The City with Spirit

NOTICE OF MEETING

Notice is hereby given that an **Ordinary Council** meeting of the Devonport City Council will be held in the Aberdeen Room, Level 2, paranaple centre, 137 Rooke Street, Devonport on Monday 23 November 2026, commencing at 5:30 PM.

The meeting will be open to the public and live streamed from 5:30 PM on Council's YouTube channel.

QUALIFIED PERSONS

In accordance with section 65 of the *Local Government Act 1993*, I confirm that the reports in this agenda contain advice, information and recommendations given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.

Matthew Atkins
CHIEF EXECUTIVE OFFICER

18 11 2026

December 2026

Meeting	Date	Commencement Time
Ordinary Council Meeting	21 December 2026	5:30PM

AGENDA FOR AN ORDINARY COUNCIL MEETING OF DEVONPORT CITY COUNCIL HELD ON MONDAY 23 NOVEMBER 2026, IN THE ABERDEEN ROOM, LEVEL 2, paranaple centre, 137 ROOKE STREET, DEVONPORT AT 5:30 PM

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ACKNOWLEDGEMENT OF COUNTRY
Devonport City Council acknowledges and pays respect to the palawa-pakana people as the traditional and original owners of lutrawita and continuing custodians of this land on which we gather.

We also acknowledge and pay our respects to the Tasmanian Aboriginal elders past and present.

IN ATTENDANCE
All persons in attendance are advised that it is Council policy to record Council Meetings, in accordance with Council's Digital Recording Policy. The digital recording of this meeting will be made available to the public on Council's website for a minimum period of 12 months. The meeting will also be live streamed on Council's YouTube channel.

All persons in attendance are to be respectful of and considerate towards other persons attending and participating in the meeting. Any language or conduct that is considered offensive, defamatory or threatening to any person attending or participating in the meeting, or listening to the recording, will not be accepted.

ATTENDEES

		Apology
Chair	Cr A Jarman (Mayor)	
	Cr S Sheehan (Deputy Mayor)	
	Cr J Alexiou	
	Cr P Hollister	
	Cr S Martin OAM	
	Cr A Moore	
	Cr D Viney	

LEGISLATIVE TERMINOLOGY - GENERAL MANAGER
At the Devonport City Council, the title Chief Executive Officer is a term of reference for the General Manager as appointed by Council pursuant to section 61 of the *Local Government Act 1993* (Tas). For the avoidance of doubt, Chief Executive Officer means General Manager for the purposes of the *Local Government Act 1993* (Tas) and all other legislation administered by or concerning Council.

1 APOLOGIES

2 DECLARATIONS OF INTEREST

3 PROCEDURAL

3.1 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of the Council meeting held on 26 October 2026 as previously circulated be confirmed.

3.2 PUBLIC QUESTION TIME

PUBLIC QUESTION TIME

Members of the public are invited to ask questions in accordance with Council's Public Question Time Policy (Min No 25/193 refers):

1. Public participation shall take place at Council meetings in accordance with Regulation 36 of the *Local Government (Meeting Procedures) Regulations 2025.*
2. Public participation will be the first agenda item following the formal motions: Apologies, Minutes and Declarations of Interest.
3. Questions without notice will be dependent on available time at the meeting (with a period of 30 minutes set aside at each meeting).
4. A member of the public who wishes to ask a question at the meeting is to state their name and address prior to asking their question.
5. A maximum of 3 questions per person are permitted, and the question must relate to activities of the Council.
6. A maximum period of 5 minutes will be allowed per person.
7. Questions are to be succinct, clear, are not to be a statement, nor contain lengthy preamble.
8. To allow opportunity, where necessary to research answers and limit questions taken on notice, a copy of any questions without notice, where possible, are to be provided by email or in person to Council by 12 noon on the day of the meeting.
9. A question by any member of the public and an answer to that question are not to be debated.
10. Questions without notice and their answers will be recorded in the minutes.
11. The Chairperson may take a question on notice in cases where the questions raised at the meeting require further research or clarification, or where a written response is specifically requested.
12. Protection of parliamentary privilege does not apply to local government and any statements or discussion in the Council Chambers, or any document produced, are subject to the laws of defamation.
13. The Chairperson may refuse to accept a question. If the Chairperson refuses to accept a question, the Chairperson is to give reason for doing so in accordance with the Public Question Time Policy.

3.2.1 RESPONSES TO QUESTIONS RAISED AT PRIOR MEETINGS

Nil

3.2.2 QUESTIONS ON NOTICE FROM THE PUBLIC

Author: **Matthew Atkins, Chief Executive Officer**

RECOMMENDATION

That Council in relation to the correspondence received from Mr R B Vellacott and endorse the responses proposed and authorise their release.

MR R B VELLACOTT, 11 COCKER PLACE, DEVONPORT
A letter containing questions on notice received from Mr R B Vellacott on 15 November 2026 is **reproduced as Attachment 1**.

Q1 Please inform; what was the commencement date in regard to the AI metering system in the multi-level car park (MLCP)?

Response
The multi-level car park uses fixed licence plate recognition (LPR) cameras not an AI metering system. The LPR cameras commenced on 19 August 2025.

Q2 In regard to the MLCP: - from the commencement date as per Q1 to this date 31st October 2026 what is the total number of infringement notices that have been issued?

Response
2591 Infringements.

Q3 Re the Market Square Car Park (Multi Level) - I have to hand a copy of a parking infringement notice basic details as per below.

Date of issue 08 Sept 2026

Date of offence 05 Sept 2026

Due date 22 Sept 2026

The notice was received by post on 18th Sept i.e. 10 days after being issued leaving only 4 days to pay.

(Note the fee was able to be paid on time)

Due to the now generally infrequent and or lengthier time taken for mail to be delivered; will council give consideration to make allowance for this and update the time frame on the notices to give extra days for payment (without extra penalty) than the now 14 days from date of issue?

Response
The payment timeframe is set by Council's Parking By-law and changing it would require a formal amendment.

The *Monetary Penalties Enforcement Act 2005* allows customers to request a payment arrangement if they need additional time to pay. While Council cannot control Australia Post delivery times, alternative ways of issuing notices can be considered. Signage clearly advises that payment is required, so motorists who leave without paying should be expecting to receive an infringement.

ATTACHMENTS
1. QsoN RBV 23 Nov 2026 MLCP [**3.2.2.1** - 1 page]

3.2.3 QUESTIONS WITHOUT NOTICE FROM THE PUBLIC

3.3 QUESTIONS FROM COUNCILLORS

3.3.1 QUESTIONS ON NOTICE FROM COUNCILLORS

There were no Questions on Notice received from Councillors for the November 2026 Meeting.

3.3.2 QUESTIONS WITHOUT NOTICE FROM COUNCILLORS

Questions without notice may be asked by Councillors, in accordance with Regulation 34 of the *Local Government (Meeting Procedures) Regulations 2025*.

The Regulation provides that a Councillor may ask a question of the Chairperson, another Councillor, or the Chief Executive Officer (General Manager) (Regulation 34(1)).

In asking a question without notice at a meeting, a Councillor must not offer an argument or opinion, or draw any inference or make any imputations, except so far as may be necessary to explain the question (Regulation 34(2)).

The Chairperson must not permit any debate of a question without notice, or its answer (Regulation 34(3)).

The Chairperson, Councillor or Chief Executive Officer (General Manager) who is asked a question without notice at a meeting may decline to answer the question (Regulation 34(4)).

The Chairperson may refuse to accept a question without notice (Regulation 33(3)) - if it is:

- defamatory;
- contains offensive language;
- is unlawful;
- does not relate to the activities of the Council; or
- does not meet the requirements specified in Regulation 33(2).

The Chairperson must give reasons for the refusal (Regulation 33(4)). The Chairperson may require a Councillor to put a question without notice in writing (Regulation 34(5)).

3.4 NOTICES OF MOTION

3.4.1 NOTICE OF MOTION - RE-ESTABLISHMENT OF THE DEVONPORT COMMUNITY SAFETY LIAISON GROUP - CR STEVE MARTIN OAM

Author: **Councillor Steve Martin OAM**

Endorser: **Matthew Atkins, Chief Executive Officer**

In accordance with Regulation 19(1) of the *Local Government (Meeting Procedures) Regulations 2025*, a notice of motion has been received from Councillor Steve Martin OAM.

MOTION

That Council:

1. Re-establish the Devonport Community Safety Liaison Group as a formal Council Committee.
2. Appoint the Mayor as Chair of the Committee, appoint a councillor representative as proxy in the Mayor's absence, and or determine councillor representation on the Committee.
3. Invite participation from relevant stakeholders including Tasmania Police, emergency services, education representatives, community organisations, youth services, business representatives and other agencies with an interest in community safety.
4. Require the Committee to provide regular reports and updates on emerging community safety issues, trends, projects and opportunities.
5. Include the minutes of each meeting of the Committee at the next available Ordinary Meeting of Council.
6. Ensure the Committee provides a mechanism for residents, businesses and community groups to raise community safety concerns, ideas and opportunities for consideration and referral.

SUPPORT

Community safety is one of the issues most frequently raised with councillors, regularly approached by residents, businesses, sporting clubs, schools and community organisations about antisocial behaviour, public safety, vandalism, youth issues and neighbourhood concerns.

The Devonport Community Safety Liaison Group was established to bring together Council, Tasmania Police, emergency services and community organisations to share information, discuss local issues and support community safety initiatives. The Group previously included councillor representation and provided an important link between community concerns, partner agencies and Council decision-making. The Group also contributed to the development of the 2014 Community Safety Handbook, (which may now be due for review).

Over time, the Group presumably transitioned to an internal forum involving only Council officers and partner agencies. While valuable work continues through this forum, councillor representation and regular reporting to elected members ceased. As a result, councillors no longer receive direct updates on community safety issues, emerging trends and initiatives being discussed through the Group.

Reintroducing councillor representation and regular reporting to Council would strengthen communication between the Group and elected members, while ensuring councillors

remain informed about community concerns and the work being undertaken by Council and partner agencies. Recent community discussion regarding violence, antisocial behaviour and public safety concerns in Devonport has highlighted the importance of councillors having access to timely and accurate information about community safety matters.

Suggest the following benefits of re-establishing the Committee would include:

- Improved communication between Council, Councillors, community organisations and partner agencies.
- Better access to community safety information for all councillors.
- A formal avenue for community concerns and ideas to be raised and discussed.
- Earlier identification of emerging community safety issues.
- Greater awareness of community safety initiatives being undertaken across Devonport.
- Stronger partnerships between Council, Tasmania Police, emergency services and community organisations.
- Better-informed Council decision-making on matters affecting community wellbeing and safety.

OFFICER'S COMMENTS

Officers welcome the aim of ensuring Councillors have timely access to accurate information about community safety matters in Devonport.

Council has strong working relationships with Tasmania Police, emergency services, community organisations, schools, youth services and local businesses, and a number of effective channels are already in place. These include ongoing day-to-day liaison with partner agencies and Council's engagement with the community through its customer request process, community groups and other programs. These arrangements allow Council to respond quickly to emerging issues and to connect matters with the agency best placed to act.

Many community safety matters, such as policing, emergency response and the management of antisocial behaviour, are the responsibility of Tasmania Police and other agencies, and there are established working relationships in place.

Building on these strong foundations, there is an opportunity to strengthen how Councillors are informed and involved. A formal committee is one option. However, it would add further governance requirements, such as agendas, minutes and reporting, and would rely on partner agencies choosing to take part. Its role would also remain advisory, as Council's influence on community safety is mainly through advocacy, partnerships and the services and facilities it provides. For these reasons, there may be more flexible ways to achieve the intent of the motion.

A Workshop with Elected Members is a constructive first step. It would give Councillors a clearer picture of the community safety issues being raised, the work already under way with emergency services and the community, and options available to Council. It would also allow Elected Members to shape the most effective approach before further resources are committed.

ATTACHMENTS

1. NOM Devonport Community Safety Liaison Group - Cr S Martin OAM - Nov 2026 [**3.4.1.1** - 2 pages]

4 PLANNING AUTHORITY MATTERS

The Mayor will now announce that Council intends to act as a Planning Authority under Regulation 29 of the *Local Government (Meeting Procedures) Regulations 2025* and the *Land Use Planning and Approvals Act 1993* for the consideration of all reports under Agenda Section 4.

Council is required to deal with items as a Planning Authority under the LUPAA 1993 in a sequential manner.

Reports listed under Agenda Section 4 are to be dealt with at the meeting of Council in its capacity as a Planning Authority.

4.1 PA2026.0174 - RESIDENTIAL (OUTBUILDING) - 10 SURREY STREET, DEVONPORT

Author: **Alex Mountney, Planning & Regulatory Coordinator**

Endorser: **Kylie Lunson, Executive Manager**

RECOMMENDATION

That the Planning Authority, pursuant to the provisions of the *Tasmanian Planning Scheme – Devonport 2020* and section 57 of the *Land Use Planning and Approvals Act 1993*, approve application PA2026.0174 and grant a Permit to use and develop land identified as 10 Surrey Street, Devonport for the following purposes:

- Residential (outbuilding)

Subject to the following conditions:

APPROVED PLANS

1. The Use and Development is to proceed generally in accordance with the endorsed plans submitted by Kurt Hanson which are attached and endorsed as documents forming part of this Planning Permit.

DAMAGE TO COUNCIL INFRASTRUCTURE AND ASSETS

2. The developer is liable for all costs associated with the repair of damage to Council infrastructure and assets resulting from non-compliance with the conditions of the Planning Permit and any legislation relevant to the development activity on the site. Damage may also include the undertaking of unauthorised works to Council infrastructure such as driveways, footpaths and stormwater infrastructure. The developer may also be liable for all reasonable costs associated with the enforcement of compliance with the conditions, and legislation relevant to the development activity on the site.

Note: The following is provided for information purposes.

The development is to comply with the requirements of the current National Construction Code. The developer is to obtain the necessary building and plumbing approvals and provide the required notifications in accordance with the *Building Act 2016* prior to commencing building or plumbing work.

Hours of Construction shall be: Monday to Friday Between 7am - 6pm, Saturday between 9am -6pm and Sunday and statutory holidays 10am - 6pm.

During the construction or use of these facilities all measures are to be taken to prevent nuisance. Air, noise and water pollution matters are subject to provisions of the *Building Regulations 2016* or the *Environmental Management and Pollution Control Act 1994*.

In regard to condition 2 the applicant should contact Council's Infrastructure & Works Department – Ph 6424 0511 with any enquiries.

Enquiries regarding condition 1 and advisory notes can be directed to Council's Development Services Department – Ph 6424 0511.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

2.1 Council's Planning Scheme facilitates appropriate property use and development

The purpose of this report is to enable Council, acting as a Planning Authority to make a decision regarding planning application PA2026.0174.

BACKGROUND

Planning Instrument:	*Tasmanian Planning Scheme – Devonport 2020*
Address:	10 Surrey Street, Devonport
Applicant:	Kurt Hanson
Owner:	Mr KJ Hanson & Mrs Al Hanson
Proposal:	Residential (outbuilding)
Existing Use:	Residential (single dwelling)
Zoning:	General Residential
Decision Due:	Initial decision due 19/11/2026. Extension of time to 23/11/2026 granted by the applicant.

SITE DESCRIPTION

The site is located on the western side of Surrey Street, near its southern end and Don Road. The site is rectangular in shape and has an area of 1009m². Located on the site is an established two-storey dwelling, initially constructed in the 1950s, which has been subject to numerous additions since its construction. The site is immediately surrounded by single dwelling development and is relatively flat. Figure 1 below provides a recent aerial image of the site, outlined in blue.



Figure 1 – Aerial image of the site and surrounding locality (DCC, 2025)

APPLICATION DETAILS

The applicant is seeking approval to construct a 9m x 6m prefabricated outbuilding in the south-eastern corner of the property. The outbuilding is proposed to be set back 0.5m from both the rear and southern side boundaries. The outbuilding will have a wall height of 2.7m and an apex height of 3.23m, with a gable roof running east-west.

Figure 2 provides a copy of the site plan, with Figures 3 and 4 providing elevation details of the proposed outbuilding.

A full copy of the planning application, as submitted by the applicant, is appended as an **Attachment to this Report.**



Figure 2 – Site plan (Hanson, 2026)

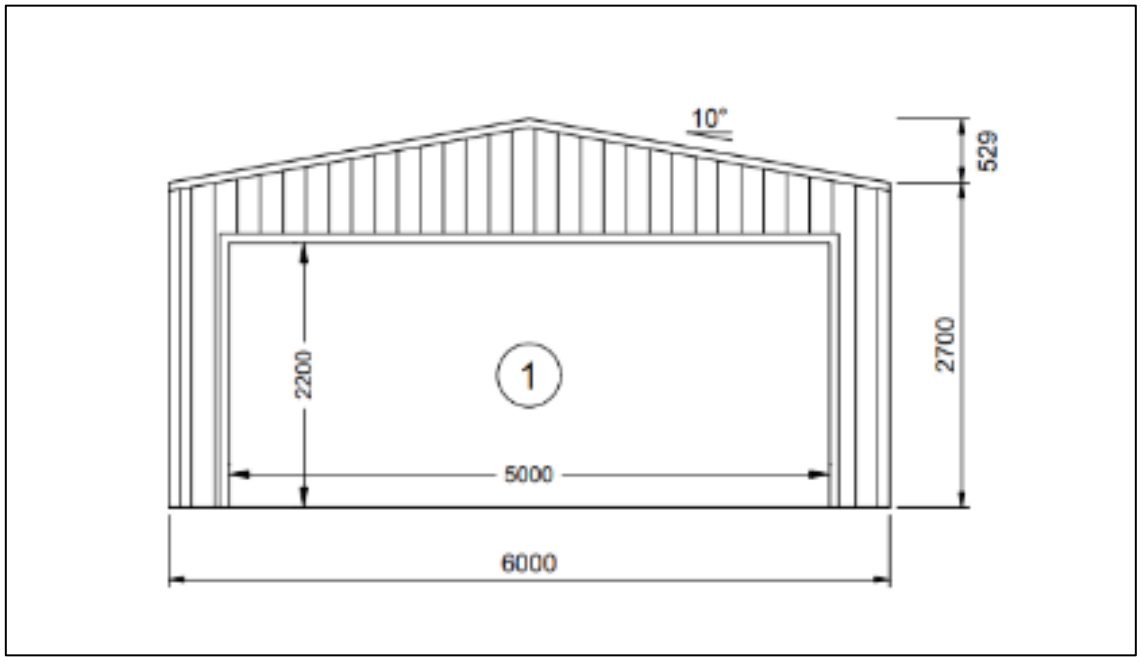


Figure 3 – Outbuilding elevation (Hanson, 2026)

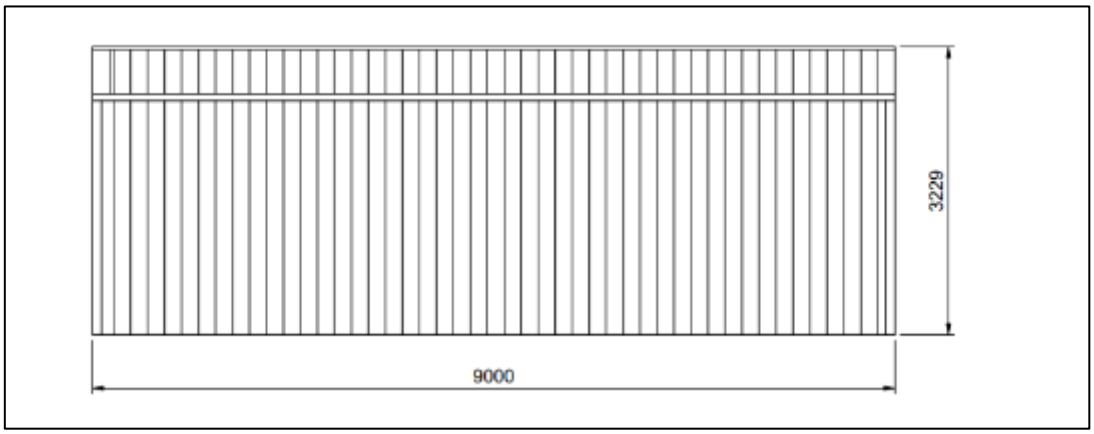


Figure 4 – Outbuilding elevation (Hanson, 2026)

PLANNING ISSUES

The land is zoned General Residential under the *Tasmanian Planning Scheme - Devonport 2020*. The purpose of the General Residential Zone is:

8.1.1 To provide for residential use or development that accommodates a range of dwelling types where full infrastructure services are available or can be provided.

8.1.2 To provide for the efficient utilisation of available social, transport and other service infrastructure.

8.1.3 To provide for non-residential use that:

a) primarily serves the local community; and

b) does not cause an unreasonable loss of amenity through scale, intensity, noise, activity outside of business hours, traffic generation and movement, or other off site impacts.

8.1.4 To provide for Visitor Accommodation that is compatible with residential character.

The proposed outbuilding falls under the use class Residential, sub-use category Single dwelling. The applicable definitions are reproduced below.

Residential:
use of land for self-contained or shared accommodation. Examples include a secondary residence, boarding house, communal residence, home-based business, home-based child care, residential care facility, residential college, respite centre, assisted housing, retirement village and single or multiple dwellings.

Single dwelling:
means a dwelling on a lot on which no other dwelling, other than a secondary residence, is situated.

Dwelling:
means a building, or part of a building, used as a self-contained residence and which includes food preparation facilities, a bath or shower, laundry facilities, a toilet and sink, and any outbuilding and works normally forming part of a dwelling.

An outbuilding associated with a single dwelling, as proposed, has a No Permit Required use status and does not require a permit in the General Residential Zone, provided the relevant development standards of the Planning Scheme can be satisfied at the acceptable solution level. Where an acceptable solution cannot be met, the proposal must instead demonstrate compliance with the corresponding performance criteria.

In this case, the outbuilding is proposed to be constructed within the 1.5m rear setback and therefore cannot satisfy A3(b).

The relevant development standard and performance criteria are reproduced below, followed by an assessment.

General Residential Zone

8.4.2 Setback and building envelope for all dwellings

Objective:

The siting and scale of dwellings:

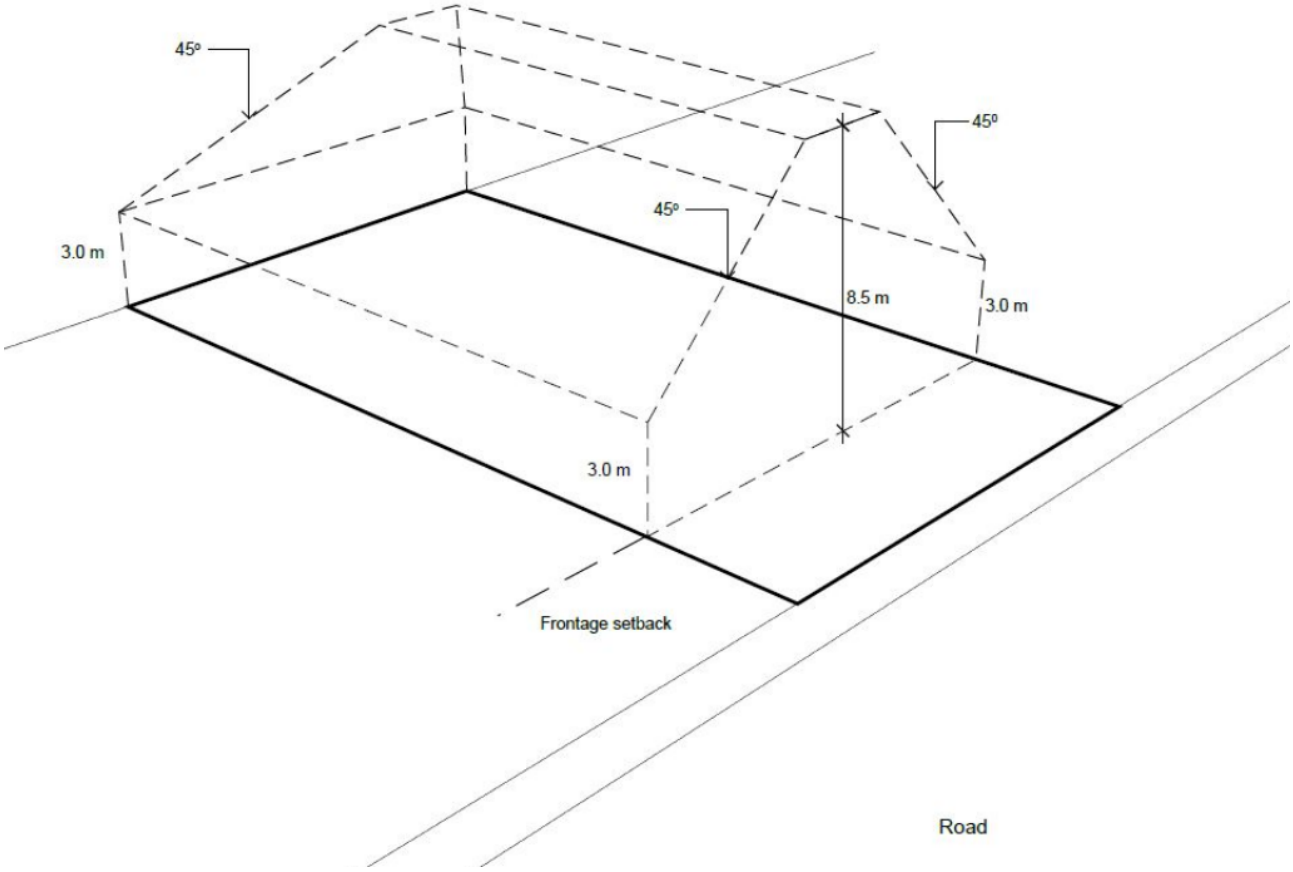
(a) provides reasonably consistent separation between dwellings and their frontage within a street;

(b) provides consistency in the apparent scale, bulk, massing and proportion of dwellings;

(c) provides separation between dwellings on adjoining properties to allow reasonable opportunity for daylight and sunlight to enter habitable rooms and private open space; and

(d) provides reasonable access to sunlight for existing solar energy installations.

Acceptable Solutions	Performance Criteria
A3 A dwelling, excluding outbuildings with a building height of not more than 2.4m and protrusions that extend not more than 0.9m horizontally beyond the building envelope, must: (a) be contained within a building envelope (refer to Figures 8.1, 8.2 and 8.3) determined by: i. a distance equal to the frontage setback or, for an internal lot, a distance of 4.5m from the rear boundary of a property with an adjoining frontage; and ii. projecting a line at an angle of 45 degrees from the horizontal at a height of 3m above existing ground level at the side and rear boundaries to a building height of not more than 8.5m above existing ground level; and (b) only have a setback of less than 1.5m from a side or rear boundary if the dwelling: i. does not extend beyond an existing building built on or within 0.2m of the boundary of the adjoining property; or ii. does not exceed a total length of 9m or one third the length of the side boundary (whichever is the lesser).	**P3** The siting and scale of a dwelling must: (a) not cause an unreasonable loss of amenity to adjoining properties, having regard to: i. reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining property; ii. overshadowing the private open space of a dwelling on an adjoining property; iii. overshadowing of an adjoining vacant property; or iv. visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining property; (b) provide separation between dwellings on adjoining properties that is consistent with that existing on established properties in the area; and (c) not cause an unreasonable reduction in sunlight to an existing solar energy installation on: i. an adjoining property; or ii. another dwelling on the same site.



P3: Figure 5 below shows the site plan and the approximate extent of the outbuilding located within the 1.5m rear setback threshold.

The proposed outbuilding is not considered to cause an unreasonable loss of amenity to adjoining properties.

The outbuilding has a wall height of 2.7m and a maximum height of 3.23m. While some overshadowing of adjoining land may occur, particularly during winter, the proposed side setback and wall height comply with the applicable Acceptable Solution and building envelope requirements. The scale and bulk of the outbuilding are therefore considered reasonable for a residential property.

The siting of the outbuilding is also consistent with the general pattern of development in the surrounding area, where outbuildings are located close to rear property boundaries. Examples can be seen at 18 Surrey Street and 76 Don Road, both within approximately 100m of the site.

The discretion relates to the outbuilding being located within the required 1.5m rear setback. Having regard to the size and height of the outbuilding, its separation from adjoining dwellings, potential overshadowing, and the established pattern of development in the surrounding area, the siting and scale of the proposed outbuilding are not considered to cause an unreasonable loss of amenity to adjoining properties.

No unreasonable reduction in sunlight to an existing solar energy installation has been identified.

The proposal satisfies P3.

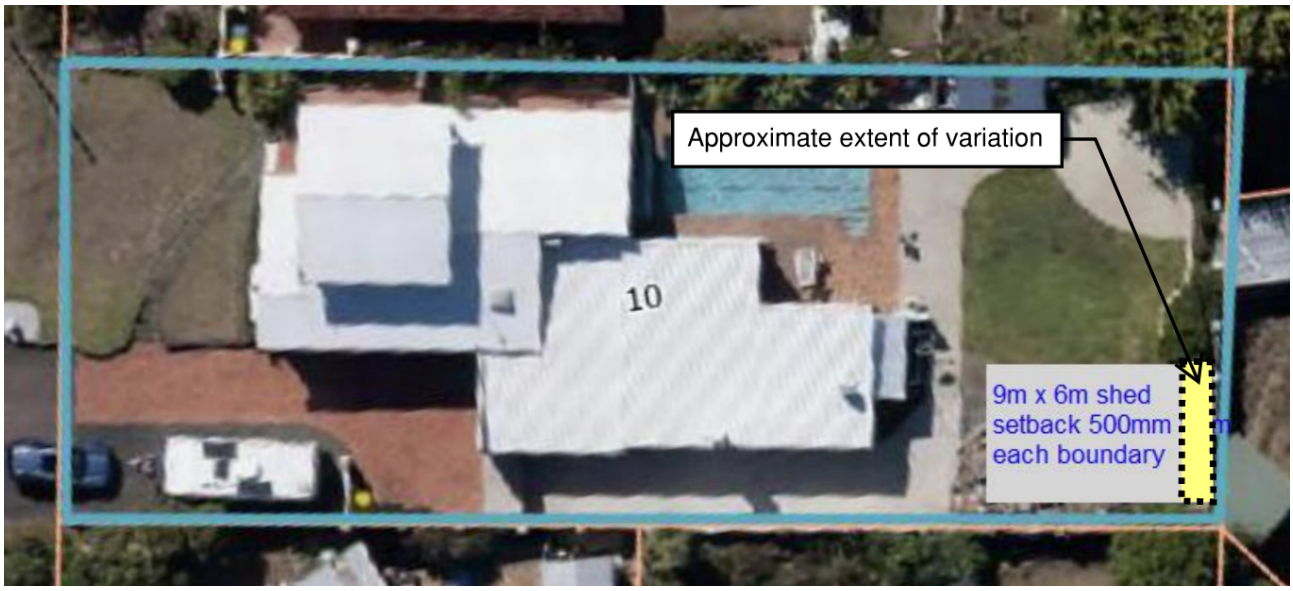


Figure 5 – Location of the proposed outbuilding, with the approximate extent within the 1.5m rear setback shown in yellow.

The development can satisfy the remaining development standards of the General Residential Zone at the acceptable solutions level.

The site is subject to the following mapped overlays:

- Airport Obstacle Limitation Area – 155.1m AHD (Safeguarding of Airports Code); and
- Priority Vegetation Area (Natural Assets Code).

In this case, the proposed shed will have an AHD height of approximately 70m, well below the 155.1m AHD Airport Obstacle Limitation Area. The Priority Vegetation Area overlay does not apply to development in the General Residential Zone unless subdivision is proposed.

COMMUNITY ENGAGEMENT

On 08/10/2026, Council received an application for the above development. Under section 57(3) of the *Land Use Planning and Approvals Act 1993*, the Planning Authority must give notice of an application for a permit. As prescribed at Regulation 8 of the *Land Use Planning and Approvals Regulations 2024*, the Planning Authority fulfilled this notification requirement by:

(a) Advertising the application in *The Advocate* newspaper on 30/10/2026;

(b) Making a copy of the proposal available in Council Offices from the 30/10/2026;

(c) Notifying adjoining property owners by mail on 28/10/2026; and

(d) Erecting a Site Notice for display from the 30/10/2026.

The period for representations to be received by Council closed on 17/11/2026.

REPRESENTATIONS

One representation was received within the prescribed 14 day public scrutiny period required by the *Land Use Planning and Approvals Act 1993*.

The representation was received from the owner of the property to the south at 4–6 Surrey Street and is appended as an **Attachment to this Report.**

The key points raised in the representation are summarised in the table below, followed by the officer's comments:

Matter raised	Representation	Officer comment
Boundary setback	Concern is raised regarding the proposed 500mm setback of the outbuilding from the shared boundary. The representor considers the proposed setback insufficient given the size and height of the outbuilding.	Under General Residential development standard 8.4.2, reproduced earlier in this report, an outbuilding may be constructed to a side boundary provided the relevant wall length requirements are met and the building is contained within the prescribed building envelope. In this case, the proposed outbuilding complies with the applicable side boundary setback requirements. The discretionary component relates to the outbuilding being located within the required 1.5m rear setback. To provide context, the outbuilding as currently proposed could be constructed on the side boundary without requiring assessment against the relevant Performance Criteria, provided it complied with the required 1.5m rear setback and all other applicable Acceptable Solutions.
Height and scale of the outbuilding	Concern is raised regarding the proposed 2.7m wall height and 3.23m maximum building height. The representor considers that the height of the outbuilding, combined with its proximity to the boundary, may adversely impact the adjoining property.	Refer to the previous commentary regarding the applicable side setback and building envelope requirements. At a setback of 0.5m from the side boundary, the building envelope provisions allow for a wall height of up to 3.5m. The proposed wall height is 2.7m, being 0.8m below the height permitted by the building envelope at this setback. Accordingly, the wall height of the outbuilding adjacent to this boundary is within the parameters contemplated by the Acceptable Solution.
Overshadowing and loss of sunlight	Concern is raised that the proposed outbuilding may result in overshadowing and reduced access to sunlight within the adjoining property's private open space, particularly during winter. The representor has provided	Noted. However, the applicable Acceptable Solution allows the outbuilding to be located closer to the respective side boundary. Such a location may result in greater overshadowing of the adjoining property than currently

	calculations based on the June solstice, estimating that the 2.7m wall may cast a shadow of approximately 5.7m, the 3.229m roof peak approximately 6.92m, and that the shadow may extend approximately 6.42m beyond the shared boundary at midday. The representor considers that increasing the setback would reduce the extent of overshadowing.	proposed while still satisfying the Acceptable Solution.
Amenity	The representor considers that reduced winter sunlight may affect the amenity and use of their private open space, including potential impacts on soil dampness, lawn and landscaping, and use of the outdoor area.	The concerns regarding potential impacts on amenity are noted. Some overshadowing of the adjoining property will occur, particularly during winter. However, as outlined above, the proposed outbuilding complies with the applicable side setback and building envelope requirements, including a wall height below that otherwise permitted at the proposed setback. The extent of impact described by the representor is therefore not considered unreasonable in the context of the development standards applying to the site.
Alternative design or location	The representor considers there is sufficient space within the development site to provide a greater setback or modify the design of the outbuilding. The representor requests that consideration be given to either increasing the setback from the shared boundary or reducing the height and/or roof pitch of the outbuilding.	The representor's suggested alternative design and location are noted. However, the planning assessment is required to consider the development as proposed against the applicable provisions of the Tasmanian Planning Scheme. As outlined above, the proposed side setback and wall height comply with the applicable Acceptable Solution. The discretion relates to the rear setback, which has been assessed against the relevant Performance Criteria and is considered acceptable. Accordingly, there is no planning basis to require the outbuilding to be relocated, increased in setback from the side boundary, or reduced in height or roof pitch.

DISCUSSION
The application has been referred to various Council departments with an interest in planning applications. Feedback received has been included as conditions and/or notes, where appropriate.

FINANCIAL IMPLICATIONS
No financial implications are predicted, unless an appeal is made against the Council's decision to the Tasmanian Civil and Administrative Tribunal. In such instance, legal counsel will likely be required to represent Council. The opportunity for such an appeal exists as a result of the Council determining to either approve or refuse the permit application.

RISK IMPLICATIONS
In its capacity as a planning authority under the *Land Use Planning and Approvals Act 1993* (LUPAA), Council is required to make a determination on this application for a discretionary planning permit. Due diligence has been exercised in the preparation of this report and there are no predicted risks associated with a determination of this application.

CONCLUSION
The application for Residential (outbuilding) has been assessed against the applicable requirements of the Tasmanian Planning Scheme. The proposal is considered to satisfy the relevant standards and is recommended for conditional approval.

ATTACHMENTS
1. Application - PA2026.0174 - 10 Surrey Street - Residential (outbuilding) [**4.1.1** - 20 pages]
2. Representation - Matthew Knight - PA2026.0174 - 10 Surrey Street [**4.1.2** - 2 pages]

5 REPORTS

5.1 MEETING ARRANGEMENTS

Author: **Claire Jordan, Executive Coordinator**

Endorser: **Matthew Atkins, Chief Executive Officer**

RECOMMENDATION

That Council receive and note the meeting arrangements report and determine that:
(a) ordinary meetings of Council will usually be held on the fourth Monday of each month;
(b) the usual commencement time of ordinary meetings will be 5:30pm, unless otherwise notified;
(c) Council authorises the Chief Executive Officer, in consultation with the Mayor, to alter the ordinary meeting night/time or to convene Special Meetings from time to time when considered necessary; and
(d) a monthly workshop will usually be scheduled on the 2nd Monday of each month starting at 5.30pm.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

5.3 Council looks to employ best practice governance, risk and financial management

SUMMARY

This report has been prepared to assist Council in determining the timing of meetings for the newly elected Council.

BACKGROUND

Council ordinary meetings are usually held on the fourth Monday of each month commencing at 5:30pm. Workshop sessions are generally held on the second Monday of each month commencing at 5:30pm. Some months this schedule changes to suit public holidays.

STATUTORY REQUIREMENTS

The *Local Government (Meeting Procedure) Regulations 2025* states:

> ***7. Times of meetings***
>
> *(1) A meeting is not to start before 5:00pm unless otherwise determined by the council by absolute majority or by the council committee by simple majority.*
>
> *(2) After each ordinary election, a council and a council committee are to review the times of commencement of their meetings.*

DISCUSSION

The Council may determine the most appropriate timing for ordinary meetings. The only provision included within the Regulations is that an ordinary meeting is to be conducted at least once per month. All meetings are to commence after 5:00pm unless otherwise determined by the Council by absolute majority.

Most meetings for previous Council terms, commenced at 5:30pm.

Meetings have usually been held on a Monday night unless there is a public holiday in which case another day is substituted.

Following a recent discussion with the newly elected Council it has been determined that the following will apply to meetings moving forward:

Meeting Type	Day/Week of the Month	Commencement Time
Ordinary Council	Monday 4th week	5:30pm
Workshop	Monday 2nd week	5:30pm

Public holidays will occasionally impact on Council meeting times requiring the meetings to move to an alternative day or week.

Additional workshops may at times be required and will be scheduled on the Monday of the 1st and 3rd week of the month.

COMMUNITY ENGAGEMENT
Council through its public meetings are engaging with the community insofar as notification requirements and the ability for anyone interested to attend. Public advertisements of meetings are undertaken in accordance with the legislative requirements.

FINANCIAL IMPLICATIONS
The conduct of all Council meetings has associated costs which are appropriately budgeted for.

RISK IMPLICATIONS
No risks have been identified in relation to this report.

CONCLUSION
The determination of the timing of meetings is a formality which is required to be reviewed by Council following the conduct of each ordinary election.

The recommendation provided accords with the consensus reached by Councillors at a recent Workshop Session.

ATTACHMENTS
Nil

5.2 APPOINTMENT TO COMMITTEES, BODIES, AUTHORITIES, PANELS AND WORKING GROUPS

Author: **Claire Jordan, Executive Coordinator**

Endorser: **Matthew Atkins, Chief Executive Officer**

RECOMMENDATION

That Council appoints the following representatives:

Body	Council Representatives
Local Government Association of Tasmania	Mayor, Cr A Jarman
Mersey Leven Strategic Alliance	Mayor, Cr A Jarman Deputy Mayor, Cr S Sheehan CEO
TasWater Representatives Group	Cr J Alexiou CEO - Proxy
Dulverton Regional Waste Management Authority	Mayor, Cr A Jarman CEO – Owners Rep
Cradle Coast Authority Representatives Group	Mayor, Cr A Jarman CEO – Owners Rep
Planning Authority Committee (s23)	Mayor, Cr A Jarman, Cr J Alexiou, Cr P Hollister, Cr S Martin OAM, Cr A Moore, Cr D Viney
Maidstone Park Advisory Group	Cr S Martin OAM Cr D Viney
Access & Inclusion Working Group	Cr J Alexiou Cr S Martin OAM
Devonport Regional Gallery Advisory Committee	Cr P Hollister Cr A Moore
East Devonport Working Group	Cr J Alexiou Cr P Hollister
Financial Assistance Working Group	Deputy Mayor, Cr S Sheehan Cr P Hollister Cr S Martin OAM Cr A Moore
CEO's Performance Review Committee	All Councillors
Bass Strait Maritime Museum Cultural Heritage Advisory Group	Cr P Hollister Cr S Martin OAM
Cement Australia Community Liaison Committee	Cr P Hollister
Mersey-Leven Municipal Emergency Management Committee (MLMEMC)	Mayor, Cr A Jarman Deputy Mayor, Cr S Sheehan
Tasmanian Arboretum Board of Management	Representation available as/when required
Audit Panel	Deputy Mayor, Cr S Sheehan Cr P Hollister

RELEVANCE TO COUNCIL'S PLANS & POLICIES
Council's Strategic Plan 2009-2030:

5.3 Council looks to employ best practice governance, risk and financial management

SUMMARY
This report is provided to assist Council in determining the appointment of councillors to committees, bodies, panels, authorities and working groups.

BACKGROUND
Following a Council election, all previous positions held by councillors on various committees and other organisations are deemed vacant. Therefore, at the first meeting after a Council election, new appointments are made to fill these vacancies.

The committees or organisations requiring Councillor membership generally fall under one of the following:

Section 23 Committees – Committees established under section 23 of the *Local Government Act 1993*.

Section 24 Special Committees – Committees established under section 24 of the *Local Government Act 1993*.

External Committees, Associations or Companies – External entities where Council representation has been sought to act as the liaison between Council and the organisation.

Joint Authorities – involve two or more Councils. The key features of joint authorities are they perform any function or exercise any power of a Council under the *Local Government Act 1993*, and that a Board of Management is usually appointed to be responsible for the governance of the Authority.

Special Interest Groups/Working Groups/Advisory Groups – less formal than a committee, these Groups are established for a particular project or initiative.

Controlling Authorities – Authorities established under section 29 of the *Local Government Act 1993* to undertake a particular function or manage a facility on behalf of Council.

Audit Panel – established under section 85 of the *Local Government Act 1993* to review Council's performance in relation to Council's financial system, financial governance arrangements and financial management, plans, policies, systems and controls in relation to long-term financial position.

STATUTORY REQUIREMENTS
Appointments to committees and organisations included in this report are often governed by legislation.

DISCUSSION
These appointments were discussed by Councillors at a Workshop on 16 November 2026, at which time general consensus was achieved on the appointment process.

Committee/ Organisation	Number of representatives	Meeting Schedule	Nominated Councillors
Local Government Entities/Shareholdings			
Local Government Association of Tasmania	1 voting delegate	3 – 4 per year	Mayor, Cr A Jarman
Mersey Leven Strategic Alliance	Mayor & Deputy Mayor	Quarterly	Mayor, Cr A Jarman Deputy Mayor, Cr S

			Sheehan CEO
TasWater Representatives Group	1 Owner Rep 1 Designated proxy	Twice yearly	Cr J Alexiou CEO - proxy
Dulverton Regional Waste Management Authority	1 Council Rep 1 CEO	Quarterly	Mayor, Cr A Jarman CEO
Cradle Coast Authority Representatives Group	Mayor & CEO ex officio in rules	Quarterly	Mayor, Cr A Jarman CEO
Section 23 Committee			
Planning Authority Committee (s23)	6 Councillors	Monday evening (generally prior to Workshop) as required	Mayor, Cr A Jarman Cr J Alexiou Cr P Hollister Cr S Martin OAM Cr A Moore Cr D Viney
Special Interest Groups/ Working Groups/Advisory Groups			
Maidstone Park Advisory Group	2 Councillors	6 monthly (half yearly) Day & time to be set by committee	Cr S Martin OAM Cr D Viney
Access & Inclusion Working Group	2 Councillors	Bi-monthly (first week of the month) during business hours, alternating Tuesday and Wednesday (10am)	Cr J Alexiou Cr S Martin OAM
Devonport Regional Gallery Advisory Committee	2 Councillors	Bi-Monthly Wednesdays @ 4pm	Cr P Hollister Cr A Moore
East Devonport Working Group	2 Councillors	Bi-monthly (second week of the month) during business hours in East Devonport, alternating Tuesday and Wednesday	Cr J Alexiou Cr P Hollister
Financial Assistance Working Group (internal working group)	4 councillors	Meet monthly prior to Council Workshop. Some urgent funding requests and updates dealt	Deputy Mayor, Cr S Sheehan Cr P Hollister Cr S Martin OAM Cr A Moore

		with out of session via Teams message	
CEO's Performance Review Committee	Mayor and Deputy Mayor & 4 Councillors	Annually or when required	All Councillors
BSMM Cultural Heritage Advisory Committee	2 Councillors	Bi-monthly Wednesdays at 3pm	Cr P Hollister Cr S Martin OAM
External Committees			
Cement Australia Community Liaison Committee	Council rep x 1	As required	Cr P Hollister
Mersey-Leven Emergency Management Committee	Mayor Deputy Mayor	Quarterly	Mayor, Cr A Jarman Deputy Mayor, Cr S Sheehan
Tasmanian Arboretum Board of Management	Council Rep x 1	Monthly – third Monday 7.30pm at the paranaple centre	Representation available as/when required
Statutory Council Committee			
Audit Panel	2 Councillors, excluding Mayor	Quarterly (at least 4 times per year)	Deputy Mayor, Cr S Sheehan Cr P Hollister

Traditionally, Council has reviewed these appointments after two years.

COMMUNITY ENGAGEMENT
Appointments strengthen Council's engagement. Council also advertises positions externally for Special Interest Groups, Working Groups and Audit Panel as required.

FINANCIAL IMPLICATIONS
There is minimal financial impact as a result of this report, apart from staff time at meetings (where required) and associated administration support (where required) which is budgeted accordingly.

RISK IMPLICATIONS
No risk implications have been identified in relation to this report.

CONCLUSION
This report formalises the appointment of Councillors to various representative roles following the recent Local Government elections.

ATTACHMENTS
Nil

5.3 REVIEW OF TERMS OF REFERENCE AND REPOORTING REQUIREMENTS - SPECIAL COMMITTEES & WORKING GROUPS

Author: **Claire Jordan, Executive Coordinator**

Endorser: **Matthew Atkins, Chief Executive Officer**

RECOMMENDATION

That Council adopt the revised Terms of Reference and Reporting Requirements for the following Committees and Working/Advisory Groups, with immediate effect:

- Devonport Regional Gallery Advisory Committee;
- Bass Strait Maritime Museum Cultural Heritage Advisory Committee;
- Access & Inclusion Working Group;
- Financial Assistance Working Group;
- East Devonport Working Group;
- Chief Executive Officer's Performance Review Committee; and
- Maidstone Park Advisory Group.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

4.1 Sport and recreation facilities and programs meet community needs
4.2 A vibrant City is created through the provision of cultural activities, events and facilities
4.7 An engaged community promotes and values diversity and equity
5.2 Promote active and purposeful community engagement and participation
5.3 Council looks to employ best practice governance, risk and financial management

SUMMARY

The purpose of this report is to review Council's Terms of Reference and Reporting Requirements documents for Committees and Working/Advisory Groups.

BACKGROUND

Terms of Reference for Committees and Working/Advisory Groups are reviewed by Council on a biennial basis. They have been reviewed to coincide with the new Council term and ratification of appointments of Councillors to these Committees and Working/Advisory Groups.

STATUTORY REQUIREMENTS

There are no statutory requirements relating to this report.

None of the Committees and Working/Advisory Groups subject to this report have been formally established under either section 23 or 24 of the *Local Government Act 1993*, but all generally function in accordance with the terms of Special Committees constituted under section 24 of the *Act*.

DISCUSSION

The recently reviewed Terms of Reference and Reporting Requirements for the Devonport Regional Gallery Advisory Committee, Bass Strait Maritime Museum Cultural Heritage Advisory Committee, Access and Inclusion Working Group, East Devonport Working Group, and the Maidstone Park Advisory Group are attached for Council's review and endorsement. The newly developed Terms of Reference and Reporting Requirements for the Financial Assistance Working Group are also attached for Council's endorsement.

The Devonport Regional Gallery Advisory Committee was established to support Council achieve the strategic objectives as outlined in Council's Strategic Plan, and provides advice to Council on the development, promotion, and accessibility of the visual arts, as an integral part of Devonport's cultural life, with a particular focus on the activities for the Devonport Regional Gallery.

The Bass Strait Maritime Museum Cultural Heritage Advisory Committee was established in support the operation of the Bass Strait Maritime Museum, and its cultural heritage and collection management activities.

The Access and Inclusion Working Group acts to assist Council to deliver on actions contained within the Disability Inclusion Plan 2020-2025.

The Terms of Reference and Reporting Requirements for the Financial Assistance Working Group are newly developed. The Working Group has been established for some time, supporting transparent, equitable, consistent and accountable decision making in respect of financial assistance. The Terms of Reference and Reporting Requirements formally details the purpose and objectives of the Working Group.

The East Devonport Working Group provides advice to Council about future development, programs and activities at East Devonport.

The Terms of Reference for the Chief Executive Officer's Performance Review Committee have been updated to include the requirements of the *Local Government (Appointment and Performance of General Managers) Order 2024*.

The Maidstone Park Advisory Group was established to provide advice to Council regarding the strategic and long-term future of the complex.

At the appropriate time, Council officers will commence an Expression of Interest process for members, which will be returned to Council at an upcoming meeting for final endorsement.

COMMUNITY ENGAGEMENT

No community engagement has been undertaken in relation to this report.

FINANCIAL IMPLICATIONS

There is no financial impact as a result of this report. Administrative costs in relation to the coordination and facilitation of meetings are absorbed into Council's operational budget.

RISK IMPLICATIONS

- Workplace Health and Safety
  To minimise any potential workplace health and safety risks, all endorsed members will complete Council's volunteer induction to ensure they understand their obligations under the *Workplace Health and Safety Act 2012*.
- Corporate and Business
  Committees and Working/Advisory Groups assist Council to manage corporate and business risk by providing a formal mechanism for advice, consultation and representation on matters relating to particular interest groups. Their role as a conduit between Council and the community strengthens stakeholder engagement, supports transparent and informed decision-making.
- Consultation and/or Communication
  Committees and Working/Advisory Groups provide a mechanism by which Council and community can communicate effectively on special interest matters.

CONCLUSION

That the reviewed and newly developed Terms of Reference and Reporting Requirements for Council's Committees and Working/Advisory Groups be adopted with immediate effect.

ATTACHMENTS

1. Devonport Regional Gallery Advisory Committee Terms of Reference & Reporting Requirements [**5.3.1** - 4 pages]
2. BSMM Cultural Heritage Advisory Committee Terms of Reference & Reporting Requirements [**5.3.2** - 5 pages]
3. Access & Inclusion Working Group Terms of Reference & Reporting Requirements [**5.3.3** - 4 pages]
4. Financial Assistance Working Group Terms of Reference & Reporting Requirements [**5.3.4** - 3 pages]
5. East Devonport Working Group Terms of Reference and Reporting Requirements [**5.3.5** - 4 pages]
6. CEO's Performance Review Committee Terms of Reference and Report requirements [**5.3.6** - 4 pages]
7. Maidstone Park Advisory Group Terms of Reference and Reporting requirements [**5.3.7** - 4 pages]

5.4 DEVONPORT CITY COUNCIL PARKING BY-LAW NO.1 OF 2026

Author: **Claire Jordan, Executive Coordinator**

Endorser: **Matthew Atkins, Chief Executive Officer**

RECOMMENDATION

That Council authorise the affixing of its Common Seal to the Devonport City Council Parking By-Law No.1 of 2026 and its subsequent certification by the Chief Executive Officer (being the General Manager as appointed by the Council pursuant to section 61 of the *Local Government Act 1993)* and a legal practitioner.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

3.3 Access in to, out of, and around the City is well planned and managed

5.3 Council looks to employ best practice governance, risk and financial management

SUMMARY

To approve the affixing of the Common Seal and certification of the Devonport City Council Parking By-Law No.1 of 2026.

BACKGROUND

At Council's meeting of 22 June 2026, it resolved (Min. Ref. 26/106):

> *"Pursuant to section 156(1) of the Local Government Act 1993, Council resolves, by absolute majority, that it intends to make a new Parking By-Law for the purpose of regulating and controlling the parking of vehicles both in Council car parks and on highways".*

STATUTORY REQUIREMENTS

In accordance with section 145 of the *Local Government Act 1993 (*the *"Act")*, a Council may make a by-law in respect of any act, matter or thing for which Council has a function or power under this or any other Act.

Section 156(1) of the *Act* requires Council in making a new by-law, to announce publicly that it intends to make a by-law. This resolution must be made at a Council meeting and must be made by an absolute majority of councillors.

Furthermore, Council is guided by Part 11 of the *Act* regarding the development, drafting and adopting of a by-law under its jurisdiction.

The process for adopting a by-law is as follows:

- Council passes a formal resolution (by absolute majority) of its intention to make a by-law.
- Council prepares a draft Regulatory Impact Statement (RIS) and referral is made to the Director of Local Government for consideration.
- Upon receipt of certificate of approval from the Director, Council gives notice of the proposed by-law and carries out public consultation.
- Copies of the RIS and the by-law are made available for public inspection and submissions are invited.
- Following the closure of the submissions, Council is required to consider all submissions and alter the by-law if necessary, by absolute majority.

- Council makes the by-law under its Common Seal.
- The by-law is certified by a legal practitioner and the General Manager.
- The by-law must be published in the Tasmanian Government Gazette within 21 days of being made by Council.
- The General Manager is to make the by-law available on the Council website.
- The by-law is to be submitted to the Subordinate Legislation Committee as required within seven working days of publication in the Gazette.
- The by-law is tabled in Parliament within 10 sitting days of publication in the Gazette.
- The General Manager is to send a sealed copy of the by-law to the Director of Local Government, and certification under section 162 of the Act with a statement explaining the purpose and effect of the by-law and the outcome of public consultation in respect of the by-law.

DISCUSSION

Following Council's June 2026 meeting, the draft Regulatory Impact Statement was forwarded to the Acting Director of Local Government for approval. Approval was received on 1 October 2026 (refer attached).

The draft by-law was also forwarded to Council's legal practitioner for this matter, Simmons Wolfhagen, for checking and their recommendations noted and actioned. Feedback was also sought from Tasmania Police, as part of the consultation process. No feedback was received from Tasmania Police.

No feedback was received as a result of the public consultation process, required as part of the by-law making process.

The by-law, once executed by Council, will be certified by the legal practitioner who was previously engaged to provide advice as to the by-law's content.

The by-law will then be placed in the Tasmanian Government Gazette within 21 days of it being made, submitted to the Subordinate Legislation Committee, and tabled in parliament.

COMMUNITY ENGAGEMENT

As part of the adoption process for by-laws, public consultation is required.

Public consultation commenced on 3 October 2026 and concluded on 23 October 2026.

The proposed by-law and RIS were placed on Council's website, Facebook Page and advertised in The Advocate Newspaper, and notice of By-Law publicly displayed at the paranaple centre.

No submissions were received from the community during this period.

Feedback was also sought from Tasmania Police, however no feedback was received.

FINANCIAL IMPLICATIONS

There are legal costs associated with the adoption of the By-Law and advertising costs.

However, these costs are not expected to be significant and are required due to the legislative requirements of adopting a by-law.

RISK IMPLICATIONS

- Asset & Property Infrastructure
  This by-law enables Council to regulate and control the use of car parks belonging to or controlled by it, and section 100 of the *Local Government (Highways) Act 1982*, for the purpose of prescribing compositions in that section, within the municipality, through the regulation of acceptable and compliant use.

- Legal Compliance
  The adoption of the by-law will legally enable Council to regulate and control the use of car parks within the municipality, through the ability to issue infringement notices for breaches of the by-law and to control abandoned vehicles in roads and public places.
- Risk Management Practices
  Through the provision of the by-law, the ability to regulate and control parking in car parks within the municipal area, public safety and risk is provided greater oversight, reducing risk of injury, damage or incident.

CONCLUSION

The proposed by-law is now ready to be formally approved by Council by affixing its Common Seal and subsequent certification by the Chief Executive Officer and a legal practitioner.

ATTACHMENTS

1. Draft Parking By- Law dated 17 June 2026 [**5.4.1** - 15 pages]
2. Devonport Council - Parking By-law RIS [**5.4.2** - 12 pages]
3. RIS Certificate - Devonport City Council Parking By- Law No. 1 of 2026 [**5.4.3** - 1 page]

5.5 2026/27 CAPITAL PROGRAM - CARRY FORWARD PROJECTS

Author: **Jason Bellchambers, Infrastructure Manager**

Endorser: **Jeffrey Griffith, Deputy Chief Executive Officer**

RECOMMENDATION

That Council adopt the proposed amendments to the 2026/27 Capital Works Program, including:

1. carry forward projects listed in Table 4 from the 2025/26 Capital Works Program, totalling $39,001,227;
2. the reallocation of funding allocated to complete projects CT0401 and CE0059 during 2026/27 as detailed in Table 4;
3. Recognise the budget increase to project CT0394 of $730,000 to reflect additional external grant funding as detailed in Table 4;
4. Increase the budget for project CT0421 Parking Infrastructure Renewal Program from $20,000 to $60,000 to include increased scope of additional electric vehicle charging bays; and
5. Recognise an overall saving of $382,537 from the 2025/26 Capital Works Program.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

2.3 Active asset renewal program and clear infrastructure priorities for funding
5.3 Council looks to employ best practice governance, risk and financial management

SUMMARY

This report is provided to outline the proposed amendments to Council's Capital Works Program, recognising continuing projects and savings on capital projects as at 30 June 2026, following the completion of the annual financial statements.

BACKGROUND

At the end of each financial year Council will have a number of capital projects that were not complete as at 30 June 2026 that are formally required to be carried forward in the new financial year once the annual accounts are finalised.

STATUTORY REQUIREMENTS

Council must comply with the provisions of the *Local Government Act 1993* in relation to its financial management activities. The identification of the carry forward projects and the provision of additional funding where necessary, will ensure that the estimates for the 2026/27 year are recorded and reported upon accurately during the year.

DISCUSSION

Council spent a total of $20.7M on capital works during the 2025/26 financial year from a total annual capital budget of $63M. A reconciliation of the Capital Works Program for 2025/26 is summarised in the three tables below.

Table 1 shows completed projects total amounts by Asset Class during the 2025/26 year and the resulting savings.

Table 1

Completed Projects & Savings				
Asset Class	**Number of Projects**	**Budget**	**Actual (as at 30 June 2026)**	**Unspent Savings/ (Overspend)**
Transport	20	$ 4,399,101	$ 3,752,809	$ 646,292
Stormwater	4	$ 460,000	$ 170,215	$ 289,785
Buildings	17	$ 4,291,643	$ 1,250,344	$ 3,041,299
Parks	13	$ 1,544,956	$ 1,480,537	$ 64,419
Plant & Fleet	3	$ 905,498	$ 875,581	$ 29,917
Office & Equipment	18	$ 470,800	$ 472,046	$ (1,246)
Living City	1	$ 60,000	$ 73,634	$ (13,634)
Total	**76**	**$ 12,131,998**	**$ 8,075,166**	**$ 4,056,832**

A total of 76 projects were completed during the 2025/26 year with a total capital expenditure of $8.07M

Capital expenditure on non-council assets, such as the contribution to the soccer grandstand project or relocation of utility assets or traffic signals owned by others, are all project costs which have been transferred to the operational budget during the capitalisation process. These project costs are still allowed for in the Capital Budget and are deducted from the Unspent Savings amount for clarity. **Table 2** below identifies the projects with costs on non-council projects transferred to the operational budget.

Table 2

Costs on non-Council assets transferred to Operational Budget	**Actual (as at 30 June 2026)**
CB0145 - Devonport Soccer Grandstand	$ 2,935,263
CT0275 - State Vehicle Entry Project	$ 694,004
CT0185 - Best St Renewal - Rooke to Edward	$ 14,551
CT0373 - Coastal Pathway - Ambleside	$ 40,737
CT0379 - Ashgrove St Kerb Renewal	$ 6,201
CT0289 - Streetlight Annual Provision	$ 32,299
Total	**$ 3,723,055**

Revised Unspent Savings/ (Overspend)	**$ 333,777**

With the revised total expenditure on completed projects, including the costs on non-council assets, being $11,798,221 results in a savings of $333,777 from the original annual budget of $12,131,998.

Table 3 details the projects that were incomplete as at 30 June 2026 and require to be carried forward into the 2026/27 year. The table shows total projects amounts by Asset Class, with unspent savings and balance carry forward amounts.

Table 3

Carry Forward Projects						
Asset Class	**Number of Projects**	**Budget**	**Actual (as at 30 June 2026)**	**Remaining Funds (as at 30 June 2026)**	**Adjustments**	**Balance Carry Forward Amount**
Transport	13	$ 13,427,762	$ 2,072,040	$ 11,355,722	$ 751,240	$ 12,106,961
Stormwater	6	$ 1,250,399	$ 70,026	$ 1,180,373	$ -	$ 1,180,373
Buildings	7	$ 33,374,768	$ 9,554,035	$ 23,820,733	$ -	$ 23,820,733
Parks	6	$ 810,318	$ 307,062	$ 503,256	$ -	$ 503,256
Plant & Fleet	2	$ 1,050,000	$ 542,236	$ 507,764	$ -	$ 507,764
Office & Equipment	4	$ 738,425	$ 72,391	$ 666,034	$ 35,000	$ 701,034
Living City	1	$ 204,150	$ 23,045	$ 181,105	$ -	$ 181,105
Total	**39**	**$ 50,855,822**	**$ 12,640,835**	**$ 38,214,987**	**$ 786,240**	**$ 39,001,227**

A total of 39 projects are proposed to be carried forward into the 2026/27 year with a total amount of $39,001,227.

Total adjustments for each asset class are detailed for each project in **Table 4** below, including:

- Unspent savings or overspend on carry forward projects.
- additional funds required from savings.
- external grant funding adjustments.

A total saving from both completed and carry forward projects of $382,537 is confirmed for the 2025/26 Capital Works Program.

COMMUNITY ENGAGEMENT

No community engagement has been undertaken in preparation of this report.

FINANCIAL IMPLICATIONS

The carried forward amounts attributed to individual projects are proposed to be updated in the 2026/27 Capital Works Program in accordance with **Table 4** below.

Table 4

Project Number	Project	Budget FY2026	Actual Expenditure 30 June 2026	Remaining funds 30 June 2026	Unspent Savings/ (Overspend)	Additional Funds Required	External Grant Funding Adjustments	Proposed Carry Forwad Amount to FY2027 Budget
Transport								
CT0336	Payne Avenue carpark - access to Stewart St	98,405	8,452	89,953				89,953
CT0354	NW Gateway Improvements Project	354,874	50,544	304,330				304,330
CT0361	Stewart Street renewal - Rooke to Edward	729,766	164,195	565,571				565,571
CT0374	Wright St Path - John-Norton Way	661,253	546,784	114,469				114,469
CT0375	Best St Renewal - Rooke to Edward	867,324	47,324	820,000				820,000
CT0384	Melrose Rd - Don River Bridge Rep	2,924,140	-	2,924,140				2,924,140
CT0394	Kelcey Tier Rd and Mersey Rd Traffic Signals	1,250,000	172,809	1,077,191			730,000	1,807,191
CT0397	Doric Ct - Kerb Renewal and Resurfacing	300,000	246,240	53,760	48,760			5,000
CT0398	Fenton Way Realignment and Roundabout	5,900,000	825,391	5,074,609				5,074,609
CT0401	North St Footpath - Percy St to Coles Beach Rd	220,000	6,344	213,656		70,000		283,656
CT0403	Stewart St CBD - Remediate Paving Around Street Trees	30,000	60	29,940				29,940
CT0406	Path Signage Upgrades	25,000	970	24,030				24,030
CT0412	Kelcey Tier Rd - Guardrail Upgrades	67,000	2,928	64,072				64,072
Stormwater								
CS0097	Church street stormwater improvements	330,630	-	330,630				330,630
CS0136	Chinamans Ck Catchment - Stage 1	38,114	94	38,020				38,020
CS0137	John St Catchment - Stage 2	111,655	13,139	98,516				98,516
CS0144	John St Catchment Upgrade - Stage 3	500,000	-	500,000				500,000
CS0146	Winspears Catchment Upgrade - Bel Air and Cameray	210,000	20,722	189,278				189,278
CS0147	Stormwater Pollution Control Measures	60,000	36,071	23,929				23,929

Project Number	Project	Budget FY2026	Actual Expenditure 30 June 2026	Remaining funds 30 June 2026	Unspent Savings/ (Overspend)	Additional Funds Required	External Grant Funding Adjustments	Proposed Carry Forwad Amount to FY2027 Budget
Buildings & Facilities								
CB0107	Payne Avenue toilet block	580,030	15,182	564,848				564,848
CB0123	Council Facility renewable energy	262,511	95,928	166,583				166,583
CB0129	Indoor Stadium	30,988,816	9,336,018	21,652,798				21,652,798
CB0135	WTS - Push Pit Ramp Renewal	543,411	20,354	523,057				523,057
CB0153	Aquatic Centre - Building HVAC Replacement	50,000	4,726	45,274				45,274
CB0160	Depot - Upgrade Facilities	600,000	69,402	530,598				530,598
CB0163	Mersey Bluff - Changing Places Grant for New Amenities Block	350,000	12,425	337,575				337,575
Open Space & Recreation								
CP0228	Kelcey Tier Map Signage	29,707	844	28,863	-	-		28,863
CP0247	Don River Rail Trail Interpretive Signage	15,611	571	15,040	-	-		15,040
CP0259	Devonport Oval - Cycle Track Boundary Fence	120,000	1,209	118,791	-	-		118,791
CP0263	Mersey Bluff - Playground Minor Renewals	120,000	100,291	19,710				19,710
CP0267	Don Reserve - Signage	25,000	430	24,570	-	-		24,570
CP0270	Rooke Street Mall Enhancements - Green-scaping	500,000	203,717	296,283				296,283
Plant and fleet								
CF0043	Fleet Renewal	510,000	420,613	89,387				89,387
CF0044	Hire Plant Replacement 2025-26	540,000	121,623	418,378				418,378
Other Equipment								
CE0015	Aquatic Centre - Replace Raypac Boiler	618,425	23,647	594,778				594,778
CE0059	Niche Ignite Web Site Refresh	30,000	24,831	5,169		35,000		40,169
CE0061	Smart City Initiatives 25-26	40,000	17,088	22,912				22,912
CE0063	Don & Mersey River Weather & River Flow Monitoring	50,000	6,825	43,175				43,175
Living City								
CP0198	Waterfront Precinct - Lighting Feature	204,150	23,045	181,105				181,105
Total (all asset classes)		**50,855,822**	**12,640,835**	**38,214,987**	**48,760**	**105,000**	**730,000**	**39,001,227**

There have been two capital budget adjustments identified since the start of this financial year, they include:

- CT0401 North Street Footpath – an additional $70,000 is required to complete the full scope of the project. The topography of the site proved some challenges during the design phase and confirmed with recent construction tender process.
- CE0059 Niche Ignite Web Site Refresh – additional work was discovered during the web site design phase to deliver the project objective and scope, resulting in an increase to the budget from last financial year of $35,000.

A total amount of $105,000 is proposed to be used from the total unspent saving from completed projects in the 2025/26 financial year of $382,537, reducing the total unspent saving to $277,537.

Project CT0394 - Kelcey Tier Road and Mersey Main Road Traffic Signals, was originally fully funded under the Road Black Spot Grant Program for an amount of $1,250,000. During the design and tender process, it was determined that the budget required to be increased to $1,980,000 to meet the objectives and scope of the project. This revised budget was approved in July 2026 by State & Federal Government, with Council's budget now needing to be updated to reflect the increase in the grant funding.

Project CT0421 Parking Infrastructure Renewal Program, which was a new project into 2026/27 financial year not a carry forward, has been identified for a budget adjustment increase of $40,000. The original budget of $20,000 needs to be increased to $60,000 to allow for the additional scope of providing four additional electric vehicle charging bays in the Market Square Carpark. This increase is proposed to be offset by 2025/26 budget savings.

RISK IMPLICATIONS

No risks have been identified in relation to this report. The carry forward capital projects are in line with information previously reported to Council.

CONCLUSION

A total of $39,001,227 is proposed to be carried forward from the 2025/26 capital program, along with the adopted 2026/27 capital budget of $33,495,500, will result in a total capital budget of $71,766,727 for the 2026/27 capital program.

ATTACHMENTS

Nil

5.6 FINANCIAL ASSISTANCE SCHEME ROUND ONE 2026/2027

Author: **Hannah Koch, Acting Community Services Manager**

Endorser: **Kylie Lunson, Executive Manager**

RECOMMENDATION

That Council:

a) receive and note the Financial Assistance - Community Grants report;
b) approve the Major and Minor Grants for Round One of the 2026/27 Community Grants Program; and
c) approve the Community Rates Remissions for Round One of the 2026/27 Community Grants Program.

Minor Grants

Gateway Community Care	$1,000.00
Country Women's Association	$250.00
What Were You Wearing, Australia	$2,000.00
THEIRS	$7,139.00
Cradle Coast Junior Rollers	$900.00

Major Grants

Ten Days on the island	$10,060.00
Devonport Country Club	$10,000.00

Rates Remissions

Mersey Rowing Club Inc	$1,777.02
The Navy League of Australia	$2,709.34
Van Diemen Light Railway Society Inc T/A Don River Railway	$8,151.04
Parakaleo Ministries Inc T/A Choose Life Services	$2,450.23
Mersey District Scout Association	$3,508.47
Girl Guides Association of Tasmania	$1,586.75
Multicap Tasmania	$3,138.31
East Devonport Tennis Club	$1,149.13

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

4.1 Sport and recreation facilities and programs meet community needs
4.2 A vibrant City is created through the provision of cultural activities, events and facilities
4.7 An engaged community promotes and values diversity and equity
5.3 Council looks to employ best practice governance, risk and financial management

SUMMARY

This report presents the recommendations of the Financial Assistance Assessment Panel regarding submissions to Round One of the 2026/27 Community Grants Program for consideration by Council.

BACKGROUND

Through the provision of its Financial Assistance Scheme Council supports projects, programs, and activities for the benefit of Devonport's residents and visitors.

As Council was in caretaker mode during September and October, this round was assessed by an inhouse assessment panel consisting of Council management.

The Assessment Panel members included:

- Executive Manager
- Community Services Manager
- Director – Convention and Arts
- Creative Director

The score breakdown, eligibility notes and applications received under Round One of the Community Grants Program have been provided to all Councillors and are attached as confidential attachments.

This report presents the Assessment Panel's recommendations to Council to consider granting of funds under Round One of the Community Grants Program (Minor and Major Grants and Community Rates Remissions).

STATUTORY REQUIREMENTS

Section 77 of the *Local Government Act 1993* outlines Council's requirements regarding grants and benefits:

1. *A council may make a grant or provide a pecuniary benefit or a non-pecuniary benefit that is not a legal entitlement to any person, other than a councillor, for any purpose it considers appropriate.*

   (1A) A benefit provided under subsection (1) may include –
   a) In-kind assistance; and
   b) Fully or partially reduced fees, rates, or charges; and
   c) Remission of rates or charges under Part 9.
2. *The details of any grant made or benefit provided are to be included in the annual report of the council.*

The details of awarded grants will be reported in Council's 2025/2026 Annual Report.

DISCUSSION

The Assessment Panel met on 20 October to assess Minor and Major grant submissions, utilising a weighted evaluation matrix, against the following criteria:

1. Demonstrate need and benefit.
2. Alignment to Council's priorities as outlined in each grant category (Health and wellbeing, Our culture, Our environment, Festivals and Events).
3. Evidence of community support, partnership, or consultation.
4. Increasing self-sufficiency of organisations and/or project outcomes.
5. Demonstrate good value for money which shows the contribution of the organisation (and/or others) applying to the project or activity through cash and/or in-kind; and purchase of goods and services from local businesses.
6. Capacity of the applicant (and/or partners) to complete the project.
7. Evidence that the organisation and/or the project supports inclusive participation and/or promotes equality.

8. Evidence that the organisation (and/or the project) demonstrates sound environmental practices.

The full score breakdown and eligibility notes for each application are provided to Councillors as confidential attachments.

Community Major and Minor Grants
Fourteen applications were received under the Major and Minor Grants categories requesting $144,091.70 in total. Through the eligibility review eleven applications progressed to assessment. Eligible applications and recommended funding (subject to any conditions as outlined) are listed below:

Applicant	Project Title	Total Project ($)	Requested ($)	Score (%)	Recommended ($)
Ten Days on the island	Rayakana Milaythina (Song of Country)	$105,017.00	$10,060.00	80%	$10,060.00 **Additional evidence of local support*
Cradle Coast Junior Rollers	CCJR Club Awareness Program 2026/2027	$1,619.00	$900.00	71.5%	$900.00
THEIRS	Monthly Mix: Social Shuffle - Devonport	$25,000.00	$11,700.00	70%	$7,139.00
Devonport Country Club	DCC Practise Facility Upgrade	$32,772.00	$15,000.00	68%	$10,000.00
Country Women's Association	CWA IT application	$436.00	$450.00	65.5%	$250.00
Gateway Community Care	Community Easter Egg Hunt	$3,831.70	$3,831.70	60.5%	$1,000.00
What Were You Wearing, Australia	Victim Survivor Healing Groups	$34,076.52	$15,000.00	56%	$2,000.00
		Total	$136,091.70		$31,349.00

Applications with scores less than 50% are not recommended to support.

The following applications were unsuccessful: East Devonport Bowls Sporting and Community Club, Parakaleo Ministries Inc T/A Choose Life Services, Hoomans Helping Hounds Inc. and Devonport Country Club.

Three ineligible applications were received and did not progress to assessment.

Summary	Proposed Round One Expenditure	26/27 Budget Allocation	Amount remaining for Round Two
Minor Grants	$11,289.00	$55,000.00	$43,711.00
Major Grants	$20,060.00	$60,000.00	$39,940.00
Total	$31,289.00	$115,000.00	$83,651.00

Rates Remissions
Twelve applications were received for a Community Rate Remission. The following properties are recommended by the Assessment Panel to receive a remission of General Rates:

Organisation	Property Address	Rates payable	Amount Recommended
Mersey Rowing Club Inc	52 River Road	$1,777.02	$1,777.02
The Navy League of Australia	66 River Road	$2,709.34	$2,709.34
Van Diemen Light Railway Society Inc T/A Don River Railway	24 Forth Road	$8,151.04	$8,151.04
Parakaleo Ministries Inc T/A Choose Life Services	102 Best Street	$2,450.23	$2,450.23
Mersey District Scout Association	342 Pumping Station Road	$3,508.47	$3,508.47
Girl Guides Association of Tasmania	56 Forbes Street	$1,586.75	$1,586.75
Multicap Tasmania	10 Fenton Street	$3,138.31	$3,138.31
East Devonport Tennis Club	48-50 Wright Street	$1,149.13	$1,149.13
	Total	$24,470.29	$24,470.29

Unsuccessful applications were submitted by: Cancer Council Tasmania Inc, Pathway Shed, Indie Education and Hoomans Helping Hounds Inc.

COMMUNITY ENGAGEMENT

Details of the Financial Assistance Scheme – Community Grants Program, including the application process are available on Council's website.

Council's social media and community newsletter were used to advise of the opening of the Community Grants Program. Links to the website page were emailed to various mailing lists.

FINANCIAL IMPLICATIONS

The approved grants will be funded through the 2026/2027 Community Financial Assistance budget allocation.

The 2026/2027 Financial Assistance Major Grants allocation is $60,000 with Round One expenditure amounting to $20,060.00, leaving a balance of $39,940.00.

The 2026/2027 Financial Assistance Minor Grants allocation is $55,000 with the Round One expenditure amounting to $11,289.00, leaving a balance of $43,711.00.

The 2026/2027 Financial Assistance Rates Remissions allocation is $30,000.00 with the 2026/2027 expenditure amounting to $24,470.29, leaving a balance of $5,529.71.

RISK IMPLICATIONS

There is a risk that organisations that have applied and have been unsuccessful may be critical of Council's decision in relation to the allocation of the funds. It is noted that the allocation of funds is based on an assessment across a set of guidelines and eligibility in keeping with Council's policies and strategies. Each application is scored using a weighted matrix. Feedback is provided when requested.

There is also a risk that, once funds have been granted, a funded project may not proceed as planned or may fail to deliver its intended outcomes, which is mitigated by assessing each applicant's capacity to complete the project as part of the evaluation.

CONCLUSION

The Financial Assistance Working Group recommends that Council approve seven applicants from the Round One Major and Minor Grants totalling $31,349.00.

The Financial Assistance Working Group recommends that Council approve 8 applicants from the Round One Rates Remissions Applications totalling $24,470.29.

ATTACHMENTS

Financial Assistance - Community Grants Applications – Confidential Attachment

5.7 REDEVELOPMENT OF ROSE VIRTUAL CUSTOMER SERVICE AGENT

Author: **Jeffrey Griffith, Deputy Chief Executive Officer**

Endorser: **Matthew Atkins, Chief Executive Officer**

RECOMMENDATION

That Council:

a) Approve the unbudgeted expenditure of $64,900 for the redevelopment of AI virtual customer service agent, ROSE; and
b) partially fund the expenditure from $20,000 available Information Technology budget savings with the remainder funded through additional capital program savings.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

5.4 Council is recognised for its customer service delivery
5.6 Council has a modern, efficient and digital first approach

The redevelopment also aligns with Council's Artificial Intelligence Strategic Plan 2026–2030, which positions AI as a means of improving access to information and services, reducing repetitive administrative work and strengthening service consistency, while retaining human oversight, privacy protection and accountable governance.

SUMMARY

ROSE is Devonport City Council's virtual AI customer service agent. The name was initially used for Council's web-based chatbot, established in 2021, before being extended to a voice-based virtual customer service solution developed with FormsExpress/Cassie AI during 2025. The voice-based ROSE commenced production operation in December 2025.

The redevelopment will enable Devonport City Council to continue leading the practical deployment of artificial intelligence in local government through an AI-enabled virtual customer service agent. ROSE represents a tangible application of Council's digital-first approach, using AI to improve access to services, extend customer support beyond normal business hours and enable employees to focus on interactions requiring judgement, empathy and specialist assistance. The redevelopment directly supports Council's Strategic Plan and Artificial Intelligence Strategic Plan 2026–2030 by applying AI in a purposeful, governed and customer-focused manner.

ROSE handled routine enquiries, provided information outside normal business hours, created callback requests, accessed bin collection and rates information and transferred callers to Council teams or other organisations when human or specialist assistance was required. Internal reporting showed ROSE handling approximately 35 per cent of telephone calls over a 90-day period. A separate reporting period in March 2026 recorded ROSE answering 36 per cent of all customer calls in the preceding week and directly routing 71 calls through 18 transfer rules.

ROSE was switched off on 4 September 2026 following a change in direction by FormsExpress, which meant the service was no longer supported. Council subsequently investigated replacement options, including a Microsoft Teams Phone Agent and Copilot Studio approach. The assessment found that a Microsoft solution capable of reproducing

ROSE's full functionality would require material custom development and was estimated to cost more to establish than the proposed rebuild. A lower-cost Microsoft option would provide FAQ and call-routing functions but would not reproduce bin collection lookups, callback lodgement, rates payment options and other conditional routing capabilities. The AI Developer, was instrumental in the original voice solution's development, has proposed rebuilding ROSE as a standalone, Council-controlled service. The proposal retains the principal capabilities of the former service while giving Council ownership of the source code, configuration, data and infrastructure, and greater ability to maintain the prompt, knowledge base, voice and routing configuration.

The proposal's expected effort is 54.1 chargeable days. At the quoted rate of $1,200 per day, billed monthly, the expected redevelopment cost is $64,900. The estimated ongoing operating cost is approximately $5,230 per annum, compared with the proposal's itemised estimate of approximately $21,570 per annum for the former platform.

It is recommended that Council approve the unbudgeted expenditure and engagement, partially funded through available IT budget savings and reallocations.

BACKGROUND

Evolution of ROSE

ROSE began as Council's web-based virtual assistant. The original chatbot was created on 1 July 2021 using Chatbot.com, with natural-language conversations and live-chat handover capability. The web chatbot and the later telephone agent were separate stages in Council's digital customer service development and should not be treated as the same technical solution.

During 2025, Council worked with FormsExpress/Cassie AI to develop a voice-based virtual customer service agent. Council staff contributed service knowledge, frequently asked questions, escalation pathways and operational scenarios, while FormsExpress developed and configured the voice platform. Customer Service, Information Technology, Finance, Regulatory Services and other operational areas participated in knowledge development, testing and validation.

The AI Developer was directly involved in the integrations and operational configuration. By October 2025, the knowledge-base and FlexiPay integrations were operating in the staging environment, the bin collection interface was being developed, and the parties were working through transfer numbers, escalation reasons and Microsoft Teams notification arrangements.

The resulting solution could:

- answer common questions using Council's knowledge base;
- provide bin collection dates using property data;
- access rates balances and payment options through FormsExpress/FlexiPay;
- create callback requests;
- transfer calls to Customer Service, specialist teams and external service providers;
- send call summaries and notifications into Microsoft Teams; and
- provide customer service employees with transcripts and call information to support follow-up.

Production commencement

The project to develop ROSE commenced in August 2025 and ROSE was officially introduced as a virtual customer service agent on 12 December 2025.

Council's project team instructed that ROSE be switched on after 5.00 pm on Friday, 12 December 2025, initially receiving after-hours general enquiries and calls overflowing from the Customer Service queue. The Customer Service team then monitored calls, callbacks and transcripts as normal business-hour use expanded from Monday, 15 December.

Performance and service impact

ROSE demonstrated a material ability to manage routine demand:

- by March 2026 weekly call reporting highlights that ROSE was answering on average 35 per cent of all customer calls; and
- during this period, ROSE directly routed an average of 71 calls through 18 transfer rules to internal teams such as Rates and external organisations such as TasWater.
- when ROSE was decommissioned in September 2026, stats show that call volume to customer service increased by just over 40%.

Qualitative benefits were also realised including improved access outside business hours, reduced repetitive enquiries and additional capacity for Customer Service employees to focus on complex, sensitive and higher-value interactions.

Customer and employee feedback was generally positive, particularly regarding ROSE's accessibility, speed and human-like conversational manner. Customer Service employees reported that ROSE assisted with repetitive enquiries and allowed greater focus on interactions requiring judgement, empathy and face-to-face support.

The experience was not universally positive. Some callers preferred to deal directly with a person, and live-call monitoring identified issues requiring ongoing tuning, including pronunciation, pauses, address matching and call-transfer wording. The operating model allowed ROSE to transfer callers to Customer Service when requested or when an enquiry could not be resolved satisfactorily.

STATUTORY REQUIREMENTS

There are no statutory requirements in relation to this report.

DISCUSSION

Strategic Significance

Devonport City Council was among the early Australian councils to deploy a fully capable AI virtual customer service agent integrated into its core customer service operations. Unlike a conventional website chatbot, ROSE could manage telephone enquiries, access property-specific bin collection information, support rates balance and payment enquiries, lodge callbacks, route calls through conditional transfer rules and provide call information to employees for follow-up.

The redevelopment will enable Council to maintain its position as a leader in AI-enabled customer service. It will restore ROSE's established capabilities while giving Council greater ownership and control of the source code, configuration, data and infrastructure. This represents the next stage of Council's practical deployment of AI and directly supports the Strategic Plan commitment to a modern, efficient and digital-first approach, as well as the Artificial Intelligence Strategic Plan 2026–2030.

Reason for redevelopment

ROSE ceased operation on 4 September 2026 after FormsExpress/Cassie AI changed its strategic direction and no longer supported the service. The shutdown was not based on Council rejecting the service model or the demonstrated customer-service benefits. It arose because the existing vendor arrangement no longer provided a sustainable supported platform.

Council investigated alternative approaches after the shutdown. These included discussions concerning replacement platforms and an assessment of Microsoft Teams Phone Agent and Copilot Studio.

The Microsoft assessment found that Teams Phone Agent could provide knowledge-base answers, appointments and call transfers. However, reproducing the full former ROSE functionality would require custom Copilot Studio development for bin lookups, callbacks, rates options and conditional routing. The estimated full Microsoft implementation was approximately 64.5 days and $77,400, compared with 54.1 days and $64,900 for the Grok-based rebuild. The less expensive Microsoft option would be limited to FAQs and routing and would not be a like-for-like replacement.

Accordingly, no ready-made alternative was identified that would reproduce ROSE's established capability without material redevelopment. The proposed rebuild is the closest like-for-like option considered.

Proposed solution

The proposal provides for a dedicated Azure-based service supporting ROSE's operational tools, including:

- bin collection lookup;
- callback lodgement;
- rates payment options;
- Teams and email notifications;
- migration of the existing knowledge content;
- prompt redevelopment and voice tuning;
- testing and audit information; and
- technical documentation, training and handover.

Council staff would manage ROSE's prompt, knowledge, voice and routing configuration through the underlying AI console. Council would own the source code, configuration, data and infrastructure and would hold the relevant Microsoft Azure and xAI accounts directly.

This approach materially reduces vendor lock-in compared with the former vendor-hosted arrangement. It does not remove all external dependencies: ROSE would continue to rely on Microsoft Azure, xAI/Grok, Council's telephony environment and relevant third-party APIs. Council ownership means those dependencies are more visible and elements of the service can be supported, modified or transferred without first unwinding a proprietary vendor platform.

Engagement of Mark Kuch (The AI Developer)

The AI Developer is proposed because of his detailed knowledge of the former ROSE solution, including its prompt, integrations, transfer rules, voice behaviour and operational history. The 2025 project demonstrated his direct involvement in knowledge-base, FlexiPay and bin collection integrations, Teams notifications, routing and testing.

The AI Developer has confirmed that he will complete the redevelopment. However, delivery is dependent on one consultant. If the AI Developer accepts other employment, becomes unavailable or experiences competing commitments, delivery timing and continuity could be affected.

The risk will be managed through:

- staged delivery and acceptance;
- weekly reporting against estimated effort;
- documentation and runbook preparation throughout development;
- early involvement of Council's technical resource;
- Council ownership of code, configuration and cloud accounts;
- structured knowledge transfer and training; and
- a defined handover before production acceptance.

The proposal already provides for technical documentation, Council training and an early proof phase intended to validate the architecture before substantial expenditure is incurred.

Delivery approach

The proposed work is divided into seven phases covering proof of the agent path, technical foundations, Council-specific tools, knowledge migration, prompt and voice tuning, testing and hardening, and deployment and handover.

The first phase tests the core voice, transfer, caller-identification, tool and latency assumptions. If the proposed architecture cannot be demonstrated, the project can be stopped before the majority of development expenditure is committed.

The final telephony cutover is controlled by Council and is reversible by redirecting calls back to the existing Customer Service queue. This supports a monitored production release with the ability to restore the former call path promptly if required.

COMMUNITY ENGAGEMENT

Formal community consultation has not been undertaken for this report.

The proposal is an operational redevelopment of a previously operating customer service channel rather than the introduction of a new Council service or policy. Its design has nevertheless been informed by:

- caller behaviour and live-call experience;
- customer comments received during operation;
- feedback from Customer Service employees;
- reviews of recordings and transcripts;
- identified transfer, routing and knowledge gaps; and
- operational learning from the former ROSE service.

Feedback was generally positive, particularly regarding accessibility and convenience, while also identifying that some callers preferred immediate human assistance. The rebuilt operating model should continue to provide an accessible path to Customer Service and specialist employees where requested or appropriate.

FINANCIAL IMPLICATIONS

The proposal is a day-rate engagement rather than a fixed-price product.

Item	Amount
• **Expected chargeable effort**	• 54.1 days
• **Day rate**	• $1,200
• **Recommended approval**	• **$64,900**
• **Invoicing**	• Monthly in arrears
• **Proposed funding**	• Available IT budget savings of $20k plus savings on other 26/27 capex projects
• **Estimated ongoing operating cost**	• **Approximately $5,230 per annum**

The proposal also contains a discounted prepaid option, however this is not recommended as monthly billing helps to minimise the risk of the AI Developer not seeing the development through to conclusion. The recommended amount is the expected 54.1 days billed monthly at $1,200 per day, providing Council with regular visibility of actual work undertaken and avoiding advance payment for the full estimated effort.

The FormsExpress/Cassie AI platform's annual operating cost was approximately $21,570, comprising estimated call charges and the annual licence. The rebuilt solution is estimated at approximately $5,230 per annum, representing an indicative annual reduction of approximately $16,340.

These estimates are based on forecast call volumes, Microsoft Azure list prices, xAI usage pricing and currency conversion assumptions. Actual usage, exchange rates and provider prices will be confirmed during the proof phase and rechecked when preparing future operating budgets.

The $64,900 expenditure is unbudgeted and is proposed to be partially met from available IT capital budget savings of $20,000 along with additional capital program savings. Financial monitoring will occur against the approved amount, with phase-by-phase reporting to ensure that emerging effort or scope changes are identified before additional expenditure is committed.

RISK IMPLICATIONS

Risk	Implication	Mitigation
Single-consultant availability	Delay or loss of continuity if the consultant becomes unavailable or accepts competing employment.	Staged delivery, ongoing documentation, Council technical involvement, weekly reporting, handover and Council ownership of all code and configuration.
Unbudgeted expenditure	Reduces available IT budget capacity for other activities.	Fund from identified savings and reallocations; monitor actual days and scope against the $64,900 approval.

Technical and voice feasibility	Voice quality, latency, caller identification or transfer behaviour may not match the former tuned service.	Early proof phase, shared tuning, scripted regression testing and Council acceptance before production.
Privacy, security and recording	Calls may contain personal or sensitive information. Inadequate controls could create legal, privacy or reputational exposure.	Privacy and security assessment, legal review of recording disclosure, access controls, retention rules, security testing and documented incident arrangements.
Underlying platform dependency	ROSE will depend on xAI/Grok, Azure, telephony and third-party services.	Council-owned accounts, direct billing, monitoring, documented configuration and ability to redirect calls to Customer Service.
Integration and API dependency	Rates-payment, bin collection, Teams and other interfaces may change or become unavailable.	Validate interfaces early, use staged implementation and retain transfer-to-human fallbacks.
Operational continuity	An outage could affect incoming call handling.	Council-controlled and reversible telephony routing, health monitoring, alerting and tested human-service fallback.
Knowledge and response accuracy	Incorrect or outdated information could be provided to callers.	Council-managed knowledge base, version control, testing, call review, feedback and clear escalation rules.

The proposal identifies voice quality as its highest implementation risk and specifically allocates a dedicated tuning phase. It also identifies single-consultant dependency, integration access, caller identification, address matching and recording disclosure as matters requiring active management.

CONCLUSION

ROSE demonstrated that conversational AI can support Council's Customer Service team by resolving routine enquiries, extending access beyond business hours and directing customers to the appropriate service. Measured performance showed ROSE handling approximately 35 per cent of calls during reported periods, while qualitative feedback identified increased capacity for employees to focus on complex, sensitive and face-to-face interactions.

The former solution was discontinued because FormsExpress/Cassie AI changed direction and ceased supporting the service. Council has examined alternatives, including Microsoft Teams Phone Agent and Copilot Studio, but has not identified a ready-made like-for-like replacement that provides ROSE's full capability without material redevelopment.

The proposed rebuild provides the closest functional replacement, reduces estimated annual operating costs and, importantly, places the solution's code, configuration, data and infrastructure under Council ownership and control. The principal risks can be

managed through the early proof phase, staged delivery, active Council involvement, documentation, testing, training and reversible telephony cutover.

Re-establishing ROSE will enable Devonport City Council to continue leading in the practical deployment of AI-enabled local government services. The redevelopment is consistent with Council's Strategic Plan and Artificial Intelligence Strategic Plan 2026–2030 and demonstrates how emerging technology can be applied to improve customer access, organisational efficiency and service consistency while maintaining appropriate human oversight and accountable governance.

It is therefore recommended that Council approve $64,900 in unbudgeted expenditure and partially fund the work through available IT budget savings and reallocations. Additional capital budget savings will cover the remaining unbudgeted expenditure.

ATTACHMENTS

1. Rose- Rebuild- Proposal [**5.7.1** - 19 pages]

5.8 REQUEST FOR PLACEMENT OF COMMEMORATIVE PLAQUE - JUDITH (JUDY) RUSSELL

Author: **Chris Delphin, Governance Officer**

Endorser: **Matthew Atkins, Chief Executive Officer**

RECOMMENDATION

That Council receive and note the application received by Keryn Chilcott for the placement of a commemorative plaque honouring her mother, the late Mrs Judith (Judy) Russell nee Norris, and:

Option 1

Notify the applicant that the request be approved for the placement of a plaque located at a suitable location on or near the table south of the Wishing Well on the western side of the Bluff (refer image below).

OR

Option 2

Not approve the application and notify the applicant accordingly.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

5.2 Promote active and purposeful community engagement and participation

SUMMARY

In accordance with Council's Place and Assets Naming Policy, requests for the placement of commemorative seats and commemorative plaques within the municipality are to be determined by Council.

BACKGROUND

At its meeting of 27 October 2025, Council adopted a Place and Assets Naming Policy (Min No 25/193). This Policy assists Council in considering requests for commemorative seats and plaques within the City and to ensure an equitable process for such requests.

The Place and Assets Naming Policy is located on Council's website: Council Policies | Devonport City Council.

Council received a request on 12 November 2026 from Keryn Chilcott - the daughter of the late Mrs Judith (Judy) Russell, requesting the placement of a commemorative plaque to be installed in her honour.

The reason given is that four generations of Mrs Russell's family have picnicked at this location regularly during summer. Memories of happy times - Judy's family refer to the Bluff as Judy's spiritual home especially the location referred to above.

The application sets out the following contributions to Devonport by Mrs Russell:

- *President and Life Member of the Devonport Softball Association; Tasmanian Softball Association; Devonport Netball Association; Tasmanian Netball Association.*
- *Life Member of the Devonport Basketball Association.*
- *State (Tasmania) Representative of Softball.*
- *Manager of Tasmanian Softball Teams.*
- *Member of City of Devonport Lions Club Ladies Group.*
- *Volunteer with Meals on Wheels.*
- *Volunteer at the Mersey Hospital Kiosk.*

The proposed wording for the plaque is:

In loving memory of Judith (Judy) Russell
11/10/1928 - 21/07/2021
The wind beneath our wings
Forever in our hearts and memories





At left – aerial view of picnic tables located on western side of the Bluff. Table located at southern end circled. Closer view on right image.

STATUTORY REQUIREMENTS
There are no statutory requirements which relate to this report.

DISCUSSION
The placement of commemorative seats and commemorative plaques within the City, as endorsed by Council's Policy, is a visible and tangible recognition of the significant contributions made to the community by individuals, organisations, businesses, or clubs, and add to the amenity and interest of public open spaces.

COMMUNITY ENGAGEMENT
There was no community engagement because of this report.

FINANCIAL IMPLICATIONS
In accordance with the Policy, the cost of purchasing and installing the commemorative plaque shall be borne by the applicant. Upon placement, the commemorative plaque becomes the property of the Devonport City Council, therefore there is minor cost for ongoing maintenance.

Further, Council reserves the right to remove the commemorative plaque, without referral or compensation, should the plaque fall into disrepair, become vandalised, or pose a risk to the public.

RISK IMPLICATIONS
There are no known risks associated with this request.

CONCLUSION
The application relating to Mrs Judith (Judy) Russell generally meets the eligibility criteria in respect of contribution made to Devonport. The application may be approved, subject to a mutually agreeable location for placement being determined.

ATTACHMENTS
1. Commemorative Asset Application Keryn Chilcott 20261111 [**5.8.1** - 2 pages]

6 INFORMATION

6.1 CERTIFICATE OF ELECTION - 2026 LOCAL GOVERNMENT ELECTIONS

Author: **Claire Jordan, Executive Coordinator**

Endorser: **Matthew Atkins, Chief Executive Officer**

RECOMMENDATION

That Council note:
1. the outcome of the 2026 Local Government Election for Devonport City Council as advised in the attached Certificate of Election; and
2. That all elected Councillors have complied with the requirement of section 321 of the *Local Government Act 1993* and completed their Declaration of Office.

RELEVANCE TO COUNCIL'S PLANS & POLICIES
Council's Strategic Plan 2009-2030:

5.2 Promote active and purposeful community engagement and participation

5.3 Council looks to employ best practice governance, risk and financial management

SUMMARY
This report is provided to formally recognise the outcome of the 2026 Local Government Election.

BACKGROUND
Council is required to seek candidates for elections through the Tasmanian Electoral Commission (TEC) in accordance with the provisions of the *Local Government Act 1993*.

STATUTORY REQUIREMENTS
The *Local Government Act 1993* stipulates the requirements for Council to be subject to an election every four years for the appointment of Councillors, Mayor and Deputy Mayor.

DISCUSSION
A Certificate of Election for the 2026 Local Government Election for Devonport City Council was issued by the Returning Officer, TEC, with the following information:

Councillor Positions
The following seven Councillors were elected for a period of four years:

1. Alison Jarman
2. Steve Martin
3. John Alexiou
4. Stacey Sheehan
5. Damien Viney
6. Peter Hollister
7. Alison Moore

Mayor

Councillor Alison Jarman was elected to the position of Mayor for a period of four years.

Deputy Mayor
Councillor Stacey Sheehan was elected to the position of Deputy Mayor for a period of four years.

There is a requirement that prior to a Councillor assuming office, they are to formally undertake a Declaration of Office. All successful candidates were invited to attend a 'Declaration of Office' event on 9 November 2026.

All Councillors in attendance (Councillors Jarman, Martin, Alexiou, Viney, Hollister and Moore) complied with the Declaration of Office requirements at this event.

Deputy Mayor, Cr Stacey Sheehan, was an apology for the event, and will undertake her formal swearing in, as Councillor and Deputy Mayor, prior to this November Council Meeting.

COMMUNITY ENGAGEMENT
The community were provided with an opportunity to participate in the election process through a postal ballot system for all persons included on the State Electoral Roll for the Devonport electoral area and/or the General Manager's Roll. Voting in Local Government elections is compulsory in Tasmania.

FINANCIAL IMPLICATIONS
The cost of the election is not known at this time. It is expected that Council will receive an invoice from the TEC in the coming months. An allocation of $200,000 has been made in Council's 2026/27 operational budget for this expense.

RISK IMPLICATIONS
No risks have been identified in relation to this report.

CONCLUSION
The report is provided as a formality to officially recognise the commencement of the newly elected Devonport City Council.

ATTACHMENTS
1. Certificate of Election Devonport City Council 2026 [**6.1.1** - 1 page]

6.2 WORKSHOPS AND BRIEFING SESSIONS HELD SINCE THE LAST COUNCIL MEETING

Author: **Claire Jordan, Executive Coordinator**

Endorser: **Matthew Atkins, Chief Executive Officer**

RECOMMENDATION

That the report advising of Workshop Sessions held since the last Council meeting be received and the information noted.

Council is required by Regulation 10(3)(c) of the *Local Government (Meeting Procedures) Regulations 2025* to include in the Agenda the date and purpose of any Council Workshop held since the last meeting.

Date	Description	Purpose
12 November 2026	Induction and organisational update	Induction Refresher for Councillors and update on key organisational matters, including Annual Plan actions, Budget and Capital Program
16 November 2026	Touring Exhibition	Update on touring exhibition scheduled for 2027
	Representation – Committees, Working/Advisory Groups	Determination of Councillor representation on Committees, Working/Advisory groups etc for endorsement at November Council meeting
	Council Meeting and Workshop Times	Determination of Council Meeting and Workshop day and time for endorsement at November Council Meeting.
	Financial Assistance Recommendations	Recommendations for current round of Financial Assistance for endorsement at November Council Meeting
	Moon Interpretation Site	Ian Macleod provided update to Councillors on proposal for a Moon Interpretation site

Apologies from previous Workshops:
- Deputy Mayor, Cr Stacey Sheehan – 12 November 2026
- Cr Steve Martin OAM – 12 November 2026

Declarations of Interest received for previous Workshops:
Nil

6.3 MAYOR'S REPORT

RECOMMENDATION

That the Mayor's Monthly Report be received and noted.

RELEVANCE TO COUNCIL'S PLANS & POLICIES
Council's Strategic Plan 2009-2030:

5.3 Council looks to employ best practice governance, risk and financial management

SUMMARY
This report details meetings and functions attended by the Mayor.

BACKGROUND
This report is provided regularly to Council, listing the meetings and functions attended by the Mayor.

STATUTORY REQUIREMENTS
There are no statutory requirements which relate to this report.

DISCUSSION
In her capacity as Mayor, Councillor Alison Jarman attended the following meetings and functions between 21 October 2026 and 17 November 2026:

- Conducted radio interviews with 7AD, SeaFM, ABC/ Chilli FM and CoastFM
- Attended Council, Planning Authority Committee meetings and Workshops including the 2026 Annual General Meeting
- Met with CEO and Council Officers on various matters
- Attended DCCI New Member Networking Event at the Novotel
- Attended DCCI Business & Brew – 40 Years of Huon Aquaculture: Growing Tasmania's Future
- Met online with Todd Williams, Director, Facility Services, Department for Education, Children and Young People
- Met with Chas Kelly
- Attended a ceremony at the Bass Strait Maritime Museum where Spirit of Tasmania donated a scale model of its newest ferry, Spirit of Tasmania V
- With the CEO attended the official opening of Spirit Quay
- Attended Coastal Business Network Tasmania's 'An Evening with the Premier'
- Participated in an interview with Leon Compton on ABC Tasmania Mornings regarding new Spirits of Tasmania
- Attended farewell for the final passenger crossing of Spirit of Tasmania
- Attended Spring Fling
- Attended Teddy Bears Picnic hosted by Devonport Community Garden
- Attended meeting at the Tasmanian Digestive Centre
- Attended the Youth Family and Community Connections Spotlight on Hospitality and Tourism
- Attended a meeting of the Church Collective – Devonport Churches
- Attended an Afternoon Tea for the Devonport Senior Citizens Club Birthday Concert
- Attended introductory meeting of TasCOSS at paranaple Convention Centre to meet new CEO Paula Wriedt
- Attended the DCCI Annual General Meeting
- Attended the AGM of the Devonport Country Club
- Attended and presented an Award at the St Brendan Shaw College – Year 12 Graduation Assembly

- With the CEO, travelled to Geelong to board Spirit of Tasmania V for the inaugural crossing to Devonport along with the Governor and Premier of Tasmania and other invited guests
- Attended media event at the Spirit of Tasmania Terminal on arrival in Devonport
- Hosted a Civic Reception attended by the Governor of Tasmania, the Premier and invited guests, to officially welcome the new Spirit vessels to Devonport
- Hosted a luncheon for the City of Greater Geelong, CEO and representatives including the Ambassador to Finland
- Attended a Melbourne Cup Luncheon at Verona
- Attended Don College's 'Into the Mind Art Exhibition'
- Met with the winner of the Mayor's Award for the Paper on Skin Exhibition
- Attended the opening of Verto Engineers & Project Manager's new Devonport Office
- Attended the East Devonport Jobs Forum
- Attended function at Island State Brewing, hosted by Verto celebrating the opening of the new Devonport store
- Attended CCA Executive Team Meeting in Ulverstone
- Attended the TLP20 Launceston Networking Event 2026 hosted by UTAS Inveresk Campus, Launceston
- Attended and participated in the Declaration of Polls event following the recent local government elections
- Attended the 2026 Keith Smith Community Policing Award ceremony, hosted by Tasmania Police at the Burnie Arts Centre awarded to Constable Richard Douglas
- Attended a Government online hearing relating to Firmus Data Centre
- Along with Cr Hollister, attended, spoke and laid a wreath at the Remembrance Day Ceremony at the Devonport Cenotaph, Victoria Parade
- Participated in a lunch meeting with Alliance Mayors in Latrobe
- Attended government enquiry on Data Centres at the paranaple centre
- Attended a DPAC Youth Crime Forum including Minister Felix Ellis and Anita Dow MP along with representatives from Tasmania Police and other community representatives
- Met with Anita Dow MP
- With the CEO attended a meeting with Paul Lupo, CEO St Lukes
- Along with fellow Councillors, attended Councillor Induction Ceremony
- Attended Spreyton Cricket Club's 80th Anniversary Celebration
- Attended and spoke at the Diwali Get-together – Indian Multicultural Group Devonport
- Attended the DCCI Business Excellence Awards Gala at the paranaple Convention Centre
- Hosted by Anne Urquhart MP at Senator Dolega's Office, attended an introductory meeting, along with other invitees, for Constable Beth Burt regarding her 'Here for Every Body' initiative.
- Attended UTAS Children's University Graduations 2026 in Market Square Pavilion

ATTACHMENTS

Nil

6.4 CEO'S REPORT

Author: **Matthew Atkins, Chief Executive Officer**

RECOMMENDATION

That the Chief Executive Officer's Report be received and noted.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

5.3 Council looks to employ best practice governance, risk and financial management

SUMMARY

This report provides a summary of the activities undertaken by the Chief Executive Officer, between 21 October and 17 November 2026. It also provides information on matters that may be of interest to Councillors and the community.

BACKGROUND

A monthly report provided by the Chief Executive Officer to highlight management and strategic issues that are being addressed by Council. The report also provides regular updates in relation to National, Regional and State based local government matters as well as State and Federal Government programs.

STATUTORY REQUIREMENTS

Council is required to comply with the provisions of the *Local Government Act 1993* and other legislation. The Chief Executive Officer is appointed by the Council and occupies the statutory position of General Manager, in accordance with the provisions of the *Act*.

DISCUSSION

1. COUNCIL MANAGEMENT

    1.1. Attended and participated in regular scheduled internal staff and management meetings.
    1.2. Attended Workshops, Planning Authority Committee Meetings and Council Meetings as required, including the 2026 Annual General Meeting.
    1.3. Attended Devonport Stadium Steering Committee meeting.
    1.4. With MLSA CEO/GM's, participated in interviews for Audit Panel shared external members, and post-interview discussions.
    1.5. Hosted and officiated at the Declaration of Polls event, to swear in the new Council following the recent local government elections.
    1.6. Held induction for the newly elected Council.
    1.7. Met with SeaRoad Management on site in Wright Street regarding traffic concerns.
    1.8. Attended TT-Line Development Steering Committee meeting.
    1.9. Met with St Lukes CEO, Paul Lupo regarding Councils partnership with St Lukes

2. COMMUNITY ENGAGEMENT (RESIDENTS & COMMUNITY GROUPS)

    2.1. With Council staff, attended meeting of stakeholders relating to a residential development proposal at East Devonport.
    2.2. With the Mayor, and a number of Councillors attended the official opening of Spirit Quay Terminal.

2.3. Sailed on the inaugural passenger voyage of the Spirit of Tasmania IV vessel, from Geelong to Devonport and attended onboard events.
2.4. Attended and MC'ed a Civic Reception, hosted by Mayor Jarman, to officially welcome the new Spirit vessels to Devonport.

3. NATIONAL, REGIONAL AND STATE BASED LOCAL GOVERNMENT

3.1. Hosted representatives from the City of Greater Geelong Council at a luncheon and provided a tour of new Devonport Oval Stadium.

4. STATE AND FEDERAL GOVERNMENT PROGRAMS

4.1. Attended online meeting with TasWater CEO, George Theo.
4.2. With the Mayor met with DECYP Facilities Manager, Todd Williams regarding Spreyton Primary School traffic concerns.
4.3. Attended planning reform meeting chaired by Planning Minister, the Hon Kerry Vincent MLC.
4.4. Met with John Ramsay AM, Commissioner of the Tasmanian Planning Commission.

5. OTHER

Nil

COMMUNITY ENGAGEMENT
The information included above details any issues relating to community engagement.

FINANCIAL IMPLICATIONS
There is not expected to be any impact on the Council's operating budget as a result of this report.

RISK IMPLICATIONS
Any specific risk implications will be outlined in the commentary above. Any specific risk that may result in an issue for Council is likely to be subject of a separate report to Council.

CONCLUSION
This report is provided for information purposes only and to allow Council to be updated on matters of interest.

ATTACHMENTS
1. Current & Previous Minutes Resolutions - Orindary Meeting - November 2026. [**6.4.1** - 1 page]

6.5 MONTHLY OPERATIONAL REPORT - OCTOBER 2026

Author: **Claire Jordan, Executive Coordinator**

Endorser: **Matthew Atkins, Chief Executive Officer**

RECOMMENDATION

That Council receive and note the Monthly Operational Report for the period ending 31 October 2026.

RELEVANCE TO COUNCIL'S PLANS & POLICIES

Council's Strategic Plan 2009-2030:

5.3 Council looks to employ best practice governance, risk, and financial management

SUMMARY

This report provides a summary of Council performance and general matters of interest during the month of October 2026.

BACKGROUND

This report is provided to update Councillors and the community on Council's performance over the previous month and includes:

- monthly financial performance reports;
- progress on annual plan actions;
- information on matters relating to operational activities of the Council;
- general Council matters that may be of interest to the community; and
- tabling of minutes received relating to Council Committees, Authorities, and related External Organisations.

Further operational information can be obtained by viewing Council dashboards at Council's website: Your Council Dashboards | Devonport City Council

STATUTORY REQUIREMENTS

In undertaking its operational activities, Council is required to comply with the *Local Government Act 1993* and various other legislation.

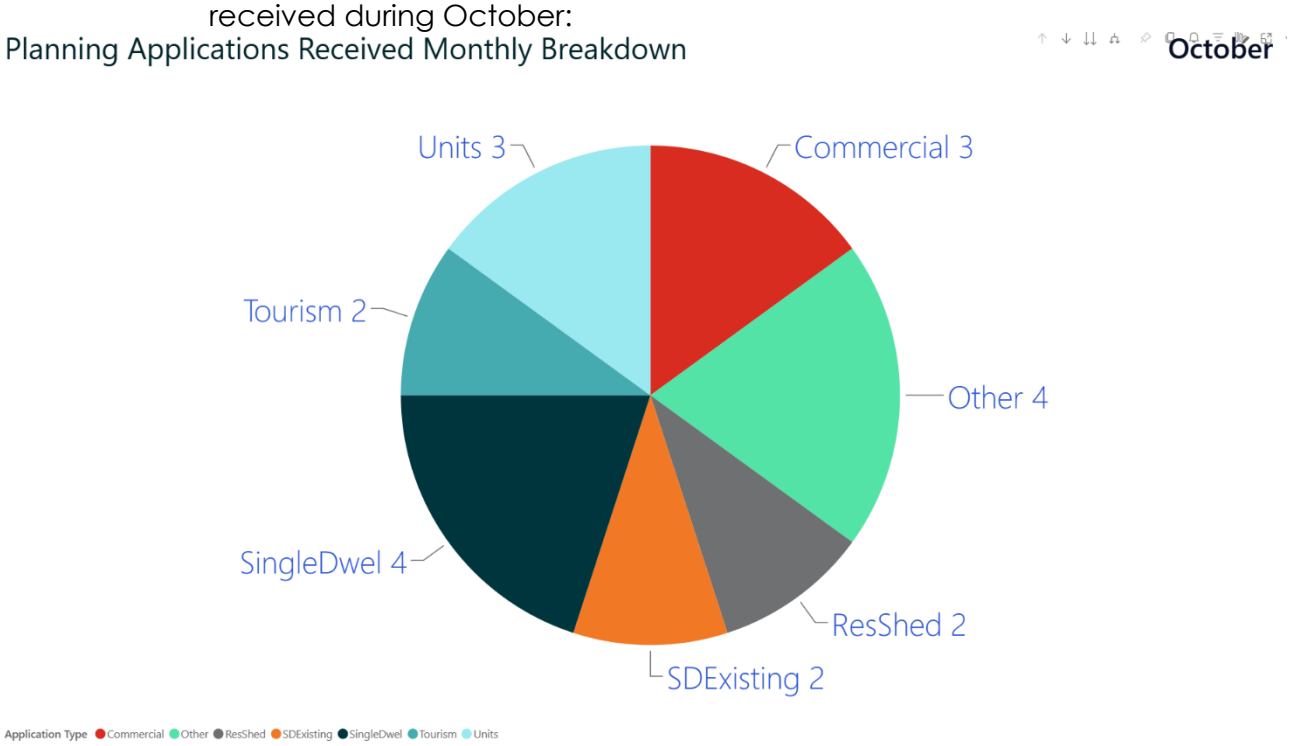
DISCUSSION

The following information is provided as an update on operational activity undertaken by Council during the month of October 2026:

1. DEVELOPMENT SERVICES:

1.1. Planning:

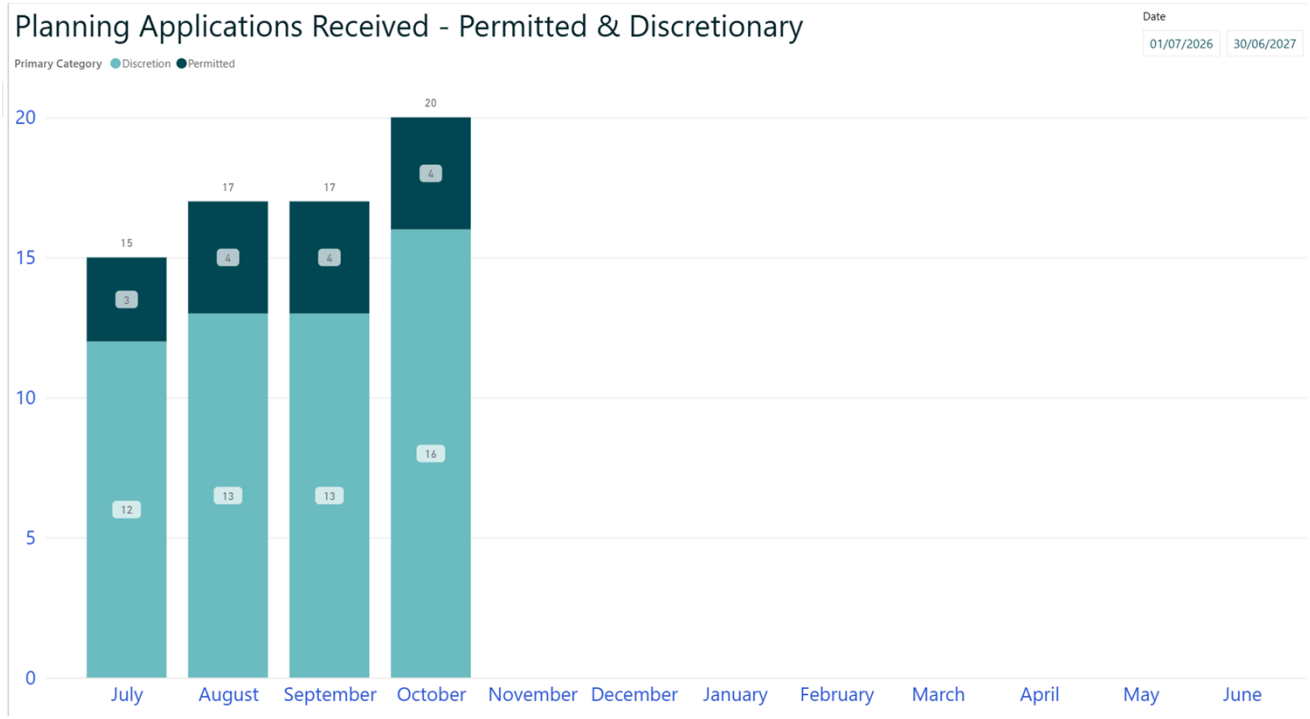
1.1.1. The following graph details the breakdown of planning applications received during October:



Definitions:

- Single Dwellings – means residential dwelling on a single lot.
- Single Dwelling Existing – for alternations and additions to single dwellings
- Residential Shed – means shed on a residential lot.
- Units – means two or more dwellings on a site.
- Subdivision – means the division of a single lot into multiple lots giving separate rights of occupation, excluding boundary adjustments.
- Commercial – means bulky goods sales, business and professional services, community meeting and entertainment, educational and occasional care, equipment and machinery sales and hire, food services, general retail and hire, hotel industry, research and development.
- Tourism – means tourist operations and visitor accommodation.
- Industrial and Utilities – means extractive industry, manufacturing and processing, port and shipping, recycling and waste disposal. Resource processing, service industry, storage, transport depot and distribution, utilities, vehicle fuel sales and service.
- Other – means all other use classes.

1.1.2. The following graph details the number of Planning Applications received this financial year (permitted/discretionary):



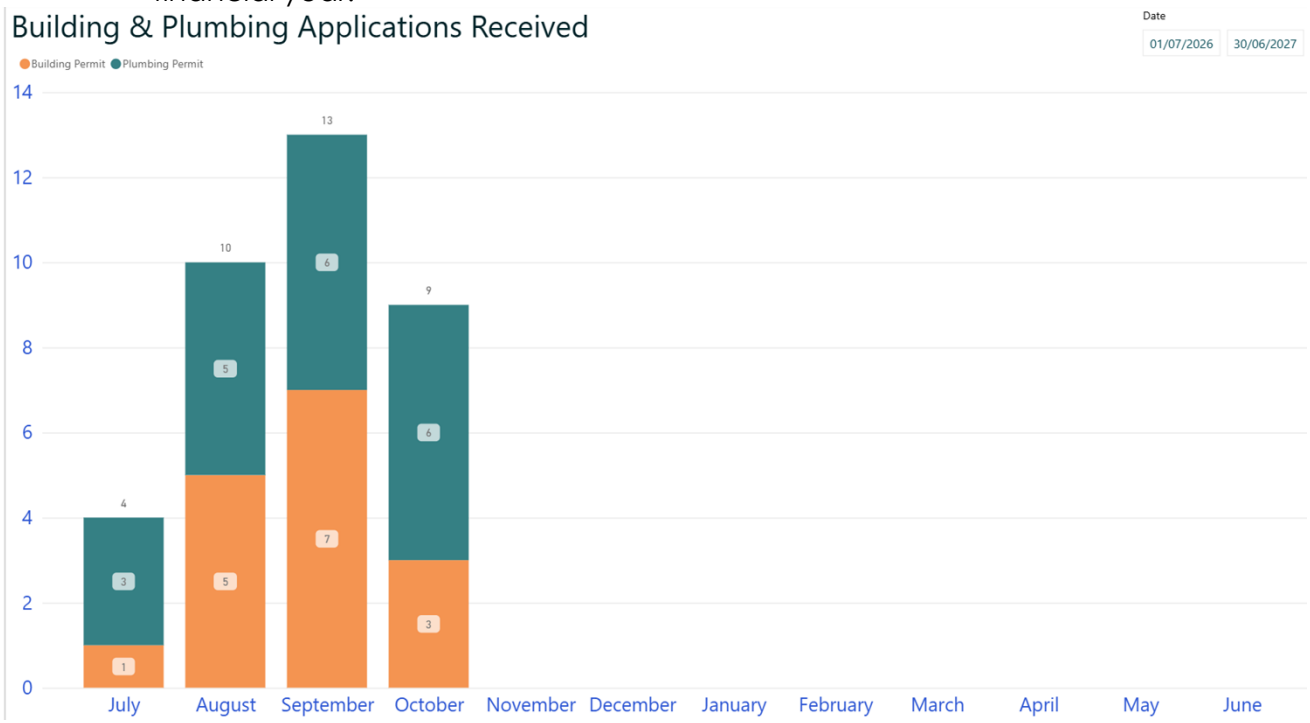
1.1.3. Planning Applications approved under delegation during October 2026:

Planning Applications approved for period October

# Applications	Primary Category	Application Address	Description
PA2026.0052	Discretion	5 ORCHARD CRESCENT SPREYTON TAS 7310	Resource Processing (Sprouts)
PA2026.0087	Discretion	67-71 MERSEY MAIN RD SPREYTON TAS 7310	Subdivision & Vehicle Fuel Sales & Service (service station) & Food Services (quick service restaurant)
PA2026.0088	Discretion	67 MADDEN ST DEVONPORT TAS 7310	Boundary adjustment and demolition
PA2026.0106	Discretion	14A NICHOLLS ST DEVONPORT TAS 7310	Residential (single dwelling)
PA2026.0127	Discretion	1 WRIGHT ST EAST DEVONPORT TAS 7310	Visitor Accommodation
PA2026.0129	Discretion	90 GEORGE ST DEVONPORT TAS 7310	Residential (outbuilding)
PA2026.0131	Discretion	11 BEST ST DEVONPORT TAS 7310	Sports and Recreation (Golf Simulator)
PA2026.0134	Discretion	119 CAROLINE ST EAST DEVONPORT TAS 7310	Residential (frontage fence)
PA2026.0135	Discretion	DON RESERVE 8 RICHARDSON DRIVE DON TAS 7310	Ball screening fence
PA2026.0137	Permitted	130 STONY RISE RD STONY RISE TAS 7310	Residential (multiple dwellings x2)
PA2026.0139	Discretion	10 CHALMERS LANE DEVONPORT TAS 7310	Residential (single dwelling) and retaining wall
PA2026.0140	Permitted	2/13 LOWER MADDEN ST DEVONPORT TAS 7310	Residential (multiple dwelling addition)
PA2026.0141	Discretion	136 STONY RISE RD STONY RISE TAS 7310	Retaining walls
PA2026.0145	Discretion	128 NIXON ST DEVONPORT TAS 7310	Residential (single dwelling) - additions and alterations
PA2026.0150	Discretion	2/38 VICTORIA PARADE DEVONPORT TAS 7310	Visitor Accommodation
PA2026.0151	Permitted	2/11A MIDDLE RD DEVONPORT TAS 7310	Residential (additions to multiple dwelling)
PA2026.0155	Permitted	38 SKYLINE DRIVE EAST DEVONPORT TAS 7310	Visitor Accommodation

1.2 Building & Plumbing:

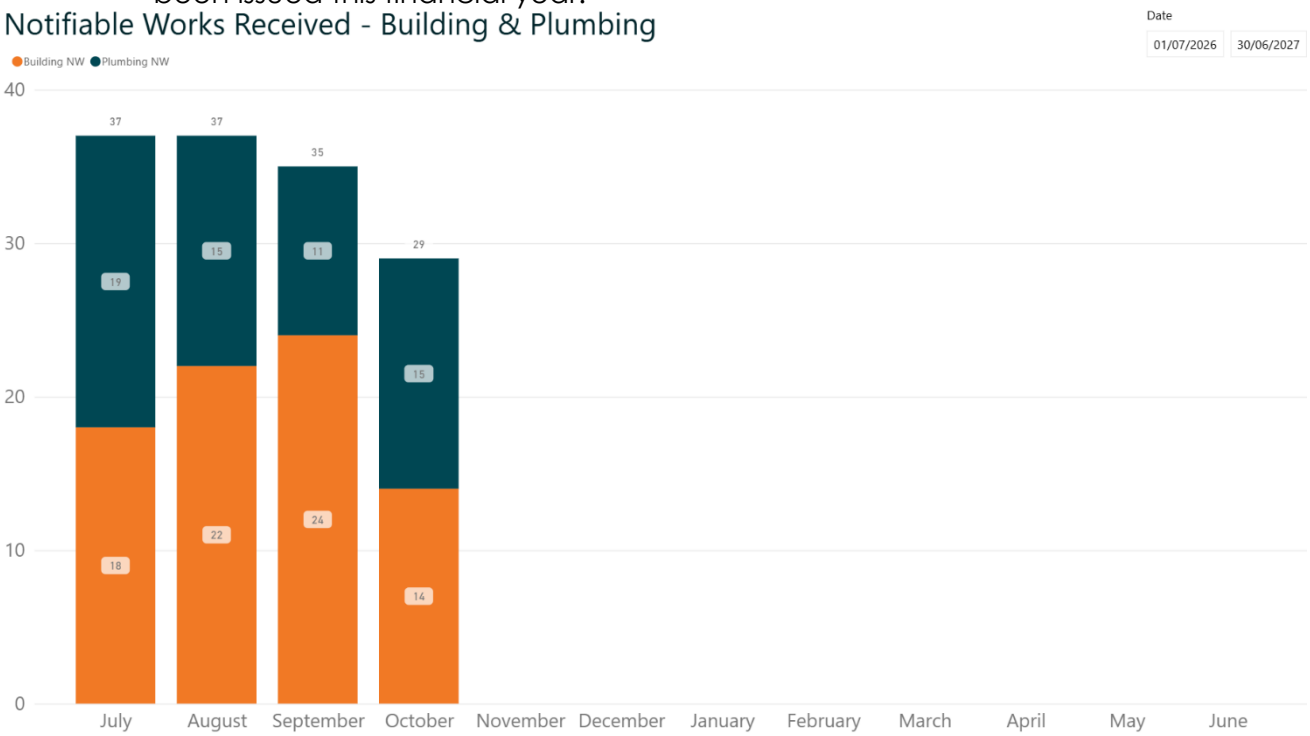
1.2.1 The following graph details the Building and Plumbing Applications received this financial year:



1.2.2 The following graph details the value of building works received this financial year:

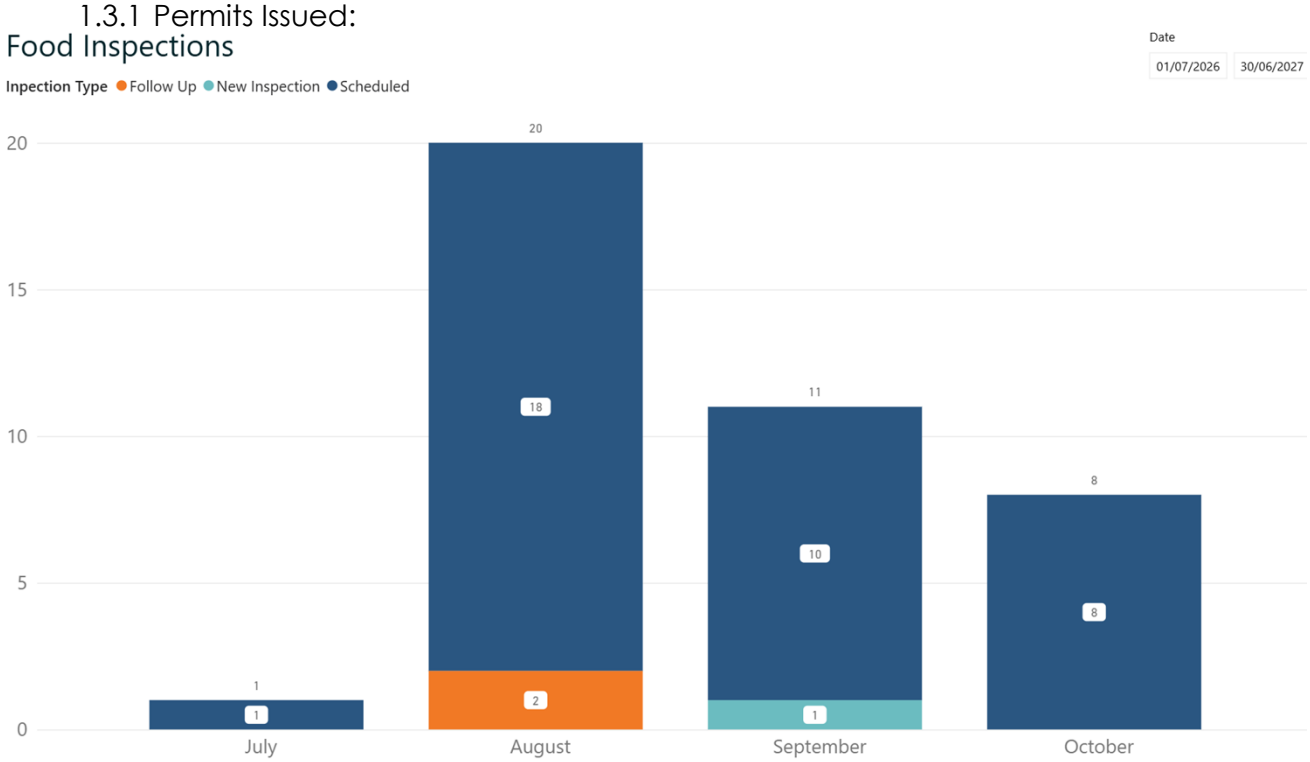


1.2.3 The following graph details the notifiable works received for building that have been issued this financial year:

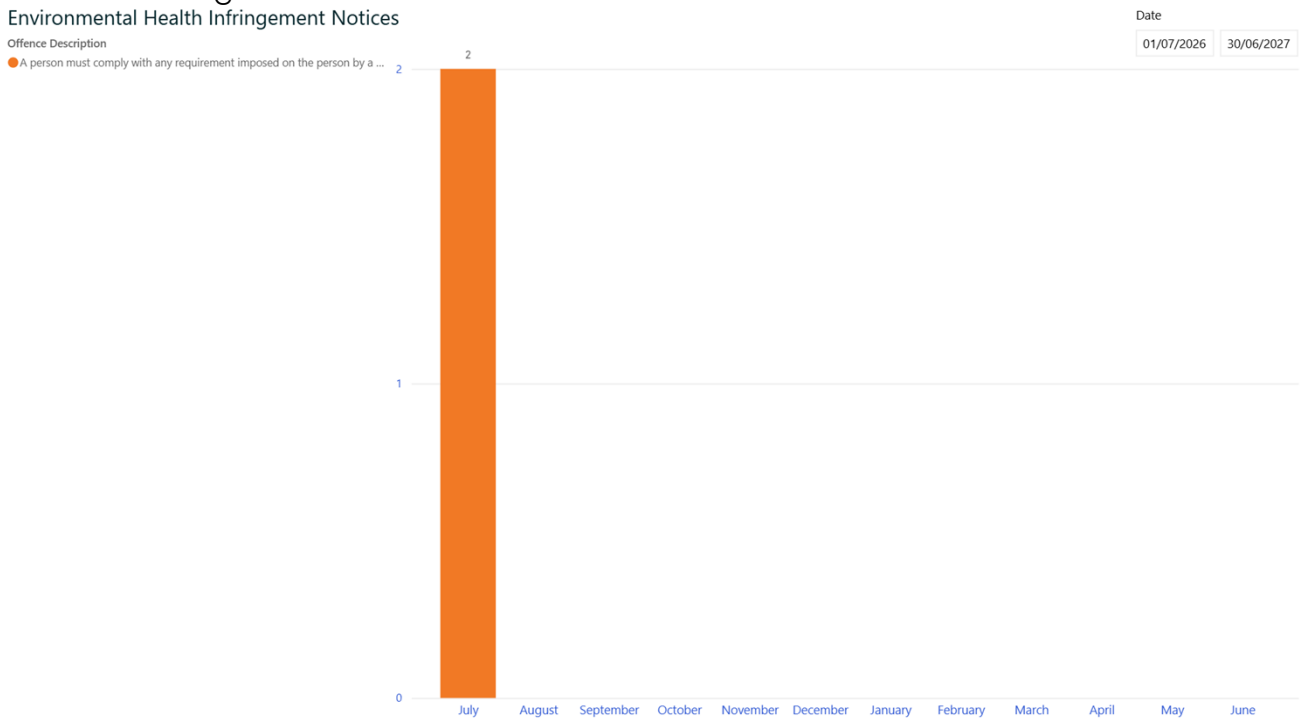


1.3 Environmental Health:

1.3.1 Permits Issued:



1.3.2 Infringements Issued:

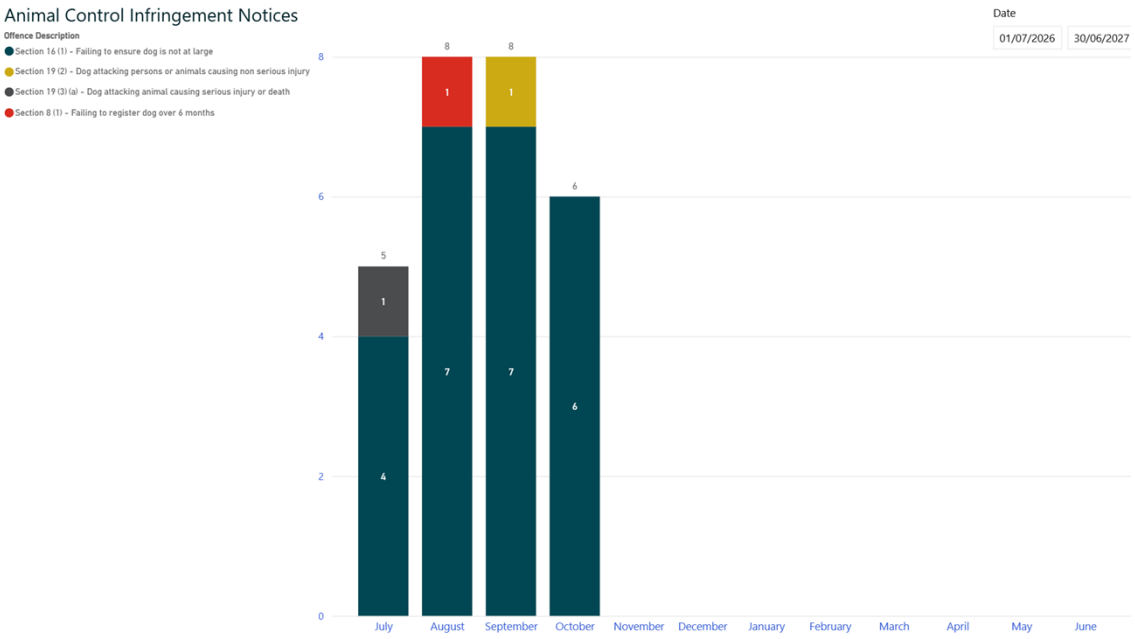


1.4 Animal Control:

1.4.1 Dog Registration Audit:

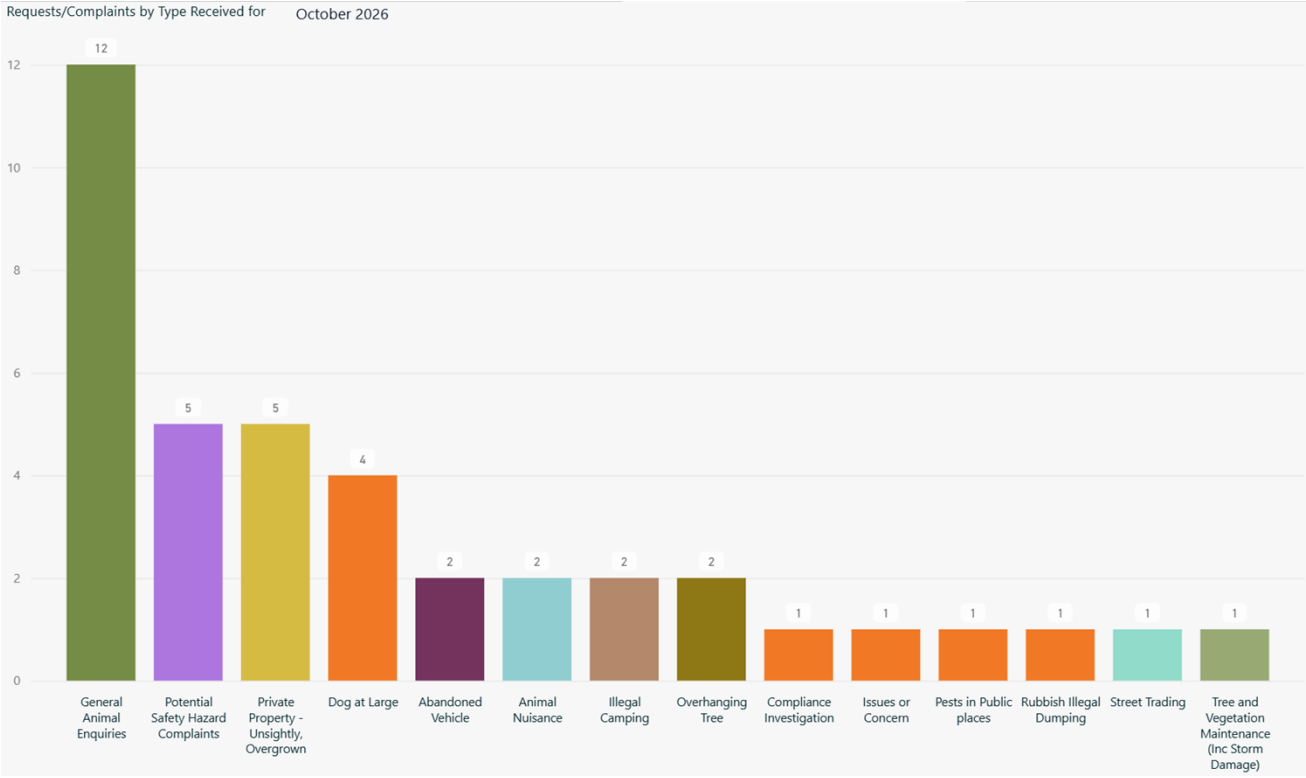
The first round of the audit has been completed, with 210 properties visited to date. The audit has resulted in 27 new registrations, with 22 infringement notices issued for identified non-compliance.

1.4.2 The following graph details the number of dog infringements issued for this financial year:

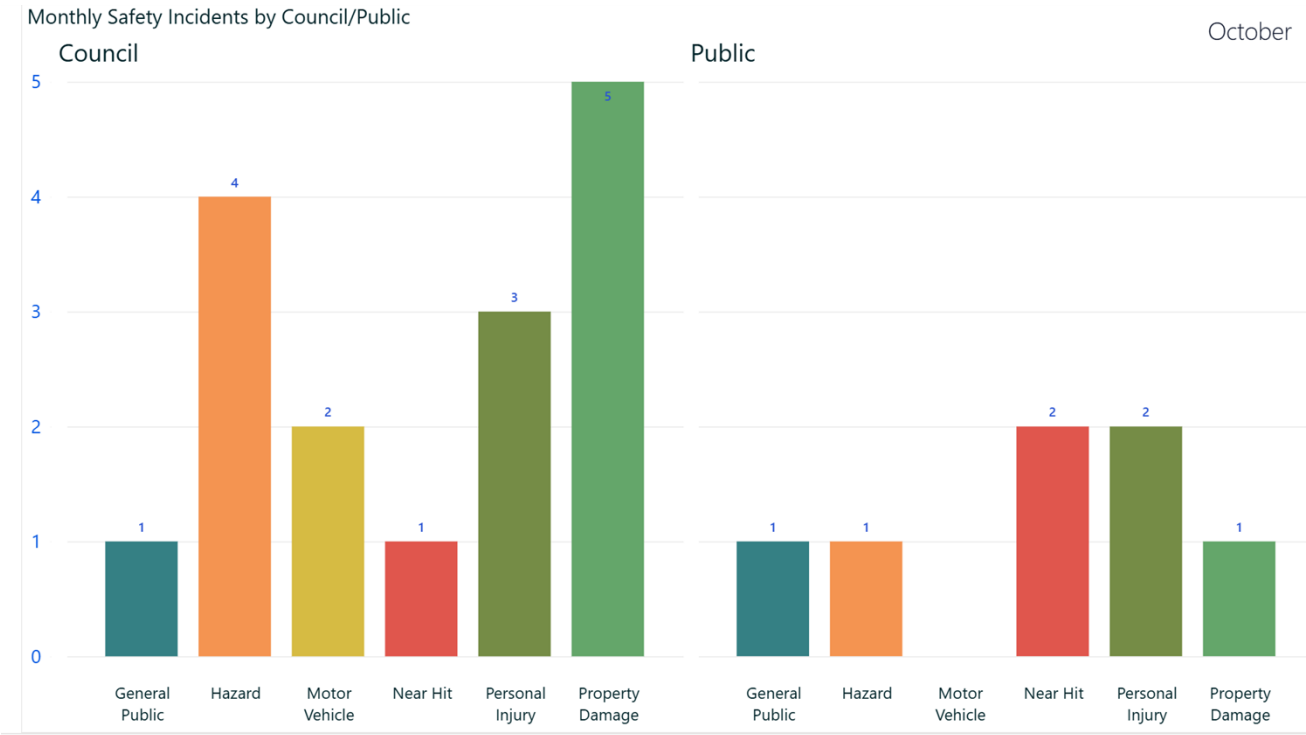


1.5 Risk & Compliance:

1.5.1 The following graph details the breakdown of the complaints received by October:



1.5.2 The following graph details the types of incidents reported in October:



2. INFRASTRUCTURE & WORKS:
2.1. Asset Maintenance:

Wright Street – Mill outs





Monash Court - Crossover & Footpath






Murray Street – Footpath Replacement





Victoria Parade - Footpath













Waverley Road – Mill & Fill, Edge Break







Installed Park Furniture



Merseyside Street



Doric Court



Don Reserve



St George's Oval

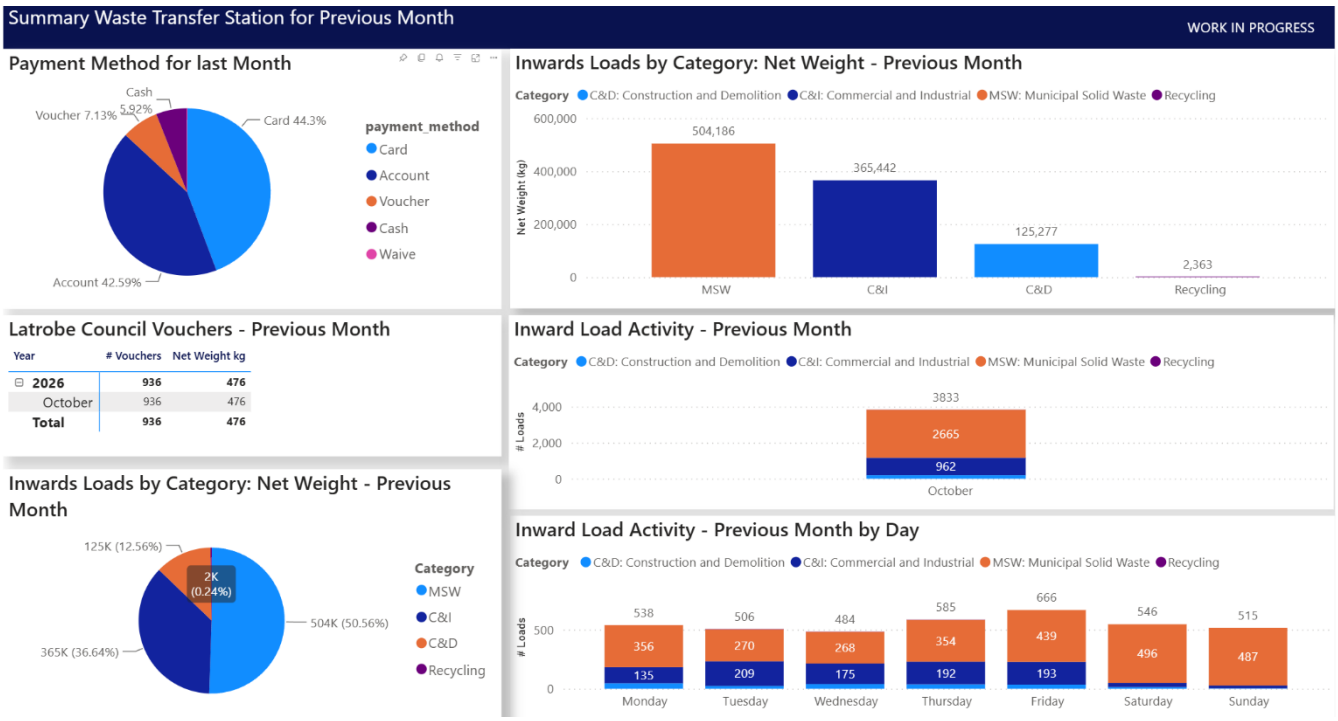
Gardens - Home Hill

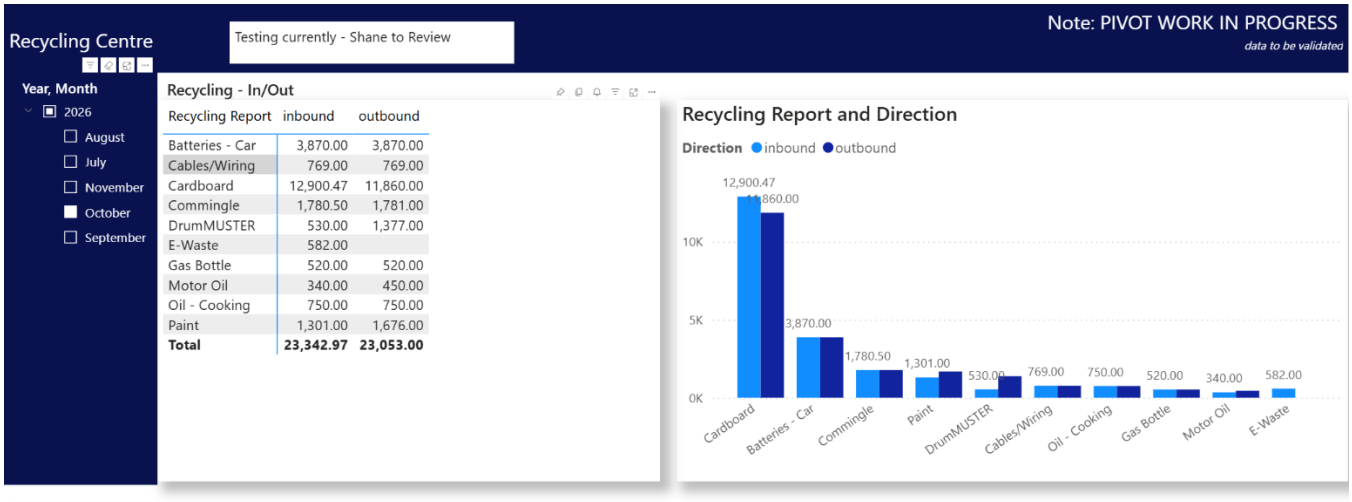




2.2. Waste Management:

2.2.1. Waste Transfer Station statistics October:







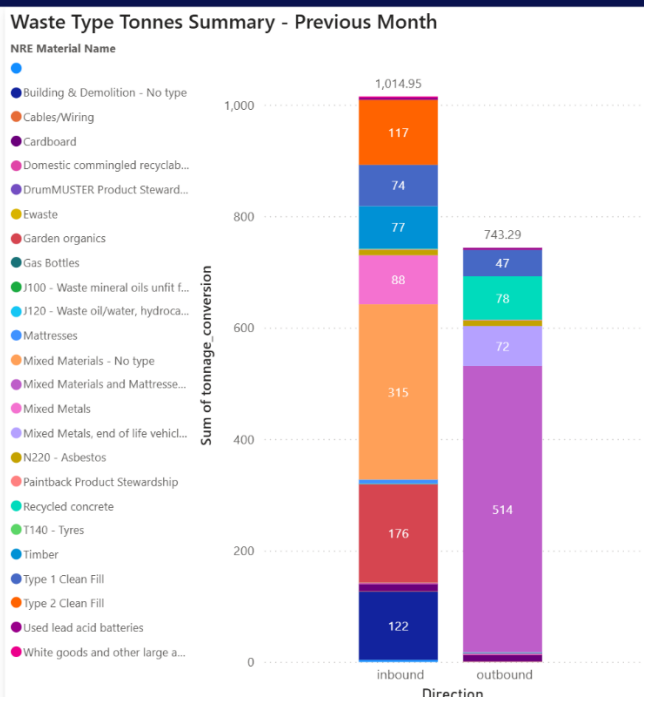
NRE - Waste Classifications

October

PIVOT - WORK IN PROGRESS

Waste Type Tonnes Summary - Previous Month

Month	inbound	outbound	Total
October	**1,014.95**	**743.29**	**1,758.24**
	3.72		**3.72**
Building & Demolition - No type	122.49		**122.49**
Cables/Wiring	0.77	0.77	**1.54**
Cardboard	12.90	11.86	**24.76**
Domestic commingled recyclables (CDS, glass included)	1.78	1.78	**3.56**
DrumMUSTER Product Stewardship	0.53	1.38	**1.91**
Ewaste	0.58		**0.58**
Garden organics	176.20		**176.20**
Gas Bottles	0.52	0.52	**1.04**
J100 - Waste mineral oils unfit for their original intended use	0.34	0.45	**0.79**
J120 - Waste oil/water, hydrocarbons/water mixtures or emulsions	0.75	0.75	**1.50**
Mattresses	6.84		**6.84**
Mixed Materials - No type	314.59		**314.59**
Mixed Materials and Mattresses Residuals		513.58	**513.58**
Mixed Metals	87.87		**87.87**
Mixed Metals, end of life vehicles, white goods and other large appliances		71.72	**71.72**
N220 - Asbestos	9.11	9.52	**18.63**
Paintback Product Stewardship	1.30	1.68	**2.98**
Recycled concrete		78.32	**78.32**
T140 - Tyres	1.49		**1.49**
Timber	76.51		**76.51**
Type 1 Clean Fill	73.85	47.10	**120.95**
Type 2 Clean Fill	116.59		**116.59**
Used lead acid batteries	3.87	3.87	**7.74**
White goods and other large appliances	2.35		**2.35**
Total	**1,014.95**	**743.29**	**1,758.24**



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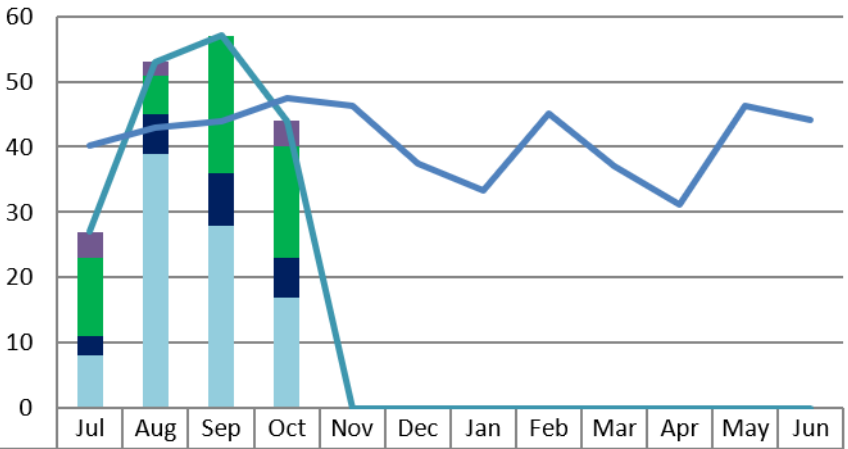
2.3. General Infrastructure Matters:

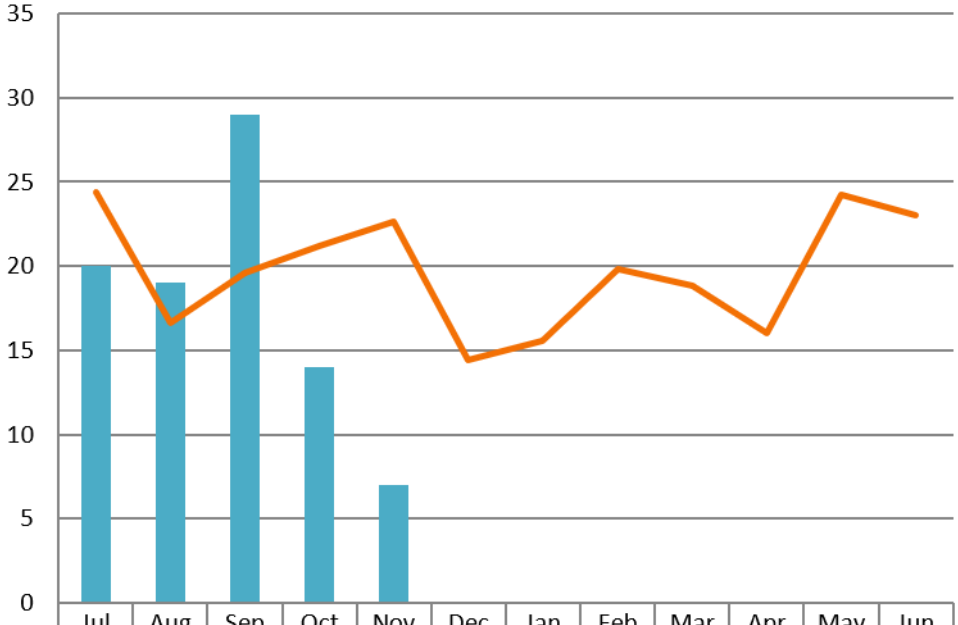
The following graphs detail the assessments processing through the Infrastructure Department. Each graph details the applications completed year to date, compared to a five-year average trend line.

2.3.1. Engineering Assessments for Development Applications



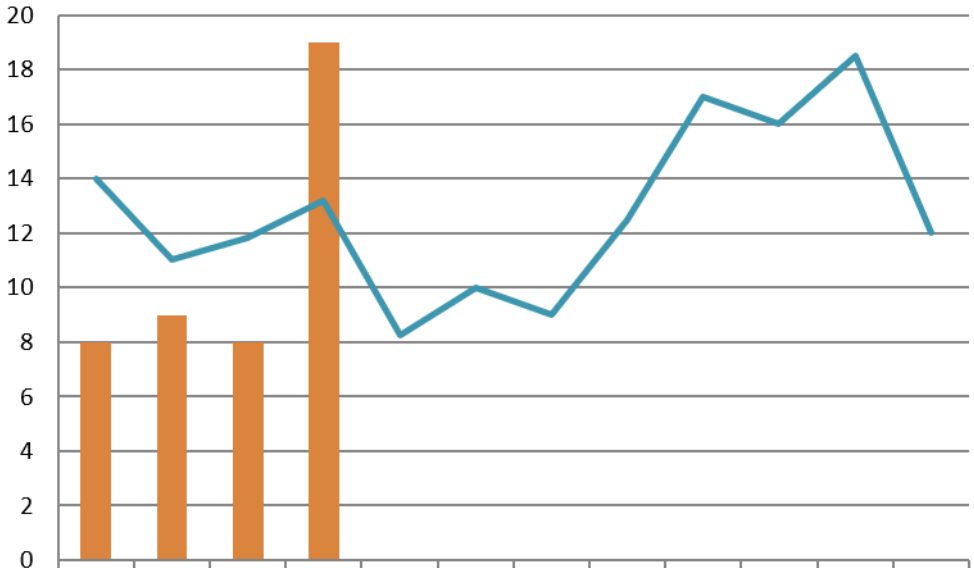
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Pre Assessments	4	2	0	4	0	0	0	0	0	0	0	0
Planning Assessments	12	6	21	17	0	0	0	0	0	0	0	0
Subdivision Assessments	3	6	8	6	0	0	0	0	0	0	0	0
Building Assessments	8	39	28	17	0	0	0	0	0	0	0	0
Total 2026-27	27	53	57	44	0	0	0	0	0	0	0	0
Average 2021-2026	40	43	44	47	46	37	33	45	37	31	46	44

2.3.2. Road Reserve Permit Assessments



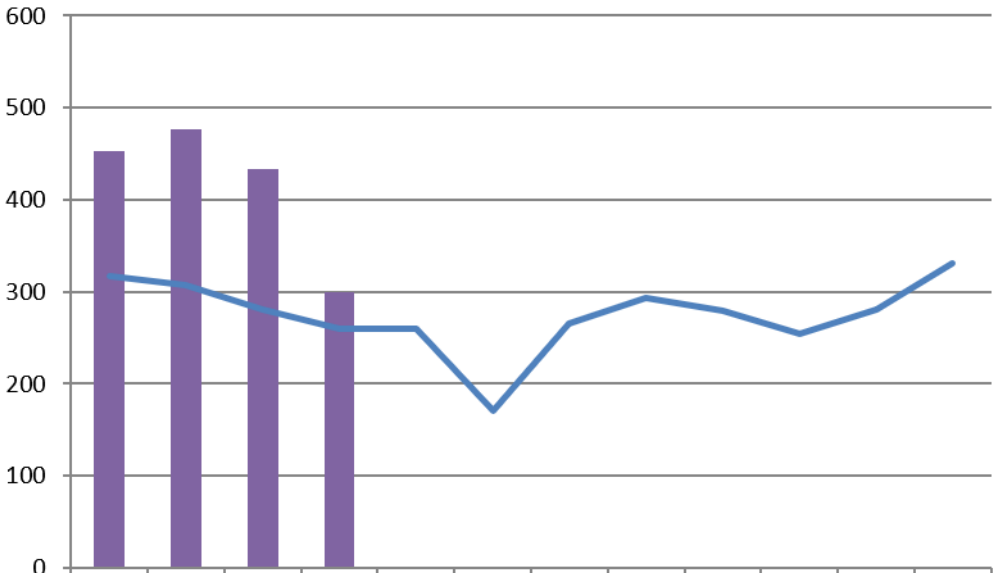
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2026-27	20	19	29	14	7	0	0	0	0	0	0	0
Ave. 2021-2026	24	17	20	21	23	14	16	20	19	16	24	23

2.3.3. National Heavy Vehicle Regulator Assessments



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2026-27	8	9	8	19								
Ave. 2021-2026	14	11	12	13	8	10	9	13	17	16	19	12

2.3.4. Dial Before You Dig Requests



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2026-27	453	477	433	300								
Ave. 2021-26	317	307	281	259	260	171	265	293	280	254	280	332

3. COMMUNITY SERVICES:

3.1. Working Groups:

Devonport Youth Advisory Group (DEVYAG)

In October, DEVYAG met once and discussed:

- East Devonport Jobs Forum
- Council run events
- 2027 meeting dates
- strategy engagement
- a future youth event planning

3.2 Financial Assistance Report:

Organisation: City of Devonport Brass Band
Type of Assistance: Partnership Agreement
DCC Funding provided: $10,000
Acquittal summary:
The City of Devonport Brass Band performed at civic and community events in 2026 including Australia Day, Anzac Day, the Devonport Jazz Festival, Christmas Parade and Home Hill Garden Fete, and continued its Development Band, school engagement and recruitment activities, including a new partnership with Devonport Christian School. It is working towards long-term sustainability and a combined performance with the Exhale Choir.

3.3 Community Programs:

Aussie Bird Count

Council officers once again encouraged the Devonport community to take part in BirdLife Australia's annual Aussie Bird Count.

The 2026 count was a record-breaking year for the Devonport Local Government Area, with 258 checklists submitted and 7,795 birds recorded. This result reflects the community's growing enthusiasm for getting involved in citizen science, connecting with nature and helping contribute to a better understanding of Australia's birdlife.

	2019	2020	2021	2022	2023	2024	2025	2026
Number of Checklists Submitted	141	187	127	137	175	167	245	258
Species recorded	89	97	96	83	97	103	96	93
Birds Sighted	3,824	4,408	3,505	3,581	4,138	4,828	5,750	7,795

Figure: Results since 2019. Note actual species sighted may not be correct.

Friends of Don Reserve

October working bees focused on the removal of daphne, gorse, arum lilies, foxglove, thistles and general rubbish.

Volunteers also identified two previously unrecorded areas of Bridal Creeper, a Weed of National Significance, which will support ongoing monitoring and targeted weed management in the reserve.

Friends of Don Reserve	October 2026
Volunteer hours	22
Number of working bees	2



Friends of Don working in Don Reserve October 2026.

3.4 Living Well:

- Living Well Summer 2026 concludes on 29 November 2026, with 2,771 free tickets delivered to the community.
- A review of future ticketing arrangements and planning for a potential Youth Living Well Program are underway.
- Living Well Summer 2027 is scheduled to begin in mid-February, with provider and partner EOIs expected to open in January 2027.

3.5 Community Development

Devonport Community Services Newsletter:

Recent editions can be found on the Council website located at:
www.devonport.tas.gov.au/live/your-community/community-services/newsletter/.

Council published one edition in October 2026.

Devonport events/locations that attracted attention by readers:

- Build Nature In Devonport – Community Services
- What's On Devonport I Devonport City Council website
- Fundamental Pilates I Living Well Devonport Program

Community Expo:

Council officers hosted a stall in the Housing Choices Australia Community Expo at Hub 108, East Devonport on 28 October. The expo provided an opportunity to actively engage directly with local residents and promote Council programs, events and engagement opportunities, including the East Devonport Jobs Forum, Living Well program, Council's Christmas program and Build Nature In community survey.



Inspiring Youth Awards:
An officer attended Youth, Family and Community Connections' (YFCC) 2026 Inspiring Youth Awards in Devonport on 7 October. The awards celebrated the achievements of young people aged 13 to 18 from North West Tasmania, with 46 nominated from nine local government areas, and recognised those who may not always receive formal acknowledgement for their efforts.

Place Project Update:
Council supported the Place Project, a Paul Ramsay Foundation-funded initiative led by Burnie Works. The Place Project connects place-based communities across Tasmania to share learning about community-led work. The project wrapped up with a private screening on 21 October 2026, at Reading Cinema. The 150 attendees, including people featured in the films and project partners, watched *The Invitation*, *Stride Together* and *A Bunch More Beautiful*. The films will now be submitted to film festivals and are not yet available for public viewing, with opportunities to share them more broadly with the community once that process concludes.

Devonport's short film, *The Invitation*, told the story of how safe and genuine invitations help young people feel welcome and connected. It involved local organisations including Devonport Library, RANT Arts, East Devonport Neighbourhood House, East Devonport Child and Family Learning Centre, Devonport Community House and Devonport parkrun.



Place Project: Bree Ashley-Sanders – Film maker and Lynda Jones – Project lead. Audience practising seated Tai-Chi before watching A Bunch More Beautiful

3.6 Volunteers:

3 new Devonport City Council volunteers were onboarded during October and are now active.

3.7 Social Recovery:

Council Officers participated in:



Devonport Airport Emergency Simulation 28 October 2026

3.8 Active Communities

Recreation Centre Participation Data:

DEVONPORT RECREATION CENTRE		
	BOOKINGS	**TOTAL BOOKABLE HOURS**
SAUNA	115	124.50
SQUASH CENTRE	54	85.75
STADIUM	160	369.25
TABLE TENNIS	77	162.25
YOUTH CENTRE	178	282
TOTAL	**584**	**1,023.75**

EAST DEVONPORT RECREATION AND FUNCTION CENTRE		
	BOOKINGS	**TOTAL BOOKABLE HOURS**
STADIUM	88	182.25
COMMUNITY ROOM	19	72.75
TOTAL	**107**	**255**

Recreation Centre User Numbers:

DEVONPORT RECREATION CENTRE	
Squash Centre	1187
Stadium	5054
Youth Centre	3075
Table Tennis	3463

3.9 Events:

3.9.1 External Events held during October:

Event	Dates	Venue
Squash Australia Junior Championships	26 September – 3 October 2026	Devonport Recreation Centre
Coastal Pathway Ultra	4 October 2026	Coastal Pathway
R U OK? Day Event	9 October 2026	Market Square
Home Hill Fireside Chats	6 October 2026	Home Hill
PFD Expo	6 October 2026	Devonport Recreation Centre
Mersey Mountain Bike Twilight Series	22 October 2026	Kelsie Tier
Devonport Pickleball Grand Slam	30 October – 2 November 2026	Devonport Recreation Centre

3.9.2 Upcoming External Events:

Event	Dates	Venue
Remembrance Day	11 November 2026	Cenotaph Victoria Parade
C&E Amusement Carnival	21-22 November 2026	Maidstone Park
Home Hill Garden Fete	22 November 2026	Home Hill
Schools Triathlon Challenge	25-26 November 2026	Bluff Road / Devonport Bluff
TAS HI POINTS power boat racing	28 November 2026	Horsehead Creek
Walk the Talk	29 November 2026	Senior Citizens Club
North West High School Sports Association Track and Field Championships	16 & 18 November 2026	Girdlestone Park
North West Primary School Sports Association Sports Day	16-17 November 2026	Maidstone Park, Meercroft Park, Devonport Recreation Centre
Masters Cricket National Championships	17 November 2026	Byard Park, Devonport Oval & Maidstone Park
Schools Triathlon Challenge	25 & 26 November 2026	Bluff
Meditation365	3 December 2026	Market Square
Tinsel in the Park	4 December 2026	Pioneer Park, East Devonport
DCS Surf Carnival	8 December 2026	The Bluff
Christmas in the Park	12 December 2026	Highfield Park
Breakfast in the Park	18 December 2026	The Common, Haines Park
Pub to Pub	19 December 2026	Coastal Pathway

3.9.3 Ratepayers Luncheon 2026

The annual Ratepayers Luncheon was held on Wednesday 14 October 2026 at the paranaple Convention Centre, with approximately 120 guests attending. The event provided an opportunity for Council to acknowledge long-term ratepayers and their contribution to the Devonport community.

Guests enjoyed a two-course luncheon, live entertainment from Amy Pegg and a welcome from the Mayor. Positive feedback was received, with attendees appreciating the opportunity to connect with fellow ratepayers in a relaxed and social setting.



2026 Ratepayers Luncheon

3.9.4 Sporting Events and Sponsorship

The team supported planning and delivery of several sponsored sporting events, including the Devonport Pickleball Grand Slam and the Australian Junior Squash Championships.

3.9.5 Safer Online Together

Council hosted Safer Together Online on 22 October in partnership with the Australian Federal Police and Tasmania Police, with 27 people attending. The free community session included the ThinkUKnow program, providing practical information for parents, carers and families about supporting children to navigate online environments safely, including gaming, social media, privacy and parental controls. The session also covered adult online safety through ClickFit, including scams, online relationships and cybercrime prevention.



Safer Online Together

3.9.6 Upcoming DCC events:

- East Devonport Jobs Forum – 5 November
- Volunteer Breakfast – 2 December
- Santa's Street Spectacular, parade, street party and carols – 6 December
- Festive Friday – 18 December
- Eve in the City – 31 December
- Australia Day Awards Ceremony – 25 January 2027
- TSO Symphony on the Waterfront – 13 February 2027

Event details can be found on Council's website as they come to hand: https://www.devonport.tas.gov.au/whats-on-devonport/ or events Facebook page https://www.facebook.com/devonportevents/

4. CULTURAL FACILITIES:

4.1. Devonport Regional Gallery:

4.1.1. Exhibition Program:

Exhibition	Date
Upper Gallery: All In	15 Aug – 3 Oct
Main Gallery: Surfacing by the nowhereprint collective	1 Aug – 3 Oct
The Little Gallery: Unremarkable by Ariel Pascoe	26 Sep– 7 Nov
Main and Upper Galleries: Paper on Skin	10 Oct – 14 Nov
The Avenue: Northwest Support School, 2026 Exhibition	30 Oct – 28 Nov

4.1.2 Education programs, activities and participation data:

Event	Participation	Date
Gallery Visit Early Learning	15	2-Oct
Little Gallery Meet & Greet Ariel Pascoe	22	2-Oct
Paper On Skin Soiree in the Main Gallery	82	3-Oct
School Holiday Program Stop Motion Workshop 1	15	5-Oct
School Holiday Program Stop Motion Workshop 2	15	6-Oct
School Holiday program Sculpture workshop for tidal festival	16	8-Oct
Main & Upper Galleries Opening Paper On Skin Exhibition	48	10-Oct
School Holiday Bunting Workshop	8	12-Oct
School Holiday Paper Bag Masks and Headwear	15	14-Oct
School Holiday Program - Children's University Paper Planes	20	14-Oct
Books + Art	5	19-Oct
Paper on Skin tour for Port Sorell U3A	12	28-Oct
TOTAL	**273**	



Opening – Paper on Skin Exhibition

4.2. Bass Strait Maritime Museum:

4.2.1. Exhibition Program:

Current Exhibition	Date
Pop the Top	May 2026 – March 2027

4.2.2. Education and public program activities and participation data:

Event	Participation	Date
Children's University Day	61	7-Oct
TOTAL Combined Admissions	**61**	



Delivery of the Spirit of Tasmania V Model

4.3. paranaple Arts Centre, Town Hall Theatre:

4.3.1 Performances and productions in October 2026:

Production	Participation	Date
Paper on Skin Gala	274	3-Oct
Ross Noble	396	15-Oct
The Snow Fairy	618	17-Oct
TOTAL	**1,288**	

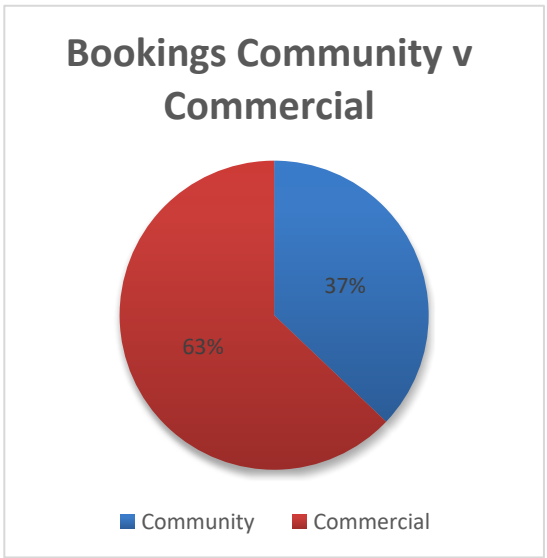
4.4. Visitor number data:

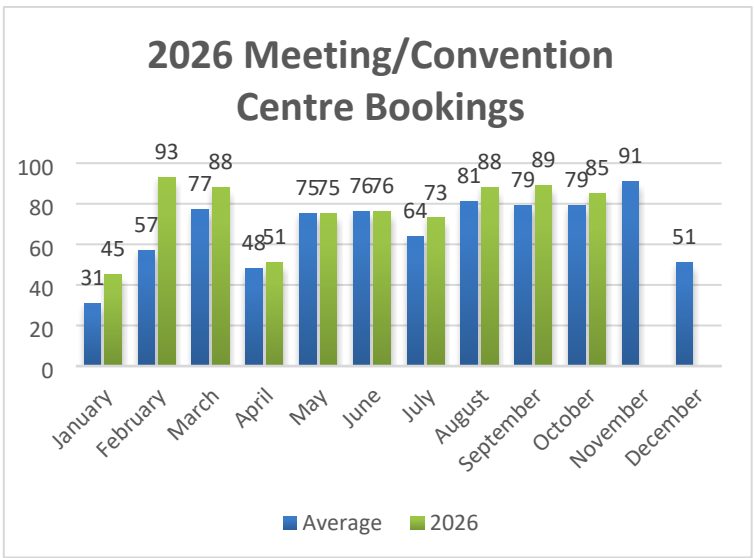
Facility	Visitors October
paranaple arts centre	4,232
Bass Strait Maritime Museum	652
TOTAL	**4,884**

4.5. Convention Centre & Market Square:

Events including attendee numbers and utilisation trends:
For October 2026, the DCC meeting rooms held 71 events, 9 in the convention centre and 5 in Market Square Pavilion. Total attendance of 4,136 patrons.

Event	Presenter	Attendance
Makers Nest Market	Makers Nest Tasmania	500 x2
Premier's Long Service Awards	Department of Premier and Cabinet	50
BMW Safari TS	Motodevelopment Pty Ltd T/A BMW Safari	104
YFCC Inspiring Youth Awards *(Pavilion)*	Youth, Family & Community Connections	190
DJ Dance Party Club House *(Pavilion)*	Island State Brewing	300
50 + Years Ratepayers Luncheon	Devonport City Council	120
Plumbing with Purpose	Kiely Plumbing	50
Tasmanian Transport Association Gala Dinner & Awards Night	Tasmanian Transport Association	267
CBA Breakfast	Commonwealth Bank Australia	45
TasCOSS Northwest Meet & Greet	TasCOSS	40
70's Cover Band *(Pavilion)*	Island State Brewing	200
Royal Australian Navy Cooks Reunion	Royal Australian Navy	124 x3
Tasmanian Championship Wrestling *(Pavilion)*	Island State Brewing	250
TOTAL		**3,088**







Tasmanian Transport Association Gala Dinner & Awards Night



Makers Nest Market

5. CORPORATE SERVICES:

5.1. Human Resources:

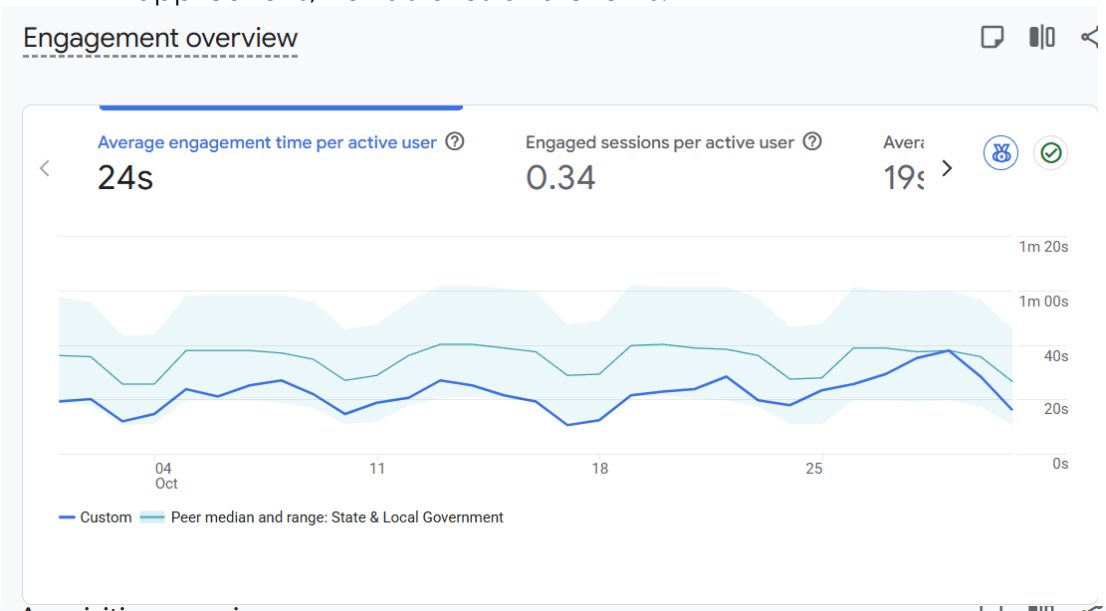
Staff departures, recruitment, and changes to employee roles (including advertised positions, staff appointments, hiring of casual employees, and role modifications). During the current financial year, six employees have left the organisation, and eleven individuals have been hired.

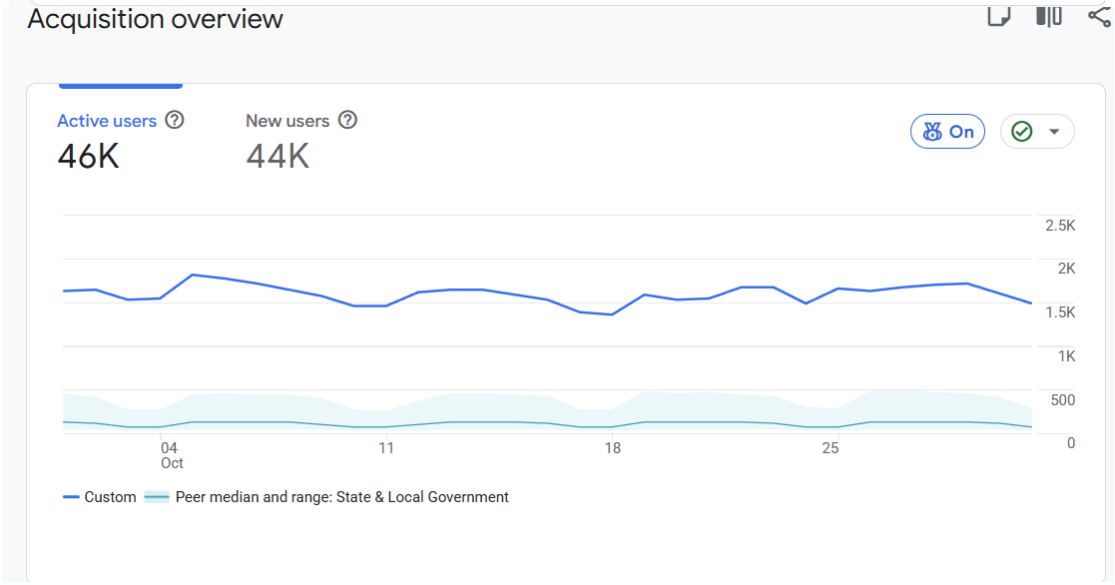
5.2. Communications:

5.2.1. Website and social media statistics and data:

Devonport City Council Website

Devonport City Council website content is refreshed on an on-going basis, by updating information and the addition of new public notices, planning applications, news stories and events.





Top 10 Website Pages	October 2026
1. Advertised Planning Permits	
2. Forms and Payments	
3. Fortnightly Rubbish Collection	
4. Request for Investigation Resolution for Infringement Form	
5. Contact Us	
6. Spring Fling	
7. Local Government Elections 2026	
8. What's On Devonport	
9. Waste Transfer Station	
10. Dog Registration Form	
Note: Most visitors to the website begin at the home page, but this is not listed in the top 10 pages, as it would be a normal starting point for most website visits.	

Social Media
Social Media Council currently uses Facebook, Twitter, and LinkedIn as social media tools to engage with the community and local media. Followers at the end of October 2026:

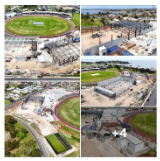
Facebook	18,436 up by 123
LinkedIn	2,053 up by 15
Instagram	159 up by 17
YouTube	272 up by 1

Devonport City Council's Corporate Facebook page engages the community with updates on capital works, events, media releases, emergencies, and roadworks.

Additional social media accounts, managed by the Council's Events Team and the paranaple arts and convention centre, provide targeted content for key demographics.

DCC Corporate Facebook Page Statistics	October 2026
Facebook Monthly Viewers: Number of Facebook users who have seen content associated with the page during the period.	Total Viewers: 71,880 Total Views: 499,094

During October, the Top 10 Facebook posts in terms of audience views were:

1	Stewart Street Urban Greening	2	Devonport Stadium Update	3	Council Meeting Outcomes	4	BSMM new Sprit model	5	Mersey Vale Amenities Upgrade
									
Views	44.2K	Views	20.4K	Views	17.9K	Views	16.5K	Views	12.9K
Reactions	363	Reactions	153	Reactions	31	Reactions	80	Reactions	37
Comments	127	Comments	21	Comments	6	Comments	-	Comments	6
Shares	4	Shares	8	Shares	7	Shares	6	Shares	7

6	Australian Junior Squash Championship	7	Farewell Spirit Event	8	Dog Registration Audit	9	Road Closure Spring Fling - Formby Road	10	Indie School Opening
									
Views	11.1K	Views	11.0K	Views	9.9K	Views	9.6K	Views	9.3K
Reactions	64	Reactions	113	Reactions	10	Reactions	16	Reactions	100
Comments	4	Comments	9	Comments	1	Comments	8	Comments	-
Shares	3	Shares	-	Shares	13	Shares	8	Shares	5

Community Consultation

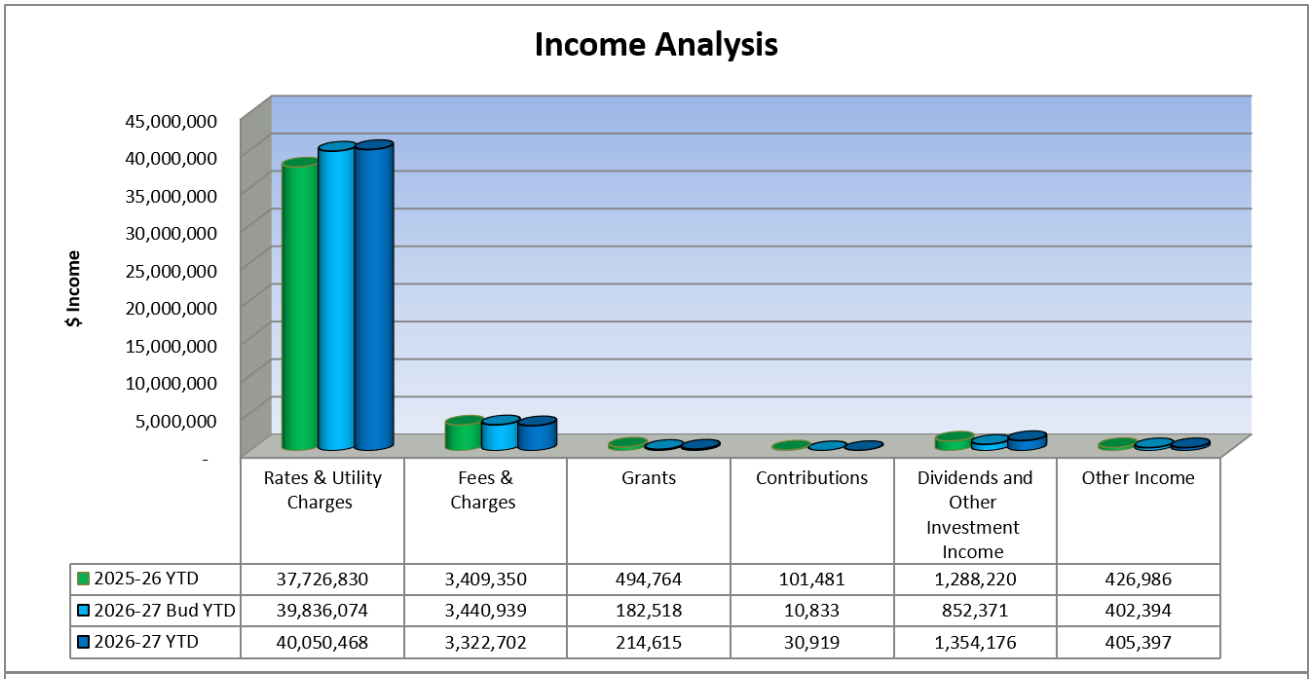
Community consultation in relation to Council's draft Parking By-Law No.1 of 2026 undertaken during the month of October 2026, in accordance with requirements of the *Local Government Act 1993*. Community consultation was also undertaken in respect of the Build Nature in Strategy.

5.3. Finance:

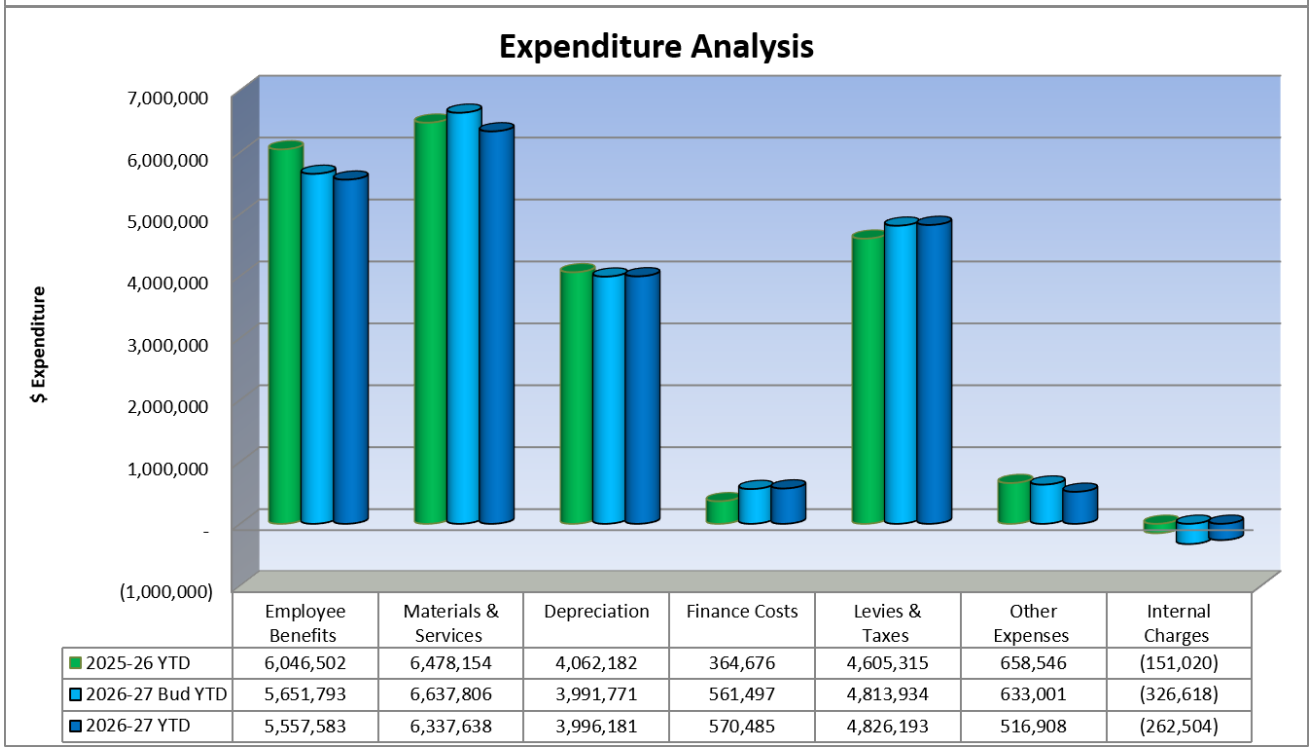
Operational Budget

The operating result for the financial year to the end of October 2026 is favourable with actual revenue being higher than budget by $653K and actual expenses being lower than budget by $421K resulting in an overall favourable variance of $1.07M.

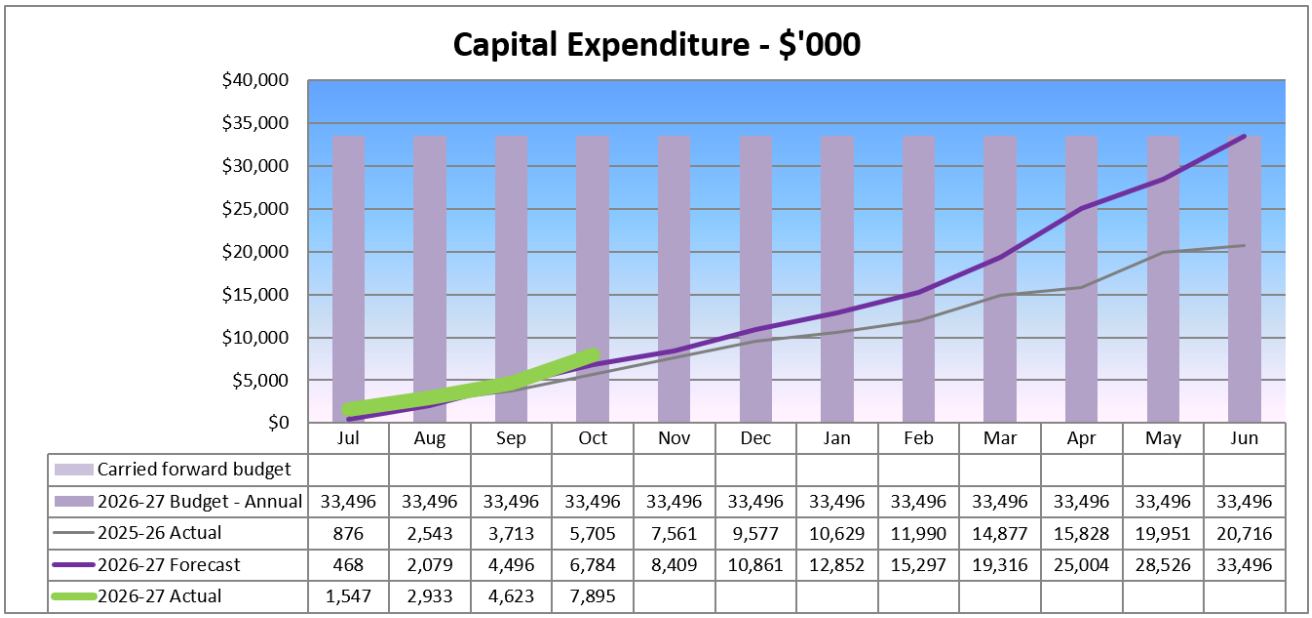
The forecast operating surplus for the financial year is $1.6M which includes share of profit of associates (Dulverton) of $1.0M.



	Rates & Utility Charges	Fees & Charges	Grants	Contributions	Dividends and Other Investment Income	Other Income
2025-26 YTD	37,726,830	3,409,350	494,764	101,481	1,288,220	426,986
2026-27 Bud YTD	39,836,074	3,440,939	182,518	10,833	852,371	402,394
2026-27 YTD	40,050,468	3,322,702	214,615	30,919	1,354,176	405,397



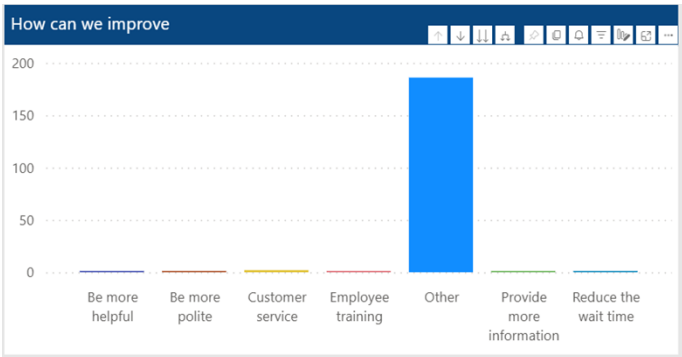
	Employee Benefits	Materials & Services	Depreciation	Finance Costs	Levies & Taxes	Other Expenses	Internal Charges
2025-26 YTD	6,046,502	6,478,154	4,062,182	364,676	4,605,315	658,546	(151,020)
2026-27 Bud YTD	5,651,793	6,637,806	3,991,771	561,497	4,813,934	633,001	(326,618)
2026-27 YTD	5,557,583	6,337,638	3,996,181	570,485	4,826,193	516,908	(262,504)

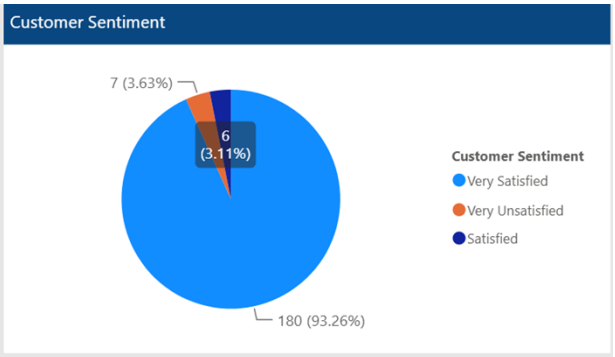


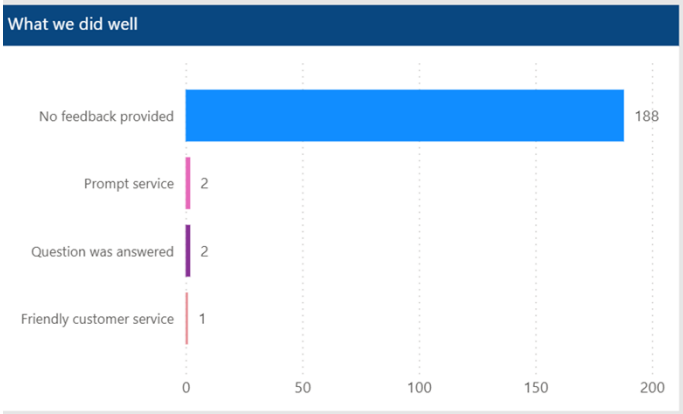
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Carried forward budget												
2026-27 Budget - Annual	33,496	33,496	33,496	33,496	33,496	33,496	33,496	33,496	33,496	33,496	33,496	33,496
2025-26 Actual	876	2,543	3,713	5,705	7,561	9,577	10,629	11,990	14,877	15,828	19,951	20,716
2026-27 Forecast	468	2,079	4,496	6,784	8,409	10,861	12,852	15,297	19,316	25,004	28,526	33,496
2026-27 Actual	1,547	2,933	4,623	7,895								

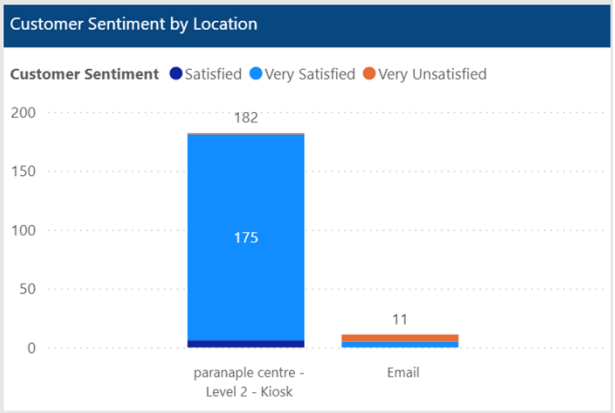
5.4. Customer Service:

5.4.1. Customer service data for October:





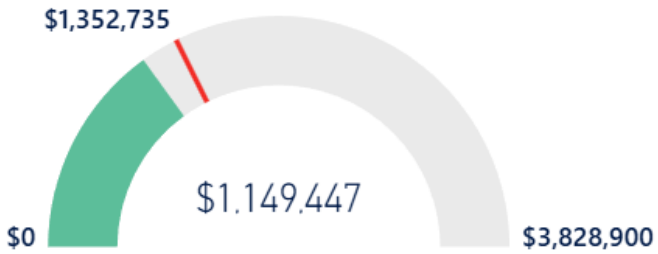




5.5. Parking

5.5.1. Parking income statistics this financial year:

Budget v Revenue Period to Date



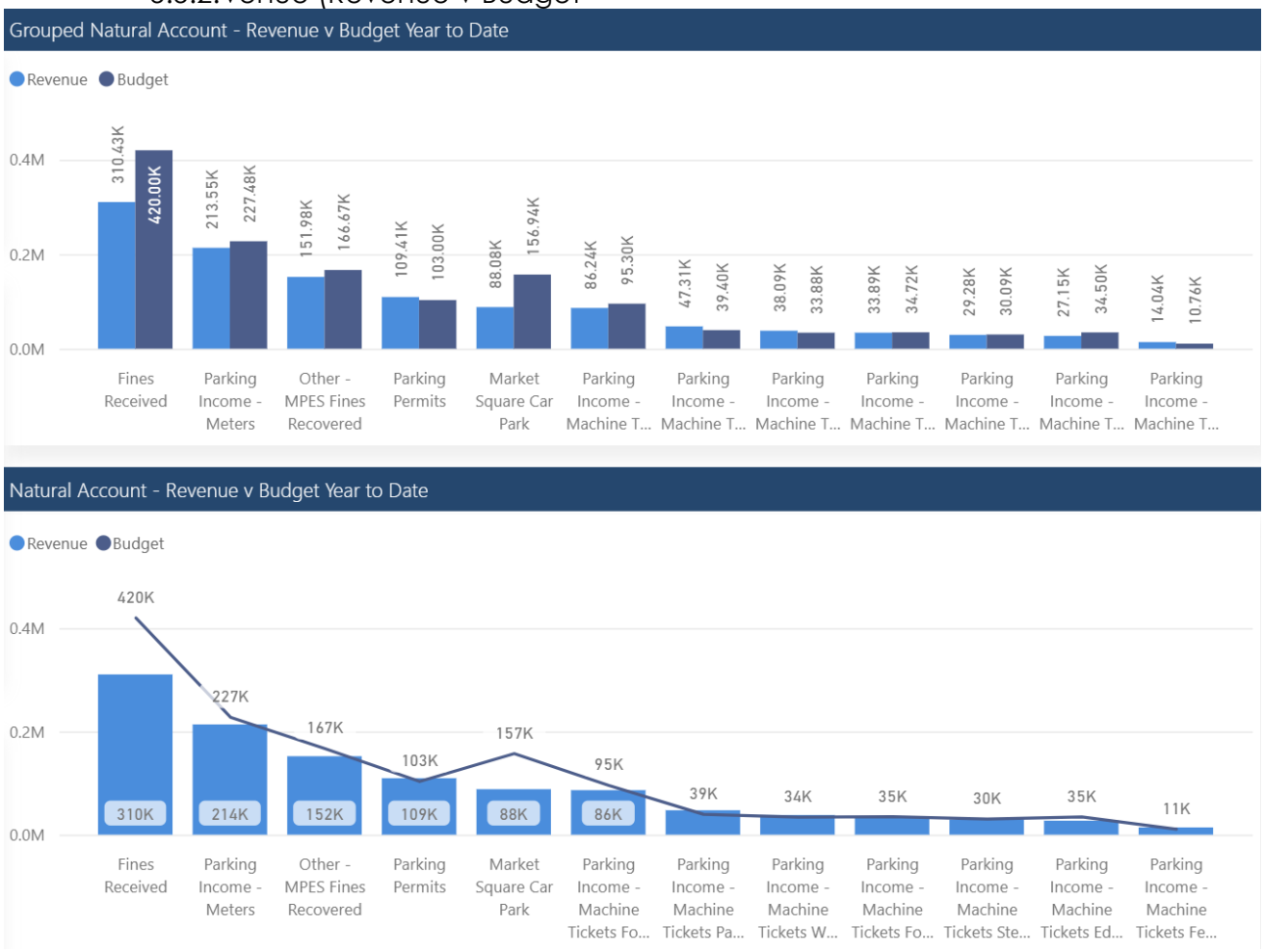
Revenue/Budget Period to Date

Short_Description	Budget $	Revenue $	Variance $	Variance %
Edward St CP	34,500.00	27,149.57	($7,350.43)	-21%
Fenton Way CP	10,764.41	14,040.95	$3,276.54	30%
Fines Received	420,000.00	310,427.00	($109,573.00)	-26%
Formby Rd CP	95,303.78	86,237.98	($9,065.80)	-10%
Fourways CP	34,716.01	33,890.13	($825.88)	-2%
Multi Storey CP	156,937.98	88,079.23	($68,858.75)	-44%
Other - MPES	166,666.69	151,980.29	($14,686.40)	-9%
Parking Meters	227,478.31	213,552.31	($13,926.00)	-6%
Parking Permits	102,999.73	109,413.75	$6,414.02	6%
Payne Ave CP	39,395.63	47,305.84	$7,910.21	20%
Steele St CP	30,089.04	29,275.79	($813.25)	-3%
Wenvoe St CP	33,883.85	38,094.04	$4,210.19	12%
Total	**1,352,735.43**	**1,149,446.88**	**($203,288.55)**	**-15%**

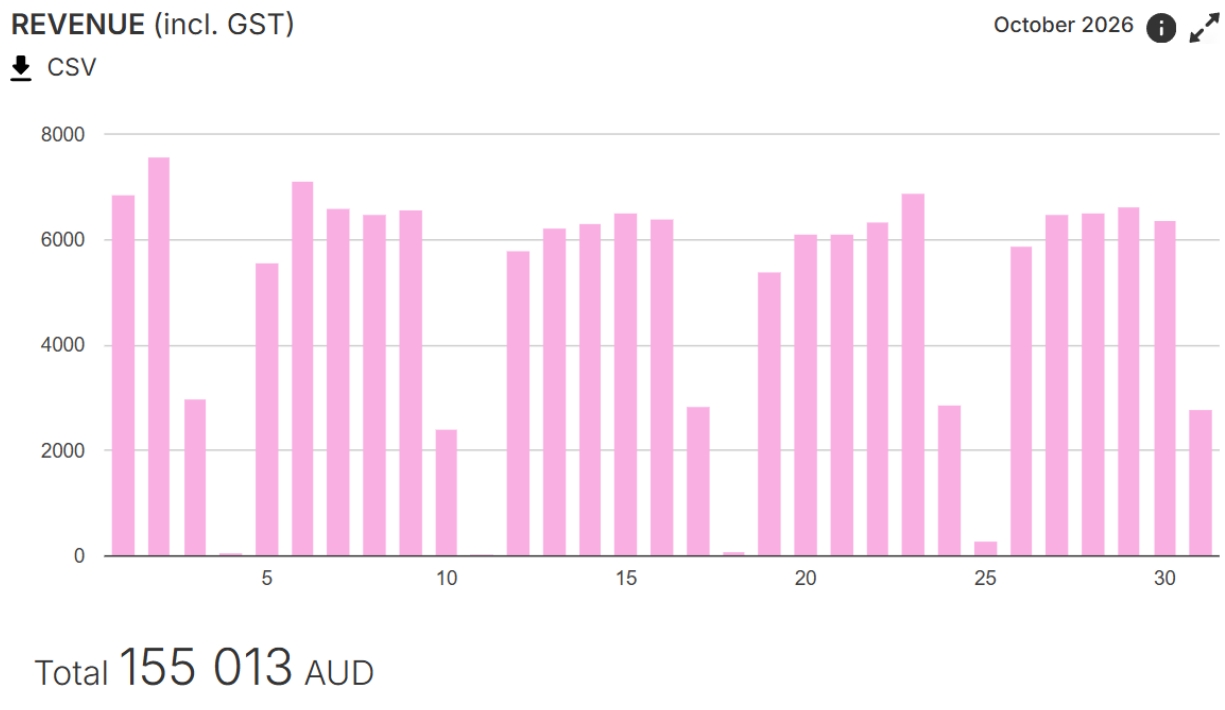
Notes:

- Edward Street Carpark – Actual revenue is incorrect. Revenue for the Edward Street Carpark up to the end of October was $39,217. Council's budget was based on Edward Street Carpark being closed by end of October.
- Fines Received – information shows that less fines have been issued than this time last year.
- Multi-level Carpark – revenue does not include the EasyPark Payments for October. Parking Information shows some all day parkers have continued to use Payne Ave and Wenvoe Street Carparks rather than return to the Multi-level carpark since the all-day parking rate was re-introduced. Data is also showing that users of the Multi-level carpark are shorter stays than this time last year. Some of the budget variance is also budget timing, parking from Convention Centre and theatre are not an even spread across the year.

5.5.2.venue (Revenue v Budget

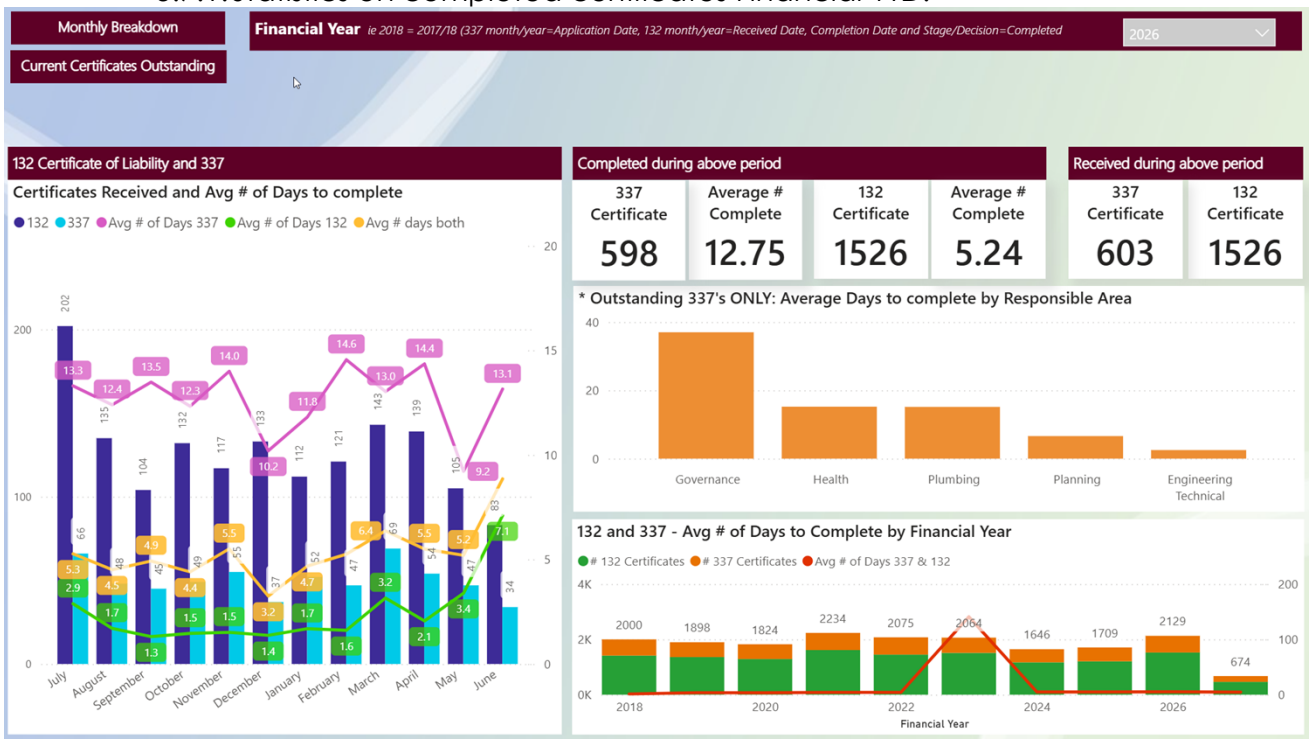


5.6. EasyPark Statistics



5.7. Section 132 & 337 Certificates:

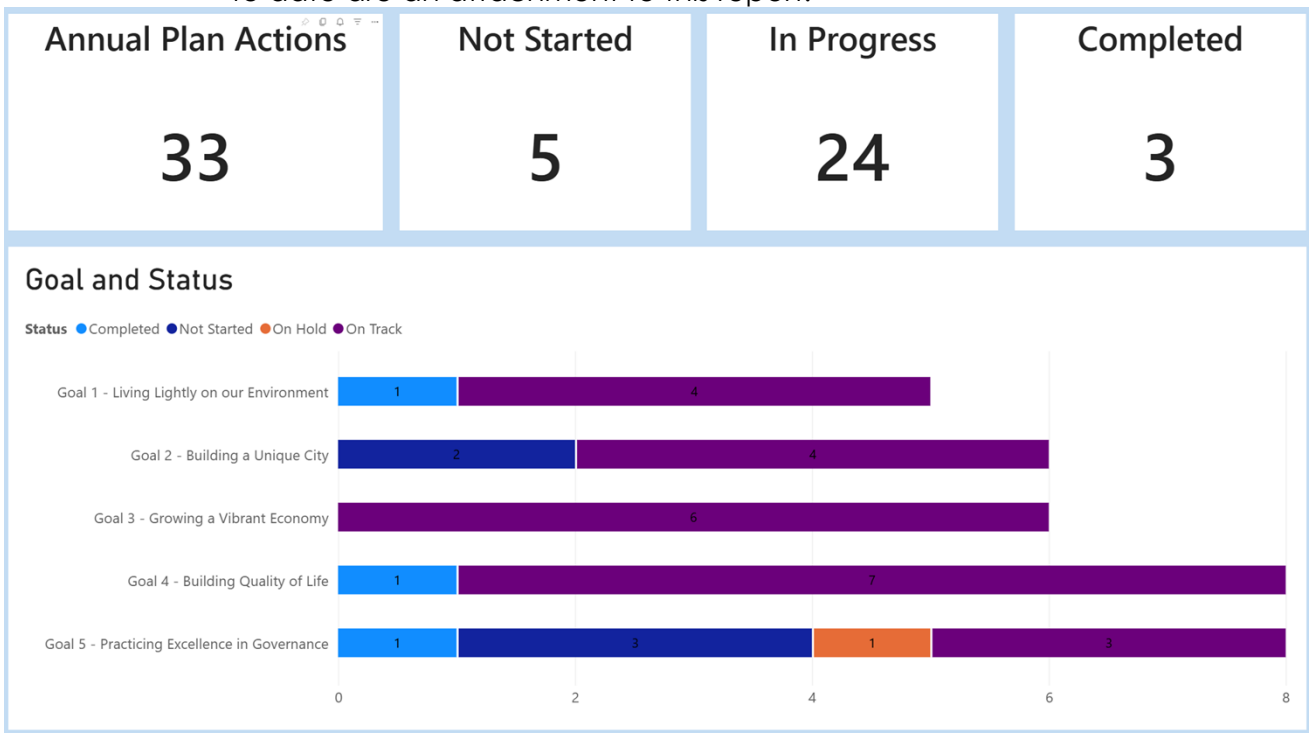
5.7.1. Statistics on completed certificates Financial YTD:



5.8. Annual Plan Action Update:

5.8.1. Annual Plan Action Graph depicting status of current goals.

5.8.2. The detailed actions under the five Annual Plan Goals and their progress to date are an attachment to this report.



6. COMMITTEES, AUTHORITIES & EXTERNAL ORGANISATIONS:

6.1. Minutes: There unconfirmed minutes from the 2026 Annual General Meeting are provided.

COMMUNITY ENGAGEMENT

This report includes information that relates to community engagement undertaken in relation to operational activity.

FINANCIAL IMPLICATIONS

Any financial or budgetary implications related to matters included in this report will be separately reported to Council.

There is not expected to be any impact on Council's operating budget as a result of this report.

RISK IMPLICATIONS

Any specific risk implications have been outlined in the commentary included as part of this report. Any specific risk that is identified as an issue for Council would result in a separate report to Council.

CONCLUSION

This report is provided for information purposes only and to allow Council and the community to be updated on matters of interest.

ATTACHMENTS

1. Unconfirmed Minutes - AGM - 26 October 2026 [**6.5.1** - 6 pages]
2. 20261031 Consolidated Financial Report- Council Report [**6.5.2** - 9 pages]
3. Annual Plan Actions Details - November 2026 [**6.5.3** - 1 page]

7 CLOSED SESSION

The Chief Executive Officer advises that in his opinion, the agenda items listed below are prescribed items in accordance with Regulation 17 of the *Local Government (Meeting Procedures) Regulations 2025* (ie confidential matters), and therefore Council may by absolute majority determine to close the meeting to the general public.

RECOMMENDATION

That in accordance with Regulation 17 of the *Local Government (Meeting Procedures) Regulations 2025*, the following be dealt with in Closed Session.

Item No	**Matter**	***Local Government (Meeting Procedures) Regulations 2025* Reference**
3.1	Confirmation of Closed Minutes – Council Meeting – 26 October 2026	17(2)(h)
3.2	Requests and Notifications for Leave of Absence or Parental Leave	17(2)(i); 17(2)(j)
4.1	Confidential Attachments	17(2)(h)
5.1	Audit Panel Appointments	17(2)(e)
5.2	Australia Day Awards 2027	17(2)(h)
5.3	Investigation Outcomes Update	17(2)(h); 17(2)(k)

8 CLOSURE