



CITY OF HOBART

# **AGENDA**

## **Finance and Governance Committee Meeting**

### **Open Portion**

**Tuesday, 19 October 2021**

**at 4:30 pm  
Council Chamber, Town Hall**

## THE MISSION

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

## THE VALUES

**The Council is:**

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

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## **ORDER OF BUSINESS**

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

### **APOLOGIES AND LEAVE OF ABSENCE**

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**Finance and Governance Committee Meeting (Open Portion) held Tuesday, 19 October 2021 at 4:30 pm in the Council Chamber, Town Hall.**

**This meeting of the Finance and Governance Committee is held in accordance with a Notice issued by the Premier on 3 April 2020 under section 18 of the *COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020*.**

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

**COMMITTEE MEMBERS**

Zucco (Chairman)  
Deputy Lord Mayor Burnet  
Sexton  
Thomas  
Coats

**Apologies:**

**Leave of Absence:**

Alderman M Zucco  
Alderman Dr P T Sexton

**NON-MEMBERS**

Lord Mayor Reynolds  
Briscoe  
Harvey  
Behrakis  
Dutta  
Sherlock  
Fox

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

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**2. CONFIRMATION OF MINUTES**

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The minutes of the Open Portion of the Finance and Governance Committee meeting held on [Tuesday, 14 September 2021](#), are submitted for confirming as an accurate record.

**3. CONSIDERATION OF SUPPLEMENTARY ITEMS**

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

**Recommendation**

That the Committee resolve to deal with any supplementary items not appearing on the agenda, as reported by the Chief Executive Officer.

#### **4. INDICATIONS OF PECUNIARY AND CONFLICTS OF INTEREST**

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

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

#### **5. TRANSFER OF AGENDA ITEMS**

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

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

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

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

## **6. REPORTS**

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### **6.1 Proposed 2022 Council and Committee Meeting Schedule and Temporary City Planning Committee Delegation File Ref: F21/89589**

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Report of the Manager Legal and Governance of 12 October 2021 and attachment.

Delegation: Council

**REPORT TITLE:                    PROPOSED 2022 COUNCIL AND COMMITTEE  
MEETING SCHEDULE AND TEMPORARY CITY  
PLANNING COMMITTEE DELEGATION**

**REPORT PROVIDED BY:** Manager Legal and Governance

**1.     Report Purpose and Community Benefit**

- 1.1.    The purpose of this report is to consider the Council and Committee meeting schedule for 2022.

**2.     Report Summary**

- 2.1.    A schedule is compiled annually which outlines the meeting dates for Council and Council Committees and is submitted to the Council for adoption.
- 2.2.    Historically, the meeting schedule has been prepared using an approach which is based around a monthly meeting cycle which includes two Council and City Planning Committee meetings and one meeting of each of the other Council Committees.
- 2.3.    Formalising a meeting schedule now, provides the community, elected members and staff with a preliminary calendar for the conduct of Council business and forward planning.
- 2.4.    A number of options were considered in the preparation of the proposed 2022 schedule with the option presented in **Attachment A** considered to be the most appropriate.
- 2.5.    The proposed 2022 schedule commences in the third week of January with the breaks in meeting cycles (referred to as the three week cycle) being aligned with school holidays where possible:
- 2.5.1.    the first week of the April school holidays which coincides with Easter.
- 2.5.2.    the second week of the July school holidays, and
- 2.5.3.    the week commencing 17 October which is after the conclusion of the October school holidays but inclusive of the Show Day public holiday.
- 2.6.    It should be noted that due to public holidays, there are three occurrences of the Council meeting being held on a Tuesday (after Regatta Day, Eight Hour Day and Queens Birthday public holidays).
- 2.7.    Unlike previous years, and following feedback from elected members, two workshop/briefing sessions have been scheduled each month alternating between a Tuesday earlier in the month, and a Thursday later in the month.

- 2.7.1. The timing of the Tuesday workshop/briefing session, is such that the session could be immediately followed by a report published on the Council Agenda the following day.
- 2.7.2. Briefings as they related to items on a Committee Agenda, can continue to be scheduled prior to Committee meeting as required.
- 2.8. In the event that any urgent business arises which cannot be accommodated within the proposed meeting schedule, special meetings can be convened as required.
- 2.9. In accordance with Regulation 7(2) of the *Local Government (Meeting Procedures) Regulation 2015*, the Council's adopted meeting schedule will be advertised in the Mercury in early January and also published on the City of Hobart website.
- 2.10. It is also recommended that the Council provide a delegation to the City Planning Committee, consistent with the delegation provided in prior years, to enable planning applications to be approved during the Christmas period should the need arise.



**3. Recommendation**

*That:*

- 1. The Council adopt the 2022 Council and Council Committee meeting schedule, marked as Attachment A to this report.**
- 2. In the event that any urgent matters arise which cannot be accommodated within the 2022 meeting schedule, special meetings be convened as required.**
- 3. The City Planning Committee be provided with the following delegation in order to facilitate the processing of planning permit applications during the Christmas period:**
  - (i) To determine all planning permit applications which would otherwise be determined by the Council, after the last ordinary scheduled Council meeting in December 2021 and before the first ordinary scheduled Council meeting in January 2022, in circumstances where it would not otherwise be possible to determine the application within the statutory time period required under Sections 57(6), 57(6A), 58(2) or 58(2A) of the Land Use Planning and Approvals Act 1993, and an extension of time cannot be obtained, unless an Elected Member has requested the convening of a special meeting or meetings to determine the application and there is sufficient time to arrange a special meeting prior to the expiry of the statutory time period required under those sections.**

**4. Delegation**


- 4.1. 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.*



Paul Jackson  
**MANAGER LEGAL AND  
GOVERNANCE**

Date: 12 October 2021  
File Reference: F21/89589

Attachment A:  Preliminary 2022 Council and Committee Meeting Schedule ↓

**CITY OF HOBART - 2022 COUNCIL AND COMMITTEE MEETING SCHEDULE**

2021	January	February	March	April	May	June	July	August	September	October	November	December
Sunday		30			1			31			30	
Monday		31	Council Meeting		2	Council Meeting		1	Council Meeting		31	Council Meeting
Tuesday		1		1	3			2			1	
Wednesday		2	CIC	2	4	CIC	1	3	CIC		2	CIC
Thursday		3	CCEC/EDCC	3	5	CCEC/EDCC	2	4	CCEC/EDCC	1	3	CCEC/EDCC
Friday		4		4	6		3	5		2	4	
Saturday	1	5		5	7		4	6		3	5	
Sunday	2	6		6	8		5	7		4	6	
Monday	3	New Years Day	7	CPC	7	CPC	4	CPC	8	CPC	5	CPC
Tuesday	4		8	Workshop/Briefing	8	Workshop/Briefing	5	Workshop/Briefing	9	Workshop/Briefing	6	Workshop/Briefing
Wednesday	5		9	RAP	9		6	RAP	10		7	RAP
Thursday	6		10		10		7		11	RAP	8	
Friday	7		11		11		8		12		9	
Saturday	8		12		12		9		13		10	
Sunday	9		13		13		10		14		11	
Monday	10		14	Regatta Day	14	Eight Hours Day	11	Council Meeting	15	Council Meeting	12	Council Meeting
Tuesday	11		15	Council Meeting	15	Council Meeting	12		16		13	
Wednesday	12		16		16		13	PRC	17		14	
Thursday	13		17	PRC	17	PRC	14		18	PRC	15	
Friday	14		18		18		15	Good Friday	19		16	
Saturday	15		19		19		16		20		17	
Sunday	16		20		20		17		21		18	
Monday	17		21	CPC	21	CPC	18	Easter Monday	22	CPC	19	CPC
Tuesday	18	FGC	22	FGC	22	FGC	19	Easter Tuesday	23	FGC	20	FGC
Wednesday	19		23		23		20		24		21	
Thursday	20	PRC	24	Workshop/Briefing	24	Workshop/Briefing	21		25	Workshop/Briefing	22	Workshop/Briefing
Friday	21		25		25		22		26		23	
Saturday	22		26		26		23		27		24	
Sunday	23		27		27		24		28		25	
Monday	24	CPC	28	Council Meeting	28	Council Meeting	25	Anzac Day	29	Council Meeting	26	Council Meeting
Tuesday	25				29		26	CPC	30		27	
Wednesday	26	Aust Day			30	CIC	27	FGC	31		28	
Thursday	27	Workshop/Briefing		31	CCEC/EDCC		28	Workshop/Briefing			29	CCEC/EDCC
Friday	28				29		29				30	
Saturday	29				30		30				31	

Key -	
Date	School Holidays
	Three week cycle
	Weekends/Public Holidays

**6.2 Heritage Account Special Committee - Terms of Reference  
Amendment  
File Ref: F21/94421**

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Memorandum of the Manager Legal and Governance of 12 October  
2021.

Delegation: Council

City of **HOBART****MEMORANDUM: FINANCE AND GOVERNANCE COMMITTEE****Heritage Account Special Committee - Terms of Reference  
Amendment**

The purpose of this report is to seek Council approval for a minor amendment to the Heritage Account Special Committee Terms of Reference.

In accordance with the Committee's current Terms of Reference, membership of the Committee is made up of three elected members (currently the Lord Mayor, Deputy Lord Mayor and Alderman Briscoe) and the General Manager's nominee (currently Sarah Waight, Senior Cultural Heritage Officer).

Earlier this year, the Committee resolved that its membership should also consist of a Council Officer with appropriate financial experience as nominated by the General Manager. The General Manager at the time subsequently appointed Ms Lara MacDonell, Manager Rates, Procurement and Finance Operations as this member.

To formalise this appointment, an amendment to the Terms of Reference is required.

It should be noted that a more complete review of the Terms of Reference is currently under way with a recommendation to be provided to the Council in due course.

**RECOMMENDATION**

***That the Terms of Reference for the Heritage Account Special Committee be amended to include an addition member who is a Council Officer with appropriate financial experience as determined by the Chief Executive Officer.***

*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: 12 October 2021  
File Reference: F21/94421

**6.3 Lease Renewal - The Flower Room, 108-110 Bathurst Street**  
**File Ref: F21/32484; 17/80**

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Report of the Manager Community and Culture and the Director  
Community Life of 14 October 2021 and attachment.

Delegation: Committee

**REPORT TITLE: LEASE RENEWAL - THE FLOWER ROOM, 108-110 BATHURST STREET****REPORT PROVIDED BY:** Manager Community and Culture  
Director Community Life**1. Report Purpose and Community Benefit**

- 1.1. The purpose of this report is to consider a request for a lease renewal by the Flower Room Co-operative (Co-op) for the purpose built space they currently lease in Criterion House at 108-110 Bathurst Street.
- 1.2. The Co-op is a volunteer based organisation that has been operating since 1943 and has operated from this facility for the past ten years. It operates with large volunteer base and sells low cost vegetables, flowers, garden produce, baked goods and craft items to the Hobart community.

**2. Report Summary**

- 2.1. A request has been received from the Co-op to renew its existing lease over their purpose built shopfront, sorting room and office located in the Criterion House facility at 108 -110 Bathurst Street. The request is shown at **Attachment A**.
- 2.2. The Co-op runs the Flower Room and has been successfully operating at Criterion House for the past ten years at a subsidised rental. The request also asks that Council continue to support the organisation through subsidisation of the rent.
- 2.3. Prior to moving into Criterion House in 2011, the Co-op leased a series of private facilities in various locations throughout Hobart. In acknowledgement of the importance of The Flower Room to the fabric of the City, when they were faced with eviction in 2009 the Council provided assistance with finding a suitable location.
- 2.4. As part of the refurbishment of Mathers Lane in 2010, the City was successful in securing grant funding to design and construct a purpose built facility for the Co-op to ensure their longevity in the heart of the City into the future.
- 2.5. Over the past ten years, the Mathers Place precinct has developed into an active and highly utilised community hub in the centre of the City. The Co-op provides a high level of community benefit that positively impacts on the amenity and sense of community in this precinct area.
- 2.6. The Flower Room is a highly valued and recognised co-operative that provides a great source of community connection for volunteers, producers and customers as well being unique as a place in the centre of the CBD to purchase low cost flowers, vegetables, fruit and hand-made produce.

- 2.7. In recognition of the Council's ongoing support, and the Flower Room's slightly improved financial position, they have offered to pay an increase of 40 per cent on their previous rental for the new lease period.
- 2.7.1. The market valuation for the space has been assessed at \$13,560 with the Flower Room seeking to pay rental of \$7,566.10, (GST exclusive) per annum, to be adjusted annually for CPI.
- 2.7.2. In accordance with the Council Policy 'Grants and Benefits Disclosure' the benefit recognised to The Flower Room Co-operative by way of reduced rental as part of the new lease will be disclosed in the City of Hobart's Annual Report.
- 2.8. In accordance with Council's request for improved due diligence relating to leasing to not for profit organisations, and in line with the WLF Accountancy and Advisory recommendations, additional information relating to the operations of The Flower Room Co-operative has been provided and assessed. This information includes:
- (a) evidence of either ACNC or CBOS registration;
  - (b) a list of all past and present directors or committee members (whichever is relevant in the circumstances);
  - (c) details of all related parties, transactions and arrangements in place;
  - (d) disclosure of any conflicts of interest within the governance of the organisation (including the provision of services); and
  - (e) a written undertaking from the directors or committee members of the organisation warranting they are a not-for-profit organisation, they comply with the policy, the completeness of the information provided and the accuracy of that information.
- 2.9. It is acknowledged that this space could be highly sought after for a range of purposes, however in consideration of the community benefit, long standing history and purpose built nature of the space, it is considered very appropriate that this lease renewal for the Co-op be granted.
- 2.10. It is recommended that the request for a lease from the Co-op be approved for a three (3) year period with a two (2) year option, subject to the conditions of the lease being to the approval of the Chief Executive Officer.



### **3. Recommendation**

***That:***

- 1. Approval be granted for a new three (3) year lease with a two (2) year option to The Flower Room Co-operative for the existing designated space, located at ground level of Criterion House, 108 - 110 Bathurst Street, Hobart.***
- 2. The leased area be provided at a subsidised value of \$7,566.10, (GST exclusive) per annum, to be adjusted annually for CPI.***
- 3. The Chief Executive Officer be authorised to finalise the terms and conditions of the lease.***
- 4. In accordance with the Council Policy 'Grants and Benefits Disclosure' the benefit recognised to The Flower Room Co-operative by way of reduced rental as part of the new lease be disclosed in the City of Hobart's Annual Report.***

### **4. Background**

- 4.1. The Flower Room Co-operative (Co-op) is a volunteer based community organisation that has been in operation in Hobart since 1943.
- 4.2. The Co-op was started to help Tasmanian families impacted by food rationing during World War II. The organisation now provides low cost cut flowers, vegetables, cakes and preserves as well as craft goods to the people of Hobart each weekday.
  - 4.2.1. The Co-op is a highly valued and important source of low cost and accessible food produce in the centre of the city.
  - 4.2.2. It is an excellent example of a well-managed, community driven organisation that promotes connection and community resilience.
- 4.3. The Co-op has an active volunteer board who maintain a high standard of organisational management, customer service and community focus.
- 4.4. The board of the Co-op is supported by their large and active group of greater Hobart volunteers.

- 4.4.1. Volunteer activities that help to contribute to keeping the shop open include managing and staffing the shop as well as growing, baking and making goods for sale.
- 4.4.2. The Co-op has a very strong customer base, including many older people who visit the city regularly just to buy fresh produce and engage with volunteers of the Flower Room.
- 4.5. Co-located in Criterion House with the Goodstart Early Learning Centre and the Catholic Women's League, The Co-op's proximity to Mathers House, contributes to a strong sense of community activity and cohesion in Mathers Lane.
  - 4.5.1. The Co-op opens up onto Mathers Lane and has flower and plant displays at the door improving ambience and providing passive surveillance over the area.
- 4.6. Prior to moving into Criterion House in 2011, the organisation leased a series of private facilities in various locations throughout Hobart. When they were faced with eviction in 2009, the Council provided assistance with finding a suitable location.
- 4.7. As part of the refurbishment of Mathers Lane in 2010 the City was successful in securing grant funding to design and construct a purpose built facility for the Co-op to ensure their longevity in the City.
  - 4.7.1. The Flower Room facility includes shopfront, office and sorting room and shares toilet facilities with the childcare centre.
- 4.8. The Co-op was granted a lease over the new venue at Criterion House on 22 July 2011 at a reduced rental of \$5,160 (GST exclusive) rental for a period of five (5) years with a five (5) option.
  - 4.8.1. With CPI increases over the ten year period of the current lease the co-operative now pay \$5,404 (GST exclusive) per year.
- 4.9. During the height of COVID-19 in 2020, the Co-op was granted rental relief under COVID-19 Disease Emergency (Commercial Leases) Act 2020 (Tas).
- 4.10. The Co-op is an excellent tenant and always comply with the conditions of the lease agreement to a consistently high standard.
- 4.11. A request to continue to lease the Criterion House venue at an increased rental amount of \$7566.10 (GST exclusive) per annum (\$8,322.72 GST inclusive), has been received by Council staff.  
**(Attachment A)**
- 4.12. The lease agreement for the Flower Room is similar to those in place for a number of community organisations where reduced rent is paid, with operational management and maintenance responsibilities for the internal areas of the facility being undertaken by the lessee.

- 4.13. The Co-op have offered to increase their rental by 40 per cent from the current \$5,404 to \$7,566.10 (GST exclusive) per annum.
- 4.14. Saunders and Pitt provided a market valuation of the facility on 17 March 2021. The market rental value for the space determined by the valuer is \$13,560 (GST exclusive) per annum.
- 4.15. Based on the new rent amount proposed by the Co-op and the most recent valuation, if approved, a benefit of \$5,993.90 (GST exclusive) per annum (with CPI adjustment) would be noted in the Annual Report in accordance with the Council's policy in respect to grants and benefits disclosure.

## 5. Proposal and Implementation

- 5.1. It is proposed that approval be given for a new three (3) year lease with a (2) two year option for the Flower Room Co-operative (Co-op), located at 108-110 Bathurst Street, Hobart.
- 5.2. The leased area be provided at a subsidised annual rent of \$7,566.10 (GST exclusive) per annum.
  - 5.2.1. The subsidised rent would be subject to annual change based on Hobart's CPI for the preceding financial year.
- 5.3. The Chief Executive Officer be authorised to finalise the terms and conditions of the lease.
- 5.4. In accordance with the Council Policy 'Grants and Benefits Disclosure' the benefit recognised to The Flower Room by way of reduced rental as part of the new lease be disclosed in the City's Annual Report.
- 5.5. Subject to approval, the Council's Legal and Governance Unit would develop a new lease agreement for signing by both parties.

## 6. Strategic Planning and Policy Considerations

- 6.1. This proposal is consistent with the *Capital City Strategic Plan 2019-29*, particularly:

*Objective 2.2.1 - Support people from all backgrounds and life experiences to participate in Hobart life*

*Objective 2.2.3 - Provide and support activities and programs that celebrate diversity to reduce social isolation and build social cohesion*

*Objective 2.2.6 - Identify those people in the community who are most disadvantaged, excluded and vulnerable and develop appropriate initiatives to address their issues, in partnership with stakeholders*

*Objective 2.2.7 - Ensure all community members have the opportunity and capacity to access City of Hobart information, services and programs*

*Objective 2.3.1 - Provide and progressively enhance a range of quality places and facilities where people can enjoy education, recreation, socialising, healthy living and other activities and events*

*Objective 2.4.6 - Deliver and support initiatives, activities and programs that build community resilience, wellbeing and safety*

*Objective 3.3.5 - Support community participation in creative and cultural pursuits, as hobbyists and as emerging and professional practitioners.*

## **7. Financial Implications**

### **7.1. Funding Source and Impact on Current Year Operating Result**

7.1.1. The City would receive an increased rental of \$7,566.10 (GST Exclusive) per annum, an increase of 40 per cent from the current year, with the value of the benefit of \$5,993.90 (GST exclusive) being recorded in the City's Annual Report in accordance with the Council Policy *Grants and Benefits Disclosure*.

### **7.2. Impact on Future Years' Financial Result**

7.2.1. The rental of \$7,566.10 (GST Exclusive) per annum would be subject to CPI increases each year.

### **7.3. Asset Related Implications**

7.3.1. This proposal continues the existing asset management and maintenance arrangements.

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

8.1. The new lease agreement would be developed by the Council's Legal Officers.

8.2. Any lease agreement would require the lessee to hold public liability insurance for the full term of the lease.

## **9. Social and Customer Considerations**

9.1. The Co-op is a unique volunteer organisation that has a very proud history in Hobart.

9.2. Having been in operation for almost 80 years and begun as a result of the food shortages during WW2, the co-operative has adapted and changed with the times.

9.3. With an active, diverse and strong volunteer base it is an organisation that provides social inclusion opportunities for its members as well as helping to create a welcoming, safe and beautiful space in the centre of Hobart.

- 9.4. The Flower Room has a strong customer base and provides a very important role in providing low cost, accessible vegetables, fruit, plants, flowers, preserves, baked goods etc. in the centre of the City.

## 10. Community and Stakeholder Engagement

- 10.1. In the preparation of this report consultation has taken place with the Legal Services Officer, Community Programs Coordinator, Community Development Officer – Access & Facilities as well as members of The Flower Room Board.

## 11. Delegation

- 11.1. This matter is delegated to the Committee for determination.

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



Kimbra Parker  
**MANAGER COMMUNITY AND  
CULTURE**



Tim Short  
**DIRECTOR COMMUNITY LIFE**

Date: 14 October 2021  
File Reference: F21/32484; 17/80

Attachment A: Flower Room Lease Renewal request 2021 ↓ 

The Flower Room,  
Mathers Lane,  
108 -110 Bathurst Street,  
Hobart.

June 26, 2021.

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

Dear Kelly

The Hobart City Council's support over the past ten years, providing us with purpose-built premises in Mathers Place, has been greatly appreciated. We recognise that without this support, the future of the Flower Room was very much in doubt.

Despite the challenges of Covid-19, our ageing volunteers, and rising costs, we strongly believe there is an important need for the work we do. It is not all about affordable flowers, fruits and cakes! It is equally important in encouraging participation and contribution to society, overcoming social isolation, networking, and encouraging physical activity.

We appreciate that the commercial valuation of the premises is significantly higher than our current lease reflects and as a community-based organisation, is beyond our means.

In recognition of the support the Council provides, the Flower Room is offering to pay an increase in our current lease of 40%.

This would equate to an extra \$198.16 per month, or \$2,377.92 per annum. This would bring our monthly lease to \$693.56 and our annual lease to \$8,322.72 per annum including GST.

We appreciate this is still less than the commercial valuation and are requesting partial support from the Council in recognition of the community services that we provide.

Many of these services and the ethos of the Flower Room mirror the goals set out in the City of Hobart's Strategic Plan.

The Flower Room is a Hobart institution, it was established by a small committee in the latter stages of World War II. It allowed home gardeners and cooks to market their produce when rationing was still a very real challenge. We know from our second and third generation members that the small revenue that this generated was important to

many households. Especially for women who made up the bulk of the membership, the friendships made and support given were invaluable.

Community inclusion, participation and belonging.

Today the legacy of promoting home industries through a supportive, caring, and collaborative network continues.

The closure of the Flower Room because of Covid-19 reminded and reinforced to us the value of our institution.

On the reopening, many of our customers commented on how pleased they were that the shop was operating again. Such is their loyalty that our regular customers know which volunteers are in the shop and on which day. This message posted on Facebook by customer Tracy Ikin "Lovely to see Renata this morning and to see all the other ladies returning. I have missed them all". One elderly lady comes every fortnight to purchase flowers to place on the grave of her daughter.

The Flower Room is known as a place for helping people; someone needs a jumper sewn together, a special cake for a special occasion, a quilt mended, darning a precious jumper, making aprons for a special needs person. Flowers provided for Legacy events. All real examples.

Our secretary, Valmai, recently crocheted blankets for surrogate twins born in Russia. Before "Covid" many hugs were exchanged for happy and sad times.

One of our longest serving members, Elaine is one of two 90-year-old members and remains an avid gardener, supplying flowers and potted plants from her garden in Lindisfarne. Another member, an artist who works from home, describes herself to me as an introvert, and yet I have seen how warm and outgoing she is when volunteering in the Flower Room.

Another member told me how happy she was that the Flower Room was to reopen. She felt that had the closure gone on much longer, she was fearful that she would have lost the confidence to drive into Hobart any longer.

Another member Fay had this to say when featured in recent newsletter. "The best thing about the Flower Room is that I have made friends and some of them have become close friends.

"People everywhere are so busy these days but not in the Flower Room where volunteers still take time to speak with the customers and there are regular customers who visit each week."

Operating the Flower Room shop requires over 120 volunteer hours per week or over 6,000 hours per year, without including the significant volunteer contribution made by our office bearers; secretary, treasurer, newsletter editor and board members.

#### Creativity and culture

The Flower Room provides a platform for our artists, florists, and craftspeople, most of them hobbyists but some fledgling professionals. The shop also brings people and energy into the city and particularly into the Mathers Place precinct with many members also stopping for lunch in Mathers House.

#### City Economies

The takings our members make from their flowers, crafts and preserves are modest, many bring produce in because they happen to be volunteering in the shop, but the history of the Flower Room is that it does provide access and an opportunity for our members to participate in the local economy.

#### Governance and civic involvement

We see our collaboration with the Hobart City Council as a strong partnership, and in terms of best practice, the Flower Room has undergone significant 'modernisation', accelerated with the arrival of Covid 19. With many of our volunteers in the 'at risk' category, we have recruited and trained many new volunteers, developed Covid Safety procedures, and trained both new and long serving volunteers in Covid preparedness. Remarkably our volunteer numbers are now more robust than before Covid.

We were successful in winning a \$1,000 grant from the Premier's Discretionary Fund to purchase a computer, the first in the 75-year history of the Flower Room! We now have electronic records of our member details, rosters, and board operations and we have developed software that significantly speeds up our weekly member payments.

We have stepped up our communications strategy, with a new Flower Room email address, a Flower Room Facebook page, a regular monthly newsletter to all members, and an irregular email to all shop volunteers. We are about to go to print with a new Members Booklet, summarising all that the Flower Room is and what it means to be a member and volunteer.

We have issued awards recognising our longest serving members, some with 40 years continuous membership.

We have held several highly successful social functions; an afternoon tea in the home and garden of one of our 3<sup>rd</sup> generation members, a Christmas luncheon at our own



farm at Richmond, a morning tea celebrating our 10<sup>th</sup> anniversary in Mathers Place and a general meeting with Tino and Joi Carnevale as guest speakers.

Requested terms of the lease

The Flower Room has proved over the past decade our reliability and capacity to pay our rent. We would like to request a 3 year lease with an option for a two year extension.

In summary, The Flower Room is a unique institution with a heritage we aim to preserve and promote. We wish to acknowledge the generous support of the Hobart City Council and would be delighted to continue to be a part of a vibrant Mathers Place precinct.

Yours sincerely,



Sally Dakis

Chairperson

**6.4 Electric Vehicles and Charging Stations**  
**File Ref: F21/59954; 7236710R**

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Memorandum of the Manager Smart & Sustainable City and the Director  
City Innovation of 13 October 2021.

Delegation: Committee



City of **HOBART**

## MEMORANDUM: FINANCE AND GOVERNANCE COMMITTEE

### Electric Vehicles and Charging Stations

At its meeting held on 23 November 2020, the Council resolved *inter alia* the following:

*“That a further report be provided in June 2021 detailing actual usage and costs associated with operation of the Dunn Place EV park and charge service.”*

The first Council electric vehicle (EV) fast charger was installed in Dunn Place car park in October 2020. The project's original capital budget was \$170,000. It was subsequently supported through a \$50,000 State Government grant and delivered by the City Innovation Division \$115,000 under budget. The first 12-months has operated under trial conditions.

The following information is provided in relation to usage during this period:

Average paid usage per day	1.87 vehicles
Average monthly income	\$ 562.60
Average energy cost per month	\$ 1,503.63
Average value of energy non-payment per month	\$ 654.69
Average infringement revenue per month	\$ 112.72

#### Trial Period Analysis

Paid parking for the EV bay (Bay 190) was implemented in late March 2021. In the first 191 days, it generated \$3,532.85 in fees. Electricity consumption for the same period amounted to \$9,442.00. Usage indicates that higher consumption occurs between 11am to 3pm and 8pm to 11pm.

Usage analysis indicates that approximately 44% of users do not currently pay for use of the space and that the majority of the non-payments occur during the 8pm to 11pm timeslot, outside of operational enforcement times.

Using this information, a technical solution has now been scoped to integrate vehicle charging and payment. The necessary firewall updates to allow this integration were made to Council's IT systems in September 2021. The full Park n' Charge solution will couple the parking system to the EV charger to ensure that electricity release is only enabled for the duration of time purchased at the meter. It will be implemented by the end of 2021.

**Forward Financial Analysis**

Non-payment accounted for an estimated cost to Council of \$10,615 over the first year of operation. Non-payments sharply reduced since August 2021 when an awareness campaign invited the EV community to act with fairness given the initial service constraints of the working trial.

When balanced against the City of Hobart's total investment in the EV charger the trial period costs have been exceedingly reasonable. The original budget for the project was \$170,000, including \$50,000 in grant funding. The City Innovation Division was able to reduce this cost to approximately \$55,000 (including the grant funding) so that Council's initial contribution was just \$5,000.

Including the \$10,615 not recouped in energy costs, the fully loaded first year cost to Council of installing and running this system and driving awareness in the community has been approximately \$15,615.

The final integrated user-pays technical solution will reduce ongoing running costs close to zero and successfully support the Council's broader strategic goal to reduce overall vehicle emissions in Hobart.

**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.*



Robert Stevenson  
**MANAGER SMART & SUSTAINABLE  
CITY**



Peter Carr  
**DIRECTOR CITY INNOVATION**

Date: 13 October 2021  
File Reference: F21/59954; 7236710R

## **7. COMMITTEE ACTION STATUS REPORT**

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

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

#### ***RECOMMENDATION***

***That the information be received and noted.***

Delegation: Committee

Attachment A: Finance and Governance Committee Status Report  
- Open

**FINANCE AND GOVERNANCE COMMITTEE - STATUS REPORT**  
**OPEN PORTION OF THE MEETING**  
**October 2021**

Ref	Title	Report / Action	Action Officer	Comments
1.	<p><b>SPECIAL REPORT – CEO NORTH HOBART PETITION, DIGITAL SIGNS AND REINVESTMENT</b> Council, 20/9/2021 Item 16</p> <p><b>NORTH HOBART PARKING OPERATIONAL POLICY CHANGES</b> Council, 23/11/2020 Item 15</p> <p><b>NOTICE OF MOTION CONDELL PLACE CAR PARK – REDEVELOPMENT</b> Council, 23/9/2019 Item 17</p> <p><b>CONDELL PLACE CAR PARK – DEVELOPMENT OPPORTUNITIES AND EOI REQUEST</b> Council, 23/7/2018 Item 17</p>	<p>That the Council:</p> <ol style="list-style-type: none"> <li>1. Approve the preparation of a Precinct Plan for North Hobart to be developed in consultation with key agencies and stakeholders including North Hobart traders, landowners and residents.</li> <li>2. Facilitate place-making activities across North Hobart that are community driven; and deliver on feedback received during the period of community consultation.</li> <li>3. Authorise the CEO to hood the parking meters in Elizabeth Street, between Burnett and Federal Streets, North Hobart until such time as other supports to enhance the North Hobart precinct are achieved; in consultation with traders, landowners and residents; with progress reports provided to Council at key milestones.</li> <li>4. Authorise the CEO to make any necessary amendments to parking times and signage in Elizabeth Street between Burnett and Federal Streets, North Hobart in consultation with traders.</li> <li>5. Explore and implement enhanced mobility options; to encourage visitors into the precinct using alternate modes of transport; including trialling low-cost micro mobility modes.</li> <li>6. Authorise the CEO to undertake all necessary actions to pursue opportunities to increase off street car parking stock within the coming months to accommodate future growth and install dynamic signage to alter motorists to available on street and off street parking.</li> <li>7. Engage with North Hobart Traders to design and implement a marketing campaign; as part of Hello</li> </ol>	CEO	The decision will now be implemented and Elected Members will be kept informed of progress.

Ref	Title	Report / Action	Action Officer	Comments
		Hobart to promote (NoHo) and encourage visitation.  8. Continue to advocate to the Hon Michael Ferguson MP Minister for State Growth; Minister for Infrastructure and Transport for increased regulation around social food delivery vehicles.		
2.	<b>2019-20 FEES AND CHARGES – PARKING OPERATIONS</b>  Finance and Governance Committee, 13/08/2019 Item 6.3  Council, 20/05/2019 Item 27	That.  2. The Finance and Governance Committee note the following nine topical areas to be reviewed by officers within the City Innovation Division, and report back to Council:  (b) Pensioner voucher parking scheme;  (g) Peripheral parking (commuter shuttle service);  (h) Commuter parking in inner city areas; and  (i) Off-street, off-peak parking demand management solutions to encourage the spread of shopping and trade, including late night trading and night-shift worker safety.	Director City Planning	No changes were applied to the Pensioner Voucher Parking Scheme (Item 2.b) in 2021-22.  Item 2 g), h) and i) are part of a broader access parking policy being undertaken by the Manager City Mobility.  Action officer to change to Director City Planning.
3.	<b>INVESTIGATION OF ASSET HOLDINGS</b>  Council, 26/10/2020 Item 11	That:  1. The General Manager provide a report with a proposal, including an estimation of costs, to the extent that it is needed to engage an external consultant to undertake and complete an analysis of better strategic use of or possible asset sales and/or the potential to allow council assets of all types to provide support as collateral security to reduce debt levels without having to sell the assets for consideration by the Council when developing a post COVID-19 recovery and resilience plan.  2. The following commercial attributes are to be addressed as part of the analysis:  (a) Current and potential use to value;  (b) Commercial value to commercial return;  (c) Rent return to capital return.	CEO	KPMG have been engaged to assist with this analysis.  A report on this matter is attached to the closed agenda of the October Finance and Governance Committee.

Ref	Title	Report / Action	Action Officer	Comments
4.	<b>EV CHARGING STATION AND PRICING</b> Council, 23/11/2020 Item 14	A further report be provided in June 2021, detailing actual usage and costs associated with operation of the Dunn Place EV park and charge service.	Director City Innovation	A report addressing this matter is attached to this agenda.
5.	<b>REINVESTMENT OF PARKING REVENUE IN THE CBD</b> Council, 7/12/2020 Item 12	<ol style="list-style-type: none"> <li>1. A report be prepared that a percentage of CBD parking revenue be reinvested in the CBD.               <ol style="list-style-type: none"> <li>i) The report be prepared consistent with the Council's decision of 23 November 2020 requesting a report considering North Hobart parking charges being reinvested into amenity upgrades to the area of North Hobart.</li> <li>ii) The Parking Benefit District Policy be developed in line with the General Manager's advice.</li> </ol> </li> <li>2. The report also give consideration for all precinct shopping strips and centres within the City.</li> </ol>	Director City Innovation	Officers are actioning the decision and a report will be provided to Committee in the second half of 2021.
6.	<b>PARKING INFRASTRUCTURE</b> Council, 22/02/2021 Item 11	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Note the work being undertaken under the Hobart City Deal to improve public transport infrastructure within Greater Hobart, and continue to work with the State Government to expedite the implementation of policies to improve public transport services within the City;</li> <li>2. Note that the choice to work to improve public transport services and road/parking infrastructure are not mutually exclusive solutions to improving the commute of Hobartians, and that a combination of policies are required;</li> <li>3. Investigates locations within the municipality which could be utilised as full day park and ride facilities.</li> </ol>	Director City Innovation	Officers are investigating the matter and a report will be provided to Committee in the second half of 2021.



Ref	Title	Report / Action	Action Officer	Comments
7.	<p><b>RONALD MCDONALD HOUSE CHARITY - PARKING SPACES IN ARGYLE STREET CAR PARK - LONG TERM PROVISION</b></p> <p>Council, 20/09/2021 Item 13</p> <p>Council, 22/02/2021 Item 13</p> <p>Council, 12/10/2020 Item 11</p>	<p>That:</p> <ol style="list-style-type: none"> <li>1. Council support the implementation of a Patient Assisted Travel Scheme at a flat rate of \$5 per day, for 1 car only per patient/resident, at the following facilities: <ol style="list-style-type: none"> <li>i. Royal Hobart Hospital <ol style="list-style-type: none"> <li>a) Paediatric Oncology Patients</li> <li>b) Children's Ward Patients</li> <li>c) In-patient (48 hours plus in duration)</li> </ol> </li> <li>ii. Hobart Private Hospital - In-patients (48 hours plus in duration)</li> <li>iii. John Opie House - Residents Only</li> <li>iv. Ronald McDonald House Charity - Residents Only</li> <li>v. iCon Cancer Centre - Patients Only</li> </ol> </li> <li>2. The Patient Assisted Travel Scheme be implemented within the 2021-22 financial year.</li> <li>3. In accordance with the Council Policy 'Grants and Benefits Disclosure' the annual gross total provision of the Patient Assisted Travel Scheme be disclosed in the City's Annual Report.</li> <li>4. The Patient Assisted Travel Scheme be included and communicated through the City of Hobart website and for future consultation in the draft City Parking Policy.</li> <li>5. The Manager Smart and Sustainable City be authorised to undertake an assessment of applicant providers to determine eligibility for future Patient Assisted Travel Scheme authorisations.</li> </ol>	Director City Innovation	Closed

Ref	Title	Report / Action	Action Officer	Comments
8.	<b>YOUTH ARC - DANCE STUDIO AND OFFICE/MEETING ROOM LEASE - EXPRESSION OF INTEREST PROCESS</b> Council, 26/04/2021 Item 12	That: 1. The Council approve the commencement of an Expression of Interest process to identify a new tenant for the upper level of the Youth ARC facility (also known as the City Hall Supper Room) for a two-year lease period. 2. A further report detailing the outcomes of the Expression of Interest process be presented to the Council in due course.	Director Community Life	A report addressing this matter is attached to this agenda.
9.	<b>LEASE OF PART OF THE LEVEL 4 COUNCIL CENTRE</b> Council, 24/05/2021 Item 23	That: 4. A further report be provided on appropriate Expression of Interest processes in respect to community organisations leasing temporary office space in the Hobart Council Centre.	CEO	A further report will be provided in relation to part 4 of the resolution prior to any further non-profit leases in the Council Centre building being considered.
10.	<b>BUDGET ESTIMATES 2021-22</b> Council, 20/09/2021 Item 14 Council, 21/06/2021 Item 9	That: 1. Council confirm its practice to charge 3% penalty and the prescribed interest rate on overdue rates. 2. The \$3,000 maximum payment limit per property per instalment for payment of rates by credit card be removed effective on date the City migrates its banking and bill paying services to Westpac in 2021.	CEO	Closed.
11.	<b>PETITION – REMOVAL OF PARKING METRES IN ELIZABETH STREET, NORTH HOBART</b> Council, 20/9/2021 Item 16 Council, 9/8/2021 Item 6.1	That the Council: 1. Approve the preparation of a Precinct Plan for North Hobart to be developed in consultation with key agencies and stakeholders including North Hobart traders, landowners and residents. 2. Facilitate place-making activities across North Hobart that are community driven; and deliver on feedback received during the period of community consultation. 3. Authorise the CEO to hood the parking meters in Elizabeth Street, between Burnett and Federal Streets, North Hobart until such time as other	Director City Innovation	Closed The Council at its meeting held 20 September 2021 considered a report that included the Petition tabled by Ms Lisa Martin at the 9 August 2021. This decision is also listed at item 1 above for tracking.

Ref	Title	Report / Action	Action Officer	Comments
		<p>supports to enhance the North Hobart precinct are achieved; in consultation with traders, landowners and residents; with progress reports provided to Council at key milestones.</p> <p>4. Authorise the CEO to make any necessary amendments to parking times and signage in Elizabeth Street between Burnett and Federal Streets, North Hobart in consultation with traders.</p> <p>5. Explore and implement enhanced mobility options; to encourage visitors into the precinct using alternate modes of transport; including trialling low-cost micro mobility modes.</p> <p>6. Authorise the CEO to undertake all necessary actions to pursue opportunities to increase off street car parking stock within the coming months to accommodate future growth and install dynamic signage to alter motorists to available on street and off street parking.</p> <p>7. Engage with North Hobart Traders to design and implement a marketing campaign; as part of Hello Hobart to promote (NoHo) and encourage visitation.</p> <p>8. Continue to advocate to the Hon Michael Ferguson MP Minister for State Growth; Minister for Infrastructure and Transport for increased regulation around social food delivery vehicles.</p>		

**8. RESPONSES TO QUESTIONS WITHOUT NOTICE**

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

**The Chief Executive Officer reports:-**

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

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

**8.1 Parking Permits**  
**File Ref: F21/85377**

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Memorandum of the Manager Legal and Governance of 12 October 2021.

**8.2 Fuel Allowance**  
**File Ref: F21/85408**

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Memorandum of the Manager Legal and Governance of 12 October 2021.

**8.3 Fuel Entitlements**  
**File Ref: F21/85413**

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Memorandum of the Manager Legal and Governance of 8 September 2021.

**8.4 Business Consultation Process**  
**File Ref: F21/93251**

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Memorandum of the Director Community Life of 12 October 2021.

*That the information be received and noted.*

Delegation: Committee



City of **HOBART**

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

## **PARKING PERMITS**

**Meeting: Finance and Governance Committee      Meeting date: 17 August 2021**

**Raised by:** Lord Mayor Councillor Reynolds

**Question:**

Under the Elected Members Development and Support Policy, Section M. 1. (i) parking permits are available in order to provide parking for elected members to park on the Town Hall parking deck whilst they are undertaking their duties of office.

Are elected members allowed to use this free parking all day while they are working at their other places of employment?

What steps are undertaken by Council officers to ensure that these free parking spaces are being used in a way that's in keeping with the policy?

**Response:**

In accordance with the Elected Member Development and Support Policy, parking permits are provided to elected members for use whilst undertaking their duties of office.

The policy does not provide for free parking for personal purposes such as whilst working at their normal place of employment, private appointments, dinners etc.

On the Town Hall parking deck, Council Parking and Information Officers (PIOs) monitor parking compliance against the sign-posted time controls, parking permits and/or authorised registrations.

City Parking Officers are unable to ascertain if the usage is in accordance with Council's Elected Member Policy.

It is a matter for each elected member to ensure they are abiding by the Council's adopted policies in accordance with the Elected Member Code of Conduct.

*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 'Paul Jackson', with a stylized flourish at the end.

Paul Jackson  
**MANAGER LEGAL AND  
GOVERNANCE**

Date: 12 October 2021  
File Reference: F21/85377



City of **HOBART**

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

## **FUEL ALLOWANCE**

**Meeting: Finance and Governance Committee      Meeting date: 17 August 2021**

**Raised by:** Lord Mayor Councillor Reynolds

**Question:**

Under the Elected Members Development and Support Policy, Section K.2 (ii) a maximum allocation of 1,500 litres of fuel per year can be charged on a fuel card each year without having to submit travel details to support this use. In relation to this entitlement:

Can the litres used / claimed be reported as well as the dollar amounts?

What steps are taken to check that fuel is not being used for non-Council business?

Given 1,500 litres is equal to the average amount of fuel used by a vehicle in Tasmania each year, is it appropriate to review whether this may be more fuel than is required to undertake a part-time role as an elected member?

What was the total cost of providing this allowance to elected members in the last 2 financial years?

**Response:**

As part of the monthly elected member expenses reporting process, elected members are provided with an individual expenses report that contains the remaining amount of fuel litres, along with the remaining amounts of other items that also have annual limits set out in the Elected Member Development and Support Policy. These limits are not currently published as part of the expenses reporting process.

Section 43 of the *Local Government (General) Regulations 2015* provides that an elected member is entitled to be reimbursed for reasonable expenses in accordance with the policy adopted under Schedule 5 to the Act (Elected Member Development and Support Policy) in relation travel.

In accordance with the Policy, elected members may elect one of the following options in respect of reimbursement for fuel usage:

- (i) Seek the reimbursement of costs through the submission of kilometre claims, which will be paid at the relevant rate per km, as set by the State Public Service, (as also applying to City of Hobart employees), subject to the provision of supporting information including travel date, destination, and details of the Council activity undertaken.
- (ii) As an alternative to kilometre claims, elected members may nominate to be issued with a fuel card which enables a maximum allocation of 1,500 litres of fuel to be drawn from the Council's provider in each calendar year. Under this option there is no requirement for elected members to submit travel details. Elected members who nominate to draw from this fuel allocation must only do so by utilising the Council issued fuel card.

While option (i) does provide for the collection of data that could be analysed in respect of usage for Council business, option (ii), and the primary option selected by elected members, does not require this level of detail to be captured therefore cannot be reconciled.

This policy position was adopted by the Council when it first adopted the Policy in its current form in 2015. At that time, both options (i) and (ii) above were presented to Council and the Council resolved to allow either option under the Policy at the election of the individual elected member. It appears that the 1,500 litre limit was also determined by the Council.

Should the Council wish to review the provisions provided under the Policy, including the maximum allocation of fuel litres or otherwise, it may do so when the Policy is next presented to the Council for review.

The cost of reimbursements for local travel for the current term of Council is:

Nov – July 2021 (YTD)		Nov – Oct 2020		Nov – Oct 2019	
Fuel	Other	Fuel	Other	Fuel	Other
\$10,053.46	\$1,227.38	\$11,947.28	1,450.72	\$11,091.36	\$1,846.30



'Other' is a reimbursement of alternate travel methods such as taxi, bus, share ride etc that are also reimbursed under section K2 of the Elected Member Development and Support Policy.

*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 'Paul Jackson', with a stylized, flowing script.

Paul Jackson  
**MANAGER LEGAL AND  
GOVERNANCE**

Date: 12 October 2021  
File Reference: F21/85408



City of **HOBART**

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

## **FUEL ENTITLEMENTS**

**Meeting: Finance and Governance Committee      Meeting date: 17 August 2021**

**Raised by:** Alderman Zucco

**Question:**

Could the Director please confirm what expenses elected members are entitled to claim as reimbursements under the Act and does this include all costs associated with elected member use of private vehicles.

**Response:**

Section 43 of the *Local Government (General) Regulations 2015* provides that an elected member is entitled to be reimbursed for reasonable expenses in a accordance with the policy adopted under Schedule 5 to the Local Government Act 1993 ("the Act") in relation to:

- Telephone rental, calls and internet
- Travelling
- Care of dependant whilst the elected member is carrying out their elected member functions, and
- Stationary and office supplies

The policy adopted by City of Hobart under Schedule 5 of the Act is the Elected Member Development and Support Policy which provides two options for reimbursement of reasonable expenses for use of a private vehicle in relation to fuel only. Elected members may elect one of the following options:

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

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

*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 September 2021  
File Reference: F21/85413



City of **HOBART**

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

## **BUSINESS CONSULTATION PROCESS**

**Meeting: Finance and Governance Committee**

**Meeting date: 14 September  
2021**

**Raised by:** Alderman Behrakis

### **Question:**

What is the process for consultation with the small business community when major decisions or projects are being considered? What groups/peak bodies are consulted with? In which cases are businesses directly consulted with?

### **Response:**

The City of Hobart has a community engagement team that provides advice and support to teams across the organisation in delivering major projects and informing decision making. When joining a project team, a community engagement officer will develop an engagement plan that identifies key stakeholders, including small business, and design activities and opportunities for those stakeholders to be informed and engaged.

In designing the engagement methodology, the level of engagement will depend on the scope and complexity of the project, as well as any potential impacts on the community, level of community interest and any project risks.

Community engagement activities are selected depending on the above may include but are not limited to:

- Mail out letter
- In person visits by project team representatives
- Invitation to meet in-person or attend a workshop or forum
- Invitation to participate in a Project Action Team (a deliberative method used in the Retail Precinct projects)

- Online engagement through Your Say Hobart website
- Listening posts – providing on site opportunities for the community to speak with project representatives
- Presentations to the City's various advisory committees, such as the Access Advisory Committee
- Communication campaigns that may include promotion through social media, advertising, media release and promotional material such as posters, information sheets and postcards.

In broadly targeting small businesses, the project team makes use of the City's:

- Business Consultative Group
- Hobart Retailer Safety and Security Committee
- Hello Hobart network and e-newsletter
- Business e-newsletter

Where appropriate the City may also make direct contact with key business stakeholders including:

- Tasmanian Chamber of Commerce and Industry
- Tasmanian Small Business Council
- Waterfront Business Community
- Tasmanian Hospitality Association
- Confederation of Greater Hobart Businesses
- Various traders associations, committees and centre management

In the instance where a business may be directly affected as a result of construction or major changes to City infrastructure. It is common place for that business to be contacted directly via letter, phone call, email or in person by a City officer.

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



Tim Short  
**DIRECTOR COMMUNITY LIFE**

Date: 12 October 2021  
File Reference: F21/93251

## **9. QUESTIONS WITHOUT NOTICE**

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

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

1. The Chairman will refuse to accept a question without notice if it does not relate to the Terms of Reference of the Council committee at which it is asked.
2. In putting a question without notice, an Elected Member must not:
  - (i) offer an argument or opinion; or
  - (ii) draw any inferences or make any imputations – except so far as may be necessary to explain the question.
3. The Chairman must not permit any debate of a question without notice or its answer.
4. The Chairman, Elected Members, Chief Executive Officer or Chief Executive Officer's representative who is asked a question may decline to answer the question, if in the opinion of the respondent it is considered inappropriate due to its being unclear, insulting or improper.
5. The Chairman may require a question to be put in writing.
6. Where a question without notice is asked and answered at a meeting, both the question and the response will be recorded in the minutes of that meeting.
7. Where a response is not able to be provided at the meeting, the question will be taken on notice and
  - (i) the minutes of the meeting at which the question is asked will record the question and the fact that it has been taken on notice.
  - (ii) a written response will be provided to all Elected Members, at the appropriate time.
  - (iii) upon the answer to the question being circulated to Elected Members, both the question and the answer will be listed on the agenda for the next available ordinary meeting of the committee at which it was asked, where it will be listed for noting purposes only.

## 10. CLOSED PORTION OF THE MEETING

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### RECOMMENDATION

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

- Proposal for Council to dispose of land
- Information of a personal and confidential nature
- Personal hardship of residents in the municipal area

The following items are listed for discussion:-

- |              |  |
|--------------|--|
| Item No. 1   | Minutes of the last meeting of the Closed Portion of the Committee Meeting |
| Item No. 2   | Consideration of supplementary items to the agenda                         |
| Item No. 3   | Indications of pecuniary and conflicts of interest                         |
| Item No. 4   | Responses to Questions Without Notice                                      |
| Item No. 4.1 | Status Update - Investigation of Asset Holdings<br>LG(MP)R 15(2)(f)        |
| Item No. 5   | Reports  |
| Item No. 5.1 | Investigation of Asset Holdings<br>LG(MP)R 15(2)(f) and (g)                |
| Item No. 5.2 | Remissions of Rates and Charges Granted<br>LG(MP)R 15(2)(g) and (j)        |
| Item No. 5.3 | Outstanding Parking Debt June 30, 2021 - Annual Report<br>LG(MP)R 15(2)(g) |
| Item No. 6   | Committee Action Status Report   |
| Item No. 6.1 | Committee Actions - Status Report<br>LG(MP)R 15(2)(b), (c)(i), (f) and (g) |
| Item No. 7   | Questions Without Notice   |