017, with some degree of Council financial and technical support.

- (i) The proposed framework for the delivery of the grants and the required increase to the existing budget be the subject of a further report.”

- 1.2. This report provides a proposed methodology for the implementation of a grants program that supports the provision of community run Carols events in 2017 in line with the existing Community Development Grants Program.
- 1.3. This grant program will provide community organisations or groups with the opportunity to engage with their local community members to deliver a community carols or activation event in their local area.
- 1.4. This grant program will necessitate a revision to Council Policy Applications for Grants - Community Development Division as shown in **Attachment A** to this report.

2. Report Summary

- 2.1. It is proposed that financial support be provided through the existing Community Development Grants Program that has established methodology including utilising the SmartyGrants software and associated application and assessment processes.
- 2.2. It is further proposed that there be two grant opportunities provided. One would be a Community Christmas Carols Grant where community groups can apply for grants of between \$1000 and \$10,000 to deliver a Community Carols event. The second would be a Community Christmas Activation Quick Response Grant for grants of up to \$1000.
- 2.2.1. The Community Christmas Carols Grants would be open in conjunction with the existing annual grants (Major Cultural Organisations and Event Partnership Grants) in June 2017 for Carols to be held as part of Christmas festivities in 2017. The total grant allocation for this grant stream would be \$48,000.

The guidelines for these grants are shown at **Attachment B** to this report.

- 2.2.2. The Community Christmas Activation Quick Response Grants would be open from June through to four weeks prior to Christmas and would be for any Christmas activation project that could include small carols events. The total grant allocation for this grant stream would be \$7000. The guidelines for these grants are shown at **Attachment C** to this report.
- 2.3. The proposed quantum of these grants is designed to support smaller community style events that require lower levels of technical production and event infrastructure. There would be some expectation that applicants would also raise their own funds, including sponsorships and donations or other fundraising activities.
- 2.4. Organisers of large scale carols events, such as the carols event staged at the Royal Tasmanian Botanical Gardens in 2016 could also be eligible to apply through the existing Major Event Partnership grant stream for requests over \$20,000 that already exists.
- 2.5. Applicants would be invited to engage with Council officers during the planning of events to provide advice and where possible, officers will provide technical and operational support to event organisers.
- 2.6. The Christmas Carols events could be held across a range of Council-owned parks and venues, including St David's Park and a range of community facilities.
 - 2.6.1. A further report will be provided responding to Clause 3 of the Council recommendation of 20 March 2017 that:

“A further report also be provided investigating the possibility of the Amphitheatre at the Soldiers Memorial Oval and other venues, being provided for community focussed and/or Council run events.”

3. **Recommendation**

That:

1. ***The Council endorse the implementation of two new Community Development Christmas Grant categories to be open in June 2017 in conjunction with the existing Community Development Grants Program annual grant categories as follows:***
 - (i) ***Christmas Carols Grants where community groups can apply for grants of between \$1000 and \$10,000 to deliver a community carols event with a total grant pool allocation of \$48,000; and***
 - (ii) ***Christmas Activation Quick Response Grants for grants of up to \$1000 towards local Christmas activities with a total grant pool allocation of \$7000.***
2. ***The current Council Policy - Applications for Grants - Community Development Division be amended as shown at Attachment A to this report.***
3. ***The General Manager be delegated to authorise administrative changes to the Community Development Grants Program guidelines for the Christmas Carols and Activation Grants Program, in line with the Council Policy - Applications for Grants - Community Development Division, as required throughout the implementation of the program.***

4. **Background**

- 4.1. The Council at its meeting of 20 March 2017 received a report reviewing the delivery of Carols by Candlelight 2016 and providing options for the Council's consideration relating to the future direction of the Carols by Candlelight in 2017 and beyond.
- 4.2. The Council subsequently approved the following recommendation *inter alia*:

“That the Council invite small-scale community groups and others to apply for grants offered by the Council through a publicly advertised grants program, to run carols events for 2017, with some degree of Council financial and technical support.

 - (i) The proposed framework for the delivery of the grants and the required increase to the existing budget be the subject of a further report.”

- 4.3. The proposed Christmas grant stream will offer community organisations, groups and not-for-profit bodies in the Hobart area with financial support, an overarching marketing campaign as well as event advice towards the delivery of a series of more intimate, precinct or neighbourhood community run Carols events at local/suburban parks and facilities.
- 4.4. The implementation of this grant stream would be undertaken in conjunction with the existing annual grant streams that open in June with all the existing grant methodology being applied. This includes the use of the SmartyGrants software for applications, scoring through an assessment panel and reporting recommendations through to the Council.
 - 4.4.1. In line with the existing quick response grant methodology, approval for the Christmas Activation Quick Response Grants would be through the delegation of the Director Community Development.
- 4.5. The availability of the grants would be advertised through the standard communication methods as well as wide promotion through community networks.
- 4.6. The technical and operational support will involve a certain amount of staff involvement; however it has the potential to create a series of more meaningful events that could be utilised by local communities to raise funds for nominated charities or to support local service clubs.
- 4.7. The provision of marketing support will provide a further opportunity for the Council to provide meaningful support to community groups involved in delivering events.
- 4.8. It is considered that the Christmas Carols grant stream, of grants between \$1000 and \$10,000, would provide an opportunity for community events of both a small and larger scale to be delivered. To be eligible for this grant, the applicant must have a component that includes carols of some description, even roving carols. Restricting it to carols events promotes a range of opportunities for community members to attend a local carols event.
- 4.9. The proposed quantum of these grants is designed to support smaller community style events that require lower levels of technical production and event infrastructure. There would be some expectation that applicants would also raise their own funds, including sponsorships and donations or other fundraising activities.

- 4.10. It is considered that the Christmas Activation Quick Response Grants may have a broader application that could be for smaller scale carols but could also be for other types of Christmas activities such as a theatre style performance, Christmas lighting installations, a community Christmas market or activity, such as that undertaken by Scots Church in 2016.
- 4.11. Organisers of large scale carols events, such as the carols event staged at the Royal Tasmanian Botanical Gardens in 2016 could also be eligible to apply through the existing Major Event Partnership grant stream for requests over \$20,000 that already exists. This grant round opens in June this year.
- 4.12. The Royal Tasmanian Botanical Gardens has already expressed interest in discussing possible City of Hobart support for a Carols event at the Gardens in 2017.

5. Proposal and Implementation

- 5.1. It is proposed that the Council endorse the implementation of two new Community Development Grant categories to be open in June 2017 in conjunction with the existing Community Development Grants Program annual grant categories as follows:
 - (i) Christmas Carols Grants where community groups can apply for grants of between \$1000 and \$10,000 to deliver a Community Carols event with a total grant pool allocation of \$48,000; and
 - (ii) Christmas Activation Quick Response Grants for grants of up to \$1000 towards local Christmas activities with a total grant pool allocation of \$7,000.
- 5.2. The current Council Policy - Applications for Grants - Community Development Division be amended as shown at Attachment A to this report.
- 5.3. It is proposed that the General Manager be delegated to authorise administrative changes to the Community Development Grants Program guidelines for the Christmas Carols and Activation Grants Program, in line with the Council Policy - Applications for Grants - Community Development Division, as required throughout the implementation of the program.
- 5.4. This Christmas grant stream would be fully implemented in line with the current Community Development Grants Program.
- 5.5. Community Development staff would work very closely with the Parks and Amenity Division to determine the most appropriate use of the parks/venues being proposed by the community applicants.

6. Strategic Planning and Policy Considerations

- 6.1. This item responds to Goal 1 - Economic Development, Vibrancy and Culture as a priority area of activity and several strategic objectives in the Strong, Safe and Healthy Communities area of activity in the *Capital City Strategic Plan 2015-2025*.

7. Financial Implications

- 7.1. Funding Source and Impact on Current Year Operating Result
- 7.1.1. There would be no impact on the current year operating result.
- 7.2. Impact on Future Years' Financial Result
- 7.2.1. An annual budget allocation of \$60,000 would be required to deliver the Christmas grant stream including \$5,000 for marketing support.
- 7.2.2. There is currently a \$60,000 budget allocation included in the draft 2017-18 annual plan allocation for the delivery of carols events.

8. Legal, Risk and Legislative Considerations

- 8.1. Any community organisation will be required to comply with all necessary event related requirements.

9. Environmental Considerations

- 9.1. In line with Community Development Grants Program Guidelines, any grant recipient would need to comply with the requirement to incorporate waste reduction strategies in their project. This means, if food is sold or given away in disposable containers, only certified compostable containers and utensils must be provided to patrons.

10. Social and Customer Considerations

- 10.1. The proposed Christmas grant stream would offer community organisations, groups and not-for-profit bodies in the Hobart area with financial support, marketing support as well as event advice towards the delivery of a series of more intimate, localised community run Carols events at local/suburban parks and facilities.
- 10.2. This will provide an opportunity for suburban areas to celebrate Christmas together and offer participation opportunities for local organisations and community groups to coordinate events for their areas.
- 10.3. There is also the potential to create a series of more meaningful events that could be utilised by local communities to raise funds for nominated charities or to support local service clubs

11. Marketing and Media

- 11.1. There will be marketing support provided to promote of all community Christmas carols and activities.
- 11.2. All grant recipients are required to comply with the City of Hobart Grant and Partnership Acknowledgment Guidelines as shown at **Attachment D** to this report.
 - 11.2.1. This guide ensures that the City of Hobart is appropriately recognised and that marketing and media opportunities are maximised.

12. Community and Stakeholder Engagement

- 12.1. The Manager Parks and Recreation, Manager City Marketing, Development Officer - Events and Salamanca Market and Technical Coordinator Events have been consulted in the preparation of this report.

13. Delegation

- 13.1. 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.



Kimbra Parker
**MANAGER COMMUNITY AND
CULTURAL PROGRAMS**



Philip Holliday
**DIRECTOR COMMUNITY
DEVELOPMENT**

Date: 4 May 2017
File Reference: F17/43027; 16/194

Attachment A: Council Policy - Applications for Grants - Community Development Division ↓
Attachment B: Draft Community Christmas Carols Grants Guidelines ↓
Attachment C: Draft Community Christmas Activation Quick Response Grants Guidelines ↓
Attachment D: City of Hobart Grant and Partnership Acknowledgment Guidelines ↓

City of Hobart

Policy

Title: Applications for Grants –
Community Development Division

Category: Community Services and Events

Date Last Adopted: 21 November 2016

1. Objectives

The policy sets out the City of Hobart's approach to managing the Community Development Division's Grants Program.

The objective of the Community Development Grants Program is to encourage and support community based projects and activities that contribute to community, cultural and event outcomes as defined within the Council's Strategic Plan.

2. Background

The Council makes available grant funding to assist community, cultural and other organisations through its Community Development Grants Program.

The Community Development Grants Program enables clear funding streams and provides improved internal program management, both with the intention of assisting the community, organisations, and businesses in the Hobart area with delivering their programs and initiatives.

3. Policy

That:

1. The Council make grant funds available to assist community, cultural and other organisations through its Community Development Grants Program.
2. Under each stream there are a number of grant categories. The funds available for each category are listed.

Grant Streams	Available Categories	Funding Amounts (\$)
Creative Hobart Grants	<ul style="list-style-type: none"> - Major Cultural Organisations - Medium Cultural Grants - Small Cultural Grants - Quick Response Grants 	<ul style="list-style-type: none"> - Over \$10,000 - \$7,000 to \$15,000 - \$1,000 to \$5,000 - Up to \$1,000
Community Grants	<ul style="list-style-type: none"> - Small Community Grants - Quick Response Grants 	<ul style="list-style-type: none"> - \$500 to \$5,000 - Up to \$500
Event Grants and Partnerships	<ul style="list-style-type: none"> - Event Partnerships - Event Grants - Quick Response Grants 	<ul style="list-style-type: none"> - Over \$20,000 - Under \$20,000 - Up to \$1,000 (in-kind only)
Community Christmas Grants	<ul style="list-style-type: none"> - Carols Grants - Quick Response Activation Grants 	<ul style="list-style-type: none"> - \$1,000 to \$10,000 - Up to \$1,000

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- The grant streams for Event Grants, Medium Cultural Grants, Small Cultural Grants and Small Community Grants will be available to the public twice yearly. The grant rounds will be open in August and February each year with the grant allocation pools being distributed between both rounds.
- There is a Venue Activation Fund that provides in-kind support for applicants seeking to use one of the venues listed in the "Guide to Hobart's Creative Places". The guidelines will be available on the City of Hobart website.
- Approximate Timing of Grants:

Round 1	Round 2
<ul style="list-style-type: none"> • Open Round - August • Close Round - September • Assessment - September • Report to Committee/Council - October <p>Major Cultural Organisations</p> <p>Grants and Events Partnerships</p>	<ul style="list-style-type: none"> • Open Round - February • Close Round - March • Assessment - March • Report to Committee/Council - April

Christmas Carol Grants:

- Open Round - June
- Close Round - July
- Assessment - July
- Report to Committee/Council – August/September

6. All grant categories will have Quick Response Grants which will be available each year until the total budget allocation is fully utilised. The quick response grants for Creative Hobart, and Event and Christmas Activation Grants will be for a maximum of \$1,000 with the Community Grants for a maximum of \$500. Quick Response Event Grants are for in-kind support for the loan of equipment only and are not available for cash.
7. Major Cultural Organisation Grants, and Event Partnerships and Christmas Carol Grants will only be advertised once a year and applications will open in June. Multi-year funding is available in the Major Cultural Organisation and Event Partnership grant streams.
 - (i) Major Cultural Organisations are defined as follows:
 - (a) Based in the City of Hobart;
 - (b) Report an annual income of at least \$1.5 million;
 - (c) Employ professional, permanent staff;
 - (d) Deliver year-round public outcomes in Hobart;
 - (e) Are infrastructure-based organisations with public presentation space; and
 - (f) Operate on a not-for-profit basis.
 - (ii) Major cultural organisations are also eligible to apply for the project grant rounds in Community, Culture and Events in the twice yearly grant rounds, in addition to any annual organisational grant.
8. Successful applicants for Event Partnerships cannot apply through the Council's other funding streams for the same project.
9. Assistance will be provided by way of grants, and not rate reductions (except pensioner remissions), waiving of fees and charges or rental subsidies.

10. Where the Council is unable to provide the full financial support requested by an applicant under this policy, any lesser financial assistance by the Council will involve consultation with the applicant at time of a Grant Offer being made.
11. As part of the application process, the Council may consult with an applicant regarding possible modifications to their proposal which would address more appropriately the Council's strategic objectives.
12. Council officers will have a 48 hour review period to contact applicants after the grant round has closed to clarify technical points such as eligibility, if necessary, or to request the provision of supplementary information that would assist the Assessment Panel in their deliberations.
13. Applications will be assessed according to the Guideline documents for each grant stream as provided on the City of Hobart's website.
14. Separate assessment panels will assess applications under each grant funding stream (with the exception of Quick Response Grants). The panels will comprise at least one external representative from the community, cultural or event sectors as appropriate, as well as Council officers. The panels will assess applications against the assessment criteria set out in the individual Guidelines as provided on the City of Hobart's website.
15. Recommendations of the grant assessment panels will be referred to the Council's Community, Culture and Events Committee via an officer report and then onto the Council for consideration.
 - (i) The reports will detail the outcome of the assessment process, and in particular who were the successful and unsuccessful applicants.
16. Quick Response grants within the various grant streams will be considered as they are received throughout the year, and they will not be subject to specific funding rounds.
17. Quick Response grants will be assessed under the Director's General Delegation (as referenced in the Council's Delegation Register), whereby the Director is able to 'approve grants to organisations for \$1,000 or less, where the organisation has not received a quick response grant for more than one (1) year previously, subject to other guidelines and principles'. The total delegated amount will have an upper limit in line with the budget allocation for each Quick Response grant stream as approved by the Council.
18. Where Quick Response grants are available, information would be provided to the relevant Committee in relation to these grants, on a monthly basis. These reports would not be subject to Council determination as they would be to receive and note only.

19. The General Manager be delegated to authorise administrative changes to the Community Development Grants Program guidelines in line with this policy, as required throughout the implementation of the program.

4. Legislation, Terminology and References

Capital City Strategic Plan 2015-2025

Delegations Register – Community, Culture and Events Committee Terms of Reference

Responsible Officer:	Director Community Development
Policy first adopted by the Council:	21 September 2015
History	
Amended by Council	21/12/2015
Amended by Council	25/1/2016
Amended by Council	6/6/2016
Amended by Council	25/7/2016
Amended by Council	21/11/2016
Next Review Date:	March 2017

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Introduction

The City of Hobart Christmas Grants Program provides financial assistance for Community or not-for-profit based organisations and groups to present Christmas Carol events and Christmas activities. These events should help to activate the City, involve and engage local communities and provide benefit to both the local and wider Hobart community.

These grants aim to support and strengthen the community with the capacity to attract the whole community to come together to celebrate and share festive occasions.

Providing funding to community groups for these events/celebrations gives Council the opportunity to enhance community spirit and encourage participation across all sectors of the community.

The City supports projects which enhance community identity, encourages accessibility, supports, enhances and celebrates the cultural life of Hobart and create opportunities that facilitate and encourage participation within the City.

There are two streams within this program:

- **COMMUNITY CHRISTMAS ACTIVATION QUICK RESPONSE GRANTS** that are up to a value of \$1000, are available from June to December and have a four week turn around period.
- **COMMUNITY CHRISTMAS CAROLS GRANTS** over \$1000 and up to \$10,000 offered in one grant round per year, opening in June.

Strategic Plan & Vision

Our vision for 2025 (from the Capital City [Strategic Plan 2015-2025](#)) is that Hobart will be a city that:

- Offers opportunities for all ages and a city for life
- Is recognised for its natural beauty and quality of environment
- Is well governed at a regional and community level
- Achieves good quality development and urban management
- Is highly accessible through efficient transport systems
- Builds strong and healthy communities through diversity, participation and empathy
- Is dynamic, vibrant and culturally expressive

Community Christmas Carols Grants Guidelines

These guidelines outline eligibility and assessment criteria and the assessment process for the Community Christmas Carols Grants Program. All applications must comply with these guidelines.

What can you apply for?

Organisations and groups can receive only one Community Christmas Carols Grant per project per annum, including Community Christmas Activation Quick Response grants. This means that applicants may also apply for grants in the Council's Creative Hobart and Events Grants Programs simultaneously and in consecutive rounds, but not for the same project.

For more information and to determine eligibility for other Grants Programs, please check the guidelines on the City of Hobart website, hobartcity.com.au/grants.

How much can your organisation apply for?

Community Christmas Carols Grants

Funding over \$1000 up to \$10,000

One round per year opening in June

Who can apply?

- Incorporated, not-for-profit organisations:**

Incorporated, not-for-profit organisations, community groups or voluntary associations are eligible to apply for and auspice applications for Community Christmas Carols grants. For the purposes of these grants, a not-for-profit organisation is one which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. A not-for-profit organisation can still make a profit/surplus, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people.

For more information about not-for-profit status please visit the website of the [Australian Tax Office](http://www.ato.gov.au) or the [Arts Law Centre of Australia](http://www.artslawcentre.org.au).

- Unincorporated Groups or Organisations:**

Unincorporated organisations or groups may apply for Community Christmas Carols grants. Applicants are required to enter an auspice agreement with an incorporated, non-profit organisation to assist your project with, for example, financial management and public liability coverage. Applicants who are auspiced must provide full details and confirmation from their auspice organisation.

For more information about auspice agreements please refer to the Arts Law Centre of Australia Information Sheet: [Auspicing Agreements](#).

Who can't apply?

The following are not eligible to apply:

- Individuals;
- Applicants who have received a City of Hobart Christmas Grant for the same project within the same financial year;
- Commercial and profit-making organisations;
- Australian and Local Government agencies and bodies;
- Tasmanian Government agencies and bodies, with the exception of the Tasmanian Museum and Art Gallery, Royal Tasmanian Botanical Gardens and schools; and
- Government Business Enterprises.

How to Apply

All grant applications are to be made via the City of Hobart website, hobartcity.com.au/grants. Applications cannot be submitted by mail or email.

When you start your application you will need to register by setting up a username and password. You are able to start and save your application without completing it.

If you do not have access to a computer, are unable to complete an application online or are having difficulty submitting your application, please email grants@hobartcity.com.au or telephone (03) 6238 2770 and we will be happy to assist you.

Key Dates for Applications

Community Christmas Carols Grant applications will be accepted in the June round only.

Submissions for Community Christmas Carols Grants, including all required supporting documentation, must be submitted before 5pm on the closing date nominated below for the round open for activities occurring in the Christmas 2017 period. Late applications are not eligible and will not be assessed.

Grant Applications open to the public:	10 June 2017
Drop-In Information Session:	22 June 2017
Grant round closes:	10 July at 5.00pm
Assessment Panel meet:	End July
Decision made by Council:	21 August
Advice distributed to applicants:	Late August

Applicants need to ensure that applications are received in the correct round to allow adequate time for processing and delivery of Council benefits prior to the event.

Events that commence prior to the round notification date cannot be funded in that round.

Venue and Equipment Hire

The City of Hobart's Community Development Grants Program offers assistance, both financial and in-kind, for the usage of the City of Hobart's venues, including parks, or equipment. If you are seeking to use venues that are managed by the City of Hobart or use equipment as part of your proposed project, you **MUST** contact the relevant officer to determine suitability and availability for the proposed event. It is noted that there may be limited access to event equipment due to availability requirements. You will need to make a tentative booking *before* you submit your grant application. You will need to provide written evidence of this booking with your grant application, so that your application can be assessed.

In-kind Support

In the context of the Community Development Grant Program, in-kind support is when the Council covers the cost of Council venue or equipment hire as part of your grant, resulting in the fee being reduced or removed. However, it is noted that if the booking fee is greater than the grant amount, the applicant must pay this difference.

Venue Hire (including Parks)

The city has a broad range of venues owned and managed by the City of Hobart that are available for hire, some of which are included in the [Creative Hobart - A Guide to Creative Places](#).

Please note, submitting a grant application does not mean that you have booked the desired venue or equipment. This is a separate process. Please contact the following Council officers for more information and to confirm venue or equipment bookings:

- For city parks and reserves, as well as Alexandra Battery, Beaumaris Zoo, Blinking Billy Point and Princes Park Magazine, please contact Parks and City Amenity on telephone (03) 6238 2886 or via email parks@hobartcity.com.au;
- For City Hall, Town Hall and Waterside Pavilion, please contact Corporate Services on (03) 6238 2765 or email smithm@hobartcity.com.au;
- For the Town Hall Underground, please contact Creative Hobart on (03) 6238 2778 or duffy@hobartcity.com.au;
- For Mathers House, please contact the Mathers House Program Officer on (03) 6234 1441 or mathers@hobartcity.com.au; and
- For the Youth Arts & Recreation Centre Rehearsal Room, please contact (03) 6231 5150 or imberj@hobartcity.com.au.

There are also a range of community venues that are managed directly by groups within the community such as community halls, Senior Citizen's Facilities, Scout Halls and RSL Facilities. Bookings for these facilities need to be made directly with the facility managers and the associated costs for hire may be included as part of the grant application.

Project Eligibility

To be eligible to be assessed for a Community Christmas Carols Grant, all applicants must fall under one of the groups listed above under '[Who can Apply?](#)'. In addition to this, applications will:

- Align with at the assessment criteria
- Be for a carols activity in the Christmas 2017 period.
- Have outcomes which are delivered within the City of Hobart municipal area;
- Incorporate waste reduction strategies in their project. This means, if food is sold or given away in disposable containers, only certified compostable containers and utensils must be provided to patrons;
- Appropriately acknowledge the City of Hobart's support; and
- Not duplicate or overlap with existing similar activities.

Ineligible Applications

Applications will be ineligible if they do not comply with the eligibility criteria listed above and if:

- The applicant has received another City of Hobart Community Development grant for the same project within the same financial year;
- The applicant has not fulfilled the conditions of a previous City of Hobart grant by its due date;
- The project has potential to make significant profit and/or where other funding sources are considered to be more appropriate;
- The application is for funding which will pay for:
 - Ongoing administration or operational costs of the applicant. This includes general expenses for ongoing operation of your organisation/group including such things as staff costs, administrative and miscellaneous expenses. In the case of schools this also includes costs associated with the employment of teaching/support staff and/or the delivery of curriculum;
 - Donations or fundraising projects which support the recurrent operations of the applicant;
 - Activities which have already commenced, or are scheduled to occur prior to the funding period dates listed above in key dates;
 - Retrospective payments or deficit funding;
 - Funding of capital works, construction of, or improvements to buildings;
 - Funding for individuals, individual pursuits or professional development;
 - The purchase of equipment which is not specifically inherent to project delivery and would otherwise support the recurrent operations of the organisation;

Purpose

Community Christmas Carols Grants are provided to support Community Groups to deliver community based Carols events, this could include roving large scale Carols by Candlelight events located in local parks or venues, or precinct Carols events located in Community Halls or local facilities.

All proposed activities should have Council approval if required, including any relevant permits, and must address safety and risk issues.

The Council will not take on the role of producer of any community Christmas events; rather it will provide financial assistance, in-kind services, marketing support and operational support to committees and organisers to assist in effectively managing Christmas activities and events.

Assessment Criteria

Eligible applications will be assessed against the criteria listed below. Projects or activities do not need to meet all the following assessment criteria, nor is meeting all the criteria a guarantee of funding.

While applications can be submitted from organisations for projects which have been provided funding in previous years, this does not automatically ensure continued grant support. The City does attempt to direct funding to assist new projects.

Each application will be assessed on its individual merit and its capacity to meet the following Assessment Criteria:

1. Demonstrates benefit to the community as an outcome of the project.
2. Activates, enlivens and engages local areas and facilities.
3. Aligns with the Social Inclusion Strategy, particularly the Community Engagement and Participation and Vibrant Places domain areas.
4. Involves the community in areas such as consultation, project development, delivery or documentation.
5. Demonstrates that the project is well planned, that suitably skilled people are involved and that the applicant and the project are financially viable.
6. Demonstrates that the level of funding requested is commensurate with the expected audience numbers and participants involved.

Project Budget

Clear budget information will allow the Assessment Panel to understand your project or activity, and which parts of it the Council is being asked to support. Please note the expenses that the Council will not cover, as listed under Ineligible Applications in these Guidelines.

You must provide a balanced budget, accounting for all expenses and income, including in-kind (free of charge), other sponsorships or grants and the amount you are requesting from the City of Hobart. You can use the template provided in the application form to help you.

Please note that 'Income' refers to all cash and in-kind resources that will be directed towards the development, implementation and/or evaluation of proposed projects. It does not just refer to income generated from a proposed project, such as ticket sales or sale of publications.

All in-kind amounts must be discussed with a Council Officer and a quote provided. In-kind items are subject to availability and additional costs such as transport must either be included in the grant request or will be at the expense of the applicant. The application form requires you to specify the name of the Council Officer you spoke to, the date of contact, the quote received and the booking made.

Assessment Process

Assessment Panel

The Assessment Panel will include representation from the community sector and relevant Council officers. The panel will assess each application on its merit, against the assessment criteria and will meet to discuss the applications. Applications will be scored and assessed according to the criteria. If the Panel requires additional information in relation to your application, applicants will be contacted by the relevant Council officer.

Through assessment the application may be recommended for partial funding (cash or in-kind). This decision is carefully considered with the view of maintaining the integrity of the proposal.

Any lesser financial assistance by the Council will involve consultation with the applicant at the time of a Grant Agreement being made.

Recommendation to Council

The Panel will make its recommendations to the City of Hobart's Community, Culture and Events Committee as to which applications should receive funding based on decisions made as a result of the assessment process. The Committee will then consider the recommendations and will refer those recommendations to the full Council for decision. The decision of Council regarding funding outcomes is final.

It should be noted that the report detailing the recommendations for funding will be on the open agenda of the City of Hobart's Community, Culture and Events Committee. The full application is not available, but brief details of all applications including: applicant name, amount requested, amount recommended for approval (for successful applicants), and a brief outline of the project will be included in the report.

Communication

Applicants will receive automatic notification of receipt of application and notification of the assessment results. All applicants will be advised of the Council decision by email following Council approval. See Key Dates for likely timing.

Pre-Assessment Eligibility Check

Council officers will have a 48 hour review period to contact applicants after the grant round has closed to clarify technical points such as eligibility, if necessary, or to request the provision of supplementary information that would assist the Assessment Panel in their deliberations.

Successful Applications

Grant Agreement

Successful applicants will be sent a Grant Agreement. In general, the City of Hobart will not make an offer for substantially less than the amount requested in the application, however, where the City is unable to provide the full amount requested any lesser assistance will involve consultation with the applicant at this stage.

Grants will be paid:

- On provision of all requested documentation; and
- On receipt of the applicant's tax invoice (inclusive of GST where applicable) or the applications or its auspicer's bank details for payment.

Applicants who do not meet their obligations under the Grant Agreement may not be eligible to apply for future grants.

Inability to comply with the Grant Agreement may result in withdrawal Council support.

Acquittal

Upon completion of the project, successful applicants will be required to acquit their grant, providing evidence of the execution of their project, expenditure and outcomes.

The acquittal form will be made available to successful applicants via SmartyGrants, and must be completed online within one calendar month of the project completion date. The acquittal report for Community Grants includes:

- Examples of the media coverage achieved including media clippings and images where available;
- Local community support and participation achieved including evidence of community support; and
- Any other data collected by organisers as part of the project evaluation process, including good quality, professional-like images.

Organisations that do not satisfactorily acquit their grant may not be eligible for future funding and may be required to return the funds allocated to their project.

GST and Grants

If your organisation will incur a GST liability as a result of receiving the grant (only applicable if your organisation is registered for GST), please submit a tax invoice equal to the amount of the grant plus GST. Otherwise, please submit an invoice equal to the amount of the grant only.

It is a requirement of the Australian Taxation Office that any payee (including incorporated organisations) who does not have an Australian Business Number (ABN) must complete a '[Statement by a Supplier](#)' form. This must be submitted with your application. A copy of this form can be found on the City of Hobart website: hobartcity.com.au/grants

Recognition of Council Assistance

Successful applicants must acknowledge the City of Hobart's assistance for their project. Please refer to the [Grant Partnership Acknowledgment Guidelines](#) for detail of the expectations in terms of acknowledging Council's assistance.

Unsuccessful Applications

Unsuccessful applicants may discuss their application with the relevant Council Officer. If your application is not successful, the decision does not necessarily reflect the worthiness or community benefit of the proposal.

Further Information and Enquiries

Documents

Copies of all City of Hobart documentation referred to throughout these guidelines can be found via the hyperlinks contained throughout these guidelines or on the City of Hobart website: hobartcity.com.au/grants. All documents that need to be provided by you must be included with your Grant application unless otherwise indicated.

Contact Officer

For further information regarding applications for Community Christmas Carols Grants, please contact:

Karyn Rendall

(03) 6238 2132

rendallk@hobartcity.com.au

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Introduction

The City of Hobart Christmas Grants Program provides financial assistance for Community or not-for-profit based organisations and groups to present Christmas Carol events and Christmas activities. These events should help to activate the City, involve and engage local communities and provide benefit to both the local and wider Hobart community.

These grants aim to support and strengthen the community with the capacity to attract the whole community to come together to celebrate and share festive occasions.

Providing funding to community groups for these events/celebrations gives Council the opportunity to enhance community spirit and encourage participation across all sectors of the community.

The City supports projects which enhance community identity, encourages accessibility, supports, enhances and celebrates the cultural life of Hobart and create opportunities that facilitate and encourage participation within the City

There are two streams within this program:

- **COMMUNITY CHRISTMAS ACTIVATION QUICK RESPONSE GRANTS** that are up to a value of \$1,000 and are available from June to December and have a four week turn around period.
- **COMMUNITY CHRISTMAS CAROLS GRANTS** over \$1000 and up to \$10,000 that are offered in one grant rounds per year, opening in June.

Strategic Plan & Vision

Our vision for 2025 (from the Capital City [Strategic Plan 2015-2025](#)) is that Hobart will be a city that:

- Offers opportunities for all ages and a city for life
- Is recognised for its natural beauty and quality of environment
- Is well governed at a regional and community level
- Achieves good quality development and urban management
- Is highly accessible through efficient transport systems
- Builds strong and healthy communities through diversity, participation and empathy
- Is dynamic, vibrant and culturally expressive

Community Christmas Activation Quick Response Grants Guidelines

These guidelines outline eligibility, assessment criteria and the assessment process for the Community Christmas Activation Quick Response Grants. All applications must comply with these guidelines.

What can you apply for?

Organisations and groups can receive only one quick response grant per project within any twelve month period. This means that applicants may also apply for grants in other Community Development Grant programs simultaneously and in consecutive rounds, but not for the same project.

For more information and to determine eligibility for other Community Development Grants Programs, please check the guidelines on the City of Hobart website, hobartcity.com.au/grants.

How much can your organisation apply for?

Community Christmas activation Quick Response Grants

Up to \$1000

Available from June to December with a 4-week turnaround for a response.

When can you apply?

Community Christmas Activation Quick Response applications can be submitted from June until 1 December or until the total fund for this round is expended. Please contact grants@hobartcity.com.au prior to submitting your application to ensure there are funds available.

Please note that applications can only be funded for activities occurring leading up to the Christmas period 2017.

Who can apply?

- **Incorporated, not-for-profit organisations:**

Incorporated, not-for-profit organisations are eligible to apply for and auspice applications for Community Christmas Activation Quick Response grants. For the purposes of these grants, a not-for-profit organisation is one which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. A not-for-profit organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people.

For more information about not-for-profit status please visit the website of the [Australian Tax Office](#) or the [Arts Law Centre of Australia](#).

- **Unincorporated Groups or Organisations:**

Unincorporated organisations or groups may apply for Community Christmas Activation Quick Response grants. Applicants are required to enter an auspicing agreement with an incorporated, non-profit organisation to assist your project with, for example, financial management and public liability coverage. Applicants who are auspiced must provide full details and confirmation from their auspicing organisation.

For more information about auspice agreements please refer to the Arts Law Centre of Australia Information Sheet: [Auspicing Agreements](#).

Who can't apply?

The following are not eligible to apply:

- Individuals;
- Commercial and profit-making organisations;
- Applicants who have received a City of Hobart Christmas Grant for the same project within the same financial year;
- Applicants who have not correctly acquitted a previous City of Hobart Grant;
- Australian and Local Government agencies and bodies;
- Tasmanian Government agencies and bodies, with the exception of the Tasmanian Museum and Art Gallery, Royal Tasmanian Botanical Gardens and schools; and
- Government Business Enterprises.

How to Apply

All Grant Applications are to be made via the City of Hobart website, hobartcity.com.au/grants. Applications cannot be submitted by mail or email.

When you start your application you will need to register by setting up a username and password. You are able to start and save your application without completing it.

If you do not have access to a computer, are unable to complete an application online or are having difficulty submitting your application, please email grants@hobartcity.com.au or telephone (03) 6238 2132 and we will be happy to assist you.

Venue and Equipment Hire

The City of Hobart's Community Development Grants Program offers assistance, both financial and in-kind, for the usage of the City of Hobart's venues, including parks, or equipment. If you are seeking to use venues that are managed by the City of Hobart or use equipment as part of your proposed project, you **MUST** contact the relevant officer to determine suitability and availability for the proposed event. It is noted that there may be limited access to event equipment due to availability requirements. You will need to make a tentative booking *before* you submit your grant application. You will need to provide written evidence of this booking with your grant application, so that your application can be assessed.

In-kind Support

In the context of the Community Development Grant Program, in-kind support is when the Council covers the cost of Council venue or equipment hire as part of your grant, resulting in the fee being reduced or removed. However, it is noted that if the booking fee is greater than the grant amount, the applicant must pay this difference.

Venue Hire (including Parks)

The city has a broad range of venues owned and managed by the City of Hobart that are available for hire, some of which are included in the [Creative Hobart - A Guide to Creative Places](#).

Please note, submitting a grant application does not mean that you have booked the desired venue or equipment. This is a separate process. Please contact the following Council officers for more information and to confirm venue or equipment bookings:

- For city parks and reserves, as well as Alexandra Battery, Beaumaris Zoo, Blinking Billy Point and Princes Park Magazine, please contact Parks and City Amenity on telephone (03) 6238 2886 or via email parks@hobartcity.com.au;
- For City Hall, Town Hall and Waterside Pavilion, please contact Corporate Services on (03) 6238 2765 or email smithm@hobartcity.com.au;
- For the Town Hall Underground, please contact Creative Hobart on (03) 6238 2778 or duffy@hobartcity.com.au;
- For Mathers House, please contact the Mathers House Program Officer on (03) 6234 1441 or mathers@hobartcity.com.au; and
- For the Youth Arts & Recreation Centre Rehearsal Room, please contact (03) 6231 5150 or imberj@hobartcity.com.au.

There are also a range of community venues that are managed directly by groups within the community such as community halls, Senior Citizen's Facilities, Scout Halls and RSL Facilities. Bookings for these facilities need to be made directly with the facility managers and the associated costs for hire may be included as part of the grant application.

Project Eligibility

To be eligible to be assessed for a Community Christmas Activation Quick Response Grant, all applications fall under one of the groups listed above under [‘Who can apply?’](#), and must:

- Align with the assessment criteria below;
- Have outcomes which are delivered within the City of Hobart.
- Be for a project occurring in the period leading up to Christmas;
- Incorporate waste reduction strategies, if food is sold or given away in disposable containers, in which only certified compostable containers and utensils are provided to patrons;
- Not duplicate or overlap with existing similar activities; and
- Appropriately acknowledge the City of Hobart’s support.

Ineligible Applications

Applications will be ineligible if they do not comply with the eligibility criteria listed above and if:

- The applicant has received another grant for the same project within the same financial year;
- The applicant has not fulfilled the conditions of a previous grant by its due date;
- The project has the potential to make significant profit and/or where other funding sources are considered to be more appropriate;
- The application is for funding which will pay for:
 - Ongoing administration or operational costs of the applicant. This includes general expenses for ongoing operation of your organisation/group including such things as staff costs, administrative and miscellaneous expenses. In the case of schools this also includes costs associated with the employment of teaching/support staff and/or the delivery of curriculum;
 - Donations or fundraising projects which support the recurrent operations of the applicant;
 - Activities which have already occurred or commenced;
 - Retrospective payments or deficit funding;
 - Funding for individuals, individual pursuits or professional development;
 - Funding of capital works, construction of, or improvements to buildings;
 - The purchase of equipment which is not specifically inherent to project delivery and would otherwise support the recurrent operations of the organisation;

Purpose

Community Christmas Quick Response Grants are provided to support community groups or organisations to deliver community based Christmas activities or activations. Events or activities could include things such as: Community carols, roving carollers, light installations, Christmas art projects, a Christmas community market or Christmas celebrations.

Depending on the activity, there may be permits or approvals required and applicants must address safety and risk issues.

The Council will not take on the role of producer of community Christmas events; rather it will provide financial assistance, in-kind services, marketing and operational support to committees and organisers to assist in effectively managing Christmas activities and events.

Assessment Criteria

Christmas activities determined eligible for funding will be assessed against the criteria listed below. Projects or activities do not need to meet all the following assessment criteria, nor is meeting all the criteria a guarantee of funding.

While applications can be submitted from organisations for Christmas projects which have been funded in previous years, this does not automatically ensure continued grant support. The City does attempt to direct funding to assist new projects.

Each application will be assessed on its individual merit and its capacity to meet the Assessment Criteria as below:

1. Demonstrates benefit to the community as an outcome of the project.
2. Activates, enlivens and engages local areas and facilities.
3. Aligns with the Social Inclusion Strategy, particularly the Community Engagement and Participation and Vibrant Places domain areas.
4. Involves the community in areas such as consultation, project development, delivery or documentation.
5. Demonstrates that the project is well planned, that suitably skilled people are involved and that the applicant and the project are financially viable.
6. Demonstrates that the level of funding requested is commensurate with the expected audience numbers and participants involved.

Project Budget

Clear budget information will allow the assessment panel to understand your project or activity, and which parts of it the Council is being asked to support.

You must provide a budget summary, accounting for all expenses and income, including in-kind (free of charge), other sponsorships or grants and the amount requested from the City of Hobart.

Please note that 'Income' refers to all cash and in-kind resources that will be directed towards the development, implementation and/or evaluation of proposed projects. It does not just refer to income generated from a proposed project, such as ticket sales or sale of publications.

All in-kind amounts must be discussed with a Council Officer and a quote provided. In-kind items are subject to availability and additional costs such as transport must either be included in the grant request or will be at the expense of the applicant. The application form requires you to specify the name of the Council Officer you spoke to, the date of contact, the quote received and the tentative booking made.

Assessment Process

Each application will be assessed on its merit, against the assessment criteria.

Council officers will have a 48 hour review period to contact applicants after the grant application has been received to clarify technical points such as eligibility, if necessary, or to request the provision of supplementary information that would assist the Assessment Panel in their deliberations.

The Assessment Panel, consisting of three or more relevant Council officers, will assess each application according to the criteria. The Panel will make recommendations to the City of Hobart's Director Community Development, as to which applications should receive in-kind support, based on decisions made as a result of the assessment process.

The City of Hobart's Director Community Development is delegated to approve funding for Quick Response applications. This decision is final.

Details of successful applications including applicant name, grant amount and a description of the project will be made publicly available on the City of Hobart's website as an agenda item for the relevant Community, Culture and Events Committee meeting.

Notification

All applicants will be advised of the funding decision within four (4) weeks from the date of receipt.

Successful Applications

Grant Agreement

Successful applicants will be sent a Grant Agreement. In general, the City of Hobart will not make a Grant Agreement for substantially less than the amount requested in the application, however, where the City is unable to provide the full amount requested any lesser assistance will involve consultation with the applicant at this stage.

Grants will be paid:

- On provision of all requested documentation; and
- On receipt of the applicant's tax invoice (inclusive of GST where applicable) or the applicant's or its auspicer's bank details for payment.

Inability to comply with the conditions of the Grant may result in withdrawal of the Grant.

GST and Grants

If your organisation will incur a GST liability as a result of receiving the grant (only applicable if your organisation is registered for GST), please submit a tax invoice equal to the amount of the grant plus GST. Otherwise, please submit an invoice equal to the amount of the grant only.

It is a requirement of the Australian Taxation Office that any payee (including incorporated organisations) who does not have an Australian Business Number (ABN) must complete a 'Statement by a Supplier' form. This must be submitted with your application. A copy of this form can be found on City of Hobart's website hobartcity.com.au/grants.

Recognition of Council Assistance

Successful applicants must acknowledge the City of Hobart's assistance for their project. Please refer to the [Grant Partnership Acknowledgment Guidelines](#) for detail of the expectations in terms of acknowledging Council's assistance.

Acquittal

Upon completion of the project, successful applicants will be required to acquit their grant, providing evidence of the execution of their project, expenditure and outcomes.

The acquittal form will be made available to successful applicants via SmartyGrants, and must be completed online within one calendar month of the project completion date. The acquittal report for Community Grants includes:

- Examples of the media coverage achieved including media clippings and images where available;

- Local community support and participation achieved including evidence of community support; and
- Any other data collected by organisers as part of the project evaluation process, including good quality, professional-like images.

Organisations that do not satisfactorily acquit their grant may not be eligible for future funding and may be required to return the funds allocated to their project.

Unsuccessful Applications

Unsuccessful applicants may discuss their application with the relevant Council officer. If your application is not successful, the decision does not necessarily reflect the worthiness or community benefit of the proposal.

Further Information and Enquiries

Documents

Copies of all City of Hobart documentation referred to throughout this document can be found via the hyperlinks contained throughout or on the City of Hobart website, hobartcity.com.au/grants. All documents that need to be provided by you must be included with your Grant application unless otherwise indicated.

Contact Officer

For further information regarding applications for Community Christmas Activation Quick Response Grant, please contact:

Karyn Rendall

(03) 6238 2132
rendallk@hobartcity.com.au



City of Hobart

May 2016

City of Hobart Grant and Partnership Acknowledgment Guidelines



Acknowledgement

The City of Hobart welcomes the opportunity to support local events and activities in our community.

The following table outlines the recognition that the City of Hobart expects from grant recipients.

It is not expected that materials are produced specifically to provide acknowledgement for the City of Hobart. Where possible, every effort should be made to recognise the City of Hobart contribution to your event or activity.

Where a 'yes' is showing against an item of acknowledgement and that item is available, then it is expected that the acknowledgement is made for the funded project or activity. Where a cell is blank, there is no requirement.

Please contact the City Marketing Unit on 6238 2890 or marketing@hobartcity.com.au to access the City of Hobart logo or for advice on its use.

PLEASE NOTE: Items showing as 'yellow' are optional and must be discussed and an agreement reached with the City of Hobart.

	UP TO \$1,000	FROM \$1,001 - \$5,000	FROM \$5,001 - \$20,000	FROM \$20,001
LOGO – SPONSOR PANEL (LOGO VERSION A)				
A sponsor panel is defined as a cluster of logos (two or more) that show those organisations that have provided support for the event or activity.				
Anywhere a sponsor panel is used in advertising, printed or digital materials for the event or activity, the City of Hobart logo must be displayed, in line with the level of support provided.	Yes	Yes	Yes	Yes
LOGO – CITY OF HOBART ONLY (LOGO VERSION B)				
Where the City of Hobart is the primary grant provider to the event or activity and there are no other funders who require their logo to be displayed, the City of Hobart logo should be used together with words 'supported by'.				
Event program	Yes	Yes	Yes	Yes
Promotional flyer	Yes	Yes	Yes	Yes
Poster	Yes	Yes	Yes	Yes
Website	Yes	Yes	Yes	Yes
Advertising	Yes	Yes	Yes	Yes

City of Hobart

Grant and Partnership Acknowledgement Guidelines

3

Acknowledgement

	UP TO \$1,000	FROM \$1,001 - \$5,000	FROM \$5,001 - \$20,000	FROM \$20,001
MEDIA AND PUBLIC EVENTS				
Where the organisers are publicising the event or activity with the media or at a public event, acknowledgement of the support provided by the City of Hobart should be made, in line with the level of that support.				
Verbal acknowledgement of the support provided by the City of Hobart at a launch or opening	Yes	Yes	Yes	Yes
Media releases – written acknowledgement	Optional	Yes	Yes	Yes
Media releases – written acknowledgement and quote from the Lord Mayor			Optional	Yes
Launch/media call – Lord Mayor (or aldermanic representative) media interview/speaking opportunity			Optional	Optional
Terminology to be used to identify the City of Hobart's level of support	Supporter	Supporter	Supporter	Partner

CITY OF HOBART BANNERS			
One way in which the City of Hobart can be acknowledged is by displaying a City of Hobart branded banner at the event or event launch.			
Display of one or more City of Hobart pull up banners at event/or event launch (with site location to be agreed)	Optional	Optional	Optional

ON SITE SIGNAGE			
On site branding by negotiation			Yes

City of Hobart

Grant and Partnership Acknowledgement Guidelines

4

Acknowledgement

	UP TO \$1,000	FROM \$1,001 - \$5,000	FROM \$5,001 - \$20,000	FROM \$20,001
EVENTS PROGRAM (PRINT & DIGITAL)				
Where there is an opportunity to acknowledge the support provided by the City of Hobart through an advertisement or message by the Lord Mayor in the events program, this should be negotiated in line with the level of support provided.				
Advertisement or editorial			Optional	Optional
Lord Mayors message in program				Optional
INVITATIONS AND TICKETS				
Where there is an opportunity to invite Aldermen and / or partners to the event or activity, this should be negotiated in line with the level of support provided by the City of Hobart.				
Invitations and /or tickets to launch event or selected festival events.		Optional	Yes	Yes
PHOTOGRAPHY				
Photographs help the City of Hobart to document its support of events or activities and may also be used for further promotion				
Provision of up to five event images to the City of Hobart with full rights for Council use (note resolution requirements)	Optional	Optional	Yes	
Provision of professional event images to the City of Hobart with full rights for Council use (note resolution requirements)			Optional	Yes
SOCIAL MEDIA				
Social media posts – acknowledgment of City of Hobart support	Optional	Yes	Yes	Yes

The Logo

The City of Hobart logo is available in both full color and black or white versions.

The color logo should always be used on a white or black background. This is the correct way to apply the logo.

Version A should be used within a sponsor panel.



Version A



Version B should be used where the City of Hobart is the primary grant provider to the event or activity and there are no other funders who require their logo to be displayed.

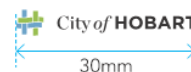
SUPPORTED BY



Version B


Minimum size

To ensure the type can be easily read the logo width can not be displayed any smaller than 20mm or 30 mm in width.




Incorrect Logo Usage Examples

This page demonstrates some of the incorrect uses of the logo. Incorrect usage damages brand integrity and compromises the council's reputation.




City of **HOBART**

Do not rotate




City of **HOBART**

Do not compress




City of **HOBART**

Do not stretch




City of **HOBART**

Do not distort




City of **HOBART**

Do not rearrange elements




City of **HOBART**

Do not delete/separate elements




City of **HOBART**

Do not add effects




City of **HOBART**

Do not change the colour




City of **Hobart**

Do not change the logotype




City of **HOBART**

Do not use on a coloured background



City of **HOBART**

Do not outline



OBART

Do not compromise legibility

Advice and Approvals

PROFESSIONAL DESIGNERS

The information provided in this guide regarding the City of Hobart logo provides a simple overview of our expectations.

We recommend that professional designers contact the City Marketing Unit for the City of Hobart style guide, for further advice and to obtain the logo files.

CONTACTS FOR ADVICE AND APPROVALS

A final draft of any material using the City of Hobart logo must be provided to the City Marketing Unit via email for approval.

Contact the City Marketing Unit for any queries regarding the use of the City of Hobart logo.

Phone: 6238 2890

Email: marketing@hobartcity.com.au

6.2 Food Not Bombs - Request to Waive Venue Hire Fee
File Ref: F17/40601; 16/194

Report of the Manager Community and Cultural Programs and Director
Community Development of 4 May 2017.

Delegation: Council

REPORT TITLE: FOOD NOT BOMBS - REQUEST TO WAIVE VENUE HIRE FEE**REPORT PROVIDED BY:** Manager Community and Cultural Programs
Director Community Development**1. Report Purpose and Community Benefit**

- 1.1. This report seeks approval to waive hire fees at Criterion House for Food Not Bombs which is a local non-profit collective of volunteers who source food donations which they then prepare and serve as a free weekly vegetarian meal for the community.
- 1.2. The venue the group has been using has closed and they are seeking a new base to operate from to serve meals from to predominately older and homeless people on Saturday evenings

2. Report Summary

- 2.1. The Food Not Bombs program operates across the world providing an inclusive and welcoming invitation to those people marginalised in society through homelessness, a lack of healthy food and social isolation.
- 2.2. Food Not Bombs is a local non-profit collective of volunteers who source food donations, then prepare and serve a free weekly vegetarian meal for the community every Saturday evening.
- 2.3. Over the past few years the group has developed a loyal clientele of approximately 40 people in Hobart. Volunteers describe many of their clientele as being older and homeless.
- 2.4. Food for Bombs has been operating out of Frankies Empire in Elizabeth Street but this property has recently been sold. As a recognised community venue for older people in the centre of the City, Mathers House or Criterion House were identified by the group as a natural venue for the project.
- 2.5. Although Mathers House would be the preferred facility due to the commercial kitchen, it has existing regular bookings on some Saturday evenings. However, Criterion House is rarely used on a Saturday evening and would therefore be the more appropriate venue.
- 2.6. The ongoing viability of this program relies on the availability of an affordable and preferably free venue as no income is made by the group. Users are asked to contribute a gold coin donation if they can afford it.

- 2.7. Approval is sought for a fee waiver for the weekly usage of Criterion House to allow Food Not Bombs volunteers to prepare and serve free meals to the community, in an inclusive environment every Saturday evening for a six month trial period.

3. Recommendation

That:

- 1. The Council waive the hire fees of \$60.00 per week for the non-profit community group, Food Not Bombs to use Criterion House. The group will prepare and serve free weekly meals to community members on Saturday evenings.***
- 2. This agreement be undertaken on a trial basis for a six month period to determine the suitability of the venue for the activity.***
- 3. The value of the support be recorded in the City of Hobart Annual Report in accordance with the Council's policy in relation to the disclosure of grants and benefits.***

4. Background

Food Not Bombs

- 4.1. Food Not Bombs is gaining momentum throughout the world. There are hundreds of autonomous chapters sharing free vegetarian food with hungry people and protesting war and poverty. Food Not Bombs is not a charity. This energetic all volunteer grassroots movement is active throughout the Americas, Europe, Africa, the Middle East, Asia and Australia. For over 30 years the movement has worked to end hunger and has supported actions to stop the globalisation of the economy, restrictions to the movements of people, end exploitation and the destruction of the earth and its beings.
- 4.2. Users of this service, the volunteers engaged in the project and the wider community benefit from the community capacity building outcomes of this project.
- 4.3. The Hobart collective was lucky enough to find a local organic vegetable stall that was happy to donate all its unsold vegetables from the Salamanca Market.
- 4.4. The Hobart Chapter has been operating out of Frankies Empire in Elizabeth Street for over 12 months at no charge but due to the sale of the cafe, the group are seeking a new venue.

Venue Hire

- 4.5. Mathers House and Criterion House have become well recognised as a welcoming community space for all people and especially older people.
- 4.6. During weekdays between 9.00 am to 5.00 pm, the venue is primarily used for Council organised positive ageing programs. Outside of these times, the venue is available for casual and regular hire by both the private and non-profit sectors.
- 4.7. Unlike the upper level of Mathers House, the Criterion House facility is not available for private usage for evening parties which restricts the bookings for Saturday evenings.
- 4.8. The hire fees for the venues have both non-profit and commercial rates with the venues being highly utilised particularly on weekday evenings.
- 4.9. Under the Council's Fees and Charges Policy, the cost per hour of \$15.00 for a non-profit group at Criterion House would apply. Food Not Bombs would require the venue for four hours every Saturday evening and do not have the capacity to pay the fee of \$60.00 per week.
- 4.10. In most cases, groups would be encouraged to apply for a grant through the Community Development Grants Program, but as this is a program where the cost of venue is an ongoing operational cost, it would not be eligible under the program.
- 4.11. The Food Not Bombs organisers have requested a full waiver of fees for the use of Criterion House for a six month trial that equates to a grant of \$1,560.

5. Proposal and Implementation

- 5.1. It is proposed that the Council waive the hire fees of \$60.00 per week for the non-profit community group, Food Not Bombs to use Criterion House. The group will prepare and serve free weekly meals to community members on Saturday evenings.
- 5.2. This arrangement be on a trial basis for six months to determine the suitability of the venue for the proposed activity.
- 5.3. The funding provided by the City of Hobart be recorded in the relevant Annual Reports in accordance with the Council's policy on the disclosure of grants and benefits.

6. Strategic Planning and Policy Considerations

- 6.1. This aligns with the *Capital City Strategic Plan 2015-2025* Goal 4 - Strong, Safe and Healthy Communities “Our communities are resilient, safe and enjoy healthy lifestyles.”

Strategic Objective 4.1 - Community connectedness and participation realises the cultural and social potential of the community.

- “4.1.4 - Facilitate and support local community groups to enhance community programs and reduce social isolation.”

7. Financial Implications

- 7.1. Funding Source and Impact on Current Year Operating Result

7.1.1. Under the current Fees and Charges schedule, the weekly hire fee would be four hours use at \$15.00 per hour (not-for-profit rate). For the six months of the agreement, this would equate to a grant of \$1,560.

7.1.2. Whilst the fee waiver may reduce the potential commercial income generated by Criterion House, it is noted that there are no current bookings for this space in the upcoming six months.

- 7.2. Impact on Future Years' Financial Result

7.2.1. Ongoing use of the space may minimise the potential for commercial hire. On average income generated by the venue for Saturday evening bookings would equate to approximately \$250.00 per annum.

- 7.3. Asset Related Implications

7.3.1. Several users of this venue utilise the kitchen facilities as well, officers will monitor the impact on kitchen equipment.

8. Legal, Risk and Legislative Considerations

- 8.1. A standard booking agreement will be entered into that covers all risk factors associated with any hire of the space.

9. Environmental Considerations

- 9.1. Food Not Bombs operates with strong environmental ethics, sourcing excess food for meals and ensuring minimal waste.

10. Social and Customer Considerations

- 10.1. The Food Not Bombs project has developed a weekly following through its welcoming and inclusive approach. The benefits to both users of the service, the volunteers themselves and the wider community are aligned with promoting social potential and encouraging community diversity.

11. Marketing and Media

- 11.1. The project would be supported by the Council through access to Criterion House but it will remain an independent project of Food Not Bombs.
- 11.2. If a fee waiver is granted, a media release relating to the support will be prepared and the Council's support of the project will be promoted.

12. Community and Stakeholder Engagement

- 12.1. The Mathers House Coordinator and Community Programs Coordinator have been consulted in the preparation of this report.

13. Delegation

- 13.1. 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.



Kimbra Parker
**MANAGER COMMUNITY AND
CULTURAL PROGRAMS**



Philip Holliday
**DIRECTOR COMMUNITY
DEVELOPMENT**

Date: 4 May 2017
File Reference: F17/40601; 16/194

6.3 Conservation Plans for venues listed in the Creative Hobart Guide to Creative Places
File Ref: F17/29752; S15-008-09

Report of the Manager Community and Cultural Programs and Director Community Development of 4 May 2017.

Delegation: Council

**REPORT TITLE: CONSERVATION PLANS FOR VENUES LISTED IN
THE CREATIVE HOBART GUIDE TO CREATIVE
PLACES****REPORT PROVIDED BY:** Manager Community and Cultural Programs
Director Community Development**1. Report Purpose and Community Benefit**

- 1.1. The purpose of this report is to respond to Clause 5 of the resolution for the Community Development Grants Program report presented at the Council meeting held on 21 November 2016. Clause 5 of the resolution requested that a report be prepared detailing conservation plans based on locations in the Council's publication "Creative Hobart: A Guide to Creative Places".
- 1.2. This report outlines details of conservation plans and venue management systems in place to ensure the appropriate management, maintenance and conservation of Council-owned infrastructure featured in the Creative Hobart Guide to Cultural Places.

2. Report Summary

- 2.1. A range of conservation plans, heritage surveys, venue agreements and venue management processes are in place to ensure suitable care and conservation is upheld for each venue featured in the Creative Hobart Guide to Creative Places.
- 2.2. Council officers including the Manager Planning Policy and Heritage and the Cultural Heritage Officer have advised that there are sufficient plans in place to conserve the venues featured in the guide.
- 2.3. All Council venues featured in the Guide are managed by a specific Council officer who has responsibility for site visits, bookings, venue agreements and venue hire management, supervision and post-hire inspection.
- 2.4. Written Venue Agreements between the Council and the hirer include specific care and conservation requirements including:
 - The necessity for a bond to be paid prior to the hire which is refunded only if the venue is return in the same condition.
 - Strict limitations on changes to the fabric and fixtures of the space.
 - The hirer must ensure that activities undertaken in the space have a minimal risk of damage.

3. Recommendation***That this report be received and noted.***

4. Background

- 4.1. When considering the Community Development Grants Program report on 21 November 2016 the Council resolved:

“That a report be prepared regarding the preparation of conservation plans based on locations in the Council’s publication “Creative Hobart: A Guide to Creative Places”, including:

- Alexandra Battery
- Princes Park Magazine
- Blinking Billy Point
- Other areas requiring restoration due to Occupational Health and Safety and conservation needs.”

- 4.2. The Creative Hobart Guide to Creative Places is referenced in the Community Development Grant Program outlines 20 Council-owned spaces that are available to be hired for special events or creative projects. The venues are promoted for creative use in response to the Council’s cultural strategy objective 1.3 Activating Council facilities, specifically:

“1.3.1 Civic Venues

To encourage greater arts sector and broader community usage of the council’s facilities such as the Town Hall, City Hall, Mawson Place, Waterside Pavilion, Mathers and Criterion Houses and Youth Arts and Recreation Centre for cultural activities.

1.3.2 Alternative Venues

To encourage community usage of the Council’s facilities not normally associated with cultural activities.”

- 4.3. Council officers including the Manager Planning Policy and Heritage and the Cultural Heritage Officer have been consulted regarding plans that are in place to conserve the venues featured in the guide.
- 4.4. Advice was provided as follows for each venue of heritage significance:

Venue	Plans
Alexandra Battery	A historical study has been undertaken which informs appropriate usage.
Princes Park Powder Magazine	Archaeological Report in place which informs appropriate usage.
Blinking Billy Point	Case by case venue agreements are developed for this space. The venue is listed on the Heritage Register and included in the Master Plan of Long Beach to Blinking Billy Point (2000).
City Hall	Conservation Management Plan in place which informs appropriate usage.
St David's Park Rotunda	Conservation Management Plan in place

Venue	Plans
	which informs appropriate usage.
Town Hall	Conservation Management Plan in place which informs appropriate usage.
Queen Victoria Powder Magazine	This is a State Government asset leased to the SSAA Military Collectors of Tasmania who manage the space including venue hire agreements. The venue is part of the Queens Domain Master Plan and is listed on the Heritage Register.

- 4.5. The conservation plans and historical studies are substantial in size, such as the four-volume conservation plan for the Town Hall.
- 4.5.1. Each document can be made available upon request should the Aldermen require further information.
- 4.6. All Council venues featured in the Guide are managed by a specific Council officer who has responsibility for site visits, bookings, venue agreements and venue hire management, supervision and post-hire inspection.
- 4.7. Written Venue Agreements between the Council and the hirer include specific care and conservation requirements including:
- The necessity for a bond to be paid prior to the hire which is refunded only if the venue is return in the same condition.
 - Strict limitations on changes to the fabric and fixtures of the space.
 - The hirer must ensure that activities undertaken in the space have a minimal risk of damage.

5. Proposal and Implementation

- 5.1. Future editions of the Creative Hobart Guide to Creative Places will consider the conservation management and venue agreements in place for each new space added to the guide.
- 5.2. It is proposed that this report be received and noted.

6. Strategic Planning and Policy Considerations

- 6.1. This report strongly aligns with Goal 2 of the Capital City Strategic Plan 2015-2025 specifically 2.4 – Unique heritage assets are protected and celebrated.

7. Financial Implications

- 7.1. Funding Source and Impact on Current Year Operating Result
- 7.1.1. There are no funding implications arising from this report

8. Legal, Risk and Legislative Considerations

- 8.1. The current documentation and procedures ensure all risks are appropriately taken into consideration.

9. Community and Stakeholder Engagement

- 9.1. The Manager Planning Policy and Heritage and the Cultural Heritage Officer have been consulted regarding plans that are in place to conserve the venues featured in the guide.

10. Delegation

- 10.1. 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.



Kimbra Parker
**MANAGER COMMUNITY AND
CULTURAL PROGRAMS**



Philip Holliday
**DIRECTOR COMMUNITY
DEVELOPMENT**

Date: 4 May 2017
File Reference: F17/29752; S15-008-09

**6.4 Applications Approved Under the Delegated Authority of the
Director Community Development for Quick Response Grants
File Ref: F17/43417; 16/194**

Report of the Director Community Development of 4 May 2017 and
attachments.

Delegation: Committee



City of **HOBART**

MEMORANDUM: COMMUNITY, CULTURE AND EVENTS COMMITTEE

**Applications Approved Under the Delegated Authority of
the Director Community Development for Quick Response
Grants**

The Director Community Development submits for information the attached table of Quick Response Applications approved under delegated authority.

RECOMMENDATION

That the information be received and noted.

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

Philip Holliday
**DIRECTOR COMMUNITY
DEVELOPMENT**

Date: 4 May 2017
File Reference: F17/43417; 16/194

Attachment A: Quick Response Grants - Approved under the Delegated
Authority of the Director Community Development ↓

**APPLICATIONS APPROVED UNDER THE DELEGATED AUTHORITY OF
THE DIRECTOR COMMUNITY DEVELOPMENT FOR QUICK RESPONSE
GRANTS - FILE REF: 16/194**

Applicant	Project Description	Grant Stream	Value of Grant \$ excl	Date of Approval
Iranian Australian Community Association of Southern Tasmania (IACAST)	Norooz, the Iranian new Year celebration Norooz (new day) is the traditional/cultural spring festival in Iran and is over 2500 years old. The event starts at the exact moment of the vernal equinox which is the start of spring. Norooz is equally important for the Iranian community in Tasmania and it is planned to celebrate this occasion this year. People of different cultures and religions will also be invited to attend. This event also coincided with Harmony Week.	Community	\$500	03/03/2017
UN Youth Tasmania Inc.	United Nations Youth National Voice Finals Competition The Voice 2017 National Finals is the culmination of the Voice competition, Australia's most prestigious public speaking competition for grades 7–10 focused on young people's creative solutions to the globe's most pressing issues. Drawing 60 outstanding students from more than 1000 that compete across every state and territory of Australia, Voice is a unique program that challenges young people to investigate and analyse some of the world's greatest conflicts and problems, and develop creative pitches to resolve them.	Community	\$500	31/03/2017
St Giles	Mobile Chill Out Room - a sensory escape The Mobile Chill Out Room provides a sensory escape area (chill out area) for children to go to during community events.	Community	\$500	31/03/2017
TasCAHRD	Rainbow Gala Charity Ball To stage the Rainbow Gala Charity Ball in partnership with Rainbow Communities Tasmania Inc. and supported by TasPride. The Charity Ball will be held on Saturday 20 May 2017 at Glen Albyn Estate, Taroona.	Community	\$500	31/03/2017
Vibrance Festival	The Vibrance Festival was held in partnership with Hobart City Council and Sultan Holdings. Vibrance transformed a 200 sq metre wall in the Hobart CBD with the help of local street artists from an unsightly bare wall into a large scale, multi-artist mural. Vibrance included two days of onsite festivities, including a mix of family friendly daytime activities and street art and a cultural celebration on the final day. The aim of Vibrance was to promote Tasmanian art and expose street art to the community.	Events	\$998 (in-kind)	06/03/2017

Applicant	Project Description	Grant Stream	Value of Grant \$ excl	Date of Approval
University of Tasmania	<p>Melville Street Block Party</p> <p>This event was held for the opening of the new student residence on Melville Street. There were food stalls, games and information stalls at the event and it provided the opportunity for students to meet the traders and the community in the heart of Midtown. The City of Hobart had a significant presence at the event, providing information to new student residents.</p>	Events	\$312 (in-kind)	14/03/2017
University of Tasmania	<p>CSIRO and the University of Tasmania hosted the 3rd Australian Mangrove and Saltmarsh Network Conference (AMSN). The Conference brought together researchers, industry, community and environmental consultants to discuss the latest science and management for saltmarsh and mangrove eco systems. The conference was held for the first time, in Hobart from 21-24 March 2017.</p> <p>On the first evening of the conference, the delegates of the conference from the nearby venue (CSIRO premises) gathered at Waterside Pavilion for a viewing of the photo exhibit and to welcome the delegates to Hobart.</p>	Venue Support	\$1000	09/03/2017
Hobart Photographic Society	<p>Hobart Photographic Society Annual Exhibition.</p> <p>The Society's Annual Exhibition was held from 23 March to 5 April at Waterside Pavilion.</p>	Venue Support	\$500	10/03/2017
Tas Event	<p>Bhutanese and Nepali Cultural Music Night</p> <p>A Nepali Folk and Traditional band were engaged to perform with youths in the Bhutanese and Nepali community. About 60 young people had the opportunity to engage and learn some traditional folk and cultural songs.</p>	Venue Support	\$686 (in-kind)	10/04/2017

6.5 2017-18 Fees and Charges - Community Development Division
File Ref: F17/44874; 17/41

Report of the Director Community Development of 4 May 2017 and attachments.

Delegation: Committee

REPORT TITLE: 2017-18 FEES AND CHARGES - COMMUNITY DEVELOPMENT DIVISION**REPORT PROVIDED BY:** Director Community Development**1. Report Purpose and Community Benefit**

1.1. The purpose of this report is to seek endorsement of the proposed fees and charges applicable to the Community Development Division for the 2017-18 financial year except for the Function areas of City Marketing and the Tasmanian Travel and Information Centre, as they are reported through the Economic Development and Communications Committee, for approval.

1.1.1. Fees and charges for The Taste of Tasmania will be considered by the Community, Culture and Events Committee at a future meeting.

1.1.2. Fees and charges for Salamanca Market are the subject of a separate report to the Community, Culture and Events Committee.

2. Report Summary

2.1. Pursuant to section 205 of the *Local Government Act 1993*, Council may impose fees and charges for various services.

2.2. The attached schedules detail the proposed fees and charges for the following activities for the 2017-18 financial year:

- Positive Ageing - Mathers House (**Attachment A**)
- Positive Ageing - Criterion House (**Attachment B**)
- Youth Arts and Recreation Centre (**Attachment C**)
- Mobile Food Vendors (**Attachment D**)

3. Recommendation

That the attached schedules of fees and charges, marked as Attachments A-D (which excludes the functional areas of City Marketing, the Tasmanian Travel and Information Centre and The Taste of Tasmania), be adopted for the Community Development Division for the 2017-18 financial year.

4. Background

4.1. Positive Ageing - Mathers House (Attachment A)

4.1.1. Hourly rates for casual room hire has been increased by an average of three per cent with the rates for regular usage and community usage remaining unchanged.

- 4.1.2. The hire fees are for the private and commercial hire of Mathers House for usage that is unrelated to the core activities of the Centre.
- 4.1.3. The security bond charges have not been increased in 2017-18.
- 4.1.4. Income for Mathers House is anticipated to increase by 16.69 per cent due to an increase in the usage of the facility.
- 4.2. Positive Ageing - Criterion House (Attachment B)
 - 4.2.1. Hourly rates for casual room hire have been increased by an average of three and a half per cent with the rates for regular usage and community usage remaining unchanged.
 - 4.2.2. Income for Criterion House is anticipated to increase by three per cent due to slightly higher casual room hire usage.
- 4.3. Youth Arts and Recreation Centre (Attachment C)
 - 4.3.1. The hire rates for the Youth Arts and Recreation Centre have remained unchanged for the 2017-18 financial year.
 - 4.3.2. The Centre provides its use free of cost for most youth organisations or for activities for young people during working hours, when staff are on hand.
 - 4.3.3. Outside of normal business hours the hire charge rates are on a full cost recovery model, including costs for two security guards, two staff members as well as use of all audio and lighting equipment for all events within the Centre and are based on a four hour minimum hire.
 - 4.3.4. The security bond charge has not been increased as the amount is sufficient to cover contingencies that may arise from hire.
 - 4.3.5. Revenue from tenancy agreements has had a small overall increase, including income from Music Tasmania, Department of Education and Phoenix Danze Group.
 - 4.3.6. The income through rental hire at the Youth Arts and Recreation Centre is expected to remain unchanged through fees and charges, however there will be a small increase to the overall income from hire agreements with the Department of Education for Ed Zone, Phoenix Danze School hire of the dance studio and income from Music Tasmania.

4.4. Mobile Food Vendors (Attachment D)

- 4.4.1. The Hobart Food Trucks mobile food vendor program and associated permit fees were endorsed by the Council at its meeting on 21 November 2016.
- 4.4.2. The permit fees have not increased for 2017-18. They will however be adjusted annually, after the 2017-18 financial year, to allow for CPI in full.

4.5. Salamanca Market

- 4.5.1. Fees and charges for Salamanca Market are the subject of a separate report to the Community, Culture and Events Committee.

4.6. The Taste of Tasmania

- 4.6.1. Fees and charges for The Taste of Tasmania will be considered by the Community, Culture and Events Committee at a future meeting.

4.7. Cultural Development

- 4.7.1. No fees and charges have been submitted for Cultural Development as the Art Prize Model is yet to be determined. When the future model of the Art Prize is agreed relevant fees and charges will be determined and submitted to a future Community, Culture and Events Committee meeting.

5. Proposal and Implementation

- 5.1. It is proposed that the attached schedules of fees and charges, marked as Attachments A-D (which excludes the functional areas of City Marketing, the Tasmanian Travel and Information Centre and The Taste of Tasmania), be adopted for the Community Development Division for the 2017-18 financial year.

6. Strategic Planning and Policy Considerations

- 6.1. The annual review of the City's fees and charges contributes to the *Capital City Strategic Plan 2015-2025* - Goal 5 – "Governance, Leadership provides for informed decision-making for our capital city".

7. Financial Implications

- 7.1. Funding Source and Impact on Current Year Operating Result
 - 7.1.1. There is no impact on the current year operating result.

7.2. Impact on Future Years' Financial Result

7.2.1. The review of the fees and charges for the Division has been undertaken and expected increases/decreases for the 2017-18 financial year for the function areas listed below is as follows:

FUNCTION AREA	2016-017 BUDGET	2017-18 BUDGET	INCREASE / (DECREASE)	
Mathers House	\$30,000	\$35,007	\$5,007	16.69%
Criterion House	\$16,000	\$16,501	\$501	3.13%
Youth Arts and Recreation Centre	\$3,000	\$3,507	\$507	16.91%
Mobile Food Vendors	\$7,500 (part year)	\$20,000	\$12,500	166%

8. Legal, Risk and Legislative Considerations

8.1. Pursuant to section 205 of the *Local Government Act 1993*, Council may impose fees and charges for various services.

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.



Philip Holliday
**DIRECTOR COMMUNITY
DEVELOPMENT**

Date: 4 May 2017
File Reference: F17/44874; 17/41

Attachment A: Schedule of Fees and Charges 2017-18 - Positive Ageing - Mathers House ↓
Attachment B: Schedule of Fees and Charges 2017-18 - Positive Ageing - Criterion House ↓
Attachment C: Schedule of Fees and Charges 2017-18 - Youth Arts and Recreation Centre ↓

Attachment D: Schedule of Fees and Charges 2017-18 - Mobile Food Vendors
↓

Proposed 2017-18 Fees & Charges: 070 8014 - Positive Ageing Mathers House

Account Number	Description	2015-16 Actual excl. GST	2016-17 Budget excl. GST	2016-17 YTD excl. GST	2016-17 YTD Budget excl. GST	2017-18 Estimate excl. GST
070.8014.2402.000	Mathers House	-27,399.11	-30,000.00	-12,977.93	-15,000.00	
070 8014 - Positive Ageing Mathers House		27,399.11	30,000.00	12,977.93	15,000.00	35,007.77
Change from 2016-17 to 2017-18						16.69%

Fee Description	2015-2016 Fee incl. GST	2016-2017 Fee incl. GST	Pricing Method	Last Changed (type <i>New Fee</i> if applicable)	Proposed Fee 2017 - 2018 incl. GST	Fee includes GST (Y/N)	GST \$	Unit	% Variation	Estimated Quantity	Estimated Income excl. GST	Comment
Casual Facility Hire												
Upper Level												
6.00am - 6.00pm Monday - Friday	\$30.00	\$31.00	Partial Cost Recovery	2016/2017	\$32.00	Y	\$2.91	per hour	3%	30	\$872.70	limited hire potential due to luncheon service - small fee increase
After 6.00pm and weekends	\$38.00	\$39.00	Partial Cost Recovery	2016/2017	\$40.00	Y	\$3.64	per hour	3%	300	\$10,908.00	increased evening use - small rate increase
Casual Facility Hire												
Lower Level												
6.00am - 6.00pm Monday - Friday	\$23.00	\$24.00	Partial Cost Recovery	2016/2017	\$25.00	Y	\$2.27	per hour	4%	79	\$1,795.67	limited hire due to use by Positive Ageing Programs, small fee increase
After 6.00pm and weekends	\$31.00	\$32.00	Partial Cost Recovery	2016/2017	\$33.00	Y	\$3.00	per hour	3%	78	\$2,340.00	small fee increase
Regular Facility Hire	\$21.00	\$21.00	Partial Cost Recovery	2015/2016	\$21.00	Y	\$1.91	per hour	0%	500	\$9,545.00	no increase proposed
Not-for-profit (NFP) community based organisations	\$15.00	\$15.00	Partial Cost Recovery	2015/2016	\$15.00	Y	\$1.36	per hour	0%	300	\$4,092.00	no increase proposed
Kitchen Use												
Full kitchen use												
(Casual hire 4 hr minimum)	\$250.00	\$250.00	Partial Cost Recovery	2014/2015	\$250.00	Y	\$22.73	per use	0%	20	\$4,545.40	no increase proposed
Partial use	\$48.00	\$48.00	Partial Cost Recovery	2014/2015	\$50.00	Y	\$4.55	per use	4%	20	\$909.00	small fee increase
Security Bonds												
General												
(GST only applies on forfeiture of deposit)	\$180.00	\$180.00	Security Deposit	2010/2011	\$180.00	N	\$0.00	per use	0%		\$0.00	refundable bond
Parties												
(GST only applies on forfeiture of deposit)	\$600.00	\$600.00	Security Deposit	2010/2011	\$600.00	N	\$0.00	per use	0%		\$0.00	refundable bond
18th or 21st Birthday Parties												
(GST only applies on forfeiture of deposit)	\$5,000.00	\$5,000.00	Security Deposit	2009/2010	\$5,000.00	N	\$0.00	per use	0%		\$0.00	refundable bond

Proposed 2017-18 Fees & Charges: 070 1437 - Positive Ageing Criterion House

Account Number	Description	2015-16 Actual excl. GST	2016-17 Budget excl. GST	2016-17 YTD excl. GST	2016-17 YTD Budget excl. GST	2017-18 Estimate excl. GST
070.1437.2402.000	Criterion House	-16,826.38	-16,000.00	-9,394.59	-7,998.00	
070 1437 - Positive Ageing Criterion House		16,826.38	16,000.00	9,394.59	7,998.00	16,501.39
Change from 2016-17 to 2017-18						3.13%

Fee Description	2015-2016 Fee incl. GST	2016-2017 Fee incl. GST	Pricing Method	Last Changed (type <i>New Fee</i> if applicable)	Proposed Fee 2017 - 2018 incl. GST	Fee includes GST (Y/N)	GST \$	Unit	% Variation	Estimated Quantity	Estimated Income excl. GST	Comment
Casual Facility Hire												
6.00am - 6.00pm Monday - Friday	\$23.00	\$24.00	Partial Cost Recovery	2016/2017	\$25.00	Y	\$2.27	per hour	4%	70	\$1,591.10	casual fees small increase
After 6.00pm and weekends	\$31.00	\$32.00	Partial Cost Recovery	2016/2017	\$33.00	Y	\$3.00	per hour	3%	160	\$4,800.00	casual fees small increase
Regular Facility Hire	\$21.00	\$21.00	Partial Cost Recovery	2015/2016	\$21.00	Y	\$1.91	per hour	0%	401	\$7,655.09	no change proposed
Not-for-profit (NFP) community based organisations	\$15.00	\$15.00	Partial Cost Recovery	2015/2016	\$15.00	Y	\$1.36	per hour	0%	180	\$2,455.20	no change proposed

Proposed 2017-18 Fees & Charges: 053 8017 - Youth Arts & Recreation Centre

Account Number	Description	2015-16 Actual excl. GST	2016-17 Budget excl. GST	2016-17 YTD excl. GST	2016-17 YTD Budget excl. GST	2017-18 Estimate excl. GST
053.8017.2402.000	Youth Arts & Recreation Centre - Commercial Income	-14,670.86	-3,000.00	-7,956.60	-1,500.00	
053 8017 - Youth Arts & Recreation Centre		14,670.86	3,000.00	7,956.60	1,500.00	3,507.33
Change from 2016-17 to 2017-18						16.91%

Fee Description	2015-2016 Fee incl. GST	2016-2017 Fee incl. GST	Pricing Method	Last Changed (type <i>New Fee</i> if applicable)	Proposed Fee 2017 - 2018 incl. GST	Fee includes GST (Y/N)	GST \$	Unit	% Variation	Estimated Quantity	Estimated Income excl. GST	Comment
Hourly Hire Rate Commercial												
Weekday Rate after 6.00pm	\$250.00	\$250.00	Full Cost Recovery	2012/2013	\$250.00	Y	\$22.73	per hour	0%	1	\$227.27	no increase proposed to fee
Saturday Rate	\$290.00	\$290.00	Full Cost Recovery	2012/2013	\$290.00	Y	\$26.36	per hour	0%	1	\$263.64	no increase proposed to fee
Sunday Rate	\$300.00	\$300.00	Full Cost Recovery	2012/2013	\$300.00	Y	\$27.27	per hour	0%	1	\$272.73	no increase proposed to fee
Hourly Hire Rate Youth Music Event												
Weekday Rate	\$80.00	\$80.00	Partial Cost Recovery	2012/2013	\$80.00	Y	\$7.27	per hour	0%	2	\$145.46	no increase proposed to fee
Saturday Rate	\$100.00	\$100.00	Partial Cost Recovery	2012/2013	\$100.00	Y	\$9.09	per hour	0%	4	\$363.64	no increase proposed to fee
Sunday Rate	\$110.00	\$110.00	Partial Cost Recovery	2012/2013	\$110.00	Y	\$10.00	per hour	0%	4	\$400.00	no increase proposed to fee
Hourly Hire Rate Casual/Private												
Hourly rate Monday - Sunday	\$50.00	\$50.00	Partial Cost Recovery	2012/2013	\$50.00	Y	\$4.55	per hour	0%	13	\$590.85	no increase proposed to fee
Security Bond (GST only applies on forfeiture of deposit)	\$250.00	\$250.00	Security Deposit	2010/2011	\$250.00	N	\$0.00	per use	0%		\$0.00	no increase proposed to fee
Community Groups												
Hourly rate - Weekdays	\$36.00	\$36.00	Partial Cost Recovery	2014/2015	\$36.00	Y	\$3.27	per hour	0%	10	\$327.30	no increase proposed to fee
Hourly rate - Weekends	\$36.00	\$36.00	Partial Cost Recovery	2014/2015	\$36.00	Y	\$3.27	per hour	0%	14	\$458.22	no increase proposed to fee
Youth Organisations												
Hourly rate - Weekends	\$36.00	\$36.00	Partial Cost Recovery	2014/2015	\$36.00	Y	\$3.27	per hour	0%	14	\$458.22	no increase proposed to fee

Proposed 2017-18 Fees & Charges: 060 - Food Truck Permits

Account Number	Description	2015-16 Actual excl. GST	2016-17 Budget excl. GST	2016-17 YTD excl. GST	2016-17 YTD Budget excl. GST	2017-18 Estimate excl. GST
060.0304.2279.000	Mobile Food Vendors	0.00		-7,500.00		
060 - Food Truck Permits		0.00	0.00	7,500.00	0.00	20,000.00
Change from 2016-17 to 2017-18						166.00%

Fee Description	2015-2016 Fee Incl. GST	2016-2017 Fee Incl. GST	Pricing Method	Last Changed (type <i>New Fee</i> if applicable)	Proposed Fee 2017 - 2018 Incl. GST	Fee includes GST (Y/N)	GST \$	Unit	% Variation	Estimated Quantity	Estimated Income excl. GST	Comment
Road Registered Vehicles - for trade on public roads												Permit fees endorsed by Council in November 2016. The fees have not been increased for 2017-18.
Full Year Permit		\$2,500.00	Partial Cost Recd	<i>New Fee</i>	\$2,500.00	N	\$0.00	per permit	0%	5	\$12,500.00	
3 Month permit		\$750.00	Partial Cost Recd	<i>New Fee</i>	\$750.00	N	\$0.00	per permit	0%	4	\$3,000.00	
Non-Motorised, Non-Road Registered Vehicles - for trade on footpaths, parks and reserves												
Full Year Permit		\$1,250.00	Partial Cost Recd	<i>New Fee</i>	\$1,250.00	N	\$0.00	per permit	0%	3	\$3,750.00	
3 Month Permit		\$375.00	Partial Cost Recd	<i>New Fee</i>	\$375.00	N	\$0.00	per permit	0%	2	\$750.00	

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 Aldermen.

RECOMMENDATION

That the information be received and noted.

Delegation: Committee

Attachment A: Status Report

COMMUNITY, CULTURE AND EVENTS COMMITTEE – STATUS REPORT

OPEN PORTION OF THE MEETING

April 2017

Ref	Meeting	Report / Action	Action Officer	Comments
1	SCHOOL AGE CHILDREN IN THE CITY CENTRE DURING SCHOOL HOURS - UPDATE	Regular reports be provided to the Council in respect to these issues, including feedback on the programs detailed below: <ul style="list-style-type: none"> • Colony 47 - Youth Connections • Tasmania Police - Operation IQ, Interagency Support Team • Department of Education - Youth Arch PLP • Hobart PCYC - Street Youth Work Program • Mission Australia - U-Turn 	Director Community Development	A report will be provided to the July 2017 meeting.
2	SALAMANCA MARKET - CASUAL STALLHOLDER LICENCES Council, 11/5/2015, Item 17 and Council, 24/10/2016, Item 19	That a trial be conducted to include ten 'replacement' casual stalls in peak season on Gladstone Street between the Abel Tasman Monument and Parliament Lawns between the first Saturday in October 2015 and the first Saturday in May 2016.	Director Community Development	A report on this matter will be provided in due course.

Ref	Meeting	Report / Action	Action Officer	Comments
3	COMMUNITY DEVELOPMENT GRANTS PROGRAM Council, 21/9/2015, Item 29 and Council, 25/7/2016, Item 13 and Council, 22/8/2016, Item 10 and Council, 24/10/2016, and Item 16 Council 21/11/2016 Item 12 and Council 24/4/2017 Item 14	<p>21 November 2016 That:</p> <p>4. The need for a new Medium Cultural Organisations grant stream, which could operate under similar terms as the current Major Cultural Organisations stream, but which would require an additional funding allocation of \$50,000, be reviewed following the next round of grants in February 2017, and if necessary be subject to a further report to the Council.</p> <p>5. A report be prepared regarding the preparation of conservation plans based on locations in the Council's publication "Creative Hobart: A Guide to Creative Places", including:</p> <ul style="list-style-type: none"> • Alexandra Battery; • Princes Park Magazine; • Blinky Bill Point; and • Other areas requiring restoration due to OH&S and conservation needs. <p>24 April 2017 That:</p> <p>1. The Council approve the recommended level of funding to the respective applicants for assistance under the 2017-18 Community Development Grants Program under the streams of Creative Hobart, Community and Events as outlined below:</p>	<p>Director Community Development</p>	<p>In relation to clause 4 a report on the proposed Medium Cultural Organisation Grants stream will be provided to the July 2017 meeting.</p> <p>In relation to clause 5 a report regarding the preparation of conservation plans based on locations in the Council's publication "Creative Hobart: A Guide to Creative Places" is included on this agenda.</p>

Ref	Meeting	Report / Action	Action Officer	Comments
		2. The value of the recommended projects is \$53,021 for Creative Hobart Medium and Small Grants, \$28,539 for Community Grants and \$34,123 for Event Grants. 3. The funding for the grants be attributed to the respective Community Development Policy Management, Cultural Programs and Major Events and Grant Funding activity in the 2017-18 Annual Plan. 4. Applicants be advised accordingly. 5. The total grant provision be recorded in the 'Grants, Assistance and Benefits Provided' section of the City of Hobart's Annual Report.		Applicants have been advised and the grant provisions have been noted for recording in the Annual Report. Complete.
4	AUGUST 2016 YAIZU SISTER CITY DELEGATION Council, 24/10/2016, Item 17	That planning continue for the Yaizu delegation to Hobart in February 2017 and for the Hobart delegation to Yaizu in August/September 2017, with the Aldermanic participation in the delegation to be the subject of a further report.	General Manager	A delegation of 29 guests from the City of Yaizu visited Hobart to celebrate the 40 Year Hobart-Yaizu Sister City relationship. The visit provided an extensive program of events and was very successful. A report was presented at the Economic Development and Communications Committee on the 27 April seeking endorsement of a delegation visit to Yaizu to mark the 40 th anniversary of the relationship. This item will be transferred to the Economic Development and Communications Committee's future status reports. Complete.

Ref	Meeting	Report / Action	Action Officer	Comments
5	CREATIVE CITIES NETWORK - INTERNATIONAL CITY OF LITERATURE NOM Council, 21/11/2016, Item 10 Council, 24/4/2017, Item 15	That the Council not submit an application in June 2017 to become a UNESCO City of Literature, but allow six months to research, consult with stakeholders, develop partnerships, formulate a budget and create a steering committee, to evaluate the best option of either: 1. Preparing an application for June 2018 to become a member of the ongoing UNESCO City of Literature Network; or 2. Preparing an application to be the UNESCO World Book Capital in 2021, a one year program with applications closing in March 2019.	Director Community Development	Officers are progressing this matter.
6	COMMUNITY ENGAGEMENT FRAMEWORK REVIEW METHODOLOGY 2016 Council, 5/12/2016, Item 15	That the Council endorse the detailed methodology outlined in the report attached to item 6.1 of the Open Governance Committee agenda of 29 November 2016, being used as the basis for the review of the Council's Community Engagement Framework.	Director Community Development	A report will be provided to the Committee in June 2017.
7	CITY OF HOBART ART PRIZE REVIEW UPDATE Council, 19/12/2016, Item 16 Council, 24/4/2017, Item 16	That: 1. The City of Hobart Art Prize Review Options Paper be made publicly available and submissions invited from the public in response to the Options Paper. 2. The Review continue into a final round of community engagement including discussions with arts and cultural organisations about the potential to partner if the Council was to revise or replace the Art Prize.	Director Community Development	The City of Hobart Art Prize Review Options Paper is publicly available. The closing date for submissions is 19 May 2017.

Ref	Meeting	Report / Action	Action Officer	Comments
8	NORTH MELBOURNE FOOTBALL CLUB - COMMUNITY ENGAGEMENT PARTNERSHIP REQUEST Council, 23/1/2017, Item 15	That: 1. The Council become a community engagement partner with the North Melbourne Football Club with a value of \$50,000 cash and \$5,000 per annum in-kind support being provided for a period of three years. 2. The General Manager be delegated the authority to negotiate and agree to the terms of the resulting Partnership Agreement with the North Melbourne Football Club, and to execute the Agreement on the Council's behalf, noting that the Partnership Agreement is a three year grant, subject to appropriate performance criteria and annual review requirements to the satisfaction of the General Manager. (i) The General Manager be authorised to negotiate a reduced family membership for each year of the Partnership Agreement. 3. An allocation of \$55,000 be made from general reserves in the current financial year with a further allocation of \$55,000 per annum being included in the draft budget for the 2017/2018 and 2018/2019 financial years. 4. The funding provided by the City of Hobart be recorded in the relevant Annual Reports in accordance with the Council's policy in relation to the disclosure of grants and benefits. 5. The Council develop a policy and criteria to enable consistency around the consideration of future requests.	Director Community Development	Officers are progressing this matter. Community Camps were held on Monday 27 February and Tuesday 28 February. In relation to clause 5 a Policy is under development for requests received seeking community partnerships. It is also intended that the policy will incorporate applications for commercial sponsorships in accordance with the Council's resolution of 22 August 2016 (Closed) in relation to a sponsorship proposal.

Ref	Meeting	Report / Action	Action Officer	Comments
9	ITALIAN EARTHQUAKE - COUNCIL ASSISTANCE Council, 20/3/2017, Item 13	That: <ol style="list-style-type: none"> 1. The \$20,000 donation approved by the Council on 5 September 2016 to support recovery efforts after the Italian earthquake, be provided to the Co.As.It. Amatrice Earthquake Appeal. 2. The cost be attributed to the allocation for Grants and Assistance Activity in the 2016/2017 Annual Plan. 3. The donation be recorded in the 'Grants, Assistance and Benefits Provided' section of the City of Hobart's Annual Report in accordance with the Council's policy in respect to the disclosure of grants and benefits. 	Director Community Development	Complete.
10	STREET TEAMS INITIATIVE EVALUATION Council, 20/3/2017, Item 15	That: <ol style="list-style-type: none"> 1. The Council note the evaluation of the Street Teams Project and approve the ongoing provision of security services for the taxi rank on Castray Esplanade, to support the delivery of the Street Teams Project in partnership with the Salvation Army and Tasmania Police. <ol style="list-style-type: none"> (i) The arrangement be ongoing provided that the Street Teams Project retains commitment from the other partner organisations. 2. An annual budget allocation of \$50,000 be included in the Community Development Policy Management - Community Safety Activity area of the Annual Plan. 3. An appropriate joint media opportunity be arranged to promote the findings of the Street Teams evaluation report. 	Director Community Development	Officers are progressing this matter.

Ref	Meeting	Report / Action	Action Officer	Comments
11	AUSTRALIA DAY - COUNCIL CELEBRATIONS Council, 3/4/2017, Item 14	That: 1. A report be provided to review City of Hobart events commemorating Australia Day on January 26, including first and foremost to consider changing the date of the Hobart citizenship ceremony currently held on January 26th. 2. The City of Hobart consult with the aboriginal community in order to consider a better date and way of understanding aboriginal culture and history, so that we can all celebrate Australia Day as a nation. 3. The report also consider efforts the City of Hobart could take to lobby the federal government to change the date nationally.	Director Community Development	A report will be provided to the Committee in July 2017.
12	FIVE YEAR REVIEW OF SALAMANCA MARKET STALLHOLDER LICENCE AGREEMENT Council, 24/4/2017, Item 12	That: 1. The draft 2017-2022 Salamanca Market Stallholder Licence Agreement be endorsed by the Council. 2. The endorsed draft 2017-2022 Salamanca Market Stallholder Licence Agreement be distributed to all licensed Salamanca Market Stallholders and the Salamanca Market Stallholders' Association for review and comment. 3. Upon receipt of comments from all licensed Salamanca Market Stallholders and the Salamanca Market Stallholders' Association, the final draft 2017-2022 Salamanca Market Stallholder Licence Agreement be the subject of a further report to the Council for final approval.	Director Community Development	The draft licence agreement has been distributed to all licenced Salamanca Market Stallholders and the Salamanca Market Stallholders' Association with comments requested by 26 May 2017.

Ref	Meeting	Report / Action	Action Officer	Comments
13	DIGITAL URBAN SCREEN - ELIZABETH STREET FORECOURT OF THE UNIVERSITY OF TASMANIA RESIDENTIAL COMPLEX Council, 24/4/2017, Item 13	That: 1. The Council approve the purchase of a large LED screen for installation in the Elizabeth Street forecourt of the University of Tasmanian Student Housing complex, at an estimated cost of \$83,000, to be funded from the existing Property Plant and Equipment allocation for Public Art within the 2016-17 Annual Plan. 2. The purchase be subject to receipt of planning approval for the screen to be installed in the proposed location. 3. The Council write to the Vice-Chancellor of the University of Tasmania and request a contribution to the capital cost of the digital urban screen.	Director Community Development	Officers are progressing this matter.

8. QUESTIONS WITHOUT NOTICE

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

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

1. The Chairman will refuse to accept a question without notice if it does not relate to the Terms of Reference of the Council committee at which it is asked.
2. In putting a question without notice, an Alderman 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, Aldermen, 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 Aldermen, at the appropriate time.
 - (iii) upon the answer to the question being circulated to Aldermen, both the question and the answer will be listed on the agenda for the next available ordinary meeting of the committee at which it was asked, where it will be listed for noting purposes only.

9. CLOSED PORTION OF THE MEETING

The following items were discussed: -

- | | |
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| Item No. 1 | Minutes of the last meeting of the Closed Portion of the Council Meeting |
| Item No. 2 | Consideration of supplementary items to the agenda |
| Item No. 3 | Indications of pecuniary and conflicts of interest |
| Item No. 4 | Committee Action Status Report |
| Item No. 4.1 | Committee Actions - Status Report
LG(MP)R 15(2)(g) |
| Item No. 5 | Questions without notice – File Ref: 13-1-10 |