



CITY OF HOBART

AGENDA

Finance and Governance Committee Meeting

Open Portion

Tuesday, 15 January 2019

at 4:30 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.

APOLOGIES AND LEAVE OF ABSENCE

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Finance and Governance Committee Meeting (Open Portion) held Tuesday, 15 January 2019 at 4:30 pm in the Lady Osborne Room, Town Hall.

COMMITTEE MEMBERS

Zucco (Chairman)
Deputy Lord Mayor Burnet
Sexton
Thomas
Dutta

Apologies:

Leave of Absence:

Alderman D C Thomas.

NON-MEMBERS

Lord Mayor Reynolds
Briscoe
Denison
Harvey
Behrakis
Ewin
Sherlock

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

2. CONFIRMATION OF MINUTES

The minutes of the Open Portion of the Finance and Governance Committee meeting held on [Tuesday, 11 December 2018](#) and the Special Finance and Governance Committee meeting held on [Monday, 17 December 2018](#), are submitted for confirming as an accurate record.

3. CONSIDERATION OF SUPPLEMENTARY ITEMS

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

Recommendation

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

4. INDICATIONS OF PECUNIARY AND CONFLICTS OF INTEREST

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

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

5. TRANSFER OF AGENDA ITEMS

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

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

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

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

6. REPORTS

6.1 Federal Election Submission File Ref: F18/142272

Memorandum of the General Manager of 9 January 2019.

Delegation: Council



City of **HOBART**

MEMORANDUM: FINANCE AND GOVERNANCE COMMITTEE

Federal Election Submission

Introduction

The purpose of this memorandum is to seek the Council's approval to develop a list of issues to lobby the major parties in the lead up to the next Federal election.

Discussion

As the Council would be aware a Federal Election is due to be held in 2019. This provides the Council with an opportunity to lobby the parties on projects which could have a significant benefit on the long term future of the City.

In considering the election, Council officers have compiled a list of projects for the Council's consideration which include:

Doone Kennedy Hobart Aquatic Centre

The Doone Kennedy Hobart Aquatic Centre (DKHAC) is a very popular community facility but at almost 21 years old it is due for significant redevelopment.

The DKHAC Master Plan adopted by the Council in May 2017 proposes a total redevelopment cost of \$22 million. The Council will fund \$12 million of these works with the balance of the project being the subject of two unsuccessful funding applications to the Australian Government.

The unfunded elements of the Master Plan which includes a new external, enclosed waterslide and an accessible warm water pool along with other public amenity improvements could be included as part of the Council's Federal Election submission.

Smart Cities

The Council provided a submission to round two of the Smart Cities and Suburbs Program. The submission, *Connected Hobart: Innovation beyond 2020 - a model for equitable smart city development*, proposed a smart city alliance innovation precinct that produces data to engage and unlock the potential of the whole community to interact with the city and each other. It was disappointing that the Council was unsuccessful in its grant application.

The City has made significant investments in setting the foundations for a successful smart city journey and this project which will demonstrate exactly how councils of any size can establish a platform of sustainable, long-term and incremental innovation is worthy of inclusion in the Council's Federal Election submission.

Support for Refugees

In 2004, the Hobart City Council signed the Refugee Welcome Zone Declaration. The Declaration is a commitment in spirit to welcoming refugees into our community; upholding the human rights of refugees; demonstrating compassion for refugees and enhancing cultural and religious diversity in our community. The Council's Social Inclusion Strategy also recognises that diversity in the community is one of its greatest strengths.

Requests such as the one which the Council has received for Amnesty International which seeks support for expanding and improving the community sponsorship program. A fairer community sponsorship program would allow everyday Australians and their communities to support refugees in coming to Australia and settling into the community.

Major Visitor Infrastructure Projects for kunanyi / Mount Wellington

The "*One Mountain, One Destination, Three New Experiences*" prospectus was adopted by the Council in 2016 and formed the key focus of the City's program of improving the visitor experience on iconic kunanyi/Mount Wellington.

The City has recognised that there is a need to provide powerful nature-based experiences on the mountain, targeted to the discerning local, national and international visitor market.

There are several projects within the prospectus which require external funding to complete, including completing a mountain bike track network on the lower slopes of the Mountain; renewal of Fern Tree Park and restoration and visitor improvements to the Pipeline Track.

Protecting Key Heritage Assets

Tasmania has some of Australia's oldest and best preserved heritage places and precincts. This legacy of previous generations and their stories are of interest and appeal to many visitors. It is a strong economic driver in Tasmania, boosting tourism and other industries. Local Government manages the largest portfolio of heritage places in Australia and with many significant heritage buildings in Hobart it is vitally important that they are maintained, preserved and protected. By protecting our heritage we conserve valuable community assets and ensure those places, tradition and stories can continue to be experienced and enjoyed by future generations. National leadership is required as well as the exploration of innovative funding, resource sharing and creative partnerships.

Affordable Housing Debt

Immediate, positive action on the housing crises Tasmanians are experiencing is required by the Australian Government. One action the Australian Government can implement is to retire the State's housing debt. Tasmania's housing debt means that for every \$28 million the State receives, it gives \$15 million back to the Australian Government. Relieving Tasmania of this debt would enable the construction of new public housing properties and maintenance on existing houses.

Improving Sporting Facilities for Female Participants

Historically sporting facilities have been designed primarily to meet the needs of male participants with many venues not providing the range of amenities to attract and sustain women and girls throughout their life.

Whilst female participation in sport is increasing significantly, their participation rates remain lower than male participation mainly due to inadequate facilities. Given this, functional and inclusive female change rooms and amenities that meet the current and future needs of sport and recreation participants are required.

The attention of the Council is also drawn to a question without notice which was asked in August 2018 in relation to the Australian Local Government Association's (ALGA) Federal Election initiatives. Since this time, ALGA has released more information on their priorities which are:

- Repair federal funding to local government
- Realise the productive potential of Australia's freight routes
- Boost safety on local roads
- Promote equitable access to community services
- Protect communities from the impacts of natural disasters
- Support communities with their climate change response
- Promote healthier communities
- Foster Indigenous well-being and prosperity
- Support communities on their digital transformation journeys
- Strengthen Australia's circular economy
- Support local governments current work in addressing affordable housing and homelessness issues
- Address the South Australian road funding anomaly.

A number of the projects identified in the earlier part of this memorandum fall into ALGA's priorities, such as healthier communities (DKHAC upgrade, visitor infrastructure on kunanyi, improved sporting facilities for female participants); digital transformation (smart cities) and affordable housing (retiring affordable housing debt). The Council may wish to consider supporting some of the other ALGA priorities in addition to the suggested projects.

It is intended that the projects/issues identified by the Council form the basis of its Federal Election document along with any other issues which elected members may also identify. Once the document has been compiled copies will be forwarded to representatives of the Australian Liberal, Labor and Green parties and the current member for Denison.

RECOMMENDATION

That:

1. ***The Council support the inclusion of the following issues in its Federal Election document:***

Doone Kennedy Hobart Aquatic Centre

Smart Cities

Support for Refugees

Major Visitor Infrastructure Projects for kunanyi / Mount Wellington

Protecting Key Heritage Assets

Affordable Housing

Improving Sporting Facilities for Female Participants

- 2. *The Council determine whether it wishes to include additional issues in its Federal Election document.***

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



N.D Heath
GENERAL MANAGER

Date: 9 January 2019
File Reference: F18/142272

**6.2 Stakeholder Relations and Advocacy with Local, State and Federal
Tiers of Government
File Ref: F19/1466**

Memorandum of the General Manager of 10 January 2019.

Delegation: Committee



City of **HOBART**

MEMORANDUM: FINANCE AND GOVERNANCE COMMITTEE

Stakeholder Relations and Advocacy with Local, State and Federal Tiers of Government

Purpose

The purpose of this report is to provide the Council with an overview of activities involving key stakeholders including Federal, State and Local levels of government.

Discussion

The Council has established effective working relationships at a senior bureaucratic and political level with other councils as well as the Tasmanian and Australian Governments. It also actively contributed to peak bodies within the local government sector.

The Council last received an update in relation to stakeholder relations and advocacy in July 2018. The latest summary is listed below:

Australian Government

Progress continues on a City Deal with Hobart, Clarence, Glenorchy and Kingborough Councils agreeing in principle to the Greater Hobart City Deal.

Meetings have also been held with the Minister for Veterans' Affairs, the Hon. Darren Chester MP; the Minister for Cities, Urban Infrastructure and Population, the Hon. Alan Tudge MP and Senator Eric Abetz.

Council of Capital City Lord Mayors

The Council of Capital City Lord Mayors (CCCLM) continue to meet on a regular basis with both the Lord Mayor and General Manager attending meetings.

The CCCLM has established a number of priority areas including, Infrastructure and Public Transport; Resilience; Climate Action; Homelessness and the Economy.

A meeting held in September in Canberra heard from the Hon. Alan Tudge MP; the Hon. Anthony Albanese MP and Senator Janet Rice on their parties' vision for cities. Lord Mayors highlighted the need for Federal government support for strong city economies that are crucial to maintaining a strong national economy.

In addition to the above, the CCCLM have lodged a submission to the House of Representative Standing Committee Inquiry into automated mass transit. Correspondence was also forwarded to the Minister for Communications and the Arts in relation to the application of the *Telecommunications Act 1997 (Cth)* on public

payphone installations incorporating commercial advertising and the Prime Minister calling for a National Homelessness Plan.

The City of Hobart is the CCCLM chair and host for 2019 with the first meeting being held in Hobart in March, followed by meetings in July in conjunction with the Asia Pacific Cities Forum and October.

The Local Government Safe Cities Network (LGSCN) a sub-committee of the CCCLM continues to meet and has a focus on Australia's night time economy.

Tasmanian Government

A number of meetings have been held with Tasmanian Government Ministers, including the Minister for State Growth and the Minister for Veterans' Affairs. These meetings have involved discussion on the City Deal, Bridge of Remembrance and legislation associated with Macquarie Point.

Council officers have held regular meetings with officers from the Department of State Growth, Infrastructure Tasmania and Tasports.

The General Manager has also participated in one meeting of the Tasmanian Museum and Art Gallery (TMAG) Strategic Stakeholder Committee. The meeting, held in July, discussed the group's terms of reference and is scheduled to meet again in March 2019. A copy of the agenda from July is available on the HUB.

Local Government

Local Government Association of Tasmania (LGAT)

Two General Meetings of the LGAT have been held since the last update received by the Council. The July General Meeting considered a number of motions, including four motions from the City of Hobart around the topics of Code of Conduct conflict of interest 'materiality' test; recycling; reusable and compostable items for use at council sponsored events and legislation to ban single-use take-away food packaging. All motions were carried with the exception of the 'materiality' test. The December meeting heard from the Minister for Local Government and discussed issues around bike infrastructure; low cost and free public camping; *Burials and Cremation Act 2002* and the review of the Local Government Legislative Framework. Copies of the agendas for the July and December meetings are available on the HUB.

Southern Tasmanian Councils Authority

The STCA has met twice since the last update provided to the Council. In August, the STCA Board heard from Mr Alex Tay, Director of Local Government; approved its 2018/19 Annual Plan and received updates on Waste Strategy South; the Regional Climate Change Initiative and the Regional Planning Initiative. At the November meeting, the Board agreed to provide a submission on the *Climate Change (State Action) Act 2008* and to review its mode of operation. An STCA workshop is to be held on 18 February whereat the Board will discuss its future operation; a report on this matter will be provided to the Council after this time. Copies of the agendas for the August and November meetings are available on the HUB.

Glenorchy and Launceston City Councils

A meeting has been held with officers of Glenorchy City Council to explore shared service opportunities between the two councils whilst a skype teleconference was held with Launceston City Council to discuss topical issues, including the City Deal and Smart Cities.

Macquarie Point Development Corporation

Regular meetings continue to be held with the Macquarie Point Development Corporation. A number of items have been discussed, including the Intercity Cycleway; Red Square; Bridge of Remembrance and Smart Cities Strategy.

Other Key Stakeholders

Council officers continue to meet with other key stakeholders, including UTAS; the Hobart International Airport; Council of Hobart Community Associations; and RACT.

Conclusion

The Council continues to maintain effective working relationships with all levels of government as well as other key stakeholders.

RECOMMENDATION

That the information be received and noted.

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



N.D Heath
GENERAL MANAGER

Date: 10 January 2019
File Reference: F19/1466

6.3 Lease - Equality Tasmania - Part Level 4 Council Centre
File Ref: F19/1518; 15/153-224

Report of the Acting Associate Director Community and Culture of
10 January 2019 and attachment.

Delegation: Committee

**REPORT TITLE: LEASE - EQUALITY TASMANIA - PART LEVEL 4
COUNCIL CENTRE****REPORT PROVIDED BY:** Acting Associate Director Community and Culture**1. Report Purpose and Community Benefit**

- 1.1. The purpose of this report is for the Council to consider a proposal to lease office space on level 4 of the Council Centre building for a period of six months to Equality Tasmania (formerly Tasmanian Gay and Lesbian Rights Group) for sorting and archiving of records.

2. Report Summary

- 2.1. For thirty years, the Tasmanian Gay and Lesbian Rights Group (TGLRG) was Tasmania's leading advocacy group for LGBTI people.
- 2.2. The State Archives is very keen to take custody of TGLRG's archival material, however the material needs to be sorted and listed before it can be transferred. Once in State custody the archives will be made available to the public for both general and academic research.
- 2.3. The office space would be used by volunteers who will sort, list, and box archival material. These volunteers will be trained by Jennifer Jerome from the State Archives (Libraries Tasmania Tasmanian Archives and Heritage).
- 2.4. Equality Tasmania is seeking use of this space for a six month period at nominal rental.

RECOMMENDATION***That:***

1. ***The Council grant a lease to Equality Tasmania for an office space located on level 4 of the Council Centre building for a period of six months at nominal rent.***
2. ***The lease be recorded in the Council's Annual Report in accordance with the Council's Leases to Non-Profit Organisations Policy.***
3. ***The General Manager be authorised to negotiate the terms and conditions of the lease.***

4. Background

- 4.1. For thirty years, the Tasmanian Gay and Lesbian Rights Group (TGLRG) was Tasmania's leading LGBTI advocacy group for LGBTI people. In that time the group advocated successfully for a range of reforms, including the decriminalisation of homosexuality, Tasmania's strong Anti-Discrimination Act, Tasmania's ground-breaking relationship laws (Relationships Act Tasmania), improved policies in schools, health and policing, and marriage equality.
- 4.2. Equality Tasmania has submitted a request to lease an office space on level 4 of the Council Centre building for six months at a nominal rent.
- 4.2.1. **Attachment A** to this report is a copy of the lease request and the proposed lease area.
- 4.3. The Council's policy titled Leases to Non-Profit Organisations sets out a number of criteria against which lease proposals seeking reduced rental are to be assessed. The table below provides commentary regarding the proposal against the criteria in the policy.

Criteria	Comments
Use, or proposed use of the property	Proposing to use property as office space to sort and archive records from TGLRG for eventual public access.
Alignment with the Council Strategic Plan and other relevant Council strategic documents	Aligns well with Social Inclusion Strategy.
<p>Level of community benefit – proposed or provided, which could include one or more of the following:</p> <ul style="list-style-type: none"> • Health and wellbeing • Lifelong learning • Arts and culture • Social inclusion • Heritage and history • Economic • Environment / environment management • Welfare 	<p>This long standing advocacy group is very highly regarded and has worked tirelessly to end discrimination against the LGBTI community.</p> <p>This project will be guided by a staff member from State Archives and will involve the sorting and archiving of important historical documents. Staff from the State Archives will train a team of volunteers in archival practices.</p> <p>The archiving of 30 years of documentation will protect important information relating to the significant challenges faced to affect social changes for the</p>

Criteria	Comments
	LGBTI community.
Value of land and buildings	The value of the office space is approximately \$200/m ² . The value of the proposed lease space would be approximately \$1,400 for the six month period.
Potential for alternative use	The space is currently vacant office space.
Viability and capability of the organisation	This organisation, with President Rodney Croome is a highly respected organisation who will be working with State Archives to provide guidance.
Capacity to pay, after all income and expenditure is taken into account	As this is an advocacy organisation with no income stream, there is no capacity to pay rental.
Capacity to invest in and maintain the asset, or degree of capital investment undertaken	This is not overly relevant given the proposed lease area is pre-existing office space and would be used as such.
Type of facility	Office space.
Capacity to invest in the community, or level of community investment provided, through disbursement of surplus funds to local community groups, organisations or activities	Not applicable.
Length of tenure sought	As a relatively short tenure is sought it is considered appropriate.
For lease renewals only, the level of compliance with existing lease terms and conditions	Not applicable.

4.4. The current proposal clearly satisfies the criteria in the policy.

5. Proposal and Implementation

- 5.1. It is proposed that the Council grant a lease over office space on level 4 of the Council Centre building to Equality Tasmania.
- 5.2. The lease be for a term of six months at a nominal rent.
- 5.3. The lease be recorded in the Council's Annual Report in accordance with the Council's Leases to Non-Profit Organisations Policy.
- 5.4. The General Manager be authorised to negotiate the terms and conditions of the lease.

6. Strategic Planning and Policy Considerations

- 6.1. As outlined above, the proposal aligns strongly with the Council's Social Inclusion Strategy.

7. Financial Implications

- 7.1. Funding Source and Impact on Current Year Operating Result
 - 7.1.1. No funding is required.
- 7.2. Impact on Future Years' Financial Result
 - 7.2.1. There is no impact on future years' financial result.

8. Delegation

- 8.1. This matter is delegated to Committee.

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



Kimbra Parker
**ACTING ASSOCIATE DIRECTOR
COMMUNITY AND CULTURE**

Date: 10 January 2019
File Reference: F19/1518; 15/153-224

Attachment A: Request for office space and proposed lease map ↴ 

Rodney Croome
President, Equality Tasmania
0409 010 668

Kimbra Parker
C/o The Hobart City Council

Re: Use of a Council room for archiving

Dear Kimbra,

As we have discussed, Equality Tasmania (formerly the Tasmanian Gay and Lesbian Rights Group) would like to request use of a room within the Hobart City Council building.

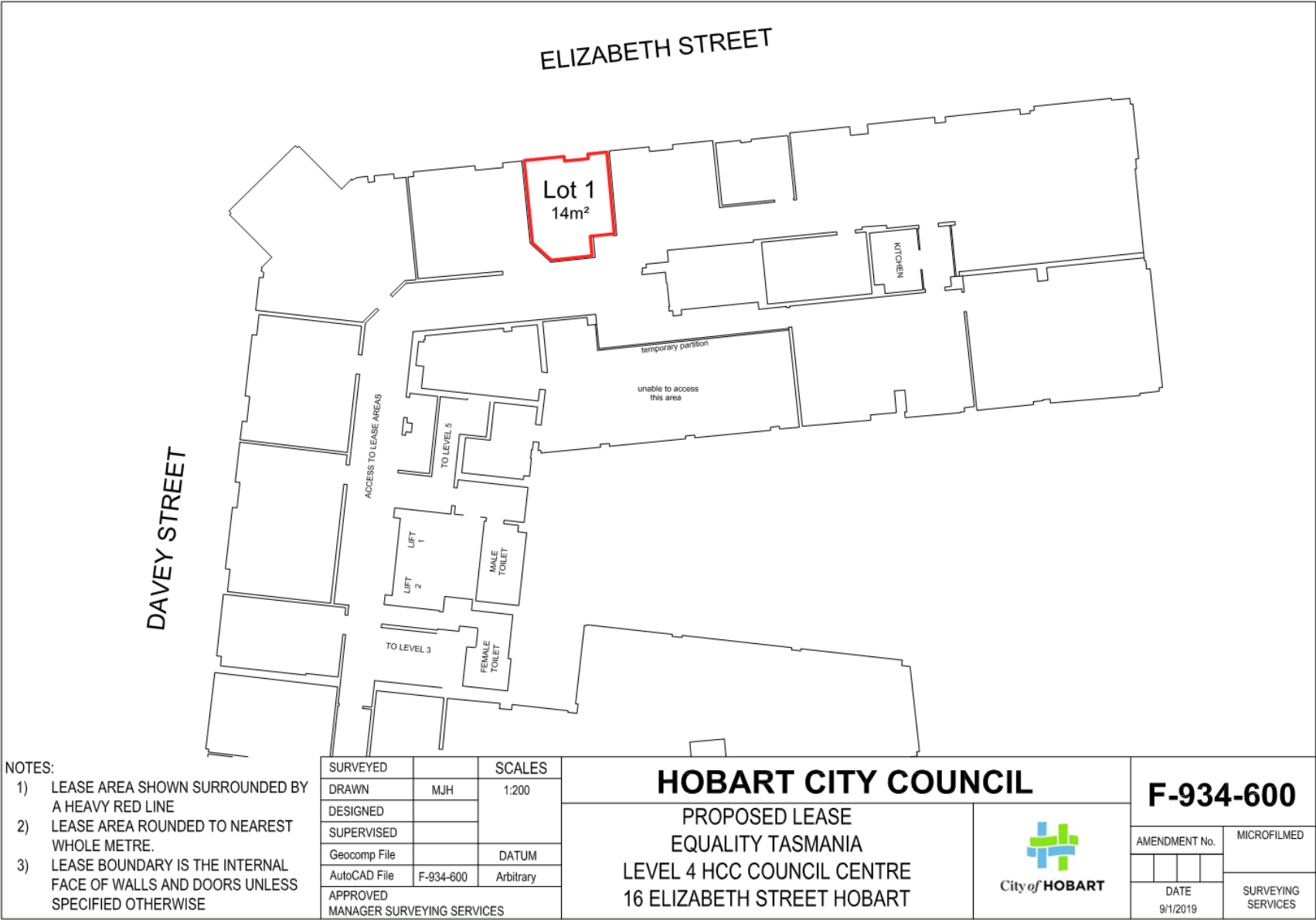
We would like to use this room at no cost, for a period of six months. The room will be used for the assessment of archival material pertaining to our group.

For thirty years, the Tasmanian Gay and Lesbian Rights Group (TGLRG) was Tasmania's leading LGBTI advocacy group for LGBTI people. In that time the group advocated successfully for a range of reforms, including the decriminalisation of homosexuality, Tasmania's strong Anti-Discrimination Act, Tasmania's ground-breaking relationship laws, improved policies in schools, health and policing, and marriage equality. The State Archives is very keen to take custody of TGLRG's archival material, however the material needs to be sorted and listed before it can be transferred. Once in State custody our archives will be made available to the public for both general and academic research.

The room will be used by volunteers who will sort, list, and box archival material. These volunteers will be trained by Jennifer Jerome from the State Archives (Libraries Tasmania).

Thank you for considering our request,

Regards,
Rodney Croome
on behalf of Equality Tasmania



6.4 City of Hobart Mission Statement and Values
File Ref: F18/137702

Report of the Deputy General Manager of 10 January 2019.

Delegation: Council

REPORT TITLE: CITY OF HOBART MISSION STATEMENT AND VALUES**REPORT PROVIDED BY:** Deputy General Manager**1. Report Purpose and Community Benefit**

- 1.1. The purpose of this report is to seek Council endorsement of a revised Mission Statement and Values to support the City of Hobart business transformation.

2. Report Summary

- 2.1. The Mission and Values provide the overarching framework for the culture of the organisation.
- 2.2. The Mission represents 'a call to action' for staff. It provides employees with a clear understanding of their purpose and guiding principle for their work at the City of Hobart.
- 2.3. The Values provide the framework for behaviour that is expected of City of Hobart employees in the workplace. As a result the Employee Code of Conduct needs to be anchored off the Values.
- 2.4. Of course, elected representatives have a separate Code of Conduct specific to their role, which will be reviewed by the Council early in the new year.
- 2.5. The proposed Mission '*Working together to make Hobart a better place for the community*' would replace the former Mission '*To ensure Good Governance of Our Capital City*' which was developed some years ago.
- 2.6. The new Mission places the community at the heart of what we do and aligns solidly with essence of the newly developed Community Vision.

RECOMMENDATION

That the Council endorse the new Mission Statement 'Working together to make Hobart a better place for the community', together with amended Values as included in Attachment A to this report, to guide organisational culture at the City of Hobart.

4. Background

- 4.1. As Aldermen and Councillors would be aware the administration is currently engaged in a whole of organisation business transformation which includes new enterprise systems, work process redesign and cultural change.
- 4.2. A key element of the cultural change is putting the community at the centre of everything we do.
- 4.3. The Mission and Values provide the overarching framework for the culture of the organisation.
- 4.4. The Mission represents a 'call to action' for staff. It provides staff with a clear understanding of their purpose and guiding principle for their work at the City of Hobart.
- 4.5. Council did previously consider the proposed new Mission, but opted to defer consideration until after the Community Vision was finalised.
 - 4.5.1. As the Council would be aware between September 2017 and June 2018, City of Hobart officers and a team of communications and engagement specialists undertook significant research and a community stakeholder engagement process to learn more about what Hobart's community values and aspires to for their city.
- 4.6. 'Hobart A Community Vision for Our island Capital' was endorsed by the Council in July 2018 and now that the new Council is in place, this seems an appropriate time to revisit the Mission.
- 4.7. The proposed Mission '*Working together to make Hobart a better place for the community*' would replace the former Mission '*To ensure Good Governance of Our Capital City*' which was developed some years ago.
- 4.8. The new Mission places the community at the heart of what we do and aligns solidly with essence of the newly developed Community Vision.
- 4.9. The organisation's existing Values have been 'tweaked' to provide a stronger framework for the new employee Code of Conduct which outlines how staff are expected to behave in the workplace.
- 4.10. Proposed amended Values are at Attachment A and have a strong focus on the community. They comprise a number of short, succinct statements under the headings of people, focus and direction, accountability, teamwork and creativity and innovation.
- 4.11. The Values also now align directly with the Leadership Charter created to guide leadership development programs across the organisation.
 - 4.11.1. The Values and Employee Code of Conduct would also be used to guide selection of new staff, as well as performance

management and performance review processes for existing staff.

4.11.2. Once finalised, it is proposed to workshop within each unit of the City's operation, how the Values translate into behaviours in that workplace in order to maximise staff engagement and commitment.

4.12. Of course, elected representatives have their own Code of Conduct, based on the Model Code of Conduct provided under the Local government Act.

4.12.1. The Council is required to review its Code following the election and this will be scheduled for early in the new year.

5. Proposal and Implementation

5.1. It is proposed that the Council endorse the new Mission Statement and revised Values to guide organisational culture at the City of Hobart.

6. Strategic Planning and Policy / Social and Customer Considerations

6.1. Pillar 8 of the Vision, *Governance and Civic Involvement* reinforces the mission statement by articulating that, 'we collaborate for the collective good, working together to create a successful Hobart.'

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



Heather Salisbury
DEPUTY GENERAL MANAGER

Date: 10 January 2019
File Reference: F18/137702

6.5 Elected Member Model Code of Conduct Review
File Ref: F19/225

Memorandum of the General Manager of 10 January 2019 and attachment.

Delegation: Council



City of **HOBART**

MEMORANDUM: FINANCE AND GOVERNANCE COMMITTEE

Elected Member Model Code of Conduct Review

In accordance with section 28T of the *Local Government Act 1993*, the Council must review its code of conduct within three months of an ordinary election or within three months of the Minister making available an amendment to the model code. Accordingly, this matter is presented to the Committee for consideration.

In April 2016, the *Local Government Amendment (Code of Conduct) Act 2015* (Amendment Act) came into effect and provided a local government code of conduct framework for Tasmanian Councillors.

The key aspects of the code of conduct framework include:

- A Model Code of Conduct (made by order of the Minister for Planning and Local Government) which prescribes the standard of behaviour that all Tasmanian Councillors are required to meet when performing their role
- The Minister's independent Local Government Code of Conduct Panel which is responsible for the investigation and determination of code of conduct complaints;
- The availability of sanctions to the panel in relation to breaches and an ability to dismiss frivolous and vexatious complaints.

On 26 December 2018, following review of the framework, some variations to the model code were made and an updated model code of conduct was issued by the Minister.

The purpose of this report is to present Council with the amended Model Code of Conduct and for the Council consider whether it wishes to adopt the new model with or without variation.

The Model Code of Conduct that Council adopted (without variation) in May 2016 is provided as Attachment A, track changes reflect the updated model code issued by the Minister in December 2018.

Should the Council wish to vary the attached model, a written request for approval would need to be made to the Minister. Once the Minister's approval has been obtained, the Council would then need to formally adopt the Model Code of Conduct (with variations).

In accordance with section 28T of the *Local Government Act 1993*, within three months of the Minister making available an amendment to the model code, the Council must adopted the amendment, with or without variation, therefore the Council must adopt a code no later than 25 March 2019.

RECOMMENDATION

That:

- 1. The Council note the requirement to adopt the Model Code of Conduct, with or without variation, by 25 March 2019.***
- 2. The Council consider whether it wishes to adopt the new Model Code of Conduct, as provided at Attachment A to this report, without variation, or;***
- 3. The Council resolve to whether it wishes to identify any variations now or whether it wishes to hold a Council workshop to consider the issue further.***

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



N.D Heath
GENERAL MANAGER

Date: 10 January 2019
File Reference: F19/225

Attachment A: Amended Elected Member Code of Conduct ↓ 



CITY OF HOBART

~~ALDERMANIC~~ ELECTED MEMBER

CODE OF CONDUCT

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PREAMBLE

Section 28T of the *Local Government Act 1993* (“the Act”) requires each council to adopt the model code of conduct, with or without variations as permitted by the Act, as its code of conduct relating to the conduct of its Aldermen.

The Local Government (Model Code of Conduct) Order 2016 sets out the model Code of Conduct.

The model Code of Conduct was adopted by the City of Hobart, without variation, at its meeting held on 9 May 2016.

Further, the Council resolved at its meeting held on 12 October 2015 to include the following statement in respect to workplace health and safety:

“It is expected that Aldermen/Councillors will behave responsibly in regard to appropriate use of alcohol and other drugs while on Council duties.

In support of this, facilities are available in the Aldermen’s Lounge and adjacent to the Lord Mayor’s Courtroom to provide for self-testing.”

N.D. Heath
General Manager

ACCOMPANYING CONTENT TO THE MODEL CODE OF CONDUCT

1. INTRODUCTION

Purpose of Code of Conduct

This Code of Conduct sets out the standards of behaviour expected of Aldermen/Councillors of the City of Hobart, with respect to all aspects of their role.

As leaders in the community, Aldermen/Councillors acknowledge the importance of high standards of behaviour in maintaining good governance. Good governance supports each Alderman/Councillor's primary goal of acting in the best interests of the community.

Aldermen/Councillors therefore agree to conduct themselves in accordance with the standards of behaviour set out in the Code of Conduct.

This Code of Conduct incorporates the Model Code of Conduct made by Order of the Minister responsible for local government.

Application of code of conduct

This Code of Conduct applies to an Alderman/Councillor whenever he or she:

- conducts council business, whether at or outside a meeting;
- conducts the business of his or her office (which may be that of Lord Mayor, Deputy Mayor or Alderman/Councillor); or
- acts as a representative of the Council.

A complaint of failure to comply with the provisions of the Code of Conduct may be made where an Alderman/Councillor fails to meet the standard of conduct specified in the Model Code of Conduct.

Standards of conduct prescribed under the Model Code of Conduct

The model code of conduct provides for the following eight standards of conduct:

1. Decision making

An Alderman/Councillor is to bring an open and unprejudiced mind to all matters being considered in the course of his or her duties, so that decisions are made in the best interests of the community.

2. Conflict of interest

An Alderman/Councillor effectively manages conflict of interest by ensuring that personal or private interests do not influence, and are not seen to influence, the performance of his or her role and acting in the public interest.

3. Use of office

An Alderman/Councillor uses his or her office solely to represent and serve the community, conducting himself or herself in a way that maintains the community's trust in the Alderman/Councillor and the Council as a whole.

4. Use of resources

An Alderman/Councillor uses Council resources and assets strictly for the purpose of performing his or her role.

5. Use of information

An Alderman/**Councillor** uses information appropriately to assist in performing his or her role in the best interests of the community.

6. Gifts and benefits

An Alderman/**Councillor** adheres to the highest standards of transparency and accountability in relation to the receiving of gifts or benefits, and carries out his or her duties without being influenced by personal gifts or benefits.

7. Relationships with community, Aldermen/Councillors** and council employees**

An Alderman/**Councillor** is to be respectful in his or her conduct, communication and relationships with members of the community, fellow Aldermen/**Councillors** and Council employees, in a way that builds trust and confidence in the Council.

8. Representation

An Alderman/**Councillor** is to represent himself or herself and the Council appropriately and within the ambit of his or her role, and clearly distinguish between his or her views as an individual and those of the Council.

Principles of good governance

By adopting this Code of Conduct, Aldermen/**Councillors** commit to the overarching principles of good governance by being:

Accountable - Explain, and be answerable for, the consequences of decisions made on behalf of the community.

Transparent - Ensure decision making processes can be clearly followed and understood by the community.

Law-abiding - Ensure decisions are consistent with relevant legislation or common law, and within the powers of local government.

Responsive - Represent and serve the needs of the entire community while balancing competing interests in a timely, appropriate and responsive manner.

Equitable - Provide all groups with the opportunity to participate in the decision making process and treat all groups equally.

Participatory and inclusive - Ensure that anyone affected by or interested in a decision has the opportunity to participate in the process for making that decision.

Effective and efficient - Implement decisions and follow processes that make the best use of the available people, resources and time, to ensure the best possible results for the community.

Consensus oriented - Take into account the different views and interests in the community, to reach a majority position on what is in the best interests of the whole community, and how it can be achieved.

2. LEGISLATION

The code of conduct framework is legislated under the Local Government Act 1993 (the Act). The Act is available to view via the Tasmanian Legislation Website at www.thelaw.tas.gov.au.

Code of conduct

Aldermen/Councillors are required to comply with the provisions of the Council's Code of Conduct while performing the functions and exercising the powers of his or her office with the council.

The Code of Conduct incorporates the Model Code of Conduct (made by order of the Minister responsible for local government) and may include permitted variations included as attached schedules to the Model Code of Conduct.

Making a code of conduct complaint

A person may make a code of conduct complaint against one Alderman/Councillor in relation to the contravention by the Alderman/Councillor of the council's code of conduct.

A person may make a complaint against more than one Alderman/Councillor if the complaint relates to the same behaviour and the same code of conduct contravention.

Code of conduct complaints are lodged with the General Manager of the council and must comply with legislative requirements, as outlined below.

A complaint may not be made by more than two complainants jointly.

A code of conduct complaint is to –

- be in writing;
- state the name and address of the complainant;
- state the name of each Alderman/Councillor against whom the complaint is made;
- state the provisions of the code of conduct that the Alderman/Councillor has allegedly contravened;
- contain details of the behaviour of each Alderman/Councillor that constitutes the alleged contravention;
- be lodged with the General Manager within six months after the Alderman/Councillor or Aldermen/Councillors against whom the complaint is made allegedly committed the contravention of the code of conduct; and
- be accompanied by the code of conduct complaint lodgement fee.

Once satisfied that the code of conduct complaint meets prescribed requirements, the General Manager forwards the complaint to the Code of Conduct Panel.

Code of conduct complaint lodgement fee

The code of conduct complaint lodgement fee is prescribed under Schedule 3 (Fees) of the *Local Government (General) Regulations 2015*.

3. FURTHER ASSISTANCE

Aldermanic dispute resolution

Aldermen/Councillors commit to developing strong and positive working relationships and working effectively together at all times.

Prior to commencing a formal code of conduct complaint, the Aldermen/Councillors who are parties to any disagreement should endeavour to resolve their differences in a courteous and respectful manner, recognising that they have been elected to act in the best interests of the community.

A council's internal dispute resolution process should be the first step that is taken when there is a dispute between Aldermen.

An Alderman/Councillor who is party to any disagreement should request the Lord Mayor or the General Manager to assist the Alderman/Councillor in resolving the disagreement informally.

If the informal assistance does not resolve the disagreement, the General Manager may, with the consent of the parties involved, choose to appoint an external mediator to assist in the resolution of the disagreement. If an external mediator is appointed, Aldermen/Councillors who are party to the disagreement must strive to cooperate with the mediator and use their best endeavours to assist the mediator and participate in the mediation arranged.

Where a matter cannot be resolved through internal processes, the next step may be to lodge a formal code of conduct complaint.

Aldermen/Councillors should only invoke the provisions of the Code of Conduct in good faith, where it is perceived that another Alderman/Councillor has not complied with the provisions or intent of the Code of Conduct.

MODEL CODE OF CONDUCT

For the purposes of section 28R(1) of the Act, the Code of Conduct set out in Schedule 1 is the Model Code of Conduct relating to the conduct of councillors.

INTERPRETATION

- (1) In this order Act means the *Local Government Act 1993*
- (2) *The Acts Interpretation Act 1931* applies to the interpretation of this order as if the order were by-laws.

PART 1 - DECISION MAKING

1. An Alderman/Councillor must bring an open and unprejudiced mind to all matters being decided upon in the course of his or her duties, including when making planning decisions as part of the Council's role as a Planning Authority.
2. An Alderman/Councillor must make decisions free from personal bias or prejudgement.
3. In making decisions, an Alderman must give genuine and impartial consideration to all relevant information known to him or her, or of which he or she should have reasonably been aware.
4. An Alderman/Councillor must make decisions solely on merit and must not take irrelevant matters or circumstances into account when making decisions.

PART 2 - CONFLICT OF INTEREST

1. When carrying out his or her public duty, an Alderman/Councillor must not be unduly influenced, nor be seen to be unduly influenced, by personal or private interests that he or she may have.
2. An Alderman/Councillor must act openly and honestly in the public interest.
3. An Alderman/Councillor must uphold the principles of transparency and honesty and declare actual, potential or perceived conflicts of interest at any meeting of the Council and at any workshop or any meeting of a body to which the councillor is appointed or nominated by the Council.
4. An Alderman/Councillor must act in good faith and exercise reasonable judgement to determine whether he or she has an actual, potential or perceived conflict of interest.
5. An Alderman/Councillor must avoid, and remove himself or herself from, positions of conflict of interest as far as reasonably possible.
6. An Alderman/Councillor who has an actual, potential or perceived conflict of interest in a matter before the Council must –
 - (a) declare the conflict of interest before discussion on the matter begins; and
 - (b) act in good faith and exercise reasonable judgement to determine whether a reasonable person would consider that the conflict of interest requires the Alderman/Councillor to the conflict of interest is so material that it requires- removing himself or herself physically from any Council discussion and

remain~~ing~~ out of the room until the matter is decided by the Council.

7. This Part does not apply in relation to a pecuniary interest

PART 3 - USE OF OFFICE

1. The actions of an Alderman/Councillor must not bring the Council or the office of Alderman/Councillor into disrepute.
2. An Alderman/Councillor must not take advantage, or seek to take advantage, of his or her office or status to improperly influence others in order to gain an undue, improper, unauthorised or unfair benefit or detriment for himself or herself or any other person or body.
3. In his or her personal dealings with the Council (for example as a ratepayer, recipient of a Council service or planning applicant), an Alderman/Councillor must not expect nor request, expressly or implicitly, preferential treatment for himself or herself or any other person or body.

PART 4 - USE OF RESOURCES

1. An Alderman/Councillor must use Council resources appropriately in the course of his or her public duties.
2. An Alderman/Councillor must not use Council resources for private purposes except as provided by Council policies and procedures.
3. An Alderman/Councillor must not allow the misuse of Council resources by any other person or body.
- ~~4. An Alderman must avoid any action or situation which may lead to a reasonable perception that Council resources are being misused by the Alderman or any other person or body.~~

PART 5 - USE OF INFORMATION

- ~~1. An Alderman must protect confidential Council information in his or her possession or knowledge, and only release it if he or she has the authority to do so.~~
- ~~2.1~~ An Alderman/Councillor must only access Council information needed to perform his or her role and not for personal reasons or non-official purposes.
- ~~3. An Alderman must not use Council information for personal reasons or non-official purposes.~~
- ~~4.2~~ An Alderman/Councillor must only release Council information in accordance with established Council policies and procedures and in compliance with relevant legislation.

PART 6 - GIFTS AND BENEFITS

1. An Alderman/Councillor may accept an offer of a gift or benefit if it directly relates to the carrying out of the Alderman/Councillor's public duties and is appropriate in the circumstances.
2. An Alderman/Councillor must avoid situations in which the appearance may be created that any person or body, through the provision of gifts or benefits of any kind, is securing (or attempting to secure) influence or a favour from the Alderman/Councillor or the Council.
- ~~3. An Alderman must carefully consider –~~
 - ~~(a) the apparent intent of the giver of the gift or benefit; and~~
 - ~~(b) the relationship the Alderman has with the giver; and~~
 - ~~(c) whether the giver is seeking to influence his or her decisions or actions, or seeking a favour in return for the gift or benefit.~~
- ~~4. An Alderman must not solicit gifts or benefits in the carrying out of his or her duties.~~
- ~~5. An Alderman must not accept an offer of cash, cash-like gifts (such as gift cards and vouchers) or credit.~~
- ~~6. An Alderman must not accept a gift or benefit if the giver is involved in a matter which is before the Council.~~
- ~~7. An Alderman may accept an offer of a gift or benefit that is token in nature (valued at less than \$50) or meets the definition of a token gift or benefit (if the Council has a gifts and benefits policy).~~
- ~~8. If the Council has a gifts register, an Alderman who accepts a gift or benefit must record it in the relevant register.~~

PART 7 - RELATIONSHIPS WITH COMMUNITY, ALDERMEN AND COUNCIL EMPLOYEES

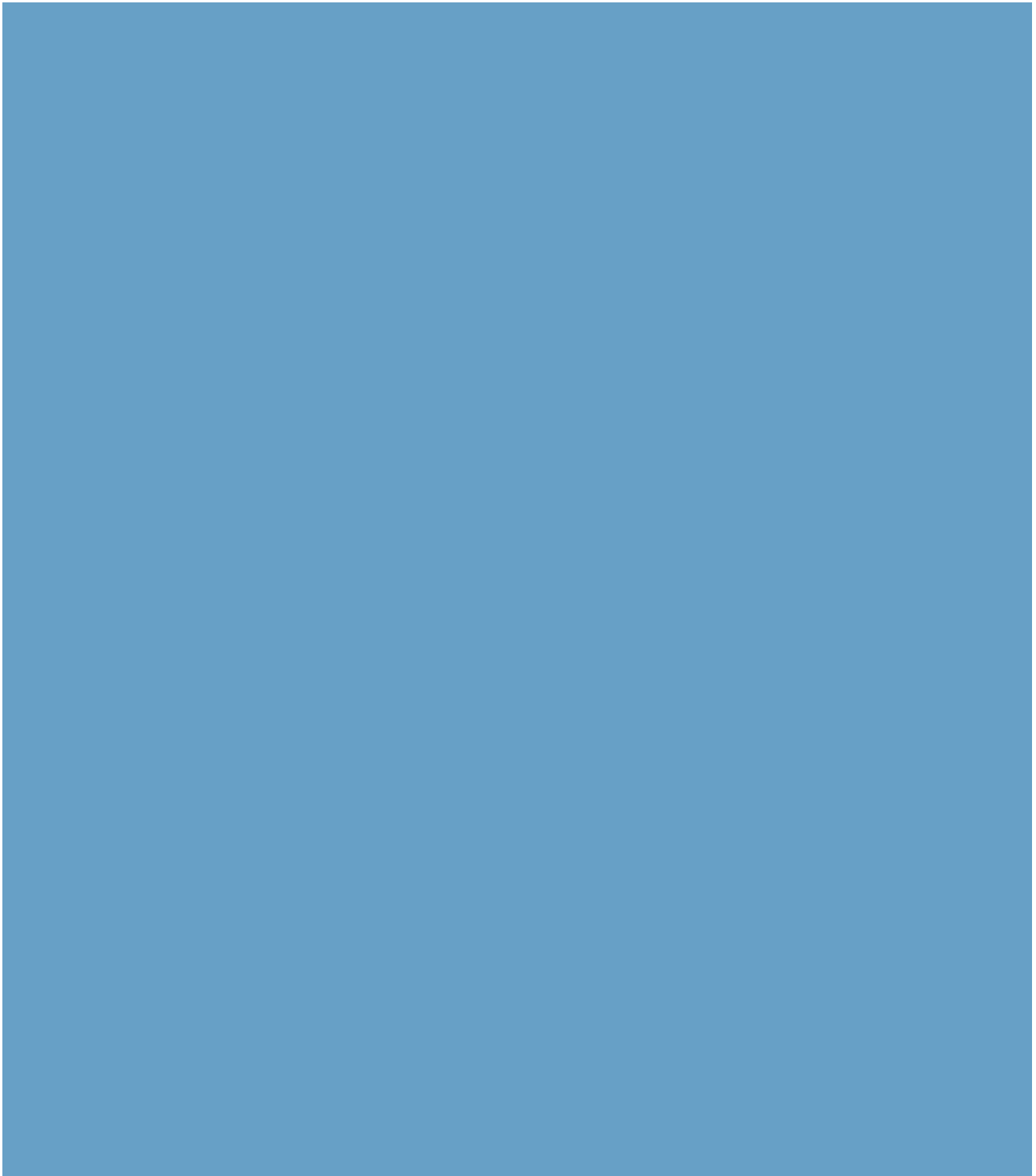
1. An Alderman/Councillor –
 - (a) must treat all persons with courtesy, fairness, dignity and respect; and
 - (b) must not cause any reasonable person offence or embarrassment; and
 - (c) must not bully or harass any person.
2. An Alderman/Councillor must listen to, and respect, the views of other Aldermen/Councillor in Council and committee meetings and any other proceedings of the Council, and endeavour to ensure that issues, not personalities, are the focus of debate.
- ~~3. An Alderman must not influence, or attempt to influence, any Council employee or delegate of the Council, in the exercise of the functions of the employee or delegate.~~
- ~~4.3~~ An Alderman/Councillor must not contact or issue instructions to any of the Council's contractors or tenderers, without appropriate authorisation.
- ~~5.4~~ An Alderman/Councillor must not contact an employee of the Council in relation to Council matters unless authorised by the General Manager of the Council.

PART 8 - REPRESENTATION

1. When giving information to the community, an Alderman/Councillor must accurately represent the policies and decisions of the Council.
2. An Alderman/Councillor must not knowingly misrepresent information that he or she has obtained in the course of his or her duties.
3. An Alderman/Councillor must not speak on behalf of the Council unless specifically authorised or delegated by the Lord Mayor.
4. An Alderman/Councillor must clearly indicate when he or she is putting forward his or her personal views.
5. An Alderman/Councillor's personal views must not be expressed in such a way as to undermine the decisions of the Council or bring the Council into disrepute.
6. An Alderman/Councillor must show respect when expressing personal views publicly.
7. The personal conduct of an Alderman must not reflect, or have the potential to reflect, adversely on the reputation of the Council.
8. When representing the Council on external bodies, an Alderman/Councillor must strive to understand the basis of the appointment and be aware of the ethical and legal responsibilities attached to such an appointment.

PART 9 - VARIATION OF CODE OF CONDUCT

Any Variation of this Model Code of Conduct is to be in accordance with section 28T of the Act.



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**6.6 Live Minute Taking, Recording of Closed Council Meetings and
Lady Osborne Room Audio System
File Ref: F18/154291; 15/162-005 & 006**

Memorandum of the Manager Legal and Governance of 8 January 2019.

Delegation: Council



City of **HOBART**

MEMORANDUM: FINANCE AND GOVERNANCE COMMITTEE

Live Minute Taking, Recording of Closed Council Meetings and Lady Osborne Room Audio System

The purpose of this report is provide an update with respect to the taking of live minutes at Council meetings and the upgrade of the audio system in the Lady Osborne Room and to also seek the Council's approval to record the closed portion of Council meetings.

Live Minute Taking

Taking and displaying the minutes of meetings 'live' during the meetings has been raised by a number of Aldermen/Councillors as an initiative which should be considered. Officers are currently progressing this initiative.

It had initially been thought that a committee meetings would be a good test however Council is where the most benefit can be obtained, especially for the public, and the formality of the meetings suits the implementation.

Before it is implemented it is important to ensure that whatever method or system is adopted works effectively given the public and media interest and the role of the City of Hobart as the capital city. This will also ensure the efficient conduct and operation of meetings.

To-date officers have visited Glenorchy City Council and spoken to Launceston City Council in relation to their arrangements.

It has been determined that the Council's existing software for the creating of agendas and minutes, Info Council, can be used and officers are aware of a number of other councils using Info Council to display live minutes during meetings and will potentially visit these councils.

The solution will also require additional technology being purchased for the Council Chamber with screens required for viewing by the Lord Mayor and General Manager, all Aldermen and Councillors and the public. A plan for the location of infrastructure is being developed and it will also require consideration of the heritage limitations of the Council Chamber.

This initiative is being progressed with priority and the Council will be kept informed of progress, with a report once the solution is finalised.

Recording Closed Council Meetings

At the last Finance and Governance Committee, the Deputy Lord Mayor asked a question without notice (QWON) as to whether recording the closed portion of the Council meeting would be possible based on a recommendation in the board of enquiry report into Glenorchy City Council.

The implementation of this process is relatively easy and would simply mean that the recording of Council meetings would continue into the closed portion. The streaming of the closed portion would obviously need to cease in the current manner, however.

The contracted service provider would have access to the recording of the closed portion of the meeting as they undertake some minor editing of the recording before it is uploaded to the Council's website. This would need to continue to ensure that only the recording of the open portion of the meeting was uploaded to the website, however appropriate contractual arrangements with the provider can be made to ensure the recording of the closed portion is kept confidential.

Lady Osborne Room Audio System

The audio system in the Lady Osborne Room is also in the progress of being replaced such that audio can be amplified into the Town Hall Ante Room. In order for this to occur a new meeting table is being procured which will accommodate the installation of the infrastructure for the new audio system. Quotes are being sought for the new meeting table and the audio system will then be replaced. In the interim for any committee meetings where larger public attendance is anticipated then audio equipment will be hired to ensure that audio from the meeting can be heard in the ante room. In addition, carpet has already been installed in the ante room to improve the sound quality.

RECOMMENDATION

That:

- 1. The update in relation to capturing and displaying live minutes at Council meetings and the replacement of the audio system in the Lady Osborne Room be received and noted.***
- 2. The Council resolve to record the closed portion of Council meetings.***

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



Paul Jackson
MANAGER LEGAL AND GOVERNANCE

Date: 8 January 2019
File Reference: F18/154291; 15/162-005 & 006

7 MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

7.1 Social Food Service Delivery **FILE REF: F19/2637**

Alderman Zucco

Motion

“That the council urgently review what actions it can take to address the concern from some traders in North Hobart regarding the growth of social food delivery services (SFDS) and the fact that SFDS vehicles are occupying parking spaces to the detriment of other customers.”

Rationale:

“A number of North Hobart shop owners have raised concerns that drivers operating for a number of social food delivery services are using prime parking spaces to wait for customer orders and therefore restricting the ability of shop customers from utilising the available parking bays.

The Council has been proactive in helping to alleviate some of the issues and has implemented the following initiatives:

- A dedicated “food delivery providers” parking zone installed in Burnett Place specifically for the use of social food delivery vehicles.
- The Council has contacted social food delivery providers including Uber Eats to advise them of the parking zone and requested that they direct their registered operators to the location in Burnett Place when operating in the North Hobart area.
- Increased patrols from City of Hobart Parking and Information Officers.
- Negotiated with a private operator to lease land in Lefroy Street to increase parking options for customers.
- Rolling out new integrated parking system in North Hobart (ex. parking meters) early in the new calendar year.
- Worked closely with the North Hobart Traders Association on communicating Council initiatives to traders

- Council Parking and Information Officers being visible and visiting various traders in North Hobart

Despite the good work of the Council, some traders in North Hobart are still complaining about SFDS drivers.

One further initiative may be the State Government implementing a system, similar to Victoria, whereby local regulations require vehicles to be identified as a commercial passenger vehicles. This system, which requires a sticker to be displayed on the passenger side of a vehicle's front windscreen means that the vehicle is easily identifiable as a social food delivery service vehicle. If the sticker is not displayed then local authorities will issue drivers with a fine.

The North Hobart area remains one of Hobart's premier dining locations and the problems which are occurring here are unnecessarily causing issues and it is beholden on the Council and the State Government to explore all options to attempt to rectify the situation."

The General Manager reports:

"In line with the Council's policy in relation to Notices of Motion, I advise that the matter is considered to be within the jurisdiction of the Hobart City Council as relates to the provision of on street parking."

8 COMMITTEE ACTION STATUS REPORT

8.1 Committee Actions - Status Report

A report indicating the status of current decisions is attached for the information of Aldermen / Councillors.

RECOMMENDATION

That the information be received and noted.

Delegation: Committee

Attachment A: Committee Status Report - Open

FINANCE AND GOVERNANCE COMMITTEE - STATUS REPORT

OPEN PORTION OF THE MEETING

December 2018

Ref	Title	Report / Action	Action Officer	Comments
1.	<p>CITY HALL – DEVELOPMENT OPPORTUNITIES – VENUES Council, 23/2/2015, Item 12</p> <p>CITY HALL RESTORATION Council, 22/02/2016 Item 19</p>	<p>That: 1. Funding of \$400,000 in 2016/2017 and \$200,000 in 2017/2018 be listed for consideration in the City's draft 5 Year Capital Works Program to undertake a short term works package for City Hall.</p> <p>2. A consultant be engaged to develop a business plan for the City Hall, as a matter of urgency to inform long term infrastructure investment, the future management and operational model for the facility, at an approximate cost of \$100,000 to be funded from 2015/2016 operational savings.</p> <p>3. A further report also be prepared that provides details of all Council physical building assets and their current uses including options for maximising community usage for buildings that are underutilised.</p>	Executive Manager City Place Making	<p>1. The replacement of the main auditorium floor is now significantly advanced, with a completion date for all works in January 2019.</p> <p>2. The Hobart City Hall Masterplan project led by Partners Hill is currently in second stage, community engagement.</p>

Ref	Title	Report / Action	Action Officer	Comments
2.	TOWN HALL UNDERGROUND REFURBISHMENT Council, 24/8/2015, Item 21	That: 1. An appropriate fee structure for the hiring of the Town Hall Underground be determined and the Town Hall Underground be actively marketed as a venue for hire. 2. Council officers undertake further investigation with a view to providing further clarification in respect to appropriate nomenclature for the site.	Deputy General Manager	An appropriate fee structure has been investigated and will be included in the fees and charges schedule for 2019/20 in March 2019.
3.	NOTICE OF MOTION COUNCIL CAR PARKS - SECURE SHORT TERM BICYCLE FACILITIES Council, 23/05/2016 Item 14	That a report be prepared on options for appropriate secure short-term cycling facilities with a focus on the 42 vacant spaces in the Argyle Street car park along with other Council car parks, for people who choose to cycle into the city.	Director City Innovation and Technology	<p>The City is currently undertaking a review of Parking Operations to inform its future strategy in relation to capacity and any required changes to underlying business, operational and technology services and functions.</p> <p>Until completion and adoption of that strategy in 2019 three secure public bicycle lockers have been installed in the Argyle Street Car Park, and there are plans to install a further three once the car park refurbishments have been completed. A number of new bicycle securing loops have also been installed in Hobart Central Car Park. The use of the lockers and loops will be monitored and a report will be provided once usage statistics have been ascertained.</p>

Ref	Title	Report / Action	Action Officer	Comments
4.	SANDY BAY BATHING PAVILION, LONG BEACH Council, 24/7/2017 Item 15	That proposals associated with the development of a new second floor restaurant above the Sandy Bay Bathing Pavilion be proceeded with and the expenditure of \$16,800 be approved.	General Manager	<p>Architects Terroir have developed a new design in conjunction with the Pavilion's original architect, Mr Dirk Bolt.</p> <p>Pre-application advice has been received from City of Hobart Planning and Heritage teams, as well as Heritage Tasmania.</p> <p>Dirk Bolt has confirmed his support for the design for the potential second floor. A new proposal for the use of the ground floor of the Pavilion is in progress. A new lease is being requested for the ground floor. Should the lease be approved, plans for both floors will be presented to Council in one report in February 2019.</p>
5.	ELECTRIC VEHICLES AND CHARGING STATIONS Council, 25/7/2016 Item 20	That: <ol style="list-style-type: none"> 1. The Council identify suitable locations for the future installation of direct current fast charge stations, and actions be taken to preserve the locations until such time as it becomes viable to install the stations. 2. Council officers continue to monitor the types of electric and hybrid vehicles available on the market to determine whether any would be suitable for inclusion in the City's fleet. 3. City employees be canvassed to determine demand for electric bicycle charging stations at the City's corporate buildings. If there is sufficient demand, then power 	Director City Infrastructure Director City Innovation and Technology	<p>This matter is being progressed. Officers are investigating funding support potential that may be available through TasNetworks' State Government ChargeSmart grant schemes. An initial meeting has been held with TasNetworks.</p> <p>Officers are monitoring electric and hybrid vehicle models for potential inclusion in the fleet, though the range of suitable vehicles available in Australia continues to be very limited.</p> <p>Options for canvassing employees are being considered. Charging stations have been installed in the Hobart Central Carpark on a trial basis.</p>

Ref	Title	Report / Action	Action Officer	Comments
		<p>outlets be installed in suitable locations.</p> <p>4. Appropriate street signage be installed to direct users of electric vehicles (EV) and bicycles to the charging stations located at the Hobart Central Car park.</p> <p>5. That the Hobart Bicycle Advisory Committee be requested to consider initiatives to encourage the wider use of electric bicycles.</p>		<p>Officers are progressing the matter.</p> <p>The Committee has provided input into the City's Smart City Strategy development process and will be further consulted on the draft framework and action plan in 2019.</p>
6.	<p>COUNCIL AND COMMITTEES - STRUCTURE AND GOVERNANCE MATTERS</p> <p>Council 4/12/2017 Item 21</p>	That further consideration of the strategic realignment of its existing committee structure occur after the completion of the Council's visioning project.	Deputy General Manager	<p>Committees established in previous form following local government election.</p> <p>Noted that committee structure would be reviewed following development of the Council's new strategic plan.</p>
7.	<p>SHAPING THE CITIES OF HOBART AND GLENORCHY- DETERMINING THE BENEFITS OF ENHANCED LAND VALUE THROUGH INVESTMENT IN A PUBLIC TRANSIT SYSTEM</p> <p>Council 9/2/2016 Supp Item 16</p>	That the Council initiate a Public Transit Corridor Urban Utilisation and Economic Benefit project for the current rail corridor, based on the proposal titled 'Shaping the Cities of Hobart and Glenorchy – Determine the Benefits of Enhanced Land Value through Investment in a Public Transit System', subject to the matched support of the Glenorchy City Council.	General Manager	At its 20 August 2018 meeting, the Council resolved that further activities by the Hobart Glenorchy Public Transit Corridor Committee be put on hold pending finalisation of the Hobart City Deal process.

Ref	Title	Report / Action	Action Officer	Comments
8.	UNIVERSITIES CONFERENCE AND STUDY TOUR Council 6/2/2017 Item 17.	That a further report be provided to investigate extending an invitation to Gehl Architects to visit the City for the purposes of reviewing the urban transformation work the City has done to date and to provide a public lecture.	General Manager	A suitable opportunity to invite Gehl Architects has not been identified at this time. Investigations on future opportunities is ongoing.
9.	CITY OF HOBART - CUSTOMER SERVICE CHARTER Council 21/5/2018 Item 31	That the Customer Service Charter be reviewed in the first quarter of 2019 following the implementation of the Council's customer request management system.	Deputy General Manager	Preparation for the roll-out of the CRMS in 2019 is continuing.
10.	REVIEW OF PARKING - NORTH HOBART (UPDATE ON ACTIONS) Council 19/2/2018 Item 15	That <ol style="list-style-type: none"> 1. The results of the recent North Hobart parking survey be released to the North Hobart Traders Association and other interested parties for their review and comment, for a period not exceeding 30 days. 2. Following the finalisation of the consultation, a Council workshop open to the public be held to review all data collected and to consider all options, and potential costs, including; <ol style="list-style-type: none"> (a) additional on-street car parking spaces; (b) additional metered parking spaces; (c) development of the Condell Place car park. 	Director City Innovation and Technology	<p>The results of the parking survey have been provided to the North Hobart Traders Association and other interested parties. An executive summary has now been prepared to provide more clarity around the information provided. This has also been distributed to the Traders Association.</p> <p>The operating hours of the Condell Place and Lefroy Street car parks have been extended from 8.30am – 6.00pm to 8.30am – 7.00pm. Parking Officers have commenced patrolling the car parks and restaurant strip of an evening up until 9.00pm. The time limited parking spaces in Elizabeth Street and surrounding streets are being reviewed so as to extend both the operating times and days to match the new enforcement regime.</p>

Ref	Title	Report / Action	Action Officer	Comments
		3. Prior to the conduct of the workshop, the matter be referred back to the Finance and Governance Committee to seek details of further issues it wishes to have pursued by Council Officers for presentation and discussion at the open workshop.		A proposal for the City to lease a property for car parking was approved by Council in December 2018.
11.	CONDELL PLACE CAR PARK - DEVELOPMENT OPPORTUNITIES AND EOI REQUEST Council, 23/7/2018 Item 17	That: 1. A report be prepared consolidating information provided in previous reports and any related documents, in relation to the CondeLL Place site. 2. A parking plan be prepared for the North Hobart area. 3. The Council consider the future strategic direction and vision for the North Hobart area.	Director City Innovation and Technology	A report will be provided to the Finance and Governance Committee once the above proposal has been considered. The North Hobart Parking Working Group continue the preparation of a parking plan. A decision will be made following the tabling of the report. The City is also currently undertaking a review of Parking Operations to inform its future strategy in relation to capacity and any required changes to underlying business, operational and technology services and functions.
12.	OUTSTANDING PARKING DEBT DECEMBER 31, 2017 Finance and Governance Committee 15/5/18 Item 6.1	That: 1. The General Manager investigate owners of vehicles who have at least 3 outstanding infringements of 90 days old having their vehicles clamped.	Director City Innovation and Technology	Legal advice is being sought and a report will be provided to the Finance and Governance Committee in February 2019

Ref	Title	Report / Action	Action Officer	Comments
		2. Costs associated with the clamping of vehicles and subsequent recoveries be charged to the owner of the vehicle. 3. A warning be included in the second infringement notice that the Council will clamp vehicles where 3 or more infringements exceeding 90 days are currently outstanding on a vehicle.		
13.	OCCUPANCY RATES - MULTI-STOREY CAR PARKS Finance and Governance Committee, 15/5/18 Item 6.2	That additional incentives be investigated for early bird parking and multiple occupancy vehicles in Council's multi-story car parks namely utilisation outside of normal operating hours.	Director City Innovation and Technology	The City is currently undertaking a review of Parking Operations to inform its future strategy in relation to capacity and any required changes to underlying business, operational and technology services and functions. Investigations relating to early bird and carpooling are included in the review. Actions within the Smart City Action Plan may also relate to these services. An update will be provided to the Finance and Governance Committee in February 2019.
14.	BATTERY POINT SLIPYARDS MASTER PLAN Council, 21/5/2018 Open Item 25	That: 1. The Council endorse the draft master plan for the Battery Point Slipyards. 2. The General Manager be authorised to hold discussions with the Battery Point Slipyards lease holders about the draft master plan and the possible impacts to their respective leases.	Deputy General Manager	Discussions with tenants are being progressed and feedback has been received.

Ref	Title	Report / Action	Action Officer	Comments
		3. Following those discussions the Council approve the public exhibition process being undertaken.		An update report is included on this agenda.
15.	INFORMAL VOTE Council, 23/7/2018 Item 12 Council, 17/9/2018 Item 21	That the success of promotional activities be measured by an increase in the return rate of ballots and a decrease in the number of informal votes returned during the 2018 elections when compared to the 2014 elections and a report be provided at the appropriate time.	Deputy General Manager	A report will be provided once a final report on the 2018 local government elections is received from the Tasmanian Electoral Commission.

9. RESPONSES TO QUESTIONS WITHOUT NOTICE

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

The General Manager reports:-

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

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

9.1 Audio Recording - Closed Council Meetings
File Ref: F18/153610; s13-1-10

Memorandum of the Deputy General Manager of 27 December 2018.

Delegation: Committee

RECOMMENDATION

That the information be received and noted.



City of **HOBART**

Memorandum: Lord Mayor
Deputy Lord Mayor
Aldermen / Councillors

Response to Question Without Notice

AUDIO RECORDING - CLOSED COUNCIL MEETINGS

Meeting: Finance and Governance Committee **Meeting date:** 11 December 2018

Raised by: Deputy Lord Mayor Burnet

Question:

Further to the local government inquiry conducted into the Glenorchy City Council, there was a recommendation relating to record-keeping in closed meetings. Would it be possible for the Hobart City Council to implement the audio-recording of its Closed Council meetings?

Response:

Regulation 33(1) of the *Local Government (Meeting Procedures) Regulations 2015* provides that a Council may determine that an audio recording is to be made of any meeting or any part of a meeting.

The Council's current practice is that the open portion of the Council meeting is recorded.

The only purpose of audio recording the closed portion of Council meetings would be to assist with the capturing of minutes and address any issue which may arise with respect to the accuracy of the minutes of the meeting. Regulation 33(3) provides a process to address any discrepancy between confirmed minutes and an audio recording.

A report in relation to this matter will be forthcoming.

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

A handwritten signature in black ink, appearing to read 'H. Salisbury', with a stylized, flowing script.

Heather Salisbury
DEPUTY GENERAL MANAGER

Date: 27 December 2018
File Reference: F18/153610; s13-1-10

10. QUESTIONS WITHOUT NOTICE

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

An Alderman or Councillor may ask a question without notice of the Chairman, another Alderman, Councillor, 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 or Councillor 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, Councillors, 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 and Councillors, at the appropriate time.
 - (iii) upon the answer to the question being circulated to Aldermen and Councillors, 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.

11. CLOSED PORTION OF THE MEETING

RECOMMENDATION

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

- Information of commercial nature
- Proposal relating to Council property
- A matter concerning a contract

The following items are listed for discussion:-

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	Reports
Item No. 4.1	Battery Point Slipways Masterplan LG(MP)R 15(2)(c)(i) and (f)
Item No. 4.2	Lease - Dress for Success - Part Level 4 Council Centre LG(MP)R 15(2)(f)
Item No. 4.3	Risk and Audit Panel Remuneration LG(MP)R 15(2)(d)
Item No. 5	Committee Action Status Report
Item No. 5.1	Committee Actions - Status Report LG(MP)R 15(2)(a), (c)(i), (d), (f) and e(i)
Item No. 6	Questions Without Notice